COLLECTION DEVELOPMENT POLICY STATEMENT

PUBLIC ADMINISTRATION

Date: October 2004
Collection Development Librarian: Shmuel Ben-Gad

I. PURPOSE/PROGRAM SUPPORT
The collection supports the public administration teaching and research within the School of Public Policy and Public Administration (SPPPA) of the Columbian College of Arts and Sciences. The SPPPA offers the Master of Public Administration (MPA) and the Ph.D. MPA fields of concentration include (but are not limited to): Budget and Public Finance; Federal Policy, Politics, and Management; Managing in Public Organizations; Managing State and Local Governments; and Policy Analysis and Program Evaluation. Relevant Ph.D. fields are: International Development Administration; Organizational, Social, and Political Theory; Public Budgeting and Finance; Program Evaluation and Measurement; and Urban Policy. There is no undergraduate major, though there is one course open to undergraduates, Managing Public Policy. There are fifteen professors and approximately 115 MPA and fifteen Ph.D. students.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)
The following offer degrees in public administration and their library collections reflect this: American University (Masters), George Mason University (Bachelors, Masters, Doctorate), Georgetown University (Masters), and the University of the District of Columbia (Associates, Bachelors, Masters). The first three have larger relevant collections than the University of the District of Columbia.

B. Other area resources
The libraries at the University of Maryland College Park support public administration Masters and Doctorate degree programs and the libraries of Howard University support a Masters degree program in public administration. Governmental libraries in the area have some, often specialized, relevant resources.

III. GENERAL COLLECTION GUIDELINES

A. Language
   English is the primary language. Works in other languages are acquired rarely.
B. Period of Coverage
   Mainly the twentieth and twenty-first centuries.

C. Dates of Publication
   Generally current publications are acquired, although retrospective buying is done upon request and for important works.

D. Geographical
   The emphasis is upon the United States but works on international development and non-governmental organizations as well as comparative works are also acquired. Less often, relevant works on other individual countries or multinational organizations (e.g., the European Union) are acquired.

E. Treatment of Subject
   Most material is scholarly or practitioner-oriented. Popular treatments are purchased selectively.

IV. DESCRIPTION OF MATERIALS AND FORMAT
   The monograph and government document collections are mostly paper with some microform. Serials are in those formats and also electronic. Videos are purchased upon request by faculty. Indexes are generally in electronic format.

V. SPECIAL CONSIDERATIONS
   The library collections in support of political science, public policy, and the international development studies concentration in the Elliott School of International Affairs are in part relevant to public administration. The same is true for the business collection, especially as it relates to non-profit management and public finance.

   Himmelfarb Health Sciences Library, which supports the department of Health Services Management and Leadership, has some relevant material.

VI. DUPLICATION/REFERRAL POLICY
   In general, duplicate copies of a title are not purchased, the operating principle being to purchase more titles rather than extra copies of individual titles. However, if demand warrants, e.g., reserve readings, duplicate copies are bought on a case by case basis. Additional copies of titles may be accepted as gifts.

VII. SELECTION METHODS
   A. Selection of new materials generally occurs through 5 sources:

      1. The approval plan through Blackwell’s Book Services is monitored on a regular basis to ensure the profile meets our needs. Any changes in the curriculum, as indicated through library impact statements, are examined against possible changes in the approval profile.
2. Firm orders are initiated by the collection development librarian. Journals in the field are scanned for relevant reviews. Firm order requests from faculty and students are reviewed and approved by the collection development librarian.

3. Standing orders, memberships and serial requests are initiated by the collection development librarian.

4. Gifts are accepted under the same guidelines as other acquisitions. They must fit the criteria spelled out in this collection development policy.

5. The library participates in the Federal Depository Library Program; collection development librarians review documents available through the U.S.G.P.O. for inclusion in the collection.

B. Deselection

The deselection process can be initiated by Gelman staff, by faculty, or by the collection development librarian. Final decisions on deselection are made by the collection development librarian. Items are checked for general condition, availability of newer or replacement editions, and the continuing value of the content.

VIII. LIBRARY OF CONGRESS CLASSIFICATION

General government administration is classed in JF, state government in JK, and local government in JS. Government administration for the United Kingdom and Latin America is in JL, Europe is in JN, and Asia, Africa, and Oceania is in JQ.