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UFS·UV
LIBRARY AND INFORMATION SERVICES
BIBLIOTEEK - EN INLIGTINGSDIENSTE

LIBRARY AND INFORMATION SERVICES

POLICY

Document number	
Document name	Journals Policy
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Related policies	

1. TITLE

Name: Journals Policy

2. PREAMBLE/BACKGROUND

It is the policy of the University of the Free State Library and Information Services (UFS LIS) to provide information resources in different formats, including academic Journals, recreational and informative magazines and newspapers. The purpose of collection is to complement the book collection in meeting the academic and recreational needs. It is also meant to provide researchers with up-to-date and current information in their fields of interest.

3. PURPOSE

- To set rules and regulations that will be applied in managing the periodicals services.
- To provide guidelines for planning, resource allocation, selection, acquisitions, maintenance and withdrawal of periodicals.
- To provide guidelines for use of the Service

4. SCOPE

This Policy applies to the Journals Sub-Division staff members and all library clients.

5. DEFINITIONS AND ABBREVIATIONS

- "Periodicals" means information resources that are published on a regular basis in print or electronic format (Academic Journals, Newspapers and Magazines).
- "Closed stacks" means lockable shelves that are used to store items that have long-term value
- "Holdings" means library locations where information resources can be found

6. POLICY CONTENT AND GUIDELINES

6.1 General Rules

- Preference shall be given to subscription to online journals, in cases where a journal is

published in both print and non-print format, unless a library user prefers a print version.

- Select academic journals to meet teaching, learning and research needs.
- Select recreational magazines to develop general knowledge of users (political, family, do-it-yourself, etc.).
- Select newspapers reflecting local, provincial and national news.
- Avail access to a wide number of regional, national and international newspapers that are available on full-text through online databases.

6.2 Criteria for selection

- Journals subscriptions and usage shall be reviewed annually.
- Proposed cancellations or new acquisitions shall be evaluated by the Collection Development Committee. Justification for new requests shall be required and such requests shall be considered based upon the following criteria:

6.2.1 Purpose

- Support of curriculum development and research needs/interests;
- Support of general library use (including recreational and current news);
- Support of current awareness for faculties and students;
- Cross-disciplinary usefulness;
- Scholarly vs popular requests by library users;
- Whether a periodical has a local, regional or national value; and
- Whether a subject area needs to be expanded to assist in balancing the collection.

6.2.2 Availability of indexes

6.2.3 Availability of alternative access methods. If it is available in both print and online format, the Library will opt for the online version to promote its accessibility remotely.

6.2.4 Budget considerations vs usage

6.2.5 Back-issues of periodicals can be considered, provided there is a demand and funds allow

6.2.6 The standing of publishers and reputation of contributors/authors of articles

6.2.7 Purchase (subscribe) the following number of copies of each title:

- Academic journals: One (1) copy of each title

- Recreational magazines: One (1) copy of each title
- Newspapers: Three (3) copies of each title
- Magazines: One (1) copy of each title

6.3 Selection method

- Publishers are requested to send lists of periodicals available in all fields of the university.
- A list of recommended journals is prepared annually and sent to academic staff, from which to select titles.

6.4 Budget Allocation

The following criteria shall be used in allocating Journals funds to faculties:

- Number of students and lecturers in a faculty
- Number of modules offered in a faculty
- Cost of Journals

6.5 Weeding of periodicals

6.5.1 Academic journals

- Holdings of active titles shall be retained indefinitely.
- Titles that have ceased publication or have been cancelled shall be kept for as long as they continue to support the curriculum
- Old periodicals, which still have some value to the collection, shall be relegated to the Closed Stacks

6.5.2 Recreational Magazines and Newspapers

- Magazines: Weed annually
- Newspapers: Weed quarterly

6.5.3 Yearbooks and Almanacs: Weed annually

6.6 Binding

- Journals which have enduring value shall be sent to the Library Bindery twice a year.
- Incomplete volumes shall not be sent for binding, until missing volumes have been found.

7. FLOWCHART

