COLLECTION DEVELOPMENT POLICY STATEMENT

PUBLIC POLICY

Date: December 2004
Collection Development Librarian: David Ettinger

I. PURPOSE/PROGRAM SUPPORT

The Public Policy collection supports the curricular and research needs of the Master of Public Policy and Ph.D. program in public policy offered by the School of Public Policy and Public Administration. It currently has 24 full-time and 8 part-time faculty members. Areas of faculty research interests include economic policy, health policy, education policy, space policy, environmental policy, urban policy, communication policy, and social policy. 139 graduate students are enrolled in the program, which has been designated an area of academic excellence by the University.

As materials covered by public policy also serve the needs of graduate and undergraduate students in other programs and related disciplines, the Library attempts to achieve research level collections, regardless of duplication with other WRLC libraries.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

Researchers may draw upon the individual collections of the libraries within the Washington Research Library Consortium. Those of American, George Mason, and Georgetown Universities are particularly strong in the area of public policy.

B. Other area resources

The Washington area has an abundance of resources on public policy, including the collections of other libraries, research organizations, government agencies, and private institutions.

III. GENERAL COLLECTION GUIDELINES

A. Language
English is the primary and almost exclusive language of collection.

B. Period of Coverage

The post-World World II period is the primary time period covered, with emphasis on current issues and recent policy developments.

C. Dates of Publication

Although there are no chronological limitations, preference is given to recently published materials.

D. Geographical

The focus is on the United States, with works on other countries acquired selectively.

E. Treatment of Subject

Scholarly treatments constitute the mainstay of the collection with practitioner-oriented and topical popular works acquired on a case-by-case basis. Most works acquired address issues of national or global interest.

IV. DESCRIPTION OF MATERIALS AND FORMAT

The bulk of the collection consists of print materials including reference sources, circulating monographs, multi-author anthologies, monographic series, government documents, and current periodicals. Videos are considered for purchase upon faculty request contingent on intended repeated use. Bibliographic, full-text, and statistical electronic databases supporting research are also acquired.

V. SPECIAL CONSIDERATIONS

Inherently interdisciplinary, many of the collection needs of public policy overlap with those of other departments and programs, the collection development policies for which should be separately consulted. Inasmuch as the program in public policy is a University-designated area of academic excellence, additional available funding can be used to further support the specific research and curricular needs of faculty and fortify the existing general collection.

VI. DUPLICATION

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 five sources:

   1. The approval plan through Blackwell 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. Firm order requests from faculty and students are reviewed and approved by the collection development librarian.

   3. Standing orders, memberships, and serial title requests are initiated by the collection development librarian either independently or in consultation with faculty.

   4. Gifts are accepted under the same guidelines as other acquisitions. They meet the criteria outlined in this policy.

   5. The collection development librarian reviews for potential inclusion in the collection documents related to core issues of public policy as these documents become available through the U.S.G.P.O. Federal Depository Library Program, of which Gelman Library is a selective participant.

B. Deselection

The deselection process may be initiated by library staff, by the faculty, or by the collection development librarian. Final decisions on deselection will be made by the collection development librarian. Items considered for deselection will be checked for general condition, current availability, and continuing value of content.

VIII. LIBRARY OF CONGRESS CLASSIFICATION

As noted above, public policy is an inherently interdisciplinary subject. Accordingly, there is no single classification range under which works devoted to public policy fall. General works on public policy are classified in H. Subject specific works on public policy can be found under the classification range of their parent discipline (e.g., L for education policy, R for health policy).