

Appendix E – Reference Guide for Selection in Copyright

The following represents guidelines for selection based on Collection Policy Statements (CPS), Acquisition guidelines or Library On-Line Acquisition Manual (LOLA M) and guidance from ACQ Selection Officers (SO). They are not exhaustive and do not represent an automatic guide for selection. They do not negate or replace the judgment involved in determining selection for the LC collection. This is a reference tool that can be used in accordance with routine selection.

Monograph selection

In reviewing material for selection decision, first answer these questions:

1. Is material to be registered with Deposit Account (DA) payment?

- Recognize that the majority of DA works are typically selected, and most cash published monographs are held aside for the ACQ SO. Regardless of whether payment is DA or cash payment, continue to review following questions.

2. Is material a serial?

- If yes, send to ACQ SO in appropriate serials processing location
- If no, continue to next question

3. Is material a trade publication? Trade publications are those published by a major publisher (such as Random House) or would this be found in your major bookstore?

- If yes, then selection decision is to acquire two copies
- If no, continue to next question.

4. Is material published by academic press? Examples include: Harvard University Press, Yale University Press, Oxford University Press, and University of Michigan¹.

- If yes, then selection decision is to acquire two copies.
- If no, continue on to next question.

5. Is material published by Vanity press or on-demand self-publishers? Examples of Vanity publishers include: firstbooks, Ex Libris, Xlon Press, Writers' Bloc Press, infinity.com, Elton Wolf, Christian Living Books, Vantage, Dorrance, Morris.

- If yes, set material aside for ACQ SO to review for selection decision

¹ University of Michigan Press publishes a lot of English as a second language (ESL) material. This material has selection decision of "Acquire 1."

- If no, continue on to next question.

6. If material is submitted as PA or VA and is a monograph review for selection based on questions above.

- If you are unable to make a selection decision, material should be set aside for ACQ SO.

Selection Criteria Guidance for Monographs

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
General							
Trade publications	√		√		√		
University/Academic Press	√		√		√		
Large Print	√						√
Cookbook	√			√			
Puzzle books	√						√
Crossword Puzzles	√					√	
Crossword puzzle dictionaries	√				√		
On demand publishing	√						√
Custom press	√						√
Vanity press	√						√
Material that disappears easily (e.g., astrology, UFO, photography, minorities, adult material)	√		√		√		
Titles with anticipated heavy usage			√		√		
Comic book/graphic novel ²	√				√		
Blank and form books, appointment books, fill-in journals or diaries, albums	√					√	
Blank and form books, appointment books, fill-in journals or diaries, albums – keep only if Law	√				√		
Computer program (only ID material received)	√					√	
Print out web page	√					√	
Types of Publications:							
Directories³							

² Comic books are typically serial and should be forwarded to ACQ SO in SRD. The exception is a monograph that is a collection of comic books or graphic novel. In these cases, two copies should be acquired.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Government directory	√						√
US phone directory	√						√
Foreign phone directory	√						√
International organization catalog	√						√
Government agency catalog	√						√
Union lists	√						√
Foreign directories	√						√
College alumni directory	√						√
High-school alumni directory (local DC area)	√						√
High-school alumni directory (private, historically significant, prestigious/military prep schools e.g., Boston Latin, Philips Exeter, Briarly)	√			√			
High-school alumni directory (other)	√					√	
Directory of all private schools	√						√
All other directories	√						√
Textbooks							
K – 12 in American History	√			√			
K – 12 other subjects	√						√
Undergraduate (Introductory level)	√						√
Graduate (Introductory level)	√						√
Readers (i.e. adjunct to college text)	√		√	√			
Readers (substantial text)	√						√
Undergraduate (author is big name in field/destined classic)	√		√				√
Graduate (author is big name in field/destined classic)	√		√				√
Instructors manual, student's workbook	√					√	

³ All directories with the exception of those from non-local high schools are considered serials and should be forwarded to ACQ SO in SRD.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Law Instructors manual, student's workbook	√				√		
How to teach ESL, knitting, car repair, etc.	√				√		
Write in material (i.e. lab book)	√						√
Answer book, workbook, test, teacher's manual, correspondence school lesson, syllabi, textbook issued for use by a particular teacher's class		√				√	
Dissertation	√						√
Loose-leaf							
Loose-leaf (not including assignment for reading room)	√		√				√
Law Loose-leaf ⁴	√			√			
Reprint							
US imprint more than 10 years since original edition			√		√		
Foreign imprint more than 20 years since original edition	√			√			
US imprint for work first published in UK (or other non-English edition) then published in US			√		√		
New preface or afterward, with significant new material			√		√		
Edition	√		√				√
Subject areas:							
Agriculture							
Popular works – layman (organic gardening, parks and public reservations, horses, pets, sport fishing, hunting, riding and camping) US editions		√			√		
General agricultural topics		√					√
Anthropology		√					√
Archaeology		√					√
Bibliography and Library Science							

⁴ For preservation purposes, Law Library needs to receive two copies of the work, one for binding and one to be permanently retained in the collection. The second copy is filed in the Law Library until it is bound.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Promotional literature from commercial vendors		√				√	
In-house documents from other libraries (i.e. staff training, how to catalog a book)		√				√	
Works publisher by Library (i.e. Montgomery Country Library)	√				√		
Newsletter ⁵		√					√
Publishers sales catalog		√				√	
Catalog of holdings of National Libraries		√			√		
All published bibliographies		√			√		
All bibliographies submitted for CO		√			√		
Foreign bibliography		√					√
Personal bibliography		√					√
Current and retrospective monographs, reference works (all languages)		√			√		
Statistics		√					√
Business/Technology							
Data issued by and concerning individual firms (Addressed primarily to advertising agencies and their clients e.g., sales figures of company products, figures of magazine circulation)		√				√	
Individual company publications including market surveys, sales manuals, price sheets, collection systems, advertisements		√					√
Bank and investment house publications designed for customers		√					√
Minor mail order house catalog		√				√	
Local shipping directory		√				√	
Bookkeeping system (industry wide, multiple companies)	√				√		
Bookkeeping system (individual company)	√	√				√	
Radio and television ratings not produced by major firms		√				√	

⁵ Newsletters are serial in nature, refer to ACQ SO in SRD

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Computer Book	√				√		
Computer game	√				√		
Commercial computer program (complete packet with discs or CD-ROM)	√						√
System based game (i.e. Nintendo)	√						√
Web-based training submitted only on CD/Diskette	√					√	
International conference			√		√		
Industry wide market reports	√			√			
All other market reports	√						√
Children's Book – U.S. material							
Commercial picture books	√				√		
Commercial juvenile literature	√				√		
Juvenile non-fiction	√			√			
Juvenile non-fiction (subject specific, e.g., terrorism, MLK)	√				√		
Ephemeral or insignificant	√		√				√
Reader	√						√
In foreign language	√						√
Coloring book with more than 50% text or from major museum (i.e., Smithsonian, Museum of Natural History)	√			√			
Coloring book (less than 50% text)	√					√	
Paper doll	√			√			
Children's Book – Foreign publication		√					√
Commercial Firms⁶							
House organs of aviation firms only		√			√		
House organs all other firms	√						√

⁶ Typically, house organs are treated as serials and are forwarded to ACQ SO in SRD for review.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Other material, review subject guidance or refer to SO		√					√
English Language from International Publishers							
Major presses (i.e. Oxford, Brill, Kluwer, Cambridge, World Scientific, Routledge) whose work have scope outside country of origin			√		√		
Ephemera⁷		√					√
Ethnic publications							
Works created by, for, or about any ethnic group living in the US from earliest time to present		√			√		
Bibliography		√			√		
Statistics		√			√		
Genealogy		√			√		
General ethnicity		√			√		
Immigration (all aspects)		√			√		
Publication of ethnic organizations of national scope; ethnic newspapers, magazines and yearbooks of national circulation ⁸		√			√		√
History, economic and social status, traditional culture, influence on and contribution to U.S. society of the various ethnic groups		√			√		
Publication relating to local groups		√					√
Non-book material - illustrative		√					√
Ethnic publication - foreign		√					√
Fantasy and Science Fiction		√					√
Fine and Applied Art		√					√

⁷ Ephemera are defined as non-commercial, non-book publications in the form of pamphlets, handbills, leaflets, broadsides, position papers, minutes of meetings, information sheets, bulletins, newsletters, posters, moving images, photographic documentation, etc. Such materials are typically published outside of official or normal channels

⁸ These are serials and should be forwarded to ACQ SO in SRD.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Folklore		√					√
Folklife		√					√
Foreign Language							
Reference value (e.g., bibliographies, dictionaries)			√		√		
Significant title in field	√		√				√
All other foreign language material							√
Genealogy							
From historical association	√	√			√		
“Mom and Pop” publication	√						√
Human Nutrition and Food		√					√
International Organizations							
OAS publication in English			√		√		
OAS publication in Spanish	√			√			
UN publication					√		
Publication of Economic Commission for Latin America in Spanish, English		√		√			
Publication of Economic Commission for Africa in French, English ⁹		√		√	√		
Publication of specialized agencies and related bodies of UN issues in English, multilingual, or issued in language other than English		√		√			
Publication of Western European intergovernmental organizations issued in English, multilingual form, or issued only in language other than English ¹⁰		√		√	√		
Other material from international organizations		√					√
Law							

⁹ Publications in English “Acquire 2”

¹⁰ Publications in English “Acquire 2”

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Major publishers include: Thompson, including West Group, RIA; Lexis Publishing, including Matthew Bender; Shepards; William S. Hein & Co.; Oceana; and Bureau of National Affairs	√				√		
Literature and Language							
Important reference work, scholarly monograph and serial, bibliography, dictionary	√	√			√		
Work of American literature by established and new writers, regarded as having literary merit or representing current trends in writing	√						√
Foreign literary work with high degree of literary merit, or which represent important current trends in writing—less selective for works published in developing countries (see CPS for Developing Countries)	√	√					√
First edition, with dust jacket, of major American and British authors, and more selected list of Commonwealth authors,		√			√		
Mass market paperback - fiction ¹¹	√	√		√			
Mass market paperback – non fiction (i.e. true crime)	√				√		
Philology and linguistics		√			√		
Non-English language and literature		√					√
U.S. Local History							
History of counties, cities, towns, districts, including those which deal only with a specific period, such as early settlements, the Civil War, etc.		√			√		
Transcription of local records		√			√		
Federal Census		√			√		
Information on specific aspects of locale, including architecture, historical sites, ethnic groups, etc.		√			√		
Substantial genealogical information such as history of churches and patriotic organizations, published funeral home records, church records, indexes, abstracts		√			√		

¹¹ Mass-market fiction requires special routing. Currently these materials are routed directly to rare-book division.

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Local history which contribute to an understanding of events, movements, of national and international importance, or which serve as unique sources for research on ethnic groups, cultures, customs		√			√		
Local history that have little or no national significance	√	√			√		
History of local organizations such as schools, clubs, banks, trade unions, temples, etc. ¹²	√	√			√		
Local guidebook - major cities ¹³	√	√			√		
Local guidebook – all other cities ¹⁴	√			√			
History							
U.S. history			√		√		
U.S. War memoir (Holocaust, civil rights) major publisher	√				√		
U.S. War memoir (Holocaust, civil rights) minor publisher	√			√			
Constitutional history and administration – General and U.S.		√			√		
Constitutional history and administration foreign countries	√						√
U.S. Local government		√			√		
Colonies and colonization	√						√
Emigration and Immigration		√			√		
International law and international relations		√			√		
New preface or afterward, with significant new material					√		
Manuscripts (TXU)							
Contains substantial U.S. local history	√				√		
Contains genealogical information	√				√		

¹² Example: If history of New York Fire Department or District of Columbia Fire Department, acquire 2 copies. If small town USA, acquire 1 copy.

¹³ Many guidebooks such as Fodor's are now treated as serials

¹⁴ Many guidebooks such as Fodor's are now treated as serials

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLAM	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Medicine							
Clinical	√						√
Lay (e.g., medical policy/ethics, beauty, self-help, home care, abused children)	√		√		√		
Military Science		√					√
National Associations (i.e. National Educational Association)							
Pamphlet	√					√	
Other reports/documents	√				√		
Ephemeral	√						√
Numismatics and Philately¹⁵							
Scholarly journals from societies or associations, regardless of language or country of origin ¹⁶		√			√		
All major museum catalogs: exhibition, cataloging holdings, or other	√	√			√		
All minor museum catalogs: exhibition, cataloging holdings, or other	√	√		√			
All major auction catalogs, including those which list pre-auction prices bid or survey auctions of previous year	√						√
Yearbooks and almanacs	√						√
Albums meant to house collections		√				√	
Sales catalogs of individual dealers	√						√
All other numismatic and philately material		√					√
Political Science							
Politics	√						√
Current reference work, monograph or serial in all languages in field of political science		√			√		
Subject bibliography and research level general work and collections		√			√		

¹⁵ Typically, auction catalogs, yearbooks, and almanacs are considered serial in nature and should be forwarded to ACQ SO in SRD for selection review.

¹⁶ Journals have seriality. Forward to SRD

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Political theory		√			√		
Constitutional history and administration – General and U.S.		√			√		
Constitutional history and administration foreign countries		√					√
U.S. Local government		√			√		
International law and international relations		√			√		
Psychology		√					√
Religion							
Work of research value		√			√		
Publication of scholarly interest at national or international level, including those dealing with local religious groups, practices, beliefs and controversies	√	√			√		
Significant edition and translation of the Bible, Koran, Talmud, Tripitaka, Vedas, Upanishads, other major sacred writings	√	√			√		
Variant edition or reprint of translation already in LC's collection	√	√					√
Individual or abridged edition of the Bible or other sacred writings		√					√
Official service material	√		√				√
Devotional material or self-published inspirational work	√		√				√
Works on churches themselves or church history, self-published, genealogy	√		√				√
Religious material for students in vacation church schools, devotional instruction, catechism and question books, religious textbooks unless authored by important trade publisher	√	√					√
Science & Technology		√					√
Societies and Associations		√					√
Sociology		√					√
Sports and Recreation							
Olympics, Good Will Games, Ryder Cup, Pan-American-related		√			√		

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLAM	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
International games US does not participate in (ASEAN games, Commonwealth Games)		√					√
Official report from any international competition		√			√		
Non U.S. publication for juveniles		√					√
Scholarly work on sports, physical education, recreation, and leisure		√			√		
History, current or future state of official national sport policy of any country		√			√		
Scholarly and popular biography of nationally renowned sports figures, both athletes and administrators		√			√		
Foreign directory of sports and recreational facilities providing coverage on national level ¹⁷		√			√		
Work detailing the government funding of sport		√			√		
Statistical work which address sports participation or attendance at sporting events		√			√		
Work on manufacture of sporting goods, including labor practices involving their manufacture		√			√		
Any work relating to national or international broadcasting of sporting events		√			√		
Work on Individual sports		√					√
Work on individual leagues and teams which compete on the national or international level		√					√
Foreign directory of sports and recreational facilities which provide coverage on a regional level		√					√
Publication by or about international governing bodies for individual sports		√					√
Technical reports, working papers, and preprints		√					√
Theater							
Published textual material		√			√		
Play text		√			√		

¹⁷ Directories are serial, forward to SRD

TX material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLAM	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Theatrical theory		√			√		
Analysis and criticism		√			√		
History		√			√		
Biography		√			√		
Intellectual, social, economic history as it relates to theater		√			√		
Play script, playbill, script, personal and business paper, promptbook, photograph, poster, herald, billboard, etc. ¹⁸	√						√
Stage diagram, blueprint, lighting plot, technical drawing, set and costume design	√						√
Translation							
Into English (i.e., scholarly work/literature)	√				√		
Into English (i.e., tourist brochure)	√					√	
From lesser known language into better known (only if there is not an English translation) e.g. Basque translated into Spanish or Catalan, Tajik into Russian or Swedish into French	√						√
Greek and Latin classics	√						√
Masterpiece - all languages translated into English (e.g. Milton, Dante, Cervantes, Goethe, Homer ¹)	√						√
Poetry (all translations)	√						√
Novel (famous translator only)	√						√
Coffee table book (English – limited, trend, re-print)	√						√
Coffee table book (first received if not in English)	√						√
Traveling exhibition (typically art catalog)	√						√
Any version or language with new material (e.g., objects added to collection, new commentary, new criticism)	√						√

¹⁸ Playbills are typically serial in nature and should be referred to ACQ SO in SRD for review. Play scripts are typically submitted as PA's.

Selection Criteria Guidance for Geography and Map Collection

Goals of the collection

- Acquire a worldwide collection.
- Document history of cartography.
- Represent earth and planets through globes, atlases, charts, raised reliefs, microfilm, and digital data.
- Document global change through cartographic and geographic resources.

G&M material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Aerial photography	√						√
Atlases	√				√		
Cartographic software	√				√		
Globes	√				√		
Large scale interactive or cadastral maps	√						√
Maps	√				√		
Raised relief models	√				√		
Remote sensing imagery	√						√
Thematic atlases	√				√		
States and major city maps	√				√		

Selection Criteria Guidance for Music Collection

Goals of the collection

- Create a comprehensive and universal collection of materials in the performing arts including music, dance, and theater.
- Collect musical scores; books and serials on music history, theory, and methods; and manuscripts and other special collections in the performing arts.

Music material (SR, PA, TX)	Source of information			Guideline selection decision				Guideline Cataloging Priority Decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer	Copyright registration number (no cataloging record)	Core	Priority 2	Priority 3
Major publisher and/or composer in chamber music	√				√				√		
Major publisher or composer with high research value	√				√					√	
Major author or composer with high research value	√				√					√	
Major publisher	√				√						√
Major author or composer	√				√						√
Solo art song	√				√						√
Pedagogical	√				√			√			
Music monograph	√				√					√	
Sheet music	√							√			
Choral music	√				√			√			
Instrumental music with full score and parts ¹⁹	√			√				√			

¹⁹ Only full score is retained.

Music materials have a separate cataloging assignment than other materials. When denoting the selection decision on the slip, mark the appropriate level of cataloging priority, as defined in the table above.

Defined level of cataloging:

- Core – Includes major publishers, major composers in chamber music arrangement; this material is less than a full score. Material designated as Core, receives more than minimal level of cataloging, but less than full cataloging. The record includes subject headings, classification, bibliographic notes, additional intellectual contributors, and authority control.
- Priority 2 – Includes major publishers and major authors that have high level research value. This material is cataloged within two months and the record includes a full description and bibliographic information.
- Priority 3 – Includes major publishers and major authors, and possibly some vocal parts (i.e., soprano). This material is cataloged within three to six months. The record includes a full description and bibliographic information.

Selection Criteria Guidance for Prints and Photographs Collection

Goals of the collection

- Create a comprehensive and universal collection of prints and photographs.

P&P material	Source of information			Guideline selection decision			
	Selection Officer	Collection Policy Statements	LOLA M	Acquire 1	Acquire 2	Do Not Acquire	Send to Selection Officer
Prints	√						√
Photographs	√					√	
Movie Posters	√						√