

University of Kent

Journals Collection Development Policy

Characteristics of Collection

Journals will be acquired and managed to support and enhance the learning, teaching and research activities of the University. This will be achieved in consultation and partnership with academic Schools.

Formats

For the purposes of this policy, the following definitions have been considered and the preferred term “Journal” has been used to cover them all.

- **Journal:** a newspaper or magazine that deals with a particular subject or professional activity
- **Periodical:** a magazine or newspaper published at regular intervals
- **Serial:** consisting of, forming part of, or taking place in a series
- **Magazine:** a periodical publication containing articles and illustrations, often on a particular subject or aimed at a particular readership
- **Newspaper:** a printed publication (usually issued daily or weekly) consisting of folded unstapled sheets and containing news, articles, advertisements, and correspondence.

This policy will align with the Information Services Library Collections Digital Curation Policy to sustainably maintain access to and preservation of digital materials.

Selection and acquisition

Acquisition

Journals will be acquired and managed to support and enhance the learning, teaching and research activities of the university. This will be achieved in consultation and partnership with academic Schools.

This policy seeks to facilitate the development of shared goals for the strategic development of the journals collections in consultation with the University community. Within this framework, the policy for acquisition is a significant factor in ensuring:

- Responsiveness to meet user expectations regarding access to journal content, via a range of purchase options including title-by-title, content-package or aggregator database acquisition models.

- Scholarly information requirements are reflected and met by relevant, highly discoverable and accessible journal content that is easily integrated into teaching, learning and research workflows.
- Equity of access to multimedia resources across a range of devices
- An appropriate balance is achieved between resource quality, usability and accessibility, reflecting the context in which journal will be used, thereby maximising value for money.

Where it is available, appropriate and to enhance user experience:

- Electronic formats will be preferred where:
 - These are discoverable and accessible;
 - Preservation requirements are met.
- Services that do not set embargoes will be preferred where available.
- Electronic formats may be augmented by other formats where these criteria are not met.
- Other formats, including microform and print may be acquired where electronic formats are not available.

Retention

Physical items will be developed and stored according to the following principles:

- Low-use journal content held in physical formats will be
 - Separated to higher density storage in an on-site, retrievable location
 - Subject to the collection reviewing and updating principles outlined by this policy

Collection reviewing and updating

Existing journals and new acquisitions will be reviewed, updated or withdrawn on an ongoing basis in consultation with Academic Schools. Wherever items remain in demand or continue to meet the teaching, learning and research requirements of the University community:

- An original master copy or best surviving copy will be retained where content is unique or irreplaceable
- Physical formats will be retained where electronic formats do not provide
 - Adequate access to content (for example tables, graphs, photos, illustrations, musical notation, scripts, etc.)
 - Secure long-term access to content
- Replacements for damaged or irreparable material will be purchased where available

- Format replacement will be considered dependent upon the availability of feasible alternatives
 - Journal content held in physical formats will be considered for re-purchase in electronic format where it:
 - Is commercially available
 - Meets preservation requirements
 - Offers value for money
- Format migration, including through digitisation will be considered where it:
 - Is legally permissible
 - Is cost efficient, or where funding exists to facilitate the required work

Withdrawal

Following guidance from Liaison Librarians and in consultation with Academic Schools, withdrawals will be addressed on the basis of content and format. Resources will be considered for withdrawal where the:

Content

- Is no longer relevant to the teaching, learning and research undertaken at the University
- Is limited to short, insignificant or incomplete runs

Format

- Is no longer supportable or accessible
- Experiences very low use
- They are not covered by the Collection Development Strategy: Special Collections and cannot be feasibly preserved
- Provides poor accessibility standards
- Duplicates electronic formats offering access in perpetuity through:
 - The University's licence with the supplier
 - The University's membership of a third party archiving service such as Portico or LOCKSS
 - Purchased journal archives (for example Periodicals Archive Online, De Gruyter Journal Archive
 - Trusted stable archive services (for example JSTOR, PubMed and Hein)

Journal titles selected for withdrawal which are not preserved through collaborative preservation initiatives will be offered to these initiatives to guarantee national preservation and thus guarantee future access to these items for the academic community at the University of Kent and nationally.

Consultation

Journal titles within the Collections which are preserved through national preservation initiatives and which are after consultation agreed for removal will be removed in line with the recommendations detailed in the Stock Disposal Guidelines.