

**Collection Manager Instructions
Format review for 2008 subscriptions**

Taylor & Francis

Review of previous format review titles kept in print

Format review for 2008 titles will review of two lists located at I:\collections\format review 07-08\
Taylor&Francis_2007.xls
Titles_kept_in_print_previous_format_reviews.xls

There will be no faculty letter, no public web site for review. There may be selected cases where faculty consultation will make sense. Use your judgment. If in doubt, and faculty cannot be reached during this review period, talk to Lucia.

By July 20th:

Review the 2 serials lists:

- a. Taylor & Francis
 1. Check the titles for your specific fund code(s) under the tab for the appropriate collection group(s). Please also review related subject areas as appropriate.
 2. *****The default will be to convert all titles to electronic only. If you have titles that should be kept in print, e-mail the title(s) to Lucia with a very brief rationale (e.g. need print graphics).*****

- b. Titles kept in print from previous format reviews
This spreadsheet is a combined list of titles kept in print from our previous 3 format reviews, and is arranged by fund code. Please review this list. If there are titles that you are now comfortable moving to e-only, please send me an e-mail with the titles to change. If these still seem appropriate in print, it's fine to leave them that way.

By July 25th

1. Combined list of everyone's proposed cancellations will be created.
2. All collection managers will review the combined list, and make any final recommendations on any titles that should remain in print.

By August 1st

Final list of cancellations will be submitted to Serials.

Questions?

Talk to Lucia or your collection coordinator.

I:\collections\format review 07-08\collman_instructions.doc