

College of Business Collection Development Policy

I. Academic Programs Served

A. Departments served: Accountancy, Finance, Management, Marketing and Operations Management and Information Systems.

B. Degrees offered in subject area: B.S. Degrees in Business Administration, Accountancy, Finance, Management, Marketing, and Operations Management and Information Systems; Master of Business Administration (MBA), Master of Science in Management Information Systems, Master of Accounting Science, and Master of Science in Taxation in Accounting.

II. Clientele Served

A. Principal department(s) with interest in this field; undergraduate, graduate, faculty, general public interest. There are approximately 3,900 undergraduate majors in the College of Business, with about 620 of those being pre-business students who have declared intent to major in business. There are approximately 800 graduate students in business programs, with about 550 of those in the MBA program and 250 in the other M.S. programs.

B. Interdisciplinary interest (referrals to and from other areas): There are a number of students pursuing the Minor in Business Administration while seeking a major outside the College of Business. In addition, there are non-business majors enrolled in business administration courses at both the undergraduate and graduate level.

III. General Collection Policy Considerations

A. Languages collected; language exclusions

Library collections have been focused almost exclusively on English language publications. This has been done since almost all significant general works in business published originally in foreign languages will appear in English translation within a short time. Also, most major publications in the business area are published in an English speaking country.

B. Chronological emphasis

Because of the professional focus of the College of Business, collections have tended to focus on current materials that are useful in analyzing present policies and practices of business organizations. Longitudinal data, particularly in the Finance area also have been collected.

C. Geographical limitations or priorities; exclusions

Geographically, heavy emphasis has been placed on materials from the United States but there is a growing emphasis on information from other countries in the world.

D. Formats of materials collected; formats excluded

1. Monographs are the heart of most library collections. Some monographs in series may be acquired on standing order at a reduced price.

2. Textbooks need not be rejected on principle, but should be acquired if they are clearly superior to other presentations of the same material.

3. Academic Dissertations are useful if they address topics of broad interest. All too many are on obscure, narrow subjects. Dissertations are listed in Dissertation Abstracts International and in a number of scholarly journals.
4. Government Publications of importance from the federal and Illinois governments are received free of charge because of our depository status. Non-depository items, and publications of other states, foreign countries and international organizations may be of value.
5. Periodicals are suggested but not actually ordered by the departments. A number of journals are now available in electronic format.
6. Reference materials are purchased mainly from the College of Business monograph and serials budgets.
7. Videos can be useful, especially for class presentations.
8. Microforms are usually less expensive than printed equivalents and save space. However, it is difficult to browse through them.

E. Publication dates of material collected

Publication dates of material collected should focus on the present and recent past (past 5 years). Since Business or Economic History is not a major focus of the College of Business, items older than 10 years should not be ordered unless there is a special purpose.

IV. Collecting Levels

- Subject: Accounting
LC Class(es): HF 5601 - 5690
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Public Accounting
LC Class(es): HJ 9701 - 9995
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: U.S. Law of Corporate Accounting
LC Class(es): KF 1446
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: U.S. Law of Taxation
LC Class(es): KF 6200 - 7200
Volume Count:
Present Collection Strength:

Collecting Activity Now:
Desired Strength:

- Subject: Business Education
LC Class(es): HF 1101 - 1400
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Business Math and Correspondence
LC Class(es): HF 5691 - 5751
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Typing, Shorthand
LC Class(es): Z 49 - 102
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Office Management, Secretarial Work
LC Class(es): HF 5546 - 5548
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Managerial Economics
LC Class(es): HD 58.5
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Computer Programming
LC Class(es): QA 76
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Statistical Theory
LC Class(es): QA 273 - 295
Volume Count:
Present Collection Strength:

Collecting Activity Now:
Desired Strength:

- Subject: Computer in Business
LC Class(es): HF 5548.2
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Economic Theory
LC Class(es): HB
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:

* Includes only works specifically for managers. Economics Theory HB, is relevant to the managerial economics courses.

- Subject: General Aspects of Finance*
LC Class(es): HG 1 -200
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Money
LC Class(es): HG 201 - 1500
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Banking
LC Class(es): HG 1501 - 3690
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Foreign Exchange
LC Class(es): HG 3691 - 3809
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Financial Management, Corporate Finance, Trust Companies
LC Class(es): HG 3810 - 4000

Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:

- Subject: Investment, Capital Formation, Speculation
LC Class(es): HG 8011- end
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Insurance
LC Class(es): HD 1375 - 1400
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Real Estate Business
LC Class(es): HJ
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Public Finance
LC Class(es): KF 956 - 1086
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: U.S. Law of Financial Institutions
LC Class(es): KF 1146 - 1238
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Bibliographies on Finance
LC Class(es): Z 7164.F3**
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:

*Primary interest

**Bibliographies on finance currently received are classified in HG

- Subject: Production Theory*
 LC Class(es): HD 19 - 100
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Industry, Labor*
 LC Class(es): HD 2321 - 8999
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Business Organization and Administration
 LC Class(es): HF 5500 - 5549
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Business in General
 LC Class(es): HF 5001 - 5414
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: U.S. Labor Law
 LC Class(es): KF 3301 - 3580
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Law of Industrial Regulation
 LC Class(es): KF 1600 - 2970
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Law of Contracts
 LC Class(es): KF 801 - 951
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

* Primary interest

- Subject: Marketing*
 LC Class(es): HF 414 - 5499
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Physical Distribution*
 LC Class(es): HF 5761 - 5770
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Advertising*
 LC Class(es): HF 5801 - 6191
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Statistical Data
 LC Class(es): HA
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Economic Conditions
 LC Class(es): HC
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Specific Industries
 LC Class(es): HD 9000 - 9999
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Commercial Geography
 LC Class(es): HF 1015 - 1051
 Volume Count:
 Present Collection Strength:
 Collecting Activity Now:
 Desired Strength:

- Subject: Commerce by Country
LC Class(es): HF 3001 - 5000
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:
- Subject: Bibliographies on Marketing **
LC Class(es): Z 7164.M18
Volume Count:
Present Collection Strength:
Collecting Activity Now:
Desired Strength:

*Primary interest

**Bibliographies on marketing currently received are classified in HF

V. Other Resources

A. At NIU - Southeast Asian Collection

B. Off Campus

Materials from the Center for Research Libraries, business libraries of other Illinois Universities and specialized subject collections of business collections. Also, Information Delivery Services provides access to virtually any source, monograph or serial, in a timely manner.