

Collman Instructions
Faculty Serials Review 2009
 March 11, 2009

In preparation for a faculty serials review in the latter half of April, BY APRIL 15TH we need you to develop the list of titles that your faculty can actually review for potential cancellation. The titles that we offer for their review need to be current, active, *paid* subscriptions. Since we spent a lot of time last year cleaning up our lists, hopefully this will not be onerous. All of the lists & notes you made last year are available to you at l:\collections\serials review 2008\[your fund list].

You do the content analysis and input, we do the formatting. You are only being asked to fill in information (see below) and determine which titles faculty will review, and add any relevant notes about titles. Please note that AFTER you complete your work, we will be formatting the lists that will go to faculty. The differently formatted lists that faculty will receive will provide space for them to note their usage and comments.

Instructions

Objective: to compile a clean serials list, with price, for faculty to note whether they or their students use the journal for study or research

1. Use the most current Serials Review List (March 2009) that has been converted into an excel spreadsheet for you. (These are at l:\collections\faculty serials review 2009\)

A sample filled out spreadsheet is available at l:\collections\faculty serials review 2009\sample serials list with collman notes—SLAWS.xls.

Your review file will look something like this:

	A	B	C	D	E	F	G	H	I
1	Order Number	Vendor	2007-08	2008-09	Acq Method	Type	Title	Call #	
2	000038654	HARRASS	0	424.29	P	S	Acta physica Polonica. A.	QC1_A28	
3	000038662	HARRASS	0	614	P	SD	Annales de physique.	QC1_A58	
4	000001878-00101	BNA	219.57	228.87	P	S	Annual review of astronomy and astrophysics.	QB2_A6	
5	000001885-00101	BNA	228.87	239.1	P	S	Annual review of fluid mechanics.	QC145_A57	
6	000028890-00101	BNA	219.57	228.87	P	SD	Annual review of nuclear and particle science.	QC770_A5	
7	000002716-00101	HARRASS	3416	3485	P	SR	Astronomy and astrophysics.	QB1_A7845	
8	000002715-00401	EBSCO	42.95	42.95	P	S	Astronomy.	QB1_A7998	
9	000001015-00301	EBSCO	82	82	P	S	Bulletin - American Astronomical Society	QB1_A44	

An explanation of codes used are as follows:

Column E is the Acquisition Method, the value is almost always P (purchase)

Other common Acq methods for serials records are:

W = With. This title comes with something else and is paid on the other title.

G=Gift.

Column F is the Acquisition Material Type. Common Acquisition Material types for Serials are

- S=Print
- SE=CD
- SR=Online
- SD=Print +Online

SF=Print + online (free)
PB=Periodical backfile
1X =One-time purchase
FL = Microfilm
FC= Microfiche
IN= Online

2. Eliminate any titles that faculty should not review for cancellation —e.g. titles that have not been paid for in a couple of years (unless you know they're irregular). For titles with no payment in the last two years, please delete from your list, unless you *know* they're irregular). Since they haven't been paid in 2 years, there is no value/dollar amount that can be canceled. Refer to the spreadsheets and notes you did last year (**I:\collections\serials review 2008**)
3. Note any "format" review titles you are aware of—those we still have in print that have now moved into CDL packages. Serials is trying to run a report to find these, too, so only note those you find easily. Stay tuned.
4. In column F write out the material type information. For instance, where it says "S" write print. The explanations for codes are above.
5. Fill in the latest price we have for each title. If there is no 2008/09 price, fill in the 2007/08 price OR check *Ulrichs* or have Serials check EBSCONET or Ottosericals (Harrassowitz) for current subscription prices.
6. Check Pegasus and note in the Notes column which titles have ****current**** issues available online . (No point in including a note about JSTOR, or other online archival coverage, if that is the only online access we have, for a current subscription would still be needed.) It's your judgment call on including notes on online availability in aggregators.
7. Include any other relevant notes in the Notes column.
8. Save your list in **I:\collections\faculty serials review 2009\[fund code].xls**. ****DO NOT**** send lists to faculty until you are given instructions and an accompanying letter in late April.

TIMELINE

March-April 15

Letter for faculty drafted (Lucia/collection cords/Brenda)
Web site content is drafted: FAQ, serials lists, list of titles via CDL, contacts during review; level of cancellation/cuts is finalized; CLIR briefed on upcoming review

April 15: Collman complete/finalize lists to go to faculty

April 15-22 Lists are formatted for faculty review with additional columns and generic info
Lists are added to the serials review web site
Other documentation for faculty is finalized

April 22 or so Letters and lists are sent to faculty via collman

May 15 Deadline for initial faculty comments

May 22 Tentative cancellation list is sent to faculty

June 5 Deadline for final faculty comments

June 20 Final cancellation list is sent to Serials Dept.