

## MEMORANDUM OF AGREEMENT

Wellesley College  
Clapp Library  
University Press Approval Plan #33  
3420-11  
Revised: February, 2008

This memorandum is intended to explain the library's initial arrangement with Yankee Book Peddler, Inc. 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.

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 three-part invoice will be included in each shipment with books listed alphabetically by title. Payment will be made from this invoice.
2. A four-part bibliographic form will be included in each book for the library's use.
3. Purchase order number S.O. will appear on all invoices and shipping labels for the University Press plan.

#### 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 parcel post, truck or United Parcel Service on a weekly basis. Yankee Book will pay for shipping to the library.
3. Materials will be shipped to the following address:

Acquisitions Department  
Clapp Library  
Wellesley College  
Wellesley, MA 02181

C. Returns:

1. Under the provision of this Approval Plan, Yankee Book 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 Yankee Book invoice.
4. Returns must be shipped via UPS or insured mail.

D. Management reports.

A semiannual report, with an annual cumulation will be provided for the library. The report will indicate the number of titles shipped, selected from slips, claimed, and returned, and will be arranged by Library of Congress Classification.

II. APPROVAL PLAN SPECIFICATIONS

A. Presses:

The plan as initially specified will include ALL University Presses named on the attached list, as well as Harry Abrams. The library will be offered the publications of these and any new University 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 a four-year undergraduate library. 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 clarifications to the general instruction for a subject are noted beneath the subject.

A General Works

B AC Collections. Series. Collected works

S AE Encyclopedias (General)

S AG Dictionaries and other general reference books

S AI Indexes (General)

S AM Museums (General). Collectors and collecting (General)

B AN Newspapers

B AP Periodicals (General)

- B AS Academies and learned societies (General)
- S AY Yearbooks. Almanacs. Directories
- B AZ History of scholarship and learning. The humanities

B B Philosophy. Psychology. Religion

- B B Philosophy (General)
- B BC Logic
- B BD Speculative philosophy
- B BF Psychology
- B BH Aesthetics
- B BJ Ethics. Social usages. Etiquette

B Religion

In subclasses BL-BX, send books at the GENERAL ACADEMIC LEVEL; notification slips for the ADVANCED ACADEMIC LEVEL.

- B BL Religions. Mythology. Rationalism
- B BM Judaism
- B BP Islam. Bahaim. Theosophy, etc.
- B BQ Buddhism

B Christianity

- B BR Christianity
- B BS The Bible
- B BT Doctrinal theology
- B BV Practical theology
- B BX Christian denominations

B C Auxiliary Sciences of History

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

B D History: General and the Old World

*In the subclasses below, send notification slips for MILITARY HISTORY.*

*In the subclasses below, exclude TRAVEL GUIDES, titles of NARROW INTEREST.*

- B D History (General)
- B DA Great Britain

B DB Austria

B DC France

B DD Germany

B DE The Mediterranean Region. The Greco-Roman World

B DF Greece

DF220-241 Exclude any titles that have archaeological aspects (those titles will be shipped on plan 225 the Art plan).

B DG Italy

DG221-309.3 Exclude any titles that have archaeological aspects (those titles will be shipped on plan 225 the Art plan).

B DH Netherlands (Low Countries)

B DJ Netherlands (Holland)

B DJK Eastern Europe

B DK Soviet Union

B DL Northern Europe. Scandinavia

B DP Spain

B DQ Switzerland

B DR Balkan Peninsula

B DS Asia

B DT Africa

B DU Oceania (South Seas)

B DX Gypsies

B E-F History: America

*See exceptions in F.*

*In the subclasses below, send notification slips for MILITARY HISTORY.*

*In the subclasses below, exclude TRAVEL GUIDES.*

B E America (General)

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

*Send books for LOCAL TITLES ABOUT NEW ENGLAND.*

*Send books for LATIN AMERICA.*

*Send books for major historical studies of regions and local areas in the U.S. that are published by university presses but do not send those that are intended primarily for residents of the state or region (eg. coffee-table and popular treatments).*

X G Geography. Anthropology. Recreation

*See exceptions below.*

S G Geography (General)

S GA Mathematical geography. Cartography

S GB Physical geography

S GC Oceanography

S GE Environmental Science

*Send books for HISTORICAL ASPECTS; and for (ENVIRONMENTAL and ETHICAL ASPECTS) together.*

S GF Human ecology. Anthropogeography

B GN Anthropology

*Send books at the GENERAL ACADEMIC LEVEL; notification slips for the ADVANCED ACADEMIC LEVEL.*

- B GR Folklore
- B GT Manners and customs (General)
- S GV Recreation. Leisure

B H Social Sciences

*See exceptions below.*

B H Social sciences (General)

B Economics

*In subclasses HA-HE, send notification slips for FOREIGN ECONOMICS. Exclude PRACTICAL TITLES, GUIDEBOOKS. Emphasis is on HISTORY and THEORY.*

B HA Statistics

B HB Economic theory. Demography

B HC Economic history and conditions

B HD Economic history and conditions

*Send notification slips for:*

*HD 28-88 PRODUCTION, INDUSTRIAL MANAGEMENT*

*HD 1401-2210 AGRICULTURAL ECONOMICS;*

*HD 9490-9999 SPECIAL INDUSTRIES AND TRADES.*

*Exclude: HD 9000-9490 AGRICULTURAL INDUSTRIES.*

B HE Transportation and communications

*In subclasses HF-HJ, send notification slips for FOREIGN ECONOMICS.*

*Exclude HANDBOOKS. Emphasis is on HISTORY and THEORY.*

B HF Commerce

B HG Finance

B HJ Public finance

B Sociology

B HM Sociology (General and theoretical)

B HN Social history. Social problems. Social reform

B HQ The family. Marriage. Woman

B HS Societies: Secret, benevolent, etc. Clubs

B HT Communities. Classes. Races

B HV Social pathology. Social and public welfare. Criminology

*Send notification slips for FOREIGN CRIMINOLOGY, PENOLOGY.*

*Exclude PRACTICAL TITLES IN SOCIAL WORK.*

B HX Socialism. Communism. Anarchism

B J Political Science

*See exceptions below.*

*In the subclasses below, send notification slips for FOREIGN TOPICS, LOCAL GOVERNMENT.*

B J General legislative and executive papers  
B JA Collections and general works  
B JC Political theory. Theory of the state  
B Constitutional history and administration  
B JF General works. Comparative works  
B JK United States  
S JL British America. Latin America  
S JN Europe  
S JQ Asia. Africa. Australia. Oceania  
S JS Local Government  
B JV Colonies and colonizations. Emigration and immigration  
B JX International law.  
B JZ International relations  
*But exclude TECHNICAL LAW.*

B K Law

*See exceptions below.*

*In the subclasses below, send SOCIAL AND HISTORICAL ASPECTS OF U.S. LAW. Send Books also for CLASSICAL ROMAN LAW, CLASSICAL GREEK LAW, and ANCIENT LAW. Slips for GENERAL OVERVIEWS OF FOREIGN LAW. Exclude TECHNICAL LAW, PRACTICE OF LAW.*

B K Law (General)  
S KD Law of the United Kingdom and Ireland  
S KE Law of Canada

B KF Law of the United States

S Individual states  
*Send books for LAW OF THE NEW ENGLAND STATES.*

S KG Law of Latin America (General)  
S KH Law of South America (General)  
S KJ Law of Europe  
S KK Law of Europe

B L Education

*See exceptions below.*

*In subclasses L-LC, send books at the GENERAL ACADEMIC LEVEL; notification slips for the ADVANCED ACADEMIC LEVEL.*

B L Education (General)  
B LA History of education  
B LB Theory and practice of education  
B LC Special aspects of education  
X Individual institutions: universities, colleges, and schools

- S 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

X M Music and Books on Music [covered by BLC World Music approval plan 3420-14 plan 5458]

- 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

B P Language and Literature

*See exceptions below.*

*In subclasses P, PA and PE, send books at the GENERAL ACADEMIC LEVEL; notification slips for the ADVANCED ACADEMIC LEVEL.*

- B P Philology and linguistics (General)
- B PA Classical languages and literature
- X PB General works
- B PC Romance languages
- B PD Germanic languages
- B PE English
- B PF West Germanic
- B PG Slavic. Baltic, Albanian languages and literature  
*Send books for LITERATURE, TRANSLATIONS; notification slips for LANGUAGE.*

X PH Finno-Ugrian, Basque languages and literatures

B Oriental languages and literatures  
*In subclasses PJ-PM, send books for LITERATURE, TRANSLATIONS; notification slips for LANGUAGE.*

- B PJ General works
- B PK Indo-Iranian
- B PL Languages and literatures of Eastern Asia, Africa, Oceania
- B PM Hyperborean, Indian, and Artificial languages
- B Literature

*Send notification slips for POETRY. Send COLLECTIONS by GENRE, COUNTRY OR SUBJECT.*

- B PN Literary history and collections (General)  
*Send notification slips for PRACTICAL TITLES in RADIO, TELEVISION, FILM, and THEATER PRODUCTION.*

*In subclasses PQ, PR, and PS send slips for FIRST NOVELS.*

- B PQ Romance literatures
- B PR English literature
- B PS American literature
- B PT Germanic literatures

*In subclass PT, exclude FIRST NOVELS.*

- X PZ Juvenile belles lettres

X Q Science

*In the subclasses below, send slips for the HISTORY OF SCIENCE and for BIOGRAPHY.*

*See other exceptions below.*

- X Q Science (General)  
*Send notification slips for PSYCHOLOGICAL ASPECTS.*

- X QA Mathematics  
*Send notification slips for PSYCHOLOGICAL ASPECTS.*

- S QB Astronomy
- X QC Physics
- X QD Chemistry
- X QE Geology
- X QH Natural history (General). Biology (General)
- X QK Botany
- X QL Zoology  
*Send notification slips for PSYCHOLOGICAL ASPECTS.*

- X QM Human anatomy
- X QP Physiology  
*Send notification slips for QP 351-495 NEUROPSYCHOLOGY.*

- X QR Microbiology

X R Medicine



*In the subclasses below, send books for the HISTORY OF WOMEN'S MENTAL AND PHYSICAL HEALTH. Send notification slips for other HISTORY.*

*See other exceptions below.*

X R Medicine (General)

*Send notification slips for PSYCHOLOGICAL ASPECTS.*

X RA Public aspects of medicine

*Send notification slips for PSYCHOLOGICAL ASPECTS.*

X RB Pathology

X RC Internal medicine. Practice of medicine

*Send notification slips for RC 435-571 PSYCHIATRY.*

X RD Surgery

X RE Ophthalmology

X RF Otorhinolaryngology

X RG Gynecology and obstetrics

X RJ Pediatrics

*Send notification slips for RJ 499-507 CHILD PSYCHIATRY.*

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

X S Agriculture

X S Agriculture (General)

X SB Plant culture

X SD Forestry

X SF Animal culture

X SH Aquaculture. Fisheries. Angling

X SK Hunting

X T Technology

*See exceptions in TK,TR and TX.*

*In the subclasses below, send books for the HISTORY OF TECHNOLOGY; notification slips for BIOGRAPHY.*

X T Technology (General)

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  
*Send notification slips for FILM AND VIDEO PRODUCTION, STAGECRAFT, LIGHTING, including PRACTICAL WORKS.*

- X TL Motor vehicles. Aeronautics. Astronautics
- X TN Mining engineering. Metallurgy
- X TP Chemical technology
- X TR Photography  
*Send slips for "HOW-TO", TECHNIQUES MANUALS.*

- X TS Manufactures
  - X TT Handicrafts. Arts and crafts
- X TX Home economics  
*Send books for the HISTORY OF WOMEN, HISTORY OF CHILD-REARING PRACTICES.*

X U Military Science

*In the subclasses below, send notification slips for DISARMAMENT, PEACE-RELATED.*

- X U Military science (General)
- X UA Armies: Organization, description, facilities, etc.
- 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

X V Naval Science

*In the subclasses below, send notification slips for DISARMAMENT, PEACE-RELATED.*

- X V Naval science (General)
- X VA Navies: Organization, description, facilities, etc.
- 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

B Z Bibliography. Library Science

*Send slips for Z 1001+ BIBLIOGRAPHIES.*

B ZA Information Resources

**C. NON-SUBJECT PARAMETERS**

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

**BEGINNING IMPRINT DATE:**

For notification slips: send slips for previous imprint year  
For books: 10/1 of each year

**BINDING:**

*Preferred binding for simultaneous cloth/paper editions (choose one, delete the other)*

Cloth Paper

B Spiral

S 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

B Titles published by one press for another publisher

**DISTRIBUTED PRESSES:**

B Titles distributed by one press for another press (*Exceptions noted on press list.*)

**FORMAT:**

S Biography/Autobiography

*But, send BIOGRAPHIES of WOMEN and note exceptions within profile.*

\_\_\_ Cartoons

\_\_\_ Casebook

S Classroom Anthology

\_\_\_ Collected Works

S Collection (one author)

B Collection/Anthology

S Collection/New

\_\_\_ Conference Monograph

\_\_\_ Conference Monograph 2+

S Conference Proceeding

- S Conference Proceeding 2+
- Cookbook
- S Correspondence
- But, send books for MAJOR FIGURES.*
- Curriculum Guide
- Diary
- X Exam Guide
- S Festschriften
  
- Field Guide
- Form Documents
- Grammar
- Hymn Book
- Instructor's Manual
- Interviews
- X Lab Manual
- Museum & Gallery Publications
- Music Score
- S Periodical Anthology
- X Personal Narrative
- X Programmed Text
- Revised Dissertation
- Study Guide
- X Textbook—High school
- X Textbook—Intro.
- X Textbook—Adv.
- X Textbook—Grad.
- X Textbook—Prof.
- Travel Guide
- X Unrevised Dissertation
- X Workbook/Consumable

**LANGUAGE:**

- B English
- B German
- B French
- S Hebrew
- B Spanish
- S Italian
- B Russian
- S Greek
- S Latin
- S All foreign language

**CONTENT LEVEL:**

- X Juvenile
- X Popular

- S Basic Studies
- B General Academic
- B Advanced Academic
- X Professional

*Allow notification slips in the L subclasses for Professional level materials*

**LITERARY TYPE:**

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

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

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

**NEW EDITIONS:**

- \_\_\_ B\_\_\_ New Edition
- \_\_\_ Critical Edition
- \_\_\_ X\_\_\_ Abridgement
- \_\_\_ Supplement

**NON-BOOK FORMAT:**

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

**PAGINATION:**

X 50 pages or less

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

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

**PRICE CEILING:**

*Send notification slips if list price exceeds values indicated below*

**Single volume \$125**

**Set of two or more volumes \$ 250**

**REPRINTS:**

S Reprint  
S Reprint 25+  
S Facsimile  
S Journal Monograph

**REFERENCE BOOKS:**

S Abstracts  
S Almanac  
S Atlas

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

**SETS AND SERIES:**

**Volume 1 of any series type:**

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

**Subsequent volumes of any series type:**

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

**SIZE:**

- \_\_\_\_\_ Undersized
- \_\_\_\_\_ Oversized

**TRANSLATIONS:**

- B Translations into English
- \_\_\_\_\_ 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  
Allied Health  
Anthropological  
Archaeological  
Architectural  
Art  
Bible Commentary  
Biotechnology  
Business  
Career  
Clinical  
Coaching  
Computer  
Contemporary Social  
Counseling  
Crime and Criminology  
Dance  
Description and Travel  
Devotional  
Distance Education  
Doctrinal  
Economic  
Educational  
Environmental  
ESL  
Ethical  
Foreign Relations  
Geographical  
Globalization  
Higher Educational  
Historical  
Human Rights  
Journalistic Treatment  
Language  
Legal  
Local Interest  
Marine  
Mass media  
Medical  
Military  
Music  
Nanotechnology



- Narrow Topic
- Nursing
- Overview
- Pastoral
- Philosophical
- Pictorial Work
- Political
- X Practical (Guidebooks)
- Proselytizing
- Psychological
- Public Policy
- Quantitative/Statistical
- Religious
- Rural
- Science
- Self-Help
- Social Work
- Teaching of
- Technical (Law)
- Topics of Current Media Attention
- TV Tie-in
- Urban
- Vocational/Technician

**GEOGRAPHIC SPECIFICATIONS:**

- \_\_\_ US
- \_\_\_ US Local *Send slips for local interest outside of New England.*
- \_\_\_ Individual US states
- \_\_\_ US Regions (Middle Atlantic, Midwestern U.S. New England, Pacific Northwest, Southeastern U.S., Southwestern U.S., Western U.S.)
- S Canada *Send notification slips throughout the subject profile for books about 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
- \_\_\_ Film
- \_\_\_ Future Studies
- \_\_\_ Gay/Lesbian Studies
- \_\_\_ Gerontology
- \_\_\_ History of Ideas
- \_\_\_ Hospitality Industry
- \_\_\_ Irish Studies
- \_\_\_ Islamic Studies
- \_\_\_ Jewish Studies
- \_\_\_ Latin American Studies
- \_\_\_ Maritime Studies
- \_\_\_ Medieval Studies
- \_\_\_ Men's Studies
- \_\_\_ Multicultural Studies
- \_\_\_ Native American Studies
- \_\_\_ Speech and Hearing Impaired
- \_\_\_ Transportation
- B** \_\_\_ Women's Studies     *Send books, overriding the subject profile, but not the non-subject parameters*
- \_\_\_ 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.

Revisions:

6/2006 removed coverage for M-MT which will be covered by BLC World Music approval plan 3420-14 plan 5484

8/2006:

Press Changes

Action	Press	Imprint ID	Press Note
B	New Directions	856	
B	Northern Illinois Univ Pr	453	
B	Northwestern Univ Pr	449	
B	Transaction Books	973	
B	Wallflower	79662	
S	Palgrave Macmillan	79351	Send books in LC classes P-PZ

Non-subject Parameter Changes

Action Non-subject Parameter

S Collected Articles

S Periodical Anthologies

10/2006

Updated nonsubject parameters text/organization

02/2008

Moved some coverage in LC classes a-az to slips.

Excluded some coverage in DF and DG.

Excluded LC classes N-NX from plan.

Set all Reference formats under the Reference N.S.P. to slips