

## POLITICAL SCIENCE – PUBLIC ADMINISTRATION COLLECTION GUIDELINES

### I. Purpose and Program Description

#### A. Library's Collection Development Objectives

The primary purpose of the collection is to support teaching and research studies at the B.A. level in Political Science and Public Administration. The library also seeks to support graduate level work in interdisciplinary studies involving the social sciences.

#### B. Curricular Program Description

Courses are offered in political science and public administration.

#### C. New and Expanding Areas of Interest

1. Political Film
2. Diplomacy
3. Race and Immigration

#### D. Areas of Specialization

1. Public Administration
2. International Relations
3. Political Science

#### E. Overlap with Other Academic Disciplines and Library Collections

Economics, History, Sociology, Religious Studies, and World Languages and Cultures.

### II. General Selection Guidelines

**A. Languages:** English is the primary language collected. Works in other languages may be acquired selectively and usually in English translation.

**B. Chronological Coverage:** Emphasis is upon current materials, but no period is excluded from consideration for the collection.

**C. Geographical Coverage:** Primary emphasis is upon art history generally, with special focus upon art in the non-western world, as well as graphic design elements from around the world.

**D. Types of Materials:** Includes encyclopedias, handbooks, directories, dictionaries, exhibit guides and catalogs, periodicals, bibliographies, biographies, illustrated works, monographs, and journals.

**E. Imprint Date:** Current-imprint publications receive priority. Selective retrospective publications are purchased in available formats as funding permits.

**F. Physical Format:** Hardback, paperback, serials, audiovisuals and computer software are collected. Electronic format materials are collected selectively.

**G. Treatment of Subject:** Scholarly materials are the primary emphasis for the collection.

**H. Place of Publication:** Primarily the United States. Imprints from other countries will be considered, however, primary emphasis will be placed on English language publications.

**I. Acquisition Plans Affecting English / English Literature:**

**1.) Standing Orders:** Due to budget reductions in the mid-1990s, all standing orders in all fields were cancelled.

**2.) Approval Plans:** None.

**J. Major Assessment / Selection Tools:** *Books for College Libraries*; *MLA*; Sheehy, Eugene P. *Guide to Reference Books*; Katz, Bill *Magazines for College Libraries*; *Choice Magazine*; *Booklist*; GOBI New Title Announcement Slips.

Assessments are conducted doing a comparison of the library holdings with those of the following peer institutions: Austin Peay State University (TPA), Columbus State University (GCO), Jacksonville State University (AJB), McNeese State University (LHA), Radford University (VRA), University of Louisiana-Monroe (LNE), University of North Alabama (ANO).

**K. Weeding / Replacement:** A major weeding was conducted in 2011 to remove damaged, superseded, out of date items, and those items which did not reflect the institutional curriculum. Following this, weeding has been kept to a minimum except to replace superseded, updated or damaged items. For damaged items, efforts will be made to replace those materials. Discussions between the library liaison for the area and the department will take place to determine if an electronic copy of the title will be an acceptable replacement.

**L. Classifications That Define the Scope of the Collection:**

J (1)-981	General Legislative & Executive Papers
J 80-87	United States
J 80-82	Presidents' Messages & Other Executive Papers
J 100-981	Other Regions and Countries
JA 1-92	Political Science
JA 1-26	Periodicals
JA 27-34	Societies
JA 35.5	Congresses
JA 60-64	Dictionaries & Encyclopedias
JA 71-80	Theory. Relationships to Other Subjects
JA 81-84	History
JA 86-88	Study and Teaching. Research
JA 92	Collective Biography of Political Scientists
JC 11-605	Political Theory. The State. Theories of the State
JC 47	Oriental State
JC 49	Islamic State
JC 51-93	Ancient State

JC 109-121	Medieval State
JC 131-273	Modern State
JC 177-178	Thomas Paine
JC 311-314	Nationalism. Nation State.
JC 319-323	Political Geography
JC 327	Sovereignty
JC 328.2	Consensus. Consent of the Governed
JC 328.6-.65	Violence. Political Violence
JC 329	Patriotism
JC 345-347	Symbolism
JC 348-497	Forms of the State
JC 571-605	Purpose, Functions, and Relations of the State
JF 20-2112	Political Institutions and Public Administration
JF 20-1177	General. Comparative Government
JF 51-56	General Works. History
JF 225-619	Legislation. Legislative Process. Law-Making
JF 799-1177	Political Rights. Political Participation
JF 1338-2112	Public Administration
JF 1501-1521	Civil Service
JF 2011-2112	Political Parties
JJ 1000-1019	Political Institutions & Public Admin. North America
JK 1-9993	Political Institutions & Public Admin. United States
JK 1-9593	United States
JK 404-1685	Government. Public Administration
JK 501-868	Executive Branch
JK 631-868	Civil Service. Departments & Agencies
JK 1154-1276	Senate
JK 1012-1432	House of Representatives
JK 1606-1683	Capitol. Public Buildings. Government Property. Government Purchasing
JK 1717-2217	Political Rights. Practical Politics
JK 1758-1761	Citizenship
JK 1846-1929	Suffrage
JK 1965-2217	Electoral System
JK 2255-2391	Political Parties
JK 2403-9593	State Government
JK 9663-9993	Confederate States of America
JL 1-3899	Political Institutions & Public Admin. Canada, Latin America, etc.
JL 1-500	Canada
JL 599.5-839	West Indies. Caribbean Area
JL 1200-1299	Mexico

JL 1400-1679	Central America
JL 1850-3899	South America
JN 1-9689	Political Institutions & Public Admin. Europe
JN 1-97	General
JN 101-1371	Great Britain
JN 1187-1371	Scotland
JN 1395-1571.5	Ireland
JN 1601-2191	Austria-Hungary. Austria. Hungary
JN 2210-2229	Czech Republic. Czechoslovakia
JN 2240	Slovakia
JN 2301-3007	France
JN 3201-4944	Germany
JN 5001-5191	Greece
JN 5201-5690	Italy
JN 5701-5999	Netherlands
JN 6101-6371	Belgium
JN 6500-6598	Soviet Union. Russia. Former Soviet Republics
JN 6615	Estonia
JN 6630-6639	Ukraine
JN 6640-6649	Belarus
JN 6680-6689	Moldova
JN 6690-6699	Russia (Federation)
JN 6730-6739	Latvia
JN 6745	Lithuania
JN 6750-6769	Poland
JN 7011-7066	Scandinavia. Northern Europe
JN 7101-7367	Denmark
JN 7370-7379	Greenland
JN 7380-7389	Iceland
JN 7390-7399	Finland
JN 7401-7695	Norway
JN 7721-7995	Sweden
JN 8101-8399	Spain
JN 8423-8661	Portugal
JN 8701-9599	Switzerland
JN 9600-9689	Balkan States
JQ 21-6651	Political Institutions & Public Admin. Asia, Africa, Australia, Pacific Area
JQ 21-1852	Asia
JQ 200-620	India
JQ 1070-1199	Central Asia (Incl. former Republics of Soviet Union)
JQ 1499-1749	East Asia (China, Japan, Korea)
JQ 1758-1852	Middle East (Turkey, Iran, Israel, Arabian Peninsula)
JQ 1850	Arab Countries

JQ 1852	Islamic Countries
JQ 1870-3981	Africa
JQ 3981.5-3986.7	Atlantic Ocean Islands
JQ 3995-6651	Australia. New Zealand. Pacific Ocean Islands
JS 39-8500	Local Government. Municipal Government
JS 55-68	History
JS 141-163	Executive Branch. Mayor
JS 171	Legislative Branch
JS 221-227	Elections. Local Elections. Municipal Elections.
JS 241-271	Local Government Other than Municipal
JS 300-1583	United States
JS 1701-1800	Canada
JS 1840-2058.9	West Indies. Caribbean Area
JS 2101-2143	Mexico
JS 2145-2219	Central America
JS 2300-2778	South America
JS 3000-6949.89	Europe
JS 6950-7520	Asia
JS 7510	Arab Countries
JS 7520	Islamic Countries
JS 7525-7819.9	Africa
JS 7820-7827.9	Atlantic Ocean Islands
JS 7900-7906.9	Indian Ocean Islands
JS 8001-8490.9	Australia. New Zealand. Pacific Ocean Islands
JV 1-9480	Colonies & Colonization. Immigration & Emigration. International Migration.
JV 1-5397	Colonies & Colonization
JV 1-9	Periodicals. Serials.
JV 10-19	Societies
JV 61-152	History
JV 412-461	Administration
JV 500-5397	Colonizing Nations
JV 6001-9480	Emigration & Immigration. International Migration
JV 6001-6006	Periodicals. Serials
JV 6021-6033	History
JV 6091-6124	Emigration
JV 6201-6347	Immigration
JV 6403-7127	United States
JV 7200-7539	Canada, Latin America, etc.
JV 7590-78339.7	Europe
JV 8490-8758	Asia
JV 8760	Arab Countries

JV 8762	Islamic Countries
JV 8790-9024.5	Africa
JV 9029-9036	Atlantic Ocean Islands
JV 9040-9047	Indian Ocean Island
JV 9100-9269	Australia. New Zealand
JV 9290-9470	Pacific Ocean Islands
JZ 5-6530	International Relations
JZ 5.5-18	Periodicals
JZ 24-38	Societies, Associations, Academies, Institutes, etc. for study of I.R.
JZ 63-1153	Sources
JZ 221-1153	By Region or Country
JZ 1249-1254	Relation to Other Disciplines & Topics
JZ 1305-2060	Scope of International Relations. Diplomacy. Political Theory
JZ 3674-3875	State Territory and its Parts
JZ 3685	Boundaries
JZ 3686-3875	International Waters
JZ 4835-5490	International Organizations & Associations
JZ 4841-4848	Political Non-Governmental Organizations (NGO)
JZ 4850-5490	Intergovernmental Organizations (IGO)
JZ 4853-4934	League of Nations
JZ 4935-5160	United Nations
JZ 5511.2-6300	Promotion of Peace. Peaceful Change
JZ5514-5526	Societies, associations, academies, institutes, etc., for peace promotion, research and education
JZ 5527-5532	Congresses and Conferences
JZ 5587-6009	International Security. Disarmament. Global Survival.
JZ 6010-6060	Pacific Settlement of International Disputes
JZ 6360-6377	Non-military Coercion
JZ 6385-6405	Armed Conflict. War and Order
JZ 6422-6422.5	Neutrality. Norms of
JZ 6530	Humanitarian aspects of War
K 3154-3170	Constitutional Law
KF 1-9827	United States. Federal Law. Common State Laws.
KFA 1-599	Alabama
KZ 1298-1304	Law of Treaties. System of Treaty Law
KZ 5510-6299	International Law and Peace Enforcement
KZ 5586-5893	System of Collective Security

**Library Liaison:** Best

**Subject:** Poli. Sci. & Public Admin.

COLLECTION DEVELOPMENT POLICY STATEMENT: CLASSED ANALYSIS

LC Class	Descriptor	Existing Strength	Desired Strength
J (1)-981	General Legislative & Executive Papers	2a	3a
J 80-87	United States	3a	3b
J 80-82	Presidents' Messages & Other Executive Papers	3a	3b
J 100-981	Other Regions and Countries	1a	1b
JA 1-92	Political Science	3b	3b
JA 1-26	Periodicals	2b	3a
JA 27-34	Societies	3b	3b
JA 35.5	Congresses	3b	3b
JA 60-64	Dictionaries & Encyclopedias	3a	3b
JA 71-80	Theory. Relationships to Other Subjects	2a	2a
JA 81-84	History	3b	3b
JA 86-88	Study and Teaching. Research	2b	3a
JA 92	Collective Biography of Political Scientists	3a	3b
JC 11-605	Political Theory. The State. Theories of the State	3b	3b
JC 47	Oriental State	3a	3a
JC 49	Islamic State	2a	2b
JC 51-93	Ancient State	1b	2a
JC 109-121	Medieval State	2a	2b
JC 131-273	Modern State	3b	3b
JC 177-178	Thomas Paine	3b	3b
JC 311-314	Nationalism. Nation State.	3b	3b
JC 319-323	Political Geography	2a	2b
JC 327	Sovereignty	3a	3b
JC 328.2	Consensus. Consent of the Governed	2a	2b
JC 328.6-.65	Violence. Political Violence	3b	3b
JC 329	Patriotism	3b	3b
JC 345-347	Symbolism	3a	3b
JC 348-497	Forms of the State	3a	3b
JC 571-605	Purpose, Functions, and Relations of the State	3a	3b

JF 20-2112	Political Institutions and Public Administration	3a	3b
JF 20-1177	General. Comparative Government	3b	3b
JF 51-56	General Works. History	2a	2b
JF 225-619	Legislation. Legislative Process. Law-Making	3b	3b
JF 799-1177	Political Rights. Political Participation	3b	3b
JF 1338-2112	Public Administration	3b	3b
JF 1501-1521	Civil Service	3b	3b
JF 2011-2112	Political Parties	3b	3b
JJ 1000-1019	Political Institutions & Public Admin. North America	3b	3b
JK 1-9993	Political Institutions & Public Admin. United States	3b	3b
JK 1-9593	United States	3b	3b
JK 404-1685	Government. Public Administration	3b	3b
JK 501-868	Executive Branch	3a	3a
JK 631-868	Civil Service. Departments & Agencies	3b	3b
JK 1154-1276	Senate	3b	3b
JK 1012-1432	House of Representatives	2b	3a
JK 1606-1683	Capitol. Public Buildings. Government Property. Government Purchasing	3a	3a
JK 1717-2217	Political Rights. Practical Politics	3a	3b
JK 1758-1761	Citizenship	3a	3b
JK 1846-1929	Suffrage	3b	3b
JK 1965-2217	Electoral System	3b	3b
JK 2255-2391	Political Parties	3a	3b
JK 2403-9593	State Government	3a	3b
JK 9663-9993	Confederate States of America	2a	3a
JL 1-3899	Political Institutions & Public Admin. Canada, Latin America, etc.	1b	2a
JL 1-500	Canada	1b	2a
JL 599.5-839	West Indies. Caribbean Area	0	0
JL 1200-1299	Mexico	1a	1b
JL 1400-1679	Central America	0	1a
JL 1850-3899	South America	0	1a
JN 1-9689	Political Institutions & Public Admin. Europe	2a	2b



JN 1-97	General	2a	2b
JN 101-1371	Great Britain	2b	3a
JN 1187-1371	Scotland	0	1a
JN 1395-1571.5	Ireland	1a	1b
JN 1601-2191	Austria-Hungary. Austria. Hungary	2b	3a
JN 2210-2229	Czech Republic. Czechoslovakia	1a	1b
JN 2240	Slovakia	0	0
JN 2301-3007	France	1b	2a
JN 3201-4944	Germany	1b	2a
JN 5001-5191	Greece	0	1a
JN 5201-5690	Italy	0	1a
JN 5701-5999	Netherlands	1a	1a
JN 6101-6371	Belgium	0	1a
JN 6500-6598	Soviet Union. Russia. Former Soviet Republics	2b	3a
JN 6615	Estonia	1a	1b
JN 6630-6639	Ukraine	1a	1b
JN 6640-6649	Belarus	0	0
JN 6680-6689	Moldova	0	0
JN 6690-6699	Russia (Federation)	2b	3a
JN 6730-6739	Latvia	0	0
JN 6745	Lithuania	0	0
JN 6750-6769	Poland	1a	2a
JN 7011-7066	Scandinavia. Northern Europe	2b	3a
JN 7101-7367	Denmark	0	1a
JN 7370-7379	Greenland	0	0
JN 7380-7389	Iceland	0	0
JN 7390-7399	Finland	0	0
JN 7401-7695	Norway	0	0
JN 7721-7995	Sweden	1a	1a
JN 8101-8399	Spain	1a	1a
JN 8423-8661	Portugal	1a	1a
JN 8701-9599	Switzerland	0	0
JN 9600-9689	Balkan States	0	0
JQ 21-6651	Political Institutions & Public Admin. Asia, Africa, Australia, Pacific Area	2a	2b
JQ 21-1852	Asia	1a	1b
JQ 200-620	India	0	1b
JQ 1070-1199	Central Asia (Incl. former Republics of Soviet Union)	0	0

JQ 1499-1749	East Asia (China, Japan, Korea)	1b	1b
JQ 1758-1852	Middle East (Turkey, Iran, Israel, Arabian Peninsula)	1b	1b
JQ 1850	Arab Countries	1a	1b
JQ 1852	Islamic Countries	0	1a
JQ 1870-3981	Africa	1a	1b
JQ 3981.5-3986.7	Atlantic Ocean Islands	0	0
JQ 3995-6651	Australia. New Zealand. Pacific Ocean Islands	0	1a
JS 39-8500	Local Government. Municipal Government	2b	3a
JS 55-68	History	2b	3a
JS 141-163	Executive Branch. Mayor	1a	1b
JS 171	Legislative Branch	2a	2b
JS 221-227	Elections. Local Elections. Municipal Elections.	3a	3b
JS 241-271	Local Government Other than Municipal	2a	2b
JS 300-1583	United States	2a	2b
JS 1701-1800	Canada	1b	2a
JS 1840-2058.9	West Indies. Caribbean Area	0	0
JS 2101-2143	Mexico	1a	1b
JS 2145-2219	Central America	1a	1b
JS 2300-2778	South America	1a	1b
JS 3000-6949.89	Europe	2a	2b
JS 6950-7520	Asia	1a	1b
JS 7510	Arab Countries	0	1a
JS 7520	Islamic Countries	0	1a
JS 7525-7819.9	Africa	0	1a
JS 7820-7827.9	Atlantic Ocean Islands	0	0
JS 7900-7906.9	Indian Ocean Islands	0	0
JS 8001-8490.9	Australia. New Zealand. Pacific Ocean Islands	0	1a
JV 1-9480	Colonies & Colonization. Immigration & Emigration. International Migration.	3a	3b
JV 1-5397	Colonies & Colonization	2a	2a
JV 1-9	Periodicals. Serials.	0	0
JV 10-19	Societies	0	0
JV 61-152	History	3b	3b
JV 412-461	Administration	3b	3b
JV 500-5397	Colonizing Nations	1b	2a

JV 6001-9480	Emigration & Immigration. International Migration	3a	3b
JV 6001-6006	Periodicals. Serials	0	0
JV 6021-6033	History	3b	3b
JV 6091-6124	Emigration	2a	2b
JV 6201-6347	Immigration	2a	2b
JV 6403-7127	United States	2b	3a
JV 7200-7539	Canada, Latin America, etc.	1a	1b
JV 7590-78339.7	Europe	2a	2b
JV 8490-8758	Asia	0	0
JV 8760	Arab Countries	0	0
JV 8762	Islamic Countries	0	0
JV 8790-9024.5	Africa	1a	1b
JV 9029-9036	Atlantic Ocean Islands	0	0
JV 9040-9047	Indian Ocean Island	0	0
JV 9100-9269	Australia. New Zealand	1b	2a
JV 9290-9470	Pacific Ocean Islands		
JZ 5-6530	International Relations	3b	3b
JZ 5.5-18	Periodicals	2a	2b
JZ 24-38	Societies, Associations, Academies, Institutes, etc. for study of International Relations.	1b	2a
JZ 63-1153	Sources	1b	2a
JZ 221-1153	By Region or Country	2a	2b
JZ 1249-1254	Relation to Other Disciplines & Topics	1b	1b
JZ 1305-2060	Scope of International Relations. Diplomacy. Political Theory	3a	3b
JZ 3674-3875	State Territory and its Parts	0	0
JZ 3685	Boundaries	3b	3b
JZ 3686-3875	International Waters	0	0
JZ 4835-5490	International Organizations & Associations	2a	2b
JZ 4841-4848	Political Non-Governmental Organizations (NGO)	1b	1b
JZ 4850-5490	Intergovernmental Organizations (IGO)	3a	3b
JZ 4853-4934	League of Nations	2a	3a
JZ 4935-5160	United Nations	3b	3b
JZ 5511.2-6300	Promotion of Peace. Peaceful Change	1b	1b
JZ5514-5526	Societies, associations, academies, institutes, etc., for peace promotion, research and education	1a	1b
JZ 5527-5532	Congresses and Conferences	1b	1b
JZ 5587-6009	International Security. Disarmament. Global	3b	3b

	Survival.		
JZ 6010-6060	Pacific Settlement of International Disputes	1a	1a
JZ 6360-6377	Non-military Coercion	2a	2b
JZ 6385-6405	Armed Conflict. War and Order	3a	3b
JZ 6422-6422.5	Neutrality. Norms of	2b	3a
JZ 6530	Humanitarian aspects of War	2b	2b
K 3154-3170	Constitutional Law	3b	3b
KF 1-9827	United States. Federal Law. Common State Laws.	3b	3b
KFA 1-599	Alabama	3a	3b
KZ 1298-1304	Law of Treaties. System of Treaty Law	3a	3a
KZ 5510-6299	International Law and Peace Enforcement	3b	3b
KZ 5586-5893	System of Collective Security	3a	3a

Revised 11/12/2020