

Subject Level Collection Statement: Management

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1. Purpose of the Statement

The purpose of this statement is to provide a framework to guide the collection development and management activities for Management. The statement supports the teaching, learning and research activities in the School of Management within the Faculty of Commerce.

This statement is developed in accordance with the principles outlined in the [Collection Development and Management Policy \(CDMP\)](#).

2. Description of the Academic Subject

The Diploma of Business Administration was introduced to Victoria University of Wellington in 1962, and in 1966 the Bachelor of Commerce and Administration replaced the Bachelor of Commerce. The MBA followed and began in 1984.

Areas of specific focus and strength at Victoria are corporate governance, decision theory, management science, management theory, operations management, organisation behaviour, services management, and strategic management.

Further information on the programmes can be found on the School of Management home [page](#).

3. Focus of the Subject

Management at Victoria explores:

- Insights into the operation of organisations: from how people behave, how decisions are made, and how strategies are chosen to what provides a source of sustainable advantage, how innovations are generated and how to achieve an effective alignment of an organisation within its environment.
- It introduces a multicultural perspective and addresses managing in large and small enterprises and also commercial, industrial, non-profit organisations, government-owned and operated organisations.

Sub-fields of Management include:

- competitive advantage
- knowledge management
- sustainable operations
- organisational innovation
- organisation and ethics

An overview of what is involved in studying Management at Victoria can be found on the programme [website](#).

Teaching Focus

- [Undergraduate Management courses](#)
- [For Postgraduate Management courses](#)
- [Master of Business Administration \(MBA\)](#)

Research Focus

The School of Management has an active research environment with a strong track record of externally funded grants and projects, and of disseminating the latest academic research to the practitioner community. School staff have a wide range of research interests and are currently involved in several major research projects.

- [Staff active research](#)
- Postgraduate research areas
 - [Honours](#)
 - [Masters](#)
 - [PhD](#)

Interdisciplinary considerations

The School of Management includes the related subjects of Human Resource Management and Industrial Relations and Tourism Management. Students are able to complete undergraduate and postgraduate qualifications in these areas.

In addition Economics, Information Systems, Marketing, Operations Research, Psychology, Public Policy and Statistics are all related subjects. The collections in these areas supplement those in Management.

4. Overview of the Current Collection

Books held in Kelburn have publication dates ranging from the 1900s through to the present, with some peaks in the collecting levels in the 1970s and 1990s. The collection is particularly strong on organizational behaviour, industrial management, employee empowerment and participation, and management information systems.

There is less emphasis now on collecting historical content and more on resources with a current, applied focus. Areas being actively collected include:

- business ethics
- creative ability in business
- organizational behaviour
- leadership
- communication in management
- diversity in the workplace

Access to the current journal literature, and management databases, are particularly important to the School's research, whereas books are of greater importance for undergraduate teaching purposes.

Books

The Library has access to an increasing number of eBooks, particularly for recently published content. A large number of new and older print books also support the Management collection. In addition to the Kelburn and Commerce Library collections, small collections of print books related to Management may be held at other campus libraries.

Electronic Resources

The Library provides strong coverage of the Management literature through these core databases:

- [ABI/INFORM Global](#)
- [Business Source Complete](#)
- [Emerald Insight](#)

Other databases useful for Management literature are:

- [JSTOR](#)
- [Wiley Online Library](#)

New Zealand content can be found in [NewztextPlus](#) and [CCH New Zealand Online Library](#).

Journals

In Management, the current journal literature is critical for staff and postgraduate students' research needs. The Library journal collection is accordingly particularly strong, and supports the teaching and research needs of Management effectively. Most journals are available online, while print items are held at the Kelburn Library.

Audiovisual Material

A small but growing collection of DVDs related to Management is housed at the Kelburn Library in the Glass Room. These cover a broad range of areas including leadership styles, workplace dynamics, business ethics and social responsibility, and communication.

Special Collections

The [J.C Beaglehole Room](#) at Kelburn holds working papers from the [Graduate School of Business & Government Management](#). The papers and pamphlets collection of Henry Valder, relating to the Employee Partnership Institute, is also of special interest.

Working paper series

The School of Management (SoM) [Working Paper Series](#) provides a forum for staff, graduate students and research centres to disseminate their ideas and publish research findings in advance of publication. This working paper series supersedes previous publications from the Graduate School of Business and Government Management which ran from 1990 to 2000. A number of working papers are held in the Library's [Research Archive](#).

Research reports

Periodically, staff at SoM are invited to produce research reports for circulation to internal and external agencies, such as government and industry level bodies, and special task committees. A selection of reports can be found on the School's [website](#).

5. General Development Guidelines

Refer to [Section 4.3](#) in the CDMP

Collection levels are described and defined in [Section 4.5.2](#) of the CDMP

LC Callmark Range	Subject Area	Current Collection Level	Future Collecting Level
H62	Social science (general). Research. [qualitative research]	Research	Research
HB615	Entrepreneurship. Risk and uncertainty	Study	Study

HD28 (also HF5001, HF5500)	Management. Periodicals.	Research	Research
HD30.15	[Management] Dictionaries, encyclopedias	Study	Study
HD30.19	Management. Theory. Method. Relation to other subjects. Relation to the social sciences [includes critical management studies]	Study	Study
HD30.2	Management. Information technology	Study	Research
HD30.215	Statistical methods	Study	Study
HD30.213	Management information systems. Decision support systems.		
HD30.23 – HD 30.25	Decision making. Feasibility studies. Mathematical models	Study	Study
HD30.255	Environmental aspects	Study	Study
HD30.27	Forecasting	Study	Study
HD30.28	Business planning. Strategic planning	Research	Research
HD30.3	Communication in management. Communication in organizations	Study	Research
HD30.4	Management. Study and teaching. Research. Including business research	Study	Research

HD30.55	Comparative management. Comparative organization	Study	Research
HD31-HD37	General works	Study	Study
HD38.15	Handbooks	Study	Study
HD38.4	Bureaucracy	Study	Study
HD38.7	Business intelligence	Study	Study
HD41	Competition	Study	Research
HD42	Conflict management	Study	Study
HD45	Technological innovations [creativity and innovation]	Study	Research
HD47 - HD47.4	Costs. Industrial costs	Study	Study
HD49	Crisis management	Study	Study
HD50 – HD51	Delegation of authority. Decentralization. Span of control. Division of labour	Study	Study
HD53	Intellectual work. Intellectual capital. Including creative ability in business	Study	Research

HD56 – HD57	Industrial productivity Labour productivity	Study	Study
HD57.7	Leadership	Study	Study
HD58.6	Negotiation.	Study	Study
HD58.7	Organizational behaviour. Corporate culture	Study	Research
HD58.8	Organizational change. Organizational development	Study	Research
HD58.82	Organizational learning	Study	Study
HD58.9	Organizational effectiveness	Study	Study
HD59.2	Corporate image [reputation]	Study	Study
HD60	Social responsibility of business	Study	Study
HD61	Risk management. Risk in industry	Study	Study
HD62.15	Total quality management. Benchmarking	Study	Study
HD62.2 – HD62.38	Management of special enterprises (eg, family businesses, government enterprises)	Study	Study

HD62.5	New business enterprises. Starting a new business. Business incubators	Study	Study
HD62.6	Nonprofit organizations	Study	Study
HD62.7	Small business	Study	Study
HD66	Work groups. Teams in the workplace	Study	Study
HD69	Management. Other [eg, business names, project management, business networks, theory of constraints]	Study	Study
HD70	Management - by region or country [especially NZ, Australia, Asia-Pacific]	Study	Study
HD75 – HD75.7	Theory. Method. Relation to other subjects	Study	Study
HD2340 - 2346	Small business. Medium-sized business	Study	Study
HD2358	Minority business enterprises	Study	Study
HD2741	Corporate organization. Corporate governance	Study	Study
HD9980-9990	Service industries (General) [services management]	Study	Study
HF5548.2	Commerce. Business. Data processing	Study	Study

HF5549.5.A-Z	Employment management – by topic (eg, communication, multiculturalism)	Study	Study
HF5717 - HF5734.7	Business communication	Study	Research
LB2369 (- LB2386)	Preparation of theses	Study	Study
P90	Communication. General works.	Study	Study
Q180.55	Research. Methodology	Research	Research
TA168	Systems engineering	Study	Study
TS155 – TS158	Production management. Operations management. Quality control	Study	Study

5.1 Languages Collected

The collection and new acquisitions are primarily in English, although no language is excluded if the content is required.

5.2 Geographical Areas Collected

The US and UK are the main sources for an international perspective on Management. Material from New Zealand, Australia and the Asia-Pacific region is selected to support and provide a local context.

5.3 Chronological Periods Collected

The emphasis is on contemporary management activity. A future focus is useful. Historical overviews are useful for tracing the development of management practice over time.

5.4 Format Guidelines

Refer to Section [4.1\(e\)](#) and [4.3.2](#) of the CDMP.

Journals

Electronic journals are the preferred format.

Books

eBooks are preferred over print.

Audiovisual material

Streaming is the Library's preference for audiovisual material but DVDs and CDs may still be collected where necessary. VHS and audio cassettes are not collected. AV material is used by the school for teaching purposes.

6. Life-Cycle Management Guidelines

Refer to [Section 4.4.1](#) of the CDMP

Wherever possible, the potential life-cycle of new materials will be considered at the point of acquisition and accessible notes made as to any continuing historical or research value.

6.1 Preservation Guidelines

Refer to [Section 4.4.4](#) of the CDMP.

A small amount of recent Working Papers are available in the [ResearchArchive](#). If agreed, a programme to deposit older Working Papers will be developed.

Books are repaired to extend their life. Any books which are beyond repair are assessed for re-purchase, with eBook format preferred.

6.2 Relegation Statement

Refer to [Section 4.1\(b\)](#) of the CDMP.

Books

Management books held at the Commerce Library are retained there as part of a Course Reserve list. Items not on Course Reserve are returned to the Kelburn Library collection.

Current editions of text books on Course Reserve, and one edition previous, will also be retained to cover demand.

Management books will be reviewed for relegation to the Offsite collection subject to the following guidelines:

- Items not issued in the past five years

- Single copies of superseded textbooks older than one edition previous where usage has been low

Journals

Print items in the Management journal collection are evaluated for relegation as necessary, according to the Library's [Guidelines for Evaluating Print Journals](#).

Working Papers and Discussion Papers

All working and discussion papers will be treated as print journals, with the same relegation guidelines being applicable.

6.3 Deselection Statement

Refer to [Section 4.4.3](#) of the CDMP.

In all cases the Subject Librarian oversees this process, consulting with and making recommendations to relevant academic staff where appropriate.

Books

Print books are reviewed for deselection according to the following criteria:

- Items in poor condition or duplicate copies
- Duplicate copies of superseded textbooks older than one edition previous
- Items where a subsequent electronic copy is acquired
- Items not requested from offsite storage within the last five years
- Items no longer supporting teaching or research needs (current or anticipated)
- Books in a language other than English, and not issued in the last five years.

Journals

Print items in the Management journal collection are evaluated for deselection annually, or as necessary, according to the [Library's Guidelines for Evaluating Print Journals](#).

7. Links to other relevant Subject Level Collection Statements

- [Economics and Finance](#)
- Information Systems
- Human Resource Management and Industrial Relations
- Marketing
- [Psychology](#)
- Public Policy
- [Statistics and Operations Research](#)
- Tourism Management