

## MEMORANDUM OF AGREEMENT

### UNIVERSITY OF CALIFORNIA, RIVERSIDE

Science Approval Plan: YBP plan # 322 L&C plan # 250

October, November 2003; February 2005, March 2005

This memorandum is intended to explain the Library's initial arrangement with YBP Library Services (YBP) and with Lindsay & Croft (L&C) 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, discount, and returns of materials provided on approval. Part II lists the presses included in the program, the plan's subject parameters, and the non-subject qualifiers which limit the plan.

**YBP and the UC Riverside Libraries agree that this profile, with such revisions as are mutually agreed on during the interim, will be in effect for three years, beginning in September 2003.** Both the Library and Yankee Book 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 Yankee Book 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  
 P.O. Box 5900  
 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 Science Library UK approval plan are highlighted in boldface.

<b>Account#</b>	<b>Plan#</b>	<b>Description</b>
5069-08	8321	Approval Rivera: Claims on Approval
5069-09	9321	Approval Rivera: Returned Notification Slips
5069-10	-----	Monographic Firm Orders/Cloth
5069-11	321	Approval Rivera: Profiled Books
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
5069-61	249	UK Approval: Profiled Books
5069-62	9249	UK Approval: Slip Orders
5069-63	8249	UK Approval: Claims
<b>5069-64</b>	<b>250</b>	<b>UK Approval: Science Profiled Books</b>
<b>5069-65</b>	<b>9250</b>	<b>UK Approval: Science Slip Orders</b>
<b>5069-66</b>	<b>8250</b>	<b>UK Approval: Science Claims</b>
5069-67	-----	UK Priority Firm Orders
5069-80	1521	Continuations
5069-90		Technical Services Processing

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**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.

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 250:**

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.)

**A GENERAL WORKS**

<u>X</u>	AC	Collections. Series. Collected works
<u>X</u>	AE	Encyclopedias (General)
<u>X</u>	AG	Dictionaries and other general reference books
<u>X</u>	AI	Indexes (General)
<u>X</u>	AM	Museums (General). Collectors and collecting
<u>X</u>	AN	Newspapers
<u>X</u>	AP	Periodicals (General)
<u>X</u>	AS	Academies and learned societies (General)

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X AY Yearbooks. Almanacs. Directories  
X AZ History of scholarship and learning. The humanities

**B PHILOSOPHY. PSYCHOLOGY. RELIGION**

X B Philosophy (General)  
X BC Logic  
X BD Speculative philosophy  
X BF Psychology  
X BH Aesthetics  
X BJ Ethics. Social usages. Etiquette  
X BL Religions. Mythology. Rationalism  
X BM Judaism  
X BP Islam. Bahaim. Theosophy, etc.  
X BQ Buddhism  
X BR Christianity  
X BS The Bible  
X BT Doctrinal theology  
X BV Practical theology  
X BX Christian denominations

**C AUXILIARY SCIENCES OF HISTORY**

X C Auxiliary sciences of history (General)  
X CB History of civilization  
X CC Archaeology (General)  
X CD Diplomatics. Archives. Seals  
X CE Technical chronology. Calendar  
X CJ Numismatics  
X CN Inscriptions. Epigraphy  
X CR Heraldry  
X CS Genealogy  
X CT Biography

**D HISTORY: GENERAL AND OLD WORLD**

X D History (General)  
X DA Great Britain  
X DAW Central Europe  
X DB Austria  
X DC France  
X DD Germany  
X DE The Mediterranean Region. The Greco-Roman World  
X DF Greece  
X DG Italy  
X DH Netherlands (Low Countries)  
X DJ Netherlands (Holland)  
X DJK Eastern Europe  
X DK Soviet Union  
X DL Northern Europe. Scandinavia  
X DP Spain  
X DQ Switzerland

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X    **DR**    **Balkan Peninsula**  
X    **DS**    **Asia**  
X    **DT**    **Africa**  
X    **DU**    **Oceania (South Seas)**  
X    **DX**    **Gypsies**

**E-F    HISTORY: AMERICA**

X    **E**    **America (General)**  
X    **F**    **U.S. local history. Canada. Latin America**

**G    GEOGRAPHY. ANTHROPOLOGY. RECREATION**

S    **G**    **Geography (General)**

[Assign fund code **ertha.**]

Exclude G 143-550 (Travel guides. Travel and tourism. Voyages and travel. History of discoveries, exploration and travel.)

S    **GA**    **Mathematical geography. Cartography**

[Assign fund code **ertha.**]

S    **GB**    **Physical geography**

[Assign fund code **ertha.**]

In GB 111-399 (Physical geography by region or country), send books for CALIFORNIA, ARIZONA, and NEVADA; otherwise send slips.

Send books for:

                  GB 656            Methodology.  
                  GB 855-1197    Natural water chemistry. Ground and surface waters  
(general).  
                  GB 5000-5030    Natural disasters

S    **GC**    **Oceanography**

[Assign fund code **ertha.**]

S    **GE**    **Environmental sciences**

[Assign fund code **envsa.**]

Send books for:

                  GE 45-49            Data processing. Remote sensing.  
                  GE 145-148        Environmental risk assessment  
                  GE 150-159        Environmental conditions—United States.

X    **GF**    **Human ecology. Anthropogeography**

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[Assign fund code **envsa**.]

Send notification slips GF 75-79 (Man's influence on the environment).

**GN Anthropology**  
 **GR Folklore**  
 **GT Manners and customs (General)**  
 **GV Recreation. Leisure**

**H SOCIAL SCIENCES**

**H Social sciences (General)**  
 **HA Statistics**  
 **HB Economic theory. Demography**  
 **HC Economic history and conditions**  
 **HD Economic history and conditions**  
 **HE Transportation and communications**  
 **HF Commerce**  
 **HG Finance**  
 **HJ Public finance**  
 **HM Sociology (General and theoretical)**  
 **HN Social history. Social problems. Social reform**  
 **HQ The family. Marriage. Woman**  
 **HS Societies: Secret, benevolent, etc. Clubs**  
 **HT Communities. Classes. Races**  
 **HV Social pathology. Social and public welfare. Criminology.**  
 **HX Socialism. Communism. Anarchism**

**J POLITICAL SCIENCE**

**J General legislative and executive papers**  
 **JA Collections and general works**  
 **JC Political theory. Theory of the state**  
 **JF General works. Comparative works**  
 **JK United States**  
 **JL British America. Latin America**  
 **JN Europe**  
 **JQ Asia. Africa. Australia. Oceania**  
 **JS Local Government**  
 **JV Colonies and colonizations. Emigration and immigration**  
 **JX International relations. International law [*inactivated by LC*]**  
 **JZ International relations**

**K LAW**

**K Law (General)**  
 **KBM Jewish Law**  
 **KBP Islamic Law**  
 **KBR History of canon law**  
 **KBU Law of the Roman Catholic Church. The Holy See**  
 **KD Law of the United Kingdom and Ireland**  
 **KE Law of Canada**

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X    **KF**    **Law of the United States**  
X    **KG**    **Law of Latin America (General)**  
X    **KH**    **Law of South America (General)**  
X    **KJ**    **Law of Europe**  
X    **KK**    **Law of Europe**  
X    **KL**    **Law of Southeast Europe**  
X    **KM**    **Law of the Middle East**  
X    **KN**    **Law of South Asia/China/Japan**  
X    **KP**    **Law of Southeast Asia/East Asia**  
X    **KQ**    **Law of Africa**  
X    **KR**    **Law of Africa**  
X    **KT**    **Law of Africa**  
X    **KV**    **Law of Oceania**  
X    **KW**    **Law of Pacific Islands/Antarctica**  
X    **KX**    **Public International law**

**L    EDUCATION**

X    **L**    **Education (General)**  
X    **LA**    **History of education**  
X    **LB**    **Theory and practice of education**  
X    **LC**    **Special aspects of education**  
X    **LD**    **United States**  
X    **LE**    **America, except United States**  
X    **LF**    **Europe**  
X    **LG**    **Asia. Africa. Oceania**  
X    **LH**    **College and school magazines and papers**  
X    **LJ**    **Student fraternities and societies, United States**  
X    **LT**    **Textbooks**

**M    MUSIC AND BOOKS ON MUSIC**

X    **M**    **Music (Scores)**  
X    **ML**    **Literature of music**  
X    **MT**    **Musical instruction and study**

**N    FINE ARTS**

X    **N**    **Visual arts (General)**  
X    **NA**    **Architecture**  
X    **NB**    **Sculpture**  
X    **NC**    **Drawing. Design. Illustration**  
X    **ND**    **Painting**  
X    **NE**    **Print media**  
X    **NK**    **Decorative arts. Applied arts. Decoration and ornament.**  
X    **NX**    **Arts in general**

**P    LANGUAGE AND LITERATURE**

X    **P**    **Philology and linguistics (General)**  
X    **PA**    **Classical languages and literature**  
X    **PB**    **General works**

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<u>X</u>	PC	Romance languages
<u>X</u>	PD	Germanic languages
<u>X</u>	PE	English
<u>X</u>	PF	West Germanic
<u>X</u>	PG	Slavic, Baltic, Albanian languages and literature
<u>X</u>	PH	Finno-Ugrian, Basque languages and literatures
<u>X</u>	PJ	General works
<u>X</u>	PK	Indo-Iranian
<u>X</u>	PL	Languages and literatures of Eastern Asia, Africa, Oceania
<u>X</u>	PM	Hyperborean, Indian, and Artificial languages
<u>X</u>	PN	Literary history and collections (General)
<u>X</u>	PQ	Romance literatures
<u>X</u>	PR	English literature
<u>X</u>	PS	American literature
<u>X</u>	PT	Germanic literatures
<u>X</u>	PZ	Juvenile <i>belles lettres</i>

**Q**      **SCIENCE**

In any Q subclass, send notification slips, rather than books, for HISTORICAL aspects.

**S**      **Q**      **Science (General)**

Assign fund code **sciea**, *with the following exceptions*:

In Q 317-321 (Bionics), assign fund code **engna** for aspects of ARTIFICIAL VISION,  
otherwise, for Q 300-390 (Cybernetics), assign fund code **compa**.]

Exclude CONFERENCE PROCEEDINGS, except, in Q 317-321 (Bionics), allow notification slips for aspects of ARTIFICIAL VISION.

Exclude Q 124.6-124.9 (History of science, general. Ancient. Medieval).

**B**      **QA**      **Mathematics (See below for QA 75-76 (Computer Science)).**

[Assign fund code **matha**, *except*, for QA 267-268 (Machine theory. Coding theory. Cryptography. Switching theory), assign fund code **compa**.]

Exclude CONFERENCE PROCEEDINGS.

Allow books for NUMBERED SERIES where book coverage is specified.

Exclude QA 1-2 (General).

Send notifications slips for QA 3-7 (Reference and miscellaneous).

Exclude QA 8-8.7 (Philosophy).

Send notification slips for QA 8.9-10.4 (Mathematical logic. Information theory in mathematics).

Exclude QA 11-27 (Study and teaching. Research. History).

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Send notification slips for QA 28-63 (Biography. Early works. General works).

Exclude:

QA 71-74	Instruments and machines—general works.
QA 77-90	Miscellaneous geometric instruments.
QA 93-141	Popular works. Elementary mathematics.

Send notification slips for QA 267-268 (Machine theory. Coding theory. Cryptography. Switching theory).

**S      QA 75-76    Computer Science**

[Assign fund code **compa.**]

Exclude QA 76.55-.57 (Online data processing).

**B      QB      Astronomy**

[Assign fund code **physa.**]

Exclude CONFERENCE PROCEEDINGS.

Allow books for NUMBERED SERIES where book coverage is specified.

Send notification slips at the GENERAL ACADEMIC content level.

Exclude QB 15-34.2 (History).

Otherwise, send notification slips for QB 1-421 (general. History. Practical and spherical astronomy. Geodesy. Theoretical astronomy. Celestial mechanics).

**B      QC      Physics**

[Assign fund code **physa, except**, for QC 450-473 (Spectroscopy), assign fund code **chema.**]

Exclude CONFERENCE PROCEEDINGS.

Allow books for NUMBERED SERIES where book coverage is specified.

Exclude QC6.9 (History).

Send notification slips for QC 1-168 (General. Philosophy. History. Weights & Measures. Descriptive and experimental mechanics).

Sound.

Send notification slips for QC 200-338 (Sound, light, heat as a whole. Acoustics. Heat), **except**, send books for QC 221-246 (Acoustics).

Exclude QC 786.4 (Nuclear reactors).

Send notification slips for QC 851-999 (Meteorology. Climatology. Atmospheric

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conditions), *except*, send books for QC 884 (Paleoclimatology).

**B QD Chemistry**

[Assign fund code **chema**, *except*, assign fund code **bchma** for the following ranges:

QD 415-449 Biochemistry.  
QD 701-800 Photochemistry.  
QD 901-999 Crystallography.]

Exclude CONFERENCE PROCEEDINGS.

Allow books for NUMBERED SERIES where book coverage is specified.

Send notification slips for:

QD 1-70 General. History. Techniques.  
QD 143-240 Inorganic chemistry.  
QD 901+ Crystallography.

**B QE Geology**

[Assign fund code **ertha**.]

Allow books for NUMBERED SERIES where book coverage is specified.

Send notification slips for MARINE aspects.

Exclude PRACTICAL WORKS at the PROFESSIONAL content level.

In QE 26-39.5 (General works. Special topics. Special fields of geology), send notification Slips, rather than books, for aspects of COAL or PETROLEUM.

Send notification slips for QE 39.5 .P3 (Paleolimnology).

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

[Assign fund code **biola**, *with the following exceptions*:  
for QH 426-470 (Genetics), assign fund code **genta**,  
for QH 573-671 (Cell biology), assign fund code **neura**.]

Send notification slips for QH 1-83 (General. History. Conservation), *with the following exceptions*:

exclude QH 15-21 (History), *except*, allow notification slips for PRACTICAL (GUIDEBOOKS),  
send books for QH 75-77 (Conservation).

Send notification slips for QH 84-100 (Physiographic distribution), *except*, send books for 84.8-84.89 (Soil biology).

In QH541.5.M44 (Mediterranean-type ecosystems), override the non-subject parameter restrictions and allow books for STATE and LOCAL aspects.

**B QK Botany**

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[Assign fund code **botna**, *except*, for QK 981-981.7 (Genetics), assign fund code **bchma**.]

Exclude QK 15-21 (History).

**B**      **QL      Zoology**

[Assign fund code **biola**, *with the following exceptions*:  
for QL 391.N4 (Nematoda), assign fund code **plnta**,  
for QL 451-599 (Arachnida. Insects), assign fund code **entoa**.]

Send notification slips for QL 1-350 (General. History. Biography. Colecting. Zoos. Aquariums. Animals and civilization, etc. Physiographic and geographical distribution), *except*, exclude QL 15-21 (History).

In QL 391.N4 (Nematoda), send notification slips, rather than books, for PROFESSIONAL content level.

Send notification slips for QL 451-599 (Arachnida. Insects).

**S**      **QM      Human anatomy**

[Assign fund code **medca**.]

Exclude CLINICAL aspects.

**S**      **QP      Physiology**

[Assign fund code **medca**, *with the following exceptions*:  
in QP 474-495 (Vision. Physiological optics), assign fund code **engna** for  
COMPUTER aspects,  
otherwise, for QP 351-500 (Neurophysiology. Neuropsychology), assign fund  
code **neura**,  
for QP 501-981 (Animal biochemistry. Experimental pharmacology), assign  
fund code **bchma**.]

Exclude CLINICAL ASPECTS.

Exclude QP 21 (History).

**S**      **QR      Microbiology**

[Assign fund code **mbioa**, *except*, assign fund code **medca** for the following:  
QR 180-300      Immunology. Pathogenic micro-organisms.  
QR 352+      Mycoplasmas. Rickettsias. Virology  
*Except* assign code **plnta** QR111-113, QR351, and QR500]

Send notification slips for CLINICAL, DENTAL, and VETERINARY ASPECTS.

Send books for:

QR 75-200      Bacteria. Microbial ecology. Micro-organisms. Immunology),

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including books for QR 111-113 Soil  
QR 355-502 Virology, including books for QR 351 Microorganisms of  
plants and QR500 Viroids

**R MEDICINE**

In all R subclasses, exclude CLINICAL aspects, *but*, see exception in subclass RB.

In all R subclasses, exclude PRACTICAL aspects and the PROFESSIONAL content level.

In all R subclasses, send notification slips, rather than books, for HISTORICAL aspects.

In all R subclasses except RT, send notification slips for PSYCHOLOGICAL ASPECTS.

**S R Medicine (General)**

[Assign fund code **medca**, *except*, for R859.7.C67 (Computer vision), assign fund code **engna**.]

Exclude:

R 131-133 History, General works.  
R 855 Medical technology.  
R 860-894 Laboratories. Medical records. Museums. Exhibitions.

**X RA Public aspects of medicine**

[Assign fund code **medca**, *except*, for RA 1190-1270 (Toxicology), assign fund code **etoxa**.]

Send notification slips for:

RA 1-790 Medicine and the state. Public health. Preventive medicine.  
RA 1190-1270 Toxicology.

**S RB Pathology**

[Assign fund code **medca**.]

**S RC Internal medicine. Practice of medicine**

[Assign fund code **medca**.]

Exclude RC 81-85 (Popular medicine).

Send books for RC 86-320 (First aid, emergency medicine. Iatrogenic, chronic, infectious, viral, bacterial and other diseases. Neoplasms. Tumors. Oncology. Tuberculosis.)

Send books for RC 321-434 (Neurosciences), *except*, send notification slips for:

RC 346-371 General neurological disease.  
RC 407-422 Diseases of the autonomic nervous system

Send books for:

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RC 648-665 Diseases of the endocrine glands. Diabetes mellitus.  
RC 952-962 Geriatrics.

Exclude RC 970-1119 (Military medicine. Transportation medicine).

**X RD Surgery**

[Assign fund code **medca**.]

**X RE Ophthalmology**

[Assign fund code **medca**.]

**X RF Otorhinolaryngology**

[Assign fund code **medca**.]

**X RG Gynecology and obstetrics**

[Assign fund code **medca**.]

Send notification slips for RG 125-991 (Therapeutics. Pharmacology. Conception. Contraception. Study and teaching. Research. Emergencies. Functional and systemic disorders. Abnormalities and diseases. Obstetrics).

**X RJ Pediatrics**

[Assign fund code **medca**.]

Send notification slips for:

RJ 52-57 Therapeutics.  
RJ 101-205 Child health and wellness. Physiology. Development.  
Rehabilitation of the handicapped.  
RJ 375-386 Abused children. Diseases, chronic & environmental.  
Immunologic diseases. Allergies.  
RJ 499+ (Mental disorders. Other diseases. Pharmacology).

**X RK Dentistry**

[Assign fund code **medca**.]

**X RL Dermatology**

[Assign fund code **medca**.]

**X RM Therapeutics. Pharmacology**

[Assign fund code **medca**, *except*, for RM 283-298 (Endocrinotherapy. Organotherapy), assign fund code **bchma**. See added exception below.]

Send notification slips for:

RM 283-298 Endocrinotherapy. Organotherapy.

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RM 300-929      Drugs and their actions. Physical medicine. Physical therapy.  
Occupational therapy.

In RM 950 (Rehabilitation technology), send notification slips for  
ROBOTS/ROBOTICS. [Assign fund code **engna**.]

**X      RS      Pharmacy and materia medica**

[Assign fund code **medca**, *except*, for RS 402-431 (Pharmaceutical chemistry), assign  
fund code **bchma**.]

Send notification slips for:

RS 125-150      Pharmacopeias. Formularies.  
RS 153-441 (Materia medica).

**X      RT      Nursing**

[Assign fund code **medca**.]

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

[Assign fund code **medca**.]

Send notification slips for RV 1-9 (Botanic and Thomsonian medicine).

**X      RX      Homeopathy**

[Assign fund code **medca**.]

**X      RZ      Other systems of medicine**

[Assign fund code **medca**.]

Send notification slips for RZ 301-399 (Osteopathy).

**S      AGRICULTURE**

In all S subclasses, override other fund code instructions and assign fund code **agria** for  
ECONOMIC aspects.

In all S subclasses, send notification slips, rather than books, for the following aspects:

HISTORICAL  
RURAL  
PUBLIC POLICY  
DESCRIPTION and TRAVEL.

Except as noted in subclass S, send notification slips, rather than books, for  
CORRESPONDENCE and for the PROFESSIONAL content level.

**S      S      Agriculture (General)**

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[Assign fund code **agria**, *except*, for S 590-599 ( Soils. Soil science), assign fund code **envsa**.]

Exclude:

S 419-437 History and conditions, antiquity through the 19<sup>th</sup> century.  
S 521-539.0 Popular works. Agricultural education. (Do not exclude S 539.1-539.9.)

Send books for:

S 583-587 Agricultural chemistry.  
S 589.75-589.76 Agriculture and the environment.

Send books, including the PROFESSIONAL content level, for S 590-599 (Soils. Soil science).

Send books for:

S 612-620 Deserts. Arid lands. Irrigation. Saline environments.  
S 622-630 Soil conservation and protection.  
S 900-972 Conservation of natural resources.

**S SB Plant culture**

[Assign fund code **agria**, *with the following exceptions*:  
for SB 599-817 (Pests and diseases. General. Plants), assign fund code **plnta**,  
for SB 818-945 (Pests and diseases--economic entomology), assign fund code **entoa**,  
for SB 998 (Pest control. Treatment of diseases. Plant protection),  
assign fund code **plnta**.]

Exclude SB 71-79 (History and conditions, antiquity through the Middle Ages).

Send books for SB 320-402 (Vegetables. Fungi. Fruits. Nuts. Other).

Exclude SB 441-450.87 (Flower shows. Floral industry. Floristry, etc.).

Send books for SB 599-817 (Pests and diseases). *Overrule any geographic restrictions in the subject profile and the non-subject parameters and allow books regardless of geo-region.*

Send books for SB 950-991 (Pest control and treatment of disease. Plant protection).

**S SD Forestry**

[Assign fund code **agria**.]

Override the subject profile and send books for aspects of the WESTERN UNITED STATES.

Send books for SD 356-387 (Research. Experimentation. Special aspects of forestry), except, exclude SD 357-376 (Museums. Exhibits. General and miscellaneous works.)

Exclude SD 388-389 (Forest machinery and engineering. Tools. Implements. Forest

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roads.)

Send books for SD 411-429 (Conservation and protection).

In SD 543.543.5 (Non-timber forest resources), send books for PHARMACEUTICAL or MEDICAL aspects.

**X SF Animal culture**

[Assign fund code **agri**, *except*, for SF 517-596 (Beneficial insects and insect culture), assign fund code **ento**. See also the exception below.]

If otherwise excluded, override the subject instructions and send notification slips for the WESTERN UNITED STATES and for LATIN AMERICA (including individual country studies), but, do not apply these instructions to HISTORICAL treatments.

Override the subject instructions and send notification slips for all ECONOMIC aspects. [Assign fund code **agri**.]

Send notification slips for SF 405.5-407 (Laboratory animals).

Send books, including the PROFESSIONAL content level, for SF 517-596 (Beneficial insects and insect culture).

**X SH Aquaculture. Fisheries. Angling**

[Assign fund code **agri**.]

If otherwise excluded, override the subject instructions and send notification slips for the WESTERN UNITED STATES and for LATIN AMERICA (including individual country studies), but, do not apply these instructions to HISTORICAL treatments.

Send notification slips for ECONOMIC aspects.

Send notification slips for SH 20.2-191, *except*, do not send titles which are entirely concerned with MARINE (saltwater) aquaculture.

**X SK Hunting**

[Assign fund code **agri**.]

If otherwise excluded, override the subject instructions and send notification slips for the WESTERN UNITED STATES and for LATIN AMERICA (including individual country studies), but, do not apply these instructions to HISTORICAL treatments.

**T TECHNOLOGY**

In all T subclasses, allow books for NUMBERED SERIES where book coverage is specified.

In any T subclass, send notification slips, rather than books, for HISTORICAL aspects.

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**S T Technology (General)**

fund [Assign fund code **engna** *except*, for T 54-55.3 (Industrial accidents. Safety), assign code **srefa**.]

Exclude:

T 14.7-33	History of technology.
T 55.4-56.7	Industrial engineering, general.
T 59-60	Mechanization. Measurement.

In T 61-174 (Technical education. Technological change), exclude HISTORICAL aspects and titles with a GEOGRAPHIC FOCUS OUTSIDE THE UNITED STATES.

Exclude:

T 175-200	Industrial research. Exhibitions.
T 391-995	Exhibitions. World's fairs.

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

[Assign fund code **engna**, *except*, for TA 703-705 (Engineering geology), assign fund code **ertha**.]

Exclude:

TA 15-18	History of technology, to 1900.
TA 166-167	Human engineering.
TA 201-328	Contractors operations. Engineering law.
TA 495-702	Disasters and engineering. Surveying. Structural engineering.
TA 706-1500	Rock. Soil mechanics. Iron and steel work. Protection of structures. Transportation engineering).
TA 2001-2040	Plasma engineering.

**X TC Hydraulic engineering**

[Assign fund code **eenga**, *except*, for TC 801-969 (Irrigation engineering. Wasteland reclamation), assign fund code **agri**.]

If otherwise excluded, override the subject profile and send notification slips for the WESTERN UNITED STATES, but, do not apply this instruction to HISTORICAL treatments.

Send notification slips for:

TC 160-182	Technical hydraulics.
TC 405-424	Water supply engineering, General. North America. U. S.
TC 540-600	Dams.
TC 801-1500	Irrigation engineering. Wasteland reclamation. Drainage.

**S TD Environmental technology. Sanitary engineering**

[Assign fund code **eenga**.]

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Exclude PRACTICAL WORKS at the PROFESSIONAL content level.

Exclude:

TD 15-19 History, through the 19<sup>th</sup> century.  
TD 920-1019 Rural sanitary engineering. Low temperature sanitary engineering.

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

[Assign fund code **engna**.]

**X TF Railroad engineering and operation**

[Assign fund code **engna**.]

**X TG Bridge engineering**

[Assign fund code **engna**.]

**X TH Building construction**

[Assign fund code **menga**, *except*, for TH 6014-6100 (Environmental engineering of buildings), assign fund code **eengna**.]

Send notification slips for:

TH 6014-6100 Environmental and sanitary engineering.  
TH 7005-7699 Heating and ventilation.  
TH 9025-9700 Fire protection.

**S TJ Mechanical engineering and machinery**

[Assign fund code **menga**, *with the following exceptions*:  
in TJ 163.12 (Mechatronics), assign fund code **engna** for COMPUTER VISION,  
for TJ 210.2-211.45 (Robots, etc.), assign fund code **engna**,  
for TJ 212-226 (Control engineering), assign fund code **iengna**.]

Exclude TJ 15-19 (History, through the 19<sup>th</sup> century).

In TJ 227-254 (Machine design and construction), send books for COMPUTER ASPECTS; send notification slips for OTHER ASPECTS.

Exclude:

TJ 268-750 Steam engineering.  
TJ 1125 + Machine shops. Machinery, miscellaneous.

**S TK Electrical engineering. Electronics. Nuclear engineering.**

[Assign fund code **iengna**.]

Exclude CONFERENCE PROCEEDINGS.

Exclude VOCATIONAL/TECHNICIAN level.

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Exclude:

TK 15-18 History.  
TK 441-451 Management of electrical enterprises.  
TK 1001-2895 Electrical power production. Dynamoelectric machinery.  
TK 3001-4499 Electric power. Electric lighting.  
TK 4601-5100 Electric heating.  
TK 9001-9971 Nuclear engineering. Atomic power. Amateur electricity.  
Home electronics.

**S TL Motor vehicles. Aeronautics. Astronautics**

[Assign fund code **engna**.]

Exclude:

TL 15 History and pictorial works.  
TL 500-508 Aeronautics. Aeronautical engineering.  
TL 521-537 Aeronautics. Aeronautical engineering.  
TL 605 – 670 Lighter than air.  
TL 717 – 778 Ornithopters. Paper airplanes.

**S TN Mining engineering. Metallurgy**

[Assign fund code **ertha**.]

Exclude PRACTICAL WORKS.

Exclude:

TN 15-19 History.  
TN 799.5-979 Nonmetallic minerals. Petroleum. Building stones.

**S TP Chemical technology**

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

for TP 200-248 (Chemicals. Biotechnology), assign fund code **bchma**,  
for TP248.27 (Speical Biotechnologies) assign fund **plnta**  
for TP 249-264 (Radiochemistry. Electrochemistry. Water), assign fund  
code **chema**,  
for TP 265-267 (Fire. Fire prevention), assign fund code **menga**,  
for TP 368-699 (Food processing. Low-temperature engineering.  
Refrigeration.  
Fermentation industries. Beverages. Oils. Fats. Waxes), assign  
fund code **agria**.

Send notification slips, rather than books, for MEDICAL aspects.

Exclude TP 15-20 (History).

In TP 159.C46 (Chemical detectors), send books for BIOSENSORS.

In TP 248.24-248.25 (Biotechnology, processes, operations, and techniques), send books

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for BIOSENSORS.

Send books for TP248.27 (Special Biotechnologies).

Exclude:

TP 268-367	Explosives. Pyrotechnics. Fuel. Inflammable liquids and gases.
TP 690-1079	Petroleum refining. Nonelectric illuminating industries. Miscellaneous industries: gas, acetylene, clay, ceramics. Glass, artificial minerals and stones, cement, magnesia, Textile processing. Paints, etc.

<u>X</u>	<b>TR</b>	<b>Photography</b>
<u>X</u>	<b>TS</b>	<b>Manufactures</b>
<u>X</u>	<b>TT</b>	<b>Handicrafts. Arts and crafts</b>
<u>X</u>	<b>TX</b>	<b>Home economics</b>

[Assign fund code **medca.**]

Send notification slips for TX 341-644 (Nutrition. Food supply).

**U MILITARY SCIENCE**

<b>X</b>	<b>U</b>	<b>Military science (General)</b>
<b>X</b>	<b>UA</b>	<b>Armies: Organization, description, facilities, etc.</b>
<b>X</b>	<b>UB</b>	<b>Military administration</b>
<b>X</b>	<b>UC</b>	<b>Maintenance and transportation</b>
<b>X</b>	<b>UD</b>	<b>Infantry</b>
<b>X</b>	<b>UE</b>	<b>Cavalry. Armored and mechanized cavalry</b>
<b>X</b>	<b>UF</b>	<b>Artillery</b>
<b>X</b>	<b>UG</b>	<b>Military engineering. Air forces. Air warfare</b>
<b>X</b>	<b>UH</b>	<b>Other services</b>

**V NAVAL SCIENCE**

<b>X</b>	<b>V</b>	<b>Naval science (General)</b>
<b>X</b>	<b>VA</b>	<b>Navies: Organization, description, facilities, etc.</b>
<b>X</b>	<b>VB</b>	<b>Naval administration</b>
<b>X</b>	<b>VC</b>	<b>Naval maintenance</b>
<b>X</b>	<b>VC</b>	<b>Naval seamen</b>
<b>X</b>	<b>VE</b>	<b>Marines</b>
<b>X</b>	<b>VF</b>	<b>Naval ordnance</b>
<b>X</b>	<b>VF</b>	<b>Minor services of navies</b>
<b>X</b>	<b>VK</b>	<b>Navigation. Merchant marine</b>
<b>X</b>	<b>VM</b>	<b>Naval architecture. Shipbuilding. Marine engineering</b>

**Z BIBLIOGRAPHY. LIBRARY SCIENCE**

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<b>X</b>	<b>Z</b>	<b>Bibliopgrahy. Library science</b>
<b>X</b>	<b>ZA</b>	<b>Information resources (general)</b>

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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  
S Cartoons  
S 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 *See exceptions in LC class Q and in subclass TK..*  
S Conference Proceeding 2+  
X Cookbook  
B Correspondence *See exceptions in LC class S.*  
X Curriculum Guide  
S Diary  
X Exam guide  
S Festschriften  
B Field Guide

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- X Form Documents
- X Grammar
- X Hymn Book
- X Instructor's Manual
- S Interviews
- S Lab Manual
- S Museum & Gallery publications
- X Music Score
- X Periodical Anthology
- S Personal Narrative
- X Programmed text
- B Revised Dissertation
- X Study Guide
- X Textbook—High school
- X Textbook--intro.
- S Textbook--adv.
- S Textbook--grad.
- S Textbook--prof.
- X Travel Guide
- X Unrevised dissertation
- X Workbook/consumable

**LANGUAGE:**

*See exception for MULTI-LANGUAGE DICTIONARIES.*

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

**CONTENT LEVEL:**

- X Juvenile
- X Popular *See exceptions in the Interdisciplinary Studies overrides below.*
- B General Academic *See exception in subclass QB.*
- B Advanced Academic
- B Professional *See exceptions in subclasses QE, QL and TD, and in LC classes R and S.*

**LITERARY TYPE:**

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

- X Poetry
- X Playscript
- X Screenplay/Filmscript
- X Playscript (musical)

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B Essays  
X Novels  
X Short Stories  
B Non-fiction  
  
Science Fiction  
Fantasy  
Romance  
Western  
Mystery

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

**NEW EDITIONS:**

B 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  
S Maps  
S Oddity

**PAGINATION:**

S 50 pages or less

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

B US – on YBP Plan 322. X US publications from L&C plan 250  
B UK  
B US editions of UK titles (Pub. first in UK – as treated on YBP Plan 322)  
X UK editions of US titles (Pub. first in US – as treated on L&C plan 250 – library prefers known US editions)  
S Australia  
S US editions of Australian titles (Pub. first in Australia)  
B Canada  
S US editions of Canadian titles (Pub. first in Canada)

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S Germany  
S Netherlands  
S India  
S China  
S Hong Kong  
S Singapore  
S Japan  
S Africa  
S Other

**PRICE CEILING:**

*Send notification slips if list price exceeds values indicated below, or for prices exceeding the British Pounds equivalent on L&C plan 250.*

Single volume \$ 150  
Set of two or more volumes \$ 300

**REPRINTS:**

S Reprint  
S Reprint 25+  
S Facsimile  
X Journal Monograph

**REFERENCE BOOKS:**

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

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**SETS AND SERIES:**

**Volume 1 of any series type:**

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

**Subsequent volumes:**

- S      Numbered series *See exceptions in classes Q and T.*
- 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

**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 title announcements (exclude from L&C plan 250).

**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
- Description & Travel *See exception in LC class S.*
- Devotional
- Distance Education
- Doctrinal
- Economic
- S Educational *But, exclude levels K-12.*
- Environmental
- ESL (English as a second language)
- Ethical
- Foreign Relations
- Geographical
- Higher Educational
- Historical *See exceptions in the subject profile.*
- Journalistic Treatment
- Language
- Legal
- S Local Interest
- Marine
- Mass media
- Medical *See exception in subclass SD.*
- Military
- Music
- Narrow Topic
- X Nursing
- Overview
- Pastoral
- Philosophical
- X Pictorial Work
- Political

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- S Practical (Guidebooks) *See exceptions in LC class R, and in subclasses QE and TD.*
- Proselytizing
- Psychological *See exception in subclass RT.*
- Public Policy *See exception in LC class S.*
- Quantitative/Statistical
- Religious
- Rural *See exception in LC class S.*
- Science
- Self-Help
- Social Work
- S Teaching of *But, exclude levels K-12.*
- Technical (Law)
- Topics of Current Media Attention
- Urban
- Vocational/Technician

**GEOGRAPHIC SPECIFICATIONS:**

- US
- S US Local *But, allow books for ARIZONA, CALIFORNIA, and NEVADA. Also see exception in subclass QH.*
- S Individual US states *But, allow books for ARIZONA, CALIFORNIA, and NEVADA. Also, see exception in subclass QH.*
- S US Regions
- Canada
- Mexico
- Central America
- Caribbean
- South America
- United Kingdom
- Western Europe
- Eastern Europe
- Former Soviet Union
- Middle East
- Africa
- Asia
- South Asia
- Southeast Asia
- Oceania
- Pacific Rim
- World
- Polar
- Oceans

**INTERDISCIPLINARY STUDIES:**

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

African-American Studies  
AIDS

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Asian-American Studies

Asian Studies

Black Studies

**Chicano Studies** In classes Q, R, and S, and subclasses G-GE, T-TP, send books 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.

Include notification slips at the POPULAR CONTENT level.

Children's Studies

Classics

Developing Countries

Ethnic Studies

Family Studies

Film

Future Studies

Gay/Lesbian Studies

Gerontology

History of Ideas

Hospitality Industry

Irish Studies

Islamic Studies

Jewish Studies

Maritime Studies

Medieval Studies

**Men's studies** In classes Q, R, and S, and subclasses G-GE, T-TP, send books for GENDER-SPECIFIC TITLES ABOUT MEN (MEN'S STUDIES, MEN'S MOVEMENT, MEN in RELATION to WOMEN, etc.). Include notification slips at the POPULAR CONTENT LEVEL. Exclude CLINICAL and PRACTICAL WORKS.

Multicultural Studies

**Native American Studies:** In classes Q, R, and S, and subclasses G-GE, T-TP, send books 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. For UNITED STATES aspects, include notification slips at the POPULAR CONTENT level.

Speech and Hearing Impaired

Transportation

**Women's studies** In classes Q, R, and S, and subclasses G-GE, T-TP, send books for ANY ASPECT of WOMEN. Include notification slips at the POPULAR CONTENT LEVEL. 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.