

DUNEDIN PUBLIC LIBRARIES

SERIALS COLLECTION POLICY 2011

SCOPE

This policy refers specifically to serials intended for adult readership in the general collections within Dunedin Public Libraries network.

Its principles are also intended to cover the development of the serials collections in the McNab Heritage Collections and Children's Collection.

For the purposes of this policy, the term 'serial' encompasses publications issued in successive parts, appearing at regular or irregular intervals, and including magazines, newspapers, and other serials. It does not include monographs in series, which are treated as monographs. A separate policy, the Electronic Resources Policy deals specifically with Electronic Resources.

1. Collection Scope

Serials collections reside at the City Library and community libraries. Extensive stack collections are maintained in the City Library and Mosgiel Library maintains a small stack.

2. Collection Purpose

Serials supplement the book and electronic collections and, in particular, provide current information before it is available in other print forms. The Library aims to make information in serial form available to the public as quickly as possible, and to provide a well-balanced serials collection appropriate to the diverse information and recreational requirements of Dunedin residents and covering general and special-interest topics.

3. History

The provision of publications in serial form has always been an important part of Dunedin Public Libraries' service. The Magazine and Newspaper Rooms opened in 1908, when the library was inaugurated.

4. Description of Collection

In September 2008, subscriptions to approximately 5,500 serials titles were being maintained. This figure includes 28 newspapers. Some additional serials are received free of charge. Over 80 New Zealand and international serials and newspapers, to which completeness of access varies, are accessible electronically via the InfoStations. A further 10,000 serials are available electronically via the EPIC database.

Back runs of several thousand additional titles, which have either ceased publication or to which subscriptions have been cancelled, are also held. Notable features include a complete run of Punch and very long runs of some internationally significant titles including Vogue, Foreign Affairs, Illustrated London News, Life, The Listener, National Geographic, Nature, New Yorker, and Science. Many older runs, now discontinued, are of industrial, manufacturing, or commercial significance and are now of historical interest. Titles held on microfilm include the New York Times, The Times, and Time. A subscription to the online database EbscoHost enables quick searching of several hundred serials titles and provides full-text access to many articles.

Copies of current issues are made available as quickly as possible. Back copies of most titles are retained, and various abstracting and indexing tools are provided to facilitate research. Some serials, such as latest issues and some titles of long-term research value are designated 'Reference only' and are not available for borrowing.

4.1. Newspapers

Newspapers are serials issued very frequently (often daily) and the print versions usually appear in large formats. They are a primary source of written information on current events and usually contain a broad range of news on a wide variety of topics. The Library aims to provide local newspapers, a broad range of other New Zealand

newspapers including major daily newspapers, and a good selection of international newspapers including those likely to be of most interest to Library customers.

Printed newspapers are kept on the Ground Floor of the City Library for four weeks, and some are then sent to the Hocken Library for permanent retention. (The McNab collection provides complete access to local newspapers, and has indexed much of their contents.)

Most newspapers are now accessible via the Library website and the InfoStations provide links to many.

4.2. Abstracting and Indexing Publications

Print and electronic abstracting and indexing publications improve the usability of the serials collections. Some print tools including Biography Index, Art Index, and indexes to The Times and New York Times are included in the collection; either on public shelves or in the staff area. Among the most useful online tools are EbscoHost and Index New Zealand.

4.3. Professional Literature

Some journals intended as aids to the selection of new library materials, and for the continuing education of librarians, are subscribed to and circulated to interested members of the library staff. After circulation the majority are housed in the stack collections and can be made available to members of the public on request.

5. Housing

Most new print serials are housed on the second floor of the City Library. New Zealand serials are housed in Heritage Collections.

After two years in the public area magazines are re-housed in stacks in the Upper Basement, where they can be retrieved if requested by library customers. New Zealand magazines are kept in the Heritage Collection stack. Arrangement in all locations is alphabetical by title. Community libraries serials are kept adjacent to book collections.

6. Valuation

Valuation for insurance purposes is revised regularly. Lending collections are depreciated at the rate of 20% of the purchase price over five years.

7. Collection Management

Responsibility for management of the collection, on a day-to-day basis, rests with the Acquisitions Librarian. Responsibility for the selection and deselection of serials titles is shared between members of the Serials Group which is comprised of members of the Collection Development Team, the Acquisitions Librarian and the Head of Collection Services.

7.1. Selection Tools

- Suggestions from the public – print and online
- Titles on approval from local suppliers
- Trade, library, general, and special interest serials – print and online
- Publishers' and booksellers' catalogues – print and online
- Special interest websites
- Online newsletters, eg Booksellers' Brief
- New Zealand National Bibliography

7.2. Selection Guidelines

Expenditure on serials needs to be monitored with special care because the serials budget is relatively static at 14% of the total capital budget for collections and prices rise at a rate far exceeding the rate for monographs. They are greatly affected by the fluctuations in exchange rates. Generally a currently subscribed to title has to be cancelled before a new title can be ordered.

Duplicate copies of some high-demand titles may be purchased.

7.3. Deselection

Most serials are routinely retained. A few of ephemeral interest only are designated "Current file only," and back issues are discarded. Increasing space constraints, however, mean that this practice cannot continue indefinitely and the establishment of cooperative retention schemes with other libraries must be considered seriously in the near future.

Single serials issues deemed surplus to requirements, such as unwanted duplicates, may be disposed of via book sales, offered to other libraries through recognised disposal procedures, or otherwise disposed of as considered appropriate by the Collection Development Librarian and/or the Acquisitions Librarian.

The disposal of runs of serials must be approved by the Head of Collection Services, Collection Development Librarian and the Acquisitions Librarian.

8. Formats

Serials are held in print, electronic, and microform formats and there is some overlap between formats. Print is the predominant medium but in some cases electronic access may extend the availability of a title's content, or on-line indexing functions may enhance the usability of either the print or the electronic version. Careful consideration is always given to the most appropriate format for any serial resource, and unnecessary or costly duplication is avoided. Decisions to change the format in which a serial is received may be made on the basis of cost, extent of coverage, or general convenience or ease of use.

9. Acquisition and Purchasing

In some exceptional circumstances, special purchases of back issues of important titles, in the most appropriate formats, may be made.

10. Standing Orders

Not applicable

11. Donations

Donations are gratefully received by the Library, and may on some occasions be actively sought. Their retention however is subject to the judgement of the Serials Group. The Library reserves the right to make decisions concerning suitability for the collections, and acceptance will be guided by the relevant selection guidelines.

12. Preservation and Repair

Most new serial issues for the lending collections are strengthened by Bindery staff on receipt. Some titles are later bound. Issues withdrawn due to loss or damage are not usually repurchased, but may be replaced if obtainable gratis, usually via the disposal lists of other New Zealand libraries.

Microfilming may be considered as a preservation option in the case of an important serial in poor condition and is at present usually considered a better preservation option than electronic methods.

13. Review

This policy will be reviewed within five years.