

Management, Management Science, and Business Administration (MBA)

Information Access Policy
Clemson University Libraries

Business Reference Librarian: Meredith Futral

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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 Bachelor of Science in Management (B.S.M.) curriculum gives students exposure to: 1) the social, legal, political, and economic environments of business; 2) the functional areas of business and their interrelationships; and 3) behavioral science, applied statistics, and mathematics as they relate to organization problem solving.
2. The Master of Science in Management (M.S.M.) program prepares professionals to be effective leaders in supply chain, innovation, and information technology management. Graduates will have the advanced technical, entrepreneurial, and leadership skills necessary to succeed as mid- or upper-level managers in manufacturing, service, and consulting organizations. The MSM program also prepares qualified students for further doctoral study in the fields of supply chain & operations management, and information systems management.
3. The Ph.D. in Management program features two distinct, focused tracks: Information Systems (IS) and Supply Chain & Operations Management (SCOM). The course work for the Ph.D. in Management includes a rigorous research methodology set that is common to both tracks, and intellectually stimulating and challenging track-specific foundation, advanced courses and subject-related seminars. A variety of learning experiences are incorporated into both tracks, including the development of conceptual frameworks and theories, qualitative case and empirical studies, field projects, and in-depth research. Within the management department, Ph.D. students have opportunities to conduct cross-disciplinary research between IS and SCOM or with high-quality faculty in entrepreneurship, strategic management, entrepreneurship, and human resources management.
4. The MBA program includes foundation, core, emphasis-area and internship courses. The foundation and core courses provide in-depth coverage of the basic business functions, as well as communications, ethics and leadership. The student-selected emphasis area provides deeper study in Innovation and Entrepreneurial Leadership, Supply Chain and Information Management, Real Estate, Marketing Analysis, Health Services, Services Science, or an area in which the student is pursuing a second "dual" degree.

B. Primary Users

1. Undergraduate Students
2. Master's and Ph.D. Students
3. 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 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.
2. *E-books:*
E-books will be given consideration as needed or requested.
3. *Electronic Resources:*
These sources will be evaluated for their need and wide appeal.
4. *Audio-Visual:*
DVD's will be purchased on a highly selective basis.

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. *Almanacs and yearbooks:* Are purchased for the reference collection. No effort is made to select beyond the scope of that collection.
2. *Bibliographies:* Narrow subject scope bibliographies will be selected as appropriate to the focus of the collection.

3. *Biographical Sources*: Are purchased for the reference collection. No effort is made to select beyond the scope of that collection.
4. *Career guidance and job-seeking guides*: Will be purchased for management and MBA only. Books on general career information should be purchased from Reference funds.
5. *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](#) subject page.
6. *Clemson University Information*: Material relating to the College of Business and Behavioral Sciences will be retained.
7. *Dictionaries*: Are purchased for the reference collection. No effort is made to select beyond the scope of that collection.
8. *Directories*: Are purchased for the reference collection. No effort is made to select beyond the scope of that collection.
9. *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.
10. *Handbooks and Manuals*: The circulating collection will include current, authoritative handbooks and manuals to support the reference collection.
11. *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.
12. *Textbooks*: Textbooks that are used in classes taught at Clemson will not be purchased unless specifically requested by one of the business faculty. Other textbooks may be purchased, if they are deemed appropriate in supporting the curriculum.

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 .P75	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

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. Commercial Document Suppliers

Document Delivery via commercial document suppliers (such as Ingenta) will be offered free of charge to Clemson University students, faculty, and staff if the needed information is not available from traditional interlibrary loan sources. This service is not available to the general public.

C. Full-Text Databases

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

D. Electronic Journals

The library subscribes to both electronic collections of full-text journals as well as individual full-text journals. Subject and alphabetical lists can be found at [Find Articles](#).

E. Internet Sites

[Management Websites](#)

[General Business Websites](#)

V. Selection Tools

A. Review Sources

Choice Z1035 .A1 C5

Library Journal Z671 .L698

B. GOBI (YBP)

The library accesses the GOBI database offered by Yankee Book Peddler (YBP). Titles can be searched, viewed, and selected in GOBI. The titles can be shared with the library representative for input. Any faculty member may review the slips.

C. Publisher's Catalogs

D. Faculty and Student Requests

Book requests received from Management/MBA faculty members will be given first 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 1990 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 1980 that have not circulated in over ten years may be evaluated for removal from the collection or for remote storage facilities. Some books and journals with low use or electronic access will be removed from the main collection and sent to the Remote Storage facility.

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 Faculty](#)

F. Interlibrary Loan Activities

G. Circulation Statistics

Millennium can be used to check the use of specific titles, as well as analysis of various circulation usage reports.