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# Guidelines for Public Administration

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## 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. Three post-baccalaureate certificates are offered:

- The Certificate in Public Management (CPM) is a program that enables practitioners to acquire additional knowledge and skills in public administration without pursuing a full master's degree. The CPM program requires managers to complete a sequence of management development and public service- oriented courses;
- The certificate in Nonprofit Management focuses 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 Master of Public Administration (M.P.A.);
- The Master of Social Work/Nonprofit Management Certificate is a collaborative effort between the L. Douglas Wilder School of Government & Public Affairs and the School of Social Work. The program allows students to earn a Master of Social Work (MSW) and Certificate in Nonprofit Management jointly instead of pursuing these separately at a higher cost.



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The 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 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.

## **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 replace missing items.

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

Professional and scholarly works are acquired broadly. Popular works and textbooks are generally not acquired.

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

Periodicals and monographs are the principal format. Also included are dictionaries, encyclopedias, handbooks, bibliographies, conference proceedings, streaming media 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, Political Science, and Urban Planning Policies.



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## **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.