Western Libraries  
Collections Management Policy  
For Business

Date created: October 2014

Subject librarian: Alida Visser, avisser9@uwo.ca  
Elizabneth Marshall, emarsha3@uwo.ca

Purpose of the collection:

The Business collection of Western Libraries is intended to support the research activities of faculty, students and staff and the instructional requirements of undergraduate and graduate programs. The collection also provides support for teaching and research in a wide variety of related fields such as management, marketing, accounting, finance, entrepreneurship, operations management and organizational behaviour.

The C.B. “Bud” Johnston Library is the primary location for material supporting the research and instructional needs of the Ivey Business School.

Program information:

The Ivey Business School offers degrees at the undergraduate and graduate level. The undergraduate degree is an Honors Business Administration (HBA) and the program is offered in years three and four. The program has several areas of specialization including:

- Strategy
- Global Macroeconomics
- Corporations
- Communications
- Entrepreneurship
- Finance
- General Management and Policy
- Information Systems
- Managerial Accounting and Control
- Management Science
- Marketing
- Operations
- Organizational Behaviour
- Ivey Field Project

The Ivey Business School offers four graduate degrees. The Master of Business Administration is a one-year program and the Executive Master of Business
Administration is a fifteen-month program designed for business executives, with both requiring full-time work experience. The Master of Science in Management is a direct entry sixteen-month degree program with two options: International Business or CEMS Masters in Management with one to two terms at an international university. The doctoral program offered at the Ivey Business School is a full-time degree program with a four-year registration including the following disciplines:

- General Management
- Information Systems
- Management Science
- Marketing
- Operations Management
- Organizational Behaviour
- Finance

Additional areas of research specialization are represented in several Research Centres and Research Groups:

- Agri-Food @ Ivey
- Asian Management Institute
- Ben Graham Centre for Value Investing
- Building Sustainable Value Research Centre
- Engaging Emerging Markets Centre
- Entrepreneurship Cross-Enterprise Leadership Centre
- Ian O. Ihnatowycz Institute for Leadership
- Ivey Energy Policy and Management Centre
- Ivey International Centre for Health Innovation
- Lawrence National Centre for Policy and Management
- Pierre L. Morrissette Institute for Entrepreneurship

**Subject areas covered:**

The collection supports all areas taught at the Ivey Business School. Materials dealing with Accounting, Consumer Behaviour, Finance for Management and Organizational Studies and Human Resource Management are primarily purchased. The Library of Congress subject areas specifically of focus are:

- Economic history and conditions
- Industries. Land use. Labor
- Transportation and communications
- Commerce
- Finance
- Public finance
- Technology
A more comprehensive list of relevant subject areas can be found in Appendix A.

**Physical format**

Acquisitions will include resources in all types of formats with a preference for digital format when suitable. Examples of frequently acquired materials include, but are not limited to, books, journals, databases and other digital resources. Monographs are collected in print and digital format. Both e-books (the preferred format) and print monographs related to Business topics are acquired individually, depending on projected usage, and as part of institution-wide collections from major publishers. Scholarly periodical subscriptions may be added to the collection when funding permits. Alternate formats, such as CD-Rom, video, DVD, and microform are considered on an individual request basis. Current reference works, including encyclopaedias, dictionaries, handbooks, etc., are acquired to support research and instruction in Business.

**Accessibility:**

Western Libraries is committed to providing an environment for all library users to engage in research and scholarship. Accordingly, preference will be given to e-resources with interfaces that are accessible via screen readers and those which offer accessible format download options (i.e., versions that are machine-readable). Further information about research support through Western Libraries’ Accessibility Services is available at: [http://www.lib.uwo.ca/accessibility](http://www.lib.uwo.ca/accessibility).

**Language:**

English is the primary language of the collection and materials in other languages may be acquired to support the curriculum. English translations of major works in other languages are also acquired.

**Source of publication**

Sources of publication are primarily Canada, the United States, the United Kingdom, and Western Europe. Material published in other regions may be considered on request and will be evaluated for quality and relevance.

**Date of publication**

Materials with a recent imprint date are preferred. Older material will be considered upon request.

**Geographic scope**

The emphasis is on titles published in North America, Western Europe and Latin America. Materials from Eastern Europe, South Asia, East Asia, and the Middle East
are selectively acquired. Geographic coverage is, however, world-wide with no regions explicitly omitted and research resources from all countries selected based on research need.

Exclusions

With the exception of individual requests and some selective acquisitions, the following types of material are not normally acquired:

- Books of readings
- Computer manuals
- Course textbooks
- Dissertations*
- Practitioner’s tools
- Popular treatments
- Proceedings
- Self-help publications

Textbooks may be selectively acquired per the request of a faculty member for placement on reserve. Textbooks which are given to the library as gifts are selectively acquired.

(*Access to theses and dissertations from other institutions is often available in digital format using the ProQuest Dissertations database.)

Related collections and cooperation

The Western Libraries collection for Business is supplemented by collections in related fields, such as Economics, Management and Organizational Studies and Law. Through Western Libraries researchers and students in Business have access to resources such as: *Datastream, Bloomberg, Thomson One, IBIS World, Mergent Online, Economist Intelligence Unit, Standard & Poor’s Capital IQ, Compustat, CRSP* (Centre for Research in Security Prices), *Marketline Advantage and Wharton Research Data Services* (WRDS).

**Map, Data and Government Information Collections**

Access to data and statistics is vital for the effective study of topics in Business. This access is provided by Western Libraries *Map, Data and Government Information collections and services*. Western Libraries provides access to the *Equinox Data Delivery System* providing access to data made available through Statistics Canada’s Data Liberation Initiative (DLI) as well as selected data from the Interuniversity Consortium for Political and Social Research (ICPSR) and provides pointers to other sources of data (*e.g.*, the “Official Statistics” web site) and includes documentation about data files. Access to print and online documentation about data sets, and selected software manuals, is also provided by the *Map and Data Centre*.

Through the Ontario Council of University Libraries (OCUL), Business faculty and students have access to the <odesi> data delivery system. <odesi> provides researchers with access to datasets in a web-based data extraction system. <odesi>
provides access to DLI data, to Canadian Gallup Polls and to IPSOS-REID public opinion surveys, and discovery access to files from ICPSR and the Canadian Opinion Research Archive.

**Interlibrary Loan (RACER)**
The Interlibrary Loan (ILL) service, through the RACER online system, supports the research and scholarship needs of the Western community by attempting to borrow materials not owned by Western Libraries, the Affiliated University College Libraries (Brescia, Huron, King's) and St. Peter's Seminary or any of the campus resource centres (e.g., the FIMS Graduate Resource Centre).

**Gifts**
The library gratefully accepts gifts of materials in good condition which are within the scope of coverage for its collection and which the library either does not already own or does not own in sufficient depth to support teaching and research needs.

Receipts for tax purposes are issued in accordance with the Western Libraries policy for gifts. Those wishing to make donations should contact the Subject Librarians for Business.

**Managing the collection**
In order to ensure that collections remain optimally useful for our patrons, it is necessary to analyze collection usage and available space regularly. Items will need to be selectively removed from the active collection from time to time.

Serial subscriptions are reviewed on an ongoing basis and the active collection is based on a number of criteria that include, but are not limited to, a review of usage and the level to which the title supports research and/or teaching.

Duplicate items that are no longer required to support the curriculum, and damaged items that can no longer be replaced may be removed from the active collection at the discretion of the Subject Librarians. Items that are unique to Western may be transferred to a storage facility and material housed in these storage facilities is available on request through the Library Catalogue.

Criteria for transfer selection include, but are not limited to, the following:

1) Outdated or previous editions of titles
2) Medium- to low-use items
3) Material that is available in alternate formats, i.e., online
4) Materials that would benefit from storage in a more controlled environment.

Consult the Subject Librarians for further details about these criteria.
Resources to aid in acquisition of material

The majority of monograph purchases for Business are acquired through the use of a monographs profile with the book vendor Coutts/Ingram. Patrons have two avenues for becoming involved with the acquisition of materials: They can make recommendations for the collection through the online form available at https://www.lib.uwo.ca/acquire.html or they select books through the Demand Driven Acquisition process, by automatically triggering purchase and immediate access to previously non-owned e-books listed in the Shared Library Catalogue. This ensures that the library’s financial resources are directed toward the most important resources and that they are immediately accessible. Discretionary purchases are regularly made by the Subject Librarians for material requested by faculty and graduate students and for items identified through regular review of publications such as Choice Reviews for Academic Libraries, the Journal of Business and Finance Librarianship and Library Journal. Contacts with the faculty and graduate students and reviews of the scholarly literature are essential to make sure relevant research resources are obtained in a timely manner.
Appendix A: Subject Classifications (Call Numbers) for Business Selections

Subclass HB – Economic theory. Demography
HB1-3840 Economic theory. Demography
HB71-74 Economics as a science. Relation to other subjects
HB75-130 History of economics. History of economic theory
HB131-147 Methodology
HB201-206 Value. Utility
HB221-236 Price
HB238-251 Competition. Production. Wealth
HB501 Capital. Capitalism
HB522-715 Income. Factor shares
HB801-843 Consumption. Demand
HB846-846.8 Welfare theory
HB848-3697 Demography. Population. Vital events
HB3711-3840 Business cycles. Economic fluctuations

Subclass HC – Economic history and conditions
HC10-1085 Economic history and conditions
HC79 Special topics
HC92 Economic geography of the oceans (General)
HC94-1085 By region or country

Subclass HD – Industries. Land use. Labor
HD28-9999 Industries. Land use. Labor
HD28-70 Management. Industrial management
HD72-88 Economic growth, development, planning
HD101-1395.5 Land use
HD1401-2210 Agriculture
HD2321-4730.9 Industry
HD9000-9999 Special industries and trades

Subclass HE – Transportation and communications
HE1-9990 Transportation and communications

Subclass HF - Commerce
HF1-6182 Commerce
HF5001-6182 Business

Subclass HG - Finance
HG1-9999 Finance
HG178 Liquidity
HG179 Personal finance
HG201-1496 Money
HG1501-3550 Banking
HG3691-3769 Credit. Debt. Loans
HG4301-4480.9 Trust services. Trust companies
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HG4501-6051</td>
<td>Investment, capital formation, speculation</td>
</tr>
<tr>
<td>HG6105-6270.9</td>
<td>Lotteries</td>
</tr>
<tr>
<td>HG8011-9999</td>
<td>Insurance</td>
</tr>
</tbody>
</table>

**Subclass HJ – Public finance**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HJ9-9940</td>
<td>Public finance</td>
</tr>
<tr>
<td>HJ2240-5908</td>
<td>Revenue. Taxation. Internal revenue</td>
</tr>
<tr>
<td>HJ6603-7390</td>
<td>Customs administration</td>
</tr>
<tr>
<td>HJ7461-7980</td>
<td>Expenditures. Government spending</td>
</tr>
<tr>
<td>HJ8001-8899</td>
<td>Public debts</td>
</tr>
<tr>
<td>HJ9103-9695</td>
<td>Local finance. Municipal finance</td>
</tr>
</tbody>
</table>