

Subject Level Collection Statement: Public Policy, Public Management & E-Government

Subject Librarian: Philip Worthington

Subject Librarian Contact Details: philip.worthington@vuw.ac.nz

Academic Liaison: Graham Hassall

Reviewed: March 2015

Minor changes: 17 June 2015

1. Purpose of the Statement

The purpose of this statement is to provide a framework to guide collection development and management activities for Public Policy, Public Management and E-Government. The statement supports the teaching, learning and research activities in these subjects within the Faculty of Commerce.

This statement is developed in accordance with the principles outlined in the [Collection Development and Management Policy](#).

2. Description of the Academic Subject

The subject of “Public Administration” has been taught at Victoria since the late 1930s. Public Policy and Public Management are taught within the School of Government which was formed in July 2002, the first and still the only such school in New Zealand. Professional education degrees – the Master of Public Management (MPM), Master of Public Policy (MPP) and Master of e-Government (MEGov) - are the school’s flagship degrees. The MPP was first offered in 1975 and the MPM in 1997. The Master of E-Government (MEGov) is a new degree, first offered in 2014.

Based on its strength in public policy, Victoria won the contract for a Health Services Research Centre (HSRC) which was established in 1993.

Further information on the programmes can be found on the School of Government pages <http://www.victoria.ac.nz/sog/study/subjects>

3. Focus of the Subject

Public Policy focuses on what decisions governments must make on behalf of “the people”, and how they can best make these decisions. It is therefore interested in a wide variety of issues, from education and health, to economic development and environmental sustainability, just as it is interested in the methods used to arrive at fair decisions. It is interested, too, in governance issues, such as how governments raise their income, how they arrange their public administration, and how they inform the public about critical issues of the day. The quality of public consultations and the transparency of decision-making are also topics for study.

Public Management is designed for those aspiring to, or already in, management in the public and nongovernment sectors. Courses allow students to enhance their understanding of the theory and practice of public management, upgrade their personal skills and competencies as a manager and develop ways of improving practice in their organisations.

Governance and public sector reform, managing strategy and achieving results, managing budgets, finances and organisational capital, planning, service delivery, monitoring and evaluation, managing and leading people and achieving desired change are all covered.

E-government is about how to successfully manage transformational e-government initiatives, such as innovative technology-enabled forms of integrated public service provision and public engagement. The MEGov predominantly focuses on how to effectively manage transformational e-government initiatives, rather than on the technical aspects. These subjects are interdisciplinary in nature involving applied scholarship underpinned by research in a range of contributing disciplines. A developing area is the use ICT for development/E-government in developing countries.

Among the more prominent current and emerging themes are:

- Public service reform
- Foundations and instruments of government and governance, including engagement and the policy process and e-government
- Sustainability, resilience and wellbeing
- Improving effectiveness in selected policy domains (such as climate change, child poverty, and fiscal management) and across domains
- Political and management interactions and leadership; local, national, regional
- The health system and health services
- Methodologies to support informed decision making and policy innovation.

The School has significant collaborations elsewhere within the University - including law, political science and international relations, social policy, economics, information management, information systems, media studies, computer science, sociology and environmental studies. It is the only New Zealand university member of the [Australia and New Zealand School of Government](#) (ANZSOG). ANZSOG is a consortium of governments and universities which offers a Master of Public Administration (Executive) degree (MPA(Exec)) and an Executive Fellowship Programme (EFP).

The School also has close links with the central and line agencies of central government. It also works closely with the New Zealand Society of Local Government Managers (SOLGM), Local Government New Zealand (LGNZ) and with many councils throughout the country. In recent years, the School has also started forging relationships with community sector organisations belonging to groups like the Association of Non-Government Organisations of Aotearoa (ANGOA) and the New Zealand Council of Social Services (NZCOSS).

[Staff research](#)

[PG student research](#)

Specialist Research Centres

The following operate within the School:

- [Institute for Governance and Policy Studies](#)
- [Health Services Research Centre](#)
- [Chair in e-Government](#)
- Diana Unwin [Chair in Restorative Justice](#)

The [Emerging Issues Programme \(EIP\)](#) commenced in 2006 and continues to be a central feature of the work of the Institute for Governance and Policy Studies. The EIP involves specific policy oriented projects on emerging issues which are funded by Chief Executives from across the public sector. The [Pacific Islands Public Policy project](#) is of significance and

the School is also engaged in a multi-year contract to provide the Papua New Guinea Government with a Foreign Service Training Programme.

The School is also associated with a number of other Research Centres based at Victoria: the [Centre for Strategic Studies](#), [Roy McKenzie Centre for the Study of Families](#), and the [NZ Climate Change Research Institute](#). Close links are also maintained with the [New Zealand Institute of International Affairs](#) and the [Institute of Public Administration New Zealand](#).

4. Overview of the Current Collection

Public Policy, Public Management and E-Government are by their nature interdisciplinary subjects and draw on other subject collections such as Economics; Environmental Studies; Human Resource Management; Management; Law; Political science and International Relations and Social Policy.

The core print collection of books then is a relatively small one. Print books (at Kelburn) within the H classification show a concentration of titles from the 1970-80s era. Other classification areas also show a peak of activity in the early 1990s.

The print books collection held at the Commerce Library is limited to course reserves for courses taught at Pipitea campus and a small print reference collection. Some titles need duplicate copies to be held at Kelburn and Commerce to cover requests from distance students and use within other (related) courses. Strong PhD candidate numbers mean that books on research methodology and the PhD experience are in demand.

Online access is particularly important for the MPP/MPM students, many of whom are based outside Wellington; local students are often combining work and study.

In E-government, the journal collection, grey literature freely available on the web, the OECD iLibrary and resources such as the [E-Government Reference Library](#) are important. In terms of books there is a preference for handbook-type material.

Electronic Resources

The Library provides strong full text coverage of the relevant journal literature. Much public management material in particular may be found in grey literature freely available on the web.

Specialist databases

- [PAIS International](#)
- [Worldwide Political Science Abstracts](#)

Interdisciplinary databases

- [ABI/INFORM Global](#)
- [Academic OneFile](#)
- [Business Source Complete](#)
- [Factiva](#)
- [OECD iLibrary](#)
- [ProQuest Central](#)

NZ resources

- [Index New Zealand](#)
- [Inside Wellington](#)

- [Newztext](#)
- [Trans Tasman Political Alert](#) (Requires a password, please contact [Library Reference](#).)

5. Collection Development Guidelines

For general policy refer to [Section 4.3](#) in the CDMP.

Collecting levels are described in [Section 4.5.2](#) in the CDMP.

Other collections in areas such as economics, political science, health, law, management and education often cover the public policy/management context. Resources on social science research methodologies and the research process are needed.

- Public Policy is taught at undergraduate, postgraduate and professional Master's levels
- Public Management and e-Government are taught at the professional Master's level
- Public Administration is taught at a professional Executive Master's level, in conjunction with the Australia New Zealand School of Government (ANZSOG).

Key publishers are: Edward Elgar, Sage, Policy Press, Routledge, Westview, Palgrave Macmillan and Ashgate.

Academic staff recommend titles for the collection, especially in relation to their courses, speciality areas or where they are working across disciplines. The subject librarian also selects materials to support teaching and research, fill gaps and update editions.

LC Callmark Range	Subject Area	Current Collecting Level	Future Collecting Level
H61	Social sciences. Theory. Method. [Policy analysis]	Study	Study
H62-62.5	Social sciences (General)—Study and teaching. Research [Qualitative research]	Study	Study
H97	Public policy. Policy sciences.	Research	Research
H97.7	Policy networks	Research	Research
HC79.E5	Economic history & conditions. Environmental policy and economic development. Sustainable development Including environmental economics	Study	Study
HD75.6	Economic development – environmental aspects	Study	Study
HD82	Economic development – general works.	Study	Study
HD87-87.55	Public policy – economic policy	Research	Research
HD7250-7250.4	Social security – by country – including NZ	Study	Study

HJ2005	Public finance - Budget. Income & expenditure. General works.	Study	Study
HJ7461-7980	Expenditures, Public (Public/Government spending; Appropriations and expenditures)	Study	Study
HN930-930.5	[not listed in LC] [social policy / social security / welfare state]	Study	Study
JF1075 N5	Proportional representation (by region or country) –NZ Public administration	Study	Study
JF1338-JF2112	Political institutions and public administration (General)—Public administration—Study and teaching. Research	Research	Research
JF1525.A8	Automatic data processing. Electronic data processing. Including use of the Internet for the delivery of government services [Public admin]	Research	Research
JK468.A8	Automatic data processing. Electronic data processing. Including use of the Internet for the delivery of government services [Public admin, USA]	Research	Research
JK2445.A8	Automatic data processing. Electronic data processing. Including use of the Internet for the delivery of government services [Public admin, USA]	Study	Study
JN329.E4- JN8520.E43	Political institutions and public administration [Europe Government. Public administration—Special topics, A-Z—Electronic data processing]	Study	Study
JN7011- JN7479	Political institutions & public administration. Scandinavia. Northern Europe	Study	Study
JQ98, JQ4000-4099, JQ5800-5899, JQ5995	Political institutions and public administration – South Asia, Australia, New Zealand, Pacific area	Study	Study
JS78	Local government. General works	Study	Study
RA373-374	Public aspects of medicine. Government health agencies. NZ	Research	Research
RA395	Health planning (by country). NZ	Research	Research
RA410	Medical economics. Economics of medical care	Research	Research

RA971	Hospital and health facility administration	Research	Research
GE42 GE170 GE230 GE300	Environmental ethics Environmental policy Environmental justice Environmental management	Study	Study

5.1 Languages Collected

English is the preferred language for new acquisitions; however no resource is excluded based on the criteria of language alone.

5.2 Geographical Areas Collected

The focus is on the UK, Northern Europe, the USA and Canada, Australia, the South Pacific and Asia (more selectively).

5.3 Chronological Periods Collected

The focus is on contemporary materials, while maintaining sufficient historical depth to support known and anticipated needs.

5.4 Format Guidelines

Refer to [Section 4.1\(e\)](#) and [4.3.2](#) in the CDMP.

Journals

Electronic journals with perpetual access are the preferred format.

Books

E-books are preferred over print (subject to the suppliers' licence terms and the platform providing acceptable usability). Multi-user e-books are preferred if cost-effective.

Audiovisual material

Streaming is the Library's preference for audiovisual material but DVDs and CDs may still be collected where necessary.

6. Life-Cycle Management Guidelines

Refer to [Section 4.4.1](#) of the CDMP

Wherever possible, the potential life-cycle of new materials is considered at the point of acquisition and accessible notes made as to any continuing historical or research value.

6.1 Preservation Guidelines

Refer to [Section 4.4.4](#) of the CDMP.

Recent VUW working papers are digitally-born, accessed and preserved in the [ResearchArchive](#).

Print journals are not bound. Books are repaired to extend their life. Books which are beyond repair are assessed for re-purchase, with eBook format preferred.

6.2 Relegation Statement

Refer to [Section 4.1\(b\)](#) of the CDMP.

Books

Public Policy, Public Management and E-Government books held at the Commerce Library are only to be retained as part of a Course Reserve list. A small Reference collection will also be maintained in the Commerce Library, in accordance with the guidelines for book retention. Items not on Course Reserve are returned to the Kelburn Library collection. This is managed by Client Services staff at the end of each trimester.

Current editions of text books on Course Reserve, and one edition previous, are retained to cover demand.

Public Policy, Public Management and E-Government books are considered for relegation to the Offsite collection subject to the following guidelines:

- Items not issued in the past five years
- Single copies of superseded textbooks older than one edition previous

Journals

Print items in the Commerce journal collection are evaluated for relegation annually, or as necessary, according to the Library's [Guidelines for Evaluating Print Journals](#).

Working Papers and Discussion Papers

All working and discussion papers are treated as print journals, with the same relegation guidelines being applicable.

6.3 Deselection Statement

Refer to [Section 4.4.3](#) of the CDMP.

In all cases the Subject Librarian manages this process, consulting with and making recommendations to relevant academic staff where appropriate.

Books

Print books will be reviewed for deselection according to the following criteria:

- Items in poor condition or duplicate copies
- Duplicate copies of superseded textbooks older than one edition previous
- Items where a subsequent electronic copy is acquired
- Items not requested from offsite storage within the last five years
- Items no longer supporting teaching or research needs (current or anticipated)
- Books in a language other than English, and not issued in the last five years.

Journals

Print journals are evaluated for deselection annually, or as necessary, according to the Library's [Guidelines for Evaluating Print Journals](#).

7. *Links to other relevant Subject Level Collection Statements*

- [Economics and Finance](#)
- [Geography, Environmental Studies and Development Studies](#)
- [Human Resource Management and Industrial Relations](#)
- [Management](#)
- [Media Studies](#)
- [Law](#)
- [Politics and International Relations](#)
- [Sociology and Social Policy](#)