

# Subject Level Collection Statement: Information Management, Information Systems and E-Commerce

**Subject Librarian:** Philip Worthington

**Subject Librarian Contact Details:** [philip.worthington@vuw.ac.nz](mailto:philip.worthington@vuw.ac.nz)

**Academic Liaison:** Mary Tate

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## ***1. Purpose of the Statement***

The purpose of this statement is to provide a framework to guide collection development and management activities for Information Management, Information Systems and E-Commerce. The statement supports the teaching, learning and research activities in these subjects within the Faculty of Commerce.

This statement is developed in accordance with the principles outlined in the Collection Development and Management Policy.

## ***2. Description of the Academic Subject***

Information Systems was established as a separate group within the Faculty of Commerce and Administration in the early 1990s. The School of Communications and Information Management (SCIM) was established in 1998. In 2001 SCIM changes name to School of Information Management (SIM).

Prior to the 1990s there were papers that would have content in common with what we now recognise as Information Systems offered in the Computer Science department from the 1970s. Internationally, Information Systems started to be referred to as a discipline (then called MIS – Management Information Systems) in the 1970s. The first Conference on Information Systems (later renamed as the International Conference on Information Systems or ICIS) was held in 1980.

This statement covers these three subjects now taught and researched within the School of Information Management.

**Information Management** is concerned with the management of information systems and the ability to manage information services, technology, and systems in businesses, industries, governments, and not-for-profit organisations.

**Information Systems** is study of the intersection between organisations, technologies and people. It focuses on the use and application of information and communications technologies (ICTs) in government, business, society, and daily life, rather than the characteristics of computers themselves. This incorporates study of the role of the internet in business and public sector settings. This includes both improving business processes and personal productivity, and the creation of new business models and totally new ways of doing business.

**E-Commerce** studies the application of information technologies (especially the internet) to improve business processes and to create totally new ways of doing business.

Further information on the programmes can be found on the School of Information Management pages <http://www.victoria.ac.nz/sim/study/subjects/infosystems>

### **3. Focus of the Subject**

Information Management is taught at postgraduate level (Postgraduate Certificate and Diploma, Masters and PhD). The Master of Information Management (MIM) is a postgraduate managerial qualification concerned with the management of information systems. <http://www.victoria.ac.nz/sim/study/postgraduate/mim/overview>

Information Systems is taught at undergraduate, postgraduate, and post-experience levels. Information Systems is study of the intersection between organisations, technologies and people. Undergraduate courses offered <http://www.victoria.ac.nz/sim/study/courses>  
Postgraduate courses offered (BCom Honours, MCom, and PhD level)  
<http://www.victoria.ac.nz/vbs/study-careers/subjects/infosystems#postgraduate>  
Post-experience courses offered  
<http://www.victoria.ac.nz/vbs/study-careers/subjects/info#postgrad>

E-commerce is taught at undergraduate and postgraduate levels. E-commerce studies the application of information technologies (especially the internet) to improve business processes and to create totally new ways of doing business. Undergraduate courses offered (BCom) <http://www.victoria.ac.nz/sim/study/subjects/elcm#undergraduate>. Postgraduate courses offered (BCom Honours, MCom, and PhD level)  
<http://www.victoria.ac.nz/sim/study/subjects/elcm#postgraduate>

Research in the School is focused on the following four *Areas of Strategic Distinctiveness*

- Area 1 - IT, Strategy and Organisations
- Area 2 - Behaviour and Information Technology
- Area 3 - Knowledge Organisation and Knowledge Management
- Area 4 - Information Institutions, Behaviour and Resources

More information <http://www.victoria.ac.nz/sim/research/areas-of-strategic-distinctiveness>  
Staff research <http://www.victoria.ac.nz/sim/research/research-projects>  
Postgraduate student research <http://www.victoria.ac.nz/sim/research/research-students>

### **4. Overview of the Current Collection**

The Library holds considerable collections in Information Management and Information Systems, with new titles in these areas being actively collected. However material in these subjects dates rapidly and many titles may no longer be relevant to the programme. The Library will continue to collect in-depth in the School's teaching, research and study areas and will endeavour to purchase key older material if required. The majority of the collection is housed at the Kelburn Library or online, with some periodicals held off-site, and some high demand course material on Three Day Loan and Closed Reserve.

The Subject Guide lists the key databases <http://libguides.victoria.ac.nz/information-systems>

Ebooks are preferred by staff and students. The currency of material is very important in this subject, writing can commonly be out of date within 12 months. Leasing options for texts are therefore desirable - if available and suitable agreement can be obtained. It is also important that the latest editions are purchased for core reference works. Methodology books do not date as rapidly as books addressing current topics. Access to recently published conference papers is important as 1) this is a rapidly changing field where

access to emerging research is important; and 2) Information Systems has a well-established tradition of publishing high quality, peer reviewed conference papers.

[SpringerLink](#) is a significant and popular addition to the collection and has many titles relevant to Information Systems. [ScienceDirect](#) (Elsevier) and [Wiley Online Library](#) are additional sources of full text content.

Society publishers of conference papers, proceedings and journals such as the Association for Computer Machinery with its [ACM Digital Library](#) of are of crucial importance as they publish the latest research.

Interdisciplinary databases such as [Web of Science](#) and [Scopus](#) have extensive features useful for post-graduate students, researchers and advanced learners in science and technology.

The journal collection for these subjects is comprehensive, and supports the teaching and research needs of the programme in most cases. The great majority are available electronically (or in print and electronic) via a wide variety of electronic providers.

Two Lecture Notes series available from SpringerLink are significant resources:

- [Lecture Notes in Business Information Processing](#)
- [Lecture Notes in Computer Science](#)

The [SpringerLink 2015 frontfile for Computer Science](#) is also significant.

## 5. Collection Development Guidelines

Refer to [Section 4.3](#) in the CDMP

Collection levels are described and defined in [Section 4.5.2](#) of the CDMP

Academic staff recommend titles for the collection, especially in relation to their courses, speciality areas or where they are working across disciplines. The subject librarian also selects materials to support teaching and research, fill gaps and update editions. An ongoing programme of purchasing based on the callmark ranges below is in place. Either relevant subject collections of eBooks are purchased or records are added to the Library's discovery layer Te Waharoa for discovery by staff & students.

LC Callmark Range	Subject Area	Current Collection Level	Future Collecting Level
HD30.2	Electronic data processing. Information technology	Research	Research
HD30.213	Management information systems. Decision support systems  Including dashboards	Research	Research
HD69.B87	[Business analysts]	Basic	Basic
HF5548.125-.6	Data processing	Research	Research

	For works on data processing, communication systems, and information technology in management, see HD30.2 Including computer simulation		
HF5548.32-.33	Electronic commerce	Research	Research
QA76.76	Mathematics— Instruments and machines—Calculating machines—Electronic computers. Computer science—Computer software—Special topics, A-Z	Basic – course reserves only	Basic – course reserves only
QA76.9	Mathematics— Instruments and machines—Calculating machines—Electronic computers. Computer science—Other topics, A-Z	Basic – course reserves only  Eg Object-oriented methods QA76.9.O35	Basic – course reserves only
QA76.9.D26	Database design	Basic – course reserves only	Basic – course reserves only
T58.5	Technology (General)—Industrial engineering— Information technology. Information systems (General)—General works	Study	Study
T58.6	Management information systems— General works	Research	Research
T58.62	Technology (General)—Industrial engineering— Information technology. Information systems (General)— Management information systems— Decision support systems  This section specifically includes these aspects of Decision support systems:  <ul style="list-style-type: none"> <li>• Congresses</li> <li>• Software</li> </ul>	Study	Study

	<ul style="list-style-type: none"> <li>• Microsoft Visual Basic for applications</li> <li>• Multiple criteria decision making</li> <li>• Artificial intelligence-- Congresses</li> <li>• Management information systems--Data processing</li> </ul>		
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## 5.1 Languages Collected

English is the preferred language for new acquisitions; however no resource is excluded based on the criteria of language alone.

## 5.2 Geographical Areas Collected

Specific geographical areas are not a relevant consideration for these subjects.

## 5.3 Chronological Periods Collected

Not applicable.

## 5.4 Format Guidelines

Refer to Section [4.1\(e\)](#) and [4.3.2](#) of the CDMP.

EBooks are the preferred format.

Electronic journals with perpetual access rights are the preferred format. Print journals are only required if electronic access is unavailable.

Audio-visual material, resources and services are important for use in teaching. Streaming is the Library's preference for audiovisual material but DVDs and CDs may still be collected where necessary. VHS and audio cassettes are not collected. [E-TV](#) is a good example of a streaming service useful for teaching.

## 6. *Life-Cycle Management Guidelines*

Refer to [Section 4.4.1](#) of the CDMP.

Wherever possible, the potential life-cycle of new materials will be considered at the point of acquisition and accessible notes made as to any continuing historical or research value.

### 6.1 Preservation Guidelines

Refer to [Section 4.4.4](#) of the CDMP.

Recent VUW working papers are digitally-born, accessed and preserved in the [ResearchArchive](#).

Journals are not bound. Print books are repaired to extend their life. Any books which are beyond repair should be assessed for re-purchase, with eBook format preferred.

## 6.2 Relegation Statement

Refer to [Section 4.1\(b\)](#) of the CDMP.

### Books

All books held at the Commerce Library are only to be retained as part of a Course Reserve list. A small Reference collection will also be maintained in the Commerce Library, in accordance with the guidelines for book retention. Items not on Course Reserve will be returned to the Kelburn Library collection. This will be overseen by Client Services staff at the end of each trimester.

Current editions of text books on Course Reserve, and one edition previous, will also be retained to cover demand.

Commerce books will be considered for relegation to the Offsite collection subject to the following guidelines:

- Items not issued in the past five years
- Single copies of superseded textbooks older than one edition previous

### Journals

Print items in the Commerce journal collection are evaluated for relegation annually, or as necessary, according to the Library's [Guidelines for Evaluating Print Journals](#).

### Working Papers and Discussion Papers

All working and discussion papers will be treated as print journals, with the same relegation guidelines being applicable.

## 6.3 Deselection Statement

Refer to [Section 4.4.3](#) of the CDMP.

In all cases the Subject Librarian manages this process, consulting with and making recommendations to relevant academic staff where appropriate.

### Books

Print books will be reviewed for deselection according to the following criteria:

- Items in poor condition or duplicate copies
- Duplicate copies of superseded textbooks older than one edition previous
- Items where a subsequent electronic copy is acquired
- Items not requested from offsite storage within the last five years
- Items no longer supporting teaching or research needs (current or anticipated)
- Books in a language other than English, and not issued in the last five years.

## **Journals**

Print items in the Commerce journal collection are evaluated for deselection annually, or as necessary, according to the Library's [Guidelines for Evaluating Print Journals](#).

Print journals eligible for deselection may be sent to the CONZUL store if a copy is not already held there.

### **7. *Links to other relevant Subject Level Collection Statements***

- [Engineering and Computer Science](#)
- [Information Studies](#)
- [Management](#)
- [Marketing](#)
- [Psychology](#)