

**General Purpose**

The general purpose is to collect materials for courses in the Department of Business to support undergraduate and graduate teaching and research in finance, accounting, human resources, organizational behaviour, corporate social responsibility, management and business policy. This collections policy also covers the area of leadership studies to support the MA (Leadership) program whose academic home is the Department of Business.

Collection development should be maintained at the level of current collecting intensity objectives by the effective use of funds available each year.

**Languages**

Primarily English, but publications in other languages may be collected as dictated by research needs.

**Geographic Areas**

Materials from any part of the world may be collected to support teaching and research programs, subject to the language limitation. There is, however, a focus on the Canadian business context.

**Chronological Limitation**

Material with a recent imprint date is preferred.

**Types and Formats of Material Collected**

The following are types of material collected by the Library:

- Books, including monographs, series and pamphlets
- Serials, including journals, conference proceedings and newspapers
- Databases, both indexes and full text databases
- Government Documents
- Video and Multimedia materials
- Statistical and Numeric Data Files

- Atlases and Maps
  - Selected Theses
  - Archival materials such as manuscripts, photographs, and ephemera
- 

The library acquires material in formats that will provide the widest access and greatest utility to our users. For journals, databases and data files, the library prefers online electronic formats.

### **Types of Material Excluded**

The following types of materials are not collected: patents, computer software, slides, and books of a popular or non-scholarly nature.

### **Withdrawal and Relocation Policy (Weeding Policy)**

See the University of Guelph Library Withdrawal and Relocation Policy. The Library shall determine the best method for the disposal of withdrawn material. Normally, withdrawn material is not offered to members of the university or general public.

### **Access and Related Resources**

Many external resources can be identified through the Library's website. A broad spectrum of additional information resources may be made available through cooperative arrangements and can be accessed via library servers, the Internet, document delivery and interlibrary loan.

### **Subjects and Collection Levels**

<b>Subject Area</b>	<b>Existing Collection Strength</b>	<b>Current Collecting Intensity</b>
Accounting	2E	3E
Management accounting		
Financial accounting		
Taxation	2E	3E
<hr/>		
Finance	4E	4E
Managerial Finance		
Derivatives		
Risk Management (financial markets and energy markets)		
Options		
Technical Analysis		
Management Information Systems	2E	3E
Human Resources Management	4E	4E
Compensation		
Recruitment & Selection		
Training & Development		
Occupational Health & Safety		
Human Resource Planning		
Business Policy & Strategic Management	3E	4E
International Business	3E	4E
Political and economic environment		
Applied Business	3E	4E
Business planning		
New product development		
Entrepreneurship		
Business ethics		
Business Ethics & Corporate Social Responsibility	3E	4E
Economic, Social, and Environmental Sustainability	4E	4E
Entrepreneurship, Creativity & Innovation	3E	4E
Theories of Leadership	4E	4E
Leadership of Organizational Change	4E	4E
Coaching & Mentoring	4E	4E
Ethics in Leadership	4E	4E
Personal Skills in Leadership	4E	4E
Organizational Behaviour (macro and micro)	4E	4E

For related resources see collections policies for Hospitality & Tourism Management, Psychology, Economics, and Agricultural Economics.

---

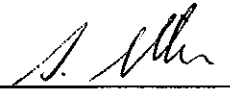
The attached Appendix indicates collection levels.

**Approval**



\_\_\_\_\_  
Julia Christensen Hughes,  
Chair, Department of Business

July 2, 2008  
Date



\_\_\_\_\_  
Scott Gillies,  
Head Information Resources, Library

July 9, 2008  
Date