YBP APPROVAL PLAN PROFILE and MEMORANDUM OF AGREEMENT

Clapp Library Wellesely College Wellesley, MA 92181 BLC Music Pilot Account Number 3420-14 Plan Number 5484

May, 2006

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 Number S.O. will appear on all invoices and shipping labels for the BLC Music pilot.

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 OR will not) 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 Wellesely College Wellesley, MA 92181

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
3420-09	5481	BLC Music Notification Slip Orders
3420-14	5484	BLC Music Profiled Books

D:Discounts:

The library will be billed at list price less 15% for most [cloth] titles available in North America, [less 5% for most paperbacks.] Prices announced on notification slips are usually met, but are not guaranteed.

YBP does not discount certain categories of titles, which are sold to libraries at list price, or at list price plus a service fee:

- Titles imported directly from overseas by YBP.
- Titles obtained by YBP from out-of-print suppliers.
- Titles with little or no publisher discount to YBP.

E: Returns:

[NON-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. The Library reserves the right to return titles which are deemed inappropriate to the Library's collection for reasons of content, subject, style, format, quality, etc.

Returns are not expected to exceed 10%.

Titles may routinely be returned in resalable condition within 120 days of date of YBP invoice. Defective titles may be returned within one year of the invoice date. Claims for missing or damaged titles must be reported to a YBP Customer Service Representative within 30 days [45 days for overseas customers] of the invoice date.

Returns must be shipped via UPS or insured mail.

F: 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>ice</u>

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.

			BLC MUSIC Collaborative Collection		
			Development Project		
			LC Classes not shown are excluded.		
			LC Classes not snown are excluded.		
Well			L.C. Subject Parameters	Wellesley	Wellesley
		M	Music		
Action		Class	Description	Fund	Exceptions
В	M	1-5000	Music. (Scores)		
		ML	Literature on Music		
Action		Class	Description	Fund	Exceptions
	MI	1-3930	T. Characteristics of March	+	
В	ML	1-3930	Literature on Music		
	ML	1-102	General		
	ML	35-38	Festivals and congresses		
	ML	48-54	Librettos		
	ML	55-60	Collected works		
	ML	103-158	Bibliography		
	ML	159-3799	History and criticism		
	ML	162-169	Ancient		
	ML	170-190	Medieval		
	ML	193-196	1600-1900		
	ML	197	1900-		
	ML	198-199	Americas		
	ML	200	United States		
	ML	205	Canada		
	ML	207-239	Caribbean. Latin America		
	ML	240-325	Europe		
	ML	330-345	Asia		
	ML	350	Africa		
	ML	410			
	ML	385-429	Biography		
	ML	410	Biography		
S	ML	419	Biography: Other Instrumentalists		
	ML	430-455	Composition	1	
	ML	457	Conducting and interpretation	1	
	ML	460-1354	Instrumental music		
	ML	1400-3275	Vocal music		
В	ML	3187	Gospel; General Works		
	ML	3300-3354	Program music		
	ML	3400-3465	Dance music		
S	ML	3410	Dance music: North America: General		
	ML	3411	Dance music: North America: United		
S			States		

S	ML	3413	Dance music: North America: Canada	
В	ML	3414	Dance music: West Indies	
B	ML	3415	Dance music: Mexico	
В	ML	3416	Dance music: Central America	
B	ML	3417	Dance music: South America	
S	ML	3420	Dance music: Europe, general	
$\overline{\mathbf{S}}$	ML	3422	Dance music: Austria	
$\overline{\mathbf{S}}$	ML	3426	Dance music: Belgium	
S	ML	3427	Dance music: France	
S	ML	3429	Dance music: Germany	
S	ML	3431	Dance music: British Isles	
S	ML	3433	Dance music: Italy	
S	ML	3435	Dance music: Netherlands	
S	ML	3437	Dance music; Russia	
S	ML	3442	Dance music: Scandinavia	
\mathbf{S}	ML	3447	Dance music: Spain	
S	ML	3448	Dance music: Portugal	
S	ML	3449	Dance music: Switzerland	
	ML	3451	Dance music: Other	
S				
В	ML	3460	Dance music: forms: ballet	
S	ML	3465	Dance music: forms: other	
S	ML	3469	Popular music: Periodicals	
	ML	3469-3541	Popular music	
В	ML	3470	Popular music, general works	
	ML	3475	Popular music: Americas, incl. Latin America,	
В			general	
В	ML	3476	Popular music, North America, general	
В	ML	3477	Popular music: U.S., general	
	ML	3479	Popular music: U.S., Afro-American music:	
В			General Works	
	ML	3481	Popular music: U.S., Hispanic-American	
В			music	
В	ML	3485	Popular music: Mexico	
В	ML	3486	Popular music: West Indies	
	ML	3487	Popular music: Central and South America	
<u>B</u>	1 -	0.55		
В	ML	3489	Popular music: France	
В	ML	3490	Popular music: Germany	
S	ML	3493	Popular music: Ireland	
В	ML	3495	Popular music: Netherlands	
В	ML	3496	Popular music: Poland	
В	ML	3497	Popular music: Russia	
n	ML	3499	Popular music: other European countries	
В	N AT	2500	Donulos musica Asia a Caracata a 1	
S	ML	3500 3501	Popular music: Asia : General works	
	ML ML	3501	Popular music: Japan	
C	WIL	3502	Popular music: Asia: Other regions or	
S	ML	2502 5	Popular music: U.S. Afro American	
D D	IVIL	3502.5	Popular music: U.S., Afro-American	
В	I	1	music: [Contemporary? used locally]	
S	ML	3502.9	Popular music: Africa: General works	

	I _M T	2502	Don to an about AC's and Donas's many	T T
G	ML	3503	Popular music: Africa: By region or	
S	2.07	0500	country	
S	ML	3506	Jazz : General works	
S	ML	3516	Barbershop quartets, etc.	
G	ML	3518	Big band, jazz band, and dance band	
S) //T	0540	music	
	ML	3519	Bluegrass music: Periodicals	
S	ML	3520	Bluegrass music	
В	ML	3521	Blues: Rhythm & Blues: General works	
S	ML	3523	Country music: Periodicals	
S	ML	3524	Country music: General	
	ML	3526	Disco music	
S	ML	3527	Doo-wop	
S	ML	3527.8 3528	Funk	
L	ML		Honky-tonk music	
S	ML ML	3528.8 3529	House music New Age	
S	ML	3530	Ragtime music	
S	ML	3531	Rap music (see also ML 3918 R37	
S	MIL	3331	1	
B	ML	3532	below) Reggae	
	ML	3534	Popular music: Rock music : General	
S	IVIL	3334	works	
B	ML	3535.5	Salsa	
В	ML	3537	Soul	
S	ML	3540	Techno	
	ML	3545-3776	National music (folk, patriotic, etc.)	
S	ML	3553	National music: U.S.: British-American	
S	ML	3554	National music: U.S.: Irish-American	
	ML	3555	National music: U.S.: German-American, etc.	
S	IVIL	0000	rational music. C.S German American, etc.	
	ML	3556	National music: U.S.: Afro-American,	
S	IVIL	0000	including spirituals	
S	ML	3557	National music; American Indian	
B	ML	3558	National music: U.S.: Latin-American	
S	ML	3560	National music: U.S.: Other ethnic groups	
$\frac{\overline{S}}{S}$	ML	3561	National music: U.S.: Special songs	
S	ML	3562	National music: U.S.: Other topics	
S	ML	3563	National music: Canada	
В	ML	3565	National music: West Indies	
В	ML	3570	National music: Mexico	
В	ML	3572	National music: Central America	
В	ML	3575	National music: South America	
В	ML	3586	National music: Austria	
S	ML	3590	National music: Czechoslovakia	
S	ML	3591	National music: Slovakia	
S	ML	3593	National music: Hungary	
S	ML	3600	National music: Balkans, general	
S	ML	3601	National music: Albania	
1 3				
S	ML	3602	National music: Bulgaria	
	_	3602 3604	National music: Bulgaria National music: Greece	

S	ML	3610	National music: Yugoslavia	
	ML	3611	National music: Balkans, other regions &	
S	IVIL	3011	countries	
B	ML	3615	National music: Belgium	
S	ML	3619	National music: Belgium National music: Finland	
B	ML	3620		
В	ML	3621	National music :France, general	
В	ML	3622	National music: France: Songs by topic National music: France: Other topics	
В	ML	3630	National music: France: Other topics National music: Germany	
В	ML	3670	-	
	ML	3671	National music: Netherlands, general	
D	WIL	3071	National music: Netherlands, songs by topic	
В	MI	3672	National musics Nathaulanda athautania	
D	ML	3072	National music: Netherlands, other topics	
В) (T	2077	N .: 1 .: D 1 .1	
В	ML	3677	National music: Poland	
В	ML	3680	National music: Russia	
В	ML	3681	National music: Baltic States	
В	ML	3684	National music: Belarus	
B B	ML	3689	National music: Moldova	
	ML	3690	National music: Ukraine	
S	ML	3700	National music: Scandinavia: general	
S	ML	3702	National music: Scandinavia: Denmark	
S	ML	3704	National music: Scandinavia: Norway	
S	ML	3706	National music: Scandinavia: Sweden	
S	ML	3708	National music: Scandinavia: Other	
S	ML	3710	National music: Spain, general	
S	ML	3712	National Music: Spain: Flamenco	
a	ML	3713	National music: Spain: By topic or song title	
S		0744		
S	ML	3714	National music: Spain: Other topics	
S	ML	3717	National music: Portugal, general	
G	ML	3718	National Music: Portugal: By topic or song	
S	2.07	0740	title	
S	ML	3719	National Music: Portugal: Other topics	
В	ML	3720	National music: Switzerland, general	
В	ML	3721	National music: Switzerland, yodeling	
D	ML	3722	National music: Switzerland, by topic or	
B B	N/II	3723	Song title	
	ML ML	3723	National music: Switzerland, other topics	
D	IVIL	3130	National music: Other European countries	
B S	MI	3744	National music : Armenia	
S	ML ML	3744	National music : Armenia National music : China	
S	ML	3747	National music : Crima National music : Taiwan	
S	ML	3747	National music : Talwan National music : India	
S	ML	3740	National music : India National music : Japan	
S	ML	3750	National music : Japan National music : Korea	
S	ML	3752		
S		3753	National music: Korea (North)	
S	ML		National music: Israel	
S	ML	3756	National music : Iran	
	ML	3757	National music : Turkey	

	ML	3758	National music : Other regions or countries,	
S	1,12	0.00	A-Z	
S	ML	3760	National Music: Africa	
S	ML	3776	Music of the Jews (secular)	
	ML	3785-3795	Music industry. Musical life	
	ML	3797	Musicology	
	ML	3800-3927	Philosophy and physics of music	
	ML	3918 ???	[Criticism: ???]	
S	ML	3918 F65	[Criticism: Folk]	
S	ML	3918 J39	[Criticism: Jazz]	
S	ML	3918 P67	[Criticism: Popular music]	
S	ML	3918 R37	[Criticism: Rap music]	
	ML	3920	Music therapy	
	ML	3928-3930	Juvenile music	
		MT	Musical Instruction and Study	
Action		MT Class	Musical Instruction and Study Description	Exceptions
Action B	MT			Exceptions
	MT MT	Class	Description	Exceptions
		Class 1-960	Description Musical Instruction and Study	Exceptions
	MT	Class 1-960	Musical Instruction and Study General. History and criticism. Theory	Exceptions
	MT MT	Class 1-960 1-39 40-69	Description Musical Instruction and Study General. History and criticism. Theory Composition. Improvisation	Exceptions
	MT MT MT	Class 1-960 1-39 40-69 70-89	Description Musical Instruction and Study General. History and criticism. Theory Composition. Improvisation Orchestra and orchestration, conducting, etc.	Exceptions
	MT MT MT MT	Class 1-960 1-39 40-69 70-89 90-149	Description Musical Instruction and Study General. History and criticism. Theory Composition. Improvisation Orchestra and orchestration, conducting, etc. Analytical guides. Hermeneutics	Exceptions
	MT MT MT MT MT	Class 1-960 1-39 40-69 70-89 90-149 150-169	Description Musical Instruction and Study General. History and criticism. Theory Composition. Improvisation Orchestra and orchestration, conducting, etc. Analytical guides. Hermeneutics Miscellaneous	Exceptions
	MT MT MT MT MT MT	Class 1-960 1-39 40-69 70-89 90-149 150-169 170-819	Description Musical Instruction and Study General. History and criticism. Theory Composition. Improvisation Orchestra and orchestration, conducting, etc. Analytical guides. Hermeneutics Miscellaneous Instrumental techniques	Exceptions

Wellesley 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:

2005 For notification slips:

BINDING:

Preferred binding for simultaneous cloth/paper editions:

Paper Cloth Paper

- **B** Cloth
- **S** 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:

S Titles distributed by one press for another press

FORMAT:

- **B** Biography/Autobiography
- **S** Cartoons
- **S** Casebook
- **B** Classroom Anthology
- **B** Collected Works
- **B** Collection (one author)
- **B** Collection/Anthology
- **B** Collection/New
- **B** Conference Monograph
- S Conference Monograph 2+
- **S** Conference Proceeding
- **S** Conference Proceeding 2+
- **X** Cookbook

- **B** Correspondence
- X Curriculum Guide
- **S** Diary
- **X** Exam Guide
- **S** Festschriften
- X Field Guide
- **X** Form Documents
- **X** Grammar
- B Hymn Book
- **S** Instructor's Manual
- **B** Interviews
- X Lab Manual
- **X** Museum & Gallery Publications
- **B** Music Score
- **S** Periodical Anthology
- **S** Personal Narrative
- **S** Programmed Text
- **S** Revised Dissertation
- **S** Study Guide
- **X** Textbook—High school
- **X** Textbook—Intro.
- **S** Textbook—Adv.
- **S** Textbook—Grad.
- **S** Textbook—Prof.
- **S** Travel Guide
- **S** Unrevised Dissertation
- **X** Workbook/Consumable

LANGUAGE:

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

CONTENT LEVEL:

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

LITERARY TYPE:

Detailed instructions concerning the following literary types are typically specified in the P subclasses.

- **X** Poetry
- X Playscript
- **X** Screenplay/Filmscript
- B Playscript (Musical)
- **X** Essays
- **X** Graphic Novels
- **X** Novels
- X Short Stories
- **B** Non-fiction

MAJOR WORKS ONLY (Typically specified in particular subject areas where highly selective coverage is desired.)

NEW EDITIONS:

- **B** Critical Edition
- **S** New Edition
- **S** Supplement
- **S** 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
- **X** Oddity

PAGINATION:

S 50 pages or less

PLACE OF PUBLICATION (Title Page):

- B US
- B UK
- **B** US editions of UK titles (Pub. first in UK)
- **B** Canada
- **B** US editions of Canadian titles (Pub. first in Canada)
- **B** Africa
- **B** Australia
- **B** US editions of Australian titles (Pub. first in Australia)
- **B** China
- **B** Germany
- **B** Hong Kong
- **B** Iceland
- **B** India
- **B** Ireland
- **B** Japan
- **B** Netherlands
- **B** New Zealand
- **B** Singapore
- **B** Switzerland
- **B** Other

PRICE CEILING:

Send notification slips if list price exceeds values indicated below.

\$70 Single volume

Single volume

\$100 Set of two or more volumes

REPRINTS:

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

REFERENCE BOOKS:

- **S** Abstracts
- **S** Almanac
- **B** Atlas
- **S** Bibliography
- **S** Bio-bibliography
- **B** Biographical Dictionary
- X Catalogue Raisonne
- **X** Concordance
- **B** Dictionary
- **B** Dictionary/Multi-language
- **S** Directory
- **S** Discography
- **B** Encyclopedia
- **S** Filmography
- **B** Gazetteer
- **B** Handbook
- **B** Index
- X Medical Atlas
- **S** Reference Book (compact)
- **B** Reference (other)
- **B** Thesaurus
- **S** Yearbook

SETS AND SERIES:

Vol 1

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

Subsequent vols

- **B** Numbered series
- **B** Unnumbered series

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

Computer

Contemporary Social

Counseling

Crime and Criminology

Dance

Description and Travel

Devotional

Distance education

Doctrinal

Economic

Educational

Environmental

ESL

Ethical

Foreign Relations

Geographical

Globalization

Higher Educational

Historical

Human Rights

Journalistic Treatment

Legal

Local Interest

Marine

Mass media

Medical

Military

Music

Nanotechnology

Narrow Topic

Nursing

Overview

Pastoral

Philosophical

Pictorial Work

Political

S Practical (Guidebooks)

Proselytizing

Psychological

Public Policy

Quantitative/Statistical

Religious

Rural

Self-Help

Social Work

Teaching of

Technical (Law)

Topics of Current Media Attention

TV Tie-in

Urban

Vocational/Technician

GEOGRAPHIC SPECIFICATIONS:

- B US
- **S** US Local

B for New

Eng only But allow notification slips for titles in XXXXXX (list library's preferences)

- **B** Individual US states
- **B** Canada
- **B** Mexico
- **B** Caribbean
- **B** Central America
- **B** South America
- **B** United Kingdom
- **B** Western Europe
- **B** Eastern Europe
- **B** Former Soviet Union
- **B** Middle East
- **B** Africa
- B Asia
- B South Asia
- **B** Southeast Asia
- **S** Oceania
- **B** Pacific Rim
- **B** World
- **B** Polar
- **B** 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

B Women's Studies - override LC classes M-MT only.

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

MEMORANDUM OF AGREEMENT Approval (or Notification Slip) Plan number XXXX (PUT LIBRARY NAME HERE)

Date Summary of changes

Changed Women's Studies book coverage to restrict it to

6/1/2006 LC classes M-MT

Changes Changes requested by: made by:

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.