

## Collection Policy: Business Program

Last reviewed August 2007

### Purpose

The Collection Development policy is used as a guide to shape relevant collections and to ensure consistency in collection development. The decision to purchase library materials is primarily the responsibility of the Collections Librarian in consultation with faculty in the Department.

This policy has been developed by Eun-ha Hong, the Collections Librarian, in cooperation with and endorsed by ?, the Department Faculty Library Liaison and the Department Chair.

### Collection Focus

- To support teaching, study and research up to the graduate level, as well as to support faculty research
- Special emphasis is to be placed on the following major areas of the School's programme:
  - Accounting and control
  - Finance
  - Marketing
  - Organizational Behaviour
  - Production
  - Quantitative Techniques in Business
  - Business and Industrial Management

### Collection Scope

- **Language:** primarily English materials are collected with the exception of relevant Canadian publications issued only in French. Materials published abroad in language other than English are excluded except when requested for specific research purposes
- **Place of Publication:** emphasis is placed on Canadian and American publications
- **Dates of Publication:** emphasis is placed on recently published works
- **Chronological Period:** heavy emphasis is given to current publication. Non-current titles which have historical interest or which illustrate the historical development of the various subject areas in Business Administration are also procured.
- **Geographical Areas:** special emphasis is given to publications dealing with Canadian business and industry. American business and international business

operations are also stressed. Publications dealing with business and industrial problems in the United Kingdom, Australia, Western Europe and other areas of the world are extensively purchased when deemed relevant.

- **Publishers:** works from scholarly and academic publishers are emphasized

### **Types, Formats, and Readership of Materials Collected**

- Materials with academic-level readership are selected
- Web-based formats for reference sources, journals and indexing sources are preferred. Print and microform are considered for reason of cost, availability, expected use or long term access.
- Single copies of books in print formats are generally selected. Web-based formats are selected on a title by title basis, especially if the title is of interest to users at multiple Laurier campuses. Duplication of print across Laurier campuses is generally avoided.
- Excluded types include textbooks, abridgements, study aids, limited editions, works by vanity presses, juvenile works, pamphlets, reprints and partial contents (eg. single issues of journals, electronic versions of single chapters of books).

### **Subjects Collected and Collecting Priorities**

Collecting priorities are categorized into 3 levels:

- A=highest emphasis. The collection includes major published materials required to support the core teaching and research at the highest degree level offered by the Department.
- B=secondary emphasis. The collection includes a selection of materials to complement the discipline as a whole, although it may not be a primary focus for courses. This level is also used to identify other departments that may have identified aspects of this area as something of highest emphasis
- C=selective emphasis. Materials, including reference materials and basic journals and indexes are collected to introduce and define an area

Subjects Collected	Classification	Collecting Priority
<b>Accounting and Control</b>		
Accounting (General)	HF5601-HF5625.7	
Controllership	HG4026	
Financial Accounting	HF5635	
Managerial Accounting	HF5657.4	
Industrial Accounting	HF5635	
Auditing	HF5667- HF5668.25	

Accounting and Control in specific Business and Industries e.g. Dairy Industry, Extractive Industry	HF5686.A-Z	
<b>Finance</b>		
Corporation Finance	HG4001-HG4285	
Investments and Investment Management	HG4501-HG6051	
Capital and Capital Markets	HD28-HD70	
Finance Institutions (e.g. Banks & Banking)	HG4523-HG4524	
Taxation	HG1501-HG3550	
Real Estate	HJ2240-HJ3192.7	
Insurance	HD1361-HD1395.5	
Personal Finance (e.g. Consumer Credit)	HG8011-HG9999	
Public Finance	HG179; HG3755-HG3756	
International Finance	HJ9-HJ2216	
<b>Marketing</b>	HG3879-HG4000	
Marketing (General)		
Marketing Research	HF5410-HF5414.165	
Advertising (Marketing Communication)	HF5415.2-HF5415.3	
Retailing and Retail Trade	HF5415.123	
Sales Management	HF5428-HF5429.6	
Marketing Planning	HF5438-HF5439.W5	
Consumers and Consumer Behaviour	HF5415.13	
Consumerism and Consumer Protection	HF5415.32-HF5415.33	
<b>Organizational Behaviour</b>	HC79.C63	
Organization (General)		
Industrial Relations	HD58.7	
Labor Economics	HD6958.5-HD6976	
Labor and Laboring Classes	HD4901	
Personal Management	HD6050-HD6305.S92;	
Administrative Practices	HF5549-HF5549.5.T8	
Interpersonal Relations	HD38.15	
Business and Industrial Psychology	HM132	
Industrial Sociology	HF5548.8-HF5548.85	
<b>Production</b>	HD6951-HD6957	
Manufacturing Operations, including Production Control, Production, Engineering, Industrial Engineering Factory Management, Quality Control		
Purchasing, including Inventory Control, Materials Management, Value Analysis	TS155	
	HF5437	

Management of Technology and Technological Change	HD45	
Industrial Research (e.g. New Products)	T175-T178	
<b>Quantitive Techniques in Business</b>		
Management Science	T56-T57; HD30.25	
Operations Research	T57.6-T57.97	
Business and Economic Forecasting	HD30.27	
Probability and Statistics	HD30.215; HD38	
Computers and Management Information Systems	HDF30.213	
<b>Business and Industrial Management</b>		
Business Management	HD31	
Industrial Management	HD28	
International Business Operations	HD62.4	
Business and Society	HD60-HD60.5	
Research Methods	HD30.4	
Business Law	KF888-KF889	
Commercial Law	K1001-K1395	
Corporation Law	KE1381-KE1462.2	
Managerial and Business Economics	HD30.22	
Business History	HD30.5-HD30.65	

### **Related Programs and Support**

Consortial purchases with the TriUniversity Group of Libraries (Guelph, Waterloo, Laurier university libraries), with the Ontario Council of University Libraries, and on a national level, are pursued.

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