

Criteria for weeding print journals from the University of Bradford Library collection

Weeding of the University of Bradford print journal collections should continue by employing common and public criteria, not by matching disposals to available space. The unified journals spreadsheet will be the basis for weeding decisions.

1. Runs of **print journals for which we have secure electronic access** should be weeded unless:
 - The electronic version does not reproduce images, charts or diagrams sufficiently well to make them intelligible;
 - The electronic version is not technically accessible to all academic staff and students;
 - The electronic version is not suitable for specific teaching or research needs identified by the relevant School.

Such runs would include recent years of a title for which we have secure electronic access from a current subscription.

2. The quantity of **new and current print journal issues** on the shelves should be reduced wherever possible:
 - Where secure access to the electronic version of a journal is available as part of a print plus electronic subscription that cannot be changed to electronic only (or it would be too expensive to do so), the print issue should be discarded on receipt;
 - Where secure access to the electronic version of a journal is available, an existing print plus electronic subscription should be replaced by an electronic only subscription, if this is at no cost to the Library;
 - Where secure access to the electronic version of a journal is available, an existing print only subscription should be replaced by an electronic only subscription, if this is at no cost to the Library;

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- Even if there is a cost to the Library of replacing them with electronic only subscriptions, existing print only and print plus electronic subscriptions should still be replaced if that cost does not exceed the nominal saving from the costs of processing the print issues. This is where secure access to the electronic version of the journal is available;
 - Where secure electronic access has a “rolling wall” (each issue only becomes accessible after a fixed period), arrangements will be made for print issues that become newly duplicated by this access to be discarded.
3. Runs of **print journals for which we do not have secure electronic access** will be considered for weeding if we believe that they no longer form an essential part of the collection. The Library has a ***just in time*** approach to supplying little –used material, rather than their ***just in case*** storage, and this should be applied fully in the context of print journals. Such journals will be considered for weeding if the following apply:
- They are in subjects that are no longer studied;
 - They are in subjects which are not run as courses;
 - They are in subjects that no longer have postgraduate or research interest and are not used by taught courses;
 - The material has no or little relevance due to age, or is in a subject which makes little use of older material;
 - The material is received primarily for current awareness purposes, issues that are not considered as current should be discarded, especially if non-secure electronic access is available;
 - There is no indexing available for the material;
 - Especially in the sciences and social sciences, if non-secure electronic access is available to a journal run pre-1990 that is unlikely to be cancelled or lost, the equivalent pre-1990 print volumes should be discarded.

For consistency and clarity, each subject librarian should set a cut-off date for each of their subjects, before which older volumes are judged to no longer be relevant and so eligible for disposal. Retention of volumes before this date should have a clear justification.

Certain subject areas may make use of non-standard or uncommon journals, which may not even be found in copyright libraries. These might be retained despite matching many of the disposal criteria.

Journals that contain material relating to the history of the University or of Bradford should be considered for retention even if unused. In some cases it may be appropriate for such material to be transferred to other libraries in the area. These decisions will be made in consultation with the Special Collections Librarian.

Journal donations should be subject to the same criteria as other journals.

4. **Other factors** that will make the disposal of a print journal run more likely:

- The material is no longer used (based on GLEE inter-library loan statistics, e-journal usage and turn-aways, print journal loans, citation analysis, and re-shelving numbers);
- It covers an area that does not have research funding;
- All or part of the run is duplicated by non-secure electronic access (some “non-secure” subscriptions are unlikely to be cancelled);
- The journal has ceased publication or is no longer taken by the Library (“dead runs”). The older the run is the more likely it is to be weeded. If twenty years have elapsed since the receipt of the most recent issue, the journal should be discarded (unless there is a specific reason why it should be retained) ;
- All or most of the material is in a language other than English;
- Availability of the journal through inter-library loan and copyright cleared services.

5. **Consultation** Any disposals of print journals should be subject to consultation with Schools by subject librarians (unless Schools do not wish to be consulted), either via meetings or with individual academic colleagues, as appropriate. Consultation should provide information to help make decisions based on the criteria set out here. The desire of individual academic colleagues to retain print volumes that are no longer relevant or used and are eligible for disposal is not a reason in and of itself for retention.

Glossary

GLEE: *Green Library Environment and Education*, 2012 library refurbishment project. Most print journals were inaccessible for several months during this project, and free inter-library loans were offered as an alternative.

Secure electronic access: where the University has purchased permanent electronic access to the content of all or some of the volumes of a journal, either as part of a subscription to that journal, or as part of a separate acquisition of an online back run of that journal.

Turn-aways: when an attempt is made to open a journal article online to which the University does not subscribe.

Unified journals spread sheet: an internal working document containing details of holdings and usage of all the Library’s print and paid-for journals.