

SPINE LABELS:

General formatting: Use 14 pt., Bold, Left-justified. On label maker, turn 'shrink-to-fit' to 'none'.

First line - BISAC main heading. All caps. 14 pt size preferable--Truncate if necessary to maintain at least 12 pt size. Do not use a period after the truncation. Be sure and note the truncation used in the list below.

Second line - BISAC sub-headings - Initial cap. only, minimum 12pt., truncate as necessary. . Note truncation in the list below.

LEAVE a BLANK LINE before Author's name

Author's last name = Full Last Name, 14 pt. (**Smith**) down to 12 pt (e.g. **Vanderburg**)

ANIMALS

- **Birds** [Do not subdivide] (includes Birdwatching)
- ~~Butterflies & Moths~~ [Do not use. Class under 'ANIMALS Insects/Spiders']
- **Cats** [Do not subdivide]
- **Dogs** [Do not subdivide]
- **Essays** [Do not subdivide]
- **Extinct** [Do not subdivide] (includes Dinosaurs)
- ~~Hamsters~~ [Do not use. Class under 'ANIMALS' without subheading]
- ~~Horses~~ [Do not use. Class under 'ANIMALS' without subheading]
- **Insects/ Spiders** (put on two lines, 10pt font) [Do not subdivide]
- **Marine Life** [Do not subdivide]
- ~~Rabbits~~ [Do not use. Class under 'ANIMALS' without subheading]
- **Reptiles/Amphibians** (two lines, 10 pt font) [Do not subdivide]

ANTIQU [Use for antiques and collectibles] [if our collection remains small, don't add subdivisions]

- Collection notes: Update every year: Kovel's, Miller's
- **Coins**
 - Collection notes: Update every 2 years: Guide Book of United States Coins, Handbook of United States Coins.
- **Glass**
- **Guns**
 - Collection notes: Update every 2 years: Guntrader's Guide, Gun Digest, Shooter's Bible
- **Sports Cards**
 - Collection notes: Update every 2 years: Beckett Baseball Card Price Guide
- **Stamps**
 - Collection notes: Update every 2 years: US/BNA Postage Stamp Catalog, Scott U.S. Pocket Stamp Catalogue

~~ARCHITECTURE~~ [Do not use. Class in HOME or HISTORY]

ART

[Artists – Do not use “Artists” subheading. Use artist’s last name on spine label rather than the author’s name]

- **Calligraphy**
- **Dance**
- **Drawing** (Includes pastel, pen & ink, pencil, cartooning. Do not subdivide.)
- **Film/TV**
 - (Individual performers or directors, class as BIO)
 - (Books about specific films or shows, use name of film rather than author)
- [Memoir –Class as BIO]
- **Music**
 - (Individual performers, class as BIO)
 - (Songbooks, use “Songbook” rather than author)
- **Painting** (do not subdivide)
- **Radio**
- **Theater** (Books about specific plays, use name of play rather than author)
- **Photography** [use Photo]
- ~~Printmaking~~ [Do not use. Class under ‘ART’ without subheading]
- ~~Sculpting~~ [Do not use. Class under ‘ART’ without subheading]

BIOGRAPHY & AUTOBIOGRAPHY [use BIO]

- Last name, First name (Smith, Jane) *or*
- Family name (Kennedy Family) or (Wright Brothers)

~~COMICS & GRAPHIC NOVELS~~ [We currently collect only Teen, Tween, and Juvenile comics and graphic novels]

COMPUTERS [use COMP]

- ~~Artificial Intelligence~~ [Do not use. Class in ‘COMP’ without subheading]
- **Devices** [Use for hardware, such as computers, mobile phones, tablets, etc.]
- ~~History~~ [Do not use. Class in ‘COMP’ without subheading]
- ~~Programming~~ [Do not use. Class in ‘COMP Software’]
- ~~Networking~~ [Do not use. Class in ‘COMP’ without subheading]
- **Security**
- **Social Media**
- **Software**
- ~~Web~~ [Do not use. Class in ‘COMP’ without subheading or in ‘COMP Social Media’]

COOKING

- ~~American~~ [Do not use. Class under 'COOKING' without subheading]
- **Baking** [Do not subdivide]
- ~~Beans~~ [Do not use. Class under 'COOKING' without subheading]
- **Beverages** [Do not subdivide]
- ~~Budget~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Cannabis~~ [Do not use. Class under 'HEALTH Alternative Therapies']
- **Canning** [Do not use. Class under 'COOKING Preserving']
- ~~Casseroles~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Cheese~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Desserts~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Entertain~~ [Do not use. Class under 'COOKING Parties']
- **Equipment** [e.g. Instant Pot, cast iron, slow cooker, etc.]
- ~~Gifts~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Grilling~~ [Do not use. Class under 'COOKING' without subheading]
- **Health** [Do not subdivide]
- ~~Herbs~~ [Do not use. Class under 'COOKING' without subheading]
- ~~History~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Jewish~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Memoir~~ [Do not use. Class under 'BIO']
- ~~Parties~~ [Do not use. Class under 'COOKING' without subheading]
- **Preserving** [Do not subdivide]
- ~~Quantity~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Quick~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Salads~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Soups~~ [Do not use. Class under 'COOKING' without subheading]
- ~~Slow~~ [Do not use. Class under 'COOKING Equipment' or class under 'COOKING' without subheading]
- ~~Tips~~ [Do not use. Class under 'COOKING' without subheading]
- **Vegan** [Do not subdivide]
- **Vegetarian** [Do not subdivide]
- **World** [Do not subdivide]

CRAFTS

- ~~Costume~~ [Do not use. Class under 'HISTORY' or under 'CRAFTS' without subheading]
- **Crochet** [Do not subdivide]
- ~~Embroidery~~ [Do not use. Class in 'CRAFTS Needlework']
- ~~Fiber~~ [Do not use. Class in 'CRAFTS' without subheading]
- ~~Floral~~ [Do not use. Class in 'CRAFTS' without subheading] (includes pressing, arranging, wreaths and crafts done with flowers)

- **Jewelry** [Do not subdivide] [includes beading]
- **Knitting** [Do not subdivide]
- ~~Models~~ [Do not use. Class under 'CRAFTS' without subheading]
- **Needlework** [Do not subdivide] (includes embroidery, tatting, and other needle arts that do not have a specific subheading provided)
- ~~Origami~~ [Do not use. Class under 'CRAFTS Paper']
- **Paper** [Do not subdivide] (includes greeting cards, origami)
- ~~Polymer Clay~~ [Do not use. Class under 'CRAFTS' without subheading]
- ~~Pottery~~ [Do not use. Class under 'CRAFTS' without subheading]
- **Quilting** [Do not subdivide]
- ~~Retailing~~ [Do not use. Class under 'ECON' without subheading]
- **Sewing** [Do not subdivide]
- ~~Soap~~ [Do not use. Class under 'CRAFTS' without subheading]
- ~~Stamping~~ [Do not use. Class under 'CRAFTS' without subheading]
- ~~Toys~~ [Do not use. Class under specific subheading (Knitting, Sewing) or class under 'CRAFTS' without subheading]
- ~~With Kids~~ [Do not use. Class under 'FAMILY Learning']
- ~~Wood~~ [Do not use. Class in 'CRAFTS', 'HOME DIY', or (for birdhouses) 'ANIMALS Birds']

CURIOSITIES [Do not use. Class under 'MIND & SPIRIT Unexplained']

- ~~Ancient Mysteries~~
- ~~Ghosts~~
- ~~Parapsychology~~
- ~~Supernatural~~
- ~~UFOS~~
- ~~Unexplained Phenomena~~

~~DESIGN~~ [Do not use. Class Interior Decoration under 'HOME Décor']

~~DRAMA~~ [Do not use. Class under 'LIT Drama']

ECON [use for business and economics]

- ~~Accounting~~ [Do not use. Class under 'ECON' without subheading]
- ~~Banks~~ [Do not use. Class under 'ECON' without subheading]
- **Careers** [Do not subdivide] [Includes resumes, cover letters, job interviews, career change]
- ~~Communication~~ [Do not use] [Class under 'ECON' without subheading] [includes negotiation]
- ~~Consumer Behavior~~ [Do not use] [Class under 'ECON' without subheading]
- ~~E-Commerce~~ [Do not use. Class under 'ECON' without subheading] [This could be added as a subheading if the size of the E-Commerce collection warrants]
- ~~Energy~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Entrepreneurship~~ [Do not use] [Class under 'ECON' without subheading]

- ~~Ethics~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Forecasting~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Fraud~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Government~~ [Do not use. Class in POLITICS]
- ~~Home Business~~ [Do not use. Class in 'ECON' without subheading or class in 'ECON E-Comm.']
- ~~Industry~~ [Do not use] [Class under 'ECON' without subheading]
 - Agribusiness [Do not use]
 - **NOTE:** Classify books about effects of agribusiness on food under 'HEALTH Diet'
 - **NOTE:** Class books about effects of agribusiness on climate under 'NATURE Climate'
 - **NOTE:** Class Beer and wine books under 'COOKING/Beverages'
- ~~Automobile~~ [Do not use] [Class books about auto industry in Michigan under 'HISTORY Michigan']
- ~~Food~~ [Do not use] [See Agribusiness above for notes on classification]
- ~~Gun~~ [Do not use] [Class under 'POLITICS Security,' 'ANTIQUÉ Guns,' or see 'SOCIAL Crime' for more options]
- ~~Healthcare~~ [Do not use. Class under 'HEALTH Healthcare']
- ~~Hospitality, Travel & Tourism~~ [Do not use. Class under 'TRAVEL']
- ~~Manufacturing~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Media & Communications~~ [Do not use. Class under 'ECON Industry' without subheading or class under 'ART Film/TV' or 'ART Radio']
- ~~Medical~~ [Do not use. Class under 'HEALTH Healthcare']
- ~~Pharmaceutical~~ [Do not use. Class under 'HEALTH Healthcare' or 'POLITICS Opinion']
- ~~Retailing~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Service~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Transportation~~ [Do not use. Class under 'ECON' without subheading or class under 'TRANSPORTATION']
- ~~International~~ [Do not use] [Class under 'ECON' without subheading] [May also class under 'POLITICS Security']
- ~~Investing~~ [Do not use] [Class under 'ECON Personal Finance']
- ~~Labor~~ [Do not use] [Class under 'ECON' without subheading] [May also class under 'HISTORY' or 'POLITICS' or 'SOCIAL']
- ~~Management~~ [Do not use. Class under 'SELF-HELP']
- ~~Money Mgmt~~ [Do not use. Class in 'ECON Personal Finance']
- **Personal Finance** [Do not subdivide]
- **Poverty** [Do not subdivide] [includes homelessness]
- **Real Estate** [Do not subdivide] [Includes landlord and renter's rights]
- ~~Retirement~~ [Do not use. Class under 'ECON Personal Finance']
- ~~Sales & Marketing~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Skills~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Small Business~~ [Do not use] [Class under 'ECON' without subheading]
- ~~Success~~ [Do not use. Class under 'SELF-HELP' or 'SELF-HELP Happiness']

- ~~Taxation~~ [Do not use. Class under 'ECON' without subheading or under 'ECON Personal Finance']

EDUCATION [Do not use. Class in other subjects as appropriate]

- Educational Policy & Reform [Class in 'FAMILY Learning' or SOCIAL or POLITICS]
- Essays [Class in 'FAMILY Learning' or POLITICS]
- Higher [Class in 'FAMILY Learning' or POLITICS]
- Home School [Class in 'FAMILY Learning']
- Learning [Class in 'FAMILY Learning']
- Learning Disabilities [Class in 'FAMILY Learning' or 'HEALTH Brain']
- Philosophy, Theory & Social Aspects [Class in 'FAMILY Learning' or SOCIAL or POLITICS]
- Reading [class in 'LIT Reading']
- Rural [Class in 'FAMILY Learning' or SOCIAL or POLITICS]
- Special Education ['FAMILY Learning']
- Teaching Methods & Materials ['FAMILY Learning']
- Testing [Class in REF]
 - Update every year, or every other year: **ASVAB, ACT, CLEP, GED, & GRE**. Also include **Civil Service Exam** and **Nursing Assistant**, if usage warrants.
- Writing [Class in 'LIT Writing']

FAMILY & RELATIONSHIPS [use **FAMILY**]

- ~~Abuse~~ [Do not use. Class under 'SOCIAL Abuse']
- ~~Adoption~~ [Do not use. Class under 'FAMILY' without subheading]
- ~~Bullying~~ [Do not use. Class under 'SOCIAL Abuse']
- ~~Conflict Resolution~~ [Do not use. Class under 'FAMILY' without subheading]
- ~~Dating~~ [Do not use. Class under 'SELF-HELP']
- ~~Death~~ [Do not use. Class under 'FAMILY End of Life']
- **Divorce** [Do not subdivide.]
- ~~Dysfunctional~~ [Do not use. Class under 'FAMILY' without subheading]
- **End of Life** (12 pt) [Use for Funerals, Wills, Estate Planning, etc.] [May also class under 'SELF-HELP Grief' or (for terminal care) under 'HEALTH Healthcare']
- ~~Fathers~~ [Do not use. Class under 'FAMILY' without subheading]
- ~~Foster Care~~ [Do not use. Class under 'FAMILY' without subheading]
- ~~Friendship~~ [Class in SELF-HELP or SOCIAL]
- **Genealogy** [Do not subdivide]
- ~~Grandparenting~~ [Do not use. Class in 'FAMILY Parenting']
- ~~Heirlooms~~ [Do not use. Class in 'HOME Organizing']
- **Learning** [Do not subdivide] [includes learning disabilities, speech development, schooling, college] [Also includes activities and crafts]
- ~~Love~~ [Do not use. Class in SELF-HELP or SOCIAL]
- ~~Marriage/Partners~~ [Do not use. Class in SELF-HELP]

- ~~Memoirs~~ [Do not use. Class in BIO or in FAMILY without subheading.]
- ~~Mothers~~ [Do not use. Class in BIO or in 'FAMILY Parenting']
- ~~Names~~ [Do not use. Class in 'FAMILY' without subheading]
- ~~Parent & Adult Child~~ [Do not use. Class in BIO or in 'FAMILY Parenting']
- **Parenting** [Do not subdivide]
- ~~Pre-teens~~ [Do not use. Class in 'FAMILY Parenting']
- ~~Siblings~~ [Do not use. Class in 'FAMILY' without subheading]
- ~~Teenagers~~ [Do not use. Class in 'FAMILY Parenting']
- **Weddings** [Do not subdivide]

FITNESS

- ~~Exercise~~ (Do not use. Class under FITNESS without subheading)
- **Running**
- **Swimming**
- **Tai Chi** (includes Qi Gong)
- ~~Walking~~ (DO NOT USE. Class under FITNESS without subheading)
- ~~Weight training~~ (DO NOT USE. Class under FITNESS without subheading)
- **Yoga**

FOREIGN LANGUAGE STUDY [Class under **LANG**] [subdivide by language]

~~GAMES~~ [Do not use. Class game rules in 'REF']

GARDENING [use **GARDEN**]

- **Container**
- ~~Composting~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Edibles~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Flowers~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Garden Furnishings~~ [Do not use. Class under 'GARDEN Structures']
- ~~Herbs~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~History~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Houseplants~~ [Do not use. Class under 'GARDEN Container']
- ~~Landscape~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Lawns~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Organic~~ [Do not use. Class under 'GARDEN' without subheading]
- **Michigan** [Do not subdivide] [Includes books on Midwest gardening]
- ~~Miniature~~ [Do not use. Class in 'GARDEN Container']
- ~~Perennial~~ [Do not use. Class under 'GARDEN Flowers', 'GARDEN Landscape', or 'GARDEN' without subheading]
- ~~Permaculture~~ [Do not use. Class under 'GARDEN' without subheading]
- **Structures** [Greenhouses, Walls, Fences, Decks, Flowerboxes, etc.]

- ~~Tips~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Water Gardens~~ [Do not use. Class under 'GARDEN' without subheading]
- ~~Wildlife~~ [Do not use. Class under 'GARDEN' without subheading]

HEALTH [see also FITNESS]

- ~~ADD/ADHD~~ [Do not use. Class in 'HEALTH Brain']
- ~~Allergies~~ [Do not use. Class under 'HEALTH Diet' or under HEALTH with no subheading]
- **Alternative Therapies** [Do not subdivide]
- ~~Anatomy~~ [Do not use. Class under 'HEALTH' without subheading]
- ~~Autism~~ [Do not use. Class in 'HEALTH Brain']
- **Beauty** [Do not use. Class in 'SELF-HELP Beauty'] [Includes Fashion]
- ~~Biographies~~ [Do not use. Class in subheading for specific disease or (for bios of doctors and nurses) class in 'HEALTH Healthcare' or class in 'BIO']
- ~~Body Mechanics~~ [Do not use. Class under 'HEALTH' without subheading]
- ~~Breastfeeding~~ [Do not use. Class under 'HEALTH Children']
- **Brain** [includes dementia, psychological issues, memory, insomnia]
- **Caregiving** [Do not use. Class in 'HEALTH Healthcare']
- ~~Cancer~~ [Do not use. Class under 'HEALTH Diseases']
- ~~Children~~ [Do not use. Class under 'FAMILY Parenting']
- ~~Contagious~~ [Do not use. Class under 'HEALTH' without subheading]
- ~~Dental~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Diabetes~~ [Do not use. Class under 'HEALTH Diseases']
- **Diet** [Do not subdivide]
- **Digestive** [use for gastrointestinal issues]
- **Diseases** [Do not subdivide]
- ~~Drugs~~ [Do not use. Class under 'HEALTH Healthcare' or under 'HEALTH' without subheading. See also 'SELF-HELP Addiction'] [**Cannabis/Marijuana** class under 'HEALTH Alternative Therapies']
- ~~Essays~~ [Do not use. Class in subheading for specific disease or class in 'HEALTH' with no subheading]
- ~~First Aid~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Fitness~~ [Do not use. Class under 'FITNESS']
- **Healthcare** [used for health care issues, Medicare, caregiving, nursing, prescription drugs]
- ~~Health Policy~~ [Class under 'HEALTH Healthcare' or under 'ECON Medical']
- ~~Healthy Living~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Heart~~ [Do not use. Class under 'HEALTH Disease']
- ~~Hygiene~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Infants~~ [Do not use. Class in 'HEALTH Children']
- ~~Infectious Diseases~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Insomnia~~ [Do not use. Class in 'HEALTH Brain' or 'SELF-HELP']
- ~~Insurance~~ [Do not use. Class in 'HEALTH Healthcare']

- ~~Longevity~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Massage~~ [Do not use. Class in 'HEALTH Alternative Therapies']
- ~~Medicaid~~ [Do not use. Class in 'HEALTH Healthcare']
- ~~Memoirs~~ [Do not use. Class in subheading for specific disease or (for memoirs of doctors and nurses) class in 'HEALTH Healthcare' or class in 'BIO']
- ~~Men's Health~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Mental~~ [Do not use. Class in 'HEALTH Brain']
- ~~Neuroscience~~ [Do not use. Class in 'HEALTH Brain']
- ~~Nursing~~ [profession NOT Breastfeeding] [[Do not use. Class in 'HEALTH Healthcare']
- **Pain** [Do not subdivide]
- ~~Pharmaceuticals~~ [use 'HEALTH Healthcare']
- **Pregnancy** (use for birth control, fertility, contraception, childbirth)
- ~~Psychology~~ [Do not use. Class in 'HEALTH Brain' or class in 'SELF-HELP']
- ~~Reference~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Sexuality~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Sleep~~ [Do not use. Class in 'HEALTH Brain' or 'SELF-HELP']
- ~~Stroke~~ [Do not use. Class in 'HEALTH Brain']
- ~~Surgery~~ [Do not use. Class in 'HEALTH Healthcare']
- ~~Terminal Care~~ [Do not use. Class in 'HEALTH Healthcare']
- ~~Thyroid~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Tourette's~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Vaccines~~ [Do not use. Class in 'HEALTH Healthcare']
- ~~Vitamins~~ [Do not use. Class in 'HEALTH Diet']
- ~~Vision~~ [Do not use. Class in 'HEALTH' without subheading]
- ~~Women's Health~~ [Do not use. Class in 'HEALTH' without subheading]

HISTORY

[NOTE: It is assumed that everything in this section pertains to United States history, unless otherwise noted.]

- ~~1600s~~ [Do not use. Class under 'HISTORY' without subheading]
- ~~1700s~~ [Do not use. Class under 'HISTORY Revolutionary War', or 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1800s~~ [Do not use. Class under 'HISTORY Civil War', or 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1900s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1920s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1930s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1940s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1950s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1960s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1970s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1980s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~1990s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
- ~~2000s~~ [Do not use. Class under 'HISTORY' without subheading, or in other non-HISTORY heading]
 - ~~9/11~~ [Do not use. Class under 'POLITICS Security']
- **Adventure** [Do not subdivide] [Includes pirates, exploration]
- ~~Africa~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Afro-American~~ [Do not use. Class under 'SOCIAL Race']
- ~~Alaska~~ [Do not use. Class under 'HISTORY' with no subheading]
- **American Revolution**
- **Ancient** [Do not subdivide] [includes Greece, Rome, Egypt, China, etc.]
- ~~Antiquities (pre-Colonial)~~ [Do not use. Class under 'HISTORY' without subheading]
- ~~Archaeology~~ [Do not use. Class under 'HISTORY' without subheading]
- ~~Asia~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']

- ~~Caribbean~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Central America~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- **Civil War** [Do not subdivide]
- ~~Exploration~~ [Do not use. Class under 'HISTORY Adventure' or under a specific geographic subheading]
- **Europe** [Do not subdivide] [includes Eastern Europe]
- ~~Humor~~ [Do not use. Class in 'HISTORY' without subheading or class in 'HUMOR']
- **Michigan** [Do not subdivide]
- ~~Middle East~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Midwest~~ [Do not use. Class in 'HISTORY' without subheading]
- **Military** [Do not subdivide] [Use for all wars except American Revolution, American Civil War, World War I, and World War II, which have their own subheadings]
 - American Revolution [Do not use. Class under 'HISTORY American Revolution']
 - Civil War (American) [Do not use. Class under 'HISTORY Civil War']
 - Weapons [Do not use. Class works on firearms under 'ANTIQUÉ Guns']
 - World War I [Do not use. Class under 'HISTORY WW_I']
 - World War II [Do not use. Class under 'HISTORY WW_II']
- **Native American** [Do not subdivide. Class history of Michigan tribes here, rather than under 'HISTORY Michigan'] [Class all Native American books here, including biographies, so that they can be found in one location.]
- ~~North America~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Pacific Ocean~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Presidents~~ [Do not use. Class collective works on Presidents or Vice Presidents in 'POLITICS Gov't' or 'POLITICS Opinion' or 'POLITICS Security'. Class works on individuals in BIO. If work primarily concerns a war, class with 'HISTORY Military' or the specific war under 'HISTORY']
- ~~Revolutionary War~~ [Do not use. Class under 'HISTORY American Revolution']
- ~~South America~~ [Do not use. Class under 'HISTORY' without subheading or Class under 'HISTORY Military']
- ~~Survival~~ [Do not use. Class in 'BIO' or in 'HISTORY Adventure']
- ~~Vietnam War~~ [Do not use. Class under 'HISTORY Military']
- ~~United States~~ [Do not use. Class under 'HISTORY' without subheading]
- ~~Viet Nam~~ [Do not use. Class in 'HISTORY Asia' or (for Vietnam War) in 'HISTORY Military']
- **West** [includes westward expansion]
- ~~World~~ [Do not use. Class in specific geographic subheading]
- **WW_I** [Do not subdivide] [use for World War I]
- **WW_II** [Do not subdivide] [use for World War II]

HOLIDAYS [Do not use. Class under 'HOME' without subheading, or class under 'COOKING' or 'CRAFTS']

HOME

- **Building** [includes plans, decks, patios, etc.] [Class outdoor structures in 'GARDEN Structures']
- ~~Cleaning~~ [Do not use. Class in 'HOME Organizing' or in 'HOME' without subheading]
- **Decor** (use for Interior Decoration)
- **DIY** (use for general guides, repair, remodeling, tools, etc.)
- ~~Economics~~ [Do not use. Class under 'ECON Money Mgmt' or under 'HOME' without subheading]
- ~~Electrical~~ [Do not use. Class under 'HOME DIY']
- ~~Energy~~ [Do not use. Class under 'HOME Sustainable Living' or under 'HOME' without subheading]
- ~~Exterior~~ [Do not use. Class under 'HOME Building', 'HOME Décor', or 'HOME DIY']
- ~~Flooring~~ [Do not use. Class under 'HOME DIY']
- **Organizing** (includes Storage, Decluttering) [class Feng Shui here]
- ~~Plumbing~~ [Do not use. Class under 'HOME DIY']
- ~~Remodeling~~ [Do not use. Class under 'HOME DIY' or 'HOME Building']
- **Sustainable Living** [12 pt. 2 lines] [See Also GARDENING / Permaculture]
- ~~Tools~~ [Do not use. Class under 'HOME DIY']
- ~~Upholstery~~ [Do not use. Class under 'HOME DIY']
- ~~Walls~~ [Do not use. Class under 'HOME DIY']
- ~~Woodwork~~ [Do not use. Class under 'HOME DIY']

HUMOR [Do not subdivide]

- ~~Biography~~ [Do not use. Class under 'HUMOR' without subheading or class under 'BIO']

LANGUAGE (use LANG) [used for Foreign and Sign Language]

- ~~For Lang.~~ [Do not use. Class under specific language: 'LANG Spanish' or 'LANG French']
- **French**
- ~~Grammar & Punctuation~~ [Do not use. Class under 'LIT Writing']
- ~~Linguistics~~ [Do not use. Class under 'REF' without subheading]
- ~~Reading Skills~~ [Do not use. Class under 'LIT Reading']
- ~~Reference~~ [Do not use. Class under 'REF']
- **Sign Language (use Sign)** (includes lipreading)
- **Spanish**
- ~~Speech (includes toasts, roasts and storytelling)~~ [Do not use. Class under 'REF Weddings' or class under 'REF' without subheadings]
- ~~Words~~ [Do not use. Class under 'REF' or class under 'LIT Writing']

~~LAW~~ [Do not use]

- ~~Bankruptcy~~ [Class under 'ECON Personal Finance']
- ~~Civil Rights~~ [Class under 'POLITICS Gov't' or 'SOCIAL Race']
- ~~Constitutional~~ [Class under 'POLITICS Gov't']
- ~~Discrimination~~ [Class under 'POLITICS Gov't' or 'SOCIAL Race']
- ~~Family~~ [Class under FAMILY Law]
- ~~Estate (Estate Planning)~~ [Class under 'FAMILY Death']
- ~~Forms~~ [Class under 'REF' without subheading]
- ~~Housing~~ [Class under 'ECON Real Estate']
- ~~Intellectual Property~~ [Class copyright under 'LIT Writing'. Class patents under 'REF']
- ~~Practical Guides~~ [Do not use. Class under 'LAW' without subheading]
- ~~Wills~~ [Class under 'FAMILY Death']

~~LIT~~ [used for Literature, Language Arts]

➤ Do NOT collect literary criticism.

- **Ancient** [use for texts written before AD 1000] [See also 'LIT Folklore']
- ~~Anthologies~~ [Do not use. For collected works of many authors, class in 'LIT' without subheading. For collected works of a single author, class in FICTION]
- ~~Authorship~~ [Do not use. Class under 'LIT Writing']
- ~~Biography~~ [Do not use. Class under 'BIO']
- ~~Collection~~ [Do not use. Class under FICTION]
- ~~Comics and Graphic Novels~~ [Do not use. Class under FICTION]
- ~~Composition~~ [Do not use. Class under 'LIT Writing']
- **Drama** [Do not subdivide]
- ~~Essays~~ [Do not use. Class under FICTION]
- **Folklore** [use for Folk tales, fairy tales, mythology] [Do not subdivide]
- ~~Journalism~~ [Do not use. Class under 'LIT Writing']
- ~~Library & Information Science~~ [Do not use. Class under 'LIT' without subheading]
- ~~Literature~~ (put Homer, Ovid, etc. in Fiction?)
- ~~Literary Criticism~~ [Do not collect. If used, class in Fiction]
- **Poetry** [Do not subdivide][For classical Greek and Latin (or earlier) poetry, class in 'LIT Ancient']
- ~~Publishing~~ [Do not use. Class under 'LIT Writing']
- ~~Quotations~~ [Do not use. Class under 'REF Quotes']
- **Reading** [Do not subdivide]
- ~~Short Stories~~ [Do not use. Class under FICTION]
- **Writing** [Do not subdivide]

~~LITERARY COLLECTIONS~~—(see LIT) [Whenever possible, class as Fiction]

~~LITERARY CRITICISM~~ (see LIT) [Do not collect literary criticism.]

MATHEMATICS (see SCIENCE)

MIND & SPIRIT

- **Afterlife** [Includes reincarnation]
- ~~Angels~~ [Do not use. Class under 'MIND & SPIRIT' without subheading]
- ~~Astrology~~ [Do not use. Class under 'MIND & SPIRIT Divination']
- **Divination**
- ~~Dreams~~ [Do not use. Class under 'MIND & SPIRIT' without subheading]
- ~~Gaia & Earth Energies~~ [Do not use. Class under 'MIND & SPIRIT' without subheading]
- Ghosts [Do not use. Class under 'MIND & SPIRIT Unexplained']
- ~~Healing~~ [Do not use. Class under 'HEALTH Alternative Therapies' or under 'MIND & SPIRIT' without subheading]
- ~~I-Ching~~ [Do not use. Class under 'MIND & SPIRIT Divination']
- ~~Inspiration~~ [Do not use. Class under 'MIND & SPIRIT' without subheading]
- ~~Meditation~~ [Do not use. Class under 'SELF-HELP' without subheading]
- ~~Numerology~~ [Do not use. Class under 'MIND & SPIRIT Divination']
- **Occult**
- ~~Prophecy~~ [Do not use. Class under 'MIND & SPIRIT Divination']
- **Unexplained** [Includes ghosts, paranormal, UFOs, Bigfoot, etc.]
- ~~Witchcraft~~ [Do not use. Class under 'MIND & SPIRIT Occult] [**see also** 'RELIGION Wicca']

MUSIC – [Do not use. Class under 'ART Music']

NATURE

- ~~Animal Rights~~ [Do not use. Class under 'ANIMALS' or under 'NATURE' without subheading]
- ~~Animals~~ [Do not use. Class under 'ANIMALS']
- **Climate** [used for climate change, ecology, environmental conservation, global warming]
- ~~Conservation~~ [Do not use. Class under 'NATURE Climate' or under 'NATURE' without subheading]
- ~~Disasters~~ [Do not use. Class under 'NATURE' without subheading]
- ~~Ecology~~ [Do not use. Class under 'NATURE Climate' or under 'NATURE' without subheading]
- ~~Environmental Conservation & Protections~~ [Do not use. Class under 'NATURE Climate' or under 'NATURE' without subheading]
- ~~Essays~~ [Do not use. Class under 'NATURE' without subheading. If essays are about animals, class in 'ANIMALS Essays']
- ~~Extinction~~ [Do not use. Class under 'NATURE Climate' or under 'NATURE' without subheading]
- ~~Fossils~~ [Do not use. Class under 'NATURE' without subheading]
- ~~Global Warming~~ [Do not use. Class under 'NATURE Climate']
- ~~Habitats~~ [Do not use. Class under 'NATURE Climate' or under 'NATURE' without subheading]
- **Plants** [Do not subdivide. May also class in 'GARDEN']
- **Rocks** [includes minerals]

- ~~Seashells~~ [Do not use. Class under 'NATURE' without subheading]
- ~~Weather~~ [Do not use. Class under 'NATURE' without subheading]

~~PERFORMING ARTS~~ [Class under 'ART Dance' or 'ART Film/TV' or 'ART Theater']

~~PETS~~ [Do not use. Class under 'ANIMALS Cats,' 'ANIMALS Dogs,' etc.]

~~PHILOSOPHY~~ [Do not use. Class in HEALTH, RELIGION, SOCIAL, etc.]

~~PHOTOGRAPHY~~ [Do not use. Class under 'ART Photo']

~~POETRY~~ [Do not use. Class under 'LIT Poetry']

POLITICS

- ~~Activism~~ [Do not use. Class in 'POLITICS Gov't' or 'POLITICS Opinion']
- ~~American Government / Legislative Branch~~ [Do not use. Class in 'POLITICS Gov't']
- ~~American Government/Security~~ [Do not use. Class in 'POLITICS Gov't']
- ~~Biography~~ [Do not use. Class in BIO]
- ~~Censorship~~ [Do not use. Class in 'POLITICS Privacy']
- ~~Elections~~ [Do not use. Class in 'POLITICS Gov't']
- ~~Espionage~~ [Do not use. Class in 'POLITICS Security']
- ~~Essays~~ [Do not use. Class in 'POLITICS Opinion']
- ~~Executive Branch~~ [Do not use. Class in 'POLITICS Gov't']
- **Gov't**
- ~~History~~ [Do not use. Class in 'POLITICS' without subheading, or class in 'HISTORY']
- ~~Human Rights~~ [Do not use. Class in 'POLITICS Gov't' or 'POLITICS Opinion']
- ~~Ideology~~ [Do not use. Class in 'POLITICS' without subheading, or in 'POLITICS Opinion']
- ~~International Relations~~ [Do not use. Class in 'POLITICS World']
- ~~Judicial Branch~~ [Do not use. Class in 'POLITICS Gov't']
- ~~Legislative Branch~~ [Do not use. Class in 'POLITICS Gov't']
- ~~Memoirs~~ [Do not use. Class in BIO]
- **Opinion**
- ~~Para-Military~~ [Do not use. Class in 'POLITICS Security']
- ~~Policy~~ [Do not use. Class in 'POLITICS Gov't']
- ~~Privacy~~ [Do not use. Class in 'POLITICS Opinion' or in 'POLITICS Security']
- **Public Health**
- ~~Religion~~ [Do not use. Class in 'POLITICS' without subheading, or class in 'POLITICS Opinion']
- **Security**
- ~~Terrorism~~ [Do not use. Class in 'POLITICS Security']
- ~~World~~ [Do not use. Class in 'POLITICS' without subheading]

~~PSYCHOLOGY~~ [Do not use. Class in HEALTH or SELF-HELP or SOCIAL]

REFERENCE [use REF]

Note: These are circulating books. Apollo will want to set the **Type** as '40 - Reference.'
Make sure it is set to '**37 – Non-Fiction.**'

- ~~Almanacs~~ [As a general rule, do not collect. Otherwise, class in REF without subheading]
- ~~Atlases~~ [As a general rule, do not collect. Otherwise, class in REF without subheading, and place on Dictionary Stand]
- ~~Dictionaries~~ [As a general rule, do not collect. Otherwise, class in REF without subheading, and place on Dictionary Stand]
- **Etiquette**
- **Handbooks** (such as Robert's Rules of Order)
- **Quotes** (use for Quotations)
 - [**Note:** Quotations by a single author, class in FICTION]
- ~~Survival and Emergency Preparedness~~ (Class in 'SPORTS Camping')
- **Testing** [Do not subdivide]
 - Instead of author or publisher on the spine label, use the name of the exam.
 - Update every year, or every other year: **ASVAB, ACT, CLEP, GED, & GRE**. Also include **Civil Service Exam** and **Nursing Assistant**, if usage warrants.
- **Trivia**
- ~~Weddings~~ [Do not use. Class in '**FAMILY Weddings**']
- ~~Writing~~ [Do not use. Class in 'LIT Writing']
- ~~Yearbooks~~ [Do not use. Class in 'REF' without subheading. For Guinness World Record books, class in 'REF Trivia' and add the year to the label]

RELIGION

- ~~Agnosticism~~ [Do not use. Class in 'RELIGION' without subheading]
- **Ancient** [Class mythology under 'LIT Folklore']
- ~~Atheism~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Baha'i~~ [Do not use. Class in 'RELIGION' without subheading]
- **Buddhism** [includes Tao]
- **Christian** [Use for Christianity. Do not subdivide]
 - [Bibles – use 'Bible' as author]
- ~~Comparative Religion~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Confucianism~~ [Do not use. Class in 'RELIGION Ancient']
- ~~Cults~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Demonology & Satanism~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Eastern~~ [Do not use. Class in specific religions]
- ~~Faith~~ [Do not use. Class in 'RELIGION' without subheading. May also class in specific religion, where appropriate]
- **Hinduism**
- ~~Holidays~~ [Do not use. Class in HOLIDAY]
- **Islam**

- **Judaism**

- ~~Meditations~~ [Class in "RELIGION" without subheading, or class in specific religion such as 'RELIGION Christian']
- ~~Mysticism~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Paganism~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Science~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Scientology~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Religion, Politics and State~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Unitarian~~ [Do not use. Class in 'RELIGION' without subheading]
- ~~Wicca~~ [Do not use. Class in 'RELIGION Ancient']

SCIENCE

- ~~Anatomy/Physiology~~ [Do not use. Class under 'SCIENCE Life']
- ~~Animals~~ [Do not use. Class in ANIMALS or in 'SCIENCE Life']
- ~~Astronomy~~ [Do not use. Class in 'SCIENCE Space']
- ~~Biography~~ [Do not use. Class individuals in BIO. Class groups in subject, such as 'SCIENCE Space']
- ~~Biology~~ [Do not use. Class in 'SCIENCE Life']
- **Chemistry** [Do not subdivide]
- ~~Cosmology~~ [Do not use. Class in 'SCIENCE' or in 'SCIENCE Space']
- **Earth** [Do not subdivide]
- ~~Ecology~~ [Do not use. Class under NATURE]
- ~~Environmental~~ [use **Environm** Class under **NATURE**]
- ~~Essays~~ [Do not use. Class under 'SCIENCE' without subheading]
- ~~Extinction~~ [Do not use. Class under 'SCIENCE Life']
- ~~Genetics/Genomics~~ [Do not use. Class under 'SCIENCE Life']
- ~~Global Warming and Climate Change~~ [use **Environm** Class under **NATURE**]
- ~~History~~ [Do not use. Class under 'SCIENCE' without subheading]
- ~~Horticulture~~ [Do not use. Class under 'GARDENING']
- ~~Evolution~~ [Do not use. Class under 'SCIENCE Life']
- ~~Genetics~~ [Do not use. Class under 'SCIENCE Life']
- **Life** [Do not subdivide]
- **Math** [Do not subdivide]
- ~~Measures~~ [Do not use. Class under 'SCIENCE' without subheading]
- ~~Mechanics~~ [Do not use. Class under 'SCIENCE' without subheading]
- ~~Natural History~~ [Do not use. Class under 'SCIENCE' without subheading]
- ~~Nanoscience~~ (use **Nano**) [Do not use. Class under 'SCIENCE' without subheading]
- ~~Paleontology~~ [Do not use. Class as '**ANIMALS Dinosaurs**']
- **Physics** [Do not subdivide]
- ~~Projects~~ [Do not use. Class under 'SCIENCE' without subheading]
- **Space** [Do not subdivide]

SELF-HELP

[NOTE – Do **not** put a space before or after the hyphen in the call number]

- Abuse [Do not use. Class under ‘SOCIAL Abuse’]
- **Addiction** [Do not subdivide. Includes recovery from addiction.]
- Advice [Do not use. Class in SELF-HELP without subheading.]
- **Aging** [see also ‘HEALTH Healthcare’]
- ~~Anorexia~~ / ~~Bulimia~~ [Class in ‘HEALTH Diet’]
- **Anxiety** [Do not use. Class in ‘SELF-HELP Stress’]
- **Beauty** [Includes fashion, make-up, hair styles, skin care, etc.]
- **Body Image** [Do not use unless necessary. For eating disorders, use ‘HEALTH Diet’]
- Codependency [Do not use. Class in SELF-HELP without subheading.]
- ~~Communication and Social Skills~~ [use **Social Skills**]
- Creativity [Do not use. Class in SELF-HELP without subheading.]
- ~~Depression~~ [Do not use. Class in SELF-HELP without subheading.]
- ~~Eating Disorders & Body Image~~ [use **Body Image**]
- Emotions [Do not use. Class in SELF-HELP without subheading.]
- **Grief** (includes death, dying, grief and bereavement)
- **Happiness**
- Hypnosis [Do not use. Class in SELF-HELP without subheading.]
- Intuition [Do not use. Class in SELF-HELP without subheading.]
- Journaling [Do not use. Class in SELF-HELP without subheading.]
- Lifestyle [Do not use. Class in SELF-HELP without subheading.]
- Meditation [Do not use. Class in SELF-HELP without subheading.]
- Memory [Do not use. Class in ‘SELF-HELP Aging’]
- ~~Motivational & Inspirational~~ [Do not use. Class in SELF-HELP without subheading.]
- ~~Personal Growth~~ [Do not use. Class in SELF-HELP without subheading.]
- [Relationships - see FAMILY]
- Retirement [Do not use. Class in SELF-HELP without subheading, or class in ‘ECON Retirement’]
- ~~Self-Esteem~~ [Do not use. Class in SELF-HELP without subheading.]
- ~~Self-Management~~ [Do not use. Class in SELF-HELP without subheading.]
- ~~Social Skills~~ [Do not use. Class in SELF-HELP without subheading.]
- ~~Spiritual~~ [Do not use. Class in SELF-HELP without subheading, or class in RELIGION.]
- **Stress** (use for Anxiety, Panic Attacks, Phobias, Stress)
- **Success** [Do not use. Class in ‘SELF-HELP Happiness’ or in SELF-HELP without subheading.]

SOCIAL [used for SOCIAL SCIENCE]

- ~~Abortion~~ [Do not use. Class in ‘SOCIAL’ without subheading]
- ~~African American Studies~~ [use ‘SOCIAL Race’]
- ~~Agriculture and Food~~ [see Food]

- **Abuse** (includes Child Abuse, Sexual Abuse, etc.)
- ~~Aging~~ [Do not use. Class under 'SELF-HELP Aging' or 'HEALTH Caregiving']
- ~~Anthropology~~ [Do not use. Class without subheading.]
- ~~Classes~~ [Do not use. Class under 'SOCIAL Poverty' or class without subheading.]
- ~~Conspiracy~~ [Do not use. Class under 'POLITICS']
- **Crime** [Do not use. Class in TRUE CRIME, 'SOCIAL Abuse' or 'SOCIAL Race'
(From BISAC: "Use "**SOCIAL SCIENCE** / Crime" for works discussing the causes, detection, and prevention of crime and use subjects in the **TRUE CRIME** section for historical works and/or works primarily intended for the general public.")]
- ~~Customs~~ [Do not use. Class in 'SOCIAL' or in 'HISTORY' without subheading]
- ~~Death~~ (used for funerals and funeral planning) [Do not use. Class in 'FAMILY Death']
- ~~Discrimination~~ [Racial discrimination, class under 'SOCIAL Race'] [or class under 'SOCIAL Poverty' or 'SOCIAL LGBT']
- ~~Disease~~ [Do not use. Class under 'HEALTH Diseases']
- ~~Drugs~~ [Do not use. Class under 'HEALTH Drugs' or SELF-HELP Addiction']
- ~~Ethnic Studies~~ [Do not use. Class under 'SOCIAL Race' or HISTORY.]
- **Food** [Use only if necessary. Prefer to class under 'HEALTH Diet' if possible]
- ~~Friendship~~ [Class under 'FAMILY Friendship']
- ~~Future Studies~~ [Do not use. Class without subheading]
- ~~Gay Studies/Homosexuality Studies/Lesbian Studies/Transgender Studies~~ [use **LGBT**]
- **Gender Studies**
- ~~Global Warming~~ [Class under 'NATURE Climate']
- **Gun Control** [Class under 'SOCIAL Crime']
- ~~Health issues~~ [Do not use. Class under 'HEALTH Health-care']
- ~~History~~ [Do not use. Class without subheading.]
- ~~Hunger~~ [Do not use. Class under 'SOCIAL Poverty']
- **Immigration** (includes emmigration)
- **LGBT**
- ~~Men's Studies/Women's Studies~~ [Do not use. Class under 'SOCIAL Gender']
- ~~Native American Studies~~ [use HISTORY U.S. Nat.Amer.]
- ~~Philanthropy~~ [Do not use. Class without subheading.]
- ~~Popular Culture~~ [Do not use. Class without subheading]
- ~~Poverty~~ [Do not use. Class in 'ECON Poverty']
- ~~Privacy~~ [Do not use. Class in 'POLITICS Security']
- **Race** [includes race relations]
- ~~Secret Societies~~ [Do not use. Class without subheading]
- ~~Sexual Abuse & Harassment~~ [use **Abuse**]
- ~~Social Classes~~ [Do not use. Class without subheading]
- ~~Social History~~ [Do not use. Class without subheading]
- ~~Sociology~~ [Do not use. Class without subheading]
- ~~Urban~~ [Do not use. Class without subheading]
- ~~Violence in Society~~ [Do not use. Class under 'SOCIAL Crime']
- ~~Volunteerism~~ [Class under 'Social Philanthro.']

SPORTS

[Do not subdivide further]

[Memoirs – class with specific sport, or class in BIO]

- ~~Archery~~ [Do not use. Class without subheading]
- **Baseball**
- **Basketball**
- **Boating** (includes canoeing and kayaking)
- **Camping** (include Hiking) (include wilderness survival)
 - Specific locations, class in TRAVEL
- **Climbing**
- ~~Coaching~~ [Do not use. Class in specific sport]
- **Cycling**
- **Fishing**
- **Football**
- **Golf**
- ~~Hiking~~ [class in Camping]
- **Hockey**
- ~~Horses~~ [class in 'ANIMALS Horses']
- **Hunting**
- **Martial Arts**
- [Memoirs – class under subheading, or class as BIO]
- ~~Motorsports~~ [use Racing]
- ~~Mountaineering~~ [use Climbing]
- **Olympics**
- ~~Outdoors~~ [pref. class under appropriate subheading]
- **Pickleball**
- **Racing**
- **Running** [unless the book is about the sport of running, class in 'FITNESS Running']
- ~~Scuba~~ [Do not use. Class without subheading]
- ~~Skateboard~~ [Do not use. Class without subheading]
- **Skiing**
- **Soccer**
- **Swimming** [unless the book is about the sport of swimming, class in 'FITNESS Swimming']

~~STUDY AIDS~~ [Do not use. Class under 'REF Testing']

~~TECHNOLOGY & ENGINEERING~~ [Do not use. Class under specific subject, or use 'REF']

TRANSP (used for TRANSPORTATION)

- **Air**
 - [Bicycles – class in 'SPORTS Cycling']
- **Cars**
- **Motorcycles**
- Navigation
- Public (includes buses, subways, trams, etc.)
- **Railroads**
- **Ships** (includes ferries)
- Trucks

TRAVEL

➤ Collection notes: Update every other year: Fodor's preferred.

- **Canada**
- **Caribbean**
- **Britain** (use for Great Britain--Ireland, Scotland, etc.)
- **France**
- **Germany**
- **Italy**
- **Memoir** [do not subdivide by region]
- **Mexico**
- **U.S.**
 - **California** (includes Disneyland)
 - **Florida** (includes Disney World)
 - **Illinois** (includes Chicago)
 - **Michigan**
 - **Nevada** (includes Las Vegas)
 - **New York** (includes NYC)
 - **Washington D.C.** [use **Wash.D.C.**]

TRUE CRIME

[Do not subdivide]