

Collection Policy: Leadership Program

Last reviewed Sept 2010

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 Irene Tencinger, the Collections Librarian, in cooperation with and endorsed by Rosemary McGowan, the Department Faculty Library Liaison and the Department Chair.

Collection Focus

- To support teaching, study and research up to the Honours B.A. level, as well as, to support faculty research interests.

Collection Scope

- **Language:** English language materials are collected.
- **Place of Publication:** Priority is given to materials published in North America
- **Dates of Publication:** Emphasis is placed on recently published works
- **Chronological Period:** heavy emphasis is given to current publications
- **Geographical Areas:** Special emphasis is given to publications dealing with Canadian business and industry. American business and international business operations are also stressed.
- **Publishers:** Academic, scholarly and university 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, 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
Emotional intelligence	BF 576 – BF 576.8	A
Personality Typing	BF 698.3; BF 698.5 – BF 698.8	A
Ethnographic research	GN 346	A
Social science research. General works	H 61	B
Interviewing (includes focus groups)	H 61.28; HF 5549.5 I6	A
Data processing	H 61.3	C
Leaders - biography	HC 29 – HC 29.2	A
Professional knowledge	HD 38.1 – HD 38.25	B
Management research. Theory and method	HD 30.19 – HD 30.213; H 62	B
Decision making	HD 30.23	A
Business planning. Strategic planning	HD 30.28	A
Mission statements	HD 30.285	B
Problem solving	HD 30.29; HD 30.25 (mathematical models)	C
Grounded theory	HD 30.4; H 61.24	B
Leadership - history	HD 30.5	A
Comparative Management	HD 30.55; HD 62.4	B
Leadership	HD 57.7; HF 5386	A
Contract negotiation/Conflict resolution	HD 58.6; HD 5481; HD 42	A
Organizational change, culture, development, effectiveness	HD 58.7-58.9	A
Organizational change	HD 58.8	A

Organizational learning	HD 58.82	A
Organizational effectiveness	HD 58.9	A
Total Quality Management. Benchmarking	HD 62.15	A
International business enterprises	HD 62.4 – HD 62.45	A
Non-governmental organizations – management	HD 62.6; HC 60	A
Teams in the workplace	HD 66 – HD 66.5	A
Corporate governance	HD 2741 – HD 2749	A
Incorporation – Canada	HD 2753 C3	C
Cooperative societies	HD 2951 – HD 3575	C
Business communication	HD 5718	A
Labour market – U.S.	HD 5724	B
Labour market – Canada	HD 5728 – HD 5729.5	B
Professional employees	HD 8038	B
Business ethics	HF 5387	A
International human resources management	HF 5549.5 E45	B
Goal Setting	HF 5549.5 G6	B
Managing a diverse workforce	HF 5549.5 M5; HD 8108.5 (Canada)	A
Racism	HF 5549.5 R23	C
Performance management of employees	HF 5549.5 R3	A
Recruiting of employees	HF 5549.5 R44	A
Retention of employees	HF 5549.5 R58	A
Occupational mobility	HD 5717	A
Social networks and social complexity	HM 131; HM 786	B
Groups and Organizations and Community	HM711 – 755; HM 756 - 785	A
Organizational Sociology and theory	HM 786 - 810	A
Social institutions	HM 826 – 830	B
Leadership and social change	HM 141; HM 1261 – HM 1263	A
Social mobility	HT 612	B
Development of professions	HT 687; HD 4904	A
Political philosophy (leaders)	JA 71	A
Interpersonal communication	P 94.7	A
Qualitative research design	Q 180.55 M4	A

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.