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.

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.