This memorandum is intended to explain the Library's initial arrangement with YBP Library Services, a Baker & Taylor Company, to announce 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 Approval Plan Publisher Profile for the program, the plan's subject parameters, and the non-subject qualifiers which limit the plan.

Both the Library and Yankee Book 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 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 three-part bibliographic form will be included in each book for the Library's use.

3. Purchase order APPROVAL will appear on all invoices and shipping labels.

B. Shipment:

1. Shipments will include notification slips (title announcements sent in lieu of a book), and only those books ordered by the library. Unless specifically requested otherwise, one copy of each title ordered will be shipped.

2. Shipments will be made via 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
   University of Arkansas Libraries
   365 N. McIlroy Avenue
   Fayetteville, AR 72701-4002

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.

<table>
<thead>
<tr>
<th>Sub-Account #</th>
<th>Plan #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7075-02</td>
<td></td>
<td>Rush Orders</td>
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<tr>
<td>7075-08</td>
<td>4714</td>
<td>Children’s Award Plan</td>
</tr>
<tr>
<td>7075-09</td>
<td>6501</td>
<td>Slip Orders (Trade Press plan)</td>
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<td>7075-10</td>
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<td>Firm Orders</td>
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<td>7075-11</td>
<td>5501</td>
<td>Notification slips generated (Trade Press plan)</td>
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<tr>
<td>7075-12</td>
<td>2945</td>
<td>University Press Expanded Plan</td>
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<td>Profiled books and slips</td>
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<td>University Press Expanded Plan Slip Orders</td>
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<tr>
<td>7075-14</td>
<td>2964</td>
<td>Middle East Univ. Press Plan Profiled books and slips</td>
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<td>7075-15</td>
<td>2965</td>
<td>Middle East Univ. Press Plan Slip Orders</td>
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<td>7075-20</td>
<td>4808</td>
<td>Bypass Slip Orders</td>
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<td>7075-61</td>
<td>5033</td>
<td>UK notification slip plan</td>
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<tr>
<td>7075-80</td>
<td>1514</td>
<td>Serials</td>
</tr>
<tr>
<td>7075-81</td>
<td>4033</td>
<td>Serials</td>
</tr>
</tbody>
</table>

**D. Returns:**

1. Under the provisions 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 5%.

3. Titles may be returned in resalable condition within 120 days of date of Yankee Book invoice.

4. Returns must be shipped at customer expense via UPS or insured mail.

**II. APPROVAL PLAN SPECIFICATIONS**

**A. Presses:**

The plan as initially specified will include all University Presses (with only the University of Arkansas excluded) from the Publisher Profile. The library will be offered the publications of these and of new publishers which might be added to YBP’s approval plan program.

Library preferences for new publishers added to the YBP approval plan program:

<table>
<thead>
<tr>
<th>Publisher Type</th>
<th>Library Instruction Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Publishers</td>
<td>Slip</td>
</tr>
<tr>
<td>University Press Publishers</td>
<td>Slip</td>
</tr>
<tr>
<td>Association Pricing Publishers</td>
<td>Slip</td>
</tr>
<tr>
<td>AP Plus! Publishers</td>
<td>Slip</td>
</tr>
<tr>
<td>African Books Collective Publishers</td>
<td>Exclude</td>
</tr>
<tr>
<td>World English Publishers</td>
<td>Exclude</td>
</tr>
</tbody>
</table>
The subject and non-subject parameters below apply to all publishers covered by this Approval Plan.

B. Fund Coding:

Subjects that are designated for coverage in the plan are assigned Fund Codes. Unless specified otherwise, assign fund 1MEST to books and slips. Notification slips that are sent to the library are to be arranged in LC class order. See override instructions for Islamic Studies.

C. Subject Parameters:

Materials offered on this plan will reflect the requirements of a university 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

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
X AN Newspapers
X AP Periodicals (General)
X AS Academies and learned societies (General)
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
X BL Religions. Mythology. Rationalism.
X BM Judaism
S BP Islam. Bahaism. Theosophy, etc.
Send books for:

**BP 1-299** ISLAM Fund code 1MEST

X BQ Buddhism
X BR Christianity
X BS The Bible
X BT Doctrinal theology
YBP APPROVAL PLAN PROFILE & MEMORANDUM OF AGREEMENT
UNIVERSITY OF ARKANSAS, FAYETTEVILLE
Account # 7075-14, Approval Plan #2964 for Middle East Studies Program
FEBRUARY, 2002
Revised 06/02; 7/02; 1/03; 8/03; 5/04; 2/06; 1/08

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 CE Technical chronology. Calendar.
X CJ Numismatics
X CN Inscriptions. Epigraphy.
X CR Heraldry
X CS Genealogy
X CT Biography

D History: General and the 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. Greco-Roman World.
X DF Greece
X DG Italy
X DH Netherlands (Low Countries)
X DJ Netherlands (Holland)
X DJK Eastern Europe
X DK Russia. USSR. Russian Federation.
X DL Northern Europe. Scandinavia
X DP Spain. Portugal
X DQ Switzerland
X DR Balkan Peninsula
Send books for:
DR 401-742 TURKEY Fund Code 1MEST

X DS Asia
Send books for:
BUT for Jewish Studies send slips
X DT Africa
X DU Oceania
X DX Gypsies

E-F History: America
X E America (General)
G  Geography. Anthropology. Recreation.

X  G  Geography (General)
X  GA  Mathematical geography. Cartography
X  GB  Physical geography
X  GC  Oceanography
X  GE  Environmental Sciences
X  GF  Human ecology. Anthropogeography
X  GN  Anthropology
X  GR  Folklore
X  GT  Manners and customs (General)
X  GV  Recreation. Leisure

H  Social Sciences

X  H  Social sciences (General)
X  HA  Statistics
X  HB  Economic theory. Demography
X  HC  Economic history and conditions
X  HD  Economic history and conditions
X  HE  Transportation and communications
X  HF  Commerce
X  HG  Finance
X  HJ  Public finance
X  HM  Sociology (General and theoretical)
X  HN  Social history and conditions
X  HQ  The family. Marriage. Women.
X  HS  Societies. Secret, benevolent, etc. Clubs.
X  HT  Communities. Classes. Races.
X  HV  Social pathology. Social & public welfare

J  Political Science

X  J  General legislative and executive papers
X  JA  Collections and general works
X  JC  Political theory. Theory of the state.
X  JF  Political institutions and public administration
X  JK  United States
X  JL  British America. Latin America.
X  JN  Europe
X  JQ  Asia. Africa. Australia. Oceania
X  JS  Local government
X  JV  Colonies and colonizations. Emigration...
X  JX  International law. International relations
X  JZ  International relations

K  Law
### Law

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Law (General)</td>
</tr>
<tr>
<td>KD</td>
<td>Law of the United Kingdom and Ireland</td>
</tr>
<tr>
<td>KE</td>
<td>Law of Canada</td>
</tr>
<tr>
<td>KF</td>
<td>Law of the United States</td>
</tr>
<tr>
<td>KG</td>
<td>Law of Latin America (General)</td>
</tr>
<tr>
<td>KH</td>
<td>Law of South America (General)</td>
</tr>
<tr>
<td>KJ</td>
<td>Law of Europe</td>
</tr>
<tr>
<td>KK</td>
<td>Law of Europe</td>
</tr>
<tr>
<td>KL</td>
<td>Law of Southeast Europe</td>
</tr>
<tr>
<td>KM</td>
<td>Law of the Middle East</td>
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**Fund code 1MEST (ALL SUBCLASSES)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>KN</td>
<td>Law of South Asia/China/Japan</td>
</tr>
<tr>
<td>KP</td>
<td>Law of Southeast Asia/East Asia</td>
</tr>
<tr>
<td>KQ</td>
<td>Law of Africa</td>
</tr>
<tr>
<td>KR</td>
<td>Law of Africa</td>
</tr>
<tr>
<td>KS</td>
<td>Law of Africa</td>
</tr>
<tr>
<td>KT</td>
<td>Law of Africa</td>
</tr>
<tr>
<td>KU</td>
<td>Law of Australia/New Zealand</td>
</tr>
<tr>
<td>KV</td>
<td>Law of Oceania</td>
</tr>
<tr>
<td>KW</td>
<td>Law of Pacific Islands/Antarctica</td>
</tr>
<tr>
<td>KX</td>
<td>Public International law</td>
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<tr>
<td>KZ</td>
<td>Law of Nations</td>
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</table>

### Education

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<tr>
<td>L</td>
<td>Education (General)</td>
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<tr>
<td>LA</td>
<td>History of Education</td>
</tr>
<tr>
<td>LB</td>
<td>Theory and practice of education</td>
</tr>
<tr>
<td>LC</td>
<td>Special aspects of education</td>
</tr>
<tr>
<td>LD</td>
<td>United States</td>
</tr>
<tr>
<td>LE</td>
<td>America, except United States</td>
</tr>
<tr>
<td>LF</td>
<td>Europe</td>
</tr>
<tr>
<td>LG</td>
<td>Asia, Africa, Oceania</td>
</tr>
<tr>
<td>LH</td>
<td>College and school magazines and papers</td>
</tr>
<tr>
<td>LJ</td>
<td>Student fraternities and societies, U.S.</td>
</tr>
<tr>
<td>LT</td>
<td>Textbooks</td>
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</tbody>
</table>

### Music and Books on Music

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Music (Scores)</td>
</tr>
<tr>
<td>ML</td>
<td>Literature of music</td>
</tr>
<tr>
<td>MT</td>
<td>Musical instruction and study</td>
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</table>

### Fine Arts

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>N</td>
<td>Visual arts (General)</td>
</tr>
<tr>
<td>NA</td>
<td>Architecture</td>
</tr>
<tr>
<td>NB</td>
<td>Sculpture</td>
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</table>
YBP APPROVAL PLAN PROFILE & MEMORANDUM OF AGREEMENT
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FEBRUARY, 2002
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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 literatures
X PB Modern European languages. Celtic languages
X PC Romance languages and literatures
X PD Germanic languages
X PE English language
X PF West Germanic languages
X PG Slavic. Baltic. Albanian languages and literatures
X PH Finno-Ugrian, Basque language and literatures

B  PJ Oriental languages and literatures Fund code 1MEST

X PK Indo-Iranian languages and literatures
X PL Languages and literatures of Eastern Asia, Africa, Oceania
X PM Hyperborean, Native American, and Artificial languages
X PN Literature: General and universal literary history
X PQ Romance literatures
X PR English literature
X PS American literature
X PT Germanic literatures
X PZ Juvenile belles lettres

Q  Science

X Q Science (General)
X QA Mathematics
X QB Astronomy
X QC Physics
X QD Chemistry
X QE Geology
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

X R Medicine (General)
X RA Public aspects of medicine
X RB Pathology
X RC Internal medicine. Practice of medicine

X RD Surgery
X RE Ophthalmology
X RF Otorhinolaryngology
X RG Gynecology and obstetrics
X RJ Pediatrics
X RK Dentistry
X RL Dermatology
X RM Therapeutics. Pharmacology
X RS Pharmacy and materia medica
X RT Nursing
X RV Botanic, Thomsonian, and eclectic medicine
X RX Homeopathy
X RZ Other systems of medicine

S Agriculture
X S Agriculture (General)
X SB Plant culture
X SD Forestry
X SF Animal culture
X SK Hunting

T Technology
X T Technology
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
X TL Motor vehicles. Aeronautics. Astronautics
X TN Mining engineering. Metallurgy
X TP Chemical technology
X TR Photography
X TS Manufactures
X TT Handicrafts. Arts and crafts
X TX Home economics

U Military Science
X U Military science (General)
X UA Armies: Organization, description...
### Naval Science

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<thead>
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<th>Description</th>
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<tbody>
<tr>
<td>V</td>
<td>Naval science (General)</td>
</tr>
<tr>
<td>VA</td>
<td>Navies: Organization, description...</td>
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<tr>
<td>VB</td>
<td>Naval administration</td>
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<tr>
<td>VC</td>
<td>Naval maintenance</td>
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<tr>
<td>VD</td>
<td>Naval seamen</td>
</tr>
<tr>
<td>VE</td>
<td>Marines</td>
</tr>
<tr>
<td>VF</td>
<td>Naval ordnance</td>
</tr>
<tr>
<td>VG</td>
<td>Minor services of navies</td>
</tr>
<tr>
<td>VK</td>
<td>Navigation. Merchant marine</td>
</tr>
<tr>
<td>VM</td>
<td>Naval architecture. Shipbuilding. Marine</td>
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### Bibliography. Library Science

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<th>Description</th>
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<tr>
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<td>Bibliography. Library Science</td>
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<tr>
<td>ZA</td>
<td>Information resources (General)</td>
</tr>
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</table>
C. NON-SUBJECT PARAMETERS

BEGINNING IMPRINT DATE:

For notification slips:
For books:

BINDING: 

Preferred binding for simultaneous cloth/paper editions:

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<tr>
<th></th>
<th>Cloth</th>
<th>Paper</th>
<th>Cloth</th>
</tr>
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<tbody>
<tr>
<td>B</td>
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<td>B</td>
<td>Paper</td>
<td>Cloth</td>
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<tr>
<td>S</td>
<td>Spiral</td>
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<tr>
<td>S</td>
<td>Looseleaf</td>
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<tr>
<td>S</td>
<td>Other</td>
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CO-PUBLISHED TITLES:

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<tr>
<th></th>
<th>Titles co-published by two or more domestic presses</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>Titles published by one press for another publisher</td>
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DISTRIBUTED PRESSES:

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<th></th>
<th>Titles distributed by one press for another press</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>Titles distributed by one press for another press</td>
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</table>

FORMAT:

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<thead>
<tr>
<th></th>
<th>Biography/Autobiography</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Cartoons</td>
</tr>
<tr>
<td>S</td>
<td>Casebook</td>
</tr>
<tr>
<td>X</td>
<td>Classroom Anthology</td>
</tr>
<tr>
<td>X</td>
<td>Collected Works</td>
</tr>
<tr>
<td>B</td>
<td>Collection (one author)</td>
</tr>
<tr>
<td>S</td>
<td>Collection/Anthology (multiple authors/previously published)</td>
</tr>
<tr>
<td>B</td>
<td>Collection/Unpublished material</td>
</tr>
<tr>
<td>S</td>
<td>Conference Monograph</td>
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<tr>
<td>S</td>
<td>Conference Monograph 2+</td>
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<tr>
<td>S</td>
<td>Conference Proceeding</td>
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<td>Conference Proceeding 2+</td>
</tr>
<tr>
<td>S</td>
<td>Cookbook</td>
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<tr>
<td>B</td>
<td>Correspondence</td>
</tr>
<tr>
<td>S</td>
<td>Curriculum Guide</td>
</tr>
<tr>
<td>B</td>
<td>Diary</td>
</tr>
<tr>
<td>S</td>
<td>Exam Guide</td>
</tr>
<tr>
<td>S</td>
<td>Festschriften</td>
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<tr>
<td>S</td>
<td>Field Guide</td>
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<td>Form Documents</td>
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<td>Grammar</td>
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<td>S</td>
<td>Hymn Book</td>
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<td>X</td>
<td>Instructor’s Manual</td>
</tr>
<tr>
<td>S</td>
<td>Interviews</td>
</tr>
</tbody>
</table>
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- Lab Manual
- Museum & Gallery Publications
- 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

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

CONTENT LEVEL:
- Juvenile
- Basic Studies
- Popular
- General Academic
- Advanced Academic
- Professional

NEW EDITIONS:
- New Edition
- Critical Edition
- Abridgment
- Supplement

NON-BOOK FORMAT:
- Book/Diskette
- Book/Audio
- Book/Fiche
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__X__ Diskette
__X__ Audio Cassette
__X__ Audio CD
__X__ Video
__S__ CD-ROM
__S__ Maps
__X__ Oddity

PAGINATION:

__X__ 50 pages or less

PLACE OF PUBLICATION (Title Page):

__B__ US
__S__ UK
__B__ US editions of UK titles (Pub. first in UK)
__B__ Canada
__B__ US editions of Canadian titles (Pub. first in Canada)
__S__ Australia
__S__ Africa
__S__ China
__S__ Denmark
__S__ Germany
__S__ Hong Kong
__S__ Hungary
__S__ India
__S__ Indonesia
__S__ Ireland
__S__ Israel
__S__ Japan
__S__ New Zealand
__S__ Netherlands
__S__ Norway
__S__ Singapore
__S__ Sweden
__S__ Switzerland
__S__ Other

PRICE CEILING:
Send notification slips if list price exceeds values indicated below:
Single volume: $250
Set of two or more volumes: $400

REPRINTS:

__S__ Reprint
__S__ Reprint 25+
__S__ Facsimile
__S__ 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:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>B</td>
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<tr>
<td>B</td>
<td>Unnumbered series</td>
</tr>
<tr>
<td>B</td>
<td>Numbered sets-in-progress</td>
</tr>
<tr>
<td>B</td>
<td>Unnumbered sets-in-progress</td>
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<tr>
<td>X</td>
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**Subsequent volumes of any series type:**

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TRANSLATIONS:

- Translations into English
- Translations from English

INTERDISCIPLINARY STUDIES

- Islamic Studies: Where otherwise excluded in the subject profile, send slips. Do not override the non subject parameters or press list. Where books are called for in the subject profile, allow books. Where subject instructions do not designate fund, use fund IMEST.
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.

Basic Studies (BASIC):

Non-fiction books primarily developed by publishers for secondary schools, but bridging the college market through usefulness in basic courses. Usually published in series in concise and uniform format, they are written in a highly accessible style, are usually well illustrated, and normally treat topics of current or longstanding interest. They are used by novice undergraduate students enrolled in required courses designed to assist them in learning to critically synthesize information in research and writing, and by students whose first language is not English.

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.
## SUMMARY OF PLAN CHANGES

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<td>I.B.D. Changed address I.C. Updated accounts II.A. Changed instruction for World English and ABC publishers. Non Subject Parameters: Content level. Excluded Basic Studies.</td>
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