

Collection Development Policy, Finance

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Peter Spyers-Duran
peter.spyers-duran@ucf.edu

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Collection Development Statement

Department: College of Business: Department of Finance and Dr. P. Phillips School of Real Estate

Originally created by: Shellie Foss

Date last revised: Peter Spyers-Duran, April 2015

Collection purpose

The UCF Libraries' finance collection supports the coursework and research activities of students at the undergraduate and graduate levels as well as the instruction and research activities of faculty in the Finance Department.

Faculty

The following is a partial listing of Department of Finance and Dr. P. Phillips School of Real Estate faculty research interests: financial markets, financial instruments, financial institutions, business finance, exchange risk, emerging markets, econometrics, managerial incentives, corporate governance, financial institutions, investments, real estate, and entrepreneurship.

Graduate Programs

Doctoral Program

- Business Administration: Finance Concentration, Ph.D.

The objective of the Finance track in the Business Administration Ph.D. program is to prepare students for academic careers in higher education and management careers within profit and nonprofit organizations.

Master's Degree Programs:

Master of Business Administration

The Department of Finance and Dr. P. Phillips School of Real Estate offers graduate level courses in support of M.B.A. degree programs.

- Executive MBA

The UCF Executive MBA is a 19-month, cohort program designed for mid to senior-level professionals. The UCF EMBA offers an applicable curriculum and international residency in a rigorous, leadership focused program. Classes are held three Saturdays and one Friday per month starting each fall at the UCF Executive Development Center's state-of-the-art downtown facility.

- Professional MBA

The UCF Professional MBA is a 24-month cohort program designed for emerging professionals. The UCF PMBA offers students the ability to complete an MBA program while maintaining their career path. Classes are held two evening per week starting at the UCF Executive Development Center each summer or at a regional campus each fall.

- Evening MBA

The UCF Evening MBA is designed to accommodate working professionals who want to pursue an MBA at their own pace. Offered each fall, this MBA program is part-time with evening, weekday classes held at the UCF Main Campus.

- Professional Master of Science in Real Estate (PMRE)

The Professional Master of Science in Real Estate (PMRE) is taught in the professional format at the UCF Executive Development Center (EDC) in downtown Orlando. The professional master's program in real estate prepares students interested in commercial and residential brokerage and appraisal, development and mortgage brokerage. The curriculum combines a unique business core consisting of finance, accounting and marketing courses with advanced coursework in real estate. Students will earn 30 credit hours during five sessions and will be well-prepared to obtain Florida Real Estate brokerage and appraisal licenses. The newest addition to our department is the Dr. P. Phillips School of Real Estate, which was established in 2006 by a \$2.5 million gift from Dr. Phillips, Inc.

UNDERGRADUATE PROGRAMS

Degrees

- Finance, (B.S.B.A)
- Real Estate, (B.S.B.A.)

Minor programs

- Finance
- Real estate
- International business

Certificates finance majors

- Banking
- Corporate finance
- Investments

The program in finance is designed to provide the student with broad knowledge in finance, including business finance, investments, financial institutions, International finance, risk management and insurance, and real estate. The program provides the student with the theoretical background and tools of analysis required for making effective financial decisions. The study of finance prepares the student for careers in business financial management. Students that major in finance are sought by both financial and non-financial firms.

Guidelines for Collection Development

- ***Chronology: Emphasis/restrictions***
 - Although no limits are placed according to dates, emphasis is placed on the 21st century. However, in support of finance history and philosophy, other time periods are represented.
- ***Language: Restrictions***
 - English is the primary language of resources collected; however, if requested, the Libraries may acquire Spanish or French language materials. Materials in other languages will not be acquired.
- ***Geographical: Emphasis/restrictions***
 - Emphasis is on the United States with a secondary focus on Europe and Asia. Other areas are also collected as literature warrants.
- **Subject Treatment**
 - A solid collection of general materials supporting the undergraduate and graduate finance curriculum will be developed and maintained. Emphasis will be on scholarly monographs. Textbooks are not purchased. Biographies and historical accounts of the profession will be chosen on a selective basis.

- **Formats**

- The preferred format of books acquired is electronic; however, print books may be acquired. Electronic books offer the growing numbers students enrolled in online courses and at regional UCF campuses unparalleled access. The preferred format for journals is online unless print is the only format available. The preferred format for audio visual materials continues to be DVD; however, online videos will be purchased when the quality and cost- benefit warrant it. The preferred format for indexes and abstracts is online.

- **Publication Dates**

- Emphasis is placed on current materials. Retrospective purchasing will be very selective.

- **Subjects Collected and Collecting Levels**

- Books about finance are assigned to the Library of Congress Call Number range HD1361-1400 and HG1-HG9999 and are acquired via the YBP approval plan at the following levels: basic essential, research essential, basic recommended, and specialized.

Key: 0= Libraries do not collect; 1= Minimal level; 2=Basic information level; 3=Instructional support level; 4=Research level; 5=Comprehensive

	LC Range	Description	Existing Level	Desired Level
HD	1361-1400	Real estate business	3	3
HG	1-200	Finance General works	3	3
HG	1-178	General. History	3	3
HG	179-180	Personal finance	3	3
HG	181-200	Financial planners. Institutions	3	3
HG	201-1500	Money	3	3
HG	1501-3690	Banking	3	3
HG	3691-3809	Credit	3	3
HG	3810-4000	International finance	3	3
HG	4001-4300	Financial management	3	3
HG	4301-4500	Trust services	3	3
HG	4501-6104	Investment. Stock exchange	3	3
HG	6105-7919	Lotteries	3	3
HG	7920-8010	Thrift and saving	3	3
HG	8011-9999	Insurance	3	3
HG	8011-8750	General	3	3
HG	8751-9300	Life insurance	3	3

HG	9301-9370	Accident insurance	3	3
HG	9371-9650	Health insurance	3	3
HG	9651-9902	Fire insurance	3	3
HG	9903-9999	Other insurance	3	3

Collection Management Issues:

- **Replacement**
 - Any book lost or stolen, which appears on the Missing titles sheets distributed by the Circulation Department to the library liaison, will be considered for replacement. The title may be ordered directly from the Collection Development replacement budget fund at the discretion of the Head of Acquisitions and the Collection Development Librarian for Finance if the title is essential to the collection. Outdated or superseded editions will not be reordered unless there is a specific need.

- **Retention/Deselection**
 - The decision to dispose of certain items takes into account such factors as past circulation, date of publication, nature of the material, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas.
 - Outdated, unused and no longer reliable materials are removed from the collection.
 - Deteriorated materials can be repaired, replaced or discarded.

- **Periodicals or electronic resources will be weeded when:**
 - The libraries have only fragments of a title, which do not justify the cost of filling out the run with an alternative format.
 - A title has not been subscribed to for more than ten years and its value is not apparent.
 - A title has not been currently subscribed to for at least five years and the related programs have been discontinued.
 - A title has been replaced by electronic access (or a different form of electronic access) and its retention is no longer necessary or advisable.

- **Out of print acquisition**
 - Online access to out-of-print dealers now often makes location of these items relatively convenient. As with other acquisitions, out-of-print titles will be acquired if there is a clear need to have the specific item in the collection and the price is reasonable.

- **Preservation**

- The Collection Development Librarian will consult with the Special Collections Department on all matters relating to the care, repair, and safekeeping of all circulating library materials regardless of format type. Preservation issues of importance to the Collection Development Librarian include:
 - Collection maintenance of existing materials – rehousing, rebinding, repair, conservation, media transfer
 - Deacidification projects - selected titles, whole collections, or partial collections
 - Reformatting materials to microfilm or digital images
 - Questions related to gifts-in-kind that may require preservation attention before materials are added to the collection