I. PURPOSE/PROGRAM SUPPORT

The collection supports the Department of International Business of the School of Business. Materials are acquired to support the current and anticipated teaching and research through the doctoral level. International Business is one of the fields of concentration for both the Bachelor of Business Administration (BBA) and the Master of Business Administration (MBA), and is a field of study for the PhD. Together with the Elliott School of International Affairs, the department offers the Joint International MBA-Master of Arts. There are fourteen full time faculty members, one courtesy faculty member, and four part time faculty members. There are 234 undergraduate majors and 50 full time MBA students with a concentration in International Business. The School of Business has 600 part time MBA students, but as they are not allowed to declare a field of concentration, there is no way of knowing how many of these are specializing in International Business. In addition to the students and faculty of International Business, materials may also be of interest to those in the other departments of the School of Business, in the Economics, Engineering Management and Systems Engineering, and Organizational Sciences departments, in the Elliott School of International Affairs, and in the School of Public Policy and Public Administration.

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

Relevant materials can be found in the Library of Congress, larger public libraries, non-WRLC academic libraries, as well as in government, embassy, trade association, non-governmental organization, international organization, and labor union libraries.

Faculty and graduate students have access and borrowing privileges at the Chesapeake Information and Research Library Alliance (CIRLA) libraries. Of these, those with the
largest relevant collections are the University of Maryland and the University of Delaware.

III. GENERAL COLLECTION GUIDELINES

A. Language

English is the primary language. Works in other languages, particularly periodicals, government documents, and statistical compilations, are selectively acquired.

B. Period of Coverage

Almost exclusively from 1900 to the present.

C. Dates of Publication

Almost exclusively from 1900 to the present, though important older theoretical works, empirical studies, and statistical compilations may be acquired.

D. Geographical

There are no geographical limits, but the emphases are North and South America, Europe, and East Asia.

E. Treatment of Subject

Scholarly and statistical materials are acquired. Textbooks and practitioner-oriented materials are selectively acquired. Popular treatments are excluded.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Monographs, serials, and online databases are acquired. Materials may be acquired in a variety of formats: paper, electronic, microform, video, etc.

V. SPECIAL CONSIDERATIONS

The Jacob Burns Law Library collects material that is relevant to the legal aspects of international business. Given the tendency of such material to be rather costly, and given the fact that the Law Library is open to those affiliated with George Washington University, Gelman Library generally does not duplicate such material.

VI. DUPLICATION

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 5 sources:

1. The approval plan through Blackwell’s Book Services 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 collection development librarian. Firm order requests from faculty and students are reviewed and approved by the collection development librarian.

3. Standing orders, memberships and serial requests are initiated by the collection development librarian.

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

5. The Library participates in the Federal Depository Library Program; collection development librarians review documents available through the U.S.G.P.O. for access or inclusion in the collection.

B. Deselection

The deselection process can be initiated by Gelman staff, by faculty, or by the collection development librarian. Final decisions on deselection are made by the collection development librarian. 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 Department of International Business is classed in HB-HG.