

Below is the text of an email sent to program directors and department chairs on 10/29/07 describing the second phase of the journal and database review process.

Dear _____,

Attached you will find the list of cancellable journal and database subscriptions for _____ as an Excel file (we will also be sending you a print copy of this list in today's campus mail). We are asking each department and program **to rank the titles on their lists by Friday, Dec. 7, 2007**. We see this as an opportunity to identify what we value most, renew our collection, restore a proper balance and provide us with the flexibility we want to support our dynamic curricular and research interests. To accomplish these goals, we need to prioritize our current subscriptions to see if there are titles that are now less necessary to our academic mission or that would be acceptable as e-only subscriptions.

The Library has tried to minimize the cuts we will have to ask you to make. We are requesting each department and program make a good faith effort to achieve a **10% reduction in the costs of their current cancellable journal and database subscriptions**. For _____, this will amount to \$ _____. This 10% goal is a guideline, and we are sensitive to special circumstances and concerns that might make this challenging or even impossible.

Please follow this process:

On your lists, please complete columns G and H for each title. Column H asks for a ranking; **please use the following rankings:**

- 1 = Essential as a continuing Library subscription.
- 2 = Very desirable as a continuing Library subscription.
- 3 = Desirable as a continuing Library subscription.
- 4 = Subscription may be cancelled; access through ILL or e-journal aggregators is acceptable.

Column G asks you to indicate whether titles could become electronic-only subscriptions or should be retained in print (or in both formats). If your department responds "yes", that e-only is acceptable for a particular title, and it is currently available in electronic format, it will be added to the list of journals for which format changes have been recommended. These format changes will be reviewed by the entire faculty in the spring, during the next stage of our review. If the department indicates "yes", but the title is not yet available electronically, we'll make a note of your preference and contact the department if the title later becomes available electronically. A "no" indicates that the title in question should be retained in print (or in both formats).

Return your completed list (either in print or as an Excel file) to Jaime Stevens, Box 20 or jastevens@vassar.edu, by Fri., Dec. 7, 2007.

To aid you in your work, we are providing each department with 4 items:

- The list of your cancellable subscriptions, which includes the CALL #, HOLDINGS, FORMAT, PRICING and RELATED NOTES for each title (attached here as an Excel file and also being sent as a print copy).
- The Excel file also contains a worksheet with usage statistics for all titles (NOTE: this data is only available for electronic subscriptions and the data provided here reflects usage through one gateway, so might not reflect the full usage.) This worksheet will only be sent electronically.
- The Excel file also contains a third worksheet with the list of all bundled titles, which can be consulted to see related journals. This worksheet will only be sent electronically.
- The results of the faculty survey from the first phase of this review (attached here as a pdf file and also being sent as a print copy).

Titles identified for possible cancellation or format change by individual departments in this phase will be collected and presented to faculty and students for comment early in the spring semester, giving everyone another opportunity for review. If ideas for new subscriptions occur to you during the review process, please send them to Christine Fitchett, Serial Librarian (chfitchett@vassar.edu). In the spring, we intend to consider new titles that have been recommended. However our ability to add new subscriptions, without once again undermining funding for books and other one-time purchases, depends upon our collective efforts in reducing current subscription costs

Thank you for your time and efforts in this review. There are some additional points specifically about the subscription lists attached below. If you would like more information about the overall review, you may consult the review web site (http://libweb.vassar.edu/serials_review/). Please contact Mark Christel, Assoc. Director for Reader Services and Collections (x5763 or christel@vassar.edu), with any additional questions or comments.

Sincerely,

Sabrina Pape, Director of Libraries
Mark Christel, Assoc. Director for Reader Services and Collections

Additional points about the subscription lists:

- Titles were assigned to specific lists based on many factors; most frequently they were matched to the department of the faculty member who requested the subscription.
- Some subscriptions are tied to others, such as where a membership in a particular society provides us with two journals. While a department might indicate that one

title is not important, we may continue to receive that title because it is tied to another title that is deemed important.

- For titles that list both a print and an additional microtext subscription, the microtext replaces the print copy for preservation reasons (e.g. Wall Street Journal).
- Moving to e-only does not always result in a reduction, and savings for going e-only vary broadly from publisher to publisher. We will calculate any savings after we receive your lists in December. Please bear in mind that, when appropriate, moving to e-only yields savings in binding, processing, and shelving expenses.
- We are also asking departments to review gift subscriptions. Although we pay no direct out-of-pocket costs for these titles, we do incur expenses for binding, processing, and shelving.