COLLECTION DEVELOPMENT POLICY STATEMENT

ADMINISTRATIVE SCIENCES

Date: May, 1997
Subject Specialist: Shmuel Ben-Gad

I. PURPOSE/PROGRAM SUPPORT

The collection supports the Administrative Sciences Program of the Columbian School of Arts and Sciences. Materials are acquired to support current and anticipated teaching and research at the master’s level. The Program offers the Master of Arts degree in both organizational management and human resources management. There are five full time faculty and twenty-three part-time. There are approximately 160 students. In addition to the faculty and students in the Administrative Sciences Program, relevant materials are also of interest to those in the School of Business and Public Management (SBPM) and in the departments of Economics and Engineering Management.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

The member libraries, as a whole, have a significant amount of relevant material.

B. Other area resources

Academic libraries outside the WRLC, trade association libraries, trade union libraries, the Library of Congress, and other governmental libraries have relevant collections.

II. GENERAL COLLECTION GUIDELINES

A. Language

English is the primary language of the collection. Works in other languages are acquired rarely.

B. Period of Coverage
Exclusively from 1900 to the present.

C. Dates of Publication

Recent material is acquired almost exclusively, though important theoretical works and empirical studies from the past may be obtained.

D. Geographical

The focus is upon the United States. Materials from other countries are very selectively acquired, primarily limited to important theoretical works and empirical studies.

E. Treatment of Subject

The emphasis is upon scholarly and, to a lesser extent, statistical materials. Textbooks are rarely acquired. Popular treatments are not acquired.

IV. DESCRIPTION OF MATERIALS AND FORMAT

The bulk of the collection is comprised of monographs and serials in paper, but materials may be acquired in other formats such as microform, electronic, and video.

V. SPECIAL CONSIDERATIONS

The library’s holdings that support the Administrative Sciences Program are actually a subset of the holdings that support SBPM’s Department of Management Science since the subjects taught and researched in the Program are also taught and researched in the Department.

The Jacob Burns Law Library collects material that is relevant to the legal aspects of human resources management. Given the tendency of such material to be rather costly, and given the fact that the Law Library is open to all those affiliated with George Washington University, Gelman Library will generally not acquire (and, hence, duplicate) such material.

VI. DUPLICATION/REFERRAL POLICY

In general, duplicate copies of a title are not purchased, the operating principle being to purchase more titles rather than extra copies of individual titles. However, if demand warrants, e.g. reserve readings, duplicate copies are bought on a case by case basis. Additional copies of titles may be accepted as gifts.

VII. SELECTION METHODS
A. Selection of new materials generally occurs through five sources:

1. The approval plan through Blackwell North America is monitored on a regular basis to ensure the profile meets our needs. Any changes in the curriculum, as indicated through library impact statements, are examined against possible changes in the approval profile.

2. Firm orders are initiated by the subject specialist. Journals in the field are scanned for relevant reviews. Firm order requests from faculty and students are reviewed and approved by the subject specialist.

3. Standing orders, memberships and serial requests are initiated by the subject specialist.

4. Gifts are accepted under the same guidelines as other acquisitions. They must fit the criteria spelled out in this collection development policy.

5. As a federal depository library, subject specialists review documents available through the U.S.G.P.O. for inclusion in the collection.

B. Deselection

The deselection process can be initiated by Gelman staff, by faculty, or by the subject specialist. Final decisions on deselection are made by the subject specialist. Items are checked for general condition, availability of newer or replacement editions and the continuing value of the content.

VIII. LIBRARY OF CONGRESS CLASSIFICATION

Most of the material relevant to the Program can be found in the HD 58 and HF 5549-5549.5 class marks of the Library of Congress classification system.