# University of Illinois at Urbana - Champaign Library Guidelines for Switching from Print to Electronic Journals

These guidelines are for use when deciding to move from reliance on a print journal subscription to electronic-only access.

## Content

- Determine if the print and electronic versions have equivalent content. It is not unusual for the electronic version to lack some material commonly found in the print version, such as advertisements and employment listings.

- Consider print usage, user (reader) expectations, and alternatives to the missing print content among other criteria in making a decision.

## Scholarly Sharing

- The e-journal's license should allow for fair use and scholarly sharing of content.

## Presentation & Printing

- The e-journal should provide access to digitally generated print page images, preferably using Portable Document Format (PDF).

- The e-journal should support printer-friendly formats.

- Journals printed in color should provide high-quality color images for the electronic version.

## Archiving & Ownership

- The e-journal's license should provide for permanent access to the content purchased under the subscription.

- Publisher or e-journal licensor should hold appropriate rights for permanent online display of content.

- Online access via a journal aggregator should not be considered a substitute for either print or online subscription.

## Access Management

- Institutional site license should allow networked access via Internet Protocol (IP) Recognition, or some improved successor authentication options, for all authorized University of Illinois users.

- The license should allow e-journal access within the library for members of the public.

University Libraries, University of Illinois at Urbana-Champaign
Guidelines for Switching from Print to Electronic Journals

1

## Reliability & Availability

- Publisher or e-journal licensor should provide prompt technical support (as needed) and maintain a reliable, stable interface with performance clauses in the license to compensate Yale University in the event of extended downtime.

- Online content should be available before or no later than publication of the print version.

- Each separate e-journal title should have its own unique, durable URL for access to the publication.

## User Expectations & Usage Statistics

- Evaluate journal collections and communicate with primary journal user groups to receive feedback about e-only plans, and educate users regarding the benefits and challenges of moving to e-only access.

- Consider the characteristics and usage of each print title when deciding on e-only access, for example, some titles because of format and/or usage may lend themselves to being browsed in print.

- Publisher or e-journal licensor should provide timely, accurate and usable usage statistics for each e-journal under subscription or trial.

- Consider the journal's prominence within its discipline before cutting print subscription; use ISI's Journal Citation Reports or similar resources as appropriate.

## Other Resources

**International Coalition of Library Consortia (ICOLC)
Statement of Current Perspective and Preferred
Practices for the Selection and Purchase of Electronic
Information: Long-Term Access and Archiving**

3.1. ICOLC-Publisher Partnerships to Secure Permanent
Access. ICOLC members believe strongly that the licensing
of electronic content should include permanent rights of
access. Paper subscriptions are not considered to be an
appropriate archiving medium for electronic journals.
ICOLC invites publishers to collaborate with the library
community on developing solutions to provide permanent
access to electronic journal content. The objectives of this
effort should be to ensure the conservation of the world's
academic, cultural and popular heritage, and to enable
ready use of electronic content even when that content is no
longer current. The joint exploration of the archiving issues
should encompass not only the various technical methods
under development, but also the business and cultural

University Libraries, University of Illinois at Urbana-Champaign
Guidelines for Switching from Print to Electronic Journals

2

models for archiving. To develop solutions discussions will be needed with a variety of institutions.

3.2. Archiving Costs. Members of ICOLC recognize that there are heavy costs associated with the archiving of electronic content. The way in which such costs are met is an appropriate area for discussion between consortia and publishers before pricing models for permanent access are made final.

3.3. Archiving Models. Publishers should accept responsibility for archiving and providing continuing access to their published content over the next few years, and some may be willing and able to accept this role on a long-term basis. Regardless of their plans in this area, publishers should not discourage individual libraries, consortia, national libraries, or other third parties from developing alternative solutions for archiving electronic journal content -- and should actively and effectively support such initiatives instead. In some countries, large consortia or national libraries may be willing and able to take responsibility for archiving, and the cultural environment and technological capabilities of each country should be allowed to determine the best model for archiving.

University Libraries, University of Illinois at Urbana-Champaign
Guidelines for Switching from Print to Electronic Journals

3