



Managing Serials in the Electronic World

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Programme

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University of Surrey Library



What are serials? (1)

Definition:

“A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely”

Anglo-American Cataloguing Rules 2 (AACR2), 1998 revision

Includes:

Academic journals, magazines, newspapers, microfilms/microfiches, CD-ROMs, online journals, online databases.

What are serials? (2)

- Serials librarians are now often dealing with any type of material that involves a subscription
- Including electronic journals, online databases of all descriptions, and e-books
- And also material that does not involve any type of payment, such as e-journals that are freely available or work on an open access model

Why are serials important? (1)

Academic journals in particular are:

- A means of communicating ideas and information (usually more quickly than publishing a book)
- A means of ensuring the quality of the information, through peer-review
- A means of recording information for future generations

Why are serials important? (2)

- Serials are therefore important within any organisation which needs regular access to up-to-date, accurate, information:
- Universities, colleges, learned societies, research centres, national libraries & archives
- Hospitals & medical research facilities
- Legal practices
- Media companies
- Industries involved in research & development
- And more...

Why are serials important? (3)

- The University of Surrey is engaged in cutting-edge scientific & technical research
- Journals are the primary means of both finding out about new research and communicating the research carried out at our institution
- Academics are extremely attached to “their” journals, but rarely have an idea of how much they cost or how they are managed
- Academics would in many cases sacrifice book budgets in order to preserve journal subscriptions
- Importance of journals varies by discipline

Developing a serials collection (1)

- Will usually have a set of existing subscriptions
- Cancel, renew, or subscribe to new titles, according to:
 - Budget available
 - New courses / research / academic staff
 - Interplay between individual titles and packages
 - New deals available from publishers or via consortia
 - Usage
 - Impact factor

Developing a serials collection (2)

At University of Surrey:

- Review lists of journals annually
- Academic Liaison Librarians confer with departmental library representatives who confer with academic colleagues to make decisions
- Departments must cancel titles in order to free up funds to subscribe to new titles
- Budget from university rarely in line with increase in journal subscription costs, leading to cancellations

Managing a serials collection (1)

Financial management – my budget year...

- **Jan/Feb 07** – predict how much money we will need for serials in 2008, submit to University financial committees.
- **July 07** – formulate individual departmental budgets for Aug 07-July 08 ready for financial year rollover 1st Aug.
- **August 07** - receive serials renewals lists and send out to departments for review.
- **September 07** - submit main renewals & cancellations.
- **Aug-Dec 07** - receive notifications of subscription costs from publishers.
- **Jan 08** – receive final main invoice for subscriptions for 2008.
- **Throughout** – pay individual invoices and monitor dept. budgets

Result: Crystal ball gazing!

Managing a serials collection (2)

Daily routine:

- Receive journals by Royal Mail
- Check-in on Library Management System (holdings shown on OPAC), noticing any changes of title, publisher, or frequency
- Security tag, stamp, shelve in current journals
- Move previous copy to Back Copies floor
- Re-shelve any issues left out by users

Managing a serials collection (3)

Other routines:

- Claims (weekly)
- Re-boxing, re-labelling (ad hoc)
- Payment of individual invoices (ad hoc)
- Withdrawal, Relegation and Re-spacing (annually)
- Binding of certain titles (annually)

Managing e-journals (1)

Basic procedures:

- Negotiate cost/access rights, pay invoice
- Activate full text access (a variety of procedures can be involved)
- Add to e-journals listing
- Add to library catalogue
- Troubleshoot during lifetime of subscription
- Collate usage statistics for review
- Renew & check full text still available

Managing e-journals (2)

Factors affecting access to e-journals:

- Publisher subscription policies
- Restrictions imposed by licence or contract
- Subscription agent practices
- Mode of subscription (described next)
- Gateway or service provider
- Embargo period or rolling access
- Authentication (Athens, IP address, Password)
- Location of user (on or off campus)
- Technical setup of user (e.g. Internet Service Provider)
- Variations are almost infinite, and changes cause problems!

Managing e-journals (3)

Modes of subscription:

- As part of an individual print+online subscription
- As an individual e-only subscription (an additional site licence may be necessary for institutional access)
- As part of a one-off payment for a backfile
- As part of a publisher's package deal (may need to retain any current subscriptions)
- As part of an aggregated package, including titles from various publishers
- Open access (wholly or partially)
- Freely available – no publication payments involved (immediately or after embargo period)

Managing e-journals (4)

Electronic Resources Management Systems (ERMS)

- Records financial, licence, catalogue record, holdings data
- Records relationship between package and individual title, and between print and electronic subscription
- Records technical info (contacts, statistics, proxy server, passwords, IP addresses etc.)
- Mostly a system for staff use
- Can **pull** through data from LMS or other sources
- Can **push** through data into OPAC (e.g. Downtime)

Serials and Library Users

- Pervasive Internet access
 - Serials use from outside the library
- Lifestyle & consumer awareness
 - Convenience and instant access (Link resolvers, Metasearch engines)
- Study & work patterns
 - Group work, part-time study, widening participation, working on the move
- Library space
 - Print journals are making way for flexible learning spaces

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Serials and the Future

- Archiving electronic content for future use
- Open Access repositories
- Open Access journals
- Library as location of access, support and quiet space
- Library staff as administrators, navigators and troubleshooters (so what's new?)

Any questions?

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