Business Collection Policy

Introduction

The Collection Development Policy of the University of Mississippi Libraries comprises statements about collection building for academic and library departments. The policy

- Facilitates communication between the library and academic departments by stating collecting goals.
- Defines parameters under which collections are developed.
- Is a tool for collection assessment.
- Will be changed to reflect University programs and environment.

The major part of the collections, including Archives and Special Collections, is housed in the J.D. Williams Library with a new addition and renovation dedicated in 1994. There is one branch library: the Science Library, housing Chemistry and Pharmacy materials, located in the Thad Cochran Research Center. In 2006, the Libraries acquired an off-site storage facility. In 2000, the libraries acquired its millionth volume.

Intellectual Freedom and the Library Bill of Rights


Materials Budget

The materials budget is set through the University's annual budget process. The major factors that affect the materials budget allocation process are: programmatic needs, and information such as prices, inflation rates, use statistics, number of faculty, and number of graduate and undergraduate majors. There are many other factors that may influence budget allocation including: recently developed or discontinued programs and courses, new faculty and new directions in faculty research, major shifts in enrollment patterns, serials to monographs ratio, and resource-sharing opportunities.

Resource Sharing and Cooperative Networks

Active programs of library resource sharing provide access to collections that are not owned locally. This serves to extend library resources and allows for the optimization of the collection. Interlibrary loan services deliver needed resources very quickly, often electronically to the desktop. Strategic library resource sharing is considered as local collecting decisions are made. The reduction of costly duplication and the expansion of the pool of available resources are important in all disciplines.

The Libraries are committed to working cooperatively to support the acquisition of and/or access to resources through state, regional, and national library consortia. Through
various partnerships and memberships, we participate in cooperative purchases, collection access and sharing, and pursue scholarly communication and publishing efforts. Major affiliations are KUDZU, ASERL, SOLINET, MAGNOLIA, and a coalition of participating Mississippi academic libraries.

Collection Assessment and Evaluation

Subject librarians are responsible for reviewing collections within their assigned areas in order to determine the extent to which the acquisition and/or access to books, journals, and electronic resources in a given subject area satisfies the needs of users and fulfills the Libraries' stated mission. Standard methods are used and documented in order to provide information for current decisions as well as to establish a foundation for future planning.

In addition to assessing the utility of the existing collections, subject librarians also make decisions affecting its ongoing management. Review of the physical collections may result in identifying candidates for preservation treatment, replacement, transfer to storage, or deselection. Review of the electronic collections may result in deselecting or transfer to an alternate format. In any large deselection project, whether physical or electronic, such as a serials cancellation, subject librarians always involve faculty of the affected departments and programs. The Collection Review Policy provides general guidelines for making retention and deselection decisions for monographs and journals.

Subject Collection Development Policies

Policies for academic departments and specific collections are prepared by subject librarians and available at Subject Areas Policies. They describe purpose, scope of coverage, types of materials collected, other resources available, and contact information for specific departments and programs.

Selection of Specific Types of Materials

Electronic Resources

The Libraries serve as a gateway to electronic resources available from a wide range of information providers. Typical examples of electronic resources include bibliographic databases, full-text electronic journals, statistical resources, multimedia programs, full text resources, e-books, web links, geographical data, and online reference sources.

Electronic resources considered for acquisition or access, whether fee-based or free, should follow the collecting guidelines in the individual collection development policy statements, and be broadly accessible under current copyright and licensing laws.

Serials
Serials include journals, periodicals, newspapers, bulletins, annuals, indexes, databases, and other resources that are regularly updated. Serials can be in print, microform, and electronic formats. Whenever feasible, the Libraries prefer electronic formats.

**Textbooks and Laboratory Manuals**

Textbooks and laboratory manuals required for courses are not purchased by the Libraries. Exceptions may be made for textbooks that provide the only or best coverage of a subject, or when the work itself is of a seminal, historical, or other significant nature.

**Genealogical Materials**

The Libraries do not collect materials of a strictly genealogical nature, nor do they have a separate section devoted to genealogical research.

**Other Materials**

The library’s primary mission is to support the curricular and research needs of the University. It does not collect materials that do not reflect that mission, including genealogical materials, inspirational or self-help books, or personal enrichment.

**Audio-visual Materials**

The library purchases both audio and video recordings in multiple formats, selected by subject librarians, to enhance its collections. Obsolete formats such as reel-to-reel tapes, filmstrips, sound/filmstrip sets, and Beta tapes are no longer collected. DVD is preferred over videocassette; compact disc is preferred over phonograph records or cassette tapes, when available. The library also collects CD/DVD-ROMs, and electronic books. Additionally, if a purchased book includes accompanying A/V material, it is added to the collection.

**Multiple Copies and Formats**

Multiple copies are not usually purchased. However, additional copies may be added to the collection as needed.

**Gifts and Replacement of Lost Materials**

The [Gift Policy](#) outlines the types of materials that the UM Libraries accepts as gifts. The [Collection Review Policy](#) provides guidelines for the replacement of lost items.

**Items Not Owned by the Libraries**

The Libraries do not catalog or otherwise process any items or collections not owned by the UM Libraries.
**Collecting Levels**

The collecting levels defined below are derived from The American Library Association’s *Guide for Written Collection Policy Statements*.

- **Comprehensive Level**

  Exhaustive assembling of unique collections, including all printed editions plus archival and MS materials. Normally such collections would cover a narrowly defined subject area, e.g. Mississippi's civil rights history from the late 19th century through the present.

- **Doctoral Research Level**

  Support for doctoral programs and most post-doctoral research. It includes important primary and secondary sources in relevant subject areas, definitive editions, significant first editions, scholarly monographs and serials, conference proceedings, and major publications of research societies. All key reference sources should be provided as well as a core selection of the most relevant and most frequently cited serial titles. Emphasis is on materials in English or other languages especially relevant to the subject being taught. Most common formats are print, microform and electronic.

- **Master's Research Level**

  Collecting material at a level advanced enough to cover basic requirements for graduate teaching and research for master's programs. It includes some of the most important serials, a wide range of subject indexes and bibliographies, major reference tools, and important primary and secondary sources as well as scholarly monographs. Emphasis is on materials in English or other languages especially relevant to the subject being taught. Most common formats are print, microform and electronic.

- **Undergraduate Instruction Level**

  Maintains a collection to support undergraduate instruction, including honors’ courses. It includes basic journals and full-text journal databases, key reference tools, significant primary and secondary sources, and works of criticism and analysis. It is limited to collecting in English except in the case of classical studies or modern language and literature programs. The Libraries do not normally acquire textbooks or classroom-teaching materials.

- **Basic Level**

  This level provides general background information or supports one or two undergraduate courses. It includes a few general reference titles, and some basic monograph publications. Serials are not normally acquired at this level, though titles acquired to support other programs would likely provide some coverage.
Business Collection Policy

Programmatic Data

The purpose of the business collection is to support learning, teaching and research. The Departments of Management, Marketing, MIS, and Finance in the School of Business Administration, offer undergraduate, MBA and Ph.D. degrees.

Programs include:
- B.B.A. in Economics
- B.B.A. in General Business
- Master of Business Administration
  - Emphasis - Campus MBA Program
  - Emphasis - Professional Program
- Master of Healthcare Administration

FINANCE
- B.B.A. in Banking and Finance
- B.B.A. in Managerial Finance
- B.B.A. in Real Estate
- B.B.A. in Risk Management and Insurance
- Ph.D in Business Administration
  - Emphasis - Finance

MANAGEMENT
- B.B.A. in Entrepreneurship
- B.B.A. in Management
  - Emphasis - Human Resource
- Ph.D in Business Administration
  - Emphasis - Management

MANAGEMENT INFORMATION SYSTEMS
- B.B.A. in Management Information Systems
- Ph.D in Business Administration
  - Emphasis - MIS

MARKETING
- B.B.A. in Marketing
- B.B.A. in Marketing and Corp. Relations
- Ph.D in Business Administration
  - Emphasis - Marketing
  - Emphasis - Production / Operations

The collection also supports research in economics, finance, accountancy, political science, computer science, journalism, and psychology.

At present, faculty research interests include but are not limited to: consumer behavior research; retailing and channels; consumer, marketing and business ethics areas; advertising and sales; business communication; geographical and empirical modeling;
analytical and empirical models of market competition and firm strategies; industrial organization; game theory; new product diffusion; revenue management; network effect; business and consumer ethics; operations research; discrete optimization; operations management; management information systems; management; human resources management; production management; strategic management; small business management; entrepreneurship; and distribution.

Collection Description

Call Numbers: Principal call numbers for business include parts of HC (Economic history and conditions), HD (Industries. Land use. Labor), parts of HE (Transportation and communications), HF (Commerce), HG (Finance), and parts of HJ (Public finance).

Languages: Emphasis is placed on English language materials.

Chronological Period: Twentieth century materials are emphasized. Acquisition of current material takes precedence over retrospective collection building.

Geographical areas: Material about management, marketing, MIS/POM, and Finance in the United States is of primary importance. Other areas of interest include Great Britain, Canada, Western Europe, China, and Japan.

Format: The collection contains material in print and electronic format including not only books, journals, and databases, but also looseleaf services. A few annual reports are collected but we are not actively pursuing reports from companies. We do not collect 10Ks, proxies, or other SEC filings.

Books

research monographs
professional books
handbooks and dictionaries
data sources

Serials

professional and trade journals
indexes and abstracts
annuals (research in...)
data sources
looseleaf services

Nonprint
Databases—Journal, directories, company and financial information indexes
data sources, i.e., WRDS

Sources of Acquisitions: Materials in business are acquired principally through purchase and gifts. Monographs are acquired from our approval vendor (when available) and by firm order.