COLLECTION DEVELOPMENT POLICY STATEMENT

INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

Date: March, 2008
Collection Development Librarian: Shmuel Ben-Gad

I. PURPOSE/PROGRAM SUPPORT
The collection supports the Department of Information Systems and Technology Management of the School of Business. Materials are acquired to support current and anticipated teaching and research through the doctoral level. In addition to the undergraduate major, there are two concentrations for the MBA: Information Systems Management and Management of Science, Technology, and Innovation. The Department offers the M.S. in Information Systems Technology with three tracks: Management Information Systems (MIS), Information Systems Development (ISD), and Information Systems Project Management (ISPM). The Department also offers Executive Master of Science in Information Systems (EMIS) at the Virginia campus. Information Systems and Technology Management is a field of study at the doctoral level. There are 17 full time faculty members, 17 undergraduate majors, 275 MIS students, 61 ISD students, 12 ISPM students, 36 EMIS students, 3 MBA students with a concentration in Information Systems Management, 5 MBA students with a concentration in Management of Science, Technology, and Innovation, and 22 doctoral students.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

Gallaudet University offers the bachelor’s degree, American University and George Mason University offer the master’s degree and Marymount University offers a certificate, bachelor’s and master’s.

B. Other area resources

Howard University offers the bachelor’s degree. The University of Maryland offers the bachelor’s and master’s degrees. The Library of Congress and some other governmental libraries have relevant material.

Faculty and graduate students have access and borrowing privileges at the Chesapeake Information and Research Library Alliance (CIRLA) libraries.
III.  GENERAL COLLECTION GUIDELINES

A.  Language

The primary language is English. Works in other languages are rarely, if ever, acquired.

B.  Period of Coverage

The period of coverage is 1900 to the present, but the bulk of materials are no earlier than 1990.

C.  Dates of Publication

Recent materials almost exclusively are acquired. Older, seminal works may be acquired.

D.  Geographical

There are no geographical restrictions.

E.  Treatment of Subject

Scholarly and practitioner-oriented materials are acquired. Popular treatments are not.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Monographs, serials, and databases make up the bulk of the collection. Print and electronic formats predominate, though some material may be in microform.

V.  SPECIAL CONSIDERATIONS

The engineering and computer science collections have some relevance to this department.

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 Management Science is classified in the following class marks of the Library of Congress classification system: HD 30.2, T 58.5-58.64.