



Information Services Collection Policy: Business School

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1. Introduction

Information Services holds and provides access to information resources to support the research, learning, teaching and business activities of the University. For the same purposes, but also in support of the actual and potential interests of the local, regional, national and international research community, the library holds and provides access to Manuscript and Special Collections.

2. Overview

2.1. Collections

Information Services aims to provide information resources to fit the priorities of the Business School, within practical and budgetary constraints. Information Services will attempt to acquire sufficient material for undergraduate and taught postgraduate courses. It also aims to hold key materials which support the research activities of the School.

Library collections include, but are not limited to, the following types of information resources:

- printed material, including books, pamphlets, journals, newspapers, music, maps etc
- eBooks and eJournals
- electronic databases
- photocopies and electronic copies
- photographs
- multimedia materials
- microforms
- manuscripts

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- sound, video and film recordings

Information resources are provided under the following arrangements:

- owned by the University and managed by Information Services
- licences or other permission from the rights holder
- partnerships and other collaborative arrangements
- public domain resources

2.2. Access to material outside Information Services library collections

Many items required by users will not be available in the library collections. Efforts will be made to obtain access to such items through Inter-Library Loan or other document delivery services. The cost of such requests, up to a certain quota, will be subsidised by Information Services, though a nominal fee will still be charged. The fee for requests in excess of the quota, however, will approximate the full cost (excluding staffing and administrative costs).

3. Mechanisms for Implementation of the Policy

3.1. Scope of the current policy

The policy is to acquire materials on all aspects of Business Studies relevant to the learning, teaching and research carried out in the School. In addition materials will be acquired which build on the strengths within the business collections in order to maintain their local and regional importance and to provide a broad, balanced collection for further research and project work.

The policy is to be monitored by the Faculty Team Leader, Faculty Team Librarian, Senior Information Assistant and the Library Liaison Representative. Each year the policy will be reviewed and, if necessary, revised by a member of the Social Sciences Faculty Team and the Library Liaison Representative for the Business School.

3.2. Provision

Material will be purchased to support the current teaching and research interests within the Business School.

3.2.1. Teaching and Learning

Particular subject areas relevant to teaching and learning include the following:

- Accounting and finance

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- Corporate finance
- Corporate social responsibility
- E-commerce and e-business
- Entrepreneurship
- Environmental sustainability and innovation
- Europe-Asia business and management
- Human resource management
- Industrial economics
- Information technology
- Innovation management
- Insurance
- International and comparative management
- Management
- Manufacturing management
- Marketing
- Operational research and management science
- Organisational behaviour
- Organisation theory
- Research methods and methodology
- Service operations management
- Social entrepreneurship
- Strategic management
- Travel and tourism research

3.2.2. Research

Particular subject areas relevant to research include the following:

- Accounting and business history
- Banks and small businesses
- Business ethics and corporate social responsibility
- Business process re-engineering in financial services
- Corporate structure and finance, including mergers and acquisitions
- Enterprise restructuring and privatisation
- Executive share options
- Human resource management
- International marketing and exporting
- Management buy-outs, entrepreneurship and business venturing
- Marketing and consumer behaviour in service industries
- Marketing strategy in financial services sector
- Mass customisation
- Operations management, including supply chain and manufacturing management
- Organisational behaviour and theory
- Organisational learning in project-based organisations
- Organisational structure and organisational change
- Planning, scheduling and control
- Quality management
- Relationship marketing
- Risk management

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- Service quality and customer retention
- Management in emerging and developing economies
- Operation of insurance markets
- University/industry technology transfer

Where there is overlapping interest or joint research projects with other Schools and Faculties, the Social Sciences Faculty Team will collaborate with colleagues to ensure provision of relevant material. Inter-disciplinary research and teaching links currently exist with the following Schools, Departments and Faculties:

- School of Contemporary Chinese Studies
- School of History
- School of Politics and International Relations
- Faculty of Engineering.

3.3. Funds for acquisition

Funds which may be used for purchase of materials for the Business School are:

- Business School book fund
- bids for a share of funding to support new modules/new lecturers

The level of funding will be communicated to the School confidentially each year as early as possible via the School Library Liaison Representative. The representative will be regularly informed of the status of the fund. Updates can be obtained at other times as required from the Faculty Team Librarian for Business.

Periodicals are purchased through a separate Faculty-based periodical fund.

3.4. Selection and recommendation mechanisms

The following tools are used for selection of resources:

- information received from module convenors and contributing lecturers
- communications and suggestions from the School
- publishers' and booksellers' catalogues (print or online); Dawson's EnterBooks
- current awareness listings e.g. Coutts Library Services profile reports

The Social Sciences Faculty Team is also alerted to heavily reserved items or items reported missing or damaged. The Social Sciences Faculty Team is responsible for ordering extra copies or replacing these items.

Information Services also relies on academic staff for book suggestions.

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3.5. Ordering and receipt mechanisms

Items are ordered by the Social Sciences Faculty Team or centrally by the Acquisitions department and are recorded on the Library Management System. Urgent orders are normally sent within five working days; all orders are sent in accordance with Key Performance Indicators.

Items currently on order are displayed on the Library Online Catalogue (UNLOC). Reservations may be placed on items at any stage. Further information regarding items on order can be obtained from the Social Sciences Faculty Team.

3.6. Donations

The collections have over the years been enhanced by donations. Donations will normally be added to stock only if relevant to the current teaching or research profile, or if they strengthen existing specialist areas. Substantial donations must be notified to, and agreed with, the Social Sciences Faculty Team Leader or the Faculty Team Librarian for Business before delivery.

There is a separate Donations Policy.

3.7. Classification and storage

Items acquired will be stored in the most appropriate library and classified in the appropriate subject area. Items may occasionally be duplicated between libraries.

Items are classified according to the Library of Congress classification scheme. A copy of this scheme can be consulted online from the Library of Congress web site: www.loc.gov.

Periodicals are arranged in alphabetical order by title.

Extra copies of books which are in heavy demand are bought where they are available. These may be stored on the main shelves as ordinary loan or in the Short Loan Collection.

The classification scheme used in the Short Loan Collection is the same as on the main shelves.

Material which is fragile or less-heavily used may be placed at the King's Meadow Campus. The Library Online Catalogue may be used to request items at the King's Meadow Campus, which will normally be made available within two working days.

3.8. Subject Resources

Important printed and electronic resources of interest to the Business School are available through the eLibrary Gateway. These resources include

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bibliographic databases, internet subject gateways, full text resources and electronic journals.

The following resources are of particular relevance to the Business School:

- ABI/INFORM Global (Proquest)
- Bankscope
- Business Insights
- Business Source Premier (EBSCO)
- CSA Illumina
- Econlit (CSA)
- FAME
- IBSS (International Bibliography of the Social Sciences)
- ISI Web of Knowledge
- Keynote Market Intelligence
- Mintel Reports
- Passport GMID

3.9. Journals

Journal price inflation is consistently higher than average inflation. This means Information Services is unable to invest in new print journal titles at present without a balancing cancellation.

The School has an interest in the following e-journal packages:

- ABI/INFORM Global (Proquest)
- Annual Reviews
- Business Source Premier (EBSCO)
- Emerald Fulltext
- JSTOR
- Sage
- Science Direct (Elsevier)
- Springer
- Wiley Blackwell

These and other individual electronic journals may be accessed via the eLibrary Gateway or UNLOC.

3.10. Conference proceedings

Where conference proceedings contribute substantial information to the subject they may be acquired.

3.11. Standing orders

Information Services recognises the importance of continuing commitment to major monographs in series and attempts to maintain these where appropriate. These titles will be reviewed to match changing teaching and research profiles.

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Those currently charged to the Business School bookfund include:

- Kluwer's Handbook of Insurance
- Insuring Foreign Risks

3.12. Theses and Dissertations

Printed copies of PhD theses are kept in the King's Meadow Campus library collections. A small collection of representative masters' dissertations is kept in the Business Library. Theses and dissertations may also be submitted to the library electronically. For more information see:

<http://etheses.nottingham.ac.uk> or <http://edissertations.nottingham.ac.uk/>

3.13. Balance between printed and electronic resources

Information Services seeks to provide access to new electronic resources where appropriate, whilst taking care to monitor the balance between printed and electronic resources.

3.14. Reading lists

In order to ensure copies of recommended texts can be obtained in time for relevant modules, reading lists should be submitted by academic staff to the library 10 weeks before the start of the Semester, usually no later than 15 July for Semester 1 and 15 November for Semester 2.

Reading lists should include details of author, title, edition (where applicable), year of publication, publisher and ideally place of publication and ISBN. A note of the expected number of students on the module should also be included.

Module convenors are encouraged to make reading lists available online at: www.nottingham.ac.uk/is/gateway/readinglists.

3.15. Short Loan Collections

3.15.1. Books

The number of copies of a book ordered for the main shelves or Short Loan Collection will depend on factors such as:

- the number of students (and whether full- or part-time) on the module(s) for which it is recommended
- the length of the reading list and/or prioritisation of the item on the list
- experience of usage of books recommended for modules within the department or specialism
- likely longevity of the module
- cost
- frequency of new editions and relevance of previous editions
- existence of online full-text versions
- overlap with other modules

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Usage of books is monitored and extra copies are purchased as necessary.

3.15.2. Photocopies

Photocopies of journal articles may also be deposited in the Short Loan Collection provided they are within permitted limits. Photocopies from originals within the Library's own collection can be placed in the Short Loan Collection, provided the publisher participates in the Copyright Licensing Agency agreement. Any other material has to be obtained via the British Library copyright fee-paid service using the Inter-Library Loan service.

3.15.3. Digitised copies

Documents covered by the terms of the Higher Education Scanning Licence, or for which separate permission has been obtained from copyright holders, may be acquired and made available in digitised form for students to access via the online reading lists.

3.16. Binding

Binding of material in the Business Library collections is supported from the binding fund. Titles selected for binding will be reviewed from time to time to ensure the preservation of heavily-used periodicals.

3.17. Expensive and interdisciplinary items

Expensive items, reference works, and items of an interdisciplinary nature can be recommended by academic staff.

3.18. Collection management

The collection is regularly monitored and the Relegation Policy is available online: www.nottingham.ac.uk/is/about/policies/documents/library-collections-relegation-policy.pdf

3.19. Collection development

The collection will be developed to support teaching and research activity in the Business School. Where it is appropriate, the collection will complement local and regional collections. The Social Sciences Faculty Team will consider active participation with national collection management initiatives.

Usage of the Short Loan Collection is reviewed towards the end of each Semester and low-use material may be returned to the main shelves.

3.20. Information Literacy

The use of the collection will be supported through information literacy sessions provided by the Social Sciences Faculty Team, including inductions,

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longer sessions arranged through the Graduate School and tailored sessions for the Business School.

Pathway2Information will give staff and students general study skills guidance and support. These pages are available online:

www.nottingham.ac.uk/pathways

3.21. Department of Manuscripts and Special Collections

This policy does not cover in any detail the work of the Department of Manuscripts and Special Collections within Information Services, whose holdings complement and extend core library collections. For advice on the Department's collection policies, see

www.nottingham.ac.uk/ManuscriptsandSpecialCollections/Collections/Introduction.aspx