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Library Materials Selection Policy

I. Objectives of the Selection Policy

This policy serves as a guideline for the selection of library materials and presents an underlying rationale for making selection decisions. This policy cannot address every possible scenario that may arise in the future regarding selection. It is hoped, however, that the underlying philosophy expressed throughout this policy will be used as the basis for making sound selection decisions.

II. Statement of General Criteria for Selection

The primary mission of the U. Grant Miller Library is to build collections that support the instructional, cultural, scholarly, research, and intellectual needs of the College community. While electronic resources play an increasingly important role, print will always have a place within the library’s collections. While persons not affiliated with the College are permitted to use the Library facilities, services, and collections, this selection policy is not designed to meet the needs of the general public.

All materials purchased with library funds are housed in the U. Grant Miller Library or Troutman Library so they may be available to the entire College community.

III. Intellectual Freedom

The Library opposes removal of materials from its shelves for any reason other than weeding, which is the systematic evaluation and removal of materials that are damaged or obsolete. In keeping with the Library’s commitment to intellectual freedom, the Library adheres to the positions set forth in the American Library Association’s Intellectual Freedom Principles for Academic Libraries, Library Bill of Rights, the Statement on Labeling, and the Freedom to Read statement. [See Documents 1, 2, 3, and 4]

IV. Budget Considerations

When allocating funds for acquisitions, the Director of Library Services will first ensure that standing orders obligations have been met. Efforts should be made to keep standing orders obligations at a level below 75% of the total acquisitions budget (General book fund + endowed funds + AV + periodicals budget, which includes all online services.)

The remaining funds available are considered discretionary funds and will be used to satisfy departmental requests and to satisfy deficiencies in the collection indicated by standard bibliographies.

V. Collection Development Responsibilities

It is the responsibility of Library personnel and the entire academic community to develop library collections. The Library’s acquisitions budgets and qualitative considerations determine which materials are most likely to enhance the instructional and the
educational goals of the College. The Department Head, or other individual designated by the Department head, will serve as liaison between the Department and the Library.

VI. Assessing the Collections

Assessment is the process of evaluating collection strengths and collecting patterns. Assessment is performed using 1) statistical comparisons, 2) comparing the current collection holdings against recommendations established by professional associations and accrediting agencies, 3) direct evaluation by subject experts, and 4) faculty evaluations.

Assessments of the collections will be made as needed to identify possible deficiencies and to suggest new categories of items to acquire.

VII. Periodicals

Inflation in subscription costs (online and print) and increasing demands for journal subscriptions by faculty necessitate careful selection in journal and online database acquisitions.

Requests may be submitted at any time, however, the Director of Library Services, in consultation with other Librarians, selects and adds online services recommended by faculty once a year. Journal subscription requests may be submitted at any time. If discretionary funds are available in the periodicals budget, requests are processed in the order they are received. Decisions to accept donated journals are based on the Decision Tree: Donated Journals. [See Document 5] Decisions to subscribe to new journals are based on the Decision Tree: New Journal Requests. [See Document 6]

Other considerations include:

A. **Archival responsibilities.** The U. Grant Miller Library considers itself to be the archive of record for serials published by Washington & Jefferson College.

B. **Print retention.** The U. Grant Miller Library believes that it is beneficial to build a collection that balances ownership and storage of print issues of journals with access to online journals. The Librarians recognize that online journals offer some benefits over print, including full text searching and keyword searching, money saved on subscription costs, storage, and binding, and the elimination of other journal processing tasks.

C. **Electronic-only subscriptions.** The U. Grant Miller Library is not a conservator of print journals and does not have cooperative archival agreements with other institutions, so it will move to electronic-only subscriptions where appropriate. When decision must be made based on cost, accessibility, or limited storage space, the library may purchase access to electronic archives, such as JSTOR and Project Muse.
D. **User considerations.** The Librarians will survey constituents before replacing existing print with electronic resources to determine how information is accessed and managed.

E. **Eliminating duplication.** Cost savings will be realized where duplications exist between the various formats (print, microfilm, and digital). However, the library recognizes that the processes of ordering, cataloging, processing, and disseminating electronic journals is more complex than it is for print journals.

**VIII. Archives and Special Collections Library**

Guidelines for acquisition of materials:

*College Archives.*
- To collect official and unofficial documents of enduring value created or received by or relating to Washington & Jefferson College, its trustees, its employees, and its alumni.
- To collect publications and artifacts by or about Washington & Jefferson College.
- To serve as the archive of record for serials published by Washington & Jefferson College.

*Special Collections.*
- To collect noncollege records, papers and artifacts pertaining to the early history of the College and of southwestern Pennsylvania.
- Of particular interest are documents, personal papers, and manuscripts dealing with the Whiskey Rebellion, slave records, the Underground Railroad, the westward movement and settlement of southwestern Pennsylvania, Washington & Jefferson College’s role in our Nation’s wars, and materials relating to existing collections, such as the John Hoge Papers and the Joseph Guffey Papers.

**IX. Specific Guidelines**

A. When acquiring books, **paperbacks** are purchased only when a hardcover edition (new or used) is not available.

B. When purchasing **video recordings**, preference is given to DVD format. Widescreen is preferred over full screen and *extras* acquired when available, if extras are related to the film.

C. The Library will not routinely purchase **textbooks** used in the College’s curriculum except in those areas where the titles represent the main body of knowledge or best available sources of information.

D. Acquisition of **multiple copies** of the same edition is generally avoided because it dilutes the collection.

E. **Rare books and manuscripts** are almost always acquired by gift rather than purchase. If rare books or manuscripts are purchased, the decision is based on selection criteria other than rarity.
F. The library does retrospective collection development and places orders for **out-of-print** books.

G. As a general rule, **language** does not govern the selection of materials. However, preference is given to English and other languages taught at the College.

H. The **reference pamphlet file** consists of materials such as pamphlets, clippings, and pictures, which, because of their shape and often their ephemeral nature, are filed vertically in drawers for easy reference.

I. **Plays** are purchased and cataloged into the general collection.

X. **Weeding**

While the Library does not follow a systematic weeding program, it occasionally removes from the collection damaged, superseded, and obsolete materials and either discards them or donates them to the public library.

XI. **Librarian’s Professional Collection**

The librarians will purchase materials to support their professional duties and professional development. Materials include books, journals, manuals, and software.

XII. **Troutman Library**

Material selection in the Troutman Library follows the general policies of the U. Grant Miller Library. However, the Chemistry Department will develop its own specific criteria for supporting the library needs of their respective users.

XIII. **Policy on Gifts and Memorials**

The U. Grant Miller Library is pleased to accept gifts from patrons. Materials are considered to be gifts when they are given outright without expectations of other materials or services in return. Once a gift is accepted, the library maintains the right to decide whether or not any gift is to be added to the collection, sold, or discarded.

The Library does not accept gifts with conditions or restrictions attached unless the materials are of sufficient importance to warrant special consideration. The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, nor does it fill out tax forms on donor’s behalf, but will acknowledge receipt of gifts in writing if requested by the donor. (See attached acknowledgement form.)

Suggestions of specific titles or subjects are welcomed when memorial donations are given, but the final decision, based on the library collection, rests with the Librarians.

The Library reserves the right to integrate gifts into the general collection if they cannot be given special housing. An appropriate book plate will be placed in each gift book.

The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or are not indexed.
Materials written or produced by local authors must meet the general selection standards for inclusion in the library collection. No materials will be automatically added to the collection.

Materials typically not accepted as gifts include:

A. Most textbooks except in those areas where the titles represent the main body of knowledge or best available sources of information.
B. Most complimentary desk copies or publisher's samples.
C. Older editions of titles already owned by the Library, unless the earlier edition contains different information or is deemed intrinsically valuable.
D. Marked-up or dilapidated copies.
E. Monographs that are badly soiled and stained.
F. Consumable materials including workbooks and instructional supplies.
G. Most ephemera.
H. Outdated titles containing erroneous or misleading information, particularly in the science, social science and business disciplines.
I. Mundane gifts which might result from a spring housecleaning, such as Reader's Digest Condensed Books.
J. Broken and defective sets of periodicals, unless the acquisition would complete an existing run.

The Archives and Special Collections Library accepts gifts that relate to or augment existing collections or that meet collection criteria as stated in Section VIII. See attached Donation Agreement. To maximize the fundraising success at Washington & Jefferson College, the Library will contact Development and Alumni Relations for prospect clearance before entering any substantive discussions with a donors.

When material donations are accepted by the U. Grant Miller Library, copies of the Donation Agreement will be sent to the V.P. of Development and Alumni Relations.
U. Grant Miller Library and Learned T. Bulman ’48 Historic Archives & Museum Donation Agreement

I, the undersigned donor, would like to donate the items listed below to the U. Grant Miller Library / Learned T. Bulman ’48 Historic Archives & Museum at Washington & Jefferson College. I confirm that I am the owner of these items and have the right to transfer ownership to the Library/Archives.

I understand that the location, retention, cataloging, preservation, and disposition of the donated items by the Library will be conducted in accordance with Library policy and applicable law. Books relevant to the academic curriculum of the College and that meet the standards of selection may be integrated into one of the Library’s open collections. Historical materials may be incorporated into the Archives.

Donated items may be displayed physically by the Library and Archives. Images of donated archival items may be displayed in the Archives’ online repository in a manner reasonably assured to prevent copying or re-distribution. All donated items will be made accessible for research in accordance with Library policies. The Library does not accept gifts with special conditions or restrictions attached unless the materials are of sufficient importance to warrant special consideration.

While the Library does not provide a financial appraisal of donated materials, it will acknowledge gifts in writing for tax purposes. The U. Grant Miller Library thanks you and gratefully acknowledges your gift.

Donor Information
Name & Organization (if applicable):

Address:

Telephone Number:

Email address:

Donated Items
Please list or describe items below, or attach a separate signed list.

Book plate wording (open collections only):

For Archival Donations
□ I own or control copyright on these items.

Please initial here to assign copyright in the donated items to the Library.

Requested Research Restrictions (if any):

I acquired these materials by (gift, purchase, other) ____________________________ on (approximate date) ________________ from __________________________.

Donor Signature __________________ Library Representative Signature ____________ Date ____________

Alumni Gifts: Original to Library – Copy to V.P. of Development & Alumni Relations
U. Grant Miller Library • Washington & Jefferson College • 60 S. Lincoln St. • Washington, PA 15301

L:\Policies & Procedures\Donations\Donation Form-March2015.docx
DEED OF GIFT AGREEMENT

As Donor, I ________________________________________________________________,
would like to donate as an irrevocable gift to Washington & Jefferson College, the
following property:

This gift is intended to transfer all rights and elements of ownership from Donor to
Donee, without reservation, including but not limited to all incidents of ownership in
copyright, rights to photograph, reproduce, display in whole or in part, at the sole
discretion of the Donee, and to be effective on execution of this instrument.

Signed this _____ day of _____________, 200__, by:

_________________________________________  _________________________________
Rebecca H. Keenan, for Archives and Special Collections, U. Grant Miller Library  Allen C. Benson, Director of Library Services

Donor Signature

Address:__________________________________________

Telephone:________________________________________

Original to Library – Copy to V.P. of Development and Alumni Relations
Intellectual Freedom Principles for Academic Libraries:  
An Interpretation of the Library Bill of Rights

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.

2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.

3. The development of library collections in support of an institution’s instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.

4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection though systematic theft or mutilation.

5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.

6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.

7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.

8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.

10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.

11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.

12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999
Adopted July 12, 2000, by the ALA Council
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of “age” reaffirmed January 23, 1996,
by the ALA Council.
Statement on Labeling:
An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people’s attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor’s tool.

2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.

3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library’s jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We
believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and
values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.**

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in
1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Decision Tree: Donated Journals

START

Does the journal support the approved academic programs and educational goals of the college?

Yes

No

Do we currently subscribe to print or online versions?

Yes

No

Do not accept donation

What format is it available in?

Online

Print

Is journal indexed in one of our online or print indexes?

Yes

No

Is the journal indexed in one of our online or print indexes?

Yes

No

Analyze budget for subscription to print version + cost of shelving and binding and the cost of filling any gaps in the donated collection.

Analyze cost of subscribing to an index service, adding a new current subscription, shelving and binding, and the cost of filling any gaps in the donated collection. If not indexed anywhere, review reason for the request.

Determine whether there is funding available for adding to the collection.

Analyze budget for subscription to online edition

Analyze budget for cost of adding index service and online subscription
Document 7

Decision Tree: New Journal Requests

Is the journal available in full text through one of our online services?
- Yes: Do not subscribe
- No: Is the journal available online?
  - Yes: Is the journal indexed in one of our online or print indexes?
    - Yes: Analyze budget for subscription to online edition
    - No: No, it is available in print only or print with free online counterpart.
  - No: Does the journal support the approved academic programs and educational goals of the college?
    - Yes: Considered on a title-by-title basis by the Librarians
    - No: Is journal indexed in one of our online or print indexes?
      - Yes: Analyze budget for subscription to print version + cost of shelving and binding
      - No: Analyze cost of index service, subscription, and shelving and binding. If not indexed anywhere, review reason for the request.

Determine whether there is funding available for adding title to collection.