



# VCU

Libraries

# Guidelines for Public Administration

---

## Table of Contents

1. Purpose
  2. General Collection Guidelines
    - A. Language
    - B. Chronology
    - C. Geography
    - D. Publication Date
    - E. Treatment of Subject
    - F. Types of Materials, Formats Collected
  3. Area Resources
  4. Related Subject Policy Statements
  5. Subjects and Collecting Levels
- 

### **1. Purpose.**

The collection in Public Administration supports teaching and research from the Master's degree through the Ph.D. level. There are three certificate programs. The Certificate in Public Management (CPM) is a program that enables practitioners to acquire additional knowledge and skills in public administration without pursuing a regular master's degree course of study. The CPM program requires managers to complete a sequence of management development and public service-oriented courses. The certificate in Nonprofit Management focused on learning to lead, govern and manage nonprofit organizations collaboratively, thoughtfully and ethically. Students can earn this 15-credit certificate separately or simultaneously with the M.P.A. The post-baccalaureate MSW/Nonprofit Management Certificate is a collaborative effort between the L. Douglas Wilder School of Government & Public Affairs and the School of Social Work.

The Master of Public Administration (M.P.A.) program equips students with skills in public management and policy analysis. Graduates pursue careers at nonprofits and federal, state, local governments as well as for-profit organizations that cooperate with the public sector. Students can tailor their M.P.A. coursework by choosing an optional concentration in human resources management, state and local government management, nonprofit management, financial



# VCU

## Libraries

management and public policy analysis and evaluation. The program is accredited by the National Association of Schools of Public Affairs and Administration.

The purpose of the Ph.D. Program in Public Policy and Administration is to prepare students for scholarly and leadership roles in government, universities, research organizations, and other settings where knowledge and research skills in public policy and administration are needed. The Ph.D. Program is committed to accomplishing this mission by creating an intellectually vibrant atmosphere for scholarship involving an active faculty from a broad spectrum of academic disciplines and substantial interaction with government agencies and community groups. The Ph.D. in Public Policy and Administration is a degree program of the University's Center for Public Policy. The Center was established to serve as the focus of the University's interdisciplinary efforts in teaching, research, and service related to public policy. The Center, as well as the doctoral program, is designed to involve faculty and academic units from across the university.

## **2. General Collection Guidelines.**

### **A. Language.**

English is the primary language of the collection.

### **B. Chronology.**

Emphasis is on contemporary trends and issues.

### **C. Geography.**

Emphasis is on the United States and includes international resources.

### **D. Publication Date.**

Primary emphasis is on current aspects of each area of public administration. Some retrospective purchasing takes place to fill in gaps and for replacement.

### **E. Treatment of Subject.**

Popular works and lower division textbooks are not acquired. Professional and scholarly works are acquired broadly.

### **F. Types of Materials and Formats.**

Periodicals and monographs are the principal format. Also included are indexes, abstracts, dictionaries, encyclopedias, handbooks, bibliographies, directories, loose-leaf services, conference proceedings, films and government documents.

## **3. Area Resources.**

There are no local resources in this area that impinge upon the collecting decisions.

## **4. Related Subject Policy Statements.**

See Business, Economics, Government Documents, and Urban Planning Policies.



**VCU**  
Libraries

## **5. Subjects and Collecting Levels.**

Resources on Public Administration relating to the areas of study in the department are collected at the research level (4). These areas cover Public Management and Policy, Nonprofit Management, Human Resource Management, Financial Management and Public Policy Analysis and Evaluation.