**Management and
Business Administration (MBA)**

**Information Access Policy
Clemson University Libraries**

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Updated by M. Futral, Spring 2022

I. Purpose

To support the research and teaching needs leading to the Bachelor of Science in Management; the Master of Science in Management degree; the Ph.D. in Management degree; and the Master of Business Administration degree.

A. Curriculum ([Registrar](#))

1. The Management (B.S.) curriculum allows students to choose from one of eight different emphasis areas - business analytics, entrepreneurship, general management, human resources management, international management, management information systems, operations management or supply chain management.

2. The Master of Science in Management is being redesigned

3. The Master's in Data Science and Analytics (DSA) program is an interdisciplinary program between the Department of Management and the School of Mathematical and Statistical Sciences. This 100% online program has both a full-time and a part-time path to allow flexibility for working professionals. The program produces students with the skill sets for a broad array of careers in fields that include military, financial, government, education, and health care.

4. The Ph.D. program in Business Administration is designed to provide advanced education for students who desire to pursue careers in academic research institutions. The overarching purpose of the Ph.D. in Business Administration is to prepare and develop students for successful scholarly careers. Each of the five offered tracks provides a specialized focus on Management topics and associated issues: Entrepreneurship, Information Systems (IS), Organizational Behavior and Human Resources (OB/HR), Strategic Management (STR), and Supply Chain and Operations Management (SC/OM).

5. The MBA program provides the following degrees: MBA Corporate, MBA Online, MBA in Entrepreneurship & Innovation, MBA in Business Analytics, Dual MBA/MIB, and MBA in Digital Brand Communications

B. Primary Users

1. Undergraduate Students
2. Master's and Ph.D. Students

3. Management and MBA Faculty

C. Secondary Users
   1. Undergraduates and graduates majoring in other subjects
   2. Community members

II. Scope of In-House Collection
The collection overlaps with Economics, Finance, Accounting, Marketing, Mathematics (Management Science), Psychology, and Engineering (Industrial Management). Inclusion of material is based primarily on support of academic programs. The Reference Collection and online resources meets many of the needs of the undergraduates. Selected non-academic current issues at a popular reading level for use in all areas of study are also included.

A. Formats Guidelines
   1. *Print Resources:*
      Print material will continue to be purchased for the collection on an as needed basis.

   2. *E-books:*
      E-books will be given strong consideration as needed or requested. E-books will also be purchased through Patron Driven Acquisition (PDA).

   3. *Electronic Resources:*
      These sources will be evaluated for their need and wide appeal. Databases will be considered as recommended or needed. E-journals will be considered over print journal subscriptions.

   4. *Media:*
      Films, documentaries, etc., in streaming format when financially feasible or other formats appropriate to users' viewing capabilities.

B. Language Guidelines
Only English language materials will be purchased.

C. Geographical Guidelines
Generally, information focusing on management issues involving the United States will be purchased. International Business materials will be purchased on a selective basis in support of classes offered.

D. Chronological Guidelines
Selecting will focus on current, up-to-date information. Books of historical importance will also be selected/retained.

E. Publication Date Guidelines
   Generally, the selector will purchase materials published within the last two years. Materials requested by a faculty member, or highly recommended in a review source, will also be considered, regardless of publication date.

F. Materials selected for the Management and MBA collection
   1. *Bibliographies*: Narrow subject scope bibliographies will be selected as appropriate to the focus of the collection.

   2. *Career guidance and job-seeking guides:* Will be purchased for management and MBA only.

   3. *Clemson University Information*: Material relating to the College of Business will be retained.

   4. Dictionaries, Directories, Biographical sources, Almanacs and Yearbooks: Are purchased as needed for the collection.

   5. *Guidebooks and Workbooks*: Books which are targeted for practitioners or other business people will be purchased selectively as needed. Books consisting of checklists or books which are primarily worksheets to fill-in are not appropriate for our audience and will therefore not be purchased.

   6. *Handbooks and manuals:* The circulating collection will include current, authoritative handbooks and manuals as needed for the collection.

   7. *Journals*: Every effort will be made to preserve the current journal collection, and to add new titles as funds allow. Evaluation tools will be used to identify core journals, to ensure that they will not be cut. As well as core lists from recognized sources, journals deemed important by the Management/MBA faculty, will also be retained. Subscriptions for electronic journals will be added when requested or whenever possible.

   8. *Databases*: Electronic databases that can be used to locate journal articles, business information, and other publications for research in the Management/MBA area will be purchased. There are several online services carried by the library which are of interest to management/MBA faculty and students. Relevant databases can be found on the Management and Business and Economics research guides.

   9. *Textbooks*: Textbooks which are used in classes taught at Clemson will not be purchased unless specifically requested by one of the management faculty or for a course that is a part of the textbook

lending program. Other textbooks may be purchased if they are deemed appropriate in supporting the curriculum.

G. Diversity, Equity, and Inclusion
Build an intentional collection that recognizes, values, and embraces the diverse experiences and multiple identities within the Clemson University community. These identities and experiences include, but are not limited to, race, ethnicity, gender identity, socioeconomic status, sexual orientation, ability, culture, language, geographic origin, level of education, religion, age, and size. Purposefully develop diverse, equitable, and inclusive collections to foster a community of scholars and lifelong learners who engage in critical inquiry and social justice that reflects their own backgrounds and the backgrounds of others.

III. Primary Subject Classifications and Library of Congress Call Numbers
Materials will be collected in all areas for both the undergraduate and graduate levels.

Call Number Range	Subject
HB615-715	Entrepreneurship
HD28-70.2	Management & Industrial Management
HD30.213	Management Information Systems
HD30.22	Managerial Economics
HD30.28	Business Planning/Strategic Management
HD38.5	Supply Chain Management
HD58.7-58.95	Organizational Behavior
HD62.4	International Business Management
HD62.5 (also HG4027.6)	New Business Enterprises
HD62.7 (also HG4027.7)	Small Business Management
HD69	Project Management
HF5387	Business Ethics
HF5548.32	E-Commerce
HF5549-5549.5	Human Resource & Personnel Management
HF5657.4	Managerial Accounting
HF5717-5746	Business Communication
HF5761-5780 & 5415.7	Business Logistics
KF871-890	Business Law
T55.4-57.97	Management Science
TS160-161	Business Logistics
TS155-194	Operations Management; Production/ Manufacturing Management and Planning

IV. Access to Information not On-Site

    A. Interlibrary Loan and PASCAL Delivers

        The primary access points for books and journals not owned or accessible by the libraries will be **Interlibrary Loan** and **PASCAL Delivers**. These services are free to Clemson University faculty, staff, and students. This service is not available to the general public.

    B. Remote Storage

        Online request forms and document delivery enable access to materials in Clemson Libraries' remote storage facilities within 24 business hours.

    C. Full-Text Databases and Electronic Journals

        Many of the databases of the libraries include full-text journal, magazine, and newspaper articles. A list can be found at the [A-Z Databases](#) web page.

    D. Internet Sites

        [Management Websites](#)
        [General Business Websites](#)

V. Selection Tools

    A. Review Sources

        Choice, *Library Journal*

    B. GOBI

        Titles can be searched, viewed, and selected in GOBI.

    C. Course Syllabi

    D. Publisher's Catalogs

    E. Faculty and Student Requests

        Book requests received from Management/MBA faculty members will be given priority. Graduate and undergraduate students are also encouraged to submit book order requests.

VI. Deselection (Weeding) Guidelines

    Books will be weeded from the collection if they are in bad condition and cannot be repaired. Duplicate copies of books published prior to 2010 that have not circulated will be candidates for weeding. Copies of older books which are needed for historical research will be kept, even if they have never circulated. They receive in-house use, and future projects may involve their use. Serials (journals) published prior to 2010 that have not circulated in over ten years may be evaluated for removal from the collection or for remote storage facilities. Some serials (journals) may be kept in Cooper for student projects that require use of print rather than online access. Removal will be given strong consideration especially during journal move projects. Some books and journals with low use or electronic access will be removed from the main collection and sent to off-site storage or discarded.

VII. Evaluation, Assessment, and Planning Tools
    A. Bibliographies

    B. Collection Analysis Resources

    C. Social Science Citation Index (SSCI) Journal Citation Reports (JCR)

    D. Journal Lists for Databases

    E. Faculty Teaching and Research Interests, [Management and MBA Faculty](#)

    F. Interlibrary Loan Activities

    G. Circulation Statistics
    Alma can be used to check the use of specific titles, as well as analysis of various circulation usage reports.