

***Journals Review Calendar for 2007-2008***  
(Affects Subscription Decisions for 2009 Calendar Year)

August 2007-June 2008	<p>Subject librarians keep lists of new journals desired by faculty.</p> <p>Subject coordinators approve new orders, including verification that funds are available.</p> <p>Serials staff notify subject librarians and CDM Office when a new title is ordered.</p>
Sept – Dec 2007	<p>CDM reviews data for subject librarians about periodicals expenditures and encumbrances, and assists with funding projections.</p>
April 1, 2008	<p>Subject librarians notify CDM of any format changes or recommended cancellations for 2009.</p>
April 2, 2008	<p>CDM posts proposed cancellations for subject librarians and library representatives to review.</p>
June 1, 2008	<p>CDM compiles final list of format changes and cancellation decisions.</p>
July 1, 2008	<p>CDM notifies Serials of periodical format changes or subscriptions to be cancelled for 2009.</p>
July 15, 2008	<p>CDM extracts FY 08 End of Year periodicals data from Aleph for entry into the Journals Database.</p>
July 30, 2008	<p>CDM posts comparative expenditure data (title-by-title, subject group category, and in the aggregate) for 2006, 2007, and 2008 in Excel to CDM1 and CDM web pages.</p>

September 2007