

BUSINESS ADMINISTRATION COLLECTION GUIDELINES

I. Purpose and Program Description

A. Library's Collection Development Objectives

The primary purpose of the collection is to support teaching and research studies at the B.S. / B.A. level and Master's level in Accounting.

B. Curricular Program Description

The courses include business economics, with a specialization in international business, finance, human resource management, management, and marketing.

C. New and Expanding Areas of Interest

1. International Business
2. Sports Marketing

D. Areas of Specialization

1. Human Resource Management
2. Finance
3. Management
4. Marketing

E. Overlap with Other Academic Disciplines and Library Collections

Economics, Information Systems, Public Administration.

II. General Selection Guidelines

A. Languages: English is the primary language collected. Works in other languages may be acquired selectively and usually in English translation.

B. Chronological Coverage: Emphasis is upon current materials, beginning in the late 20th century to the present. Classic readings are collected.

C. Geographical Coverage: Primarily emphasis is upon primarily upon U.S., though an international perspective on business trends and practices are growing.

D. Types of Materials: Indexes, abstracts, encyclopedias, handbooks, reports and standards are collected, as are publications of professional organizations. As a regional depository, all items on the subject area issued by the Superintendent of Documents are acquired.

E. Imprint Date: Current-imprint publications receive priority. Earlier materials will be very selectively collected as funding permits.

F. Physical Format: Hardback, paperback, electronic formats, serials, audiovisuals and computer software are collected.

G. Treatment of Subject: Publications relating to business practices and theories in the specific disciplines are covered. Legal materials relating to human resources law and activities are collected.

H. Place of Publication: Primarily the United States. Imprints from other countries will be considered, however, primary emphasis will be placed on English language publications.

I. Acquisition Plans Affecting Business Administration and Sub-Specialties:

1.) Standing Orders: Due to budget reductions in the mid-1990s, all standing orders in all fields were cancelled.

2.) Approval Plans: None.

J. Major Assessment / Selection Tools: *Books for College Libraries*; *MLA*; Sheehy, Eugene P. *Guide to Reference Books*; Katz, Bill *Magazines for College Libraries*; *Choice Magazine*; *Booklist*; GOBI New Title Announcement Slips.

Assessments are conducted doing a comparison of the library holdings with those of the following peer institutions: Austin Peay State University (TPA), Columbus State University (GCO), Jacksonville State University (AJB), McNeese State University (LHA), University of Houston-Clear Lake, University of Louisiana-Monroe (LNE), University of North Alabama (ANO).

K. Weeding / Replacement: A major weeding was conducted in 2011 to remove damaged, superseded, out of date items, and those items which did not reflect the institutional curriculum. Following this, weeding has focused upon those items which are dated in terms of information on techniques and theory. For damaged items, efforts will be made to replace those materials. Discussions between the library liaison for the area and the department will take place to determine if an electronic copy of the title will be an acceptable replacement.

L. Classifications That Define the Scope of the Collection:

HA	Statistics
HB	Economic Theory
HD 1-100	Economics: Production
HD 101-1395	Economics: Land
HD 4801-8942	Labor
HE	Transportation and Communication
HF 1-4050	Commerce
HF 5001-6350	Business
HG	Finance
HJ	Public Finance

Library Liaison: Bailey

Subject: Business Administration

COLLECTION DEVELOPMENT POLICY STATEMENT: CLASSIFIED ANALYSIS

LC Class	Descriptor	Existing Strength	Desired Strength
HA	Statistics	3b	3b
HB	Economic Theory	3b	3b
HD 1-100	Economics: Production	3b	3b
HD 101-1395	Economics: Land	3b	3b
HD 4801-8942	Labor	3b	3b
HE	Transportation and Communication	3b	3b
HF 1-4050	Commerce	3b	3b
HF 5001-6350	Business	3b	3b
HG	Finance	3b	3b
HJ	Public Finance	3b	3b