

**Western Libraries  
Collections Management Policy  
Aubrey Dan Program in Management & Organizational Studies**

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**Purpose of the Collection:**

The Aubrey Dan Program in Management and Organizational Studies (DAN Program) collection of Western Libraries is intended to support the research activities of faculty, students and staff and the instructional requirements of the undergraduate program. As of October 2011, there is no graduate program as part of the DAN Program.

Both The D.B. Weldon Library and The C.B. "Bud" Johnston Library house materials that support the research and instructional needs of the DAN Program. The D.B. Weldon Library serves the faculties of Arts & Humanities, Information & Media Studies and Social Science and is the largest of the eight physical locations of Western Libraries. The C.B. "Bud" Johnston Library primarily serves the Richard Ivey School of Business.

**Program Information:**

The DAN Program offers degrees at the undergraduate level. The courses taught in the program are organized into five areas of specialization:

- Accounting
- Consumer Behaviour [Marketing]
- Finance for Management and Organizational Studies
- Human Resource Management
- Commercial Aviation Management

**Subject Areas Covered:**

The Western Libraries collection supports all aspects of the DAN Program. Materials specifically dealing with Accounting, Consumer Behaviour, Finance for Management and Organizational Studies and Human Resource Management are primarily selected and acquired by the Business librarian and the other Social Science librarians (i.e., Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, and Women's Studies). For more information about what is collected in each of these areas, please see the appropriate [Collections Policies](#). Materials specifically dealing with Commercial Aviation Management are selected and acquired by the

subject librarian. A listing of Library of Congress subject areas of Commercial Aviation Management focus can be found in Appendix A.

The subject librarian works to ensure that the DAN Program is well supported and therefore addresses any collections gaps in collaboration with other subject librarians, particularly the Business librarian.

**Physical format:**

Acquisitions will include monographs, book series, and journals. Resources, particularly journals, in digital format are preferentially selected over their print counterparts. Alternate formats, such as CD-ROM, video, DVD, and microform, are considered on an individual request basis.

**Language:**

English is the primary language of collection. Materials in other languages may be acquired to support the curriculum. English translations of major works in other languages may also be acquired upon request.

**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 collection consists primarily of materials with a Canadian, American or British focus. Because many aspects of Commercial Aviation Management are relevant worldwide, materials with a global perspective are acquired selectively.

**Exclusions:**

With the exception of individual requests and some selective acquisitions, the following types of material are not acquired: popular literature, conference proceedings, theses or dissertations from other institutions, and course textbooks.

**Related collections and cooperation:**

The Western Libraries collection for the DAN Program is supported by collections in related fields, such as Anthropology, Business, Economics, Geography, History,

Political Science, Psychology, Sociology, and Women's Studies and by access to materials in Western's affiliated University College Libraries.

Western Libraries also participates in cooperative agreements for interlibrary loans and offers a subsidized interlibrary loan service through the Ontario Council of University Libraries [OCUL] RACER system.

In addition Western libraries participates in consortial buying agreements with OCUL and other university consortia that allow us to take advantage of group discounts for a wide range of information resources and services.

For students and researchers in the DAN Program, access to current government information and socioeconomic data may be crucial. Western Libraries provides, in partnership with CREPUQ (Quebec's governing body for universities), access to the Equinox Data Delivery System. Equinox allows researchers to access data made available through Statistics Canada's Data Liberation Initiative (DLI), to selected data from the *Interuniversity Consortium for Political and Social Research* (ICPSR), to DMTI Spatial files and to files from the Ontario Geospatial Data Exchange (OGDE) files. It also provides pointers to other sources of data (e.g., the "Official Statistics" web site) and includes documentation about data files. In addition, the Centre also provides access to print and/or online documentation about data sets, and to certain software manuals. Staff at the Centre offer research assistance and consultation regarding the use of maps, data and geospatial information.

Access to and support for using government information is provided through The D.B. Weldon Library. Western Libraries is an official Depository for Canadian federal government documents and also provides access to government information from the United States, United Nations agencies and selected materials from other jurisdictions.

### **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 "Guidelines for Gifts-in-Kind". Those wishing to make donations should contact the subject librarian for the DAN Program.

### **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.

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 collection at the discretion of the subject librarian.

Items that are unique to Western may be transferred to a storage facility. 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 librarian for further details about these criteria.

**Resources to aid in acquisition of material:**

The majority of material for the DAN Program is received as a result of the implementation of a vendor approval profile that is regularly reviewed by the subject librarian. Discretionary purchases are made for material requested by faculty and students and for items identified through regular review of publications such as Choice Reviews for Academic Libraries. Finally, periodic review of the Embry-Riddle Aeronautical University collection is conducted to identify any potential gaps.

APPENDIX A  
**Aubrey Dan Program in Management & Organizational Studies**  
**Subject Areas of Focus by Call Number**

**Geography:**

- GV750-770.27 - Air sports
- GV753-754 – History
- GV755 - General works
- GV758-761.6 - Airplane flying

**Social Sciences:**

- HD8039.A4-8039.A42 - Air pilots
- HD8039.A425-8039.A4252 - Air traffic controllers
- HD8039.A426-8039.A4262 - Airline check-in agents
- HD8039.A427-8039.A4272 - Airline employees
- HD8039.A43-8039.A432 - Airline flight attendants
- HD8039.A45-8039.A452 - Airplane industry workers. Aircraft industry workers
- HD9711-9711.3 - Aircraft. Airplanes
- HE9761-9990 - Air transportation. Airlines
- HV5201.A4 - Aircraft drinking. Alcoholic beverage service on airplanes

**Medicine:**

- RC1050-1097 - Aviation medicine
- RC1052 – History
- RC1062 - General works
- RC1075-1076 - Aviation physiology
- RC1085 - Aviation psychology

**Technology:**

- TL500-777 - Aeronautics. Aeronautical engineering
- TL515-516 – History
- TL521-532 - Special regions or countries
  - TL521-522 - America. United States
  - TL521 - General works
  - TL521.3-521.312 - U.S. National Aeronautics and Space Administration
  - TL523 - Canada and Newfoundland
- TL539-540 – Biography
- TL553-558 - Miscellaneous aspects of the general subject
  - TL553 - General works
  - TL553.5-553.53 - Accidents and their prevention. Air safety
  - TL553.54 - Aircraft bird strikes
  - TL553.55 - Near misses
  - TL553.6 - Human engineering in aeronautics
  - TL553.7 - Survival after airplane accidents
  - TL553.8 - Search and rescue

TL555 - Physical and mental requirements for pilots  
TL556-558 - Meteorology in aeronautics. Aeronautical meteorology  
TL565-568 - Aeronautical research  
TL570-574 - Mechanics of flight. Aerodynamics  
TL575 - Natural flight  
TL589-589.7 – Instruments  
TL600-688 - Aircraft (General)  
TL701-704.7 - Motors. Aircraft engines  
TL709-709.5 - Jet propulsion. Jet engines  
TL720-723 - Special uses of airplanes  
TL720-721 - Transportation (Technology)  
TL725-725.3 - Airways (Routes). Airports and landing fields. Aerodromes