

## **DUNEDIN PUBLIC LIBRARIES**

### **SERIALS COLLECTION POLICY 2016**

#### **SCOPE**

This policy refers to serials in the general collections, including Children's, within Dunedin Public Libraries network.

Its principles are also intended to cover the development of the serials collections in the McNab Heritage Collections.

For the purposes of this policy, the term 'serial' encompasses publications issued in successive parts, appearing at regular or irregular intervals, and including magazines, newspapers, and other serials. It does not include monographs in series, which are treated as monographs. Electronic magazines feature in this policy because of the synergy with the physical serials collection; however they are also covered by the Electronic Resources Policy.

#### **1. Collection Scope**

Serials collections reside at the City Library, on the book buses, and at community libraries. Stack collections are maintained in the City Library.

#### **2. Collection Purpose**

Serials supplement the book and digital collections and, in particular, provide current information before it is available in other print forms. The Library aims to make information in serial form available to the public as quickly as possible, and to provide well-balanced physical and downloadable serials collections appropriate to the diverse information and recreational requirements of Dunedin residents. General and special interest titles, including for both adult and youth audiences, are offered.

#### **3. History**

The provision of publications in serial form has always been an important part of Dunedin Public Libraries' service. The Magazine and Newspaper Rooms opened in 1908, when the library was inaugurated.

#### **4. Description of Collection**

In March 2016, the Library manages 1,230 serials subscriptions. This figure includes a small number of newspapers. There are also 130 eMagazines available through Zinio and a selection of overseas and local newspapers via Press Display. Discontinued Zinio titles are available as back copies.

Back runs of titles which have either ceased publication or to which subscriptions have been cancelled are also held in the Serials stacks at the City Library. These back runs are regularly assessed for retention. Notable features include a complete run of Punch and very long runs of some internationally significant titles including Vogue, Foreign Affairs, Illustrated London News, Life, The Listener, National Geographic, and New Yorker. Titles held on microfilm include the New York Times, The Times, and Time.

Copies of current issues are made available as quickly as possible with latest issues designated 'display only' and are not available for borrowing until the next copy arrives. An increasing number of titles are categorised as 'Current File Only' and are not stacked after their time on the public floor. A small number of very popular titles is available in Hot Picks Collections.

##### **4.1. Newspapers**

Newspapers are serials issued very frequently (often daily) and the print versions usually appear in broadsheet format. They are a primary source of written information on current events and usually contain a broad range of news on a wide variety of topics. The Library aims to provide access to Otago newspapers, provincial newspapers from the lower South Island and Auckland's New Zealand Herald and Sunday Star Times. International newspapers are no longer offered in print form. Access to these and other major provincial newspapers is available via Press Reader, subscribed to via EPIC and accessible via the Library website and the InfoStations.

Printed newspapers are kept on the First Floor of the City Library for up to six weeks, and some are then sent to the Hocken Library for permanent retention. (The McNab collection provides complete access to local newspapers, and has indexed much of their contents in the Southern Regional News Index available through the Library's catalogue and via FindNZArticles.)

#### **4.2. Abstracting and Indexing Publications**

Print and electronic abstracting and indexing publications improve the usability of the serials collections. Some print tools including Biography Index, Art Index, and indexes to The Times and New York Times are included in the collection; either on public shelves or in the staff area.

#### **4.3. Professional Literature**

Some journals intended as aids to the selection of new library materials, and for the continuing education of librarians, are subscribed to and circulated to interested members of the library staff. After circulation some are housed in the stack collections and can be made available to members of the public on request, while others are discarded.

#### **5. Housing**

Most new print serials are housed on the second floor of the City Library with smaller collections in the community libraries and bookbuses. New Zealand serials are often duplicated in Heritage Collections.

After two years in the public area magazines may be re-housed in stacks in the Upper Basement, where they can be retrieved if requested by library customers. Current File Only magazines are disposed of (usually by sale) after two years. New Zealand magazines are kept in the Heritage Collection stack. Arrangement in all locations is alphabetical by title.

#### **6. Valuation**

Valuation for insurance purposes is revised regularly. Lending collections are depreciated at the rate of 20% of the purchase price over five years.

#### **7. Collection Management**

Responsibility for management of the collection, on a day-to-day basis, rests with the serials team, who are also responsible for the selection, management and deselection of serials titles. The serials team varies in composition and is generally made up of the Manager Collections and Access, the Collection Development Team Leader, and library assistants.

##### **7.1. Selection Tools**

- Suggestions from the public and staff – print and online
- Sample copies from local suppliers

##### **7.2. Selection Guidelines**

Expenditure on serials needs to be monitored with special care because the serials budget is relatively static at 12.5% of the total capital budget for collections and prices rise at a rate far exceeding the rate for monographs. They are greatly affected by the fluctuations in exchange rates. Generally a currently subscribed-to title has to be cancelled before a new title can be ordered.

Duplicate copies of some high-demand titles may be purchased.

##### **7.3. Deselection**

Use dictates retention of serials, although certain titles of enduring historical interest may be retained despite low issues. Some of ephemeral interest only or proven low demand after stacking are designated Current File Only and back issues are discarded. Single serials issues deemed surplus to requirements, such as unwanted duplicates, may be disposed of via book sales, offered to other libraries through recognised disposal procedures, or otherwise disposed of as considered appropriate by the serials team.

The disposal of runs of serials must be approved by the serials team, and, sometimes where there is doubt, in consultation with other staff.

**8. Formats**

Serials are held in print, digital, and microform formats. Print is the predominant medium but in some cases electronic access may extend the availability of a title's content, or on-line indexing functions may enhance the usability of either the print or the digital version. Careful consideration is always given to the most appropriate format for any serial resource, and unnecessary or costly duplication is avoided. Decisions to change the format in which a serial is received may be made on the basis of availability, cost, extent of coverage, or general convenience or ease of use.

**9. Acquisition and Purchasing**

Serials are purchased from Ebsco New Zealand Ltd who have overseas distributor rights, AllBooks New Zealand Ltd who have local distributor rights and provide a shelf ready service and Whitcoulls who offer a discount. AllBooks charge month by month which negates the need for renewals and does not require the library to pay in advance for titles. This is attractive for the Library given the number of serials distributors which have gone bankrupt in the past eg. Faxons, Swets and The Magazine Marketing Company. Newspapers and some serials are purchased from their source eg. Allied Press, Fairfax Media, Journal of Pacific Archaeology.

**10. Standing Orders**

Not applicable

**11. Donations**

Donations are sometimes received but their retention is subject to the judgement of the serials team. The Library reserves the right to make decisions concerning suitability for the collections, and acceptance will be guided by the relevant selection guidelines.

**12. Preservation and Repair**

Some new serial issues for the lending collections are strengthened by Bindery staff on receipt although a growing number of serials is arriving shelf-ready. Issues withdrawn due to loss or damage are not usually repurchased, but may be replaced if obtainable gratis, usually via the disposal lists of other New Zealand libraries or from Ebsco's missing copy bank.

Microfilming may be considered as a preservation option in the case of an important serial in poor condition and is at present usually considered a better preservation option than electronic methods.

**13. Review**

This policy will be reviewed within three years.

Endorsed by Senior Management team, 2016