COLLECTION DEVELOPMENT POLICY STATEMENT

ORGANIZATIONAL SCIENCES

Date: August 2004
Collection Development Librarian: Shmuel Ben-Gad

I. PURPOSE/PROGRAM SUPPORT

The collection supports the Organizational Sciences Program of the Columbian College of Arts and Sciences. The program offers undergraduate minors in Organizational Sciences and Organizational Communication, an M.A. in Organizational Management, an M.A. in Human Resource Management, a Ph.D. in Industrial and Organizational Psychology and a certificate in Leadership Coaching.

There are seven full time faculty members and about 200 graduate students in the Program.

In addition to the faculty and students in the Organizational Sciences Program, relevant materials are also of interest to those in the Department of Management Science, the Department of Engineering Management and Systems Engineering and the Department of Psychology.

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, the Library of Congress, and other governmental libraries have relevant collections.

III. GENERAL COLLECTION GUIDELINES

A. Language
   English is the primary language. 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.
D. Geographical
The focus is upon the United States. Material dealing with other countries is acquired rarely.

E. Treatment of Subject
The emphasis is upon scholarly and practitioner-oriented materials. Textbooks are selectively acquired. Popular treatments are not acquired.

IV. DESCRIPTION OF MATERIALS AND FORMAT
The bulk of the collection is comprised of paper monographs and paper and electronic periodicals, but material may be acquired in other formats such as video or microform.

V. SPECIAL CONSIDERATIONS
The library’s holdings that support the Organizational Sciences Program largely support the Department of Management Science as well. Some of the holdings are supportive of the Department of Psychology.

Himmelfarb Health Sciences Library, which supports the Department of Psychiatry and Behavioral Sciences, has material relevant to the Industrial and Organizational Psychology doctoral program.

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 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. Journals in the field are scanned for relevant reviews. 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 Program can be found in the HD 58, HF 5548.7-5548.8, and HF 5549-5549.5 class marks in the Library of Congress classification system.