

06/02

YBP APPROVAL PLAN GLOSSARY: NON-SUBJECT AND DESCRIPTIVE PARAMETERS

The terms included in this glossary relate directly to their application in YBP's approval plans and notification slip programs. Each title which passes through our approval process is examined book -in -hand by a Bibliographer who verifies bibliographic information and applies these terms as descriptors wherever appropriate. In conjunction with the library's publisher and subject instructions, these descriptors determine the treatment of a particular title for the library, whether book, slip, or exclude. All of these specifications are recorded as part of the library's written profile, or Memorandum of Agreement (MOA).

This glossary may be used in two ways:

In the creation of a profile, it can assist the librarian, faculty member or selector understand how YBP Bibliographers think about and describe books. The terms presented here will all be found in the workbook we use in writing a profile, YBP's *Approval Plan Services Profile Guide*. These parameters can be applied to either include or exclude certain types of materials. Typically, defaults are determined for the library's entire profile, with overrides or exceptions applied in specific subject areas as needed. For example, textbooks may be excluded across most of a profile, but allowed in subject areas where they may be more desirable, such as mathematics, nursing, or education.

Once an approval plan is in operation, selectors sometimes have questions about why a book was sent or excluded. A clear understanding of our use of these terms, as applied in the bibliographic records our Bibliographers create, will usually help to answer these questions.

BINDING TYPES:

Cloth and paperback bindings: Each YBP profile states a preference for cloth or paper, for instances of simultaneous publication.

Looseleaf: A binding that allows removal of pages, usually a three-ring binder. This binding type is always treated on a non-returnable basis, meaning that instead of shipping a book on approval, we instead announce it with a notification slip.

Spiral Bound: Pages are bound with a single metal or plastic spiral.

PUBLICATION HISTORY:

Co-published: A work published by two or more publishers. Typically both publishers are given equal weight on the title page, with neither subordinate to the other (typical phrase: "Publisher A in collaboration with Publisher B").

Published For: A work published by one publisher for another publisher or organization. Typically, one publisher is in a subordinate position to the other on the title page (typical phrase: "Published for A by Publisher B.")

Distributed: Distributed by one publisher for another. Often the distributor is not named on the book's title page. The actual publisher will not be on the library's approval press list, but the distributor always is.

Place of Publication: In instances of US/UK editions, YBP practice is to record the place of printing as the place of publication. Titles originating in other countries are recorded as they appear on the title page.

U.S. Editions of U.K. Titles, U.S. Editions of Canadian Titles: YBP Bibliographers will indicate an earlier publication history in the U.K. or Canada, whenever known, using a note such as “Pub First in the UK” or “Pub also in the Canada.” Many U.S. libraries who buy U.K. or Canadian books in their country of origin use this device as a restriction to prevent subsequent duplication.

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.

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

FORMAT:

YBP’s Bibliographer will normally have placed a note in the bibliographic record to indicate the selected format.

Biography/Autobiography: A memoir or an account of a life where the emphasis is upon the person rather than upon events.

Cartoons: Works presented in primarily cartoon format, with little or no text.

Casebook: A type of textbook chiefly comprised of case studies, often found in law, but not limited to law.

Classroom Anthology: An anthology designed expressly for classroom use and meant to be read by students. Often shows the usual textbook features, such as exercises.

Collected Works: Single or multi-volume projects, usually appearing with an inclusive title, to publish all of some category (letters, papers, essays) of an author's (or statesman's, or scientist's, etc.) writings.

Collection (one author): Material by one author, the preponderance of which has been published elsewhere.

Collection/Anthology: A collection of works reprinted from various sources and multiple authors, gathered together in the same book for the first time by an editor or compiler. Theme or form can relate the selections. Our Bibliographer's note will usually state "Prev. Pub."

Collection/New: A collection by an editor or compiler of mostly new material, previously unpublished, although can apply to previously published literary works now brought together in a new form.

Conference Monograph: A book based on a conference, symposium, workshop, etc., where papers have been edited or new, related material added.

Conference Monograph 2+: A conference monograph based on a conference that took place two or more years prior to the date of profiling.

Conference Proceeding: The literal or barely edited record of the papers presented at a conference, symposium, workshop, meeting etc.

Conference Proceeding 2+: A conference proceeding based on a conference that took place two or more years prior to the date of profiling.

Cookbook: Recipes.

Correspondence: Letters.

Curriculum Guide: A practical guide designed to aid teachers in planning and developing a teaching plan for specific subject areas.

Diary: A personal register or record of events, transactions or observations kept at dated intervals.

Exam guide: A book comprised of sample questions to use in preparing for standardized examinations such as the LSAT, GRE, etc.

Festschrift: A memorial or complimentary volume issued in honor of a scholar. The theme is usually the subject area in which the individual distinguished himself or herself, and the essays are often written by former students, colleagues or admirers. A festschrift may also honor an institution or society, usually on a significant anniversary.

Field Guide: A manual which identifies objects in a class, usually natural things, sized for carrying in the field.

Form Documents: A collection of sample letters, contracts, or other documents..

Grammar: A book which describes the rules and structure of language.

Hymn book: A specialized score, with music and words appropriate for use in a religious setting.

Instructor's Manual: A version of a particular textbook intended to explain to the teacher how to use the text in the classroom.

Interviews: Applied to titles that chiefly contain an interview between the author and a person or groups of persons.

Lab Manual: A procedural guide to conducting scientific experiments, investigations or observations, intended for students or researchers. Often has a spiral binding and is consequently subject to the instruction on binding types.

Museum Publication: Any book issued by a museum or to accompany an exhibition, frequently an exhibition catalog or the catalog of a collection.

Music score: Any printed version of a musical arrangement in notational form. May include lyrics or supplemental text..

Periodical Anthology: A collection of articles reprinted from several issues of one periodical.

Personal Narrative: The recollection of events or experiences by an individual who is not otherwise of note or reputation.

Programmed text: A textbook for self-directed study.

Revised dissertation: A treatise submitted toward an advanced degree showing evidence of revision or editing in preparation for publication.

Study Guide: A guide to a particular book or to a field of study; meant for student use. Very often it will accompany a particular textbook. Does not apply to substantial works of interpretation or criticism that may stand alone.

Textbook—high school: A book created for use in a high-school classroom, often including summaries and test questions. Our Bibliographer will assign a content level of Juvenile.

Textbook--intro: A book created for use in a classroom or in a course of study, generally in the first or second year of study, often including summaries, test questions, or exercises. Our Bibliographer will assign a content level of General Academic.

Textbook --adv.: A book created for use in a classroom or in a course of study, generally in the third or fourth year of the curriculum, often including summaries, test questions or exercises. Our Bibliographer will assign a content level of Advanced-Academic.

Textbook --grad.: Shares the characteristics of the other 'textbook' formats, but is chiefly designed for use by a student in a graduate school or professional school. Our Bibliographer will assign a content level of Advanced- Academic.

Textbook --prof.: Shares the characteristics of the other 'textbook' formats, but is chiefly intended for use or reference by persons active in their professions and is therefore often more self-directed. The Bibliographer will assign a content level of Professional.

Travel Guide: A guide for tourists or travelers,, usually assigned the Popular content level.

Unrevised dissertation: A treatise submitted toward an advanced scholastic degree that is published substantially as submitted.

Workbook/Consumable: A consumable manual for an individual student to write in during the course of study. Characterized by fill-in-the-blanks, graphs to mark or perforated pages, etc. Usually restricted or excluded by libraries.

MAJOR:

Our Bibliographer chooses this descriptor when the content is by or about an especially significant literary author or artist. In other subject fields, it is chosen to describe the most significant work(s) in the field.

EDITION TYPE:

New Edition: Works published subsequent to the original and either numbered as a new edition or qualifying for that designation by virtue of a significant new introduction, revision, additional text, or other new material.

Critical Edition: A new edition of an important work edited by a scholar other than the original author. Contains scholarly apparatus such as footnotes and a bibliography.

Abridgment: Truncated versions of the original work.

Supplement: A separately published book which continues or adds new matter to that in a book already published.

REPRINT:

Reprint: A subsequent printing of a text without modification to the previously published original content.

Reprint 25+: A YBP category of reprint which indicates the title has not been reprinted in more than 25 years. The category allows libraries to be notified of earlier titles they may not have in their collections or which may have been discarded because of deterioration.

Facsimile: A work that attempts to reproduce a faithful likeness of the original work, usually via a photographic process, because of the inherent value or historical significance of the original version.

Journal Monograph: A single issue either supplementing a journal or an issue published separately in monographic form. Because such works are frequently available as part of the journal subscription, libraries often restrict them to slips. Our Bibliographer's note will read: "special issue of journal. " Exact volume and number information of the reprinted journal is included as space allows.

REFERENCE BOOKS:

The following terms represent the types of reference material which libraries have asked YBP to identify.

Abstract: A form of bibliography which summarizes, condenses or comments on the essentials of other publications.

Almanac: A book containing a collection of useful or interesting facts or statistics, often covering a particular year.

Atlas: A bound collection of maps.

Bibliography: A systematic list of citations to materials related to a particular subject or person.

Bio-bibliography: A bibliography that contains biographical details.

Biographical Dictionary: A book with biographical entries, arranged in alphabetical order.

Concordance: An alphabetical index of the important words of a text, usually giving the context in which they are found.

Dictionary: An alphabetical list of words and their meanings.

Dictionary/Multi-languages: A dictionary that cross-references words and their meanings between two or more languages.

Discography: A list of sound recordings giving details of composer, title, performers, etc.

Directory: An alphabetical guide to a group of particular services or people.

Encyclopedia: A systematic (usually alphabetical) listing of topics, with more substantial descriptions than a dictionary.

Filmography: A list of films with production and performance details.

Gazetteer: A geographical dictionary of place names with varying amounts of descriptive, historical or statistical information.

Handbook: A reference manual usually consulted for quick fact-finding or for a concise and authoritative survey of a topic.

Index: Alphabetical list of key terms of a text, used to facilitate reference to the content of a text.

Medical atlas: A bound collection of photographs for use by clinicians.

Reference book (compact): An undersized, compressed, or "pocket" reference work designed for portability. Often more suited to an individual's private collection than a library's.

Thesaurus: A lexicon of synonyms or near synonyms, often grouped by ideas. Thesauri of commonly used terms in various fields are often intended to function as terminological control devices for indexing in that field.

Yearbook: A book published yearly as a report or summary of statistics or facts.

Reference (other): A descriptor which allows our Bibliographer to identify a work intended for reference use, but which falls outside the categories above which libraries have asked YBP to identify.

SETS AND SERIES:

Numbered Series: Monographs published in a numbered sequence, although not necessarily issued in that sequence.

Unnumbered Series: Generally only a publisher's designation for a category of material. Standard library practice is to catalog the volumes separately as monographs.

Numbered Set: Titles published in numbered parts appearing over a period of time that will have a logical and eventual termination.

Unnumbered Set: A finite work in multiple parts, not numbered, with an announced conclusion.

Annual: A continuing work published once each year and continuing over an undetermined number of years. YBP practice is to include biennial publications in this category.

Dated Lecture: A series of monographs recording the lectures, often a named course of lectures, delivered on a regular or dated basis.

Non-monographic Series: Volumes, usually numbered, that do not have unique titles. The name of the series is the point of bibliographic access.

SIZE:

Oversized: Any publication that would require a separate storage space from regular stacks, i.e. very large or oddly shaped.

Undersized: Any publication less than 4 inches tall or wide.

ASPECTS:

The terms in this list are often applied in library profiles to include or exclude various types of materials. If the library does not supply instructions, the aspect acts neutrally and does not affect the profiling action. Many of the terms are most applicable to specific Library of Congress classes and YBP's Profiling. Bibliographers commonly apply them to books falling in those ranges, although they also apply them to books in other classes as warranted. Thus, by specifying book coverage for a particular aspect, the approval plan can act as a gathering device for titles classed outside the expected one. For example, by specifying book coverage for "legal aspects," a law library can gather law-related material outside the K classes. In applying a particular aspect, YBP Bibliographers are asked to examine the book for "clear and compelling" evidence that its use is warranted. Multiple aspects may be assigned to the same book.

Agricultural: Refers to commercial development, planning and economics of crops or plantings or other renewable resources.

Allied Health: Refers to occupations that support, aid and increase the efficiency of the physician or dentist or primary clinical specialist. Professions not included in Allied Health are physicians, dentists, registered/advanced nurses, pharmacists, and psychologists.

Anthropological: Used for discussions of groups of people based on evidence of their social and cultural history, physical character and geographical distribution.

Archaeological: Used for scientific studies of historic peoples through their artifacts, skeletal remains, fossils and objects of human workmanship.

Architectural: Applied to works related to the art or science of designing and building structures.

Art: Applied to works produced according to aesthetic principles. Most commonly used in the N classes, but also used for works of artistic photography in TR.

Bible commentary: Used in BS for detailed scriptural analysis (exegesis) or study of parts of the Bible.

Business: Related to a commercial or mercantile activity or organization that delivers goods or services.

Career: Titles that guide the reader to the ways and means of obtaining a particular job, vocation or profession.

Clinical: Related to the diagnosis and treatment of medical conditions and therefore primarily intended for health care workers. Most often applied to titles in the R classes, but also used in BF, QP and QR. The term is frequently used in conjunction with the “practical” aspect, so the library may want to consider both these terms in tandem as they relate to this type of material.

Coaching: Books related to athletic coaching or team management. Most commonly classed in GV.

Computer: Related to automation and electronic data processing. The Library of Congress commonly classes most computer-related books in HF5548, QA75-76, Z52, T385, and some TK ranges.

Contemporary Social: Applied when the title discusses sociological issues or events of the recent past. YBP Bibliographers apply a time frame of the most recent ten-year period. Time periods earlier than that are often described as “historical.”

Counseling: Opinions, directions, advice, etc. given after consultation and/or testing to an individual in order to guide him or her in understanding himself or herself. Used primarily in psychology, psychiatry, education, and social work.

Description & Travel: Used for travelogues, travel photography, other travel writing, or whenever the Library of Congress uses the term as a subdivision in a subject heading.

Devotional: Applied to titles in the religion classes when they are intended for personal spiritual growth or as aids to the practice of one’s religion. Because they are most suited to individual use, our Bibliographer will normally assign them the Popular level of readership.

Distance Education: Related to the technology driven instructional method that allows learners to study at sites physically removed from the instructor. Typically employs video, data, print, and voice technologies. Includes efforts to support such education through the delivery of online catalogs and databases, electronic reserves, electronic reference, tutorials and document delivery.

Doctrinal: Used in classes BL-BX for works discussing the theological aspects of a particular religion. Often the Library of Congress has assigned the subheading “History of doctrines.”

Economic: Related to the production, distribution and consumption of goods and services. This term is often applied in a broader sense than the more practical aspect “business.”

Educational: Used for works with broad focus on materials or topics related to education, training and learning. Related aspects are “higher educational” and “teaching of.”

Environmental: Related to the complex of factors which act upon an individual organism or ecological community to influence or determine development and survival. Topics include conservation, ecology, population growth, climatology and others.

ESL: Refers to particular programs and curricula offered to students who do not speak or write English as the primary language. Primarily found in K-12 and Adult Education. This term would also be used for all types of materials focused upon English as a second language, teaching English as a second language, or teaching English as a foreign language.

Ethical: Pertaining to moral philosophy; the principles of conduct governing an individual or a group.

Foreign Relations: Related to the affairs and dealings between states or nations.

Geographical: Pertaining to the measurement and description of the earth’s surface or spatial studies of any human activity. Traditional areas of geography include topics such as place names, atlases (including historical, linguistic, etc.), cartography and topography. Recent topics include remote sensing, global positioning, geographical information systems, and spatial studies. This term can be applied in a variety of disciplines.

Globalization: Used for transnational influences on culture, economics, politics, etc., especially illustrating global patterns or trends.

Higher educational: A subcategory of “educational” aspects, thus allowing a more narrow focus for academic libraries. Likely to be used within the L class but also appropriate for use in any LC class for books about learning at the college level.

Historical: Used for materials concerning events ten (10) years before the current date.

Journalistic treatment: Applied to books which report a contemporary event in a style which is not usually academic and is lacking in scholarly features, such as footnotes, bibliographies, etc.

Language: Applied to books that primarily discuss language and/or linguistics, particularly as opposed to literature or criticism when used in titles classed in P through PZ.

Legal: Connected with the law and its administration. Assigned in JZ, in all K subclasses and in any LC class for titles with a compelling degree of law-related material, i.e. a book that might be useful in the collection of a law library.

Local Interest: The intended readership is likely to be limited to the particular geographic area in focus. Generally, this term is used for U.S. topics confined to a smaller-than-state level. It is not applied to topics dating prior to 1865, nor is it applied to countries other than the U.S.

Marine: Involves the sea, coastal zones and tidal areas. Unlike Maritime studies that often imply economic activity, marine relates to the qualitative analysis of these waters before or after human incursion.

Mass Media: Refers to channels of communication for popular consumption (also replaces the TV component of the former Television and Film category).

Medical: Used most frequently in the R classes, but also in QP and QR, to indicate works more of interest to physicians than scientists.

Military: Related to the art and science of warfare, campaign and battle strategy. This term is also applied to books with any bearing on the armed forces, including social, political, economic aspects, etc. Used in the history classes as well as in U and V.

Music: Titles that analyze composition, composers, and the ways music affects the quality of life.

Narrow topic: Refers to a highly specialized focus or treatment of a topic. Smaller undergraduate libraries sometimes find the term useful in controlling material as an adjunct to specifying academic levels.

Nursing: Used in the medical classes and especially in RT to describe works of interest to nurses.

Overview: Refers to a broad treatment of a topic generally recognized as a significant academic area of study. Not applied to textbooks.

Pastoral: Related to the professional work of the clergy, detailing procedures, guidelines, etc. Used in BL-BX only.

Philosophical: Related to the rational investigation of the principles and truths of being, knowledge or conduct.

Pictorial work: Formerly termed a “coffee table book.” A book consisting primarily of photographs or illustrations. Our Bibliographer will commonly assign the Popular content level. Not used in LC classes N (art) or TR (photography). Does not include medical atlases or books of maps.

Political: Used for works relating to the governing process of any country and to the legislative process. A related glossary term concerns Public Policy aspects.

Practical: Applied to books providing specific instructions on performing particular tasks and characteristically designed for use by an individual. Our YBP Bibliographer commonly uses the word “Guidebook” in the note field to indicate this aspect has been tagged. The academic level assigned varies widely, from the Popular content level through the Professional.

Proselytizing: Used for works written with the intent of converting the reader to the author's religious viewpoint. Use of this term is confined to the religion classes, BL-BX.

Psychological: Related to the scientific study of the mind, mental processes and phenomena, cognitive development and behavior. This aspect includes psychiatric studies and psychoanalysis. Used mostly in BF and RC, but applicable in other subject areas as well.

Public Policy: Related to the social or legislative ramifications of government policies. The corollary glossary term “political aspects” is customarily applied to the process of arriving at those policies.

Quantitative/Statistical: Highly mathematical treatments or compilations of statistical data.

Religious: Applied to studies that draw on theology, mythology, belief systems and associated practices. Used in all BL-BX, as well for other appropriate books.

Rural: Used to identify books related to agriculture or country life and concerns.

Science: Applied to all books in Q and in other LC classes when they have significant content related to the hard sciences, and would be of interest to a science department.

Self-help: Applied to titles aimed at the self-improvement of the individual, especially common in psychology, religion, medicine, business and law. Usually used in conjunction with practical aspects (i.e. guidebooks) and customarily assigned the Popular content level of readership.

Social Work: Applied to books intended for social workers or students of social work. Services can be educational, psychiatric, nursing, services to the disabled, etc.

Teaching of: Applied to books intended for teachers or students of teaching, and related to the methods of instruction in given subjects. The Library of Congress practice is to classify the teaching of a subject within the LC range for the subject and therefore this aspect may be found applied to many classes. The Profiler will also commonly apply the descriptor "practical." Related glossary terms are "educational" and sometimes "higher educational."

Technical (Law): Used only in the K classes for materials with extensive citations to statutes, cases, etc. that would require use of a law library. The term also includes materials for practicing attorneys.

Topics of current media attention: A "self-updating" designation. Libraries commonly include this category in their profiles to ensure coverage of current "hot topics."

Urban: Related to topics concerning cities or city life.

Vocational/technician: Applied to titles related to fields or occupations in which a two-year college or apprenticeship is the typical preparation.

GEOGRAPHIC SPECIFICATIONS:

Geographic descriptors allow libraries to include specific regions or countries, often in support of area studies programs, or to exclude regions or countries. The following list is provided to assist in identifying the geographic inclusions within each area as used by YBP Bibliographers. Note that these geographic designations apply to the subject content of the work, NOT its place of publication.

United States

Canada:

Mexico:

Central America: Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.

Caribbean: Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe, Guyana, Haiti, Jamaica, Martinique, Montserrat, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Virgin Islands.

South America: Argentina, Bolivia, Brazil, Chile, Columbia, Ecuador, Falkland Is., French Guiana, Guyana, Netherland Antilles (Aruba, Bonaire, Curacao), Paraguay, Peru, Suriname, Trinidad and Tobago, Uruguay, Venezuela.

United Kingdom: England, Ireland, Scotland, Wales

Western Europe: Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Gibraltar, Greece, Iceland, Italy, Liechtenstein, Monaco, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland

Eastern Europe: Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Slovakia, Hungary, Macedonia, Poland, Romania, Slovenia, Yugoslavia.

Former Soviet Union: Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kirgizistan, Latvia, Lithuania, Moldavia, Russia, Tadzhikistan, Turkmenistan, Ukraine, Uzbekistan.

Middle East: Algeria, Bahrain, Cyprus, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen.

Africa: Angola, Benin, Botswana, Burkina Faso (Upper Volta), Burundi, Cabinda (Angola), Cameroon, Central African Republic, Chad, Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Liberia, Malawi, Mali, Mauritania, Morocco, Mozambique, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, Somalia, Republic of South Africa, Namibia (South-West Africa), Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zaire, Zambia, Zimbabwe (Rhodesia). (Offshore islands: British Indian Ocean Territory, Canary Is., Cape Verde Is., Comoro Is., Madagascar, Madeira Is., Mauritius, Reunion, St. Helena and dependencies, Sao Tome and Principe, Seychelles.)

Asia: China, Hong Kong, Japan, North Korea, South Korea, Macao, Mongolian People's Republic, Taiwan, Tibet.

South Asia: Afghanistan, Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka.

Southeast Asia: Brunei, Cambodia (Kampuchea), Indonesia, Laos, Malaysia, Myanmar, Philippines, Sarawak, Singapore, Sumatra, Thailand, Vietnam.

Oceania: Australia, Malay Archipelago, Melanesia, Micronesia, New Zealand, Polynesia.

Pacific Rim: Australia, Cambodia, Canada, China, Indonesia, Japan, North Korea, South Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Russia, Singapore, Taiwan, Thailand, United States, Vietnam, various Pacific islands.

Individual states in the U.S.

The following groupings of states allow regions to be designated as descriptors. Various combinations are provided so that the library can choose the one(s) most closely matching its collecting interest. Thus some states appear in more than one region.

Mid-Western U.S.: Arkansas, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin.

New England: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut.

Pacific Northwest: Alaska, Idaho, Montana, Oregon, Washington.

Southeastern U.S.: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

Southwestern U.S.: Arizona, California, Nevada, New Mexico, Oklahoma, Texas.

Western U.S.: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming.

Mid-Atlantic States: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania.

British Columbia

Oceans

Polar

World: This term is applied to works which have a geographical focus covering topics in multiple countries or regions of the world. YBP separates these multi-geographical materials from materials dealing with one geographic area (as above) or those general works of theory to which no geographical region applies.

INTERDISCIPLINARY STUDIES:

Since many libraries support programs which are interdisciplinary in nature, these descriptors provide a convenient way to gather such material across the LC class spectrum, overriding the particular class instruction. Overrides are a powerful tool and the library should designate whether the override is or is not subordinate to other non-subject parameters. Any given title may have multiple interdisciplinary aspects assigned to it.

Black Studies: Applied to books that discuss people, politics, culture, literature, etc. of African origin wherever found in the world. This term can be combined with an emphasis on U.S. topics for programs seeking to focus exclusively on African-American materials. The term is not applied to Australian aborigines or to sub-continent Indians even where they are referred to as Blacks.

Asian Studies: Applied to books that discuss people, politics, culture, literature, etc. of Asia or Asian origin wherever found in the world.

Asian American Studies: Applied to books that discuss people, politics, culture, literature, etc. of Asian origin when found within the United States of America.

Chicano/Hispanic Studies: Applied to books that discuss people, politics, culture, literature, etc. of Hispanic (Iberian Peninsula) origin within the United States of America and Puerto Rico.

Developing Countries: Typically applied to books that discuss those countries considered to be still working to attain levels of social, political and economic progress already achieved by more affluent countries.

Ethnic Studies: Applied to books that discuss minority groups or cultures living within larger groups.

Gay/Lesbian Studies: Applied to books that discuss aspects of gay, lesbian and bisexual practices, people, culture, literature, etc. This term is not automatically paired with Men's Studies or Women's Studies unless the book in question calls for the pairing, e.g. a discussion of the men's movement within the larger gay culture.

Islamic Studies: Applied to books that discuss Islamic/Muslim people, religion, culture, literature, etc. wherever found in the world.

Jewish Studies: Applied to books that discuss Jewish people, religion, culture, literature, etc. wherever found in the world.

Men's Studies: Applied to books that discuss men as a distinct gender or social, cultural or sexual group.

Multicultural Studies: Applied to books that compare or contrast various people or cultural groups. This term may be paired with Ethnic Studies, but is not synonymous with it.

Native American Studies: Applied to books that discuss Native Americans, First Nations, or any other indigenous peoples found anywhere in North, Central or South America.

Women's Studies: Applied to books that discuss women as a distinct gender or social, cultural or sexual group.

RELATED TO:

The following descriptors have historically been built into profiles because individual libraries have asked our Bibliographers to identify books in these special fields.

AIDS: Refers to research, treatment, causes and social issues related to AIDS or HIV.

Children's Studies: Refers to studies of the behaviors and social issues relating to children and their cognitive, emotional and physical development. YBP Bibliographers do not customarily apply this term in the education classes or with pediatric medicine.

Classics: Refers to what is commonly known in western civilization as classical antiquity and generally relates to Greek and Latin language, history, and culture, c. 800 BCE to the early Christian era.

Family Studies: Refers to the study of human families and encompasses topics where family life is the focus.

Film: Refers to the history, production, criticism and social implications of cinema.

Future Studies: Refers to forecasts or estimates of conditions, resources, culture or politics in the future.

Gerontology: Relates to the study of human aging and the aged.

History of Ideas: Intellectual history.

Hospitality Industry: Relates to the overall study of the hospitality industry, including tourism and the economics of tourism. This descriptor is not applied to Travel Guides or to Cookbooks.

Irish Studies: Refers to the study of Irish culture in Ireland, together with the study of the Irish in other nations.

Maritime Studies: Refers to commerce and other work transacted on the sea.

Medieval Studies: Refers to the approximate period of time between 450 and 1500. The term includes all areas of the world and is not limited to the Middle Ages in Europe.

Speech and Hearing Impaired: Refers to works assessing and treating social, developmental, psychological, educational and medical aspects of communication disorders.

Transportation: Refers to the means and methods of the physical movement of persons or goods. The term is also applied to works about transportation planning.