COLLECTION DEVELOPMENT POLICY STATEMENT

MANAGEMENT

Date: February, 2008

Collection Development Librarian: Shmuel Ben-Gad

I. PURPOSE/PROGRAM SUPPORT
The collection supports the Department of Management in the School of Business. Materials are acquired to support current and anticipated teaching and research through the doctoral level. The department’s home page lists its subjects of interest as including, “organizational behavior and development, leadership, management of human resources, teams, entrepreneurship, and executive behavior.” There are eleven full-time faculty members, twenty-four undergraduate majors, 15 Master of Business Administration students with a concentration in management, and eleven PhD students with a concentration in management.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

WRLC libraries, especially American University, George Mason University, and Georgetown University, have relevant collections.

B. Other area resources

Relevant materials can be found in non-WRLC academic, public, trade association, labor union, governmental (including the Library of Congress), and international organization libraries.

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

1900 to the present.

C. Dates of Publication

1900 to the present though older seminal or statistical works may be acquired.

D. Geographical

The emphasis is upon the United States but works on other countries may be acquired.

E. Treatment of Subject

Scholarly, practitioner-oriented, and statistical works are acquired as are some textbooks. Popular treatments are not acquired.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Monographs, serials, and databases make up the bulk of the collection. Most of the collection is print or electronic. Some microform is acquired as well.

V. SPECIAL CONSIDERATIONS

The Jacob Burns Law Library collects material that is relevant to legal aspects of human resources management.

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 is classified in the HB 615, HD 57.7, HD 58.8, HD 66-66.2, and HF 5549-5549.5 class marks of the Library of Congress classification system.