

## Serials Policy

Serials are publications that are published on a continual basis with no specific end date. Serials include, but are not limited to, print and electronic journals, newspapers, magazines, and microforms.

### Acquisition

The main purpose of the serials collection is to support the curriculum and research needs of the University. Popular titles are also maintained for the reading and research enjoyment of library patrons. Most serials are initially requested by Faculty and then, if added, the subscriptions are renewed and continued by the library's serials budget. Requested serial titles are evaluated and added based upon academic support, availability, indexing, cost, and available budget funds. We primarily add online format unless another format is requested.

### Circulation

The library maintains the current issues of serial titles on the main floor in a public access area. Popular magazine and unbound journal issues are shelved together on the main floor on the right as one enters the library. Microfiche and microfilm titles are shelved on the first floor in the microforms room. Bound journals are shelved in the serials area on the third floor of the library. All areas of serials are shelved alphabetically by title. Serials are primarily "in library" use, however, library staff may make exceptions for Faculty/Staff, preferably with the input of the Serials Librarian.

### Binding

Binding is done twice per year or as needed with a four-week turnaround time. Materials bound include print journals, books in need of repair, theses written by High Point University graduate students, and theses purchased by the library.

### Journal Finder

Journal Finder is a database that enables one search for journal title access. Journal Finder is very useful for locating all of the databases that include a specific journal title as well as providing the date coverage for each database. In addition to electronic access, physical journals housed at the University can be found in Journal Finder. The Serials Librarian updates the access points of Journal Finder as needed.

### Evaluation

Each year the electronic and paper titles of the serials collection are evaluated by the serials committee. Continuation is based upon usage via publisher access, Journal Finder usage, as well as faculty input. Librarians check to see if the collection is unique, serves the needs of the constituents, and that electronic access is active, subscribed to, and/or that there is adequate aggregator access for titles. The serials committee works to ensure that the patron has the easiest and broadest access to the serials collection as possible.