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

Date created: October 2011

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 attendents
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