

Journal Retention Guidelines

Retention

All periodicals actively 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.

Formats

Format choices for long-term retention include electronic and print; microform 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

- Original research, reviews, or other scholarly content
- How literature is used in the discipline (currency, obsolescence, etc.)
- Course/program needs
- Historical value
- From Vancouver or BC or Canada (VCC or Langara-specific materials are handled as archives)
- Index available at Langara
- Referenced in reference books or bibliographies at Langara
- Projected lifespan (e.g. short for newsletters, ephemera; mid-range for magazines, trade pubs, some academic; long for academic and "of record" sources)
- Original cost of periodical
- Held in library or in other department
- If held in other dept, 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)

Note: retention period is to be automatically reviewed when a subscription is cancelled or when a publication ceases.

Criteria for deciding long-term retention format

Long-term retention is required for titles with a projected long lifespan. 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. Highwire, 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, long articles
- lower cost than electronic archive
- strong faculty preference
- material is in good condition
- issues could be considered for binding, should the need arise and if funding was available
- library space is available