



Wichita State University Libraries

Collection Development Policies

Collection Development Policy Public Administration/Urban Affairs December 2004 Scott C. Goldy, Librarian, Social Sciences

A. Purpose of Collection

1. Program Information

This policy provides a basis for selection and acquisition of materials that support the graduate curriculum and research needs of the Hugo Wall School of Urban and Public Affairs. The Hugo Wall School is divided into three components: the Master's of Public Administration Program (MPA), the Center for Urban Studies, and the Kansas Public Finance Center. The collection was deemed adequate for the MPA program by the NASPAA (National Association of Schools of Public Affairs and Administration,) who in 2002 granted accreditation to the MPA program for the next seven years. The collection partially meets the needs of the faculty research and the two centers within the Hugo Wall School.

The Hugo Wall School supports a Master's in Public Administration (MPA) program that requires core competency in the following: public management, public finance, and public policy and their application to state and local governments. Areas of concentration for the degree include public management, public finance, and public policy and their application to state and local governments. There is a capstone class that all MPA students must complete.

The Hugo Wall offerings also a graduate certificate in Public Finance consisting of 12 hours of coursework and the

There are also three upper-division undergraduate elective courses offered by the school. Two are cross-listed and one is an *Issues and Perspectives* class.

Course subjects in the MPA program include: research methods, planning, comparative public administration, administrative theory and behavior, non-profit management, computer applications, state and local law, environmental law, economics, human resources, and budgeting and finances.

There are several cross-listed courses that are offered by the Hugo Wall School. The cross-listed departments are Criminal Justice, Ethnic Studies, Gerontology, Political Science, Economics, and History. Also, there are courses that are offered by other departments that will stand as meeting the pre-requisites for MPA classes.

The Center for Urban Studies and the Kansas Public Finance Center are staffed by Hugo Wall School Faculty and a professional research staff as well as graduate assistants. The purpose of the Center for Urban Studies is to conduct research, offer training and professional development, and provide technical assistance and consultation to elected officials, state and local public managers, community organizations and professional associations in Kansas. The purpose of the Kansas Public Finance Center is to develop and implement public strategies that promote economic vitality in Kansas; and advance the study and practice of public finance. Both of these services to the community require the substantial research materials to achieve their respective goals.

2. Collection Description

The Public Administration/Urban Affairs Collection is a wide-ranging collection that encompasses materials from many different topical areas including public administration, local government, planning, economics, land use, transportation, commerce, finance, community studies, criminology, social welfare, law, civil engineering, and public utilities.

3. Anticipated Trends

Given the reduction in materials funds in both 2000 and 2003 that reduced both the print serial and the monograph budget of the library as a whole, it is unlikely unless new outside resources are found that the budget for Public Administration will increase. Currently, new serial titles will only be considered if another title or combination of titles costing an equivalent amount are forfeited. Future cuts may further diminish the effectiveness of the collection.

Serials inflation is currently at 10% per year. This is also a contributing factor to the budgeting complications.

As a consolation, when made possible through electronic journal packages purchased by the University Libraries, some print cancellations may be available as an electronic journal. Links to these packages and titles will be made available on the University Libraries "E-Journal" webpage, and will be linked to in the WSU Libraries Online Catalog.

Due to the ever growing number of commuter and distance students at Wichita State University, there is a trend to meet the research needs of students by providing materials in an electronic (online) fashion. The most prominent of these materials being online journals, although electronic books are also available. The WSU Libraries use of a proxy server (E-Z Proxy) facilitates usage of these materials both on and off campus.

The future procurement of local (Wichita, KS) documents and materials will be handled between the bibliographer and the WSU Government Documents Librarian. Purchases will be made as documents become available and their presence is made known to the selectors.

B. Scope of Coverage

1. Chronological Emphasis by Content:

Materials covering all time periods will be considered although primary emphasis will be placed on materials from the late 20th (1990-) and 21st Century.

2. Geographic Emphasis:

Emphasis will be placed in the following order (greatest to least emphasis): Wichita, Kansas; Kansas; Surrounding States (Missouri, Oklahoma, Nebraska, Colorado); Rest of United States; Rest of World. The main geographic focus is the United States, although sources related non-U.S. locations are becoming more common as globalization has become a factor in local affairs, especially in the larger locales.

3. Formats and Materials Collected

The primary formats to be considered for purchase will be books (monographs) and journals.

Books will primarily be collected in a paper format. A small percentage of electronic books will be considered on a case by case basis to insure appropriateness to the collection. As electronic books are an emerging technology, not all titles will be available in this format. Electronic books will be made available to the off campus community via the WSU Libraries proxy server whenever possible.

Journals will be collected in both paper and electronic format, although a preference will be given to the electronic format when it is available and is cost effective. Electronic journals will be made available to the off campus community via the WSU Libraries proxy server whenever possible.

The most current format of audio/visual materials adopted by the library will be collected only under the strictest scrutiny due to the potentially high cost of these materials.

Electronic formats other than e-books and e-journals (CD-ROMS, programs on disk, etc.) will only be collected when they are included with a purchase of an approved format.

4. Formats and Materials Not Collected

Back issues of journals, outdated monograph editions, obsolete audio/visual formats, new audio/video formats not yet adopted by the library, electronic formats other than e-books and e-journals.

5. Publication/Imprint Dates

Emphasis will be placed on the most recent publications and current imprint dates.

6. Places of Publication

As Kansas and the United States are the primary geographic focuses of the collection, the publications will primarily emanate from within the United States. Although given the global nature of the subject area, all places of publication will be considered for the collection of the seminal works in the Public Administration/Urban Affairs field and to meet the teaching and research needs of the department.

7. Language:

English is the primary language of the collection. Foreign language materials will be considered when requested by a WSU faculty member.

C. Summary of Subjects Collected and Collecting Levels

(See Appendix A for collection levels and codes explanation, Appendix B for specific details regarding the collection.)

The collection levels displayed in Appendix B are indicative of the materials items added under the provisions of this collection development policy. Subject areas that contain materials primarily covered in another discipline's collection development policy may appear to be collected at a lower level than expected. (i.e., Criminology is collected at a very basic level under the cover of Public Administration, but the Criminal Justice collection will cover criminology at a much more complete collection level.)

D. Related Collection Evaluations

AVAILABLE IN COLLECTION DEVELOPMENT OFFICE,
ABLAH LIBRARY

E. Subjects Excluded

General legislative and executive papers
Political science (General)
Political theory
Colonies and colonization. Emigration and immigration. International migration
International law
International relations
Special types of environment
Including soil pollution, air pollution, noise pollution
Industrial and factory sanitation
Industrial and factory wastes
Rural and farm sanitary engineering
Social sciences (General)
Statistics (General)
Economic theory. Demography
Finance (General)

Socialism. Communism. Anarchism
Sociology (General)
Social history and conditions. Social problems. Social reform
The family. Marriage. Women
Societies: secret, benevolent, etc.
Low temperature sanitary engineering
Hazardous substances and their disposal

F. Related Collections and Cooperative Efforts

There are several subject disciplines that closely related to and overlap with the Public Administration/Urban Affairs collection. These subjects include: Political Science, Criminal Justice, Social Work, Gerontology, History, Economics, Ethnic Studies, Sociology, Law, and Women's Studies. Each of these areas has their own unique collection development policy.

The Government Document Depository also provides key documents in support of the discipline. Government Documents also has a unique collection development policy.

G. Related Collection Development Policies

Political Science
Criminal Justice
Social Work
Gerontology
History
Economics
Ethnic Studies
Sociology
Law
Women's Studies

H. Other Factors

Requests for materials will be considered in its relation and appropriateness to this collection development policy as well as the cost of the item.

Requests will be considered in the following priority:

1. Faculty Requests
2. Student Requests
3. Other user requests

Acceptance of gift materials will be based on their appropriateness to the collection.

**APPENDIX B
PUBLIC ADMINISTRATION/URBAN AFFAIRS COLLECTION LEVELS**

LC Call Number Range	Subject	CL (Existing)	GL (Desired)	
HC 94-1085	Economic History and Conditions by Region on County			9931
	Wichita	C1	B	
	Kansas	C1	B	872
	Other U.S. Counties, Regions, States	C2	C1	
	Other Countries	D	D	
HD 72-88	Economic Growth, Development, Planning	C1	C1	1083
HD 1290-1291	Land Tenure. Municipal Ownership	NC	E	0
HE 305-311	Urban Transportation	C1	C1	111
HF 294-343	Boards of Trade. Chambers of Commerce. Merchants Associations,	C1	C1	
HJ 9-9940	Public Finance	C1	C1	
HJ 9-99.8	Periodicals. Serials. By region or country	C1	C1	
HJ 2005-2016	Income and Expenditure. Budget	C1	C1	
HJ 2240-5908	Revenue. Taxation. Internal Revenue.	C1	C1	
HJ 8001-8899	Public Debts.	C1	C1	
HJ 9103-9695	Local Finance. Municipal Finance.	C1	C1	
HT 51-1595	Communities. Classes. Races.	C1	C1	
HT 51-65	Human Settlements. Communities.	C1	C1	
HT 101-395	Urban Groups. The City. Urban Sociology.	C1	C1	
HT 165.5-169.9	City Planning	C1	C1	
HT 170-178	Urban Renewal. Urban Redevelopment	C1	C1	
HT 201-221	City Population	C1	C1	
HT 321-325	The City as an Economic Factor. City Promotion	C1	C1	
HT 330-334	Metropolitan Areas	C1	C1	
HT 351-352	Suburban Cities and Towns	C1	C1	
HT 361-384	Urbanization. Cities and Towns	C1	C1	
HT 388	Regional Economics. Space in Economics	E	C2	
HT 390-395	Regional Planning	C2	C1	
HT 401-485	Rural. Groups. Rural Sociology.	C2	C1	
HV 6001-7220.5	Criminology	E	E	
HV 7231-9960	Criminal Justice Administration	E	E	
HV 7551-8280.7	Police. Detectives. Constibulary.	E	E	
JF 20-2112	Political Institutions and Public Administration	C1	C1	1462
JF 1338-2112	Public Administration	C1	C1	736
JK 1-9993	Public Institutions and Public Administration	C1	C1	
JK 1-9593	United States	C1	C1	
JK 401-1685	Government. Public Administration	C1	C1	
JK 2403-9593	State Government	C1	C1	
JL1-3899	Political Institutions and Public Administration	D	D	
JL1-500	Canada	C2	C2	
JL 599.5-839	West indies. Carribean Area.	E	E	

JL 1200-1299	Mexico.	C2	C2	
JL 1400-1679	Central America	E	E	
JL 1850-3899	South America	E	E	
JN 1-9689	Political Institutions and Public Administration (includes Europe and former Soviet Union)	D	D	
JN 1-97	Europe General	C2	C1	
JN 6500-6598	Soviet Union. Russia. Former Soviet Union.	C2	C1	
JN 6690-6699	Russia (Federation)	C2	C1	
JQ 1-6651	Political Institutions and Public Administration (includes Asia, Middle East, Africa, Australia)	D	D	
JQ 1-1849	Asia	C2	C1	
JQ 200-620	India	D	C2	
JQ 1070-1199	Central Asia. Including former republics of the Soviet Union.	D	C1	
JQ 1499-1749	East Asia. Including China, Japan, Korea	C2	C1	
JQ 1758-1852	Middle East	C2	C1	
JQ 1870-3981	Africa	D	C2	
JQ 3981.5- 3986.7	Atlantic Ocean Islands	D	C2	
JQ 3995-6651	Australia, New Zealand, Pacific Ocean Islands	D	C2	
JS 3-8500	Local government. Municipal government	C2	C2	1846
JS 55-67	History			14
JS141-271	Municipal government and local government other than municipal	E	E	42
JS 300-1583	United States	C1	C2	1506
JS 1701-1800	Canada	D	C1	
JS 1840-2058	West Indies. Caribbean Area	E	E	
JS 2101-2143	Mexico	E	E	
JS 2145-2219	Central America	E	E	
JS 2300-2778	South America	E	E	
JS 3000-6949.8	Europe	E	E	
JS 6950-7509	Asia	E	E	
JS 7510	Arab countries	E	E	
JS 7520	Islamic countries	E	E	
JS 7525-7819	Africa	E	E	
JS 7820-7827	Atlantic Ocean islands	E	E	
JS 7900-7906	Indian Ocean islands	E	E	
JS 8001-8490	Australia. New Zealand. Pacific Ocean islands	E	E	
KF	Law of the United States	C2/C1	C1	10015
KF1-9827	Federal Law. Common and Collective State Law	C2/C1	C1	8625
KFK	Kansas Law	C2/C1	C1	680
NA 9000-9428	Aesthetics of cities. City planning and beautifying	C2/C1	C1	348
TD159-168	Municipal engineering	C2	C1	28
TD201-500	Water supply for domestic and industrial purposes	C2	C1	508
TD511-780	Sewage collection and disposal systems. Sewerage	D	D	137
TD783-812.5	Municipal refuse. Solid wastes	D	D	245
TD813-870	Street cleaning. Litter and its removal	NC	E	1