

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

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| DIVISION: Academic Affairs/William H. Hannon Library         |                        |
| SUBJECT: Procedures for Suggesting a Periodical Subscription | Page 1 of 1            |
| Policy Number: LIB-COLLS-503                                 | Supersedes: N/A        |
| Effective Date: August 1, 2009                               | Previously Issued: N/A |

**1. Statement of Policy:**

1.1. The library subscribes to periodicals that support the current curriculum and research agendas of our students and faculty. Over time, as the curriculum changes and new areas of research are developed, faculty may suggest that we add or remove subscriptions to periodicals. Because subscriptions require a long-term annual commitment of funds and therefore involve additional considerations in the collection development process, this policy is intended to establish parameters by which faculty may make suggestions regarding subscriptions to periodicals.

1.2. Acquisitions & Collection Development is responsible for this policy.

**2. Policies/Procedures:**

2.1. To request a new journal, the library asks faculty to adhere to the following procedures.

2.1.1. Faculty should submit an email to their department chair, stating the request for the periodical subscription with justification for the request including specific examples of coursework or active research that the periodical will support.

2.1.2. Faculty should request that the Chair endorse the request by forwarding the email to the Library's Head of Collection Development, [Glenn Johnson-Grau](#), for consideration.

2.2. The library may ask the department to cancel a similarly priced subscription, depending on the cost of the new subscription.

2.3. Because the library schedules most subscriptions to begin in January, requests to be considered for the next calendar year should be submitted by September 1st.

2.4. By default, if the journal is available electronically, the library will seek that format.

2.4.1. If print format is preferred, that should be specified in the request.