



Smith Library, High Point University

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 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 in paper or electronic format based upon academic support, availability, indexing, cost and available budget funds. Because of constantly increasing serial costs, ordering new titles must often be balanced by canceling other titles.

Most serial titles are ordered through Ebsco subscription services. This partnership allows for one invoice with common expire dates for serials. Ebsco also facilitates claiming through their direct contact with the publishers. Claiming is the request for missing or late issues.

Serials are processed daily. Student workers sort, stamp, security strip, check in, add, label and shelve serials. The Serials Librarian oversees this processing.

Circulation

The library maintains the current issue of serial titles on the main floor in a public access area. Several popular titles' current issues are separated and put in our Leisure Reading area, also available in public access. Serial issues not yet bound are kept behind the circulation desk and are checked out for two-hour "in house" use. Microform titles are also shelved behind the circulation desk and have the same two-hour in house use. Bound journals are shelved upstairs in the serials area of the book collection. All three areas of serials are shelved alphabetically by title. Usually serials do not circulate outside the building, however library staff may make exceptions for Faculty/Staff, preferably with the input of the Serials Librarian.

Binding

Binding is done monthly as needed with a three-week turnaround time. Materials bound include print journals, books in need of repair, and theses purchased by the library. Student workers pull serial issues to be bound based upon regularly generated pull lists and staff prepares volumes for binding.

Journal Finder

Journal Finder is a database that enables one search for journal title access, including electronic as well as paper availability. The Serials Librarian updates the access points of Journal Finder as needed.

Evaluation

The electronic and paper version of the serials collection is evaluated on an ongoing basis but is thoroughly evaluated each year. Librarians check to see if the collection is unique, serves the needs of the constituents, that paper copies are not available in other formats and that the patron has the easiest and broadest access to this collection as possible.