Collection Development Policy for Business & Management

The collection development policy for business guides the development and management of the library’s business and management materials collection. This policy is for the use of the business and management subject liaison and the library’s users. The policy will be updated as needed. Faculty and students are encouraged to provide recommendations for library materials.

GENERAL PURPOSE OF THE COLLECTION

The business and management collection supports the educational needs of teaching faculty and students at the college. The primary purpose of the collection is to support the curricula in business and management, which includes economics, marketing, and business law.

The business and management collection is housed in the Magnolia Library and is incorporated into the circulating, reference, and periodical collections. The collection primarily reflects the interests of the business and management department in providing thorough introductory coursework in the field of business.

SCOPE OF COVERAGE

Readership level: advanced high school, undergraduate

Languages collected (primary and selective) or excluded: English, basic publications in Spanish and French as requested by the department and/or the Spanish and French departments.

Geographical areas covered by the collections in terms of intellectual content, publication sources, or both, and specific areas excluded, as appropriate: No area of the world is excluded from consideration; however, the collection focuses primarily on materials that support current course offerings.

Chronological periods covered by the collection in terms of intellectual content, movements or schools, and specific periods excluded, as appropriate: The collection emphasizes current material, with the primary purpose of supporting coursework and student research.

Chronological periods collected in terms of publication dates: All chronological areas are included.

GENERAL SUBJECT BOUNDARIES

The subject scope of this collection is determined by the Library of Congress classifications:
TYPES OF MATERIALS

Books
Books, periodicals, and reference works, including encyclopedias, biographical and subject-specific dictionaries, handbooks, and almanacs.

Serials/Series
Subscriptions primarily to English-language journals and monthly magazines in business and management.

Reference Materials
Up-to-date English-language encyclopedias, dictionaries, bibliographies, catalogs, iconography sources, and research guides.

Electronic Resources
Selected specialized indexing, abstracting, full text, and primary resources in business and management primarily to support the college’s curriculum.

Videos/DVDs
Acquisition is primarily curriculum-based as requested by faculty to support instruction. Some videos of wide interest (such as PBS programs) purchased to enhance the general business and management collection. Preferred medium is now DVD (if available) over videocassette.

Exclusions
Textbooks, foreign-language dissertations, single or discrete issues of periodicals, vanity press publications, microforms, microfilm, and 16mm or 35mm films.