

LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS

Business and Economics (Classes HA through HJ)

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I. Scope

The subject matter covered by Classes HA through HJ in the Library of Congress classification schedules is denoted in some descriptions as economics and in others as business. However, practitioners, historians, and students of both economics and business use the entire range of information classified in these schedules. Originally constructed during the late nineteenth century, LC classification schedules reflect, and are occasionally constrained, by conditions and concepts of that time. Economics is an aspect of all activity characterized by human want, scarcity and choice, and economists study the choices people make allocating resources between alternative uses. Business literature covers all aspects of the means by which people discover and rank their needs and wants; find and allocate resources to create and distribute products and services; and innovate to better the living conditions of all.

This policy covers the Library's collection of materials in the fields of Business and Economics on a world-wide basis. Core business and economics materials are contained in Classes HA through HJ; some overlapping topics are found in Class T ([technology](#), as it pertains to technological aspects of industry), and related materials are also found in Classes J ([political science](#) --economic policy), K ([law](#) --business law), QA ([mathematics](#) and arithmetic), R ([medicine](#) --medical economics), and S ([agriculture](#) --agribusiness). Bibliographies, indexes, and abstracts are classified in relevant subclasses of Class Z. While postal services are part of this collection policy, it does not include [numismatics and philately](#).

II. Diverse and Inclusive Collecting

As the nation's de facto national library, the Library of Congress strives to build an expansive, yet selective, collection that records the creativity of the United States and is reflective of the nation's diversity and complexity. The Library's mandate is to have collections that are inclusive and representative of a diversity of creators and ideas. A priority includes acquiring material of underrepresented perspectives and voices in the Library's collections to ensure diverse authorship, points of view, cultural identities, and other historical or cultural factors. The Library also seeks to build a research collection that comprises a globally representative sample of international materials that are

diverse in voice and perspective, relative to their places of origin, further supporting the Library's mission to sustain and preserve a universal collection of knowledge and creativity for Congress and future generations.

Diverse collecting is mentioned within many of the Library's Collections Policy Statements. In addition, the Library has adopted several specific collection policies in an effort to ensure it is building an inclusive and representative collection. For more information, see the Library's Collections Policy Statements on [Ethnic Materials](#), [LGBTQIA+ Studies](#), [Women's and Gender Studies](#), [Independently Published and Self-Published Textual Materials](#), and [Countries and Regions with Acquisitions Challenges](#).

III. Research Strengths

The Library's collections are particularly strong for their historical research value in business and economics. They are useful for researching business methodologies, business and market conditions, and specific industries at any given point in time as well as over specified periods of time. In addition to a vast collection of monographs, there are a number of key serial titles, both U.S. and foreign, which are complete back to the mid-19th century in all formats. Directories of companies, stock price records, public budgets, and other long-standing periodical publications incorporate a wealth of information on the history of business and of public finance in the U.S. and the rest of the world. Major runs of statistical publications yield extensive national and international economic statistics over a long span of time. The Library holds United States census data from the first 1790 Census, and many individual state censuses, as well as international census publications, most of which run from the nineteenth and twentieth centuries to the present, although for some countries, holdings extend back to the seventeenth or eighteenth century. As a result of long-standing exchange programs with foreign governments and academic institutions, the Library has sizable collections of foreign government documents and other publications providing statistical and other important economic data.

The Library has acquired and provides access to an impressive collection of digital resources providing information about business, finance, and industry. These resources include electronic publications, including e-journals and e-books; archival digitized collections; and analytical reports. Increasingly, the Library acquires digital materials through Copyright deposit and manages access directly or through publisher-hosted platforms. In addition, the Library subscribes to electronic resources that provide access to monographs, individual articles, research and market reports, statistical and other data, manuscripts, and analytical tools to facilitate sophisticated and efficient research by staff and patrons.

Other digital business materials hosted by the Library and accessible through Library systems include archived websites. The Library acquires selected websites and their multi-format contents through web harvesting. Web archive collections are usually based upon a theme, named subject, or event. Some examples of business web archive collections that capture unique, high value content are the Business in America web archive, a collection of Fortune 500 company websites, which includes corporate reports; the Economic Blogs web archive, online only writings of major economists; and the Industry Associations web archive, which contains online-only content produced by national associations.

There are several large and important microform collections, such as the *Pandette dei notai antich* (commercial records from the Middle Ages); the *Extel Records* (archives of the Exchange Telegraph Co., Ltd.); the business records of Fraser, Trenholm & Company; numerous business serials; and corporate annual report series.

Useful and intriguing business materials are dispersed throughout the Library's general and custodial collections. These include a range of business and economic publications, such as trade and industry directories, profiles of entrepreneurs, dictionaries of business terms, economic and statistical reports. For example, one collection of note in the custody of the Asian Division (AD), is a large collection of Japanese company histories (called Shashi "社史"), which Japanese companies customarily publish during commemorative years. These histories are not distributed publicly and provide broad information about the local economy, trade, and manufacturing processes going back to pre-modern times. Several collections in the custody of the Prints and Photographs Division (P&P) include important graphic materials: the Historic American Buildings Survey/Historic American Engineering Record, and the photographic collections of Look Magazine, the U.S. News & World Report Magazine, and the New York World-Telegram & Sun. In these and other P&P collections, the researcher can locate photographs, prints, posters, and cartoons of individuals and groups active in business; commercial and industrial activities; industrial facilities; and transportation vehicles and infrastructure. The Manuscript Division (MSS) holds collections of the records of some individual businesses, and numerous collections of the papers of individuals and families that include documents and correspondence about a wide-range of topics in commerce, industry, and finance. Notable collections in MSS include records of the American Federation of Labor, National Consumers' League, National Negro Business League, Garfinkel's Department Store, and John Glassford and Company, and the papers of David Ogilvy and Andrew Carnegie. Geography and Map Division (G&M) holds original Sanborn Insurance maps as well as cartographic materials relating to communication, transportation, energy, and other topics that are valuable to business researchers. The National Audio-Visual Conservation Center (NAVCC) holds collections relevant to business research. Highlights and detailed descriptions of some of its collections are available online as part of the Library of Congress digital collections; for example, Fifty Years of Coca Cola Television Advertising and Films of the Westinghouse Works, 1904. Various collections of the American Folklife Center, particularly the Occupational Folklife Project, include interviews and songs about working on canals and railroads, lumbering, oil drilling, seafaring, and other important economic activities.

IV. Collecting Policy

All aspects of global commerce, finance, and industry are important to the business of the Congress, America's national security, and the wealth of the nation. Except as noted below, the Library endeavors to collect U.S. national business and economics materials at a comprehensive level and to acquire widely-representative collections of both U.S. state and local economic conditions and of foreign business and economics publications of national scope. The Library has developed guidance with respect to the best editions for acquired material, as follows:

1. *Trade Publications*

The Library acquires a representative selection of trade periodicals covering the various industrial sectors, with preference being given to titles indexed by major indexing services. Trade publications whose content is limited to press releases and new product announcements are not acquired for the permanent collections. House organs and company bulletins are not acquired, although exceptions may be made for publications that regularly contain articles of lasting research value.

2. *Business Directories*

The Library seeks to acquire a comprehensive collection of U.S. business directories of national and state scope, as well as those covering major U.S. metropolitan areas. It acquires foreign directories of national scope and those focused on international trade with the U.S. at the research level. Since the mid-1990s, a significant number of print directories have been replaced by digitized or online directories.

3. *Statistical compilations*

The Library acquires compilations of statistical data; that is, collections of numerically expressed observations that have been organized, described or summarized, and possibly analyzed using sophisticated statistical methods. Once available in print, these compilations are increasingly published in digital format.

- The Library acquires published serial and monographic compilations of statistical data, both foreign and domestic, that are of more than purely local interest. Those that provide information about discrete topics, such as demographics, economic activity, or foreign trade, should be evaluated for their contribution to the Library's collections in those subject areas.
- The Library acquires commodity and product market surveys and statistical compilations that provide information valuable to research on industries and/or economic conditions. However, it does not acquire firm- or brand-specific surveys or compilations.
- The Library does not acquire data intended purely for the internal consumption of particular organizations whose activities are not of wide interest.

4. *Corporate annual reports*

The Library does not add print copies of corporate annual reports to its collections. However, it holds several closed microform sets of corporate annual reports in its permanent collections, including Annual Reports of American Corporations, 1847-1974, another set that covers the 1975-1983 period, and yet another that consists of Securities & Exchange Commission (SEC) filings distributed by Q-Data (1978-1994). Microform publication of annual reports has ceased, and been replaced by electronic publication and public access through the SEC website. Corporate annual reports can also be found in the *Business in America* web archive collection, if they are publicly available on company websites that are captured as part of the archive. The Library has also digitized the indexes to its Q-Data set of SEC filings (1978-1994) and made the index publicly available on the Library's website. The Library provides electronic access to corporate annual reports through subscription databases such as the *ProQuest Historical Annual Reports* (1844 to the present), *Mergent Archives* and *Mergent Online*.

5. *Societies and associations*

The Library acquires membership directories of trade and professional associations at the U.S. national level as well as those publications providing significant industry-specific information and statistics that are often available exclusively from these organizations. Publications of foreign associations with coverage of national scope and/or relating to trade between the United States and another country or region are acquired selectively. The Library also collects and preserves valuable online content of select organizations in its Industry Associations Web Archive. Newsletters and annual reports of U.S. and foreign trade and business associations are not acquired. See the collection policy statement on [Societies, Associations, and Nongovernmental Organizations](#) for additional guidance.

6. *Conference proceedings*

The Library seeks to acquire at a research level a broadly-representative collection of published conference papers in business and economics of a scholarly nature and/or which contain new information, research, or analysis.

7. *Textbooks*

Textbooks intended for use in colleges and universities are acquired at a research level for the U.S., as are teaching materials and study guides for accreditation, certification, licensing, and continuing education. Elementary and secondary school textbooks are acquired on a very selective basis. It does not acquire solutions manuals or answer books accompanying textbooks unless they are bound with the textbook.

8. *Market surveys*

Although often requested and highly prized by researchers, market surveys and reports published by individual research firms are not well represented in the Library's permanent collections. Most publishers of market research do not deposit them for Copyright. The Library does not purchase them, because they are extremely expensive and their actionable research value is perishable. However, these publications may be available through the Library's subscription databases.

9. *Loose-leaf*

Except in law, loose-leaf publications updated by page-for-page substitutions at frequent intervals were not generally maintained, i.e. updated, by the Library of Congress, and this format has fallen into disuse. However, some print serial publications are still received in ring binders and replaced in their entirety on a quarterly, semiannual, or annual basis, or are updated by self-contained supplements at such intervals.

10. *Miscellany*

The following are usually not added to the permanent collections: data issued by and concerning individual firms that is addressed primarily to advertising agencies and their clients, e.g., sales figures of company products or figures of magazine circulation to attract advertising; individual company

publications, such as market surveys, sales manuals, price sheets, collection systems, and advertisements; bank and investment house publications designed for customers or employee training, as well as individual bank bluebooks and price evaluation guides; mail order house catalogs; local shipping directories; bookkeeping systems; radio and television ratings other than those produced by major firms; and consultants' reports on local infrastructure projects, unless they are of national importance, deal with urgent issues, or are of lasting value. For additional guidance, see the collection policy statement on [Ephemera](#).

V. Best Editions and Preferred Formats

For guidance regarding best editions for material acquired via the Copyright Office, see: <http://copyright.gov/circs/circ07b.pdf>.

For guidance regarding recommended formats for material acquired via all other means; e.g., purchase, exchange, gift and transfer, see: <http://www.loc.gov/preservation/resources/rfs>.

For information regarding electronic resources, open digital content, web archiving, and data sets, see the following Supplementary Guidelines: <http://www.loc.gov/acq/devpol/electronicresources.pdf>, <https://www.loc.gov/acq/devpol/opencontent.pdf>, <http://www.loc.gov/acq/devpol/webarchive.pdf>, and <https://www.loc.gov/acq/devpol/datasets.pdf>.

VI. Acquisition Sources

Whenever possible the Library attempts to acquire materials through non-purchase means, such as copyright, the Cataloging in Publication (CIP) program, exchange, or gift. The Library of Congress collections are heavily dependent upon materials received through the copyright deposit provisions of U.S. copyright law ([17 USC section 407](#) & [17 USC section 408](#)). The Library has adopted an e-preferred acquisition policy to be implemented incrementally and aligned with targets approved in the [Digital Collections Strategy, FY 2022-2026](#) (DCS).

When materials are not available to the Library through copyright deposit or other non-purchase means, the Library purchases them. Purchase is used predominately for non-U.S. publications that are not widely available within the United States. Most purchase acquisitions are made with appropriated funds using firm orders, subscriptions, and approval plans with both domestic and foreign vendors. In addition, the Library uses its six Overseas Operations Offices to broaden its acquisitions opportunities outside the United States.

Although most purchase acquisitions are made with appropriated funds, selected business and economics materials may be purchased using the proceeds of trust funds. The Clark Endowment is dedicated solely to the purchase of rare books on economics, and books, pamphlets and other materials relating to economic history. The Edward S. and Joyce I. Miller American History Trust Fund may be used to augment and enhance the Library's collections in American business and economic history.

VII. Collecting Levels

Meeting the Library's Diverse and Inclusive Collecting Statement (see Section II) and the collecting levels outlined below requires continual evaluation of the publishing landscape, sources of expression, current events, and socio-cultural trends to thus maintain effective collecting policies and acquisitions methods. Changes in publishing or in the creation of materials covered by this policy statement may necessitate collecting efforts not explicitly referenced here. Such efforts will be handled on a case-by-case basis while the Library evaluates the need for policy statement updates.

For explanation of the Collecting Levels used by the Library, see <https://www.loc.gov/acg/devpol/cpc.html>. It should be noted that these collecting levels are aspirational in nature. That is, they are goals for guiding the Library's collecting policies. Changing resources in, for example, budgets or human capital, may require adjustments in collection building, especially at the comprehensive level (level 5).

The following list is arranged according to the major subclasses of Classes HA-HJ of the Library of Congress Classification system (LCC).

Class HA: Statistics

This class contains much social science statistical data of a general nature: census data, population and vital statistics; state, national, and international compilations; as well as statistical methodology for the social sciences as a whole. Other statistical data relating to specific topics are found with the topic.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HA1-39	General works, theory and method, research	5	4	
HA154-155	Universal statistics	5	4	
HA175-218	Statistical data: United States	5	5	
HA221-730	Statistical data: U.S. counties and cities	4	4	
HA740-4737	Statistical data: Other countries	4	4	

Class HB: Economic theory; demography

The HB Class includes more detailed vital and demographic statistics than appear in Class HA. A small separate section at the end, HB3711-HB3840, brings up the subject of "business cycles" and economic stabilization and includes some material on economic forecasting and mathematical models. The broader approach of macroeconomic theory has been developed in HB172.5; related topics also appear in HG229-HG230, monetary policy, and HJ257, fiscal policy.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HB1-846	Economic theory: history, methodology, general works	5	4	
HB848-3697	Demography	5	4	
HB3711-3840	Business cycles	5	4	

Class HC: Economic history and conditions

General economic history occupies a coherent block in HC29-HC60. In the geographic breakdown by regions and countries (and smaller geographic subdivisions for the United States and several others), HC94-HC1085, economic history and current economic conditions are mingled. Here are found country "profiles" and handbooks, replete with statistical data. HC79, HC110, and several other class numbers appended to specific countries and regions are designated "Special topics (not otherwise provided for), A-Z." These are exceedingly diverse lists. For example, HC79 offers air pollution, automation, consumer protection, labor productivity, poverty, and subsidies. The special topics list that appears in HC79 is repeated in HC110 for the United States.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HC10-27	Periodicals, yearbooks, congresses, collected and general works			
	National, state, regional scope	5	5	
	Local	4	4	
HC29-60	World economic history	5	4	
HC79-92	Special topics, A-Z	4	4	
HC95-110	United States economic history	5	5	
HC111-1085	Foreign economic history and conditions by region	4	4	

Class HD: Production

Class HD focuses on production, both agricultural and industrial (bringing together the classical factors of land, labor, capital goods, and entrepreneurship). It encompasses land use; management of small and large enterprises; industry-government relationships; all aspects of labor and industrial relations; and specific industry histories, directories and statistics. The original classification plan intended the technological aspects of industry would be covered by Class T or Class S (agriculture), while the organizational and management aspects would be covered in Class HD. It can be hard to judge on which

side an actual publication is weighted, so that almost identical directories, for example, may be found in both classes.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HD28-70	Production: management	5	4	
HD72-88	Economic growth, development, planning	5	4	
HD101-156	General land use	5	4	
HD166-243	U.S. public lands	5	5	
HD251-1130	Land use: real estate	5	4	
HD1361-1395	Real estate business	4	4	
HD1401-2210	Agriculture (General economic aspects, agricultural labor, water resources)	5	4	See also the Agriculture CPS
HD2321-4730	Industry (industrial organization and structure, industry and government)	5	4	
HD4801-8943	Labor	5	4	
HD9001-9999	Specific industries	5	4	

Class HE: Transportation and communication

Class HE offers expansive classifications for railroads and water transportation, moderate accommodation for motor vehicles and highways, and a decidedly cramped range for air transportation and telecommunications.

LC Classification	Subject	U.S Levels	Non-U.S. Levels	Notes
HE1-7	Transportation and communications: periodicals	5	4	
HE8	Shippers' guides	3	3	
HE9-330	Transportation and communications: general	5	4	
HE331-380	Traffic: roads and highways, streets	5	4	
HE381-971	Water transportation (economic aspects)	5	4	
HE1001-5600	Railways	5	4	

HE5601-5720	Automotive transportation	5	4	
HE6000-7496	Postal service	5	4	See also Numismatics and Philately CPS
HE7555-7572	Information superhighway	5	4	
HE7601-8795	Telecommunication, radio and television, telephone, computer networks, internet	5	4	
HE9713-9721	Cellular telephone services industry, satellite telecommunications	5	4	
HE9761-9925	Air transportation	5	4	

Class HF: Commerce and business

The first half of this classification emphasizes foreign and international trade: organization, history, statistics, treatises on trade policy and tariff policy, directories. Some special topics (chambers of commerce, business applications of statistics, product classification codes, business education) are assigned numbers within this range. The second half is simply designated "business" and mirrors the complexity of that concept in its spectrum of subdivisions. Accounting, advertising, business communications, marketing and sales, personnel management, vocational guidance, wholesale and retail trade (includes: mail order, e-commerce, shopping centers) are among the major subjects covered.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HF54	General directories: worldwide or regional	5	4	
HF294-343	Boards of trade, chambers of commerce	3	3	
HF1001-1010	International marketing	5	4	
HF1101-1186	Commercial education	3	3	
HF1379-4050	International trade, international economic relations, foreign trade/business directories	5	4	
HF5035-5068	U.S. business directories National, regional, state, and metropolitan areas County and town	5 4	NA	

HF5071-5330	Foreign business directories National scope Regional and metropolitan	NA	4 3	
HF5381-5389	Vocational guidance, career development, business ethics and etiquette	3	3	
HF5410-5417	Marketing	5	4	
HF5419-5430	Wholesale and retail trade	5	4	
HF5546-5549	Office management, office equipment and software, mobile and electronic commerce, industrial psychology,	5	4	
HF5601-5688	Accounting	5	4	
HF5691-5716	Business mathematics	3	3	
HF5717-5734	Business communication (correspondence, reports, proposals)	3	3	
HF5801-6182	Advertising	5	4	

Class HG: Finance

Class HG covers all aspects of money and financial management from personal financial planning to corporate financial management, monetary systems, international finance, U.S. and international banking, securities and stock exchanges, insurance, and speculation.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HG1-175	General Works	5	4	
HG179-181	Personal finance (U.S.)	4	4	
HG184-195	Personal finance (other countries)	3	3	
HG201- 421	Money: General, history, precious metals, legal tender, etc.	5	4	
HG451-645	U.S. monetary system	5	5	
HG651-1492	Monetary systems of other countries	4	4	
HG1501-1778	Banking: General	5	4	

HG1811-3550	Types of banks and financial institutions	5	4	
HG3691-3769	Credit	5	4	
HG3810-3877	Foreign exchange	5	4	
HG3879-4000	International finance: monetary system, banking	5	5	
HG4009	International corporation directories	5	5	
HG4027.7	Small business finance	5	4	
HG4028	Corporate financial management: by topic	5	4	
HG4050-4285	Corporate financial management: by region or country	5	4	
HG4301-4538	Trust services, investment, mutual funds	5	4	
HG4551-4638	Stock exchanges	5	4	
HG4651-5993	Securities (including government securities)	5	4	
HG6001-6270	Speculation (futures, commodities, securities, derivatives)	5	4	
HG8011-8740	Insurance: General	5	4	
HG8751-9271	Life insurance	5	4	
HG9371-9479	Health insurance	5	4	
HG9651-9969	Fire insurance; casualty insurance	5	4	
HG9969.5-9999	Special risk insurance	5	4	

Class HJ: Public Finance

For the United States and all other countries, Class HJ contains public documents and other material on structure and history of public finance, budgets, revenue and expenditures, taxation and customs, public debt, and public accounting, with a special section on state and local finance. In this class subjects are generally subordinated to geographic divisions, with the same topical headings repeated under each country, region, and state.

LC Classification	Subject	U.S. Levels	Non-U.S. Levels	Notes
HJ9-10	Public finance-federal	5	4	
HJ11	Public finance-state	4	4	
HJ12-99	Public finance-other nations	4	4	
HJ101-209	Public finance: general works	5	4	
HJ210-1620	Public finance: history and conditions	5	4	
HJ2005-5957	Income and expenditure; budget; taxation	5	4	
HJ6603-7390	Customs administration	5	4	
HJ7451-7977	Expenditure	5	4	
HJ8003-8899	Public credit, debt	5	4	
HJ9000-9694	Local finance	4	3	

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