

netLibrary, Inc.
Collection Development Policy
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netLibrary Collection Development Policy

Introduction

- Mission statement: To revolutionize the way individuals and organizations access published content.
- Brief overview of what nL does: As the world's premier provider of electronic books (eBooks) and eBook collection management services, netLibrary helps academic, public, school (K-12), corporate, and private libraries create a richer, more productive learning environment for their patrons. By combining the time-honored traditions of the library system with electronic publishing, netLibrary offers an easy-to-use information and retrieval system for accessing the full text of reference, scholarly, and professional books. netLibrary's goal is to be the world's largest distributor of eBooks, making thousands of titles globally accessible through the Internet.
- Ranganathan's Five Laws of Library Science
 - Books are for use
 - To every reader his book
 - To every book its reader
 - Save the time of the reader
 - The library is a growing organism

Purpose of Collection Development Policy

- This is a planning tool, and exists within the context of the overall goals and objectives of netLibrary.
- This policy is a management tool enabling a greater degree of consistency and continuity in the selection policies and practices of netLibrary. A wide range of netLibrary staff is involved in the selection of materials for the collection. In order to facilitate consistency of practice among different staff, and continuity over time it is necessary that clear and coherent guidelines are available. It is essential that staff who are involved in selecting titles work towards the same goals and that these goals remain the same regardless of changes in personnel.
- This is a communication tool and provides information to a number of groups other than staff. These include netLibrary customers, prospective customers, distributors, and netLibrary users. This policy indicates what may and may not be expected to be found within the collection.
- This policy will be revisited and revised on a regular basis as netLibrary grows.

Responsibility for selecting and assessing materials

The responsibility for the professional supervision of the selection of titles for digitization rests with the Vice President of Research and Library Systems. To aid in the selection, the Vice President of Library and Research Systems designates librarians in the Research and Library Systems department. These librarians work with Publisher Relations and Acquisitions teams who bring in other publications and collections that supplement and enrich the netLibrary product. This teamwork approach creates place for a variety of people who collaborate to build a multifaceted and high quality collection.

The netLibrary collection will be assessed in two ways:

- **Client-driven assessment** is engineered by surveys, usage studies and other quantified measures of success to indicate satisfaction with the collection. It is also measured by the number of requests filled, the number of new clients, and the ability of netLibrary to fulfill client requests in a timely manner.
- **Collection-driven assessment** is a method of evaluating the collection by 1) comparing it with those of other institutions 2) assuring that it is up-to-date and contains a certain number of current titles as set forth by professional association standards, 3) assuring the quality of the titles by running a citation analysis in specific areas to ascertain that the collection has an acceptable percentage of titles commonly cited in scholarly journals.

All suggestions for selection by other netLibrary staff, library customers, and netLibrary users will be gratefully received and reviewed against the current collection development policy. Requests for reconsideration (de-accession) will also be reviewed against the current collection development policy.

The accessibility of information through netLibrary does not constitute an endorsement by netLibrary. A user who finds inaccurate or offensive information should contact the original publisher of that information. The professional staff at netLibrary adheres to the following principles.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

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The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition, new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own

political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their

support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953. Revised January 28, 1972, by the ALA Council.

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Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, " A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation. The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents -- and only parents -- have the right and the responsibility to restrict the access of their children -- and only their children -- to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council

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Weeding Policy

A library Collection Development Policy generally serves as a guide for weeding and maintaining the collection as well as for the selection of materials. In order to maintain an up-to-date, useful collection in traditional libraries, obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the netLibrary collection, so systematic evaluation of the collection is required of every selector in order to keep the collection responsive to customers' needs, and to ensure its vitality and usefulness. For this reason, subject areas are reassessed for relevancy and currency on a regular basis, and this helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; find older editions which need to be updated; and point out subjects, titles, or authors that are no longer current. At this point titles are checked against standard bibliographies in the subject to see if the items have historical or literary value.

netLibrary is an electronic library for which space is not an issue and physical deterioration is not a problem. Therefore the organization is committed to retaining all materials in the library collection in order to provide archival materials for future use and research. It has been noted that there is a decreasing share of the world's literature on any library's shelves. As a digital repository, netLibrary stands committed to retaining and preserving the intellectual content of its collection in the digital format most useful for retrieval through time.

Unsolicited items

netLibrary partners with established publishers to acquire published, edited works which fall within the collection areas of netLibrary and its library customers. netLibrary does not accept unsolicited manuscripts. Through its peanutpress division, netLibrary will work with authors to make available as eBooks titles out of print with their original hardcopy publishers. Stringent selection standards are exercised to ensure appropriateness of these books for the peanutpress format and audience. On a case by case basis, peanutpress will approach the original publisher of a work to explore possibilities of reissue in any format, including eBook, under the title's original imprint.

Scope of Collections

The primary goal of the Collection Team is to select, organize, and provide access to all varieties of information and digitize it to support a broad community of users currently defined as academic, public, K-12, and corporate/special libraries. The netLibrary collection also offers special collections of in-depth, scholarly materials available as a group. In addition, netLibrary has begun to enter into agreements with textbook publishers. The collection process for textbooks is driven by the adoption process of local decision-making bodies in the institutions that purchase textbooks.

In summary, the client groups are the impetus that guide and drive the collection development process. Materials for all specific client groups are selected using the same standards of excellence, comprehensiveness and authority expected from printed sources.

Publicly Accessible Collection

Definition

netLibrary's publicly accessible collection is intended to support the educational and recreational needs of a variety of readers, and to provide a new channel for distribution of texts that have been made available to the public for free. Subject areas most strongly supported at present include classical literature and history.

Criteria for Inclusion

1. Works must be in the public domain, or must be provided by publishers for free distribution to the public.
2. In determining accuracy and authority, electronic texts converted under the auspices of an educational institution are most highly considered.
3. When considering electronic texts, the existing format and organization must not present any significant obstacles for conversion.

Special Collections

Definition

netLibrary's special collections are intended to support the specialized research and recreational needs of the general reader. The special collections are generally self-contained and provide remote access to unique and often fragile primary resources within a necessarily defined and limited subject field. netLibrary is currently assessing the requirements and possibilities for acquisition of special collections. The acquisition and conversion of special collections should reflect directly the priorities of netLibrary and its clients.

Criteria for Inclusion

1. The collection is recognized as an important resource at the regional and/or national level.
2. The collection is considered to be significant within a discipline and to have considerable research interest and value.
3. The focus of the collection is a limited subject area that would complement existing holdings/collections.

Textbooks

netLibrary will acquire textbooks by soliciting publishers that will provide content for the higher education market, and eventually for K-12. The netLibrary collection will be driven by specific agreements made with publishers and based on adoption by institutional state and local decision-makers.

Academic Libraries

This section relates the collecting practices of netLibrary to the instructional and research needs of the academic community.

Scope of collections

netLibrary employs the following definitions for collecting for the purposes of policy development and collection evaluation. In order to comply with accreditation standards set forth by organizations that accredit academic programs, the majority of materials acquired must fall within the upper 50% of the date range specified. These definitions are consistent with the collection development codes established by the Research Libraries Group (RLG) and adopted for the North American Collections Inventory Project. The definitions are taken from the American Library Association's Guide for Written Policy Statements (1989) with some abbreviations and a single amendment. Additionally, the direction and focus of collection development at netLibrary is primarily influenced by the client group of academic librarians who will request collection support from netLibrary as digitized materials become increasingly more cost effective and in demand.

netLibrary will attempt to collect materials which are most current and authoritative within every subject and as defined in the Conspectus. Acquisition of materials will be decided on the basis of 1) currency, 2) authority, 3) research value, and 4) enduring value.

Date limitations are generally defined as two to five years. The two-year limit is confined to H-HJ (Economics, Telecommunications and Transportation, Commerce, Accounting, Finance, Banking, Public Finance), K-KZ (Law), and Q (Science, Computer Science), R (Medicine), S (Agriculture and Animal Culture), and T (Technology, Engineering). Older titles will be evaluated on their individual merits.

Collection Level	Description
0	Out of scope: The library does not collect in this subject.
1	Minimal level: A subject area in which few selections are made beyond very basic works.
2	Basic information: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals.
3a	Study or instructional support, introductory: This sub-division of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, "classic" retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographic apparatus pertaining to the subject. This sub-division of level 3 supports undergraduate courses, as well as most independent study needs of the clientele of public and special libraries. It is not adequate to support master's degree programs.
3b	Study or instructional support, advanced: The advanced sub-division of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics of the field; a significant number of retrospective materials, a substantial collection of works by secondary figures, works that provide more in-depth discussions of research techniques and evaluation, access to appropriate machine-readable data files, and reference tools and fundamental bibliographic apparatus pertaining to the subject. This level supports all courses of undergraduate study and master's degree programs.
4	Research: A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.
5	Comprehensive: A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

In response to preliminary data provided by a current netLibrary survey, some subject areas have been identified as needing particular support. Levels of collecting for academic library materials are based on that and other ARL collection data (Perrault, 1999) which indicates broadly the subject areas in which academic libraries are currently collecting. The netLibrary collection of eBooks can support libraries serving colleges, universities, junior colleges and vocational schools.

Academic Library Collection Levels

LC Call No.	Collection Level	Subjects
A	3a	General works
B-BD	3a	Philosophy
BF	3a	Psychology
BL-BX	3a	Religion: Religions, Hinduism, Judaism, and Islam. Buddhism
C	2	Auxiliary Sciences of History
D-DX	3b	History (General), World History excluding North America
E-F1000	3b	History: America
F1001-3799	3b	History: North America (Canada, Central America, South America)
G-GF	3a	Geography
GN-GT	3a	Anthropology, Folklore
GV	3a	Recreation, esp. Dance, Physical Education
H-HE	4	Economics, Transportation, Communications
HF-HJ	4	Commerce, Finance ¹
HM-HX	3b	Sociology and other Social Sciences
HX-JX	3a	Political Science
K-KZ	3a-3b	Law (General)
L	4	Education
M	2	Music
N	2	Fine Arts, Art, Architecture excluding NK Collectibles
P-PM	3a	Language Instruction, Classical Languages and Literature
PN-PT	3b	Literary criticism and history
PZ	3a	Fiction, Belles letters
Q-QL	3b	Science (Mathematics, Astronomy, Physics, Chemistry, etc.) ²
QM, QP, QR	3a	Human anatomy, Physiology (including Pharmacology), Microbiology
R	3b	Medicine
S	3a	Agriculture
T	4	Technology ³
U-V	1	Military Science, Naval Science
Z	4	Bibliography, Library Science

¹This area is used to place books on computers and business applications

²This area is used to place books on computer operating systems

³This area is used to place books about the Internet

Collecting for the academic library market will follow the general guidelines of the Conspectus. However, within the level 4 collection areas, attention will be paid especially to the following.

netLibrary intends to support the mission of higher education institutions with eBooks that complement and enhance library service to students on and off campus. An examination of the programs offered by these institutions indicate that a large number of distance education efforts focus on degrees in various aspects of Business and Business Administration. Materials in this area will be collected within the following guidelines.

Business	Collection Level			
Social sciences (General)	H	1	99	3b
Statistics	HA	1	4737	3b
Theory and method of social science statistics	HA	29	32	3b
Organizations. Bureaus. Service	HA	36	37	3a
Registration of vital events. Registration (General)	HA	38	39	2
Statistical data	HA	154	4737	3
Economic theory. Demography	HB	1	3840	4
Economics as a science. Relation to other subjects	HB	71	74	4
History of economics. History of economic theory	HB	75	130	4
Economic history and conditions	HC	10	1085	4
Special topics, A-Z	HC	79	79	4
Economic geography of the oceans (General)	HC	92	92	4
By region or country	HC	94	1085	4
Industries. Land use. Labor	HD	28	9999	4
Management. Industrial management	HD	28	70	4
Economic development. Development economics. Economic growth	HD	72	88	4
Land use	HD	101	1395.5	3a
Agricultural economics	HD	1401	2210.2	4
Industry	HD	2321	4730.9	4
Labor. Work. Working class	HD	4801	8943	4
Special industries and trades	HD	9000	9999	4
Transportation and communications	HE	1	9900	4
Freight (General)	HE	199	199.5	4
Passenger traffic (General)	HE	199.9	199.9	3
Urban transportation	HE	305	311	3
Geography. Trade routes	HE	323	328	3
Traffic engineering. Roads and highways. Streets	HE	331	380	3
Water transportation	HE	380.8	971	3
Railways. Rapid transit systems	HE	1001	5600	3
Automotive transportation	HE	5601	5725	3
State lines	HE	5746	5749	3
Ferries	HE	5751	5870	3
Express service	HE	5880	5990	3
Postal service. Stamps. Philately	HE	6000	7496	3
Pneumatic service	HE	7511	7549	3
Telecommunication industry. Telegraph	HE	7601	8700.9	5
Telephone industry	HE	8701	9680.7	3
Cellular radio. Wireless telephone industry	HE	9713	9715	5
Artificial satellite telecommunications	HE	9719	9721	5
Signaling	HE	9723	9737	3
Messenger service	HE	9751	9756	3
Air transportation	HE	9761	9900	3
Commerce	HF	1	6182	4

Business	Collection Level			
Boards of trade. Chambers of commerce, merchants' associations, etc.	HF	294	343	3
Balance of trade	HF	1014	1014	2
Commercial geography. Economic geography	HF	1021	1027	4
Commodities. Commercial products	HF	1040	1054	4
Tariff policy (Protection and free trade)	HF	1701	2701	3
By region or country	HF	3000	4055	3
Business	HF	5001	6182	4
Finance	HG	1	9999	4
Liquidity	HG	178	178	4
Personal finance	HG	179	179	4
Money	HG	201	1496	4
Banking	HG	1501	3550	4
Credit. Debt. Loans	HG	3691	3769	4
Foreign exchange. International finance. International monetary system	HG	3810	4000	4
Financial management. Business finance. Corporation finance	HG	4001	4280.7	4
Trust services. Trust companies	HG	4301	4480.9	4
Investment, capital formation, speculation	HG	4501	6051	4
Lotteries	HG	6105	6270.9	3
Thrift and saving	HG	7920	7933	3
Insurance	HG	8011	9999	4
Public finance	HJ	99	9995	4
Periodicals. Serials. By region or country	HJ	9	99.8	1
History	HJ	210	240	4
By region or country	HJ	241	1620	3
Income and expenditure. The budget	HJ	2005	2216	4
Revenue. Taxation. Internal revenue	HJ	2240	5957	
Customs administration	HJ	6603	7390	
Expenditures. Government spending	HJ	7461	7980	
Public debts	HJ	8001	8899	
Claims	HJ	8903	8963	
Local finance. Municipal finance	HJ	9011	9695	
Public accounting. Auditing	HJ	9701	9995	

Support for curricula in the field of education. Emphasis is on teacher credentialling, early childhood education, schools in a multicultural environment, bilingual education, theory and practice, and additionally, works on higher education, especially campus environment and faculty issues.

Education	Collection Level			
Education (General)	L	7	991	0
Periodicals. Societies	L	7	97	0
Yearbooks	L	101	101	0
Congresses	L	107	107	0
Official documents, reports, etc.	L	111	791	0
Educational exhibitions and museums	L	797	898	0
School fairs	L	899	899	0
Directories of educational institutions	L	900	991	0
History of education	LA	5	2396	4
General	LA	5	25	2
By period	LA	31	135	2
Higher education	LA	173	186	2
United States	LA	201	398	2
Other regions or countries	LA	410	2284	1
Biography	LA	2301	2396	1
Theory and practice of education	LB	5	3640	4
General	LB	5	45	3a
Systems of individual educators and writers	LB	51	885	3a
Teaching (Principles and practices)	LB	1025	1050.7	4
Educational psychology	LB	1050.9	1091	4
Child study	LB	1101	1139	4
Early childhood education	LB	1139.2	1139.5	4
Preschool education. Nursery schools	LB	1140	1140.5	3b
Kindergarten	LB	1141	1489	3b
Primary education	LB	1501	1547	3b
Elementary or public school education	LB	1555	1602	4
Secondary education. High schools	LB	1603	1695	4
Education and training of teachers and administrators	LB	1705	2286	4
Higher education	LB	2300	2430	3b
Educational consultants and consulting	LB	2799	2799.3	3
School administration and organization	LB	2801	3095	3b
School architecture and equipment. School physical facilities. Campus planning	LB	3201	3325	2b
School hygiene. School health services	LB	3401	3495	2b
Hygiene in universities and colleges	LB	3497	3499	2
Special days	LB	3525	3575	2
School life. Student manners and customs	LB	3602	3640	3
Special aspects of education	LC	8	6691	4
Forms of education	LC	8	59	3
Social aspects of education	LC	65	245	3
Moral and religious education	LC	251	951	2b
Types of education	LC	1001	1099.5	3
Inclusive education	LC	1200	1203	3
Education of special classes of persons	LC	1390	5160.3	3
Fundamental education	LC	5161	5163	3
Education extension. Adult education. Continuing education	LC	5201	6691	4
Education and travel	LC	6681	6681	2
Traveling educational exhibits	LC	6691	6691	2
Individual institutions	LD	13	7501	2
United States	LD	13	7501	2
Individual institutions	LE	3	78	2
America (except United States)	LE	3	78	2
Individual institutions	LF	14	5477	2
Great Britain	LF	14	12157	2
Austria	LF	1341	1537	1

Education	Collection Level			
Czech Republic	LF	1541	1549	1
Slovakia	LF	1550	1550.8	1
Hungary	LF	1581	1697	1
Finland	LF	1705	1709	1
France	LF	1711	2397	1
Germany	LF	2402	3197	1
Greece	LF	3211	3247	1
Italy	LF	3248	3897	1
Malta	LF	3899	3899	1
Belgium	LF	3911	4067	1
Luxembourg	LF	4069	4069	1
Netherlands	LF	4071	4197	1
Poland	LF	4203	4209	1
Russia (Federation)	LF	4251	4437	1
Estonia	LF	4440	4441	1
Latvia	LF	4443	4444	1
Lithuania	LF	4445	4446	1
Belarus	LF	4447.2	4447.5	1
Moldova	LF	4448	4448.5	1
Ukraine	LF	4449.2	4449.5	1
Denmark	LF	4451	4487	1
Faroe Islands	LF	4488	4488.2	1
Iceland	LF	4489	4491	1
Norway	LF	4493	4537	1
Sweden	LF	4539	4607	1
Spain	LF	4610	4827	1
Portugal	LF	4831	4887	1
Switzerland	LF	4901	5047	1
Turkey and the Baltic states	LF	5051	5627	1
Individual institutions	LG	21	961	1
Asia	LG	21	395	1
Africa	LG	401	681	1
Indian Ocean islands	LG	690	690	1
Australia	LG	715	720	1
New Zealand	LG	741	745	1
Pacific islands	LG	961	961	1
College and school magazines and papers	LH	1	9	1
Student fraternities and societies, United States	LJ	3	165	1
Textbooks	LT	6	501	N/A

Support for curricula and for the use of practicing librarians. Materials in library science will be collected with the intent of providing supportive reference materials for the practicing professional librarian in addition to support for distance learning programs in the field. Emphasis is on basic works in all aspects of library science, as required courses in the field. Additional materials to aid and support the daily activities and requirements of working librarians are also desired.

Library Science				Collection Level
Books (General). Writing. Paleography	Z	4	115.5	2
History of books and bookmaking	Z	4	8	3
Writing	Z	40	115.5	1
Manuscripts. Paleography	Z	105	115.5	1
Book industries and trade	Z	116	659	2
Printing	Z	116	265.5	2
Bookbinding. Book decoration	Z	266	276	2
Bookselling and publishing	Z	278	549	3
Copyright	Z	551	656	3
Freedom of the press. Censorship	Z	657	659	3
Libraries	Z	662	1000.5	3
Collections	Z	662	664	4
Library science. Information science	Z	665	718.8	4
Libraries (General)	Z	719	725	3b
Library reports. History. Statistics	Z	729	871	3a
Library catalogs and bulletins	Z	881	980	1
Private libraries. Book collecting	Z	987	997.2	2
Booksellers' catalogs. Book prices	Z	998	1000.5	1
Bibliography	Z	1001	8999	3b
General bibliography	Z	1001	1121	3b
National bibliography	Z	1201	4980	2
Subject bibliography	Z	5051	7999	2
Personal bibliography	Z	8001	8999	2
Information resources (General)	ZA	3040	5185	4
Information services. Information centers	ZA	3150	3159	4
Information superhighway	ZA	3201	3250	4
Information in specific formats or media	ZA	4050	4750	3

Support for curricula in the field of medicine, especially nursing at the undergraduate level. Materials for essential reference and required for basic understanding of the profession are sought. Consumer health materials are an additional focus for intense collection.

Medicine	Collection Level			
Anatomy	QL	801	950.9	3b
Embryology	QL	951	991	3b
Human anatomy	QM	1	695	3b
General	QM			
Regional anatomy	QM	531	549	
Human and comparative histology	QM	550	577.8	
Human embryology	QM	601	695	
Physiology	QP	1	981	3b
General	QP	1	345	
Neurophysiology and neuropsychology	QP	351	495	
Animal biochemistry	QP	501	801	
Experimental pharmacology	QP	901	981	
Microbiology	QR	1	502	3b
General	QR	1	74.5	
Bacteria	QR	75	99.5	
Cyanobacteria	QR	99.6	99.8	
Microbial ecology	QR	100	130	
Microorganisms in the animal body	QR	171	171	
Immunology	QR	180	189.5	
Virology	QR	355	502	
Medicine (General)	R	5	920	3b
General works	R	5	130.5	
History of medicine. Medical expeditions	R	131	687	
Medicine as a profession. Physicians	R	690	697	
Medicine and the humanities. Medicine and disease in relation to history, literature, etc.	R	702	703	
Directories	R	711	713.97	
Missionary medicine. Medical missionaries	R	722	722.32	
Medical philosophy. Medical ethics	R	723	726	
Medicine and disease in relation to psychology. Terminal care. Dying	R	726.5	726.8	
Medical personnel and the public. Physician and the public	R	727	727.5	
Practice of medicine. Medical practice economics	R	728	733	
Medical education. Medical schools. Research	R	735	854	
Medical technology	R	855	855.5	
Biomedical engineering. Electronics. Instrumentation	R	856	857	
Computer applications to medicine. Medical informatics	R	858	859.7	
Medical records	R	864	864	
Medical physics. Medical radiology. Nuclear medicine	R	895	920	
Public aspects of medicine	RA	1	1270	3b
Medicine and the state	RA	1	418.5	
Public health. Hygiene. Preventive medicine	RA	421	790.85	
Medical geography. Climatology. Meteorology	RA	791	954	
Medical centers. Hospitals. Dispensaries. Clinics	RA	960	1000.5	
Forensic medicine. Medical jurisprudence. Legal medicine	RA	1001	1171	
Toxicology. Poisons	RA	1190	1270	
Pathology	RB	1	214	3a
General works	RB	1	17	
Pathological anatomy and histology	RB	24	33	
Clinical pathology. Laboratory technique	RB	37	56.5	
Post-mortem examination. Autopsies	RB	57	57	
Manifestations of disease	RB	127	150	
Theories of disease. Etiology. Pathogenesis	RB	151	214	
Internal medicine	RC	31	1245	3a
Psychosomatic medicine	RC	49	52	
Examination. Diagnosis	RC	71	78.7	
Popular medicine	RC	81	82	
Medical emergencies. Criticalcare. Intensive care. First aid	RC	86	88.9	

Medicine				Collection Level
Disease due to physical and chemical agents	RC	91	103	
Infectious and parasitic diseases	RC	109	216	
Constitutional diseases (General)	RC	251	251	
Neoplasms. Tumors. Oncology	RC	254	282	
Tuberculosis	RC	306	320.5	
Neurosciences. Biological psychiatry. Neuropsychiatry	RC	321	571	
Specialties of internal medicine	RC	581	951	
Special situations and conditions	RC	952	1245	
Surgery	RD	1	811	2b
General works	RD	1	31.7	
Operative surgery. Technique of surgical operations	RD	32	33.9	
Surgical therapeutics. Preoperative and postoperative care	RD	49	52	
Surgical pathology	RD	57	57	
Reparative processes after operations (Physiological)	RD	58	58	
Surgical shock. Traumatic shock	RD	59	59	
Operating rooms and theaters. Instruments, apparatus, and appliances	RD	63	76	
Anesthesiology	RD	78.3	87.3	
Asepsis and antisepsis. Sterilization (Operative)	RD	91	91.5	
Emergency surgery. Wounds and injuries	RD	92	97.8	
Surgical complications	RD	98	98.4	
Surgical nursing	RD	99	99.35	4
Fractures (General)	RD	101	104	
Plastic surgery. Reparative surgery	RD	118	120.5	
Transplantation of organs, tissues, etc.	RD	120.6	129.8	
Prosthesis. Artificial organs	RD	130	130	
Surgery in childhood, adolescence, pregnancy, old age	RD	137	145	
Military and naval surgery	RD	151	498	
Surgery by region, system, or organ	RD	520	599.5	
Neoplasms. Tumors. Oncology	RD	651	678	
Diseases of the locomotor system (Surgical treatment)	RD	680	688	
Orthopedic surgery	RD	701	811	
Ophthalmology	RE	1	994	
Examination. Diagnosis	RE	75	79	
Eye surgery	RE	80	87	
Ophthalmic nursing	RE	88	88	3b
Eye banks	RE	89	89	
Particular diseases of the eye	RE	91	912	
Color vision tests, charts, etc.	RE	918	921	
Refraction and errors of refraction and accommodation	RE	925	939	
Optometry. Opticians. Eyeglasses	RE	939.2	981	
Artificial eyes and other prostheses	RE	986	988	
Ocular therapeutics	RE	991	992	
Otorhinolaryngology	RF	1	547	
Otology. Diseases of the ear	RF	110	320	
Rhinology. Diseases of the nose, accessory sinuses, and nasopharynx	RF	341	437	
Laryngology. Diseases of the throat	RF	460	547	
Gynecology and obstetrics	RG	1	991	3
Operative gynecology	RG	104	104.7	
Conception. Artificial insemination. Contraception	RG	133	137.6	
Sterilization of women	RG	138	138	
Functional and systemic disorders. Endocrine gynecology	RG	159	208	
Abnormalities and diseases of the female genital organs	RG	211	483	
Urogynecology and obstetric urology. Urogynecologic surgery	RG	484	485	
Diseases of the breast	RG	491	499	
Obstetrics	RG	500	991	
Pediatrics	RJ	1	570	3
Genetic aspects	RJ	47.3	47.4	
Examination. Diagnosis	RJ	50	51	
Therapeutics	RJ	52	53	
Infant and neonatal morbidity and mortality	RJ	59	60	
Supposed prenatal influence. Prenatal culture. Stirpiculture	RJ	91	91	
Child health. Child health services	RJ	101	103	

Medicine				Collection Level
Physiology of children and adolescents	RJ	125	145	
Nutrition and feeding of children and adolescents	RJ	206	235	
Immunization of children (General)	RJ	240	240	
Hospital care	RJ	242	243	
Nursing of children. Pediatric nursing	RJ	245	247	
Premature infants	RJ	250	250.3	
Newborn infants	RJ	251	325	
Diseases of children and adolescents	RJ	370	550	
Dentistry	RK	1	715	3
Practice of dentistry. Dental economics	RK	58	59.3	
Preventive dentistry	RK	60.7	60.8	
Oral and dental anatomy and physiology	RK	280	280	
Oral and dental medicine. Pathology. Diseases	RK	301	493	
Operative dentistry. Restorative dentistry	RK	501	519	
Orthodontics	RK	520	528	
Oral surgery	RK	529	535	
Prosthetic dentistry. Prosthodontics	RK	641	667	
Dermatology	RL	1	803	3
Care and hygiene	RL	87	94	
Pathological anatomy	RL	95	95	
Therapeutics	RL	110	120	
Diseases of the glands, hair, nails	RL	130	169	
Hyperemias, inflammations, and infections of the skin	RL	201	331	
Atrophies. Hypertrophies	RL	391	489	
Chronic ulcer of the skin. Bedsores	RL	675	675	
Diseases due to psychosomatic and nerve disorders. Dermatoneuroses	RL	701	751	
Diseases due to parasites	RL	760	785	
Pigmentations. Albinism	RL	790	790	
Congenital disorders of the skin. Nevi. Moles	RL	793	793	
Therapeutics. Pharmacology	RM	1	950	4
Drug prescribing	RM	138	138	
Prescription writing	RM	139	139	
Misuse of therapeutic drugs. Medication errors	RM	146	146.7	
Administration of drugs and other therapeutic agents	RM	147	180	
Other therapeutic procedures	RM	182	190	
Diet therapy. Diet cookbooks	RM	214	258	
Vitamin therapy	RM	259	259	
Chemotherapy	RM	260	263	
Antibiotic therapy. Antibiotics	RM	265	267	
Immunotherapy. Serum therapy	RM	270	282	
Endocrinotherapy. Organotherapy	RM	283	298	
Drugs and their action	RM	300	666	
Nonprescription drugs. Patent medicines	RM	671	671.5	
Physical medicine. Physical therapy	RM	695	893	
Rehabilitation therapy	RM	930	931	
Rehabilitation technology	RM	950	950	
Pharmacy and materia medica	RS	1	441	4
Formularies. Collected prescriptions	RS	125	131.9	
Pharmacopoeias	RS	139	141.9	
Dispensatories	RS	151.2	151.9	
Materia medica	RS	153	441	
Nursing	RT	1	120	4
Specialties in nursing	RT	89	120	
Botanic, Thomsonian, and eclectic medicine	RV	1	431	2
Homeopathy	RX	1	681	3b
Diseases, treatments, etc.	RX	211	581	
Materia medica and therapeutics	RX	601	675	
Other systems of medicine	RZ	201	999	
Chiropractic	RZ	201	275	2b
Osteopathy	RZ	301	397.5	
Osteo-magnetics, neuropathy, etc., A-Z	RZ	399	399	
Mental healing	RZ	400	408	

Medicine**Collection Level**

Miscellaneous systems and treatments	RZ	409.7	999
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Support for curricula in the field of computer science. As a new, high technology company, netLibrary is expected to provide materials to those most likely to use the medium. These materials are demanded by netLibrary clients and currently most likely to be supplied by netLibrary competitors. All current titles in this field are aggressively collected.

Computer Science**Collection Level**

Artificial intelligence	Q	334	335	4
Mathematics	QA	1	75	3a
Computer science--History, Biography	QA	75	76	3
Computer science--Careers, education, study and teaching, research	QA	76		4
Computers—Hybrid	QA	76.38	76.38	3b
Computers—Analog	QA	76.4		3
Computers--Digital, esp. parallel processing and super computing	QA	76.5		4
Computers--Digital, micro-, mini-, personal computers	QA	76.5		4
Computers--Operating systems	QA	76.6		4
Computer software—programming	QA	76.7		4
Computer software—programming languages	QA	76.7		4
Computer software—programming languages (high level)	QA	76.7		4
Computer software—programming languages (assembly language)	QA	76.7		3b
Computer software--Software engineering	QA	76.9		4
Computer science--algorithm analysis	QA	76.9		3
Computer science--database systems	QA	76.9		4
Computer architectures	QA	76.9		4
Computer arithmetic	QA	76.9		4
Computers and society	QA	76.9		3a
Computers and society—economic aspects	QA	76.9		4
Computers and society—psychological aspects	QA	76.9		3
Computers and society—Computers and children	QA	76.9		4
Computing systems	QA	76.9		4
Computing systems--expert systems	QA	76.9		4
Computing systems--fault tolerant computing	QA	76.9		3b
Computing systems--Interactive computer systems	QA	76.9		3b
Computing systems--virtual computer systems	QA	76.9		3b
Computing systems--distributed systems	QA	76.9		3b
Computer simulation	QA	76.9		3b
Computers--Standards, codes, specifications	QA	76.9		3
Popular works, recreations, etc.	QA	77	91	2
Sparse matrices	QA	188		3
Numerical computations	QA	297		3
Computer graphics	T	285		3
Computer vision	TA	1632		3
Robotics	TJ	210	211	4
Data communications, networking	TK	5101	6720	4
Electronics	TK	7800	8360	4
Computer industry (Business aspects)	H-HV			4

Research into distance education programs has revealed a large proportion of courses offered is in the field of Engineering. For this reason netLibrary is increasing collection activity in this area.

Engineering				Collection Level
General and Civil Engineering				
	TA	1	2040	4
Bioengineering	TA	164	164	
Systems Engineering	TA	168	168	
Environmental Engineering	TA	170	171	
Engineering design	TA	329	348	
Engineering mathematics	TA	349	360	
Applied mechanics	TA	401	492	
Mechanics of materials	TA	630	695	
Structural engineering	TA	630	695	
Structural dynamics	TA	654	654	
Stability of structures	TA	656	656	
Engineering geology	TA	705	710.5	
Transportation engineering	TA	1001	1280	
Applied optics	TA	1501	1820	
Hydraulic Engineering				
	TC	1	1645	2b
General hydraulics	TC	1	159	
Technical hydraulics	TC	160	181	
Water supply engineering	TC	401	526	
Ocean engineering	TC	1501	1645	
Environmental Technology				
	TD	1	1066	3b
Environmental pollution	TD	172	192	
Water pollution	TD	420	427	
Water purification	TD	430	480.7	
Water distribution	TD	481	500	
Sewage	TD	511	780	
Municipal solid waste	TD	785	812	
Air pollution	TD	878	893.5	
Factory wastes	TD	897	899	
Hazardous waste	TD	1030	1066	
Highway Engineering				
	TE	1	1298	3
Railroad Engineering				
	TF	1	1126	3
Bridge Engineering				
	TG	1	470	3
Building Construction				
	TH	1	9745	3
Construction materials	TH	144	455	
Structural engineering	TH	845	895	
Earthquakes and buildings	TH	1095	1095	
Environmental engineering	TH	6014	8581	
Protection of buildings	TH	9025	9745	
Mechanical Engineering				
	TJ	1	1496	4
General	TJ	1	160	
Energy engineering	TJ	163	169	
Mechanics of machinery	TJ	170	177	
Mechanical movements	TJ	181	210	
Robotics	TJ	210.3	211	
Machine vision	TJ	211.3	211.3	
Control engineering	TJ	212	225	
Motors and engines	TJ	751	830	
Solar energy	TJ	809	812.8	
Electrical Engineering				
	TK	1	9971	4
General	TK	1	451	
Electric materials	TK	453	453	
Electric circuits	TK	454	454.15	
Electric networks	TK	454.2	454.4	
Magnetic materials	TK	454.4.M3	454.4.M3	
Superconductors	TK	454.4.S93	454.4.S93	
Solar cells	TK	2960	2960	
Telecommunication	TK	5101	6720	
Data transmission systems*	TK	5105	5105	
Electronics	TK	7800	8360	
Electronic materials	TK	7869	7879	
Semiconductors	TK	7871.85	7871.99	
Microelectronics	TK	7874	7874	
Microwaves	TK	7876	7876	

Computer engineering*	TK	7885	7895	
Semiconductor devices*	TK	8330	8334	
Nuclear engineering	TK	9001	9401	
Motor Vehicles				
Automotive engineering	TL	1	4050	3a
Electric automobiles	TL	1	480	
Aeronautics	TL	220	220	
Aeronautical engineering	TL	500	777	
Aircraft	TL	570	587	
Materials	TL	600	668	
Motors and propulsion	TL	698	699	
Pyrotechnics	TL	701	709.5	
Astronautics	TL	784.P9	784.P9	
Mining Engineering				
Metallurgy	TN	787	4050	
Powder metallurgy	TN	1	997	3
Chemical Technology				
Chemical engineering	TP	600	799	
Catalysis	TP	695	695	
Chemicals	TP	1	1185	3
Biotechnology	TP	1	156	
Industrial electrochemistry	TP	156.C35	156.C35	
Explosives and pyrotechnics	TP	200	248	
Fuel	TP	248.13	248.65	
Low temperature engineering	TP	250	261	
Fermentation	TP	297.5	301	
Petroleum	TP	315	360	
Ceramics	TP	480	498	
Plastics	TP	500	659	
Manufactures				
Production management	TS	690	692	
	TS	785	869	
	TS	1101	1185	
	TS	1	2283	2b
	TS	155	193	

*See also Computer Science

Public Libraries

netLibrary service to public libraries will contribute to the public library mission(s) of informational needs, literacy, lifelong learning, and recreational reading of the general public. Public librarians, their patrons, and other community individuals and agencies will be the driving force behind the collections netLibrary teams will provide.

Collection Level	Description
0	Out of scope: The library does not collect in this subject.
1	Minimal level: A subject area in which few selections are made beyond very basic works.
2	Basic information: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals.
3	Study or instructional support: The collection includes a broad range of basic works in appropriate formats, "classic" retrospective materials, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.
4	Research: A collection that includes the major published resources. It is intended to include all important reference works and a wide selection of specialized monographs. Older material is usually retained for historical research and actively preserved. Examples of such public library collections include: local history, genealogy, and small business needs.
5	Comprehensive: A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Public Library Collection Levels

Dewey Decimal	Collection Level	Subjects
000-099	2	Generalities; including encyclopedias, general works
004-006	3b	Computers
100-199	2	Philosophy and Psychology
200-299	2	Religion
300-399	2	Social Sciences
340-349	3a	Law; including "do it yourself" books on topics such as wills and divorce
370-379	3a	Education; including careers, test guides, colleges, and resources for home schooling
400-499	2	Languages
500-599	2	Pure Sciences
510-519	2	Mathematics
520-529	2	Astronomy
530-539	2	Physics
540-549	2	Chemistry
550-559	2	Earth Sciences
560-569	2	Paleontology
570-579	2	Life Sciences
580-589	2	Botanical Sciences
590-599	2	Zoological Sciences
600-699	2	Technology and Business
640-649	3a	Home Economics; includes cooking, crafts,
650-659	3a	Business Management
700-799	2	Fine Arts
740-759	2	Drawing and Painting
780-789	2	Music
800-899	2	Literature
810-819	3a	American Literature
820-829	3a	English Literature
900-999	2	Geography and History
910-919	3a	Travel
920-929	3a	Biographies
930-939	2	History of the Ancient World
940-949	2	History of Europe
950-959	2	History of Asia
960-969	2	History of Africa
970-979	3a	History of North America
973	3a	Native Americans
980-989	2	History of South America
Fiction	4	Fiction

Our customers, as stated above will drive collections for the public library market. However, the following areas have been identified as areas of special interest, and therefore will be given special attention.

Collection Area	Dewey range	Conspectus	Notes
Computers	004-006	3b	Basic works on computers, including operating systems, software, basic computer maintenance, and the internet
Consumer Health	610-619	3b	Basic works aimed at the general public on various aspects of health and alternative health
Travel	913-919	3b	Current domestic and international travel guides; travel tips and how-to
Careers	001-999	3b	Works on various careers and professions, resume writing, interviewing skills, job hunting, and basic work habits and skills
Business	650-699	3	Aimed at small businesses and personal investors, including basics of small business start-up, marketing, accounting, business management, etc. Investing for personal investors
Consumer Law	340-349	3	Works aimed at the general public including, but not limited to, wills, divorce, landlord/tenant, and small claims court
How-to	001-999	3	Basic how-to books in all areas

netLibrary service to school libraries will support K-12 curricula, educator support materials, and the recreational reading needs of the students. Input from the education community and use of state curriculum standards will be a direct guide for identifying and collecting materials of greatest use and in demand in the electronic school community.

School Library Collection Levels (K-12)

Dewey Decimal	Collection Level	Subjects
000-099	2	Generalities; including encyclopedias, general works
004-006	3	Computers
100-199	2	Philosophy and Psychology
200-299	2	Religion
300-399	4	Social Sciences
370-379	3	Education; including careers, test guides, colleges
400-499	2	Languages
500-599	3	Pure Sciences
510-519	3	Mathematics
520-529	2	Astronomy
530-539	3	Physics
540-549	3	Chemistry
550-559	3	Earth Sciences
560-569	2	Paleontology
570-579	3	Life Sciences
580-589	3	Botanical Sciences
590-599	3	Zoological Sciences
600-699	2	Technology and Business
640-649	3	Home Economics; includes cooking, crafts,
650-659	1	Business Management
700-799	3	Fine Arts
740-759	3	Drawing and Painting
780-789	3	Music
800-899	3	Literature
810-819	3	American Literature
820-829	3	English Literature
900-999	3	Geography and History
920-929	3	Biographies
930-939	3	History of the Ancient World
940-949	3	History of Europe
950-959	2	History of Asia
960-969	2	History of Africa
970-979	3	History of North America
973	3	Native Americans
980-989	2	History of South America
Fiction	4	Fiction

The education community and use of state curriculum standards, as stated above will drive collections for the K-12 library market. However, the following areas have been identified as areas of special interest, and therefore will be given special attention.

Collection Area/popular assignments	Dewey range	Conspectus	Notes
States	973-979	4	Individual states of the United States
Countries	910, 913-919, 930-972, 980-999	4	Countries of the world, including, but not limited to, history, geography, and culture
Plants	580-588	4	Biology of plants
Animals	590-599	4	Biology of animals, including endangered species
Human body/ health	610-612, 614, 616	4	Human body, including anatomy, diseases, disease prevention, and related topics
Science Fair	500-638	4	Science experiments, as well as works supporting the experiments
History Fair	900-999	4	History of the United States, other countries, biographies, and genealogy
Artists	703, 709, 720-799	4	Biographical works as well as examples and critique/explanation of artists' works
Composers	780-788	4	Biographical works as well as critique/explanation of composers' works
Poetry	810, 821, 831, 841, 851, 861, 871, 881-884, 889-899	4	Poetry, biographies of poets, critique/explanation of poets' works
Chemistry	540-541, 546-548	4	Chemical elements, basic chemistry
Native American Tribes	973	4	Native American Tribes, including but not limited to, history, geography, culture, customs, and languages
Earth Sciences	550-569	4	Earth sciences, including but not limited to volcanoes, earthquakes, habitats, etc.
Heritage Months (Asian, African American, Hispanic, etc.)		4	Biographical, cultural, historical information on various cultures
Women's history		4	Biographies and history of women in all fields
Holidays in other countries		4	Holidays and customs of other countries
Planets/astronomy	520-529	4	Planets, comets, asteroids, and general astronomy

Corporate Libraries

This document conveys the collection practices of netLibrary to the business and research needs of corporate and special libraries. Corporate libraries serve closed, specialized communities with varying research requirements within the specific corporation. The level of depth of selection within a subject area will depend upon particular corporate mandate. For example, a corporate library may have a broad range of management titles for training purposes (3a) as well as a research collection in engineering for patent research (4-5). netLibrary will collect a broad base of business titles for the corporate market. As the corporate sales teams identify markets for penetration, we will collect heavily in those areas.

Target Industry Segments Include:

Pharmaceuticals
Securities
Commercial Banks
Aerospace
Insurance
Electronics, Electrical Equipment
Computers, Office Equipment
Diversified Financials
Computer Software
Computer and Data Services
Advertising & Marketing
Health Care
Telecommunications

Sample Business Subjects Include:

Business Communications
Business Education
Business Histories
Business Law
Business Software
Career Development
Customer Service
Economics
Electronic Commerce
Entrepreneurship
ERP & Enterprise Computing Systems
Finance
General Business
Human Resources & Development
International Business
Investing
Management
Marketing & Publicity
Nonprofit Enterprises
Quality
Real Estate
Reference Center
Research & Development
Society and Technology

Sample Computing & Internet Subjects

Artificial Intelligence - AI
CAD/CAM
Database
Desktop Applications
Desktop Publishing
Documentation Center
Electronic Commerce
Entrepreneurship
ERP & Enterprise Computing Systems
Hardware
LearnKey
Management
Manufacturing & Fabrication
Multimedia
Nanotechnology
Networking & Telecommunications
Online / Internet
Operating Systems
Popular Science
Programming
Quality
Reference Center
Research & Development
Scientific Computing
SmartForce
Society and Technology
The Training Center

Sample Science & Engineering Subjects

Aerospace
Agricultural Sciences
Anthropology
Archaeology
Artificial Intelligence - AI
Astronomy
Biology
CAD/CAM
Chemical Engineering & Materials
Chemistry
Civil Engineering
Education
Electrical Engineering
Fluid Dynamics & Rheology
General Science
Genetics & Biotechnology
Geography
Geological Sciences
Lasers
Linguistics & Language
Manufacturing & Fabrication
Mathematics
Mechanical Engineering
Medicine
Meteorology & Weather
Nanotechnology
Nuclear Engineering
Oceanography
Optical Physics
Physics
Pollution & The Environment
Popular Science
RADAR Technologies
Reference Center
Research & Development
Scientific Computing
Society and Technology
