

Retention Policy for Print Journals

Library policy for the retention of print journals will be sensitive, wherever possible, to the specific needs of each academic discipline. However, the Library collection of back issues of journals must remain relevant and current and the space it occupies must be justified by the material it contains, the extent to which it is used and the option to access the content “on demand” and/or in alternative format

Much journal content is now available electronically and the requirement to keep back runs of print journals is reduced. Virtually all University Library journal subscriptions are now to electronic versions, with only a handful of titles purchased in print (as the only format available)

Library policy is to continually review the relevance of print journal back runs and to recommend deletions to faculty as appropriate.

The following criteria will guide decisions for retention:

- The subject content of the journal is still taught and/or researched in the University
- The information contained in the journal is both current and especially relevant to the subject content and teaching delivery/research insight.
- Articles in older issues still appear on reading list and/or there is evidence that articles are still cited (articles may be digitised and do not require the retention of the journal).
- There is no electronic alternative available to library users which is affordable and offers value for money
- The information contained in the journal is of specific historical value
- The title is not available from the British Library (through document delivery service)

When agreement is reached, selected material will be withdrawn* see the **Collection Review Procedure** for more information.

Before disposal, titles will be checked against reading lists to ensure required reading is maintained.

The Library is advised to retain a print version of any article digitised (by scanning) under the CLA HE licence **or** maintain access to the catalogue record as proof of ownership.

*Withdrawn: Library policy will be to ensure that such material will be re-used at other outlets or, if this is not feasible, recycled.

