



Cardinal Carter Library

Management and Organizational Studies (MOS) Collection Policy

Date: September 2014

Subject librarian: Linda Whidden

Objective:

The MOS collection is intended to support the research activities of faculty, students and staff and the instructional requirements of the department's undergraduate programs.

Language(s):

English is the primary language of the collection. English translations of major works in other languages may be acquired upon request.

Date of publication:

Material with a recent imprint date is preferred. Older, in-print material is considered upon request.

Source of publication:

Canada, the United States, the United Kingdom, and Western Europe are preferred. Material published in other European Union countries and in South Asia and East Asia is purchased selectively, upon request and as funds permit.

Format:

Print and electronic books, periodicals, databases and selected textbooks are included. To meet the requirements of the AODA Information and Communication Standards for digital and multimedia resources by January 1, 2020, films purchased for the Cardinal Carter Library collection are either captioned or captionable and/or include audio descriptions. Material purchased prior to January 2014 may not meet accessibility standards but, upon request, the library will endeavor to acquire an accessible copy.

Material which is not acquired includes manuscripts, unpublished theses or dissertations, popular works, conference proceedings, and material for pre-undergraduates.

Gifts:

The library accepts gifts of materials in good condition which are within the scope of its collection and which the library does not already own or does not own in sufficient quantity to support teaching and research needs. See also the Cardinal Carter Library [Gifts Collection Policy](#).

Managing the collection:

To ensure that collections remain optimally useful to our patrons, it is necessary to analyze collection usage and available space regularly. Duplicate items, no longer required to support the curriculum and damaged items that cannot be replaced, may be removed from the collection at the discretion of the subject librarian. See also the Cardinal Carter Library [Deselection of Materials Policy](#).

Definitions of Collecting Levels

- A: Research Level:** Provides for the collection of materials which support upper undergraduate level courses, special topics courses and research.
- B: Teaching Level:** Provides for the collection of materials which support undergraduate instruction including honours programs.
- C: Basic Information Level:** Provides for the selective collection of materials which support secondary scholarly interests and general background information.

SUBJECT ANALYSIS & COLLECTING LEVELS

Preamble:

Featured topics such as history, business ethics, philosophy etc. are also represented in other departmental collections. The collecting levels herein are solely reflective of the Management and Organizational Studies program.

Accounting	A
Advertising and promotion	A
Break-even analysis	B
Business	B
Business administration	B
Business cycles	A
Business ethics	A
Business mathematics	B
Business policy	B
Business writing	C
Capital market	C
Commerce	B
Communication in management	B
Communication in marketing	A
Competition	B
Competition, international	A
Conflict management	B
Corporate culture	C
Corporate governance	B
Cost accounting	A
Critical thinking	B
Decision making	B
E-commerce	A
Entrepreneurship	B
Finance	A
Finance, public	B
Financial institutions–Canada	B
Financial management	A

Financial statements	B
Followership	B
Forecasting	A
Forecasting of demand	A
Free trade-North America	A
Globalization	B
Industrial management	C
Industrial relations	B
Industries	A
Integrative thinking	B
International business enterprises	C
International cooperation	A
International division of labor	B
International economic relations	C
International finance	B
International trade	B
Investments, foreign	B
Labor	A
Leadership	B
Management	A
Management information systems	C
Managerial accounting	A
Managerial economics	B
Manufacturing industries	A
Market surveys	A
Marketing	A
Marketing research	B
Materials management	C
Media communication	B
Mediation	C
Money market	C
Negotiations	C
New business enterprises	B
Non-profit organizations	B
Operations research	B
Organizational behavior & human resources	B
Personal coaching	B
Personnel management	A
Pricing	C
Production-economic theory	B
Production management	A

Project management	A
Proposal writing for grants	B
Psychology, Industrial	C
Public speaking	C
Quality control	A
Retail trade	A
Revenue accounting	C
Risk management	B
Small business	C
Social action-economic aspects	B
Social marketing	B
Social responsibility of business	B
Social entrepreneurship	B
Succession planning	B
System analysis	B
Taxation -Canada	B
Team building	B
Time management	B
Total quality management	B
Trade-unions	C
Wages	B