

# Collection Development Policy, Management

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## COLLECTION DEVELOPMENT STATEMENT

Department: Management  
Drafted by: Ying Zhang  
Date drafted: December 23, 2003  
Date revised: April 20, 2015  
Revised by: Rebecca M (Missy) Murphey

### COLLECTION PURPOSE

The 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, as well as business and management-oriented programs throughout the University. The utilization of the Library's resources by the general public as well as by students and faculty of other state universities and local colleges merits some consideration but is definitely not a strong factor in collection decisions.

### DEGREE PROGRAMS

#### Graduate Programs

- Doctor of Philosophy in Management
- Professional MS in Management—Business Analytics Track
- Professional MS in Management—Human Resources Track
- Master of Business Administration (3 tracks, see below)

The objective of the **Ph.D. in Business Administration, Management** concentration, is to prepare students for academic careers in higher education and management careers in profit and nonprofit organizations.

The UCF **Professional Master of Science in Management-Business Analytics** Track will provide students with the specialized skills to become professionals who can collect, manage, mine, analyze, and interpret data to assist companies make better and more informed business decisions.

UCF's **Professional Master of Science in Management (PMSM), Human Resources** Track, is a unique 20-month evening program. It enables working professionals who aspire to leadership roles in human resource or general management to earn an accredited Master's degree in an accelerated timeframe.

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.

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.

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.

## Undergraduate Programs

Bachelor of Science in Management

- General Management
- Human Resources
- Entrepreneurship

B.S. in Business Administration—Integrated Business (summer 2015)

The primary objective of the Department of Management is to educate students in the skills, knowledge and attitudes necessary to perform the basic tasks of management. Course offerings are designed to demonstrate how managers, as decision makers, affect organizational efficiency and effectiveness by considering the impact of environment, technology, administrative structure, information and human resources. The Bachelor's program offers three different tracks in the management major: Human Resources, Entrepreneurship, and General Management.

In summer 2015, CBA introduces the Integrated Business (IB) Major, a robust and varied educational experience designed to help students manage a wide variety of programs across the business enterprise, especially small and medium size enterprises (SMEs). Several of the core business courses have been changed to reflect this demands of this job market, such as “Data Driven Decision Making”, “Integrated Business Foundations”, and “Applied Business Technologies.”

## COLLECTION DESCRIPTION

Most of the management collection is housed in the Main UCF Library and supports courses in business strategy, human resources, labor relations, operations management, and organizational behavior. Recent collection development activities have focused on supporting MBA programs in entrepreneurship and international management. The collection consists of print and electronic books, journals, magazines, newspapers, government publications, indexes, and numerous statistical, dataset, and reference sources. Items for the general collection are chosen through an approval plan and through recommendations by Management faculty and the business librarian. The approval plan includes major university presses, as well as several outside vendors with whom standing orders are placed. The librarians select items for the reference collection, including encyclopedias, dictionaries, handbooks, and indexes. Business faculty can also submit recommendations through their library representative.

## Current Databases and Online Journals

The Libraries' homepage provides access to these major databases used for marketing and consumer research, as well as links to selected Internet business information resources. Demographic resources are also included.

ABI Inform Complete  
BizMiner  
Business Abstracts with Full Text  
Business and Industry  
Business Expert Press (eBooks)  
Business Insights: Essentials  
Business Source Premier  
General Business File ASAP  
Hoovers Online  
Human Resources Abstracts  
IBISWorld  
Lexis/Nexis Academic (includes Company Dossier)  
Marketline Advantage  
Mergent Archives (digitized Moody's Manuals)  
Intel Current  
*Orlando Business Journal* et al with SGA/SDES/Career Services subscription to BizLink  
S&P NetAdvantage  
Proquest Statistical Insights  
RDS Business Suite  
SBRnet: Sports Business Research Network  
SimplyMap  
Social Explorer  
ValueLine Research Center  
*Wall Street Journal* (1984-current)

## COLLECTION GUIDELINES

### **Chronology: Emphasis/restrictions**

Although there is no restriction on time period selection, the 20<sup>th</sup> and 21<sup>st</sup> century material predominate. Some 19<sup>th</sup> century and pre-1800 imprints on management history and theories, and those related to specific industries and companies, are also represented.

### **Languages: Emphasis/restrictions**

The materials are almost exclusively English or translations into English.

**Geography: Emphasis/restrictions**

Emphasis is on both U.S. and International Business. Material with a strictly local emphasis, other than the Florida area, is not generally acquired. The international collection is very strong in the areas of Western Europe and the other industrialized countries. We continue to build the collection to more fully cover the emerging economies of the world, including Eastern Europe and the former U.S.S.R., the Middle East, Latin America and the Caribbean, and Asia and the Pacific.

**Material formats: Emphasis/restrictions**

Academic monographs and serials form the core of the collection. Trade journals are also acquired. Institute working papers and textbooks are generally not collected. Electronic resources are actively purchased. The Library is a partial depository of U.S. Government documents, collecting documents that are of academic interest. Microfiche collections of a statistical nature, including ASI, SRI, and IIS are kept and may be searched electronically through the Statistical Insights website. Microfiche sets for Central Bank annual reports, statistical abstracts and population reports of foreign countries are collected. Selected company annual reports and 10-K's on microfiche back to the mid-80's are held, although with greater frequency these are being supplanted by one-time purchase of electronic resources, such as Mergent Archives.

**Publication dates**

Current publications (within the past five years) receive first priority. The acquisition of retrospective materials depends on the actual availability of the resource, its scholarly content (reviews, bibliographies, recommendations of the faculty), and budgetary constraints. Duplicate copies of monographs are not recommended. Collecting previous editions of books is discouraged unless significant historical value is attached.

## SUBJECTS COLLECTED AND COLLECTING LEVELS

Subject	Range	Existing Level	Desired Level
Economics: Production	HD1-100	3	4
Economics: Industry	HD 2321-4730	3	4
Labor	HD4801-8942	3	4
Special Industry & Trades	HD 9000-9999	3	4
Commerce	HF1-1186	3	4
Commercial Policy	HF1401-4050	3	4
Business	HF5001-5392	3	4
Office Organization management	HF5546-5549	4	4
Business Communication	HF5717-5746	4	4
Finance	HG	3	4

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

## SUBJECTS EXCLUDED

All management subjects are acceptable for the collection with an emphasis placed on those areas in which the students and faculty at the University of Central Florida are actively engaged in research.

## COOPERATIVE ARRANGEMENTS AND RELATED COLLECTIONS

The University of Central Florida's main library is the only library on campus other than the Curriculum Materials Center. Whatever materials the library does not own may be accessed through Interlibrary Loan.

## 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 Economics 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.

**Periodicals or electronic resources will be weeded when:**

- The libraries have only fragments of a title that does 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**

World Wide Web access to out-of-print dealers now often makes location of these items relatively convenient. 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

**Key Contacts in the Management Department**

Dr. Stephen Goodman	Chair
Dr. Robert Porter	Executive academic director of Management
Dr. Dean Cleavenger	PhD program, Management advisor

## Number of Students Served

	2009	2010	2011	2012	2013
	Headcount	Headcount	Headcount	Headcount	Headcount
	7	1	.	.	.
Business Admin BABA – Pending	121	118	131	131	
Business Administration BABA	275	282	265	282	2
Business Pending	11	4	3	2	.
Business Pending, AS to BS	10	12	25	24	.
General Business BSBA, AS to BS	3	4	10	7	1011
	529	502	469	419	4
General Business Pending	579	568	519	498	524
Management BSBA, entrepreneur	181	172	200	186	238
General Management Trk	374	377	392	412	5
Human Resource Mgmt Trk	144	163	175	173	.
No sub plan	5	1	1	.	1
Management Pending	310	303	348	393	12
Mgmt Info Systems BSBA	180	58	.	.	3
Undecided Business Pending	741	524	483	426	109
Business Admin MBA					
Evening MBA Track	311	343	330	341	1
Executive MBA Track	47	43	36	35	.
Lockstep MBA Foundations Track	.	.	.	3	29
MBA – Cohort–1 Year/Full–Time	50	42	42	45	12
No Sub Plan	18	.	1	1	319
Professional MBA Trk(Rgnl Cmp)	81	84	84	120	486
Business Admin PhD					
Management track	7	11	9	9	177
Business Pending – PostBac	34	7	.	.	384
Entrepreneurship Cert	3	2	5	7	167
Management MSM, HR/Change	23	28	.	29	424
Technology Ventures Cert	1	.	1	.	.
COLLEGE OF BUSINESS TOTAL	9,011	8,774	8,739	8,682	8,462