

TENNESSEE STATE LIBRARY AND ARCHIVES

COLLECTION DEVELOPMENT POLICY STATEMENT

September 2008

HISTORY OF COLLECTION DEVELOPMENT AT THE TENNESSEE STATE LIBRARY AND ARCHIVES

The process and intent of collection development at the Tennessee State Library & Archives has evolved over the years, just as the institution and the state-wide community that it serves have also evolved.

The State Library was created in 1854 and at that time consisted almost entirely of materials from other states and from the federal government. The first state librarian appointed was Return Jonathan Meigs, a noted scholar and lawyer. He expanded the library's collection to include books on theology, political science, science, art, and letters. He also continued exchanging documents with other states.

The next significant change in the evolution of the agency occurred in 1919, when John Trotwood Moore was appointed State Librarian and Archivist. He shifted the focus of the materials the library acquired to items that related to the State of Tennessee and its citizens – a focus that continues to this day. He initiated the practice of acquiring Tennessee related materials from the National Archives in Washington, providing a rich foundation of historical documents that has been of benefit to users for over a century. He also added significant items in manuscript, book and periodical formats that reflected local history and Tennessee genealogy, a practice continued not only by his widow and successor, Mary Brown Daniel Moore, but also by every subsequent state librarian.

Shortly after the Library and Archives & Manuscripts sections were combined in 1985, a TSLA Collection Development Committee was formed, consisting of both librarians and archivists. This committee considered potential donations of materials as well as purchases and loans. In 1996, the Collection Management Planning Group decided that TSLA would form separate committees to handle published and unpublished materials. The Archives Review Committee oversees the acquisition of original manuscripts, state agency records, and microfilm of original records. The Collection Development Committee oversees the acquisition of print and published materials

It is clearly an understatement to note that much has changed in the century since the Moores established the Tennessee State Library and Archives as the premier collection of Tennessee materials. Among the numerous challenges facing the institution is the rise of electronic media. Currently, a majority of State and Federal documents collected by the Library are acquired in electronic formats. These electronic formats present new and

unique challenges related to archiving and preservation. The electronic formats common today may be unreadable by the technology of tomorrow. Another great challenge facing the library is the decreasing availability of physical space as the collection has grown. The transition to electronic media, combined with limited space, goes hand-in-hand with a desire to tighten the library's collection scope to more accurately reflect the research needs of its patrons.

TSLA now collects much more than just printed materials and will continue to enrich the collection in a manner that efficiently and effectively satisfies the informational needs of its patrons.

STATEMENT OF PURPOSE

The collection development policy statement serves the following purposes:

- To establish guidelines for staff who are responsible for developing the collections which support the mission of the State Library;
- To help determine which materials are essential and are to be acquired in order to provide consistent and judicious expenditure of public funds;
- To provide clear guidelines to be followed in acquiring and accepting gifts appropriate to the collections; and
- To provide documentation when a selection decision is challenged.

The collection development statement is a working paper reflecting the current needs of the library's users and will be reviewed periodically and revised to reflect changes in those needs.

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I. Purpose

MANDATE

The Tennessee State Library and Archives (TSLA) is mandated by the *Tennessee Code Annotated (TCA 10-1-104)* to provide for “the collection and preservation of archival material and materials of historical, documentary and reference value, and such literary works or printed matter as may be considered by the division to be of special interest to the citizenship of Tennessee.”

MISSION

The Tennessee State Library and Archives serves Tennessee government and all its citizens by acquiring, organizing, preserving and making accessible public and historical records and other resources; by providing statewide consultation services in support of public libraries and local archives; and by offering alternative formats for reading for those Tennesseans unable to use standard print material.

TSLA AND TENNESSEE CODE ANNOTATED

TSLA is authorized by TCA 10-1-110 to “cooperate with the National Library Service for the Blind and Physically Handicapped of the Library of Congress in planning and conducting a program of bringing free reading materials and related services and other library services to blind and physically handicapped residents of the State.”

II. Role of Collection

ACCESS TO THE COLLECTION

The State Library and Archives' clientele consists of the citizenship of Tennessee, including government officials and employees, as indicated by law (*Tennessee Code Annotated 10-1-104*, sections 1 and 3). The State Library and Archives provides access and information to non-residents as well, and is open to anyone wishing to use the collection.

Interlibrary loan service is available to eligible patrons. If needed published material or microfilmed material is not held in TSLA's collection, an attempt will be made to obtain the item from other libraries in the United States. Items borrowed from other libraries cannot be taken from the building. TSLA will also loan selected published and microfilmed materials; patrons needing these materials must make their request through their local library. Materials from the Library collection must be used only in the requesting library, and the term of the loan is not renewable.

RESPONSIBILITY FOR THE COLLECTION

Responsibility for selection is mandated by *Tennessee Code Annotated 10-1-104*, sections 1-3:

“The functions of the management board acting through the division of public libraries and archives shall include specifically the following: (1) the collection and preservation of archival material and materials of historical, documentary and reference value, and such literary works of printed matter as may be considered by the division of special interest to the citizenship of Tennessee; (2) the distribution and exchange of such publications of the state as may become available from time to time; (3) the collection and distribution of reference material to state officials and employees and such public agencies as may be entitled thereto.”

Also, in accordance with *Tennessee Code Annotated 10-1-102*, “The secretary of state, acting through the state librarian and archivist and the division of public libraries and archives, shall take appropriate action to execute the rules, regulations, policies, and programs adopted by the management board.”

Librarians and Archivists are responsible for recommending appropriate items for the collections. Subject specialists have primary responsibility for sections of the collection and accept recommendations from any staff member or patron for consideration. The areas of collection are further defined in Section IV and then fully defined in Appendix 1.

III. Scope of the Collection

This policy covers only those published materials which the library acquires for its research collection; it does not cover the policies governing the acquisition of archival materials. This policy does not cover materials considered archival in nature. Archival materials are governed by the Archives Review committee.

Levels of Collection Development

TSLA will acquire new materials and retrospectively develop collections with a focus on Tennesseana. The conspectus approach is used for collection evaluation and analysis for the library collection held within the Tennessee State Library and Archives.

According to the *Guide for Written Collection Policy Statements*, second edition, published by the American Library Association, the conspectus approach to collection evaluation and description is a standardized process involving Library of Congress Classification and Library of Congress subject headings. Each classification (i.e. G classification for geography) is evaluated number by number and given a rank of collection codes ranging from O, out of scope, to 5, comprehensive level. More detailed explanation of each level is available in Appendix 1.

Selection of Materials

Criteria for purchase include:

- Published works about Tennessee and Tennesseans and works of local history valuable to historical and genealogical research are acquired comprehensively.
- Published works about Kentucky, North and South Carolina, Virginia, Alabama, Mississippi, and Georgia local history are acquired selectively at the research level.
- Indexed works will be chosen over non-indexed works, if possible.

In general, the State Library and Archives' highest priority is the collection of material about Tennessee. Materials valuable to historical research in the Southeastern states are acquired, as well as standard and important works in American history and biography, standard reference works, works by Tennessee authors, professional materials, and other, more specialized materials as needed.

The Library's role as an information center for state officials allows it to collect federal documents, reference works on the federal government, and material from other states.

The State Library and Archives is a depository for Tennessee documents, generally collecting two copies of each document. As a selective federal document depository, the State Library and Archives selects Item Numbers which support the general collection and professional needs of State Library and Archives staff.

Formats Collected

In order to meet the information needs of all Tennesseans, the State Library and Archives collects archival and manuscript materials in their original form, when available, as well as other print and non-print materials (monographs; government documents; state, county, and local history records; periodicals newspapers; microforms; maps, electronic works, etc).

Other formats, such as print, microform, compact discs, or digital images of items, may be retained as appropriate for preservation and access.

TSLA does not have a program for reformatting commercially available or privately created disk, tape or film formats. There may be items in the collection for which there is no equipment to make useable.

In addition, the TSLA houses the TN LBPH collection of popular materials in formats that are designed specifically for persons who are unable to read standards print. For example, audio, Braille, descriptive video and large print are collected by LBPH.

Weeding of Collection

Deaccessioning, or weeding, is the active discarding, or surplussing, of unneeded items. Publications that do not support the mission of TSLA and do not fall under the collection development policy are removed in order to maintain a cohesive, useful, and well kept collection. An active and continuous weeding program is essential in order to keep certain materials viable and useful. Where selectors are responsible for specific areas or formats, they are also responsible for weeding those areas.

Federal depository documents are considered property of the U.S. Government. TSLA must comply with established federal regulations and agreements with the Tennessee FDLP regional library at the University of Memphis to withdraw any deposited FDLP materials. These requirements are detailed in the *Federal Depository Library Handbook* and "Procedures for Withdrawal of U.S. Government Depository Publications."

All Tennesseeana and all Tennessee state documents are held in perpetuity.

IV. COLLECTION GUIDELINES

Policies by Subject in Brief. The following topics are the area of concentration in which the Tennessee State Library and Archives collects materials. For more information about detailed levels of the collection, see Appendix 1.

- A. Standard Works of Reference

Standard works of reference are collected primarily in print form; however, various types of formats are considered. The Tennessee State Library and Archives evaluates resources and purchases formats that best meet the needs of the Tennessee State Library and Archives and its patrons. The reference collection includes, but is not limited to, encyclopedias, dictionaries, and indexes, newspapers, periodicals, directories, bibliographies, statistical works and online databases.

With respect to reference works pertaining to Tennessee, the goal of the Tennessee State Library and Archives is to collect these materials at the **COMPREHENSIVE** level.

Non-Tennessee genealogical reference tools (bibliographies, census indexes, periodical indexes, and guidebooks) for certain geographic areas are collected at the **RESEARCH** level. These genealogical reference tools will be evaluated on a case-by-case basis.

B. Tennesseana

State and local history, transcribed records, biographies of Tennesseans, works by Tennessee authors (persons either born in or having strong Tennessee connections), manuscripts, of or about Tennesseans. ---*COMPREHENSIVE*

C. Works on Southeastern United States

Works on the history and culture of the southeastern United States, including local history materials on states contiguous to Tennessee.—*RESEARCH LEVEL*

D. American History and Biography

Materials of perceived lasting importance on American history and biography.—advance study or instructional support level

E. Genealogy

Genealogies are collected, but in general, not purchased.

F. Law—Other States—Minimal Tennessee and federal statutory law are collected at the *comprehensive level* (with most federal material received as depository material).

G. Professional Materials

The Tennessee State Library and Archives collects resources required to assist librarians and archivists in carrying out their professional duties at a research level. These materials are acquired to improve the knowledge, skills and abilities of

librarians and archivists in the professional setting. Resources that contain new information and analysis are collected for professional development, research, public and library programs, exhibits, and other career related purposes.

H. Materials for the Library for the Blind and Physically Handicapped.

Braille titles and the majority of the audio titles are selected by the professional staff of the National Library Services for the Blind and Physically Handicapped/Library of Congress, based on their appeal to people with a wide variety of interests, including best sellers, biographies, fiction and how-to books. In addition, there are a limited number of titles in Spanish and as well as other Romance and Slavic languages. In addition, titles of local interest, such as Tennesseana and Southeastern U.S. materials are collected, when available in alternate formats. These titles are recorded by LBPHs in other states and by the Radio Reading Service, housed within Nashville Public Library. Fiction and non-fiction large print and descriptive video titles are also collected based on popular interest and availability. The last two formats are selected by staff of the TN LBPH and paid for using Tennessee funds, unlike the audio and Braille collections, which are provided by the NLS/LC.

I. Federal Documents

The collection development policy for Federal Depository Library Program (FDLP) materials is guided by the tenets of this document and supplemented by information contained in TSLA's "Federal Depository Library Collection Development Policy. Please reference this document for all FDLP collection development concerns

J. State Documents

The State Library at Nashville, the library of the University of Tennessee at Knoxville, the Cossitt Library at the University of Memphis, and such other libraries which the Governor may name by executive order, are designated depositories for state documents and for all publications issued by any official of the state. Collected at the COMPREHENSIVE level.

K. Standards for Fiction Selection

Strong consideration should be given to the following criteria:

1. Recommendation in standard or Tennessee-related book review journals, history journals, bibliographies, or other highly regarded critical sources or individuals.
2. Reputation and/or authority of author, editor, or illustrator
3. Literary merit, originality, and authority.
4. Contemporary significance or permanent value
5. Tennessee connection – Author:
 - a. Author/editor must have lived in Tennessee for at least 5 years.

- b. Author/editor must have produced a considerable body of writing, if not all, books while living in Tennessee
- 6. Tennessee background, theme, or other connection:
 - a. Fiction should be set predominantly in Tennessee, where the setting contributes significantly to the written representation of the state.
 - b. Other fiction may be considered if it illuminates events that took place in Tennessee or that are common to the Southern states. (*For example, slave stories can provide a deeper understanding of Tennessee history during the period of slavery, even if not set wholly within the state.*)
- 7. Relation to existing collection and to other materials on the subject.
- 8. Availability of the book in other area libraries and/or through Inter-Library Loan.
- 9. Price and availability.
- 10. Writing in certain popular genres (e.g., mysteries, romances, family sagas, horror, Westerns, and movie tie-ins) will not be collected unless the title has received significant critical attention, or unless the book meets other criteria listed above.
- 11. Fiction, which should be written primarily in English, must support the mission of the Tennessee State Library and Archives

L. Publications of Tennessee colleges and universities

As a rule, the publications of individual colleges and universities will not be collected. These institutions will be responsible for the maintenance of and access to their respective publications.

APPENDIX 1

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APPENDIX 1

Collection Levels and Descriptions		
0	Out of Scope	The library does not collect in this subject.
1	Minimal Level	Few selections are made beyond very basic works. The collection should be reviewed for currency
2	Basic Information Level	A selective collection that introduces and defines a subject; it also suggests further sources of information.
3	Study or Instructional Support Level	The collection includes a wide range of basic and retrospective materials, as well as works from significant and secondary writers. It supports independent study and most learning needs of public library clientele.
4	Research Level	The collection includes materials to support high-level original research.
5	Comprehensive Level	The library's aim is to collect all significant works in all applicable languages for this field.

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Conspectus: Library of Congress Schedules

	Divisions and Categories	Coll. Levels	Comments
A	General Works		
AC	Collections. Series. Collected works	1	
AE	Encyclopedias	2	Encyclopedia sets are kept to represent 1 decade (10 years)
AG	Dictionaries and other general works	2	One title is kept to represent each decade.
AI	Indexes	2	
AM	Museums. Collectors and collecting	1	As related to Tennessee - 4
AP	Periodicals	1	
AS	Academies and learned societies	0	As related to Tennessee - 4
AY	Yearbooks. Almanacs. Directories.	1	As related to Tennessee - 4
AZ	History of scholarship and learning. The humanities	1	As related to Tennessee - 4
B	Philosophy (General)	0	As related to Tennessee - 4
BC	Logic	0	As related to Tennessee - 4
BD	Speculative philosophy	0	As related to Tennessee - 4
BF	Psychology; Parapsychology; Occult sciences	0	As related to Tennessee - 4
BH	Aesthetics	0	As related to Tennessee - 4
BJ1-BJ1725	Ethics	0	As related to Tennessee - 4
BJ1801-BJ2195	Social Usages. Etiquette	1	As related to Tennessee - 4
BL-BQ	Religion (General) ; Hinduism ; Judaism ; Islam; Buddhism	0	As related to Tennessee - 4
BR-BX	Christianity ; Bible	0	As related to Tennessee - 4
CR1-6305	Heraldry	2a	

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CR51-115	Crests, Shields, Flags, Banners	2a	
CR1179-3395	Family Heraldry	2a	
	As related to U.S.	2a	
CR3499-4420	Titles of honor, rank, precedence	1	
	As related to the U.S.	2a	
CS1-3090	Genealogy	3	
CS39-68	By region or Country	2	
	U.S.	2	South-4, TN-5
CS71-	Family histories	3	If indexed; as gifts
CS2300-3080	Personal and family names, origins of	3	
CT21-9999	Biography		
CT93-206	General Collective Biography	2	
	Universal in Scope. By Lang		
	American and English (Lang)	2	
CT210-3150	National Biography	1a	
	By period	1a	
	By Region or State (Other than South)	1a	
	Southern states	3c	
	Tennessee	5	
CT3200-9999	Biography. By Subject	1a	
	Biography of women	1a	
	America -- US	2	
	Academicians. Scholars.	0	Except as related to TN-4
	Misc.	1a	
D1-899	History (General)		
	Ancient	0	
	Medieval	0	

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	Modern	1a	
	World War I	3a	
	Tennessee	5	
	World War II	3a	
	By State (Southern/Contiguous)	3c	
	Tennessee	5	
	By State (other than south)	0	
	Post War History (1945-present)	2	"
D901-1075	History of Europe (General)	1a	
	Ethnography, By Period, Local History and Description, History	1a	
DA1-995	History of Great Britain	1a	G -Possibly for English Settlers.
DAW	History of Central Europe	0	
DB1-898	History of Austria, including Austro-Hungarian Empire	0	
DB901-3150	History of Hungary & Czechoslovakia	0	
DC	History of France, Andorra, Monaco	0	
DD	History of Germany	0	
DE1-100	History of Mediterranean Region, Greco-Roman World	0	
DF	History of Greece	0	
DG	History of Italy	0	

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DH	History of Low Countries	0	
	Benelux countries, including Belgium and the Netherlands treated collectively	0	
DJ	History of Netherlands (Holland)	0	
DJK	History of Eastern Europe (General)	0	
DK1-490	History of Russia	0	
DK670-949	History of Central Asia and Far Eastern Republics	0	
DK4010-4800	History of Poland	0	
DL	History of Northern Europe. Scandinavia	0	
DP1-500	History of Portugal	0	
DQ	History of Switzerland	0	
DR1-2285	History of Balkan Peninsula	0	
DS1-40	History of Asia	0	
DS41-329	History of Middle East, Southwestern Asia, Ancient Orient, Arab East, Near East	0	
DS330-500	History of Southern Asia, Indian Ocean	0	

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DS501-937	History of Eastern Asia, S.E. Asia, Far East	0	
DT	History of Africa	0	
DU	History of Oceania (South Seas)	0	
DX	Gypsies	0	
E1-143	History of Americas (General, Indian, N. America)	3c	
E51-73	Pre-Columbian America	2	
E75-99	Indians of North America	3	
	Includes Indian Wars, topics, tribes, and cultures	2	
	By State (Contiguous/Southern)	3	
	By State (TN)	5	
	By State (Other)	1	
E101-143	Discovery of America and Early Explorations	2	
E151-200	History of the U.S.	3c	
	Includes Colonial, Special Topics, Biography, Societies, etc.		
E181	Military History	2	
E182	Naval History	2	
E183	Political History	2	
E183.7	Diplomatic History	2	

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E184-185.98	Elements in the Population	2b	
	Jews	2b	
	Afro-Americans	2b	
	Central Americans	2a	
	Mexicans	2a	
	Any ethnicity as it relates to TN or the Southern Region?	see note	As related to Tennessee - 4; except as related to contiguous states
E186-199	Colonial History	3	
E201-298	History of the U.S., Revolutionary Pd, 1775-1783	3	
	Includes Societies, Biography, Political History	3	
E230.5	By region (South)	3	
	By region (Other)	2	
E231-239	Military Operations	3	
E241	Individual Battles	2	
E263	By state (Contiguous/Southern)	3	
	By state (TN)	5	
	By state (Other)	2	
E300-453	History of the U.S. Revolution to the Civil War, 1775/1783-1861		
E300-302.6	General	3	
E303-309	(By period) 1775-1789 The Confederation	3	
E310-337	1789-1809. The Constitutional Pd.	3	
	Washington's Administrations, 1789-1797 & all info about Washington	3	
	John Adams' administration, 1797-1801	3	

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	Jefferson's administrations, 1801-1809 & all about Jefferson	3	
	Louisiana Purchase	3	
E337.8-400	Early nineteenth Century, 1801/1809-1845	3	
	Collected Works, General Works, Biography	3	
	Madison's Administration, 1809- 1817	3	
	War of 1812	3	
	States Participation (Contiguous/Southern)	4	
		5	
	States Participation (TN)		
	States Participation (Other)	3	
	Monroe's administration, 1817- 1825	3	
	John Quincy Adams' administration, 1825-1829	3	
	Jackson Administrations, 1829- 1837	4	
	Van Buren's administration, 1837- 1841	3	
	William H. Harrison's administrations, 1841	3	
	Tyler's administration, 1841-1845	3	
E401-415.2	Mexican War, 1846-1848	3	
	States participation (Contiguous/Southern)	4	
	By state (TN)	5	
	By state (Other)	3	

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	Middle nineteenth Century, 1845/1848-1861	3	
	Collected Works, General Works, Biography	3	
	Polk's administration, 1845-1849	4	
	Taylor's administration, 1849- 1850	3	
	Slavery question, 1849-1853	3	
	Filmore's administration, 1853- 1857	3	
	Pierce's administration, 1853- 1857	3	
	Slavery question, 1853-1857	3	
	Buchanan's administration, 1857- 1861	3	
	Slavery question, 1857-1861	3	
E441-453	Slavery in the U.S., Antislavery Movements	3	
	By state (Contiguous/Southern)	4	
	By state (TN)	5	
	By state (Other)	3	
E456-600	Civil War period, 1861-1865		
	Lincoln's administrations, 1861- 1865 & all about Lincoln	3	
E4561-	Civil War, 1861-1865	4	
	Societies of Veterans	4	
	Patriotic Societies during the War	3	

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	Biography	3	
	Military Operations	3	
	By Region (South)	4	As to TN-5
	By Region (Other)	4	
	By Campaign or battle	3	5 as related to TN
E482-488.5	Confederate States of America	4	
	History (General)	3	
E491-586	Armies. Troops	3	
	The Union Army	3	
	By State (Contiguous/South)	4	
	By State (TN)	5	
	By State (Other)	3	
	The Confederate Army	4	
	By State (Contiguous/South)	4	
	By State (TN)	5	
	By State (Other)	4	
E591-600	Naval History	3	
E660-738	Late Nineteenth Century, 1865-1900	3	
	Collective works, General Works, Biography, Diplomatic History	3	
	Andrew Johnson's administration	4	
	Grant's administration, 1869-1877	3	
	Hayes' administration, 1877-1881	3	
	Garfield's administration, 1881	3	
	Arthur's administration, 1881-1885	3	
	Cleveland's administration, 1885-1889	3	
	Benjamin Harrison's administration, 1889-1893	3	
	Cleveland's second administration, 1893-1897	3	

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	McKinley's first administration, 1897-1901	3	
	War of 1898 (Sp. Am. War)	3	
	Armies. Troops. By State (Contiguous/South)	3	
	Armies. Troops. By State (TN)	5	
	Armies. Troop. By state (Other)	3	
E740-837.7	Twentieth Century	3	
	General	3	
	McKinnley's second administration, 1901	3	
	Theodore Roosevelt's administrations, 1901-1909	3	
	Taft's administration, 1909-1913	3	
	Wilson's administrations, 1913-1921	3	
	1919-1933. Harding-Coolidge-Hoover era. "The twenties"	3	
	FDR's administrations, 1933-1945	3	
	Truman's administrations, 1945-1953	3	
	Eisenhower's administrations, 1953-1941	3	
E838-889	Later twentieth century, 1961-2000	3	
	General	3	
	Kennedy's administration, 1961-1963	3	
	Lyndon Johnson's administrations, 1963-1969	3	

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	Nixon's administrations, 1969-1973	3	
	Ford's administrations, 1974-1977	3	
	Reagan's administrations, 1981-1989	3	
	George H.W. Bush's administration, 1989-1993	3	
	Clinton's administrations, 1993-2001	3	
E895-904	Twenty-first Century	3	
	George W. Bush's administrations, 2001-	3	
F	United States Local History		
F1-205	State and Local History - New England, Atlantic Coast	2	
F206-475	State & Local History - South, Gulf States		
	The South		
	Virginia	4	
	W. Virginia	4	
	North Carolina	4	
	South Carolina	4	
	Georgia	4	
	Gulf States. West Florida		
	Florida	3	
	Alabama	4	
	Mississippi	4	
	Mississippi River Valley. Middle West	3	
	Louisiana	3	
	Texas	4	
	Old Southwest. Lower Mississippi Valley		

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	Arkansas	4	
	Tennessee	5	
	Kentucky	4	
	Missouri	4	
	Old Northwest. Northwest Territory		
	Ohio	2	
	Ohio River and Valley	2	
	Indiana	2	
	Illinois	2	
	The Lake region. Great Lakes	2	
	Michigan	2	
	Wisconsin	2	
	The West. Trans-Mississippi Region. Great Plains		
	The Northwest	1	
	Missouri River and Valley	1	
	Minnesota	1	
	Iowa	1	
	North Dakota	1	
	South Dakota	1	
	Nebraska	1	
	Kansas	1	
	Oklahoma	1	
	Rocky Mountains. Yellowstone National Park		
	Montana	1	
	Wyoming	1	
	Idaho	1	
	Colorado	1	
	New Southwest. Colorado River, Canyon, and Valley		
	New Mexico	1	
	Arizona	1	
	Utah	1	
	Nevada	1	
	Pacific States	1	
	Cascade Range	1	
	Pacific Northwest	1	

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	California	1	
	Oregon	1	
	Washington	1	
	Alaska	1	
	Hawaii		
F965	The territories of the U.S. (General)	1	
F975	Central America, West Indian, and other countries protected by and having close political affiliations with the U.S.	1	
F1000-1145	History- British America, Canada	1	
F1170	History - French America	1	
F1201-1392	History - Mexico	1	
F1401-1419	History - Latin America, Spanish America (General)	1	
F1421-1577	History - Central America	1	
F1601-2151	History - West Indies	1	
F2155-2191	History - Caribbean Area	1	
F2201-3799	History - South America	1	
GN700-890	Prehistoric archaeology	1	
	History (General)	1	
	By Region or Country (U.S.)	2b	As related to TN-4
	By Region or Country (other)	0	
	(By Period) Stone Age (Not America)	0	

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	Copper and bronze ages (Not America)	0	
	Iron Ages (Not America)	0	
	Special topics. (Economics, Weaving, Hunting, etc.)	0	
	Museums. Exhibitions	0	
	By Region or Country (Not the Americas)	0	
GB5000-5030	Natural Disasters (General)		
GB5005-5008	Studying and Teaching	0	
	By region or country (U.S.)	1	New Madrid -3 - As related to Tennessee - 4
	By region or country (Other)	0	
GB5010-5011	By region or country (U.S.)	2	As related to South-3 as to Tennessee -4
GB5014-5030	General works, popular works, Juvenile works, Addresses and Essays, Natural Disaster warning systems	0	
H	Social Sciences		
HA	Statistics		
HA175-727	Statistical Data - America	0	
	as related to region	2	

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	as related to Southern States	2	
	As related to TN	4	
HB	Economic Theory		
HB1-846.8- HB3840	Economic theory	0	As related to Tennessee - 4
	Demography. Population. Vital Events (History & General Works)	1	As related to Tennessee - 4
	Births, Marriages, Deaths, Age, Sex	1	As related to Tennessee - 4
	Geography. Migration	1	As related to Tennessee - 4
	Urban Populations	1	As related to Tennessee - 4
	Rural Populations	1	As related to Tennessee - 4
	Professions. Occupations	1	As related to Tennessee - 4
	Individual Nationalities and Ethnic Groups	1	As related to Tennessee – 4
	Business Cycles. Economic Fluctuations	1	As related to Tennessee – 4
HC	Economic History & Conditions		
HC10-1085	General Works: History, Air Pollution, Conservation, Famines, etc.	0	As related to Tennessee - 4

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HD	Industries: Land use; Labor		
HD1-4730.9	Land Use--History and General	0	
	Real estate or business	0	History, etc. Publications of individual state supported institutions are not collected in general. (1a)
	Agricultural Economics	1	As related to Tennessee - 4
	Industry	1	As related to Tennessee - 4
	Corporations	1	As related to Tennessee - 4
	Cooperation. Cooperative Societies	1	As related to Tennessee - 4
	Industrial Policy (State Industries, Public Works, Government Ownership)	1	As related to Tennessee - 4
	Municipal Services. Municipal Public Works	1	As related to Tennessee - 4
HD4801-8999	Labor (Wages, Workers Associations, Social Security and Pensions, Industries or Trades)	0	
	As related to Tennessee	4	
	As related to Southern States	1b	
HD9000-9999	Special Industries & Trades (Agricultural, Energy, Pharmaceutical, Service Industries, Etc.)	0	
HD9000- HD9999	As related to Tennessee	4	

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HE	Transportation and Communication		
HE399-9814	Water Transportation	0	
	Railroads-North America	0	As related to Tennessee - 4
	Automotive Transportation	0	As related to Tennessee - 4
	Postal Service	0	As related to Tennessee - 4
	Telecommunications Industry. Telegraph	0	As related to Tennessee - 4
	Telephone Industry (U.S.)	0	As related to Tennessee - 4
	Air Transportation (U.S.)	0	As related to Tennessee - 4
HF	Commerce		
HF1-4055	Commerce (History)	0	As related to Tennessee - 4
	Business Education	0	As related to Tennessee - 4
	International Economic Relations	0	As related to Tennessee - 4
	Tariff. Free Trade.	0	As related to Tennessee - 4
HF5001-6351	Business, Business Administration	0	
	As related to TN	4	

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HG	Finance		
HG201-9999	Money	0	As related to Tennessee - 4
	Banking	0	As related to Tennessee - 4
	Credit. Debit. Loans	0	As related to Tennessee - 4
	Foreign Exchange. International Finance	0	As related to Tennessee - 4
	Financial Management. Business Finance. Corporate Finance.	0	As related to Tennessee – 4
	Trust Services. Trust Companies	0	As related to Tennessee - 4
	Investment. Capital Formation. Speculation	0	As related to Tennessee – 4
	Lotteries	0	As related to Tennessee – 4
	Insurance	0	As related to Tennessee – 4
HJ	Public Finance (General)		
	Budget	0	As related to Tennessee - 4
	Revenue. Taxation. Internal Revenue related to the U.S.	0	As related to Tennessee - 4
	Customs Administration	0	As related to Tennessee - 4
	Expenditures. Government Spending	0	As related to Tennessee - 4
	Public Debts	0	As related to Tennessee – 4
	Government Lending	0	As related to Tennessee - 4

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	City Finance	0	As related to Tennessee - 4
	Local Finance. Municipal Finance	0	As related to Tennessee - 4
	Public Accounting. Auditing	0	As related to Tennessee - 4
HX	Socialism, Communism, Anarchism		
	By State or As it relates to TN	4	
J	Political Science		
J1-981	General legislative and executive papers	1a	
J80-87	United States	3b	As supported by the Federal document depository program
J80-82	---Presidents' messages and other executive papers	3b	
J100-981	Other regions and countries	0	
JA1-92	Political science (General)	1	
JC11-605	Political theory. The state. Theories of the state	1	
JF20-2112	Political institutions and public administration (General)	1	
JJ	Political institutions and public administration (North America)	1	
JK1-9593	Political institutions and public administration (United States)	1	
	-----As it relates to Southern States	3a	

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	-----As it relates to Tennessee	5	
JL1-3899	Political institutions and public administration (Canada, Latin America, etc.)	0	
JN	Political institutions and public administration (Europe)	0	
JQ	Political institutions and public administration (Asia, Africa, Australia, Pacific area, etc.)	0	
JS39-8500	Local government. Municipal government	2	
	----- U.S.	2	South-3 Tn-4
JV1-9480	Colonies and colonization. Emigration and immigration. Internal migration		
	-----History (General)	1b	
	---United States	3	
JZ5-6530	International relations	0	
JZ1464-2069	Scope of international relations with regard to countries, territories, regions, etc.	1a	
	Law		
K	Law in General Comparative and Uniform Law Jurisprudence	1a	
KBR-KBU	History of Canon Law Law of the Roman Catholic Church. The Holy See	0	
KD	Law of the United Kingdom and Ireland	0	
KDZ-KG-KH	Law of the Americas, Latin America and the West Indies	0	
KE	Law of Canada		
KF	Law of the United States		

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KF1-9827	Law of the United States (Federal)	3	
KFA-KFW	Laws of the states	0	
	--Southern States	1	
KFT	---Tennessee	5	
KFX	Laws of the cities	0	As related to Tennessee – 3b
KFZ	Laws of the territories. Laws of the Confederate States of America		
KK-KKC	Law of Germany	0	
KJ-KKZ	Law of Europe	0	
KL-KWX	Law of Asia, Africa, Pacific Area, and Antarctica	0	
KZ9	Law of Nations	0	

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L	Education		
L7-991	Education (General)	1a	As related to Tennessee - 4
LA5-2396	History of Education	1a	As related to Tennessee - 4
	--as it relates to the U.S.	2b	As related to Tennessee - 4
	--Biography	1b	As related to Tennessee - 4
LB5-3640	Theory and practice of education	0	
	----As it relates to Tennessee	5	
LC8-6691	Special aspects of Education	0	
	----As it relates to Tennessee	4	
LD13-7501	Individual Institutions		
	---As they relate to the U.S.	1a	
	---As they relate to Tennessee	4	History, etc. Publications of individual state supported institutions are not collected in general. (1a)
LE3-78	----America (except U.S.)	0	
LF-LG	Individual institutions (rest of the world)	0	
LH1-9	College and school magazines and papers	0	As related to Tennessee - 4
LT6-1001	Textbooks	0	

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	Music		
M1-5000	Music	1	
	----U.S.	1a	
	----Local	3b	
ML1-3930	Literature on Music		
ML159-3785	History and criticism	1	
	--Biography	1	
	--By region or country		As related to Tennessee – 4 Southern States-1b
MT1-960	Instruction and study	0	
	Regions	0	
	---States	0	As related to Tennessee - 3
	----Cities	0	
	Fine Arts		
N1-9211	Visual arts	0	As related to Tennessee - 4
NA1-9428	Architecture	0	As related to Tennessee - 4
NB1-1952	Sculpture	0	As related to Tennessee - 4
NC1-1940	Drawing. Design. Illustration.	0	As related to Tennessee - 4

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ND25-3416	Painting	0	As related to Tennessee - 4
NE1-2002	Print media	0	As related to Tennessee - 4
NK1-9990	Decorative arts	0	As related to Tennessee - 4
NX1-820	Arts in general	0	As related to Tennessee - 4
P	Language and Literature		
P-PA	Philology and linguistics (General) ; Greek Language and Literature; Latin Language and Literature	0	
PB-PH	Modern European Languages	0	
PJ-PK	Oriental Philology and Literature; Indo-Iranian Philology and Literature	0	
PL-PM	Languages of Eastern Asia, Africa, Oceania, Hyperborean, Indian, and Artificial Languages	0	
PN	Literature (General)	0	
PN4699-5650	Journalism	0	As related to Tennessee - 4
PN6146.5-6231	Wit and humor	0	As related to Tennessee - 4
PT	German, Dutch, and Scandinavian Literatures	0	
PQ	French, Italian, Spanish and Portuguese Literatures	0	
PR	English Literature	0	
PS	American literature	0	
	--As it relates to the U.S.	0	As related to Tennessee - 4

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PS8001-8599	Canadian literature	0	
	Science		
Q1-390	Science (General)	0	As related to Tennessee – 4
QA1-939	Mathematics	0	As related to Tennessee – 4
QB1-991	Astronomy	0	As related to Tennessee - 4
QC1-999	Physics	0	As related to Tennessee – 4
QD1-999	Chemistry	0	As related to Tennessee – 4
QE1-996.5	Geology	0	As related to Tennessee – 4
QH	Natural history; Biology	0	As related to Tennessee – 4
QK1-989	Botany	0	As related to Tennessee – 4
QL1-991	Zoology	0	As related to Tennessee – 4
QM1-695	Human anatomy	0	As related to Tennessee - 4
R	Medicine	0	As related to Tennessee - 4
S	Agriculture	0	As related to Tennessee - 4
T	Technology	0	As related to Tennessee - 4
U-V	Military Science ; Naval Science	0	As related to Tennessee - 4
Z	Bibliography ; Library science ; Information Resources		
Z4-Z659	Books (General). Writing. Paleography ; Book industries and trade	1	As related to Tennessee - 4

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Z662-1000.5	Libraries	2b	As related to Tennessee - 4
Z1001-8999	General bibliography ; National bibliography	2b	As related to Tennessee - 4
ZA	Information resources	2b	As related to Tennessee - 4