The Department of Government and International Affairs includes programs in International Studies, Political Science, and Public Administration. Its goal is to provide students the opportunity to study the nature of government, politics and administration at the local, national and international levels, as well as the interdisciplinary nature of the international system.

Towards that end it offers students a choice of two undergraduate degrees, one in International Studies and another in Political Science. The Department of Government and International Affairs provides students with a range of courses of study and areas of concentration, including electives offered through the Public Administration program.

Statement of Purpose and Library Needs:

The library collection supports the teaching and research needs of faculty and students of Public Administration. The Public Administration Program offers a multi-disciplinary course of study leading to the Master of Public Administration (MPA) degree. The MPA degree is primarily designed to prepare individuals for successful leadership roles and management careers in the public sector. Students enrolled in the MPA Program pursue careers in local, state, or federal agencies of government, non-profit organizations, and special service districts. Additionally, the MPA degree prepares individuals for further academic study leading to the Doctorate in Public Administration or the Ph.D. in public policy and administration, as well as in a variety of other disciplines.

The Program serves two types of students, 1) individuals currently employed in public service positions who may wish to pursue the MPA in order to broaden their educational backgrounds, prepare themselves for increased job responsibilities, or change career paths. Such in-service students currently make up the majority of the MPA student body, and 2) pre-service students who have recently completed a bachelor's degree and wish to use the master's degree to gain entry into a professional career track.

The library strives to develop and maintain a collection that satisfies the need for resources that support the curriculum in Public Administration, and that also meet the research and teaching needs of faculty and students. Current areas of faculty research interest include State & Local Government; Federalism/Intergovernmental Relations; Public Policy; Public Finance; Public Administration and Organization Behavior; Public Policy - Substantive Area (Public Personnel); American Government and Politics; Public Budgeting, Comparative Administration: the Middle East; Budgetary/Fiscal Policy; State Politics and Intergovernmental Relations; Public Administration and Public Policy; Health Care Policy; Public & Nonprofit Administration; Human Resources Management; Labor Relations; Performance Evaluation; Strategic Planning; Urban Government and Politics.

I. COLLECTION AREAS

A. Area: Public Administration

B. Classes and Levels

The collection is evaluated using the following codes:

3a: Basic study or instructional support level. Supports lower-division undergraduate courses.

3b: Intermediate study or instructional support level. Supports advanced undergraduate course work, but not master's degree programs.
3c: Advanced study or instructional support level. Supports master's degree-level programs.

<table>
<thead>
<tr>
<th>L.C. Class</th>
<th>Description</th>
<th>Current Collection</th>
<th>Collection Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>General Legislative &amp; executive papers</td>
<td>3c</td>
<td>3c</td>
</tr>
<tr>
<td>JA</td>
<td>Political Science (General)</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>JC</td>
<td>Political Theory</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>JF,JL,JN,JQ</td>
<td>Political institutions and public administration</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>JS</td>
<td>Local &amp; municipal government</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>K</td>
<td>Law</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>HD</td>
<td>Management, Agricultural Economics, Industry, Land use, Labor</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>HF</td>
<td>Industrial Psychology, Personnel Management, Employment Management, Business Accounting/Bookkeeping</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>HG</td>
<td>Business Finance, Financial Management, Investment</td>
<td>3c</td>
<td>3c</td>
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<td>HJ</td>
<td>Public Finance</td>
<td>3c</td>
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<tr>
<td>RA</td>
<td>Medicine and the state, Public Health</td>
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C. Scope of Coverage:

Chronological guidelines:

No restrictions. Materials dealing with all chronological periods and collected when relevant to user needs

Geographical guidelines:

There are no geographical limits governing the selection of materials in this discipline.

Publication data guidelines:

Current works are of primary importance. Retrospective publications will be purchased on a more selective basis.

Languages:

The primary language of acquisition is English. Works in other languages are generally not collected unless specifically requested. English translations of foreign language works will be collected.
D. Types of Materials Collected:

Treatment of subject:

The bulk of the collection is research or professional material. Advanced texts in Public Administration, biographies, and popular works are acquired selectively. Both scholarly and professional journals are acquired, as well as selected law reviews.

Format:

Print resources prevail, but electronic formats are becoming increasingly important. Some newspapers and reference works are available in electronic full text. Major metropolitan newspapers around the world and many professional publications in the field are available electronically in full text through aggregator databases, and electronic reproductions of scholarly journals are continually added to the USF Libraries Webpage. (Cancellation of a print subscription for which there is an electronic, full text equivalent is encouraged and will follow the guidelines set forth in the document Selection of Resources for the Virtual Library.) Audio-visual materials are acquired on a very selective basis.

II. ACQUISITIONS STRATEGY

Materials for Public Administration are selected by the collection development librarian assigned to the department, with priority given to faculty requests. The library maintains a well-established approval plan for most trade and professional presses of interest to the department, and can place orders for those publications not covered by the approval plan. Retrospective purchases are done at faculty request or to replace items lost through theft or damage. Since funding is very limited for new subscriptions, access to articles in journals that are not owned by the library is routinely handled through fee-based document delivery services and interlibrary loan. Articles may also be available electronically. The library encourages faculty to periodically review their journal subscriptions and to cancel titles that are no longer of interest or value. The library occasionally receives donations of journals and monographs from faculty and the community. When it is appropriate to do so, donated materials are added to the collection. The library is also a depository for U.S. government publications and receives material relevant to Public Administration from a variety of government agencies.

III. COLLECTION NOTES

Theses and dissertations from other institutions are generally not collected unless they are specifically requested by a faculty member. The library will obtain bound copies of USF master's theses, however, requirements have shifted to an electronic format for all theses and dissertations. Journal backfiles may be acquired where appropriate.

IV. RELATED COLLECTION DEVELOPMENT POLICIES

Additional policy statements of importance to Public Administration include Special Collections, Business, Geography, History, Law, Mass Communications, Management, Political Science, Public Health, and Sociology.

James Vastine

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