

# Business informatics, systems and accounting

## Collecting policy

### User profile

This collection statement covers provision for Business Informatics, Systems and Accounting (BISA) in the Henley Business School. BISA is one of six academic areas within Henley Business School, the other areas are: Leadership, Organizations and Behaviour (LOB); Marketing and Reputation (MR); and International Business and Strategy (IBS); Real Estate and Planning; and ICMA Centre (Finance). The Henley Business School has a presence on two campuses - Whiteknights and Greenlands.

The collections serve all staff and students based at Whiteknights; students taking MBA courses and executive courses based at Greenlands campus may occasionally use the collections at Whiteknights.

There is some cross-over with the other academic areas in the Business School and some of the other University departments: Systems engineering buys books on e-business (658.8018), and systems (003); Construction management and engineering buys books on project management (658.404) and management in the construction industry (658.99); The Institute of Education also makes purchases relating to management.

External users: the management collection is not heavily used by external users. Students from Thames Valley University, the Open University and the College of Estate Management make use of material on a reference basis. Some electronic resources are available to external visitors on a 'walk-in' basis.

## Research

Research themes include:

- Pervasive Informatics
- Social Informatics
- Health Informatics
- Business Informatics
- Governance, Accountability and Responsible Investment
- Corporate disclosures

- International Financial Reporting Standard

Current research interests include:

- IT for strategic management
- enterprise information systems
- financial modelling and prognostics
- bio-computing
- construction management
- intelligent buildings
- pervasive intelligent spaces
- Corporate governance
- Social, Environmental and governance disclosures
- Financial standard and reporting

BISA has two research centres: Informatics Research Centre and **Centre for Governance, Accountability and Responsible Investment (GARI)**.

## Dimensions of teaching and learning

The School runs a number of BAs and BScs in accounting, finance and business; MScs in information management and accounting; an MRes in informatics; and has a growing PhD programme in Informatics, Information management and accounting. BISA also runs some tailored commercial Masters courses for specific companies which are based at Greenlands campus.

## Current holdings

Some of the main sections of interest are 657 Accounting, 658.565 Quality management, and 006.312 Data mining. For more details see the Management *Finding your way* guide.

Material for teaching and current research projects are held on open access. A number of lesser-used, research level items are housed in closed access or in our Off-site store.

### **Books, e-books and government documents**

Amongst the monograph volumes are discussion paper and working paper series, although in general these are held in the Academic Resource Centre (ARC) in the Henley Business School building.

There are a number of e-book collections that contain titles relevant to BISA. These offer alternative or additional electronic access to monographs. Key collections are BizEd Premier and MyiLibrary. Business Source Complete contains nearly 1000 e-books. Increasing numbers of e-books are being purchased.

The Parliamentary Papers collection, held in the Library's Off-site store, includes material of interest to the School e.g. reports from the Competition Commission, the Department for

Business, Enterprise and Regulatory Reform, and the Treasury. It also includes annual reports of government departments and quangos, as well as public expenditure details. Most of these papers can now be found online, thus reducing the need for access to paper copies.

The European Documentation Centre includes not only the Official Journal (now online), but also periodicals and statistics. Books donated by the European Commission are in the main collections.

### **Periodicals and e-journals**

BISA subscribes to a number of relevant periodicals, a few of which are shared with the other Henley Business School Academic areas.

The management and business journal collections are boosted by subscriptions to online full text resources. A subscription to Business Source Complete, which is partly funded by the Henley Business School, enables access to nearly 2000 peer-reviewed journals. This database also provides access to company and country reports. The Business School subscribes to an Emerald full-text package and also contributes to ScienceDirect which contains several management e-journal titles, as well as informatics and computer science. The new Wiley and Sage ejournal packages also have many relevant titles. AIS elibrary is a recent acquisition which specializes in informatics journals and conference proceedings. The Henley Business School as a whole, finds e-journals preferable.

Full texts of many UK newspapers are accessible via LexisLibrary database and ProQuest Newsstand. LexisLibrary and Westlaw, provide the full text of law journals and case reports.

### **Reference/bibliographic**

The main printed reference materials relevant to business, management, computing and systems are in the 2nd Floor Reference section of the Library. There are specialist encyclopedias, dictionaries, research handbooks, company directories and biographical dictionaries. The electronic reference resources, Oxford Reference Online and Credo Reference, have many resources relevant to business including business dictionaries.

As well as the full-text databases there are bibliographic databases such as International Bibliography of the Social Sciences and the Social Sciences Citation Index.

Indexes to government publications and indexes to official statistics are also available in the reference section on the 4th floor. British government publications are indexed online on the government websites and via UKOP (United Kingdom Official Publications).

### **Related special collections**

The Overstone Library comprises about 8,000 printed volumes, broadly humanities and social sciences in scope. It was collected by John Ramsey McCulloch (1789-1864), the political economist, and Samuel Jones Loyd, Baron Overstone (1796-1883), the banker.

## **Strengths and exclusions**

There is a strong accountancy collection. Recent areas of acquisitions include data mining, organizational operation systems and supply chain management. Informatics is a growing area.

The journal holdings have been much improved by the online journal collections. The collection mainly concentrates on the following geographical areas: UK; EU; Asia, principally central Asian republics, China and the Pacific area. The University has opened a campus in Malaysia, therefore some future research may have a focus in this area.

Books below undergraduate level such as popular management books are not normally acquired.

Some of the print reference collection is becoming out of date and is gradually being withdrawn as appropriate; use has declined as more resources are available electronically.

## Collecting level

The aim of the Library is to ensure that all books on a reading list are collected, unless otherwise indicated. Most of the book budget is spent on books which are either basic textbooks or recommended reading on a reading list. There are many multiple copies, and use is made of the Course Collection to ensure textbooks are as accessible as possible. There is a wide range of materials – books, journal articles, statistics, newspapers, government publications - supporting undergraduate and taught postgraduate dissertations.

A small number of books are bought to support research. Staff and research students rely heavily on the e-journal collections. Research students and staff are likely to use other libraries or can use Inter-library loans.

## Alternative access

### **Inter-library loans**

Staff and students do make use of the inter-library loans service. It is mainly staff and research postgraduate students who use this service. Staff and research postgraduates order Inter-library loans online, via the Library catalogue. Undergraduates and taught postgraduates continue to use a printed form which can be counter-signed by a tutor or supervisor.

### **Other information sources in the University**

The ARC at Whiteknights has photocopies of articles and other material from lecturers to support teaching. Working papers and reference copies of core textbooks are held.

The ARC at Greenlands is primarily for MBA and executive course students based at this campus. The library holds a collection of print and electronic resources including books, journals, market research reports, working papers and dissertations. Items in the Greenlands ARC can be borrowed. It also holds the Urwick archive – the papers of Lyndall Fownes Urwick (1891 – 1983), an influential management thinker.

### **Use of other libraries**

The Business Information Service at the British Library holds one of the most comprehensive collections of business information in the UK.

The London Business School Library can be a useful resource, although much of its collection is available electronically only to members.

Professional libraries at the Chartered Management Institute or the Chartered Institute of Marketing are useful for researchers.

## Selection, acquisition and stock editing

See the General Collection Development Statement for general principles.

Any books which appear on reading lists are normally bought for the Library, unless prohibitively expensive. They will normally be ordered by the Library Representative, but can be ordered by the Liaison Librarian. The Liaison Librarian makes suggestions for other book purchases.

Only a small proportion of the books are non-English Language.

There are a large number of multiple copies of textbooks purchased. For first year courses often two or more core texts are recommended. Although students are expected to buy these, the Library has 8-10 copies of each text. Two copies are normally added to the Course Collection, two copies are standard loan and the rest are 7-day loans. E-book editions are purchased where possible.

The Liaison Librarian selects material to be considered for withdrawal or relegation. Old editions are automatically withdrawn, unless published within the last five years. Occasionally, a new edition does not include a chapter which was considered important; if a member of academic staff identifies this, the old edition is kept.

For duplicates, if usage does not justify keeping more than one copy (fewer than five loans per year) it is withdrawn.

Other books which haven't been loaned in the past 10 years will be considered for withdrawal.

*Policy written by Karen Drury and Ruth Ng, Management Liaison Librarians, June 2015*