# YBP APPROVAL PLAN PROFILE and MEMORANDUM OF AGREEMENT

Wellesley College Acquisitions Department Clapp Library Wellesley, MA 02181

Art and Museum and Gallery Publication Plan Sub-account 3420-12 Plan 225

January, 2008

This memorandum is intended to explain the Library's arrangement with YBP Library Services, a Baker & Taylor Company, to provide selected publications on an approval basis.

The explanation is presented in three parts. Part I briefly describes the procedures which govern billing, shipment, account structure, discount, and returns of materials provided on approval. Part II outlines the technical support provided by YBP. Part III describes the instructions for coverage of specific continuation titles on the plan, the Approval Plan Publisher Profile or "press list," the plan's subject parameters, and the non-subject qualifiers which limit the plan.

Both the Library and YBP recognize that changes to these guidelines will likely be necessary as the program evolves over time. Any change in substance will be recorded in a written communication from YBP to the Library.

## I. GENERAL PROCEDURES

#### A: Invoicing

1: A 3-part invoice will be included in each shipment with books listed alphabetically by title.

Payment will be made from this invoice.

- 2: A 3-part bibliographic form will be included in each book for the Library's use.
- 3: Purchase order number 6183 will appear on all invoices and shipping labels.

## **B:** Shipment:

- 1: Shipments will include both books and notification slips (title announcements sent in lieu of a book). Unless specifically requested otherwise, one copy of each title will be shipped.
- 2: Shipments will be made via truck or United Parcel Service on a weekly basis. YBP will pay for shipping to the Library. Returned books must be shipped at customer expense via United Parcel Service or insured mail.
- 3: Materials will be shipped to the following address:

# Acquisitions Department Clapp Library Wellesley College Wellesley, MA 02181

#### C: Account and Plan Structure:

The Library's account structure is indicated in the table below. Sub-accounts shown in **bold** are associated with the approval plan.

Sub-Account #	Plan #	Description
3420-02		Rush/Dropship
3420-08	9035	Return Slips
3420-09	5481	Music Slips
3420-11	33	UP Approval Plan
3420-12	225	Art/Museum Plan
3420-13		Rush Bypass
3420-14	5484	Music Plan
3420-80	1620	Serials
3420-81	2106	Serials Dept
2.420.00		CODIDIU

3420-90 GOBI Billing

#### D: Returns:

#### [ PROCESSED MATERIALS OPTION ]

Under the provisions of this Approval Plan, YBP will ship to the Library books selected according to the press, subject and non-subject parameters described in Part II. YBP will physically process these materials according to Library specifications outlined in the Technical Services profile. This material is non-returnable.

The Library will report to YBP what materials are deemed inappropriate to the Library's collection for reasons of content, subject, style, format, quality, etc. by returning the "Reason for Return" slips for these titles.

The Library may be issued credit for defective material returned within one year of the invoice date and damaged material returned within 30 days of the invoice date [45 days for overseas customers].

## **E:** Management Reports

Collection Management Reports can be submitted by the library via GOBI®, YBP's on-line collection management tool. Various report templates can provide expenditure reports according to the library's specifications, as well as open order reports and other approval plan support materials such as press lists, and standing order instructions.

#### II. TECHNICAL SERVICE SPECIFICATIONS

A: GOBI®

YBP's GOBI® (Global Online Bibliographic Information) service is available to the Library via the World Wide Web. GOBI® provides a sophisticated acquisitions and collection development support system, with access to querying, selection, ordering and reporting functions across YBP's entire database of titles. The Library should contact their bibliographer-liaison to register for GOBI® access.

## B: Bibliographic, Cataloging, & Processing Services

The Library has contracted with YBP for the range of bibliographic, cataloging, and/or processing services specified in the Library's YBP Technical Services Profile. The Technical Services Profile, in conjunction with the Memorandum of Agreement, details the specific services to be provided and the responsibilities of each partner. Success in the outsourcing of acquisitions and technical services requires ongoing consultation and a mutual commitment to working together to address issues and concerns as they arise.

#### III. APPROVAL PLAN SPECIFICATIONS

#### **A: Continuations:**

The Library Series Report (available via GOBI® or upon request from your bibliographer-liaison) reflects the Library's instructions to YBP for handling specific continuation titles on the approval plan. These title-specific instructions override all other profile elements.

"Book" indicates that all volumes of the continuation title will be supplied on the approval plan. "Slip" indicates that notification slips will be sent. "Exclude" indicates that all volumes of the continuation title will be excluded from coverage on the approval plan.

#### **B: Publishers:**

The plan will include all university press, trade, scholarly and professional publishers named on the Library's Approval Plan Publisher Profile, or press list. As new publishers are added to the YBP approval plan universe, the library will be offered their publications according to the preferences below.

Library preferences for new publishers added to the YBP approval plan program:

	<u>Publisher Type</u>	<b>Library Instruction Preference</b>
**	Trade Publishers	Exclude
**	University Press Publishers	Slip
**	Association Pricing Publishers	Exclude
**	AP Plus! Publishers	Exclude
**	World English Publishers	Exclude
**	African Books Collective Publishers	Exclude

The subject and non-subject parameters below apply to all publishers covered by this Approval Plan.

#### **C:** Subject Parameters:

Materials offered on this plan will reflect the requirements of a FOUR-YEAR UNDERGRADUATE LIBRARY.

The following subject parameters describe the subject focus of the plan. Books will be shipped automatically in subjects preceded by a "B". Notification slips will be sent in lieu of a book for all subjects preceded by an "S". Nothing will be shipped for all subjects preceded by an "X", except as indicated in the notes. Exceptions and clarifications to the general instruction for a subject are noted beneath the subject.

Action			AC	Collections, Series		
AC	Action				Fund	Exceptions
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Action						
Action			AE	Encyclopedias (General)		
X	Action		LC Range		Fund	Exceptions
Action	X	AE		Encyclopedias (General)		_
Action						
Action			AG	<b>Dictionaries &amp; Other General Reference</b>		
X				Books		
X	Action		LC Range	Description	Fund	Exceptions
Action   LC Range   Description   Fund   Exceptions    Action   LC Range   Description   Fund   Exceptions    Al   1-21   Indexes (General)   Fund   Exceptions    Action   LC Range   Description   Fund   Exceptions    Action   LC Range   Description   Fund   Exceptions    Action   AN   Newspapers   AN   Newspapers    Action   LC Range   Description   Fund   Exceptions	X	AG		Dictionaries & Other General Reference		•
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Action   LC Range   Description   Fund   Exceptions						
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Action						
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Action	BC	LC Range	Description	Fund	Exceptions
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		BD	Speculative Philosophy		
Action		LC Range	Description	Fund	Exceptions
X	BD	10-701	Speculative Philosophy		
		BF	Psychology		
Action		LC Range	Description	Fund	Exceptions
X	BF	1-2055	Psychology, Parapsychology, Occult		
		ВН	Aesthetics		
Action		LC Range	Description	Fund	Exceptions
X	ВН	1-301	Aesthetics		
		BJ	Ethics		
Action		LC Range	Description	Fund	Exceptions
X	BJ	1-2195	Ethics	Fund	Exceptions
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		BL	Religion	- 1	<b>T</b>
Action		LC Range	Description	Fund	Exceptions
X	BL	1-2790	Religion		
		BM	Judaism		
Action		LC Range	Description	Fund	Exceptions
X	BM	1-990	Judaism		
		BP	Islam. Bahaism. Theosophy, etc.		
Action		LC Range	Description	Fund	Exceptions
X	BP	1-610	Islam. Bahaism. Theosophy, etc.		•
			<b>Y</b>		
		BQ	Buddhism		
Action		LC Range	Description	Fund	Exceptions
X	BQ	1-9800	Buddhism	T ullu	Lacephons
<b>41</b>	ьų	1-7000	Duddiiisiii		
		DD			
A		BR	Christianity	E	T (*
Action	D.D.	LC Range	Description	Fund	Exceptions
X	BR	1-1725	Christianity		
		BS	The Bible		
Action		LC Range	Description	Fund	Exceptions
X	BS	1-2970	The Bible		
		BT	Doctrinal Theology		
Action		LC Range	Description	Fund	Exceptions
X	BT	10-1480	Doctrinal Theology		1
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		BV	Practical Theology		
Action		LC Range	Description	Fund	Exceptions
X	BV	1-5099	Practical Theology	Tullu	Exceptions
	DV	1 20))	Tractical Theology		
		BX	Christian Denominations		
Action		LC Range	Description	Fund	Exceptions
X	BX	1-9999	Christian Denominations	Fullu	Exceptions
A	DA	1-////	Christian Denominations		
		С	Auxiliary Sciences of History		
Action		LC Range	Description	Fund	Exceptions
X	C	1-51	Auxiliary sciences of history (General)	Fullu	Exceptions
<b>A</b>		1-31	Administry (General)		
		СВ	History of Civilization		
Action		LC Range	Description	Fund	Exceptions
X	СВ	1-482	History of Civilization	Fullu	Exceptions
Λ	СВ	1-402	History of Civilization	++++	
		СС	Archaeology (Conorol)		
Action		LC Range	Archaeology (General)  Description	Fund	Exceptions
X	CC	1-960	Archaeology (General)	runa	Exceptions
	CC	1-900	Archaeology (General)		
		CD			
A		CD	Diplomatics. Archives. Seals	<b>7</b> 1	
Action	CD	LC Range	Description	Fund	Exceptions
X	CD	1-6471	Diplomatics. Archives. Seals		
		CE	Technical Chronology. Calendar		
Action		LC Range	Description	Fund	Exceptions
X	CE	1-97	Technical Chronology. Calendar		
		CJ	Numismatics		
Action		LC Range	Description	Fund	Exceptions
X	CJ	1-6661	Numismatics		
		CN	Inscriptions. Epigraphy		
Action		LC Range	Description	Fund	Exceptions
X	CN	1-1355	Inscriptions. Epigraphy		
		CR	Heraldry		
Action		LC Range	Description	Fund	Exceptions
X	CR	1-6305	Heraldry		
		CS	Genealogy		
Action		LC Range	Description	Fund	Exceptions
X	CS	1-3090	Genealogy		-
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		CT	Biography		
Action		LC Range	Description	Fund	Exceptions
X	CT	1-9999	Biography		
			8k/	+	

		D	History (General)		
Action		LC Range	Description	Fund	Exceptions
X	D	1-2027	History (General)	Tuna	Exceptions
		1 2027	mistory (General)		
		DA	Great Britain		
Action		LC Range	Description	Fund	Exceptions
X	DA	1-995	Great Britain	I unu	LACOMONIS
			Great Britain		
		DAW	Central Europe		
Action		LC Range	Description Description	Fund	Exceptions
X	DAW	1001-1051	General. History	I unu	LACOMONIS
	212 ( )	1001 1001			
		DB	Austria. Hungary		
Action		LC Range	Description	Fund	Exceptions
X	DB	1-3150	Austria. Hungary		•
		DC	France		
Action		LC Range	Description	Fund	Exceptions
X	DC	1-947	France		
	_				
		DD	Germany		
Action		LC Range	Description	Fund	Exceptions
X	DD	1-901	Germany	runu	Exceptions
	DD	1 701	Germany		
		DE	Mediterranean Region. Greco-Roman		
		DE	World		
Action		LC Range	Description	Fund	Exceptions
X	DE	1-100	Mediterranean Region. Greco-Roman	Fullu	Exceptions
71	DE	1-100	World		
			World		
		DF	Cwann		
Action		LC Range	Greece	Fund	Evantians
X	DF	1-951	Description Greece	runa	Exceptions
	DF	1-931	Ancient Greece		
	DF	220-241	Classical Greece archaeology		Send books for titles
	D1	220 2 11	Classical Greece arenaeology		assigned an Archaeological
					aspect.
	DF	501-700	Medieval Greece. Byzantine Empire		
	DF	701-951	Modern Greece		
		DG	Italy		
Action		LC Range	Description	Fund	Exceptions
X	DG	1-999	Italy		
	DG	1-400	Ancient Italy. Rome to 476		
	DG	221-309.3	Classical Roman archaeology		Send books for titles
					assigned an Archaeological
	D.C.	401.500	100		aspect.
	DG	401-599	Medieval and Modern Italy, 476-		

	DG	600-986	Regions of Italy		
	DG	987-999	Malta		
		DH	Netherlands, Belgium		
Action		LC Range	Description Description	Fund	Exceptions
X	DH	1-925	Netherlands. Belgium	1 0110	2
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		DJ	Netherlands (Holland)		
Action		LC Range	Description	Fund	Exceptions
X	DJ	1-500	Netherlands (Holland)	runu	Laceptions
	20	1000	(Honand)		
		DJK	Eastern Europe (General)		
Action		LC Range	Description	Fund	Exceptions
X	DJK	1-77	General. History. Regions	Fund	Exceptions
71	DUIX	1-11	General. History. Regions		
		DK	Russia, U.S.S.R., Russian Federation		
		DK	Russia, C.S.S.R., Russian Feueration		
Action		LC Range	Description	Fund	Exceptions
X	DK	1-4800	Russia, U.S.S.R., Russian Federation	Fund	Exceptions
A		1-4000	Russia, U.S.S.R., Russian Federation		
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		DI	N 4 D C I		
		DL	Northern Europe. Scandinavia	T 1	T
Action	DI	LC Range	Description S. H.	Fund	Exceptions
X	DL	1-1180	Northern Europe. Scandinavia		
		DP	Spain. Portugal		
Action		LC Range	Description	Fund	Exceptions
X	DP	1-900	Spain. Portugal		
		DQ	Switzerland		
Action		LC Range	Description	Fund	Exceptions
X	DQ	1-851	Switzerland		
		DR	Eastern Europe. Balkan Peninsula		
Action		LC Range	Description	Fund	Exceptions
X	DR	1-2285	Eastern Europe. Balkan Peninsula		
		DS	Asia		
Action		LC Range	Description	Fund	Exceptions
X	DS	1-937	Asia		
		DT	Africa		
Action		LC Range	Description	Fund	Exceptions
X	DT	1-3415	Africa		
		DU	Oceania (South Seas)		
Action		LC Range	Description	Fund	Exceptions
X	DU	1-950	Oceania (South Seas)		•

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Action	DV	LC Range	Description	Fund	Exceptions
X	DX	1-301	Gypsies		
		E	America. United States		
Action		LC Range	Description	Fund	Exceptions
X	E	1-9999	America. United States		
		F	United States Local History. Latin		
			America. Canada		
Action		LC Range	Description	Fund	Exceptions
X	F	1-3799	United States Local History. Latin		•
			America. Canada		
			America: Canada		
		G	Geography (General)		
Action		LC Range	Description	Fund	Exceptions
X	G	1-9980	Geography (General)	Fund	Exceptions
	G	1-9900	Geography (General)	1	
		~ .			
		GA	Mathematical Geography		-
Action	~ .	LC Range	Description	Fund	Exceptions
X	GA	1-1776	Mathematical Geography		
		GB	Physical Geography		
Action		LC Range	Description	Fund	Exceptions
X	GB	1-5030	Physical Geography		
		GC	Oceanography		
Action		LC Range	Description	Fund	Exceptions
X	GC	1-1581	Oceanography		-
		GE	<b>Environmental Sciences</b>		
Action		LC Range	Description	Fund	Exceptions
X	GE	1-9999	Environmental Sciences	Fund	Exceptions
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		Gr	Human Ecology. Anthropogeography		
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Action X	GF	LC Range 1-900	Description	Fund	Exceptions
Λ	Gr	1-900	Human Ecology. Anthropogeography		
				+	
		GN	Anthropology		
Action		LC Range	Description	Fund	Exceptions
X	GN	1-890	Anthropology		
		GR	Folklore		
Action		LC Range	Description	Fund	Exceptions
X	GR	1-950	Folklore		-

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		HQ	Family. Marriage. Women		
Action		LC Range	Description	Fund	Exceptions
X	HQ	1-2044	Family. Marriage. Women		
		HS	Societies: Secret. Benevolent, etc.		
Action		LC Range	Description	Fund	Exceptions
X	HS	1-9999	Societies: Secret. Benevolent, etc.		
		HT	Communities. Classes. Races		
Action		LC Range	Description	Fund	Exceptions
X	HT	1-1595	Communities. Classes. Races		•
		HV	Social Pathology. Social & Public		
		11 (	Welfare. Criminology		
Action		Class	Description	Fund	Exceptions
X	HV	1-9960	Social Pathology. Social & Public	Fund	Exceptions
Λ	11 4	1-7700			
			Welfare. Criminology		
		HX	Socialism. Communism. Anarchism		
Action		Class	Description	Fund	Exceptions
X	HX	1-970	Socialism. Communism. Anarchism		
		J	General Legislative and Executive		
			Papers		
Action		LC Range	Description	Fund	Exceptions
X	J	1-981	General Legislative and Executive		
			Papers		
		JA	Political Science (General)		
Action		LC Range	Description	Fund	Exceptions
X	JA	1-98	Political Science (General)		
		JC	Political Theory		
Action		LC Range	Description	Fund	Exceptions
X	JC	1-605	Political Theory	r unu	LACCPHOIIS
	30	1-003	1 onucai Theory	+ +	
		T T T	D.P.C. I.		
		JF	Political Institutions and Public		
			Administration		
Action		LC Range	Description	Fund	Exceptions
X	JF	1-2112	Political Institutions and Public		
			Administration		

		TT	Political Institutions and Public		
		JJ			
			Administration. North America		
Action		LC Range	Description	Fund	Exceptions
X			Political Institutions and Public		
	JJ	1001-1019	Administration. North America		
		JK	United States		
Action		LC Range	Description	Fund	Exceptions
X	JK	1-9993	United States		•
		JL	Political Institutions and Public		
		<b>31</b>	Administration. Canada, Latin America,		
A 4*		LCD	etc.	T 1	T 4:
Action	TT	LC Range	Description Description	Fund	Exceptions
X	JL	1-3899	Political Institutions and Public		
			Administration. Canada, Latin America,		
			etc.		
		JN	Political Institutions and Public		
			Administration. Europe		
Action		LC Range	Description	Fund	Exceptions
X	JN	1-9799	Political Institutions and Public		•
			Administration. Europe		
		JQ	Political institutions and public		
		JQ	administration: Asia. Africa. Australia		
			administration: Asia. Africa. Australia		
A 4*		LCD	TD	T 1	T 4:
Action	10	LC Range	Description 11	Fund	Exceptions
X	JQ	1-6651	Political institutions and public		
			administration: Asia. Africa. Australia		
		JS	Local Government. Municipal		
			Government		
Action		LC Range	Description	Fund	Exceptions
X	JS	1-8455	Local Government. Municipal		
			Government		
		JV	Colonies and Colonization		
Action		LC Range	Description	Fund	Exceptions
X	JV	1-9500	Colonies and Colonization	- 4414	2400040
<b></b>		1,500			
		JX	International Law. International		[Inactivated by I C]
		JA			[Inactivated by LC]
A .:		G 1 1	Relations	т.	T
Action	127	Subclass	Description	Fund	Exceptions
X	JX	1-6650	International Law. International		
			Relations		

Action				T		
Action         LC Range         Description         Fund         Exceptions           X         JZ         1-6530         International Relations			17	International Deletions		
X	Action				Fund	Eventions
K		17		•	runa	Exceptions
Action         Class         Description         Fund         Exceptions           X         K         1-7720         Law (General)	Α	JL	1-0330	International Relations		
Action         Class         Description         Fund         Exceptions           X         K         1-7720         Law (General)			17	I arm (Company)		
X	A -4:			` /	E 1	The same At a same
KB		I/			runa	Exceptions
Action Class Religious Law in General  KD Law of the United Kingdom and Ireland  Class Description Fund Exceptions  X KD 51-9500 England and Wales  KE Law of Canada  Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States  Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  Action Class Description Fund Exceptions  X KJ Europe  KJ Europe  Action Class Description Fund Exceptions  KJ Europe  KJ Europe  KK Europe	Λ	V	1-7720	Law (General)		
Action Class Religious Law in General  KD Law of the United Kingdom and Ireland  Class Description Fund Exceptions  X KD 51-9500 England and Wales  KE Law of Canada  Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States  Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  Action Class Description Fund Exceptions  X KJ Europe  KJ Europe  Action Class Description Fund Exceptions  KJ Europe  KJ Europe  KK Europe			L/D	Policious Low in Conoral		
X   KB   1-240   Religious Law in General	Action				Fund	Eventions
Action   Class   Description   Fund   Exceptions		KR		*	runa	Exceptions
Action Class Description Fund Exceptions  X KD 51-9500 England and Wales  KE Law of Canada  Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States  Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe	Λ	KD	1-240	Rengious Law in General		
Action Class Description Fund Exceptions  X KD 51-9500 England and Wales  KE Law of Canada  Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States  Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  Action Class Description Fund Exceptions  X KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe			VD.	Law of the United Kingdom and Ireland		
X KD   51-9500   England and Wales			KD	Law of the Officer Kingdom and Trefand		
X KD   51-9500   England and Wales	Action		Class	Description	Fund	Eventions
KE   Law of Canada   Exceptions		KD			runa	Exceptions
Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH O-999 South America (General)  KH South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe	Α	KD	31-7300	England and wates		
Action Class Description Fund Exceptions  X KE 1-9450 Federal law. Common and collective provincial law  KF United States Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH O-999 South America (General)  KH South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe			KF	Law of Canada		
X KE 1-9450 Federal law. Common and collective provincial law  KF United States  Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ Europe  Action Class Description Fund Exceptions  X KJ Europe	Action				Fund	Eventions
Provincial law		KE			runu	Exceptions
KF	28		1 7400			
Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe				provincial acti		
Action Class Description Fund Exceptions  X KF 1-9827 United States  KG Latin America (General)  Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe			KF	United States		
X KF 1-9827 United States   Action KG Latin America (General)   X KG 0-3999 Latin America (General)   X KH South America (General)   Action Class Description Fund Exceptions   X KH 0-999 South America (General)   X KH 0-999 South America (General)   X KJ Europe   Action Class Description Fund Exceptions   X KJ 2-4999 History of law    KK  Europe	Action				Fund	Exceptions
KG   Latin America (General)		KF		*		
Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law						
Action Class Description Fund Exceptions  X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law			KG	Latin America (General)		
X KG 0-3999 Latin America (General)  KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe	Action				Fund	Exceptions
KH South America (General)  Action Class Description Fund Exceptions  X KH 0-999 South America (General)  KJ Europe  Action Class Description Fund Exceptions  X KJ 2-4999 History of law  KK Europe		KG		•		
Action       Class       Description       Fund       Exceptions         X       KH       0-999       South America (General)         B       KJ       Europe       South America (General)         Action       Class       Description       Fund       Exceptions         X       KJ       2-4999       History of law       South America (General)       History of law         B       KK       Europe       South America (General)						
Action     Class     Description     Fund     Exceptions       X     KH     0-999     South America (General)       KJ     Europe       Action     Class     Description     Fund     Exceptions       X     KJ     2-4999     History of law       KK     Europe     Europe			KH	South America (General)		
X         KH         0-999         South America (General)           WILD         KJ         Europe           Action         Class         Description         Fund         Exceptions           X         KJ         2-4999         History of law         Indicate the proper of	Action				Fund	Exceptions
KJ   Europe		KH				
Action     Class     Description     Fund     Exceptions       X     KJ     2-4999     History of law       KK     Europe						
Action     Class     Description     Fund     Exceptions       X     KJ     2-4999     History of law       KK     Europe			KJ	Europe		
X         KJ         2-4999         History of law           KK         Europe	Action				Fund	Exceptions
		KJ		•		
			KK	Europe		
· · · · · · · · · · · · · · · · · · ·	Action		Class	Description	Fund	Exceptions
X KK 2-9799.3 Germany and West Germany	X	KK	2-9799.3			
KL Eurasia			KL	Eurasia		
Action Class Description Fund Exceptions	Action		Class	Description	Fund	Exceptions
X KL 2-9299 History of law. Ancient Orient	X	KL	2-9299	History of law. Ancient Orient		
KM Middle-East. Southwest Asia			KM	Middle-East. Southwest Asia		
Action Class Description Fund Exceptions	Action		Class		Fund	Exceptions

X	KM	1-999	Asia (General)		
71	18171	1-777	Asia (General)		
X		KN	South Asia. Southeast Asia. East Asia		
Action		Class	Description	Fund	Exceptions
X		KP	South Asia. Southeast Asia. East Asia		
Action		Class	Description	Fund	Exceptions
			•		
X		KQ	Africa		
Action		Class	Description	Fund	Exceptions
	KQ	1-9999	History. Indigenous peoples		•
X		KR	Africa		
Action		Class	Description	Fund	Exceptions
X		KS	Africa		
Action		Class	Description	Fund	Exceptions
X		KT	Africa		
Action		Class	Description	Fund	Exceptions
X		KU	Australia. New Zealand		
Action		Class	Description	Fund	Exceptions
X	KU	0-4999	Australia (General)		
X		KV	Pacific Area Jurisdictions		
Action		Class	Description	Fund	Exceptions
<b>X</b> 7		<b>*</b> *****	D 101 A 7 A 11 A		
X		KW	Pacific Area Jurisdictions	- 1	
Action		Class	Description	Fund	Exceptions
X		KZ	Law of Nations		
Action		Class	Description	Fund	Exceptions
X	KZ	0-6795	Law of Nations	1 unu	Pacephons
<u> </u>			Dan of Hations		
		KZA	Law of the Sea		
Action		Class	Description	Fund	Exceptions
X	KZA	1-5205	Law of the Sea	ı unu	Dacephons
<u> </u>			Lium of the Dea		
		KZD	Space Law. Law of Outer Space		
Action		Class	Description	Fund	Exceptions
X	KZD	1-6715	Space Law. Law of Outer Space	1 unu	Pacephons
<u> </u>		2 3720	Space Lan. Lan of Outer Space		
		L	Education		
Action		LC Range	Description	Fund	Exceptions
X	L	1-991	Education	1 unu	Exceptions
		1 //1	Luutauvii		

		I			
		LA	History of Education		
Action		LC Range	Description	Fund	Exceptions
X	LA	1-2396	History of Education	Fund	Exceptions
	LA	1-2370	Instity of Education		
		T.D.	The same and December of Education		
A 4°		LB	Theory and Practice of Education	E 1	T (*
Action	T D	LC Range	Description (F. L. C.	Fund	Exceptions
X	LB	1-3640	Theory and Practice of Education		
		- ~			
		LC	Special Aspects of Education		
Action	- ~	LC Range	Description	Fund	Exceptions
X	LC	1-6691	Special Aspects of Education		
		LD	Individual Institutions		
Action		LC Range	Description	Fund	Exceptions
X	LD	1-7501	United States		
		LE	Individual Institutions		
Action		LC Range	Description	Fund	Exceptions
X	LE	1-78	America (except United States)		
		LF	Individual Institutions		
Action		LC Range	Description	Fund	Exceptions
X	LF	1-5627	Great Britain & Continental Europe		
		LG	Individual Institutions		
Action		LC Range	Description	Fund	Exceptions
X	LG	1-961	Asia & Pacific		
X		LH	College and School Magazines and		
			Papers		
Action		LC Range	Description	Fund	Exceptions
		LJ	Student Fraternities and Sororities		
Action		LC Range	Description	Fund	Exceptions
X	LJ	1-165	United States		•
		LT	Textbooks		
Action		LC Range	Description	Fund	Exceptions
X	LT	6-501	Textbooks covering several subjects		<u> </u>
		M	Music		
Action		Class	Description	Fund	Exceptions
X	M	1-5000	Music. (Scores)		<b>_</b>
			, , ,		
		ML	Literature on Music		
Action		Class	Description Description	Fund	Exceptions
X	ML	1-3930	Literature on Music		
<b></b>					

			1	1	
		MT	Musical Instruction and Study		
Action		Class	Description	Fund	Exceptions
X	MT	1-960	Musical Instruction and Study		
		N	Visual Arts		
Action		Class	Description	Fund	Exceptions
В	N	1-9999	Visual Arts		Exclude titles with Practical
					aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
		Th.T. A	A 1.4		
A (*		NA GI	Architecture	F .	T
Action	NT A	Class	Description	Fund	Exceptions Exclude titles with Practical
В	NA	1-9999	Architecture		aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
					<u> </u>
		NB	Sculpture		
Action		Class	Description	Fund	Exceptions
В	NB	1-9999	Sculpture		<b>Exclude titles with Practical</b>
			_		aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
		NO	D 1 D 1 TH 11		
A (*		NC	Drawing. Design. Illustration	ъ .	T
Action B	NC	Class	Description Description	Fund	Exceptions Exclude titles with Practical
В	NC	1-9999	Drawing. Design. Illustration		aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
					<u> </u>
		ND	Painting		
		1110	I mining		

Action		Class	Description	Fund	Exceptions
В	ND	1-9999	Painting	Tuna	Exceptions Exclude titles with Practical
_	1,2	2 ,,,,	T dimening		aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
		NE	Print Media		
Action		Class	Description	Fund	Exceptions
В	NE	1-9999	Print Media		Exclude titles with Practical
					aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
		NK	Decemptive Auto Applied Auto		
		INIX	Decorative Arts. Applied Arts.		
A		G1	Decoration and Ornament	F 1	T
Action	NITZ	Class	Description	Fund	Exceptions Exclude titles with Practical
В	NK	1-9999	Decorative Arts. Applied Arts.		aspects. Exclude Techniques
			Decoration and Ornament		manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
					g.u.f
		NX	Arts in General		
Action		Class	Description	Fund	Exceptions
В	NX	1-9999	Arts in General		<b>Exclude titles with Practical</b>
					aspects. Exclude Techniques
					manuals. Send slips for
					Museum Guides intended
					for travelers. Send books for
					Guides to a museum's
					holdings, include
					biographies.
		P	Philology. Linguistics (General)		
Action		LC Range	Description	Fund	Exceptions
X	P	1-1091	Philology. Linguistics (General)	1	
		PA	Classical Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions

X	PA	1-8595	Classical Languages and Literatures		
		PB	Modern European Languages. Celtic Languages		
Action		LC Range	Description	Fund	Exceptions
X	PB	1-3029	Modern European Languages. Celtic Languages		
		PC	Romance Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions
X	PC	1-5498	Romance Languages and Literatures		
		PD	Germanic Languages		
Action		LC Range	Description	Fund	Exceptions
X	PD	1-5929	Germanic Languages		= <b>p</b>
		PE	English Language		
Action		LC Range	Description	Fund	Exceptions
X	PE	1-3729	English Language		
		PF	West Germanic Languages		
Action		LC Range	Description	Fund	Exceptions
X	PF	1-5999	West Germanic Languages		
		PG	Slavic. Baltic (Languages and Literatures)		
Action		LC Range	Description	Fund	Exceptions
X	PG	1-9678	Slavic. Baltic (Languages and Literatures)	Tunu	Laceptions
			,		
		РН	Finno-Ugrian, Basque (Languages and Literatures)		
Action		LC Range	Description	Fund	Exceptions
X	PH	1-5490	Finno-Ugrian, Basque (Languages and Literatures)		
		PJ	Oriental Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions
X	PJ	1-9293	Oriental Languages and Literatures		
		PK	Indo-Iranian Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions
X	PK	1-9201	Indo-Iranian Languages and Literatures	_ =====================================	
L					

Literature  PQ Class 1-9999 Literature  Literature  PR Class 1-9680 Literature  Literature  Literature  Literature  PS LC Range 1-3626 Literature  Literature	History & Criticism  Romance Literatures  Description  Romance Literatures  Creative Works  History & Criticism  English Literature  Description  English Literature  Creative Works  History & Criticism  American Literature  Description  American Literature  Creative Works  History & Criticism  Germanic Literature  Creative Works  History & Criticism	Fund  Fund  Fund  Fund	Exceptions  Exceptions  Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  PS LC Range 1-3626 Literature Literature  Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Creative Works History & Criticism  American Literature Creative Works History & Criticism  Germanic Literature Creative Works History & Criticism	Fund	Exceptions  Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature Literature Literature  PS LC Range 1-3626 Literature Literature Literature Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Description American Literature Creative Works History & Criticism  Germanic Literature Description	Fund	Exceptions  Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  PS LC Range 1-3626 Literature Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Description American Literature Creative Works History & Criticism  American Literature Creative Works History & Criticism  Germanic Literature	Fund	Exceptions  Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Creative Works History & Criticism  American Literature Creative Works History & Criticism	Fund	Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Creative Works  American Literature Creative Works  Creative Works	Fund	Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  Literature  Literature  Literature  Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Creative Works  American Literature Creative Works  Creative Works	Fund	Exceptions
PQ Class 1-9999 Literature Literature  PR Class 1-9680 Literature Literature  Literature  Literature  Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Description American Literature	Fund	Exceptions
PQ Class 1-9999 Literature Literature PR Class 1-9680 Literature Literature Literature Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature Description	Fund	Exceptions
PQ Class 1-9999 Literature Literature PR Class 1-9680 Literature Literature Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism  American Literature	Fund	Exceptions
PQ Class 1-9999 Literature Literature PR Class 1-9680 Literature Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works History & Criticism		-
PQ Class 1-9999 Literature Literature PR Class 1-9680 Literature	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description English Literature Creative Works		-
PQ Class 1-9999 Literature Literature PR Class 1-9680	Romance Literatures  Description  Romance Literatures  Creative Works  History & Criticism  English Literature  Description  English Literature		-
PQ Class 1-9999 Literature Literature PR Class	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature Description		-
PQ Class 1-9999 Literature Literature PR Class	Romance Literatures Description Romance Literatures Creative Works History & Criticism  English Literature		-
PQ Class 1-9999 Literature Literature	Romance Literatures  Description  Romance Literatures  Creative Works  History & Criticism	Fund	Exceptions
PQ Class 1-9999 Literature	Romance Literatures Description Romance Literatures Creative Works	Fund	Exceptions
PQ Class 1-9999 Literature	Romance Literatures Description Romance Literatures Creative Works	Fund	Exceptions
PQ Class 1-9999	Romance Literatures Description Romance Literatures	Fund	Exceptions
PQ Class	History & Criticism  Romance Literatures Description	Fund	Exceptions
Literature PQ	History & Criticism  Romance Literatures	Fund	Exceptions
Literature	History & Criticism		
Literature			
	Creative Works	+ +	
1-0/70	Literature: General and Universal Literary History		
LC Range 1-6790	Description Literature: General and Universal	Fund	Exceptions
LCD	Literary History	E	E
PN	Literature: General and Universal		
	Artificial Languages		
1-9021	Hyperborean, Native American,		•
LC Range	Description Description	Fund	Exceptions
1 1/1	Artificial Languages		
PM	Hyperborean, Native American,		
	Asia, Airica, Uceania		
1-8844			
	*	Fund	Exceptions
	Asia, Africa, Oceania		
PL	Languages and Literatures of Eastern		
	LC Range 1-8844	Asia, Africa, Oceania  LC Range Description  1-8844 Languages and Literatures of Eastern Asia, Africa, Oceania	Asia, Africa, Oceania  LC Range Description Fund  1-8844 Languages and Literatures of Eastern Asia, Africa, Oceania

X	PZ	5-90	Juvenile belles lettres		
		0	Science (General)		
Action		LC Range	Description	Fund	Exceptions
X	Q	1-390	Science (General)		<b>T</b>
		QA	Mathematic		
Action		LC Range	Description	Fund	Exceptions
X	QA	1-939	Mathematic		•
	_				
		QB	Astronomy		
Action		LC Range	Description	Fund	Exceptions
X	QB	1-991	Astronomy		
		QC	Physics		
Action		LC Range	Description	Fund	Exceptions
X	QC	1-999	Physics		
		QD	Chemistry		
Action		Class	Description	Fund	Exceptions
X	QD	1-999	Chemistry		
		QE	Geology		
Action		LC Range	Description	Fund	Exceptions
X	QE	1-996.5	Geology		
		QH	Natural History (General). Biology		
			(General)		
Action		LC Range	Description	Fund	Exceptions
X	QH	1-705	Natural History (General). Biology		
			(General)		
		QK	Botany		
Action		LC Range	Description	Fund	Exceptions
X	QK	1-989	Botany		
		QL	Zoology		
Action		LC Range	Description	Fund	Exceptions
X	QL	1-991	Zoology		
		QM	Human Anatomy		
Action		LC Range	Description	Fund	Exceptions
X	QM	1-695	Human Anatomy		
		QP	Physiology		
Action		LC Range	Description	Fund	Exceptions
X	QP	1-981	Physiology		

		QR	Microbiology		
Action		LC Range	Description	Fund	Exceptions
X	QR	1-502	Microbiology		•
		R	Medicine (General)		
Action		LC Range	Description	Fund	Exceptions
X	R	1-920	Medicine (General)		
		RA	Public Aspects of Medicine		
Action		LC Range	Description	Fund	Exceptions
X	RA	1-1270	Public Aspects of Medicine		Zinoprioni
		-	T done hispeeds of friedrenic		
		RB	Pathology		
Action		LC Range	Description	Fund	Exceptions
X	RB	1-214	Pathology	Tunu	Laceptions
	110	A #17	i umology		
		RC	Internal Medicine		
Action		LC Range	Description	Fund	Exceptions
X	RC	1-1245	Internal Medicine	Fullu	Exceptions
<b>A</b>	KC	1-12-13	Internal Wiedicine		
		RD	Surgery		
Action		LC Range	Description	Fund	Exceptions
X	RD	1-811		Fund	Exceptions
Λ	ΚD	1-011	Surgery		
		DE	Outleth along the serv		
A -4:		RE	Ophthalmology  Description	E1	Empany Albana
Action X	RE	LC Range 1-994	Description On let be also also are	Fund	Exceptions
Λ	KE	1-994	Ophthalmology		
		DE	04 11 1		
A		RF	Otorhinolaryngology	T 1	T
Action	DE	LC Range	<b>Description</b>	Fund	Exceptions
X	RF	1-547	Otorhinolaryngology		
		<b>.</b> .			
		RG	Gynecology and Obstetrics	_	- :
Action	D.C.	LC Range	Description	Fund	Exceptions
X	RG	1-991	Gynecology and Obstetrics		
			_		
		RJ	<b>Pediatrics</b>		
Action		LC Range	Description	Fund	Exceptions
X	RJ	1-570	Pediatrics		
		RK	Dentistry		
Action		LC Range	Description	Fund	Exceptions
X	RK	1-715	Dentistry		
		RL	Dermatology		
Action		LC Range	Description	Fund	Exceptions
X	RL	1-803	Dermatology		

		RM	Therapeutics. Pharmacology		
Action		LC Range	Description	Fund	Exceptions
X	RM	1-950	Therapeutics. Pharmacology	Tunu	Enceptions
			Therapeures Tharmacology		
		RS	Pharmacy and Materia Medica		
Action		LC Range	Description	Fund	Exceptions
X	RS	1-441	Pharmacy and Materia Medica	Tunu	Exceptions
	140	1	I har macy and wateria wieuca		
		RT	Nursing		
Action		LC Range	Description	Fund	Exceptions
X	RT	1-120	Nursing	Fullu	Exceptions
71	IX I	1-120	Tursing		
		DV	Datasia Thansanian and Eduction		
		RV	Botanic, Thomsonian, and Eclectic		
A a4: a		I.C.Donos	Medicine Description	Torre d	Encontions
Action X	RV	LC Range 1-431	Description Botanic, Thomsonian, and Eclectic	Fund	Exceptions
Λ	ΙV	1-451			
			Medicine		
		D.F.			
A		RX	Homeopathy	F	77
Action	DX	LC Range	Description	Fund	Exceptions
X	RX	1-681	Homeopathy		
		RZ	Other Systems of Medicine		
Action		LC Range	Description	Fund	Exceptions
X	RZ	1-999	Other Systems of Medicine		
		S	Agriculture (General)		
Action		LC Range	Description	Fund	Exceptions
X	S	1-972	Agriculture (General)		
		SB	Plant Culture		
Action		LC Range	Description	Fund	Exceptions
X	SB	1-998	Plant Culture		
		SD	Forestry		
Action		LC Range	Description	Fund	Exceptions
X	SD	1-669.5	Forestry		
		SF	Animal Culture		
Action		LC Range	Description	Fund	Exceptions
X	SF	1-1100	Animal Culture		-
		SH	Aquaculture. Fisheries. Angling		
Action		LC Range	Description	Fund	Exceptions
X	SH	1-691	Aquaculture. Fisheries. Angling		10
			1		
		SK	Hunting Sports		
Action		LC Range	Description	Fund	Exceptions
		=	= ***P****	1	

X	SK	1-664	II	1 1	1
	SK	1-004	Hunting Sports		
		TD.	W 1 1 (C 1)		
A 40		T	Technology (General)	T 1	T (1
Action	Tr.	LC Range	<b>Description</b>	Fund	Exceptions
X	T	1-995	Technology (General)		
		TA	TA Engineering (General) Civil		
			Engineering (General)		
Action		LC Range	Description	Fund	Exceptions
X	TA	1-2040	TA Engineering (General) Civil		
			Engineering (General)		
		TC	Hydraulic Engineering		
Action		LC Range	Description	Fund	Exceptions
X	TC	1-1800	Hydraulic Engineering		
		TD	Environmental Technology. Sanitary		
			Engineering		
Action		LC Range	Description	Fund	Exceptions
X	TD	1-1066	Environmental Technology. Sanitary		
			Engineering		
		TE	Highway Engineering. Roads and		
		12	Pavements		
Action		LC Range	Description	Fund	Exceptions
X	TE	1-450	Highway Engineering. Roads and	Tunu	Exceptions
11	1.2	1 .00	Pavements		
			1 avenients		
		TF	Railroad Engineering and Operation		
Action		LC Range	Description	Fund	Exceptions
X	TF	1-1620	•	Funa	Exceptions
Λ	11	1-1020	Railroad Engineering and Operation		
		T. C.	D.I. E. I.		
A .:		TG	Bridge Engineering		T
Action	TDC .	LC Range	<b>Description</b>	Fund	Exceptions
X	TG	1-470	Bridge Engineering		
		TH	Building Construction		
Action		LC Range	Description	Fund	Exceptions
X	TH	1-9999	<b>Building Construction</b>		
		TJ	Mechanical Engineering & Machinery		
Action		LC Range	Description	Fund	Exceptions
Action X	TJ	LC Range 1-1570	Description Mechanical Engineering & Machinery	Fund	Exceptions
	TJ			Fund	Exceptions
	TJ			Fund	Exceptions
	TJ			Fund	Exceptions
	TJ	1-1570	Mechanical Engineering & Machinery	Fund	Exceptions

Action		LC Range	Description	Fund	Exceptions
X	TK	1-9971	Electrical Engineering. Electronics.		
			Nuclear Engineering		
			Tructeur Engineering		
		TL	Motor Vehicles, Aeronautics,		
		112	Astronautics		
Action		LC Range	Description	Fund	Exceptions
X	TL	1-4050	Motor Vehicles. Aeronautics.	runu	Exceptions
1	112	1-4050			
			Astronautics		
		TENA I	3.4' · T. · · 3.4 · H		
A odiom		TN	Mining Engineering. Metallurgy	Ed	E
Action X	TN	LC Range 1-997	Description No. 11	Fund	Exceptions
Λ	IN	1-99/	Mining Engineering. Metallurgy		
		TP	Chemical Technology	_	
Action	-	LC Range	Description	Fund	Exceptions
X	TP	1-1185	Chemical Technology		
		TR	Photography		
Action		LC Range	Description	Fund	Exceptions
В	TR	1-1050	Photography		
		TS	Manufactures		
Action		LC Range	Description	Fund	Exceptions
X	TS	1-2301	Manufactures		
		TT	Handicrafts. Arts and Crafts		
Action		LC Range	Description	Fund	Exceptions
S	TT	1-999	Handicrafts. Arts and Crafts		•
	TT	980-999	Laundry work		
		TX	Home Economics		
Action		LC Range	Description	Fund	Exceptions
X	TX	1-1110	Home Economics		-
		U	Military Science (General)		
Action		LC Range	Description	Fund	Exceptions
X	U	1-897	Military Science (General)		
			(		
		UA	Armies: Organization, Distribution, etc.		
Action		LC Range	Description	Fund	Exceptions
X	UA	1-997	Armies: Organization, Distribution, etc.	1 4114	Enceptions
			Signification, Distribution, CC.		
		UB	Military Administration		
Action			Military Administration Description	F 3	Ewaantian a
Action X	UB	LC Range 1-900		Fund	Exceptions
Λ	UD	1-900	Military Administration		

					1
		UC	Maintenance and Transportation		
Action		LC Range	Description	Fund	Exceptions
X	UC	1-780	Maintenance and Transportation	Fund	Exceptions
		1-760	Waintenance and Transportation		
		LID	T 6 4		
		UD	Infantry	<b>T</b> 1	- ·
Action	TIP	LC Range	Description	Fund	Exceptions
X	UD	1-495	Infantry		
		UE	Cavalry. Armor		
Action		LC Range	Description	Fund	Exceptions
X	UE	1-500	Cavalry. Armor		
		UF	Artillery		
Action		LC Range	Description	Fund	Exceptions
X	UF	1-910	Artillery		
		UG	Military Engineering. Air Forces		
Action		LC Range	Description	Fund	Exceptions
X	UG	1-1530	Military Engineering. Air Forces		
			· · ·		
		UH	Other Services		
Action		LC Range	Description	Fund	Exceptions
X	UH	1-910	Other Services	1 4114	2110001011
			Other Services		
		V	Naval Science (General)		
Action		LC Range	Description	Fund	Exceptions
X	V	1-995	Naval Science (General)	Funu	Exceptions
	•	1-773	Navai Science (General)		
		VA	Navies		
Action				Eund	Evantions
Action X	VA	LC Range 1-750	Description Navies	Fund	Exceptions
	VA	1-750	Navies		
		TID			
		VB	Naval Administration		
Action		LC Range	Description	Fund	Exceptions
X	VB	1-955	Naval Administration		
		VC	Naval Maintenance		
Action		LC Range	Description	Fund	Exceptions
X	VC	1-580	Naval Maintenance		
		VD	Naval Seamen		
Action		LC Range	Description	Fund	Exceptions
X	VD	1-430	Naval Seamen		-
		VE	Marines		
Action		LC Range	Description	Fund	Exceptions
X	VE	1-500	Marines		Z. A. C. P. C.
	, 1	100	TYTUL HILLS		

		VF	Naval Ordnance		
Action		LC Range	Description	Fund	Exceptions
X	VF	1-580	Naval Ordnance		
		VG	Minor Services of Navies		
Action		LC Range	Description	Fund	Exceptions
X	VG	1-2029	Minor Services of Navies		
		VK	Navigation. Merchant Marine		
Action		LC Range	Description	Fund	Exceptions
X	VK	1-1661	Navigation. Merchant Marine		
		VM	Naval Architecture. Shipbuilding		
			Marine Engineering		
Action		LC Range	Description	Fund	Exceptions
X	VM	1-989	Naval Architecture. Shipbuilding		
			Marine Engineering		
		Z	Bibliography. Library Science		
Action		LC Range	Description	Fund	Exceptions
X	Z	1-8999	Bibliography. Library Science		•
		ZA	Information Resources (General)		
Action		Class	Description	Fund	Exceptions
X	ZA	1-5185	Information Resources (General)		

#### NON-SUBJECT PARAMETERS

The default values indicated in this section often vary within specific subject areas. Unless specifically excluded, all of the following categories will be included in the plan.

## **BEGINNING IMPRINT DATE:**

For notification slips: 1983 For books slips: 1983

## **BINDING:**

Preferred binding for simultaneous cloth/paper editions:

- **B** Paper
- B Spiral
- S Looseleaf

See the NONBOOK FORMAT section for a complete listing of other categories.

#### **CO-PUBLISHED TITLES:**

- **B** Titles co-published by two or more domestic presses
- **B** Titles published by one press for another publisher

# **DISTRIBUTED PRESSES:**

**B** Titles distributed by one press for another press

## **FORMAT:**

- S Biography/Autobiography See exceptions in LC classes N-NX.
- S Cartoons
- B Casebook
- S Classroom Anthology
- **B** Collected Works
- **S** Collection (one author)
- **B** Collection/Anthology
- S Collection/New
- **B** Conference Monograph
- **B** Conference Monograph 2+
- S Conference Proceeding
- S Conference Proceeding 2+
- B Cookbook
- **S** Correspondence

- **B** Curriculum Guide
- **B** Diary
- X Exam Guide
- **S** Festschriften
- **B** Field Guide
- **B** Form Documents
- **B** Grammar
- **B** Hymn Book
- X Instructor's Manual
- **B** Interviews
- X Lab Manual

# **B** Museum & Gallery Publications

- **B** Music Score
- S Periodical Anthology
- **X** Personal Narrative
- X Programmed Text
- **B** Revised Dissertation
- X Study Guide
- X Textbook—High school
- X Textbook—Intro.
- X Textbook—Adv.
- X Textbook—Grad.
- **X** Textbook—Prof.
- **B** Travel Guide
- X Unrevised Dissertation
- **X** Workbook/Consumable

## LANGUAGE:

- B English
- B German
- **B** French
- **B** Hebrew
- **B** Spanish
- **B** Italian
- S Russian
- S Greek
- S Latin
- S Other

## **CONTENT LEVEL:**

- X Juvenile
- X Popular
- S Basic Studies
- **B** General Academic
- **B** Advanced Academic
- **X** Professional

## **NEW EDITIONS:**

- **B** Critical Edition
- **B** New Edition
- **B** Supplement
- X Abridgement

## **NON**□**BOOK FORMAT:**

- **B** Book/Diskette
- **B** Book/Audio
- **B** Book/Fiche
- S Diskette
- **S** Audio Cassette
- S Audio CD
- S CD-ROM
- S Video
- S Maps
- S Oddity

# **PAGINATION:**

X 50 pages or less

# **PLACE OF PUBLICATION (Title Page):**

- B US
- B UK
- **B** US editions of UK titles (Pub. first in UK)
- S Canada
- **B** US editions of Canadian titles (Pub. first in Canada)
- X Africa
- X Australia
- **B** US editions of Australian titles (Pub. first in Australia)
- X China

- **X** Germany
- X Hong Kong
- X Iceland
- X India
- X Ireland
- X Japan
- X Netherlands
- X New Zealand
- X Singapore
- X Switzerland
- X Other

## **PRICE CEILING:**

Send notification slips if list price exceeds values indicated below.

Single volume \$150

Set of two or more volumes \$250

## **REPRINTS:**

- S Reprint
- S Reprint 25+
- **S** Facsimile
- S Journal Monograph

# **REFERENCE BOOKS:**

- S Abstracts
- S Almanac
- **S** Atlas
- S Bibliography
- **S** Bio-bibliography
- S Biographical Dictionary
- S Catalogue Raisonne
- S Concordance
- S Dictionary
- S Dictionary/Multi-language
- S Directory
- S Discography

- S Encyclopedia
- **S** Filmography
- S Gazetteer
- S Handbook
- S Index
- S Medical Atlas
- S Reference Book (compact)
- **S** Reference (other)
- S Thesaurus
- S Yearbook

#### **SETS AND SERIES:**

# Volume 1 of any series type:

- **B** Numbered series
- **B** Unnumbered series
- S Numbered sets-in-progress
- **B** Unnumbered sets-in-progress
- **S** Annuals
- **B** Dated lecture series
- S Non-monographic series

# Subsequent volumes of any series type:

- **B** Numbered series
- **B** Unnumbered series
- S Numbered sets-in-progress
- **B** Unnumbered sets-in-progress
- S Annuals
- **B** Dated lecture series
- S Non-monographic series

# SIZE:

- **B** Undersized
- **B** Oversized

# S TITLE ANNOUNCEMENTS

## **TRANSLATIONS:**

- **B** Translations into English
- X Translations from English

#### **DESCRIPTIVE PARAMETERS**

The default values indicated in this section often vary within specific subject areas. Any of these categories can be applied either inclusively (as an override) to specific subjects or exclusively either overall or in particular subject.

#### **ASPECTS:**

The following aspects are typically applied, either inclusively or restrictively, in particular subject areas.

Agricultural

Allied health

Anthropological

Archaeological

Architectural

Art

Bible Commentary

Biotechnology

**Business** 

Career

Clinical

Coaching

Computer

Contemporary Social

Counseling

Crime and Criminology

Dance

Description and Travel

Devotional

Distance education

**Doctrinal** 

**Economic** 

Educational

Environmental

**ESL** 

Ethical

European Union

Foreign Relations

Geographical

Globalization

**Higher Educational** 

Historical

**Human Rights** 

Journalistic Treatment

## Art and Museum and Gallery Publication Plan

**Approval Sub-account 3420-12** 

**Approval Plan number 225** 

Wellesely College

Language

Legal

Marine

Mass media

Medical

Military

Music

Nanotechnology

Narrow Topic

Nursing

Overview

**Pastoral** 

Philosophical

Pictorial Work

Political

## **X** Practical (Guidebooks)

Proselytizing

Psychological

**Public Policy** 

Quantitative/Statistical

Religious

Rural

Science

Self-Help

Social Work

Teaching of

Technical (Law)

Topics of Current Media Attention

TV Tie-in

Urban

Vocational/Technician

## **GEOGRAPHIC SPECIFICATIONS:**

US

Local interest Send slips for local interest outside of New England.

Individual US states

US Regions (Middle Atlantic, Midwestern U.S., New England, Pacific

Northwest, Southeastern U.S., Southwestern U.S., Western U.S.)

S Canada

Mexico

Caribbean

Central America

South America

United Kingdom

Western Europe

Eastern Europe

Former Soviet Union

Middle East

Africa

Asia

South Asia

Southeast Asia

Oceania

Pacific Rim

World

Polar

Oceans

## **INTERDISCIPLINARY STUDIES:**

Interdisciplinary studies are typically applied inclusively across all subject areas, but can be applied inclusively or restrictively in particular subject areas.

**AIDS** 

Asian-American Studies

**Asian Studies** 

**Black Studies** 

Chicano/Hispanic Studies

Children's Studies

Classics

**Developing Countries** 

**Ethnic Studies** 

Family Studies

Film

**Future Studies** 

Gay/Lesbian Studies

Gerontology

History of Ideas

**Hospitality Industry** 

Irish Studies

Islamic Studies

Jewish Studies

Latin American Studies

Maritime Studies

**Medieval Studies** 

Men's Studies

**Multicultural Studies** 

> Native American Studies Speech and Hearing Impaired Transportation Women's Studies

#### CONTENT LEVEL DEFINITIONS

#### **General-Academic (GEN-AC):**

This category is applied to works of scholarship which assume no prior knowledge of a topic. Accessible to any college or university student, these are often studies of broad subject areas or of topics of high current interest. Some titles not strictly academic in nature, such as fiction and poetry of literary quality, and quality works of journalism or other non-fiction, also would be placed here. All General-Academic titles would be appropriate for undergraduate study.

#### **Advanced -Academic (ADV-AC):**

This level applies to all works of scholarship treating narrowly defined or difficult topics, but generally accessible to advanced students or faculty within a discipline or to those who may be reading in a specialty other than their own. Some Advanced-Academic titles also are appropriate for use by upper-level undergraduates.

#### **Professional (PROF):**

This level applies to works of extreme technical difficulty or treating such esoteric subjects as to interest only well-trained specialists in the field. Practical guidebooks written for working professionals in fields such as Education, Business, Law, Medicine, Nursing, or Social Work, even when not highly technical, also would fall into this category.

#### **Basic Studies (BASIC):**

This level applies to non-fiction books primarily developed by publishers for secondary schools, but bridging the college market through usefulness in basic courses. Usually published in series in concise and uniform format, they are written in a highly accessible style, are usually well-illustrated, and normally treat topics of current or longstanding interest. They are used by novice undergraduate students enrolled in required courses designed to assist them in learning to critically synthesize information in research and writing, and by students whose first language is not English.

#### Popular (POP):

Books rated at this level are primarily intended for retail sale to a very broad readership beyond colleges and universities. The Popular level would include genre fiction such as mysteries and science fiction; inspirational poetry or spirituality; cookbooks; most travel guides; many biographies of athletes, movie stars, and other entertainment figures; and materials intended for casual reading or individual self-help or instruction, as opposed to academic or professional study.

# Juvenile (JUV):

This category applies to books intended to be read by children. The YBP approval plan program treats only those children's titles published by university presses. We do not treat the thousands of children's titles released by trade publishers

#### **SELECT PROFILING:**

Basic-Essential Research-Essential Basic-Recommended Research-Recommended Specialized Supplementary Not a Select Book

## YBP/L&H Select Profiling Terminology, Definitions, and Guidelines

- 1. Basic-Essential. An important book, and one accessible to all readers on a college or university campus. A work of scholarship that will receive widespread attention within its field and may be read in other fields too. Non-scholarly works such as journalism, memoir, travel, or essays may be categorized here when written by leading authors or are otherwise of exceptional quality and likely to receive prominent notice in review media such as the *New York Times Book Review* or the *Times Literary Supplement*. Works of literature by well-known authors will also fall within this category. Standard or significant new reference works would fall here as well. Works of any kind by significant authors, whose books libraries will need to buy on name alone, will often fall here. A necessary purchase for any library collecting the subject, whether supporting undergraduate, graduate, or professional programs.
- **2. Research-Essential.** An important scholarly, technical, or professional book, accessible to many upper-level undergraduates and to most graduate students. Subsequent works of science or scholarship in the field will need to refer to these books. High-quality reference or practical works in narrowly defined, but not esoteric, subject areas may also categorize here. A necessary purchase for any library supporting intensive undergraduate research, or graduate or professional degrees in the subject.
- **3. Basic-Recommended.** A scholarly or non-scholarly work accessible to all academic readers and useful to any library collecting in the subject, but not likely to receive the wide notice of an "essential" book. The book's subject may be one where a great many other books are available, or may be about a subject not heavily studied on most campuses. The book might be written by an author without established reputation, or might be brought out by a secondary publisher. Most literary works will categorize here. Most reference works will categorize here. A desirable purchase for any library collecting the subject, whether supporting undergraduate, graduate, or professional programs.
- **4. Research-Recommended.** A scholarly, technical, or professional book accessible to most graduate students and to some undergraduates. Useful to any graduate or professional program, but not likely to receive the scholarly attention of an "essential" book. The book's subject may be one where a great many other books are available, or may be about a subject not heavily studied on most campuses. The book might be written by an author without established reputation, or might be brought out by a secondary publisher. Books derived from dissertations or conferences, and collections of scholarly articles, will often categorize here. A desirable purchase for any library collecting the subject, whether supporting intensive undergraduate research, or graduate or professional programs.

- **5. Specialized**. A scholarly, technical, or professional book accessible or useful *only* to experts in the field, due to difficult or highly esoteric subject matter. A desirable purchase only for libraries supporting advanced research or large professional programs. A necessary purchase only for libraries attempting to approach a comprehensive subject collection.
- **6. Supplementary.** Two types of books which most libraries will buy selectively. 1) A book of high quality or note, but written for a lay (non-academic) readership. Examples would be some fiction written by well-known genre authors, non-scholarly books with outstanding illustrations, or guidebooks, textbooks, cookbooks, or travel books of extremely wide appeal or of high quality. Also, highly topical popular books may categorize here. An optional purchase for any library supporting leisure reading or supplementing an academic collection with lay material. 2) An academic book with limited potential readership due to narrow scope or to modest authority.
- **7. Not a Select Title.** A marginal purchase for most academic libraries. The subject may be ephemeral, the approach non-academic, or the quality relatively low. Many textbooks, "Popular" level books, guidebooks, and other books intended for a lay readership will categorize here. These books will be of interest primarily to libraries supporting recreational reading, introductory coursework, or special collections; or to libraries wanting to document popular culture. Most academic libraries can be highly selective.