

## **REVIEWING SERIALS REVIEW SURVEY RESULTS**

These instructions will make a whole lot more sense if you look at them with one of your lists open.

Your individual faculty serials review lists showing survey results are posted at:

**l:\collections\faculty serials review 2009\results\results by individual funds\[fund code].xls**

The results on each list have been sorted by the kinds of responses received. Titles are highlighted in yellow that either received 0% response in all columns, 100% Do Not Use, and 0% Useful for Students. These seem to be the most likely to review for potential cancellation. The default for titles not highlighted in yellow is do-not-cancel.

### **THREE THINGS YOU NEED TO DO - Deadline Wed. May 27th**

**I.** Review titles on your lists. Be sure to fill in one of the following responses for those that are highlighted in yellow, and respond **ONLY** for any additional titles you want to cancel (not everyone will have additional titles):

Y = keep on the tentative cancellation list for faculty review

N = remove from the tentative cancellation list. We should continue to subscribe

F = format review only. Cancel the print; there is acceptable online access

Be sure to check question 4 & 5 on the survey to see which faculty responded. The links to each of the online surveys on at:

**l:\collections\faculty serials review 2009\results\Response Summary.xls**

You may find some titles among the highlighted ones that you know are core for the research of a particular faculty member, but for whatever reason, that person did not complete a survey. Or there may be titles that you know we should keep for student use--Your judgment call. Do consider, however, that the tentative cancellation list that we'll be compiling will allow faculty one more chance to speak up about titles.

**II.** At the bottom of the list, as a second separate section, list the titles that you did **\*NOT\*** put out for faculty review that you have identified for cancellation. Some of these may be format review, etc. Some of you have these already at the bottom of your list. Others will need to simply add them in.

**III.** In a third (and last) section, list the titles that faculty have requested that we don't already have access to, so that we can have serials acquisitions search for prices. These will become part of our wish list. We won't necessarily be making decisions to subscribe immediately, but will consider what we can do as we work our way through the savings we accrue through cancellations.

**NOTE:** Some of you will find more/fewer titles to review at this stage. The point is not to set a specific % you are trying to cancel individually, but to identify the titles that may truly not be used. If we can identify enough, we will not have to consider canceling titles that are needed.

As we identify where cancellations can occur and the level of savings in our budget, collection coordinators will work through ways to best balance the serials budget and where to consider new subscriptions.