13.5 Serials Collection

A. Purpose: New Hanover County Public Library meets the public’s need for current and timely information on a variety of popular interest and practical research topics by maintaining a representative collection of magazines and newspapers in paper and virtual formats.

B. Scope: The Serials collection includes general business and financial industry journals as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, arts and entertainment, history, social sciences and publications of local interest. In order to include the widest variety of subject matter in this collection, the library limits selections to representative titles. Print collections at library branches are tailored to fit the unique interests and leisure activities of the communities they serve.
   1) When available and as funds permit, titles are made available electronically.

C. Responsibility for Selection: The Library Director delegates the management of Serials collection development activities to primary selectors designated from among the professional reference staff. Secondary selection responsibilities are then assigned to additional staff members.

D. Criteria for Selection: See 13.0 Collection Development (D); additional criteria include:
   1) Inclusion in indexes received by the library.
   2) Coverage of the publication’s subject area in the library’s existing collection.
   3) Gift subscriptions are considered for inclusion only if they are offered to the library for a minimum of two years and meet the guidelines stated above. Gift subscriptions must meet the same criteria as other donations. The library does not accept gift subscriptions which have not been approved in advance by the materials selection committee. See also 9.0 Gifts and Fund Raising

E. Selection Tools: See 13.0 Collection Development (E)

F. Formats: See 13.0 Collection Development (F)

G. Consortia: See 13.0 Collection Development (G)

H. Interlibrary Loan: See 13.0 Collection Development (H)

I. Deselection: See 13.0 Collection Development (I); additional criteria include:
   1) Magazines that are indexed and used extensively for research purposes and are not available in a digital format are bound and retained indefinitely.
   2) Most titles are retained in their original format for one year plus the current year.
   3) General newspapers are retained in their original format for one month plus current month.
   4) Publications of special interest to the region are retained for archival purposes, either in their original format, on microfilm, or digitized.