

MISSOURI STATE – WEST PLAINS
GARNETT LIBRARY

PERIODICAL POLICY

(Approved by the Library Advisory Committee on April 7, 2006)

“Periodicals represent a long-term commitment. They are costly to purchase, process, house, and maintain physically. Both funds and space for the growth of the periodical collection are limited. Therefore, careful consideration must be taken when requesting new subscriptions.” (Lavery Library, August 8, 2000)

Periodical selection is based on curriculum needs, online availability, space, and funding. Print subscriptions are reviewed annually by library staff to rebalance the collection for new and changing programs and for cost-containment. Faculty may submit suggestions for periodical subscriptions to libraries serving Missouri State – West Plains programs and are welcome to review periodical holdings and current subscriptions. Faculty surveys are also used to determine print periodical subscriptions and to make recommendations.

The Garnett Library budget supplies print periodicals for Garnett Library, Barbe Library (Shannon Hall at Mountain Grove), and the Dalian campus library (People’s Republic of China). Currently, gift subscriptions are also provided for Garnett Library and the Dalian campus library. Gift subscriptions adhere to the same criteria as budgeted sources.

The following selection criteria are used for periodical requests:

1. Periodical selection should support the curriculum with a variety of content and views, including a global perspective.
2. Priority is given to new degree programs that require development of resources.
3. The suggested title should be accessible through the online periodical databases.
4. Cost-effective use of periodical funds should be considered in terms of subject coverage that benefits the greater number of users.
5. Suggested titles having specific subject coverage, if available from another Missouri State library, are accessible through intralibrary loan.
6. Availability of a title online in full-text supersedes ordering a duplicate print subscription.
7. Publications are considered in the print format for the artistic and graphical nature as well as content necessary for support of the curriculum and library assignments.

Procedure for evaluating a periodical title request:

1. Check the online catalog and the Garnett Library periodical list to determine if a subscription already exists in Missouri State libraries, where it is located, and the format available.
2. Check TDNet to determine if the title is indexed in an electronic periodical database so that users may access the articles in that periodical.
3. Search the Web to determine if the journal has public-accessible archives.
4. Check the library budget and other possible funding sources.
5. Discuss use of the periodical with the instructor making the request.

Other considerations:

Librarians observe that most undergraduate students invariably choose available full-text articles directly from database searches over using citations to look up print articles unavailable in full-text. Garnett Library pays a yearly database access fee to Meyer Library for access to the databases and full-text articles. Many print periodical titles suggested often duplicate the online full-text subscriptions.

In general, the databases continue to offer more full-text capability. Databases and electronic services increasingly offer a variety of advanced search options. TDNet connects directly with periodicals to access the latest issue articles online or to locate an article in a specific journal. The databases index thousands of journals that can be searched in multiple ways.