

Guidelines for Evaluating Print Journals

What is changing?

The Library has recently evaluated its print journal collections in the Law and Architecture & Design campus library collections. We have done this to accommodate both the diverse needs of users and manage the space we have available for collections. You may notice some changes to where journals are stored, but the majority of journals will still be easily accessible.

We have also developed guidelines about how we manage print journal collections across the Library. These guidelines align with the Collection Development and Management Policy and relevant Subject Level Collection Statements and are summarised below.

Why move some journals offsite?

When acquiring new electronic journals, perpetual access¹ is usually the best option. Over the last few years, the Library has acquired a substantial number of electronic journals with perpetual access, and these journals are duplicated in the print collections. By either transferring duplicate and low-use print journals to the Offsite Collection (or withdrawing journals where appropriate), we can accommodate users' needs and better manage collection space. The Library does not store unnecessary duplicates where there is perpetual access.

Since 2007, the Library has been routinely relocating some of its collections to its Offsite Collection space at Seaview, Petone. The facility is commercially run by Crown, is high-density and climate-controlled. The Offsite Collection comprises books, low-use print journals, and previous years/issues of print journals where the Library has no perpetual access.

In addition to its Offsite Collection, the Library uses the CONZUL Store for keeping print journal titles where we have perpetual access. The CONZUL Store was set up in 2011 as a national shared archive for low-use print journals which have current or potential research value, and for which the depositing Library has perpetual electronic access. This is a national preservation initiative in which all university libraries participate to ensure that there is at least one copy of a print journal title in the country.

How we developed the guidelines

Making decisions around the best location for print journals is complex. The following principles helped us to develop the guidelines and the decisions around where print journals would best be located.

- Print journal content that supports the current and probable future needs of the University is retained.
- There is no duplication of print journals between the Onsite and Offsite Collection.
- When the Library has perpetual electronic access to the title it will not be duplicated in print.

¹ Perpetual access means that the Library owns the content, rather than just paying for access. In these cases, if the publication of the electronic journal ceases or the Library cancels the subscription, the Library retains access to the content it has paid for.

- Print journals are selected for retention (in either the Offsite or Onsite Collection) based on a number of factors, including, but not exclusively:
 - the relevance and quality of the content;
 - the type of electronic access available;
 - the completeness of the journal set;
 - the physical condition of the print;
 - the age of the journal;
 - usage trends and patterns.
- Print journals may be permanently withdrawn if they no longer meet the criteria for retention in either the Onsite or Offsite Collection.
- Print journals of importance for research, but where the subscription is not current, the sequence is longer than five years, and when there is print access only or electronic access is non-perpetual, are routinely relocated to the Offsite Collection.
- Where a print journal provides added value such as illustrations, editorial content, advertisements, etc and the electronic access does not, the print version is retained (either in the Onsite or Offsite Collection).

Please note that print journals relocated to the Offsite Collection which subsequently show sufficient demand, or when research and teaching priorities change, may be returned to the Onsite Collection.

Summary of guidelines

The table below summarises how the Library manages its print journal collections. The Subject Librarians work with academic staff to ensure that subject-specific exceptions are recognised and that teaching and research requirements are met. However, these criteria will be applied in the majority of cases.

Print Subscription Status	Type of electronic access	Action	Which issues
<u>Current print subscription</u>	No electronic access or Non-perpetual electronic access	Retain Onsite	Latest 5 years
		Transfer to Offsite	Over 5 years
	Perpetual electronic access	Cancel print subscription	
		Transfer to Offsite	Issues not covered by electronic access
		Transfer to CONZUL Store or deselect/withdraw	Issues covered by electronic access
<u>No current subscription</u> (unbroken sequence, longer than 5 years)	No electronic access or Non-perpetual electronic access	Transfer to Offsite	All issues
		Transfer to Offsite	Issues not covered by electronic access
	Perpetual electronic access	Transfer to CONZUL Store or deselect/withdraw	Issues covered by electronic access

No current subscription (ceased publication; a sequence of 5 years or less; not useful or relevant; donation; in poor condition, etc)	No electronic access or Non-perpetual electronic access	Deselect/withdraw	All issues
	Perpetual electronic access	Transfer to CONZUL Store or deselect/withdraw	

Further detail

If you would like to find out more or have any questions please contact [Margaret Ferguson](#), Collection Policy and Development Manager, ext 5688 or your [Subject Librarian](#).