

Guidelines for the Withdrawal of Print Journal Runs

To address the changing realities facing 21st century academic libraries, the St. Olaf College Library will become more selective in its retention of print journal runs. Using data on circulation, in-house use, and interlibrary loan request fulfillment, as well as qualitative data gleaned from course guides and collaboration with faculty, the Library will identify criteria for the retention of print journal runs.

This practice is already in place for many titles in collections at both St. Olaf and Carleton Colleges. Broader implementation of this policy will likely result in the retention of the most recent 10 or 20 years for most active titles, rather than the retention of a journal title's full run.

The following criteria will be used to identify candidates for withdrawal:

- Contents can be obtained online or in other formats at similar or lower cost than the cost of maintaining the print run in the collection.
- The title is of reduced significance due to format, age, or subject matter; or its physical condition makes it unusable.
- The title receives little circulation, in-house use, or use in interlibrary loan fulfillment.
- Older back issues do not support the curricular needs of the St. Olaf College community or the unique heritage of the College and the Norwegian-American community.

Consultation with academic faculty – important in the selection of library materials – is also fundamental to withdrawal projects. The Library also acknowledges the importance of printed material across academic disciplines and seeks to accommodate the needs of all its library users. Once titles have been identified and recommended for a reduction in holdings, librarians will work with department faculty to assure that the collection continues to support the curriculum and enrich teaching and learning at St. Olaf College.

The Library is committed to continued cooperation in the Bridge Consortium and acknowledges responsibility for titles for which St. Olaf has been named Library of Record for the Bridge Consortium. The library also has a responsibility to create and maintain collections that serve the diverse membership of the Bridge Consortium. Work toward the withdrawal of titles will involve Bridge's Collection Management Working Group in the process.

In keeping with the guidelines established in the St. Olaf College Library's general Collection Development Policy, titles that primarily support faculty research will be made available via ILL or other document delivery methods unless they also contribute to the primary goals of the collection.

Mary Barbosa-Jerez | Head of Collection Development
Approved 3/13/1012 by the STO Library Faculty Committee
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