

## Collection Development Policy Statement for Business

### Subject Specialist responsible:

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### I. Purpose

The business collection of the University of Maryland Libraries supports the educational mission of the Robert H. Smith School of Business (Smith School). The collections supplement the School's curriculum, as well as serve the research needs of undergraduate and graduate students, and faculty.

The Smith School offers B.S. degrees in eight majors, has an Honors program for upperclassmen, and offers 18 fellows programs designed to give students hands-on experience in a variety of business fields. It offers Masters of Business Administration (MBAs) through four different delivery systems. MBA students also have many fellowship and experiential learning opportunities. The Smith School offers M.S. degrees in five fields and PhDs in six fields. The Smith School also offers executive education programs, which are non-credit and non-degree programs, but can lead to a certificate. One of 12 colleges and schools at the University of Maryland in College Park, the Smith School is plugged into the business, government, nonprofit and professional networks of the Washington, D.C., metroplex, with campuses in College Park, Baltimore, and Shady Grove, MD, including Washington, D.C.

The Smith School has approximately 2,950 undergraduates and nearly 2,385 graduate students enrolled in all of its graduate programs, among them: 230 full-time MBA; 820 part-time MBA; 220 online MBA; 785 specialty masters; 100 PhD candidates, and 230 Executive Education and Executive MBA students, in addition to Smith School Alumni of 60,000+ worldwide and 30,000 alumni in the Washington, D.C. metropolitan area.

About one half of the student body is from Maryland, while nearly 38% out-of-state, 52% in-state; from 33 states, 99 countries (Source: Quick Facts & Rankings, R.H. Smith School web page - <https://www.rhsmith.umd.edu/about-us/quick-facts-rankings> (2018). Full rankings <https://www.rhsmith.umd.edu/about-us/full-rankings> (2018)

The Smith School has total instructional staff of 200; 150 full-time faculty, 50 part-time faculty and 155 full-time staff. (Source: Quick Facts & Rankings, R.H. Smith School web page - <https://www.rhsmith.umd.edu/about-us/quick-facts-rankings> (2018). Full rankings <https://www.rhsmith.umd.edu/about-us/full-rankings> (2018)

The Smith School is accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the premier accrediting agency for bachelor's, master's and doctoral degree programs in business administration and accounting.

**Coordination and Cooperative Information:** Business subject area is very interdisciplinary. Business topics are studied in other subject areas including: Agricultural Economics, American Studies, Criminology & Criminal Justice, Economics, English (Professional Writing for Business), Engineering, Environmental Science & Policy, Family Studies, GIS, Government & Politics, History, Psychology (organizational and industrial), Public Health, Sociology, Spanish (Commercial Spanish), Telecommunications, etc. Our business collection, especially the business and business related databases, i.e., for company, industry, marketing research, as well as for job searches and career development is heavily used by faculty, students, staff and members of the community. Statistical data on most topics is needed and used, i.e., census data dealing with the many aspects of business, economics, statistics produced by foreign governments, international organizations, as well as social indicators for countries. Researchers can rely on a number of national and international library research networks, and other consortia as needed, among them:

- The Center for Research Libraries (CRL) – an international consortium of university, college, and independent research libraries. <https://www.crl.edu/about>
- The Big Ten Academic Alliance (BTAA) – is the nation's preeminent model for effective collaboration among research universities. <https://www.btaa.org/>
- The Chesapeake Information and Research Library Alliance (CIRLA) – is a voluntary, not-for-profit organization of educational and research institutions in Delaware, the District of Columbia, and Maryland, which are members of the Association of Research Libraries and been accepted for membership. <http://www.cirla.org/>

**Diversity:** Recognizing that The Robert H. Smith School of Business incorporates individuals of all ages who represent a multiplicity of racial and ethnic backgrounds, economic and educational levels and physical and mental abilities, the subject specialists build collections that mirror and support this diversity. The Robert H. Smith School of Business collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues, and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. For more information, see the University of Maryland, Collection Development Diversity Statement at <https://www.lib.umd.edu/collections/policies/collection-development-diversity-statement>.

## II. Summary of Collection Scope at Current Collecting Levels

The libraries provide support for the business research and teaching needs at a high level for database titles which cover thousands of important business related journals as well as datasets. The libraries have a robust collaboration with the Smith School of Business, Assistant Director, Financial Markets and Research Labs, in the coordination and acquisition of core financial datasets. Monograph titles housed in both College Park and Shady Grove libraries support the research needs at an adequate level. There are some databases and journals that we do not own that have been requested by faculty members of the R.H. Smith School of Business.

## III. Developing the Business Collection

1. Language(s): The emphasis is on English language materials in the collection. Major works covering the subject outside the U.S. in the vernacular may be selected, although translations will be preferred. Materials in the vernacular are generally the purview of the librarians responsible for that particular language.
2. Geographical areas: The major focus of items in the collection is on the United States. But since the School covers globalization and there is much interest in international matters, publications dealing with statistics, economics and business issues about any country are collected and requested.
3. Chronological periods/Imprint dates: Selection will emphasize current publications, with the exception of historical statistical compilations and classic works when required for replacement purposes.
4. Materials selected
  - a. Included materials: Books (both print and electronic), periodicals (both print and electronic) databases, datasets, films (titles requested are referred to Media Services)
  - b. Excluded materials: textbooks (unless requested specifically by faculty), reprints or collections of reprinted articles, dissertations, conference proceedings.

## IV. Additional Collection Information

The Business collection adheres to the University of Maryland Libraries' policies for duplication, gifts, deselection and preservation available at <http://www.lib.umd.edu/collections/collection-development-policy>.

1. Duplication: There are instances where faculty request both print and electronic copies of individual titles, though duplication of items is not a regular practice.

2. **Gifts:** Gift items added to the Business collection are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they “supplement existing collections in support of the University's teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest” (<http://www.lib.umd.edu/collections/gifts/for-donors>). The subject specialists for Business are ultimately responsible for deciding whether or not a gift is added to the collection.
3. **Deselection/Withdrawal:** The relevance of materials in the Business collection can and will change over time. Periodic weeding of the collection is done to identify items which no longer fit the criteria for inclusion in the collection.
4. **Preservation:** The subject specialist will work with the Preservation unit at the University of Maryland Libraries when individual titles are brought to their attention that need rebinding, repair or replacement.

**Implementation and Revision Schedule:** This policy has been reviewed by the Collection Development Council ([lib-cdc@umd.edu](mailto:lib-cdc@umd.edu)) and is considered effective on the date indicated below. It will be reexamined regularly by the subject specialist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

**Date:** February 20, 2015 ZD/LG; Rev. 5/12/15; 7/8/16 ZD; 7/9/2018 ZDíaz

CDC 9/25/18