Collection Development Policy
Management and Organization

Spring 2004

Statement of Purpose:

The Department of Management and Organization examines the broad field of organization studies and their application to the leadership of business and not-for-profit organizations. Academic programs are constructed to help prepare students for life in general and careers in particular. At the undergraduate level students prepare for entry level positions in management, supervision, human resources, administration and entrepreneurship. Throughout the coursework there is a consistent emphasis on ethics and virtue. The department strongly believes that leadership is not just a skill, but it is also an attitude.

The Department of Management and Organization offers the following academic programs: an undergraduate (B.A or B.S.) major, an undergraduate minor (for business majors only), a Master of Science in Management: Leadership and Organizational Effectiveness (MSM) and a Ph.D. The department also contributes heavily to the Master of Business Administration (MBA) program. The content of the graduate courses is intended to help develop professional leadership skills. The Ph.D. degree is designed to prepare graduates for scholarly careers as university professors.

The library strives to develop and maintain a collection that will support the undergraduate and graduate curriculum as well as meet the research needs of graduate students and faculty.

I. COLLECTION GUIDELINES
   A. Area: Management
   B. Classes and Levels

<table>
<thead>
<tr>
<th>LC Class</th>
<th>Description</th>
<th>Current Collection</th>
<th>Collection Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD58.7-58.95</td>
<td>Organizational Behavior</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HD60-69</td>
<td>Social Responsibility of Business, Risk Management, Work Groups, Quality Circles, Team Work</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HD4801-7080</td>
<td>Labor, Work, Working Class</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HD7260-8943</td>
<td>Labor, Work, Working Class</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HF5001-HF5387</td>
<td>Vocational Guidance, Business Ethics</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HF5546-HF5549.5</td>
<td>Office Management, Personnel Management</td>
<td>3c</td>
<td>4</td>
</tr>
</tbody>
</table>

C. 3c = Advanced Study or Instructional Support Level
   4 = Research Level
D. Scope of Coverage:
   1. Chronological Guidelines:

   Emphasis is on current management literature. Works on historical management practices,
thought and theories are also collected.

2. **Geographical Guidelines:**

Primary emphasis is on the United States and Latin America. However, works on international topics and covering countries outside the United States and Latin America are also collected.

3. **Date of Publication Guidelines:**

Emphasis of acquisitions is on current imprints. Older imprints are acquired selectively as needed.

4. **Languages:**

English is the primary language of the collection. Works in other languages are selected only as needed. English translations are preferred.

E. **Types of Materials Collected:**

1. **Treatment of Subject**

Publications are collected on all aspects of management with emphasis on maintaining a substantial selection of journals and on developing a strong research monograph collection representing important professional and trade presses. Conference proceedings, technical reports, dissertations, reference works, graduate and advanced undergraduate texts are acquired selectively.

2. **Format**

Journals are collected in print, microfiche and online formats. Full text electronic journals are preferred. Monographs are primarily collected in print although many have accompanying cdroms.

II. **ACQUISITIONS STRATEGY**

The Collection Development Librarian assigned to the Department of Management and Organization works in partnership with the faculty to select materials for the collection. The library maintains a well-established approval plan for most trade and professional presses of interest to the department. Other titles, not covered by the approval plan, are ordered upon request. New journal titles may be ordered by canceling current subscriptions. Backfiles of journals may be ordered, primarily on microfiche, but in an electronic format when available. The library occasionally receives donations of monographs and journals from various sources, including faculty, students and community members. Donations will be evaluated by the Collection Development librarian and added to the collection when appropriate.

III. **COLLECTION NOTES**

Resources supporting other programs within the College of Business Administration, such as economics, finance, information systems and marketing, are of vital interest to the
department. Resources in the area of psychology, mass communications, education and public administration are also important. Collection policies in these areas should also be consulted.

Pam Tucker

4/12/04