



UNIT - 4

SERIALS MANAGEMENT

Unit -4	Serials Management			
Location Class Room, visit to other library.	Type of Serials			
	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
	<ul style="list-style-type: none"> Understanding different types of serials. 	<ul style="list-style-type: none"> Definition of serial. Knowledge of different types of serials. 	<ul style="list-style-type: none"> Explain the features of a serial. List the different types of serials. Explain each type of serial. 	Interactive lecture: <ul style="list-style-type: none"> Discuss different types of serials.
	Serials Management			
	<ul style="list-style-type: none"> Understanding the concept of serial management. 	<ul style="list-style-type: none"> Knowledge of serial management. 	<ul style="list-style-type: none"> Explain about serial management. 	Interactive lecture: <ul style="list-style-type: none"> Discuss about serial management.
	Policy of Procuring Serials			
	<ul style="list-style-type: none"> Understanding the process procuring serials. 	<ul style="list-style-type: none"> Knowledge of process for procuring serials. Role of committee in procurement of serials. 	<ul style="list-style-type: none"> Explain the policy of procuring serials. 	Interactive lecture: <ul style="list-style-type: none"> Discuss about procurement policy of serials.
	Selection of Serials			
	<ul style="list-style-type: none"> Understanding the criteria for evaluation of serials for selecting them for libraries. 	<ul style="list-style-type: none"> Knowledge of different criteria to evaluate the serials for selection in a library. 	<ul style="list-style-type: none"> List out the different criteria for selection of serials. 	Interactive lecture: <ul style="list-style-type: none"> Discuss about selection process of serials in the library.
	Method of Procuring Serials			
	<ul style="list-style-type: none"> Identify the different methods for procurement of serials. 	<ul style="list-style-type: none"> Knowledge of different methods for procurement of serials in the library. Knowledge of procurement of serials through subscription agent. 	<ul style="list-style-type: none"> List out the different methods for procurement of serials. Explain the method of subscription followed in a school library. 	Interactive lecture: <ul style="list-style-type: none"> Discuss the different methods of procurement of serials in the library.



Serials Check-in			
<ul style="list-style-type: none"> Understanding the maintenance of records of serials received in the library after procurement. 	<ul style="list-style-type: none"> Knowledge of maintenance of records of serials received in the library. Knowledge of keeping track of missing issues of serials. Knowledge about budgeting for serials. 	<ul style="list-style-type: none"> Discuss the recording of serials check-in in register or kardex system. Discuss the process for keeping track of missing issue. Discuss the budgeting of serials. 	Interactive lecture: <ul style="list-style-type: none"> Discuss the recording process of serials received in the library. Discuss budgeting for serials
Treatment of Unbound and Loose Issue			
<ul style="list-style-type: none"> Understanding the action required for permanent preservation of serial in the library. 	<ul style="list-style-type: none"> Knowledge of treatment of unbound and loose issue. Knowledge of steps involved in binding process. 	<ul style="list-style-type: none"> Explain the binding action is required for complete set of serials. Discuss the arrangement of bound periodicals. 	Interactive lecture: <ul style="list-style-type: none"> Discuss the binding process of serials.
Other Miscellaneous Jobs of Serials Section			
<ul style="list-style-type: none"> Identify the different decisions on serials at management Understanding the weeding out process for serials. 	<ul style="list-style-type: none"> Knowledge of different decisions taken for serial management. Knowledge of process of cancellation of serials. Knowledge of weeding out criteria for serials. 	<ul style="list-style-type: none"> Explain the other Miscellaneous jobs of Serial Section. Discuss the cancellation of Serials. Discuss the weeding out process in sSerial management. 	Interactive lecture: <ul style="list-style-type: none"> Discuss other Miscellaneous jobs of serial section.
Maintenance of Records in Serial Section			
<ul style="list-style-type: none"> Understanding the various types of records in a library 	<ul style="list-style-type: none"> Knowledge of different records maintained in the serial section 	<ul style="list-style-type: none"> List out the different records in the serial section 	Interactive lecture: <ul style="list-style-type: none"> Discuss maintenance of records in serial section



Importance of Maintaining Records in Serial Section				
	<ul style="list-style-type: none">• Understanding the importance of maintaining records in serial section.• Identify the different systems for maintaining records.	<ul style="list-style-type: none">• Knowledge of importance to maintain the record in serial section.• Knowledge of manual and electronic system for maintaining e record.	<ul style="list-style-type: none">• Why the record is maintained in the serial section.• Discuss the different systems of maintaining the record of a serial.	Interactive lecture: <ul style="list-style-type: none">• Discuss the importance of maintaining records in serial section .

Resource Material:

1. Clayton, P. and Gorman, G.E. (2001), Managing Information Resources in Libraries: Collection Management in Theory and Practice, London, Library Association Publishing.
2. Electronic Collections Development (2002), <http://www.library.yale.edu/~okerson/ecd.html> (viewed 20 January 2005).
3. Lee, S.D. (2002), Building an Electronic Resource Collection, London, Library Association Publishing.
4. Mittal, R.L. (1984), Library Administration: Theory and Practices, Delhi, Metropolitan Book Company.
5. Ranganathan, S.R. (1959), Library Administration, Bangalore, Sarada Ranganathan Endowment for Library Science.
6. Ranganathan, S.R. 2nd Edition, Reprint (1988), Library Manual, Bangalore, Sarada Ranganathan Endowment for Library Science.
7. State Library of New South Wales (2004), Collection Development Policy, <http://www.sl.nsw.gov.au/about/policies/collection.cfm> (viewed 20 January 2005).
8. Khanna, J.K. (2001), Handbook of Library Administration, Crest Publishing House, ISBN 81-242-0253-2.

Introduction

You must have observed that your library acquires, processes, collects, and maintains various serials for you. The very word serial implies continuation. You must be very familiar with T.V shows soap operas which are all serials. A serial is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. These are the following three characteristic features of a serial:

- It is issued in separate parts on a regular basis.
- The different parts are numbered or contain a chronological designation.
- It is supposed or intended to continue indefinitely.

4.1 Types of Serials

Journal



Source :http://www.indianpediatrics.net/Home_files/cover.jpg



Source:<http://isq.sagepub.com/content/48/3-4.cover.gif>

A journal is a periodical especially which has scholarly articles and disseminate current information on research and development in a particular field.

- Indian Pediatrics (picture of front cover is given above).
- International Studies (picture of front cover is given above).

It is said that the first scholarly journal, called, Journal desScavan was published as a weekly in 1665.

Magazine



Source: http://media2.intoday.in/indiatoday/images/Photo_gallery/modi2_650_122112035215.jpg



Source:https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRa1UbRQUemzQ9ADFXW03zkJFYZDbNsNzKYOpOGxph-k-gx4eu5EEJCI_mn



A magazine is a periodical for general reading which has articles on various subjects by different authors. You must be well aware of magazines like India Today (picture of magazine cover is given), The Week (picture of magazine cover is given), Outlook and so forth. The authors who contribute in magazines are journalists or lay persons - they write in a journalistic style on current events or general interest topic for the general public. The authors of journals write in scholarly style for a specialized audience on various research topics.

A magazine usually has glossy pages and book advertisements and pictures, it has less or no footnotes; whereas, a journal has footnotes, bibliographies, editorial board and outside reviewers. It does not generally have advertisements and pictures. Magazines usually have more circulations than journals. It disseminates information to scholars, whereas, a magazine entertains or informs the general public or interest group. But whether a particular title is a magazine or a journal, the same processing procedure has to be followed in libraries.

A house magazine is a publication, published by an organization for internal circulation. It is available without charge to its readers, does not have advertisements; it has news or information of interest chiefly to a special group like university magazine, school magazines and so forth.

Newspaper



<http://www.e-paperview.com/epv-timesofindia.jpg>



<http://www.bcm touring.com/forum/attachments/picture074.jpg-166299d1307610740>



<http://www.semionaut.net/wp-content/uploads/speakingtree-450.jpg>



It is a serial issued at stated, frequent intervals, usually daily, weekly containing news, opinions, advertisements and other items of current, often local interest.

Some of the examples are given as under:

- Times of India
- Hindustan Times
- The Speaking Tree

These newspapers have different editions like Lucknow edition, Patna edition etc. It implies that besides the main news items, it will have news items to cater to the needs of specific geographic locality. Whereas, the Speaking Tree is an another weekly newspaper launched in February 2010. The paper caters to the spiritual information needs of the readers by discussing, highlighting the views and opinions on spiritual and philosophical issues.

Further, any publication that has a subject orientation and is reporting something other than general news is not a newspaper.

E- Journal (Electronic journal)

E-journal has been defined as any serial which is produced, published and distributed nationally and internationally via electronic networks. Any serial available in an electronic format is known as an e- journal.

In other words, the term electronic journal has been applied to :

- An electronic version of an established print journal, example is Cell (www.cell.com/ Scientific American).
- An electronic only journal, example is Ariadne (www.ariadne.ac.uk/).

An electronic journal can be free or fee based. The back issues or back runs or archival files (generally issues published before 1998) of e- journals may be freely available or accessible though subscription. The access policy or access model may vary from publisher to publisher. Cell Press journals which are highly reputed journals are available right from volume 1. Users can access full text without paying any kind of fee. But for accessing the content of the current year one has to pay.

4.2 Serials Management

Libraries procure, process, collect, organize, and preserve the serials for their users by following different proper procedures. This work of acquiring and maintaining serials by following different procedures is known as serials management. The section given below discusses various steps and procedures involved in serials management.

4.3 Policy of Procuring Serials

Libraries always develop their collections of books and serials in accordance with the mission, objectives, academic programmes, research and teaching needs of the parent



organization. The feedback from teachers is very pivotal in developing and enhancing the collections in academic libraries.

In college and university libraries, the list of current serials subscriptions is circulated among the faculty members. They review the list of serials and suggest deletions and additions as per their teaching and research needs. In colleges and universities, a committee known as the Library Advisory Committee, (LAC) is constituted which helps libraries in taking important decisions. It comprises Rector/Principal as Chairperson, Librarian, Finance officer, Senior faculty members of the college/ university .The committee reviews and approves the recommendations and the estimated expenditure which will be incurred in procuring them. Once the approval and budgetary allocation is granted, libraries may place orders with the vendors or serials subscription agents. They are deployed on the basis of services which they have rendered in the past.

The school and public libraries also have committees comprising senior officers and teachers who decide upon the purchase of various serials, keeping in mind the information needs of the user population.

4.4 Selection of Serials

The selection of serials requires evaluative judgment for different individual titles. Some of the criteria which can be used for evaluating serials and selecting them for libraries are given as under:

Availability of Alternate Format

At present, an increasing number of serial titles are published in both print and electronic format. Library has four options for most of the serial titles:

- Print subscription only
- Electronic subscription only
- Print as well as electronic /online subscription
- No subscription

Libraries may meet users information needs through the Document Delivery Service or Inter library Loan. Libraries may not subscribe a serial title if it is available full text in any of the databases subscribed by them.

Contributors /Writers/Institutional Affiliation

A serial can be judged by its contributors, writers and their institutional affiliation. If a serial has international authorship, it implies that it has wider visibility.

Coverage of a Serial Title in Abstracting and Citation Database

If a journal is indexed and covered in any citation database, it implies that it is widely used by the user community. The citation database also shows how many times a serial



title has been cited. If a serial title has more citations, it means it is more accessed and read by the users of that field.

Cost Effectiveness

Libraries generally keep the most cost effective titles. It means that libraries may subscribe to expensive serial titles if they are heavily used by the users, whereas it can drop less expensive serial titles, if they are seldom used or not used at all.

Interlibrary Loan and Document Delivery Statistics

Libraries usually maintain statistics of transactions made through inter library Loan. Loan requests for journal articles not available in the library may also be considered in selecting a journal for subscription.

Publisher

The reputation of the publisher is also important in deciding the stature of a serial title. The information regarding publication is available in the journal itself or may be found on the Internet. The publisher may be a commercial one, university press, society or any association. The information relating to publisher may help in selecting a title for the library.

Physical Makeup and Illustrative Material

Public and school libraries have to take into consideration physical makeup and illustrative material of the serials. This may not be required in college or university libraries. The public and school libraries should have serials with colorful, glossy pages in order to attract users for leisure reading, the magazines for children or art journals should have more illustrative material.

Place of Publication

This criterion is important for public libraries. For instance, the public libraries may like to include serials-magazines, newspapers which are published from the area in which they are located. Similarly an academic library may include serials published at the parent institution. Academic libraries which support area study programmes will certainly include serials published in the relevant areas. Libraries-public, academic may include newspapers from different regions of the country in order to ensure geographical balance in the newspaper coverage or a library may focus on newspaper published in its own state or city and select just single newspaper to represent other regions or foreign countries.

Grade Level and Age Level

This criterion is especially important for school libraries. It is important to know to which grade level and age level the journal caters.



4.5 Methods of Procuring Serials

Conventionally, the majority of serials are acquired through subscription, others are acquired through other means as gifts, exchange or deposit.

The different methods by which libraries acquire serials are given as under:

Subscription

It is the most routinely used methods for procuring serials in any library. A subscription is defined as “ the arrangement by which, in return for a sum paid in advance, a periodical, newspaper or other serial is provided for a specified number of issues or specified period of time.”

Normally, a serial subscription begins in January or covers a bibliographical volume (which may not correspond to a calendar year) a rolling year subscription is one which is for consecutive twelve month period, beginning with month the subscription is placed.

Membership

A serial subscription may also be obtained through membership of a society, association or organization. For example if a library has membership of ILFLA, it will regularly get IFLA journal, otherwise, the library will have to pay separately for it.

Gifts

Libraries may get serials as gifts. These may be solicited and unsolicited gifts.

The examples of solicited gifts are as under:

- Complimentary copies of journals published by the university or parent organization
- Items subscribed to by the head of the organization turned over to the library. The examples of unsolicited gifts are as under:
 - (i) Newly founded serials which publishers send without charging; these are sent in order to publicize the journal and arouse library's interest.
 - (ii) Publications of different societies, organizations who are more concerned with disseminating their viewpoints than with monetary gains.
 - (iii) Individual scholars or professionals may send their personal collections of serials to the libraries.

Deposit

Libraries may receive serials under legal deposit. The Delivery of Books Act 1954 enacted by Parliament regulates the deposit of books published in India to the National Library of India, Kolkata and three other libraries which are Connemara Public library, Chennai, Central Library, Mumbai and Delhi Public Library, Delhi. The act was amended to include newspapers and serials.



Exchange

Libraries may acquire serials in exchange. There may be explicit exchange agreement between two libraries. The exchange agreements may be done with domestic or foreign societies or institutions. A library may get a journal published by other institution, in exchange for a journal published by its own parent institution. For example, Indira Gandhi National Open University publishes Indian journal of Open Learning. The University Library receives many journals from other universities in exchange for IJOL. Jawaharlal Nehru University publishes International Studies. Its Central Library gets many journals in exchange of this journal.

There are two different reasons for entering into exchange programmes:

- To obtain journals in economical manner.
- To contribute to wider dissemination of publications from one's institution or country.

Vendors or Serials Subscription Agents

The term vendor is derived from the Latin word “vendere” which means to sell. A serials vendor is an entity who purchases and sells serials. Serials vendors are also called serials subscription agents. They are parties or companies which act as intermediaries or middle men between the publishers and libraries. They help in purchase and supply of serials. The different services performed by serials subscription agents include:

- Placement of new subscriptions
- Renewal of subscriptions
- Cancellations of subscriptions
- Consolidation of serial orders
- Submitting customized invoices
- Claiming
- Replacing missing issues (or providing credit note)
- Providing sample issues

Payment

Serial orders are renewed every year and payment is done in advance. Libraries receive annual invoices with price proof and bank exchange rate in December. The invoices are processed for release of payment, which may be made through cheque, draft or electronically. The vendors may submit supplemental invoices, due to increase in subscription fees and fluctuation in foreign currency rate, which are also processed for release of payment.

4.6. Serials Check-In

It involves maintaining records of receipt of issues of different serials subscribed by the Library . The details are maintained in a Kardex file which is arranged alphabetically. Each entry has the following information:

- Title
- Place of publication
- Frequency
- Vendor
- Date of order
- Payment record
- Receipt date of different issues

Check in helps in the following:

- Inventory control for currently received serials
- Identification of missing issues
- Maintaining payment records

Now-a-days, libraries use automation software for maintaining all these records. But small libraries use ledger system for maintaining records of serials subscribed by them . Under this system, each periodical subscribed in the library is allotted one page in the ledger. The periodicals are entered in an alphabetical manner. An index of the periodical subscribed is given / maintained at the beginning of the ledger.

A sample page of a ledger system is given as under:

Ledger System

Name of Periodical -----Frequency-----				
Publisher-----Payment Amount -----				
Vendor-----Year -----				
Volume	Number	Year /Month	Date of Receipt	Remarks



For Newspapers

In case of newspapers the column of volume will be replaced by year and other columns will be divided into dates 1, 2, 3...A sample is given as under:

2011	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

The advantage of this method is that each page tells about the receipt of the different issues of serials. But the disadvantage is that one has to see all the pages to note the non-receipt of issues of periodicals. Besides, there is no provision to add new titles in the system. The small libraries also use register system for recording the details of serials subscribed by them.

In register system, a register is maintained to record the details of the journals subscribed by the library. This method is very appropriate for all school libraries. This system has a disadvantage too. Whenever a library subscribes to a new title, it has to be entered at the end – alphabetical order is not possible to be maintained.

A sample of a page from register system is given as under:

Sr.No	Title	Vol/year	Publisher	Vendor	Annual Subscription	Period				Remarks
						Jan	Feb	Dec	
1	India Today	12/2013		CNA	Rs 900					
2	Outlook	22/2013		CNA	Rs 1000					

The Kardex system was introduced by the M/s Remington Rand Co of India for maintaining details of periodicals. In this system, the cards are filed in trays, kept in steel cabinet and each cabinet contains 7 trays in all providing 504 card holders with sliding dust covers and locking device. Each card holder can hold 2 cards i.e. bottom card and top card. The picture of Kardex system is given as under:



Source: <http://www.recordsystems.net/index-kardex.html>

Bottom Card

For each periodical ordered in Library, a bottom card is prepared. The bottom card has details like name and frequency of the periodical. It is printed on both the sides. It can hold information for ten years or more.

The Bottom card is shown as under:

Name of the Library:

W	F	M	BM	Q	HY	Y	IRR						
Year	Vol/ No	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Title of the periodical_____.

The bottom card tells the following:

- **Title of the Journal:** The bottom card shows the title of the periodical at the bottom.
- **Frequency of the Journal:** W-weekly-Fortnightly, M-Monthly, BM –Bimonthly, Q-quarterly, HY-Half yearly, IRR-irregular publication.

On receipt of an issue of periodical, it is recorded in concerned column. If a subsequent issue has come and has been recorded, but an earlier one is missing, reminder is sent to the vendor for supplying the missing one. Each card can provide information for ten years.



Top Card

The second card is called the Top Card. It is filed opposite to the bottom card. It is printed on both the sides. It provides the following information:

- Payment made to the vendor/ publisher
- Reminders sent to the vendors
- Bound volumes in the library
- Any special supplement or Index with the periodical is available or not.

A specimen of the top card is given as under:

Title				Language			Class No.			
Vendor:				Order No.			Date :			
Publisher				Periodicity						
Subscription				Remarks	Reminders					
B.R.No.	Amount	Vol.	Year		1st Reminder			2nd Reminder		
					Vol.	No.	Date	Vol.	No.	Date
Binder's Title										
Holdings										
Vol.	Year									
From to	From to									
		Supp.	Index							

Keeping track of Missing Issues and Claiming

Libraries may claim with the vendors for not getting issues which have already been paid for. In simple words, a claim is a reminder to the vendor, telling him that a particular issue has not been received. Claims may be made due to various reasons given as under:

A Skipped Issue: If issue number 3 arrives before issue 2 is received, it is clear that issue 2 has been skipped.



Inactive New Order: Even though the order has been placed with the vendor, issues do not arrive.

Replacement: An issue actually received, may require to be replaced, as damaged copy was received.

Budgeting for Serials

A budget process is a mechanism for planning, setting priorities and developing a proper collection. a budget document is prepared for the forthcoming year. It helps in requesting funds from the authorities. The budget should reflect the funds which will be required during the next financial year. A serial budgeting involves estimating the expenditure which will be incurred on various categories like:

- Current periodical subscriptions (every year, there is incremental increase of 10-15% on subscription charges of the journals).
- Membership charges of various organizations and associations.
- Back runs of periodicals.
- Newspapers /popular magazines.
- Online journals/online databases.
- Binding charges.
- Budget allocation should be requested for new titles which may be recommended by researchers and faculty members.

Expenditure on serials or serials budget cannot be divided among disciplines or schools or subjects. The serials, especially scholarly journals are interdisciplinary in nature which cannot be pigeonholed into specific subject categories. The researchers, teachers in one discipline may use journals from other disciplines.

4.7. Treatment of Unbound and Loose Issues

The print serials are generally received as single, unbound issues. Thus, when unbound issues form a set after a year, a decision has to be made about their permanent preservation.

Libraries have two options:

- Discarding
- Binding

Discarding

Libraries may decide to discard unbound issues if they do not want to permanently maintain them in their collections. For instance, newspapers and popular magazines like India Today, Reader's digest are discarded. Gift periodicals are often discarded because the libraries do not want to commit funds for binding. When the discard option



is adopted, a decision is made to keep issues for a set time period such as three months, six months, a year and so on so forth.

Binding

Binding is the most preferred and routinely used method of dealing with the loose issues of serials and preserving them for future use. The expenditure of library on binding may be said to be very judicious as it protects the library's substantial investment in serials subscriptions. The major steps in the binding process are listed as below:

- Identifying commercial binders.
- Identifying titles which need to be sent for binding.
- Preparation of binding shipments (maintaining all records of what is being sent, the date on which loose issues are sent, expected date of receiving bound sets; this information is vital for serving the users of the library).
- Bindery pick up (commercial binders pick up and deliver binding shipments on a fixed schedule).
- Receiving bound sets from the bindery (Bound sets which are received should be tallied with the list which was prepared when loose issues were being sent. The spines of the bound sets should be checked to ensure accuracy. The bound sets are the accessioned and stamped with library seal.

Arrangement of Bound Serials

The bound serials are arranged in stacks for the students and other users to browse and use. These may be arranged in an alphabetical sequence which helps in easy retrieval and rearrangement at the time of need. In this method, classification numbers are not assigned, so processing time is also saved. Libraries may choose to arrange bound journals in a classified manner, which implies that journals which belong to a particular subject will be kept together, according to the class number they are assigned.

Circulation

Serials are generally not issued to the students. But some libraries may issue or circulate them on a very restricted basis for a short loan period, to certain categories of users like teachers. Perhaps, multiple users may require the same issue, volume at the same time and photocopying facility available in the library may help them.

4.8 Other Miscellaneous Jobs of Serials Section

Multiple Copy Decisions

Deciding upon the number of copies of a particular serial title is also one of the important decisions which needs to be taken, libraries subscribe to multiple copies of a serial title because of various reasons-high usage, need for the same title at various branch libraries.



Location Decisions

Libraries with branches may have to decide which branch should hold a particular title. This is a hard decision to take as the serials are multidisciplinary and the same title can be categorized under two categories.

Access and Ownership Decisions

Conventionally, it has always been advocated that the users information needs should be met by holding owned by and housed in the library. In recent years, a new trend has come up which stresses that a library's ownership of a book or serial is insignificant as long as users can be provided access to the required document. The users know about the resources which will meet their information needs and can wait for a reasonable amount of time before they can access them. This is the thought of experts who support access model. Libraries cannot procure all journals published across various disciplines in order to meet the information needs of the users. The ownership model leads to wastage of financial resources which are limited in nature, in purchasing serials which may be seldom used.

But in fact, at times the researchers may want information urgently on a regular basis. In this case, the ownership model helps. Besides, this model allows perambulating among the stacks, browsing, serendipitously finding relevant items or directly viewing range of material on a particular topic. Access is important for supporting research needs whereas, ownership is required for teaching, entertainment and for ready reference. Libraries have to strike a happy medium between access and ownership of serials in order to meet the information needs of the users. This balance has to be maintained in print environment, in online environment libraries just have access to material held remotely on the publishers' servers.

Cancellation of Serials

Cancellation of serials means identifying current subscriptions for termination or dropping current subscriptions. Budgetary constraint is the main factor behind the cancellation of serials. Some of the criteria which are taken into consideration for cancelling the subscriptions are as under:

Use: Least used titles may be cancelled.

Foreign Language Titles: Foreign language titles are cancelled as they have less number of users as compared to titles in local or english language.

Duplicate subscription: If a title is available in branch library or through any consortium, it can be cancelled.

Cost and Cost Effectiveness: Expensive and non-cost effective titles may be cancelled.

Indexing: Serial titles which are not indexed in major indexing and abstracting database may be cancelled.



User input: In academic libraries, feedback from the faculty members and researchers is a major and decisive factor in cancelling the serial titles.

Weeding

Weeding refers to removing (unwanted) items from the collection as one excises weeds from a garden. The major criteria for weeding serials are given below. These can be used individually or in combination with one another.

- **Physical Condition:** The serials in deteriorating physical condition should be weeded out.
- **Incomplete Back Runs:** The journals which are less in number, with incomplete back runs are fit to be weeded.
- **Use:** Unused or infrequently used serials should be weeded out.
- **Age:** Runs of older serials may be weeded out. The concept of literature obsolescence relates to use by highlighting that older serials holdings are used less. But this rate of obsolescence may vary from discipline to discipline. The old serials of sciences may have less relevance for researchers of today whereas, very old serials may have importance for researchers in the humanities and social sciences.
- **Collection Policies of the Library:** Serials holdings may be weeded out according to the policies of the library. Libraries may decide to weed out serial published before a particular year.
- **Availability in Alternate Format:** If the back files of serials are available in electronic form, libraries may purchase them and decide to weed out the physical collection.
- **Availability in Neighboring Libraries:** The back runs of serials which are available in other neighboring libraries can easily be weeded out, similarly, duplicate runs within the same library may be good candidates for weeding out.
- **Cooperative Agreements with other Libraries and Consortiums:** Back runs of serials can be weeded out easily and confidently if another library has agreed to maintain back runs of specific titles.

Weeding is the most difficult function of serials management. It is time consuming and entails updating of cataloguing or holdings records. It is always criticized by the users and administrations as they do not understand the need for disposing of old holdings of the library.

4.9 Maintenance of Records in the Serials Section

A record is any recorded or documented information, generated in the course of conducting business and which ought to be maintained in order to meet the fiscal, legal, historical or administrative needs of any section or organization. For instance, the following can be considered records:

- Fiscal data (Budgetary sanctions)



- Outgoing and incoming correspondence
- Reports and statistical compilations
- Minutes of the meetings of committees and so forth

These are records regardless of format. They can be on paper, computer printouts or in electronic databases. In organizations, every year new records are created and old ones are filed and sent to the archives which are maintained chronologically for easy retrieval in future, when the need arises.

The following are examples of non-record material:

- Magazines
- Books
- Blank paper
- Research paper

4.10 Importance of Maintaining Records in Serials Section

Acquiring serials is an activity which requires thoughtful, meticulous planning and following systematic routines and procedures. Once the order has been placed, advance done to the vendors, periodicals are delivered to the library. The staff in the library has to be very careful and vigilant in order to ensure the timely receipt of issues. It is the duty of the library to keep records of all the items- books, journals etc. This is done because of the following reasons:

- To maintain a clear, accurate record of what has been procured and available for readers.
- To satisfactorily respond to the queries of the users.
- To maintain an audit trail-telling that the library has received what it paid for.
- To claim missing issues.

The libraries have to be careful and ensure that all the issues are received in time without delay. The details of the issues received are recorded and entered properly. This helps the libraries in taking timely action by sending reminders to the vendors asking them to send overdue issues or for refunds in case of non-receipt of issues.

There are different systems for maintaining records. These are discussed as under:

- **Manual System**

Maintenance of data about payments and receipt of journals in registers and cards is known as Manual System.

- **Electronic System**

At present the libraries are commonly using an automated system or electronic system to record subscription and receipt of journal issues.



Virtua - Arabic - jnu

File Edit Search Browse Circulation Acquisitions Cataloging Options Tools Window Help

Default connection: jnu - mano Current connection: jnu - mano

Adobe Reader XI My Network Places Furniture tender doc... 3755129_128 Central Library tripathimon... fulltext rds22ed5_119 panchmodified, tripathimon... mod2_650_...

Google Chrome New FolderOct2013 comactofr13... abovehaddon... uranation... Tu

HP Director abovehaddon... uranation... Tu

HP Memories Disc Adobe Digital Editions2.0 Orientation Program... ds

HP Photo & Imaging Jawaharlal Nehru Uni... Central Librarycomp... s

Mozilla Firefox Library Orientation31 as22912 f

Quick Heal Secure Browse Isidore_Help Use of Various Social Medi... 61ee5a55_126 bc2c8ef3_129 c4229f6e_135 frh-subject paperwebof... UNIT 8 BLOCK 2 MAINTEN... panch

My Computer Use of Various 20novlobbying 867f1e70_123 bds49013_127 cd920759_124 e52838a4_118 12dec1-52.0... scan MCQ

View Bi... View Bi...

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Browse - jnu

Journal Title: Cell

Hits Terms

- 1 Cell
- 1 Cell and tissue kinetics.
- 1 Cell biology international.
- 1 Cell biology international reports.
- 1 Cell calcium : the international interdisciplinary forum for research on calcium.
- 1 Cell cycle (Online only)
- 1 Cell death and differentiation (Online only)
- 1 Cell differentiation.
- 1 Cell differentiation and development
- 1 Cell Mobility and Cytoskeleton (Now: Cytoskeleton) (Online only)

Journal Title: Cell

View Page Up Page Down Skip Delete

View Bibliographic Record - jnu

< > 1 / 1

Full Items Holdings MARC Statuses

Title: Cell.

Imprint: Cambridge, Mass. : Cell Press.

Description: v. : ill. ; 28 cm.

Subject: Cytology

Subject: Virology

Status Counts

Checked Out:	0	On Reserve:	0
Available:	201	Requested:	0
On Hold:	0	Other:	0
Total Items:	201	Unsatisfied Requests:	0
		Total Requests:	0

Barcode	Main Location	Shelf Location	Call Num...	Item Class	Units	C...	Status
351861	JNU Library	JNU Library	SL5	Serial Pu...	20(1-3): ...		Available
351860	JNU Library	JNU Library	SL5	Serial Pu...	21(1-3): ...		Available
351859	JNU Library	JNU Library	SL5	Serial Pu...	22; 1980		Available
351858	JNU Library	JNU Library	SL5	Serial Pu...	23(1-3): ...		Available
351857	JNU Library	JNU Library	SL5	Serial Pu...	24(APR...)		Available
351856	JNU Library	JNU Library	SL5	Serial Pu...	27(1-3): ...		Available
352291	JNU Library	JNU Library	SL5	Serial Pu...	28(1-4): ...		Available
352606	JNU Library	JNU Library	SL5	Serial Pu...	29(1-3): ...		Available
352607	JNU Library	JNU Library	SL5	Serial Pu...	30(1-3): ...		Available
352608	JNU Library	JNU Library	SL5	Serial Pu...	31(1-3): ...		Available
352213	JNU Library	JNU Library	SL5	Serial Pu...	32; 1983		Available
352298	JNU Library	JNU Library	SL5	Serial Pu...	34(1); 1...		Available
352299	JNU Library	JNU Library	SL5	Serial Pu...	41(3); 1...		Available
352928	JNU Library	JNU Library	SL5	Serial Pu...	42(1-3): ...		Available
352214	JNU Library	JNU Library	SL5	Serial Pu...	46(1-3): ...		Available
352215	JNU Library	JNU Library	SL5	Serial Pu...	46(4-7): ...		Available
353300	JNU Library	JNU Library	SL5	Serial Pu...	47(1-2): ...		Available
353605	JNU Library	JNU Library	SL5	Serial Pu...	47(4-5): ...		Available
352216	JNU Library	JNU Library	SL5	Serial Pu...	47(6); 1...		Available
352929	JNU Library	JNU Library	SL5	Serial Pu...	48(1-3): ...		Available
352930	JNU Library	JNU Library	SL5	Serial Pu...	48(4-6): ...		Available
352931	JNU Library	JNU Library	SL5	Serial Pu...	49(1-3): ...		Available
352932	JNU Library	JNU Library	SL5	Serial Pu...	49(4-6): ...		Available
353606	JNU Library	JNU Library	SL5	Serial Pu...	50(1-3): ...		Available
352977	JNU Library	JNU Library	SL5	Serial Pu...	50(4-6): ...		Available
353607	JNU Library	JNU Library	SL5	Serial Pu...	51(1-3): ...		Available
353608	JNU Library	JNU Library	SL5	Serial Pu...	51(4-6): ...		Available
3192843	JNU Library	JNU Library	SL5	Serial Pu...	52(6); 1...		Available
3192844	JNU Library	JNU Library	SL5	Serial Pu...	53(3,5): ...		Available

Current Selection: 1 / 201

Show Group View URL View Item Delete Item Request Item

Masked View Archive Edit Add Item Refresh Close

start Communication... (586 unread) - ... cell journal 201... Serials Manage... Document3 - M... Virtua 2013.1.1 12:28 PM



The screenshot displays the VIRTUA VTLS software interface. The main window is titled 'View Bibliographic Record - jnu' and shows a list of items with columns for Barcode and Main Location. The 'Item Information - jnu' dialog box is open, showing detailed information for a specific item. The dialog box has tabs for 'Item Elements', 'Statistics', and 'Other Elements'. The 'Item Elements' tab is active, showing fields for Title, Imprint, Item Class, Location, and various circulation rules. The 'Item Information' section includes fields for Item ID, Barcode, Title, Imprint, Item Class, Location, and various circulation rules. The 'Call Number' section includes fields for Copy, Call #, and 2nd Call #. The 'Units' section includes radio buttons for 'Free Text', 'Enumeration and Chronology', and 'None'. The 'Preservation and Conservation' section includes a 'Code' field. The 'Non-Parameterized Shelf Location' section includes a 'Location' field. The 'Circulation Rules' section includes radio buttons for 'Use Matrix', 'Use Loan Period', 'Allow Request', and 'Floors'. The dialog box has buttons for 'Delete', 'Edit', 'Refresh', and 'Close'.

The screen shots of cell journal entries done in VIRTUA of VTLS are given above.

Virtua is a full-function library management system. It provides and facilitates management of circulation, cataloguing, serials, acquisitions and other functions. All functions are fully integrated, allowing any staff user to access any function at any time according to their library-assigned permissions.

The libraries have automated all their house keeping operations like classification, cataloguing, circulation and recording details of journal subscription. Serials (Periodicals) module of any library software helps in maintaining the following details of journals subscribed by the library:

- Registration of journals-details of all the journals are entered and recorded.
- Recommendations of users and approval of competent authority.
- Total budget and budget year.
- Master file of all approved vendors.
- Orders given to different vendors are also recorded.
- Receipt of bills and payment details.
- Receipt of issues of journals.
- Binding details of the journals.
- Status of the journal –whether it is available in the library or not.
- Details of online journals/databases etc.



Summary:

A serial is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Some examples of serials are journals, magazines and newspapers. This work of acquiring and maintaining serials by following different procedures is known as serials management. The policies of journal collection development may differ from library to library. The serials are available in different formats like print only/electronic online only/ print +online. Libraries may finalize the format as per their users preferences. Libraries procure serials through subscription, memberships, gifts, deposit and exchange. There are different methods of maintaining records of loose issues of journals, like Ledger system, register system or kardex. Libraries may maintain records manually or electronically.

Self Check Questions

1. Describe types of serials with examples?
2. What do you understand by Serials Management?
3. List the different procedures involved in Serials Management?
4. What are the different methods of procuring serials in the libraries?
5. What is the importance of maintaining records in the libraries and list various types of records in library?
6. Differentiate between manual and electronic method of maintaining records?
7. Why is weeding required in the Serials section?
8. What do you understand by access and ownership of resources?

Practical

1. Write names of the two magazines which you have seen.
2. Write names of the two newspapers (e- forms). Capture the screenshots of their home pages.
3. Write names of some five journals in science. Find out if they are available in electronic form. Write their URLs.
4. Write names of five journals in social science. Find out if they are available in electronic form. Write their URLs.
5. Visit your library and find out the following :
 - i. Total number of magazines subscribed.
 - ii. Total number of newspapers subscribed.
 - iii. Total number of books subscribed.
 - iv. Total number of journals.
 - v. Total budget.



Glossary

Consortium: Libraries form an association or network or co-operative organization to procure and share resources and services. These associations or networks are commonly known as consortia (consortium-singular).

Virtua: It is a full-function library management system. It provides and facilitates management of circulation, cataloguing, serials, acquisitions and other functions. All functions are fully integrated, allowing staff user to access any function at any time according to their library-assigned permissions. Other examples of library management systems are LibSys, NewGen Lib, Koha etc.

Exercise:

A. Fill in the blanks:

- i. A _____ is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.
- ii. Any serial available in an electronic format is known as an _____.
- iii. In colleges and university a committee known as the _____ is constituted which helps libraries in taking important decisions.
- iv. The majority of serial are acquired through _____.
- v. The delivery of book act is enacted by Parliament of India in _____.
- vi. The kardex system was introduced by the _____.
- vi. _____ is the most preferred and routinely used method of dealing with the loose issues of serial and preserving them for future.
- vii. _____ of serial means identifying current subscriptions for termination or dropping current subscription.
- ix. The serial in deteriorating physical condition should be _____.
- x. Maintenance of data about payments and receipt of journals in registers and cards is known as _____.

B. Multiple choice questions:

Tick the correct answers:

- (a) A _____ is a periodical especially which has scholarly articles and disseminate current information on research and development in a particular field.
- (i) Journal
 - (ii) Magazine
 - (iii) Newspaper
 - (iv) None of the above



- (b) The Week is a _____
 - (i) Journal
 - (ii) Magazine
 - (iii) Newspaper
 - (iv) None of the above
- (c) A _____ is a publication, published by an organization for internal circulation
 - (i) Journal
 - (ii) House Magazine
 - (iii) Newspaper
 - (iv) None of the above
- (d) A serial can be judged by its
 - (i) Cost
 - (ii) Vendors
 - (iii) Contributors
 - (iv) Look
- (e) Methods of procuring serials are
 - (i) Subscription
 - (ii) Membership
 - (iii) Gifts
 - (iv) All of the above
- (f) An entity who purchases and sells serials is _____
 - (i) Librarian
 - (ii) Publisher
 - (iii) Vendor
 - (iv) None of the above
- (g) A budget document is prepared for the
 - (i) Previous year
 - (ii) Forth coming year
 - (iii) (a) & (b)
 - (iv) None of the above
- (h) The main factor behind the cancellation of serial is
 - (i) Budgetary constraint



- (ii) Binding problem
- (iii) Weeding problem
- (iv) None of the above
- (i) Removing unwanted items from collection is known as _____
 - (i) Weeding
 - (ii) Binding
 - (iii) Circulation
 - (iv) None of the above
- (j) Each card holder of a Kardex can hold _____ cards
 - (i) 4
 - (ii) 2
 - (iii) 7
 - (iv) None of the above

C. Short Answer Questions:

- (i) Write the features of a serial
- (ii) What is a journal. Differentiate print journals from e-journals?
- (iii) What is a magazine?
- (iv) What is a newspaper and give five examples of daily newspaper?
- (v) What are the criteria for evaluating the serial to select for library?
- (vi) What are the different methods for recording the serials check-in?
- (vii) What is kardex system?
- (vii) What is binding process for serials?
- (ix) What are the criteria for cancellation of serials?
- (x) What is the importance for maintaining records in a serial section.
- (xi) What do you understand by Library Advisory Committee?
- (xii) What do you mean by a vendor?
- (xiii) How will you identify a document to discard from library?

D. Check list for Assessment Activity

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART -A:

- (i) Explain the criteria for evaluating serials for procurement in the library.
- (ii) Explain budgeting for serials.



- (iii) Explain the different decisions taken in the serial section.

PART -B:

Discuss in class the following:

- (i) What is a serial? Describe the need of policy statement for serial management.
- (ii) Differentiate between journal, magazine, newspaper and e-journal.
- (iii) What is the policy for procuring serials.
- (iv) What is serial check-in and the minor activities under it.
- (v) Discuss budgeting for serials.
- (vi) What do you mean by discarding of serials.
- (vii) Why records are maintained in the library.
- (viii) What are different systems for maintaining records.

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain different types of serials.		
Able to explain policy of procuring serials.		
Able to explain selection criteria of serials.		
Able to explain different methods of procuring serials.		
Able to explain serials check-in.		
Able to explain keeping track of missing issues.		
Able to explain budgeting for serials.		
Able to explain treatment of unbound issue or loose issue.		
Able to explain other miscellaneous jobs of serial section.		
Able to explain cancellation of serials.		
Able to explain criteria for weeding out of serials.		
Able to explain maintenance of records in the serial section.		
Able to explain importance of maintaining records in serial section.		
Able to explain different system for maintaining records.		