

Leadership, organisations and behaviour

Collecting policy

User profile

This collection statement covers provision for Leadership, Organisations and Behaviour (LOB) in the Henley Business School (Faculty of Business). LOB is one of six academic areas within Henley Business School, the other areas are: Business informatics, systems and accounting (BISA); 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 collection serves 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.

The Institute of Education, and Construction Management and Engineering make purchases relating to management.

The Law School buys some material relating to antitrust and competition policy (338 and 341.134).

LOB has interests in social psychology and applied ethics and the Psychology department also makes purchases in these areas.

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

- Current research interests include:
- Ethics and morality in Business and Management
- Corporate responsibility
- Leadership
- Organizational culture
- Organizational sociology
- Organizational theory

- Inter-disciplinary theory
- Strategy
- Industrial districts/ clusters
- Entrepreneurship
- Social entrepreneurship
- Family firms
- Critical management studies
- Innovation

LOB has 5 research centres:

- Centre of HR Excellence
- Henley Centre for Engaging Leadership
- Centre for Social and Organisational Studies
- Henley Centre for Entrepreneurship
- Henley Forum for Organisational Learning and Knowledge Strategies

Dimensions of teaching and learning

There are a number of Undergraduate courses in international business and international management and administration.

Masters programmes directly related to Leadership, Organisations and Behaviour include MSc International Management and MSc Entrepreneurship and Management, as well as MSc International Business, MSc International Business and Finance, MSc International Human Resource Management, MSc Accounting and Financial Management, MSc International Management and Accounting and MA Leadership.

There is also a PhD programme and professional management courses.

The Greenlands campus at Henley offers MBA, executive programmes and DBAs. There is also a certificate or MSc in Coaching and Behavioural change based at Greenlands.

Current holdings

Most materials fall into the 658 section (management) and 330-339 (economics and finance). Particularly relevant are 658.406 Organizational change, 338.72 Entrepreneurship, and 174 Business ethics. 301.4 Social organizations and institutions is relevant to organizational theory. For more details see the Management finding your way guide.

Books, e-Books and government documents

The collection largely consists of textbooks for undergraduate modules. 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 LOB. These offer alternative or additional electronic access to monographs. Key collections are BizEd Premier and MyLibrary. 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 LOB 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

LOB 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. The new Wiley and Sage ejournal packages also have many relevant titles. 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 and management 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.

There is extensive company information available through subscriptions to Amadeus, Osiris, FAME and Zephyr, and also OneSource Global Business Browser which is paid for by HBS.

Indexes to government publications and indexes to official statistics are 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 collection of material on international management, international business enterprises, and entrepreneurship. Current holdings could be improved by further purchases in the area of organizational theory.

The journal holdings have been much improved by the online journal collections. There is particular interest in acquiring further inter-disciplinary journals in the areas of organizational behaviour and applied ethics.

The collection mainly concentrates on the following geographical areas: UK; EU; Asia, principally central Asian republics, China and the Pacific area. The University is opening 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.

Reading subscribes to many of the major business databases, which strengthen the collection.

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 and 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 Academic Resource Centre (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. It holds an extensive 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. For students studying management with a foreign language, there are business dictionaries, but only a few texts in French, German or Italian.

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.

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. Older research level material can be considered for relegation to the Off-site Store.

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