



USE OF A LOCALLY-DEVELOPED WORKSHEET FOR MULTIPLE JOURNAL REQUESTS TO SIMPLIFY THE REVIEW PROCESS

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OBJECTIVE

- To prioritize and develop a method to aid in making collection development decisions by committee of a large quantity of new journal subscription requests from a faculty survey in an expeditious manner.

METHODOLOGY

- Sixty-four new journal requests from twenty departments were received through a faculty survey.
- Microsoft Excel was used to determine the review order based on the number of current subscriptions by department per full-time faculty member.
- Departments were listed on the spreadsheet in that order.
- Survey return rate was included for reviewers' reference.
- Departmental journal requests were listed on the worksheet with entries for price, vendor, indexing, Eigenfactor and other notes that were essential to making a sound collection development decision.
- Journals that were requested from multiple departments were prioritized at the top of the list and relisted again for reference under each individual requesting department.

RESULTS

- After committee review, twenty-five titles were recommended for addition to the collection, nine were rejected outright and thirty were flagged to be reviewed again in one year.
- The worksheet made the process go smoothly and much quicker than an unprioritized list of all titles.

Department	Total Titles	Surveys Sent	Surveys Returned	Return Rate
Multiple	n/a	n/a	n/a	n/a
Spine Journal (2)	\$ 382.00	Elsevier	MedLine, Scopus	Requested by: Anesthesiology, Orthopedic Surgery
Journal of Neuroscience Methods (2)	\$5,486.00	Elsevier	MedLine, Scopus, and Global Health	Requested by: Neurological Surgery, Pharmacology/Physiology
Anesthesiology	13	28	5	18%
Spine Journal	See above	Elsevier	MedLine, Scopus	
Trauma	\$ 508.00	EBSCO	Scopus	
International Journal of Obstetric Anesthesia	\$ 523.00	Elsevier	MedLine, Scopus	
Health Policy	26	34	34	100%
Progress in Community Health Partnerships: Research, Education and Action	\$ 195.00	EBSCO	No	n/a
Medicine	61	58	12	21%
Journal Watch (5)	\$3,100.00	MMS	This is a Database	n/a
Prescriber's Letter	Email		No	n/a
Health	27	17	3	18%
School Mental Health	\$ 262.50	Springer	New	n/a
Social Marketing Quarterly	\$ 245.00	EBSCO	Socindex, PsycINFO	n/a
Journal of Health Communication	\$ 712.00	EBSCO	MedLine, Scopus, and Global Health	0.00579

CONCLUSION

- The development of the worksheet facilitated the collection development process by giving priority to departments with less existing journal coverage.
- New titles were recommended for purchase in many departments, but first review went to those departments with weaker coverage.
- The prioritized worksheet brought a higher level of focus to a unwieldy collection development review.
- Collection development librarians were able to make informed decisions on many titles in two short review sessions.