

**WAKE FOREST UNIVERSITY
SCHOOL of BUSINESS**

I. General Statement of Collection Development Policy

The collection supports the present and anticipated research and study needs of faculty, graduate students and undergraduate students in the Wake Forest University School of Business. The collection includes holdings in management, leadership, marketing, finance, accounting, entrepreneurship and related disciplines.

II. Description of the Program

The School of Business offers B.S. degrees in accountancy, business and enterprise management, finance and mathematical business. It also offers an M.A. in management, M.S. in Accountancy and a M.B.A.

III. Interdisciplinary Elements of Subject Area

Materials purchased with the library budget for Business may also support various liberal arts departments such as Economics as well as interdisciplinary programs or minors such as International Studies and Entrepreneurship and Social Enterprise.

IV. Formats and Types of Materials

Print and electronic materials such as books and periodicals will be the most common acquisitions, but audiovisuals are considered and added as needed. Preference may be given to electronic format, depending upon such factors as cost, availability of secure archives and the needs of the program. Duplicative format collecting is avoided.

V. Languages

English is the primary language of the collection. Some foreign language materials are purchased but preference is given to English translations of these materials.

VI. Geographic Areas (Subject Approach)

Primary emphasis will be placed on information relating to the United States, but with a significant emphasis placed on global dimensions of the functional areas of business and accountancy. Statistical information on businesses, industries, and geographic areas are collected according to student and faculty study and research needs.

VII. Time Periods (Subject Approach)

Primary emphasis will be placed on information and research on the current state of business and accountancy. Information of a historical nature will be collected to a lesser extent.

VIII. Dates of Publication

Preference will be given to current or new publications. Retrospective collection will supplement the acquisition process as needs dictate and budgetary constraints allow.

IX. Subject Area and Level of Collecting Intensity

HB ECONOMIC THEORY, DEMOGRAPHY

- 135-145 Mathematical economics. Quantitative methods 3
- 201-206 Value, Utility 3
- 221-236 Price 3
- 238-251 Competition, Production, Wealth 3
- 501 Capital, Capitalism 3
- 522-715 Income, Factor Shares 3
- 531-551 Interest 3
- 601 Profit 3
- 615 Entrepreneurship 3
- Risk and Uncertainty 3
- 701-715 Property 3
- 801-843 Consumption, Demand 3
- 846-846.8 Welfare Theory 3
- 848-3697 Demography, Vital Events 3
- 3711-3840 Business Cycles, Economic Fluctuations 3
- 1361-1395 Real Estate Business 3
- 1401-2210 Agriculture 3*
- 1428-1431 International Cooperation 3
- 1470-1476 Size of Farms 3
- 1478 Sharecropping 3
- 1483-1486 Agricultural Associations, Societies, etc. 3
- 1491-1491.5 Cooperative Agriculture 3
- 1492-1492.5 Collective Farms 3
- 1493 Government Owned and Operated Farms, State Farms, Sovkhozes 3
- 1501-1542 Agricultural Classes 3
- 1549 Gleaning 3
- 1580 Melioration and Reclamation of Agricultural Land 3
- 1635-1702 Utilization and Culture of Special Classes of Lands 3
- 1711-1741 Irrigation 3
- 2321-4730.9 Industry 3*
- 2329 Industrialization 3
- 2330 Rural Industry 3
- 2331-2336 House Industry 3
- 2337-2339 Sweating System 3
- 2340.8-2346.5 Small and Medium Industry, Artisans, Handicrafts, Trades 3
- 2350.8-2356 Large Industry 3
- 2365-2385 Contracting, Letting of Contracts 3
- 2421-2429 Trade and Industrial Associations 3
- 2709-2930.7 Corporations, Cartels, Trusts 3
- 2951-3575 Industrial Cooperation, Mutuality 3
- 3611-4730.9 The State and Industrial Organization 3
- 4801-8943 Labor 3*
- 4861-4895 Labor Systems 3
- 4906-5100.7 Wages 3
- 5106-5267 Hours 3
- 5306-5474 Labor Disputes, Strikes, Lockouts 3
- 5481-5630.7 Arbitration and Conciliation 3
- 5650-5660 Employees' Representation in Management,

Shop Councils, employee Ownership 3
5701-6000.7 Labor Market, Labor Supply and Demand 3
6050-6305 Classes of Labor 3
6350-6940.7 Trade Unions, Labor Unions, Workingmen's Associations 3
6941-6948 Employers' Associations 3
6951-6957 Industrial Sociology, Social Conditions of Labor 3
6958.5-6976 Industrial Relations 3
6977-7080 Wages and Cost of Living, Standard of Living 3
7088-7250.7 Social Insurance, Social Security, Pension 3
7255-7256 Rehabilitation of the Disabled 3
7260-7780.8 Industrial Hygiene, Welfare Work, Housing 3
7795-8027 Labor and the State, State Labor 3
8031 Labor in Politics 3
8038 Professions (General) 3

TS155 Assembly line Balancing 3
TS155 Process Planning 3
TS156 Just-in-time including purchasing and manufacturing 3
TS156 Quality Management 3
TS157.5 Master Scheduling 3
TS157.5 Production planning 3
TS157.5 Production Scheduling 3
TS158 or T56-58 Project Management including PERT and CPM 3
TS160 or HD40 Inventory Management 3
TS161 Materials Management 3
TS193 Group Technology 4
TS195 198.8 Packaging 3

HC ECONOMIC HISTORY AND CONDITIONS

10-60 Economic History 3
79 Special Topics, A-Z 3
92 Economic Geography of the Oceans (General) 3
94-1085 By Region or Country 3

HD ECONOMIC HISTORY AND CONDITIONS

28-88 *Organization of Production Industrial management*
30.2-30.29 or T58.6-58.64 Decision Support Systems 4
30.3-30.36 Communication in Management 3
30.4 Study and Teaching 3
30.5-38.15 History, General Works, Handbooks 3
39-40.7 Capital, Capital Investments (Industrial Procurement, Equipment) 3
41 Competition and Cooperation, Regulation and Restrict of Output 3
42 Conflict Management 3
45-45.2 Control of Industry, Technological Innovations, Automations 3
47-47.4 Cost (Break-even, Control, Effectiveness) 3
49-49.5 Crisis Management (Overproduction, Inflation) 3
50-50.5 Delegation of Authority, Decentralization 3
51 Division of Labor 3
56-57.5 Industrial productivity 3
57.7 Leadership 4
58 or T56 or TS155 Facilities Location, Facilities Layout, Location of industry 3

58.4-58.6 Management committees, Matrix Organization, Negotiation 3
58.7-58.95 Organizational Behavior, Change and Effectiveness, Corporate Culture 4
59-59.6 or HM263 Public Relations, Industrial Publicity 3
60-60.5 Social Responsibilities. Corporate and social policies 3
61 Risk in Industry 3 62 or T59-59.2 Simplification. Standardization. Waste 3
62.2-62.8 Management of special enterprises 3
66 Work Groups. Team work in industry 4
69 Other, A-Z (Brand name products) 3
72-88 Economic Growth, Development, Planning 3
101-1395.5 Land Use 3
101-156 Theory, General Works, History 3
166-1130 by Region or Country 3
1241-1339 Land Tenure Policy 3
1259-1265 Eminent Domain, Expropriation, State Domain 3
1286-1289 Communal Ownership 3
1290-1291 Municipal Ownership 3
1301-1313 Nationalization (Agrarian Socialism) 3
1326-1329 Large Holding 3
1330-1331 Landlord and Peasant 3
1332-1333.5 Land Reform, Agrarian Reform 3
1334-1335 Consolidation of Land Holdings 3
1336-1339 Small Holdings, Peasant Proprietors, Parcellation 3
8039 Labor: by Industry or Trade, A-Z 3
8045-8942.5 By Region or Country 3
9000-9999 Special Industries and Trades 3
9000-9495 Agricultural and Other Plant and Animal Products 3
9502-9502.5 Energy Industries (General), Energy Policy 3
9506-9624 Mineral and Metal Industries 3
9650-9663 Chemistry Industries 3
9665-9675 Drugs 3
9680-9714 Mechanical Industries 3
9715-9717.5 Construction Industry and Materials 3
9720-9975 Manufacturing Industries 3
9980-9990 Services Industries (including marketing) 3
9992-9999 Miscellaneous Industries and Trades, A-Z 3

HE TRANSPORTATION 3

199-199.5 Freight (General) 3
199.9 Passenger Traffic (General) 3
305-311 Urban Transportation 3
323-328 Geography, Trade Routes 3
331-380 Traffic Engineering, Roads and Highways, Streets 3
380.8-971 Water Transportation 3
1001-5600 Railways, Rapid Transit Systems 3 5
601-5720 Automotive Transportation 3
5746-5749 Stage Lines 3
5751-5870 Ferries 3 5
880-5990 Express Service 3
6000-7496 Postal Service, Stamps, Philately (Stamp Collecting) 3
7511-7549 Pneumatic Service 3
7601-8700.9 Telecommunication Industry, Telegraph 4
8701-9680.7 Telephone Industry 4
9713-9715 Cellular Communications 4
9719-9721 Artificial Satellite Telecommunications 4
9751-9756 Messenger Service 3

9761-9900 Air Transportation 3

HF COMMERCE

294-499 General Works and History 3

1001-1007 Dictionaries and Encyclopedias 3

1014 Balance of Trade 3 1019 Barter 3

1021-1027 Commercial Geography, Economic Geography 3

1040-1054 Commodities, Commercial Products 3

1101-1186 Commercial Education 3

1351-1647 International Economic Relations

1352-1359 Congresses, General Works 3

1371-1379 International Trade 4

1410-1414.3 Foreign Commercial Policy, Economic Sanctions, Countertrade 3

1414.4-1417 Exports including International Marketing 4

1419-1420 Imports 3

1421-1425 Trade adjustment assistance, Dumping, 3

1428-1430.5 Foreign Licensing Agreements, Non Tariff Trade Barriers, Subsidies 3

1451-1647 by region or country 3

1701-2701 Tariff Policy 3

3000-4055 By Region or Country 3

5001-6182 Business

5001-5007 Periodicals, Yearbooks, Collected works 3

5011-5330 Dictionaries, Directories 3

5341-5371 History, General Works, Handbooks, Forms 3

5381-5386 Vocational Guidance, Career Development 3

5387 Business Ethics including marketing ethics 4

5410-5417.5 Marketing, Distribution of Products 4

5415 General Works 3

5415.1-5415.122 by region or country 3

5145.1263 Direct Marketing 4

5415.127 Market Segmentation 4

5415.129 Marketing Channels 4

5415.15-5415.153 Product planning and Development 4

5415.6-5415.9 Distribution 4

5416.5-5417.5 Pricing 4

5419-5422 Wholesale Trade 3

5428-5429.6 Retail Trade 4

5429.7-5430.6 Shopping Centers 3

5437-5444 Buying, Selling, Sales Personnel, Sales Executives 4

5438.3 Sales Promotion 4

5438.4 Personal Selling 4

5438.5 Sales Management 4

5446-5459 Canvassing, Peddling 3

5460-5469.5 Department Stores, Mail Order Business 4

5469.7-5481 Markets, Fairs 3

5482-5482.4 Secondhand Trade 3

5482.6-5482.65 Black Market 3

5484-5495 Warehousing and Storage 3

5520-5541 Equipment 3

5546-5548.6 Office Organization and Management 4

5548.8-5548.85 Industrial Psychology 4

5549-5549.5 Personnel Management. Employment management 4

5601-5689 Accounting

5601-5604 General Works 4

5605-5616 History of Accounting 4

5626-5627 Standards 4
5630 Accounting Education 4
5631-5655 Financial Accounting and Reporting: U.S. and International 4
5657.4 Managerial Accounting 4
5667-5668 Auditing: U.S. and International 4
5669-5677 Installation of Accounts, Special Forms 4
5679 Accounting Information Systems 4
5680-5686 Accounts and books 3
5680-5681 special 3
5686 by business or activity 4
5691-5716 Business Mathematics, Commercial Mathematics 4
5717-5746 Business Communication 4 (including report writing, correspondence, filing, indexing, etc.)
5761-5780 Shipping of Merchandise, etc, Delivery of Goods 3
5801-6182 Advertising 4

HG FINANCE

178 Liquidity 3
179 Personal Finance 3
201-1496 Money
261-312 Precious metals. Bullion 3
315 Small coins 3
321-329 Mints. Assaying 3
335-341 Counterfeiting 3
348-353.5 Paper Money 3
361-363 Legal-tender power 3
381-395 International currency 4
401-421 International bimetalism 3
451-1496 By region or Country 3

1501-3550 Banking
1621-1638 Rate of Interest. Interest tables 3
1641-1643 Loans. Bank credit 3
1651-1654 Discount 3
1655 Acceptances 3
1656 Reserves. Liquidity 3
1660 Accounts and deposits 3
1662 Insurance of deposits 3
1685-1705 Drafts. Checks 3
1706-1708 Accounting. Bookkeeping 3
1709 Electronic data processing 3
1710 Electronic funds transfers 4
1722 Mergers 3
1723 Bank Stocks. Banking as an investment 3
1725-1778 Banks and the State. State supervision of Banks 3
1811-2351 Special Classes of banks and financial institutions 3
2401-3550 By Region or Country 3
3691-3769 Credit (credit institutions, credit instruments consumer credit, bankruptcy) 3
3810-4000 Foreign Exchange international finance, international monetary system 4
4001-4280.7 Finance Management. Business Finance. Corporation Finance 4
4501-5993 Investment, Capital formation, Speculation
4530 Investment companies 4
4538 Foreign investments 4
4551-4598 Stock exchange 4
4621 Stock brokerage. Investment Advisors 4
4701-4751 Securities 4

4950-5993 By region or country 3
6001-6051 Speculation 3
6105-6270.9 Lotteries 3
7920-7933 Thrift and saving 3
4301-4480.9 Trust services. Trust companies 3
8011-9999 Insurance 4

HJ PUBLIC FINANCE

9-99.6 Documents, by Country 3 101-209 General Works 3 210-1620 History and Conditions 3 2005-2216 Income and Expenditure, the Budget 3
2240-3192.7 Revenue. Taxation
2240-2218 History and Treaties 3
2321-2323 Incidence, Shifting, Distribution, Equality 3
2326-2327 Progressive, Proportional Taxation 3
2336-2337 Exemption 3
2338 Taxation of Government Property 3
2341-2343 Double Taxation 3
2347-2348 Taxation of Aliens, Nonresident, etc. 3
2348.5-2348.7 Tax Evasion 4
2350 Administrative Fees 3
2351 Inflation and Taxation 3
2351.4 Tax Revenue Estimating 3
2351.7 Taxation in Developing Countries 3
2352-2383 Special Theories 3
2385-3192.7 By Region or Country or State 3
3231-5957 Taxation, Administration and Procedure
3231-3245 Collected and General Works (including collection of taxes) 3
3251-3696 by region, country or state 3
3801-3844 Income from Sources other than Taxation investment of public funds 3
3851-4056.7 Direct Taxes (General)
3851-3863 Theory, History, General Works 3
3871-4056.7 by region or country 3
4101-4939 Direct Taxes (Special)
4101-4130 Property Taxes 3
4120-4130 by region or country 3
4132-4133 Capital Levy 3
4151-4460 Land Tax, Real Estate Tax 3
4181-4460 by region or country 3
4581-4598 Personal Property 3
4621-4684 Income Tax
4621-4629 Theory, History, General Works 4
4631-4637 Investments, Government Bonds Foreign, Inflation 4
4638 Corporate 4
4639 Other including salaries and wages 4
4651-4655 by region or country United States 3
4653-4655 Special topics 3
4661-4824 by region or country International 4
4911-4930 Capitation Poll Tax by region or country 3
5001-5225 Indirect Taxes (General)
5018-5021 Internal Revenue Service Practice and Procedures 3
5250 Indirect Taxes (Special)
5301-5508 Fees, Licenses, Stamp Tax 3
5521-5957 Other Special Forms 3
6603-7390 Customs Administration 3 7451-7980 Expenditure 3
8003-8899 Public Credit, Debts, Loans
8003-8025 History and General Works 3

8030-8033 Public Debts in Relation to State Policy, Welfare, etc. 3
8034 Public Debts and the Rights of Creditors 3
8036-8039 Public Debts in Relation to Specific Interests 3
8041 Increase 3 8043-8045 Colonial Debts 3
8046-8049 Creation of Debt, Borrowing, Forms of Loans 3 8052 Funding System, Sinking Funds, Amortization 3
8055 Reduction, Conversion, Liquidation 3
8061-8079 Insolvency, Repudiation, Partition, Allotment, Floating Debts 3
8083-8086 Foreign Loans 3
8101-8899 By Region or Country 3
8903-8963 Claims 3
9011-9695 Local Finance 3
9701-9995 Public Accounting 4

Other ranges that apply to Business and Accountancy:

KF Business Law 3
KF1614-1617 Government Regulation of Marketing 3
KF Taxes 3
QA76.76 Expert Systems 3
QA76.6 Systems analysis and Design 3
T58.5-58.64 Information Technology 3
T58.6 End-user Computing 3
T58.6 Executive information Systems 3
T58.6 Information Resource Management 3
T58.6 Strategic Information Systems 3
T201-342 Branding and Trademarking 3
TS 155-194 Production Management 3

X. Deselecting Library Materials

The continuous review of library materials is important as a means of maintaining an active library collection. Materials will be withdrawn from the collection in accordance with the Deselection policy.

Mary G. Scanlon and Bob Hebert, Library Liaison, January, 2015.