



**C.A. KIRKENDOLL LEARNING RESOURCES CENTER
(LRC)
POLICIES AND PROCEDURES
OPERATIONS MANUAL**

LIBRARY MISSION STATEMENT

The mission statement of the C.A. Kirkendoll Learning Resource Center (LRC) is to support students, faculty, and staff by acquiring, organizing, facilitating the use of and maintaining a well-balanced up to date collection of information resources, through technological and personal services, that aid in producing responsible citizens who help shape the global society.

COLLEGE MISSION STATEMENT

Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. The College through dedicated faculty cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society.

FOREWORD

The C.A. Kirkendoll Learning Resources Center (LRC) opened for service on February 13, 1978 and was officially dedicated on October 17, 1978. The LRC is named for the late Bishop Chester Arthur Kirkendoll, then presiding Bishop of the Fifth Episcopal District of the Christian Methodist Episcopal Church, and Chairman of the Board of Trustees of Miles College. The Center embodies the concept of integrated user services, and enrichment to the instructional program of the college by providing information in a variety of styles and formats.


This Policies and Procedures-Operations Manual discusses these services and the policies and procedures for implementing this functional LRC that focuses on user needs. Further, these policies are based on sound educational practice, professional judgment and recommendations of the American Association of College and Research Libraries. For additional information about the LRC, please visit the college's website at <https://www.miles.edu/library>.

Miles College
5500 Myron Massey Boulevard
Fairfield, AL 35064
Phone: 205-929-1714
Email: askalibrarian@miles.edu

LRC HOURS OF OPERATION

Days	Open Time	Close Time
Mondays	7:30 AM	12:00 AM
Tuesdays	7:30 AM	12:00 AM
Wednesdays	7:30 AM	12:00 AM
Thursdays	7:30 AM	12:00 AM
Fridays	8:00 AM	5:00 PM
Saturdays	8:00 AM	10:00 PM
Sundays	1:00 PM	10:00 PM

LRC - Hours of Operations Exceptions:

 Any other exceptions to the above hours will be posted.

BACHE INSTITUTIONS

The Birmingham Area Consortium for Higher Education (BACHE) is a partnership among the five four-year colleges and universities in the greater Birmingham area (*University of Alabama at Birmingham-UAB, University of Montevallo, Samford University, and Birmingham-Southern College*). Created by the presidents in 1996 to advance academic excellence through collaborative activities and shared resources, BACHE enhances educational opportunities for students and provides services and support to faculty, staff and the community. As such, students, faculty and staff may access the library resources of all the member libraries in person by presenting a valid college issued I.D card. Borrowers are expected to observe all of the circulation policies of the lending institutions including fines for late returns and payment for lost items.

INTERLIBRARY LOAN SERVICE

Since it is impossible to offer every item that users need, students, faculty and staff have the option of securing interlibrary loans. Items requested are those that we do not have in our collection, but they are available from other libraries nationwide. To use this service, the user should request an Interlibrary Loan Form from one of the librarians for this purpose. If the user wishes to search the databases of other libraries for specific bibliographic data, it is recommended that an individual begin with World Cat (<https://www.worldcat.org/>), and the Library of Congress Catalog (<https://catalog.loc.gov/vwebv/searchBrowse>). World Cat is available through the Alabama Virtual Library (<https://www.avl.lib.al.us/>). The LRC covers the cost for postage associated with acquiring and returning items borrowed on interlibrary loan.

NETWORKS

The LRC is a member of several networks including the Historically Black College and Universities (HBCU) Libraries Network, Ohio College Learning Center (OCLC), BACHE, and The Network of Alabama Academic Libraries (NAAL). These networks allow the joint purchase of expensive items, sharing resources, joint submission of grants, and sharing of best practices.

RESOURCES

Books:

- ✚ The print collection is available for access through the Polaris Automated System. Polaris is the on-line public access catalog (OPAC) that indexes the holdings of the LRC. This automated catalog is accessed by clicking on the icon on one of the college's computers or typing: <http://miles.polarislibrary.com> Users may begin to use this catalog by doing a Quick Search, Keyword Search or a Browse Search. Librarians are always available to help as needed. Polaris online public access allows users to access the library's catalog of holdings from the LRC as well as from local campus sites. Books are classified and shelved according to the Library of Congress Cataloging System. To locate a book in the stacks, please refer to the call number guide at the entrance of the stacks and to the guide cards at the beginning of each aisle of shelving.

EBooks:

- ✚ The LRC provides various ways in which students, faculty, and staff can access eBooks. CREDO Reference (<https://search.credoreference.com/>) contains eBooks and periodicals accessible to faculty, students, and staff. Miles College provides all students and faculty with eTextbooks through Cengage. Open Educational Resources (OER) which contain eBooks are made available for faculty, students, and staff through the following websites:
 - Merlot: <https://www.merlot.org/merlot/>
 - OpenStax: <https://openstax.org/>

Periodicals:

- ✚ Periodicals are available through Alabama Virtual Library (AVL) Databases. Additionally, periodicals are electronic and available via databases such as EBSCO (<https://www.ebsco.com/>) host and GALE (<https://www.gale.com/>).

Newspapers:

- ✚ The *Birmingham Times* and *Birmingham News*, are local newspapers received on a consistent basis, and are housed in the LRC reference area or behind the circulation desk. All other national newspapers, such as the *New York Times*, *USA Today*, and the *Washington Post* are currently available online.

Special Collections:

- ✚ The *Mattie Jackson African-American Center* contains a diverse collection of books about African- Americans. Because select books are rare and out-of-print, they circulate only with special permission of the Librarian.

Microforms:

- ✚ Microforms (microfilm and microfiche) do not circulate, but are available for in-house use.

Reference Books:

- ✚ Due to the specialized nature of reference books, they do not circulate except upon special permission as a reserve item or by faculty request.

Children's Books:

- ✚ A small, but growing collection of children's books is available for circulation.

Archival Collections:

- ✚ The Miles Colleges Archives contains holdings of historical interest to the college, particularly those of former presidents of the institution. The Christian Methodist Church Archives contains materials of historical interest to the CME Church.

Digitized Collection:

- ✚ The Library houses a digitized collection of historical material relative to the founding of the College. It is available at the following site:
<https://hbcudigitalibrary.auctr.edu/digital/collection/mctb/search>.

Other LRC Resources

A collection of non-print materials is available in the Media Center, located on the first floor of the building. They are available for use during all hours the LRC is open. Other services available in the Media Center include:

- ✚ **Class scheduling**-to view videos and other materials, micro-teaching - faculty may reserve the Media Center if they wish to videotape their classes; preview of materials;
- ✚ **Micro-teaching** to reserve the Media Center for videotaping classes
- ✚ **Preview materials**
- ✚ **Duplication services**-to make copies of videotapes or to convert videotapes to DVD's.

Requests for equipment or classroom space should be made at least two days in advance. Equipment may be kept for a period of one week provided it is not in demand.

SERVICES OF THE LEARNING RESOURCES CENTER

Borrowing Privileges

Borrowing privileges are available to faculty, staff and students. Users must activate library privileges, via their campus ID card, by filling out a request at the circulation desk. Books are loaned for a period of three (3) weeks for the general collection. Renewals are available only once, provided the materials are not needed.

For general collection books, there is a .10 cents per day fine (after 3-weeks). For the children's collection, there is fine of .35 cents per day (after 3 days), the African American books, there is a .75 cents per day fine (after 7-days), and a charge for overdue books. When books are lost, users are charged the actual cost of obtaining the material plus a \$15.00 processing fee. Records of all fines, fees and loss books are forwarded to the Business Office and are charged to the user's account. All accounts must be cleared before graduation and before transcripts can be sent to another institution. Copying Privileges are extended to all users for at no cost.

Reserve Books

Reserve books are made available when the faculty member fills out a "Request for Reserve Books" form. The bibliographic data for each item should be as complete as possible as well as the recommended length of time for the length of the loan, e.g., two-hour loan, three-day loan, overnight loan.

Ask A Librarian

Ask the Librarian is a service found on the library's web site (<https://www.miles.edu/library/1/Online-Resources>.) Users may ask a librarian for specific help and expect to get a reply within a day or so.

Acquisition of Resources

Any member of the faculty, staff or student body may recommend titles for purchase that will support the instructional and research programs of the institution. A Book Request Form is to be used for the purpose of recommending books, data bases, periodicals or other library materials.

Polaris

Polaris is the on-line public access catalog (OPAC) that indexes the holdings of the LRC. This automated catalog is accessed by clicking on the icon on one of the college's computers or typing: <http://miles.polarislibrary.com>. Users may begin to use this catalog by doing a "Quick Search", "Keyword Search" or a "Browse Search". Librarians are always available to help as needed.

Information Literacy Classes (Library Instruction)

Information literacy classes/Librarian instruction are offered to faculty, students, and staff upon request.

Reference

Although Boolean Searching is covered in the Information Literacy classes, occasionally users need the services and dedicated time of a Reference Librarian to assist in their literature searches. Librarians are always eager to help in any way possible.



C.A. KIRKENDOLL LEARNING RESOURCES CENTER (LRC) POLICIES AND PROCEDURES

Policies and procedures of the Library have been formulated by the Library Staff, approved by the Library Committee and the College Administration as supportive documents for the administration of the Library.

Acquisitions Policy:

- ✚ The Library is charged with the responsibility of serving the reading, research, reference, and recreational reading needs of faculty, staff and students of Miles College. Therefore, the Acquisitions Policy of the C. A. Kirkendoll Learning Resources Center is to build a collection, collaboratively that will meet the mission of our user group. It is the aim of the Learning Resources Center to build in all appropriate curriculum areas a collection of the highest degree of excellence, both quantitatively and qualitatively, supportive of the college's mission and curriculum goals and objectives. It is the responsibility of the Library Director to implement this policy.

Selection Policy:

Academic Library Selection Criteria

The LRC in collaboration with administrators, faculty, and staff seeks to support the mission of Miles College, curriculum, and College's needs when selecting materials. The criteria that we seek to meet is as follows:

- Choose resources in a variety of formats (virtually and physically)
- Choose materials that are current, accurate and of good quality
- Choose materials that are relevant to the needs of our curriculum
- Choose appropriately leveled materials for the study of subject matter
- Consider cost

Choices for selection of materials for inclusion in the library collection are based on knowledgeable librarians, faculty, students; dependable professional review journals and authoritative reviewers. Materials must meet the following criteria:

- Timeliness Accuracy
- Authority, honesty, and credibility of the author and publisher

Usefulness of materials with respect to other works already in the collection or easily available from other sources including: Representation of all sides of controversial

issues; The avoidance of materials which merely duplicate, either outright or in substance materials already held; The avoidance of expensive materials of limited use when they are held by other local libraries; The scarcity of material on the subject; The price of the work in comparison with other equally useful material; The format of the work; The appropriateness of the material with respect to the curriculum.

COLLECTION DEVELOPMENT POLICIES AND PROCEDURES

Paperbacks

- ✚ When there is a choice between a hardback and a paperback copy of a book, the paperback copy will be purchased, due to cost considerations. If it is anticipated that a title will circulate numerous times, the hardback copy will be purchased due to durability.

Periodicals

- ✚ Select online periodicals are available via EBSCO Host. Print periodicals in the LRC include print journals and newspapers. The goal of the library is to maintain subscriptions to print periodicals that are necessary and vital in support of our curriculum and appropriate to the size of a small academic library collection and to supplement these with other titles as the budget allows. The library does not acquire or process any print subscriptions purchased with funds outside the library budget.

Newspapers

- ✚ The Library subscribes to representative local, regional and national newspapers. *** look at peer institutions "Collection Development PP" on newspapers to assist with language in this section.

Foreign Language Materials

- ✚ Materials in foreign languages are purchased to support the language curricula offered by the College and when a specific need is evident for a foreign language edition. *** look at peer institutions "Collection Development PP" on FL to assist with language in this section.

Ephemeral or Little-Used Materials

- ✚ Resources needed to support the research of an individual student or faculty member are obtained, whenever possible, through interlibrary loan rather than by direct purchases.

Out-of-Print Materials

- ✚ Out-of-Print materials are sought through catalogs of out-of-print book dealers or services of major jobbers.

Textbooks

- ✚ Textbooks are purchased for the collection when they supply information in areas which they may be the best and only source of information on the subject. Except in extraordinary circumstances, textbooks currently in use on the campus will not be purchased for the collection.

Media Resources

- ✚ The Library acquires a limited number of videos, DVD's and CD's based on curriculum needs of the college.

Duplicates

- ✚ The Library will purchase duplicate copies only in cases of demonstrated need.

Replacement of Missing Books

- ✚ Missing books are re-ordered and added to the collection as soon as their continued usefulness is determined.

Gifts

- The Library will accept gifts only upon the recommendation of the **Development Office**, Dr. Arthur Briagti, Senior Vice President of Institutional Planning and Development, who is charged with the responsibility of ascertaining the usefulness of such gifts.

Weeding/Analysis of Collection

- ✚ In an effort to maintain the vitality and usefulness of the collection, the Library will conduct a systematic program of weeding from the general collection of those items which are obsolete or are no longer appropriate or relevant to the curriculum. As in the selection process, consideration of recommendations by faculty is essential. Generally, the Library follows the Weeding Policy recommended by the Association of College and Research Libraries (ACRL) <https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>.

Electronic Resources

- ✚ The LRC collects electronic resources to support the Miles College campus community in their instructional and research endeavors. Electronic resources are defined as resources that require electronic access. These include, but are not limited to:
 - Electronic journals or journal collections;
 - Electronic reference materials;
 - Electronic books or book collections; and
 - Streaming audio or video services.

STUDENT BEHAVIOR POLICIES AND PROCEDURES

Student behavior policies and procedures are governed by the [Miles College Student Handbook](#), College Regulations and Code of Ethics.

Specific incidents related to destruction of property, mutilation of materials, disorderly conduct, failure to comply with directives, and theft of library property will be referred to the Dean of Students for implementation.

A [Student Incident Report Form](#) will be filled out by the appropriate library staff member and forwarded to the Library Director and the Dean of Students.

ASSESSMENT POLICIES AND PROCEDURES

Program Assessment:

- Library User Survey is administered annually.
- Daily Desk Audit

Instructional Assessment:

- An Instructional Evaluation Form will be completed by faculty and students upon completion of library orientation and library information literacy classes. These classes are conducted during the fall and spring semesters.

COPYRIGHT POLICY AND PROCEDURE

All library users are expected to obey the United States copyright laws in their use of print, audiovisual materials, and computer software. Illegal copies of copyrighted materials may not be made or used on equipment owned by the college. The college shall not assume liability for any violation of this policy.

INTERNET POLICY

The LRC provides Internet access to faculty, staff and students in order to make available a vast array of information resources and to allow members of the college community to become familiar with state-of-the-art information technology.

The LRC has no control over the information accessed through the Internet and cannot be held responsible for its content or accuracy. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of or exposure to the Internet through the library's connection. The Internet and its resources contain a wide variety of information and opinions from varied points of view. The library strives to balance the rights of users to access these resources with the rights of people to work in a public environment free from disruptive sounds and offensive visuals. There are information resources on the internet that are inappropriate. Illegal or disruptive activities that interfere with users, services, or equipment are prohibited. The library does not permit the use of chat rooms and other Internet services and products that do not support the library's mission.

Dissemination or public display of obscene matter is a misdemeanor in Alabama.

13A-12-200.3

Dissemination or public display of obscene matter containing visual reproduction of persons under 17 years of age involved in obscene acts is a Class B felony in Alabama.

13A-12-191

Violation of the law will subject you to loss of the library privileges or criminal prosecution

Copies obtained from the Internet may be subject to copyright law. Violation of the law will subject you to an action for damages and/or an injunction.

APPENDIX A

Forms



C.A. Kirkendoll
Learning Resources Center
BOOK REQUEST FORM

CLASS NO.	AUTHOR
ACCESSION NO.	TITLE
COPIES ORDERED	
DATE ORDERED	PLACE AND PUBLISHER YEAR
FROM	EDITION OR SERIES LIST
DATE RECEIVED	ILLUSTRATOR NUMBER OF COPIES
COST	DEPT. FOR WHICH RECOMMENDED REVIEWED
	INSTRUCTOR



C.A. Kirkendoll
Learning Resources Center
INTERLIBRARY LOAN MATERIALS REQUEST FORM

Submitted by: _____ Title _____ Date _____

Phone _____ Email _____

Status (select one) _____ Faculty/Staff- Please list course number related to material _____

_____ Student – Please list course number related to material _____

_____ Community Patron

Select one _____ Material to be purchased _____ Material requested via Interlibrary loan*

This option is available to faculty, staff and students ONLY

ITEM (i.e., book, equipment, journal, multimedia)	DESCRIPTION (Title, author, make model, publisher, etc.)	OTHER INFORMATION THAT MAY ASSIST IN LOCATING MATERIALS (ISBN, year, prefer digital format, DOI, OCLC number, website link, etc.)



C.A. Kirkendoll
Learning Resources Center
LIBRARY CARD ACTIVATION FORM

PATRON'S PROFILE

DATE _____ CLASSIFICATION _____

NAME _____
Last First M.I.

ADDRESS _____
CITY STATE ZIP CODE

STUDENT NUMBER _____

EMAIL ADDRESS _____ ALTERNATE EMAIL _____

LOCAL / CAMPUS ADDRESS _____

TELEPHONE NUMBER _____

BARCODE ID _____



C.A. Kirkendoll
Learning Resources Center
RESERVE FORM

DATE _____

NAME _____ COURSE NAME & NUMBER _____

DIVISION _____ NUMBER OF STUDENTS IN CLASS _____

DESIRED DATE FOR COMPLETION _____

I would like to request that the following books be:

Check One

Length of Loan

- Placed on reserve for me.
- Added to my reserve books.
- Retained on my reserve, as all others are to be removed.
- Removed from my reserve books.

- Overnight
- 3 Days
- 2 hours

✚ If more than one of the above is desired, use a separate form for each.

Call#	Author- Surname and Initials	Title	Date Book(s) can be removed from reserve

APPENDIX B

Evaluation Tools



**C.A. Kirkendoll Learning Resources Center
Daily Desk Audit**

Library employees are to set a professional example for patrons that are in need of our services. Our primary goal in the LRC is providing our students with resources and information to help with their academic growth while providing excellent customer service. Keeping track of the students you assist is important for our annual statistics; this includes the number and the level of assistance.

Everyone who works at the Circulation Desk must sign this form at the conclusion of the work day.

8:00 a.m.–5:00 p.m.

<i>Employee</i>	<i># of Patrons Assisted *</i>	<i>Reserve Materials Check-out</i>	<i>Polaris</i>		<i># of Circulation</i>	<i>Polaris</i>	
			<i>Check-in</i>	<i>Check-out</i>	<i>Desk Questions</i>	<i>Registration</i>	
Tutt							

*How did you assist the patron?

5:00 p.m. -9:00 p.m.

<i>Employee</i>	<i># of Patrons Assisted *</i>	<i>Reserve Materials Check-out</i>	<i>Polaris</i>		<i># of Circulation</i>	<i>Polaris</i>	
			<i>Check-in</i>	<i>Check-out</i>	<i>Desk Questions</i>	<i>Registration</i>	
Fields							

*How did you assist the patron?

8:00 a.m.-9:00 p.m.

<i>Work Study Student</i>	<i># of Patrons Assisted *</i>	<i>Reserve Materials Check-out</i>	<i>Polaris</i>		<i># of Circulation</i>	<i>Polaris</i>	
			<i>Check-in</i>	<i>Check-out</i>	<i>Desk Questions</i>	<i>Registration</i>	

Please list any problems or issues that occurred in the LRC on this date:

Signed: _____



C.A. Kirkendoll Learning Resources Center
Library Presentation Evaluation Form

To help us better serve you, please complete this survey. Thank you, we value your opinion.

Select One	_____ Faculty _____ Student
TERM	_____ Fall _____ Spring _____ Summer
YEAR	
Course and Number	Presenter _____
SECTION	Title _____
Instructor	

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The library presentation was well organized and flowed smoothly.					
The material was presented in a clear and understandable manner.					
The amount of material covered was appropriate to the allotted time.					
The material was presented at an appropriate pace.					
This session provided valuable information on citing references.					
This session provided adequate understanding in the use of Alabama Virtual Library resources.					
The librarian encouraged student participation and questions.					
After participating in the library session, I am more likely to use the library resources and services.					

What aspects of the session did you find most helpful? _____

What changes would you recommend? _____

Additional Comments _____



LIBRARY SATISFACTION SURVEY

The purpose of this survey is to improve library service at this institution.

Check one: Student Faculty Staff Visitor

Frequency of Library Use

How often do you use your library here at Miles College?

Daily Weekly Monthly

For what purpose do you use your library?

Study Prepare Assignments Use computers Social
 Research Other (please list)

Is this your first time taking the Library Satisfaction Survey? Yes or No

Please rate each of the following once and circle the level of importance each item is to you, 1 being very important, 2 important, 3 not important.

How satisfied are you with	very satisfied	satisfied	undecided	dissatisfied	very dissatisfied	
Facilities						
Layout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Public Access Workstations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Overall Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Service Point Locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Physical Location on Campus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Furnishings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3
Technology Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 2 3

APPENDIX C

The Library of Congress Classification System

Library of Congress Classification System

The books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 20 classes. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

A General Works

AC	Collections
AE	Encyclopedias
AG	Dictionaries
AI	Indexes
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academics and Societies
AY	Yearbooks, Almanacs, Directories

B Philosophy, Psychology, Religion

B	Philosophy (General)
BC	Logic
BD	Speculative Philosophy
BF	Psychology, Parapsychology, Occultism
BH	Aesthetics
BJ	Ethics, Social Usages, Etiquette
BL	Religions, Mythology
BM	Judaism
BP	Islam, Bahaim, Theosophy, etc.
BQ	Buddhism
BR	Christianity
BS	Bible
BT	Christianity: Doctrinal Theology
BV	Christianity: Practical Theology
BX	Christian Denominations

C Auxiliary Sciences of History

C	General
CB	History of Civilization
C	Archaeology
CD	Diplomatic, Archives, Seals

CE	Technical Chronology, Calendar
CJ	Numismatics
CN	Inscriptions, Epigraphy
CR	Heraldry
CS	Genealogy
CT	Biography

D History, General and Old World

D	General
DA	Great Britain
DB	Austria, Hungary, Czechoslovakia
DC	France
DD	Germany
DE	Mediterranean Region - Classical
DF	Greece
DG	Italy
DH	Low Countries: Belgium, Luxembourg
DJ	Netherlands (Holland)
DJK	Eastern Europe
DK	Soviet Union. Poland
DL	Northern Europe. Scandinavia
DP	Spain. Portugal
DQ	Switzerland
DR	Balkan Peninsula. Turkey
DS	Asia
DT	Africa
DU	Oceania, Australia, New Zealand
DX	Gypsies

E-F History: Western Hemisphere

E	America
F	U. S. Local History. Canada. Latin America

G Geography, Anthropology, Recreation

G	General Atlases, Maps
GA	Mathematical Geography. Cartography
GB	Physical Geography
GC	Oceanography
GF	Human Ecology Anthropogeography
GN	Anthropology
GR	Folklore
GT	Manners and Customs

GV Recreation. Sports. Games

H Social Sciences

H General
HA Statistics
BB Economics
HC Economic History
HD Land. Agriculture. Industry. Labor
HE Transportation and Communications
HF Commerce
HG Finance
HJ Public Finance
HM Sociology
HN Social History
HQ Family. Marriage. Women
HS Societies. Clubs
HT Communities. Classes. Races
HV Social Pathology. Social Service. Criminology
HX Socialism. Communism

J Political Science

J General Legislative and Executive Papers
JA Political Science - General
JC Political Theory. The State
JF Constitutional History - General
JK Constitutional History - United States
JL Constitutional History - Canada, Latin America
JN Constitutional History - Europe
JQ Constitutional History - Asia. Africa. Australia. Oceania
JS Local Government
JV Colonies and Colonization
JX International Law. International Relations

K Law

K General
KD United Kingdom and Ireland
KDZ America. North America.
 KE Canada
 KF United States
 KG-KR Latin America

KJ-KK Europe

L Education

L General
LA History of Education
LB Theory and Practice of Education
LC Special Aspects of Education
LD Individual Institutions - U. S.
LE Individual Institutions - Other Americas
LF Individual Institutions - Europe
LG Individual Institutions - Asia, Africa,
Oceania
LH College Publications
LJ Student Fraternities and Sororities
LT Textbooks

M Music

M General
ML Literature of Music
MT Music Instruction

N Fine Arts

N Visual arts (General)
NA Architecture
NB Sculpture
NC Drawing, Deign
ND Painting
NE Print Media
NK Decorative Arts. Applied Arts
NX Arts in General

P Language and Literature

P Philology and Linguistics
PA Classical Languages and Literature
PB Celtic Languages
PC Roman Languages
PD German Languages. Scandinavian Languages
PE English Languages
PF West Germanic Languages. Dutch. German

PG	Slavic. Baltic. Armenian Languages and Literature.
<i>PH</i>	Finno-Ugrian Languages and Literature.
PJ	Oriental Languages and Literatures
PK	India-Iranian Languages and Literatures
PL	East Asian Languages and Literature
PM	American Indian Languages. Artificial Languages
PN	Literature - General Literary History and Collections. Performing Arts.
PQ	Romance Literature
PR	English Literature
PS	American Literature
PT	Germanic Literatures
PZ	Juvenile belle letters

Q Science

Q	General
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History. Biology
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Microbiology

R Medicine

R	General
RA	Public Aspects of Medicine
RB	Pathology
RC	Internal Medicine
RD	Surgery
RE	Ophthalmology
RF	Otorhinolaryngology
RG	Gynecology and Obstetrics
RJ	Pediatrics
RK	Dentistry

RL	Dermatology
RM	Therapeutics. Pharmacology
RS	Pharmacy. Material Medical
RT	Nursing
RV	Botanic. Thomsonianism. Eclectic
MedicineRX	Homeopathy
RZ	Other Systems of Medicine

S Agriculture

S	General
SB	Plant Culture
SD	Forestry
SF	Animal Culture
SH	Aquaculture. Fisheries. Angling
SK	Hunting

T Technology

T	General
TA	Engineering - General and Civil
TC	Hydraulic Engineering
TD	Environmental Technology. Sanitary Engineering
TE	Highway Engineering
TF	Railroad Engineering
TG	Bridge Construction
TH	Building Construction
TJ	Mechanical Engineering and Machinery
TK	Electrical Engineering. -Electronics. Nuclear Engineering
TL	Motor Vehicles. Aeronautics. Astronautics
TN	Mining Engineering. Metallurgy
TP	Chemical Technology
TR	Photography
TS	Manufactures
TT	Handcrafts Arts and Crafts
TX	Home Economics

U Military Science

U	General
UA	Armies
UB	Military Administration
UC	Maintenance and Transportation
UD	Infantry

UE Cavalry. Armored Cavalry
UF Artillery
UG Military Engineering. Air Forces. Air Warfare
UH Other Services

V Naval Science

V General
VA Navies
VB Naval Administration
VC Naval Maintenance
VD Naval Seamen
VE Marines
VF Naval Ordnance
VG Minor Services of Navies
VK Navigation. Merchant Marine
VM Naval Architecture. Marine Engineering

Z Bibliography: Library Science

Z Books. Book Industries. Libraries. Library Science. Bibliography