Use of a Locally-Developed Worksheet for Multiple Journal Requests to Simplify the Review Process

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Objective

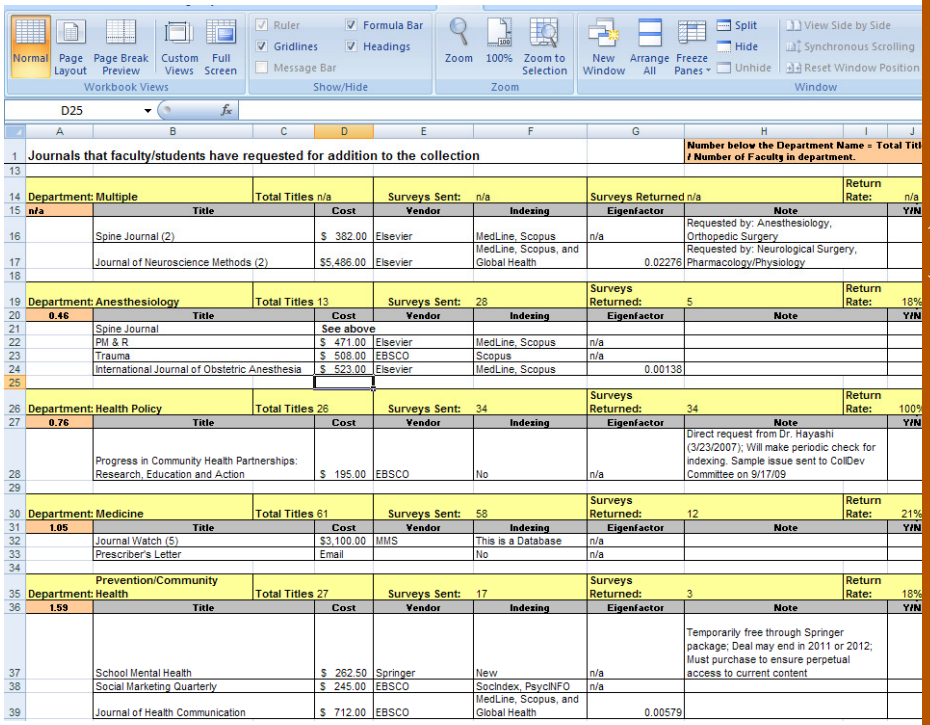
- To prioritize and develop a method to aid in making collection development decisions by committee of a large quantity of new journal subscription requests from a faculty survey in an expeditious manner.

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.



Journals that faculty/students have requested for addition to the collection

Number below the Department Name = Total Titles / Number of Faculty in department.

Department: Multiple		Total Titles n/a		Surveys Sent: n/a		Surveys Returned n/a		Return Rate: n/a
n/a	Title	Cost	Vendor	Indexing	Eigenfactor	Note		Y/N
	Spine Journal (2)	$ 382.00	Elsevier	MedLine, Scopus	n/a	Requested by: Anesthesiology, Orthopedic Surgery		
	Journal of Neuroscience Methods (2)	$5,486.00	Elsevier	MedLine, Scopus, and Global Health	0.02276	Requested by: Neurological Surgery, Pharmacology/Physiology		
Department: Anesthesiology		Total Titles 13		Surveys Sent: 28		Surveys Returned: 5		Return Rate: 18%
0.46	Title	Cost	Vendor	Indexing	Eigenfactor	Note		Y/N
	Spine Journal	See above						
	PM & R	$ 471.00	Elsevier	MedLine, Scopus	n/a			
	Trauma	$ 508.00	EBSCO	Scopus	n/a			
	International Journal of Obstetric Anesthesia	$ 523.00	Elsevier	MedLine, Scopus	0.00138			
Department: Health Policy		Total Titles 26		Surveys Sent: 34		Surveys Returned: 34		Return Rate: 100%
0.76	Title	Cost	Vendor	Indexing	Eigenfactor	Note		Y/N
	Progress in Community Health Partnerships: Research, Education and Action	$ 195.00	EBSCO	No	n/a	Direct request from Dr. Hayashi (3/23/2007); Will make periodic check for indexing. Sample issue sent to CollDev Committee on 9/17/09		
Department: Medicine		Total Titles 61		Surveys Sent: 58		Surveys Returned: 12		Return Rate: 21%
1.05	Title	Cost	Vendor	Indexing	Eigenfactor	Note		Y/N
	Journal Watch (5)	$3,100.00	MMS	This is a Database	n/a			
	Prescriber's Letter	Email		No	n/a			
Department: Prevention/Community Health		Total Titles 27		Surveys Sent: 17		Surveys Returned: 3		Return Rate: 18%
1.59	Title	Cost	Vendor	Indexing	Eigenfactor	Note		Y/N
	School Mental Health	$ 262.50	Springer	New	n/a	Temporarily free through Springer package; Deal may end in 2011 or 2012; Must purchase to ensure perpetual access to current content		
	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.