

Blanket Order / Approval Plan & Popular Standing Orders

~ Agreement & Selection Profile ~

Organisation Name: Deakin University Library
Fund Code: **Code Name (if updating an existing profile):** UDEABO
Delivery Address Deakin University Library, Waterfront Campus, 1 Gheringhap St

Suburb:Geelong **State:**VIC **Post code:** 3217
Country: Australia

Contacts

Name: Janine Epps Title: Manager, Collections & Access
 Direct Ph: (03) 52278240 Email: janine.epps@deakin.edu.au

Name: Susanne Glynn Title: Acquisitions Librarian, Monographs
 Direct Ph: (03) 52278230 Email: susanne.glynn@deakin.edu.au

Please indicate (3) how you would like to receive your profile information:

E-mail (please enter email address): Susanne.glynn@deakin.edu.au Paper

Please indicate (3) if you would like to receive e-mailed order notifications and/or brief MaRC catalogue records:

Order notifications Brief MARC records

Please indicate (3) which service/s you require on this profile.

- Australian/NZ Blanket Order (Refer pages 7-18 for subject areas)
- Australian/NZ Approval Plan - Public libraries only (Refer pages 7-18 for subject areas)
- Popular Standing Orders (Aust, UK, US & NZ)
- Author Standing Order
 - Adult Fiction Junior Fiction
 - Adult Non-Fiction Junior Non-Fiction
- Subject Standing Order (Refer pages 7-18 for subject areas)
- Publisher Standing Order
- Series Standing Order (Refer to page _ for listing of series titles)

Office use only:	Customer Code	Reviewed by	Date	System updated by	Date

James Bennett Pty Ltd ABN 17 000 465 127 Locked Bag 537 Frenchs Forest 1640 Australia
 Phone + 61 2 9986 7000 Fax + 61 2 9986 7031 Freecall Phone 1 800 226 784 Fax 1 800 808 292
 Email: info@bennett.com.au Web: www.bennett.com.au

SOLUTIONS TO YOUR COLLECTION DEVELOPMENT NEEDS

At James Bennett, we see around 10,000 new titles every month. Our experienced buyers receive information on new commercial releases and meet face-to-face with Australian and Overseas publisher representatives on a daily basis. In other cases the publishers transfer information on new releases electronically directly into our database.

For Non-Commercial material we receive information from a large array of sources including Kinetica, Thorpe, individual authors, small publishers, University Departments and various local and interstate newspapers and publications.

Your library could benefit from this comprehensive and reliable collection of new titles by subscribing to one or more of the services we offer:-

Australian/NZ Blanket Order (ABO)

A Blanket Order is an agreement whereby James Bennett undertakes to supply to the Library new titles (monographs) published in Australia by both commercial and non commercial, publishers and distributors, including specialist groups. Material supplied is considered to be firm sale.

Uniquely Australian - relevant to Australian market

Australian/NZ Approval Plan (AAP)

An Approval Plan is an agreement whereby James Bennett undertakes to supply to the Library new titles (monographs) published in Australia which are available at Australian Recommended Retail Price (ARRP) or better. Material supplied can be returned (CONDITIONS APPLY).

Popular Standing Orders (PSO)

A popular standing order is an agreement whereby James Bennett undertakes to supply to the library, new titles (monographs) based on a mutually agreed list of popular authors covering both fiction and non-fiction in children and adult materials. Titles in series and publisher/ imprint standing orders are also available. Material supplied can not be returned and is supplied on a firm sale basis.

ABOUT THIS DOCUMENT

This document is the basis for the definition of a comprehensive profile that will help our 'New Title Acquisitions Team' understand your collection development policy. The document covers aspects such as subject selection, readership level and non-subject parameters, binding, publisher, country of origin etc.

This documents also outlines the responsibilities for both parties involved (the Library and James Bennett). We recommend your profile be reviewed annually to ensure our service continues to meet your requirements. However, your profile may be updated at any time, upon request, by contacting your local sales representative or our Allocations Department.

THE PROCESS

Allocations of new titles takes place on a daily basis. New titles are automatically matched to the subjects from the Library's profile.

The resulting selection is then refined by our allocators to include or exclude titles based on their industry expertise, and their knowledge of your preferences and collections' policies. Non-subject parameters are an important aspect to your library's profile, and refined allocations can be made according to your instructions.

CORE MATERIAL

The core materials supplied through a Blanket Order and/or Approval Plan comprises new titles (monographs) published in Australia in the English language. Material, based on the chosen plan, will be sourced from Commercial and/or Non Commercial Publishers.

ADDITIONAL MATERIAL

Other categories of material are available, for both ABO/AAP, in addition to core material, including:-

- Overseas originated titles published here under an Australian imprint (whether or not the text has been adapted for the Australian market)
- Selected other titles published in the NZ and Southeast Asia / Pacific Region
- Titles published jointly by Australian & overseas publishers
- Overseas published titles with Australian authors or Australian content
- Material in other languages than English published in Australia
- n-standard bindings, non-book materials, alternate editions, etc.

MATERIAL NOT INCLUDED

Yearbooks, except for popular annual guides such as good food and holiday guides are not included in Blanket Orders or Approval Plans.

Titles published as part of a numbered series (except for the first volume in a series) are not included in Blanket Orders or Approval Plans, but are available on Standing Order.

Titles that James Bennett is already supplying as part of Standing Orders and titles that you have already place an order for with James Bennett are not include in Blanket Orders or Approval Plans.

E-MAIL ORDER NOTIFICATION

An email order notification service is also available as part of your Blanket Order/ Approval Plan or Popular Standing Order. As allocations of new titles against your profile are made, James Bennett will send an email containing a brief bibliographic record for the titles ordered on your behalf.

This service aims at:

- Keeping you constantly informed on incoming material.
- Enabling you to order additional copies of forthcoming titles
- Allowing you to cancel orders before publication date, if not required.

To cancel orders or to increase the quantity required you should FORWARD the e-mail to our new titles team, Julie Buckroyd jbuckroyd@bennett.com.au or Russell Brownlee rbrownlee@bennett.com.au. Please do not reply to the email, as the email is generate by an automated system that cannot redirect incoming mail.

While we strive to match allocations to the library's selection criteria, in order to minimise returns, we believe that a regular monitoring of this email will result in a reduction of the number of unnecessary deliveries and consequent returns of unwanted material.

INFORMATION SLIP (BLURB)

We will send an information slip (blurb) instead or ordering the title in the instance in which:-

- an item falls marginally outside the library's profile (selection criteria)
- return rights are unavailable
- a title may be of limited interest due to format or level
- the library has requested information only

We do not order any material which has been blurbed, unless otherwise instructed by you.

Blurbs are available in electronic format, and will be dispatched on a weekly basis.

To approve orders of blurbed title please forward your order to our allocation team. This can be done by either returning the approved printed slip, or by pasting the approved titles into an email addresses to rbrownlee@bennett.com.au or jbuckroyd@bennett.com.au.

Please note that information slip orders are firm sale.

MaRC RECORDS

You can receive brief MaRC records for all titles that we have ordered on your behalf as part of your Blanket Order, Approval Plan and/or Popular Standing Order. You can also elect to receive brief MaRC records for all blurbed titles.

MaRC records are sent as an e-mail attachment. The e-mail is usually addressed to an automated email address that will import the records into your Library System. The MaRC record will contain basic bibliographic and acquisitions tags (date of order, quantity, account, fund).

INVOICING

Material supplied through any of the above plans can be separately invoiced from other orders. Invoices will clearly and accurately show the account against which the items were supplied.

SERVICING

James Bennett offers a range of Shelf-Ready and Cataloguing services for material purchased as part of a Blanket Order. If needed, invoicing of such services can be done separately from the actual titles supplied. Please contact your local representative for more information/prices.

REPORTS

Each library profile is monitored through monthly statistical reports, which monitors the amount of allocations and the frequency of returns (the latter apply to AAP only).

FEEDBACK

You can directly contact the allocations department with any issues in regards to your plan and in return our allocators will get in touch with the you promptly to confirm any new arrangements.

Continuous feedback, and a free flow of communication from both parties involved are crucial to a successful service.

TERMS & CONDITIONS

All material supplied through a Blanket Order is considered firm sale.

1. Libraries commit to promptly assessing incoming material. Delivery of material happens on a weekly basis. All boxes are clearly marked on the outside to indicate that they contain Approval Plan material.
2. James Bennett staff will periodically contact the library to make sure that material is not held up at the library.
3. Items to be returned must be carefully packed and received at James Bennett in mint condition within 30 days of invoice date.
4. We are unable to accept items that have been stamped, covered or processed by the library or James Bennett (as per profile), unless the item is faulty or damaged.

5. Given the cost of freight and the amount of work required by both parties involved, returns should not exceed 15% of the material supplied. Close monitoring of the subject and non subject parameters will ensure that the material supplied through the plan will always be appropriate to the library collection and budget, thus reducing returns to a minimum.
6. You should notify the Allocations Department immediately, should the library be temporarily unable to process incoming material.
7. For effective monitoring, we need to know the reason why an item has been returned (i.e. already purchased, not in line with collection, incorrect format...). Please record the reasons for rejection on an invoice copy accompanying the material and return forms to the Allocations Department. This feedback will assist us in fine-tuning your profile, and to better serve you in the future.

If you have any queries or require guidance on choosing the optimum subject, readership level and non-subject parameter combinations to produce a Blanket Order or Approval Plan service to meet your precise requirements, please contact our Allocations Department on 1 800 226 784 or (02) 9986 7000.

Completing your Subject Profile...

Selecting/Excluding subjects

To select a subject area, enter the number(s) indicating the readership level(s) required in the column to the right of the subject.

0 =Juvenile / Primary 1=Teenage / Secondary 2=Technical / Vocational / TAFE
3 =Tertiary 4=Professional / Research 5=General

You do not need to mark every box, only mark the subjects required or the subjects to be excluded from “ALL” subject selections and leave the rest blank.

To further refine your selections you can specify a Geographic Area by entering the appropriate Geographic Code in the column next to the Readership Level. Shaded columns indicate no Geographic option is available.

This will SELECT all titles on 'All Religion & Beliefs' – General & Comparative at general readership level (Readership Level 5), Australian titles only.

ALL RELIGION & BELIEFS All codes beginning with CR		
RELIGION & BELIEFS - GENERAL WORKS & MISC. CR000		
ALL RELIGION - GENERAL & COMPARATIVE CR100-CR120	5	1100
Religion - general works & misc. CR100		
Philosophy of religion CR110		

ALL RELIGION & BELIEFS All codes beginning with CR		
RELIGION & BELIEFS - GENERAL WORKS & MISC. CR000		
ALL RELIGION - GENERAL & COMPARATIVE CR100-CR120	5	
Religion - general works & misc. CR100	3,5	
Philosophy of religion CR110	3-5	

This will SELECT all titles on 'All Religion & Beliefs' –General & Comparative at general level (Readership Level 5), and will select titles on Religion at levels tertiary and general (3,5) and titles on Philosophy of Religion at levels tertiary, postgraduate & general (3-5).

You can also EXCLUDE specific subjects within a chosen “ALL...” block of subjects by marking with an “X”:

This will SELECT all titles on All Religion & Beliefs –General & Comparative at Postgraduate Level (Readership Level 4), and will EXCLUDE all titles on Philosophy of Religion.

ALL RELIGION & BELIEFS All codes beginning with CR		
RELIGION & BELIEFS - GENERAL WORKS & MISC. CR000		
ALL RELIGION - GENERAL & COMPARATIVE CR100-CR120	4	
Religion - general works & misc. CR100		
Philosophy of religion CR110	X	

You can be quite specific in your profile by combining SELECT and EXCLUDE:

ALL RELIGION & BELIEFS All codes beginning with CR		
RELIGION & BELIEFS - GENERAL WORKS CR000		
ALL RELIGION - GENERAL & COMPARATIVE CR100-CR120	5	
Religion - general works & misc. CR100		1100
Philosophy of religion CR110	3,5	
Comparative religion CR120	X	

This will SELECT all titles on Religion – General & Comparative at General Level (Readership Level 5) as well as Australian (Geographic Code 1100) Philosophy of Religion titles at Tertiary or General Levels (Readership Levels 3 or 5) - but will EXCLUDE titles on Comparative Religion.

Geographical Areas:

All Titles: to receive all titles covered by specific geographical areas enter the Readership Level(s) required in the column marked 'ALL SUBJECTS.' i.e. enter '3' against ASIA – ALL to receive all titles published on Asia at Tertiary Level.

All Australian: If you select the geographic code of "11** Australia – All" from the table below, you will receive notification of all material published in Australia, material that has significant Australian content and material that has an Australian author, regardless of the subjects you will be selecting.

Not Listed Areas: if you wish to choose geographical areas not specified below, please contact the Allocation Department on: 1 800 226 784 or (02) 9986 7000. Geographic coverage may be specified for all non-shaded subjects.

GEOGRAPHICAL AREA	CODE	
ALL AUSTRALASIA		
1***		
Australia - All	11**	
Australia - General	1100	
Australian Capital Territory	1101	
New South Wales	1102	
Victoria	1103	
Queensland	1104	
South Australia	1105	
Western Australia	1106	
Tasmania	1107	
Northern Territory	1108	
Australian offshore territories	1199	
New Zealand	12**	
Papua New Guinea	13**	
EUROPE - ALL		
2***		
Western Europe	21**	
United Kingdom	211*	
Scandinavia	22**	
Eastern Europe	23**	
NORTH AMERICA	3***	
USA	3100	
Canada	3200	
SOUTH & CENTRAL AMERICA	4***	
ASIA - ALL	5***	
Southeast Asia	51**	
East Asia	52**	
Indian subcontinent	53**	
Middle East	55**	
AFRICA	6***	
Republic of South Africa	6110	
OCEANIA	7***	
POLAR REGIONS	91**	

Enter readership levels(s) 0-5 to select

Enter geographic coverage(s) to select

Enter readership levels(s) 0-5 to select

Reference Material:

Special Feature:

in the first section 'ALL REFERENCE & TYPES OF MATERIAL' you may specifically exclude titles by 'type' regardless of 'subject', by entering 'X' against any of the AG codes.

Note: elsewhere on this form, 'X' is used only in conjunction with an 'ALL...' heading to exclude specific subjects (please see the third example on the previous page).

Kits & models in book form AG992	
Die-cut & irregularly shaped books AG993	
Audible & press-button books AG994	

ALL REFERENCE & TYPES OF MATERIAL All codes beginning with AG	
ALL ENCYCLOPAEDIAS - GENERAL AG100	
ALL OTHER REFERENCE WORKS AG210-AG270	
Reference works (ie subject-specific) AG210	
Dictionaries of quotations AG215	
Dictionaries of biography (eg Who's Who) AG220	
Dictionaries (i.e. linguistic) AG230	
Thesauri AG231	
Bibliographies AG240	
Discographies AG241	
Filmographies AG242	
Guides to children's books AG243	
Indexes AG250	
Yearbooks AG260	
Almanacs AG261	
Directories AG270	
ALL AUSTRALIAN INDIGENOUS MATERIAL AG300	
ALL CHILDREN'S BOOKS - TYPES OF MATERIAL AG910 - AG994	
Picture books AG910	
Children's books - non-standard formats AG990	
Pop-up & flap books AG991	

ALL LIBRARY SCIENCE, MUSEUM STUDIES All codes beginning with AL	3 4	
ALL LIBRARIANSHIP & INFORMATION SCIENCE AL100 - AL160		
Librarianship & information science - general works & misc. AL100		
Libraries, archives & information centres AL110		
Library management & administration AL120		
Automation of libraries AL130		
Acquisitions & collection development AL140		
Bibliographic & subject classification AL150		
Non-book materials in libraries & archives AL160		
ALL MUSEUM STUDIES & CURATORSHIP AL200 - AL220	3 4	
Museum studies & curatorship - general works & misc. AL200		
Exhibitions AL210		
Preservation of collections AL220		

Readership levels: 0=Juvenile/Primary 1=Teenage/Secondary .2=TAFE/Vocational3=Tertiary
4=Postgraduate 5=General

ALL BIOGRAPHY, LITERATURE & LITERARY CRITICISM (N.B. see BF codes for FICTION) All codes beginning with BB			New Zealand satire & humour BB227		
			New Zealand miscellaneous writings BB228		
ALL BIOGRAPHY & AUTOBIOGRAPHY BB100	3 4		New Zealand travel writing BB229		
LITERATURE - GENERAL WORKS & MISC. BB200			ALL ENGLISH LITERATURE BB230-BB239		
AUSTRALIAN LITERATURE BB210-BB219	3 4		English literature BB230		
Australian literature BB210			English poetry BB231		
Australian poetry BB211			English drama BB232		
Australian drama BB212			English essays & speeches BB234		
Australian essays & speeches BB214			English letters & journals BB236		
Australian letters & journals BB216			English satire & humour BB237		
Australian satire & humour BB217			English miscellaneous writings BB238		
Australian miscellaneous writings BB218			English travel writing BB239		
Australian travel writing BB219			ALL AMERICAN LITERATURE (inc Canadian) BB240-BB249		
NEW ZEALAND LITERATURE BB220-BB229			American literature BB240		
New Zealand literature BB220			American poetry BB241		
New Zealand poetry BB221			American drama BB242		
New Zealand drama BB222			American essays & speeches BB244		
New Zealand essays & speeches BB224			American letters & journals BB246		
New Zealand letters & journals BB226			American satire & humour BB247		
			American miscellaneous writings BB248		
			American travel writing BB249		
			Continues...		
ALL LITERATURE OF EUROPEAN LANGUAGES BB250-BB259			Hebrew literature BB262		
Literature of European languages BB250			ALL ASIAN LITERATURE BB270- BB274		
Germanic & Scandinavian literature BB251			Asian literature BB270		
French literature BB252			Indic literature BB271		
Italian literature BB253			Chinese literature BB272	3 4	
Spanish & Portuguese literature BB254			Japanese literature BB273		
Latin literature BB255			South-east Asian literature BB274	3 4	
Ancient Greek literature BB256			Vietnamese literature BB275		
Modern Greek literature BB257			ALL OCEANIC LITERATURE BB280-BB282		
Celtic literature BB258			Oceanic literature BB280		
Russian & Slavic literature BB259			Literature of indigenous Australian languages BB281	3 4	
ALL SEMITIC & MIDDLE EASTERN LITERATURE BB260-BB262			Mabri literature BB282		
Semitic & Middle Eastern literature BB260			ALL LITERATURE OF OTHER LANGUAGES BB290-BB294		
Arabic literature BB261	3 4		Literature of other languages BB290		
			Literature of indigenous African languages BB291		

Literature of indigenous North American languages BB292		New Zealand horror fiction BF250	
Literature of indigenous Latin American languages BB293		New Zealand ghost stories BF251	
Literature in artificial languages BB294		New Zealand humorous fiction BF260	
ALL LITERARY CRITICISM & THEORY BB300-BB310	3 4	New Zealand romantic fiction BF270	
Literary studies & criticism BB300		New Zealand fiction - family sagas BF271	
Literary theory BB310		New Zealand science fiction BF280	
ALL OTHER LITERARY CODES BB410-BB490		New Zealand fantasy fiction BF281	
Folk tales BB410		New Zealand war fiction BF291	
Nursery rhymes BB415		New Zealand fiction - Westerns BF292	
Anthologies & collections BB490	3 4	ALL ENGLISH FICTION BF300-BF392	
ALL FICTION All codes beginning with BF		English fiction - general & literary BF300	
ALL AUSTRALIAN FICTION BF100- BF192	3 4	English adventure fiction BF310	
Australian fiction - general & literary BF100		English fiction - thrillers BF311	
Australian adventure fiction BF110		English crime fiction BF320	
Australian fiction - thrillers BF111		English erotic fiction BF330	
Australian crime fiction BF120		English historical fiction BF340	
Australian erotic fiction BF130		English horror fiction BF350	
Australian historical fiction BF140		English ghost stories BF351	
Australian horror fiction BF150		English humorous fiction BF360	
Australian ghost stories BF151		English romantic fiction BF370	
Australian humorous fiction BF160		English fiction - family sagas BF371	
Australian romantic fiction BF170		English science fiction BF380	
Australian fiction - family sagas BF171		English fantasy fiction BF381	
Australian science fiction BF180		English war fiction BF391	
Australian fantasy fiction BF181		English fiction - Westerns BF392	
Australian war fiction BF191		ALL AMERICAN FICTION (including Canadian) BF400-BF492	
Australian fiction - Westerns BF192		American fiction - general & literary BF400	
ALL NEW ZEALAND FICTION BF200-BF292		American adventure fiction BF410	
New Zealand fiction - general & literary BF200		American fiction - thrillers BF411	
New Zealand adventure fiction BF210		American crime fiction BF420	
New Zealand fiction - thrillers BF211		American erotic fiction BF430	
New Zealand crime fiction BF220		American historical fiction BF440	
New Zealand erotic fiction BF230		American horror fiction BF450	
New Zealand historical fiction BF240		American ghost stories BF451	
		American humorous fiction BF460	
		American romantic fiction BF470	
		American fiction - family sagas BF471	
		American science fiction BF480	
		American fantasy fiction BF481	

American war fiction BF491		
American fiction - Westerns BF492		
ALL OTHER FICTION (i.e. not specified above) BF500-BF592		
Other fiction - general & literary BF500		
Adventure fiction BF510		
Fiction - thrillers BF511		
Crime fiction BF520		
Erotic fiction BF530		
Historical fiction BF540		
Horror fiction BF550		
Ghost stories BF551		
Humorous fiction BF560		
Romantic fiction BF570		
Fiction - family sagas BF571		
Science fictionBF580		
Fantasy fictionBF581		
War fiction BF591		
Fiction - Westerns BF592		
ALL ADDITIONAL FICTION CODES BF910-BF920		
Short stories BF910		
Graphic novels BF920		

Enter geographic coverage(s) to select

Enter readership levels(s) 0-5 to select

Enter geographic coverage(s) to select

Enter readership levels(s) 0-5 to select

ALL LANGUAGE & LINGUISTICS All codes beginning with BL		
LANGUAGE & LINGUISTICS - GENERAL WORKS & MISC. BL000		
ALL LANGUAGE GROUPS BL110- BL164		
English language BL110	3 4	
Australian English BL111	3 4	
American English BL112		
European languages BL120		
Germanic & Scandinavian languages BL121		
French language BL122		
Italian language BL123		
Spanish & Portuguese languages BL124		
Latin language BL125		
Ancient Greek language BL126		
Modern Greek language BL127		
Celtic languages BL128		
Russian & Slavic languages BL129		
Semitic & Middle Eastern languages BL130		
Arabic language BL131	3 4	
Hebrew language BL132		
Asian languages BL140		
Indic languages BL141		
Chinese languages BL142	3 4	
Japanese language BL143		
South-east Asian languages BL144	3 4	
Oceanic languages BL150		
Indigenous Australian languages BL151	3 4	
Maori languages BL152		
Indigenous African languagesBL161		
Indigenous North American languages BL162		
Indigenous Latin American languages BL163		
Artificial languages BL164		
ALL LINGUISTICS BL200-BL270	3 4	
Linguistics - general works & misc. BL200		
Grammar BL210		
Discourse BL220		
Literacy BL230		

Psycholinguistics BL240		
Sociolinguistics BL250		
Dialect & linguistic variation BL260		
Slang BL270		
ALL LANGUAGE AIDS BL300- BL350		
Language aids - general BL300		
Usage guides BL310		
Phrasebooks BL320		
Easy readers & reading schemes BL330		
Alphabet books BL331		
Language teaching & learning material - ESL/EFL BL340	3 4	
Language teaching & learning material - LOTE BL350	3 4	
ALL OTHER ASPECTS OF LANGUAGE BL410-BL421	3 4	
Writing & editing BL410		
Conversation & speaking BL420		
Public speaking BL421		

ALL ARTS All codes beginning with CA		
THE ARTS - GENERAL WORKS & MISC. CA000		
ALL FINE ARTS CA100-CA190	3 4	
Fine arts - general works & misc. CA100		
Theory of art - aesthetics CA110		
Continues...		
History of art CA120		
Individual artists CA130		
Exhibition catalogues CA140		
Religious art CA150		
Art of indigenous people CA160		
Fine art: Painting CA171		
Fine art: Drawing CA172		
Fine art: Sculpture & carving CA173		
Fine art: PrintsCA174		
Fine art: Multimedia art CA175		
Fine art: techniques & materials CA180		
Conservation of artworks CA190		

Readership levels: .0=Juvenile/Primary1=Teenage/Secondary 2=TAFE/Vocational 3=Tertiary
.....4=Postgraduate5=General

ALL DECORATIVE ARTS CA200-CA250	3 4		History of architecture & styles CA610		
Decorative arts - general works & misc. CA200			Architecture: practice CA620		
Ceramics & glass - arts CA210			Conservation & restoration of buildings CA630		
Textile arts CA220			Landscape architecture CA640		
Decorative metalwork CA230	X		Town planning CA650		
Jewellery CA235	X		ALL MUSIC CA700-CA790	3 4	
Lettering & calligraphy CA240	X		Music - general works & misc. CA700		
Furniture & cabinetmaking CA250	X		Composers & musicians CA710		
ALL COMMERCIAL ART & DESIGN CA300-CA351			Musical criticism & theory CA720		
Commercial & industrial art & design - general works & misc. CA300	3 4		Musical scores CA730		
Fashion design CA310			Musical instruments CA740		
Interior design CA320	3 4		Vocal music CA750		
Typography CA330			History of music & musical styles CA760		
Graphic design CA340	3 4		Classical music CA761		
Illustration CA350			Opera CA762		
Poster art CA351			Jazz & Blues CA763		
ALL HANDICRAFTS CA400-CA450			Continues...		
Handicrafts - general works & misc. CA400			Light music CA764		
Knitting CA410			Folk, Ethnic & World music CA765		
Crochet CA415			Pop & Rock CA766		
Needlework & embroidery CA420			Religious music CA770		
Lacemaking CA425			Music recording & technical aspects CA790		
Floral crafts CA430			ALL PERFORMING ARTS CA800-CA890	3 4	
Decoupage CA440			Performing arts - general works & misc. CA800		
Toys & dolls CA450			Acting techniques CA810		
ALL ANTIQUES & COLLECTING CA500-CA570			Theatre CA820		
Antiques & collecting - general works & misc. CA500			Music hall & cabaret CA821	X	
Care of antiques CA510			Cinema (Film studies) CA830		
Philately (stamp-collecting) CA520			Animation CA831		
Numismatics (medal & coin-collecting) CA530			Screenplay/Film scripts CA832		
Militaria CA540			Circus CA840	X	
Clocks & clockmaking CA550			Ballet & dance CA850		
Books & book-collecting CA560			TV & radio CA860		
Miscellany & curios CA570			Performance art CA870		
ALL ARCHITECTURE CA600-CA650	3 4		Public spectacles (festivals, parades, etc) CA880		
Architecture - general works & misc. CA600			Performing arts - technical aspects CA890		
			ALL PHOTOGRAPHY CA900-CA920	3 4	

Photography - general works & misc. CA900		
Photographs (inc portraits) CA910		
Photographic equipment & techniques CA920		

ALL PHILOSOPHY & PSYCHOLOGY All codes beginning with CP	3 4	
ALL PHILOSOPHY CP100-CP150		
Philosophy - general works & misc. CP100		
History of ideas CP110		
Metaphysics CP120		
Epistemology (Theory of knowledge) CP130		
Logic CP140		
Ethics & moral philosophy CP150		
ALL PSYCHOLOGY CP200-CP282		
Psychology - general works & misc. CP200		
Theory & philosophy of psychology CP210		
Psychological testing & experimentation CP220		
Psychoanalysis CP230		
Child & developmental psychology CP240		
Occupational psychology CP250		
Social psychology CP260		
Criminal & forensic psychology CP270		
Altered states of consciousness CP280		
Sleep & dreams CP281		
Hypnosis CP282		

We recommend your profile is reviewed annually to ensure our service continues to meet your requirements. However, your profile may be updated at any time, upon request, by contacting your local sales representative or our allocations department.

ALL RELIGION & BELIEFS All codes beginning with CR		
RELIGION & BELIEFS - GENERAL WORKS & MISC. CR000		
ALL RELIGION - GENERAL & COMPARATIVE CR100-CR120	3 4	

Religion - general works & misc. CR100		
Philosophy of religion CR110		
Comparative religion CR120		
History of specific religious institutions CR190	X	

ALL CHRISTIANITY CR200- CR254		
Christianity - general works & misc. CR200		
Christian life & practice CR210		
Christian theology CR220		
Bibles & biblical studies CR230		
Worship & liturgy CR240		
Christian Churches & denominations CR250		
Roman Catholic Church CR251		
Protestantism & Protestant denominations CR252		
Anglican Church CR253		
Orthodox Church CR254		

ALL NON-CHRISTIAN RELIGIONS CR300-CR390		
Non-Christian religions - general works & misc. CR300		
Bahai CR310		
Buddhism CR320		
Hinduism CR330		
Islam CR340		
Judaism CR350		
Sikhism CR360		
Zoroastrianism CR370		
Oriental religions CR380		
Ethnic & tribal religions CR390		

ALL OTHER BELIEFS CR400- CR460		
Beliefs - general works & misc. CR400		
Myths & mythology CR410		
Contemporary cults CR420		
Occult CR430		
Atheism & agnosticism CR440		
Humanism CR450		
Theosophy CR460		

ALL HISTORY & ARCHAEOLOGY All codes beginning with CS		
---	--	--

HISTORY & ARCHAEOLOGY - GENERAL WORKS & MISC. CS000		
ALL ARCHAEOLOGY CS100		
ALL HISTORY CS200-CS294	3 4	
History - general works & misc. CS200		
Ancient history (BC) CS210	X	
Early & medieval history (c 0-1500) CS220	X	
Early modern history (c 1500-1788) CS230	X	
Modern history (c 1788-1914) CS240		
20th century history (c 1914+) CS250		
World War I CS251		
World War II CS252		
Holocaust CS253		
Vietnam War CS254		
Cold War CS255		
Social history CS291		
Economic history CS292		
Local history CS293	3 4 5	
*only Western Victoria required	Note	
Maritime history CS294	3 4 5	
*only Western Victoria required	Note	
Military history CS295		

Continues...

ALL GENEALOGY, NAMES, HONOURS, etc CS300-CS360		
Genealogy, names, honours - general works & misc. CS300	3 4	
Genealogy & family history CS310 * only Western Victoria required	3 4 5 Note	
Genealogical research methods CS315		
Personal names CS320		
Honours & awards CS330		
Royalty CS340		
Flags CS350		
Heraldry CS360		

ALL SOCIAL STUDIES All codes beginning with DC		
SOCIAL STUDIES - GENERAL WORKS & MISC. DC000		
ALL ANTHROPOLOGY DC100- DC110	3 4	
Anthropology DC100		
Physical anthropology DC110		
ALL CULTURAL, ETHNIC & MEDIA STUDIES DC200-DC254	3 4	
Cultural, ethnic & media studies - general works & misc. DC200		
Cultural studies DC210		
Ethnic studies DC220		
Indigenous peoples DC221		
Australian Aboriginal studies DC222		
Maori studies DC223		
Islamic studies DC224		
Jewish studies DC225		
Multicultural studies DC226		
Gender studies DC230		
Women's studies DC231		
Men's studies DC232		
Gay & Lesbian studies DC240		
Media & communication studies DC250		
Media studies - publishing & print media DC252		
Media studies - TV & radio DC253		
Communication studies DC254		
ALL SOCIOLOGY DC300-DC370	3 4	
Sociology - general works & misc. DC300		
Social theory DC310		
Social research & statistics DC320		
Social groups DC330		
Social classes DC331		
Rural communities DC332		
Urban communities DC333		
Sociology - work & labour DC341		

Sociology - family & relationships DC342		
Sociology - leisure DC343		
Sociology - associations & societies DC344		
Sociology - customs & folklore DC345		
Sociology - death & suicide DC346		
Costume DC347	X	
Demography DC350		
Migration - legal DC351		
Migration - illegal DC352		
Development studies DC360		
Future studies DC361		
Peace studies DC370		
ALL SOCIAL ISSUES & SERVICES DC400-DC476	3 4	
Social issues & services - general works & misc. DC400		
Social issues & welfare DC410		
Alcohol/drug abuse & welfare DC411		
Child abuse DC412		
Domestic violence & welfare DC413		
Physically disabled - issues & welfare DC414		
Mental illness, mentally disabled - issues, health services, & welfare DC415		
Old people - issues & welfare DC416		
Sexual abuse & welfare DC417		
Violence in society DC418		
Child care, child & youth welfare DC419		
Crime & criminology DC420		
Juvenile delinquency DC421		
Police & security services DC422		
Penology DC423		
Rehabilitation of offenders DC424		
Emergency services DC430		
Housing DC440		
Social work DC450		
Counselling DC451		
Charities DC452		
Social impact of disasters DC460		
Famine & relief programmes DC461		
Social ethics & debates DC470		
Abortion DC471		
Animal rights DC472		
Euthanasia DC473		
Prostitution DC474		
Pornography DC475		
Censorship DC476		
Gambling DC477		
Gun control DC478		

ALL LAW DC500-DC560		
Law - general works & misc. DC500		
Philosophy & theory of law DC510		
Comparative law DC520		
International law DC530		
Civil law DC540		
Commercial & financial law DC541		
Constitutional law DC542		
Family law DC543		
Immigration & nationality law DC544		
Land & property law DC545		
Patent & copyright law DC546		
Social & welfare law DC547		
Torts law DC548		
Company law DC549		
Criminal law DC550		
Fraud law DC555		
Sentencing DC556		
Courts & legal procedures DC560		
Evidence DC561		
Legal aid DC562		
Consumer law DC570		
Environmental & Heritage law DC582		
Industrial law DC584		
Medical & Health law DC586		
Insolvency law DC588		
Insurance law DC590		
Computer law DC592		
Licensing & Gaming law DC594		
ALL EDUCATION DC600-DC692	3 4	
Education - general works & misc. DC600		
Philosophy & theory of education DC610		
Educational psychology DC615		
Education & the State DC620		
Educational funding & grants DC625		
Educational administration DC630		
Curriculum & assessment DC640		
Educational institutions & systems DC650		
Elementary education & schools DC651		
Secondary education & schools DC652		
TAFE & colleges DC653		
Tertiary education & universities DC654		
History of specific educational institutions DC655		
Distance education & Open learning DC656		

Teaching of special groups DC660		
Adult education DC661		
Gifted children - education DC662		
Mentally disabled - education DC663		
Physically disabled - education DC664		
Ethnic minorities - education DC665		
Learning difficulties - education DC666		
Teaching profession DC670		
Teacher training DC671		
Teaching practices DC672		
Teaching of specific subjects DC673		
Physical education DC681		
Careers / Vocational guidance DC682		
Educational technology DC683		
Research/research methods DC684		
Study guides & learning skills DC691		
Classroom activities DC692		
Textbook/coursework DC693		
ALL POLITICS & GOVERNMENT DC700-DC768	3 4	
Politics & government - general works & misc. DC700		
Political science & theory DC710		
Political systems & government DC720		
Federal / national government DC721		
State government DC722		
Local government DC723		
Constitution DC725		
Policy making DC726		
Political economy DC730		
Political parties & ideologies DC740		
International relations DC750		
Foreign policy DC751		
International organisations DC752		
Defence strategy & policies DC753		
Arms control DC754		
International aid DC755		
Political issues DC760		
Subversion & espionage DC761		
Civil & human rights DC762		
Land rights DC763		
Freedom of information DC764		
Political persecution DC765		
Protest movements & pressure groups DC766		
Terrorism, revolutions, coups DC767		
Citizenship DC768		

ALL WARFARE & DEFENCE DC800-DC881	3 4	
Warfare & defence - general works & misc. DC800		
Military science & strategy DC810		
Air forces & warfare DC820		
Armies / Land forces & warfare DC830		
Navies & warfare DC840		
Irregular forces & mercenaries DC850		
Weapons & military equipment DC860		
Nuclear weapons DC861		
Chemical weapons DC862		
Military issues DC870		
Arms trade DC871		
War crimes DC872		
Warfare & defence operations DC880		
Peacekeeping operations DC881		

ALL ECONOMICS, BUSINESS, INDUSTRY All codes beginning with DE	3 4	
ECONOMICS, BUSINESS, INDUSTRY - GENERAL WORKS & MISC. DE000		
ALL ECONOMICS DE100-DE175		
Economics - general works & misc. DE100		
Economic theory DE110		
Macroeconomics DE120		
Microeconomics DE130		
International economics DE140		
Globalisation DE145		
Industrial economics DE150		
Labour economics DE160		
Labour market DE165		
Econometrics & economic statistics DE170		
Economic forecasts DE175		
ALL FINANCE DE200-DE260		
Finance - general works & misc. DE200		
Personal finance DE205		
Banking DE210		
Insurance DE220		
Superannuation & pensions DE225		
Investment DE230		
Public finance DE240		
Real estate DE250		
Taxation DE260		

ALL BUSINESS STUDIES DE300-DE394		
Business studies - general works & misc. DE300		
Organisational theory & behaviour DE310		
History of specific companies DE320		
Business communication & presentation DE330		
Public relations & advertising DE335		
Customer Service DE339		
Business ethics DE340		
Entrepreneurship DE350		
Small businesses DE360		
Structure of enterprises DE370		
Co-operatives DE371		
Franchises DE372		
Multinationals DE373		
Take-overs & mergers DE374		
Non-profit organisations DE375		
Office & workplace DE390		
Office management DE391		
Office machines & equipment DE392	X	
Secretarial skills DE393	X	
Security of the workplace DE394		
ALL TRADE & COMMERCE DE400-DE415		
Trade & commerce - including domestic trade DE400		
International trade DE410		
Customs & excise DE415		
ALL MANAGEMENT DE500-DE570		
Management - general works & misc. DE500		
Management skills & techniques DE510		
Management consultancy DE520		
Financial management DE530		
Sales & marketing DE540		
Human resources management DE550		
Project management DE560		
Research & development DE570		
ALL ACCOUNTING DE600-DE620		
Accounting - general works & misc. DE600		
Bookkeeping DE610		
Corporate accounting DE620		
ALL INDUSTRIAL STUDIES DE700-DE780		

Industrial studies - general works & misc. DE700		
Energy industries & utilities DE710		
Heavy industry DE720		
Construction industry DE721		
Metals industry DE722		
Mining industry DE723		
Manufacturing industries DE730		
Food industry regulations DE735		
Communication industries DE740		
Media industries DE741		
Telecommunications & postal services DE742		
Information technology industry DE743		
Retail & distributive industries DE750		
Service & leisure industries DE760		
Tourism industry DE761		
Transport industries DE770		
Air transport DE771		
Railway transport DE772		
Road transport DE773		
Shipping DE774		
Transport systems and services DE775		
Public sector & Civil Service DE780		
ALL INDUSTRIAL RELATIONS DE800-DE810		
Industrial relations DE800		
Trade unions DE810		

ALL GEOGRAPHY & ENVIRONMENT All codes beginning with DG	3 4	
GEOGRAPHY & ENVIRONMENT - GENERAL WORKS & MISC. DG000		
ALL GEOGRAPHY - MAJOR THEMES DG100-DG130		
Geography - general works & misc. DG100		
Human geography DG110		
Economic geography DG120		
Physical geography DG130		
ALL GEOGRAPHY - SPECIFIC ASPECTS DG310-DG350		
Historical geography DG310		
Geographical techniques & technology DG320		
Cartography & map-making DG330	X	
Atlases DG335	X	
Exploration & discovery DG340		
Voyages & shipwrecks DG345	3 4 5	
*Only Western Victoria required	Note	

Placenames DG350 *Only Western Victoria required	3 4 5 Note	
ALL ENVIRONMENTAL STUDIES DG500-DG540	3 4	
Environmental studies - general works & misc. DG500		
Management of land & natural resources DG510		
Conservation & recycling of resources DG515		
Conservation of the environment DG520		
Conservation of wildlife DG525		
Pollution & threats to the environment DG530		
Environmental impact of disasters DG540		

ALL MEDICINE All codes beginning with EM	3 4	
ALL MEDICINE - GENERAL ISSUES EM000-EM060		
Medicine - general works & misc. EM000		
Medical science EM005		
History of medicine EM010		
Medical ethics EM020		
Medical research & experimentation EM030		
Medical equipment EM040		
Medical administration EM050		
Health care schemes EM060		
ALL HEALTH CENTRES EM100- EM130		
Health centres - general works & misc. EM100		
Hospitals & clinics EM110		
Nursing homes EM120		
Hospices EM130		
ALL SOCIAL & PREVENTIVE MEDICINE EM200-EM250		
Social & preventive medicine - general works & misc. EM200		
Public health EM210		
Health education EM215		
Epidemiology EM220		
Dietetics & nutrition EM230		
Birth control & contraception EM240		
Sex education EM245		
Occupational health & safety EM250		
ALL PRE-CLINICAL MEDICINE / BODY SYSTEMS EM300-EM340		
Pre-clinical medicine / body systems - general works & misc. EM300		

Human biology	EM310	
Anatomy	EM320	
Physiology	EM330	
Neurophysiology	EM331	
Immunology	EM340	
ALL CLINICAL MEDICINE & DISEASES EM400-EM452		
Clinical medicine & diseases - general works & misc.	EM400	
Pathology	EM410	
Internal medicine	EM420	
Cardiovascular medicine	EM421	
Haematology	EM422	
Respiratory medicine	EM423	
Gastroenterology	EM424	
Endocrinology & Diabetes	EM425	
Dermatology	EM426	
Urogenital medicine & hepatology	EM427	
Musculoskeletal disorders & rheumatology	EM428	
Neurology & brain diseases	EM429	
Oncology & cancer	EM430	
Infectious / contagious diseases	EM440	
AIDS	EM441	
Venereology	EM442	
Medical microbiology	EM443	
Medical bacteriology	EM444	
Medical virology	EM445	
Other diseases	EM450	
Allergies	EM451	
Metabolic disorders	EM452	
ALL SPECIAL BRANCHES OF MEDICINE EM510-EM690		
General practice	EM505	
Surgery	EM510	
Plastic & reconstructive surgery	EM511	
Transplant surgery	EM512	
Ear, nose & throat (Otorhinolaryngology)	EM520	
Gynaecology & obstetrics	EM530	
Paediatrics	EM540	
Gerontology / geriatric medicine	EM550	
Psychiatry / mental illness	EM560	
Psychotherapy	EM565	
Orthopaedics	EM570	
Anaesthetics	EM580	
Medical genetics	EM590	
Hereditary disorders	EM595	
Pharmacology	EM610	
Pharmacy	EM615	X

Medical imaging & radiology EM620		
Emergency medicine & intensive care EM630		
Trauma EM635		
Pain management & palliative care EM636		
Sports medicine EM640		
Forensic medicine EM650		
Tropical medicine EM660		
Aviation & altitude medicine EM670		
Ophthalmology EM680	X	
Dentistry EM690	X	
ALL ALLIED MEDICINE & HEALTH SCIENCES EM700-EM790	3 4	
Allied medicine & health sciences - general works & misc. EM700		
Nursing EM710		
Midwifery EM715		
Terminal care EM720		
Handicaps & disorders EM730		
Speech & language disorders EM731	X	
Eating disorders EM732		
Physical disabilities EM733		
Mental disabilities EM734		
Addictions EM735		
Therapeutics EM740		
Physiotherapy EM741	X	
Radiotherapy EM742	X	
Chemotherapy EM743	X	
Occupational therapy EM744		
Medical toxicology EM750		
Paramedical & First Aid EM760		
Rehabilitation EM780		
Mortuary science & disposal of the dead EM790	X	
ALL COMPLEMENTARY & ALTERNATIVE MEDICINE EM800-EM830	3 4	
Complementary & alternative medicine - general works & misc. EM800		
Acupuncture EM810		
Homeopathy EM820		
Osteopathy & Chiropractic EM830		

ALL SCIENCE & MATHEMATICS All codes beginning with ES		
ALL SCIENCE - GENERAL ISSUES ES000-ES060	3 4	
Science & mathematics - general works & misc. ES000		
Philosophy of science ES010		
History of science ES020		
Science funding & policy ES030		
Scientific terminology ES040		

Scientific equipment ES050		
Popular science ES060		
ALL BIOLOGICAL SCIENCES ES100-ES190	3 4	
Biological sciences - general works & misc. ES100		
Ecology & environmental science ES110		
Genetics ES120		
Evolution ES130		
Hydrobiology & marine biology ES140		
Cytology (cellular biology) ES150		
Microbiology ES160		
Parasitology ES165		
Natural history - general ES190		
ALL BOTANY & PLANT SCIENCE ES200-ES220	3 4	
Botany & plant science - general works & misc. ES200		
Photosynthesis ES210		
Plant pathology & disease ES220		
ALL ZOOLOGY & ANIMAL SCIENCE ES300-ES396	3 4	
Zoology & animal science - general works & misc. ES300		
Zoos, animal exhibits & collections ES305		
Animal behaviour ES310		
Animal reproduction ES320		
Invertebrates ES380		
Insects ES381		
Arachnida ES382		
Crustacea ES383		
Mollusca ES384		
Vertebrates ES390		
Fish (Ichthyology) ES391		
Amphibians & reptiles ES392		
Birds (Ornithology) ES394		
Mammals ES395		
Marsupials & monotremes ES396		
ALL BIOCHEMISTRY ES400	3 4	
ALL CHEMISTRY ES500-ES570	3 4	
Chemistry - general works & misc. ES500		
Organic chemistry ES510		
Inorganic chemistry ES520		
Organometallic chemistry ES530		
Analytical chemistry & spectroscopy ES540		
Physical chemistry ES550		
Crystallography ES560		
Mineralogy ES570		

ALL EARTH SCIENCES ES600-ES645	3 4	
Earth sciences - general works & misc. ES600		
Geology ES610		
Economic geology ES611		
Petrology ES612	X	
Gemmology ES613	X	
Geochemistry ES614		
Earthquakes & volcanoes ES615		
Hydrology & oceanography ES620		
Meteorology & climatology ES630		
Palaeontology (fossils) ES640		
Dinosaurs ES645	X	
ALL ASTRONOMY & SPACE ES700-ES730		
Astronomy & space - general works & misc. ES700		
Astronomical charts & atlases ES710		
Cosmology ES720		
Chronology & time ES725		
Space travel & exploration ES730		
ALL PHYSICS ES800-ES895		
Physics - general works & misc. ES800		
Mechanics ES810		
Sound & vibration ES820		
Light & optics ES830		
Heat ES840		
Magnetism ES850		
Electricity ES860		
Advanced & theoretical physics ES890		
Thermodynamics ES891		
Atomic & nuclear physics ES892		
Relativity ES893		
Astrophysics ES894		
Quantum physics ES895		
ALL MATHEMATICS ES900-ES980		
Mathematics - general works & misc. ES900	3 4	
Arithmetic ES910		
Algebra ES920		
Geometry ES930		
Analysis & calculus ES940		
Statistics & probability ES950	3 4	
Topology ES960		
Applied mathematics ES970	3 4	
Chaos theory & fractals ES980		

ALL TECHNOLOGY & TECHNICAL TRADES All codes beginning with ET		
ALL TECHNOLOGY - GENERAL ISSUES ET000-ET040	3 4	
Technology & technical trades - general works & misc. ET000		
History of technology & engineering ET010		
Inventions ET015		
Engineering measurement & calibration ET020		
Engineering graphics & technical drawing ET030		
Technical writing ET040		
Engineering - general works & misc. ET050		
Ergonomics ET060		
ALL MECH. ENGINEERING & MATERIALS ET100-ET192	3 4	
Mechanical engineering & materials - general works & misc. ET100		
Dynamics & vibration ET110		
Mechanics of solids ET120		
Mechanics of fluids ET130		
Engines & power transmission ET140		
Engineering trades ET150		
Machine engineering ET151		
Tools & toolmaking ET152	X	
Metalworking ET153	X	
Materials science ET190		
Testing of materials ET191		
Metallurgy ET192		
ALL CIVIL ENGINEERING & CONSTRUCTION ET200-ET262	3 4	
Civil engineering & construction - general works & misc. ET200		
Highway engineering ET210	X	
Hydraulic engineering ET220		
Surveying ET240		
Structural engineering & construction ET250		
Building materials ET251		
Heating, lighting, ventilation ET252		
Building trades ET260		
Carpentry & woodworking ET261	X	
Plumbing ET262	X	
ALL ENVIRONMENTAL TECHNOLOGY ET300-ET330	3 4	
Environmental technology - general works & misc. ET300		
Sanitary engineering & water supply ET310		

Waste disposal technology ET320		
Pollution measurement & control ET330		
ALL ELECTRICAL & ELECTRONIC ENGINEERING ET400-ET450		
Electrical & electronic engineering - general works & misc. ET400		
Electrical engineering ET410		
Electrician trades ET415		
Electronic engineering ET420		
Optics & laser technology ET430		
Remote sensing ET435		
Telecommunications engineering ET440		
Microwave technology ET450		
ALL INFORMATION TECHNOLOGY ET500-ET581	3 4	
Information technology/computer science - general works & misc. ET500		
Computers & society ET510		
Automation of the workplace ET511		
Computer fraud & hacking ET512		
Systems analysis & design ET520		
Computer programming & programming languages ET521		
Databases & data processing ET522		
Software engineering ET523		
Data security (inc viruses) ET524		
Computer hardware ET530		
Personal computers ET531		
Mainframe computers ET532		
Computer peripherals (inc printers) ET533		
Computer software & packages ET540		
Business software ET541		
Word processing packages ET542		
Desktop publishing packages ET543		
Computer graphics ET544		
User interfaces & operating systems ET545		
CD-ROM & multimedia ET546		
Computer communications & networking ET550		
Electronic mail (Email) ET551		
Internet & WWW ET552		
E-commerce ET553		
Computer-aided design & manufacture (CAD/CAM) ET560		
Robotics ET561		
Computer modelling & simulation ET570		
Virtual reality ET571		
Artificial intelligence ET580		

Expert systems ET581		
ALL ENERGY & FUEL TECHNOLOGY ET600-ET632	3 4	
Energy & fuel technology - general works & misc. ET600		
Nuclear engineering ET610		
Fuel technology ET620		
Gas technology ET621		
Petroleum technology ET622		
Energy sources ET630		
Hydro-electric power ET631		
Solar power ET632		
ALL MANUFACTURING TECH. & ENGINEERING ET700-ET742	3 4	
Manufacturing technology & engineering - general works & misc. ET700		
Industrial chemistry ET710	X	
Food & drink technology ET711		
Ceramic & glass technology ET712	X	
Paint & dye technology ET713	X	
Plastics & polymers ET714		
Textiles, leather & clothing technology ET715		
Wood & paper technology ET716	X	
Chemical engineering ET720		
Biochemical engineering ET730		
Biotechnology & genetic engineering ET731		
Production engineering ET740		
Industrial quality control & reliability engineering ET741		
Engineering control systems ET742		
ALL SPECIFIC TECHNOLOGIES & TRADES ET800-ET880		
Specific technologies & technical trades (i.e. not listed below) ET800		
Aerospace & aviation technology & trades ET810		
Aeronautical engineering & space technology ET815		
Piloting ET816		
Marine engineering & nautical trades ET820		
Navigation & seamanship ET825		
Military engineering ET830		
Naval engineering ET835		
Mining engineering & trades ET840		
Prospecting ET842		
Motor vehicle & automobile technology & trades ET850		
Printing, packaging & reprographic technology & trades ET860		
Photocopiers ET865		
Railway engineering & trades ET870		

Steam engineering ET880		
ALL VOCATIONAL & SKILLED TRADES ET900-ET920		
Specific vocational & skilled trades (i.e. not listed below) ET900		
Travel & hospitality trades ET910		
Hotel trades ET911		
Catering ET912		
Hairdressing & beautician skills ET920		

ALL AGRICULTURE, HORTICULTURE, VETERINARY SCIENCE All codes beginning with EV		
ALL AGRICULTURE EV100-EV190		
Agriculture - general works & misc. EV100		
Agricultural management & economy EV110		
Agricultural science & engineering EV120		
Agricultural tools & machinery EV121		
Soil science EV122	3 4	
Animal husbandry EV130		
Cattle EV131		
Horses EV132		
Pigs EV133		
Poultry EV134		
Sheep & goats EV135		
Beekeeping & insect culture EV136		
Field crops EV140		
Irrigation EV141		
Diseases of crops EV142		
Pest control & pesticides EV150		
Dairy produce EV160		
Fruit cultivation EV170		
Viticulture EV171		
Arid agriculture EV180		
Tropical agriculture EV190		
ALL HORTICULTURE & FLORISTRY EV200-EV210		
Horticulture EV200		
Floristry EV210		
ALL FORESTRY & SILVICULTURE EV300 EV310		
Forestry EV300		
Silviculture EV310		
ALL FISHERIES & AQUACULTURE EV400-EV410	3 4	
Fisheries EV400		
Aquaculture EV410		

ALL VETERINARY SCIENCE & MEDICINE EV500		
ALL HOME & FAMILY, SELF-HELP, NEW AGE All codes beginning with FH		
ALL FAMILY & HEALTH FH100-FH180	3 4	
Family & health - general works & misc. FH100		
Women's health FH105		
Men's health FH106		
Popular medicine FH110		
Home nursing & caring FH120		
Coping with illness / disability FH130		
Coping with grief/loss FH135		
Coping with ageing FH140		
Marriage & relationships FH150		
Weddings FH151		
Sex & sexuality FH160		
Pregnancy & birth FH170		
Child care & upbringing FH180		
ALL FOOD & DRINK FH200-FH220		
Food & drink - general works & misc. FH200		
Cookery FH210		
Vegetarian cookery FH211		
Diet & health cookery FH212	3 4	
*Academic works only	Note	
Food & drink preservation FH213		
Regional / national cuisines FH214		
Wines & alcoholic drinks FH220		
ALL GARDENING FH300-FH320		
Gardening - general works & misc. FH300		
Native gardening FH310		
Indoor gardening / house plants FH320		
ALL HOUSEHOLD FH400-FH440		
Household - general works & misc. FH400		
Home maintenance FH410		
Household equipment & techniques FH420		
Interior decoration & furnishings FH430		
Dressmaking FH440		
ALL SELF-HELP & SELF-IMPROVEMENT FH500-FH580		
Self-help & personal development FH500		
Driving & roadcraft FH510		
Consumer advice FH520		

Fitness & exercise FH530 *Academic works only	3 4 Note	
Self-defence FH540		
Personal appearance / grooming FH550		
Etiquette & entertaining FH560		
Retirement FH570		
Living & working overseas FH580		
ALL NEW AGE / ALTERNATIVE LIFESTYLE FH600-FH650		
New Age / alternative lifestyle - general works & misc. FH600		
New Age mysticism FH610		
New Age self-awareness & human potential FH620		
New Age therapies FH630		
Fortune-telling & divination FH640		
Astrology & horoscopes FH641		
Tarot FH642		
Spirit communication & mediumship FH650		
ALL PARANORMAL PHENOMENA FH700-FH730		
Paranormal & unexplained phenomena - general works & misc. FH700		
Ghosts FH710		
UFOs & extraterrestrial beings FH720		
Psychic powers / ESP FH730		
ALL SPORTS & RECREATION All codes beginning with FS		
SPORTS & RECREATION - GENERAL WORKS & MISC. FS000 * We are interested in academic works on sport history, social aspects and sports management. We are not interested in 'how to ...' books.	3 4 Note	
ALL SPORTS - GENERAL FS100- FS140 * We are interested in academic works on sport history, social aspects and sports management. We are not interested in 'how to ...' books.	3 4 Note	
Sports - general works & misc. FS100		
Olympic Games FS110		
Sporting facilities & venues FS120		
Sports training & coaching FS130		
Multidiscipline sports FS140		

ALL SPORTS - BALL GAMES FS200-FS239 * We are interested in academic works on sport history, social aspects and sports management. We are not interested in 'how to ...' books.	3 4 Note	
Ball games - general works & misc. FS200		
Football FS210		
Soccer FS211		
Rugby League FS212		
Rugby Union FS213		
Australian Rules football FS214		
American football FS215		
Racket games FS220		
Tennis FS221		
Squash FS222		
Badminton FS223		
Baseball FS231		
Basketball FS232		
Bowling FS233		
Cricket FS234		
Golf FS235		
Hockey FS236		
Lawn bowls FS237		
Netball FS238		
Volleyball FS239		
ALL OTHER SPORTS & RECREATIONS FS310-FS391		
Air sports & recreation FS310		
Athletics & gymnastics FS320		
Combat sports & martial arts FS330		
Boxing FS331		
Cycling FS340		
Equestrian sports FS350		
Horse racing FS351		
Riding & horsemanship FS352		
Polo FS353		
Fishing & field sports FS360		
Archery FS361		
Fishing FS362		
Hunting & trapping FS363		
Shooting FS364		
Motor sports & recreation FS370		
Water sports & recreation FS380		
Swimming & diving FS381		
Sailing FS383		
Rowing FS384		
Surfing FS385		
Skateboarding & Rollerblading FS386		
Winter sports FS390		
Skiing FS391		

ALL ACTIVE OUTDOOR PURSUITS FS400-FS440		
Active outdoor pursuits - general works & misc. FS400		
Walking, hiking, bushwalking FS410		
Camping FS420		
Climbing & mountaineering FS430		
Caving FS440		
ALL HOBBIES & INTERESTS FS500- FS554		
Hobbies & interests - general FS500		
Models & modelmaking FS510		
Indoor games FS520		
Continues...		
Computer games FS521		
Card games FS522		
Chess FS523		
Snooker, billiards, pool FS524		
Trivia & general knowledge FS530		
Puzzles & quizzes FS531		
Cartoon books, joke books & comic strips FS540		
Transport - general interest FS550		
Aircraft - general interest FS551		
Motor cars & motor vehicles - general interestFS552		
Railways & trains - general interest FS553		
Ships & boats - general interest FS554		
Casinos & Gambling FS590		
ALL DOMESTIC ANIMALS & PETS FS600-FS640		
Domestic animals & pets - general FS600		
Dogs FS610		
Cats FS620		
Cage birds FS630		
Fishes & aquaria FS640		
ALL TRAVEL & HOLIDAYFS700- FS740		
Travel & holiday - general FS700		
Travel pictorial FS705		
Travel guides FS710 *Only Lonely Planet country guides required	5 Note	
Hotel & accommodation guides FS720		
Restaurant & Pub guides FS730		
Travel / road maps & atlases FS740		

We recommend your profile is reviewed annually to ensure our service continues to meet your

requirements. However, your profile may be updated at any time, upon request, by contacting your local sales representative or our allocations department.

If you have any queries or require guidance on choosing the optimum subject, readership level and non subject parameter combinations to produce a Blanket Order or Approval Plan service to meet your precise requirements, please contact our Allocations Department.

NON SUBJECT PARAMETERS

Please use the following NON-SUBJECT PARAMETERS section to indicate your requirements for this profile regarding the following:

Place of Publication

Language of Book

Binding & Format

Non-book Items / audio-visual Material

Edition

School Text Books & Course Material

Publisher / Publisher Type Inclusions & Exclusions

Author Inclusions & Exclusions

Multiple Copies

Maximum Price

Budget

Collection Goal

PLACE OF PUBLICATION

THE CORE MATERIAL INCLUDES:

Books (monographs) published in Australia by all publishers and distributors, including specialist groups.

Overseas originated titles published here under an Australian imprint (whether or not the text has been adapted for the Australian market)

BUT DOES NOT INCLUDE:

Yearbooks (except for popular annual guides such as good food and holiday guides)

Any title published as part of a numbered series (except for the first volume in the series).

Tick (✓) to INCLUDE	Book	Info only
Overseas originated titles published here under an Australian imprint		
Selected other titles published in the NZ and Southeast Asia / Pacific Region		
Titles published jointly by Australian & overseas publishers	✓	
Overseas titles (published outside the Southeast Asia / Pacific Region) with Australian authors or Australian content *Please supply books for Deakin authors only	✓	✓
Please specify below any other requirements regarding Place of Publication:		

LANGUAGE

The standard language is English

To select titles about specific languages use the Languages & Linguistics (BL codes) in the subject selection section.

Tick (✓) to INCLUDE	Book	Info only
Australasian indigenous languages		
S E Asian / Pacific languages		
European languages		
Chinese		
Japanese		
Vietnamese		
Please specify any other languages required below:		

LANGUAGE

BINDING & FORMAT

The standard bindings are hardback or paperback. To select or exclude common non-standard formats of children's books use the Children's Books - Types of Material (AG9 codes) section in the subject selection section.

Tick (✓) to INCLUDE	Book	Info only
Paperback	✓	prefer red
Hardcover	✓	
Simultaneous hardback		
Simultaneous paperback		
Simultaneous hardback & paperback		
Comb / Spiral bound	✓	
Stapled / Pamphlet type format		
"Pocket books" & miniature books		
"Big books" (eg formats larger than A4)		
Children's Board books		
Loose leaf / Unbound (Blanket Orders only)		
Loose leaf in Ring binder (Blanket Orders only)	✓	
Please specify below any other Binding & Format requirements (eg. minimum number of pages):		

NON-BOOK ITEMS / AUDIO-VISUAL MATERIAL

Tick (✓) to INCLUDE	Item	Info only
Audio-cassettes (ie. audiobooks)		
CD-ROMs		
Videos (ie. VHS/PAL)		
Book & cassette packs		
Book & floppy disk packs	✓	

NON-BOOK ITEMS / AUDIO-VISUAL MATERIAL		
Book & CD-ROM packs	<input checked="" type="checkbox"/>	
Other mixed item packs & kits	<input type="checkbox"/>	
Please specify below any other non-book & audiovisual material requirements (eg Audiobooks to be unabridged versions only, etc):		

EDITION		
All genuine new editions of existing titles (ie. with revised, updated or expanded text and published under a new ISBN) will be treated as new books, however, titles that run to many editions, released regularly, will be excluded. Such titles are available on Standing Order.		
Tick (✓) to INCLUDE	Book	Info only
1st paperback edition of title previously in hardback	<input type="checkbox"/>	
Large Print editions	<input type="checkbox"/>	
Limited editions where no other version is available	<input checked="" type="checkbox"/>	
Limited editions where a standard edition is also available	<input type="checkbox"/>	
Please specify below any other requirements regarding Edition:		

SCHOOL TEXTBOOKS & COURSEWORK MATERIAL		
ALL teachers' manuals, guides and resources DC692 at Levels 3 & 4 ALL material designed for classroom use by primary and/or secondary students DC693 at Level 0 and/or Level 1 The above codes will select material on ALL subjects and for ALL curricula. For reasons of security, we are unable to provide Solutions Manuals. Libraries must apply direct to the publisher for these.		
Tick (✓) to INCLUDE	Book	Info only
HSC only (geographical code 1102)	<input type="checkbox"/>	
VCE only (geographical code 1103)	<input type="checkbox"/>	

SCHOOL TEXTBOOKS & COURSEWORK MATERIAL		
Students text (subject code DC693)	<input type="checkbox"/>	

MAXIMUM PRICE	
Please state the Maximum Price you will accept per item. This Maximum Price will be taken to apply to all categories of material allocated. Titles priced above this figure will be handled as "Information Only" items.	
SUBJECT/FORMAT	MAXIMUM PRICE
	\$250



Teacher's guide (subject code DC692)	<input type="checkbox"/>	
Students text with teacher's guide	<input type="checkbox"/>	
Please specify below any other school material requirements (eg. Longman publications only):		



MULTIPLE COPIES	No of copies
If you require multiple copies of books in any subject area, category of material or from specific publishers please specify below:	

PUBLISHER / PUBLISHER TYPE INCLUSIONS & EXCLUSIONS
James Bennett defines Government publications as: Titles published by AGPS and Publications issued by state or federal government departments. Titles published by government-funded bodies such as galleries and museums, university departments and schools, state libraries, the National Library, CSIRO, Agmedia, QDPI, etc. are not regarded as Government publications.

PUBLISHER / PUBLISHER TYPE INCLUSIONS & EXCLUSIONS		
Please specify below any specific publisher or type of publishing to be INCLUDED.	Book (✓)	Info only (✓)
Please specify below any specific publisher or type of publishing to be EXCLUDED or handled as "Information Only" (eg. Self-published works and Government publications):	Book (✓)	Info only (✓)
AGPS		
LBC		
Federation Press		

BUDGET
If you have a specified budget for this Blanket Order or Approval Plan, please advise below indicating the time period it covers:
Budget: A\$ Start Date: End Date:

Enter geographic coverage(s) to select 
Enter readership levels(s) 0-5 to select 

Enter geographic coverage(s) to select 
Enter readership levels(s) 0-5 to select 

COLLECTION GOAL

Please outline the underlying Collection Goal of your Blanket Order or Approval Plan below (eg "To build a collection of core texts for Australian studies at tertiary level"; "To keep abreast of developments in Australian children's literature"):

REVIEW

It is recommended that this profile is reviewed and updated annually to ensure our service continues to meet your requirements. However, your profile may be updated at any time, upon request, by contacting your local Sales Representative or our Allocations Department.

Review Date	_____	_____
Reviewed by Name:	_____	_____
Signature:	_____	_____
	on behalf of the Library	on behalf of James Bennett Pty Ltd

