

## MEMORANDUM OF AGREEMENT

### UNIVERSITY OF CALIFORNIA, RIVERSIDE

#### Tomás Rivera Library

Approval plan: YBP #321 and L&C #249

January 2005; April 2005

This memorandum is intended to explain the library's arrangement with YBP Library Services (YBP) and Lindsay & Croft (L&C), the UK subsidiary of YBP Library Services, to provide selected publications on an approval basis.

The explanation is presented in two parts. Part I briefly describes the procedures which govern billing, shipment, account structure, terms of business, and return of materials provided on approval. Part II describes the plan's publisher instructions, subject parameters, and the non-subject qualifiers which limit the plan.

The library, YBP, and Lindsay & Croft recognize that some changes to these guidelines may be necessary as the program evolves over a period of time. Any change in substance will be recorded in a written communication from L&C to the library.

### I. GENERAL PROCEDURES

#### A. Billing:

1. A 3-part invoice will be included in each shipment with books listed alphabetically by title. Payment will be made from this invoice. Libraries may elect to be billed in either US dollars or UK pounds sterling; payment will be made in the currency of the invoice.
2. A 4-part bibliographic form will be included in each book for the Library's use.
3. The designation "APPROVALS" will appear on all invoices and shipping labels for automatic book shipments. The designation "FORMS" will appear for notification slip order shipments. The designation "CLAIMS" will appear for claims shipments.

#### 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 air freight on a weekly basis. The Library will pay the shipping charges from L&C.

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3. Materials will be shipped to the following address:

Books:

University of California/Riverside  
 Technical Services/Acquisitions  
 Rivera Library  
 3401 Watkins  
 Riverside, CA 92517-5900

Slips:

University of California/Riverside  
 Collection Development Department  
 Rivera Library  
 P.O. Box 5900  
 Riverside, CA 92517-5900

**C. Account & Plan Structure:**

The entire YBP account and plan structure for UC Riverside is detailed below. Accounts associated with the Rivera Library UK approval plan are highlighted in boldface.

Account#	Plan#	Description
<b>5069-08</b>	<b>8321</b>	<b>Approval Rivera: Claims on Approval</b>
<b>5069-09</b>	<b>9321</b>	<b>Approval Rivera: Returned Notification Slips</b>
5069-10	-----	Monographic Firm Orders/Cloth
<b>5069-11</b>	<b>321</b>	<b>Approval Rivera: Profiled Books</b>
5069-12	-----	Museum Slips
5069-13	712	CBD-Awards Plan
5069-14	-----	Monographic Firm Orders/Paper (Binding)
5069-15	322	Approval Science: Profiled Books
5069-16	9322	Approval Science: Returned Notification Slips
5069-17	8322	Approval Science: Claims on Approval
5069-18	-----	Monographic Firm Orders/Staff Account
5069-60	-----	UK Firm Orders
<b>5069-61</b>	<b>249</b>	<b>UK Approval: Profiled Books</b>
<b>5069-62</b>	<b>9249</b>	<b>UK Approval: Slip Orders</b>
<b>5069-63</b>	<b>8249</b>	<b>UK Approval: Claims</b>
5069-64	250	UK Approval: Science Profiled Books
5069-65	9250	UK Approval: Science Slip Orders
5069-66	8250	UK Approval: Science Claims
5069-67	-----	UK Priority Firm Orders
5069-80	1521	Continuations
5069-90		Technical Services Processing

**D. Terms:**

**For Titles purchased from YBP:**

The Library will be billed at list, less 17%, for all hardbound materials. The Library will be billed at list, less 10%, for all paperback material. Materials obtained from Britain will be billed at net in U.S. dollars.

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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.

**For titles purchased from Lindsay & Croft,** the library will be billed at list price for most materials. Titles obtained by L&C from out-of-print suppliers and titles with little or no publisher discount to L&C are sold to libraries with a service fee.

**E. Returns:**

1. Under the provision of this Approval Plan, YBP and L&C 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.
2. Returns are not expected to exceed 10%.
3. Titles may be returned in resalable condition within 120 days of date of a **YBP** invoice.

Titles shipped on approval (profiled books) may be returned in resalable condition within 180 days of date of an **L&C** invoice. Titles supplied on firm and notification slip orders are not returnable, except when defective or damaged.

Defective material may be returned within one year of the invoice date; damaged material may be returned within 60 days of the invoice date.

4. Returns must be shipped via UPS or insured mail.

**II. APPROVAL PLAN SPECIFICATIONS**

**A. PRESSES:**

The YBP plan number 322, as initially specified will include all university presses named on the attached list. The plan will also include coverage of a selective list of trade, professional, and scholarly publishers.

The Library maintains a parallel approval plan profile, number 250, with YBP's UK subsidiary, Lindsay & Croft, with publisher coverage on that plan restricted to "UK only" publishers and African Book Collective titles as spelled out below.

Within the subject and non-subject specifications of the approval plan profile, the library will receive coverage of titles from any UK publisher for titles profiled by L&C, with the exception of those publishers which the library has excluded, or asked to have covered for notification slips only. The library's current publisher instructions can be accessed at any time via GOBI, the YBP/L&C Internet service.

**AFRICAN BOOKS OPTION, to be supplied by Lindsay & Croft on plan 249:**

By special arrangement with the African Books collective, coverage is provided under approval plan 250 for titles published in Africa and handled by Lindsay & Croft.

The subject and non-subject parameters below apply to all publishers covered by these approval plans.

**B. SUBJECT PARAMETERS:**

Materials offered on this plan will reflect the requirements of an academic research library supporting a wide variety of undergraduate and graduate programs.

Restrictions indicated on the subject parameters described below are due to both the developing nature of the plan and to priorities in the Library's collecting policies.

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 very marginal materials in this subject and 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 clarification to the general instruction for a subject are noted beneath the subject. (Note that while the profile allows for books coverage, publisher coverage is currently restricted to notification slips.)

**Fund codes:** Fund coding for this profile is embedded in the subject profile and non-subject parameters.

**A GENERAL WORKS**

In all A subclasses, raise the PRICE CEILING to \$150.00 for a single volume, and \$300.00 for a set of two or more volumes.

[For all A subclasses *except* subclass AZ, assign fund code **genra**.]

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<u>S</u>	AC	Collections. Series. Collected works
<u>S</u>	AE	Encyclopedias (General)
<u>S</u>	AG	Dictionaries and other general reference books
<u>S</u>	AI	Indexes (General)
<u>S</u>	AM	Museums (General). Collectors and collecting
<u>S</u>	AN	Newspapers
<u>S</u>	AP	Periodicals (General)
<u>S</u>	AS	Academies and learned societies (General)
<u>S</u>	AY	Yearbooks. Almanacs. Directories
<u>S</u>	AZ	History of scholarship and learning. The humanities

[Assign fund code **humna.**]

**B PHILOSOPHY. PSYCHOLOGY. RELIGION**

S **B Philosophy (General)**

[Assign fund code **phila**, with the following exceptions:

for B108-708 (Ancient), assign fund code **clasa**, except, assign fund code **asiaa**

for B 125-162 (Ancient Orient),

for B 1000-1084 (Latin America), assign fund code **lataa**,

for B 4511-4598 (Spain. Portugal), assign fund code **lataa**,

for B 5000-5254 (Asia), assign fund code **asiaa**,

for B 5300-5679 (Africa), assign fund code **afria**,

for B 5685-5739 (Oceania), assign fund code **seasm**,

for B 5740-5802 (Philosophy of religion), assign fund code **relia**.

S **BC Logic**

[Assign fund code **phila.**]

S **BD Speculative philosophy**

[Assign fund code **phila.**]

B **BF Psychology**

[Assign fund code **psyca**. Except in BF1404-1500 (Occult Sciences General, History) assign **hista**, and in BF1501-2000 (Witchcraft, Demonology) assign fund **relia** if there are RELIGIOUS aspects otherwise assign **hista.**]

Send notification slips for CLINICAL and PRACTICAL WORKS.

Exclude:

BF 866-990 Phrenology. Graphology. Palmistry.

BF 1651-1729 Astrology.

BF 1779. A88 Astrological geomancy.

BF 1879 Astrology and cards. The Tarot.

S **BH Aesthetics**

[Assign fund code **phila.**]

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**S      **BJ**      **Ethics. Social usages. Etiquette****

[Assign fund code **phila.**]

**Religion**

In all Religion subclasses (BL-BX), exclude PRACTICAL WORKS AIMED at the CLERGY.

In all Religion subclasses (BL-BX), limit coverage of MISSIONS to SIGNIFICANT HISTORICAL TREATMENTS.

**S      **BL**      **Religions. Mythology. Rationalism****

[Assign fund code **relia.**]

**S      **BM**      **Judaism****

[Assign fund code **relia.**]

**S      **BP**      **Islam. Bahaim. Theosophy, etc.****

[Assign fund code **relia.**]

**S      **BQ**      **Buddhism****

[Assign fund code **asiaa.**]

**S      **BR**      **Christianity****

[Assign fund code **relia.**]

**S      **BS**      **The Bible****

[Assign fund code **relia.**]

**S      **BT**      **Doctrinal theology****

[Assign fund code **relia.**]

**S      **BV**      **Practical theology****

[Assign fund code **relia.**]

Exclude BV 4485-5099 (Practical religion. Christian life).

**S      **BX**      **Christian denominations****

[Assign fund code **relia.**]

**C      **AUXILIARY SCIENCES OF HISTORY****

**B      **C**      **Auxiliary sciences of history (General)****

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[Assign fund code **hista.**]

**B      CB      History of civilization**

[Assign fund code **hista.**]

**B      CC      Archaeology (General**

[Assign fund code **antha, except**, for CC 200-260 (Bells. Campanology), assign fund code **musia.**]

**S      CD      Diplomatics. Archives. Seals**

[Assign fund code **hista.**]

**S      CE      Technical chronology. Calendar**

[Assign fund code **hista.**]

**S      CJ      Numismatics**

[Assign fund code **hista, except**, for CJ 201-1508 (Ancient coins), assign fund code **clasa.**]

**S      CN      Inscriptions. Epigraphy**

[Assign fund code **hista, except**, for CN 120-754 (Ancient. Early Christian), assign fund code **clasa.**]

**S      CR      Heraldry**

[Assign fund code **hista.**]

**S      CS      Genealogy**

[Assign fund code **hista.**]

**B      CT      Biography**

[Assign fund code **hista.**]

**D      HISTORY: GENERAL AND OLD WORLD**

In all D subclasses, send books for ECONOMIC ASPECTS.

In all D subclasses, send books for ARCHAEOLOGICAL ASPECTS in the UNITED STATES, CENTRAL AMERICA, the CARIBBEAN, SOUTH AMERICA and, per Geographic Specifications in Section E below, the MIDDLE EAST (except for EGYPT); send notification slips for OTHER AREAS and REGIONS.

In all D subclasses, send books through the Advanced Academic content level for NATIVE

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AMERICAN and ANTHROPOLOGICAL ASPECTS; send notification slips at the Professional content level.

& In all D subclasses, send notification slips for DESCRIPTION & TRAVEL, LOCAL HISTORY  
DESCRIPTION.

In all D subclasses, send notification slips for GERMAN LANGUAGE MATERIAL.

In all D subclasses, send notification slips, rather than books, for titles which focus primarily on MILITARY MATTERS, including CAMPAIGNS, TACTICS, STRATEGY, BATTLES, UNITS, EQUIPMENT (ships, tanks, planes, etc.), REGIMENTAL HISTORIES, PERSONAL NARRATIVES, and BIOGRAPHY/AUTOBIOGRAPHY of MILITARY PERSONNEL

In all D subclasses except DE, DF and DG, override fund instructions and assign fund **clasa** to titles with ARCHAEOLOGICAL aspects and either CLASSICS aspects or a focus on the MIDDLE EAST.

See other exceptions in the subclasses below.

**B D History (General)**

[Assign fund code **hista**, *except*, for D 51-100 (Ancient history), assign fund code **clasa**.]

Send notification slips for D 25-27 (Military and naval history).

In D 51-90 (Ancient history), send notification slips at the ADVANCED ACADEMIC content level.

In D 111-845.2 (Medieval history. Modern history, 1453- ), send notification slips for COUNTRIES *other than* ENGLAND, FRANCE, GERMANY, ITALY, PORTUGAL, RUSSIA, and SPAIN; except send books for ANY ASPECT of the HOLOCAUST and OTHER WORLD WAR II ATROCITIES.

Send notification slips for D 890-980 (Eastern hemisphere. European travel).

**B DA Great Britain**

[Assign fund code **hista**.]

Exclude LOCAL BRITISH HISTORY; except send notification slips for MAJOR CITIES.

**B DB Austria**

[Assign fund code **hista**.]

**B DC France**

[Assign fund code **hista**.]

**B DD Germany**

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[Assign fund code **hista.**]

**B DE The Mediterranean Region. The Greco-Roman World**

[Assign fund code **clasa.**]

**B DF Greece**

[Assign fund code **clasa**, *except*, for DF 705-951 (Modern Greece), assign fund code **hista.**]

**B DG Italy**

fund [Assign fund code **hista**, *except*, for DG 1-400 (Ancient Italy. Rome to 476), assign code **clasa.**]

Send notification slips for DG 600-999 (Regions of Italy. Malta).

**S DH Netherlands (Low Countries)**

[Assign fund code **hista.**]

**S DJ Netherlands (Holland)**

[Assign fund code **hista.**]

**B DJK Eastern Europe**

[Assign fund code **hista.**]

**B DK Soviet Union**

[Assign fund code **hista.**]

**S DL Northern Europe. Scandinavia**

[Assign fund code **hista.**]

**B DP Spain**

[Assign fund code **spana.**]

**S DQ Switzerland**

[Assign fund code **hista.**]

**B DR Balkan Peninsula**

[Assign fund code **hista.**]

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**B DS Asia**

[Assign fund code **asiaa**, *with the following exceptions*:  
for DS 35.3-100 (Islamic world. Arabic countries. Southwestern Asia. Ancient Orient. Near East. Iraq. Lebanon. Syria), assign fund code **midea**,  
for DS 101-152 (Israel, including Palestine). The Jews), assign fund code **hista**,  
for DS 153-326 (Jordan. Asia Minor. Armenia. Arabian Peninsula. Saudi Arabia. Iran. Persian Gulf), assign fund code **midea**,  
for DS 557-559 (Vietnamese Conflict), assign fund code **hista**  
for DS520-689 except for DS557-559(Southeast Asia) assign **seaa**]

**B DT Africa**

[Assign fund code **hista**.]

Send notification slips for ANCIENT EGYPT.

**S DU Oceania (South Seas)**

[Assign fund code **hista**, *except*, for DU 490-950 (Melanesia. Micronesia. Polynesia. Smaller island groups), assign fund code **seasa**.]

Send books for ANTHROPOLOGICAL ASPECTS and ASPECTS of INDIGENOUS PEOPLES.

**B DX Gypsies**

[Assign fund code **hista**.]

**E-F HISTORY: AMERICA**

See also the subject overrides for WESTERN AMERICAN STUDIES and LATIN AMERICAN STUDIES, in Section E: Descriptive Parameters.

**B E America (General)**

[Assign fund code **hista**, *with the following exceptions (in order of preference)*:  
for Native American studies aspects in the US and Canada, assign fund code **naama**,  
for Chicano/Hispanic aspects, assign fund code **chica**,  
for African American studies aspects, assign fund code **afama**,  
for Asian American studies aspects, assign fund code **asama**,  
for Latin American studies aspects (including Mexico), assign fund code **lataa**,  
for E 29 (Ethnic groups), assign fund code **ethna**,  
for E 51-100 (Pre-Columbian America. Indians of North America), assign fund code **naama**,  
for E 184 (Elements in the population), assign fund code **ethna**,  
for E 185 (African-Americans), assign fund code **afama**.]

Override the subject profile and send books for the following:  
NATIVE AMERICAN aspects  
ANTHROPOLOGICAL ASPECTS

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ECONOMIC ASPECTS  
ARCHAEOLOGICAL ASPECTS (*but*, send notification slips for CANADA)

Send notification slips for E 11-45 ( General).

Send notification slips, rather than books, at the ADVANCED ACADEMIC content level for E 101-139 (Discovery & early explorations).

Send notification slips for:

E 141-143 Descriptive accounts to 1810.  
E 181-182 Military history. Naval history).

**X F U.S. local history. Canada. Latin America**

[Assign fund code **hista**, *with the following exceptions (in order of preference)*:  
for Native American studies aspects in the United States and Canada, assign fund code **naama**,  
for Chicano/Hispanic aspects, assign fund code **chica**,  
for African American studies aspects, assign fund code **afama**,  
for Asian American studies aspects, assign fund code **asama**,  
for F 1201-3799 (Latin America), assign fund code **lataa**.]

Exclude TRAVEL GUIDES.

Send notification slips for HISTORICAL DESCRIPTION AND TRAVEL; otherwise exclude these titles.

Override the subject profile and send books for the following:

NATIVE AMERICAN aspects  
ANTHROPOLOGICAL ASPECTS  
ECONOMIC ASPECTS  
ARCHAEOLOGICAL ASPECTS (send notification slips for CANADA)

Send books for ASPECTS of BRITISH and SPANISH COLONIAL HISTORY, THE CIVIL WAR, THE CONFEDERATE STATES of AMERICA and RECONSTRUCTION.

Except where books are called for, send notification slips for:

F 1-15 New England, general.  
F 106-115 Atlantic coast. Middle Atlantic States, general.  
F 206-220 The South. South Atlantic States, general.  
F 296-305 Gulf States, general.  
F 396-405 Old Southwest. Lower Mississippi Valley, general.  
F 476-485 Old Northwest. Northwest Territory, general.  
F 516-520 Ohio River and Valley.  
F 590.3-600 The West. Great Plains, general.  
F 721 Rocky Mountains, general.  
F 785.3-790 New Southwest, general.  
F 850.5-855.2 Pacific States. Pacific coast, general.

Send notification slips for F 1001-1035. A-Z (Canada, general. Description and travel. Social life and customs. History. Elements in the population).

Send books for F 1201-3799 (Latin America).

**G**      **GEOGRAPHY. ANTHROPOLOGY. RECREATION**

**X**      **G**      **Geography (General)**

[Assign fund code **hista.**]

Send notification slips for G 154-549 (Travel and Tourism. (History of discovery, explorations, and travel. Shipwrecks, pirates, etc.), **but**, send books for the WESTERN UNITED STATES, as defined in the Western American Studies Override in Section E.

**X**      **GA**      **Mathematical geography. Cartography**

[Assign fund code **libs.**]

**X**      **GB**      **Physical geography**

**X**      **GC**      **Oceanography**

**X**      **GE**      **Environmental sciences**

[Assign fund codes as noted below.]

Where coverage is specified, send books, rather than slips, for the WESTERN UNITED STATES, as defined in the Western American Studies Override in Section E.

Send notification slips for:

GE 40-44 (Philosophy. Ethics) [Assign fund code **polia.**]

GE 50-69 (History. Biography) [Assign fund code **hista.**]

GE 70-94 (Environmental education) [Assign fund code **educa.**]

GE 170-194 (Environmental policy) [Assign fund code **polia.**]

GE 195-299 (Environmentalism. Green movement) [Assign fund code **socia.**]

**B**      **GF**      **Human ecology. Anthropogeography**

[Assign fund code **antha**, **except**, for GF 513-539 (Central and South America), assign fund code **lataa.**]

Exclude GF 75-79 (Man's influence on the environment).

**B**      **GN**      **Anthropology**

[Assign fund code **antha**, **with the following exceptions (in order of preference):**

for Native American studies aspects, assign fund code **naama**,

for Chicano/Hispanic aspects, assign fund code **chica**,

for African American studies aspects, assign fund code **afama**,

for Asian American studies aspects, assign fund code **asama**,

Raise the PRICE CEILING to \$125.00 for a single volume.

**B**      **GR**      **Folklore**

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[Assign fund code **antha**, *with the following exceptions:*  
for GR 114-134 (Latin America), assign fund code **lataa**,  
for GR 265-349 (Asia), assign fund code **asiaa**,  
for GR 350-359 (Africa), assign fund code **afria**.]

**B GT Manners and customs (General)**

[Assign fund code **antha**.]

**X GV Recreation. Leisure**

[Assign fund code **socia**, *with the following exceptions:*  
for CLASSICS aspects, assign fund code **clasa**,  
for GV 1-200 (General. History. Recreation and leisure), assign fund code  
**antha**,  
for GV 850.4-850.5 (Figure skating. Ice dancing, etc.), assign fund code **danca**,  
for GV 1469.3-1469.45 (Video Games) assign fund code **filma**  
for GV 1580-1799 (Dancing), assign fund code **danca**.]

Send books for ANY ASPECT of ANCIENT SPORTS, including ANCIENT OLYMPIC GAMES.

Send books for PHILOSOPHICAL ASPECTS.

Send notification slips through the Professional content level for GUIDEBOOKS, RULE BOOKS and ASPECTS of COACHING in a SCHOOL, COLLEGE, or PARKS and RECREATION SETTING; exclude PROFESSIONAL SPORTS.

Send notification slips for:

GV 191.2 - 200.6 Outdoor life. Inter-collegiate sports.

GV 850.4-850.5 (Figure skating. Ice dancing. Ice Capades, etc.), including slips for popular-level titles.

GV 1199-1570 Games and amusements. Toys.

Send books for GV 1580-1799 (Dancing).

Send notification slips for GV 1800+ (Circuses. Spectacles).

**H SOCIAL SCIENCES**

In subclasses HB-HJ, send notification slips, rather than books, for the following presses:

AMACOM

GARLAND

IRWIN PROFESSIONAL PUB. (*formerly* BUSINESS ONE IRWIN)

JAI

JOSSEY-BASS

NATIONAL RESTAURANT ASSOCIATION

PROBUS

QUORUM

VAN NOSTRAND REINHOLD

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**B      H      Social sciences (General)**

[Assign fund code **socsa**.]

**B      HA      Statistics**

[Assign fund code **socsa**.]

**B      HB      Economic theory. Demography**

[Assign fund code **econa**, *with the following exceptions*:  
for HB 122-124 (Latin America), assign fund code **lataa**,  
for HB 125-126 (Asia), assign fund code **asiaa**,  
for HB 127-128 (Africa), assign fund code **afria**,  
for HB 848-3710 (Demography), assign fund code **socia**,  
for HB 3711-3840 (Business cycles. Economic forecasting, etc.), assign fund  
code **busia**.]

Exclude BIOGRAPHIES and AUTOBIOGRAPHIES.

Send notification slips, rather than books, at the ADVANCED ACADEMIC content  
level.

Allow books at the PROFESSIONAL content level for ALL UNIVERSITY PRESSES;  
otherwise, exclude the PROFESSIONAL content level (but, do not override the  
instructions for biography/autobiography above).

**B      HC      Economic history and conditions**

[Assign fund code **econa**, *with the following exceptions*:  
for HC 121-239 (Latin America), assign fund code **lataa**,  
for HC 411-470 (Asia), assign fund code **asiaa**, *except*, for HC 441-460  
(Southeast Asia. Indochina), assign fund code **seasa**,  
for HC 471-499 (Middle East), assign fund code **midea**,  
for HC 596-598 (Indian Ocean islands), assign fund code **asiaa**,  
for HC 681-687 (Pacific Ocean islands), assign fund code **seasa**,  
for HC 800-1085 (Africa), assign fund code **afria**.]

Exclude BIOGRAPHIES and AUTOBIOGRAPHIES.

Otherwise, allow books at the PROFESSIONAL content level for ALL UNIVERSITY  
PRESSES.

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Send notification slips, rather than books, for TITLES WITH A SPECIFIC GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

Exclude LOCAL INTEREST MATERIAL other than CALIFORNIA, the GREAT BASIN, and the SOUTHWEST.

**B HD Economic history and conditions**

[Assign fund code **busia**, *with the following exceptions*:  
for HD 72-1747 (Economic development. Land use. Agriculture), assign fund code **econa**,  
for HD 4801-8999 (Labor), assign fund code **socia**.]

Exclude HD 1361-1395 (Real estate business), *except*, allow books for CALIFORNIA.

In HD 4801-8943 (Labor), exclude the PROFESSIONAL content level.

**S HE Transportation and communications**

[Assign fund code **busia**.]

Allow books at the PROFESSIONAL content level for ALL UNIVERSITY PRESSES; otherwise, exclude the PROFESSIONAL content level.

Send books for the following:  
HISTORICAL aspects  
PUBLIC POLICY aspects.  
aspects of URBAN TRANSPORTATION  
CONTEMPORARY SOCIAL aspects of MASS MEDIA

Send books for HE 7601-9722 (Telecommunications).

**B HF Commerce**

[Assign fund code **busia**.]

Exclude GUIDEBOOKS.

Send notification slips, rather than books, for titles with a SPECIFIC UK FOCUS.

Allow books at the PROFESSIONAL content level for ALL UNIVERSITY PRESSES; otherwise, exclude the PROFESSIONAL content level (but see exception below).

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Send notification slips for HF 1-1186 (General. History).

Exclude HF 5381-5386 (Vocational guidance).

Exclude HF 5546-5548 (Office management), except, send books for the following:

HF 5548.125-5548.6      Electronic data processing.

HF 5548.85                Job stress.

Exclude HF 5761-5780 (Shipping of merchandise).

In HF 5801-6182 (Advertising), allow books at the PROFESSIONAL content level.

**B      HG      Finance**

[Assign fund code **busia**.]

**B      HJ      Public finance**

[Assign fund code **busia**.]

**B      HM      Sociology (General and theoretical)**

[Assign fund code **socia**.]

**S      HN      Social history. Social problems. Social reform.**

[Assign fund code **socia**.]

Send books at the GENERAL ACADEMIC through the PROFESSIONAL content level for ASPECTS of SOCIAL PSYCHOLOGY.

Send books for HN 50-90 (United States).

**B      HQ      The family. Marriage. Woman**

[Assign fund code **socia**, *except*, for HQ 1101-2034 (Women. Feminism), assign fund code **womna**.]

Send notification slips, rather than books, for TITLES WITH A SPECIFIC GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

Send notification slips for HQ 2035-2039 (Life skills. Coping skills).

**S      HS      Societies: Secret, benevolent, etc. Clubs**

[Assign fund code **socia**.]

**B      HT      Communities. Classes. Races**

[Assign fund code **socia**, *except*, assign fund code **polia** for the following:

HT 165.5-250 (City planning. Urban renewal. Urban population. Urban ecology)

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HT 321-400 (Urban economics. Metropolitan and suburban areas.  
Urbanization.  
City and country. Regional planning)

level. Send notification slips, rather than books, at the ADVANCED ACADEMIC content

Send notification slips, rather than books, for TITLES WITH A SPECIFIC  
GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

**B HV Social pathology. Social and public welfare. Criminology.**

womna]. [Assign fund code **socia**, *except*, for HV 1442-1448 (Women), assign fund code

Exclude PRACTICAL WORKS.

Send notification slips, rather than books, for TITLES WITH A SPECIFIC  
GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

**B HX Socialism. Communism. Anarchism**

[Assign fund code **socia**.]

**J POLITICAL SCIENCE**

In all J sub-classes, send slips rather than books for titles at the General-Academic content level.

**S J General legislative and executive papers**

[Assign fund code **polia**, *with the following exceptions*:  
for J 131-289 (Other Americas), assign fund code **lataa**,  
for J 500-703 (Asia), assign fund code **asiaa**,  
for J 704-902 (Africa), assign fund code **afria**,  
for J 941-981 (Guam, other Pacific islands), assign fund code **seasa**.]

**S JA Collections and general works**

[Assign fund code **polia**.]

**S JC Political theory. Theory of the state**

[Assign fund code **polia**.]

**S JF General works. Comparative works**

[Assign fund code **polia**.]

**B JK United States**

[Assign fund code **polia**, *except*, for JK 9663-9993 (Confederate States of America),

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assign fund code **hista.**]

Send notification slips, rather than books, for STATE LEVEL TREATMENTS OUTSIDE CALIFORNIA.

S     **JL     British America. Latin America**

[Assign fund code **polia, except**, assign fund code **lataa** for the following:  
JL 590-599.1 (Bermuda)  
JL 599.4-3799 (Caribbean. Latin America).]

S     **JN     Europe**

[Assign fund code **polia, except**, for JN 8000-8700 (Spain. Portugal), assign fund code **spana.**]

Send books for JN 26-50 (European Union. European Community).

S     **JQ     Asia. Africa. Australia. Oceania**

[Assign fund code **asiaa, with the following exceptions:**  
for JQ 710-1064 (Malaysia. Southeast Asia. Indochina), assign fund code **seasa,**  
for JQ 1250-1419 (Philippine Islands), assign fund code **seasa,**  
for JQ 1740-1749 (Thailand), assign fund code **seasa,**  
for JQ 1760-1852 (Afghanistan. Middle East), assign fund code **midea,**  
for JQ 1870-3999 (Africa), assign fund code **afria,**  
for JQ 4000-6651 (Australia. New Zealand. Oceania. Pacific Ocean islands),  
assign fund code **polia.**]

S     **JS     Local Government**

[Assign fund code **polia, with the following exceptions:**  
for JS 1851-2999 (Caribbean. Latin America), assign fund code **lataa,**  
for JS 6950-7524 (Asia), assign fund code **asiaa,**  
for JS 7525-7999 (Africa), assign fund code **afria.**]

Exclude STATE and LOCAL treatments OUTSIDE CALIFORNIA.

S     **JV     Colonies and colonizations. Emigration and immigration.**

[Assign fund code **polia.**]

S     **JX     International relations. International law [inactivated by LC]**

[Assign fund code **polia.**]

Exclude TECHNICAL, PRACTICAL, and MARITIME or "LAW of the SEA" ASPECTS.

B     **JZ     International relations**

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[Assign fund code **polia**.]

Exclude TECHNICAL, PRACTICAL, and MARITIME or "LAW of the SEA" ASPECTS.

**K      LAW**

[In all Law subclasses, assign fund code **lawsa**, *but*, see exceptions in the subclasses.]

In all K subclasses, exclude PRACTICE OF LAW.

**S      K      Law (General)**

[Assign fund codes as follows:

for K 140-170.2 (History. Biography), assign fund code **hista**,

for K 190-197 (Ethnological law), assign fund code **antha**,

for K 520-6999 (Comparative law. International uniform law), assign fund code **polia**, *with the following exceptions*;

for K 3255 (Freedom of the press and information), assign fund code **mmeda**,

for K 1440-1447.95 (Literary copyright. Authorship), assign fund code **libsa**,

for K 1450-1457.95 (Musical copyright), assign fund code **musia**,

for K 1460-1467.95 (Works of art and photography), assign fund code **artsa**,

for K 1488 (Authors and publishers. The publishing contract), assign fund code **libsa**.]

Exclude K 85-139 (Legal profession).

**B      KBM      Jewish Law**

[Assign fund code **hista**.]

**B      KBP      Islamic Law**

[Assign fund code **midea**.]

**B      KBR      History of canon law**

[Assign fund code **relia**.]

**B      KBU      Law of the Roman Catholic Church. The Holy See**

[Assign fund code **relia**.]

**S      KD      Law of the United Kingdom and Ireland**

[Assign fund code **hista**, *except*, for aspects of LATIN AMERICA, assign fund code **lataa**.]

**X      KE      Law of Canada**

[Assign fund code **hista**.]

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Send notification slips for KE 1-9450 (Federal law. Common and collective provincial law.

**X KF Law of the United States**

Send notification slips at the GEN AC and ADVANCED ACADEMIC content levels for CALIFORNIA.

Send notification slips for:

KF 1-239	General.
KF 350-384	History. Jurisprudence. Philosophy. Legal reform.
KF 1600-2970	Regulation of industry and commerce. [Assign fund code <b>busia</b> , <i>except</i> , for KF 2819.C3 (Censorship), assign <b>mmeda</b> .]
KF 2971-3194	Intellectual property.
KF 3195-3299	Unfair competition. [Assign fund code <b>busia</b> .]
KF 3771-3774	Birth control. Family planning. [Assign fund code <b>socia</b> .]
KF 4101-4269	Education. [Assign fund code <b>educa</b> .]
KF4300	Motion pictures, censorship. [Assign fund code <b>filma</b> .]
KF4774-4775	Freedom of the press and of information. Press censorship. [Assign fund code <b>mmeda</b> .]
KF 4501-5149	Constitutional law. [Assign fund code <b>lawsa</b> .]
KF 5900-6199	War. National emergency. [Assign fund code <b>socia</b> .]

level

Send books at the GENERAL ACADEMIC and ADVANCED ACADEMIC content for KF 8201-8699 (Native groups). [Assign fund code **naama**.]

**S KG Law of Latin America (General)**

[Assign fund code **lataa**.]

**S KH Law of South America (General)**

[Assign fund code **lataa**.]

**S KJ Law of Europe**

**S KK Law of Europe**

**S KL Law of Southeast Europe**

**S KM Law of the Middle East**

**S KN Law of South Asia/China/Japan**

**S KP Law of Southeast Asia/East Asia**

**S KQ Law of Africa**

**S KR Law of Africa**

**S KT Law of Africa**

**S KV Law of Oceania**

**S KW Law of Pacific Islands/Antarctica**

**S KX Public International law**

**S KZ Law of Nations**

Exclude TECHNICAL and PRACTICAL aspects.

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**X      KZA    Law of the Sea**

**L EDUCATION**

[In any L subclass, assign fund code **juvea** for PRACTICAL (GUIDEBOOKS), HANDBOOKS, WORKBOOKS, CURRICULUM GUIDES, and titles focusing on LESSON PLANS. for Elementary, Primary, Secondary and Pre-School TEACHERS and STUDENTS only. Do not apply this fund code in LB 1075 Teacher Training, Higher Education or Educational Administration. Otherwise, assign fund code **educa, but**, see exceptions in the subclasses.]

**S L Education (General)**

**B LA History of education**

Send notification slips for LA 1045-2284 (Asia. Africa. Australia. New Zealand. Pacific Islands. Arctic.

**B LB Theory and practice of education**

Send notification slips for ASPECTS of BRITISH EDUCATION.

Exclude LB 1594-1599 (Industrial and vocational training).

Send books for LB 2300-2430 (Higher education), *except*, send notification slips for HISTORIES of INDIVIDUAL INSTITUTIONS.

Send notification slips for LB 3201-3400 (School architecture and equipment).

**B LC Special aspects of education**

[Assign fund code **womna** for the following:

LC 197 Feminism and education.

LC 1402-2571 Women.]

Send notification slips for ASPECTS of BRITISH EDUCATION.

Exclude:

LC 1081-1085 Industrial education.

LC 1037-1048 Career education. Outdoor education. Post-compulsory education. Vocational education (general).

Send notification slips for LC 2601-2611 (Education in developing countries).

In LC 2630-3747 (Education of ethnic groups), send notification slips for titles with a GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

**S LD United States**

Send books for CALIFORNIA.

**S LE America, except United States**

[Assign fund code **lataa** for LATIN AMERICAN aspects.]

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S      **LF**      **Europe**

S      **LG**      **Asia. Africa. Oceania**

[Assign fund codes as follows:

for LG 21-395 (Asia), assign fund code **asiaa**,

for LG 401-681 (Africa), assign fund code **afria**,

for LG 690 (Indian Ocean islands), assign fund code **asiaa**,

for LG 715-745 (Australia. New Zealand), assign fund code **hista**,

for LG 961 (Pacific islands), assign fund code **seasa**.]

X      **LH**      **College and school magazines and papers**

S      **LJ**      **Student fraternities and societies, United States**

S      **LT**      **Textbooks**

**M**      **MUSIC AND BOOKS ON MUSIC**

[In all music subclasses, assign fund code **musia**.]

S      **M**      **Music (Scores)**

S      **ML**      **Literature of music**

Exclude ML 3928-3930 (Juvenile literature).

S      **MT**      **Musical instruction and study**

**N**      **FINE ARTS**

[In all N subclasses, assign fund code **artsa**, *but*, see exceptions in the subclasses.]

In all N subclasses, raise the PRICE CEILING to \$150.00 for a single volume, and \$300.00 for set of two or more volumes.

In all N subclasses, exclude the following:

MUSEUM & GALLERY PUBLICATIONS

ABRIDGEMENTS

JOURNAL MONOGRAPHS

TRAVEL GUIDES

GUIDEBOOKS

In all N subclasses, send notification slips, rather than books, for CANADA AS PLACE OF PUBLICATION.

In all N subclasses, send books for the following:

ASPECTS of RELIGIOUS ART

CHINESE FINE ART

HISTORY OF IDEAS (INTELLECTUAL HISTORY)

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**B      N      Visual arts (General)**

Send notification slips for N 8350+ (Art as a profession. Examination and conservation. Economics of art. Art dealers. Art and the state. Public art).

**S      NA      Architecture**

Exclude STATE LEVEL AND LOCAL INTEREST MATERIAL, *except*, allow notification slips for CALIFORNIA.

Exclude PROFESSIONAL content level.

Exclude PRACTICAL (GUIDEBOOKS).

Send books for:

NA 1-99	General.
NA 190-489	History, through the Medieval period.
NA 500-700	Modern architecture.

Exclude:

NA 1995-2360	Architecture as a profession. Study and teaching. Competitions.
NA 2545-2549	Architecture and the handicapped.
NA 2695-2809	Architectural drawing and design.
NA 4100-9999	Classes of buildings. Aesthetics of cities, city planning, etc.

**S      NB      Sculpture**

[For NB 60-68 (Prehistoric sculpture. Primitive sculpture), assign fund code **antha**.]

Send books for ASPECTS of MEDIEVAL FRANCE, BAROQUE ITALY and the RENAISSANCE.

Send books for:

NB 1-1150	General. History.
NB 1897-9999	Special subject of sculpture.

**S      NC      Drawing. Design. Illustration**

Send books for NC 1-725 (General. History of drawing).

Exclude NC 845-997 (Graphic art materials. Drawing for reproduction. Illustration.)

Send books for NC 998 (Advertising art—history).

Exclude NC 999+ (Commercial art. Caricature. Pictorial humor and satire. Posters, greeting cards, etc. Copying, enlarging, and reduction.)

**B      ND      Painting**

Send notification slips for ND 1470-2888 (Painting technique and styles. Materials and methods. Examination and conservation. Forgery. Watercolor painting. Mural painting).

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**B      NE      Print media**

Exclude NE 965-975 (Tradesmen's cards and billheads).

Send notification slips for:

NE 976-999	Printmaking materials and instruments.
NE 1400-1879	Metal engraving.
NE 2236-2246	Serigraphy. Monotype (Printmaking).
NE 2685+	Miscellaneous print media. Printing of engravings.

**S      NK      Decorative arts. Applied arts. Decoration and ornament.**

Send notification slips, rather than books, for STATE LEVEL and LOCAL INTEREST material, *except*, allow books for CALIFORNIA.

Send books for:

NK 1-1099	General. Exhibitions. History.
NK 1135-1159	Arts and Crafts Movement.
NK 1648-1699	Religious art.

In NK 1700-3503 (Interior decoration), exclude PROFESSIONAL content level.

Exclude:

NK 2117	Specific Rooms of Interior Decoration.
NK 2220-2774	Furniture.
NK 3175-3648	Upholstery. Drapery. Wallpapers. Alphabets. Calligraphy.

Exclude NK 4696-4894 (Chess sets. Containers. Costume. Dolls and dollhouses), *except*, send books for NK 4700-4890 (Costume).

Exclude:

NK 5550-8799	Glyptic arts. Lamps, leatherwork, etc. Metalwork. Jewelry. Molds. Papier mache, etc. Stencil work. Straw work, etc.
NK 9507 +	Toys. Wax modeling, etc. Woodwork.

**S      NX      Arts in general**

Send books for NX 1-632 (General. History. Influences and relationships between cultures. Arts of minority groups. Primitive arts).

Exclude NX 760 + (Arts administration. Voluntarism. Special arts centers).

**P      LANGUAGE AND LITERATURE**

**B      P      Philology and linguistics (General)**

[Assign fund code **litga**, *with the following exceptions*:

for P 87-97 (Communication. Mass media), assign fund code **mmeda**,  
for P 115.5, assign fund code **educa** for treatments of SPANISH/ENGLISH  
bilingualism.]

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Send notification slips for QUANTITATIVE/STATISTICAL treatments.

Send notification slips for:

P 1-36	General. Theory and method.
P 41-85	Relation to other (miscellaneous subjects). Textual criticism. Study & teaching. Research. History of philology.
P 98	Computational linguistics.
P 901-1099	Extinct ancient or medieval languages.

**B PA Classical languages and literature**

[Assign fund code **clasa**.]

Send notification slips for PA 8001-8595 (Medieval and modern literature).

**B PB Modern European languages. Celtic languages. (General works)**

[Assign fund code **litga**.]

**B PC Romance languages**

[Assign fund code **litga**, *with the following exceptions*:  
for PC 1001-2000 (Italian), assign fund code **itala**,  
for PC 2001-3800 (French), assign fund code **frena**,  
for PC 3801-5498 (Catalan. Spanish. Portuguese), assign fund code **spana**.]

Send notification slips for:

PC 601-986	Rumanian. Romansh.
PC 1001-3899	Provençal.
PC 3801-3975	Catalan.

**B PD Germanic languages**

[Assign fund code **germa**.]

Send notification slips at the ADVANCED ACADEMIC content level.

**S PE English**

[Assign fund code **litca**.]

Send books for PE 1001-3729 (Modern English).

**S PF West Germanic**

[Assign fund code **germa**.]

Send books for PF 3001-5999 (German).

**S PG Slavic. Baltic, Albanian languages and literature**

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[Assign fund code **rus**, *but see exception below.*].

Send books for PG 2001-3560 (Russian).

Otherwise, exclude LANGUAGE aspects, and send books for LITERATURE IN TRANSLATION. [Assign fund code **litga** for these books only.]

**X PH Finno-Ugrian, Basque languages and literatures**

[Assign fund code **litga**.]

Send books for LITERATURE IN TRANSLATION.

Send notification slips for PH 1-79 (Languages (general)).

**S PJ General works**

[Assign fund code **midea**.]

Send books for:

PJ 1-598 Languages (general) and literature (general).  
PJ 1001-1989 Egyptology.

**S PK Indo-Iranian**

Indo-

[Assign fund code **midea**, *except*, for PK 207-6000 (Vedic. Sanskrit. Pali. Prakrit. Aryan), assign fund code **asiaa**.]

Send books for PK 1-85 (Indo-Iranian languages. Indo-Aryan languages).

**B PL Languages and literatures of Eastern Asia, Africa, Oceania**

[Assign fund code **asiaa**, *except*, for PL 8000-8844 (African languages and literatures), assign fund code **afria**.]

**B PM Hyperborean, Indian, and Artificial languages**

[Assign fund code **litga**, *except*, for PM 101-7800 (Native American languages), assign fund code **naama**.]

Send notification slips for PM 8001-9021 (Artificial languages. Secret languages).

**Literature**

In subclasses PN-PZ, send notification slips at the POPULAR through the PROFESSIONAL content levels for SCIENCE FICTION.

**S PN Literary history and collections (General)**

[Assign fund code **litga**, *with the following exceptions:*

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for PN 1-440 (General. Theory. Study and teaching. Research. Criticism. Authorship), assign fund code **litca**,  
for PN 1008-1009.4 (Children's literature), assign fund code **juvea**,  
for PN 1010-1529 (Poetry. Poetics), assign fund code **litca**,  
for PN 1530-1989 (Monologue. Dialogue. Performing arts. Show business. Drama, general, history, drama by type), assign fund code **thtra**,  
for PN 1990-1992 (Broadcasting), assign fund code **mmeda**,  
for PN 1993-1999 (Film), assign fund code **filma**,  
for PN 2000-3307 (Dramatic representation. Theater), assign fund code **thtra**,  
for PN 3311-4000 (Prose. Fiction), assign fund code **litca**,  
for PN 4001-4389 (Oratory. Elocution), assign fund code **thtra**,  
for PN 4699-6009 (Journalism), assign fund code **mmeda**,  
for PN 6010-6790 (Collections of general literature), assign fund code **litca**.]

Send books for:

PN 1-99            General. Theory. Study and teaching. Criticism. Research.  
PN 1008-1009.4 Children's literature.  
PN 1560-3299    Performing arts. Show business. Drama.  
PN 4390-4500    Diaries, correspondence and essays.

Exclude PRACTICAL TREATMENTS of FILMMAKING.

**B      PQ      Romance literatures**

[Assign fund codes as follows:

for PQ 1-4000 (French literature), assign fund code **frena**,  
for PQ 4001-6000 (Italian literature), assign fund code **itala**,  
for PQ 6001-9999 (Spanish and Portuguese literature), assign fund code **spana**.]

Send notification slips at the POPULAR content level.

Send notification slips for NON-FICTION at the ADVANCED ACADEMIC content level.

Send notification slips for PQ1-6000 (French and Italian literature).

**S      PR      English literature**

[Assign fund code **engla**, *except*, in PR 6050-9079 (English literature, 1961- ), assign fund code **crwra** for CREATIVE WORKS.]

Send books for PR 6000-6049 (English literature, 1900-1960), but send slips for CREATIVE WORKS.

Send books for PR 9080-9680 (Provincial. Local. Colonial, etc.), *except*, send notification slips for PR 9180-9199.4 CANADIAN WORKS FROM 1900-1960 and exclude CANADIAN WORKS PRIOR TO 1900. Also, send slips rather than books for CREATIVE WORKS.

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**S PS American literature**

[Assign fund code **engla**, *except*, in PS 3550 + American literature, 1961- ), assign fund code **crwra** for CREATIVE WORKS.]

Send books for PS 3500-3549 (American literature, 1900-1960), except send slips rather than books for CREATIVE WORKS.

**B PT Germanic literatures**

[Assign fund code **germa**.]

Send notification slips at the POPULAR content level.

Send notification slips for titles in the GERMAN LANGUAGE.

Send notification slips for PT 5001+ (Dutch, Flemish, Afrikaans, and Scandinavian literature).

**X PZ Juvenile belles lettres**

[Assign fund code **juvea**.]

**Q SCIENCE**

In any Q subclass, send notification slips for EDUCATIONAL aspects and TEACHING OF... at levels K-12. [Assign fund code **educa**.]

**X Q Science (General)**

Send notification slips for Q 124.6-124.9 (History of science, general. Ancient. Medieval). [Assign fund code **hista**.]

**X QA Mathematics**

Send notification slips for:

QA 8-8.7 (Philosophy. Mathematical logic). [Assign fund code **phila**.]

QA 21-27 (History). [Assign fund code **hista**.]

QA76.76.I59 (Interactive Media) [Assign code **mmeda**]

**X QB Astronomy**

Send notification slips for QB 15-34.2 (History). [Assign fund code **hista**.]

**X QC Physics**

**X QD Chemistry**

**X QE Geology**

**X QH Natural history (General). Biology (General)**

Send notification slips for QH 15-21 (History), except, exclude PRACTICAL treatments. [Assign fund code **hista**.]

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X    **QK    Botany**

Send notification slips for QK 15-21 (History). [Assign fund code **hista.**]

X    **QL    Zoology**

Send notification slips for QL 15-21 (History). [Assign fund code **hista.**]

X    **QM    Human anatomy**

X    **QP    Physiology**

Send notification slips for QP 21 (History). [Assign fund code **hista.**]

X    **QR    Microbiology**

**R    MEDICINE**

X    **R    Medicine (General)**

Send notification slips for R 131-133 (History, General works). [Assign fund code **hista.**]

X    **RA    Public aspects of medicine**

X    **RB    Pathology**

X    **RC    Internal medicine. Practice of medicine**

X    **RD    Surgery**

X    **RE    Ophthalmology**

X    **RF    Otorhinolaryngology**

X    **RG    Gynecology and obstetrics**

X    **RJ    Pediatrics**

X    **RK    Dentistry**

X    **RL    Dermatology**

X    **RM    Therapeutics. Pharmacology**

X    **RS    Pharmacy and materia medica**

X    **RT    Nursing**

X    **RV    Botanic, Thomsonian, and eclectic medicine**

X    **RX    Homeopathy**

X    **RZ    Other systems of medicine**

**S    AGRICULTURE**

X    **S    Agriculture (General)**

Send notification slips for S 419-437 (History and conditions, antiquity through the 19<sup>th</sup> century). [Assign fund code **hista.**]

X    **SB    Plant culture**

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Send notification slips for SB 71-79 (History and conditions, antiquity through the Middle Ages). [Assign fund code **hista.**]

- X    **SD    Forestry**
- X    **SF    Animal culture**
- X    **SH    Aquaculture. Fisheries. Angling**
- X    **SK    Hunting**

**T    TECHNOLOGY**

In any T subclass, send notification slips for EDUCATIONAL aspects and TEACHING OF... at levels K-12. [Assign fund code **educa.**]

X    **T    Technology (General)**

[Assign fund code **hista.**]

Send notification slips for T 14.7-33 (History of technology).

In T 61-174 (Technical education. Technological change), send notification slips for HISTORICAL aspects.

In T 391-995 (Exhibitions. World's fairs), send notification slips for HISTORICAL aspects.

X    **TA    Engineering (General). Civil engineering (General)**

code    Send notification slips for TA 15-18 (History of technology, to 1900.) [Assign fund code **hista.**]

X    **TC    Hydraulic engineering**

Send notification slips for TC 15-19 (History, through the 19<sup>th</sup> century). [Assign fund code **hista.**]

X    **TD    Environmental technology. Sanitary engineering**

Send notification slips for TD 15-19 (History, through the 19<sup>th</sup> century). [Assign fund code **hista.**]

X    **TE    Highway engineering. Roads and pavements**

Send notification slips for TE 15-19 (History). [Assign fund code **hista.**]

X    **TF    Railroad engineering and operation**

Send books for the WESTERN UNITED STATES, as defined in the Western American Studies Override in Section E. Otherwise, send notification slips for HISTORICAL Aspects. [Assign fund code **hista.**]

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X      **TG      Bridge engineering**

Send books for the WESTERN UNITED STATES, as defined in the Western American Studies Override in Section E. Otherwise, send notification slips for HISTORICAL Aspects. [Assign fund code **hista.**]

X      **TH      Building construction**

Send notification slips for TH 15-19 (History). [Assign fund code **hista.**]

X      **TJ      Mechanical engineering and machinery**

Send notification slips for TJ 15-19 (History, through the 19<sup>th</sup> century). [Assign fund code **hista.**]

X      **TK      Electrical engineering. Electronics. Nuclear engineering**

Send notification slips for TK 15-18 (History). [Assign fund code **hista.**]

X      **TL      Motor vehicles. Aeronautics. Astronautics**

Send notification slips for TL 15 (History). [Assign fund code **hista.**]

X      **TN      Mining engineering. Metallurgy**

Send notification slips for TN 15-19 (History). [Assign fund code **hista.**]

X      **TP      Chemical technology**

Send notification slips for TP 15-20 (History). [Assign fund code **hista.**]

S      **TR      Photography**

fund [Assign fund code **artsa**, *except*, for TR 845-899 (Cinematography), assign code **filma.**]

Send books for TR 1-195 (General. History).

Exclude TR196-199 MATERIALS AND SUPPLIES;

Send books for TR 640-685 (Artistic photography), *except*, send notification slips for the following:

ASPECTS of PHOTOGRAPHIC TECHNIQUE and APPLIED PHOTOGRAPHY,

TR676 (Erotic photography).

Exclude TR 900-1050 (Industrial reproduction. Photochemical processes).

X      **TS      Manufactures**

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X    TT    **Handicrafts. Arts and crafts**

S    TX    **Home economics**

[Assign fund codes as follows:

for TX 1-340 (General. History. The house. Clothing), assign fund code **hista**,

for TX 645-850 (Cookery), assign fund code **antha**,

for TX 901-954 (Hotels, restaurants, etc.), assign fund code **busia**.]

Exclude:

TX 341-644    Nutrition and food supply.

TX 955-1110    Building operations and housekeeping. Mobile home living.  
Recreational vehicles.

**U    MILITARY SCIENCE**

[In any U subclass, assign fund code **hista**, *but, see exceptions below*.]

In any U subclass, send notification slips (unless books are indicated) for  
POLITICAL or PUBLIC POLICY aspects [Assign fund code **polia**.]  
CONTEMPORARY SOCIAL aspects [Assign fund code **socia**.]  
HISTORICAL aspects

S    U    **Military science (General)**

Send books for U 1-145 (General. History).

Exclude U 161-717 (Strategy. Tactics. Operations. Military education and training).

X    UA    **Armies: Organization, description, facilities, etc.**

Send books for UA 10-876 (General. History. United States. Other regions.).

X    UB    **Military administration**

X    UC    **Maintenance and transportation**

X    UD    **Infantry**

X    UE    **Cavalry. Armored and mechanized cavalry**

X    UF    **Artillery**

X    UG    **Military engineering. Air forces. Air warfare**

X    UH    **Other services**

**V    NAVAL SCIENCE**

[In any V subclass, assign fund code **hista**, *but, see exceptions below*.]

In any V subclass, send notification slips (unless books are indicated) for  
POLITICAL or PUBLIC POLICY aspects [Assign fund code **polia**.]  
CONTEMPORARY SOCIAL aspects [Assign fund code **socia**.]  
HISTORICAL aspects

X    V    **Naval science (General)**

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Send books for V 1-145 (General. History).

**S VA Navies: Organization, description, facilities, etc.**

Exclude VA 400+ (Other nations).

**X VB Naval administration**

**X VC Naval maintenance**

**X VD Naval seamen**

**X VE Marines**

Send notification slips for VE 7-155 (General. History).

**X VF Naval ordnance**

**X VG Minor services of navies**

**X VK Navigation. Merchant marine**

**X VM Naval architecture. Shipbuilding. Marine engineering**

**Z BIBLIOGRAPHY. LIBRARY SCIENCE**

**B Z Bibliography. Library Science**

[Assign fund code **libs**a.]

Send notification slips for LOCAL INTEREST MATERIAL.

Send notification slips for:

Z 40-104 Writing.

Z 551-659 Copyright. Censorship.

In Z 662-1000 (Libraries), send notification slips for PUBLIC LIBRARY, SCHOOL LIBRARY and SPECIAL LIBRARY ASPECTS.

Send notification slips for Z 1001-8999 (Bibliography. Books and reading).

**S ZA Information resources (General)**

[Assign fund code **libs**a, *with the following exceptions:*

for ZA 4550 (Motion picture/video lists and catalogs), assign fund code **filma**,

for ZA 4650 (Photographs), assign fund code **artsa**,

for ZA 4750 (Sound recordings), assign fund code **musia**.]

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**D. NON-SUBJECT PARAMETERS**

*The default values indicated in this section often vary within specific subject areas.*

**BEGINNING IMPRINT DATE:**

For notification slips: 1992

For books: 1992

**BINDING:**

*Preferred binding for simultaneous cloth/paper editions: PAPER.*

B Spiral

X Looseleaf

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

**CO-PUBLISHED TITLES:**

S 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 subclasses HB-HC.*

S Cartoons

B Casebook

X Classroom Anthology

B Collected Works

S Collection (one author)

S Collection/Anthology

B Collection/New

S Conference Monograph

S Conference Monograph 2+

S Conference Proceeding

S Conference Proceeding 2+

X Cookbook

B Correspondence

B Curriculum Guide

B Diary

X Exam guide

S Festschriften

B Field Guide

S Form Documents

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B	Grammar
S	Hymn Book
X	Instructor's Manual
B	Interviews
S	Lab Manual
S	Museum & Gallery publications
S	Music Score
S	Periodical Anthology
S	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.
S	Travel Guide
X	Unrevised dissertation
S	Workbook/consumable <i>allow slips in L class only</i>

**LANGUAGE:**

*L&C approval services include English-language materials only; thus the specifications below apply to YBP plan # 321.*

*See exception in class N*

B	English
X	German <i>See exceptions in class D and subclass PT.</i>
S	French
S	Spanish
X	Italian
S	Russian
X	Greek
X	Latin
X	Other

**CONTENT LEVEL:**

See exceptions in the subject profile, and in D. SPECIAL SUBJECT COVERAGE, and E. SPECIAL GEOGRAPHIC COVERAGE.

X	Juvenile
X	Popular
B	General Academic
B	Advanced Academic
S	Professional

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**LITERARY TYPE:**

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

- B Poetry
- X Playscript
- B Screenplay/Filmscript
- S Playscript (musical)
- B Essays
- B Novels
- B Short Stories
- B Non-fiction
  
- S Science Fiction Override subject and non-subject parameters. [Assign fund **etona**]
- X Fantasy
- Romance
- Western
- Mystery

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

**NEW EDITIONS:**

- S New Edition
- B Critical Edition
- S Abridgment
- S Supplement

**NON-BOOK FORMAT:**

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

**PAGINATION:**

- S 50 pages or less

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

- S Africa
- B US – on YBP Plan 321. X US publications from L&C plan 249

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- B UK
- B US editions of UK titles (Pub. first in UK – as treated on YBP Plan 321)
- X UK editions of US titles (Pub. first in US – as treated on L&C plan 249 – library prefers known US editions)
- S Australia
- B US editions of Australian titles (Pub. first in Australia)
- B Canada
- B US editions of Canadian titles (Pub. first in Canada)
- S Germany
- S Netherlands
- S India
- S China
- S Hong Kong
- S Singapore
- S Japan
- S Other

**PRICE CEILING:**

*(Set the price ceiling to the UK equivalent of the specified limits.)*

*See exceptions in classes A, and N, and subclass GN.*

Single volume: \$75.00  
Set of two or more volumes: \$150.00

BUT: for REFERENCE WORKS, increase the price ceiling as follows:

Single volume: \$150.00  
Set of two or more volumes: \$300.00

**REPRINTS:**

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

**REFERENCE BOOKS:**

For the following reference types only, override the fund coding in the subject profile and assign fund code **rrefa**, **but**, do not apply this instruction to titles with a SPECIFIC GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES, or to STATE-LEVEL TREATMENTS OUTSIDE CALIFORNIA: Almanac, Bibliography, Bio-bibliography, Biographical Dictionary, Dictionary, Dictionary/multi-language, Directory, Encyclopedia, Gazetteer, Index, Medical Atlas, Reference book (compact), Thesaurus.

*See exceptions for reference titles under Price Ceiling, above.*

- S Abstracts
- S Almanac

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S Atlas  
S Bibliography  
S Bio-bibliography  
B Biographical Dictionary  
S Catalogue raisonnee  
S Concordance  
B Dictionary *But, exclude POCKET DICTIONARIES.*  
B Dictionary/Multi-language *But, exclude POCKET DICTIONARIES.*  
S Directory  
S Discography  
B Encyclopedia *Send notification slips for MULTI-VOLUME SETS.*  
S Filmography  
B Gazetteer  
B Handbook  
S Index  
X Medical Atlas  
X Reference Book (compact)  
S Reference (other)  
B Thesaurus  
B Yearbook

**SETS AND SERIES:**

**Volume 1 of any series type:**

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

**Subsequent volumes:**

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

**SIZE:**

S Undersized  
B Oversized

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**TITLE ANNOUNCEMENTS**

New UK books that are treated as title announcements are books judged by L&C bibliographers to be of limited interest to most North American and other overseas libraries. These books fall into one of several categories: their academic quality may seem slight; their content may seem to be reprinted; or their price may be very high. Such titles are profiled by L&C from citations in the *British National Bibliography* or from publishers' advance information sheets and catalogues, but not with book-in-hand.

The library does not wish to receive slips for L&C title announcements – Exclude these titles from L&C plan # 249.

**TRANSLATIONS:**

- B      Translations into English
- X      Translations from English

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**E. DESCRIPTIVE PARAMETERS**

*The default values indicated in this section often vary within specific subject areas*

**ASPECTS:**

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

- Agricultural
- Allied health
- Anthropological
- Archaeological
- Architectural
- Art
- Bible Commentary
- Business
- Career
- Clinical
- Coaching
- Computer
- Contemporary Social
- Counseling
- S Description & Travel *But, allow books for HISTORICAL aspects (see additional instructions in LC class F)*
- Devotional
- Distance Education
- Doctrinal
- Economic
- Educational
- Environmental
- ESL (English as a second language)
- Ethical
- Foreign Relations
- Geographical
- Globalization
- Higher Educational
- Historical
- Journalistic Treatment
- Legal
- S Local Interest
- Marine
- Mass media
- Medical
- Military
- Music
- Narrow Topic
- X Nursing
- Overview
- X Pastoral
- Philosophical
- Pictorial Work

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- Political
- S Practical (Guidebooks)
- X Proselytizing
- Psychological
- Public Policy
- Quantitative/Statistical
- Religious
- Rural
- Science
- Self-Help
- Social Work
- Teaching of
- X Technical (Law)
- Topics of Current Media Attention
- Urban
- Vocational/Technician

**GEOGRAPHIC SPECIFICATIONS:**

**LATIN AMERICAN STUDIES OVERRIDE: See Interdisciplinary Studies, below.**

**MIDDLE EASTERN STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE and T-TP, send books throughout the subject profile for the following ASPECTS of MIDDLE EASTERN STUDIES: ANTIQUITIES (except send notification slips for EGYPT), ECONOMICS, EDUCATION, GEOGRAPHY, HISTORY, INTERNATIONAL RELATIONS, OIL (POLICY), POLITICS, and RELIGION. Send notification slips for OTHER ASPECTS. Exclude the Professional content level. The MIDDLE EAST is defined as IRAN, ISRAEL, TURKEY, and the ARABIC SPEAKING COUNTRIES including the MOSLEM NATIONS of NORTH AFRICA.

**WESTERN AMERICAN STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE and T-TP, send books throughout the subject profile for ANY ASPECT of WESTERN AMERICA. WESTERN AMERICA is defined as ARIZONA, CALIFORNIA, COLORADO, IDAHO, MONTANA, NEVADA, NEW MEXICO, OREGON, TEXAS, UTAH, WASHINGTON, and WYOMING (including both regional and state level treatments). Send notification slips for LOCAL INTEREST MATERIAL and AGRICULTURAL ASPECTS.

- US
- US Local
- S Individual US states Except as specified in the WESTERN AMERICAN STUDIES OVERRIDE above, send notification slips for STATE LEVEL treatments outside CALIFORNIA.
- US Regions (Middle Atlantic, Midwestern U.S. New England, Pacific Northwest, Southeastern U.S., Southwestern U.S., Western U.S.)
- Canada
- Mexico
- Central America
- Caribbean
- South America
- United Kingdom
- Western Europe
- Eastern Europe

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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.*

African-American Studies  
AIDS

**ASIAN AMERICAN STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE, T-TP, send books throughout the subject profile for ANY ASPECT of ASIAN AMERICAN STUDIES.

Asian Studies

Black Studies *See "Ethnic and Black Studies override", below.*

**CHICANO STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE, T-TP, send books throughout the subject profile for ANY ASPECT of CHICANO STUDIES. CHICANOS are defined as people whose ancestors were MEXICAN in ORIGIN, but who RESIDE in the UNITED STATES or CANADA.

Children's Studies

Classics

Developing Countries

**ETHNIC AND BLACK STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE, T-TP, send books throughout the subject profile for the following ASPECTS of ETHNIC and BLACK STUDIES: EDUCATION, ETHNIC RELATIONS THROUGHOUT the WORLD/RELATIONS BETWEEN ETHNIC GROUPS, IMMIGRATION, and PSYCHOLOGY. Send notification slips for POPULAR CONTENT LEVEL works for the ASPECTS ABOVE. ETHNIC GROUPS is defined as PEOPLE of ALL RACES and ORIGINS.

Family Studies

Film

Future Studies

Gay/Lesbian Studies

Gerontology

History of Ideas

Hospitality Industry

Irish Studies

Islamic Studies

Jewish Studies

**LATIN AMERICAN STUDIES:** Except in classes Q, R, and S, and subclasses G-GE and T-TP, override the subject profile as follows for LATIN AMERICA. LATIN AMERICA is defined as MEXICO, CENTRAL AMERICA, SOUTH AMERICA, and the CARIBBEAN,

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including both REGIONAL and COUNTRY-SPECIFIC treatments. Within LATIN AMERICA as defined above, send books for the following ASPECTS: AGRARIAN, ANTHROPOLOGICAL, ART, DANCE, ECONOMIC DEVELOPMENT, MEN'S, WOMEN'S and GAY/LESBIAN aspects, HISTORICAL, INTERNATIONAL RELATIONS, LITERARY, MILITARY, PHOTOGRAPHY, POLITICAL, and SOCIAL. Send notification slips for OTHER ASPECTS.

Maritime Studies

Medieval Studies

Men's Studies *See the Women's Studies/Gender Studies override below.*

Multicultural Studies

**NATIVE AMERICAN STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE, T-TP, send books throughout the subject profile for NATIVE AMERICAN STUDIES. NATIVE AMERICANS are defined as the INDIGENOUS POPULATION GROUPS of the ARCTIC, NORTH AMERICA, MEXICO, CENTRAL AMERICA, SOUTH AMERICA, and THE CARIBBEAN.

Speech and Hearing Impaired

Transportation

**WOMEN'S STUDIES/GENDER STUDIES OVERRIDE:** Except in classes Q, R, and S, and subclasses G-GE and T-TP, send books throughout the subject profile for WOMEN'S STUDIES/GENDER STUDIES. This is to include ANY ASPECT of WOMEN of ANY AGE GROUP and GENDER-SPECIFIC TITLES ABOUT MEN of ANY AGE GROUP (i.e. MEN'S STUDIES, MEN'S MOVEMENT, MEN in RELATION to WOMEN, etc.). Exclude CLINICAL and PRACTICAL WORKS.

## **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):**

The Lindsay & Croft approval program does not supply titles intended to be read by children.