
Libraries' Documents

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Collection Development Policy, Public Administration

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COLLECTION DEVELOPMENT STATEMENT

School: Public Administration
Drafted by: Linda K. Colding
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COLLECTION PURPOSE:

The collection supports the instructional and research needs of undergraduate and graduate students as well as the research endeavors of the faculty. Users of the public administration collection include the students and faculty from the School of Public Administration as well as from additional departments including, but not limited to, the Public Affairs Ph.D. program, Political Science, Criminal Justice, Social Work, and Management. The broad application of public administration studies to other disciplines insures a wide use of the collection by those other than public administrators. The utilization of the Library's resources by the general public as well as by students and faculty of other state universities and local colleges merits some consideration but is definitely not a strong factor in collection decisions.

DEGREES AND CERTIFICATE PROGRAMS:

Doctoral

Programs: Public Affairs Ph.D. (Public Administration track)
Public Affairs Ph.D. (Public Administration MPA Dual degree)

Graduate

Programs: Master of Public Administration (MPA)
Master of Nonprofit Management (MNM)
Dual Masters MPA/MNM
Master of Science in Urban and Regional Planning (MSURP)
Master of Research Administration (MRA)

Certificate Programs:

Nonprofit Management
Public Administration
Urban and Regional Planning
Emergency Management and Homeland Security
Research Administration
Fundraising

Undergraduate

Programs: Bachelor of Arts in Public Administration
Bachelor of Science in Public Administration

Minors: Public Administration
Nonprofit Management
Nonprofit Management (Leads to the National Certification from the
Nonprofit Leadership Alliance)

Urban and Regional Planning
Emergency Management and Homeland Security

Certificate Programs:
Nonprofit Management

Programs offered by the School of Public Administration provides opportunities for students to prepare for employment or advance their careers as public administrators. The graduate programs are intended to produce graduates equipped with the public management skills and analytic techniques needed for successful careers in government, non-profit, and closely related business fields. The program appeals to professionals in government, public service, voluntary and non-profit agencies and other organizations concerned with the interaction between the public and private sectors. Students may engage in applied research and development through the Center for Public and Nonprofit Management. During the 2013 – 2014 academic year, 142 Master degrees were awarded.

The School of Public Administration also offers a Bachelors of Arts/Science. This program prepares students for careers in public service at the federal, state, regional, and local level. Areas of specialization include management and policy analysis, budgeting and finance, personnel, city management and planning. A unique feature of the program is the extensive number of internship opportunities in Central Florida that provide students with the hands-on experience they need to obtain full-time employment in the public sector. Ongoing relationships, primarily in local government, exist in the fields of planning, budgeting, finance and human resource administration. During the 2013 – 2014 academic year, 69 Bachelor degrees were awarded.

The majority of courses are offered by the School of Public Administration were held at the UCF Orlando campus and online. A few courses are available at the UCF Osceola campus.

COLLECTION DESCRIPTION:

The bulk of the public administration collection is housed in the John C. Hitt Library on the Orlando campus. However, some works are housed at the UCF Regional campuses.

Over the years, the library has reduced the number of print indexes. The majority of indexing resources are online, full-text databases including: ABI/Inform, Academic Search Premier, Business Search Premier, PAIS International, Worldwide Political Science Abstracts, and SAGE Premier.

Government publications contain primary data and policy information that are also important to the study of public administration. As a member of the Federal Depository Library Program, the UCF Libraries receive more than 94 percent of non-classified federal documents. The library also has access to the Naval Postgraduate School's Homeland Security Digital Library. In addition to federal government publications, as a depository for Florida state publications, issued Florida documents are received by the UCF Libraries.

GUIDELINES

Chronology:

Although no limits are placed according to dates, emphasis is placed on the 20th and 21st centuries. However, in support of public administration history and philosophy, other time periods are represented.

Language:

Although there are no limitations as to which languages the libraries collect, the bulk of resources obtained are in English.

Geographical:

No limit is placed on the geographic scope of materials.

Subject Treatment

All public administration subject matter is acceptable for the collection with an emphasis placed on those areas in which faculty and students at the University of Central Florida are actively engaged in research. These areas include, but are not limited to, local government, public management, public finance, nonprofit management, urban and regional planning, emergency management, homeland security and research administration.

Formats

The Libraries' collections currently consist of print and electronic books and journals, electronic databases, video and audio recordings, microform, photographs, archival materials, rare books and manuscripts, government publications, and dissertations and theses. Other formats will be added as they are developed and to the extent that they meet the various selection criteria.

Publication Dates

Emphasis is placed on current materials. Retrospective purchasing will be very selective.

COLLECTION MANAGEMENT ISSUES

Replacement

Any book lost or stolen, which appears on the Missing titles sheets distributed by the Circulation Department to the library liaison, will be considered for replacement. The title may be ordered directly from the Collection Development replacement budget fund at the discretion of the Head of Acquisitions and the Collection Development Librarian for Public Administration if the title is essential to the collection. Outdated or superseded editions will not be reordered unless there is a specific need.

Retention/Deselection

The decision to dispose of certain items takes into account such factors as past circulation, date of publication, nature of the material, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas.

Outdated, unused, and no longer reliable materials should be removed from the collection.

Deteriorated materials can be repaired, replaced or discarded.

Periodicals or electronic resources will be weeded when:

The libraries have only fragments of a title that do not justify the cost of filling out the run with an alternative format.

A title has not been subscribed to for more than ten years and its value is not apparent.

A title has not been currently subscribed to for at least five years and the related programs have been discontinued.

A title has been replaced by electronic access (or a different form of electronic access) and its retention is no longer necessary or advisable.

Out of print acquisition

Online access to out-of-print dealers now often makes location of these items relatively convenient. As with other acquisitions, out-of-print titles will be acquired if there is a clear need to have the specific item in the collection and the price is reasonable.

Preservation

The Collection Development Librarian will consult with the Special Collections Department on all matters relating to the care, repair, and safekeeping of all circulating library materials regardless of format type.

Preservation issues of importance to the Collection Development Librarian include:

- Collection maintenance of existing materials – rehousing, rebinding, repair, conservation, media transfer

- Deacidification projects - selected titles, whole collections, or partial collections

- Reformatting materials to microfilm or digital images

- Questions related to gifts-in-kind that may require preservation attention before materials are added to the collection