

**TODD WEHR MEMORIAL LIBRARY**  
**Viterbo University**  
**Collection Statement**  
**Dahl School of Business – Undergraduate Programs**

**GENERAL PURPOSE**

The Todd Wehr Memorial Library aims to support the curriculum of the Dahl School of Business, which prepares students to make a difference as an ethical and effective leader in organizations and society. Where possible, the Library supports faculty research and course development through acquisitions, interlibrary loan services, and electronic accessibility. The Library encourages use of the collection and electronic services through course-related instruction, orientations, reference services, workshops, and one-on-one interviews.

*Degree Programs*

All programs in the school are accredited by the Accreditation Council for Business Schools and Programs (ASBSP).

- Accounting - Equips learners with the knowledge, skills, and attitudes necessary to be effective in the accounting field.
- Business Education - Prepares professional teachers of business subjects for the middle and secondary school levels in cooperation with the School of Education.
- Computer Information Systems – Prepares students for roles in creating, using, and managing effective information systems using PCs, workstations and mini-computers with related software in heterogeneous networks that serve the information needs of any organization.
- Management - Prepares learners for entry-level management positions in a variety of fields and/or further study at graduate level. Focuses on providing students with broad knowledge of the practice of management, the workings of business and the economy, and the behavior of people.
- Marketing - Studies how products and services are developed, priced, promoted, distributed and sold
- Management Information Systems (adult accelerated program) – Focuses on developing information systems skills such as information security, data communications and networking, programming, database design, organizational behavior, and project management.
- Organizational Management (adult accelerated program) – Focuses on developing leadership and management skills such as organizational behavior, organizational communication, ethics and sustainability, and quality management.
- Sport Management and Leadership – Focuses on the intersection of sport and business, and ethical leadership in fields related to sport and leisure, event planning, recreation, fitness, sports information, rehabilitation, and resort management.

## SUBJECT AND LANGUAGE MODIFIERS

*Languages* – English is the major language of the collection

*Geographical Areas* - Although there is an emphasis on resources from and about North America, resources are not excluded on the basis of place of publication or population studied. There is a minor focus on China and developing economies.

*Subjects* - Subject focuses include organization behavior and management, business communication, sport and leisure management, marketing, accounting and finance, ethical leadership, sustainability, and legal issues in management and business.

*Chronological Periods* - The emphasis is on current resources for instruction and research, primarily in the last 10 years. Classics in the field will be maintained on a limited basis as determined by the library partner and School of Business faculty.

## COLLECTION LEVELS

Description of collection levels, using the CONSPECTUS model (the following descriptions can be omitted from the final policy statement).

<b>Subject</b>	<b>CONSPECTUS Level</b>
Accounting	Basic Information Level
Business Communication	Instructional Support Level
Ethical Leadership	Instructional Support Level
Finance	Basic Information Level
General management	Instructional Support Level
Legal Issues	Basic Information Level
Information Technology	Instructional Support Level
Management	Instructional Support Level
Marketing	Instructional Support Level
Organizational Behavior	Instructional Support Level
Sport Management	Instructional Support Level
Sustainability	Instructional Support Level

Level 0	Out of Scope	The library does not collect in this area.
Level 1	Minimal Level	A subject area in which few selections are made beyond very basic works.
Level 2	Basic Information Level	A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not

		sufficiently intensive to support any advanced undergraduate or graduate courses or independent study in the subject area involved
Level 3	Instructional Support Level	A collection that is adequate to support undergraduate and MOST graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate non-bibliographic data bases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
Level 4	Research Level	A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research.
Level 5	Comprehensive Level	A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is on that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

## DESCRIPTIONS OF MATERIALS COLLECTED

*Types of Materials Collected* – Periodicals, some Books on key subjects, collections of case studies, E-books, specific videos for classroom use.

*Electronic Information and Resources* – Robust full-text business database, company and financial information resources, basic legal resources.

*Types of Materials Excluded* – None specifically

*Interdisciplinary Factors* – Education and communication studies.

## COLLECTION REVIEW AND RETENTION

Most material will be retained no longer than 10 years, regardless of use or condition. Materials of historical significance, however, may be retained indefinitely. The collection will be reviewed periodically by library staff and faculty to ensure appropriate materials are weeded or maintained.

**TODD WEHR MEMORIAL LIBRARY**  
**Viterbo University**  
**Collection Statement**  
**Dahl School of Business – MBA Programs**

**GENERAL PURPOSE**

The Todd Wehr Memorial Library aims to support the curriculum of the Dahl School of Business, which develops an influential network of informed, ethical, and effective leaders who are committed to making a positive impact on organizations, the community, and the world.. Where possible, the Library supports faculty research and course development through acquisitions, interlibrary loan services, and electronic accessibility. The Library encourages use of the collection and electronic services through course-related instruction, orientations, reference services, workshops, and one-on-one interviews.

*Degree Programs*

The MBA program focuses on ethical and sustainable practices in business, strategic management, and general management and leadership. The program is accredited by the Accreditation Council for Business Schools and Programs (ASBSP).

**SUBJECT AND LANGUAGE MODIFIERS**

*Languages* – English is the major language of the collection

*Geographical Areas* - Although there is an emphasis on resources from and about North America, resources are not excluded on the basis of place of publication or population studied.

*Subjects* - Subject focuses include organization behavior and management, ethical leadership, sustainability, organizational strategy, and applied research.

*Chronological Periods* - The emphasis is on current resources for instruction and research, primarily in the last 10 years. Classics in the field will be maintained on a limited basis as determined by the library partner and School of Business faculty.

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<b>Subject</b>	<b>CONSPECTUS Level</b>
Corporate Social Responsibility	Research Level
Ethical Leadership	Research Level
Human Resource Issues	Instructional Support Level
Legal Issues	Instructional Support Level
Management	Instructional Support Level
Organizational Behavior	Research Level

Strategy	Instructional Support Level
Sustainability in Business	Research Level

Level 0	Out of Scope	The library does not collect in this area.
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