

Collection Policy: POLICY ANALYSIS & MANAGEMENT (draft)

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1.0 TEACHING, RESEARCH AND EXTENSION PROGRAMS

1.1 Mission and emphases of the department

The mission of the Department of Policy Analysis and Management in the College of Human Ecology is to uphold nationally recognized programs through research, teaching, and outreach in family and social welfare, health, and consumer policy in terms of its application through program planning, management and evaluation. Each PAM faculty member brings a rigorous disciplinary focus to the multidisciplinary problems associated with formulating, implementing, managing, and evaluating public sector programs. The major foci of the department and the types of issues addressed by faculty in both their teaching, research, and outreach activities are described below.

Family and Social Welfare

The well-being of individuals and households over the life course are affected by federal, state, and local legislation and by access to, and quality of, human services at the community level. Faculty in the Department of Policy Analysis and Management address these issues through research strengths in the following areas.

- The intersection between work, family, and financial well-being: covering issues such as welfare reform; the impact of parental and pregnancy leave policies on family work behavior and child well-being; the impact of subsidies and tax policies for dependent and child care needs; the economic well-being and management of family-owned businesses; family time management and investment in children.
- The economic and legal aspects of marriage and divorce: covering issues such as child custody and support.
- The financial well-being of individuals and households: covering issues such as financial management and practices.
- The well-being of children, youth, and the elderly: covering issues such as the experiences of children in foster care; policy surrounding special needs adoption; the efficacy of policy in impacting the use by youth of prohibited substances; housing for the elderly; Social Security and resources in the retirement years; and long-term care services for the elderly.

Health

Policy and management issues are interrelated across the public and private sectors around the issues of cost, quality, and access to health services. Faculty in the Department of Policy Analysis and Management address these issues through research strengths in the following areas.

- The economics of the health care system: covering issues such as Medicare, Medicaid, managed care delivery systems, the organization and financing of personal health services; the structure of health care delivery systems; the role of support systems in ameliorating the health impact of unemployment; rural health networks.
- Access to, and quality of, health care services: covering issues such as managed care enrollment choice, long-term care, and mental health services.
- Human behavioral aspects of health: covering issues such as health care status and the evaluation of health outcomes across varied population groups, policies and programs promoting health and disease prevention, reproductive health and human sexuality.
- Women's health: covering issues such as promoting women's health across generations; alternative medicine; and medical ethics.

Consumer

The welfare of individuals and households is significantly affected by consumer decision making and choices faced in the marketplace. Market and nonmarket choices are shaped by public and private sector policies and the media. Faculty in the Department of Policy Analysis and Management address these issues through research strengths in the following areas.

- The demand for publicly and privately supplied goods and services: covering issues such as economic incentives and the psycho-social determinants of behavior; public policy and community planning in housing markets especially for the elderly; home modification and mortgages.

- The regulation of market information: covering issues such as nutritional labeling and consumer choice.
- The economics of insurance policy: covering automobile insurance regulation, insurance fraud, and insurance distribution.
- Consumer messages portrayed via the media: covering issues such as nutrition and consumption information portrayed on prime-time television.

1.2 Faculty research

There are 41 faculty and other professionals. **Areas of faculty research include _____**

1.3 Graduate program

There are roughly ±115 grad students, broken down as follows: 20 to 25 in CEH, 75 in HSS (health administration, program evaluation and planning, human service administration), 18 in Health Administration (MHA program).

The graduate program combines a focus on the substantive policy areas of health, consumer, and family/social welfare issues with graduate-level training in a theoretical or disciplinary area, proficiency in analytical or empirical methods, and an understanding of multiple disciplinary approaches. The Ph.D. degree is designed to train evaluators for careers in private consulting, government, or the not-for-profit sectors, and to train faculty for public policy programs, public health programs, and other academic positions.

The field offers one major subject, Policy Analysis and Management, with specialized study in three concentrations: (a) [consumer policy](#), (b) [family/social welfare policy](#), and (c) [health management and policy](#). The graduate school also requires that a doctoral student have two minors. PAM doctoral students could take a minor in any of PAM's [three areas of concentration](#). In addition, PAM doctoral students would usually have an external minor representing a disciplinary emphasis, e.g., psychology, sociology, or economics. Other external minors might include statistics, development sociology, human development, labor economics, public economics, industrial organization, or education.

Degrees Offered

The field of Policy Analysis and Management offers one research degree, the [Doctor of Philosophy \(Ph.D.\)](#) with Policy Analysis and Management as the major subject and concentrations available in consumer policy, evaluation, family/social welfare policy, and health management and policy.

The field also offers a professional degree, the [MHA \(Master of Health Administration\)](#) degree with health administration as the subject and concentration. This is not a research degree. Instead of a research-based thesis, graduates are required to complete a written problem-solving project in which they apply their skills and knowledge to a specific problem or issue. Graduates are generally employed in hospitals, long-term or managed care facilities, management consulting firms, or the health insurance industry. For information on the MHA degree, contact the Department of Policy Analysis and Management directly.

1.4 Undergraduate program

There are approximately 380 undergraduate majors, broken down as follows: 260 CEH, 80 HSS, 40 pre-social work, and 0 Health Administration.

The major prepares students for leadership as policy makers, analysts, and managers in both the public and private sectors. The major's unique strength stems from its combination of robust theory and practical application. Students will learn to integrate analytical thinking, research and data analysis skills, and policy implementation strategies to understand the effects of public and private policies on people's lives.

PAM majors employ theories and methods from economics, sociology, government, and psychology to analyze public policy impacts and externalities. In the major students will employ theories designed to explain the development of government policies addressing social issues and how private corporations interact with government to affect the well-being of society. Furthermore, students will learn to analyze management and policy decisions that affect individuals, groups, businesses, and different sectors of society.

The major prepares students to be leaders in the private, public, and nonprofit sectors. Many students use the PAM major to prepare for professional school (law, business, and medical school) or graduate programs. The curriculum focus is United States public policy in the areas of health care, consumer, and family. The major provides opportunities for undergraduate internships and field experiences which

enhance the learning environment. PAM students are strongly encouraged to incorporate a significant experiential component into their course of study.

- [Curriculum](#) (notes web page)
- [Curriculum](#) (full pdf description)

1.5 Extension activity

PAM's extension and outreach focus is based in three areas of research: health, family and social welfare and evaluation. Planning and management are applied across these three areas. [Cornell Cooperative Extension](#) and executive education of the Sloan Program are two department programs whose main goals are the application and sharing of research.

Educational programs include traditional classroom and workshop settings, conferences, satellite and video productions, one-to-one mentoring, electronic communications, and written and graphic materials.

Classroom and experiential learning, public issues education for communities, and [national websites](#) are used to extend research and the university knowledge base to multiple and diverse audiences. Although all department faculty contribute to the research base of extension and outreach, some are specifically designated to carry out extension and outreach programs. [The Department Extension and Outreach Mission](#) and principles are documented in Extension/Outreach Program Review.

- [Outreach Mission & Initiatives](#)
- [PAM Publications & Resources](#)

1.6 Noteworthy facilities (e.g. unique classrooms, laboratories, farms, etc.)

The Cornell [Family Business Research Institute](#) (FBRI) is the first family business program to focus on the family side of issues in family business ownership and takes a leadership role in family business research. FBRI's mission is to strengthen families and their businesses given their vital social and economic roles.

Cornell is the international source of the Public Use Version of the [German Socio-Economic Panel](#) and the [Cross-National Equivalent File](#). The German Socio-Economic Panel is a long-term analytical survey started in 1984 at the [German Institute for Economic Research \(DIW\)](#) for the purpose of objective and subjective study of living conditions and the on-going changes inherent in the living process. Cornell University has developed an [English User Version of the Public Use Sample](#) of the GSOEP as well as the Equivalent File which matches some of its variables to those from panel data in the United States, Canada, and Great Britain.

The National Institute on Aging Program's "Well-Being of the Elderly in a Comparative Context" project investigates the consequences of major life events after age 50--including retirement, death of a spouse, major illness or change in functional status, etc.--on the behavior and economic well-being of older persons in the United States and other Western industrialized countries. It is also developing equivalent cross-national longitudinal data to investigate these questions including the German Socio-Economic Panel.

The [Rehabilitation Research & Training Center](#) for Economic Research on Employment Policy for Persons with Disabilities provides a coordinated research, training, and dissemination effort focused on how environmental factors influence the employment and economic self-sufficiency of persons with disabilities.

2.0 SUBJECT DESCRIPTION AND GUIDELINES

2.1 Subject definition

Consumer Economics and Housing is a multi-disciplinary field that applies economics, demography and family management to the study of family and consumer behavior and to family and individual welfare. Consumer economics focuses on the interaction of markets for goods and services and the well-being of individuals and consumers. The importance of consumer information and role of regulation on markets are emphasized. Family economics focuses on the behavior of individuals and families in their various activities, which include market work, household production, child care, human capital development, and leisure, as well as on the intra-household allocations of resources such as income and time. Emphasis is placed on analyzing current policy issues concerning families. Housing surveys the residential environment from economic and sociological perspectives. The behavior of individuals and institutions in the housing and mortgage markets is examined. Emphasis is placed on examining the impacts of federal, state, and local policies on housing markets, housing availability and affordability, and family welfare.

Human Services Studies focuses on the organizational financial aspects of human services. Management theory and practice are studied in the context of ethical and humanitarian principles. Emphasis is placed on administrative principles and methods for monitoring program efficiency and effectiveness and for improving productivity and quality.

Health Care Administration is defined in Timmreck's Dictionary of Health Services Management as:

- A generic term covering the activities of a broad range of individuals: health planners and policy analysts in federal, state, regional, and local agencies; hospital and clinic administrators; and administrators of group practices, health maintenance organizations, or long-term care facilities, among others. Health administrators are involved in planning, coordinating, organizing, evaluating, and directing the resources and procedures necessary to provide health services.
- Planning organizing, directing, controlling, and coordinating the resources and procedures by which needs and demands for health and medical care and a healthful environment are converted to specific services for individual clients, organizations, and communities.

2.2 Subject scope

Scope of former Consumer Economics & Housing policy: In general the field of consumer economics includes all aspects of economic decision-making that can be studied using individuals or households as the unit of analysis. Although this defines the field, faculty in CEH tend to restrict themselves to the study of issues that involve individuals as consumers and in their roles as family or household members. As such, much of the focus at Cornell is on the family and consumers. Thus, research tends to focus on household interaction and decision-making in areas such as time use, marriage and divorce, intra-household allocation of resources, financial management (including expenditures, investments and credit), education, housing choice, choices that hold implications for health status and other consumption decisions.

An important area of interest that continues to interest members of the faculty is the interaction between consumers and institutions. As such, law and economics and/or consumer protection also constitutes an important pillar of the department. This is evident in current projects that investigate the presence of racial discrimination in mortgage lending practices of financial institutions and the impact of food labeling laws on consumption of health foods.

The general topics of interest in the department, collected at level 4, include:

Consumer economics and management

Consumer policy

Consumer credit

Consumer protection and education

Economics of the household

Family resource management

Time use

Household production

Household work value

Family structure and economics

Family resource management--financial management

Microeconomics (level 2 only)

Child and adult welfare and economic well-being

Family demography

Family policy

Health behavior

Human capital

Retirement planning and finances

Decision-making of people with limited financial or education resources

Housing

Housing economics

Housing policy

Residential choice

Works on personal financial management are collected selectively.

Exclusions: Law. Advice to consumers, except on recommendation or if from the Consumers' Union.

Scope of [Health Administration policy](#): Following is a listing of key topics covered in the collection. This list is not meant to be

exhaustive. It is organized to correspond with the areas of concentration within the HAP, which are:

A. Planning of Health Organizations

Manpower and training issues, types of delivery systems, comparative health systems, community health services, hospices, assessment of national and community health care needs, health problems of special populations (e.g. maternal and child welfare, but not specific ethnic or racial groups).

B. Management of Health Organizations

Legal Aspects of health services delivery, quality assurance, health care ethics, social services related to health care, administration and organization of health facilities (including governing boards, financial management, business management, management information systems), health care regulations (legislation is collected by the Law Library), government agencies dealing with health care, health services marketing, quality management, productivity management in healthcare, and long-term and managed care facilities.

C. Health Policy Analysis

Consumer issues in primary health care, organization and finance of health care, health economics, vital statistics, health insurance and reimbursement, government involvement in health care delivery, legal implications of medical innovations. Mental health policy is collected to represent major trends and ideas only; however, of particular interest are: cost of service vs. effectiveness of treatment, privatization of mental health care, and implications of lack of agreement on diagnosis and treatment.

D. Health Finance

Reimbursement issues and methods, reimbursement and finance law, financing health facilities, financial management, hospital finance, medical malpractice from an economic viewpoint (i.e., its impact on the health care system rather than on individual practitioners.)

E. Health Program and Health Services Evaluation

Quality of health care, comparative health systems, medical statistics, health technology assessment.

F. Other topics

Because of their utility to a variety of programs, one or two major descriptive (not clinical) works on each major disease are collected. Comparisons of surgeries and medical treatments across countries, states and regions are collected selectively. Migrant health in New York State is collected.

Exclusions: The following topics and materials fall outside the scope of the collection: clinical medicine; patients rights and consent issues; human subjects research issues; political activities of the health professionals; psychiatry; physician/patient relations; health education; occupational health and hygiene; sex therapy; history of medicine (which is collected by Olin); special programs for the handicapped; art/music therapy; quarantine; prevention of accident and injury (except in agriculture and natural resources)); mass screening; prevention and control of communicable diseases (except for major public health threats and general trends in this area); health aspects of sanitary engineering; medical education except for health administrators; pharmacy and pharmaceuticals; nursing; medical informatics; ethnicity and disease; personal experiences of health care personnel.

Scope of former Human Service Studies policy:

- Human services includes the social services, education, health and the criminal justice system.
- Helping relationships and techniques.
- The educator as a provider of preventive and remedial intervention.
- Health care and the consumer, including the relationships between types of practitioners, institutions and agencies.
- Epidemiological methods and specific diseases, including AIDS, hepatitis, Legionnaires' disease, plague, cancer, herpes and chlamydia.
- Human sexuality, with the evolution of sexual norms, cross-cultural customs and legislation collected at a level 2; biological, developmental and cultural components of human sexuality collected at a level 3; and sex education and delivery of services related to sexual issues at a level 4.
- Community crime-control programs and rehabilitation of criminals.
- Mental health services: the organization and delivery of services only. Other issues are collected by Olin.
- The aged: long-term care, alternative health care and social service delivery systems.

Human service administration

- Psychology of human service organizations.
- Organizational issues.

Social work; social welfare (**NOTE: social work program ceased 5/00**)

- History of social work is collected at a basic level.
- Children's' rights and services.
- Elder care.

Health administration

- This area is covered in a [separate policy](#).

Program planning and evaluation

2.3 Emerging trends in the subject area

- Nutrition and food labeling laws
- Health policy and economics
- Health care finance policy
- Health behavior
- Foster care
- Welfare reform
- Child support legislation
- Devolution of Federal programs
- Child adoption policy--listed in HDFS collection policy
- Gerontological issues--listed in HDFS collection policy
- Retirement income portfolio management--collected by the Johnson Management Library
- Women's health
- Mental health

3.0 SPECIAL INFORMATION NEEDS AND RESOURCES

3.1 Special information needs of those working in this subject area.

Continued access to Census data.I, EconLIT database, PAIS database, and Social Work Abstracts.

In the most general terms, the collection mirrors the practical, applied nature of the HAP curriculum. Collections supporting professional education will reflect a duality, containing both the traditional academic material (needed for research in an academic program with a goal of acquainting the organization, planning, and control common to all institutions), as well as the contemporary practical literature of the discipline required for a successful professional career. Research materials supporting academically-oriented work on broad theoretical foundations of health care and administration will certainly be collected, but there will be an emphasis on the more applied literature of the practitioner.

The core academic materials in management, organizational development, law, economics, biology, human services, human development, financial management, management information systems, etc. are already collected in the Cornell libraries for other programs. In general, such materials will not be duplicated to specifically support Health Administration; instead, Mann will focus on collecting works treating specific applications of these topics in the field of health administration.

Clinical medicine is not collected, except very selectively to support the course "Medical Issues in Health Administration." This will include representative materials designed to provide enough knowledge of trends in medicine (e.g. increasing reliance on expensive diagnostic equipment, and new treatment procedures) to understand their implications for planning, organizing, and staffing health care facilities. Publications on specific diseases are only collected if the disease is a major public health problem, such as AIDS, and then only in terms of prevention; education; and organization, finance and delivery of treatment. Health Planning and Administration database

3.2 Special collections or noteworthy resources in the field

Health Planning and Administration database.

3.3 Endowment funds or special funding arrangements

Special funding is provided by CEH for acquisition of materials in support of HAP.

4.0 TYPES OF MATERIALS

4.1 Priorities for types of materials

See [Priorities Table](#).

There is a heavy emphasis on U.S. government documents in the collection; between Olin and Mann all the pertinent statistical series are collected. WHO series are collected heavily at Mann.

Important publishers: Saunders, Auburn, Lexington, Health Administration Press, university presses.

4.2 Format

Print. Online access to abstracts and articles and to the working papers of the [American Economic Association](#).

4.3 Geographical guidelines

U.S., also comparative studies, emphasizing industrialized countries. Family demography in the U.K.

Health: Collection emphasis will be on U.S. and Canada, with representative coverage of Scandinavia, U.K., and Mexico. Important works on comparative health systems are collected. Works reporting interesting approaches and important research findings from other parts of the world will be collected selectively.

4.4 Language guidelines

English.

Health: Primarily English language materials will be collected. Major works in Russian and in western European languages may be collected upon request. Spanish language materials about Mexico will also be collected.

4.5 Chronological guidelines

Current materials only.

4.6 Other Notes

M.S. and PhD students in HSS who elect a minor in health may not find a depth of collection sufficient for their research needs. With current funding we cannot afford to build a health administration collection to support PhD research.

Problems caused by the lack of a medical library on the Ithaca campus may be exacerbated by the HAP. However, Mann cannot begin to duplicate the holdings of the Cornell Medical College Library and cannot afford to give in to the pressure to collect in the area of clinical medicine.

5.0 OTHER RELATED LIBRARY COLLECTIONS

- [JGSM Library](#) -- Advertising and the consumer, consumer behavior, family-owned business (except farms), mortgage finance, discrimination in mortgage markets, retirement income portfolio management. Also collects on the insurance industry, including

health insurance. Special funding is provided by CEH for acquisition of materials in support of HAP.

- Law Library -- Health care legislation.
- Olin Library -- Econometrics (except in areas of specific concern to CALS and CEH), macroeconomics, public policy, government regulation affecting Medicare and Medicaid, government regulation affecting health insurance, history of medicine, adult mental health, legal implications of medical innovations, medical ethics.
- Veterinary Library -- Clinical medicine
- [Weill Cornell Medical Library](#) -- Clinical medicine.
- Fine Arts -- Zoning regulation.

6.0 POLICY QUESTIONS, COLLECTION NEEDS, FUNDING PROBLEMS OR OPPORTUNITIES

Mann and Olin Library need to divide collection responsibility in the areas of welfare policy, income distribution, state and local public finance. and public policy. Which needs are specific to Mann?

Mann and Olin must decide on the division of collection responsibilities in the areas of drug and alcohol abuse; human sexuality; the history, social and political contexts of social welfare as an institution; public policy issues related to social welfare; empowerment; community decision- making; social policy analysis; psychotherapy of children, adults and adolescents. To what extent should Mann, as opposed to Olin, collect in these areas?

Should Mann collect books on specific societal problems encountered by social workers; e.g., unemployment, disabilities, elder abuse, drug abuse, hunger?

Should Mann collect on family preservation programs?

Should Mann collect comparative studies in any of the following areas:

- social work?
- program evaluation?
- elder care?
- children's rights and services?
- human services administration?

If so, what countries are of interest?

Olin Library has collected in the area of health care policy to support its Government program. Can all collecting be consolidated by Olin in this area, or should some materials still be collected by Mann?

Olin and Mann need to divide responsibilities in the area of medical ethics and government involvement in health care. Specific topics include ethical standards and guidelines, health care costs and accessibility of services, government role in health care delivery, health care as a right or privilege, services for the indigent and elderly, practitioner burnout, ethics of transplant surgery and funding, reproductive technology, AIDS research and funding, animals in medical research, the right to die.

Does Mann need coverage from the patient's point of view; e.g., advocacy, consumer issues, patient rights, preventive health information?

Should Mann collect in:

- promotion of patient compliance?
- migrant health outside New York State?
- clinical outcome measures?
- economic aspects of adult mental health?

Which countries are of interest for comparative studies of health systems?

7.0 PRINCIPAL LC CLASSES

HB 801-831
 HG 3755+ and other call numbers in the H's.
 HV697-5840
 HV 9069
 LC 1044+
 LC 5201-6691
 R 726.5 - 726.8
 RA 1 - 418.5
 RA 399
 RA 407 - 409.5
 RA 410 - 410.9
 RA 421 - 790.85
 RA 601 - 602
 RA 643 - 645
 RA 771 - 771.7
 RA 960 - 999
 RA 1190 - 1270.

8.0 RELATED COLLECTION POLICIES

- [HDFS](#) -- Adoption of children, gerontological policy.
- [RURL](#) -- Social and family demography.
- [DEAN](#) -- Design of health care facilities.
- [NATR](#) -- Prevention of accidents in hunting and environmental issues.
- Agricultural Engineering -- Prevention of accidents in agriculture.

Priorities Table for Policy Analysis and Management

Code	IMPORTANCE/INTENSITY CODES DEFINITIONS
NA	Not applicable to the discipline.
0	Ephemeral; of insufficient value to be provided by library.
1	Of short term interest, but with little or no enduring value; very selectively acquired; retained, uncataloged, for limited duration only, e.g. newsletters in newly emerging, poorly documented areas, and manuals or pamphlets for reserve reading.
2	Limited scholarly interest or utility; collected very selectively, but not of high priority.
3	Important for research and/or instruction; should be well represented, but collected selectively rather than intensively.
4	Very important for faculty and/or students; intensively collected, i.e. every effort is made to provide as deep coverage of this literature as possible.
5	Essential to work in the discipline; the most important type of material for research or instruction purposes. Ensuring the highest possible coverage should be the library's top priority in this discipline.

Code	SERIALS	Notes
-	Journals, scholarly	-
-	Journals, technical	-
-	Journals, other (describe)	-
-	Annual reviews, advances in...	-
-	Scientific and technical reports and research bulletins of major academies, learned societies, professional research and educational organizations and government agencies	-
-	Proceedings, of international congresses and symposia	-
-	Proceedings, national or local	-
-	Statistical series	-
-	Trade journals and periodicals	-
-	Popular periodicals, hobby	-
-	Popular periodicals, semi-technical	-
-	Popular periodicals, farm press	-
-	Newsletters/newspapers	-
-	Proceedings of legislative bodies	-
-	Student publications	-
-	Administrative publications of major academies, learned societies, professional, research and educational organizations and government agencies	-
-	Corporate annual reports	-
-	Yearbooks	-
-	Press releases	-
-	Lists	-
-	Working papers	-

Code	MONOGRAPHS	Notes
-	Major scholarly monographs	-
-	Professional and technical	-
-	Subject histories	-
-	Textbooks, upper division, graduate	-
-	Biographies	-
-	Popular monographs	-
-	Technical reports	-
-	Government reports	-
-	Proceedings, international	-
-	Proceedings, other	-
-	Theses and dissertations (outside CU)	-
-	Festschrift	-
-	Patents	-
-	Corporate histories	-
-	How-to books & lab manuals	-
-	Pamphlets	-
-	Ephemera (describe)	-
-	Maps	-
-	Technical bulletins/handbooks/compendia	-
Code	ELECTRONIC INFORMATION	Notes
-	Applications programs	-
-	Bibliographic databases	-

-	Bulletin boards	-
-	Fulltext files	-
-	Geographic information systems	-
-	Numeric/statistical files	-
-	Other (describe, taking as much space a necessary)	-