Journal Retention Guidelines

Retention
All periodicals collected in a physical format will be assigned a retention period, based on projected use. Long-term retention is required for periodical titles with a projected long lifespan.

Assigned retention periods are reviewed periodically. The retention period is to be automatically reviewed when a subscription is cancelled or when a publication ceases. Retention decisions are made based on guidelines and the recommendation of the subject librarian.

Formats
Format choices for long-term retention include electronic and print; microfiche is supported but no longer collected. Print periodicals are not bound regardless of retention period.

Journal retention periods
Retention decisions for journals, magazines and newspapers are based on the current calendar year, not on the latest received issue of the periodical.
- current
- 1+1
- 5+1
- 10+1
- keep all

Criteria for assigning retention
- Projected lifespan: Short for newsletters & ephemera; mid-range for magazines, trade publications, & some academic; long for academic and "of record" sources with enduring historical value
- Content: Longer retention for original research, reviews, or other scholarly content
- Discipline: How literature is used in the discipline (currency, obsolescence, etc.)
- Course support: Course/program needs, consultation with instructors
- Source type: Longer retention for primary sources such as historical newspapers
- Geographic scope: Longer retention if from Vancouver, BC, or Canada. VCC or Langara-specific materials are handled as archives.
- Discovery: Online index available at Langara that covers retention period
- Usage: when available, statistics indicating frequency of use and years used
- Location: If held in department other than Library, no retention schedule will be assigned and in catalogue, record will display department location but no other info about holdings (e.g. issues or dates available)

Criteria for deciding long-term retention format
Format choices for long term retention include electronic and print.

Preference is for electronic if available from a reliable source:
- sources are considered to be reliable if they are supported by a reputable, stable organization and i) are designed to be an archive or ii) include archival rights in license agreement
- examples:
  - reliable subscribed sources: e.g. JSTOR, PsycARTICLES
  - reliable free sources: e.g. DOAJ, PubMed Central
  - sources that are not considered reliable: aggregator databases (e.g. ASP, CBCA, CPI.Q)
- no current plans for an institutional or library repository for electronic materials

Preference for print when:
- demonstrated high demand or critical need for print
- ease of use e.g. theme issues, browsing
- electronic archive is not affordable
- strong faculty preference
- material is in good condition
- library space is available

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