

Criteria for Selecting Periodicals for Salvage

Periodicals – the most critical of these for salvage should be identified by the Serials Coordinator and the list of titles placed with the Disaster plan. Microfilmed titles of importance should be noted also.

Three criteria for salvaging print periodicals and microfilms and a fourth step collating the data.

1. Unique titles and holdings only in print format (861 titles).
2. Most Used from the last 3 years (122 titles used 20 or more times).
3. Historical materials such as serials published in the 18th-20th centuries (243 titles up to year 1949).
4. Overlay dup titles, total is 1123 titles and de-dup 112 titles

Procedure to identify items for salvage:

Unique titles with no electronic access are determined by extracting a report in Serials Solutions Overlap Analysis. Running the analysis for the Carlson Periodicals returns 861 unique titles downloaded to an Excel spreadsheet. These unique print titles should be strongly considered as candidates for salvage.

Extract a usage report of title-level clicks from Serial Solutions Journal A-Z List which I limit results to those used 20 times or higher. Also, a tally sheet has been kept of all the bound and unbound periodicals that student workers have re-shelved for the past three years. This tally is overlaid and added to the Carlson periodical database usage report. (The result is 122 titles.)

Extract a report from Serials Solutions of the Carlson Periodicals. The list was sorted by coverage date in Excel to determine the earliest print holdings in the basement periodical shelving. From the whole list, we can determine how far forward from 1728 to 1949 year these serials should be salvaged. This result is 243 titles.

A fourth spreadsheet is made overlaying the results of the Unique Titles (861 titles) with those of the other two categories--historical and usage. The historical category was randomly limited to 1949 and earlier (resulting in 243 titles). Usage results are limited to those with 20 or more hits over the past three years showing 122 titles. There are total 1225 titles with a duplicate of 102 titles across the categories which are then subtracted (1225-102=1123) giving the final list as 1123 titles.

These procedures can be applied to the microfilm collection.