

**YBP APPROVAL PLAN PROFILE and  
MEMORANDUM OF AGREEMENT**

**Kent State University -  
Stark Campus Library**

**Approval Plan#2768 (1616-11)**

**April 2001, Revised 11/2001, 10/2003, 1/2006**

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

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

Both the Library and YBP recognize that 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 YBP 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.

2. A 4-part bibliographic form will be included in each book for the Library's use.
3. The notation "APPROVAL ORDERS" will appear on all invoices and shipping labels.

**B. Shipment:**

1. Shipments will include notification slips (title announcements sent in lieu of a book).
2. Shipments will be made via United Parcel Service on a weekly basis. YBP will pay for shipping to the Library.

3. Materials will be shipped to the following address:

**Stark Campus Library  
Kent State University  
6000 Frank Ave. NW  
Canton, OH 44720**

**C. Account and Plan Structure:**

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

<b>Sub-Account #</b>	<b>Plan #</b>	<b>Description</b>
<b>1616-11</b>	<b>2768</b>	Approval slips and orders
1616-10	-	Firm orders

**D. Discounts:**

The Library will be billed at list, less 18.5 % for materials available in North America, with the exception of certain association and society publishers.

Occasionally, depending upon the presses selected for the approval plan, books may be given a service fee.

**E. Returns:**

1. Under the provisions of this Approval Plan, YBP will ship to the Library books selected according to the press, subject and non-subject parameters described in Part II. The Library reserves the right to return titles which are deemed inappropriate to the Library's collection for reasons of content, subject, style, format, quality, etc.
2. Returns are not expected to exceed 5%.
3. Titles may be returned in resalable condition within 120 days of date of YBP invoice.
4. Returns may be shipped via UPS at YBP's expense.

**F. Management Reports**

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

## II. TECHNICAL SERVICE SPECIFICATIONS

### A. GOBI

YBP's GOBI (Global Online Bibliographic Information) databases and services via the World Wide Web are available to the Library without charge. GOBI provides a sophisticated acquisitions and collection development support system, with access to querying, selection, ordering and reporting functions across YBP's entire database of titles. The Library should contact their bibliographer-liaison to register for GOBI access.

## III. APPROVAL PLAN SPECIFICATIONS

### A. Presses:

The plan as initially specified will include all university press, trade, scholarly and professional publishers named on the Library's Approval Plan Publisher Profile, or press list. The Library will be offered the publications of these and any new approval presses which may become active.

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

### B. Subject Parameters:

Materials offered on this plan will reflect the requirements of an undergraduate library with many areas requiring materials at an 'applied' or 'practical' level.

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

### C. Special Coverage (beginning May, 2002).

**NEW YORK TIMES BOOK REVIEW:** For titles reviewed in the *New York Times Book Review* (NYTBR), send notification slips at all content levels for FICTION and NON-FICTION titles listed in the BESTSELLER list. This is a supplementary service and may result in slip duplication of profiled titles. Assign fund code [STBES].

**A General Works**

- X AC Collections. Series. Collected Works.
- X AE Encyclopedias. (General)
- X AG Dictionaries and other general reference books
- X AI Indexes (General)
- X AM Museums (General). Collectors & collecting (General)
- X AN Newspapers
- X AP Periodicals (General)
- X AS Academies and learned societies (General)
- X AY Yearbooks. Almanacs. Directories.
- S AZ **History of scholarship and learning. The humanities [A&S]**

**B Philosophy. Psychology. Religion.**

- X B Philosophy (General) **[PHIL]**  
*Send Slips for Major Works and Overviews.*
  
- X BC Logic
- X BD Speculative philosophy
- X BF Psychology **[PSYC]**  
*Send Slips for Major Works, Overviews, Children's Studies, Social Work and Counseling. Exclude if the Geo-Regional focus is not U.S.*  
  
*Exclude BF866+ Parapsychology. Occult*
  
- X BH Aesthetics
- X BJ Ethics

**Religion**

*In BL send Slips for Overviews and Major Works. Also send slips for Major Works in BP. [REL]*

- X BL Religion
- 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 [HIST]**

- X C Auxiliary sciences of history (General)  
*But send Slips at the GEN-AC level.*
- X CB History of civilization  
*But send Slips for Major Works at the GEN-AC level.*
- S CC Archaeology (General) [ARCE]
- 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  
*But send Slips for Major Works at the GEN-AC level.*

**D History: General and the Old World [HIST]**

*In all D subclasses send Slips for Major Works and Overviews, Topics of Current Media Attention and Multicultural Studies.*

*In any D subclass, exclude (but allow Major Works, Overviews, Topics of Current Media and Multicultural Studies):*

*Accounts of individual Battles, Campaigns or Military Units  
Description & travel*

- S D History (General)  
*Exclude:  
D 900-1049 European travel*
- X DA Great Britain
- X DAW Central Europe
- X DB Austria
- X DC France
- X DD Germany
- X DE The Mediterranean Region. 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. Portugal
- X DQ Switzerland
- X DR Balkan Peninsula

X DS Asia  
*Send slips for: DS 36-40 Moslem world*  
*DS 67-154 Iraq, Lebanon, Syria, Israel, Jordan*  
*DS 242-244.63 Arabian Peninsula. Modern history.*  
*DS 293-318 Iran. Modern History.*  
*DS 350-392 Afghanistan, Pakistan*  
*DS 401-500 India*

X DT Africa  
*Send slips for: DT 43-159 Egypt. Sudan*  
*DT 160-346 North Africa*

X DU Oceania  
X DX Gypsies

**E-F History: America [HIST]**

*In E & F send Slips for Major Works, Overviews, Topics of Current Media Attention and Multicultural Studies.*

*In E & F, exclude (but allow Major Works, Overviews, Topics of Current Media and Multicultural Studies):*

*Accounts of individual Battles, Campaigns or Military Units*  
*Description & travel*

X E America (General)  
X F U.S. local history. Canada. Latin America.  
*Send Slips for:*  
*F 486-515 Ohio*

**G Geography. Anthropology. Recreation.**

X G Geography (General) [GEOG]

*Send slips for Business [FIN] and Economic [ECON] Aspects.*

Action	LC Range	Description	Fund
S	1-69	General	
S	100-108	Geographical names and terms. Gazetteers	
S	109-140	General	
S	143-153	Guidebooks for travelers	
S	154-158	Travel and Tourism Industry	
S	1000-3159	Atlases	
S	3160+	Globes. Maps	

X GA Mathematical geography  
X GB Physical geography  
X GC Oceanography [ENV]

- S GE Environmental sciences [BSCI]
- X GF Human ecology. Anthropogeography [ANTH]
- X GN Anthropology [ANTH]
- X GR Folklore [ANTH]
- X GT Manners and customs (General) [SOC]
- X GV Recreation. Leisure [PEB]

*Send Slips for Educational, Teaching of,  
Psychological, Counseling, Social Work, Business,  
and Medical Aspects.*

*Exclude Biographies and Historical Aspects. Also exclude:  
GV1199-1570 Games and amusements  
GV1800-1860 Circuses, spectacles, etc.*

## H Social Sciences

*In all H subclasses fund Family Studies [FCS].*

- S H Social sciences (General) [SOC]
- S HA Statistics [SOC]

*In subclasses HB-HJ, exclude Practical Aspects and exclude if the Geo-Regional focus is not U.S.*

- S HB Economic theory. Demography [ECON]
- S HC Economic history and conditions [ECON]
- S HD Economic history and conditions [ECON]

*Exclude HD9000+ Special industries and trades,  
BUT send Slips AT ALL LEVELS for:  
HD9850-9969 Textiles [ART]*

- X HE Transportation and communications [CS]

*Send Slips for:*

*HE7551-8688 Electronic mail systems. Online information  
systems. Telecommunication industry  
HE9719-9760 Artificial satellite telecommunications.  
Signaling*

- S HF Commerce [FIN]

*Fund:*

*HF 5410-5495 Marketing. Distribution. Sales [MKTG]  
HF 5546-5548 Office management [ADMS]  
HF 5601-5716 Accounting. Business mathematics [ACCT]*

- S HG Finance [FIN]
- S HJ Public finance [FIN]

*In subclasses HM-HV send Slips at the GEN-AC level, but exclude if the Geo-Regional focus is not U.S. [SOC].*

- S HM Sociology  
S HN Social history and conditions  
S HQ Family. Marriage. Women.  
S HS Societies: Secret, benevolent, etc.  
S HT Communities. Classes. Races.  
S HV Social pathology. Social and public welfare. Criminology

**Fund:**

*HV 6001+ Criminology. Criminal justice [JUS]*

- X HX Socialism. Communism. Anarchism  
*Send Slips for Major Works and Overviews.*

**J Political Science [POL]**

*In J-JZ send Slips for Topics of Current Media Attention and Contemporary Social Aspects.*

- X J Official documents (General serial collections)  
X JA General works

- X JC Political theory  
*Send Slips for Major Works and Overviews.*

- X JF Constitutional history and administration  
*Send Slips for Major Works and Overviews.*

- X JK United States  
*Send Slips for Major Works and Overviews.*

- X JL British America. Latin America, etc.

- X JN Europe

- X JQ Asia. Africa. Australia. Oceania

- X JS Local government

- X JV Colonies and colonization

- X JX International relations. International law [*inactivated by LC*]

- X JZ International relations

**K Law [JUS]**

- S K Law (General)

- X KD Law of the United Kingdom and Ireland

- X KE Law of Canada

- S KF Law of the United States  
**(see also State and Local Interest Non-Subject Parameter for KFA-KFZ)**

- X KG Law of Latin America (General)

- X KH Law of South America (General)

- X KJ Law of Europe



<u>X</u>	KK	Law of Europe
<u>X</u>	KL	Law of Eurasia
<u>X</u>	KM	Law of the Middle East. Southwest Asia
<u>X</u>	KN	Law of South Asia. Southeast Asia. East Asia
<u>X</u>	KP	Law of South Asia. Southeast Asia. East Asia
<u>X</u>	KQ	Law of Africa
<u>X</u>	KR	Law of Africa
<u>X</u>	KS	Law of Africa
<u>X</u>	KT	Law of Africa
<u>X</u>	KU	Law of Australia. New Zealand
<u>X</u>	KV	Law of Pacific Area Jurisdictions
<u>X</u>	KW	Law of Pacific Area Jurisdictions
<u>X</u>	KX	Public International law
<u>X</u>	KZ	Law of Nations

**L Education [EDUC]**

*Exclude Practical Aspects in all L subclasses.*

<u>X</u>	L	Education (General)
<u>X</u>	LA	History of education
<u>S</u>	LB	Theory and practice of education <i>Exclude if the Geo-Regional focus is not U.S. Exclude if related to Higher Education.</i>
<u>S</u>	LC	Special aspects of education <i>Exclude if the Geo-Regional focus is not U.S. Exclude if related to Higher Education.</i>
<u>X</u>	LD	Individual institutions: United States
<u>X</u>	LE	Individual institutions: America (except United States)
<u>X</u>	LF	Individual institutions: Europe
<u>X</u>	LG	Individual institutions: Asia, Africa, Oceania
<u>X</u>	LH	College and school magazines and papers
<u>X</u>	LJ	Student fraternities and sororities
<u>X</u>	LT	Textbooks

**M Music and Books on Music [MUS]**

<u>X</u>	M	Music (Scores)
<u>X</u>	ML	Literature on music <i>Send Slips for Major Works and Overviews.</i>
<u>X</u>	MT	Musical instruction and study

**N Fine Arts [ART]**

*In N-NX, send Slips for Major Works and Overviews.*

*Also send Slips for Computer Aspects [CS].*

- X N Visual arts (General)  
*Send Slips for N5300-7414.6 History*
- S NA Architecture [ARCH]
- X NB Sculpture  
*Send Slips for NB69-170 History*
- X NC Drawing. Design. Illustration.  
*Send Slips for NC50-85 History*
- X ND Painting  
*Send Slips for ND70-146 History*
- X NE Print media
- X NK Decorative arts. Applied arts. Decoration and ornament
- X NX Arts in general

**P Language and Literature [ENG]**

- X P Philology. Linguistics (General)  
*Send Slips for:*
  - P49-59 General. Study and teaching*
  - P87-97 Communication and Mass media [COMM]*
  - P115 Bilingualism [EDUC]*
  - P117 Sign language. Gesture [ASC]*
  - P300-305 Rhetoric, discourse, vocabulary [COMM]*
- X PA Classical languages and literatures
- X PB Modern European languages. Celtic languages
- X PC Romance languages and literatures
- X PD Germanic languages
- X PE English language  
*Send Slips for:*
  - PE1127-1137 English as a second language [EDUC]*
  - PE1402-1497 Rhetoric. Style. Composition [COMM]*
- X PF West Germanic languages
- X PG Slavic. Baltic. Albanian languages and literatures
- X PH Finno-Ugrian, Basque language and literatures
- X PJ Oriental languages and literatures
- X PK Indo-Iranian languages and literatures
- X PL Languages and literatures of Eastern Asia, Africa, Oceania
- X PM Hyperborean, Native American, Artificial languages

*In PN, PR, PS, send Slips for Major Authors, Multicultural and Ethnic Studies.*

X PN Literature: General and universal literary history

*Fund:*

*PN 1530-3310 Drama [THEA]*

*PN 4699-6009 Journalism [JMC]*

X PQ Romance literatures

X PR English literature

X PS American literature

X PT Germanic literatures

X PZ Juvenile *belles lettres*

## Q Science [SCI]

*In all Q subclasses, send Slips for Major Works, Overviews, Teaching of, Historical, Contemporary Social Aspects, and Topics of Current Media Attention. Exclude if the Geographic focus is not U.S.*

X Q Science (General)

X QA Mathematics [MATH]

*(see separate instructions for Computer science)*

*Send Slips for Art [ART] and Architectural [ARCH] Aspects.*

S QA75.5-76 Computer science [CS]

*Exclude Guidebooks (Practical Aspects)*

X QB Astronomy

X QC Physics [PHY]

X QD Chemistry [CHEM]

X QE Geology [GEOL]

*Fund classes QH-QR [BSCI]*

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

X QK Botany

X QL Zoology

X QM Human Anatomy

X QP Physiology

X QR Microbiology

## R Medicine [HED]

*In R and RA, send Slips for Major Works, Overviews, Teaching of, Ethical and Contemporary Social Aspects, Topics of Current Media Attention, and Public Policy. Exclude if the Geographic focus is not U.S.*

S R Medicine (General)

*Exclude R871-894 Museums. Exhibitions.*

- X RA Public aspects of medicine  
*Send Slips for:*  
*RA421-790 Public health. Preventive medicine. Women*
- X RB Pathology  
X RC Internal medicine. Practice of medicine  
*Send Slips for Children's Studies, Family Studies, Counseling, and Psychological Aspects.*
- X RD Surgery  
X RE Ophthalmology  
X RF Otorhinolaryngology  
S RG Gynecology and obstetrics  
S RJ Pediatrics  
S RK Dentistry  
*Send slips for \*ALL\* levels. Also send slips for guidebooks & textbooks (all levels)*
- X RL Dermatology  
X RM Therapeutics. Pharmacology  
X RS Pharmacy and materia medica  
S RT Nursing [NURS]  
*Exclude if the Geographic focus is not U.S.*
- X RV Botanic, Thomsonian, and eclectic medicine  
X RX Homeopathy  
X RZ Other systems of medicine

**S Agriculture [ENV]**

*In all S subclasses, send Slips for Contemporary Social Aspects and Topics of Current Media Attention. Exclude if the Geographic focus is not U.S.*

- X S Agriculture (General)  
*Send Slips for:*  
*S900+ Conservation of natural resources*
- X SB Plant culture  
X SD Forestry  
*Send Slips for:*  
*SD411+ Conservation... Administration and policy*
- X SF Animal culture  
X SH Aquaculture. Fisheries. Angling.  
X SK Hunting sports

**T Technology [TECH]**

*In subclasses T-TP send Slips for Contemporary Social Aspects and Topics of Current Media Attention.*

X T Technology (General)

*Send Slips for:*

***T11-13 Technical writing [ENG]***

***T58.4-58.9 Information technology***

***T351-390 Mechanical drawing. Computer graphics***

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

X TC Hydraulic engineering

X TD Environmental technology. Sanitary engineering

X TE Highway engineering. Roads and pavements

X TF Railroad engineering and operation

X TG Bridge engineering

X TH Building construction

X TJ Mechanical engineering and machinery

X TK Electrical engineering. Electronics. Nuclear engineering

*Fund:*

***TK 5101-9000 Telecommunication. Networks. Computer engineering [CS]***

X TL Motor vehicles. Aeronautics. Astronautics

X TN Mining engineering. Metallurgy

X TP Chemical technology

X TR Photography [ART]

*Send Slips for:*

***TR640-685 Artistic photography (MAJOR WORKS only)***

X TS Manufactures

X TT Handicrafts. Arts and crafts

*Send Slips AT ALL LEVELS for:*

***TT490-696 Clothing manufacture [ART]***

X TX Home economics

*Send Slips AT ALL LEVELS for:*

***TX340 Clothing [ART]***

**U Military Science**

*In all U subclasses send Slips for Historical and Contemporary Social Aspects as well as for Topics of Current Media Attention. [HIST]*

X U Military science (General)

X UA Armies: Organization, distribution, etc.

X UB Military administration

X UC Maintenance and transportation

X UD Infantry

X UE Cavalry. Armor

X UF Artillery  
X UG Military engineering. Air forces  
X UH Other services

**V Naval Science**

*In all U subclasses send Slips for Historical and Contemporary Social Aspects as well as for Topics of Current Media Attention. [HIST]*

X V Naval science (General)  
X VA Navies  
X VB Naval administration  
X VC Naval maintenance  
X VD Naval seamen  
X VE Marines  
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 [A&S]**

X Z Bibliography. Library Science  
*Send Slips for:*  
*Z551-661 Copyright. Censorship*

*Send Slips AT ALL LEVELS for titles related to FASHION in:*  
*Z675 (includes Costume & design libraries) [ART]*

S ZA Information resources (General)

**C. NON-SUBJECT PARAMETERS**

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

**BEGINNING IMPRINT DATE:**

For notification slips: 2001

**BINDING:**

*Preferred binding for simultaneous cloth/paper editions:*

Cloth

Spiral

Looseleaf

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

**CO-PUBLISHED TITLES:**

Titles co-published by two or more domestic presses

Titles published by one press for another publisher

**DISTRIBUTED PRESSES:**

Titles distributed by one press for another press

**FORMAT:**

Biography/Autobiography

Cartoons

Casebook

Classroom Anthology

Collected Works

Collection (one author)

Collection/Anthology

Collection/New

Conference Monograph

Conference Proceeding

Cookbook

Correspondence

Curriculum Guide

Diary

Exam Guide

Festschriften

Field Guide

Form Documents

Grammar

Hymn Book

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- Instructor's Manual
- Lab Manual
- Museum & Gallery Publications
- Music Score
- Periodical Anthology
- Personal Narrative
- Programmed Text
- Revised Dissertation
- Study Guide
- Textbook—High school
- Textbook—Intro.
- Textbook—Adv.
- Textbook—Grad.
- Textbook—Prof.
- Travel Guide
- Unrevised Dissertation
- Workbook/Consumable

**LANGUAGE:**

- English
- German
- French
- Hebrew
- Spanish
- Italian
- Russian
- Greek
- Latin
- Other

**CONTENT LEVEL:**

- Juvenile
- Popular
- General Academic
- Advanced Academic
- Professional

**LITERARY TYPE:**

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

- Poetry
- Playscript
- Screenplay/Filmscript
- Playscript (Musical)
- Essays
- Novels



- Short Stories
- Non-fiction
- Science Fiction
- Fantasy
- Romance
- Western
- Mystery

\_\_\_\_\_ **MAJOR WORKS ONLY** (*see particular subject areas where highly selective coverage is desired.*)

**NEW EDITIONS:**

- New Edition
- Critical Edition
- Abridgment
- Supplement

**NON-BOOK FORMAT:**

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

**PAGINATION:**

- 50 pages or less

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

- US
- UK
- US editions of UK titles (Pub. first in UK)
- Canada
- US editions of Canadian titles (Pub. first in Canada)
- Australia
- Africa
- China
- Denmark
- Germany
- Hong Kong

- Hungary
- India
- Indonesia
- Ireland
- Israel
- Japan
- New Zealand
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland
- Other

**REPRINTS:**

- Reprint
- Reprint 25+
- Facsimile
- Journal Monograph

**REFERENCE BOOKS:**

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

**SETS AND SERIES:**

**Volume 1 of any series type:**

- S Numbered series

**Subsequent volumes of any series type:**

- S Numbered series

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S Unnumbered series  
S Numbered sets  
S Unnumbered sets  
X Annuals  
X Dated lecture series  
X Non-monographic series

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

**SIZE:**

X Undersized  
S Oversized

**TRANSLATIONS:**

S Translations into English  
X Translations from English

**D. 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
- Anthropological
- Archaeological
- Architectural
- Art
- X Bible Commentary
- Business
- Career
- Clinical
- Computer
- Contemporary Social
- Counseling
- X Description & Travel
- X Devotional
- X Doctrinal
- Economic
- Educational
- Environmental
- Ethical
- Foreign Relations
- Geographical
- Higher Educational
- Historical
- Journalistic Treatment
- Legal
- Marine
- Mass Media
- Medical
- Military
- X Narrow Topic
- Nursing
- Overview
- X Pastoral
- Philosophical
- Pictorial Work
- Political
- Practical (Guidebooks)
- X Proselytizing
- Psychological
- Public Policy
- Quantitative/Statistical
- Religious
- Rural
- X Self-Help

- \_\_\_\_\_ Social Work
- \_\_\_\_\_ Teaching of
- Technical (Law)
- \_\_\_\_\_ Topics of Current Media Attention
- \_\_\_\_\_ Urban
- \_\_\_\_\_ Vocational/Technician

**GEOGRAPHIC SPECIFICATIONS:**

- \_\_\_\_\_ US
- US Local Interest      *NOTE: Allow titles for OHIO.*
- Individual US states      *NOTE: Allow titles for OHIO.*
- \_\_\_\_\_ 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.*

- \_\_\_\_\_ AIDS
- \_\_\_\_\_ Asian-American Studies
- \_\_\_\_\_ Asian Studies
- \_\_\_\_\_ Black Studies
- \_\_\_\_\_ Chicano/Hispanic Studies
- \_\_\_\_\_ Children’s Studies
- \_\_\_\_\_ Classics
- \_\_\_\_\_ Developing Countries
- \_\_\_\_\_ Ethnic Studies
- \_\_\_\_\_ Family Studies
- \_\_\_\_\_ Future Studies
- \_\_\_\_\_ Gay/Lesbian Studies
- \_\_\_\_\_ Gerontology
- \_\_\_\_\_ History of Ideas

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- \_\_\_\_\_ Hospitality Industry
- \_\_\_\_\_ Irish Studies
- \_\_\_\_\_ Islamic Studies
- \_\_\_\_\_ Jewish Studies
- \_\_\_\_\_ Maritime Studies
- \_\_\_\_\_ Medieval Studies
- \_\_\_\_\_ Men’s Studies
- \_\_\_\_\_ Multicultural Studies
- \_\_\_\_\_ Native American Studies
- \_\_\_\_\_ Speech and Hearing Impaired
- \_\_\_\_\_ Mass Media
- \_\_\_\_\_ Film
- \_\_\_\_\_ Transportation
- \_\_\_S\_\_\_ Women’s Studies [**WOMS**]
- \_\_\_\_\_ Other

## CONTENT LEVEL DEFINITIONS

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

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

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

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

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

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

### **Popular (POP):**

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

### **Juvenile (JUV):**

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