

Policies and Procedures for Canceling and-or Adding Journal Subscriptions

1. The recommendation for canceling and/or adding a journal subscription is made by the library in consultation with the appropriate department, and is based on curricular relevance.
2. Recommendations must be accompanied by a rationale which explains the relevance, or lack of relevance, to current academic programs and instruction. Relationship to other departments and/or programs should also be indicated.
3. Funds saved as a result of cancellation reverts to the library materials budget to be re-allocated as needs dictate.
4. Journals subscriptions are purchased in electronic format by default.
5. All recommendations should be forwarded to Kathy Juliano, kjuliano@drew.edu for consideration.