

RETENTION/ DISPOSAL/ WAREHOUSING GUIDELINES

JOURNALS

Revised October 2012

This schedule is to be used when reviewing the journal collections of The University of Queensland Library (UQ Library), to decide on the retention, warehousing or disposal of individual print items.

There are separate policies for the management of:

- Monographs
- Maps
- Fryer Library materials.

There are **two decisions** to be made:

- Should the item be retained in the UQ Library collection (see: 1, below)
- If retained, should the item be held in open or closed (warehouse) access (see: 2, below).

These guidelines do not apply to materials purchased by non-UQ Library funds.

1. RETAIN or DISCARD?

It is UQ Library policy to retain unique spans of journal titles, with some exceptions, as detailed below. The Library will have access to greater storage space in the warehouse under construction on the Gatton Campus. The retention policy will be reviewed if storage space becomes critical.

The following material will be retained, regardless of other considerations:

- Fryer journals
- Titles for which there is a likely academic need to view the primary resource
- Specific runs of significance due to the iconic nature of the title, as determined by UQ Library's Collections Management Group.

The following categories of material are eligible for discard:

1. **Print issues that replicate the holdings span covered in an owned online backfile to which the Library has perpetual access.**

2. **Print issues that replicate the holdings span covered in titles with online subscriptions that have post-cancellation access rights for the period to which the Library subscribed.**
3. **Closed print runs that are published by a government entity that have an online equivalent**

This includes:

- Annual reports
- Working and discussion papers.

4. **Closed print runs that are independent of other titles, with less than a 5 year span of holdings.**
5. **Print runs that are duplicated in other branches.**
6. **Print runs that no longer fit within the parameters of the Collection Development Policy**

This includes:

- Non-UQ examination papers
- Non-UQ working/discussion papers
- Non-UQ institutional handbooks.

2. RETAIN: OPEN SHELVES OR WAREHOUSE?

For items UQ Library has decided to retain, the decision of open shelves versus warehouse must be made. The following parameters are used to identify journals for transfer to storage in the Warehouse:

1. **Print issues that replicate the holdings span of titles in online archival aggregator services, and for which there are no post-cancellation archive access rights.**
2. **Print issues that replicate the holdings span of online titles for which there are no post-cancellation archive access rights.**
3. **Print issues that arrive as part of a combined print + electronic subscription, where print + electronic is the only option for obtaining the online format and the print is regarded as the post-cancellation access option (archive)**

Generally, the existing print will be sent to the Warehouse with new print accessioned directly to the Warehouse.

4. Lesser-used print issues

Includes back issues of on-going journals and closed print runs.

Approved:

UQ Library Advisory Committee: 9 November 2012

UQ Library Collections Management Group (CMG): October 2012

UQ Library Collections Priority Executive (CPX): August 2010