

**Cleveland Public Library**  
**Collection Development Policy**

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**Adopted by the**  
**Cleveland Public Library Board of Trustees**  
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# Collection Development Policy

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## **Cleveland Public Library Collection Development Policy**

**CPL Mission:** We are the “People’s University,” the center of learning for a diverse and inclusive community.

**CPL Vision:** Cleveland Public Library will be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share and seek out new knowledge in ways that are beneficial to themselves, their community, and the world.

**CPL Policy on Diversity, Equity, and Inclusion** *(Approved by the Board of Library Trustees on April 18, 2019)*

Cleveland Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, physical or mental ability or disability.

The Library demonstrates its support by:

- Engaging the board, leadership, and staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees’ voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities; and
- Developing a supplier diversity program that mirrors the patrons we serve.

**CPL Strategic Plan** ([https://cpl.org/wp-content/uploads/StrategicPlan\\_Booklet.pdf](https://cpl.org/wp-content/uploads/StrategicPlan_Booklet.pdf))

**American Library Association Principles:** Cleveland Public Library adheres to the principles of the American Library Association’s *Library Bill of Rights* and the associated *Interpretations of the Library Bill of Rights*, *Intellectual Freedom Principles*, and principles relating to *Equity, Diversity, and Inclusion*. Cleveland Public Library furthermore adheres to the American Library Association's *Code of Ethics* that guides the work of librarians, library staff, and library trustees.

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* ([/advocacy/intfreedom/librarybill](#)) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council ([/aboutala/governance/council](#)).

### **Access to Digital Resources and Services ([/advocacy/intfreedom/librarybill/interpretations/digital](#)):**

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

### **Access to Library Resources and Services for Minors**

**([/advocacy/intfreedom/librarybill/interpretations/minors](#)):** Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

### **Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accesslgbt>):**

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

### **Access to Resources and Services in the School Library**

**([/advocacy/intfreedom/librarybill/interpretations/accessresources](#)):** The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

**Challenged Resources ([/advocacy/intfreedom/librarybill/interpretations/challenged-resources](#)):** ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

**Diverse Collections ([/advocacy/intfreedom/librarybill/interpretations/diversecollections](#)):** Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views

of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Amended 2019

### **Economic Barriers to Information Access**

**(/advocacy/intfreedom/librarybill/interpretations/economicbarriers):** All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

### **Education and Information Literacy**

**(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/education>):** Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

**Equity, Diversity, Inclusion (/advocacy/intfreedom/librarybill/interpretations/EDI):** Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

### **Evaluating Library Collections**

**(/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary):** Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

### **Expurgation of Library Materials**

**(/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary):** Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

**Internet Filtering (/advocacy/intfreedom/librarybill/interpretations/internet-filtering):** The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

### **Intellectual Freedom Principles for Academic Libraries**

**(/advocacy/intfreedom/librarybill/interpretations/intellectual):** A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the

education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

**Labeling Systems (/advocacy/intfreedom/librarybill/interpretation/labeling-systems):** Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

### **Library-Initiated Programs and Displays as a Resource**

**(/advocacy/intfreedom/librarybill/interpretations/programsdisplays):** Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

**Meeting Rooms (/advocacy/intfreedom/librarybill/interpretations/meetingrooms):** Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

### **Minors and Online Activity**

**(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minorsonlineactivity>):** The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

**Politics in American Libraries (/advocacy/intfreedom/librarybill/interpretations/politics):** The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

**Prisoners' Right to Read (/advocacy/intfreedom/librarybill/interpretations/prisonersrightoread):** ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

**Privacy (/advocacy/intfreedom/librarybill/interpretations/privacy):** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

**Rating Systems (/advocacy/intfreedom/librarybill/interpretations/rating-systems):** Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to

intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

**Religion in American Libraries (/advocacy/intfreedom/librarybill/interpretations/religion):** The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

### **Restricted Access to Library Materials**

**(/advocacy/intfreedom/librarybill/interpretations/restrictedaccess):** Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

### **Services to People with Disabilities**

**(/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities):** Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

### **Universal Right to Free Expression (/advocacy/intfreedom/librarybill/interpretations/universalright):**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

### **User-Generated Content in Library Discovery Systems (/advocacy/user-generated-content-library-discovery-systems):**

Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

### **User-Initiated Exhibits, Displays, and Bulletin Boards**

**(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards>):** Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

### **Visual and Performing Arts in Libraries**

**(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/arts>):** Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

[PDF of Library Bill of Rights with complete interpretations]

# Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights

The American Library Association affirms that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

"Equity" takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

"Diversity" can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

"Inclusion" means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

To ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Governing bodies should also reflect the community. Library spaces, programs, and collections should accommodate the needs of every user.

**I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.**

Library collections, in a variety of material formats, should include a full range of viewpoints and experiences, serving the needs of all members of the community. Historically, diverse authors and viewpoints have not been equitably represented in the output of many mainstream publishers and other producers. It may require extra effort to locate, review, and acquire those materials.

Therefore, libraries should seek out alternative, small press, independent, and self-published content in a variety of formats. Libraries may benefit from cooperative arrangements and other partnerships to share in the work of locating and acquiring diverse materials. Interlibrary loan may complement but not substitute for the development of diverse local collections.

All materials, including databases and other electronic content, should be made accessible for people who use adaptive or assistive technology.

To provide equitable and inclusive access, libraries must work closely with diverse communities to understand their needs and aspirations, so that the library can respond appropriately with collections and services to meet those needs. All community members will feel truly welcomed and included when they see themselves reflected in collections that speak to their cultures and life experiences.

**II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.**

Beyond merely avoiding the exclusion of materials representing unorthodox or unpopular ideas, libraries should proactively seek to include an abundance of resources and programming representing the greatest possible diversity of genres, ideas, and expressions. A full commitment to equity, diversity, and inclusion requires that library collections and programming reflect the broad range of viewpoints and cultures that exist in our world. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.<sup>1</sup>

**III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.**

By challenging censorship, libraries foster an inclusive environment where all voices have the opportunity to be heard. Inclusive materials, programs, and services may not be universally popular, but it is the library's responsibility to provide access to all points of view, not just prevailing opinions. Libraries should prepare themselves to deal with challenges by adopting appropriate policies and procedures. Libraries should respectfully consider community objections and complaints, but should not allow controversy alone to dictate policy.

Governing bodies, administrators, and library workers must discourage self-censorship. Fears and biases may suppress diverse voices in collections, programming, and all aspects of library services.<sup>2</sup> Libraries should counter censorship by practicing inclusion.

**IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.**

American society has always encompassed people of diverse origin, age, background, and views. The constitutional principles of free expression and free access to ideas recognize and affirm this diversity. Any attempt to limit free expression or restrict access to ideas threatens the core American values of equity, diversity, and inclusion.

Libraries should establish and maintain strong ties to organizations that advocate for the rights of socially excluded, marginalized, and underrepresented people. Libraries should act in solidarity with all groups or individuals resisting attempts to abridge the rights of free expression and free access to ideas.

**V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.**

In the Library Bill of Rights and all of its Interpretations and supporting documents, the principle of inclusion is clear and unambiguous.

"Origin" encompasses all of the characteristics of individuals that are inherent in the circumstances of their birth.

"Age" encompasses all of the characteristics of individuals that are inherent in their levels of development and maturity.

"Background" encompasses all of the characteristics of individuals that are a result of their life experiences.

"Views" encompass all of the opinions and beliefs held and expressed by individuals.

Libraries should regularly review their policies with the goal of advancing equity of access to the library's collections and services. Identification requirements, overdue charges and fees, or deposits for service are examples of traditional approaches that may exclude some members of the community.<sup>3</sup>

**VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

Libraries should not merely be neutral places for people to share information, but should actively encourage socially excluded, marginalized, and underrepresented people to fully participate in community debates and discussions.

Libraries should welcome diverse content in their exhibit spaces and diverse ideas, individuals, and groups in their meeting rooms, even if some members of the community may object or be offended.<sup>4</sup>

**Conclusion**

To uphold the Library Bill of Rights and serve the entire community, governing bodies, administrators, and library workers should embrace equity, diversity, and inclusion.

<sup>1</sup> "Library-Initiated Programs and Displays as a Resource: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>)," Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 *under previous name* "Library-Initiated Programs as a Resource"; and June 24, 2019.

<sup>2</sup> "Diverse Collections: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>)," Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 25, 2019.

<sup>3</sup> “Economic Barriers to Information Access: An Interpretation to the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>),” Adopted June 30, 1993 by the ALA Council and amended June 25, 2019.

<sup>4</sup> “Meeting Rooms: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>),” Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

Adopted June 27, 2017 by the ALA Council.

# Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

A strong intellectual freedom perspective is critical to the development of academic library collections, services, and instruction that dispassionately meets the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>) form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather

than printing) should be available when possible.

10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, age, values, gender, sexual orientation, gender identity, cultural or ethnic background, physical, sensory, cognitive or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999 and adopted July 12, 2000 by the ALA Council; and amended on July 1, 2014.

### **See Also**

- A letter dated November 15, 2000, to Judith F. Krug, director, Office for Intellectual Freedom, from the American Association of University Professors (<http://www.aaup.org/>): "The AAUP Council is pleased to endorse the statement, but wishes to preface that endorsement with the following language from the Joint Statement on Faculty Status of College and University Librarians (<http://www.ala.org/acrl/standards/jointstatementfaculty>), as contained in AAUP: Policy Documents and Reports, 1995 edition: '*College and university librarians share the professional concerns of faculty members. Academic freedom, for example, is indispensable to librarians, because they are trustees of knowledge with the responsibility of ensuring the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. Moreover, as members of the academic community, librarians should have latitude in the exercise of their professional judgment within the library, a share in shaping policy within the institution, and adequate opportunities for professional development and appropriate reward.*'

## Professional Ethics

ALA's Code of Ethics is the responsibility of the Committee on Professional Ethics (/groups/committees/ala/ala-profethic) (COPE). The Code of Ethics is the document that translates the values of intellectual freedom that define the profession of librarianship into broad principles that may be used by individual members of that profession as well as by others employed in a library as a framework for dealing with situations involving ethical conflicts.

- Copyright: An Interpretation of the *Code of Ethics* (<http://www.ala.org/tools/ethics/copyright>) (amended January 29, 2019)
- Conflicts of Interest Q&A (<http://www.ala.org/tools/ethics/conflictsofinterestqa>) (amended April 30, 2019)
- Enforcement of the *Code of Ethics* Q&A (<http://www.ala.org/tools/ethics/enforcementqa>) (amended January 28, 2019)
- Ethics and Social Media Q&A (<http://www.ala.org/tools/ethics/socialmediaqa>) (amended January 28, 2019)
- Speech in the Workplace Q&A (<http://www.ala.org/tools/ethics/workplacespeechqa>) (amended April 30, 2019)

## Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

## Introduction

*I always knew from that moment, from the time I found myself at home in that little segregated library in the South, all the way up until I walked up the steps of the New York City library, I always felt, in any town, if I can get to a library, I'll be OK. It really helped me as a child, and that never left me. So I have a special place for every library, in my heart of hearts.*

-- Maya Angelou

### **The People's University**

Cleveland Public Library strives to be the one resource in the city of Cleveland where anyone can simply show up, in person or virtually, and receive the knowledge, services, inspiration, and sense of community that enables them to achieve their dreams.

From the groundbreaking success of being the first urban public library in the United States to allow patrons direct access to its book collection in 1890, and as the first public library in the world to circulate eBooks in 2003, Cleveland Public Library has a long history of embracing innovation to serve its community.

To accomplish that mission and to fulfill its role as The People's University, Cleveland Public Library develops print and digital collections that anticipate and serve the varied creative, educational, economic, professional, and recreational needs of a large and diverse community. In undertaking this work, the Library's primary challenge is deciding how to deploy its generous, yet limited, tax dollars to acquire the library service materials that most effectively serve the whole community.

Although the Cleveland Public Library *Collection Development Policy* is designed to serve as an essential framework for the development of relevant and responsive collections, it is through the daily work of library professionals, who interpret the *Policy* using their experience, observations, and usage data, that truly meaningful collections are developed. A significant

measure of the Library's success in this work has been the public's consistent passage of tax support levies with a formidable margin of approval.

### **Diverse, Equitable, and Inclusive Collections**

Cleveland Public Library consciously and continuously innovates to serve the information and service needs of specific populations of people who have historically experienced unequal treatment in society.

Core to this *Collection Development Policy* is language that emphasizes the development of collections that are diverse, equitable, accessible, inclusive, and responsive to the complex needs of the whole community, and that present an unabridged range of human expression and experience.

### **A Living Document**

The first comprehensive *Collection Development Policy* was introduced in January 1982, and the last full-scale review of the *Policy* occurred in July 1985. Since that time, collection development practices evolved according to both formal revisions of various sections and informal practices that responded to changing needs.

Previous *Collection Development Policies* were considered administrative guidelines and were not presented to the Library Board for adoption. As a matter of transparency and accountability to the public we serve, this *Policy* was presented to the Library Board for adoption on November 18, 2021. As of that date, the *Policy* was 80% complete. Branch library and digital media policies remained under development, with an expected completion date of December 2022.

The *Collection Development Policy* is a living document through which collection decisions will continuously evolve. Changes to the document will be presented to the Board of Trustees annually in January. A complete copy of the current Board-approved *Policy* will be available on CPL's website for anyone in the world to view and download.

## **Collections Overview**

The **Objectives of Print-Based and Digital Media Collections** are both complementary and dynamic. While the percentage of the Library Service Materials budget dedicated to either print and digital collections will continue to shift, one objective remains constant: developing collections that are relevant to the whole community.

**Branch Library** print collections are developed as popular, current interest resources.

**Main Library** print collections are largely developed as general interest (Collection Level 3) resources, covering a broad scope of individual subjects as outlined in Appendix A: *Table of Selection Guidelines by Library of Congress Classification*.

As a part of the review process, subjects historically developed at Level 4 (research) and Level 5 (comprehensive) were reviewed for all Main Library collections, resulting in a reduction in some areas and an increase in others (all changes are noted in Appendix A).

### **Subjects Collected at the Research Level**

Throughout all Main Library departments, published works relating to the **African American Experience** and **Cleveland/Northeast Ohio** subjects are collected at the research level. As of 2021, Main Library collections hold more than 59,000 works relating to African American history and culture, unquestionably among the largest such collections in the United States. In addition, the Library provides access to more than 50 archival African American history collections through its Microform Collection.

*Additional* subjects\* collected at the research level include the following:

- 1. African History (Center for Local and Global History)**
- 2. American History (North, South & Central America) (Center for Local and Global History)**
- 3. American Literature and the English Language (Literature)**
- 4. Architecture & Building Technology (Schweinfurth Trust Fund) (Special Collections, Science & Technology)**

5. **Asian, African, and Oceanic Studies (pre-1800, pre-Colonial Era) (White Trust Fund)**  
(Special Collections)
6. **Books and Bookmaking (Thompson Trust Fund) (Special Collections)**
7. **Chess (White Trust Fund) (Special Collections)**
8. **Comics (Literature)**
9. **Dogs: American Kennel Club (AKC) Dog Breeds (Science & Technology)**
10. **Drama & Theater of the United States, with a special focus on Cleveland (Literature)**
11. **Fiction** (English Language & World Languages, all time periods, the collective imaginative output of the world for all ages) (**Literature, International Languages, Youth Services**)
12. **Folklore: worldwide, all eras (White Trust Fund) (Special Collections)**
13. **Genealogy (Center for Local and Global History)** (Note: Newer material is mostly in databases such as *Ancestry Library Edition* and *HeritageQuest*, etc.)
14. **Patents (Science & Technology)**
15. **Sports: Baseball & Cleveland Sports (Sports Research Center)**
16. **Visual Arts (Thompson Trust Fund) (Fine Arts, Special Collections)**

\*Subjects that are developed using endowment funds include the name of the associated fund.

The *Policy* includes specific collection levels for all 50 language collections in International Languages. The Library responds to the language needs of existing and newly identified immigrant communities.

### **Using the *Policy***

The sections of the *Collection Development Policy* are designed to be used as follows:

- A. The General Policies and the General Criteria relating to the selection of Library Service Materials apply to all materials acquired for the Cleveland Public Library. Any staff member responsible for the selection of Library Service Materials must first consider these policies and criteria.
- B. The second level of decision-making is at the level of the Type of Material acquired for the Library. The policies for each type of material provide specific guidelines regarding

what kinds of Library Service Materials staff may select for Branch and Main Library collections.

- C. Policies at the agency/collection level provide context and further guidance for selectors responsible for Main Library, Branch Library (under development), or Digital Media (under development) collections.
- D. Appendix A: *Table of Selection Guidelines for Library of Congress Classifications* includes collecting levels for subjects across Main Library collections. Departments with primary responsibility for each subject are highlighted in red.
- E. Appendix B consists of Endowment Collection Policies.
- F. Section 1100 consists of Weeding, Withdrawal, and Disposal Policies for Main Library and Branch Libraries.

### **Succession Planning Resource**

In addition to providing selection and deselection guidance, this *Policy* embodies a vast trove of historical information on the Main Library collections, as researched in the Cleveland Public Library Archives. Each of the 18 policies for Main Library departments and specialized collections includes sections on “Collection Strengths” and “Unique Resources and Collections.” This information will enable new staff to become immediately acquainted with the most important aspects of their collections, and it will also serve as valuable content for research guides to the collections. Appendix B: Endowment Fund Policies, consists of historical information and selection guidelines for all endowments used to purchase Library Service Materials.

### **Acknowledgments**

I would like to thank Michael Ruffing, Special Projects Manager, for his leadership in overhauling the *Collection Development Policy*. Mr. Ruffing worked continuously throughout the Covid-19 pandemic to research, compile, analyze, and write the *Policy* as completed thus far. His work included numerous meetings, interviews, and policy draft reviews with the following people: John Skrtic, Chief of Special Projects and Collections; Harriette Parks, Chief of Public Services; Robin Wood, Senior Director of Public Services, Main Library; and Main Library

Department Managers Donald Boozer, Sarah Dobransky, Pamela Eyerdam, Sarah Flinn, Olivia Hoge, Annisha Jeffries, and Milos Markovic. Each Main Library Manager, in turn, met extensively with their own staff, who freely contributed suggestions, content, and corrections. Finally, I extend a special thank-you to Laura Walter for proofreading the entire *Policy*; to Nancy Mocsiran for building the *Collection Development Policy* portal on the Staff Intranet; and to Melissa Carr for her assistance in perfecting the formatting of the document.

**Felton Thomas, Jr.**

**Executive Director, CEO**

**Cleveland Public Library**

# Population Demographics

## Population Profile:

### Cleveland, the CLEVNET Service Area, and the United States

The Cleveland Public Library is designated as a Public School District Library, as set forth in Ohio Revised Code, §3375.15 - §3375.18. The Library's primary service area is the Cleveland Metropolitan School District, which covers 82 square miles and serves Cleveland, Bratenahl, Linndale, Newburgh Heights, and parts of Brook Park and Garfield Heights.

As a member of the CLEVNET library consortium, the Library's secondary service area extends to 12 counties throughout Northeast Ohio. The data below reflects the populations of both of these areas and the United States in general as context. The source of the data is the American Community Survey and PLA Benchmark.

For a graphic visualization of the data presented below, please see the Population Demographic sheet.

**Cleveland census area population = 385,282**

**CLEVNET service area population (approximate) = 1.5 million**

<b>Age Profile</b>	<b>CPL</b>	<b>CLEVNET</b>	<b>U.S.</b>
19 and under	24.6%	23.9%	25.4%
20 to 64	61.4%	57.5%	59.3%
65 plus	14.0%	18.6%	15.3%

**Percentage of Persons of Color**

CPL	66%
CLEVNET	10%
U.S.	14%

**Percentage Speaking Languages Other than English at Home**

CPL	14.7%
CLEVNET	6.9%
U.S.	23.1%

**Percentage of Adults with a College Education**

CPL	17.5%
CLEVNET	22.7%
U.S.	18.2%

**Percentage of Households with Broadband**

CPL	68.4%
CLEVNET	81.0%
U.S.	82.8%

**Percentage of Households with a Computing Device**

CPL	82.4%
CLEVNET	88.3%
U.S.	90.4%

<b>Demographics by Race or Ethnicity</b>	<b>CPL</b>	<b>CLEVNET</b>	<b>U.S.</b>
American Indian and Alaska Native	0.5%	0.2%	0.8%
Asian	2.6%	1.6%	5.9%
Black	48.8%	9.6%	13.3%
Hispanic	11.9%	4.5%	20.1%
Native Hawaiian and Other Pacific Islander	0.1%	0.0%	0.2%
Other Race	3.6%	0.8%	5.5%
Two or More Races	4.4%	2.6%	3.5%
White/Caucasian	28.1%	80.7%	50.7%
Total	100.0%	100.0%	100.0%

## **DEMOGRAPHICS: BUSINESSES AND ORGANIZATIONS**

### **CLEVELAND, OHIO**

#### **Profile of Business Establishments & Organizations (For-profit, Not-for-profit & Nonprofit)**

The data\* in this section indicate the vast extent of the for-profit, not-for-profit, and nonprofit communities in Greater Cleveland. The employees and constituents of these organizations are also key constituents of the Cleveland Public Library, in terms of both professional and personal use of the Library's resources.

Business Establishments, Nonprofit Organizations & Government Entities in the Cleveland area (all NAICS\*\* codes combined): **93,739**

- **88,459** are small business establishments or organizations with sales or income of less than \$1 million annually.
- **Seven** are businesses with sales or income of \$10 billion or more annually.

Within the **93,739** active business establishments and organizations in the Cleveland area, there are:

- **12,122** Professional, Scientific, and Technical Services businesses/organizations (NAICS code 54)
- **4,395** Accommodation and Food Services Businesses/Organizations (NAICS code 72)
- **3,540** Manufacturing Businesses/Organizations (NAICS codes 31-33)
- **2,241** Religious Organizations (NAICS code 8131)
- **1,640** Civic and Social Organizations (NAICS code 8134)
- **1,134** Educational Services Organizations (e.g., school districts, private schools, colleges & universities, etc.) (NAICS code 61)
- **1,023** Business, Professional, Labor Political and Similar Organizations (NAICS code 8139)
- **308** Social Advocacy organizations (NAICS code 8133)
- **98** Grantmaking and Giving Services Organizations (NAICS code 8132)

\*Mergent Intellect (a CPL subscription database) was the source of the numbers included in this section. The numbers were generated on October 28, 2021. The totals include only active organizations in the Cleveland, Ohio, metropolitan area. Only a single location for each organization was counted (i.e., branch locations were excluded).

\*\*NAICS refers to the North American Industry Classification System, which classifies all organizations in the United States and is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

## Profile of population demographics for Cleveland, the CLEVNET service area and U.S. libraries.

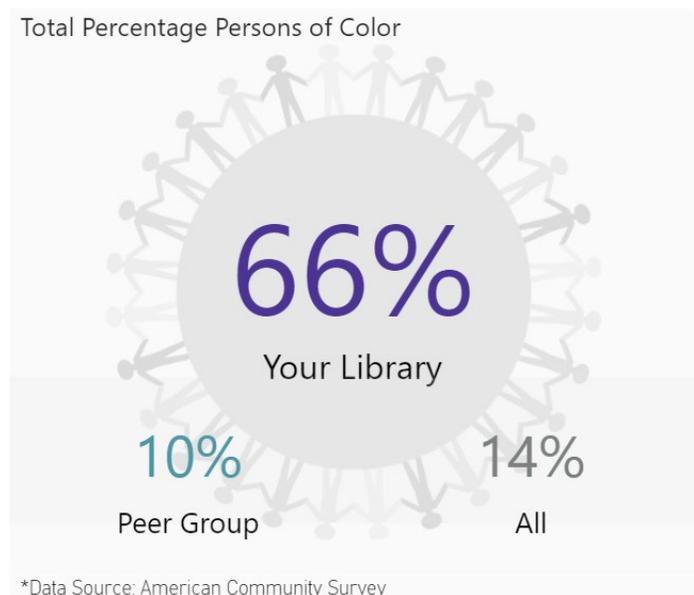
The Cleveland Public Library is designated as a Public School District Library, as set forth in Ohio Revised Code, [§3375.15](#) - §3375.18. The Library's primary service area is the Cleveland Metropolitan School District, which covers 82 square miles and serves Cleveland, Bratenahl, Linndale, Newburgh Heights, and parts of Brook Park and Garfield Heights.

As a member of the CLEVNET library consortium, the Library's secondary service area extends to 12 counties throughout Northeast Ohio. The data\* below reflects the populations of both of these areas and the United States in general as context.

In the charts below, *Your Library* refers to the Cleveland Public Library, *Peer Group* is the CLEVNET library consortium, and *All* is the United States. The charts were created using the PLA Benchmark: Library Metrics and Trends tool, available from the Public Library Association: [Benchmark: Library Metrics and Trends | Public Library Association \(PLA\) \(ala.org\)](#)

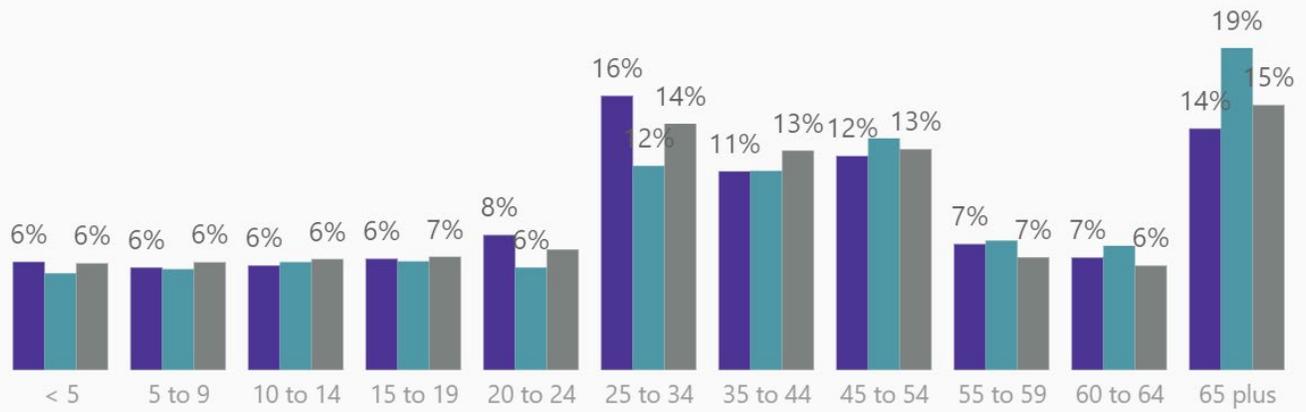
Cleveland census area population = 385,282

CLEVNET service area population (approximate) = 1.5 million



### Age Profile

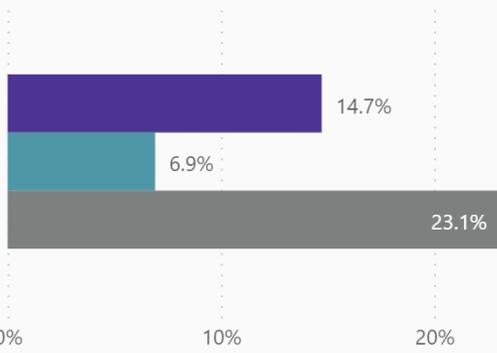
● Your Library ● Peer Group ● All



\*Data Source: American Community Survey

### Percentage Speaking Languages Other Than English at Home

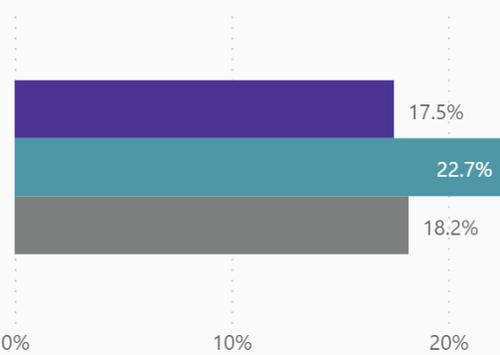
● Your Library ● Peer Group ● All



\*Data Source: American Community Survey

### Percentage of Adults with a College Education

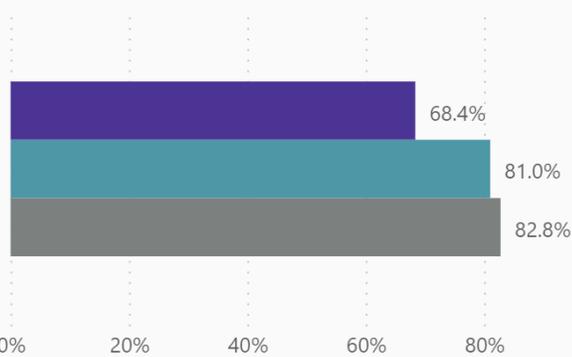
● Your Library ● Peer Group ● All



\*Data Source: American Community Survey

### Percentage of Households with Broadband

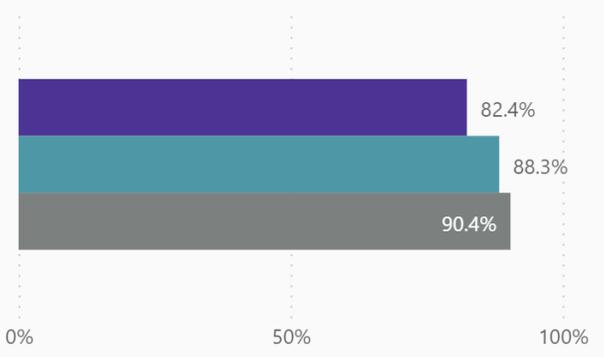
● Your Library ● Peer Group ● All



\*Data Source: American Community Survey

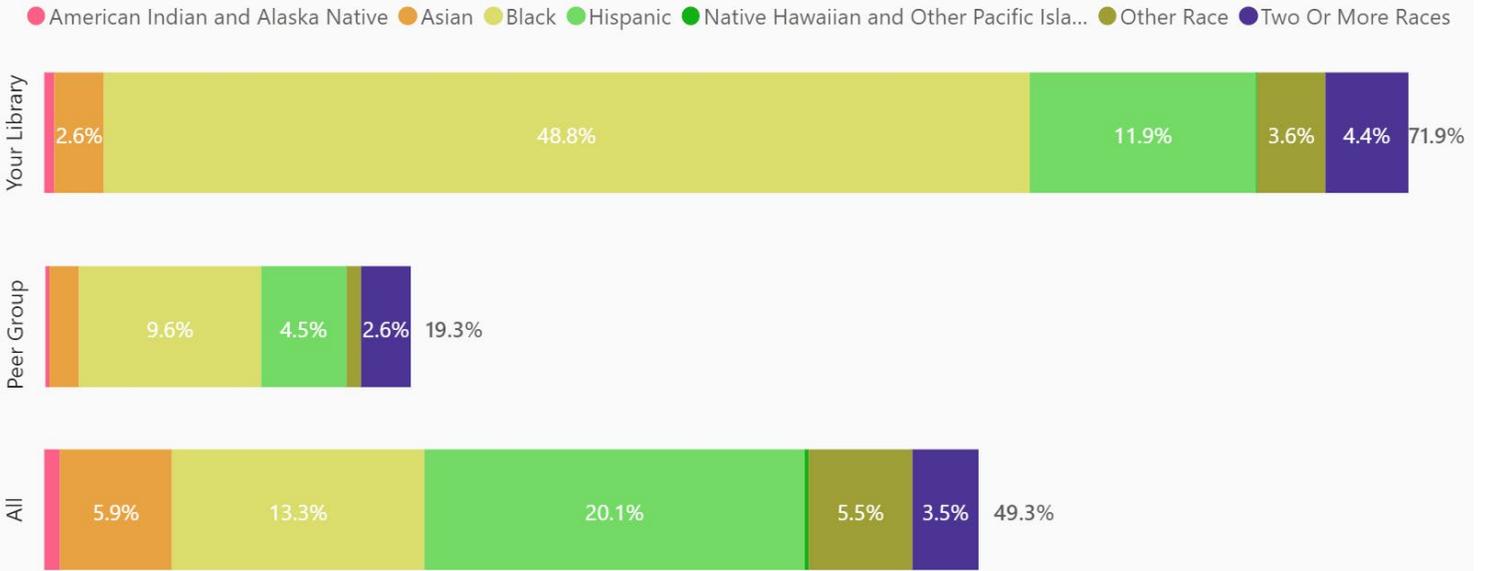
### Percentage of Households with a Computing Device

● Your Library ● Peer Group ● All



\*Data Source: American Community Survey

## Demographics



\*Data Source: American Community Survey

## **Section 100 - Clientele Served**

Cleveland Public Library embraces and supports the diversity of our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, and physical or mental ability or disability.

Cleveland Public Library consciously and continuously innovates to serve the information and service needs of specific populations of people who may have historically experienced unequal treatment in society, such as persons in minority groups, socially marginalized persons, and persons who experience gender inequality.

The foregoing concepts are core to the development of collections that are diverse, equitable, inclusive, and responsive to the complex needs of the whole community and individual library users who are seeking materials for:

- Children’s learning and development from birth to kindergarten age
- Study at the primary, secondary, undergraduate, graduate, and post-graduate levels
- Independent study
- Casual reading or entertainment
- Personal growth
- Information for a specific project or purpose, or to increase knowledge in a specific subject area
- Purposes distinctly related to one’s field of work or employment
- Continuing education
- Advanced or highly specialized or concentrated research

As financial support comes from Cleveland, Bratenahl, Linndale, Newburgh Heights, and parts of Brook Park and Garfield Heights, and the State of Ohio, service to these areas is the Library's primary responsibility. Due to the Library’s unique holdings, however, service also extends to national and international clientele.

Library staff serve the public through all available means of communication, including in-person, email, chat, text, various forms of social media, telephone, fax, postal mail, and interlibrary loan.

The Library's collections support the creative, educational, research, and recreational needs of the whole community and are generally developed to focus on the following age groups:

- **Children: Persons from birth to about 14 years of age**

Each branch library includes a collection selected especially for children and juveniles at various stages of development. Main Library's Youth Services Department maintains CPL's largest collection of material for children and includes an extensive collection of classic and award-winning works for children in the following categories:

- Younger Readers – Preschool-grade 2 (birth to age 7)
- Middle Readers – Grades 3-5 (ages 8-10)
- Older Readers – Grades 6-8 (ages 11-14)

- **Young Adults: Persons from about 15 to 18 years of age (grades 9-12)**

Young Adults are considered an independent user group. Materials of special interest to Young Adults are acquired and are included in the general collections of the Main Library, if they meet the criteria of a specific subject department, as well as in branch general collections. There is also a collection of materials selected specifically for Young Adults in each branch library, as well as in the Youth Services Department at Main Library.

- **Adults: Persons 18 years of age and older**

Adults comprise the major group of users. Main Library subject department collections and the general collections in branches are geared to serve adults as individuals and as representatives of segments of the population and organizations within the community.

- **Older Adults: Persons 65 years of age and older**

Special attention is paid to the unique needs of older adults.

## **Persons with Disabilities\***

The Library strives for continuous improvement in all locations in its efforts to provide equitable access and service to persons with disabilities, including persons with physical, intellectual and mental health disabilities, such as persons who are deaf; persons with serious and persistent mental illness; persons with cognitive impairments; autism spectrum persons; and persons with addictions to chemical substances.

Specialized services and materials for persons with print impairments (i.e., disabilities that prevent them from reading standard print) are offered through the Ohio Library for the Blind and Physically Disabled.

*\*Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. Disability is thus not just a health problem. It is a complex phenomenon, reflecting the interaction between features of a person's body and features of the society in which he, she [or they] live. – World Health Organization, October 2016*

Additional categories of persons served include the following:

### **Persons Pursuing Education**

Examples include:

- Students of all ages and abilities pursuing formal programs of education, from preschool through post-graduate studies
- Students with special needs, such as learning differences, mental health issues, and specific disabilities (physical or developmental)
- Homeschooled students
- Bilingual students
- Students pursuing International Baccalaureate (IB) programs
- Gifted students (“Students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in

specific academic fields, and who need services and activities not ordinarily provided by the school in order to fully develop those capabilities.” – Elementary and Secondary Education Act)

- Adult independent learners pursuing interests in informal, independent study programs

**Employees and Clientele of Public and Private Entities** seeking basic and specialized information resources

Examples include:

- Educational institutions, public and private, serving children in pre-school/daycare through students in graduate and post-graduate programs
- Businesses and industries (small, medium, and large)
- Government agencies on local, state, and federal levels
- Religious organizations of all types
- Grassroots organizations, such as social advocacy groups and block clubs
- Nonprofit organizations of all types, such as:
  - Addiction recovery organizations and groups
  - Alumni groups
  - Arts organizations
  - Clubs
  - Charitable organizations
  - Childcare programs
  - Community and recreation centers
  - Community development organizations
  - Environmental organizations
  - Food distribution organizations
  - Fraternities
  - Government advocacy organizations
  - Historical associations and museums
  - Parenting programs

- Professional associations
- Social service organizations
- Sororities
- Tutoring organizations
- Unions
- Veterans' organizations

## **Section 200 - Functions of Main Library and Branch Libraries**

### **Branch Libraries**

- Serve the neighborhood-based educational, informational, recreational, service, and programming needs of individuals and organizations within the city of Cleveland and other municipalities within the Library's service area
- Actively access the resources of the Main Library to serve individual patron's unique needs that exceed the resources of branch collections

### **Main Library**

- Serves the city of Cleveland, 27 neighborhood Branch Libraries, and the downtown Cleveland neighborhood by maintaining a world-class central collection of general interest and research material and by providing information services and programming centered to meet the needs of individuals and organizations.
  - CPL's legal service area consists of a diverse population of about 385,000 individuals.
  - CPL has about 300,000 registered borrowers.
- Serves as the central collection for CLEVNET and Northeast Ohio.
  - CLEVNET has about 1 million registered borrowers.
  - One out of three people in the 12 counties served by CLEVNET has a CLEVNET card.
  - CLEVNET markets to 12 entire counties (not just the legal service areas assigned to the CLEVNET member libraries), meaning that CLEVNET is accessible to 27% of the state's population, or 3 million out of 11 million people.
  - The number of CLEVNET public libraries equals 18% of the total number of public libraries in the state.
- Serves as a major public research center and archive, providing distinctive, scholarly, and specialized collections accessible at local, state, national, and international levels.

## **Section 300 - Objectives of Print-Based and Digital Media Collections**

The Main Library and Branch Libraries operate collaboratively to achieve the mission and vision of Cleveland Public Library by:

- Developing collections designed to meet the informational, educational, and recreational needs of the whole community by selecting significant, reliable, and relevant materials that present diverse social, economic, religious, and political viewpoints in current formats.
- Identifying and eliminating cultural, economic, literacy-related, linguistic, physical, technological, or perceptual barriers that limit access to library and information resources.
- Creating library programs (virtual and in-person), services, and delivery operations that ensure rapid and effective access to library service materials and information in a manner reflective of all members of the community.
- Developing services and programs for sharing resources within the Cleveland Public Library system and with other libraries and institutions.

### **Digital Media Collections**

- Are developed to meet the educational, informational, and recreational needs of all members of the community.
- Are supported by the Library's print and traditional format collections to provide all members of the community with a full range of current and historical materials on topics of interest to them.

### **Branch Library Collections**

- Are developed to provide a lean, focused array of circulating materials that emphasize the current educational, informational, and recreational needs of all members of the neighborhoods in which they operate.
- Are supported by the central collection held at Main Library, which is deployed to meet unique needs that exceed branch collections as they arise throughout the Branch Libraries.

## **Main Library Collections**

- Are developed to provide a broad selection of the best current interest materials, for all members of the community, spanning the Library of Congress classification system and available for circulation throughout CPL and CLEVNET libraries.
- Are developed to provide:
  - Research materials for in-depth investigation and study
  - Retrospective and in-depth collections in areas where holdings have become recognized resources for local, regional, national, and global research

## **Section 400 - Responsibility for Selection of Library Service Materials**

### **Board of Library Trustees**

The Board of Library Trustees confers ultimate authority for the selection of all Library Service Materials to the Executive Director, CEO.

### **Executive Director, CEO**

The Executive Director, CEO functions within the framework of the policies adopted by the Board of Trustees in exercising overall authority for the selection of Library Service Materials for Cleveland Public Library.

### **Chief of Special Projects and Collections**

Overall responsibility for the selection of Library Service Materials for Main Library collections rests with the Chief of Special Projects and Collections, to whom this responsibility is delegated by the Executive Director, CEO.

### **Director of Collections Services**

Overall responsibility for selection of print material for Branch Libraries is delegated to the Director of Collections Services by the Executive Director, CEO. The Director of Collections Services fulfills this role on a day-to-day basis with assistance from Collections Services staff and in consultation with Branch Library and Main Library subject department managers as appropriate. The Director of Collections Services is also responsible for coordinating the Library's overall eMedia and database purchases in cooperation with the Chief of Special Projects and Collections, the Chief of Public Services, and her/his/their staff delegates.

### **Branch Library Managers**

Responsibility for discretionary purchases tailored to the needs of each branch library is delegated to the managers of those libraries by the Chief of Public Services and Chief of Special Projects and Collections.

### **Main Library Subject Department Managers**

Responsibility for collections within each Main Library department is delegated to the subject

department managers by the Chief of Special Projects and Collections, with certain purchases requiring administrative approval. They fulfill this role on a day-to-day basis with assistance from subject specialists and department staff. Managers communicate with each other regarding the purchase of materials that cross disciplines.

### **Other Staff**

Staff in other departments or Library agencies offer suggestions and recommendations as they recognize needs.

### **The Public**

Suggestions from the public are encouraged and welcome and may be given directly to staff or submitted through a form on the Library's website. All suggestions are given due consideration under the selection criteria outlined in this Policy.

## **500 GENERAL POLICIES OF SELECTION FOR LIBRARY SERVICE MATERIALS**

### **501 INTELLECTUAL FREEDOM**

Cleveland Public Library believes that the freedoms of speech and press guaranteed by the First Amendment to the United States Constitution are paramount to a free society. The Library is committed to free and open access to its collections for all patrons. The Library recognizes the right of each patron to choose the materials they prefer and to reject what they do not like or agree with. Parents and guardians are responsible for deciding what materials are suitable for minor children under their care.

In supporting the needs of a diverse community, the Library maintains a freely accessible collection of materials that reflects a wide range of ideas and opinions through which any side of a question, cause, movement, or theory can be explored. Materials are selected according to the policies and guidelines in the *Collection Development Policy*. The collection may contain proselytizing works espousing political, economic, moral, religious, or other positions when those works meet the selection criteria. Materials are not excluded due to the origin, background, or beliefs of those contributing to their creation, or because they contain frank expression or potentially controversial content. Inclusion of an item or resource in the Library's collection does not imply Library endorsement of any author or any theory or statements contained in the item or resource.

### **502 BALANCE**

Overall, Cleveland Public Library strives to maintain vital collections in various formats with appropriate balance of materials reflecting:

- Permanent value and current interest
- New and basic titles
- Intensive and casual reading
- Factual, creative, and imaginative works

- Diversity of viewpoints
- Representation of marginalized persons and communities

Not all subjects are acquired with the same scope or depth, but rather as needed and as relevant to the interests of the community. Both sides of controversial issues are represented, but not necessarily to the same extent if local interest requires greater coverage of one side.

### **503 COMPREHENSIVE CENTRAL COLLECTION**

Titles of permanent value acquired for Branch Libraries are also acquired for Main Library so the Library system retains valuable content when the branch copy is withdrawn to make space for new material.

### **504 AVAILABILITY OF PRINT-BASED COLLECTIONS**

Materials are selected and made available to the public in a manner appropriate to each item and its prospective use.

Branch library collections include mostly circulating materials, which can be checked out.

Main Library collections include:

- Circulating materials, which can be checked out
- Non-circulating materials, which must be used at the Library, including:
  - Reference books (reference loans are made on a case-by-case basis)
  - Research Library Materials (rare, distinctive, or unique reference materials so designated according to established criteria as outlined in the Library's *Online Procedures Manual*. These items bear an archival Identia-Strip that is attached to a patron's photo ID when the item(s) are requested. Items identified as "Research Library Materials" are so noted in the "staff notes" section of the item record in the staff catalog interface (Sirsi).
  - Rare books
  - Bound periodical and serial volumes
  - Special formats: photographs, manuscripts, maps, microforms, etc.

## **505 AVAILABILITY OF DIGITAL COLLECTIONS**

Digital media and research databases can be checked out/accessed directly from the CPL Catalog with a valid library card as follows:

- A CPL-issued CLEVNET card is required for CPL-only databases
- Any CLEVNET card can be used for any CLEVNET database
- Any CLEVNET card can be used to check out eBooks

CPL Digital Gallery: The Cleveland Public Library Digital Gallery includes content digitized from the Library's collections, born-digital content acquired and archived for the Library's collection, and digitized and born-digital content from individuals and organizations within the community.

- Anyone with access to the Internet can view items in the CPL Digital Gallery.
- A Digital Rights Statement is included in the metadata for each digitized item.

## **506 PATRON SUGGESTIONS**

The Library welcomes item acquisition suggestions from patrons. The best way to make suggestions is by using the suggestion form on the Library's website, although Library staff accept suggestions via any form of communication and submit them to the relevant selector. All suggestions will be considered according to the criteria outlined in the Library's *Collection Development Policy*.

## **507 GIFTS**

Gift books and other materials are accepted by Main Library and Branch Libraries. Any material added to the collections must meet the same standards and criteria as outlined in this Policy, and donors must agree that:

- Gift books and materials become the sole property of the Library.
- Gift books and materials are only accepted as unrestricted donations.
  - The Library will make all decisions as to the use, housing, or final disposition of gift books and materials.

- The Library reserves the right to add to the collection, give away, sell, or otherwise dispose of gifts at any time. Most unneeded gifts are donated to the Cleveland Public Library Foundation to be sold.
- Any appraisals for tax or other purposes are the sole responsibility of the donor.

Monetary gifts for the purchase of specific books or subjects will be accepted when the requested purchases are in accordance with the standards and criteria of the Library. Donors are encouraged to place few or no restrictions on these gifts so that the use of such funds will be flexible and effective.

## **508 RECONSIDERATION OF LIBRARY SERVICE MATERIALS**

Cleveland Public Library welcomes expressions of opinion from its patrons regarding materials selected or not selected for the collection. Individuals may request reconsideration of a Library materials selection decision by submitting a written Request for Reconsideration of Material form via the Library's website. Paper copies of the form may be obtained at all Library locations.

When a Request for Reconsideration of Material form is received, the Library's Executive Director, CEO consults with appropriate staff to obtain information about the item (e.g., professional reviews, awards, etc.). During the reconsideration process, material that a patron is requesting be removed from the collection will remain accessible to Library patrons without restriction.

The Library's Executive Director, CEO prepares a written response that is sent to the patron in a timely manner.

## **509 CONTENT MARKING, LABELING, AND SHIELDING**

Cleveland Public Library does not mark, identify, or shield materials to show approval or disapproval of contents, nor does it label or alter materials due to controversy surrounding the author or the subject matter. Labeling included in commercial packaging that indicates content ratings is not altered or removed.

## **510 FORMATS**

Print books (monographs) represent the principal material type acquired by the library, followed by eBooks. When the same material is available in both print or eBook formats, one or both may be acquired depending on expected demand. The Library continues to acquire movies, music, and spoken (e.g., recorded book) recordings in DVD and CD formats, although these formats are gradually being supplanted by streaming services. Selections are based on the format most accessible and useful to patrons.

## **511 LANGUAGES**

English is the primary language of the collections of the Library. Materials in additional languages are acquired for the following reasons:

- To meet the educational and recreational needs of users who wish to read material in languages other than English (e.g., persons wishing to read their first language, language students, etc.)
- To supply the needs of researchers of language and ethnic culture
- To acquire materials on a subject that are not available in English
- To supplement and enrich collections with unique and important research material

## **512 EDITIONS**

To maintain collection quality, new editions of classics and works of permanent value are acquired as published.

Revised editions of nonfiction titles already in the collection are acquired as published.

Superseded editions are not acquired unless they have historic value or include material unique and vital for research.

The Library does not attempt to acquire first editions in and of themselves.

## **513 DUPLICATION BY MAIN LIBRARY DEPARTMENTS**

Duplication of titles by several departments is not the general practice. Exceptions are justified for basic standard reference materials, such as dictionaries.

## **514 MULTIPLE COPIES (NEW TITLES)**

Branch Libraries: Collection Services is responsible for acquiring duplicate copies of new titles to meet demand in Branch Libraries.

Main Library: Popular Library is responsible for duplication of new titles to meet current demand. Usually, only single circulating copies are acquired for other subject departments.

### *Exceptions:*

- Titles in heavy demand on subjects not purchased by Popular Library
- Titles needed for recurring demand, such as works of local history or annual school assignments
- Titles needed for reading clubs or programs approved by Chief(s) of Public Services and sponsored by CPL

## **515 MULTIPLE COPIES (OLDER TITLES)**

### **Branch Libraries**

Duplicate copies are retained only as needed to meet circulation needs. Collections Services is responsible for acquiring duplicate copies of older titles needed for reading clubs or programs approved by Chief(s) of Public Services and sponsored by CPL.

### **Main Library**

Duplicate copies are retained as needed to meet circulation needs after they have been removed from Popular Library and transferred to subject departments. Main Managers have the responsibility of acquiring duplicate copies of older titles needed for reading clubs or programs approved by Chief(s) of Public Services and sponsored by CPL.

## **516 REFERENCE COPIES OF CIRCULATING BOOKS**

As a rule, the Library does not acquire reference (noncirculating) copies of circulating print books (i.e., books designed to be read cover to cover). Reference copies of circulating books may be acquired as follows:

- For Level 5 research collections.
- For endowed collections, such as the John G. White Collection, where the policy of the collection is to acquire materials as noncirculating copies.
- Very selectively for titles in which there is current high interest where it is important to have a copy of the title available for use by walk-in patrons or by staff to answer patron inquiries.
- Very selectively for historically important titles added to Level 4 research collections.
- On rare occasion when a circulating book is unusually large or heavy or expensive and would be damaged through ordinary circulation. (Reference loans are considered for these items.)

## **517 CIRCULATING COPIES OF REFERENCE BOOKS**

As a rule, the Library does not acquire circulating print copies of reference books (i.e., informational works designed to be consulted for information and not read cover to cover) unless there is strong demand for the title and the cost is not prohibitive. The Library acquires circulating eBook/digital copies of reference works as needed.

## **518 SELF-PUBLISHED BOOKS AND OTHER MATERIALS, VANITY PRESS PUBLICATIONS**

The Library enthusiastically embraces the reading and written literacy and creative endeavors of its patrons; however, self-published creative works and vanity press publications (i.e., works designed, created, published, and paid for by the creator) are considered for acquisition only if they meet the General Criteria for Selection of Library Service Materials and are favorably reviewed by recognized review sources.

## 519 TEXTBOOKS

Textbooks are not acquired in either print or eBook\* formats, for the following reasons:

- Textbooks are expensive and frequently updated, requiring expensive, ongoing purchases in order to stay current.
- In order to meet demand, multiple copies would need to be purchased, an expense that would consume a large percentage of the Library's materials budget if the Library attempted to meet demand.

Rare exceptions may be made if a textbook represents the best or only material available on a subject and is substantial enough to add to the permanent collection. When exceptions are made, the Library generally acquires a single copy of a given textbook.

\*The Library may provide access to free, open-source digital textbooks that meet the selection criteria of the *Collection Development Policy*.

A textbook is defined as "An edition of a book specifically intended for the use of students who are enrolled in a course of study or preparing for an examination on a subject or in an academic discipline, as distinct from the trade edition of the same title, sometimes published in conjunction with a workbook, lab manual, and/or teacher's manual. Also refers to the standard work used for a specific course of study, whether published in special edition or not." (Reitz, Joan M. Copyright 2004-2014. *ODLIS:Online Dictionary for Library and Information Science*, Libraries Unlimited. Retrieved December 16, 2020, from [https://products.abc-clio.com/ODLIS/odlis\\_about.aspx](https://products.abc-clio.com/ODLIS/odlis_about.aspx).)

## 520 DISSERTATIONS

Dissertations are not acquired in either print or eBook format unless they are published as monographs and their subject falls within the Library's collection guidelines. Occasional exceptions are made when the subject relates to an aspect of local history or culture or when the content of the dissertation contains unique information not readily available elsewhere that complements a Level 5 research collection.

## **521 CONSUMABLE BOOKS**

Consumable titles that are designed for users to write on, such as workbooks or puzzle books, are not acquired.

## **Section 600 - General Criteria for Selection of Library Service Materials**

Selectors consider the following criteria in selecting print-based materials and digital media for acquisition. Materials need not meet all these criteria equally. The genre of the materials, the format, and the intended audience determine the degree to which standards may be adapted.

### **Quality**

- Authority; reputation or qualifications of author, artist, publisher, or producer
- Accuracy, objectivity, and clarity
- Literary merit or artistic quality
- Quality of editing
- Quality of presentation
- Quality of technical production
- Ease of access and use

### **Relevance**

- Relevance to the Library's clientele, including current and anticipated demand
- Extent of publicity, critical review, and nominations for awards
- Availability (of highly specialized material) in other area libraries

### **Collection Fit**

- Relationship and importance to the overall collection
- Congruence with CPL collection levels
- Significance of subject matter; permanence or timeliness of subject
- Scarcity of materials on the subject
- Representation of diverse points of view

### **Other Factors**

- Price
- Date of publication
- Local interest (author or subject)

- Maintenance costs, including platform fees and ongoing other expenses
- Compatibility with system hardware and software

## **700 POLICIES BY TYPE OF MATERIAL**

### ***Primary Print-based Types of Materials***

**701 Books (Monographs)**

**702 Serials**

### ***Digital Media***

**703 eBooks (*forthcoming*)**

**704 eSerials (*forthcoming*)**

**705 Databases & Streaming Services (*forthcoming*)**

**706 Cleveland Public Library Digital Gallery (*forthcoming*)**

**707 Computer Media (DVDs and CDs, USB Flash Drives, External Hard Drives, Floppy Disks, etc.)**

**708 Other Types of Digital Media (*forthcoming*)**

### ***Other Types of Materials (Non-Digital)***

**709 Architectural Drawings**

**710 Archives & Collections**

**711 Audio-Video Materials (analog): Motion Pictures, Phonograph Records, Magnetic Tape Audio & Video Recordings**

**712 Fine Art**

**713 Images: Photographic Materials**

**714 Images: Pictorial Materials**

**715 Manuscripts**

**716 Maps & Charts**

**717 Microforms**

**718 Pamphlets/Ephemera**

**719 Realia**

**720 Scrapbooks**

**721 Sheet Music**

**722 Special Formats: Miniature Books, Artists' Books, Scrolls, Tablets**

## 701 BOOKS (MONOGRAPHS)

See also: **Consumable Books (521), Dissertations (520), Self-published Books (518), Textbooks (519)**

### 701a DEFINITION

A collection of sheets of paper, parchment, or similar material printed and bound together and containing information in the form of writing and images, complete in one volume or a definite number of volumes. A monographic series consists of scholarly or scientific books published successively, each of which is structured like a unique monograph publication. Books include publications in several formats and types:

**Hardbound:** Books bound in cloth or paper-covered boards.

**Paperback:** Books bound in heavy paper covers trimmed to the size of the pages. There are two types of paperback books:

- **Trade or scholarly paperbacks** cover all subject areas and include university press books, reprints, and original titles. Trade paperbacks include:
  - Original titles of high quality published by publishers and produced in paperback format only
  - Original titles of high quality published by standard publishers and offered simultaneously in hardbound and paperbound format
  - Reprints of titles which may or may not be available in hardbound format
  - Titles published by publishers outside the United States in paperbound format as standard practice
- **Mass market paperbacks** are small-size, lower cost publications printed on low-quality paper which consist of titles of popular appeal. Mass market paperbacks include:
  - Original titles published in paperback only
  - Editions of popular titles that continue to be published in hardbound copy
  - Reprints or reissues of titles formerly available in hardbound copy only

**Large Print Book:** Publications in type size no smaller than 14-point, but usually in 18-point, designed primarily for the use of persons with poor vision.

**Integrating Resource:** Books in a binding that permits the content to be updated or changed with updates that do not remain discrete and are integrated into the whole, such as loose-leaf books. This format is customary for resources that are revised, accumulated or indexed by the insertion of additional pages. When it is essential for a title to be retained in loose-leaf format, the library may have it bound, if margins permit binding.

**Comics:** “Comics is a medium that expresses narratives or other ideas using a series of still images, usually combined with text. It typically takes the form of a sequence of panels of images. Textual devices such as speech balloons, captions, and onomatopoeia can indicate dialogue, narration, sound effects, or other information. The size and arrangement of panels contribute to narrative pacing. Cartooning and other forms of illustration are the most common image-making means in comics; fumetti is a form which uses photographic images . . . Since the late 20th century, bound volumes such as graphic novels, comic albums, and tankōbon have become increasingly common, while online webcomics have proliferated in the 21st century.” (Source: Wikipedia contributors. “Comics.” Wikipedia, 15 Dec. 2020, [en.wikipedia.org/wiki/Comics](https://en.wikipedia.org/wiki/Comics)). Principal forms of comics publications acquired by the Library include:

- **Comics (monographic publications):** Also known as graphic novels/graphic narratives, these works communicate a complete fiction or nonfiction narrative or other concept through a series of panel-to-panel illustrations that are juxtaposed with accompanying text in a book format, covering a wide array of genres and subjects. Comics includes manga (Japan), comic albums (a European form of graphic narrative), bandes dessinées (France and Belgium), and fotonovellas (Spain and Latin America), and monographic works consisting of a collection of comic strips, or selections from comic books or other comics works.
- **Comic books:** Comic books are single-issue, magazine-like booklets published serially and containing scenes and subplots from larger narratives that often relate to the lives

and adventures of superheroes such as Superman, Wonder Woman, and Batman. Comic books are meant to be read sequentially and are often an extended form of comic strips. Comic books include a wide array of genres. Well-known comic book publishers include Archie Comics, Marvel Comics, and DC Comics.

**Rare Book:** Books of high monetary value due to reasons that include one or more of the following factors: age, scarcity, historical importance of the author or publisher, aesthetic properties (fine printing, fine binding, inclusion of original fine art plates or photographs, etc.), ownership history, subject, and condition.

**Reprint:** Out-of-print titles reproduced to meet new demand.

## **701b REASONS FOR ACQUISITION**

- To provide materials for recreational reading
- To provide general information on a subject
- To provide permanent resources for research

**Hardback format:** For reasons of durability, preference is given to hardbound format when books are available in both paperback and hardbound copy.

**Trade paperbound books** are acquired to:

- Build a well-balanced collection
- Acquire a title that is not published in hardbound format
- Replace a title that is out of print in hardbound format

**Mass market paperbacks** are acquired primarily by Branch Libraries and Main Library's Popular Library to:

- Meet demand for titles published in this format only
- Supplement copies of hardbound books for which there is demand
- Acquire material for ephemeral use

**Large print books** are acquired to serve patrons with poor vision.

**Integrating Resources (Loose-leaf books)** are usually acquired only if material essential to the collection is not available in bound or electronic format.

**Comics (monographic publications):**

- Graphic novels/graphic narratives, anthologies of comic strips, and other monographic comics publications are acquired as circulating materials to meet patron demand for recreational reading.
- Reference comics publications, such as encyclopedic collections of comic strips, are acquired to support comics research.

**Comic Books:** Single issue comic books are acquired for recreational reading, are circulating, and are considered ephemeral acquisitions that are continuously weeded and replaced with new content. *Exception:* single issues of comic books that relate to Level 5 collections (e.g., sports, chess, Cleveland history) and rare/valuable issues are retained permanently as a part of their respective research collections.

**Rare Books:** Rare books are acquired to augment Level 5 research collections or as examples of the book arts. Rare books are selected after consultation between the Chief of Special Projects and Collections and the Special Collections Manager, and, as applicable, the manager of the subject department in which the item classifies. Rare books and materials are acquired as gifts or purchases, and occasionally as partial gifts/partial purchases.

- Gifts: When acquired as outright gifts, rare books may be accepted into the collection based on their status as examples of the book arts, even if they are not directly related to an endowed collection or a Level 4 or 5 research collection.
- Purchases (or partial purchases): When acquired through purchase or partial gift/partial purchase, rare books are acquired only for endowed collections or for a Level 4 or 5 research collection using available endowment funds. Exceptions to this policy are infrequent and are made on a case-by-case basis by the Chief of Special Projects and Collections.

### **Reprints (out-of-print titles reproduced to meet new demand)**

The Library acquires reprints:

- To supply titles new to the collection when the need exists and the original is too expensive or not available
- To provide editions that contain significant additions of interpretive or editorial material to supplement the original
- To provide fresh copies to replace worn holdings or missing copies that warrant replacement
- To duplicate existing holdings to meet new demand

## 701c RESPONSIBILITY FOR SELECTION

**Branches:** Collection Services staff select the majority of titles for all branches. Individual branch managers have discretionary funds to acquire titles to meet the specific additional needs of their patrons. Recommendations are made to Collections Services and branch managers by fellow staff and the general public.

**Main Library:** Subject department managers are responsible for selection of books of all types within the LC classifications held within their department. Recommendations are made to department managers by fellow staff and the general public.

### Large Print Books

- **Branches:** Collections Services staff selects a minimal number of best-selling titles in large print to meet patron needs.
- **Main Library:** Collection Services staff selects large-print titles with input from the Literature Department as needed.

### Comic Books (i.e., single issue comic book magazines)

- **Branches:** Acquisitions Department selects individual titles for Branch Libraries.
- **Main Library**
  - Acquisitions Department is the prime selector for comic books, which are only circulated from the Youth Services Department and Popular Library.
  - Youth Services and Popular Library staff make recommendations to Acquisitions for additional titles based on patron requests and staff knowledge of patron needs.
  - Any Main Library subject department manager may acquire single issues of comic books of historical significance as noncirculating reference copies for the Level 5 collections for which they are responsible. Such acquisitions are infrequent.

## **701d LOCATION**

### **Branch Libraries**

- Branch Library collections consist mostly of circulating books, including mass market paperbacks and books consisting of comics content.
- Noncirculating (“reference”) books are included in branch collections as needed to provide good service.
- A small selection of best-selling books in large print is included in branch collections based on patron demand, with the majority of large-print requests systemwide being fulfilled from the central collection in the Literature Department.
- Comic books are shelved on public display shelves and are retained to meet public demand. The collection is of finite size and is perpetually weeded to fit the designated space.

### **Main Library**

- Circulating and noncirculating (“reference”) books are located in all subject departments, except Special Collections, where all materials are noncirculating.
- Mass market paperbacks are located primarily in Popular Library and very sparingly in subject departments.
- Non-English-language materials are located mostly in the International Languages Department. Subject departments and Special Collections hold non-English-language materials related to their research collections.
- Large print books are located in the Literature Department.
- Comics publications (monographic) are located in the department where they classify, with the primary collection located in the Literature Department.
- Comic books (circulating single issues) are located only in the Youth Services Department. Issues are retained to meet public demand. The collection remains a constant size and is perpetually weeded to fit the designated space.
- Comic books (noncirculating single issues) are located with the Level 5 research collection for which they were acquired.

## **701e SELECTION CRITERIA**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

## 701f SOURCES FOR SELECTION

Basic bibliographies, such as:

- *American Book Publishing Record*
- *Books in Print*

Reviews, articles, and bibliographies in trade and professional journals, such as:

- *African American Review\**
- *Booklist*
- *Choice*
- *Kirkus Reviews*
- *Library Journal\**
- *Publishers Weekly\**
- *Journal of Graphic Novels and Comics*

Book reviewing periodicals, such as:

- *New York Review of Books\**
- *New York Times Review of Books\**
- *Times Literary Supplement*

Book review columns in periodicals, such as:

- *Atlantic\**
- *Harper's Magazine\**
- *Nation\**
- *National Review\**
- *New Yorker\**
- *Newsweek\**
- *Time\**

Other sources, such as:

- Websites, blogs, podcasts, etc.

- Book reviews in local media
- Book reviewing databases and websites
- Book reviews in popular periodicals and trade and academic journals
- Bibliographies in trade and academic journals
- Publishers' catalogs
- Dealers' catalogs
- Specialized bibliographies on specific subjects, subject areas, or literary forms
- Lists of books that have won awards

\*Main Library generally acquires at least one copy of all publications reviewed in these sources.

# 702 SERIALS

## 702a DEFINITION

A publication issued in successive parts, regularly or irregularly, bearing a number or date and intended to be continued indefinitely. Serials include periodicals, newspapers, and other serials such as annuals, yearbooks, memoirs, proceedings and transactions of societies, and monographs in series.

**Periodicals** - Published continuously at regular intervals, generally more frequently than once a year, and including a variety of articles by different authors. Periodicals include popular publications, trade/professional journals, and academic/scholarly journals.

- **Popular publications**
  - General interest magazines. Examples: *Newsweek*, *Ebony*, *National Geographic*, *Vogue*
  - Newspapers: A serial publication on newsprint, usually tabloid size or larger, issued at stated and frequent intervals (usually daily, weekly, or semi-weekly), which contains articles of current interest and opinions, features, and advertising.
- **Trade (or professional) journals**, which are written by professionals in a specific trade or industry. Examples: *Billboard*, *Chronicle of Higher Education*, *Library Journal*, *Variety*
- **Academic (or scholarly) journals**, which are written by scholars or researchers. Articles in academic journals are often peer-reviewed, meaning that they have undergone critical assessment by other scholars in the author's field. Examples: *Journal of African American History*, *Journal of Ecology*, *The American Genealogist*

## **702b REASONS FOR ACQUISITION**

The universe of serials publication continues to evolve rapidly as titles migrate to digital platforms or cease to be published altogether. Within the context of constant change, the Library endeavors to maintain serials content (print or digital) that is core to offering a collection that serves the needs of a diverse clientele.

As of 2021, the acquisition of new print periodical and newspaper titles has effectively ceased, except for:

- The acquisition of a new title to fill a community need
- The acquisition of individual issues or full backfile runs of rare or local titles or titles that support Level 4 or 5 research collections, with decisions made on a case-by-case basis

The acquisition of other types of serials (such as annuals, yearbooks, memoirs, proceedings and transactions of societies, and monographs in series) are considered on a case-by-case basis according to the collecting level of the related subject.

The continuation of existing serials print subscriptions is for the following reasons:

- To enrich and supplement the collection with current, authoritative information on a subject that is not available in other formats or may exist only behind an online paywall for an electronic resource to which the Library does not subscribe
- To provide access to content that is not yet available online or where an agreement with a provider such as JSTOR requires a print subscription in order to subscribe to the electronic content
- To provide access to legal information that is not available in electronic format
- To provide primary source materials that have permanent research value
- To satisfy requests for citations found in print and web-based publications
- To provide recreational reading
- To provide the staff with materials selection aids and professional reading

A special area of serials collecting at CPL is school yearbooks, which are acquired through gift or purchase for the following reasons:

- To support family research
- To supplement local history resources with primary research materials on the neighborhood level

## **702c RESPONSIBILITY FOR SELECTION**

### **Main Library**

Subject department managers are responsible for the continued maintenance of serial publications appropriate to their subject fields. Decisions to add or discontinue subscriptions must be approved by the Chief(s) of Public Services.

### **Branches**

Collection Services Manager is responsible for coordinating branch magazine subscriptions with input from Branch Managers.

## 702d LOCATION

### Main Library

A helpful source of historical information about the Library's extensive periodical collection (for historical holdings information and verifying declassified call numbers) is *CAMLS Union List of Periodical Holdings* (Shaker Heights, Ohio: Cleveland Area Metropolitan Library System, 1997). Call Number: Z6945 .C179 1997, V.1-4.

**Classified Serials** (i.e., serial titles assigned call numbers within the general collection) are included in the collections of all Main Library subject departments.

**Current Circulating and Noncirculating Periodicals** are shelved alphabetically and housed in the Periodical Center, except for:

- Circulating periodicals belonging to the Youth Services and International Languages Departments, which are circulated from those locations.
- Public Administration Library at City Hall, which maintains a collection of circulating and noncirculating periodical titles relevant to its subject strengths.

**Retrospective/Backfile Periodical Holdings** are found in these locations:

- **Online databases** such as JSTOR, Project Muse, Ebscohost MasterFILE Premier, etc. (Digital backfile content continues to expand, especially for the most popular titles, but remains a small percentage of the entire periodical collection.)
- **Main Library, Periodical Center:**
  - Bound print volumes, shelved A-Z (roughly 2000 to the present)
  - Microform backfiles, shelved A-Z (various start dates until 2015)\*  
\*Most backfile microform purchases were discontinued as of 2016.
- **Main Library, Center for Local and Global History:** select local newspapers, city directories, and other titles on microform
- **Main Library, Special Collections:** titles owned by Special Collections
- Main Library, Fine Arts, Literature, Center for Local and Global History: Print volumes are shelved within the Dewey-classified subject department collections for titles that were

declassified around 1975. These volumes have inactive (non-searchable) Brett-Dewey call numbers ranging from 700 to 999 as found in online periodicals holdings statements.

- **Lake Shore Facility Offsite Storage:**

- Print volumes shelved A-Z (various start dates through about 1999)
- Print volumes are shelved within the Dewey-classified collection for titles that were declassified around 1975. These volumes have inactive (non-searchable) Brett-Dewey call numbers ranging from 000 to 699 as found in online periodicals holdings statements.

- Public Administration Library maintains a small collection of print backfiles

### **Branch Libraries**

Periodicals and newspapers are shelved on public display shelves.

## 702e CRITERIA FOR SELECTION

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

Exclusions: The Library generally does not collect conference proceedings except for John G. White Level 4 or 5 research collections where the acquisition of such titles is key to the integrity of the collection.

### **Additional considerations in maintenance of serials at Main Library include:**

- Importance as basic publications in subject fields
- Contribution toward a balanced collection
- Permanent value for research
- Specific local interest (local publications or local subject content)

### **Periodical holdings (as appropriate to location) include representative collections of:**

- "Alternative press" publications (e.g., zines)
- "Little magazines"
- Large-print periodicals
- Representative selections of counterculture publications
- International languages periodicals

### **Additional considerations in the acquisition of newspapers (as appropriate to location) include:**

- **Cleveland and Cuyahoga County:** extensive coverage of all newspapers of permanent value
- **Ohio:** representative selective coverage of large cities
- **United States:** highly selective and representative coverage of the political and economic viewpoints of states or regions
- **Countries beyond the United States:** highly selective coverage to represent the nation's political philosophy and present a broad coverage of national and international events

- **Special types:** Non-English-language newspapers published in the United States and abroad and providing alternate political viewpoints, acquired highly selectively, primarily to serve Cleveland's nationality groups

## **702f SOURCES FOR SELECTION**

- Websites, blogs, podcasts, etc.
- Academic journals
- Professional publications
- Recommendations by the public
- Dealers' catalogs (backfiles of rare or local titles)
- Gifts (backfiles of rare or local titles)

## **702g RETENTION**

### **Main Library**

The policy on retention of newspapers and circulating periodicals is determined by the subject department where the title classifies in cooperation with the Manager of Popular Library (who has overall responsibility for the Periodical Collection). Circulating magazines are retained for at least one year. Newspapers are discarded at the end of two weeks to three months, except for local titles whose content is preserved by the Library.

The retention and storage of reference periodicals and academic journals is under continuous review. Annual purchases of microfilm backfiles of periodicals ceased as of 2016.

### **Branches**

The policy on retention of newspapers and circulating periodicals and is determined by branch managers with the written approval Chief of Special Projects and Collections.

Circulating periodicals are retained for varying periods of time depending on:

- Demand
- Frequency of publication
- Extent of duplication in the system

# **707 COMPUTER MEDIA (DVDs, CDs, USB Flash Drives, External Hard Drives, Floppy Disks, etc.)**

## **707a DEFINITIONS**

### **DVD, CD (Digital Optical Discs)**

Digital optical discs are flat, usually circular discs that are digitally encoded transcriptions of video (visual) and audio (sound) images and signals, designed for playback on television, computer or monitor equipment, CD players, or related specialized audio equipment. The video and audio are encoded digitally onto a disc and reproduced using a laser. The most popular formats are the DVD (Digital Versatile Disc or Digital Video Disc), which was released in 1996, and the CD (compact disc), which was released in 1982. Compact discs include spoken word recordings and musical recordings.

- **CD-ROMs** are optical discs that include data.
- A **compressed audio optical disc, MP3 CD, or MP3 CD-ROM or MP3 DVD**, is an optical disc that contains digital audio in the MP3 file format.
- **Blu-ray Discs** (Blu-rays) are high-definition optical discs capable of storing several hours of video. Blu-rays were introduced worldwide in 2006.

### **USB Flash Drive**

Digital data storage device that uses flash memory, also called thumb drive, introduced in late 2000. (USB is an abbreviation for universal serial bus, which refers to a data transfer interface that enables the serial transmission of bytes of data among computers and computer devices.)

### **External Hard Disk Drive**

A hard disk drive is an electro-mechanical data storage device that uses magnetic storage to store and retrieve digital data. External hard disk drives are self-contained devices that are connected to computers using a USB cable.

**Floppy Disk**

A floppy disk (or floppy diskette) is composed of a thin and flexible disk of a magnetic storage medium in a square plastic enclosure. Early floppy disks were 8 inches in diameter. The size was later reduced to 5 ¼ inches, and then 3 ½ inches. The format was considered obsolete by 2006.

**Playaway**

Playaway is a brand of portable media player that features pre-loaded content, usually audiobook or music, but also video, educational applications, and games. Content on individual units cannot be altered. Playaways are powered by a battery and are circulated as individual units.

## **707b REASONS FOR ACQUISITION**

- DVDs, CDs, Playaways: to meet public demand for content in a commonly used format for as long as the format remains popular according to the Library's circulation statistics
- The Library does not acquire computer software programs on CD or DVD.
- Other formats: to capture and preserve important historical information held on USB flash drives, external hard disk drives, floppy disks, etc.

## **707c RESPONSIBILITY FOR SELECTION**

### **CDs and DVDs, Playaways**

Main Library: Collections Services is responsible for selecting DVDs and CDs (spoken and music) for Popular Library. Subject department managers may recommend DVDs related to their subject fields. The manager of International Languages Department is responsible for selecting language learning CDs, DVDs, and Playaways. The Youth Services Manager is responsible for selecting CDs and DVDs for the Youth Services Department.

Branches: Branch Managers select CDs and DVDs for Branch Libraries.

### **Other Computer Media Storage Devices**

The Library does not acquire other forms of computer media *except* when it contains highly important information that the Library deems appropriate to preserve permanently, such as an official report authored by the City of Cleveland or an unpublished manuscript by a chess grandmaster.

Department Managers are responsible for obtaining approval for the acquisition of any computer storage device (through gift or purchase) from Chief of Special Projects and Collections.

On occasion, archival collections acquired by the Library are accompanied by computer media. Any computer media storage device accepted into the collection must *immediately* be referred to the Library's Digital Strategist, who is responsible for transferring the information contained therein (if possible) to the current digital storage platform to ensure the long-term preservation of and access to the content. A plan will be made at that time to determine whether it is appropriate to retain the original computer media.

## **707d LOCATION**

### **Main Library**

Circulating DVDs and CDs are located in the Popular Library, International Languages Department, and Youth Services Department as outlined in the *Collection Development Policy*. Reference copies of DVDs and CDs deemed to be of high value to local history are housed in the Photograph Collection and managed by the Center for Local and Global History.

Other forms of computer media accepted into the collection are immediately evaluated by the Library's Digital Strategist as outlined under "Responsibility for Selection."

The Cleveland Public Library Archives maintains, for historical purposes, a sample collection of various computer media used by the Library since 1980.

### **Branch Libraries**

Circulating DVDs and CDs are shelved in the designated location.

## **707e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

Additional considerations include:

### **DVDs**

- Availability of offerings in the format
- Quality of sound and visual images
- DVDs with an X rating are not acquired, with rare exceptions made for films that display high artistic merit as noted in critical reviews.
- Materials promoting commercial products and blatant propaganda material are not acquired.
- DVDs produced specifically for classroom use are not acquired unless they have a wide appeal and are of used to the general public.
- DVDs classified by rating services or advisory codes will be considered for acquisition on a case-by-case basis. Labeling included in packaging that indicates such ratings will not be altered or removed.

### **CDs**

- Availability of offerings in the format
- Quality of the performance
- Technical quality of the recording
- Importance of the recording artist, conductor, soloist, orchestra, or speaker (in the non-musical recordings)
- Unabridged text for recorded books is preferred
- CDs classified by rating services or advisory codes will be considered for acquisition on a case-by-case basis. Labeling included in packaging that indicates such ratings will not be altered or removed.

## 707f SOURCES FOR SELECTION

- Websites, blogs, social media sites
- *Billboard*
- *Audiofile*
- *Booklist*
- *Library Journal*
- *Media and Methods*
- *Publishers Weekly*
- Reviews in general and specialized journals
- Catalogs of distributors and producers

## **709 ARCHITECTURAL DRAWINGS**

**See also:** Archives & Collections (710), Fine Art (712), Images: Photographic Materials (713),  
Images: Pictorial Materials (714)

### **709a DEFINITION**

Architectural drawings include technical drawings or artistic renderings that visually depict how a building, building project, landscape, or urban plan is to function and/or be constructed.

## **709b REASONS FOR ACQUISITION**

Architectural drawings are acquired extremely selectively due to the amount of storage space required to house them and the high cost of preserving them. Architectural drawings are usually acquired as gifts, although purchases for choice material, mainly using endowment funds, may be made. Emphasis is placed on *very selective examples* of the work of prominent Cleveland architects and landscape architects. Acquisitions typically include principal drawings such as exterior elevations, floor plans, and a selection of key architectural details of well-known structures. Complete sets of plans for structures, even for well-known buildings, are not acquired by the Library due to their volume. The Library permanently maintains complete sets of architectural drawings of its own buildings in the Cleveland Public Library Archives.

## **709c RESPONSIBILITY FOR SELECTION**

The Special Collections Manager submits a written recommendation as outlined in “Criteria for Selection of Architectural Drawings” to the Chief of Special Projects and Collections for approval.

## 709d LOCATION

### Main Library

Architectural drawings are housed in Special Collections, except for the *Cleveland Parks Collection*, which is housed in the Map Collection.

### Exceptions:

- The Cleveland Parks Collection is housed in the Map Collection.
- Architectural drawings of Cleveland Public Library buildings are housed in the Cleveland Public Library Archives.

## **709e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

A written analysis of the following considerations must be submitted to the Chief of Special Projects and Collections for approval prior to the acquisition of architectural drawings:

- Brief description of the item(s) to be acquired
- Brief statement on the significance of the site or structure and the degree to which the drawings will enhance, interpret, or broaden the dimensions of existing collections
- Physical extent (size) of the drawing(s) and the ability of the Library to devote physical space to its storage indefinitely
- Preservation and conservation costs, including boxes and enclosures, immediately upon acceptance of the item and into the future
- Extent of the resources needed to describe and catalog the drawing(s)

## **709f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Specialized dealers' catalogs and websites
- Items for sale from private individuals

## 710 ARCHIVES AND COLLECTIONS

**See also:** Architectural Drawings (709), Audio-Video Media (711), Books (701), Fine Art (712), Images: Photographic Materials (713), Images: Pictorial Materials (714), Manuscripts (715), Maps & Charts (716), Pamphlets/Ephemera (718), Realia (719), Scrapbooks (720), Serials (702), Sheet Music (721), Special Formats: Miniature Books, Artists' Books, Scrolls, Tablets

### 710a DEFINITION

An organized body of material pertaining to the transactions or activities of an organization, institution, movement, group, family, or individual, kept together to ensure their preservation. Archives and collections of interest to the Library primarily consist of manuscript or monograph material; however, the criteria in this section also apply to collections of any type of library service material.

#### Examples:

- A collection of research materials that includes monographs, manuscripts, photographs, and audio recordings
- A personal archive of a notable individual that includes manuscripts, audio recordings, computer discs, etc.
- A collection of letters by a prominent author

## **710b REASONS FOR ACQUISITION**

Archives and collections, especially those consisting of multiple types of material, are acquired extremely selectively. Such acquisitions are made mostly as gifts, although they also may be purchased (mainly with endowment funds). Any collection acquired must complement a Level 4 or 5 research collection to a high degree and possess demonstrable value to augmenting or interpreting existing material in the collection.

The Western Reserve Historical Society is the primary repository for manuscript collections relating to Greater Cleveland.

## **710c RESPONSIBILITY FOR SELECTION**

The Chief of Special Projects and Collections is responsible for final approval of all archives and collections. Main Library subject department managers make written recommendations to the Chief of Special Projects and Collections according to the “Criteria for Selection of Archives and Collections” and justified by the appropriate sections of the *Collection Development Policy*.

## 710d LOCATION

### Main Library

Archives and collections of material mostly are housed in Special Collections.

The following protocols are observed for collections of monographs regardless of owning agency:

- Unique, important collections of rare or unusual monographs not already in the Library's collections may be accepted or acquired if they fall within *Collection Development Policy* guidelines; however, for efficiency of library operations, these monographs are cataloged individually and housed within the general monograph collection of the owning agency. Catalog records for such items may include a searchable added entry with the approved name of the special collection (e.g., Charles Frederick Schweinfurth Memorial Library) to facilitate access to the collection.
  - The name of the collection must be approved by the Chief of Special Projects and Collections.
  - The name of the collection must be added to the profile of the owning agency in this *Collection Development Policy*.
- Monographs that are included in archives or collections of mixed material are evaluated for duplication within the general collection.
  - Duplicate copies are not retained, although infrequent exceptions may be made for rare books or important association copies.
  - Monographs that are retained should, as a rule, be catalogued and housed within the general monograph collection of the owning agency (Special Collections or subject department).
  - A list of monographs removed from archives or collections should be included in the finding aids for those collections.

A minimal collection of local archives is in the Public Administration Library.

Other departments may house archives when their value for research requires that they be located with related materials in the subject department and when the items are not at high risk of theft due to value or subject matter. Such locations must be approved by the Chief of Special Projects and Collections.

Archives relating to the history and operation of Cleveland Public Library are housed in the Cleveland Public Library Archives.

## **710e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

A written analysis of the following considerations must be prepared prior to the acquisition of archives and collections:

- Degree to which the archive or collection will enhance, interpret, or broaden the dimensions of existing collections
- Significance of individual or entity to a marginalized or underrepresented community, if applicable
- Size of the archive or collection and the ability of the Library to devote physical space to its storage indefinitely
- Preservation and conservation costs, including boxes and enclosures, immediately upon acceptance of the item and into the future
- Extent of the resources needed to describe and catalog the archive or collection
- Ability of the Library to make the archive or collection available for public viewing or use

## **710f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Materials for sale from private individuals

## 711 AUDIO-VIDEO MEDIA (ANALOG)

*See also:* Archives & Collections (710)

### 711a DEFINITIONS

**Motion picture (8mm, 16mm, 35mm film formats):** an analog series of still pictures on film, with or without sound, designed to be projected in rapid succession to reproduce the optical effect of motion.

**Phonograph Records (33 1/3, 45, 78 rpm discs):** an analog sound storage medium in the form of a flat disc (usually 12-inch, 10-inch, or 7-inch) with an inscribed, modulated spiral groove. Early discs were commonly made from shellac; starting in the 1940s polyvinyl chloride (known as “vinyl”) became common. Common rotational speeds (in revolutions per minute) include 33 1/3, 45, and 78 rpm.

**Magnetic tape audio and video recordings (e.g., reel-to-reel tapes, audio cassette tapes, VHS cassette tapes, Betamax cassette tapes):** analog transcription of video (visual) and audio (sound) images and signals captured on strips of plastic film covered with a magnetizable coating and housed on a metal or plastic spool or in a plastic case, and designed for playback on television, computer or monitor equipment, or on different types of tape recorders. Common types of magnetic tape recordings include reel-to-reel audio tape recordings, audio cassette recordings, and VHS (Video Home System) recordings.

## **711b REASONS FOR ACQUISITION**

The Library does not actively acquire motion pictures, phonograph records, or magnetic audio and video recordings; however, they may be acquired sparingly, through purchase or gift, for the following reasons only:

- To preserve important local history documentation that would otherwise likely cease to exist
- To provide authentic and historic visual representation of people, places, events, and things relating to Cleveland history
- To provide authentic and historic visual representation of people, places, events, and things relating to other subjects collected to Level 5

## **711c RESPONSIBILITY FOR SELECTION**

Department Managers are responsible for bringing any recommended acquisition to the attention of the Chief of Special Projects and Collections for consideration.

## **711d LOCATION**

### **Main Library**

Motion pictures (8mm, 16mm, 35mm film formats), phonograph records, and magnetic tape audio and video recordings are non-circulating research materials. They are housed in the Photograph Collection and managed by the Center for Local and Global History, where a program for their individual conservation, storage, and digitization for public access will be agreed upon in writing with the Preservation Office at the time the item is accepted into the collection. A correspondence file relating to these decisions will be maintained by the Photograph Collection.

Special Collections maintains a small amount of analog audio-video material as a part of John G. White Collection holdings.

## **711e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

In addition, the following considerations apply:

- Rarity
- Demonstrated high level of importance as local history documentation
- Demonstrated high level of importance to a Level 5 research collection
- Financial ability of the Library to conserve, store, and digitize the media
- Ability to access the content on the medium being considered
- Nitrate-based films are flammable and are not accepted into Library buildings. Nitrate films deemed worthy of preservation and acceptance into the Collection require a preservation plan of action prior to purchase or execution of a Deed of Gift.

## **711f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Specialized dealers' catalogs and websites
- Items for sale from private individuals

## 712 FINE ART

**See also:** Archives & Collections (710), Architectural Drawings (709), Images: Photographic Materials (713), Images: Pictorial Materials (714), Manuscripts (715), Maps & Charts (716), Realia (719), Special Formats: Miniature Books, Artists' Books, Scrolls, Tablets (722) 712a

### 712a DEFINITION

Art concerned primarily with the creation of beautiful objects. In the context of this section, “Fine Art” refers primarily to original works of art on paper or canvas (e.g., watercolor paintings, oil on canvas paintings, lithographs, engravings, original comics illustrations, etc.), and secondarily to sculpture, ceramics, glass, animation production cels, etc. For the purpose of this definition, fine art photography is excluded (see Images: Photographic Materials).

## **712b REASONS FOR ACQUISITION**

The acquisition of fine art does not fit within the primary mission of the Library. Therefore, fine art objects are acquired extremely selectively. Such acquisitions are made mostly as gifts, although on rare occasion they may be purchased. Any fine art object acquired must complement the local history or JGW chess research collections to a high degree and possess instructional or aesthetic value which may be rare or unique, and which helps to interpret existing material in the collection. *Virtually all* fine art objects acquired for the Main Library research collections are flat, paper-based works (e.g., lithographs, engravings, etchings, prints, fine art posters) that depict local history subjects or chess.

## **712c RESPONSIBILITY FOR SELECTION**

The Chief of Special Projects and Collections is responsible for selection of fine art. The Special Collections Manager makes written recommendations to the Chief of Special Projects and Collections according to the “Criteria for Selection of Fine Art” and justified by the appropriate sections of the *Collection Development Policy*. Main Library managers forward acquisition suggestions to the Special Collections Manager.

This section applies only to the acquisition of fine art objects for the Main Library research collections. Cleveland Public Library also occasionally commissions and acquires fine art for permanent public display as part of its facilities projects.

## **712d LOCATION**

### **Main Library**

Fine art objects acquired for the Main Library research collections are housed in Special Collections. Works of art on paper must be removed from frames and housed in an appropriate archival enclosure.

Miscellaneous artworks that belong to the Library but are not a part of the Main Library research collections are stored at the Lake Shore Facility under the management of the Preservation Office. These artworks were acquired as gifts to the Library prior to 1975 and do not fall within the Main Library research collections guidelines.

## **712e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

A written analysis of the following considerations must be submitted to the Chief of Special Projects and Collections prior to the acquisition of fine art:

- Degree to which the item(s) will enhance, interpret, or broaden the dimensions of existing collections
- Size of the item(s) and the ability of the Library to devote physical space to its storage indefinitely
- Preservation and conservation costs, including enclosures, immediately upon acceptance of the item and into the future
- Extent of the resources needed to describe and catalog the item(s)
- Ability of the Library to make the item(s) available for public viewing or use

## **712f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Specialized dealers' catalogs and websites
- Items for sale from private individuals

## 713 IMAGES: PHOTOGRAPHIC MATERIALS

*See also: Archives & Collections (710), Fine Art (712), Images: Pictorial Materials (714)*

### 713a DEFINITION

An image is an object, such as a photograph or picture, that resembles a subject and thus provides a depiction of it.

In the context of this definition, “Images: Photographic Materials” refers to any flat object produced using a photographic process, from the dawn of photography in the 1830s to the present.

Items in the Library’s collection include all types of photographic materials, including fine art photography, as represented in the following examples of processes and forms:

- **Albumen print:** A print made using albumen found in egg whites to bind photographic chemicals to paper; a popular process used to make cartes de visite and cabinet cards, 1850s-1900.
- **Ambrotype** (also known as Collodion Positive): A positive photograph on glass made by a variant of the wet plate collodion process, 1850s-1860s.
- **Cabinet Card:** A thin photograph mounted on a card typically measuring 4 1/4 by 6 1/2 inches, 1866-ca. 1914, most popular in the 1880s.
- **Calotype print:** A print made on paper coated with silver iodide, introduced 1841, popular through 1850s.
- **Cartes de Visite:** A small photograph of a person mounted on a card, patented in 1854, in Paris by photographer André-Adolphe-Eugène Disdéri (1819-1899), 1850s-ca. 1910, most popular in the 1860s.
- **Cibachrome print (silver dye bleach print):** Color print made on paper (usually high gloss) containing three emulsion layers, each sensitized to one of the three primary colors of light—red, blue, or green, with dyes selectively bleached away to achieve the desired final colors, introduced in 1963.

- **Contact print:** An image made from direct contact with a negative. A contact print has the same dimensions as the negative. Most photographic images produced during the 19th century were contact prints.
- **Cyanotype print:** A cyan-blue print made using ferric ammonium citrate and potassium ferricyanide, discovered 1842.
- **Daguerreotype:** A polished silver-plated copper sheet treated with fumes to make its surface light sensitive, invented by Louis-Jacques-Mandé Daguerre (1787-1851) and introduced worldwide in 1839, popular through the 1850s.
- **Gelatin silver print:** A print made by coating silver salts in gelatin onto paper, popular from 1871-2000s.
- **Giclée:** A fine art photographic print made on a digital printer; term coined in 1991 by printmaker Jack Duganne (1942-2020).
- **Negative (plastic film):** A black and white (or color) image on a strip or sheet of transparent plastic film, in which the lightest areas of the photographed subject appear darkest and the darkest areas appear lightest (or the colors are reversed into their respective complementary colors).
- **Negative (silver gelatin on glass plate):** Thin glass plates coated with a light-sensitive emulsion of silver salts to capture black and white photographic images, used from 1871 until the widespread use of plastic-based films.
- **Negative (silver gelatin on plastic film):** Strips or sheets of plastic film coated with a light-sensitive emulsion of silver salts used to capture black and white photographic images.
- **Panorama photographs (Panoramas):** A long photograph that encompasses a wide view, made in a variety of ways, such as with a special panorama camera, by stitching together multiple images taken with an ordinary camera, or by using a special lens or lens setting, produced from 1840s to the present.
- **Photogravure:** A fine art process for reproducing continuous-tone photographic images wherein a copper plate is coated with a light-sensitive gelatin tissue that has been exposed to a film positive. The copper plate is then etched, resulting in an intaglio plate

that can reproduce the detailed continuous tones of a photograph. (See Images: Pictorial Materials for rotogravure.)

- **Real photo postcard:** A continuous-tone photographic image printed on postcard stock, as differentiated from a mass-produced postcard printed using a lithographic or offset printing process, introduced in 1899.
- **Salt print (salted paper print):** Prints on paper that is wetted first with sodium chloride and, when dried, silver nitrate, followed by a strong salt solution, 1840s-1850s.
- **Slide (glass plate):** Thin glass plates coated with a light-sensitive emulsion of silver salts used to produce a positive photographic image, for the purpose of projection onto a screen, prior to the widespread use of plastic-based films; sometimes hand-colored.
- **Slide (plastic film):** A small unit of transparent material, usually film, containing a positive visual image, usually photographic, mounted in rigid format designed for use in a slide viewer or projector. The image may be black and white or color. The usual size of a slide is 2x2 inches. Kodachrome slides refers to the brand name for a color reversal film introduced by Eastman Kodak, 1935-2010.
- **Stereograph (also known as stereoviews, stereograms, or stereoscopic images):** A three-dimensional photograph consisting of a pair of pictures mounted on board and viewed through a special apparatus.
- **Tintype (also known as Melainotype or Ferrotype):** A direct positive image on a thin sheet of metal coated with a dark lacquer or enamel, 1860s-1870s.

## **713b REASONS FOR ACQUISITION**

- To provide authentic and historic visual representation of people, places, events, and things relating to local history, focusing on Greater Cleveland and including selected subjects throughout the Western Reserve and Ohio
- To provide authentic and historic visual representation of people, places, events, and things relating to other subjects collected to Level 5
- To provide significant historical information or visual depiction of important people, places, and events
- To provide authentic documentation of the work of prominent photographers
- To provide authentic examples of types of photography
- Slides and negatives are acquired sparingly and should be evaluated for digitization prior to being incorporated into the collection. Both slides and negatives are retained permanently after digitization.

### **713c RESPONSIBILITY FOR SELECTION**

The Photograph Librarian, under the supervision of the Manager of the Center for Local and Global History, is primarily responsible for the selection of photographic material. Subject department managers with Level 5 collecting areas may also select photographic material (e.g., Social Sciences, Sports Research Collection) to augment their collections in consultation with the Photograph Librarian.

## **713d LOCATION**

### **Main Library**

Photographic materials are noncirculating research materials and are primarily housed in the Center for Local and Global History/Photograph Collection due their unique preservation and handling requirements.

Photographic materials documenting Library history are housed in the CPL Archives.

Special Collections retains photographs related to the John G. White Collection.

- Any deviation from these locations must be approved by the Chief of Special Projects and Collections.
- The Photograph Collection Librarian serves as a consultant regarding any conservation or digitization efforts involving any photographs held outside of the Photograph Collection in order to insure a consistent approach within the Library to the care and preservation of photographic images.
- Photographic materials housed historically in subject department files should be transferred to the Photograph Collection.

## **713e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

In addition, the following considerations apply:

- Quality of photographic image
- Fidelity of color
- Photographer
- Overall image clarity
- Integrity of content
- Relevance to local history
- Rarity of visual documentation on the subject depicted
- Public domain images
- Transfer of complete or partial usage rights/copyright through Deed of Gift

## **713f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Specialized dealers' catalogs and websites
- Items for sale from private individuals

## 714 IMAGES: PICTORIAL MATERIALS

**See also:** Archives & Collections (710), Fine Art (712), Images: Photographic Materials (713)

### 714a DEFINITION

An image is an object, such as a photograph or picture, that resembles a subject and thus provides a depiction of it.

In the context of this definition, “Images: Pictorial” refers to any flat, paper-based object produced using a printing process, such as a lithographic or offset process—*as differentiated from a continuous tone photographic process*. These items may be mass-produced, commonplace and inexpensive, or rare and valuable. For the purpose of this definition, rotogravures (a lightly etched cylinder used to print images in newspapers, magazines, etc.) is included, whereas photogravures (a fine art process) are included under Images: Photographic.

The Library generally only acquires purely pictorial material to augment Level 5 collections, such as local history, sports research, and chess. The following types of material are examples of pictorial material acquired by the Library: printed postcards, pictures, posters, illustrations, drawings, plans, diagrams, and photograph reproductions (e.g., halftones).

## **714b REASONS FOR ACQUISITION**

- To provide authentic and historic visual representation of people, places, events, and things relating to local history, focusing on Greater Cleveland and including selected subjects throughout the Western Reserve and Ohio.
- To provide authentic and historic visual representation of people, places, events, and things relating to other subjects collected to Level 5.
- To provide what may be the only existing historical information or visual depiction of important local people, places, and events.

## **714c RESPONSIBILITY FOR SELECTION**

The Photograph Librarian, under the supervision of the Manager of the Center for Local and Global History, is primarily responsible for the selection of pictorial material. Subject department managers with Level 5 collecting areas may also judiciously acquire pictorial material (e.g., Social Sciences, Sports Research Collection) to augment their collections, keeping in mind that this format is not a primary area of collecting.

## **714d LOCATION**

### **Main Library**

Pictorial materials are noncirculating research materials and are housed primarily in the Center for Local and Global History/Photograph Collection.

- Pictorial materials relating to Level 5 collections may be housed with those collections and are cataloged individually (if of sufficient importance) or at the collection level with similar pictorial material.
- Frames are removed from pictorial materials before they are housed within the collection.
- Rare and valuable pictorial materials are housed in Special Collections in consultation with the Preservation Office.
- Pictorial materials documenting Library history are housed in the CPL Archives.

## **714e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

In addition, the following considerations apply:

- Quality of reproduction
- Overall image clarity
- Integrity of content
- Relevance to local history

## **714f SOURCES FOR SELECTION**

- Gifts
- Auctions
- Specialized dealers' catalogs and websites
- Items for sale from private individuals

## 715 MANUSCRIPTS

**See also:** Archives & Collections (710), Fine Art (712), Special Formats: Miniature Books, Artists' Books, Scrolls, Tablets (722)

### 715a DEFINITION

A manuscript is a document in handwritten or typewritten form which, in that form, has not been widely reproduced in multiple copies.

## **715b REASONS FOR ACQUISITION**

Individual manuscripts are not acquired actively but are accepted as gifts if the manuscript complements an existing Level 5 research collection to a high degree and possesses demonstrable value to augmenting or interpreting existing material in the collection. Purchases are made rarely, usually from endowment funds, for highly desirable material for Level 5 collections, such as the John G. White Chess Collection.

## **715c RESPONSIBILITY FOR SELECTION**

The Special Collections Manager is responsible for manuscript selections for Level 5 research collections in Special Collections. All acquisitions must be approved by the Chief of Special Projects and Collections.

Subject department heads are responsible for identifying manuscript material that would greatly augment a Level 5 collection under their jurisdiction. All such manuscript acquisitions (whether through gift or purchase) must be submitted with a written recommendation to the Chief of Special Projects and Collections for approval.

## **715d LOCATION**

### **Main Library**

Most manuscripts and manuscript collections (and all manuscripts with intrinsic value) are housed in Special Collections in order to provide secure storage and efficient access to these noncirculating research materials.

Storage of manuscript material outside of Special Collections must be approved by the Chief of Special Projects and Collections.

Manuscripts relating to Cleveland Public Library's history are housed in the Cleveland Public Library Archives.

## **715e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

In addition, the following considerations apply:

- Historical, social, or literary significance
- Rarity, value, and need to supplement collections
- Condition of material and related cost to conserve and rehouse the item or collection
- Size of the collection and the associated cost of housing the collection

## **715f SOURCES OF SELECTION**

- Gifts
- Auction catalogs or websites
- Catalogs of rare book/manuscript dealers
- Items for sale from private individuals

## 716 MAPS & CHARTS

*See also:* Archives & Collections (710), Fine Art (712)

### 716a DEFINITION

A map is a graphic representation of a part or of the whole surface of the earth or sky. A chart is a map designed for navigation or exhibiting meteorological and other scientific data.

Types of maps collected include the following:

- Topographic maps
- Road maps
- Street maps
- Thematic maps
- Plat maps (often bound into volumes)
- Insurance maps (often bound into volumes)
- Charts
- Aerial photographic maps and charts

## **716b REASONS FOR ACQUISITION**

- To supplement the maps and charts found on the Internet, as well as in atlases and other books
- To provide comprehensive map coverage of Northeast Ohio and the Great Lakes region for current use and historical and genealogical research

## **716c RESPONSIBILITY FOR SELECTION**

The Map Librarian, under the general supervision of the Manager of the Center for Local and Global History, is responsible for the selection of material for Map Collection. The Manager of the Government Documents Collection, in consultation with the Map Librarian, is responsible for maps and spatial data issued by government departments and distributed by the Superintendent of Documents. The Manager of the Center for Local and Global History is responsible for the selection of any maps or atlases acquired for circulation. Acquisitions of globes or other three-dimensional map-related objects must be approved by the Chief of Special Projects and Collections.

## **716d LOCATION**

### **Main Library**

- Maps and charts are, for the most part, noncirculating research materials and are located in the Map Collection.
- Government Documents Department and Public Administration Library maintain small collections of noncirculating maps that relate to their collections.
- Circulating atlases are located in the Center for Local and Global History.
- Circulating travel maps are in the Map Collection.
- Rare maps and atlases are located in Special Collections.

## 716e CRITERIA FOR SELECTION

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

With the wide availability of online map resources, the criteria for collecting maps and charts have narrowed to include only the following:

- Regional maps and charts
- Great Lakes maps and charts
- Rare maps offered as donations
- Maps and charts selected in consultation with the Managers of the Center for Local and Global History and Government Documents Department to fulfill patron research needs
- Maps and charts of subjects not readily available online, acquired sparingly. Additional considerations for these acquisitions include:
  - Scale
  - Extent of detail
  - Readability of type
  - Effective and clear use of color
  - Projection
  - Language
  - Number and quality of insets and other special features

## **716f SOURCES OF SELECTION**

- Federal, state, and local government publications lists and bibliographies
- Bibliographies and acquisitions lists of other map libraries
- General and specialized professional journals
- Catalogs and advertisements (print and website) of map publishers
- Auction catalogs and websites

## 717 MICROFORMS

### 717a DEFINITION

A microform is a miniature reproduction of printed or graphic matter, or original material. Microforms include microfilm and microfiche. Microforms cannot be utilized without magnification.

**Microfilm:** Roll film consisting of negative or positive microphotographs, each frame presenting, in an organized sequence, a partial or entire page of an original text. Microfilm may be 16 or 35mm and is available on reels, cartridges, or cassettes.

**Microfiche:** A sheet of photographic film containing micro-images of printed matter arranged in horizontal and vertical rows. The title or catalog entry is displayed at the top and readable with the naked eye. Standard size sheets are 105 x 148mm (4x6 inches) or 75 x 125mm (3x5 inches). Reductions vary, but a single sheet at a 24x reduction can hold a maximum of 98 pages. Ultrafiche, capable of reduction from 50-210x, may contain up to 5,000 pages on a single transparency.

## 717b REASONS FOR ACQUISITION

The Library discontinued the purchase of most titles on microform in 2016. As of 2021, only the following types of titles were acquired on microform:

- Local publications (e.g., *Call & Post* and *Crain's Cleveland Business*).
- Publications where the content is not available in digital format and is of high importance to the current research needs of the public, such as the *Statistical Reference Index* (BEL).
- Replacement of damaged microfilm or microfiche within the general microform collection to ensure preservation of content.

## **717c RESPONSIBILITY FOR SELECTION**

Recommendations for the acquisition of any new titles on microform should be made by the subject department manager to the Chief of Special Projects and Collections, who will consider them on a case-by-case basis.

Replacement copies for damaged microforms are acquired by the manager of the Microform Collection or the manager where the microform resides, from the following sources:

1. Commercially produced microforms are ordered by Collections Services, which acquires the material from the appropriate vendor.
2. Copies of microforms originally made by Cleveland Public Library are ordered from the Preservation Office.

## 717d LOCATION

### Main Library

Microforms are non-circulating research materials. Locations include the following:

- The major collection of microforms is in the **Microform Collection**, which is accessed in the Periodical Center and managed by the Manager of Popular Library.
- A selection of local history titles, such as newspapers, are housed in the **Center for Local and Global History**, for ease of access by researchers.
- Microforms of United States documents are in the **Government Documents Collection**.
- **Public Administration Library** has a collection of microforms relating to the subjects in its collection.
- **Other locations must be approved** by the Chief of Special Projects and Collections and are subject to the availability of microform equipment. Any changes in location must be reflected in a corresponding change to the holdings statement in the CPL Catalog.

## **717e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

The Library currently acquires a minimal number of microforms, almost exclusively local publications.

Additional considerations include:

- Type of image, positive is preferred
- Equipment required for viewing and printing

## **717f SOURCES FOR SELECTION**

Microform vendor websites and catalogs

## 718 PAMPHLETS/EPHEMERA

*See also:* Archives and Collections (710), Images: Pictorial Materials (714), Maps & Charts (716)

### 718a DEFINITION

Pamphlet format includes general information publications, catalogs, programs, and reports of businesses, organizations, or government agencies. Current-use pamphlets remain unbound and uncatalogued and are housed in filing drawers or document boxes.

Ephemera include pamphlet material as well as other paper-based items meant to be used for a short period of time, such as restaurant menus, tickets to sporting events, receipts, bookmarks, stock certificates, business cards, greeting cards, book plates, playbills, etc. For the purpose of this definition, ephemera includes autographs and autograph cards and books.

Ephemera of permanent/archival value, such as local history items, may be included in the permanent collection as either a separately cataloged item (if of sufficient individual value and interest) or as a small collection of items in an archival box (or boxes). Collections of ephemeral material should be accompanied by either a finding aid linked to the Catalog record or a detailed inventory of its contents within the Catalog record itself.

## **718b REASONS FOR ACQUISITION**

- To supplement the book collection with unique and/or timely information not readily available elsewhere
- To fill a short-term demand
- To augment a local history collection with archival material, especially on subjects where little or no other documentation exists
- To augment a subject in Special Collections with archival material

## **718c RESPONSIBILITY FOR SELECTION**

Managers at Main Library and Branch Libraries are responsible for selection within their area of need or subject field. Collections of pamphlets for short-term use should be minimal and weeded often for currency.

## **718d LOCATION**

### **Branch Libraries**

Pamphlets are acquired only for short-term information needs and are kept near service points.

Pamphlet collections are weeded regularly for currency and should be minimal in size.

### **Main Library**

Pamphlets acquired for short-term information use are kept near service points as needed.

These collections are weeded regularly for currency and should be minimal in size.

Ephemera acquired as additions to the Collection are noncirculating research materials and are usually cataloged as a collection with a finding aid and shelved within the classified collection in Special Collections (if rare and valuable) or the appropriate subject department. Individual ephemeral items, if substantial or valuable enough, may be considered for individual cataloging. More often, however, items are grouped together (e.g., "Cleveland Browns Ephemera") with a finding aid and catalog record that is updated as new items are added.

## **718e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

For pamphlets and ephemera selected for inclusion in the permanent collection, emphasis is placed on assembling and cataloging collections of material on related topics (e.g., Cleveland menus).

The Library does not collect autographs or autograph books in and of themselves; however, important or intrinsically valuable autograph books or collections offered as gifts may be considered for inclusion in the permanent collection on a case-by-case basis with approval from the Chief of Special Projects and Collections.

## **718f SOURCES FOR SELECTION**

- Government agencies
- Community organizations
- Gifts/donations
- Auction and dealers' catalogs and websites (for historical ephemera)

## 719 REALIA

*See also:* Archives & Collections (710), Fine Art (712)

### 719a DEFINITION

An inanimate object associated with real life. These can include artifacts or items, either original or reproductions without alteration, of natural, handcrafted, or machine-made objects. In Cleveland Public Library, the term encompasses artifacts, models, reproductions, specimens, museum objects, mementos, pennants, pins, buttons, and memorabilia.

- **Artifact:** a product of civilization, showing human workmanship or artistic endeavor.
- **Mementos and Memorabilia:** varied objects often related to special events or people.
- **Model:** a representation or replica of a real thing either exact or to scale.
- **Museum Object:** a wide variety of objects usually having some historic or artistic value or significance.
- **Reproduction:** a facsimile of an item, usually in a medium other than that of the original.
- **Specimen:** a typical sample of a part or whole of some item that is representative of a class or group.

Examples of realia include:

- Chess sets
- Checkers and other board games
- Textiles and costumes
- Figurines
- Furniture
- Hardware
- Household items
- Mechanical items
- Artists' tools

## **719b REASONS FOR ACQUISITION**

Collection of realia does not fit within the primary mission of the Library. Therefore, realia are acquired extremely selectively. Such acquisitions are made mostly as gifts, although on rare occasion they may be purchased, nearly always using endowment funds. Any realia acquired must complement a Level 5 research collection to a high degree and possess instructional or aesthetic value that may be rare or unique, and which may help to interpret the existing material in the collection.

## **719c RESPONSIBILITY FOR SELECTION**

The Chief of Special Projects and Collections is responsible for selection of realia. Main Library subject department managers make written recommendations to the Chief of Special Projects and Collections according to the “Criteria for Selection of Realia” and justified by the appropriate sections of the *Collection Development Policy*.

## **719d LOCATION**

### **Main Library**

With few exceptions, realia are located in Special Collections. Realia are noncirculating.

## **719e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

A written analysis of the following considerations must be prepared prior to the acquisition of realia into the collection:

- Degree to which realia will enhance, interpret, or broaden the dimensions of existing Level 5 research collections
- Size of the item or collection and the ability of the Library to devote physical space to its storage indefinitely
- Preservation and conservation costs, including enclosures, immediately upon acceptance of the item and into the future
- Extent of the resources needed to describe and catalog the item or collection
- Ability of the Library to make the object(s) available for public viewing or use

## **719f SOURCES FOR SELECTION**

- Gifts
- Items for sale from private individuals
- Auctions
- Dealers' catalogs or websites

## **720 SCRAPBOOKS**

*See also:* Archives and Collections (710)

### **720a DEFINITION**

An album containing items such as newspaper clippings, manuscripts, artwork, photographs, or ephemera that are usually affixed to the pages with an adhesive such as paste, glue, or tape.

## **720b REASONS FOR ACQUISITION**

Scrapbooks are not acquired actively but are accepted as gifts if the scrapbook complements an existing Level 5 research collection to a high degree and possesses demonstrable value to augmenting or interpreting existing material in the collection. Purchases are made rarely, usually from endowment funds, for highly desirable material for Level 5 collections, such as the John G. White Chess Collection.

## **720c RESPONSIBILITY FOR SELECTION**

The Special Collections Manager is responsible for scrapbook selections for Level 5 research collections in Special Collections. Subject department managers are responsible for identifying scrapbooks that would greatly augment a Level 5 collection under their jurisdiction.

Individual scrapbooks or collections of up to three scrapbooks may be accepted on a case-by-case basis in consultation with the Chief of Special Projects and Collections after due consideration of the criteria for selection. Collections of four or more scrapbooks are submitted to the Chief of Special Projects and Collections for approval.

## **720d LOCATION**

### **Main Library**

Most scrapbooks and scrapbook collections are housed in Special Collections.

Storage of scrapbooks outside of Special Collections must be approved by the Chief of Special Projects and Collections.

Scrapbooks relating to Cleveland Public Library's history are housed in the Cleveland Public Library Archives.

## **720e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

Additional considerations for the acquisition of scrapbooks include the following:

- Historical or social significance
- Rarity, value, and need to supplement collections
- Inclusion of documentation not found in other sources
- Condition of material and related cost to conserve and rehouse the item or collection
- Size of the collection and the associated cost of housing the collection

## **720f SOURCES OF SELECTION**

- Gifts
- Auction catalogs or websites
- Items for sale from private individuals

## 721 SHEET MUSIC

*See also:* Archives & Collections (710)

### 721a DEFINITION

Sheet music consists of short musical pieces, printed but not bound into stiff covers.

## **721b REASONS FOR ACQUISITION**

- To supplement the collection of cataloged music and anthologies
- When of special interest or of local significance

## **721c RESPONSIBILITY FOR SELECTION**

The Manager of Fine Arts and Special Collections Department is responsible for the selection of sheet music. Rare exceptions are made to this policy when the sheet music in question is integral to the selection focus of a specialized research collection, such historic baseball songs acquired for the Sports Research Center. All exceptions must be approved by the Chief of Special Projects and Collections.

## **721d LOCATION**

### **Main Library**

Circulating and non-circulating sheet music is located in the Fine Arts Department.

Rare exceptions are made to this policy when the sheet music in question is integral to the selection focus of a specialized research collection, such as historic baseball songs acquired for the Sports Research Center. All exceptions must be approved by the Chief of Special Projects and Collections.

## **721e CRITERIA FOR SELECTION**

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

Due to space limitations, sheet music accepted as gifts should fill a specific community need.

## **721f SOURCES FOR SELECTION**

- Gifts
- Publishers' lists and catalogs

## **722 SPECIAL FORMATS:**

### **MINIATURE BOOKS, ARTISTS' BOOKS, SCROLLS, TABLETS**

*See also:* Archives & Collections (710), Fine Art (712)

#### **722a DEFINITIONS**

##### **Miniature Book**

A miniature book is a very small book, generally three inches or less in height, conceived as a complete work with all elements in scale, including type, illustrations, and delicately tooled bindings. Also called "Lilliput Edition" or "Microscopic Edition."

##### **Artist's Book**

"Artist's books are books or book-like objects over the final appearance of which an artist has had a high degree of control, where the book is intended as a work of art in itself. They are not books of reproductions of an artist's work, about an artist, or just a text or illustrations by an artist." –Stephen Bury, *Artists' Books: The Book as a Work of Art, 1963-1995* (Aldershot, Hants, England; Brookfield, Vt., USA: Scholar Press, 1995.) This definition is distinct from the French concept of the *livre d'artiste* (artist's book), which refers to books that contain original works of art (e.g., lithographs, etchings, etc.) created by artists to complement the adjacent text.

##### **Scroll**

A scroll is a book form written on a strip of papyrus, parchment, or other material and rolled on one or more rods.

##### **Tablet**

A tablet is a piece of clay, stone, ivory, wood, or other material on which records are written.

## **722b REASONS FOR ACQUISITION**

The chief purpose for collecting in these formats is to represent the art of bookmaking.

Miniature books, artists' books, scrolls, tablets, and materials in other unusual formats are not collected actively but are accepted as gifts to supplement existing collections.

Purchases are made only rarely, for highly desirable material. Acquisitions as gifts must meet the criteria of the *Collection Development Policy*.

## **722c RESPONSIBILITY FOR SELECTION**

The Special Collections Manager is responsible for selection of miniature books, artists' books, scrolls, tablets, and materials in other unusual formats. Purchases of an unusual or costly nature, or acquisition of gifts of similar nature, are made in consultation with the Chief of Special Projects and Collections.

## **722d LOCATION**

### **Main Library**

Miniature books, artists' books, scrolls, tablets, and materials in other unusual formats are non-circulating research items and are housed only in Special Collections.

## 722e CRITERIA FOR SELECTION

The *General Policies of Selection for Library Service Materials* apply.

The *General Criteria for Selection of Library Service Materials* apply.

In addition, the following considerations apply:

- Historical, social, or literary significance
- Rarity, value, and relevance to existing collections
- Condition of material

**Artists' Books:** acquired very selectively, both as gifts and using endowment funds. Emphasis is placed on works produced in multiple editions, although “uniques” may be considered if they meet all the following criteria:

- Works must be by a prominent local author or book artist. Rare exceptions may be made for authors and book artists outside of Greater Cleveland with the approval of the Chief of Special Projects and Collections.
- Works must integrate the verbal-visual aspects to convey a cohesive concept, idea, narrative story, or group of facts.
- Works must be durable and constructed in a manner that does not require immediate stabilization or preservation treatment to ensure its long-term survival.
- Preference is given to artists' books that are in book format.
- Works must be of a size that can be easily shelved with the Library's existing collections.

## **722f SOURCES FOR SELECTION**

- Gifts
- Publishers' lists and catalogs

# 901 BUSINESS, ECONOMICS AND LABOR

## 901a SCOPE

The Business, Economics and Labor Department is responsible for the selection of adult material in the fields of business, management, finance, transportation, commerce, communications, statistics, economics, land, industry, and labor. Within these broad subject areas are topics such as careers, economic equity and inclusion, entrepreneurship, small business, distribution of wealth, human resources, business operations, management, wages, earnings, productivity, accounting, demographics, foreign trade, money management, personal wealth, currency, real estate, insurance, stocks, trade, current and historical labor statistics, and philately (stamp collecting). The Department maintains a small collection of legal resources pertaining to business topics. The Department serves a diverse clientele comprised of job seekers, entrepreneurs, small business owners, business professionals, investors, students, researchers, and the general public.

The specific collecting levels for all subject areas included in the Business, Economics and Labor Department are outlined in detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*. Most subjects in the Department are acquired to Level 3, with exceptions made for specific research (Level 4) items for which there is public demand.

The Department devotes special attention to acquiring materials to support the needs of individuals in the following areas:

- **Jobs and Careers:** with emphasis on résumé preparation, interview skills, education and training requirements, job descriptions, industry and company profiles, wages, and career guides.
- **Small Business and Entrepreneurship:** with emphasis on small business creation and operation, small business and entrepreneurship for minorities and women, demographics, market outlook, directories of suppliers, entrepreneurship grants, and other sources of capital.

- **Personal Money Management:** with emphasis on budgeting, investing, borrowing, and wealth development.

### **Greater Cleveland Materials**

Materials pertaining to Greater Cleveland and the state of Ohio are collected at Level 5, with the aim being a comprehensive collection of all monographic works and periodicals in these areas. The Department does not acquire corporate annual reports or house organs.

### **African American Subjects**

Materials pertaining to African Americans that classify within HA-HJ are collected at Level 4+, with the aim being a comprehensive collection of all important monographs and serials.

### **Directories**

The Department maintains extensive current and historical business directory resources. Current information is available through research databases. Historical information is available through the Department's extensive archive of print directories for major industries.

### **Historical Collection**

The holdings of the Department are rich in historical materials that were acquired to provide up-to-the-minute information to the Greater Cleveland business community prior to the advent of electronic research resources starting in the 1980s. Historical holdings are rich in trade journals for a broad cross-section of U.S. businesses and industries, serials documenting the history of 20<sup>th</sup> century U.S. business and finance, corporate annual reports, and trade and industrial directories.

## **901b CLASSIFICATIONS**

### **LC Classifications**

HA-HJ – Business, economics, labor, etc.

K – Business-related legal resources

Z – Bibliographies related to business, economics, and labor subjects

Note: BEL also holds career guides and directories in all LC classifications

### **Brett-Dewey Classifications**

331, 333.6, 334-334.5, 334.9, 335, 336.2, 336.831, 336.87, 337 – Economics\*

368-368.4 – Insurance\*

650-658.9 – Commerce, business, etc. (Shelved with the Science & Technology Department's Brett-Dewey 600s)

768 – Stamp collecting (Shelved with the Fine Arts Department's Brett-Dewey 700s.)

\*These call numbers are shown as belonging to Social Sciences in the Catalog and they are shelved with the Social Sciences Department's Brett-Dewey 300s. However, they are under the jurisdiction of the Business, Economics and Labor Department.

## **901c COLLECTION STRENGTHS**

**Cleveland Companies** (See Unique Collections & Resources below)

**Corporate Annual Reports** (See Unique Collections & Resources below)

### **Labor & Workers' Rights**

Monographs and periodicals on labor, labor unions, workers, workers' rights, and history of union organization both local, national, and some international.

### **Stock Market**

Holdings in investment information and historical data on stock market activities are substantial. Examples of holdings include the following:

- *Daily Stock Price Record. American Stock Exchange* (1962-2011)
- *Daily Stock Price Record. NASDAQ* (1993-2011)
- *Daily Stock Price Record. New York Stock Exchange* (1973-2011)
- *Daily Stock Price Record. Over-the-Counter* (1968-1992)
- *Marvyn Scudder Manual of Extinct or Obsolete Companies* (1926-1934)
- *National Monthly Stock Summary* (1935-Jan 1983)
- *Robert D. Fisher Manual of Valuable and Worthless Securities* (1937-1975)
- *Standard & Poor's Earnings and Ratings Bond Guide* (1947-1971)
- *Stock Guide* (1950-2018)

### **Transportation**

Strong holdings documenting early transportation, such as street railways, and commercial transportation, such as railroads and airlines, including annual reports, technical documents, and journal publications.

### **Specialized Business Serials**

The Department's historical holdings of trade journals and directories is one of the best in the nation, featuring complete runs of numerous industry publications and informational directories for a broad cross-section of U.S. and international businesses.

## 901d UNIQUE COLLECTIONS & RESOURCES

### **Business and Labor Biography Pamphlet Collection**

This collection consists of pamphlets and news articles about 2,150 notable Cleveland businesspersons and labor leaders, from the 1930s to the 1970s, arranged alphabetically by name of subject. The collection was originally assembled as the "Who's Who" vertical file in the Business, Economics and Labor Department.

### **Cleveland Corporation Files**

This resource consists of primary source information on Greater Cleveland companies, corporations, and services dating from the early 1900s to 1974. Included are clippings, brochures, and typed fact sheets, which are arranged alphabetically by subject. The collection was created by the Greater Cleveland Growth Association (originally known as the Cleveland Chamber of Commerce) and was donated to CPL in 1974. In 1988, the CPL Preservation Office microfilmed the complete file (on 97 reels of 35mm microfilm) and discarded the original material. Call number: HD2798.O5 C42 1988X.

### **Corporate Annual Reports Collection (aka "Corporation Files")**

This massive resource originally consisted of 600 linear feet of printed corporate annual reports documenting 5,000 large U.S. and Greater Cleveland companies from about 1900 to 1989. The collection was assembled by the staff of the Business, Economics and Labor Department from the 1920s to 1989. While the Library retains the informational contents of the collection, access is through one of the following means:

- **Mergent Archives Research Database**

In 2011, the Library entered into an agreement with Mergent Online to digitize the contents of the Corporation Files, except for scattered newspaper clippings. (*Note: only a portion of the material microfilmed in 1993, as outlined under *Microfilm* below, was a part of the digitization project.*) A total of 89,122 reports were digitized and added to the Mergent Archives database, to which CPL has perpetual access at no cost except for an annual platform fee. CPL also received scanned copies of all 89,122 reports to be included in the CPL Digital Gallery. Additional notes:

- Approximately 5,000 annual reports for Cleveland and Ohio companies and select companies from throughout the U.S. (such as for automobile, aviation, brewing, telephone, railroad, and filmmaking organizations) were returned by Mergent to CPL for permanent retention (see: *Original Print Collection* below).
- Reports not retained in paper format by CPL were offered as a donation to multiple institutions in the U.S. but were discarded after no institution wished to acquire them.
- The legal agreement with Mergent is held by CPL's Legal Department.

- **Microfilm**

In 1993, the Library's Preservation Office undertook a project to microfilm this resource in order to conserve storage space at Main Library. The microfilming project was discontinued after one year, with filming completed only for companies beginning with the letters A to Cdhr.

- The microfilm is searchable in the CPL Catalog under the title *Corporation Files Companies Beginning With the Letters A-AL*. (Additional catalog records include the following letter spans: American H-American S; American T-Ar; As-Az; Ba-Bc; Be-Bor; Bos-Buf; Bui-By; C-Canr; Cant-Cdhr.)
- A searchable contents note in each record lists all of the companies included.

Disposition of original paper material from the microfilmed segment:

- When the microfilming was concluded for A-C, the reports were returned to CPL.
- Reports for Cleveland/Ohio and select other companies (railroads, brewing, telephones, filmmaking, etc.) were cataloged and retained in the Library's permanent collection.
- The remaining microfilmed material was slated for discard; however, when the Mergent digitization project was undertaken in 2011, this material was still in the Library's possession and was therefore also included in the Mergent digitization project.

- **Original Printed Copies Collection**

The Department retains in its permanent collection thousands of original printed copies

of annual reports for Cleveland companies, select Ohio companies, and for notable U.S. companies, such as those in the automotive industry, aviation, filmmaking, railroads, etc. These reports can be located in one of the following ways:

- A search of the CPL Catalog by company name (for companies cataloged on individual records, such as General Motors or Hupp Motor Car Corp.)
- A search of the Department's finding aid for the Corporate Annual Reports Collection, which consists of reports for hundreds of companies filed alphabetically in archival boxes.

### **Dun & Bradstreet (D&B) Million Dollar Directory Collection**

In 2012, CPL entered into an agreement with Mergent, Inc. (a global provider of business and financial data and tools covering both public and private entities) wherein Mergent was sent CPL's print holdings of the Dun and Bradstreet Million Dollar Directory for the period 1959-2012 for digitization. Following digitization, Mergent placed CPL's hard copies in long-term storage at Iron Mountain (held in trust in CPL's name) at Mergent's sole expense. CPL, in turn, was provided perpetual access to the directories through the Mergent Archives database, which also includes CPL's entire historical Corporate Annual Reports collection. (CPL pays only an annual platform maintenance fee to Mergent. The contract for this project is held in CPL's Legal Office.)

### **Garfield Perry Stamp Club Reference Collection**

In 1947, the Garfield-Perry Stamp Club, of Cleveland, donated its philatelic library to the Cleveland Public Library. The collection consisted of books, periodicals, indexes, and ephemeral publications (e.g., catalogs and pamphlets) housed in a vertical file. The Garfield-Perry collection, together with the Library's existing holdings on stamp collecting, is regarded as among the most comprehensive public collections in the United States. Among the collection's periodical holdings are the club's own publications, including the *Garfield Perry Stamp Club News* (Dec 1928-Oct 1943), the *Garfield Perry Periscope* (Jan 1944-Nov 1946), and the *Garfield Perryscope* (1944-2005). The collection includes an extensive index, created by Club members, to 26 philatelic magazine titles encompassing 300 bound volumes published through 1969.

Known as the "Piper File" (*Philatelic magazine index of Garfield-Perry Stamp Club*), in honor of club member Ed D. Piper's work on the index, the file is accessible on microfiche (HE6187 .P3655 1969X). The Club's collection of dealer catalogs, pamphlets, exhibit programs, handbooks, and philately ephemera, along with the Library's own vertical files on stamp collecting, were microfilmed in the 1990s (*Garfield-Perry Pamphlet & Catalog File*. 8 linear feet of material. Microfiche call number: HE6184 .G373X). Following microfilming, the original print material was offered to the Garfield Perry Stamp Club, which declined the material. The material was then discarded. The Garfield Perry Stamp Club was founded on March 17, 1890, and named in honor of James A. Garfield and Oliver Hazard Perry, whose portraits appeared on stamps that originated in Cleveland. A specially designed bookplate can be found inside many of the publications donated by the Garfield Perry Stamp Club.

### **Railroad Collection**

The contents of what was once known as the *Railroad Collection* are incorporated into the Department's general collection and are searchable through the CPL Catalog. Included are complete sets of annual reports for numerous U.S. railroads dating to the 1830s, as well as other resources that were acquired largely through donations. The collection was initially established following the recommendation of Cleveland City Council, which adopted Resolution 2968-54 on December 6, 1954:

*. . . memorializing the Board of Trustees of the Cleveland Public Library to make a study of the advisability and feasibility of establishing a research section dedicated to the commemoration of the railroad industry. . . Whereas, for over one hundred years the steam locomotive has been the country's outstanding medium of transportation but like all in the old order, must make way for modern advancement in the form of the Diesel engine. . . Whereas, The Brotherhood of Locomotive Engineers, Brotherhood of Railroad Trainmen, The Chesapeake and Ohio, The New York Central, The Erie and the River Terminal Railroads have all expressed keen interest in this project and offered to cooperate in making available their facilities for the library's use.*

## **901e LIMITATIONS OR EXCLUSIONS**

- The need for the most up-to-the-minute information in business, industry, and finance are best served through expenditures in research databases.
- Collections of essays, conference proceedings, mathematical models, and dissertations are not acquired.
- Market research reports, which focus on a specific trend within a single industry and materials prepared for a practitioner in a specific situation, are not acquired due to their narrow scope and high cost.
- Handbooks, manuals, and other materials published for limited use by a designated clientele in a specific job situation are not acquired.
- Personal investment advisory services are limited to the most objective services from well-established organizations and publishers.

## **901f SPECIAL CRITERIA FOR SELECTION**

The General Criteria for Selection of Library Service Materials apply.

The General Policies of Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## **901g SPECIAL SOURCES FOR SELECTION**

## 902 CENTER FOR LOCAL AND GLOBAL HISTORY

### 902a SCOPE

The Center for Local and Global History is responsible for the selection of adult materials in the following fields: History of the world and of individual countries and peoples; description and travel; general geography; and the auxiliary sciences of history such as general biography, genealogy, archaeology, and numismatics (the study or collection of coins and medals). The collections are designed to serve clientele ranging from casual readers to graduate students and others doing advanced research. The Center for Local and Global History is also responsible for the Library's Map and Photograph Collections, which are described in separate sections.

The specific collecting levels for all subject areas included in the Center for Local and Global History are outlined in detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

The Department collects world history and the auxiliary sciences of history generally at Level 3. United States history is collected at Level 4. The history of indigenous populations of North America is collected at Level 4. African history is developed at Level 4+. Local (Cleveland, Western Reserve, and Ohio) history and subjects relating to African American history are collected comprehensively, up to Level 5.

## **902b CLASSIFICATIONS**

### **LC Classifications**

C – Auxiliary sciences of history

D – World history, history and travel of Europe, Asia, Africa, Australia, New Zealand, etc.

E – History and travel of the Americas

F – History and travel of the Americas

G – General geography, atlases

### **Brett-Dewey Classifications**

400-499 – Antiquities, collective biography, genealogy, geography, travel, etc.

719 – Cemeteries (shelved with the Fine Arts Department's Brett-Dewey 700s).

736 – Numismatics/coins (shelved with the Fine Arts Department's Brett-Dewey 700s).

900-999 – History

B – Individual biography

## 902c COLLECTION STRENGTHS

### United States History

Research-level collections developed to Level 4 throughout the Library's history.

### Cleveland, Western Reserve, and Ohio History

Research-level collections developed comprehensively to Level 4/5 throughout the Library's history. Extensive resources include clipping files, pamphlets, newspapers, directories, local history indexes, unpublished dissertations, and a comprehensive collection of monographs and serials. Extensive collections of maps, atlases, and photographs are maintained by the Map and Photograph Collections. Notable resources include:

- *Cleveland and Ohio: Index to Cleveland and Ohio Regional History*. See: Unique Collections and Resources (below).
- *Cleveland and Ohio: Newspaper Clipping Files Cleveland and Ohio*. See: Unique Collections and Resources (below).
- Comprehensive sets of Cleveland newspaper backfiles. See: Microform Collection.
- Complete sets of the following directories:
  - Cleveland City Directories (published between 1837-1977). An alphabetic listing of residents (indicating occupation), businesses, public buildings, schools, societies, etc.
  - Cleveland Suburbs: City Directories (published between 1924-1963)
  - Cleveland East & West Suburban Directories (published between 1964-1980)
  - Cleveland Telephone Directories (1880-2012)
  - Cleveland Criss-Cross Directories (1923 to date). Directories, arranged by address, of residences and businesses in the Greater Cleveland area
  - Cleveland Blue Book (1885 - 2014). Social register of the Greater Cleveland area containing information about locally prominent families
- *Cleveland Necrology File*. See: Unique Collections and Resources (below).
- *Cuyahoga County Auditor's Tax Duplicates, 1819-1869*. Documents land ownership in Cuyahoga County.

- *Cuyahoga County Marriage Records (1810-1949)*
- *Grave Registration Cards A-Z, Soldiers Buried in Ohio from the Revolutionary War to World War II* (Ca. 1810 through 1957)
- *Ohio Death Certificates* (Dec. 20, 1908-1953)
- *Soldiers Files from WWII and the Korean War*. See: Unique Collections and Resources (below).
- *Annals of Cleveland*. The Annals of Cleveland was a Works Progress Administration (WPA) project conducted by the Cleveland Public Library, the Cuyahoga County Recorder's Office, and the Historical Records Survey. Work on the Annals created jobs for unemployed professional and clerical workers who indexed and summarized stories in Cleveland newspapers, beginning with the July 31, 1818, *Cleveland Gazette and Commercial Register*. The Introduction to the second volume describes the scope of the work as follows, "The Annals are to be a set of at least one volume per year, covering the years 1818-1935 and including an abstract of every newspaper story that has recorded a local event or expressed a local opinion". Only 65 volumes of this project were completed before funding for the work ceased in 1942. Volumes covering 1818-1876 contain newspaper abstracts and volumes covering 1933-1938 contain an index of *The Plain Dealer*.

### **African American History and Culture**

Cleveland Public Library's collection of monographic and serial resources on African American history and culture and related subjects is among the most comprehensive in the United States. (As of 2021, Main Library departments held a combined total of approximately 59,000 volumes whose catalog records include the terms Africa, African, or African American. Source: CPL Knowledge Office Report, 10/27/2021). The Library's holdings classify primarily in the CLGH; however, every Main Library Department includes extensive holdings documenting the African American experience. Notable collection development projects in the area of African American history and culture include the following:

- **The Harvard Guide to African American History Project**  
In 2002, the CLGH (then called the History & Geography Dept.) conducted a

comprehensive survey of Main Library's holdings relating to African American history and culture based on Evelyn Brooks Higginbotham's landmark bibliography *The Harvard Guide to African American History* (Cambridge, Mass.: Harvard University Press, 2001). The Harvard Guide consists of nearly 15,000 titles that chronicle every aspect of the African American experience from 1492 to 2001. The analysis showed that the Library owned a high percentage of the volumes included in *The Harvard Guide*. The Library acquired copies of titles not already owned. Additionally, the Library has continued to develop a comprehensive monographic and serial collection relating to the African American experience, both in the CLGH and throughout all Main Library departments.

- **Rev. Martin Luther King, Jr. Branch Collection Project**

In 2008, the manager of the Martin Luther King, Jr. Branch, working with the CLGH, convened a committee to review the large pre-1976 African American history and culture collection at that branch. The collection had been assembled when the MLK Branch opened in 1970 and included books donated as far back as the 1930s to CPL branches within predominantly African American neighborhoods, such as the former Cedar Branch Library. Several books had been donated by the Iota Phi Lambda Sorority, which was founded in 1929 as the first African American Greek-lettered business sorority established by African American businesswomen. Historically, the collection functioned mainly as a circulating resource and, as such, many of the volumes exhibited the wear and tear of continued usage. The consensus of the committee was to retain a collection of 200 of the most significant historical titles at MLK Branch (along with the branch's collection of current African American history and culture titles) and to merge the remaining copies into the Main Library collection. Additionally, it was deemed important to retain items with bookplates that indicated a special provenance, such as gifts from the Stokes family and the Iota Phi Lambda Sorority.

### **British History**

The Department's holdings in the area of British history are notable and include British, Irish, and Scottish history. Holdings are particularly strong for the period 1660-1800, including nearly

1,500 original pamphlets. British history was developed to Level 4 until 2020, and at Level 3 from that point forward.

### **History of Canada, France, Germany, Italy, and Russia**

The Department has strong historical holdings in Canadian, French, German, Italian, and Russian history (particularly the Russian Revolution), all of which were developed to Level 4 prior to 1980, and at Level 3 after 1980 (except for areas of Canada around the Great Lakes, which remain at collection Level 4). A notable resource for the study of early to Medieval German-speaking Europe (CE 500 to 1500, encompassing current day Germany, Austria, and Switzerland) is *Monumenta Germaniae Historica (Historical Monuments of the Germans)*, a comprehensive series of carefully edited and published primary sources.

### **Latin America**

From 1927 until 1980, the Department developed extensive Level 4 holdings in Latin American History. From 2021 forward, the Department developed Central American countries to Level 4. The Latin American collection is rich in historical documentary sources and strongest in the independence periods of each country.

### **Genealogy**

The CLGH is rich with primary source material, monographs, serials, and indexes that support genealogy research—from instructional materials, to Cleveland directories and newspapers, to county histories for Ohio and adjacent states, to Civil War unit histories. Extensive manuscript collections on microfilm documenting the Antebellum South (see Microform Collection) supplement the Department's genealogy research holdings in the area of African American genealogy. In addition to the resources listed under "Western Reserve and Ohio History," the Department's directory holdings include publications for Ohio cities outside the Cleveland area (1819-1960) and for U.S. cities outside of Ohio (1600s-1883). See also: Files and Indexes Created by CPL (below).

### **Heraldry**

Heraldry encompasses the design, display, and study of armorial bearings, such as coats of arms. The collection, which is notable in the United States for its comprehensiveness, was

established in the 1920s and consists of approximately 300 volumes, with primary focus on the heraldry of Great Britain and Central Europe. Notable titles include *Famiglie Celebri Italiane ...* (Milano: Giulio Ferrari, 1819-82, 30 volumes; second series, 6 volumes), *Armorial Général de la France* (Paris: Didot, 1738-1872, 13 volumes), and *J. Siebmacher's Grosses und Allgemeines Wappenbuch*. The collection is accompanied by indexes created by Department staff. See also: [Files and Indexes Created by CPL \(below\)](#).

## **Travel**

The Department maintains an extensive circulating collection of current travel guidebooks issued both by major publishers for cities and countries around the world (e.g., Lonely Planet, Rough Guides, and Fodor's), as well as by smaller publishers for niche travel and travel within and around Ohio. The collection features travel narratives from ancient times to the present, covering Africa, Asia, Europe, Oceania, and the Americas, and featuring a diverse range of authors and experiences. Among these narratives are important early eyewitness travel accounts of the Great Lakes region, the United States, and Canada from the 17th and 18th centuries, such as the *Jesuit Relations (Relations des Jésuites)*, which chronicles Jesuit missions, travels, and explorations to French Canada between 1632 and 1673. Among the Department's notable holdings are original editions (covering 1947-1959) of *The Negro Motorist (Travelers') Green Book* (New York: Victor H. Green & Co.). Travel holdings are supplemented by a comprehensive microform edition of Baedeker's English language travel guides for cities and countries around the world, for the period 1861-1939.

## **Original Primary Source Material**

Prior to 1960, the Department acquired numerous original (i.e., not facsimile) primary source documents (mostly pamphlets) on subjects such as the American Revolution, the Russian Revolution, the unification of Italy (the Risorgimento), and World War II. Rare and monetarily valuable primary source material from CLGH's collections is now located in Special Collections. Current acquisition of pamphlets and other ephemeral printed material is focused on Greater Cleveland history.

## **902d UNIQUE COLLECTIONS AND RESOURCES**

### **Biography Clipping File: Cleveland and Ohio**

This resource consists of newspaper clippings about prominent Ohioans, mainly Clevelanders, as well as other well-known people who may have had some connection with Cleveland, such as prominent visitors to the city. (*Index to Cleveland and Ohio Regional History* serves as an index to this resource.) The clippings cover the period 1910-1975 and are chiefly from *The Plain Dealer*, *The Cleveland Press*, *The Cleveland News*, and the Cleveland edition of *Call and Post*. This file was converted to 608 microfiche cards in 1992. Call number: F490 .B64 1992x (OCLC: 25621905). (Note: the original files were donated to, and are now housed at, the Cuyahoga County Archives.)

### **British Parish Registers and Visitations Index**

This file indexes the Library's collection of parish registers and visitations published by various British record societies. Included are parish registers of cities and counties of England, Ireland, Scotland, and Wales, as well as Madras, India, and Ontario, Canada; commissariat records of Scotland; visitations of England and Ireland; and a scattering of English wills. The file (1,500 cards) was converted to 47 microfiche cards in 1990. Call number: CD1068.A1 B74X (OCLC: 23669022).

### **Cleveland Necrology File**

An alphabetical card file of death notices compiled by the Library from notices published in *The Plain Dealer*, formerly *The Cleveland Plain Dealer* (1850 to 1975), *The Cleveland Herald* (1833, 1847-1848, 1876, 1878-1879), and *The Cleveland Press* (August 16, 1941 to 1975), as well as from local cemetery records. The file was converted to 16mm microfilm in 1975. In 1991, the 16mm film was copied onto archival 35mm microfilm. The Department also maintains the original paper copy file. Call number: F490 .C55 1991X (OCLC: 25168665).

### **Coats of Arms Index**

A card file index to the Library's extensive collection on heraldry. More than 350 titles are analyzed: monographs, serials, and periodicals. The index is arranged alphabetically by family

name. When an illustration is in color, that is noted. The index was updated through the 1970s. The index (i.e., 31,000 cards) was converted to 135 microfiche cards in 1990. Call number: CR1179 .C62X (OCLC: 23669009).

### **Index to Cleveland and Ohio Regional History**

This index consists of five historical card indexes to information on Cleveland and Ohio history and biography, as found in books, periodicals, and various newspaper clipping files at the Library, including *Newspaper Clipping Files: Cleveland and Ohio*. The index was compiled by staff of the Library between 1920 and 1990. The index was converted to 243 microfiche cards in 1990. Call number: F491.3 .I52X (OCLC: 23250777).

### **Index to Family Genealogical Information in Various Books and Periodicals Owned by Cleveland Public Library**

This card file index consists of about 5,600 cards citing genealogical information found within the Department's collection through the 1970s. The index was converted to a bound volume (individual cards were photocopied onto paper) in 1985. Call number: Z5311 .C53 1985X V.1-2 (OCLC: 12782530).

### **Newspaper Clipping Files: Cleveland and Ohio**

This resource consists of more than 3,000 individual files on Cleveland and Ohio subjects, assembled by Library staff in various departments from the 1920s to 1975. (*Index to Cleveland and Ohio Regional History* serves as an index to this resource.) Contents consist chiefly of clippings from *The Cleveland News*, *The Plain Dealer* (formerly *The Cleveland Plain Dealer*), and *The Cleveland Press*. Pamphlets and other ephemeral materials are also included. This resource was converted to 3,595 microfiche cards in 1990. Call number: Z688.C55 N48X (OCLC: 23129359).

### **Soldiers Files from WWII and the Korean War**

An alphabetical card file compiled by the Library consisting of approximately 182,000 cards listing the names (and some addresses) of Cleveland-area soldiers who served in World War II and the Korean War. Many of the cards include newspaper clippings with portraits. The file was converted to 14 rolls of 16mm microfilm in 1978. The 16mm film was later reproduced onto

35mm archival microfilm. At the end of reel 14 is a file of Cleveland-area recipients of World War II medals, arranged by name of medal. Call number: D769.85.O31 C5X (OCLC: 25475607).

## **902e LIMITATIONS OR EXCLUSIONS**

CLGH collections developed to Level 4 or 5 consist primarily of monographs and serial publications. Other types of materials are acquired selectively and according to the criteria in Policies by Type of Material. Some acquisitions (such as photographs, posters, and rare books) are housed in other departments.

African history materials are only acquired in English language. Special Collections has responsibility for more specialized materials.

Individual family histories are not collected.

Dissertations are not acquired unless published as monographs, except when the subject is Cleveland or Cuyahoga County.

Conference proceedings are not acquired.

Highly specialized research materials within the areas of Asian, African, and Oceanic studies are collected by Special Collections, as are rare and unique works on Asian, African, and Oceanic voyages and travels.

## **902f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## 902g SPECIAL SOURCES FOR SELECTION

Specialized and scholarly journals such as:

- *African Studies Review*
- *American Historical Review*
- *Annals of the Association of American Geographers*
- *Journal of African American Studies*
- *Journal of American History*
- *Journal of Black Studies*
- *Journal of Modern African Studies*

Print and web-based bibliographies.

## 903 CLEVELAND PUBLIC LIBRARY ARCHIVES

### 903a SCOPE

The Cleveland Public Library Archives consists of primary documents and other types of material that chronicle the evolution of the nationally top-ranked Cleveland Public Library since its founding in 1869. The Archives' collection enables Administration and Staff to operate the Library in a professional, informed, and consistent manner by having immediate access to a complete array of historical and current knowledge of Library operations.

The Cleveland Public Library Archives maintains holdings in the following areas:

- Board of Trustees: board minutes, trustee handbooks and manuals, trustee correspondence, etc.
- Annual reports for the Library as a whole and from all individual agencies, as well as comprehensive statistical and circulation reports
- Photographic and pictorial images and AV materials produced by the Library: photographs, postcards, slides (plastic and glass plate), negatives (plastic and glass plate), transparencies, photograph compact discs, audio and video recordings, and CPL bookplates
- Historical visitor guest books, which include the signatures of a variety of prominent local, national, and international figures (such as Robert Frost and Gwendolyn Brooks) back to 1925.
- Architectural plans for all library buildings; architectural models
- Records documenting:
  - Directors' administrations from Luther Oviatt (1821-1889; director from 1869-1875) to the present, focusing on important decisions and developments, general correspondence, legal opinions, and organizational charts
  - Financial operations: records of permanent importance, including funding history, reports to the state auditor, tax levy campaigns, etc.

- Gifts to the Library, including major gifts such as the John G. White Collection and Trust and the Charles F. Schweinfurth Memorial Library and Trust, etc.
- Human Resources/Personnel, OPERS participation, OPERS exemption cards, etc.
- Technical Services/Collections Services, Automation Services/IT, CLEVNET
- Marketing/Public Relations; Library publications, book lists, bibliographies, etc.
- Construction of the Walker and Weeks Main Library (opened 1925), the Eastman Reading Garden, the 1957 acquisition of the old Plain Dealer Building (Main Library Business & Science Annex), and the construction of the Louis Stokes Wing (opened 1997), along with complete sets of architectural drawings (including furniture), and maintenance records
- Construction or rental of all CPL branches from the West Side Branch in 1892 (the first branch) to the present, including 15 branches funded by industrialist-philanthropist Andrew Carnegie (the most branches any city outside of Pittsburgh received)
- Main Library research collections, including extensive correspondence regarding the development of the world-famous John Griswold White Collection
- Main Library subject departments, documenting major decisions, significant acquisitions, and events
- Branch Libraries, documenting major decisions and events
- Outreach work with schools, adult education, stations, bookmobiles, etc.
- Work with the blind and physically disabled, from 1897 to the present, including statewide operation of the Ohio Library for the Blind and Physically Disabled (OLBPD)
- Work with children and young adults
- Staff clubs and associations
- Staff publications and newsletters
- Artworks commissioned by or owned by Cleveland Public Library, including WPA art records from the 1930s
- Friends of the Cleveland Public Library/CPL Foundation

## **903b CLASSIFICATIONS**

### **903c COLLECTION STRENGTHS**

The CPL Archives is a rich source of primary documents for the historical study of public libraries in the United States. Cleveland Public Library has had many significant “firsts” in its history, which makes documentary evidence of its past especially important. Most notably, CPL was the first large metropolitan library in the nation to adopt the open-shelf plan (in 1890), which soon became the standard in public libraries throughout the United States. The open-shelf plan was embodied in the design of the 1925 Main Library Building, marking the nation’s first departure from the traditional design of central libraries in larger cities, where book stacks were always separated from reading rooms.

In 1898, the Library was the first to hire a librarian, Effie Louise Power (1872-1969), whose work focused solely on children. One of the Library’s Directors, L. Quincy Mumford (1903-1982), went on to serve as the eleventh Librarian of Congress (from 1954-1974), and another Director, Edward D’Alessandro (1913-2004), served as assistant to three Librarians of Congress (from 1970-1993). In 1982, the Library founded CLEVNET, which is today one of the nation’s great examples of interlibrary cooperation, comprising (as of 2020) 45 library systems across 12 different counties with 12 million items and approximately 1 million patrons. In November 1988, the Library was the first large metropolitan library in the nation to offer remote (dial-up) access to its catalog. The Library introduced the nation’s first virtual reference service, KnowItNow24X7, in 2001, and in 2003 became the first public library in the United States to offer eBooks, in a partnership with OverDrive, Inc.

The CPL Archives also offers a rich source of historical and sociological documentary evidence on the city of Cleveland and its residents, from its early days assisting new Americans to recent times addressing societal disparities relating to wealth and race. Cleveland Public Library has been central to the lives of countless Clevelanders since 1869, affecting and influencing their lives — civically, educationally, culturally — in innumerable ways. The story of the city of Cleveland itself is reflected in the story of the Cleveland Public Library.

### **903d UNIQUE COLLECTIONS AND RESOURCES**

The entirety of the CPL Archives can be considered a special collection. Various indexes to aspects of the collection exist, including indexes to Board Minutes.

### **903e LIMITATIONS OR EXCLUSIONS**

Duplication of materials is generally avoided, except for important historical materials, Library publications, and documents that are in heavy demand.

### **903f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

The Archives adheres to the Cleveland Public Library Records Retention Policy and strives to retain all records of permanent importance that document Cleveland Public Library operations.

### **903g SPECIAL SOURCES FOR SELECTION**

Materials are submitted by all CPL agencies on an ongoing basis, in consultation with the CPL Archivist, with the following goals in mind: 1) to identify and preserve all records that document important decisions, events, and activities relating to Library operations and 2) to conserve storage space in agencies by maintaining only the minimum number of documents necessary for the day-to-day functioning of the agency.

## 904 FINE ARTS DEPARTMENT

### 904a SCOPE

The Fine Arts Department operates under the umbrella of Fine Arts and Special Collections and is responsible for the selection of adult material in the subjects of fine arts and music. The Department serves a diverse clientele consisting of individuals from the casual reader to the advanced researcher, with a focus on the needs of the artist, student, historian, and collector.

The specific collecting levels for all subject areas included in the Fine Arts Department are outlined in detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

#### **Fine Arts**

The primary materials acquired include works on architecture, decorative arts, design, drawing, engraving, illustration, lithography, painting, printmaking, sculpture, art theory, and arts education. The Department collects broadly at Level 3 within these subject areas, with occasional purchases at Level 4 to satisfy demand. Expensive, in-depth fine arts research materials generally do not duplicate the holdings of Cleveland Museum of Art's Ingalls Library unless steady usage requires their inclusion in the collection.

Architecture is collected to Level 3 by Fine Arts Department. Specialized architecture materials, such as trade catalogs, plans, drawings, and manuscripts, are housed in Special Collections. Materials acquired for the Charles F. Schweinfurth Memorial Library, which is developed at Level 4 according to a separate policy (see Endowments appendix), are housed mostly in Special Collections.

The Department acquires books, indexes, periodicals, instructional materials, directories, catalogue raisonné, price guides, and auction sale records.

## **Music**

The primary materials acquired are published, bound musical scores and literature about music and music education. Selection of musical scores focuses on popular and contemporary music in all genres, popular theater musicals, and commonly requested classical works. Sheet music for single instruments, mostly with piano accompaniment, is acquired selectively, and nearly always in bound format. Song books containing popular piano-vocal music are actively acquired. The musical scores collection (piano-vocal) of songs published from the 19<sup>th</sup> century to the present is representative.

### **Greater Cleveland Materials**

Materials pertaining to Greater Cleveland and the state of Ohio are collected at Level 5, with the aim being a comprehensive collection of all monographic works and periodicals in these areas, highlighting the musicians, composers, orchestras, and bands of Greater Cleveland. Additionally, the Department endeavors to collect comprehensively (mostly through gifts and relationships with presenting organizations):

- Programs, posters, and select ephemera documenting notable music events and series, such as the Cleveland International Piano Competition and the Tri-C Jazz Festival
- Gallery exhibition catalogs from Cleveland galleries (Spaces, Malcolm Brown Gallery, William Busta Gallery, Sculpture Center, Art NEO, etc.)
- Museum exhibition catalogs from Cleveland museums (CMA, MOCA, etc.)
- Auction catalogs and price results lists from Cleveland auction houses (Aspire, Rachel Davis, Gray's Auctioneers, etc.)
- Publications, posters, and ephemera documenting art events throughout Cleveland (Front Triennial, etc.)

### **African American Subjects**

Materials pertaining to African American art and music are collected at Level 4+, with the aim being a comprehensive collection of all important monographs and serials in these areas.

Published musical compositions by African American composers are well represented in the collection and are acquired according to popular demand.

**Lockwood Thompson Collection**

A separate policy statement guides the development of the Lockwood Thompson Collection, which focuses on unique and valuable research material in the visual arts in the twentieth century (modern art, with emphasis on the early 20<sup>th</sup> century), graphic design, and contemporary art and artists. Holdings of the Lockwood Thompson Collection are found in the collections of both Fine Arts and Special Collections Departments.

## 904b CLASSIFICATIONS

### LC Classifications

M - Music

N - Fine Arts

Z - Bibliographies related to music and fine arts

### Brett-Dewey Classifications

700-709, 720-735, 737-767 - Art

770-779 – Music

### Exceptions:

- 710-718 - **Gardening** (This subject is under the jurisdiction of the Science & Technology Department.)
- 719 - **Cemeteries** (This subject is under the jurisdiction of the Center for Local and Global History.)
- 736 - **Numismatics** (This subject is under the jurisdiction of the Center for Local and Global History.)
- 768 - **Stamp Collecting** (This subject is under the jurisdiction of the Business, Economics and Labor Department.)
- 769 - **Photography** (This subject is under the jurisdiction of the Science & Technology Department.)
- 780 - **Amusements** (This subject is under the jurisdiction of the Social Sciences Department.)
- 781-785 - **Theatre, Film** (This subject is under the jurisdiction of the Literature Department.)
- 786-799 - **Recreation and Sports, Dance** (This subject is under the jurisdiction of the Social Sciences Department.)

## 904c COLLECTION STRENGTHS

### Architecture

The subject of architecture has been developed in great depth, with holdings of books, journals, manuscripts, plans, drawings, trade catalogs, and directories. The collection includes popular and professional works, house plans and idea books, and technical materials valuable for historic preservation research. The Department's notable architecture holdings include the personal libraries of noted Cleveland architects Charles F. Schweinfurth (1857-1919, ca. 800 volumes, donated in 1929) and Benjamin S. Hubbell (1867-1953, ca. 1,000 volumes, donated in 1975). The early architecture holdings are particularly strong in English architectural history and cathedral architecture.

**See also:** *Special Collections Department* for specific architectural collections, such as the *Charles Schweinfurth Memorial Library*, *Bohnard and Parsson Collection*, *Robert Gaede Collection*, *Clarence Mack Collection*, *Cleveland Architectural Plans*, *Howell & Thomas Collection*, *Hubbell and Benes Collection*, *Louis Penfield House Collection*, *Robert C. Gaede Collection*, *Robert A. Little Collection*, *Schweinfurth House Collection*, etc.

Specialized print indexes to architecture materials in the Department include the following:

- Cleveland & Ohio Architecture Index: Index to material in books, periodicals, and files in the Department relating to architecture and architects in Cleveland, Cuyahoga County, and Ohio. (Six card file drawers, updated through the 1990s)
- Oviatt Index: Index to the journal *Ohio Architect and Builder* (1903-1919). The index (one card file drawer) includes the names of buildings, selected homes, architects, designers, and builders in Ohio between the dates of 1903 and 1919. (As of 2021, the file also existed as a searchable Excel spreadsheet held within the Fine Arts Department for staff use.)
- Art & Architecture Index: General card file index to artists, architects, and art relating to historical materials in the collection. (54 card file drawers on art & artists; 11 card file drawers on architects & architecture, updated through 1990s)

## Music

- The music collection is strong in contemporary/popular works. Special attention is paid to the work of performers who have been inducted into the Rock and Roll Hall of Fame.
- The Department's historical collection is strong in the collected works of 18<sup>th</sup>, 19<sup>th</sup>, and early 20<sup>th</sup> century European composers.
- The collection includes performance material for all styles, genres, and periods. Included are solo and ensemble works for keyboard and instruments, as well as vocal and choral music. The collection covers sacred, secular, popular, and classical works and includes:
  - Instrumental and chamber music performance parts
  - Music theater vocal scores
  - Opera vocal scores
  - Miniature scores (small scale scores intended for study and not performance)
  - Orchestrations: conductors scores and orchestral performance parts
  - Popular song collections and fake books
  - Librettos
  - Art song collections
  - Methods and "learn to play" books
  - Complete editions of the works of major composers
  - Hymnals/psalters (a historical collection)
- Specialized print indexes to historical music holdings within the Department:
  - Chamber Music: Notebook index of part sets. Selections are listed by number of instruments, then by instrument, then by composer. (One notebook, updated through late 1980s)
  - Hymns: Title index to hymns with music; indexes books in the Department. (35 card file drawers, updated through 1990s)
  - Instrumental Books: Index by title and composer to instrumental books; primarily piano and violin (13 card file drawers, updated through 1990s)

- Musical Compositions in Shows: Index to music used in movies, radio, tv, commercials (One card file drawer, updated through about 1975)
- Opera Plot Index: List by composer and/or title to opera synopses. (One card file drawer, updated through 1990s)
- Orchestral Music: Notebook index of part sets. Orchestral works by type of composition, then composer and title. (One notebook, updated through 1990)
- Organ Music: Index by title and composer to music in the Department. (Four card file drawers, updated through 1975)
- Program Notes: Index by composer to program notes of major Symphony orchestras; based on historical programs held by the Department (Three card file drawers)
- Scores: Index to circulating scores (28 card file drawers, updated through 1975); Index to reference scores (nine card file drawers, updated through 1975).
- Songs (Carols): Alphabetical list of carols in the Department with a list of collections of carols by nationality and a list of carols with stories. (Three card file drawers, updated through 1975)
- Songs (Popular, 1800-ca. 1975): Index by year to popular songs from before 1800 to about 1975. (64 card file drawers)
- The Department's holdings include the extensive personal music libraries, including conductors' annotated scores, of four Cleveland music luminaries: Johann Beck, Emil Ring, Wilson G. Smith, and James H. Rogers. Although these holdings are integrated into the general departmental collection, items in these collections are identified by a bookplate indicating their origin. The Emil Ring Collection was established in 1925 with the gift of 1,500 scores and 600 orchestrations, music which once belonged to the Cleveland Philharmonic Orchestra (active 1900-1913). The Wilson G. Smith Collection was established in 1929.
  - **Johann Heinrich Beck (1856-1924)**, noted conductor, composer, teacher, and violinist. Born in Cleveland to Charles and Rebecca (Butler) Beck, he completed his musical education in Europe at the Leipzig Conservatory (1879-82), where he

premiered his own String Quartet in C Minor at the Gewandhaus. Returning to Cleveland, he was active in music in the city for many years. Heard frequently in concert as a violinist, he organized the Schubert String Quartet in 1877 and later the Beck String Quartet, which gave frequent concerts during the 1880s. He directed the Detroit Symphony, 1895-96, and appeared with other important orchestras conducting his own works. Together with Emil Ring, he led local orchestras under various names, precluding the formation of the Cleveland Orchestra in 1918. As a composer, Beck produced an unfinished opera, *Salammbô* (1887- ), and over a dozen orchestral works. The Cleveland Orchestra included his Lara overture in a concert on December 18, 1919, to critical acclaim. His chamber works include various piano pieces, songs, choral pieces, and string quartets. (Source: *Encyclopedia of Cleveland History*, accessed December 22, 2020)

- **Emil Ring (1863-1922)**, oboe player, pianist, teacher, conductor, and composer, was born in Fetchen, Czechoslovakia, son of Alvin and Anna (Roth) Ring. He trained at the Prague Conservatory of Music, and played in orchestras in Leipzig, Berlin, Vienna, Holland, and England. He met Cleveland soprano Rita Elandi at a royal command performance for Queen Victoria, they became friends, and Ring came to Cleveland in 1888 as conductor of the Philharmonic Orchestra after playing in the Boston Symphony Orchestra for one year. Ring immediately demonstrated his conducting ability through his knowledge of a range of music, including works by Liszt, Grieg, Berlioz, Wagner, Hartman, Massenet, and Volkman, in the Orchestra's summer concerts in Haltnorth's Gardens and 14 regular programs. From 1888-95, Ring was a piano instructor at the Cleveland Conservatory of Music. In 1898, the Fortnightly Club under Ring united with the Singers Club in a performance of Rossini's *Stabat Mater* at Trinity Cathedral. In 1902, Ring and Johann Beck were selected to lead the Cleveland Grand Orchestra, with the two men alternating as conductor for 10 years. Ring was also a long-time director of the Gesangverein and festival conductor of the 27th

Saengerfest in July 1893. The Gesangverein premiered his *An die Tonkunst*, a short oratorio work that was published in 1900. (Source: *Encyclopedia of Cleveland History*, accessed December 22, 2020)

- **James Hotchkiss Rogers (1857-1940)**

Born in Fair Haven, Connecticut, Rogers began piano studies at age 12. At age 18, he traveled to Europe, where he studied with famed French organists and composers Félix-Alexandre Guilmant (1837-1911) and Charles-Marie Jean Albert Widor (1844-1937). Rogers moved to Cleveland in 1881 upon being appointed organist at the Euclid Avenue Baptist Church (John D. Rockefeller's church), where he served as organist for 19 years. Simultaneously, he was hired to be the organist and choir director at Eagle Street Synagogue, the first home of the Anshe Chesed Congregation (known as the Euclid Avenue Temple starting in 1912; now known as Anshe Chesed Fairmount Temple), where he served for 50 years. Rogers also served as organist for First Unitarian Church for 35 years. From 1914 to 1915, Rogers was music critic at the *Cleveland News*. He moved to *The Cleveland Plain Dealer* in 1915 and remained music critic there until his retirement in 1932, at which point he moved to Pasadena, California. During his lifetime, Rogers composed more than 550 works: over 50 compositions for the organ, 5 cantatas, over 130 songs, and instruction books for both piano and organ.

- **Wilson G. Smith (1856-1929)**, composer, writer, and major music critic, was born in Elyria to George T. and Calista M. Smith. He graduated from West High School, but health problems prevented him from attending college until 1876. He graduated from the University of Cincinnati and went directly to Berlin in 1880, where he studied music under Scharwenka, Kiel, Moszkowski, and Oscar Raif. Upon returning to Cleveland, Smith opened a studio and taught organ, piano, voice, and composition. He joined *The Cleveland Press* in 1902, known and admired for his honest music critique, which was both intelligent and laced with humor. The author of many musical texts used in the U.S. and Europe, Smith's

most popular work was *Thematic Octave Studies: In the Form of Variations on Original Theme: Opus 68*, published in 1902. Smith wrote over 1,000 compositions, including piano solos and suites, songs and technical studies for the piano, dances, and waltzes. His piano suites, such as *The Bal Masque*, have been orchestrated and played by the Cleveland Orchestra. Smith's compositions also include the popular songs "If I But Knew," "Heart Sorrow," "Humoresque," and "Mazurka." His major work was *Homage to Edward Grieg*, a 5-part piece dedicated to the Scandinavian music master. Grieg himself commended Smith on this work. (Source: *Encyclopedia of Cleveland History*, accessed December 22, 2020)

- Additionally, the Department's holdings include published works and personal archives of the following Cleveland musical luminaries:
  - **Johann Heinrich Beck (1856-1924)**

In addition to the personal music library of Johann Beck, the Library maintains the Johann Beck Collection, which is a discrete archive of twelve boxes of manuscripts and six boxes of letters, clippings, scrapbooks, books, and notes belonging to noted Cleveland conductor, composer, and violinist Johann Heinrich Beck (1856-1924). The collection was donated to the Library in 1970 by the estate of Hildegard Beck Hill (1891-1970), Johann Beck's daughter.
  - **Charles V. Rychlik (1875-1962)**

The Charles V. Rychlik Collection consists of music manuscripts, published scores, photographs, and papers belonging to Cleveland composer and violinist Charles V. Rychlik, including the manuscript of Rychlik's 25-volume magnum opus: *Encyclopedia of Violin Technic* (digitized version available through the CPL Digital Gallery). Charles V. Rychlik (1875-1962) was born in Cleveland, Ohio to Vaclav and Karoline (Cermack) Rychlik. During his early studies on violin with Johann Beck, and composition with James H. Rogers, Rychlik became the youngest member of the Cleveland Musicians Union at the age of 14. In 1891, he began study at the Prague Conservatory, where he spent five years playing viola with

the Bohemian String Quartet. He later performed in Cleveland under orchestras led by Johann Beck and Emil Ring. Rychlik was involved with the musical life of Cleveland for more than 60 years as a chamber musician, a section player for the Cleveland Orchestra, and a distinguished teacher.

- **H. Leslie Adams, Jr. (b. 1932)**

The Fine Arts Department maintains a circulating collection of published music scores by prominent composer, pianist, and professor Dr. H. Leslie Adams, Jr. (Special Collections Department maintains the *H. Leslie Adams, Jr., Music Archives*, which consist of Adams's personal papers, manuscripts and artifacts).

H. (Harrison) Leslie Adams, Jr., was born in Cleveland, Ohio, and received his early music education in the Cleveland Public Schools, receiving early training from Dorothy Smith and Mina Eichenbaum (piano and theory) and, at Glenville High School, private voice training from John Howard Tucker. Adams attended the Oberlin College Conservatory of Music, where he studied composition with Herbert Elwell and Joseph Wood; voice with Robert Fountain; and piano with Emil Danenberg, receiving a Bachelor of Music education degree in 1955. Adams earned a Ph.D. from Ohio State University in 1973, where he studied composition with Marshall Barnes. Other teachers with whom Adams studied include Robert Starer (1959), Vittorio Giannini (1960), Leon Dallin and Robert Tyndall (1967), Edward Mattila (1974), and Eugene O'Brien and Marcel Dick (1978-1983). (Source: <https://www.hleslieadams.com/biography>, accessed March 15, 2021)

- **Cleveland Orchestra Programs**

The Department's collection of Cleveland Orchestra programs dates from 1919 to the present. The collection of Cleveland Orchestra programs for Blossom Music Center concerts dates from 1968 to the present.

- *Paléographie Musicale*. This 21-volume series of collotype photographic facsimiles of Medieval music manuscripts was issued by the Benedictine Monks of Abbey of Saint-Pierre de Solesmes (Sarthe, France, founded 1010), a leading center for Gregorian Chant

for 1,000 years. The acquisition of this set by John G. White was noted as a highlight of the Library's collection in 1925 (*The Cleveland Plain Dealer*, May 10, 1925). Included are the Abbey's principal manuscripts of Gregorian, Ambrosian, Mozarabic, and Gallican chant.

## **904d UNIQUE COLLECTIONS AND RESOURCES**

### **Art and Architecture Vertical File, 1889-2011**

The Cleveland Public Library Fine Arts Department's *Art and Architecture Vertical File* (88+ linear feet, 120+ boxes) is a collection of materials that include artist and architecture files related to Cleveland and Ohio. The file contains newspaper clippings, brochures, pamphlets, photographs and various other material. Finding aid call number: F499.C68 A2 1889 (0009936147082). The Department maintains an OhioLink EAD Finding Aid for this collection.

### **Art Indexes**

The Department has several historical card file indexes that index older art book holdings, including:

- Cleveland Art & Artists: Index to material in books and periodicals in the Department on Cleveland-area art and artists. (17 card file drawers, updated through 1990s).
- Art & Architecture Index: General card file index to artists, architects, and art relating to historical materials in the collection. (54 card file drawers on art & artists; 11 card file drawers on architects & architecture, updated through 1990s)
- Ohio Art & Artists: Index to material in books and periodicals in the Department on Ohio art and artists. (Two card file drawers, updated through 1990s)

### **Charles Frederick Schweinfurth Memorial Library**

See: *Special Collections Unique Resources and Collections*

### **Charles V. Rychlik Collection**

See: *Fine Arts Department Collections Strengths*

### **City Club Anvil Revue Collection**

The City Club Anvil Revue Collection consists of 27 boxes (32 linear feet) of scripts, newspaper clippings, correspondence, programs, sheet music, show notes, speeches, and photographs, covering the period 1881 to 1971, with the majority of the material dating from the period 1933 to 1965. Although the collection remains mostly unprocessed as of 2021, there are numerous Anvil Revue publications described in the CPL Catalog and available in the Fine Arts

Department. The City Club Anvil Revue was a humorous and satirical production presented annually by members of the City Club of Cleveland starting in 1913, presented both to a theater audience and live over the radio until the mid-1990s. Productions historically took the form of new lyrics written to the music of existing songs. The bulk of the collection was donated to the Library in the 1960s.

### **Cleveland Music Program File (1871-1976)**

This collection consists of a vast assemblage of music programs for performances given in Cleveland between 1871 and 1976. This file, and an accompanying index, were converted to microfiche in 1993. Select programs were retained and cataloged individually and included in the Department's collection. The microfiche is housed in the Microform Center. Call number: ML42 .A25.

### **Concert Program Collection**

This collection consists of miscellaneous concert programs for concerts and operas performed in the Cleveland area between 1905 and 1992 by local, regional, and out-of-state musical groups, such as the Cleveland Women's Orchestra, the Ohio Light Opera, the Boston Symphony Orchestra, and the Metropolitan Opera.

### **Emil Ring Collection**

See: *Fine Arts Department Collections Strengths*

### **George F. Strickling Hymnal Collection**

This collection consists of hymnals dating from 1638 to the mid-20<sup>th</sup> century. Holdings include both collections of psalms (sacred songs or hymns) and small psalm books that were carried to church on Sunday. George Strickling donated a collection of 1,000 hymnals to the Library in 1966, and a selection of volumes was incorporated into the music holdings of the Fine Arts Department (no inventory exists). The oldest book in the collection is *The Whole Book of Psalmes* (Cambridge, England: Printed by Thomas Buck and Roger Danie, 1638). This book was used in 1640 by the Puritans to prepare the Bay Psalm book, the first book printed in British North America. (Note: Fine Arts Department has a 29-drawer historical card file index, maintained until the 1990s, to hymns found in the Department's music collection.)

George F. Strickling (1896-1984) was a teacher, composer, author, scholar, clarinetist, and collector of hymn books. Known in Cleveland as the “dean of choir music”, Strickling was active in the Cleveland music scene for 50 years. He was born in Appalachia, in Clarington, Ohio, into poverty. In World War I, he led the 329th U.S. Infantry Regimental Band. In 1930, Strickling founded the Heights Choir, an a capella group at Cleveland Heights High School. During the 35 years he led the choir, it became internationally famous, performing throughout Europe and the United States, as well as on the radio. Strickling was head of the music department at Case Western Reserve University for ten years starting in the 1940s, and directed the university’s band, glee club, and orchestra. He also was guest director of the Singing Angels from 1965-1977.

#### **H. Leslie Adams Collection**

See: *Fine Arts Department Collections Strengths*

See also: *Special Collections Unique Resources and Collections*

#### **James Hotchkiss Rogers Collection**

See: *Fine Arts Department Collections Strengths*

#### **Johann Beck Collection**

See: *Fine Arts Department Collections Strengths*

#### **Library of the Cleveland Chapter of the American Institute of Architects**

To commemorate the centennial anniversary of the founding of the American Institute of Architects (AIA), which was founded in New York City in 1957, the Cleveland Chapter of the AIA donated its 200-volume library to the Fine Arts Department on February 21, 1958. As a part of a design competition, Charles Cecil Colman (1890-1978) designed a bookplate that was placed in each volume in the collection. Colman was a prominent Cleveland architect whose wide range of work included chief architectural supervisor for the Federal Housing Administration in Northern Ohio, from 1935 to 1943, and supervising architect under Eric Mendelsohn for Park Synagogue. (Sources: *Plain Dealer*, February 22, 1958; *Encyclopedia of Cleveland History*)

### **Music Vertical Files, Cleveland Public Library Fine Arts Department**

The *Music Vertical Files* consist of clippings and ephemera covering a wide range of subjects relating to music in Greater Cleveland and beyond for the period 1900-1992. The file, and its accompanying card index, were converted to microfiche cards by the Cleveland Public Library Preservation Office in 1992-1993. The call number of the microfiche of the vertical file and index (both of which are housed in the Microform Center) is ML46.C6 C53 1900X 1900-1992.

### **National Songs Collection**

The National Songs Collection consists of sheet music, songbooks, literature on music instruction & study, and miscellaneous papers. Material in the collection dates from 1855 to 1989, with the bulk of the material dating from 1920 to 1959.

### **William Traupe, Sr. Memorial Collection of Violin and Ensemble Music**

A collection of music given to the Library after the death of William Traupe, Sr. (1886-1933), who served as a member of the Boston Symphony Orchestra from 1901 to 1920, and as Principal Second violin of the Cleveland Orchestra from 1921 to 1933.

### **Wilson G. Smith Collection**

See: *Fine Arts Department Collections Strengths*

## 904e LIMITATIONS OR EXCLUSIONS

- All types of materials are selected for subjects developed in the Fine Arts Department, although some acquisitions (such as photographs, posters, and rare books) are housed in other departments, as outlined in Policies by Type of Material.
- Orchestrations are not added to the music collection.
- Loose-leaf sheet music is generally not acquired.
- Primary resource materials are acquired only as gifts or as purchases using endowment funds. All such acquisitions must meet the criteria of the Collection Development Policy.
- Painting, sculpture and other works of art are not acquired or accepted as gifts unless their use and housing meet the criteria of the Collection Development Policy.
- Specialized research materials on folk songs, music, and Asian, African, and Oceanic art as they relate to folk culture and Asian, African, and Oceanic studies are selected by Special Collections.
- Catalogues raisonnés are acquired very selectively to avoid costly duplication with the comprehensive collection of the Cleveland Museum of Art's Ingalls Library.

## **904f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## **904g SPECIAL SOURCES FOR SELECTION**

Catalogs and advertising brochures of specialized publishers, university presses, and dealers

Specialized bibliographies

Music: Mel Bay, Hal Leonard, Music Libraries Association Publications, Music Publishers Association

Art & Architecture: Bernett Penka Rare Books, Ursus Books LTD, Rizzoli, Bookpress, Taschen, Abrams, Phaidon, Art Libraries Association publications

# 905 GOVERNMENT DOCUMENTS

## 905a SCOPE

The Government Documents Department acquires United States government publications in current formats in accordance with Title 44, Chapter 19 of the United States Code (Public Printing and Documents: Depository Library Program). The Department further adheres to recommendations from the Regional Depository Coordinator at the State Library of Ohio.

The objective of the Department, as outlined in the *Legal Requirements and Program Regulations of the Federal Depository Library Program* (periodically updated by the U.S. Government Publishing Office [GPO], Office of the Superintendent of Documents), is to make U.S. government publications freely and easily accessible to the public, in all available formats, and to ensure their continued availability. The collection serves clientele at all CPL code levels.

Designated as a full depository library in 1886, the Library received and accepted all U.S. government documents distributed through the U.S. Government Printing Office (now Government Publishing Office) depository system until 1976, at which point the Library reduced its coverage to about 80% of available publications. Starting in 2016, the Library adopted a more precisely defined selection approach, with extensive coverage (selection of ca. 70-80% of available publications) that corresponds more closely with the needs of Library patrons.

Cleveland Public Library's Federal Depository Library Program selection profile ("FDLP selection profile") is updated for print and digital (online) materials prior to October 1 of each year (i.e., the start of the federal government's fiscal year) in the Depository Selection Information Management System (DSIMS).

- Print materials for item numbers added to the "FDLP selection profile" by October 1 are received by the Library in the following fiscal year.
- Print materials for item numbers deleted from the Library's existing "FDLP selection profile" immediately cease shipment.

- Digital (online) items added to the Library’s “FDLP selection profile” are automatically and immediately sent to the Library with corresponding bibliographic records regardless of when they are selected.

Overall, the widely diversified materials supplied by the GPO are collected to Level 4 and include such publications as annual reports for government agencies; agency directories; and Congressional hearings, transcripts, and reports. Laws and regulations, presidential publications, federal court reporters (i.e., published court opinions), and statistics are collected to Level 5. In addition, the basic collection also includes Congressional directories; the federal budget; general publications of departments, bureaus, and divisions; agency handbooks, manuals, and guides; periodicals and other serials; and maps. Many documents are available only in online electronic format and are therefore received only in this format by the Library, including agency-level reports, technical documents, electronic serials and periodicals, fact sheets, specialized federal online databases, and special publications.

To supplement the basic Government Publishing Office depository collection, additional materials are acquired to Level 4 to provide access to documents and to support research. These materials fall into the following categories:

- Publications, both free and on subscription, received directly from federal agencies.
- Depository programs not affiliated with the U.S. Government Publishing Office.

Formats selected for the Department include print and digital (online) versions of monographs, periodicals, serials, and pamphlets; DVDs; and electronic (“born digital”) records, with online access made available through links to federal websites embedded in bibliographic records added to the CPL Catalog.

- Approximately 10 to 20% of titles are selected in both print and electronic format in order to make material freely and easily accessible to the most people.
- Print publications that are selected for the Department are made available as either circulating or reference items based on service needs. (The Department first started circulating government documents publications in 2016.)

- Print items relating to the Library's research-level collections (Collecting Levels 4 or 5) are retained permanently regardless of their availability in digital (online) format.

## **905b CLASSIFICATIONS**

Subjects which comprise the collection run the entire gamut of the Library of Congress classification system, but arrangement within the Department is by the Superintendent of Documents (SuDocs) classification system.

Note: Some older materials acquired before 1975 are shelved in the general collections and classified in the Brett-Dewey Classification.

## 905c COLLECTION STRENGTHS

### Congressional and Legislative Documents

Notable series include:

- *The American State Papers* (1789 to 1957)
- *Congressional Record* (1873 to 2018)
- Select congressional committee hearings and documents (1833 to 2019 in microfiche; 2019 to the present in electronic format only)
- *U.S. Executive Branch Documents* (1789 to 1932)
- *Presidential Executive Orders and Proclamations* (1789 to 1983)
- *U.S. Supreme Court Reports* (1754 to the present)
- *United States Statutes at Large* (1789 to the present)

### Federal Agency Documents

Notable series include *U.S. Army in World War II* (comprehensive monographic serial collection); *U.S. Naval War College International Law Series* (1902 to the present); officer registries from all branches of the United States Armed Forces; and *Foreign Relations of the United States* (1952 to 1988), as published and declassified by the U.S. Department of State.

### Notable Microform Collections

Noteworthy are the commercially produced microform collections that supplement online commercial and federal databases. Examples include:

- U.S. Executive Branch Documents (1789 to 1932)
- U.S. Congressional Committee Hearings (1883 to 1964)
- Unpublished U.S. House (1823 to 1976) and U.S. Senate (1833 to 1964) Committee Hearings

### U.S. Census Bureau Statistics

The Department maintains extensive publications containing statistical data derived from the United States Decennial Census (1790 to the present) and from other official counts and

surveys (censuses) conducted by the federal government for all 50 states and U.S. territories. The Library's collection of Census Bureau surveys includes the Census of Agriculture (1860 to 1990 in microfilm and print), the Census of Housing (1890 to 1980 in microfilm and print), and the Census of Manufacturers (1810 to 1940 in microfilm and print), in addition to other federal surveys from the Bureau. Of particular importance are the Census documents relating to Cleveland and Cuyahoga County (1940 to 1990), many of which were compiled by Howard Whipple Green, Cleveland statistician and leader of the 1930 U.S. Census in Cleveland. (Note: Publication of *The Statistical Abstract of the United States*, issued by the U.S. Government Printing Office starting in 1889, has been issued by a private publisher since 2013. The current edition is housed in the Business, Economics and Labor Department, with older editions housed in Government Documents Department.)

### **U.S. Presidents**

This collection includes *Public Papers of the President* (ca. 1929 to the present), *U.S. President Radio Addresses, etc.* (1937 to 1965), papers related to President Richard Nixon and the 1974 Watergate investigations, and papers related to the impeachments of President William J. Clinton (1998) and President Donald J. Trump (2019 and 2021).

### **Works Progress Administration**

The Department maintains an extensive collection of Works Progress Administration documents. This Great Depression-era federal relief program was in operation from 1935 until 1943. This collection includes records of national research projects and titles like *Employment Projects, March 1936* and *Workers on Relief in the United States, 1935*.

### **World War I and II Era Documents**

The Department maintains an extensive collection of reports from the U.S. Department of War relating to World Wars I and II. Cleveland Public Library became an Official Digital Partner with the Government Publishing Office in 2018 when CPL digitized the series *First United States Army; Report of Operations* (1942 to 1945). (Note: The Department's large collection of World War I and II propaganda posters is housed in the Photograph Collection as a part of the Library's poster collection.) Titles from the former Department of War (currently the Department of

Defense) include *Army-Navy Casualties* (March to October 1945); *Nazi Conspiracy and Aggression, 1946*; *Medals of Honor October 18, 1897*; and *World War II Honor List of Dead and Missing, June 1946*.

## **905d UNIQUE COLLECTIONS AND RESOURCES**

### **Atomic Energy Commission Depository Collection**

Items in this collection were received on a depository basis from the 1950s through 1969. After 1969, reports from the Department of Energy were obtained on a subscription basis until distribution ceased in 1996. Between 2009 and 2012, the Library contributed its holdings of some of these reports to TRAIL: Technical Report Archive and Image Library, a collaborative project to digitize, archive, and provide persistent and unrestricted access to federal technical reports issued prior to 1975.

### **Maps and Brochures from National Parks and Forests**

This collection consists of current publications from the Department of the Interior (National Parks) and the Department of Agriculture (National Forests) and includes additional copies in braille. Items are arranged alphabetically, first by state and then by title. Items of regional interest are kept in separate folders.

## 905e LIMITATIONS OR EXCLUSIONS

- Standards and specifications are collected and maintained by the Science & Technology Department.
- Maps are housed in the Map Collection, except for Census Bureau maps, climatological maps, National Park and Forest maps, aeronautical charts, and maps accompanied by extensive text.
- Specific types of materials not selected currently are:
  - Publications that may be selected by individual states are limited to Ohio and its surrounding states: Kentucky, Indiana, Pennsylvania, West Virginia, and Michigan. Regional publications are limited to the Midwest or Great Lakes region.
  - Newsletters limited to activities or interest of employees of a particular agency.
  - Series too slight and ephemeral for reference use or popular interest.
  - Regulations limited to the operation of a specific government agency.
  - Technical documents on geographical areas outside the Midwest, except for general interest items.
  - Publications in microfiche that are available online.
  - Bibliographies and indexes, with rare exceptions.
- Materials received by the Department that do not fall within the Collection Development Policy Guidelines (such as some publications in the “handbooks, manuals, and guides” category) are kept for the required five years. After that time, the materials may be withdrawn and offered to the regional depository and then to the Ohio selective FDLP libraries.

## **905f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

The Department adheres to all federal laws, FDLP program requirements and regulations, and directives from the Regional Depository Coordinator at the State Library of Ohio.

The Department uses the Collection Development Policies for all Main Library subject departments as a guide to selection of materials.

The Department selects all items from the required FDLP Basic Collection, in both digital (online) and print formats when available.

Most monographs and a small percentage of serial titles are selected in print format based on patron and reference service needs. These items are also selected in digital (online) format when available.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## 905g SPECIAL SOURCES FOR SELECTION

- Selection of government documents is primarily from the U.S. Government Publishing Office's *Modified List of Classes*. Items are selected by title or general category, whichever is available through the accompanying item number. The Library's "FDLP selection profile" is updated in the Depository Selection Information Management System (DSIMS).
- *Catalog of U.S. Government Publications* (new titles)
- Lists of publications from government agencies
- Depository Selection Information Management System (DSIMS)
- FDLP News & Events email alerts
- FDLP eXchange and Needs and Offers (N&O) lists

## 906 INTERNATIONAL LANGUAGES DEPARTMENT

### 906a-1 SCOPE

The International Languages Department is responsible for the selection of popular and general interest adult and juvenile materials in languages other than English to serve the diverse language needs of metropolitan Cleveland. Service to the community is provided through Main Library and through the rapid deployment of “Long Loan” collections to CPL branches and other area libraries whenever a need for language materials arises.

The user groups of the Department include:

- Native speakers of world languages who seek materials for recreational, educational, and professional needs
- Multilingual individuals who wish to maintain or improve their written or spoken language skills
- Speakers of languages other than English who wish to improve their English language skills (i.e., ESOL, English for Speakers of Other Languages)
- Students in formal education programs who are studying a world language
- Students whose requirements for a school project include research using non-English-language materials, such as students enrolled in International Baccalaureate programs
- Individuals of all ages who wish to learn a new language or who have specific questions about words or phrases in other languages
- Researchers studying the ethnic history of Cleveland
- Researchers conducting genealogical research on their place of origin

The Department maintains individual collections in 50 living languages, with current acquisitions, whether through purchase or gift, based on community need. In addition, the Department has a collection of works (such as dictionaries and phrase books) in an additional 100+ languages. The individual language collections consist of a balance of historically important and classic materials and/or of popular, current materials, with the size of each collection reflecting a combination of patron demand (often corresponding to the age of a

specific immigrant community), the availability of materials for acquisition, and the age of the collection.

Circulation reports and current community demographic information are consulted on an ongoing basis to determine which languages should actively be collected and how to allocate the Department's budget accordingly. Languages included in the collection are reviewed annually with the Chief of Special Projects and Collections and Chief of Public Services to ensure that collecting levels are meeting community needs.

The Department's 50 language collections consist primarily of fiction, literature, history, biography, cookbooks, self-help, language learning, ESOL (English for Speakers of Other Languages), and juvenile materials, with primary emphasis on the following:

- Popular literature and recreational reading
- Literary works of significant authors in the original language
- Translations of international classics and bestsellers
- Language learning materials
- Immigrant histories relevant to ethnic groups
- Cleveland history titles
- American history and related topics that provide information sought by immigrants
- Standard titles such as Bibles and other religious texts along with popular treatments of emerging social, political, economic, and psychological trends
- Traditional folklore and fables at both the adult and juvenile level
- Juvenile materials focusing on early picture books, early reading development, and emerging topics of interest
- Dictionaries

The Department maintains an up-to-date collection of language learning materials, in a variety of current formats, for dozens of living and endangered languages from throughout the world, such as Hawaiian, Jamaican Creole, and Zulu. Such materials include bilingual dictionaries, phrase books, grammar books, and print or AV materials designed for language learning and comprehension.

Materials acquired for the English for Speakers of Other Languages (ESOL) collection are geared to language-specific audiences where there is demand, such as Russian, Chinese, Vietnamese, Serbian, and Arabic. All current, relevant materials formats are considered for acquisition.

International Languages Department acquires current materials in the following formats:

- **Monographs:** It is the policy of the Department to order single copies of monographs except for titles where greater demand can reasonably be anticipated. When demand exceeds expectation, additional copies are acquired as needed.
- **Paperbacks:** Due to the popularity of paperback editions, the Department acquires materials in this format for both fiction and popular nonfiction. Recreational reading materials are purchased in paperback and processed as ephemera in all languages with minimal circulation.
- **Large Print Books:** Materials in this format are added selectively in accordance with acquisition policies for individual language collections.
- **Periodicals:** International Languages Department periodicals fall into two categories: literary and popular. Acquisitions in this medium reflect the general policies that govern the book collection. Public demand is the prime consideration in selecting periodical titles. Periodical holdings are considered current, with most holdings held for 2 or 3 years, depending on space and demand, and then withdrawn.
- **Audio and video recordings:** The Department acquires audio books, language learning materials, and movies for adults, young adults, and children based on demand and availability of materials in each language. Audio recordings of plays, poetry, and stories are acquired to supplement the print materials in the language collections. Formats include CDs, MP3 CDs, DVDs, and Blu-ray Discs.
- **Databases:** Language learning databases are recommended to the CPL Electronic Resources Committee.

An important goal in collection maintenance is limiting the physical growth of the collection. Department staff continuously weed the language collections to remove worn and outdated materials, retaining actively used materials and materials of permanent historical importance to the community.

## 906a-2 COLLECTIONS BY LANGUAGE

### CLIENTELE CODES

- A. The individual who uses materials for casual reading or information
- B. The individual who uses materials to provide information for a specific project or purpose, or to increase their knowledge in a specific subject area
- C. The individual who uses materials for purposes distinctly related to their work
- D. The student who uses materials in support of their study:
  1. At the high school level
  2. At the undergraduate level
  3. At the graduate level
- E. The individual who uses materials for advanced or highly specialized or concentrated research

### About the language tables shown below:

- Languages are arranged first by size of collection (large, medium, small, additional), and then alphabetically within each table.
- Volume and title counts (2020) were prepared CLEVNET's IT Department in January 2021. Numbers have been rounded to the nearest 25, 50, or 100.
- Volume count (1990) was taken from CPL's application for membership in the Association of Research Libraries (ARL), October 1990 (Source: CPL Archives).

## LARGE (10,000+ TITLES)

### 8 LANGUAGES

LANGUAGE	Dept. Budget Allocation	Vols 1990	Titles 2020	Vols 2020	Collecting Level	Periodical Titles	% Fiction % Nonfiction % Juvenile	Clientele Codes
Chinese	29%	4,600	20,500	30,800	3	45	55/40/5	A to D-2
French	3%	27,000	26,500	30,150	3	9	60/30/10	A, B, D-1, D-2
German	3%	32,500	28,300	32,100	3	8	60/35/5	A, B, D-1, D-2
Hungarian	1%	11,200	10,600	12,450	1	2	60/35/5	A, B
Polish	3%	12,200	13,900	16,100	1	7	60/35/5	A, B
Russian	29%	20,100	40,000	58,000	3	18	60/35/5	A to D-2
Spanish	10%	21,900	33,100	38,600	3	3	60/30/10	A to D-2
Ukrainian	3%	7,200	11,400	14,300	1	0	60/35/5	A, B

**MEDIUM (3,500-9,999 TITLES)**

**14 LANGUAGES**

LANGUAGE	Dept. Budget Allocation	Vols 1990	Titles 2020	Vols 2020	Collecting Level	Periodical Titles	% Fiction % Nonfiction % Juvenile	Clientele Codes
Arabic	<1%	4,000	7,850	8,550	1	1	60/35/5	A, B, D-1
Croatian* (HRV & SCR)	1%	2,600**	5,600	6,500	1	5	60/35/5	A, B, D-1
Czech	0	8,500	9,200	10,400	1	0	60/35/5	A, B
Greek (Modern, 1453-)	<1%	4,600	4,650	5,300	1	0	60/35/5	A, B
Hebrew	<1%	4,100	3,650	4,100	1	0	60/35/5	A, B, D-2
Italian	1%	7,800	9,600	10,300	1	2	60/35/5	A, B
Japanese	2%	1,600	4,700	5,550	1	8	60/35/5	A, B, D-1, D-2
Portuguese	0	3,200	3,650	4,000	1	0	60/35/5	A, B
Romanian	1%	2,600	4,900	5,700	1	0	60/35/5	A, B
Serbian* (SRP & SCC)	1%	2,700**	5,100	6,000	1	3	60/35/5	A, B
Slovak	1%	4,700	4,800	5,400	1	2	60/35/5	A, B
Slovenian	1%	3,900	3,750	4,300	1	0	60/35/5	A, B
Swedish	0	3,350	3,450	3,650	1	0	60/35/5	A, B
Vietnamese	1%	3,400	4,100	5,100	1	0	60/35/5	A, B

\*Originally, LC classified titles as Serbo-Croatian Cyrillic (SCC) or Serbo-Croatian Roman (SCR) depending on which alphabet was used. Serbs used a mix of Cyrillic/Roman and Croats used the Roman alphabet exclusively. After the breakup of Yugoslavia, new codes were created: SRP (i.e., Srpski) for Serbian (both Cyrillic and Roman) and HRV (i.e., Hrvatski) for Croat.

\*\*1990 numbers for Serbian and Croatia materials include incomplete data.

**SMALL (100 TO 3,499 TITLES)**  
28 LANGUAGES

LANGUAGE	Dept. Budget Allocation	Vols 1990	Titles 2020	Vols 2020	Collecting Level	Periodical Titles	% Fiction % Nonfiction % Juvenile	Cientele Codes
Armenian	0	1,100	900	1,150	1	0	50/45/5	A, B, D-3
Belarusian	0	700	1,000	1,300	1	0	55/40/5	A, B
Bengali	2%	--	1,450	1,600	1	3	65/30/5	A, B
Bosnian	0	--	100	100	1	0	80/20/0	A, B
Bulgarian	0	1,700	1,800	2,200	1	0	60/35/5	A, B
Danish	0	2,100	2,150	2,300	1	0	60/35/5	A, B
Dutch	0	2,600	2,500	2,650	1	0	60/35/5	A, B
Estonian	0	1,100	1,450	1,600	1	0	60/35/5	A, B
Farsi (Persian)	<1%	--	650	750	1	0	60/35/5	A, B
Finnish	0	2,900	2,700	2,900	1	0	60/35/5	A, B
Gujarati	0	--	275	300	1	0	80/20/0	A, B
Hindi	2%	--	2,500	2,700	1	4	60/35/5	A, B
Irish	0	--	175	185	1	0	80/20/0	A, B
Korean	2%	1,200	3,050	3,800	1	2	60/35/5	A, B
Latvian	0	1,900	1,700	2,050	1	0	60/35/5	A, B
Lithuanian	0	2,600	2,500	3,250	1	0	60/35/5	A, B
Marathi	2%	--	1,750	1,900	1	1	60/35/5	A, B
Nepali	0	--	250	275	1	0	80/20/0	A, B
Norwegian	0	2,300	2,350	2,500	1	0	60/35/5	A, B
Panjabi	0	--	300	325	1	0	80/20/0	A, B

<b>Swahili</b>	0	--	325	425	1	0	60/35/5	A, B, D-2
<b>Tamil</b>	0	--	450	450	1	0	80/20/0	A, B
<b>Telugu</b>	0	--	165	175	1	0	80/20/0	A, B
<b>Thai</b>	<1%	--	675	900	1	0	60/35/5	A, B
<b>Turkish</b>	<1%	140	950	1,000	1	0	60/35/5	A, B
<b>Urdu</b>	<1%	--	1,100	1,200	1	0	60/35/5	A, B
<b>Welsh</b>	0	--	165	175	1	0	80/20/0	A, B
<b>Yiddish</b>	0	3,750	3,300	4,000	1	0	60/35/5	A, B, D-1

### ADDITIONAL LANGUAGE COLLECTIONS (1 TO 99 TITLES)

The Department has minor holdings in more than 100 additional languages. The following is a near-comprehensive list of the Department's additional languages.

Afrikaans	Egyptian	Kazakh	Montenegrin	Sotho
Akkadian	Erzya	Khmer	Navajo	Swiss German
Albanian	Esperanto	Kinyarwanda	Newari	Tagalog
Amharic	Faroese	Kirundi (Rundi)	Northern Sotho	Tai
Apache languages	Filipino	Konkani	Norwegian	Tajik
Aramaic	Finno-Ugrian	Kurdish	Ojibwa	Tatar
Athapascan	Frisian	Kyrgyz	Oriya	Tibetan
Azerbaijani	Galician	Ladino	Ossetic	Tswana
Bable	Georgian	Lao	Provençal	Turkmen
Bambara	Haitian French Creole	Latin	Pushto	Uzbek
Bantu	Hausa	Lingala	Quechua	Wolof
Basque	Hawaiian	Macedonian	Rhaeto-Romance	Xhosa
Bhojpuri	Hmong	Maithili	Rajasthani	Yoruba
Braj	Icelandic	Malagasy	Romani	Yupik languages
Breton	Indonesian	Malay	Rundi (Kirundi)	Zulu
Burmese	Ingush	Malayalam	Sandawe	
Catalan	Irish Gaelic	Mandingo	Sanskrit	
Cherokee	Inuktitut	Manx	Scottish Gaelic	
Chinook	Inupiaq	Māori	Sinhalese	
Choctaw	Iroquoian	Mari	Siouan	
Creek	Javanese	Mayan languages	Slavey	
Creoles and Pidgins	Kannada	Mohawk	Somali	
Dakota	Kashmiri	Moldavian	Songhai	
		Mongolian	Sorbian	

## 906b CLASSIFICATIONS

### LC Classifications

A-Z, adult and juvenile, arranged by language family.

### Brett-Dewey Classifications

000-999, adult and juvenile, arranged by language. The Department's Dewey collection includes sections using the following special designations: C (plays), CC (poetry), E (essays) & B (biography).

**German language collection exceptions:** The German language collection is the Library's oldest non-English-language collection and was developed to meet the needs of German-speaking immigrants in the nineteenth century. Due to the age of the collection, it uses designations not found in other collections in the Library. These designations are as follows:

- D and DD (used to organize literary works)
- L (for lebensgeschichte, or biography, instead of B)

## **906c COLLECTION STRENGTHS**

The International Languages Department maintains the largest collection of world languages materials in Ohio, and one of the largest in the nation. Current holdings of Russian, Chinese, and Hungarian materials represent stellar resources which have few institutional rivals. Overall, the chief historical strength of the International Languages Department lies in its expansive literary holdings in French, German, Russian, and Spanish. These are the oldest and largest of the Department's collections, representing decades of careful selection and investment. The extensive depth and scope of these collections represent an important resource for language students and casual readers alike. Among the historical holdings of the Department are numerous central and eastern European titles that are not widely held in either the United States or elsewhere in the world. Newer collections, such as Chinese, Vietnamese, and Marathi are being developed with the same care and attention to detail.

The Department maintains one of the most extensive language learning resource centers of any public library in the Midwest, offering patrons the ability to learn basic language fundamentals and beyond using a variety of materials formats.

### **Genealogical Research**

Historical publications within the collection, the majority of which have never been translated into English, are a valuable resource to genealogists researching the cities and towns from which their families immigrated.

### **History of Cleveland Immigrant Communities**

The Department's historical holdings are rich in non-English publications published locally by the various immigrant groups who established communities in Greater Cleveland starting in the 19<sup>th</sup> century, with the German collection being the oldest. Many of these publications are important to documenting the immigrant experience in the United States.

## **906d UNIQUE COLLECTIONS AND RESOURCES**

### **Folk Arts Collection**

The Folk Arts Collection was established in 1960 through gifts from the Cleveland Folk Arts Association and private citizens. The collection includes costumes, handwork, and art pieces representative of the cultural heritage and development of the various nationality groups of the city. The collection is stored at Lake Shore Facility and is under the care of the Preservation Office. The collection is closed to new acquisitions.

## **906e LIMITATIONS OR EXCLUSIONS**

International Languages Department collections are primarily circulating, and the Department does not collect to a level higher than 3. Subject materials selected are of popular and general interest, written for the layman. Original works in the vernacular are preferred over translations.

International Languages Department does not duplicate the holdings of the John G. White Folklore Collection.

Subject oriented international language reference materials and all specialized subject-oriented circulating materials are acquired by the other subject departments of Main Library.

## **906f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

The International Language Department's acquisition practices must always be responsive to shifts in local demographics.

## **906g SPECIAL SOURCES FOR SELECTION**

Specialized vendors of international languages materials.

# 907 LITERATURE DEPARTMENT

## 907a SCOPE

The Literature Department is responsible for the selection of adult material in the fields of literature and language to serve a diverse clientele consisting of individuals from the casual reader to the advanced researcher.

The primary materials acquired are literary works (e.g., drama, essays, comics, novels, plays, poetry, speeches, etc.) and materials about literature, writers, and linguistics including sub-disciplines such as historical linguistics, comparative linguistics, syntax and morphology, etc. Materials are acquired mostly in the English language, including translations of notable works originally written in other languages. Care is taken to balance acquisitions of literary works so that a diverse range of styles and voices is included, representing the full spectrum of the human experience from the marginalized to the mainstream.

The specific collecting levels for all subject areas included in the Literature Department are outlined in detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

Primary subjects collected by the Department include the following:

- American literature and language, with careful attention focused on African American and Hispanic American authors and subjects
- The literatures and languages of the world, with emphasis on racial and ethnic groups represented in Cleveland's diverse population, including translations of classics and of significant modern works
- The performing arts of theater, cinema, television, and radio, with primary emphasis on the United States

Secondary subjects include journalism and public speaking, library science, printing and publishing, and the history of the book.

## **Fiction Collection**

Literature Department maintains the Library system's central collection of fiction published in the English language. The fiction collection is comprehensive in scope. The collection, as of 2021, consisted of about 193,000 unique titles. Holdings date from the 19th century to the present and include both popular novels written for pure entertainment and classic literary productions, including translations from international languages. Both literary fiction and genre fiction, which are sometimes one and the same, are included. Genres represented in the collection include, but are not limited to, action adventure, erotic fiction, fantasy, historical fiction, horror, inspirational, mystery/crime, romance, science fiction, speculative fiction, suspense/thriller, urban fiction, women's fiction, and Western. In addition to maintaining and developing the retrospective holdings of the fiction collection, the Department is responsible for actively acquiring the following:

- Current fiction not acquired for Popular Library, such as lesser-known titles from small/specialty publishers and translations.
- Short stories

The Library endeavors to acquire all current English-language fiction titles that have been reviewed in major literary publications (e.g., *New York Times Book Review*, *Times Literary Supplement*, *Atlantic*, *Harper's*, *New Yorker*, etc.).

Current fiction acquired by Popular Library is transferred to Literature after two years or as space needs require.

## **Greater Cleveland Materials**

Monographic and serial works relating to Greater Cleveland are collected comprehensively (as gifts and through relationships with theaters) to Level 5. Additionally, the Department endeavors to collect comprehensively:

- Programs (playbills) and posters from local theater productions, such as Karamu, the Cleveland Play House, Playhouse Square, Dobama, Cain Park, Convergence-Continuum, etc.

- Programs, posters, and select ephemera documenting the Cleveland International Film Festival, the Greater Cleveland Urban Film Festival, and other notable local film festivals

### **African American Subjects**

Monographic and serial works by or relating to African Americans are collected comprehensively to Level 4+ for all subjects collected in the Literature Department.

### **Drama**

In support of the rich local theater scene, the Department maintains an extensive collection of acting editions of plays, which are collected to Level 4. The Department collects the works of major American and British playwrights comprehensively.

### **Poetry**

The Department maintains an extensive selection of works of poetry, which is collected to Level 4.

### **Comics**

The medium of comics — historically also referred to as graphic novels, graphic narratives, and sequential art — is a significant means of literary expression. The Department collects English-language comics (monographic comics publications and works classifying in PN relating to the creation, history, and influence of comics) at Level 4. Comprehensiveness in selection for culturally significant or popular comics and manga series allows for an uninterrupted patron reading experience. Collection strength in these materials reflect both the popularity of the medium and the Library's role in honoring Cleveland as the birthplace of Superman, whose appearance in DC Comics' first issue of *Action Comics* (April 18, 1938) propelled comic books to nationwide popularity five years after their introduction as a narrative form during the depths of the Great Depression. The creators of Superman, writer Jerry Siegel (1914-1996) and artist Joe Shuster (1914-1992), were native Clevelanders who met in 1932 while attending Glenville High School in the Glenville neighborhood of Cleveland. The adventures of Superman have been featured in radio serials, novels, movies, television shows, and theater.

- In addition to maintaining and developing the retrospective holdings of comics, the Department is responsible for acquiring current comics and manga *not* purchased by Popular Library, which has primary responsibility for the acquisition of current comics and manga.
- Literature does not acquire single-issue comic books.
- Literature does not acquire comics and manga aimed at a juvenile audience, which are the responsibility of Youth Services.

Current comics acquired by Popular Library are transferred to Literature after two years or as space needs require.

### **Large Print Book Collection**

Literature Department maintains the Library system's central collection of Large Print books. Acquisitions are geared to the casual reader and focus on current, popular monographs, the majority of which are fiction, although popular nonfiction titles are included. The collection is perpetually weeded to fit the designated space. Older nonfiction Large Print titles are transferred to the department that holds the Library's primary collection in that Library of Congress classification.

### **Ohio Center for the Book Collection**

The Literature Department is the home of the Ohio Center for the Book (OCFTB), the Ohio Affiliate of the Library of Congress Center for the Book. Librarian of Congress James H. Billington inaugurated the Ohio Center for the Book at CPL on November 14, 2003. The Ohio Center for the Book at Cleveland Public Library is dedicated to promoting and celebrating books, reading, literacy, and libraries to Ohio's citizens and the book community at large. The Literature Department maintains, in the designated OCFTB space, a representative collection of circulating fiction and nonfiction books written by Ohio authors. Items in the collection consist of new acquisitions and existing Library holdings. The collection is maintained to fit the designated space. Items removed from the OCFTB collection are returned to the general collection.

## 907b CLASSIFICATIONS

### LC Classifications

A – General works

P – Language and literature

Z1-1000 – Books, writing, printing, library science, etc.

Z1001-8999 – Bibliographies (general and related to subjects in the Department)

ZA – Information resources

**Large Print Collection:** all classifications and fiction

**Ohio Center for the Book:** all classifications and fiction (Ohio authors only)

### Brett-Dewey Classifications

000-099 – General bibliographies (former General Reference collection)

100-139 – Language

781-785 – Theatre, film (housed with the Fine Arts Department's Brett-Dewey collection)

800-899 – Literature

C – Plays

CC – Poetry

E – Essays

Fiction (Shelved alphabetically by Main Entry)

## 907c COLLECTION STRENGTHS

### American and English Literature

Literary history, biography, criticism, essays, and literary anthologies, with significant emphasis on African American and Hispanic authors.

### Fiction

The strength of the fiction collection rests in the comprehensiveness of its scope and number of holdings. As of November 1, 2021, the collection consisted of approximately 192,750 titles and 257,300 volumes. (Source: CPL Knowledge Office Report, October 19, 2021)

### Drama and Theater

The Department maintains an outstanding collection of plays and theater-centered materials, the strengths of which are in the following areas:

- **Plays:** an extensive collection of printed play scripts dating from the 18<sup>th</sup> century to the present. This strength is further supplemented by the microfiche series *Three Centuries of English and American Plays (1500-1830)*, which consists of approximately 6,500 plays, including facsimiles of all available British plays from 1500-1800 and all United States plays from 1714-1830.
- **Monographs:** an extensive collection of works on acting, directing, producing, puppetry, stage makeup, theatrical history, theory, and criticism.
- **Theater memorabilia:** an extensive collection of material relating to theater history, mostly local in scope but also including materials from other American cities and the London theater. The collection includes a historical collection of more than 22,000 theater programs (playbills), most of which are from Cleveland, but which also include materials dating to the 18<sup>th</sup> century from other cities.
- **Cleveland theater programs:** A comprehensive collection of more than 20,000 Cleveland theater programs for the period 1864 to the present. An index to the collection is maintained by the Department. The index is arranged by title of production, theater and date, and actors' names. There were more than two dozen professional theaters in Cleveland from the 1880s to the 1930s, each presenting a daily live

performance from September to June. Outdoor garden theaters in taverns continued the theater season during the summer months. The performances ranged from classic Shakespeare to vaudeville. Each week the production changed, and each week a new program booklet was printed. The programs were typically eight pages, with performance information and general advertisements. The numerous advertisements reflect the city's business history and lifestyle. Program holdings include the following:

- Academy of Music (1864-1888)
- Alhambra Theatre (1927-1928)
- Cain Park (1938-2005)
- Cleveland Play House (1916-2006)
- Cleveland Playhouse Square Center (1982-1996, microfilm only)
- Cleveland Theatre (1885-1911)
- Colonial Theatre (1903-1927)
- Columbia Theatre (1887-1889)
- Euclid Avenue Garden Theatre (1904-1911)
- Euclid Avenue Opera House (1875-1922)
- Garden Theatre (1883-1904)
- German Theatre (1898-1904)
- Hanna Theatre (1921-2006)
- Hippodrome Theatre (1907-1918)
- Karamu House (1926-1977)
- Lyceum and Music Hall (1892-1893)
- Lyceum Theatre (1889-1912)
- Metropolitan Theatre (1913-1927)
- Ohio Theatre (1921-1935)
- Park Theatre (1883-1889)
- Prospect Theatre (1904-1916)
- Star Theatre (1892-1912)
- State Theatre (1922-1923)

- **John L. Price, Jr. Musicarnival Archive** (see Unique Collections and Resources below)
- **Specialized card file indexes developed by Department staff, such as:**
  - *Theater Programs File*: Alphabetical index by title to theater programs in the collection, giving title, author, place, theater, date, and sometimes leading players. Ten card file drawers (ca. 12,000 cards), covering the period 1800s-1980s.
  - *Theater Season File*: Alphabetic index by city, venue, and then chronologically to theater programs in the collection. Thirteen card file drawers (ca. 13,000 cards), covering the period 1800s through early 2000s.
  - *Actors in Cleveland Theater Programs File*: Index of actors' appearances in Cleveland theater productions, as found in the Department's Cleveland theater programs collection. Arranged alphabetically by name, then chronologically. Nine card file drawers (ca. 15,000 cards), covering the period 1800s through late 1990s.
  - *Actors in Non-Cleveland Theater Programs File*: Index of actors' appearances in non-Cleveland theater programs held by the Department. One card file drawer, covering the period 1700s to 1800s, with minor coverage through the mid-1900s.
  - Index to rare theater programs owned by the Department: one-half card file drawer documenting rare programs printed before 1870.

## **Shakespeare**

The Shakespeare collection is possibly the largest in Ohio and consists of about 11,200 titles and 17,000 items as of 2021 (Source: CPL Knowledge Office Report, 10/19/2021). Included are numerous editions of Shakespeare's works, critical studies, biographies, and rare editions.

## **Poetry**

Extensive holdings of the works of individual poets, anthologies, and books on writing and understanding poetry.

## **Comics and Manga**

An extensive selection of comics (i.e., graphic novels and graphic narratives) and manga, with

more than 15,000 volumes that span many genres. Supporting the collection are anthologies of comics and books about the medium.

### **Encyclopedias, Dictionaries, Almanacs**

A large, historical collection documenting the evolution of the English language and world knowledge.

### **Bibliographies**

Literature Department maintains Main Library's historical collection of bibliographies in all subjects acquired before the Library switched to the LC Classification in 1975. The collection was transferred from the General Reference Department to Literature Department after General Reference was dissolved in 2011.

## **907d UNIQUE COLLECTIONS AND RESOURCES**

### **Barrett H. Clark Collection**

This collection consists of approximately 2,000 acting editions of English and American plays, many from the 18th and 19th centuries. The estate of Barrett H. Clark donated the collection to the Library in 1961. Barrett Harper Clark (1890-1953) was an influential author, critic, historian, lecturer and literary manager. From 1936 until 1953, Clark was the director of the Dramatists Play Service in New York City, which was founded in 1936 to publish and license English-language acting editions of plays.

### **Clark Pulp Fiction Collection**

Collection of various pulp fiction magazines published throughout the 1930s to 1950s. Pulp fiction magazines were vastly popular during the early 20th century in the United States. Their popularity fell off after the 1950s due to heavy competition from comic books, television, and paperback novels. Many of the stories within the magazines were genre fiction, including adventure, mystery, fantasy, science fiction, and horror. This collection was donated in 2017 by Joan Clark, who served as CPL Head of Main Library from 1985 to 2005.

### **Drama Notebooks / Theater Reviews Collection**

This collection consists of 170 notebooks that contain reviews of theater performances, the local ones from local newspapers as the others mainly from *Variety*. The arrangement is alphabetical by title, and the period covered is from about the 1920s to the mid 1980s, with primary coverage through the 1970s. Reviews of productions at the Hanna Theatre, Cleveland Play House, Lakewood Little Theatre, Karamu, Musicarnival, and Great Lakes Shakespeare Festival are included here.

### **Drama Subject File**

Prepared by Literature Department staff, this file indexes about 4,000 plays, first by subject and then by number of characters. Under each heading, the arrangement is alphabetical by author's last name. A sub-section for one-act plays appears at the end. For most of the plays, a brief annotation is included. The period covered is roughly the early 1920s to the 1980s.

### **Drama Vertical File Collection**

This collection consists of plays dating from the late 19<sup>th</sup> century to about 1940, many of which were published by Samuel French, Inc. All are catalogued individually online.

### **Early English Plays Collection**

This collection was assembled in the late 1920s and consists of 18th century editions of English plays.

### **Elaine Dennis Young Collection**

This small collection consists of approximately 150 programs, photographs, and brochures relating to various theaters in a diversity of locations, covering the period 1900 to the 1960s. The Department maintains a card file index to the collection. Elaine Dennis Young (1883-1967) was a prominent resident of Norwalk, Ohio.

### **Ethan Roberts Collection**

Twenty-four linear feet of books and artifacts relating to comics and comics history were donated to the Library in 2018 from the collection of noted Shaker Heights, Ohio, comics collector Ethan Roberts (1946-2016). The gift was made by Ethan Roberts's widow, Judith Roberts. Ethan Roberts was a nationally recognized expert and collector in the field of comics and was a board member of the Siegel and Shuster Society. The donated material was integrated into the Department's holdings on comics. Items added to the Department's collection contain a bookplate noting their provenance.

### **Flory-McCune Collection**

This small collection consists of theater programs from a diversity of locations from the 1950s to 1960s. The Department maintains a card file index to the collection. Julia McCune Flory (1882-1971) was a painter, illustrator, and author. In 1915, she helped found the Cleveland Play House, where she designed sets and costumes for its early productions.

### **John L. Price, Jr. Musicarnival Archive**

The collected business, technical, and production files of the Musicarnival tent theatre organization, which operated in Warrensville Heights, near Cleveland, Ohio, from 1954 to 1975,

with winter seasons in West Palm Beach, Florida, from 1958 to 1964. John L. Price, Jr. (1920-2012) was one of Cleveland's preeminent theatrical showmen in the decades following World War II. He built Musicarnival in Warrensville Heights, Ohio, opening it June 25, 1954, with Rodgers and Hammerstein's *Oklahoma!* He kept it going for the next 22 years, producing his own musicals for the first 12 seasons and importing package shows the last ten. This collection was acquired by donation from John L. Price, Jr., over a period of years from the late 1970s up to 2005. Included are about 30,000 color slides, over 20,000 photographs, over 300 audio recordings, 32 large scrapbooks, and other material.

### **Karamu House Clipping File Collection**

This collection consists of clippings, postcards, photographs, press releases, and other materials created by Karamu House, the oldest African American theater in the United States. Karamu was founded in 1915 by Russell Wesley Jelliffe (1891-1980) and Rowena Woodham Jelliffe (1892-1992) at 2239 E. 38<sup>th</sup> Street, Cleveland, Ohio. Included are files on children's theater, history (1915-present), personnel, productions (1921-1976), promotional materials, and Karamu Women's Committee. Many of Langston Hughes's plays were developed and premiered at Karamu House.

### **Karamu House Programs Collection**

This collection consists of Karamu House theater programs covering the period 1926 to 1977. The collection is nearly complete and includes 365 of the 370 programs issued during that period.

### **Leo Weidenthal Theater Collection**

This collection, the bulk of which was donated by the estate of Leo Weidenthal in 1968, consists of about 2,800 theater programs, 2,000 photographs, 500 books, and other items, such as engravings and letters. Emphasis is on the 19<sup>th</sup> century English and American stage, with lesser coverage of the 18<sup>th</sup> and early 20<sup>th</sup> centuries. Much of the material relates to local theater history. Other strengths include Shakespeare productions and rare programs from 18<sup>th</sup> and 19<sup>th</sup> century London theaters. Leo Weidenthal (1878-1967) was the editor of the *Jewish Independent* from 1917-1964, founder of the Cleveland Cultural Gardens, and an avid collector

of historical materials documenting the history of the theater to the early 19<sup>th</sup> century. The Department has a one-drawer card file index to the theater programs in this collection.

### **Literature Department Vertical Files**

Extensive vertical files (more than 70 filing cabinet drawers) created by Department librarians related to film and theater history and related subjects, covering the period 1900-1999, with the bulk of the material from 1930-1970. These files are arranged alphabetically by subject, or in the case of movie reviews, by title of film. There is also a small file on Cleveland and Ohio authors. Card file indexes prepared by the Department index this material.

### **Mike Curtis Collection of Superman Memorabilia**

This collection consists of approximately 2,500 items (not 17,000 items as described in the October 6, 2015 *Plain Dealer*), including books, comics, magazines, action figures, clothing, photographs, and general memorabilia related to Superman. The collection was assembled by collector Mike Curtis, who began collecting Superman memorabilia in 1973 and donated the collection to Cleveland Public Library in 2016. Mike Curtis (b. 1953), a native of Tennessee, has a reputation as one of the nation's pre-eminent collectors of Superman memorabilia. He started working as a writer for comic books in the mid-1980s, with his most notable work being as a writer for the Dick Tracy comic strip. The Mike Curtis Collection was featured in a major exhibition at CPL in 2017-2018, marking the 80<sup>th</sup> anniversary of the appearance of Superman in the first issue of Action Comics.

### **Movie Review Files**

In addition to the movie reviews in the W. Ward Marsh Collection, the Department maintains two additional collections of movie reviews. One includes movie reviews clipped from Cleveland newspapers from the 1960s to the 1980s. The other consists of a 55-drawer card file containing index references and about 48,000 actual reviews clipped mainly from the *Film Daily*, the *Green Sheet* (with ratings by a consortium of organizations concerned with what was suitable for different age groups), and *Box Office*. Some cast lists with dates from Cleveland newspapers are included. For many of the films, the PTA Magazine or National Board of Review ratings are also indicated. The period covered is from about the late 1930s to 1980.

### **Nina Gibans Cleveland Poetry Collection**

Personal collection of arts advocate and author Nina Freedlander Gibans (b. 1932). The collection includes chapbooks from local (Cleveland, Ohio) poets and a collection of poetry journals.

### ***Plain Dealer* TV (& Radio) Files**

This unprocessed collection relating to television and radio subjects was donated by *The Plain Dealer* to the Library in 1978.

### **Playhouse Square Clipping Files (1970-1980)**

This collection of clipping files includes newspaper clippings, magazine articles, pamphlets, programs, letters, etc., documenting the efforts of the Playhouse Square Association to rescue and restore the theaters in the Playhouse Square district in Cleveland, Ohio.

### **Radio & Cinema Scripts**

These typescripts were purchased from Charles Apfelbaum, rare book dealer. Thirty movie titles and 29 radio/television programs (with multiple scripts each) are represented.

### **Robert H. McLaughlin Local Theater Program Collection**

This McLaughlin gift consisted of 13 bound volumes of local theater programs (e.g., Hanna Theatre, Euclid Avenue Opera House, Colonial Theatre, etc.) and was given to the Library in March 1939 after the death of Robert McLaughlin. The programs form a foundational part of the Department's overall holdings of early Cleveland theater programs. Robert H. McLaughlin (1877-1939) was a nationally known showman, theater manager, playwright, and producer. Born in St. Petersburg, Pennsylvania, and raised in Fostoria, Ohio, he began his working life as a reporter at the *Canton News-Democrat*. While working at *The Cleveland Plain Dealer* around 1910, a chance encounter with prominent American theater owner B. F. Keith (1846-1914) led to McLaughlin's breaking into the world of theater, first a press agent at the Hippodrome Theatre (which was under B.F. Keith management), and later as a playwright, producer, and manager. Among the Cleveland theaters he managed were the Ohio, the Colonial, the Metropolitan, the Hanna, the Duchess, and the Euclid Avenue Opera House. He

produced an estimated 400+ plays in Cleveland. In 1922, he became the first American ever to have a play (*Decameron Nights*) produced at the historic Theatre Royal, Drury Lane, London.

### **Robert Ingham Clegg Collection of Books on Esperanto**

This collection consists of a historical collection of books and two vertical file drawers of pamphlets (uncataloged as of 2021) on Esperanto donated around 1931 by Esperanto advocate and devotee Robert I. Clegg. The monographs were incorporated into the Department's general Esperanto holdings, while the pamphlets are maintained in a separate file. Esperanto is a constructed international auxiliary language (a language meant for communication between people who do not share a common first language) created in 1887 by Polish ophthalmologist Ludwik L. Zamenhof (1859-1917). A native of Lancashire, England, Robert Ingham Clegg (1866-1931) was a mechanical engineer by training, vice president of the Gardiner Printing Company of Cleveland and Masonic History Co. of Chicago, and a 33<sup>rd</sup> degree Mason. In 1916 and 1917, Clegg served as the vice president of the Cleveland Board of Education. He also donated to the Library's John G. White Collection the Robert Ingham Clegg Collection of Books on Checkers.

### **Special Libraries Association – Cleveland Chapter (SLA-Cle) Collection**

This collection consists of the records of the Cleveland Chapter of the Special Libraries Association for the period 1934 to 2015. The Special Libraries Association was founded in 1909 in the United States by a group of librarians working in specialized settings. Librarian and museum director John Cotton Dana (1856-1929) was the lead organizer and served as the SLA's first president from 1909-1911. The Cleveland Chapter of SLA was formed in 1919.

### **Theater and Entertainment Scrapbooks (1883-1947)**

This collection contains scrapbooks consisting of article clippings, concert and theater programs (playbills), images of actors, and other ephemera pertaining to theater and live entertainment activities. Most of the productions included were presented in the Cleveland area, with productions from Boston, New York City, and other locations also represented. The provenance and creator(s) for the individual scrapbooks are unknown. Scrapbooks range in size, from small to large.

### **W. Ward Marsh Cinema Archives**

Acquired by the Library in 1972, this collection consists of influential film reviewer W. Ward Marsh's personal collection of photographs, lantern slides, movie stills (numerous important early stills were retained by the estate), movie reviews, shooting scripts, clippings, and Marsh's personal writings documenting American cinema from its early years to 1960. This collection was originally contained in 35 filing cabinets. W. (William) Ward Marsh (1893-1971) was a prominent figure in the U.S. movie industry as the longtime movie critic for *The Plain Dealer* (Cleveland), where he worked from 1915 until 1970 (as film reviewer from 1919-1970). Marsh was born in Waterford (Erie County), Pennsylvania, and started his career in 1912 by playing organ for silent films in nearby McKean, Pennsylvania. Marsh reviewed 23,000 films during his lifetime. The collection includes three bound copies of scripts presented to Marsh personally by Cecil B. DeMille. (Note: Photographic materials are located in the Photograph Collection.)

### **W. Ward Marsh Entertainment and Educational Lantern Slide Collection**

This collection is a component of the larger W. Ward Marsh Cinema Archive and consists of lantern slides used to present various topics in silent movie theatres, compiled by W. Ward Marsh. The slides are organized into five sections, including group 1: melodrama and temperance slides (50 lantern slides); group 2: World War I to the 1920s (59 lantern slides) including war announcements and images; group 3: Pilgrim's progress and religious material (118 lantern slides) including verses, hymns, Bible stories, views of the Holy Land; group 4: popular song lyrics, announcements, nature scenes (104 lantern slides); and group 5: Blackhawk slide set—35mm reproductions of announcements (61 35mm slides, sets 76, 78, 150, and 151).

### **W. Ward Marsh Film Title Lantern Slide Collection**

This collection is a component of the larger W. Ward Marsh Cinema Archive and consists of 698 hand-colored glass plate lantern slides used to advertise coming attractions in silent movie theaters. The collection can be viewed online in the CPL Digital Gallery.

### **Wertheimer Collection of Theater Programs**

This collection, which forms the core of the Library's extensive holdings of Cleveland theater programs, consists of 71 volumes of programs covering the period from 1887 to 1914. The

complete set of programs was donated in 1961 by Ralph M., James D., and Howard M. Wertheimer, executives of the family-owned Dan S. Wertheimer Company, which published all the programs. Wertheimer remained a family-owned and operated publishing company from its founding in the 1880s until it was sold in 1971.

### **WGAR Archives**

This collection consists of three groups of material: 39 scrapbooks, housed in 18 archival boxes; recordings that were copied from original WGAR broadcast discs to archival open reel tape, and then made into cassette tapes for reference use; and 53 posters advertising various radio shows of the early 1940s. The broadcast discs include lectures given by speakers under the auspices of Cleveland College (such as by labor leader and civil rights activist Walter Reuther [1907-1970] and political scientist and civil rights leader Ralph Bunche [1903-1971], etc.); episodes of a 30-minute radio drama anthology series titled *Proudly We Hail* (syndicated 1947-1957 and hosted by film, stage, television and radio actor Conrad Nagel [1897-1970]); and a few episodes of another radio show called *Voice of the Army*. (Note: The posters are housed in the Center for Local and Global History; the original reel-to-reel tapes and phonodiscs are held by the CPL Preservation Office.)

### **William F. McDermott Memorial Theatre Collection**

Acquired in 1961, the collection consists of over 1,000 volumes on the English and American theater. William McDermott (1891-1958) had a 40-year career as a reporter, drama critic, and columnist, most of it spent at *The Plain Dealer*.

## **907e LIMITATIONS OR EXCLUSIONS**

All types of materials are selected for subjects developed in the Literature Department, although some acquisitions (such as photographs, posters, and rare books) are housed in other departments, as outlined in Policies by Type of Material.

Self-published works acquired for the Department, through purchase or gift, must meet the guidelines of the Collection Development Policy.

Popular Library has primary responsibility for new fiction.

Comics are primarily acquired as circulating copies. Noncirculating copies of rare, culturally significant, and local interest (e.g., Superman-related) publications may be acquired. Orders for comics titles/series are coordinated with the Collections Services Department, Popular Library, and Youth Services to avoid duplication.

Titles acquired for the Ohio Center for the Book do not duplicate holdings in the Main Library general collections unless there is only one copy in the general collections. As a rule, only one copy of each title should be included in the Ohio Center for the Book collection. At least one copy of each title should also be included in the collection where it would normally be shelved. Excessive duplication is to be avoided.

Chapbooks, manuscripts, inscriptions, proverbs, ballads, folksongs, medieval metrical and prose romances, scholarly texts, and specialized research materials on literary themes related to folklore, and classic Asian, African, and Oceanic studies are selected by the Special Collections Department for the John G. White Collection.

Reference works, such as bibliographies, indexes, and concordances, are selected to the corresponding collecting level for the subject they encompass.

## **907f SPECIAL CRITERIA FOR SELECTION**

The General Criteria for Selection of Library Service Materials apply.

The General policies of Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## 907g SPECIAL SOURCES FOR SELECTION

Scholarly journals such as:

- *American Literature*
- *American Scholar*
- *Modern Language Review*
- *Publications of the Modern Language Association (PMLA)*
- *Journal of Graphic Novels and Comics*

## 908 MAP COLLECTION

### 908a SCOPE

The Map Collection maintains a current and historical collection of cartographic materials in a range of subjects, types, and scales to satisfy the research and information needs of the Greater Cleveland community. While the bulk of the collection consists of material published in the 20th century, overall holdings date to the 17th century, with rare items housed in Special Collections. The scale of materials acquired varies from 1:600 (1 inch on the map represents 50 feet on the ground) for fire insurance maps of Cleveland to 1:30,000,000 (1 inch on the map represents 473 miles on the ground) for world maps.

The Map Collection:

- Is worldwide in scope, with a limited number of maps and atlases of other planets.
- Includes sheet maps, monographs (e.g., general, thematic, and historical atlases; gazetteers; cartobibliographies; cartographic histories), plat maps, facsimiles of early maps, aerial photographs (i.e., systematic surveys), aeronautical and nautical charts, road and city maps, serials and periodicals, microforms, relief models, and globes.
- Is mainly comprised of sheet maps published in series or singly, although acquisition of sheet maps has been substantially discontinued, except for maps documenting Greater Cleveland, with the increase in access to digital cartographic materials. The sheet map collection consists primarily of items received due to the Library's depository status.
  - A joint depository agreement delineating the extent and type of material to be received is held with the U.S. Government Publishing Office, U.S. Geological Survey, and the National Imagery and Mapping Agency (formerly known as the U.S. Defense Mapping Agency).
  - The depository collection includes topographic, geologic, hydrologic, land use, national forest and national park maps, nautical and aeronautical charts, plus

maps from other government agencies as well as foreign topographic, aeronautic, and nautical charts, and data in digital format.

- Some of the joint depository holdings are received by the Government Documents Collection but are forwarded to the Map Collection where they are maintained.
- A steady program of expansion and updating through purchase and gifts of commercially produced maps supplements these depository collections.
- Selectively acquires materials covering the United States and the rest of the world
  - Monographic works (atlases, etc.) are collected to Level 3 overall
  - United States is collected to Level 4
  - Great Lakes and Ohio Counties are collected to Level 4+
  - State of Ohio (general), Cleveland, and Cuyahoga County are collected to Level 5
  - Works focusing on African American subjects are collected to Level 5
- Supplements subjects of high research interest in the Library in consultation with subject department managers, with concentration on maps that provide geopolitical, topographic, geologic, hydrologic, and historical information.

## **908b CLASSIFICATIONS**

### **LC Classifications**

D – World history (minor amount of material)

F – Ohio & Cleveland (Cleveland Park Plans collection, etc.)

G – Geography, atlases, maps (the majority of the collection classifies in G)

GA – Physical geography (minor amount of material)

Z – Bibliographies related to cartography

### **Brett-Dewey Classifications**

None

## 908c COLLECTION STRENGTHS

Beginning with CPL Trustee John G. White's donation of 122 maps in 1884, the collection has grown to include more than 60,000 maps, 6,100 volumes (monographs, atlases, gazetteers, plat books, etc.), and an extensive collection of historical plans documenting parks within the city of Cleveland.

The Collection's holdings are strong in the cartography of:

- Western Civilization, which parallels and complements the text resources of the Center for Local and Global History
  - Holdings include an extensive collection of world atlases from 1885 to the present; facsimiles of old and rare atlases; topographic maps of the United States, Canada, and Europe; gazetteers; and works on the history of printed maps.
  - There is substantial coverage of Europe for the period before World War I.
  - An extensive collection of road and street maps cover the states and major cities of the United States, other countries, and major cities of the world.
  - For international research, the Collection offers AMS (Army Map Service) maps, historical regional map sets, atlases and gazetteers. An index prepared by Department staff accompanies the collection.
- Cleveland, Cuyahoga County, Ohio, and the adjacent states that comprise the Great Lakes area or the old Northwest Territory. These regions are covered by maps of all types: topographic, geologic, and historical, as well as by aerial photographs.
  - The Map Collection has a wide array of resources for patrons conducting genealogical or historical research, including comprehensive collections of Sanborn Fire Insurance Maps of Cleveland (accompanied by a Departmental index in five binders), G.M. Hopkins Plat Books of Cleveland & Cuyahoga County (accompanied by a Departmental index in two binders), ward maps of Cleveland, and other assorted historical county atlases.

- Holdings also include fire insurance and real estate plat maps for both the metropolitan area and the state of Ohio, for the period 1868-1973. The 15-minute maps of Ohio based on surveys made in the early 1900s and superseded 7.5-minute maps of Ohio are valuable supplements to the current topographic maps of the state.
- Cleveland Museum of Natural History Sanborn Fire Insurance Map Donation: In November 2020, the Map Collection's collection of Sanborn Fire Insurance Maps was greatly augmented with the acceptance of a donation of 35 Sanborn Fire Insurance Maps from the Cleveland Museum of Natural History (CMNH). The gift consisted of two sets of Sanborn maps for the City of Cleveland: 13 volumes from 1912 and 22 volumes from 1952, with an additional index volume accompanying each set. The maps were originally acquired by CMNH in 1985 as a donation from the Dunbar Construction Company and had been housed in the Harold T. Clark Library of the Museum since 1996.

## 908d UNIQUE COLLECTIONS AND RESOURCES

### Captured German War Maps

This collection of approximately 600 topographic maps captured from Germany during World War II was received from the Army Map Service as part of its distribution to depository libraries in gratitude for the valuable wartime map information supplied to the government by libraries throughout the nation.

### Cleveland Parks Collection

A collection of more than 2,000 technical drawings documenting the development of Cleveland city parks for the period 1888-1945, featuring landscape designs, bicycle paths, lighting designs, grading, topographical, and drainage plans for large neighborhood parks, the park and boulevard system, the Group Plan, University Circle, the Cleveland Cultural Gardens, playgrounds, cemeteries, and recreation areas. An online OhioLink EAD (encoded archival description) Finding Aid accompanies the collection.

- Each location in the collection is filed within its own series or within a group series, such as:
  - Ambler Park
  - Bridges (general)
  - Brookside Park
  - Cemeteries
  - Edgewater Park
  - Garfield Park
  - Gordon Park
  - Jefferson Park
  - Lakefront
  - The Mall (Group Plan)
  - Markets
  - Parks (general)
  - Parkways & Viaducts (general)

- Playgrounds
  - Public Square
  - Rockefeller Park (except Cultural Gardens)
  - Rockefeller Park: Cultural Gardens
  - Shaker Lakes Area
  - Wade Park/Cleveland Museum of Art
  - Woodland Hills Park
- For locations with a large number of plans, series may be further subdivided into categories such as:
    - Bridges
    - Land Acquisition & Other
    - Parkways/Boulevards/Trails/Paths
    - Railway/Transportation
    - Schweinfurth, Charles F. (plans by)
    - Structures; Landscape

## 908e LIMITATIONS OR EXCLUSIONS

Maps selected and housed in other departments include United States Census maps and United States weather and climatological maps, which remain in the Government Documents Collection with other material on those subjects.

Geological maps that accompany reports are housed in the Science and Technology Department.

Whenever the text is of primary importance, a map which accompanies it remains with the text in the appropriate department.

Aerial photographs: Single aerial photographs, not part of a systematic survey, are the responsibility of the Photograph Collection.

Plans: Plans at scales larger than 1:600 (1 inch = 50 feet) and drawings prepared for the design and construction of specific structures are considered architectural plans and are maintained by Fine Arts and Special Collections. The *Cleveland Park Plans* collection is an exception to this guideline.

## **908f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

Factors of special importance in the selection of maps and allied materials are scale, color clarity, projection, and date of mapping.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## 908g SPECIAL SOURCES FOR SELECTION

- Current geographical publications
- Websites
- *Base Line*. Map and Geographic Roundtable, American Library Association
- *Bulletin*. Association of Canadian Map Libraries and Archives
- *Cartographic Perspectives*
- *Geo Kartenbrief*
- *WAML Information Bulletin* (Western Association of Map Libraries)
- *Mapline*. A publication of the Hermon Dunlap Smith Center for the History of Cartography at the Newberry Library and the Chicago Map Society

## **909 MICROFORM COLLECTION**

### **909a SCOPE**

Main Library's collection of microforms consists of a wide-ranging array of research material in all subject areas. Serial publications (journals, magazines, newspapers) constitute the bulk of the Library's microform holdings, followed by archival document collections and monographs. The collection is contained mostly on 35mm microfilm reels, followed by microfiche cards. With few exceptions, the collection was closed to new acquisitions as of 2015. Although some of the Microform Collection's content is available in digital format, most of the collection remains either unavailable or unaffordable in electronic format.

The Microform Collection is currently managed by Popular Library, with public access provided through the Periodical Center. Some microform titles are located in subject departments, as indicated in the CPL Catalog.

## **909b CLASSIFICATIONS**

### **LC Classifications**

A-Z – All classifications

### **Brett-Dewey Classifications**

000-999 – All classifications

## 909c COLLECTION STRENGTHS

The holdings of the Microform Collection fall into the following categories:

- **Serials**

Serial publications consist of a diverse collection of thousands of titles covering all major subject areas and include the following types of publications: popular magazines, trade/professional journals, academic/scholarly journals, newspapers, proceedings/minutes of organizations, yearbooks, etc. Backfiles of magazine, journal, and newspaper titles are often complete.

- **Cleveland Publications**

Cleveland newspapers, magazines, directories, books, yearbooks, high school newspapers, and other publications were regularly microfilmed by the Library\* from the 1930s to the early 2000s to insure their preservation. When available, the Library also purchased commercially available microfilm of Cleveland titles. While these items are gradually being made available digitally, many remain accessible only through microfilm.

- **Document Archives**

The Microform Collection features millions of pages of documents from historical archives chronicling aspects of African American history, Native American history, Women's history, American history, and World history.

- **Monographs**

The Microform Collection features thousands of important books included in historical collections, such as the English Short Title Catalog (ESTC), a comprehensive collection of works in English printed before 1801. Some of these works duplicate the Library's print holdings; others are unique to the Library or represent alternative editions. Monographs are cataloged individually within the Library's Catalog.

### ***\*MICROFORMS PRODUCED BY CLEVELAND PUBLIC LIBRARY PRIOR TO 2020***

The Library microfilmed several thousand titles, on 16mm and 35mm film, between the late 1930s and the early 2000s. The Library produced both microfilm rolls and microfiche cards.

Additional information:

- Titles were filmed by the Library for reasons of preservation, access, and conservation of storage space.
- Microforms produced by the Library from 1987 (the year the Preservation Office was founded) forward were made according to ANSI standards in place at the time.
- Titles filmed included local, national, and international serial publications, monographs, vertical files, and specialized archives.
- In addition to local titles (such as *Cleveland News*, *Scene Magazine*, *Szabadsag*, *Wachter und Anzeiger*, and *Cleveland Town Topics*, etc.), the Library in the 1990s microfilmed numerous titles to conserve shelf space. Every effort was made to microfilm only complete runs of serial titles.
- Most of the titles microfilmed by the Library can be found in the Library's Catalog by performing an author search for "Cleveland Public Library, Preservation Office."
- Local and rare titles were retained in print after microfilming (except brittle newspapers).
- Three copies of each film or fiche were produced:
  - Camera negative (first generation master negative, stored offsite in secure, climate-controlled storage)
  - Printmaster (second generation, made from the camera negative, used to make any subsequent copies to preserve the camera negative)
  - Patron Copy (third generation, made from the printmaster, this is the copy used by patrons).
- The Preservation Office maintains the Library's collection of printmasters and master negatives and manages duplication or digitization within copyright law.

## 909d UNIQUE COLLECTIONS AND RESOURCES

The following list is a selection of the significant archival collections represented within the Microform Collection's holdings.

### **American Architectural Books: Based on the Henry-Russell Hitchcock Bibliography**

(Research Publications of America, 1973) 128 microfilm reels

Microfilm Call Number: NA705 .A4827 (*Microfilm is housed in Special Collections*)

Index to the Microfilm Edition of American Architectural Books: NA705 .A53 1976

A collection of books, portfolios, and pamphlets about architecture and other closely related subjects published in the U.S. between the Revolution and 1900. The emphasis of the collection is on builders and house pattern books, but several descriptive works such as guidebooks are also included. The collection is based on Henry-Russell Hitchcock's American Architectural Books and Helen Park's A List of Architectural Books Available in America before the Revolution. The microfilm edition follows the same sequence as the listing in the Hitchcock bibliography, which is alphabetical by author and then by title. All titles contained in the collection are cataloged individually in the CPL Catalog.

### **American Slave Trade, Papers of the**

(University Publications of America, 1996) 140 microfilm reels

Call Number for Microfilm and Printed Guides: E445.R4 P37

- **Series A: Selections from the Rhode Island Historical Society**

Series A focuses on the importation of slaves from Africa—the financial concerns and risk factors, slave treatment and slave revolts on transoceanic voyages, the effect of legislation on the trade, regional origins and destinations of captives, the Caribbean economy in American colonial times, the related molasses and rum trade, etc.

- **Part 1: Brown Family Collections**

The Brown family collections date from the early 1700s to the early 1800s. The brothers James and Obadiah Brown, leading merchants of Providence, Rhode Island, were among the first West Indies molasses and sugar merchants from

that city to engage in the African slave trade. The second generation included James's sons, Moses Brown and John Brown. After participating in at least one slaving venture in his youth, Moses became a Quaker and a leader in the movement to outlaw the trade. He was instrumental in the passage of the federal Slave Trade Act of 1794, which prohibited ships destined to transport slaves to any foreign country from outfitting in American ports. His brother John remained active in the business, advocating expansion of the slave trade while a member of the U.S. House of Representatives. John Brown became the first Rhode Islander tried under the 1794 legislation and suffered the forfeiture of the ship *Hope* in 1797. Letters between the brothers and other records document these and other activities of one of America's preeminent merchant families.

- **Part 2: Selected Collections**

The papers of other Rhode Islanders with slave trade connections appear in Part 2. These businessmen lived in Providence and Newport as well as Bristol, which was a center of the African trade in later years, until the 1808 congressional ban on slave importing.

- **Series B: Selections from the Newport Historical Society**

- **Part 1: Selected Collections**

This part consists of over thirty separate collections illustrating various components of maritime commerce and the slave trade relating to Newport, Rhode Island, which by the 1720s had established itself as one of the major seaports in British colonial North America. Documents include logbooks, journals, Customs House documents, insurance records, the archives of the Newport Marine Society, shipping manifests, cargo inventories, and other documents.

- **Part 2: Aaron Lopez Collection**

This part comprises the largest collection of Aaron Lopez papers in the world. Lopez was a Jewish refugee who fled Portugal during a renewed wave of Inquisitorial activity in the 1750s. Through varied commercial ventures, including

involvement in the slave trade between 1761 and 1774, Lopez became the wealthiest person in Newport, Rhode Island.

- **Series D: Records of the U.S. Customhouses**

- **Part 1: Port of Savannah Slave Manifests, 1790-1860**

This series consists of slave manifests for the port of Savannah, Georgia. Each manifest lists the name of the ship, the master of the ship, the names of the slaves being transported, and the name and residence of either the slave owner or the shipper. Congress passed legislation in March 1807 that prohibited the importation of slaves into the United States after 1808, and section 9 required that all vessels of 40 tons or more carrying slaves between ports within the United States file two manifests (one for the port of origin and one for the destination). All the manifests in this collection dated from 1808 include a pledge that the slave had not been imported after 1807.

### **The American West: Overland Journeys 1841-1880**

(University Publications of America, 1998) 663 microfiche cards

Microfiche Call Number: F593 .A44

Includes written histories and personal narratives that document migration along seven major trails: the Bozeman Trail, Butterfield Stage Line Trail, California Trail, Gila Trail, Mormon Trail, Oregon Trail, and Santa Fe Trail. Material is organized by trail and then by author.

### **Baedeker's Handbook for Travellers**

(Greenwood, 1975) 1,898 microfiche cards

Call Number for Microfiche Cards and Printed Guide: G153.4 .B33X

This collection consists of all English-language guides published by Baedeker prior to World War II. Baedeker guides were the leading travel guides of their time and included maps and introductions; information about routes and travel facilities; and descriptions of noteworthy buildings, sights, attractions, and museums written by specialists.

**Bethune, Mary McLeod. The Mary McLeod Bethune Papers: the Bethune Foundation Collection**

(University Publications of America, 1996) 57 microfilm reels

Call Number for Microfilm and Printed Guides: E185.97.B34 B48 [Parts 1-3]

Mary McLeod Bethune (1875-1955) was one of the great educators in United States history. She was a leader of women, a distinguished adviser to several American presidents, and a powerful champion of racial equality.

**Black Abolitionist Papers, 1830-1865**

(Microfilming Corporation of America, 1981) 17 microfilm reels

Call Number for Microfilm and Printed Guide: E449 .B53

Writings, speeches, and correspondence of black abolitionists are drawn together in a comprehensive collection of approximately 15,000 articles and documents (speeches, sermons, lectures, articles, essays, editorials, and other major writings) of nearly 300 black abolitionists in the United States, Canada, England, Scotland, Ireland, France, and Germany.

**Black Power Movement**

(University Publications of America, 2000) 26 microfilm reels

Call Number for Microfilm and Printed Guides: E185.615 .B53 [Parts 1 & 3]

Archival material documenting the Black Power Movement, a social, cultural, and political phenomenon that grew out of the Civil Rights Movement of the 1950s and 1960s. It gained its name from a cry, "Black Power!" raised by Stokely Carmichael in 1965 during a speech in Greenwood, Mississippi. It found expression in various African American organizations, including the Black Panther Party for Self-Defense and the Student Non-Violent Coordinating Committee (SNCC).

**Burr, Aaron. The Papers of Aaron Burr**

(Microfilming Corp. of America, 1977) 27 microfilm reels

Microfilm Call Number: E302.6.B9 A35x

Aaron Burr, Jr. (1756-1836) was an American politician, Revolutionary War hero and adventurer. He served as the third Vice President of the United States (1801-05) under Thomas

Jefferson. Burr challenged Alexander Hamilton to a duel on July 11, 1804, at the Heights of Weehawken in New Jersey, at which he killed Hamilton.

### **CBS News Daily News Broadcasts, 1963-1988**

(University Microfilms International, 19??) 12,000+ microfiche cards

Microfiche Call Number: D839.3 .C37x

Transcripts cover the period from August 28, 1963, through 1988 and are of the television news broadcasts of CBS Morning News, CBS Midmorning News, CBS Midday News, CBS Evening News, CBS Sunday Night News, CBS Weekend News, and CBS Newsbreak.

### **California. Governor's Commission on the Los Angeles Riots. Transcripts, Depositions, Consultants Reports, and Selected Documents**

(Microfilm Company of California, 1966) 6 microfilm reels

Microfilm Call Number: 326.9794 C128m

The Watts Riots (also called the Watts Uprising or Rebellion) is one of the most important events in modern African American political history. The uprising in Watts—the largely black section of Los Angeles—was different in that it signaled a major change in the character of the African American struggle for freedom and equality. Around 35,000 African Americans participated in the rebellion that took place August 11-15, 1965.

### **Carnegie-Myrdal Study: The Negro in America. Research Memoranda for Use in the Preparation of Dr. Gunnar Myrdal's "An American Dilemma"**

(Recordak Corp., 1940) 13 microfilm reels

Microfilm Call Number: E185.6 .C37

Archival documentation of the groundbreaking and controversial 1937 Carnegie-Myrdal Study. With unlimited funding from the Carnegie Corporation, scholar and Swedish Parliament member Gunnar Myrdal assembled a distinguished team of scholars, led by African American researcher Ralph Johnson Bunche (1904-1971), to examine race relations in the United States. Myrdal's monumental study, *An American Dilemma* (1944) remains one of the single most comprehensive studies of African American life ever undertaken in the U.S.

### **Christopher Columbus Collection of the Library of Congress**

(University Publications of America, 1991) 1,374 microfiche cards

Call Number for Microfiche and Printed Guides: E114 .C47 [Parts 1 & 2]

NOTE: this collection is housed in the Center for Local and Global History

This collection of 505 titles represents the bulk of the Library of Congress's great collection of printed documents and writings on Columbus and his times. Most titles are from the 19th and 20th centuries, up to the early 1920s.

### **Civil Rights Congress, Papers of the**

(University Publications of America, 1989) 125 microfilm reels

Call Number for Microfilm and Printed Guides: E185.5 .C59 1989X

Founded in Detroit in 1946, the Civil Rights Congress (CRC) arose out of the merger of three groups with ties to the Communist Party USA: the International Labor Defense (ILD), the National Negro Congress, and the National Federation for Constitutional Liberties. Embodying the spirit and tactics of all three of its predecessors, the CRC concentrated on legal defense and mass political action on behalf of victims of legal frame-ups.

### **Civil War Unit Histories. Part 4, The Union—Midwest and West: Regimental Histories and Personal Narratives**

(University Publications of America, 1993) 240 microfiche cards

Call Number for Microfiche Cards and Printed Guide: E470 .C584x

These items, published between 1861 and 1920, cover every aspect of army life from 1861 through 1865. From discussions of why people decided to volunteer, leaving home for the first time, entering camp, becoming a soldier, the clash of arms, and the drudgery of camp life, Civil War Unit Histories offer students many different sources written by those who fought in the Civil War. The titles published in this series are listed in Charles E. Dornbusch's *Military Bibliography of the Civil War* (New York: New York Public Library, 1971); however, this publication also includes several titles not listed in Dornbusch's work.

### **Cleveland Documents Collection (Cleveland Documents Microfilm Project)**

A collection of thousands of historic City of Cleveland reports and documents covering all

aspects of city government. The original collection is housed in the Public Administration Library at Cleveland City Hall. The collection was filmed by the Library in 1988. Titles are listed in the CPL Catalog individually.

### **Cleveland Newspapers**

The following Cleveland newspapers are housed in the Center for Local and Global History. All publications have ceased except as noted.

- *Call and Post* [Cleveland] (1934-)
- *Catholic Universe Bulletin* [Cleveland] (1874-2015)
- *Citizen/Collinwood Citizen* (1903-1918)
- *Cleveland Gazette and Commercial Register* (1818-1820)
- *Cleveland Advocate* (1915-1920)
- *Cleveland Citizen* (1891-2013)
- *Cleveland Edition* (1984-1992)
- *Cleveland Enterprise* (1909-1930)
- *Cleveland Gazette* (1883-1945)
- *Cleveland Herald* (1819-1886)
- *Cleveland Jewish News* (1964-)
- *Cleveland Journal* (1903-1910)
- *Cleveland Leader* (1854-1917)
- *Cleveland News* (1905-1960)
- *Cleveland Observer* (1837-1840)
- *Cleveland Plain Dealer/Plain Dealer* (1842-)
- *Cleveland Press* (1878-1982)
- *Cleveland Recorder* (1895-1906)
- *Cleveland Shopping News* (1921-1954)
- *Cleveland Times* (1927-1954)
- *Cleveland Whig* (1834-1836)
- *Cleveland World* (1890-1905)

- *Crain's Cleveland Business* (1980-2009)\*
- *Daily Legal News* (1907-2013)\*
- *Free Times* [Cleveland] (1993-2008)
- *Gay People's Chronicle* [Cleveland] (1985-2013)\*\*
- *Jewish Independent* [Cleveland] (1906-1964)
- *Jewish Review Observer* [Cleveland] (1889-1964)
- *Ohio City Argus* [City of Ohio] (1836-1838)
- *Scene/Cleveland Scene* [Cleveland] (1970-2014)\*
- *Standard of the Cross* [Cleveland] (1874-1886)
- *Szabadsag* [Cleveland] (1891-1994) (This title is shelved in Popular/Microform Center)
- *True Democrat* [Cleveland] (1847-1853)
- *Wachter und Anzeiger* [Cleveland] (1894-1989) (This title is shelved in Popular/Microform Center)

\*Current publication: CPL has print and/or digital content for these publications.

\*\**Gay People's Chronicle* ceased at the end of 2015. CPL has 2014-2015 in print.

### **Colony of New Plymouth (New England), Records of the (1633-1691)**

(Northern Micrographics for Brookhaven Press, 1977) 2 microfilm reels

Microfilm Call Number: F72.B8 N49 1855x

Volumes 1-6: Court orders [Proceedings of the General court and the Court of assistants], 1633-1691; Volume 7: Judicial acts [of the General court and Court of assistants], 1636-1692; Volume 8: Miscellaneous records [including Births, marriages, deaths and burials; Treasury accounts, and Lists of freemen and others], 1633-1689; Volumes 9-10: Acts of the Commissioners of the United Colonies of New England, 1643-1679; Volume 11: Laws, 1623-1682 & Volume 12: Deeds, etc., 1620-1651; Book of Indian records for their lands.

### **Compiled Military Service Records . . . United States Colored Troops: 55<sup>th</sup> Massachusetts Infantry (Civil War)**

(National Archives and Records Administration, 1996) 16 microfilm reels

Online Index: Ancestry Library Edition database

Microfilm Call Number: CD3027.M5 N3 No. 1801

This collection documents U.S. Civil War (1861-1865) soldiers. Individual soldier's files consist of service cards that contain information extracted from muster rolls, regimental returns, descriptive books and other records. A new card was created each time a soldier's name appeared on a new document. Files may also contain original documents such as enlistment papers, casualty sheets, death reports, and correspondence.

**Compiled Military Service Records . . . United States Colored Troops: 1st Through 5th United States Colored Cavalry, 5th Massachusetts Cavalry (Colored), 6<sup>th</sup> United States Colored Cavalry**

(National Archives and Records Administration, 1997) 107 microfilm reels

Online Index: Ancestry Library Edition database

Microfilm Call Number: CD3027.M5 N3 No. 1817

**Compiled Military Service Records . . . United States Colored Troops: Artillery Organizations**

(National Archives and Records Administration, 1998) 299 microfilm reels

Online Index: Ancestry Library Edition database

Microfilm Call Number: CD3027.M5 N3 No. 1818

**Compiled Military Service Records . . . United States Colored Troops: 1<sup>st</sup> United States Colored Infantry, 1<sup>st</sup> South Carolina Volunteers (Colored), Company A, 1<sup>st</sup> United States Colored Infantry (1 Year)**

(National Archives and Records Administration, 1997) 1 microfilm reel

Online Index: Ancestry Library Edition database

Microfilm Call Number: CD3027.M5 N3 No. 1819

**Compiled Military Service Records . . . United States Colored Troops: 54th Massachusetts Infantry Regiment (Colored)**

(National Archives and Records Administration, 1996) 20 microfilm reels

Online Index: Ancestry Library Edition database

Microfilm Call Number: CD3027.M5TH N3 No. 1898

### **Congress of Racial Equality. Papers of the Congress of Racial Equality, 1941-1967**

(Microfilming Corp. of America, 1980) 74 microfilm reels

Printed Guides in Center for Local and Global History: Call Number Z1361.N39 M46 1980

Microfilm Call Number: E185.61 .C78 1980X

The Congress of Racial Equality (CORE) was a civil rights organization founded by James Farmer in 1942 to integrate restaurants and other public places in the North. Farmer established CORE as a nonviolent organization that would fight racial segregation through direct action and civil disobedience. As the student sit-in movement gathered strength in the South, CORE was called in to provide training in nonviolent techniques. In 1961, CORE took the lead in sponsoring freedom riders in an effort to integrate interstate bus terminals in the South.

### **County Histories of the Old Northwest (Michigan and Indiana)**

(Research Publications, 1973) 155 microfilm reels

Call Number for Microfilm and Printed Guides: F526 .C68

Microfilm of rare local and regional histories, atlases, and directories published in the second half of the 19th century and early part of the 20th century.

### **Douglass, Frederick. The Papers of Frederick Douglass**

(Library of Congress Photoduplication Service, 1974) 34 microfilm reels

Call Number for Microfilm and Printed Guide: E185.97.D64 A12x

The foremost African American abolitionist in antebellum America, Frederick Douglass (ca. 1817-1895) was the first African American leader of national stature in United States history. Champion of the oppressed people of the world, Frederick Douglass was an escaped slave who rose to become the United States Minister to Haiti and a counselor to four presidents.

### **Du Bois, W. E. B. The Papers of W. E. B. Du Bois**

(Microfilming Corporation of America, 1980) 89 microfilm reels

Printed Guide in Center for Local and Global History: Call Number E185.61 .R26 1990X

Microfilm Call Number: E185.97.D73 A25 1981

William Edward Burghardt Du Bois (1868-1963) was a major African American scholar, an early leader in the 20th-century African American protest movement, and an advocate of pan-

Africanism. As one of the earliest and most influential spokesmen for African American liberation, W. E. B. Du Bois pioneered many of the strategies and programs of the American civil rights movement. This collection of Du Bois's papers documents the private thoughts and public achievements of this radical leader.

### **Early American Imprints, 1639-1800**

(Readex, 1984)

Call Number for Microfiche: Z1215 .E37X

The Early American Imprints series (often referred to as "Evans") reproduces the texts in Charles Evans's 14-volume *American bibliography: a chronological dictionary of all books, pamphlets, and periodical publications printed in the United States of America from the genesis of printing in 1639 down to and including the year 1800*.

### **Early American Imprints, 1801-1819**

(Readex, 1987)

Call Number for Microfiche: Z1215 .E38X SHAW #1-51960

The Early American Imprints series (often referred to as "Shaw-Shoemaker") reproduces the texts in Shaw and Shoemaker's 22-volume *American bibliography: a preliminary checklist for 1801-1819*.

### **Early American Newspapers**

Call Number for Microfilm and Printed Guide: AN2.A2 E17X

This collection consists of more than one million pages from more than 650 historical American newspapers. The collection began with Clarence Brigham's *History and Bibliography of American Newspapers, 1690-1820* and was created from the holdings of Isaiah Thomas, the American Antiquarian Society, and other institutions.

### **Early American Orderly Books, 1748-1817**

(Research Publications, 1977) 19 microfilm reels

Call Number for Microfilm and Printed Guide: E259 .E27x

Early American Orderly Books offer first-hand observations of the moral and psychological conditions of the average Revolutionary War soldier, while providing insight into the daily

problems confronting the armies. This collection is a significant source of historical information on the American Colonial period. The 201 orderly books in this collection date from the French and Indian War to the end of the War of 1812. Also included are a number of rare British orderly books, providing British records of the Revolutionary War along with records from members of the Colonial armies.

### **Early English Books I (1475-1640) and II (1641-1700)**

Printed Guide: Microform Collection (Comprehensive Index: PR161 .E32X STC2 V.1-9)

Call Number for Microfilm: PR161 .E32X STC2 UNITS 1-122

The Early English Books series I and II contain 125,000+ titles listed in Pollard's and Redgrave's Short-Title Catalogue (1475-1640) (often referred to as "Pollard and Redgrave" or "STC I"), Wing's Short-Title Catalogue (1641-1700) (often referred to as "Wing" or "STC II"), and the Thomason Tracts (1640-1661). Coverage includes the first book printed in English by William Caxton and features works by Malory, Bacon, More, Erasmus, Boyle, Newton, and Galileo. Novels, prayer books, pamphlets, almanacs, calendars, and many other types of primary sources are included.

### **East India Company: Great Britain. India Office. Great Britain India Office Records, Home Miscellaneous Series**

(University Microfilm, 1972) 335 microfilm reels

Call Number for Microfilm and Printed Guide: DS465 .G44

This collection consists of an extensive collection of East India Company documents. The British East India Company, chartered in 1602 and active until 1874, was the largest and longest-lasting of the joint-stock East India Companies of various nations. Documents in the collection cover the 17<sup>th</sup> century to the 19<sup>th</sup> century.

### **English Literary Periodicals**

(University Microfilms, 1951-1977) 969 microfilm reels

Call Number for Microfilm and Printed Guide: PN5124.L6 E53 UNITS 1-22

This collection consists of 341 titles published in Britain during the 17th, 18th and 19th centuries.

### **Freedmen's Hospital, Records of the (1872-1910)**

(UPA collection from LexisNexis, 2004) 6 microfilm reels

Call Number for Microfilm: RA982.W3

The Freedman's Bureau was a short-lived post-Emancipation federal program (1865-1869) that focused on problems faced by former slaves as they migrated from rural areas to cities. Health was a major priority and several southern infirmaries for former slaves were established. One of the most significant outcomes of this policy was the conversion of a military hospital to the Freedman's Hospital in Washington D.C. This hospital became a part of Howard University Medical School, and in 1975 was renamed Howard University Hospital. This collection consists chiefly of letters received with reports, transcripts of testimony, congressional and executive documents, printed regulations governing the administration of the Hospital, annual reports, and comptroller reports.

### **Gates, Horatio. Horatio Gates Papers, 1726-1828**

(Microfilming Corp. of America, 1979) 20 microfilm reels

Call Number for Microfilm and Printed Guide: E207.G3 A4x

Horatio Lloyd Gates (circa 1727–10 April 1806) was a British-born major general in the Continental army who led his troops to the first major Continental victory over the British when he defeated General John Burgoyne along the Hudson River, forcing his surrender at Saratoga in 1777. In 1790, Gates, who owned a plantation in Virginia, sold his land and slaves and moved to Manhattan.

### **Gerritsen Women's History**

(Microfilming Corporation of America, 1975-77) 242 microfilm reels; 17,555 microfiche cards

Call Number for Microfilm/Microfiche and Printed Guides: HQ1121 .G47

In the late 1800s, Dutch physician and feminist Aletta Jacobs and her husband C.V. Gerritsen began collecting books, pamphlets and periodicals reflecting the evolution of a feminist consciousness and the movement for women's rights. By the time their successors finished their work in 1945, the Gerritsen Collection was the greatest single source for the study of women's history in the world, with materials spanning four centuries and 15 languages.

**Grave Registration Cards A-Z, Soldiers Buried in Ohio from the Revolutionary War to World War II, ca.1810-1957**

(Genealogical Society of Utah, 1958) 92 microfilm reels

Call Number for Microfilm: F490 .G73 1810

These records include soldiers buried in Ohio. Records are in the form of index cards which contain slots for the following items: soldier's name, residence, death date, cause of death, date of burial, date of birth, place of birth, name of cemetery, location of cemetery, lot number, type of grave marker, name of relative, address of relative, and military service record (war served in, date enlisted, date discharged, serial number, branch of service, rank, company, outfit, or ship name). Very few of these cards include all this information, however. Most of the cards include only the soldier's name, birth date, death date, and cemetery information. The entries for Civil War soldiers, in most cases, also include the military service record.

**Halder, Franz, 1884-1972. The Private War Journal of Generaloberst Franz Halder / Chief of the General Staff of the Supreme Command of the German Army (OKH) 14 August 1939 to 24 September 1942**

(University Publications of America, 1975?) 2 microfilm reels

Microfilm Call Number: DD247.H25 A2813

Cited by William Shirer in *The Rise and Fall of the Third Reich* (NY: Simon and Schuster, 1960) as "a unique source of concise information" and "the most revealing of the German diaries," General Halder's journal is an hour-by-hour account of the first three years of World War II. This microfilm edition is comprised of an English translation of the original 7-volume German manuscript *Kriegstagebuch*, along with a volume of footnotes. (Note: a printed, abridged edition of the diary is available in the Center for Local and Global History.)

**Harada, Kumao. The Saionji-Harada Memoirs [1930-1940]: Civil Intelligence Section Special Report**

(University Publications of America, 1978) 3 microfilm reels

Microfilm Call Number: DS884.S3 H313 1978x

Prince Kinmochi Saionji (1849-1940) was the last leader of the Meiji Restoration to retain

political influence in 20th-century Japan. These memoirs, which were written by Baron Kumao Harada, the liaison between Emperor Hirohito and Prince Saionji, total more than 3,000 pages and provide a unique view of Japan before World War II.

**Harrison, William Henry. The Papers of William Henry Harrison, 1800-1815**

(Indiana Historical Society, 1994) 10 microfilm reels

Call Number for Microfilm and Printed Guide: E392 .A37 1994

William Henry Harrison (1773-1841), the ninth president of the United States, was an early administrator of the American territorial system. He gained fame as an Indian fighter and military hero before becoming president.

**Immigration and Naturalization Service, Records: Series A, Subject Correspondence Files**

(University Publications of America, 1992) 119 microfilm reels

Call Number for Microfilm and Printed Guides: JV6455 .R42X [Series A, Parts 1-5]

This collection supports research into America's peak immigration period. The records cover exhaustive investigations made by Immigration and Naturalization Service (INS) agents, as well as internal communications deliberating U.S. policies at the highest levels. Series A, the Subject Correspondence Files, covers the central correspondence files of the Bureau of Immigration, the predecessor of the INS. This massive file records the administration of virtually every immigration issue during the time of the greatest influx of pre-World War I foreigners.

- Part 1: Asian Immigration & Exclusion, 1906-13
- Part 2: Mexican Immigration, 1906-1930
- Part 3: Ellis Island, 1900-1933
- Part 4: European Investigations, 1898-1936
- Part 5: Prostitution & White Slavery, 1902-1933

**Iroquois Indians: A Documentary History of the Diplomacy of the Six Nations and Their League**

(Research Publications, 1984) 50 microfilm reels

Call Number for Microfilm and Printed Guide: E99.I7 I76 1985x

This collection consists of nearly 9,000 records from the 1600s to the 1920s, compiled by the D'Arcy McNickle Center for the History of the American Indian at the Newberry Library.

### **Jeffersonian Americana**

(University Publications of America, 1980) 1,999 microfiche cards

Printed Guide in History & Geography Dept: Call Number Z1033.M5I53 1984

Microfiche Call Number: E173 .J44x

Reprint of 708 rare books published between 1485 and 1836 relating to the colonial, revolutionary and federal periods in American history selected from the University of Virginia Library. These items are cited in Joseph Sabin's *Bibliotheca Americana* (New York, 1868-1936).

### **League of Women Voters, Papers of the (1918-1974)**

(University Publications of America, 1985) 98 microfilm reels

Call Number for Microfilm and Printed Guides: JK3 .P36 [Parts 1-3, Series A]

Part I: Board of Directors & Executive Committees: Meeting Minutes and Related Documents, 1918-74. Part II: Series A: Transcripts & Records of National Conventions, 1919-44, and of General Councils, 1927-43. Part II: Series B: Transcripts & Records of National Conventions, 1946-74, and of General Councils, 1945-73. Part III: Series A: National Office Subject Files, 1920-1932.

### **McClellan, George Brinton. George B. McClellan, Sr., Papers**

(Library of Congress Photoduplication Service, 1973) 82 microfilm reels

Microfilm Call Number: E467.1.M2 A3 1973x

A Union Army commander in the American Civil War, George Brinton McClellan (1826-1885) repelled Gen. Robert E. Lee's first invasion of the North. He was later a governor of New Jersey. Reproduced from the collections of the Manuscript Division, Library of Congress. 44 ft. (ca. 33,000 items).

### **Murray's Handbooks for Travellers**

(University Publications of America, 1991) 1,568 microfiche cards

Call Number for Microfiche Cards: G150 .M87 1991

A series of British and foreign guides in English dating from 1836 to 1913 and covering Europe, parts of Asia, and Northern Africa.

### **NAACP, Papers of the**

(University Publications of America, 1982) 1,732 microfilm reels

Call Number for Microfilm and Printed Guides: E185.5 .N2745 1981X

A detailed printed guide accompanies each part of this vast collection. The National Association for the Advancement of Colored People (NAACP) has been the most visible organization in the modern struggle for African American freedom and equality. It was founded as the National Negro Committee on February 12, 1909, by a multiracial group in reaction to bloody rioting in Springfield, Illinois, during which eight African Americans were killed and over 2,000 others were forced to flee the city. Though active in many areas throughout the 20<sup>th</sup> century, the NAACP focused primarily on litigation and legal challenges to discrimination. Its lawyers, including Charles Houston and Thurgood Marshall, were responsible for such successes as an end to the white primary and the *Brown V. Board of Education of Topeka* Supreme Court decision ending school segregation.

### **National Association of Colored Women's Clubs, Records of the (1895-1992)**

(University Publications of America, 1993) 41 microfilm reels

Call Number for Microfilm and Printed Guide: E185.86 .R42X

### **National Negro Congress, Papers of the (1933-1947)**

(University Publications of America, 1988) 94 microfilm reels

Call Number for Microfilm and Printed Guide: E185.61 .N37X

The National Negro Congress (NNC), created in 1935, attempted to build a national constituency to pressure New Deal administrators for labor and civil rights. Over 800 delegates, 43 percent of them from Chicago and the rest from across the nation, representing 500 different organizations, filled the Eighth Regiment Armory on Chicago's South Side for the inauguration of the NNC from February 14 to 16, 1936.

**Native Americans Reference Collection: Documents Collected by the Office of Indian Affairs (1840-1948)**

(University Publications of America, 1991) 76 microfilm reels

Call Number for Microfilm and Printed Guides: E77 .N37x

Filmed from the collection of the Department of Interior.

**Nineteenth Century English and American Drama**

(Readex, 1985)

Call Number for Microfilm and Printed Guides: PN1621 .N56X

This collection aimed to collect in one place the entire dramatic output of the British and American stages in the 19th century, with works filmed from repositories in Europe and the United States. Manuscripts were used when no printed edition can be found. It includes historical drama, comic opera, unperformed poetic plays, pantomimes, extravaganzas, satiric comedies, burlettas, acting editions, and prompt books. Check guides for exact contents.

**Opie Collection of Children's Literature**

(University Microfilms, 1990), ca. 30,501 microfiche cards

Call Number for Microfiche and Printed Guide: PR990 .O643X [UNITS 1-56]

A collection of 20,000 children's books, dating from the 16<sup>th</sup> to the 20<sup>th</sup> centuries, collected between 1944 and 1988 by Iona Opie (1923-2017) and Peter Opie (1918-1982), and now housed in the Bodleian Library of Oxford University. Described as the richest collection of children's literature in the world.

**Penn, William. The Papers of William Penn**

(Historical Society of Pennsylvania, 1975) 14 microfilm reels

Microfilm Call Number: F152.2 P396x

William Penn (1644-1718) founded Pennsylvania and played a leading role in the history of New Jersey and Delaware. He was known as an early champion of democracy and religious freedom and famous for his good relations and his treaties with the Lenape Indians. Under his direction, Philadelphia was planned and developed.

### **Pennsylvania County and Regional Histories**

(Research Publications, 1973) 125 microfilm reels

Call Number for Microfilm and Printed Guide: F157.A15 P35

Microfilm of rare local and regional histories, atlases, and directories published in the second half of the 19th century and early part of the 20th century.

### **Province in Rebellion: A Documentary History of the Founding of the Commonwealth of Massachusetts, 1774-1775**

(Harvard University Press, 1975) 31 microfiche cards

Call Number for Microfiche and Printed Guide: E263.M4 P77

### **Randolph, A. Philip. The Papers of A. Philip Randolph**

(University Publications of America, 1990) 35 microfilm reels

Call Number for Microfilm and Printed Guide: E185.61 .R26 1990x

As a prominent African American labor leader, civil rights advocate and socialist, A. Philip Randolph (1889-1979) both made history and observed it during a career of leadership that started in 1925 and lasted for nearly half a century. Like Martin Luther King Jr. in the following generation, Randolph was both a charismatic leader and a bold strategist, pioneering the direct-action tactics that spread so successfully in the 1960s.

### **Recessions, Depressions, and Economic Panics in American History: Collection of Sources**

(University Publications of America, 1975) 7 microfilm reels

Call Number for Microfilm and Printed Guide: HC102.5.A2 R42x

This collection consists of major documentary, investigative, and narrative sources pertaining to economic disturbances in the U.S. from the early 1800s to the 1970s. Pamphlets, studies, and documents by individuals, organizations, and the federal government offer contemporary opinions on topics such as the Bank of the United States, the bullion controversies, free trade, unemployment, interest rates, inflation, and government spending.

### **Records of the Antebellum Southern Plantations, from the Revolution to the Civil War**

(University Publications of America, 1985) 1,595 microfilm reels [Series A-N]

Specialized Name Index for Genealogists in History Dept.: Call Number F213 .S34 1985

Call Number for Microfilm and Printed Guides: F213 .R42X

### **Records of Southern Plantations from Emancipation to the Great Migration**

(University Publications of America, 2000) 160 microfilm reels

Call Number for Microfilm and Printed Guides: F215 .R423

### **Records of the Federal Trade Commission**

(University Publications of America, 1988) 98 microfilm reels

Call Number for Microfilm and Printed Guides: HD3616 .U55 PTS.1-2

Part I: Minutes of Meetings of the Commission, 1915-1949

Part I gives the researcher the opportunity to observe the inner workings of the FTC as it conducts investigations, issues cease and desist orders, brings injunctive suits, makes recommendations for the readjustment of businesses, and compiles information and statistics concerning all facets of business falling under its jurisdiction.

Part II: Economic Investigations Series A: The Petroleum Industry

Part II provides primary documentation of a series of investigations in the 1920s and 1930s into the questionable practices of the petroleum industry.

### **Records of U.S. Colored Troops**

(UPA Collection from LexisNexis, 2005) 17 microfilm reels

Call Number for Microfilm: E540.N3

This collection consists of correspondence from military officers and civilians regarding the members of the U.S. Colored Troops (U.S.C.T.). The correspondence mainly covers recruitment, medical exams, death records, musters, inventories of possessions of deceased soldiers, administrative matters, and personal matters. By the end of the Civil War, more than 180,000 African Americans, including former slaves and escaped slaves, had served in the ranks of the U.S. Colored Troops (U.S.C.T.).

### **Rerum Britannicarum medii aevi scriptores; or, Chronicles and Memorials of Great Britain and Ireland during the Middle Ages, No. 1 (1858)-no. 99 (1896)**

(Microcard, 19??) 2,828 microfiche cards

Microfiche Call Number: DA25 .B5

*Rerum Britannicarum medii aevi scriptores* was planned to include editions of all the more significant chronicles of the affairs of Great Britain and Ireland, with particular emphasis on those from unique manuscripts and on those which helped to fill blanks in English history.

**Rockefeller, John D. Papers of John D. Rockefeller, Sr. (1839-1937)**

(University Publications of America, 1991) 66 microfilm reels

Call Number for Microfilm and Printed Guide: CT275.R75 A4 1991x

- Part 1: Business correspondence
- Part 2: Business investments correspondence
- Part 3: Office correspondence, 1879-1894
- Part 4: Index to the John D. Rockefeller letter books at the Rockefeller Archive Center

**Sanger, Margaret. The Margaret Sanger Papers: Collected Documents Series [Series 1]**

(University Publications of America, 1996) 18 microfilm reels

Call Number for Microfilm and Printed Guide: HQ764.S3 A43 1996

Margaret Sanger (1879-1966) was the principal founder and lifelong leader of the American and the international birth control movements. This collection covers every aspect of the birth control movement, including the movement's changing ideologies, its campaign for legitimacy, and its internal conflicts and organizational growth. The edition also provides significant insight on the history of changing attitudes towards women's roles and sexuality, and has significant research value to the fields of women's history, social and intellectual history, medicine and public health, religion, and world economic development, among others.

**Sanger, Margaret. The Margaret Sanger Papers: Documents from the Sophia Smith Collection and College Archives, Smith College [Series 2]**

(University Publications of America, 1994) 83 microfilm reels

Call Number for Microfilm and Printed Guide: HQ764.S3 A4 1994

Between 1946 and 1966, Margaret Sanger donated many thousands of documents to the Sophia Smith Collection at Smith College. This donation was augmented by the papers of many

of her relatives, friends, and associates. The Sophia Smith Collection and Smith College Archives hold other important Sanger documents in 20 different archival and manuscript collections, including the papers of Dorothy Brush, Blanche Ames, and Florence Rose, as well as the records of both the Planned Parenthood Federation of America and the Margaret Sanger Research Bureau. This microfilm collection consists of approximately 45,000 documents from these holdings.

**Schomburg, Arthur Alfonso, 1874-1938. The Arthur A. Schomburg Papers**

(University Publications of America, 1991) 12 microfilm reels

Call Number for Microform and Printed Guide: E184.6 .S25 1991

Manuscript collections from the Schomburg Center for Research in Black Culture, the New York Public Library.

**Sherman, William T. (William Tecumseh). Papers, 1810-1896**

(Library of Congress, 1976) 51 microfilm reels

Microfilm Call Number: E467.1.S55 A15x

William Tecumseh Sherman (February 8, 1820 – February 14, 1891) was an American soldier, businessman, educator, and author. He served as a General in the Union Army during the American Civil War (1861–65), for which he received recognition for his outstanding command of military strategy as well as criticism for the harshness of the "scorched earth" policies that he implemented in conducting total war against the Confederate States. Military historian Basil Liddell Hart famously declared that Sherman was "the first modern general."

**Slavery**

(Microfilming Corp. of America, 1982) 6,720 microfiche cards

Call Number for Microfiche and Printed Guide: HT861 .S53

This collection offers a wealth of information on virtually every aspect of slavery as a moral, social, political, and economic issue. Included are primary sources on American slavery—from the colonial era through emancipation, and many significant titles on Latin American and Caribbean slavery, and the British and French slave trades from the 16<sup>th</sup> through the 19<sup>th</sup> centuries.

## **Slavery in Ante-Bellum Southern Industries**

(University Publications of America, 1991) 171 microfilm reels

Call Number for Microfilm and Printed Guide: F213 .S52X

*Slavery in Ante-Bellum Southern Industries* presents a wealth of primary material on the issues surrounding industrial uses of slave labor. The materials selected include company records; business and personal correspondence of industrialists, their managers, financiers, and customers; documents pertaining to the purchase, hire, medical care, and provisioning of slave laborers; descriptions of actual production processes; journals recounting costs and income; and more.

- **Series A: Selections from the Duke University Library**

In Series A, researchers can trace the role of prominent figures in the political and economic life of antebellum America. These include George Washington, an original stockholder in The Dismal Swamp Land Company (a timber and shingle-making firm in southeastern Virginia); and prominent Boston and New York business leaders Aspinwall, Delano, Dow, and Peabody. The business correspondence between the head of Tredegar Iron Works and its principal suppliers—among them Etna Furnace, Glenwood Furnace, and Cloverdale Furnace—is of special significance. Tredegar, located in Richmond, was probably the single largest industrial firm in the antebellum South. Of particular interest to researchers are descriptions of the financial backers of antebellum southern industries, including local investors, northern capitalists, and European speculators. Local, national, and overseas markets are examined, as are strategies developed to expand those markets. Managers' correspondence and advertisements by inventors and machine tool firms reveal the impact of technological change on antebellum industries.

- **Series B: Selections from the Southern Historical Collection, University of North Carolina, Chapel Hill**

Collections contained in Series B include the Hawkins family papers, 1740–1865; the Fisher family papers, 1758–1896; the Brevard and McDowell family papers, 1754–1924; the William G. Dickson papers, 1767–1860; and the Bryan and Leventhorpe family

papers, 1798–1860. These collections and others document slavery in such enterprises as gold, silver, copper, and lead mining; iron foundries; and railroad building. Items include apprenticeship agreements, factory accounts, and reports on the conduct of slaves and their overseers. Locations prominent in Series B include Lincoln, Cleveland, Rowan, and Davidson counties in North Carolina; Montgomery County, Tennessee; and Shenandoah County, Virginia.

- **Series C: Selections from the Virginia Historical Society**

- **Part 1: Mining and Smelting Industries**

The Virginia iron, coal, salt, and gold industries depended on slave labor from colonial times until after emancipation. Series C, Part 1 documents the daily working and living conditions of slaves and their families in these crucial enterprises.

- **Part 2: Railroad & Canal Construction Industries and Other Trades and Industries**

Series C, Part 2 brings together documents on Virginia trade and industry, particularly the building of railroads and canals, in the antebellum period. Papers in Part 2 also detail other business affairs of Virginians and their slaves as far afield as Florida, Louisiana, Texas, and points between.

- **Series D: Selections from the University of Virginia Library**

- **Part 1: Mining and Smelting Industries**

Series D, Part 1 concentrates on the mining and smelting industries, which were major non-farm users of slave labor in the South. Virginia, with its rich ore-banks and timber, was one of the leading producers of coal and iron in ante-bellum America.

### **Southern Christian Leadership Conference, Records of the (1954-1970)**

(University Publications of America, 1995) 89 microfilm reels

Call Number for Microfilm and Printed Guide: E185.61 .R42X

No organization was more pivotal to the modern civil rights movement than the Southern Christian Leadership Conference. Founded in 1957 by a group of southern ministers, the SCLC

energized the struggle for civil rights with its emphasis on nonviolent direct action. It also provided the movement with its most charismatic and inspirational leader in Martin Luther King Jr., who headed the organization from 1957 until his assassination in 1968.

**Student Nonviolent Coordinating Committee Papers, 1959-1972**

(Microfilming Corporation of America, 1981) 73 microfilm reels

Printed Guide in CLGH: Call Number Z1361.N39 S88 1982X

Microfilm Call Number: E185.61 .S916 1981x

The Student Nonviolent Coordinating Committee was one of the more vibrant, visible, and creative organizations in the civil rights movement. Popularly referred to as "Snick," from its initials, SNCC, it was a movement built on youth, passion, and courage. Opposed to centralization and hierarchy, SNCC was determined, in the words of Ella Baker, to "work with people where they are." Although marked by racial separatism toward the end, SNCC's early and most successful years were defined by an ethos of non-racialism, grassroots democracy, and an unmatched passion for activism.

**A Study of the Movement of the Negro Population of Cleveland: based upon the 1910 and 1920 figures and the April 1921 and October 1923 School Census Figures/ Howard Whipple Green**

(Cleveland Public Library Preservation Office, 1995) 1 microfilm reel

Microfilm Call Number: 326.9771 C989s

An important document relating to African American history in Cleveland, by well-known statistician Howard Whipple Green, who studied population trends in Greater Cleveland for 30 years.

**Tappan, Benjamin. The Papers of Benjamin Tappan, 1795-1900**

(Library of Congress Photoduplication Service, 1976) 11 microfilm reels

Microfilm Call Number: E449.T165 A2 1976x

Benjamin Tappan (1773-1857) was an Ohio judge and Democratic politician who served in the Ohio State Senate and the United States Senate. He was an early settler of the Connecticut Western Reserve in northeastern Ohio and was one of the first settlers in Portage County and

the founder of the city of Ravenna, Ohio. Tappan was born in Northampton, Massachusetts, the second child and oldest son of Benjamin Tappan and Sarah (Homes) Tappan, who was a grandniece of Benjamin Franklin. Two of his younger brothers were abolitionists Arthur and Lewis Tappan. Unlike his abolitionist brothers, Benjamin Tappan opposed slavery "in all shapes except that of abolitionism" (Cincinnati Gazette, Dec. 27, 1838). On July 12, 1849, he presided at a Northwest Ordinance (Free Soil) political celebration in Cleveland.

**Tappan, Lewis. The Papers of Lewis Tappan, 1809-1903**

(Library of Congress Photoduplication Service, 1975) 7 microfilm reels

Microfilm Call Number: E449.T17 A2 1975x

Lewis Tappan (1788-1873), younger brother of Benjamin Tappan, was a staunch New York abolitionist. One of his most notable efforts was his leading participation in the 1839-41 legal effort to secure the freedom of the *Amistad* captives, a case that was successfully defended before the Supreme Court by John Quincy Adams.

**Three Centuries of English and American Plays (1500-1830)**

Call Number for Microfiche and Printed Guide: PN1621 .T57X

This series consists of approximately 6,500 plays, including facsimiles of all available British plays from 1500-1800 and all United States plays from 1714-1830.

**Tuskegee Airmen, Records of the (1941-1947)**

(UPA collection from LexisNexis, 2005) 13 microfilm reels

Call Number for Microfilm and Printed Guide: D810.N4 R43 2005

This collection consists of combat reports, correspondence, and reports on discrimination faced by African American military personnel and conditions at the Tuskegee Army Air Field. During World War II (1941-1945), the Army Air Forces established a segregated flying school on the campus of the Tuskegee Institute in Tuskegee, Alabama, to train African American pilots. The graduates of this school were known as the Tuskegee Airmen.

**U.S. Military Intelligence Reports: Surveillance of Radicals in the United States, 1917-1941**

(University Publications of America, 1984) 34 microfilm reels

Call Number for Microfilm and Printed Guide: HN90.R3 U54x

This collection includes generous selections from records of the Army's G-2 "negative" branch engaged in the surveillance of radicals in the United States. These voluminous documents constitute a virtual encyclopedia of American radicalism from 1917 to 1941.

**U.S. Office of Strategic Services. Foreign Nationalities Branch. OSS Foreign Nationalities Branch Files, 1942-1945**

(Congressional Information Service, 1988) 2,428 microfiche cards

Call Number for Microfiche, Bibliography and Index: E184.A1 U55 1988X

These declassified records cover a range of topics—governments in exile and exiled leaders, resistance movements, internal political activities, disputes within ethnic communities, and the history and wartime activities of the U.S. foreign-language press. The files also shed light on the extent of domestic surveillance activities by the OSS, the precursor of the Central Intelligence Agency. In addition to files on 28 European and Mediterranean ethnic groups, there are files on American labor organizations, Communist activities, students, African Americans, and Catholics.

**United States. Indian Claims Commission. Indian Claims Commission**

(Clearwater Pub. Co., 1973-1982) Ca. 6,000 microfiche cards

Index: Indexes included on microfiche

Call Number for Microfiche: KF8208.A56 .I52 1982x

Records of the Indian Claims Commission, 1946-ca. 1982. Sections include: Decisions of the Indian Claims Commission; Expert testimony before the Indian Claims Commission; Government Accounting Office reports; Docket books; Legislative history of the Indian Claims Commission act of 1946.

**Voices from Ellis Island: An Oral History of American Immigration: A Project of the Statue of Liberty-Ellis Island Foundation**

(University Publications of America, 1987) 185 microfiche cards

Call Number for Microfiche and Printed Guide: JV6450 .V64 1987x

From 1892 to 1924, millions of immigrants passed through Ellis Island on their way to a new life in America. To preserve the experiences of as many of these foreign-born Americans as possible, the National Park Service and the Statue of Liberty – Ellis Island Foundation carried out

an ambitious oral history project consisting of over 200 lengthy interviews with persons who either immigrated through or worked at Ellis Island during the peak of mass migration to the United States. These interviews not only provide a panoramic and historically significant view of the immigrant experience, but they also contribute an oftentimes moving human dimension to the study of American immigration history.

**Webster, Daniel. Papers of Daniel Webster**

(University Microfilms, 1971) 41 microfilm reels

Microfilm Call Number: E337.8 .W373

Daniel Webster (1782-1852) was a leading American statesman during the nation's Antebellum Period. He first rose to regional prominence through his defense of New England shipping interests. His increasingly nationalistic views and the effectiveness with which he articulated them led Webster to become one of the most famous orators and influential Whig leaders of the Second Party System.

**Woodson, Carter Godwin. The Papers of Carter G. Woodson and the Association for the Study of Negro Life and History, 1915-50**

(University Publications of America, 1998) 34 microfilm reels

Microfilm Call Number: E175.5.W65 A2 1998

Called the "Father of Negro History," Carter Godwin Woodson (1875-1950) was instrumental in the founding of the Association for the Study of Negro Life and History in 1915. During his lifetime he was probably the most significant scholar promoting the history and achievements of African Americans. Woodson's papers are the most detailed source on the career of Carter G. Woodson to emerge since his death. The collection comprises Woodson's papers, the records of the Association for the Study of Negro Life and History, and the records of Associated Publishers.

### **909e LIMITATIONS OR EXCLUSIONS**

The Library has discontinued the acquisition of microfilm except for a handful of local titles and replacement copies of worn microfilm.

### **909f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

### **909g SPECIAL SOURCES FOR SELECTION**

Not applicable.

## 910 PERIODICAL CENTER

### 910a SCOPE

The Periodical Center maintains Main Library's centralized collection of circulating and noncirculating periodicals on behalf of all subject departments, except Special Collections, International Languages, Map Collection, Public Administration Library, and Youth Services. The collection serves the needs of everyone from the casual reader to the professional to the researcher.

Although the Library's periodical holdings are included in its online Catalog, the final edition (1997) of the *CAMLS (Cleveland Area Metropolitan Library System) Union List of Periodical Holdings* remains an invaluable guide to CPL's historical periodical holdings.

The Library's periodical collection is in a state of active transition that mirrors the ongoing state of change in the periodical publishing industry, with titles merging, ceasing publication, and migrating to online-only publication at a steady pace.

The Library's goal in managing its periodical collection is to provide patrons with current and historical periodical information in a timely and efficient manner, in a format convenient to patrons. The Library continuously works to make as much information available in digital format as the budget allows. Staff also provides rapid access to backfile holdings through on-demand, in-house PDF scanning of articles from print and microform sources.

Popular Library manages the Periodical Center collection, including overseeing receipt of print subscriptions, managing binding decisions, and providing patron access.

Periodical Center's holdings include the following:

- **Popular publications**, which include newspapers and general interest magazines. Examples: *New York Times*, *Newsweek*, *National Geographic*, *Vogue*
- **Trade (or professional) journals**, which are written by professionals in a specific trade or industry. Examples: *Billboard*, *Chronicle of Higher Education*, *Library Journal*, *Variety*

- **Academic (or scholarly) journals**, which are written by scholars or researchers. Articles in academic journals are often peer-reviewed, meaning that they have undergone critical assessment by other scholars in the author's field. Examples: *Journal of African American History*, *Journal of Ecology*, *The American Genealogist*

Periodical Center's circulating and noncirculating collections consist of the following:

- **Circulating Periodicals** include a selection of current, popular magazines and trade journals that reflect the current information needs and interests of the Library's diverse clientele. A total of 240 titles were available as of March 1, 2021.
  - Circulating periodical subscriptions are managed by the Popular Library Manager in consultation with the subject department managers where publications classify and with the Directors of Public Services.
  - Holdings are maintained for one year.
- **Noncirculating Periodicals** include both current and backfile holdings. Current subscriptions include a broad array of about 1,200 (as of March 1, 2021) popular magazines, trade and academic journals, and newspapers that reflect the current information needs and interests of the Library's diverse clientele. In addition to current subscriptions, the noncirculating collection includes both print and microform backfiles of periodicals as a part of the Library's research collection.
  - Reference periodical subscriptions are managed by individual subject departments where publications classify, in consultation with the Directors of Public Services. Subscriptions reflect the collecting levels outlined in the Collection Development Policy's Classified Table of Subjects.
  - Newspaper subscriptions are managed by the Popular Library Manager in consultation with the Directors of Public Services.
  - Binding of periodicals and maintenance of backfiles is managed by Popular Library in consultation with Subject Department Managers where titles classify.
  - As a rule, holdings are maintained permanently, whether in print, microform, or digital format.

## **910b CLASSIFICATIONS**

## **910c COLLECTION STRENGTHS**

Main Library maintains a world-class historical periodical collection that ranks among the top collections statewide and nationally for its depth and comprehensiveness. The collection consists of approximately 18,000 titles covering every field of endeavor and include iconic American and international publications rich with illustrations. CPL's holdings were highly regarded historically and merited inclusion in the Library of Congress's first *Union List of Serials*, published in 1927. Throughout its history, the Library sought to acquire complete runs of periodicals, with purchases of retrospective holdings often made once the Library decided to acquire a new title. Until the early 2000s, decisions regarding periodical subscriptions were made by the CPL Serials Committee.

## **910d UNIQUE COLLECTIONS AND RESOURCES**

Not applicable.

## **910e LIMITATIONS OR EXCLUSIONS**

Circulating periodical titles held by International Languages, Public Administration Library, and Youth Services are maintained by those departments.

Special Collections maintains all rare periodical titles and periodical titles related to its collecting areas.

## **910f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

## **910g SPECIAL SOURCES FOR SELECTION**

Patron suggestions

Websites

Reviews in professional journals

# 911 PHOTOGRAPH COLLECTION

## 911a SCOPE

The Photograph Collection is a non-circulating collection of approximately 1.3 million photographic and pictorial images that document subjects relating to Cleveland, the Western Reserve, Lake Erie, Ohio, African American history and culture, baseball, 20th century political and social history, and the art of photography. The holdings of the Department range from the 1840s to the present, with the bulk of the collection dating from the early 1900s to the 1970s.

The Department acquires a full range of photographic and pictorial types of materials, including born-digital images. Images acquired for the Photograph Collection are selected according to the criteria for selection outlined in Policies by Type of Material/Images: Photographic; Images: Pictorial; and Digital Media.

Acquisitions are dependent on available endowment funds and donations and focus first and foremost on images relating to Greater Cleveland, and secondarily on images that significantly augment other subjects collected to Level 5 within Main Library subject departments.

As of 2020, acquisitions for the Photograph Collection (as gifts, purchases, or Library-commissioned photography) focus on the following areas:

1. City of Cleveland people, places, events, and things of historical importance
2. Greater Cleveland (suburbs of Cleveland) people, places, events, and things of historical importance, with special focus on subjects pertaining to African American history and culture
3. Lake Erie, the Cuyahoga River, and related subjects of historical importance, and the broader Great Lakes to a lesser degree
4. Western Reserve people, places, events, and things of historical importance, with the highest degree of concentration on subjects that relate closely to Cleveland's development

5. Ohio people, places, events, and things of historical importance at the state level
6. African American historical people, places, events of national historical importance (as recommended by and in consultation with the Center for Local and Global History Manager)
7. Baseball (in consultation with the Sports Research Center)
8. Works by world-famous photographers, as gifts
9. Examples of fine photography on any subject, as gifts

Note: Photography relating to the Cleveland Public Library itself (e.g., buildings, events, staff, etc.) is housed in the Cleveland Public Library Archives.

## **911b CLASSIFICATIONS**

## 911c COLLECTION STRENGTHS

The Collection constitutes an outstanding resource for media professionals, history buffs, genealogists, property researchers, filmmakers, sports enthusiasts, fashion designers, authors, and students of documentary history.

The Department's collection originated with the Stanley L. McMichael Picture Collection of more than 7,000 early Cleveland images, which was purchased for the Library in 1929 by two CPL Board Trustees. In 1974, the Library purchased the photographic archive ("photo morgue") of the Cleveland office of the Newspaper Enterprise Association (NEA), a newspaper syndication service, which consisted of 2 million photographs (duplicates were gradually weeded out, reducing the total) and thousands of associated news clippings. These two important collections were brought together in the 1970s, along with the Cleveland material and other important subjects from the Fine Arts Department's Picture File, to form the Photograph Collection. The Department's holdings were further enriched by donations from local newspapers and news organizations (*The Plain Dealer*, *The Cleveland Press*, *Call & Post*, Central Press Association, etc.), the City of Cleveland, and generous donors.

The Photograph Collection maintains one of the largest collections of images of Cleveland subjects in existence (about 450,000 images of people, places, events, and things), a collection that continues to be enriched with donations, purchases, and Library-commissioned digital photography documenting life in the city.

A large segment of the Collection consists of photographs of people and events in the news internationally from the late 19th century to the late 20th century. Sports holdings are particularly strong in the subject of baseball in the 1950s and 1960s. Materials on World War II, fashion, and transportation are also noteworthy.

## 911d UNIQUE COLLECTIONS AND RESOURCES

### **Portrait & Biography Collection (ca. 642,000 images)**

This collection consists of photographs from the 1910s to the 1990s created by local newspapers (*The Plain Dealer, Cleveland Press, Call & Post*, etc.) and local, national, and international newspaper syndication services, such as the Central Press Association. Subjects include well known individuals, celebrities, newsmakers, and ordinary people featured in news stories. The collection includes approximately 320,000 images pertaining to individuals in Cleveland and Northeast Ohio. The nucleus of the collection is the Library's 1974 purchase of the photographic archive ("photo morgue") of the Cleveland office of the Newspaper Enterprise Association (NEA), a newspaper syndication service.

### **General Subjects Collection (ca. 363,000 images)**

This collection consists of photographs from the 1910s to the 1970s of historical events and subjects covered by newspapers (*The Plain Dealer, Cleveland Press, Call & Post*, etc.) and local, national, and international newspaper syndication services, such as the Central Press Association. The nucleus of the collection is the Library's 1974 purchase of the photographic archive ("photo morgue") of the Cleveland office of the Newspaper Enterprise Association (NEA), a newspaper syndication service.

### **Cleveland Subjects Collection (ca. 22,300 images),**

#### **Cleveland Picture Collection (9,703 images)**

- The **Cleveland Subjects Collection** consists of more than 22,300 images (mostly photographic) depicting Cleveland and environs from the late 19<sup>th</sup> century to the present. The collection has been assembled from local newspaper donations (*The Plain Dealer, Cleveland Press*, etc.), private donors, and Library purchases.
- The **Cleveland Picture Collection** consists of 9,703 mostly black-and-white photographic and pictorial images dating from the 1850s to the 1970s, with the bulk of the collection covering the 20<sup>th</sup> century. A wide range of subjects is covered, including buildings, bridges, churches, parks, mansions, street scenes, department stores, fires, city views, etc. The following bound volume consists of a photocopy of the Photograph Collection's

historic card index to the Cleveland and Ohio picture collections: *Index to Cleveland and Ohio Picture Collections* (Call Number: Z1324.C65 C544 1985X OCLC: 12303881).

The historical nucleus of the Cleveland Picture Collection is the **Stanley L. McMichael Picture Collection** of more than 7,000 early Cleveland images, which was purchased for the Library by two CPL Board Trustees in 1929. Stanley McMichael (1879-1950) assembled the collection over the course of twenty years, believing it important to document all extant images of Cleveland's earliest years. A prominent Cleveland real estate agent, author of books on real estate, and longtime real estate editor of *The Plain Dealer*, McMichael started collecting early Cleveland photographs around 1909 and devoted much of his spare time to building the collection. A December 27, 1914, *Plain Dealer* article described one of McMichael's greatest acquisitions: the photographic archive of Cleveland photographer Jeremiah Merritt Greene (1829-1916). McMichael sold his collection to the Library in 1929 prior to relocating to Los Angeles, California.

Historical Cleveland-related holdings were further developed with donations from local newspapers (*The Plain Dealer*, *Cleveland Press*, etc.), and private donors. In 1983, the Cleveland subjects in the Fine Arts Department's picture file (images clipped from publications by Library staff) were incorporated into the Cleveland Picture Collection.

#### **Ohio Subjects Collection (ca. 15,600 images),**

#### **Ohio Picture Collection (433 images)**

- The **Ohio Subjects Collection** consists of approximately 15,600 photographic and pictorial images documenting Ohio subjects from the 1910s to the 1980s. The collection was assembled from local newspaper donations, private donations, and Library purchases.
- The **Ohio Picture Collection** consists of 433 photographic and pictorial images documenting Ohio subjects from the 1870s to the 1970s. The collection was assembled from local newspaper donations (*The Plain Dealer*, *Cleveland Press*, etc.) and private donors. In 1983, the Ohio subjects in the Fine Arts Department's picture file (images

clipped from publications by Library staff) were incorporated into the Ohio Picture Collection. The following bound volume consists of a photocopy of the Photograph Collection's historic card index to the Cleveland and Ohio picture collections: *Index to Cleveland and Ohio Picture Collections* (Call Number: Z1324.C65 C544 1985X OCLC: 12303881).

### **African American Families Photograph Collection (ca. 1,200 images)**

Established in 1999, this collection documents aspects of African American life and culture relating to Cleveland and Cleveland families. It consists of roughly 1,200 black-and-white photographs that date from 1865 to the end of the 20th century. Notable are the Wormley/Graves Collection that covers six generations, and the Triplett Family Collection. Donations to this collection are actively accepted according to the following criteria:

*The Photograph Collection accepts analog items only (prints, negatives). Donated photographs may come from any time period up to the present day. To best capture the rich and varied African American experience in Cleveland, collecting emphasis is given to photographs depicting families' home life and activities within the city. Notations and identification of individuals and events featured in photographs are greatly appreciated. Concerns regarding the physical condition and/or image quality of photographs will be assessed on a case-by-case basis. Donated items will be made available to patrons with no restrictions on viewing, and the Photograph Collection prefers that donors assign copyright of the items when possible and appropriate.*

### **Baseball Photographs and Illustrations Collection (ca. 19,500 items)**

The Photograph Collection's holdings of baseball photographs and illustrations represent one of the largest collections of historical baseball imagery held outside of the National Baseball Hall of Fame and Museum in Cooperstown, NY. The following collections form the foundation of the Department's holdings:

- **Baseball Photographs and Illustrations Collection:** approximately 18,000 items documenting baseball in the mid-20th century

- **Murdock Collection of Baseball Photographs:** 1,521 images, 1920s to 1950s
- **Mears Collection of Baseball Portraits:** 17 images, 19<sup>th</sup> and early 20<sup>th</sup> centuries

**Charles S. Hackett Collection (13,895 images)**

This collection consists of images of Cleveland from around 1950 to 1963. Native Clevelander, amateur researcher and photographer Charles S. Hackett (1905-1990) invested a great amount of time documenting the changing face of Cleveland. His interests in transportation, architecture, and street scenes resulted in a trove of thousands of images of the city. Hackett methodically documented areas of Cleveland repeatedly over these years and was particularly fascinated by streetcars and the deteriorating mansions of Millionaires’ Row. This collection was purchased from Old Erie Street Bookstore in 2015.

***Cleveland 20/20: A Photographic Exploration of Cleveland* Collection (1,000+ images, one video)**

This collection consists of thousands of color and black-and-white digital photographic images produced as a part of an exhibition titled *Cleveland 20/20: A Photographic Exploration of Cleveland*. The exhibition was commissioned by Cleveland Public Library in 2019 in honor of its 150<sup>th</sup> anniversary (1869-2019) and was undertaken in partnership with the Cleveland Print Room, a nonprofit organization based in the ArtCraft Building (2550 Superior Avenue) that “advances the art and appreciation of the photographic image in all its forms by providing affordable access to a community darkroom and workspace, gallery exhibition, educational programs and collaborative outreach.” The exhibition opened on January 20, 2020 (Martin Luther King, Jr. Day), in Main Library’s Brett Memorial Hall and featured a selection of 200 images produced for the project. The project was managed by curator Lisa Kurzner, who had previously done curatorial work for Cleveland Museum of Art, Museum of Contemporary Art-Cleveland (moCa), and FRONT International: Cleveland Triennial for Contemporary Art (2018). The exhibition focused on four central themes: water, leisure, intimate moments, and geography, as seen through the eyes of 25 professional and amateur Cleveland-area photographers who worked over a period of nine months. The photographers included Tim Arai, Enahjae Beasley, Stephen Bivens, Bridget Caswell, Matthew Chasney, Hadley K. Conner,

Destanee Cruz, Billy Delfs, Shelly Duncan, Maria Fallon, Aja Grant, Diana Hlywiak, Da'Shaunae Jackson, Adam Jaenke, Jef Janis, Felix Latimer, Daniel Levin, Greg Martin, Christopher Mason, Gabrielle Murray, Owen Rodemann, Michael Tsegaye, and Shari Wilkins. In addition to local photographers' work, the collection features images captured by nationally recognized documentary photographer Ruddy Roye (b. 1969), who served as project mentor and whose Cleveland visits were documented by Cleveland filmmaker Robert C. Banks, Jr. (b. 1966).

### **Cleveland City Hall Collection (ca. 55,000 images)**

A collection of photographs obtained by CPL's Public Administration Library from various departments at Cleveland City Hall, documenting Cleveland structures and aspects of daily life from the 1920s to the 1990s. Department of Community Development photographs document buildings that were razed for the Erieview federal urban renewal programs adopted by the city in 1960. More than 39,000 photographs from the Board of Zoning Appeals document structures that were the subject of zoning variances between 1929 and 1990. Also included are photographs of the Cleveland Cultural Gardens from the Parks and Recreation Department and photographs of the City of Cleveland's Model Cities program (ca. 1966-1971), in which federal funds were to be used to aid Cleveland's poorest neighborhoods.

### **Cleveland Neighborhood Photographic Survey (1,000+ images, ongoing project)**

This collection consists of more than 1,000 digital photographic images that document contemporary life (2019- ) in Cleveland neighborhoods. In 2019, Cleveland Public Library commissioned photographer and CPL employee Adam Jaenke (b. 1983) to chronicle the daily life of Cleveland neighborhoods. This project is an ongoing initiative as of 2021.

### **Ethel C. Standiford Photograph Collection (510 images)**

This collection consists of 510 photographs of prominent Clevelanders taken between 1930 and 1933 by award-winning portrait photographer Ethel Conway Standiford Mehling (1871-1963), who was the first woman elected president of the Cleveland Photographers Association. Each photograph in the collection, which includes figures such as John D. Rockefeller, Sr., is signed by the subject. Standiford donated the collection to the Library in 1930.

### **Frank A. Kirbus Theater Archives**

This collection consists of 2,180 color photographic slides and 1,192 photographic prints documenting Playhouse Square. The collection was donated by Frank Kirbus to the Library in 2001. Frank A. Kirbus (1921-2011) was a teacher in the Cleveland schools from 1948 to 1978. In 1998, Kirbus was involved with the restoration of the Allen Theatre at Playhouse Square.

### **[George] Edmondson Collection of Prominent Clevelanders (ca. 2,436 images)**

This collection consists of portraits of prominent Clevelanders, Cleveland families, and social events taken between the late 19<sup>th</sup> century and 1945 by Cleveland photographer George Mountain Edmondson (1866-1948). The collection of glass plate and film negatives was given to the Library in 1960. In 1963, the Library made 2,436 glossy photographic prints from the negatives. Index to the collection: Z1324.C65 C545 1985X (0000114164239).

### **George Ketteringham Collection (350 unique images, 617 items)**

This collection (*[The Ketteringham Collection] [Cleveland at the turn of the century]*) originated with Ruth Ketteringham's 1966 gift of 285 glass plate negatives and photographs taken by her father, Cleveland inventor George Ketteringham (1876-1954). The collection was further augmented in the 2000s with gifts by Ruth Ketteringham (1906-2006) and her estate. The collection consists of 350 unique images and 617 total items (i.e., prints, duplicate prints, glass-plate negatives, and film negatives). The photographs primarily document Cleveland buildings and civic events from 1900-1915. The collection also includes photographs of the Ketteringham family and residences.

### **Historical Cleveland Slide Collection**

This collection of approximately 50 glass plate slides (3 inches x 4 inches) consists of images of downtown Cleveland's buildings, landmarks, and landscapes for the period from 1912 to 1918.

### **Jasper Wood Collection (858 items)**

The Jasper Wood Collection consists of all extant photographic negatives by Jasper Wood, a collection of photographic prints by Wood, an original 16mm copy of Wood's short film *Streetcar*, and biographical information. Jasper Wood (January 2, 1921-June 7, 2002) was a self-taught writer and photographer and a lifelong free speech activist. He was born in Wilmington,

North Carolina, and moved to Cleveland around 1936 with his family, where he attended Cleveland Heights High School. In 1946, while living on Walton Avenue in Cleveland, Wood purchased his first camera and started taking pictures in Cleveland and in Mexico. Wood won many awards for his photographs, which he continued to take until the late 1950s. Much of his photography consisted of images of everyday life in the African American neighborhood centered around Scovill Avenue in Cleveland in the late 1940s and early 1950s.

#### **Ladis Lisy Photograph Collection (ca. 200 images)**

This collection consists of photographs by Cleveland Police Sergeant Ladis Lisy (1896-1968) and photographs related to his life and career. One of the first police photographers in the country, Lisy established the Cleveland Police Department's photography unit in 1939 at the urging of Safety Director Eliot Ness. Lisy helped solve crimes through photography, using ordinary black-and-white film, and infrared and ultraviolet light. Lisy retired from the Cleveland Police Department after 48 years of service.

#### **Lawrence Schreiber Photographs (3,409 images)**

This collection consists of photographic images primarily of Cleveland, with a focus on the Cuyahoga River and Cleveland's industrial Flats from the 1930s to the 1960s. Lawrence Schreiber (1904-1982) was the Chief Librarian for the *Cleveland Press* and an outstanding amateur photographer who specialized in the bromoil transfer process, through which he transformed his evocative photographs into art objects resembling etchings. This collection was donated by Bill Kubat and Mary Kubat (Lawrence Schreiber's daughter) in 2008.

#### **Margaret Bourke-White Collection (102 images)**

Margaret Bourke-White (1904-1971) was a newspaper photographer who began her distinguished career in Cleveland in 1928. This collection consists of 102 images, 65 of which are black and white photographs and photogravures by Bourke-White, taken between 1928 and the 1940s, including images of Cleveland, steel mills, Washington, D.C., Europe, and India. In addition, the collection contains a series of 37 portraits of Bourke-White, seven of which were taken in Cleveland.

### **Motion Picture Collection (ca. 32,400 items)**

This collection consists of 32,400 photographic images (movie stills, lobby cards, glass plate slides, etc.) obtained primarily from the estate of W. Ward Marsh (1893-1971), nationally prominent movie critic for *The Plain Dealer* from 1919-1970 (the Literature Department maintains the non-photographic portion of the W. Ward Marsh Archives). Photographs date from 1915 to the 1990s, with the bulk of the collection covering the 1930s to the 1990s. Several thousand are in color. Donations from the Cleveland International Film Festival (established 1977) are also a part of the collection. (Note: Literature Department has a historical four-drawer card file index to movie stills and a one-drawer card file to W. Ward Marsh Collection movie stills [1913-1957] that were transferred from the Literature Department to the Photograph Collection in the 1980s.)

### **Postcard Collection (ca. 10,500 postcards)**

The Library's Postcard Collection includes both printed (lithographic and other printing processes) postcards and real photo postcards (RPPCs) and focuses primarily on postcards depicting Cleveland and Ohio (nearly 10,000 postcards), but also includes a selection of postcards depicting subjects such as World War I scenes and baseball players of the 1950s and 1960s. The collection consists of postcards produced in the 19<sup>th</sup> to 21<sup>st</sup> centuries, with the bulk of the collection being from the 20<sup>th</sup> century. Two large postcard collections form the foundation of the ever-growing CPL Postcard Collection: the William H. Hunt collection and the R. Michael Lauer collection. The William H. Hunt collection was donated to the Library in 1938 and consisted of 7,602 postcards (duplicates and subjects that did not fall within the Library's collecting criteria were later weeded out). The R. Michael Lauer gift was given to the Library in 2019 and consisted of approximately 5,750 postcards (81 linear inches) consisting of black and white, color, and real photograph postcards covering a multitude of subjects from throughout Cleveland, Northeast Ohio, and the Connecticut Western Reserve, assembled from the 1970s to 2019.

### **Poster Collection (ca. 1,500 posters)**

This collection consists of the Library's centralized poster collection of approximately 1,500

items spanning local history, governmental, military, and entertainment subjects and covering the period 1913 to the present. Notable is the Library's collection of 1,232 posters, from the U.S. and around the world, on subjects such as the Russian Revolution and World Wars I and II (e.g., selling war bonds, promoting conservation, urging silence regarding troop movements, etc.). (Note: Rare posters, such as those of the 1909 Cleveland Industrial Exposition and the Kokoon Arts Club, are housed in Special Collections.)

### **Stereoscopic Views of Cleveland (250+ items)**

This collection consists of more than 250 stereoscopic views (also known as stereoviews, stereograms or stereoscopic images) of Cleveland and Northeast Ohio scenes from the 1870s to the 1890s. Most photographs were created by Cleveland-based photographic studios, such as Thomas T. Sweeny, Liebich, and James F. Ryder. Stereographs consist of a pair of pictures mounted on board that create a three-dimensional image when viewed through a special apparatus.

### **Theatre Collection of Cartes de Visite and Cabinet Cards (2,000 images)**

A unique collection of about 2,000 images of well-known theatre performers during the period 1854 to 1910.

### **Walker and Weeks Collection (1,328 items)**

Acquired from Wolf's Auction Gallery in 1993, these 1,369 photographs document the work of the prominent Cleveland architectural firm between 1911 and the 1940s. Walker and Weeks designed public and commercial buildings, schools and churches throughout the Midwest, including the Cleveland Public Library (additional Walker and Weeks photographs of the Library are in the Cleveland Public Library Archives), Cleveland Municipal Stadium, Severance Hall, and the Federal Reserve Bank. (Walker & Weeks architectural plans acquired in the 1993 Wolf's auction are housed in Special Collections.)

### Small Special Collections: Cleveland and Ohio

- Andrew Borowiec Photograph Collection (25 images), Downtown Cleveland and neighborhoods, 2002
- Architectural Photograph Album (52 images), photographs by Charles Sumner Schneider of Cleveland; detail images of residential doorways, likely Cleveland addresses, ca. 1907-1920
- Arthur Gray Photograph Collection (41 images, 13 unauthenticated), primarily Downtown Cleveland, ca. 1930s
- Bernie Rich Photograph Collection (81 images), photographs of local Cleveland television personalities, 1950s to 1970s
- Betsy Molnar Photograph Collection (8 images), Downtown Cleveland and the Flats, 1990s to early 2000s
- Cabinet Cards by Cleveland Studios (112 images), Cleveland scenes and portraits, ca. 1870s-1880s
- Cabinet Cards by Ohio Studios (25 images), Ohio scenes and portraits, ca. 1870s-1880s
- Cleveland Family Photographs Albums (219 images in two albums), unknown family, ca. 1903-1923
- Cleveland Ice Cream Company Promotional Album (11 images), photographs by Louis Van Oeyen, 1923. In 1901, Louis Van Oeyen (1865-1946) became the first photographer hired as staff by a Cleveland newspaper (*The Cleveland Press*).
- *Cleveland: Illustrated, Published in Fourteen Parts* (Cleveland, Ohio: H.R. Page & Co., 1889), 85 photographic illustrations
- Cleveland Normal School Sixth Grade Dramatization (13 images), 1921
- Cleveland Parks Collection (5 images), 1930s
- Cleveland Parks Department Photo Albums (284 images), Cleveland parks and children's activities, 1925-1928
- Cleveland Public Auditorium Photographs (26 images), 1920s to 1930s
- Cleveland Then & Now: A Rephotographic Survey (27 items), Tri-C project with CPL Photograph Collection, 2011

- Cleveland Union Terminal Construction Photographs (92 images), 1927-1930
- David Stretar Photograph Collection (7 images), photographs of Cleveland, 1980s
- Douglas Lucak Photograph Collection (9 images), Cleveland neighborhoods, 1999
- Downtown Cleveland, 1920-1925 (18 images), photographs of downtown buildings and intersections, nine of which were taken by commercial photographer Harry C. Beitt (1882-1950)
- Erieview Project Album (102 images), documentation of structures for urban renewal clearance, 1960
- Eugene Bixby Photograph Collection (20 images), jazz acts performing in Cleveland, 1950s
- Heiser Co. photographs of Cleveland (24 images), Downtown Cleveland and suburban scenes, 1915
- Jennie Jones Photograph Collection (5 images), oversize photographs depicting the Flats, 2000
- Judith McMillan Collection (2 images), images of exhibits at Cleveland Museum of Natural History, 1990
- Lakeside Hospital Photographs (72 images), taken by student nurse Ruth Eleanor Gerwig, 1913-1916
- Linda Butler Photograph Collection (5 images), oversize photographs depicting Cleveland cultural institutions and one Italian library, 1990s
- Longwood Project (315 images), documentation of structures for urban renewal clearance in the Central Neighborhood in the 1950s
- Otis Steel Company Pioneer (10 photogravures), taken by Margaret Bourke-White, 1929
- Robert Bailie Photograph Collection (147 images), primarily photographs of Downtown Cleveland taken in 1996 for a bicentennial display at Cleveland Public Library
- Stalley Photograph Collection (54 images), photographs of Cleveland and Northeast Ohio in the 1920s and 1930s
- Tobacco Farm in Southern Ohio (12 images), 19th century

- U.S. Mortgage Crisis, Cleveland, 2008, Selections (17 photographs), taken by American photojournalist and documentary filmmaker Anthony Suau (b. 1956)
- Upson Family Photograph Album (134 images), images of Cleveland and vacation spots, early 20th century
- William Barnhill Collection/Byways of Cleveland (69 images), Cleveland architecture, alleys, streets, 1930s

#### **Small Special Collections: Subjects Beyond Ohio**

- Alice in Wonderland, Given at Pebble Hill Plantation, Thomasville, Georgia (6 items), undated
- The Atomic Bomb (illustrated work), ca. 1945
- Eagle Manufacturing House, sample book for art reproductions, 1888
- Family Album, unknown family (71 items), 19th century
- Gifford Family Album (33 items), 1870s-1890s
- Japanese Hand-Tinted Print Collection (31 items), ca. 1920s-1970s
- Passing Torches: The Diverse Sources of Documentary: Mother Jones 1998 fine print portfolio
- Photographs of China (100 items), images of China and the American West, circa 1910
- Romanov Family Photographs (109 items), photographs printed in the 1910s to 1930s
- San Francisco Fire, 1906 (12 items)
- Southern Coastal Photograph Album (80 items), circa 1890

## **911e LIMITATIONS OR EXCLUSIONS**

The Department no longer actively develops its general, international collection of images relating to social and political history, nor does it actively develop the motion picture collection. Exceptions are made for gifts of historically or intrinsically valuable photographs that fall within these categories.

Family photographs and snapshots are not acquired unless they illuminate an aspect of local history that is underrepresented in the collection.

Professional class photographs (i.e., group photographs) for schools within the city of Cleveland are accepted as long as the school is identified. Professional portraits of individual students are not accepted, although exceptions are made when other selection criteria for photographs are met.

Duplicate photographs and those of inferior quality are not retained.

Doctored or composite photographs are not retained unless they have social or historical significance or represent the only known image of an important subject.

## **911f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

Special care is taken to acquire and preserve images that document the history and culture of Cleveland and the Western Reserve. Rare and important photographs or photographs by world-famous photographers may be accepted as gifts to document the art of photography, regardless of subject.

## **911g SPECIAL SOURCES FOR SELECTION**

- Donations
- Gallery/auction catalogs
- Catalogs of special dealers
- Dealer websites
- Library-commissioned photography

## 912 POPULAR LIBRARY

### 912a SCOPE

Popular Library serves patrons with a bookstore-style selection of current general interest and high-demand fiction and nonfiction books, DVDs (movies, documentaries, instructional, etc.), CDs (music, spoken word, audiobooks), periodicals (magazines and journals), and comic books. The Department endeavors to provide materials in quantities to meet public demand. Everything in the Department is circulating except for the reference periodical collection and microforms.

Due to the physical arrangement of Main Library, Popular Library also manages CPL's Periodical Collection and Microform Collection (formerly a part of the General Reference Department until it was disbanded in 2011). These collections are described in separate sections due to the size and extent of their holdings.

**Fiction:** Popular Library is responsible for developing the primary collection of current fiction for the Library system. Popular Library's fiction collection is composed of titles published within the past two years. Fiction titles of a special nature for which little popular demand is anticipated are not acquired and are the responsibility of Literature Department. Care is taken to balance acquisitions of literary works so that a diverse range of styles and voices is included, representing the full spectrum of human experience, from the marginalized to the mainstream.

**Nonfiction:** Materials for Popular Library are selected in cooperation with Collections Services staff at Level 3 overall. Titles selected are widespread in coverage and encompass the entire Library of Congress Classification. The selection of specialized and in-depth nonfiction is the responsibility of the appropriate subject departments. In the field of cookery, for example, Popular Library acquires the widely advertised cookbooks of general current interest, while Science and Technology acquires these and the more specialized cookbooks as well.

**Comics (Fiction and Nonfiction Graphic Novels/Graphic Narratives):** Materials for Popular Library are selected to meet popular demand. Orders for fiction titles/series are coordinated with the Literature Department to avoid duplication.

**Comic Books:** Popular Library circulates single-issue comic books as selected by Acquisitions Department. Popular Library makes suggestions to Acquisitions for purchases based on patron requests or staff recommendations as needed.

**Multiple Copies:** Popular Library acquires multiple copies, averaging two units per title, with nonfiction duplicated less heavily than fiction. All nonfiction titles acquired by Popular Library duplicate the holdings of Main Library subject departments. Paperbacks are acquired to provide cost-effective duplicate copies of hardbound publications and to provide current titles published only in paperback format.

**Music, Spoken Word & Audiobook CDs:** Popular Library manages Main Library's general collection of music, spoken word, and audiobook CDs.

- Music, spoken word, and audiobook CDs are selected by Collection Services with input from the Popular Library Manager and staff.
- The music, spoken word, and audiobook CD collection includes a broad selection of titles in a wide range of genres and subjects that meet the educational, informational, instructional, and entertainment needs of the whole community.
- Both current and classic titles are acquired as necessary to maintain a balanced collection that is responsive to the needs of the whole community. (Classic titles considered for Popular Library are works of fiction or nonfiction that have been made into movies or television programs.)
- The music CDs collection represents a full range of musical genres, such as classical, pop, rock, R&B/rap, jazz, blues, new age, country, gospel, holiday, and a wide range of international music.
- The audiobook CD collection includes a full range of subjects and literary genres.
- Youth Services Department maintains a collection of music and spoken word CDs developed for young people.

- International Languages Department maintains a collection of language learning and spoken word CDs for adults and children.

**DVDs (Movies, Documentaries, Instructional, etc.):** Popular Library manages Main Library's collection of DVDs.

- DVD titles are selected by Collection Services with input from the Popular Library Manager and staff.
- The DVD collection includes a broad selection of titles in a wide range of genres and subjects that meet the educational, informational, instructional, and entertainment needs of the whole community.
- The DVD collection is developed to supplement print and non-print material in all subject fields and to stimulate interest in other resources of the library.
- Both current and older/classic titles on DVD are acquired as necessary to maintain a balanced collection that is responsive to the needs of the whole community.

**Periodicals: See separate Periodicals Collection section.**

## **912b CLASSIFICATIONS**

### **LC Classifications**

A-Z – All classifications

Fiction

### **Dewey Classifications**

None

## **912c COLLECTION STRENGTHS**

A broad selection of current, circulating materials in print format, plus a broad selection of current and classic titles in audio and video formats.

## 912d UNIQUE COLLECTIONS AND RESOURCES

None

## **912e LIMITATIONS OR EXCLUSIONS**

### **Print materials**

- Only currently published materials are acquired in print format.
- Material is retained in Popular Library no longer than two years.
- Fiction and nonfiction materials are transferred to subject departments when the demand for the title or the subject has subsided, within two years or less if space is needed.
- Popular Library does not acquire materials to fill specific needs and consequently does not acquire career, repair manuals, etc., which are the responsibility of the subject departments. The most popular examination guides are acquired on a case-by-case basis to address public demand.
- Other items generally not included in the collection are publications of university or small presses, most translations, collections of short stories unless by notable authors, poetry, esoteric writings, reprints (except for titles with renewed public interest), and reference works.

### **DVDs**

- DVDs with an X rating are not acquired, with rare exceptions made for films that display high artistic merit as noted in critical reviews.
- Materials promoting commercial products and blatant propaganda material are not acquired.
- DVDs produced specifically for classroom use are not acquired unless they have a wide appeal and are of used to the general public.
- Computer software programs are not acquired.

### **CDs**

Computer software programs are not acquired.

## **912f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See: CPL Classified Analysis for collecting levels for specific subjects.

### **Print materials**

Additional consideration is given to the popularity of the author and the subject matter, endorsement by book clubs, tours and media (television, podcast, webisode, etc.), appearances of authors, release of a TV show or movie based on a book, major advertising or news coverage, and the number of copies of the first printing. Almost all fiction listed in *Publishers Weekly* is acquired except for titles eliminated by factors listed under LIMITATIONS OR EXCLUSIONS. Nonfiction holdings represent bestsellers and titles that receive favorable reviews.

### **CDs & DVDs**

Special attention is given to the technical qualities of visual and sound reproduction.

The Library strives to have all documentaries or feature films about Greater Cleveland subjects or filmed in Greater Cleveland available in circulating DVD format at all times.

The Library strives to have a broad, representative selection of local professional music recordings in all genres available in the CD format.

## **912g SPECIAL SOURCES FOR SELECTION**

Primary selection tools used in Popular Library are *Publishers Weekly* and *Kirkus Reviews*.

Secondary sources include catalogs of publishers and reviews in various media, including blogs, websites, social media, etc.

## 913 PUBLIC ADMINISTRATION LIBRARY

### 913a SCOPE

The Public Administration Library (PAL), located in Cleveland City Hall, functions as a reference and information center specializing in the social, economic, legal, technical, and financial functions of municipal government. It is designed to serve agencies of the government of the City of Cleveland and individuals who use materials for purposes distinctly related to specific work responsibilities. It also serves as a resource for the general public, students at all levels interested in city government and the urban development of cities, and individuals undertaking specialized research.

Because of the breadth of subjects that fall under the purview of the Public Administration Library's primary users, the Department acquires material from throughout the entire Library of Congress Classification, though the bulk of the collection falls within the HC-HV classifications.

Subjects covered in the collection include city planning, community development, economic planning and development, history of Cleveland, housing, justice administration, municipal administration, municipal finance, municipal law, parks and recreation, police and fire protection, public employees, public utilities, public works, traffic engineering, transportation, urban renewal, etc.

In areas of specialization such as police, fire and city planning, collections approach Level 4. The Cleveland city documents collection is developed to Level 5. In other aspects of the collection the emphasis is on current titles and most subjects are developed to Levels 2 or 3. Other Main Library subject departments are relied upon heavily for backup in those areas developed to Level 2. The specific collecting levels for all subject areas included in the Public Administration Library are outlined in more detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

Because it is essential to have on hand information specifically concerned with municipal functions, such materials are acquired for the Public Administration Library without regard to duplication in other Main Library subject departments.

Materials in print format include monographs, periodicals, serials, government documents (federal, state, and local), maps, newspapers, and pamphlets and other ephemera.

Public Administration Library is the official depository for City of Cleveland publications and reports. PAL staff continuously solicit and acquire reports from City of Cleveland agencies and departments, in both print and born-digital formats, for addition to the Department's print collection and/or the CPL Digital Gallery, with the aim of developing a comprehensive collection.

As a congressionally designated federal depository, the Department selects a small percentage (currently 7.9%) of publications originating from the federal depository program's basic collection of documents, access to which is guaranteed by federal law (Title 44 U.S. Code).

PAL also houses the City of Cleveland's Law Department Library, which consists of a comprehensive collection of City of Cleveland laws, including current and revised ordinances and City of Cleveland Law Department opinions. Although this collection is housed at PAL and maintained by the Department, the collection is the property of the City of Cleveland.

## **913b CLASSIFICATIONS**

### **LC Classifications**

A-Z - All subjects as appropriate for the collection, mostly falling within F, GV, HC, HD, HE, HF, HG, HJ, HM, HN, HT, HV, JS, KF, KFO, KFX, NA, RA, TA, TD, TE, and TH

### **Brett-Dewey Classifications**

000-999 (most items are in the 300s)

## **913c COLLECTION STRENGTHS**

### **City Government Functions**

City planning, community development, housing, municipal finance and law, police and fire protection, public employees, public works, traffic engineering, transportation, urban economic development, parks and recreation, and municipal administration.

### **Cleveland Documents/Cleveland History**

PAL holds the most comprehensive collection of reports authored by the City of Cleveland available anywhere. The bulk of the reports date from the early 1900s to the present.

### **Cleveland City Council Proceedings**

*The City Record* and previous publications documenting Cleveland City Council's legislative record, dating to the city's incorporation in 1836.

### **Cleveland Municipal Code**

*Codified Ordinances of the City of Cleveland* with a weekly listing of new ordinances updated from the *City Record*, the official publication of Cleveland City Council; various sources for Cleveland ordinances dating from the city's incorporation in 1836.

### **Local Government Documents**

The Urban Documents Microfiche Series indexes and provides full-text access to local government reports collected from more than 350 jurisdictions in the United States and Canada. PAL owns the print version of this title for the period 1982-2003/2004 (vols. 10-32). Coverage ranges from budgets and financial reports to architecture and planning documents, master plans, and board proceedings. The reports were collected from local government agencies, civic organizations, academic and research organizations, public libraries, and metropolitan and regional planning agencies. The index is helpful in tracking down information on topics that affect cities, from hazardous waste disposal to arts in the community.

### **Manuscript Record Volumes**

The Department holds manuscript volumes of government departments from some municipalities that were annexed by the City of Cleveland. Examples include:

- Collinwood (Cleveland, Ohio). Board of Health. *Record*. 1885-1909
- Glenville, Ohio. Board of Health. *Minutes*. 1887-1897
- Ohio City (Cleveland, Ohio). Office of the Recorder. *Assessments*. 1837-1847
- Ohio City (Cuyahoga Co., Ohio). Council. *Minutes*. 1837-1854

### **Model Cities Reports**

This commercial microfilm collection includes reports generated as a part of President Lyndon Johnson's Model Cities Program, an initiative designed to address urban poverty. Authorized November 3, 1966, by the Demonstration Cities and Metropolitan Development Act of 1966, the program ended in 1974. Included are studies by the Department of Housing and Urban Development (HUD) and by private consultants who analyzed the Model Cities program, plus a collection of demographic materials, studies, and statistical charts on more than 250 U.S. communities. The collection was filmed from the archives at the Library of the Department of Housing and Urban Development in Washington, D.C.

### **Periodicals**

The Public Administration Library's collection of periodicals covers all aspects of municipal services. Topics covered include community and economic development, city planning, municipal finance, public safety, land use, preservation, public administration, and zoning.

## **913d UNIQUE COLLECTIONS AND RESOURCES**

### **Cleveland Subjects Vertical File**

Approximately thirty file drawers of clippings, reports, and articles chronicling people, places, and events relating to the city of Cleveland and dating to the 1920s.

### **Municipal WPA Art Collection Photographs**

Black-and-white photographs of City of Cleveland's WPA Art Collection and the corresponding index giving the title, artist, and medium of each artwork. The Works Progress Administration (WPA) Federal Art Program (1935–1943) was a New Deal program to fund the visual arts in the United States.

### **913e LIMITATIONS OR EXCLUSIONS**

Highly technical, tangential, or irregularly used sources are not collected for the Public Administration Library if available at Main Library. Popular and recreational material, including fiction, are not acquired for the collection, but are offered by the Department through deposit arrangements with Main Library departments.

## **913f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

The most significant criterion for selecting any item involves striking a balance between the reference and research requirements of the Public Administration Library collection and the availability of the material at Main Library or elsewhere in the library community. The flexible nature of the subject field requires constant attention to collection development practices.

## **913g SPECIAL SOURCES FOR SELECTION**

Catalogs and brochures of special publishers

Specialized and professional journals

City Hall departments, agencies, and staff (City of Cleveland reports and publications in digital and paper formats)

# 914 SCIENCE AND TECHNOLOGY DEPARTMENT

## 914a SCOPE

The Science and Technology Department is responsible for the selection of materials in science-related subjects for a clientele consisting of individuals from the casual reader to the researcher. The Department serves the diverse needs of a broad array of individuals including, but not limited to, scientists, engineers, astronomers, conservationists, advanced science students, professional chefs, home cooks, knitters and quilters, amateur and professional photographers, car and motorcycle enthusiasts, gardeners and urban farmers, dog breeders, people learning about health and nutrition, woodworkers, home builders and remodelers, and military historians. The Department's holdings encompass the following broad subject areas:

- **Pure Sciences**

Sciences involving the development of knowledge in a particular field using scientific methods, such as biology, mathematics, chemistry, astronomy, geology, botany, and physics.

- **Applied Sciences**

Sciences involving the use of existing scientific knowledge for practical and/or commercial goals, such as chemical engineering, applied mathematics, applied physics, medicine, climate study, environmental science, and computer science.

- **Agriculture**

Including: farming, gardening, domestic animals, fishing, hunting.

- **Technology**

Including: engineering and construction, chemical engineering, manufacturing, motor vehicles, aeronautics, cooking, foods, alcoholic beverages, home economics, the hospitality industry (including materials on starting a hospitality business), industry standards, patents and trademarks, trains, model trains, roads, bridges, handicrafts, photography.

- **Military and Naval Science**  
Including: military and naval weapons and vehicles, gender and diversity in the military.
- **Physical Geography, Cartography, and Oceanography**  
Including: Great Lakes studies.

The Department's acquisitions are focused primarily on developing a current-interest collection for a general audience at Level 3, although exceptions are made for Level 4 materials that fulfill specific, demonstrated information needs within the community, such as industry standards and intellectual property databases. The specific collecting levels for all subject areas included in the Science and Technology Department are outlined in more detail in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

Subject areas collected at Level 4 include the following:

- Great Lakes (ecology, geology, conservation, aquaculture, etc.)
- Subjects relating to the state of Ohio
- Conservation of natural resources
- Sustainability/sustainable practices (building, agriculture, energy, etc.)
- Monographs relating to African American history and culture (Level 4+)
- Cookbooks

Subject areas collected up to Level 5 include the following:

- Subjects relating to Northeast Ohio
- Lake Erie & Cuyahoga River (ecology, geology, aquaculture, conservation, etc.)
- Dogs (i.e., significant books on registered American Kennel Club (AKC) breeds)

While the Department historically (pre-2021) developed Level 4 research collections in the theoretical and applied sciences (most notably in chemistry and engineering) in order to serve the needs of local industry and manufacturers, these costly acquisitions have been reduced due to declining budgets and diminished demand for these materials for the following reasons:

1. The evolution of Cleveland's economy away from industry and manufacturing and toward health care, education, and finance

- 
2. The current industrial community's reliance on on-demand, fee-based electronic information resources

## **914b CLASSIFICATIONS**

### **LC Classifications**

GA-GE – Physical geography, etc.

Q – Science

R – Medicine

S – Agriculture

T – Technology

U – Military Science

V – Naval Science

Z – Bibliography (related to science and technology subjects)

### **Brett-Dewey Classifications**

500-599 – Science

600-649 – Applied sciences

650-658 – Commerce, business, etc. (This subject is under the jurisdiction of the Business, Economics & Labor Department.)

659-699 – Weights, measures, technology, etc.

710-718 – Gardening, floriculture (shelved with the Fine Arts Department's Brett-Dewey 700s)

769 – Photography (shelved with the Fine Arts Department's Brett-Dewey 700s)

## 914c COLLECTION STRENGTHS

The Department's holdings (current material and/or historical material) are strongest in the following areas:

- **Cleveland and Northeast Ohio Subjects (current and historical)**  
Historical material relating to Northeast Ohio's industrial heritage, including the science of iron and steel production, automobiles, aviation, the Great Lakes Exposition of 1936-1937, etc.
- **Cleveland and Northeast Ohio Subjects (current and historical)**  
Historical material relating to Northeast Ohio's industrial heritage, including the science of iron and steel production, automobiles, aviation, the Great Lakes Exposition of 1936-1937, etc.
- **Cuyahoga River, Lake Erie, and the Great Lakes (current and historical)**  
History, ecology, conservation, geology, etc.
- **State of Ohio (current and historical)**  
Ecology, geology, etc. (Notable historical holdings include Ohio geological surveys and biological publications.)
- **Automobiles, Motorcycles (historical)**
  - Extensive documentation on early automobiles and automotive history
  - Extensive historical collection of shop manuals (through 2008) for vehicles, including automobiles, motorcycles, boats, tractors, etc., as well as commercially published repair manuals (print, microfilm, database) for repairing automobiles, motorcycles, vans, and trucks, both domestic and foreign. (Note: Many of these are no longer produced by the manufacturer and are instead available through online databases such as Chilton Library.)
- **Birds (current and historical)** (See Special Collections below)
- **Building Technology (current and historical)**  
The Department's historical holdings augment the Charles F. Schweinfurth Memorial Library's architectural and trade catalog holdings (Special Collections Department) and

are an invaluable resource for historic preservation regarding methods, techniques, systems, and products used in the past. Areas of strength include the following:

- Construction materials, components, systems, and techniques
- Heating & cooling
- Home arts
- Metalworking
- Paint & finishes
- Structural systems
- Woodworking

- **Building Technology (current)**

The Department maintains a vast selection of materials on current building techniques, technology, materials, etc. Areas of strength include the following:

- Construction materials, components, systems, and techniques
- Ohio Building Code (older code through 2011, later years are online only)
- Do-it-yourself handbooks

- **Chemistry (historical)**

- Comprehensive sets of publications issued by the Beilstein Institute for the Advancement of Chemical Sciences (Beilstein-Institut zur Förderung der Chemischen Wissenschaften) in Frankfurt, Germany (1886 to 1992)
- *Gmelin's Handbuch der anorganischen Chemie (Gmelin's Handbook of Inorganic Chemistry)* (Volumes are from the period 1871 to 1986)
- *Landolt-Börnstein* (a publication consisting of a collection of property data in materials science) (1912 to 2013)
- *Bennett's Chemical Formulary* (1933 to 1984)
- *Encyclopedia of Chemical Technology* (1947 to 2006)
- *Chemical Abstracts* periodical index (1907 to 2009) (online only as of 2010; no longer received)
- The Cleveland Chemical Association donated funds for reference books related to the chemical industry starting in 1969. Funds are no longer received.

- **Cookery/Cookbooks (current and historical)**
  - Approximately 25,000 titles relating to cooking, most of which are cookbooks
  - Cookbook holdings span the history of cooking and include general cookbooks, specialty cookbooks, regional cookbooks, Cleveland cookbooks, ethnic cookbooks, professional cookbooks, bartending guides, cocktail books, etc.
- **Dogs (current and historical)** (See Special Collections below)
- **Engineering (historical)**
  - The nucleus of the collection is the Cleveland Engineering Society Collection, which was deposited at CPL in 1921 as a “long time deposit” (See Special Collections below)
  - The collection grew in conjunction with Cleveland’s local industry
  - Strong holdings in civil engineering, hydraulic and sanitary engineering, and mining engineering
- **Instrumentation (historical)**
- **Metallurgy (historical)**
- **Patents (historical)**
  - A collection of material related to patents, mostly monographs, that supports the U.S. Patent and Trademark Office’s Patent and Trademark Resource Center (PTRC) program at CPL. The Library has been an official Patent and Trademark Resource Center since 1890 (formerly Patent Depository Library program and then Patent and Trademark Depository Library).
  - Also included are a small selection of scale models submitted with patent applications. These objects are the actual models submitted by inventors and were given by the U.S. Patent Office to CPL as a long-term PTRC member library.
  - See also: Unique Collections and Resources: Patent and Trademark Resource Center
- **Photography (current and historical)**
  - More than 7,000 titles in the LC classification (many more in Dewey)

- **Schematics (historical)**
  - Manuals for hobbyists repairing radio, television, and other electronic equipment
  - Rider's Perpetual Trouble Shooter's manuals
  - SAMS Photofact manuals (schematics on electric/electronic receivers such as televisions, radios, stereo receivers, etc., from the 1920s forward) (Information has been available via online database since about 2010. The database does not include all historical manuals.)
  
- **Standards and Specifications (mostly historical, with some current holdings)**
  - The collection consists of 420 linear feet of material (housed in 173 file drawers), covering the period from the late 1800s to the present.
  - The collection is one of the largest collections of its kind in any public library in the United States and was established in 1912.
  - The collection is accompanied by a two-drawer index (updated through 2000) to standards and specifications, arranged by sponsoring agency, abbreviation and subject.
  - Included are official American and British standards and numerous international standards.
  - Historical standards include files for ANSI (American National Standards Institute), ASTM (American Society for Testing and Materials), NFPA (National Fire Protection Association), and federal and military standards and specifications.
  - The Library collected Standards to support the efforts of local industry to make bids on contracts or to learn the details for complying with contract specifications.
  - Historically used by industries such as Republic Steel, the collection as a historical archive remains important to the legal community, government agencies, and inventors.

- **World Fair (World's Fair, Exposition Universelle) (historical)**
  - Materials on these large international exhibitions that showcase the achievements of nations
  - Of special interest are extensive holdings on the Great Lakes Expositions of 1936 and 1937, as well as other Cleveland expositions

## 914d UNIQUE COLLECTIONS AND RESOURCES

### **20th Century Domestic Fiber Arts and Crafts Instructional Pamphlets Collection**

This collection covers the period 1900-2001 and is comprised of 20 linear feet of published patterns and instructions for making clothes, decorative and practical home goods, and fashion accessories using primarily yarns. In the late 1990s, a large gift in memory of former Port Clinton, Ohio, knit shop owner Edythe M. Van Voorhis (1929-1992) augmented the existing collection (part of which consisted of a large pre-1949 gift of materials from the Needlecraft Guild of Cleveland) with a vast array of books on knitting, sewing, embroidery, crocheting, weaving, beading, quilting, and scrapbooking.

### **20th Century Technology Pamphlet Collection**

This collection consists of one small box of pamphlets chiefly from the mid-20th century describing various technologies and technological advancements. (Call number: T21 .A12 1916)

### **Ambler Collection**

This collection was established in 1925 from a contribution left to the Library from Dr. Henry Lovejoy Ambler (1843-1924). A card file index to the original Ambler gift, which was subsequently expanded using income from the Ambler Fund, is located in the Special Collection's Department's card catalog drawer labeled "Index to Special Collections in CPL." Henry Ambler was a dentist, inventor, and author of numerous books, including *Facts, Fads, and Fancies About Teeth* (Cleveland: The Helman-Taylor Company, 1899) and *History of Dentistry in Cleveland, Ohio* (Cleveland: Publishing House of the Evangelical Association, 1911).

**(See also: Appendix B, Endowment Fund Policies, Ambler Fund)**

### **Automobile Picture Collection**

This collection consists of four file drawers of pictures of various automobiles, updated to the 1970s.

### **Betty Klaric Collection of Environmental Articles from *The Cleveland Press***

This collection consists of 15 scrapbooks (on microfiche cards) of articles on environmental topics, written by Betty Klaric for the *Cleveland Press*, and dating from 1964 to 1972. Betty

Klaric donated the collection to the Library in 1973. Betty Klaric (1931-2011) was born in Yorkville, Ohio. A pioneering woman reporter, she started as a “copy boy” and went on to become an esteemed reporter with a focus on environmental issues, earning prominence for her “Save Lake Erie Now” campaign in 1965. Klaric was the first female president of the Cleveland Newspaper Guild. In 1968, she influenced Cleveland voters to vote in favor of a 100-million-dollar bond that would, among other things, create a water treatment plant that would protect Lake Erie.

### **Charles Abel Collection of Photographic Literature**

Acquired in 1961, this world class photography collection consists of 2,300 books (classified mostly in the Brett-Dewey 769s, with rare volumes in Special Collections) and periodical volumes that document photography from its beginnings until about 1960. The collection was assembled by Cleveland resident Charles Leopold Abel (1891-1961), who, along with his father, Juan Carlos Abel (1869-1960), were among the world’s leading authorities on amateur, portrait, and commercial photography during their lifetimes. In 1900, Alfred Stieglitz sponsored Juan Carlos Abel for membership in the prestigious Camera Club of New York. When Stieglitz resigned as editor of the club’s journal, *Camera Notes*, Abel took over as editor for the last three issues. Between 1898 and 1961, working alone and jointly, the Abels authored 15 books and edited and/or published numerous periodicals on photography, including *Abel’s Photographic Weekly* (later renamed *Photographers Weekly*), considered at the time to be among the most important photographic magazines in the world. A unique bookplate can be found in all volumes associated with the collection. Rare titles from the collection, some with original photographic prints, were removed over the years and placed in Special Collections Department.

### **Cleveland Engineering Society Collection**

In 1921, the Cleveland Engineering Society entered into an agreement with the Library Board to transfer nearly its entire collection of more than 14,000 technical volumes to the Library as a “long time deposit.” (Source: Main Library Permanent Instruction 195 ½, March 28, 1927.) With the consent of the society, the books were interfiled with the Library’s collection upon transfer.

Although very few books were added by the society since that time, the collection was subsequently strengthened with monetary donations and gifts of books and periodicals from local engineering societies, such as the American Society of Civil Engineers and the Cleveland Chapter of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE). These collections form the historical core of the Department's engineering collection.

#### **Cleveland Regional File Card Index**

This historical resource consists of five card catalog drawers of index cards that record the elevation of Cleveland streets as determined by the geodetic survey (which determines the precise position of permanent points on the earth's surface, taking into account the shape, size and curvature of the earth).

#### **Cleveland Science and Technology Vertical File**

This collection consists of approximately two drawers of clippings and pamphlets, updated through around 2000, relating to science and technology in Cleveland.

#### **Cleveland Technical Societies Council (CTSC) Collection**

The Cleveland Technical Societies Council (CTSC) is a consortium of engineering, scientific, technical, and educational societies in northeastern Ohio. Founded in 1941, it serves as a liaison to the technical community. This collection consists of ten full file drawers of administrative files, the bulk of which covers the latter part of the 20<sup>th</sup> century.

#### **Collection of Pamphlets on Domestic Economy**

A collection of pamphlets from 1869-1910 on cooking and home economics. (Call Number: 640 C685)

#### **Dr. Michael A. DeVitis Poultry Collection**

Acquired in 1966, this collection contains classic volumes on poultry production, strengthening the Department's holdings on the country's agricultural history. Dr. Michael Angelo DeVitis (1890-1980) was a professor of modern languages at the University of Pittsburgh. He lived in Cleveland at various times. He was also an author. (Literature Department's collection includes

DeVitis's *A Series of Six Radio Talks on Christmas in Story and Music*. Pittsburgh: University of Pittsburgh Radio Publication, 1927.) Although his connection to poultry farming is not clear, there was possibly a family connection to the DeVitis Poultry Farm that was operational in Canonsburg, Pennsylvania as of 1960. (Sources: Ancestry.com, Google)

### **Dog Collection**

The Dog Collection was established at the Library in February 1969 with the Western Reserve Kennel Club's (WRKC's) gift of a complete set of the *American Kennel Club (AKC) Stud Book Register* going back to 1929, as well as volumes of the *American Kennel Gazette*. The gift was made in memory of C. W. Edge, of Healdsburg, California, an internationally recognized authority on Springer Spaniels, through the advocacy of his brother and estate administrator, Richard Edge. As a further memorial to C.W. Edge, WRKC member Dr. Henry Frederick donated his collection of Canadian Kennel Club (CKC) stud books to the Library. With the Library's approval, WRKC club members further developed the collection by scouring the United States, Canada, and Great Britain for additional volumes and by raising funds to acquire additional research material. The Dog Collection consists of more than 6,000 circulating and reference volumes on specific breeds, care and training, canine psychology, guards and guides, breeding, showing, and kennel management. Stud books from the American Kennel Club, the Canadian Kennel Club, the Kennel Club (U.K.), and Field Dog Stud Books allow the recorded ancestry (pedigree) of dogs to be traced back to the mid-nineteenth century. The collection also includes major American and British dog journals, show catalogs, breed club publications, microfilm, and rare books. Only two other libraries have comparable historical stud book collections: the American Kennel Club Library and Archives (New York City) and the National Library of Agriculture (Beltsville, Maryland). CPL is the only source in the United States for some foreign pedigree records. Members of the Western Reserve Kennel Club continue to support the collection with monetary gifts for the purchase of reference books, and gifts of material from other breed clubs. A card file index (one drawer) accompanies the collection. See also: Special Collections Department: *Percy Roberts Show Dog Collection*.

Additional major gifts to the Department's Dog Collection include the following:

- **Cleveland Shetland Sheepdog Club Collection**

This collection consists of local dog show catalogs (with names and placements of participating animals and their handlers), as well as general information regarding the Shetland Sheepdog, covering the period 1958 to 1999. The collection was donated by the Cleveland Shetland Sheepdog Club.

- **German Shepherd AKC Dog Champions Collection**

This collection consists of four boxes of photographic and pictorial images, articles, and certificates related to German Shepherd AKC champions. Material ranges in date from 1913 to 1976 and includes every annual winner of the AKC championship. The initial gift was donated to the Library in 2004 by dog aficionado Mary E. Schuetzler, with additional material added in 2007.

### **Expositions Pamphlet Collection**

Collection of pamphlets for various expositions taking place in the United States in the 19th and 20th centuries. (Call number: T395 .E975 1901)

### **Florence LaGanke Harris Collection**

This collection covers the field of home economics and was donated to the Library after the death of Florence LaGanke Harris in 1972. Included are more than 1,000 titles, including textbooks; ethnic, group-sponsored and specialized cookbooks; collector's items; and ephemeral materials. Florence Mae LaGanke Harris (1886-1972) was a newspaper columnist, author, and teacher in the field of home economics. Born in Cleveland and a graduate of the Cleveland Public Schools, Harris was the home economics editor of *The Plain Dealer* from 1922 to 1930 and held a similar position at the *Cleveland Press* from 1933 to 1938, later serving as food editor from 1947 to 1967. Harris authored sixteen books and was known nationally for her syndicated Nancy Page column, which covered a range of home economics topics and was published from 1927 until 1944.

### **Gill Collection on Horticulture**

Dora A. Gill (1871-1954) was the founder and first president of the Garden Club of Ohio, which was founded in 1927. Upon her death, she willed her library of 250 books on gardening to the

Garden Club of Ohio. Subsequently, the Garden Club of Ohio donated the collection to the Cleveland Public Library. A card file index to the Gill Collection is located in the Special Collection's Department's card catalog drawer labeled "Index to Special Collections in CPL."

### **The Goodyear ("Lighter than Air") Collection**

This small collection consists of one archival box of Goodyear aircraft designs covering the period 1924 (when Goodyear was known as the Goodyear Zeppelin Corporation) until 1987, when Goodyear was acquired by the Loral Corporation.

### **The Materials Handling Collection**

This collection consists of more than 16 boxes of shop manuals, parts catalogs, and other publications from companies that manufactured materials handling equipment, with a focus on forklifts. The collection was donated by Greater Cleveland resident Edward Pommerening, who acquired the publications over the course of several years. A finding aid accompanies the collection.

### **Mildred Stewart Ornithology Collection**

Established by legacy in 1971, this collection of 700 titles was the personal library of Mildred Stewart (1890-1971), of Grinnell, Iowa, a long-time CPL employee and former head of the Science & Technology Department. An endowment fund established by Stewart in 1971 allowed for the purchase of additional books until the fund was depleted around 2005.

### **Model Making Articles Card Index**

This resource consists of three card catalog drawers of index cards that constitute an index to articles on model making in books, pamphlets, and magazines, with emphasis on model railroads, boats, and aircraft.

### **Patent and Trademark Collection**

Cleveland Public Library has been a Patent and Trademark Resources Center (PTRC, formerly Patent Depository Library program and then Patent and Trademark Depository Library) since 1890. The print collection was begun by William Howard Brett with the *United States Official Gazette* as the nucleus. The Department owns *The Index of Patents* in print from 1847 to 2002, plant patents issued by the USPTO from 1931 to present, and the Index of Trademarks from

1884 to 1994. (Note: The PTRC was moved from the Government Documents Department to the Science & Technology Department in April 2014.) Online access to all patents is available through PubWEST and PubEAST, subscription databases provided by the USPTO. Trademarks are searchable only from the USPTO database TESS (Trademark Electronic Search System). The Department's historical (Dewey-classified) holdings include a significant collection of foreign patents.

### **Peerless Collection of Early Automotive Literature**

In 1946, James A. Bohannon donated the notable research library of the Peerless Motor Car Corp. to the Cleveland Public Library. The gift, which was destined for the Smithsonian Institution, consisted of 700 volumes documenting comprehensively the first three decades of the automotive industry. The volumes were incorporated into the Science & Technology Department's existing automotive holdings. Included are leading French, British, German, and American publications, including 467 bound volumes of automotive periodicals published before 1920. James A. Bohannon (1895-1968) was the president of Peerless in 1931 when it closed as a result of the Great Depression, marking the end of Cleveland-based automobile manufacturing within the city. Bohannon converted the Peerless factory, at 9400 Quincy Avenue, into a brewery the following year, and stored the Peerless library until 1946. According to an August 12, 1946, *Plain Dealer* article, Bohannon resisted inquiries from the "Automobile Manufacturers Association, other libraries, universities and research institutions" to acquire the collection in order to keep it "in the city where it was assembled." A unique bookplate can be found in all volumes associated with the collection.

## **914e LIMITATIONS OR EXCLUSIONS**

Purchase of materials in some fields is limited to current interest. Refer to the Classified Analysis appendix for specific acquisition parameters for Science & Technology subjects.

The Department focuses on the most significant standards, keeping in mind the rising cost of some of these materials

Highly specialized holdings of Case Western Reserve University and Cleveland State University are not duplicated if they are available to the public in those libraries.

Symposia are not acquired.

## **914f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## **914g SPECIAL SOURCES FOR SELECTION**

# 915 SOCIAL SCIENCES DEPARTMENT

## 915a SCOPE

The Social Sciences Department is responsible for the selection of adult material encompassing a broad group of subject areas including philosophy, psychology, religion, education, anthropology, sports and recreation, sociology, political science/government, and law. Within these broad subject areas are topics such as aging, clothing and costume, social reform, social justice, women's studies, the family, dance, human sexuality, folklore, the occult, games, crime, death, international relations, etc. The clientele served by the Department is as diverse as the range of its subjects and includes an array of individuals from the casual reader to students, the social reformer, and professionals in various fields.

The expansive range of the Department's subjects requires a variety of collection building responses in order to meet the current needs of the community. The specific collecting levels for all subject areas included in the Social Sciences Department are outlined in detail in *Appendix A: Table of Selection Guidelines by Library of Congress Classification, A-Z*. Most subjects in the Department are acquired to Level 3.

### **Racial Justice, Racial Equality, Social Justice, Social Equity**

A special effort is made to identify and acquire works that relate to racial justice, racial equality, social justice, and social equity within the relevant subjects collected by the Department.

### **African American History and Culture**

Materials pertaining to African American history and culture that classify in Social Sciences are collected at Level 4+, with the aim being a comprehensive collection of all important monographs and serials.

### **Greater Cleveland and Ohio**

Published materials pertaining to Greater Cleveland and the state of Ohio are collected at Level 5, with the aim being a comprehensive collection of all monographic works and serials.

- **Reports authored by Cleveland and Cuyahoga County government agencies:** Public Administration Library is responsible for acquiring reports authored by city and county government agencies.
- **Histories of Churches, Temples, Mosques, and Religious Organizations:** The Department actively acquires, through purchase or gift, printed histories (pamphlets, booklets, etc.) of churches, temples, mosques, etc., and religious organizations, within the City of Cleveland and Cuyahoga County. The Department does not acquire church bulletins, annual reports, or other regularly issued publications.
- **School Records, Publications, and Other Materials:** Materials relating to the history and operation of the Cleveland Municipal School District, as well as of other Greater Cleveland school districts/schools and colleges and universities, are so vast that an entire department could be devoted to them. Such publications include annual reports, yearbooks, newspapers, ephemeral materials (e.g., printed programs, literary publications, etc.), class photographs, records, etc. With shelf space at a premium, the Department allocates its limited resources to developing a meaningful collection of materials that focuses primarily on the Library's legal service area (Cleveland, Bratenahl, Newburgh Heights, and Linndale) and that has permanent importance to individuals in the community, such as family history researchers, social historians, and education researchers. The Department currently acquires the following materials:
  - **Cleveland Municipal School District**

All annual reports and official studies/reports issued by the Cleveland Municipal School District are acquired in digital format for permanent inclusion in the CPL Digital Gallery.
  - **Yearbooks**
    - Cleveland: Single copies of yearbooks for public, private, and charter high schools within the city of Cleveland are actively acquired, usually as gifts. Purchases are permissible.

- Cuyahoga County (outside of Cleveland): Single copies of yearbooks for public, private, and charter high schools in Cuyahoga County are accepted as gifts. No purchases are made.
  - Colleges and Universities: Single copies of yearbooks are accepted as gifts. No purchases are made.
- **Newspapers**
  - The Department considers, on a case-by-case basis and mostly as gifts, the acquisition of *complete* runs (or *substantial*, complete spans) of high school newspapers for public, private, and charter high schools within the city of Cleveland and public, private, and charter high schools in municipalities within Cuyahoga County whose libraries are members of CLEVNET. Any acquisition of newspapers must be reviewed with and approved by the Chief of Special Projects and Collections.
  - The Department does not acquire single issues or scattered, incomplete runs of high school newspapers, unless a single issue or group of issues fills a gap within existing CPL holdings or contains unique content of recognized historical importance.
  - School newspaper runs that are accepted are maintained as a part of the Social Sciences Department's existing school newspaper (periodical) holdings and are housed in the Periodical Collection or in Special Collections as decided at the time of acquisition.
  - The Department does not acquire newspapers of colleges and universities.
- **Other School Publications and Memorabilia**
  - Historically significant printed items relating to the school experience within the Library's legal service area may be accepted as gifts and added to collections of Cleveland school miscellanea, which must include an up-to-date finding aid that is accessible online.

- Items accepted should be significant and illustrative, with special attention given to historical materials that document groups underrepresented in historical documentation. The goal is to create a representative collection of materials and not to develop an extensive or comprehensive archive of school publications or memorabilia.
- School photographs are the responsibility of Photograph Collection. All gift offers of photographic materials are referred to that agency.

### **Sports Research Collection**

In addition to the circulating collection of sports materials, which is collected to Level 3, the Department maintains a Sports Research Collection that focuses on the subjects of baseball and Cleveland sports history. A separate *Sports Research Collection Policy* covers the selection of materials for this collection.

## 915b CLASSIFICATIONS

### LC Classifications

B – Philosophy, psychology, religion

GF-GV – Anthropology, recreation, sports

H, HM-HX – Social sciences (*HA-HJ is in Business, Economics & Labor Dept.*)

J – Political science

K – Law

L – Education

### Brett-Dewey Classifications

140-199 – Philosophy, psychology

200-299 – Religion

300-329 – Sociology, statistics, political science

330-337 – Economics (This subject is under the jurisdiction of the Business, Economics and Labor Department.)

338-367 – Law, foreign relations, government, etc.

368.92-399 – Laws, associations, education, folklore, etiquette, women's studies, etc.

780 – Amusements (shelved with the Fine Arts Department's Brett-Dewey 700s)

786-799 – Recreation, sports, horse racing, etc. (shelved with the Fine Arts Department's Brett-Dewey 700s)

## 915c COLLECTION STRENGTHS

**Costume:** The Department has a strong collection of materials on costume: the particular style of dress particular to a period or people, including garments, accessories, and ornaments.

**Philosophy, Psychology & Religion:** Areas of strength include psychology; portions of religion, notably doctrinal theology and the Bible; education, especially the history and special aspects; and social pathology in its main subclasses (e.g., poverty, old age, crime).

### **Ohio and Cleveland Law**

In order to serve the personal, business, and civic needs of the general user, Social Sciences purchases treatises, official reports, and commentaries for Ohio and Cleveland, including the Ohio Revised Code, Ohio Jurisprudence (current edition), and The Codified Ordinances of the City of Cleveland.

The Social Sciences houses the Ohio laws and regulations, including the Ohio Revised Code Annotated (Page's and Baldwin's), Ohio Administrative Code, and Ohio Official Reports and other legal publications from the Ohio government. While the department maintains an up-to-date copy of the City of Cleveland Ordinances, local laws for Cleveland and Cuyahoga County can be found at the Public Administration Library in Cleveland City Hall. Federal laws, regulations, and government publications are located in the Government Documents department.

**Ohio State Government Documents:** The collection is historical in nature and dates from the early 1800s. Included are annual reports of Ohio executive departments, case law, code and administrative law, legislation, legislative directories, and miscellaneous documents.

**Political Sciences:** The Department has a strong collection of general works and of constitutional history and administration of the United States and Great Britain. A notable collection in international law includes holdings of documents of the United Nations, the League of Nations, and the International Court of Justice.

**Cleveland School Records, Publications and Other Materials:**

- Cleveland high school yearbooks
- Cleveland high school newspapers
- Cleveland Metropolitan School District Board of Education (formerly Cleveland Board of Education) proceedings and annual reports dating from 1889
- See also: Special Collections below

**Sports:** The Department has strong holdings in Cleveland sports and in the subject of baseball.

*See: Sports Research Collection Policy.*

## 915d UNIQUE COLLECTIONS AND RESOURCES

### **Citizens League of Greater Cleveland Research Institute Archives (1896-2004)**

This unprocessed (as of 2021) collection consists of the historical archives of the Citizens League of Greater Cleveland's Research Institute, whose many publications have long been held in CPL's collections. The Citizens League was a nonprofit organization whose mission was to "promote good government." It was founded in 1896 as the Municipal Association, and was later renamed the Civic League, and then the Citizens League, ceasing operations in September 2004 due to lack of funding. The League's Research Institute was formed in 1943. The collection contains about 320 linear feet of primary source documents covering a century of governance in Cuyahoga County. The archive was donated to CPL in 2004 at the direction of Dennis Roche, the Citizens League's final board president.

The Citizens League was known for rating political candidates and ballot issues, as well as for pushing government reform. Over the course of its history, the League advocated on issues such as home rule, equal representation, regional government, education, civil service, term limits, tax policy, and the administration of justice.

The collection is comprised of the following record groups (as described in a preliminary finding aid prepared in 2010):

- Candidates Program
  - Program Files
  - H.C. Wadsworth Award
  - Candidate Files (1923 to 2004)
- Ethics Files
  - Committee on Ethics (1957 to 1973)
  - Campaign Finance Reform (1989 to 1994)
- Election Reform
  - Short Ballot (1908 to 1929)
  - Equal Representation: Statewide (1915 to 1967)

- Equal Representation: Cleveland (1931 to 1965)
  - Cuyahoga County Board of Elections (1992 to 1995)
- Administration of Justice
  - Cleveland Police Department
  - Grand Jury (1947 to 1952)
  - Municipal Court of Cleveland (1947 to 1970)
  - Criminal Justice
- Civil Service Merit System
  - Statewide efforts (1911 to 1914)
  - County and state monitoring (1914 to 1940)
- Tax Policy
  - Municipal Tax Policy
  - Ohio Tax Policy (1980 to 2004)
- Education (1901 to 2004)
  - Cleveland Public Schools
  - Suburban Public School Districts
- Governance
  - Municipal Home Rule (1910 to 1912)
  - County Home Rule Charter Proposals (1913 to 1980: attempts 1917-33, 1934-36, 1936-49, 1955-59, 1951-70, 1980)
  - City of Cleveland Charter Amendment Initiatives (1912 to 1914)
- Levy Evaluations (1980 to 2004)
- Ballot Issues
- Regional Government & Regional Governance
  - Early Investigations of County Government: Efficiency Series (1897 to 1912)
  - Consolidation of Political Subdivisions
  - Metropolitan Government and the METRO Reports
  - Special Purpose Governments
- Financial Support

- Foundations and Benevolent Associations
- Membership and Fundraising Files

### **City Club Forum Speeches Collection**

This collection consists of transcripts, audio, and video recordings of Cleveland City Club Forums. Holdings include transcripts on microfiche (1917-1973), reference copies of audio cassette recordings of forums (1979-2005), circulating CDs (1979-2005), and circulating DVDs (2005-2018). The City Club of Cleveland, founded in 1912, is one of the nation's oldest continuous independent free speech forums, renowned for its tradition of nonpartisan debate and discussion. Starting in 2018, the City Club began archiving current Forums on its website.

### **Cleveland High School Yearbooks Collection**

This collection dates from 1883 to the present and includes yearbooks from high schools in Cleveland and its suburbs, though holdings for each school vary in completeness. New volumes are acquired primarily through donations. The collection is accompanied by a finding aid.

### **Cleveland School Miscellanea Collection**

This collection consists of selected publications, programs, diplomas, report cards, school pennants, and other items from Cleveland area schools, such as Central High School, Charles F. Brush High School, Collinwood High School, John Hay High School, John Marshall High School, and St. Edward High School. Materials date to 1901, with the bulk of the collection from the 20th century.

### **Cleveland School Desegregation Collection**

This collection documents the Cleveland school desegregation case (Reed v. Rhodes, Case No. C73-1300) in which an African American mother sued the Cleveland Board of Education in 1973 on behalf of her son (Robert Anthony Reed III), alleging that the school system was violating his 14th Amendment rights by intentionally creating and maintaining segregated schools. On August 31, 1976, Judge Frank J. Battisti (1922-1994) ruled that the Cleveland Public Schools had to implement programs designed to desegregate educational facilities in the city. The collection covers the period 1973 to 1998 and consists of five file drawers of documents of the U.S. District Court; documents of the United States, Court of Appeals of Ohio, 6th Circuit; speeches

and publications by parties connected with the desegregation case; publications of community organizations interpreting or expressing interest in the case; and newspaper clippings. The collection, which is also available on microfilm, is accompanied by various finding aids. Cleveland Public Library was named official depository of these records by the Office on School Monitoring and Community Relations, which operated from 1978 until 1998 to monitor the district's compliance with desegregation orders.

### **Cleveland Schools: Closed Schools of Cleveland File**

This historical resource consists of a single card file index of index of business, cultural, and trade schools within the city of Cleveland that were closed in the 20<sup>th</sup> century. The file was maintained from the 1920s to the 1980s.

### **Cuyahoga County Elections Collection**

This collection consists of newspaper clippings, voter guides (e.g., League of Women Voter Guides), and other election related materials relating to Cuyahoga County elections for the period 1939 to 2020.

### **Great Britain Parliamentary Papers, Debates, Statutes**

*Hansards Parliamentary Debates 1066-1803* (microform)

*Parliamentary Debates: Official Reports, 1803-1842* (66 volumes)

*Statutes Passed in the Parliament Held in Ireland, 1794-1799*

*House of Lords Papers and Bills, 1928-1979*

House of Commons. *Sessional Papers, 1731-1900* (microform and original)

*House of Commons Bills, 1928-1979*

### **Hough Uprising Collection**

This collection of about a dozen items consists of court documents and reports compiled by civic groups during the late 1960s.

### **John Wigmore Collection of Jurisprudence**

The John Wigmore Collection of Jurisprudence was established in the Sociology Department (later renamed Social Sciences) in 1934 by 20 prominent Cleveland attorneys who pledged to

provide ongoing support for the collection. John Henry Wigmore (1863-1943) was an influential American lawyer, legal scholar, and author known for his expertise in the law of evidence. He taught at Keio University in Tokyo (1889-1892) and then at Northwestern University Law School (1893-1943, serving as Dean from 1901 to 1929 and taking emeritus status in 1934). One of the Cleveland attorneys who was instrumental in founding the collection, Hungarian-born Hugo E. Varga (1885-1944), had been a student of Wigmore's at Northwestern University Law School from 1907 to 1909. The Wigmore Collection was originally housed as a separate collection in the Sociology (later Social Sciences) Department and was disbanded as a separate collection in the late 1970s, at which time the materials in the collection were integrated into the Library's general collection, with rare and valuable materials transferred to Special Collections. A printed inventory is available: K201 .J64 1934X.

### **League of Nations Documents**

This collection is comprehensive in scope and consists of the League of Nations depository set, 1920-1947 (3,000+ volumes), official records, treaties, and Council and Assembly publications. The League of Nations was founded on January 10, 1920, with the primary purpose of promoting world peace. Through its work, the League addressed issues such as labor conditions, just treatment of native inhabitants, human trafficking, drug trafficking, the arms trade, global health, prisoners of war, and protection of minorities in Europe. The League ceased operations on April 20, 1946.

### **List of Electors, Cuyahoga County Board of Elections**

This collection consists of volumes published by the Cuyahoga County Board of Elections (1892-1922) that contain the names and addresses of eligible voters in Cuyahoga County.

### **Organization of American States Publications**

Holdings related to the Organization of American States (OAS) are found throughout the Department's historical collection and consists of publications issued by the OAS in Spanish and English starting in 1948. Examples include *Annals of the Organization of American States* and *Boletín Interamericano de Música*. The Organization of American States (OAS) was founded in 1948 to promote solidarity and cooperation among its member states, which now include all 35

independent nations of the Americas. Essential purposes of the OAS include promoting peace and security; fostering economic, social, and cultural development; and eradicating extreme poverty.

### **Social Sciences Department Vertical Files**

The Department's historical vertical files (approximately 18 filing cabinet drawers) include clippings, pamphlets, and ephemeral material on subjects held within the department, with notably extensive holdings on elections and religion. The bulk of the files cover the period from the 1930s to the 1970s. Departmental finding aids accompany the vertical files.

### **United Nations Documents**

The Department's print collection of UN documents includes a comprehensive set of UN documents on microfiche for the period 1946 to 2019. Access to documents from 2020 forward is through subscription to United Nations iLibrary (UN-iLibrary), which also includes select retrospective documents. The United Nations is an intergovernmental organization founded on October 24, 1945, with the purpose of promoting international peace. Member nations work together to maintain international peace and security, protect human rights, deliver humanitarian aid, promote sustainable development, and uphold international law.

### **Woman Suffrage Party of Greater Cleveland Scrapbooks Newspaper Clippings**

This collection consists of 13 boxes of clippings of various newspapers for the period 1911-1920, arranged chronologically, on the local and national women's suffrage movement. The collection was donated to the Library by the League of Women Voters in June 1921. The collection is available in the CPL Digital Gallery. (See also: Special Collections Department, Discrete Special Collections, for additional Woman Suffrage Party of Greater Cleveland materials.)

## **915e LIMITATIONS OR EXCLUSIONS**

Teachers' guides, study aids, programmed texts, and specialized curriculum design materials are not acquired.

In the field of religion, materials designed primarily for practitioners, clergy, or for specific institutional needs are not acquired unless they have value for general use.

Law books beyond those required for a general purpose are not acquired. The collections of the law libraries at Cleveland State University and Case Western Reserve University are accessible to supply the general public's need for more specialized legal resources.

Specialized materials in law, the K classification, may be collected as reference items by other subject departments when they must be used closely with the subject resources, such as labor and tax law in Business, Economics and Labor.

Specialized research materials dealing with folk culture; Asian, African, and Oceanic studies; and chess and checkers are collected by Special Collections for the John G. White Collection.

## **915f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## **915g SPECIAL SOURCES FOR SELECTION**

# 916 SPECIAL COLLECTIONS DEPARTMENT

## 916a SCOPE OF THE DEPARTMENT

Special Collections Department is a unique “library within a library” that includes materials in all Library of Congress classifications (A-Z) and all Brett-Dewey classifications (000-999), as well as fiction. The Department’s collection includes the Library’s most valuable and comprehensive research holdings, which support the research needs of everyone from local high school students to scholars and authors from around the world. In addition, the Department serves as a highlight for visitors to the Library, where unique holdings are always on display. The nucleus of the Department’s holdings is the world-famous John Griswold White Collection, which originated with gifts from John G. White (1845-1928) starting in 1899 and has continued since his death with acquisitions made possible by the John G. White Trust.

Around 1973, when the Library formally recognized the need to protect rare items held in Departments throughout the Main Library, the John G. White Collection was determined to be the logical home for these materials as it already held many rare titles. The scope of the Department’s holdings was expanded to include all the Library’s rare volumes, as well as other special collections held within Main Library departments. Examples of other special collections include the Charles Frederick Schweinfurth Memorial Library, the Robert Hays Gries Tobacco Collection, and the Early Children’s Literature Collection. The name of the Department was changed to Special Collections in 1982 to reflect its new role.

The collection development policy for Special Collections is comprised of the following sections that encompass the major aspects of the Department’s holdings:

- The John G. White Collection
  - The John G. White Folk Culture Collection
  - The John G. White Asian, African & Oceanic\* Studies Collection
  - The John G. White Chess and Checkers Collection

- Discrete Special Collections (except JGW)
- Rare Books and Manuscripts Collection (overlaps with JGW and other collections)

\*As of 2021, Cleveland Public Library adopted the term “Asian, African & Oceanic Studies” in place of “Orientalia” or “Oriental Studies” to reflect modern usage. John G. White’s original goal in establishing what was historically called the Orientalia collection was to document traditional cultures in parts of Asia, Africa, and Oceania prior to Western contact or colonization, up to about 1800. The term “Oriental” as it refers to geographic location has been replaced with “Asia, Africa, and Oceania.” Furthermore, the term “primitive” has been replaced throughout the policy with “traditional” or “traditional societies” when referring to pre-industrialized/pre-Westernized cultures.

## 916b STRENGTHS OF THE DEPARTMENT

In addition to the strengths enumerated under each of the sections that follow, a noteworthy strength of Special Collections is that its holdings represent a virtual encyclopedia of the book arts through the ages, including innumerable examples of the finest printing, papermaking, and binding work ever created.

Examples of fine printers and papermakers whose work is represented in the collection include the following:

- Aldus Pius Manutius (Italian, 1449/52-1515, Aldine Press)
- Christophe Plantin (French, ca. 1520-1589)
- The Didot Family (French, 17<sup>th</sup>-19<sup>th</sup> centuries)
- William Morris (English, 1834-1896, Kelmscott Press)
- Bruce Rogers (American, 1870-1957)
- Dard Hunter (American, 1883-1966)

Examples of fine binders whose work is represented in the collection include the following:

- Antoine Bauzonnet (French, 1795-1882)
- Robert Riviere (English, 1808-1882)
- Auguste Souze (French, 1829-?)
- Marcelin Lortic (French, 1852-1928)
- Gertrude Stiles (American, 1864-1955)  
CPL Bindery Department Supervisor, renowned fine binder, and member of the Guild of Women-Binders (founded in London, England, in 1898)
- Jan Bohuslav Sobota (Czechoslovakian, ca. 1939-2012)  
In 1984, the Rowfant Club of Cleveland sponsored Sobota's move to the United States with his family. While in Cleveland, Sobota worked for Case Western Reserve University and as the Rowfant Club's master bookbinder.

## **916c UNIQUE RESOURCES OF THE DEPARTMENT**

The resources listed below provide overall access points to major segments of Special Collections Department's holdings.

See also: the individual "Unique Resources and Collections" sections of the John G. White Collection of Folklore; Asian, African, and Oceanic Studies; and Chess and Checkers, as well as those of Discrete Special Collections, and the "Collection Strengths" of Rare Books & Manuscripts.

### **Accession Books (1913-1957)**

The Department owns a 14-volume set of accession books that constitute an inventory of all books donated by John G. White or acquired with JGW funds for the period 1913-1957. Each volume recorded in these books is identified with a unique accession number. The accession books are titled *Standard accession book : the official record of each volume added to the library from 1 to 103176 : including date and number of accessions, author, title, place, publisher, date of printing and copyright, volume, size and number of pages, binding, source with name of giver or bookseller, cost, class and book number, with record or any change, rebinding, loss, sale or withdrawal as duplicate, worn out or undesirable: prefaced with explanations, illustrations and rules for best methods of use.*

### **John G. White Collection & Special Collections Card Catalogs**

The Department holds the original title, author, and subject card catalog to the John G. White Collection, which was updated into the late 1980s. The JGW catalog is retained due to the complexity of the collection and the need for scholars to have multiple access points to its contents. In addition, many manuscripts and some books are not included in the CPL online catalog as of 2021. The catalog consists of 109 drawers of items classified in Brett-Dewey and 35 drawers of items classified in LC. In addition, there are numerous specialized card indexes that serve as inventories of various special collections and aspects of the collections, including:

- **Index to printing specimens**, dating to 1475 (two card file drawers)
- **Index to broadsides** held by Special Collections (two card file drawers)
- **Index to early printed books** held by Special Collections (one card file drawer)
- **Index to important bookplates** found in books throughout the general collections in Main Library (one card file drawer; originally created by General Reference Department)
- **Index to unique collections in other Main Library departments** (one card file drawer)
- **Index to important dealers' catalogs** held by the Library (one card file drawer)

### **Language Index**

A departmental "Language Index," compiled from approximately 250 books and periodicals, gives examples, specimens, and information on approximately 7,155 languages and dialects, including a statement on where they are spoken, to what family they belong, and alternative names by which they are known. The index is contained on approximately 95,000 card catalog cards and was created by language scholar Gordon W. Thayer (1887-1972), the first librarian of the White Collection, who organized the Department in 1916 and retired in 1956, and librarian-linguist Francis E. Sommer (1890-1978), who worked in the Department from 1926-1965.

## 916.01 THE JOHN G. WHITE COLLECTION

### Historical Background

The John G. White Collection can be viewed as a “collection of collections,” meaning that it consists not only of broad holdings in the areas of folklore, Asian, African & Oceanic studies, and chess, but that *within* those collections are numerous subcollections of high research and intrinsic value, including countless rare and exceptional titles.

Two major periods of development shaped the collection’s scope. During the first period (1899-1928), John G. White personally selected, acquired, and donated the items included in the collection. After the death of John G. White on August 28, 1928, the collection, under the curatorship of its first librarian, Gordon W. Thayer, entered the second period. During the second period, which is ongoing, Library staff have worked to make acquisition decisions that fulfill the intent of John G. White’s wishes as outlined in Codicil 3 of his Last Will and Testament.

White was initially prompted to acquire books for Cleveland Public Library when Librarian William Howard Brett made a personal request for monetary support in 1899. Brett’s plea followed Cleveland Mayor Robert McKisson’s drastic budget cuts, which devastated the Library’s book budget. Instead of donating funds, White decided to buy and donate books themselves. His initial area of focus was the Philippines and Asia. The U.S. annexation of the Philippines in 1899, following the Spanish-American War of 1898, caused White to remark that the event, “marks a new epoch in American history.” He observed that the United States was going to be brought “face to face” with the people of an Asian country for the first time while knowing nothing of their “ways of thought, of their history, their religion, their traditions, their languages and their literatures.” (*Plain Dealer*, May 10, 1925)

From that initial impulse evolved a series of gifts that amounted to about 60,000 volumes by the time White died 29 years later. Over time, his acquisitions followed

certain patterns and although he continuously built upon those patterns, he also acquired items outside his stated collecting objectives if he felt that the Library ought to have them. In that regard, the JGW Collection includes pockets of treasure within its depths waiting to be rediscovered. He also donated books to other Main Library departments if he felt the titles were important to have.

An early outline of White's personal collecting strategy is found in his May 11, 1905, Last Will and Testament (later superseded by a 1928 codicil), in which he instructs the Library in the event of his death:

*To complete the collection of folklore and [Asian, African & Oceanic Studies] which I have already given to the Library, on the same lines which I have followed, not including books about [Asian, African & Oceanic] countries (except travels), people, manners or customs, nor yet dictionaries or grammars or texts unaccompanied by translations in Western languages, unless such dictionaries, grammars or texts are of special importance. My desire being to give especial facility to persons acquainted only with European languages to acquaint themselves, as nearly at first hand as may be, with [Asian, African & Oceanic] peoples, their history, religion, customs, manners and modes of thought, and their literature.*

White's areas of interest broadened with time—to early voyages, Medieval literature, archeology, etc. He rejoined the Library Board in 1912 and his gifts to the Library expanded, often piling up in neat stacks of boxes because the Library did not have the ability to catalog the massive amounts of material. In 1916, believing that the books deserved a place of their own, Librarian William Howard Brett established the White Collection and hired language scholar and librarian Gordon W. Thayer to organize the collection.

On December 17, 1919, John G. White issued a statement (source: CPL Archives) on his expanded personal collecting strategy for the Library, indicating coverage of the following areas:

- [Asia, Africa & Oceania] (*not acquiring books “about Eastern people,” but allowing people of the East to “speak for themselves”*)
- *Folklore*
- *Early travels*
- *Early literature of Europe*
- *Such early chronicles and histories as have handed down to us information as to the Middle Ages*
- *Catalogues of manuscripts*
- *Linguistic material in the shape of grammars and dictionaries*
- *Historical geography*
- *Such works on the Theory of Law and Comparative Law as lie outside the scope of the Library for the practitioner*
- *Archaeology and numismatics (to a limited degree to illustrate other collecting areas)*

Upon the opening of the Main Library in 1925, and the placement of the JGW Collection in the Renaissance-style JGW Reading Room, the *Plain Dealer* related that White had, in 1922, acquired in a single transaction more than 200 volumes of French folksongs, collected over the course of 100 years by generations of the Joliet family of Dijon, France. This remarkable addition to the Library’s folklore holdings was purchased from the estate of noted antiquarian book collector and scholar Claude-Bernard-Marguerite-Henri Joliet (May 22, 1822-February 21, 1918), whose residence in Dijon was the 17<sup>th</sup> century Hôtel de Vogüé. (Sources: *Plain Dealer*, May 10, 1925; *CPL Annual Report, 1922-23*, p. 27; Rice, Howard C. “An Album of Saint-Mémin Portraits.” *The Princeton University Library Chronicle*, vol. 13, no. 1, 1951, pp. 23–31; *JSTOR*, [www.jstor.org/stable/26402701](http://www.jstor.org/stable/26402701). Accessed 14 Apr. 2021.)

When John G. White died in 1928, the Library received his acclaimed collection of chess and checkers literature, and the White Collection was renamed the John G. White Collection of Folklore, Orientalia and Chess. On February 28, 1928, six months before his

death, White had amended his will to include the following codicil that has guided the development of the collection, with periodic refinements, ever since:

**Codicil Item 3** . . . *Since writing my original will aforesaid I have considerably enlarged the scope of the so-called "John G. White Collection," in the Cleveland Public Library which the trustees appointed by the 8th item of said will are directed to add to, maintain and keep up. I now include 1.) [Asian, African & Oceanic Studies], meaning first-hand information as to the thoughts, religious faiths, manners, customs, literatures, antiquities and languages of the peoples of Asia, Egypt, Africa and Oceania, not as a rule books about them, but to let them speak for themselves, to give texts, and when possible translations, to give all translations so that they may be compared with each other and the originals. 2.) Folklore. All works on the subject, important or unimportant, of all peoples, wherever they may be. Folklore is to be given its broadest interpretation, including not merely folk-stories, legends, songs, proverbs and the like, but manners, customs, dances, superstitions and kindred matters, making the word nearly or quite as broad as the German "Volkskunde." In Superstition is to be included all unsystematic religious beliefs, thus Fetishism, Animism, Totemism, ancestral worship, Scandinavian, American Indian, African and Oceanic beliefs, not including the organized classical religious faith, but including the popular stories, beliefs, &c. connected therewith: not including [Islam] as a rule, no Occidental controversial books or theological books except a few of the so-called Fathers of the Church, the earliest ones, but include as superstitions, religions when they become broken down, as the classical religions when they have become traditional or superstitions, lives or legends of the Saints, and all other unorganized debris of religion. 3.) American Indian faiths, customs, manners, Manuscripts, &c. 4.) Early travels, and such modern travels as contain information as to manners, customs, beliefs and written or unwritten literatures of [traditional societies] not otherwise easily accessible. 5.) Early literature of Europe. 6.) Early and medieval chronicles and histories. 7.) Catalogues of*

*Manuscripts. 8.) Facsimiles of Manuscripts. 9.) Such grammars, dictionaries and philological works as seem important or not easily accessible. 10.) Historical geography. 11.) Such works on the theory of the law and comparative law as lie outside of the scope of the library for the practitioner. Such books as may assist in the study of the law in general as a science and not as a system which prevails in any particular country. Also such old reports and text books as inform on the origin, growth and history of the common law. 12.) To a limited extent, as illustrative of some of the above subjects, and only to a limited extent, Archaeology and Numismatics. Not more than one edition unless there is some important difference between the editions. Not buying books merely for rarity or beauty, although these may decide for a purchase.*

## 916.01a THE JOHN G. WHITE FOLK CULTURE COLLECTION

### 916.01a-1 SCOPE

The John G. White Folk Culture Collection is comprehensive in scope and international in coverage. Traditional, peasant, and folk cultures are included within the restrictions stated below. Since the Library's basic collections of American and English folk culture are developed by the other subject departments of Main Library, only research materials are acquired in this area. Overall, the Folk Culture Collection is developed at Level 4. Included are books, manuscripts, broadsides, chapbooks, periodicals, and serials. Archival papers, recordings, and photographic and pictorial images are accepted as gifts when of local or exceptional research value. Materials in all European languages are included, as are English translations of major works first published in a language other than English. Materials in Asian, African, and Oceanic languages are acquired only if they are texts of folktales, proverbs, or romances and if they have a western language title page.

There is no single library classification that encompasses all aspects of folklore. To circumscribe its folk culture acquisitions the Library uses Webster's *Third New International Dictionary* (1976) definition: "a comparative science that investigates the life and spirit of a people or of peoples as revealed in their traditional customs and tales."

Principal subjects collected at Level 4 are:

- Occult sciences, magic, witchcraft (**BF140S-1900**)
- Mythology and traditional religion (**BL**)
- Christian folklore (**BR13S-136**)
- Legends of the saints (**BP and BX**)
- Legends of individual countries (**D-F**)
- Romani people (**DX**)
- Ethnology and ethnography (**GN**)

- Folklore (**GR**) (See also: Social Sciences Department policy)
- Ancient and traditional folksongs and Asian, African, and Oceanic music (**M, ML**)
- Folk literature (**P-PZ**) (including lexicons, dictionaries, and linguistic studies relating to subjects with strong representation in the folk culture collection, but not duplicating holdings of Literature or International Languages Departments in these areas)
- Romances (**PA-PZ**) are collected at level 5.
- Proverbs (**PN**) are collected at Level 5.

Collected at Level 3 are:

- Manners and customs (**GT**) (traditional, ancient, Asian, African, Oceanic, and European)
- Folk art (**NA-NK**)
- Traditional medicine (**RD**)

Scholarly subject-oriented bibliographies (**Z**) are collected to correspond with the subject collection level.

## **916.01a-2 CLASSIFICATIONS**

### **LC Classifications**

A-Z

### **Brett-Dewey Classifications**

000-999

Fiction (Shelved alphabetically by Main Entry)

## 916.01a-3 COLLECTION STRENGTHS

The Folk Culture Collection is strong in ethnology and in the analysis of social structures and patterns of interaction. Oral forms of traditional folk expression are represented extensively in folktales, fables, legends, epics, early chronicles and histories, riddles, etc. The chapbook collection is especially notable. Many of the oldest titles in the collection are rare, with few additional owners in the world, such as Peter Buchan's *Scarce Ancient Ballads* (Peterhead [Scotland] Printed by P. Buchan, 1819).

The collection has extensive holdings of folk songs and ballads. The following card file indexes are held by the Department:

- **Index of French folk songs** published in approximately 70 books printed without indexes; arranged alphabetically by title of song. (10,000 cards in eight drawers)
- **Index of Italian folk songs** in approximately 150 books printed without indexes; arranged alphabetically by title of song. (2,525 cards in three drawers)
- **Index of Provençal folk songs** published in approximately 20 books printed without indexes; arranged alphabetically by title of song. (1,500 cards in two drawers)
- **Index of Spanish ballads** (ca. 2,500 cards in three drawers)

The historic holdings of the JGW Folk Culture Collection are included in *Catalog of Folklore, Folklife and Folk Songs* (Boston: G. K. Hall, 1978, 2<sup>nd</sup> edition, 3 vols), a seminal work in the field of folklore research. Another publication based on the holdings of the collection is *Out-of-print Books from the John G. White Folklore Collection at the Cleveland Public Library* (Cleveland: Micro Photo Division, Bell & Howell Co., 1966).

## 916.01a-4 UNIQUE RESOURCES AND COLLECTIONS

### May Augusta Klipple African Folktale Manuscript Archives

This manuscript collection (19 linear feet) contains the lifetime research work of May Augusta Klipple (1881-1969) and includes topological and geographical classification of folktales, collections of folktales, and unpublished translations of African folktales. Klipple's 1938 Ph.D. dissertation (Indiana University) was titled *African Folk Tales with Foreign Analogues*. This work was later published in monograph form by Garland Press (as part of the Garland Folklore Library) in 1990.

### Newbell Niles Puckett Archives

This archival collection includes the original field research of Professor Newbell Niles Puckett (1897-1967) of Western Reserve University (now Case Western Reserve University), who assembled the material between 1930 and 1960. The collection consists of the following subgroups: Popular Superstitions and Beliefs of Ohio (93 linear feet), Religious Life of the Southern Blacks (11 linear feet), Black Names in America (12 linear feet), Miscellaneous Folklore (10 linear feet) and Canadian Lumberjack Songs (20 audio recordings). In total, the collection consists of 154 linear feet of material, 239 recordings, and 457 slides.

### Notable subcollections within the JGW Folk Culture Collection

- ***One Thousand and One Nights (Arabian Nights)***, a collection of Middle Eastern folk tales compiled in Arabic from the Islamic Golden Age (8<sup>th</sup> to the 14<sup>th</sup> centuries). CPL owns 760 volumes, representing editions in 57 languages and dialects.
- **Ballads and folk songs** (2,130+ volumes): Strongest in romance language, German, and Russian holdings, followed by French and Italian, with the rarest items in English (500+ volumes).
- **Chapbooks** (1,730 volumes): One of the largest collections in the United States, including 300 French volumes, 130 Russian volumes, and strong holdings in Italian, German, and Portuguese. The group of chapbooks in English is

representative (i.e., not comprehensive) of the literature produced in this popular form.

- **Fables** (760+ volumes), an outstanding collection with strong holdings in *Reynard the Fox*.
- **Germanic folklore** (4,000+ volumes)
- **Romance literature, ancient and medieval, of Europe and Asia** (3,165+ volumes):
  - Emphasis on Arthurian and Charlemagne cycles, the Nibelungenlied and related Germanic titles, Amadís de Gaula and his numerous progenies, Alexander the Great, and the Seven Wise Masters.
  - The collection has strong holdings in Old Irish/Old Gaelic, Middle Irish/Middle Gaelic, Manx/Manx Gaelic, Icelandic/Old Norse, Old French, Middle and High German, Anglo-Saxon, Middle English, Middle Dutch, etc.
- **Lives of saints** (1,000+ volumes)
- **Occult sciences** (2,600+ volumes)
- **Proverbs** (2,865+ volumes): One of the outstanding collections in the United States.
- **Robin Hood** (565 volumes): This outstanding collection is thought to be surpassed only by the Robin Hood materials in the Library of Nottingham, England, and includes an exceedingly rare 1601 first edition of Anthony Munday's *The Death of Robert, Earle of Huntington*, one of only two surviving Elizabethan-era stage plays that helped to establish the legend of Robin Hood.
- **Romani people** (1,000+ volumes): Comprehensive in scope, rich in rare periodical runs.
- **Saga literature** (1,125+ volumes)
- **Witchcraft** (1,700+ volumes): Emphasis on historical treatises, folklore aspects, classical treatment of apparitions and ghosts, oracles, magic, and sorcery.

## 916.01a-5 LIMITATIONS OR EXCLUSIONS

Juvenile books, popularizations, and general works are within the collecting areas of the other Main Library subject departments. Acquisition of reference materials in English and American folklore is limited to highly specialized treatises and those works necessary for the day-to-day functioning of the Department.

In 1985, the John G. White Folk Culture Collection discontinued acquisition of the following subjects:

- Church-sanctioned lives of saints
- Native American and Inuit culture (collected by Center for Local and Global History)
- Physical anthropology
- American and Canadian ethnology and ethnography
- Prehistoric archaeology
- American and Canadian manners and customs
- Fashion Customs related to court life, chivalry, nobility, and royalty
- Recreation, physical training, sports, games and amusements, except Asian, African, and Oceanic studies and chess and checkers collection areas
- Dancing, except in Asian, African, and Oceanic study areas
- European, American, and Canadian folk music
- American and Canadian folk-arts
- Modern fabulists
- European linguistics
- European medieval music and literature, except romances, Gaelic and Celtic literature, or scholarly editions of texts related to subjects in P-PZ classification
- Catalogs of Greek and Latin manuscripts
- Wit and humor

## **916.01a-6 SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z* for specific guidelines for all subjects.

## 916.01a-7 SPECIAL SOURCES FOR SELECTION

- Reviews in specialized scholarly journals, such as:
  - *American Ethnologist*
  - *Ethnology*
  - *Ethnos*
  - *Etudes Tsiganes*
  - *Folklore* (Calcutta)
  - *Folklore* (London)
  - *Journal of American Folklore*
- Catalogs and announcements of specialized dealers
- Facsimiles: The production of faithful, high-quality, archival facsimiles of significant items is an acceptable method of acquiring items that represent important additions to the collection and would otherwise be unobtainable.

## **916.01b THE JOHN G. WHITE ASIAN, AFRICAN & OCEANIC STUDIES COLLECTION**

### **916.01b-1 SCOPE**

John G. White's goal in establishing the Asian, African & Oceanic Studies collection (formerly known as Oriental Studies) was to assemble material in vernacular languages that document Asian, African, and Oceanic cultures prior to the era of European colonization and influence (until about 1800). According to White's directions, the collection was to include "the thoughts, religious faith, manners, customs, literature, antiquities, and languages of the peoples of the East." John G. White indicated in his December 17, 1919, collection statement that his definition of "the East" included "Egyptians and Africans."

Overall, the Asian, African & Oceanic Studies Collection is developed at Level 4, and only specialized research materials are collected. Scholarly editions of classic texts (i.e., a historical work in its primary form, complete within itself, as opposed to a summary or description of the work), their versions and translations, are given preference over studies of these works published without the original, complete text and are collected at Level 5. Facsimiles of original texts, with or without additional content, are collected.

Materials are collected in English and European languages. Except for early, rare Asian, African, and Oceanic manuscripts and monographs, texts printed in Asian, African, and Oceanic languages are acquired only when they are bilingual editions or Asian, African, and Oceanic language editions with an English or European language title page.

Coverage of India is extended to 1859 to include material on the rule of the English and Dutch East India Companies. The geographical and cultural areas included in the Asian, African & Oceanic Studies Collection are those outlined in the "Oriental philology" schedules of the Library of Congress subclasses PJI-PM7895, with two exceptions: materials on the Inuit (formerly referred to as "Eskimos") and Native Americans are excluded (these subjects are collected by the Center for Local and Global History),

although there are important historical materials on both subjects in the White Collection.

Additional selection guidelines:

- Philosophy and ethics (**B-BJ**) are collected at Level 3.
- Religious texts (**BM-BX**) are collected at Level 5.
- Allied topics (**BL**) and ancient versions of apocryphal and Asian, African, and Oceanic biblical texts are collected at Level 4.
- The Asian, African & Oceanic Studies Collection includes relevant materials on the history of civilization and culture (**CB**); seals and chronology (**CD, CE**); inscriptions (**CN and PJ-PM**); and naming practices (**CS**) all collected at Level 4.
- Source materials of Asian, African, and Oceanic history (**D, DS-DU**) are acquired at Level 5.
- Other materials in **DS-DX** are collected at Level 4.
- Scholarly works on Asian, African, and Oceanic geography (**G**) are collected at Level 4, and Greek and Latin authors with a historical approach to the subject are included.
- Political theory and history (**JC, JF and JQ**) are acquired at Level 3.
- Source materials on religious law (**KG-KX**) are collected at Level 4.
- Religious education (**LB and LC**) is collected at Level 3.
- In the **M and N** classifications, ancient and classic periods of Asian, Near, and Middle Eastern music and art and the traditional music and art of Africa, the Pacific Ocean, Australia, and the South American continent are collected at Level 4. Emphasis is placed on source materials and reference works on music and on the history of art, architecture, sculpture, painting, and religious art.
- Literary texts (**PJ-PN**) are collected at Level 5.
- Asian, African, and Oceanic texts on mathematics (**QA**), astronomy (**QB**), and medicine (**R**), are acquired at Level 5.

- Dictionaries (from the vernacular into English), grammars, dialects, and similar language materials are collected at Level 4.
- Bibliographies (**Z**) are collected at Level 4.

## **916.01b-2 CLASSIFICATIONS**

### **LC Classifications**

A-Z

### **Brett-Dewey Classifications**

000-999

Fiction (Shelved alphabetically by Main Entry)

## 916.01b-3 COLLECTION STRENGTHS

- Holdings in Egyptology through the 1940s (6,000+ volumes) and Asian, African, and Oceanic archaeology are strong in archaeological reports, museum catalogs, and scholarly series of British, French, and German origin.
- Extensive holdings of Indic texts: Pāli Canon (1,200+ volumes), Sanskrit sacred and literary texts (ca. 3,400 volumes — among the largest collections in the U.S.), more than 250 rare Sinhalese poetical works (many gathered by Ananda Coomaraswamy [1877-1947], renowned interpreter of Indian culture), as well as works in Bengali — notably the works of Bengali polymath Rabindranath Tagore (1861-1941).
- Rare editions and translations of classic Arabic texts (4,000+ volumes) of geography, history, philosophy, lexicography, and travel.
- Persian poetry and literature (1,635+ volumes)
- Near Eastern archaeology (8,000+ volumes)
- The Chinese, Japanese, and Tibetan collections (5,400+ volumes) include religious and philosophical works in vernacular languages, supplemented with translated works in Western languages.
- More than 200 manuscripts in Eastern languages, many lavishly illustrated, chiefly in Persian (a choice collection of 60 items), Arabic, Pali and Burmese, but some in Batak, Ethiopic, Hebrew, Sanskrit, Syriac, Tibetan, and Chinese (including 15 very rare pictographic manuscripts of the Mosuo people of far Western China). These manuscripts are primarily classic literary, historical, and religious texts, and early scientific treatises.
- Central Asian materials (3,100+ volumes) include rare reports and surveys published by official expeditions and academic institutions of 19<sup>th</sup> century Russia.
- Eastern religions in which the collection is strongest include Zoroastrianism, Sikhism, Mithraism, and Islam.

- The collection on Zoroastrianism includes Parsee materials and numerous rare volumes of the Avesta (the primary collection of religious texts of Zoroastrianism).
- The collection of Sikhism materials includes many rare titles that were privately printed in India.
- The works on Islam include editions of the Koran (ca. 205 texts in 39 languages), as well as a group of Chinese-language books on Islam in China.
- Works relating to Buddhism include a 750-volume edition of the Chinese translation of the Tripitaka published in Japan in 1901, and a 168-volume edition of the Tibetan translation of the Tripitaka published in Japan by the Tibetan Tripitaka Research Institute in 1955-61.
- The language and literature collection (15,000+ volumes), which was built up during the first quarter of the 20<sup>th</sup> century, predated the establishment of similar collections in major university libraries. CPL's early collecting in this area allowed it to acquire many rare and valuable items in all languages before the increased interest of major universities in acquiring these items precluded their acquisition. Included are important classic dictionaries and grammars, with emphasis on philology.
  - African languages (500+ volumes) are a notable strength of this collection.
  - Chagatai (or Chaghatai, Jaghatai, Turki or Sart) language: a choice collection of about 80 volumes in this extinct Turkic language that was spoken in Central Asia until the early 20<sup>th</sup> century.
- Materials on early travels, descriptions, and voyages (excluding Europe and the Americas) (nearly 7,700 volumes) include several rare titles, first editions, and manuscripts. White said of early travels: "These have for me a peculiar fascination, where people are pushing out into the unknown, finding everything wonderful, misunderstanding much, but preserving to us much of knowledge of

customs, modes of thought and faiths that advancing civilization has destroyed.” (JGW December 1919 Collection Statement, CPL Archives)

- An exceptional special collection is devoted to Madagascar (350+ volumes), including some manuscripts and periodical holdings dating to the 19<sup>th</sup> century, such as the extremely rare *Antananarivo Annual and Madagascar Magazine: A Record of Information on the Topography and Natural Productions of Madagascar, and the Customs, Traditions, Language and Religious Beliefs of its People* (Antananarivo, 1885-1900).
- A small but choice collection of works on the Seychelles Islands, including books published there and a manuscript of unpublished material.
- Turkestan and Tibet (historical regions): strong holdings, including the first European account of Tibet, António de Andrade’s *Relatione del novo scoprimento del Gran Cataio overo regno di Tibet fatto l'anno 1624* (Roma: F. Corbelletti, 1627).
- A fine collection of reproductions of Aztec and Mayan manuscripts.

## 916.01b-4 UNIQUE RESOURCES AND COLLECTIONS

### East India Company Manuscript Collection

This outstanding primary source manuscript collection consists of ca. 27,000 pages bound in 250 volumes and is unique in America. It includes documents, correspondence (including King George III), memoirs, accounts, inventories, and records relating to British affairs in India and Central Asia from 1741 to 1859. The collection was sold to the Library on February 19, 1945, by antiquarian bookseller Karl Zamboni (1905-1997). The collection is accompanied by a bound index that includes a July 4, 1983, letter from Zamboni regarding the provenance of the collection (Title: *Zamboni, India and Central Asia mss.*; call number: DS465 .Z36 1945). The Department also has a half-drawer historical card file index to this collection, as well as an online OhioLINK EAD Finding Aid. In 1950 the Government of India commissioned the microfilming of the collection for inclusion in the National Archives of India.

Topics covered include rebellions, mutinies, public scandals, company policies, Indian customs (from a British perspective), and political and military activities. Other materials of interest in the Collection include items covering conflicts with Hyder Ali, Haidarālī (ca. 1720-1782); Tipu Sultan, Tipu Sahab (1750-1799), and Chait Singh (died 1810); accounts of the Sepoy Rebellion (Indian Rebellion or First War of Indian Independence) of 1857, the Pindari War (1817-1818), and Napoleonic designs on India.

British officials' correspondence and writings are also a large part of the collection. The officials include Robert Clive, Clive of India (1725-1744); Warren Hastings (1732-1818); George Macartney, 1st Earl Macartney (1737-1806); Lord William Henry Cavendish-Bentinck (1774-1839); Henry Dundas, 1st Viscount Melville (1742-1811); William Fullerton Elphinstone (1740-1834); Sir John Macpherson Macleod (1792-1881); Robert Orme (1728-1801); Sir William Jones (1746-1794); Arthur Wellesley, 1st Duke of Wellington (1769-1852); John Prinsep (1748-1830); Charles Cornwallis, 1st Marquess Cornwallis (1738-1805); Lord Moira, Francis Edward Rawdon-Hastings, 1st Marquess of Hastings (1754-1826), and others.

Note: The Department's East India Company holdings are complemented by an extensive microfilm collection of records from Great Britain (*Great Britain India Office Records, Home Miscellaneous Series*, Ann Arbor, Michigan: University Microfilm, 1972- ). Detailed contents are described in *Catalogue of the Home Miscellaneous Series of the India Office Records* (London: Printed by H.M. Stationery Off. for the India Office, 1927).

#### **H. Daniel Smith Agama Collection**

The H. Daniel Smith Agama Collection consists of approximately 139 rare books, transcripts, and manuscripts that represent what is likely the most comprehensive documentation outside of India of the philosophy known as Pancharatra, a religious movement in Hinduism that originated in late 1st millennium BCE. (Agama is a Sanskrit term for scriptures in Buddhism, Hinduism, and Jainism.)

The texts were gathered by H. Daniel Smith (1928-2013), Professor of Religion at Syracuse University, across South India over a twenty-year period starting in the early 1960s. With the help of local pandits (Hindu scholars who are often practicing priests), Smith collected all editions of the primary Pancharatra texts. He also engaged experts who transcribed ancient palm-leaf manuscripts in little-known scripts into the more common Devanagari script.

Monumental temples were built following the prescriptions detailed in these texts, and the rites they describe are still regularly performed in temples and homes. The iconography and philosophical descriptions of familiar deities like Lakshmi and Vishnu are described in detail. A detailed catalog, prepared by Smith, accompanies the collection, as do summaries of each text.

## 916.01b-5 LIMITATIONS AND EXCLUSIONS

Juvenile books, popularizations, trade monographs, and general works are within the province of other Main Library subject departments. Uncatalogued archival materials, newspapers, and audiovisual materials are excluded.

The John G. White Asian, African & Oceanic Studies Collection does not collect:

- Numismatics (coins)
- Heraldry (coats of arms, armorial bearings)
- Aids to genealogical research
- North American Native American and Inuit cultures (Center for Local and Global History collects these subjects)
- Early description and travel related to Europe, the Americas, the West Indies, and the Caribbean
- Christian missionary work in Asia, Africa, and Oceania, or the activities of modern Asian, African, and Oceanic sects
- Materials in classifications Q, R, and T, except for astronomy, mathematics, and medicine
- Mathematical or physical geography and oceanography
- The general aspects of art, graphic arts, print media, interior decoration, and arts and crafts movements
- General works on the linguistics and works on structure, morphology, inflection, parts of speech, and syntax of Asian, African, and Oceanic languages

## **916.01b-6 SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z* for specific guidelines.

## 916.01b-7 SPECIAL SOURCES FOR SELECTION

- Reviews in specialized scholarly journals, such as:
  - *Aegyptus*
  - *Asiatische Forschungen*
  - *Berytus*
  - *Bibliography of Asian Studies*
  - *Bibliotheca Orientalis*
  - *Journal of the Royal Asiatic Society*
  - *Zeitschrift fur Assyrologie*
- Catalogs and announcements of specialized dealers
- Specialized bibliographies
- Facsimiles: The production of faithful, high-quality, archival facsimiles of significant items is an acceptable method of acquiring items that represent important additions to the collection and would otherwise be unobtainable.

## 916.01c THE JOHN G. WHITE CHESS AND CHECKERS COLLECTION

### 916.01c-1 SCOPE

*Chess, the world's oldest game, binds the world together. With roots reaching back 2,000 years, chess has left an indelible mark on a wide array of civilizations as it spread from region to region, from continent to continent—through conquest, rivalry, or friendly cultural interchange. As a universal game played the world over by young and old alike, chess has the richest literature of all games. Students of chess explicate its technical aspects, record its achievements and failures, and document both the major and minor events of its history as its proponents battle, displaying their skill, strategic knowledge, and acts of daring imagination over the 64 squares of the chess board. Around the inner circle of its champions, students, and aspiring masters, it has attracted to its orbit a diverse peripheral band of writers, critics, scientists, historians, archaeologists, and artists. Consequently, chess enjoys the widest representation in the general literature—from simple folk tales to sophisticated romances, from philosophy to psychology, and from mathematics to allegory, religion, and art. (Adapted from Enchanted Chessmen: A World of Fantasy, exhibit catalog by Alice N. Loranth, Cleveland Public Library, 1996.)*

The John G. White Chess and Checkers Collection is a comprehensive collection of research and archival importance. It documents the history, development, and technical aspects of the games and maintains records of competitions, tournaments, and players. The largest and most comprehensive collection of its kind in the world, it is comprised of more than 35,000 volumes of monographs, manuscripts, serials, and bound journals, as well as rich archival collections of pictures, chess columns, tournament records, chess problems, documents, and chess pieces. The collection generally is cataloged in Library of Congress classifications GV1312-1469, but significant references to the games in the

literature of other subjects, ranging from B to Z, are included. Materials acquired before 1976 are located in the Brett-Dewey 789-789.81 classifications.

In developing his collection, John G. White included not only works about chess and checkers, but all works throughout history that referenced chess and checkers, including both historical literary works and more contemporary classics such as Lewis Carroll's *Through the Looking Glass: and What Alice Found There* (London: Macmillan and Co., 1872). Many rare titles in the Chess Collection fall within this category. The most significant collections of these works are identified in section 916.01c-4, "Unique Resources and Collections."

All materials included in the original 1928 JGW Chess Collection gift are cataloged together under the Brett-Dewey 789-789.81 classification numbers, *regardless of the actual main subject of the work*. This decision was in keeping with Item 3 in the Codicil to the Last Will & Testament of John G. White, dated February 9, 1928, which reads:

*To place in Cleveland Public Library all my chess and checker collection, keeping it together, and keeping with it all articles and books belonging hereto, even although the more important contents of such books might indicate a place elsewhere. A list of this collection is formed by the entries in my interleaved copy of [Antonius van der Linde's, Das erste Jahrtausend der Schachlitteratur, 850-1880 / The First Millenium of Chess Literature, 850-1880 (Berlin: J. Springer, 1881)], which are marked with a red star or dagger, also it is enumerated in his [Geschichte und Litteratur des Schachspiels / History and Literature of the Game of Chess (Berlin: J. Springer, 1874)] . . .*

Chess and checkers materials are collected at Level 5 with no geographic or period limitations and in all practicable formats. Only single copies are acquired. General works on indoor games which make significant references to chess and checkers are acquired, as are outstanding "editions collections," such as the *Hoyle's Games* series, that have already been developed. Specialized materials on related "move" games are collected at Level 4.

Translations of works originally published in English are not acquired. Works are acquired in the language of original authorship whenever possible. Also acquired are English translations, or in the case of Slavic and Asian, African, and Oceanic languages, when English is not available, the first European language translation. Any subsequent English translation is added.

New editions of classic works of permanent value and revised editions are acquired as published. Superseded editions are not acquired unless they have unique value vital for research. "Separate states of editions" are not usually acquired but may be retained if received as gifts. Materials acquired by the subject departments of Main Library are duplicated for the Chess and Checkers Collection when of long-term research or documentary value.

Reprint and facsimile editions are acquired if the original is not available or is prohibitively expensive, if use of the original in the collection needs to be restricted, or if sufficient interpretive or editorial material has been added to the reprint.

Manuscripts and archives are actively collected because of their value as primary sources.

Books that are not about chess or checkers, but which reference either game, are generally not collected unless the reference and inclusion of the game in the work being considered is significant.

The initial 1928 gift of John G. White's original collection of 428 chess pieces (chessmen) has been developed over the course of succeeding years to include well over 2,000 pieces through gifts of chess sets and monetary donations. Chess sets and chess pieces are accepted only if they are historically or artistically important and will augment existing holdings. When soliciting gifts or selecting from gift offerings, the chief curatorial concern is the documentation of design development, as opposed to rarity. The aim is to build a representative study collection that captures quality examples of historic trends, national characteristics, and artistic innovation.

## **916.01c-2 CLASSIFICATIONS**

### **LC Classifications**

A-Z

### **Brett-Dewey Classifications**

000-999

Fiction (Shelved alphabetically by Main Entry)

## 916.01c-3 COLLECTION STRENGTHS

Printed materials on chess and checkers, including successive editions and translated versions of individual titles; early editions; limited editions; rare editions and association copies; obscure unrecorded publications; annotated texts from the libraries of recognized scholars and collectors; unpublished translations inserted into non-English language works by previous owners; ephemeral publications now important to historical research; chess columns pasted in scrapbooks or housed in boxes; and “games collections” illustrating the technical aspects of the chess game, consisting of paper-based documentation pasted into scrapbooks as assembled by game analysts and chess experts.

Manuscript holdings include more than 1,500 Asian, African, and Oceanic and western language chess manuscripts, many of which are medieval in origin, but later works are also included. Holdings also include bibliographies and annotated union lists of chess manuscripts housed in 145 European and Indian libraries up to 1928.

Notable among the manuscripts and early printed works are works by Jacobus de Cessolis (Italian: *Jacopo da Cessole*; ca. 1250 – ca. 1322), including *Libellus de ludo scacchorum: de moribus, hominum et officiis nobilium* (one of the first European manuscripts on chess).

Archival chess holdings include records and bulletins of tournaments; papers of associations from the mid-19th century forward; problem collections, arranged by problemist; and pictures of chess masters, tournaments, and chess in a wide array of settings.

The Department has several card file indexes to historical material within the collection, including the following:

- **Checkers: Name index to obituaries, biographies, portraits, and pictures of checkers players** found in books and approximately 55 periodicals. (One drawer, updated through late 1990s)

- **Checkers: Subject and author index to fiction, poetry, pictures, tournaments, and other subjects** related to checkers published in selected books and periodicals. (One drawer, updated through late 1990s)
- **Chess: Index to chess columns in cataloged periodicals, magazines, etc.** of the Department up to 1934. Lists under the name of the paper, the place of publication, number of problems, games, enigmas, and end games, names of editors, etc. Page references are given, arranged alphabetically by name of publication. (Four drawers)
- **Chess: Index to chess columns in magazines and newspapers from 1820 to those in existence up to 1933.** Over 1,900 chess columns are identified with place of publication, beginning and ending dates, and name of editor when known. (Seven drawers)
- **Chess: Index to the names of players of annotated games of chess.** In addition to bibliographic information, gives the number of games played and points scored. About 50 books and periodicals are indexed. Arranged alphabetically by names of both players, and by gambits under each pairing. (Eight drawers, updated through 1990s)
- **Chess: Index to poems related to chess published in books and periodicals,** arranged alphabetically by name of poet or by title of poem if author is not known. (Six drawers, updated through late 1990s)
- **Chess: Name index to obituaries, biographies, portraits, pictures, tournaments, articles, etc. of chess players** found in 32 selected major periodicals. (One drawer, updated through late 1990s)
- **Chess: Subject and author index to fiction, pictures, tournaments, and various subjects** related to chess published in several thousand selected periodicals and books. (Five drawers, updated through late 1990s)

## 916.01c-4 UNIQUE RESOURCES AND COLLECTIONS

Special early editions of literary works that mention the game of chess and are included in the JGW Chess and Checkers Collection include the writings of:

- **Omar Khayyam** (Persian, 1048-1131): 1,055 editions in 48 languages, including a comprehensive collection for the 19<sup>th</sup> century and a partial collection thereafter
- ***Gesta Romanorum*** (tales and anecdotes compiled ca. 13<sup>th</sup>-14<sup>th</sup> centuries): 58 editions from the 15<sup>th</sup>-19<sup>th</sup> centuries, plus four commentaries
- **Franco Sacchetti** (Italian, 1335-1400): 21 editions from the 18<sup>th</sup>-19<sup>th</sup> centuries, plus two commentaries
- **Francesco Colonna** (Italian, 1433/34-1527): *Hypnerotomachia Poliphili* (12 editions from 16<sup>th</sup>-19<sup>th</sup> centuries, plus one commentary)
- **Polydore Vergil** or Virgil (Italian: Polidoro Virgili; commonly Latinized as Polydorus Vergilius; c. 1470-1555), widely known as Polydore Vergil of Urbino Polydorus Vergilius: 61 editions from the 15<sup>th</sup>-17<sup>th</sup> centuries
- **Baldassare Castiglione** (Italian, 1478-1539): *Il Cortegiano*, or *The Book of the Courtier* (100+ editions from 16<sup>th</sup> century forward, plus eight commentaries)
- **François Rabelais** (French, born between 1483 and 1494; died 1553): 163 editions from the 16<sup>th</sup>-18<sup>th</sup> centuries (including *La vie de Gargantua et de Pantagruel*), special editions of the 19<sup>th</sup> century forward; plus 42 commentaries
- **Marco Girolamo Vida or Marcus Hieronymus Vida** (Italian, ca. 1485-1566): 106 editions from the 16<sup>th</sup>-18<sup>th</sup> centuries, plus six commentaries
- **Artemidorus Daldianus**: 21 editions from 16<sup>th</sup>-18<sup>th</sup> centuries, plus two volumes of commentaries
- **Juan Huarte de San Juan or Juan Huarte y Navarro** (Spanish, 1529-1588): 42 editions from the 16<sup>th</sup> century forward, plus two commentaries
- **Giambattista Marino (also Giovan Battista Marini)** (Italian, 1569-1625): 13 editions from the 17<sup>th</sup>-18<sup>th</sup> centuries

- **Jakob Balde** (German, 1604-1668): 34 editions from 17<sup>th</sup>-19<sup>th</sup> centuries, plus one commentary)
- **Benjamin Franklin** (American, 1706-1790): multiple editions, including translations into other languages, of Franklin's writings on chess
- **François-André Danican Philidor** (French, 1726-1795): multiple works
- **Jacques Delille** (French, 1738-1813): 39 editions from the 18<sup>th</sup>-19<sup>th</sup> centuries
- **Johann Gottfried (after 1802, von) Herder** (German, 1744-1803): 35 editions from the 18<sup>th</sup>-19<sup>th</sup> centuries, plus one commentary
- **Jean Paul (born Johann Paul Friedrich Richter)** (German, 1763-1825): 11 editions from the 18<sup>th</sup>-19<sup>th</sup> centuries, plus one commentary
- **Esaias Tegnér** (Swedish, 1782-1846): 225 editions from the 19<sup>th</sup> century; limited editions from 20<sup>th</sup> century forward, plus 12 commentaries

Auxiliary collections include the following:

### **Chess and Checkers Player Portraits Collection**

This is a collection of original photographs, photographs of book and periodical illustrations, prints, illustrations, and clippings of chess and checkers players dating from 1845-1998, with the bulk of the material from 1890-1950. Some famous players include José Raúl Capablanca y Graupera (Cuban, 1888-1942), Bobby Fischer (American, 1943-2008); Anatoly Karpov (Russian, born 1951); Garry Kasparov (Russian, born 1963); Paul Morphy (American, 1837-1884); Tigran Petrosian (Armenian, 1929-1984); Samuel Reshevsky (Polish, 1911-1992); Vesselin Topalov (Bulgarian, born 1975); and many more. Many of the older photographs are identified as coming from the collection of Lyman Stearns of Manchester, New Hampshire. Notations in John G. White's handwriting indicate that he acquired the Stearns collection in 1909. There are also images from books and articles that were cut out and pasted down to cardboard mounts and labeled by John G. White. Another group of images are on postcards sent to Alain White (1880-1951) with a message or chess problem written on the back. Notations by John G. White on the front or back of some items identify the source as

other chess collectors, including Miron James Hazeltine (1824-1907) and James Debenneville Seguin (1853-1916). Seguin's identification numbers are cited, and these items have a typed identification (blue ink on paper) pasted on the back. The collection was historically arranged in two series: individual chess portraits and collective chess and checkers portraits.

### **Chess Correspondence Collection**

This collection is comprised of the correspondence of prominent chess players, chess bibliophiles, chess collectors, chess dealers, and chess editors. The collection also includes many chess problems, details of specific games, announcements of upcoming chess tournaments and other chess-related events, as well as catalogs and invoices from chess book dealers. While the content of most of the correspondence deals with the efforts to locate rare chess books and publications or discuss game scores and upcoming tournaments, many of the letters provide insight into the relationships between these chess enthusiasts and players.

### **Chess Tournament Bulletins Collection**

This collection consists of chess tournament bulletins from around the world, with the bulk of the collection from Europe and in English. The material ranges in date from 1866 to 2006.

### **Claude F. Bloodgood Collection**

The Bloodgood Collection contains the personal papers of controversial American chess player Claude Frizzel Bloodgood (1937-2001), including legal documents, medical and prison records, and chess-related items dating from the 1970s to his death in 2001. Bloodgood was sentenced to death in 1970 after having been convicted of murdering his mother, although this sentence was later commuted to life in prison. The legal documents relate to the numerous lawsuits he filed or participated in while an inmate in the Virginia Penitentiary system. These include his suits against prison doctors, wardens, other prison officials, and fellow inmates.

### **Cleveland Chess Association Papers and Official Documents (1965-1977)**

A collection of organizational material, statistics, correspondence, and ephemera relating to the Cleveland Chess Association's 1965-1977 seasons.

### **Curtis E. Garner, Sr., Chess Sidelights Collection**

This collection consists of the complete run of the "Chess Sidelights" column published every Sunday in the Cleveland *Plain Dealer* from September 5, 1976, to November 11, 1994. Included are 949 newspaper clippings and six photographs of columnist Curtis Evander Garner, Sr. (1907-1995).

### **Don Deweber Checkers Collection**

A collection of 354 linear feet of archival material relating to the game of checkers. A major component of the collection is the 311-volume set of George F. Wales Checkers Columns Scrapbooks, consisting of checkers columns from newspapers printed in Great Britain, the United States, and Canada in the late 19th century to early 20th century, with the bulk of the clippings being from the 1920s and 1930s. Don Deweber (1938-2019), a longtime resident of Dubuque, Iowa, was a charter member of the International Checker Hall of Fame, a frequent contributor to its magazine, *Checkers*, and a premier expert on the subject of checkers. In addition to the materials donated to the Cleveland Public Library, Deweber donated 7,500 print items related to checkers to the Loras College Library in Dubuque, Iowa, the core of which consisted of two large collections purchased from collectors John Caldwell and Irving Windt.

### **Edgar Holladay Chess Collection**

The Edgar Holladay Chess Collection consists of thousands of Edgar Holladay's own chess problems, along with correspondence with other chess problemists, original chess artwork, and his personal chess problem stamps. Edgar Holladay (1925-2003) was one of the United States' leading chess problemists.

### **Emanuel Lasker Scrapbooks and Medals**

This collection consists mostly of chess scrapbooks and includes clippings, manuscripts, correspondence, photocopies of manuscripts, and related ephemera, in addition to

medals and microfilm. The collection focuses on the career of chess master and World Chess Champion Emanuel Lasker (1868-1941) and was compiled by Lasker's wife, Martha Bamberger Lasker (1867-1942). The materials were donated by Edward M. Bamberger.

#### **Eric M. Hassberg Problem Collection**

Consists of 8+ linear feet of correspondence, problems, etc. of chess composer and problemist Eric Manfred Hassberg (1918-1987). Born into a Jewish family in Vienna, Hassberg was expelled from the University of Vienna following the Anschluss and in 1940 he emigrated to the United States. The Department has a card file index (one drawer) to this collection.

#### **First National Team Championship (NTC-1) of Correspondence Chess Papers**

The collection documents the NTC-1 (First National Team Championship) tournament, which took place between March 1991 and June 1993. It includes newsletters, competition rules and assignments, team rosters, ICCF news releases, the Campbell Report website printouts, and a diskette containing all the games played.

#### **George Koltanowski Collection**

This collection contains chess Grandmaster George Koltanowski's personal collection of chess writings, photographs, correspondence, awards, clippings, and ephemeral items from chess tournaments and public speaking engagements. George Koltanowski (1903-2000) was a Belgian-born American chess player, promoter, and writer. He was awarded the International Master title in 1950 and an honorary Grandmaster title in 1988.

#### **Gisela Kahn Gresser Collection**

Collection of correspondence, ephemera, memorabilia, and serials and periodicals of Gisela Kahn Gresser (1906-2000), one of the first two female chess players in the United States to gain the title of Master in 1950 when FIDE (the International Chess Federation) created official titles. She was also the first woman to be inducted into the U.S. Chess Hall of Fame. She won the U.S. Women's Chess Championship in 1944, 1948 (with Mona

May Karff), 1954, 1955 (with Nancy Roos), 1957 (with Sonja Graf), 1962, 1965, 1966 (with Lisa Lane), 1967, and 1969.

### **Harold Dondis Chess Columns Collection**

This collection contains the manuscript copies of Harold B. Dondis's chess column, which were published in the *Boston Globe* from 1964 to 2015. A lawyer by profession, Harold Dondis (1923-2015) was a chess journalist, community benefactor, and avid player until his very last day. In March 1964 Dondis defeated Bobby Fischer, then a 20-year-old grandmaster and U.S. professional champion, at the Wachusett Chess Club, in Fitchburg, Massachusetts.

### **Herman Menkis Chess Problem Manuscript**

Herman B. Menkis (1923-1998) was a chess problemist, composing possibly thousands of chess problems between 1985 and 1994. The Herman Menkis Chess Problem Manuscript is the collection of his unpublished original chess compositions. Hundreds of his problems were published in the chess periodicals *Ideal-Mate Review*, *U.S. Problem Bulletin*, *Stratagems*, and *Problemkiste*.

### **International Checkers Tournament Bulletins**

A collection of checker tournament bulletins and newspaper clippings for tournaments hosted around the world, but predominately in Europe and the United States. The first tournament in the collection is from 1893, but the bulk of the tournament bulletins are from 1945-2002.

### **Japanese Go Collection**

Donated in 1986 by renowned publisher, editor, collector, and author of chess books Dale A. Brandreth (1931-2019), this collection was originally a part of the renowned James Gates Chess Collection. Included are books and periodicals in Japanese language (208 volumes, 158 unbound periodical issues).

### **John Gollon Chess Papers**

Correspondence and manuscripts by John Gollon (1944-1999), author of *Chess Variations: Ancient, Regional and Modern* (Rutland, Vermont: C. E. Tuttle Co., 1968).

### **John Griswold White Archive**

The John G. White Archive contains biographical information, personal correspondence, and photographs of Cleveland attorney, Cleveland Public Library Board Trustee, and internationally known chess collector, John Griswold White (1845-1928). The correspondence includes communication with Librarians William Howard Brett (1846-1918) and Linda Anne Eastman (1867-1963); first librarian of the White Collection, Gordon Woods Thayer (1887-1972); fellow chess enthusiasts and researchers; and friends, including Major Harry Anton Auer (1878-1962). The collection also includes awards, personal records, and professional legal papers.

### **Larry Evans Chess Archive**

A collection of the correspondence, article drafts, manuscripts, book agreements, and miscellaneous documents of Larry Evans (1932-2010), chess Grandmaster and tournament second to Bobby Fischer during the 1972 Reykjavik Championship Match. Much of the correspondence relates to his role as columnist of *Chess Life and Review*.

### **Laszlo Szabo Collection and Library**

Collection of Hungarian Chess player, International Grandmaster (1950), and collector Laszlo Szabo (1917-1998). Included are published texts on the game of chess and personal correspondence and photographs relating to Szabo's life and career. Szabo was the author of several books about the game of chess.

### **Robert Ingham Clegg Collection of Books on Checkers**

A collection of 100 books and pamphlets on checkers donated in 1930 by Cleveland collector Robert Ingham Clegg, who was a frequent contributor to the "What's Doing in Chess and Checkers" column in the *Cleveland Plain Dealer*. Among the titles in his gift were James Sinclair's *Game of Draughts* (Glasgow: R. Ferguson, 1832) and William Hay's *Game of Draughts* (Stirling: Printed by E. Johnstone, 1838). The collection was

incorporated into the John G. White Chess Collection. A native of Lancashire, England, Robert Ingham Clegg (1866-1931) was a mechanical engineer by training, vice president of the Gardiner Printing Company of Cleveland and Masonic History Co. of Chicago, and a 33<sup>rd</sup> degree Mason. In 1916 and 1917, Clegg served as the vice president of the Cleveland Board of Education. Clegg also donated the Robert Ingham Clegg Collection of Books on Esperanto to the Library's Literature Department.

#### **Seelbach Checker Service Collection**

Edwin J. Seelbach (1878-1961) was a prominent Chicago checker book dealer from the late 1920s to the mid-1930s. This collection consists primarily of business correspondence between him and other checker enthusiasts from around the world.

#### **Two-Move Chess Problems Research and Manuscripts Collection**

Author Robert Clyde Moore's correspondence and notes on the creation of *Two-Move Chess Problems: Being 257 Orthodox Twoers by 108 U.S. Problemists* (Jefferson, NC: McFarland, 1985). Robert C. Moore (1942-2016) first learned to play chess at Hiawatha High School, Hiawatha, Kansas. He became an expert at solving chess problems and went on to win many contests and trophies.

#### **United States Chess Federation Official Tournament Rating Reports Collection**

This collection consists of 31 linear feet of records for the period 1971-1977 and includes official results of tournaments held around the country (with some from foreign countries represented as well) that determine chess players' ratings. The sheets list the names of the players and results of the different games played during the tournament. The collection is organized by month and year of tournament.

#### **World Chess Hall of Fame Exhibition Catalogs**

This collection consists of exhibit catalogs from the World Chess Hall of Fame in St. Louis, Missouri. These materials are written primarily in English and range from 2011 to the present.

## **916.01c-5 LIMITATIONS AND EXCLUSIONS**

- Paperback and hardbound reprints are not added to the collection unless the original edition is not available or in bad condition or unless the reprints include unique material vital for research.
- Except for Cleveland and Ohio, annuals, memoirs, proceedings and transactions of local clubs, state associations, and regional societies and associations are not collected.
- Periodical publications of local clubs outside the United States, regional societies, and associations are excluded.
- Current chess columns published in newspapers and magazines are no longer acquired for the chess columns collection, although gifts of complete collections of the writings of an outstanding columnist may be accepted.

## **916.01c-6 SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z* for specific guidelines.

Because the Chess and Checkers Collection is unique, every effort is made to maintain its quality and comprehensiveness. To this end, these are the priorities for acquisition:

### **Primary categories**

1. Championship and tournament books and bulletins, including minor events
2. Periodicals and serials
3. General works, games collections and analyses, chess problems, chess varieties, etc.
4. Books on openings, middle games, and end games
5. History, biography, technical studies
6. Derivative games

### **Secondary categories** (acquired as funds are available or as gifts)

1. Original letters, photographs, documents
2. Archives of prominent individuals in the field of chess and checkers
3. Rare books, valuable items, unusual publications, early works
4. Complete historical collections of chess columns

## 916.01c-7 SPECIAL SOURCES FOR SELECTION

Specialized chess and checkers publications such as:

- *A I P E Chess News*
- *British Chess Magazine*
- *Chess*
- *Chess in Australia*
- *Chess Life*
- *Echecs Français*
- *Europe Echecs*
- *Norsk Sjakkblad*
- *Schachzeitung*
- *Schakend Nederland*
- *Suomen Shakki*

Catalogs of special dealers and publishers

Exchange lists

Chess blogs

Websites

Facsimiles: The production of faithful, high-quality, archival facsimiles of significant items is an acceptable method of acquiring items that represent important additions to the collection and would otherwise be unobtainable.

## **916.02 DISCRETE SPECIAL COLLECTIONS**

### **916.02a SCOPE**

In addition to the core special collections created and endowed by John G. White, the Special Collections Department has acquired and/or developed numerous smaller special collections throughout its history, many received as gifts of complete collections—sometimes with endowments for their continuation. The acquisition (through gift or purchase) of special collections is subject to careful consideration of space needs, preservation and conservation costs, and the ability of the Library to effectively manage the acquisition over time.

## **916.02b CLASSIFICATIONS**

### **LC Classifications**

A-Z

### **Brett-Dewey Classifications**

000-999

Fiction (Shelved alphabetically by Main Entry)

## 916.02c COLLECTION STRENGTHS

- **Architecture:** a major strength, starting with the gift of the Charles Frederick Schweinfurth Memorial Library in 1929 and continuing perpetually with the acquisition of important works provided by the Charles F. Schweinfurth Trust, as well as acquisition of archival material relating to prominent local architects.
- **Autographs**
- **Cleveland:** The Department holds the Library's rarest materials relating to Cleveland history.
- **European historical pamphlets, broadsides, and newspapers** (primary source material)
- **Fine Press Publications**
- **Folios:** The Department maintains an extensive collection (3,000+) of rare and important folios, many lavishly illustrated with engravings or other original artwork. Folio sizes include the following: Double Elephant Folio (50 inches, 127 cm), Atlas Folio (25 inches, ca 63 cm), Elephant Folio (23 inches, ca 58 cm), Royal Folio (20 inches, ca 51 cm), Medium Folio (18 inches, ca 46 cm), and Crown Folio (15 inches, ca 38 cm). Some notable examples:
  - **Edward S. Curtis's 20-volume *The North American Indian; being a series of volumes picturing and describing the Indians of the United States, and Alaska***, published between 1907 and 1930 and including 1,500 original photographic prints (photogravures). Curtis's goal in undertaking this monumental publication was to document Native American traditional life before that way of life disappeared. (F 970.1 C94 V.1-20 PORTFOLIO)
  - ***The Birds of America: From Original Drawings by John James Audubon, in Chromolithography by J. Bien*** (New York, 1858-60), 93 color plates on 61 leaves (Folio QL674 .A9 1860 BOXES 1-5)
  - ***Description de l'Égypte, ou, recueil de observations et des recherches qui ont été faites en Égypte pendant l'expédition de l'armée Française***

(Paris: Imprimerie Impériale, 1809-1828). The first comprehensive description of ancient and modern Egypt, compiled by the 165 members of the Institut de l'Égypte, which was established by Napoleon to accompany his expedition to Egypt in 1798-1801.

- **Judaica:** The Department has a strong collection of material relating to Jewish life and customs, most of which was acquired as gifts in memory of individuals.
- **Miniature Books**
- **Prostitution:** A notable collection of early works.
- **Rare Periodicals:** Special Collections houses numerous complete runs of rare periodicals (about 600 volumes total), including Alfred Stieglitz's *Camera Work: A Photographic Quarterly* (1903-1917); *Pan* (Germany's most important Art Nouveau periodical, 1895-1900); Gustav Stickley's *The Craftsman* (1901-1916), and numerous others, including rare Cleveland and Ohio publications.
- **Tobacco:** Notable holdings documenting the early history of tobacco use and trade.
- **Visual Arts:** The collection of materials relating to the visual arts, particularly the evolution of modern art, is strong and growing annually with notable titles acquired through perpetual funding provided by the Lockwood Thompson Fund.

## **916.02d UNIQUE COLLECTIONS AND RESOURCES**

### **Alan Edward Klein Collection**

This collection was established by the family of Alan Edward Klein (1897-1929) of Cleveland, with principal funding from Leo Weidenthal. Klein was the vice president of the Goldsmith Publishing Company in Cleveland and died in the well-known Study Club fire in Detroit, Michigan, on September 20, 1929. This endowed collection of more than 850 volumes of Judaica includes many important works on Judaism and Jewish life. **(See also: *Appendix B, Endowment Fund Policies, Klein Fund*)**

### **Alice N. Loranth Collection of Medieval Romance Literature**

In 1998, memorial contributions were given to the Library to honor the life and work of Alice Nagypataky Loranth (1932-1998), who was head of Special Collections from 1969 until her retirement in 1997. The funds were expended to acquire a small but choice selection of titles in the area of Medieval romance literature, which were incorporated into the existing holdings of the John G. White Collection. Purchases ceased with the depletion of the initial funds.

### **American Guild of Organists. Cleveland Chapter Records, 1908-2008**

This collection documents the activities and administrative records of the Cleveland Chapter of the American Guild of Organists. The collection includes bylaws, constitution, scrapbooks, members' directories, programs, monthly newsletters, meeting minutes, and treasurers' reports.

### **Amos George Wesler Collection**

This collection consists of photographs, printed matter, programs, correspondence, a sound recording, and miscellaneous materials pertaining to Amos George Wesler (1894-1985), who served as the Director of the John Adams High School Band and Orchestra.

### **Anisfield-Wolf Book Award Collection**

A complete collection of first editions of all books awarded the Anisfield-Wolf Book Award since it was established in 1935 by Edith Anisfield Wolf to recognize outstanding

works that contribute to society's understanding of racism and its appreciation of cultural diversity, in the genres of fiction, nonfiction, and poetry. The award was established to honor Anisfield-Wolf's father, John Anisfield, and husband, Eugene Wolf, to reflect her family's commitment to social causes. Poet and philanthropist Edith Karolyn Anisfield Wolf (1889-1963) was born in Cleveland, the daughter of Daniela (Guttenberg) (1862-1902) and John Anisfield (1860-1929). Her father was a prominent Cleveland clothing manufacturer, real estate executive, philanthropist, and community volunteer, with special focus on Jewish organizations. In 1918, Edith Anisfield married Cleveland lawyer Eugene Wolf (1891-1955). Edith Anisfield Wolf was an active volunteer in the community and served on the CPL Board of Trustees from 1943-1946, in addition to her work managing her father's philanthropy and helping to manage the family business.

#### **Autograph Collection (Historical General Reference Department Collection)**

Between the 1920s and the mid-1970s, staff in the former General Reference Department collected, mostly as gifts, numerous documents, manuscripts, telegrams, letters, and notes bearing signatures (autographs) of contemporary and historical figures. In 1977, the large collection of material was evaluated and clarified, with redundant material and material deemed to be of low historical interest removed. The resulting collection was relocated to Special Collections and contains historical material created by, or relating to, hundreds of historical figures from throughout history, throughout the world (including historical Clevelanders and Ohioans), and throughout numerous fields of endeavor, such as government, literature, entertainment, and social activism. (Note: the Cleveland Public Library Archives maintains the Library's historical visitor guest books, which include the signatures of a variety of prominent local, national, and international figures, such as Robert Frost, dating back to 1925.)

The collection, which can be viewed in the CPL Digital Gallery, is arranged alphabetically by name and includes documents signed by figures such as:

- Presidents **George Washington** (1732-1799), **James Madison** (1751-1836), and **Abraham Lincoln** (1809-1865)
- Educator and author **Booker T. Washington** (1856-1915)
- Authors **Willa Cather** (1873-1947) and **Langston Hughes** (1901-1967)
- Suffragist **Susan B. Anthony** (1820-1906)
- Investigative journalist **Ida Tarbell** (1857-1944)
- Business magnate and Clevelander **John D. Rockefeller** (1839-1937)
- Poets **Elizabeth Barrett Browning** (1806-1861) and **Christina Rossetti** (1830-1894)
- American political figures **John Hancock** (1737-1793) and **Henry Clay** (1777-1852)
- Royal figures such as **Francois I, King of France** (1494-1547), **George IV, King of Great Britain** (1762-1830), **Catherine de' Medici** (1519-1589), and **Marie Antoinette** (1755-1793)

### **Autograph Collection (Established by Special Collections after 2005)**

In the 21<sup>st</sup> century, the staff of Special Collections created a new autograph collection that includes material such as program announcements autographed by prominent guest speakers who appeared at the Cleveland Public Library.

### **Baron's Mail Art Collection**

This collection consists of seven linear feet of mail art objects that includes drawings, stickers, rubber stamp work, poetry, clippings, collages, etc., which were sent through the postal system. Also included are various exhibition listings and brochures as well as “web captures” (printouts) of various artists' works and articles. The collection is organized into 24 numbered binders and boxes and includes a finding aid with a list of artists. The collection was assembled by Gerald Karlovec (born 1941, Cleveland, Ohio), who entered the mail art network in 1975. Mail art (also known as postal art and correspondence art) is a populist artistic movement centered on sending

small-scale works through the postal service. The collection was given to the Library by Gerald Karlovec in 2007.

### **Biehle Family Collection: Architectural Details and Posters**

August Frederick Biehle Jr. (1885-1979) and the Biehle family were renowned artists and designers based in Cleveland, Ohio. This collection covers their works from 1870-1944 and includes murals, drawings, watercolor paintings, illustrations of decorative architectural details, and posters. August Frederick Biehle, Sr. (ca. 1854-1918) was a decorator with the renowned firm Rorimer Brooks. August Biehle, Jr. was lithographer for Otis Lithography and Continental Lithography Corporation, a member of the Kokoon Arts Club, and a modernist painter of the American Scene movement.

### **Bohnard and Parsson Collection**

Correspondence, records, photographs, drawings, and renderings relating to the work of the architectural firm of Bohnard and Parsson. The collection was donated to the Library in 2008 by Cleveland architect David Ellison. The firm of Bohnard and Parsson was active between 1905 and 1933 and was known mainly for grand residences in the Cleveland suburbs of Lakewood and Cleveland Heights. The principles of the firm were William Alfred Bohnard (1877-1945), a founder of the Cleveland School of Architecture, and Raymond W. Parsson (1875-1942).

### **Bruce Rogers Collection**

This collection features 118 volumes designed by the preeminent American typographer and type designer Bruce "BR" Rogers (1870-1957), donated to Cleveland Public Library in 1989 by Gordon K. Mott (1914-1998), a past president of the Friends of the Cleveland Public Library and former Vice President of Cleveland Trust Co., who assembled the rare collection over a period of 40 years. Bruce Rogers was best known for his design of the Centaur typeface.

### **Charles Waddell Chesnutt Collection**

The collection includes family photographs, memorabilia, documents, and manuscripts relating to prominent African American author Charles W. Chesnutt (1858-1932). Born

in Cleveland to free persons of color from Fayetteville, North Carolina, Chesnutt spent his early years in Cleveland before his family returned to Fayetteville. At age 20, Chesnutt moved to New York City for a short period and then returned to Cleveland, where he gained fame for his short stories, essays, and his biography of the antislavery leader Frederick Douglass. His stories focused on folk life of African Americans, civil rights, and racial intermarriage. Two of his books were adapted as silent films in 1926 and 1927 by pioneering African American director and producer Oscar Micheaux (1884-1951).

### **Charles Frederick Schweinfurth Memorial Library**

Following the death of noted Cleveland architect Charles Frederick Schweinfurth (1857-1919) in 1919, his personal library of 800 volumes was donated to Cleveland Public Library by his widow, Anna Jopling Schweinfurth (1870-1928, m. 1910), along with the promise of a permanent trust fund for the purchase of architectural research materials after her children, the first beneficiaries of the trust, died. The Library began receiving trust income in 1991, after the death in 1988 of Anita Jopling Melstrom (1902-1988). According to the provisions of the trust agreement, materials are selected by a committee composed of Library staff and members of the local chapter of the American Institute of Architects, according to an agreed-upon collection strategy that is reviewed periodically. Current guidelines call for the acquisition of materials in the following areas: Cleveland architecture (including significant architectural plans), trade catalogues (the collection is now one of the premier trade catalog collections in any public library), view books (depicting Cleveland, Northeast Ohio, and the Midwest), home building treatises, modernism, and first editions of seminal works in architecture. The collection has grown since 1991 to include more than 3,500 titles, making it one of the notable architecture collections in the United States. All items acquired for the collection are cataloged with a searchable added author entry in the Library's Catalog: Charles Frederick Schweinfurth Memorial Library. The Schweinfurth Collection is complemented by the Science and Technology Department's extensive historical collection on subjects relating to building technology, including monographs, serials,

journals, and trade catalogs. (See also: **Appendix B, Endowment Fund Policies, Schweinfurth Fund**)

### **Clarence Mack Collection of Architectural Plans**

This collection includes plans for 32 residences designed between 1914 and 1938 by noted architect Clarence Mack (1888-1982) in Lakewood, Rocky River, Shaker Heights, and Mansfield, Ohio.

### **Classic Children's Literature Collection**

This collection consists of approximately 1,700 rare books and periodicals for children published in the first “Golden Age of Children’s Literature” between the mid-19th and early 20th centuries, including early or first editions of such classics as Louisa May Alcott’s *Little Women* (1869 edition), Robert Louis Stevenson’s *Treasure Island* (1883 edition), Lucy Maud Montgomery’s *Anne of Green Gables* (1908 edition), and many more. The “Golden Age” refers to a time when children’s literature was transformed from works of moral instruction to works centered on stimulating the imagination of children and amusing them, with text often accompanied by lavish illustrations. The collection also includes holdings of rare 19th century children's periodicals, such as *Child’s Paper* (1852-1865), *Student and Family Miscellany* (1853-1854), *Child’s World* (1862-1872), *Student & Schoolmate* (1865-1870), *Wide Awake* (1875-1892), and *Chatterbox* (1875-1932). The Department has a two-drawer card file index to the holdings in this collection.

### **Cleveland Architectural Plans**

The Cleveland Architectural Plans collection includes a selection of representative plans for buildings in the Cleveland area. Collections with extensive sets of plans are described separately within this list of special collections. Examples of representative plans collections include:

- **Arthur Nelson Oviatt Collection of Architectural Plans (1891-1951)**  
Plans for residential structures in Ohio, Pennsylvania, and Florida, by Cleveland architect Arthur Nelson Oviatt (1866-1960).

- **Moreland Courts [Blueprints] (1922)**  
Plans for the notable apartment block on Shaker Boulevard adjacent to Shaker Square, by Cleveland architect Alfred Wilson Harris (1884-1932). Includes 41 plans total.
- **Cuyahoga County Detention Home and Juvenile Court Building (1931)**  
A representative sample of plans, by Cleveland architect Frank Bail (1891-1964).
- **Cleveland Arcade Architectural Drawings (1891-1913)**  
Twelve architectural drawings of the Arcade (401 Euclid Avenue), by Cleveland architects John Eisenmann (1851-1924) and George Horatio Smith (1848-1924).

### **Cleveland Author Collection**

A historical collection consisting of 1,400 monographs and 540 pamphlets by local authors, published in the 19th and early 20th centuries and including a diversity of subjects. The collection was closed to new additions in the 1970s. The Department has a shelf list for this collection, and it is also searchable in the CPL Online Catalog (author = Cleveland Authors Collection). In addition, the Department has an additional six-drawer card file shelf list (maintained through about 1975, and not searchable in the CPL Online Catalog) for titles by Cleveland authors found throughout the general collections of Main Library.

### **Cleveland Imprint Collection**

A historical collection consisting of 400 monographs published locally in the 19th and early 20th centuries, covering a diversity of subjects. The collection was closed to new additions in the 1970s. The Department has a card file shelf list for this collection. In addition, the Department has an additional three-drawer card file shelf list (maintained through about 1975) for Cleveland imprints found throughout the general collections of Main Library.

### **Cleveland Menu Collection**

This open-ended collection consists of menus from Cleveland-area restaurants from the

early 1900s to the present. (See also: R. Michael Lauer Cleveland and Northeast Ohio Menu Collection.)

### **Cleveland Public Library Original Collection**

A historical collection of 38 volumes that were on the Library's shelves on the day it opened on February 17, 1869, this collection was established on March 26, 1937, at the direction of Librarian Linda A. Eastman, who instructed the staff to assemble "the few books which show by their stamp that they belonged to the original Public School Library Collection."

### **Coburn Haskell Collection**

A collection of first and rare editions of works by Robert Louis Stevenson, Charles Dickens, and Lewis Carroll. Coburn Haskell (1868-1922) was a prominent Cleveland businessman and sportsman, known as the inventor of the modern golf ball. A card file index in the Department's card catalog (drawer 681) indexes this collection.

### **Culver C. Eyman Collection of Dance Band Orchestrations**

This collection consists of 3,072 orchestrations of music (popular songs, marches, and film music) performed at the Roxy Theater (1882 E. 9<sup>th</sup> Street) and other Cleveland theaters from about 1900 to 1965. A title index accompanies the collection. The collection was donated to the Library in 1983 by Culver F. Eyman, II, a Cleveland lawyer, and his wife, Margaret C. Eyman.

### **David E. Davis Sketchbook Collection**

The sketchbooks of David Ensos Davis (1920-2002), noted Cleveland sculptor and painter who, with his wife Bernice Sapirstein Davis (1924- ), founded The Sculpture Center in Cleveland, Ohio, in 1990, and in 1997, the Artist Archives of the Western Reserve. The collection was donated to the Library by Bernice Sapirstein Davis.

### **Derrydale Press Collection**

A near-complete collection of all titles published by the Derrydale Press, an important publisher of sports books for North American audiences between 1927 and

1942 (includes 157 titles in 180 volumes). The Derrydale Press published 169 titles in total, 30 of which were privately printed. The mission of the Derrydale Press was “to create works of the highest quality for the enjoyment of contemporary sportsmen and their descendants.” The collection was placed on deposit in the Library in 1942 and donated outright in 1966 by the estate of Robert Hays Gries (1900-1966).

### **Dobbins Instrument Company Collection**

This collection consists of correspondence, photographs, blueprints, patents, periodical issues, newspaper articles and ephemera relating to the Dobbins Instrument Company. The Dobbins Instrument Company manufactured telescopes and telescope accessories for amateurs, as well as for colleges and universities. The company was established by Thomas J. Dobbins (1922-2002) and Thomas A. Dobbins (born 1958) in Lyndhurst, Ohio, on November 20, 1979, and was operational until 1991. The company was resurrected as A.R.O. Instrument Company in 1992, in Coshocton, Ohio, and remained in business until 1997. The collection was donated to the Library in 2012 by Wilma Dobbins.

### **Euclid Beach Park Corporation Papers, 1905 – 1969**

This collection consists of two linear feet of papers documenting various aspects of the business operations of the Humphrey Company, which managed Euclid Beach Park (opened 1895, closed 1969), as well as the personal tax returns for several members of the family of Dudley Sherman Humphrey II (1852-1933). The collection is not comprehensive and there are many gaps within the types of files included. The oldest document in the collection dates to 1905, and the latest to 1969. The bulk of the collection covers the period from ca. 1930 to 1950. Of particular interest are documents such as the Ohio Inspection Bureau surveys (Box 1, Folder 2), that give detailed descriptions of the park's buildings and rides.

### **Forest Hill Subdivision Technical Drawings and Maps**

This collection consists of technical drawings by architect Andrew J. Thomas (1875-1965) for the Abeyton Realty Corporation for the development of the Forest Hill neighborhood of East Cleveland and Cleveland Heights, Ohio, including plat maps signed by John D.

Rockefeller, Jr. (1874-1960) and Abby Rockefeller (1874-1948). Also included are plans for landscape designs, grading, topographical, and lot and street layout; plans for the water supply, gas layout, and drainage; and Ohio Bell Telephone Company Plant Engineering street plans for the neighborhood. From 1873-1917, Forest Hill was the summer home John D. Rockefeller, Sr. (1839-1937). Following the destruction of the main house by fire in 1917, Rockefeller sold the 700-acre estate to his son, John D. Rockefeller, Jr., who worked with Andrew Thomas to develop the land into a neighborhood of upscale residential and commercial structures.

### **Frederick Karl Grossman Music Archive**

This collection consists of material donated by noted conductor, teacher and director of the Cleveland Philharmonic Orchestra, F. Karl Grossman (1886-1969). The collection includes 28 portfolio boxes of various musical scores, notebooks with notes on early church music, early Christian music, opera, and music of the people. Also included are photographs of local musical groups, minutes for the Musicians Club of Cleveland for 1947-1952 and notes for Grossman's *A History of Music in Cleveland* (Cleveland: CWRU, 1972).

### **Granger Collection**

This small collection was established in memory of Winifred Granger (1878-1943), an advocate for the Library as a member of the Women's City Club, and includes examples of fine bindings, fine printing, and finely illustrated books. A card file index to the Granger Collection is located in the Special Collection's Department's card catalog drawer labeled "Index to Special Collections in CPL."

### **H. Leslie Adams, Jr. Music Archives**

The papers, manuscripts, and artifacts of noted African American Cleveland composer and music teacher H. Leslie Adams, Jr. (1932- ). The collection also includes published scores, recordings, photographs, and the working papers of Accord Associates. (Circulating published scores are housed in the Fine Arts Department.)

### **Howell and Thomas Architectural Drawings & Office Records Collections**

The drawings collection consists of architectural drawings documenting projects undertaken by the architectural firm of Howell & Thomas, including plans for residences, educational buildings, churches, and commercial buildings built mostly in Cleveland and Columbus, Ohio, but also in other states. The office records collection consists of materials related to commissions and includes financial records, subject files, and photographs. Carl Eugene Howell (1879-1930) and James William Thomas, Sr. (1876-1973) established the architectural firm of Howell & Thomas in Columbus, Ohio, in 1908 and opened a Cleveland office in 1914.

### **Hubbell and Benes Collection**

The Department's first acquisition of Cleveland architectural plans was made in 1976 with a gift of architectural plans from Virginia Hubbell (1900-1997) and Benjamin S. Hubbell, Jr. (1897-1988) and his wife Helen Corlett Hubbell (1904-1989). Virginia and Benjamin S. Hubbell, Jr. were the children of architect Benjamin S. Hubbell (1867-1953), who, with architect W. Dominick Benes (1857-1935), designed many important Cleveland buildings in the early decades of the 20<sup>th</sup> century, first as a part of the firm of Coburn, Barnum, Benes & Hubbell, and later (in 1897) forming their own firm: Hubbell and Benes. Items donated to the Library by the Hubbells between 1976 and 1978 included various plans for the West Side Market (built 1906), St. Luke Hospital (built 1927), the Corlett Building (built in 1914 at 1935 Euclid Avenue, demolished 2009), local residences, and competition drawings for the Cleveland Public Library's 1916 architectural competition. The Hubbells also donated (in 1975) the architectural library of Benjamin Hubbell, Sr. Consisting of about 1,000 volumes, the collection was incorporated into the holdings of the architectural collection in the Fine Arts Department.

### **Irish Literary and Benevolent Association (Cleveland, Ohio) Records**

Manuscript minutes of association meetings for the Irish Literary and Benevolent Association of Cleveland, Ohio, for the period August 30, 1869, to May 4, 1897. The

records of this important 19<sup>th</sup> century Irish American organization represent the depth of the Library's collections in local history.

### **John F. Puskas Miniature Books Collection**

The John F. Puskas Miniature Books Collection consists of 452 items donated to the Library in 2002 through the will of John F. Puskas (1917-2001). An internationally known enamellist and long-time curator of the Dunham Tavern Museum in Cleveland, Puskas was also a long-time close personal friend of Alice Nagypataky Loranth (1933-1998), Head of Special Collections from 1969-1997.

### **John W. Walton Prostitution Collection**

A collection of primarily European works, mostly in French, on the business or practice of engaging in sexual activity in exchange for payment, consisting of 229 titles in 290 volumes. The collection was donated in the 1920s by prominent businessman and philanthropist John Whittlesey Walton (1845-1926), owner of the ship chandlery firm Upson-Walton. Walton acquired the collection due to his interest in the then-emerging scientific approach to social work. A card file index in the Department's card catalog indexes this collection.

### **John Wigmore Collection of Jurisprudence (Portraits)**

This collection consists of 51 images, chiefly of autographed etchings but also includes mezzotint engravings and photographs. These materials are a part of the John Wigmore Collection of Jurisprudence that was established in the Sociology Department (later renamed Social Sciences) in 1934 by twenty prominent Cleveland attorneys who pledged to provide ongoing support for the collection. John Henry Wigmore (1863-1943) was an influential American lawyer, legal scholar, and author known for his expertise in the law of evidence. He taught at Keio University in Tokyo (1889–1892) and then at Northwestern University Law School (1893-1943, serving as Dean from 1901-1929 and taking emeritus status in 1934). One of the Cleveland attorneys who was instrumental in founding the collection, Hungarian-born Hugo E. Varga (1885-1944), had been a student of Wigmore's at Northwestern University Law School from 1907-1909. The Wigmore

Collection was originally housed as a separate collection in the Sociology (later Social Sciences) Department and was disbanded as a separate collection in the late 1970s, at which time the materials in the collection were integrated into the Library's general collection, with portrait materials transferred to Special Collections. Partial inventory: K201 .J64 1934X (0009113571492).

### **Judaica Memorial Collections**

Department holdings include materials relating to Jewish life and customs donated over the course of the Library's history, including gifts in memory of Martha Wolfenstein (1869-1906); Nathan J. Curtis (1880-1946); Isadore Gottdiener (1896-1927) and Henry Gottdiener (1862-1935); Emil Joseph (1857-1938); Hermine A. Simon (ca. 1868-1927); Ruth Cassie Weidenthal Klein (1868-1938); Leo Weidenthal (1878-1967); Lizzie K. Weidenthal (1872-1952) in memory of her daughters, Rita Weidenthal (1896-1913), who died at age 17 from tuberculosis, and Alice C. Weidenthal (1905-1922), who died at age 17 from meningitis; Rae Wolpaw (ca. 1866-1945); and gifts in honor of the Gan Ivri League and B'nai B'rith. (There is no shelf-list inventory of gift titles.)

### **Langston Hughes Collection**

A collection of letters and memorabilia relating to prominent African American writer and Clevelander Langston Hughes (1902-1967).

### **Lewis Carroll Memorabilia**

From 1925 until the late 1970s, the Children's Literature Department at Main Library was known as the Lewis Carroll Room, so named in honor of the author of *Alice's Adventures in Wonderland* (1865) and *Through the Looking Glass* (1871). Lewis Carroll was the pen name for Charles Lutwidge Dodgson (1832-1898). Special Collections maintains all of the Lewis Carroll memorabilia and rare volumes donated to the Children's Literature Department throughout its history. Notable items include a period engraving of Alice Liddell (1852-1934) with her sisters as a girl and "Birthday Memories: A Birthday Book" given by Liddell (then known as Alice Pleasance Hargreaves) to her son Caryl L. Hargreaves on December 25, 1893. Also notable is the silver christening mug of

Alice Liddell's brother Edward Henry Liddell (1847-1911), which is on permanent loan from the Liddell family.

### **Lt. Col. Robert "Jim" Price Musicarnival Audio Archive**

The Lt. Col. Robert "Jim" Price Musicarnival Audio Archive contains the complete series of extant Musicarnival recordings from 1955-1964 including 84 productions of 62 musicals, operettas, and operas from this innovative tent theater. The Literature Department houses the related collection of the John L. Price, Jr. Musicarnival Archive, which includes programs, photographs, and administrative files from the production company. Lt. Col. Robert "Jim" Price (April 1921 - May 2011) was John L. Price, Jr.'s younger brother and was a career Air Force pilot. His generous gift funded the digitization, engineering, and documentation of the Musicarnival Audio Archives for the self-produced years in Cleveland and West Palm Beach (1954-1965).

### **Lockwood Thompson Collection**

The Lockwood Thompson Fund (established 2003) has provided annual income to the Library since 2006 for the purpose of developing a collection of important and unique research materials that focus on the visual arts in the 20th century (modern art, with emphasis on the early 20<sup>th</sup> century), graphic design, and contemporary art and artists. Materials from the collection are housed in both Fine Arts and Special Collections Departments. All items acquired for the collection are cataloged with a searchable added author entry in the Library's Catalog: Lockwood Thompson Collection. Lifelong Clevelander Lockwood Thompson (1901-1992) was a passionate devotee and collector of modern and contemporary art. A lawyer by training, he served two terms on the Cleveland Public Library Board of Trustees: 1955 to 1969 (as president from 1964-1969) and 1990-1992. **(See also: *Appendix B, Endowment Fund Policies, Lockwood Thompson Collection and the related Jeanne Lockwood and Amos Burt Thompson Memorial Fund*)**

### **Lois Lenski Book Illustration Collection**

This collection consists of illustrations created by Lois Lenski Covey (1893-1974), a

Newbery Medal-winning author and illustrator of picture books and children's literature. The collection includes pen and ink drawings, graphite drawings, and drawings done in transparent and opaque watercolor, including the watercolor illustrations for Veronica Hutchinson's *Chimney Corner Stories* (New York: Minton, Balch & Company, 1925). Many of the drawings were inscribed "to the children of Cleveland." Also included are copies of correspondence between Lois Lenski and the Cleveland Public Library concerning the donation.

### **Louis Penfield House Collection**

This collection consists of facsimiles of architectural drawings, correspondence, articles, and photographs documenting Frank Lloyd Wright's design of the Louis Penfield House (built 1955) in Willoughby, Ohio. Louis Penfield (1918-2002) was a painter who developed an acquaintance with Frank Lloyd Wright (1867-1959). The collection also includes concept drawings and documentation related to a second house designed by Wright, which is referred to as House #2, and the campaign to raise funds to build the second house; and correspondence related to a documentary planned by Penfield about his relationship with Wright, his house, and other Frank Lloyd Wright houses in Ohio.

### **Martha Wolfenstein Collection**

This collection consists of correspondence sent to author Marth Wolfenstein (1869-1906) and articles about her. Among the correspondence are letters from notable figures such as British author Israel Zangwill (1864-1926); rabbi, academic scholar, and educator Solomon Schechter (1847-1915); Zionist leader Henrietta Szold (1860-1945); businessman, lawyer, writer, diplomat, and Jewish activist Simon Wolf (1836-1923); publisher S. S. McLure (1857-1949); and Jewish American biblical scholar and Reform rabbi Kaufmann Kohler (1843-1926). The collection includes a portrait of "M. Wolfenstein from Cleveland, Ohio, Elton Studio photographers." Wolfenstein was born in Insterburg, Prussia, and came to the U.S. as an infant when her father became rabbi of Congregation B'nai El in St. Louis, Missouri. She was one of the first Jewish women authors to write Jewish stories for the secular press, and earned special praise for her

1901 novel, *Idyls of the Gass*. The collection was donated to the Library on the 25th anniversary of Wolfenstein's death in 1931 by her sisters Laura Wolfenstein and Minnie Wolfenstein Kornhauser, and by her brother, Dr. Leo Wolfenstein. (Source: *The Jewish Independent*, April 17, 1931).

### **The Norman A. Sugarman Children's Biography Award Collection**

This collection consists of books awarded the Norman A. Sugarman Children's Biography Award, which was established in 1998 at Cleveland Public Library to honor excellence in the field of biography for children. Joan Green Sugarman (1917-2009) established the Award in memory of her husband, Norman Alfred Sugarman (1916-1986), a prominent tax attorney who was born and raised in Cleveland and later worked in Washington, D.C. The Sugarman Award is given biennially by Cleveland Public Library and presented to a writer and/or illustrator of a new biography for children in grades kindergarten through 8th grade, for a work published within the previous two calendar years. The Award is presented in April in alternate years in celebration of National Library Week.

### **Original Graphics by Cleveland Artists**

This is a collection of 162 items representing the work of Cleveland artists during the 1920s and 1930s. In addition to 129 prints from the Federal Art Project and two Cleveland print clubs, there are photographs, leaves from books, cartoons, and drawings. All materials were received as gifts and no further acquisitions are being made.

### **Otto Ege Portfolios Collection**

Special Collections owns four "Otto Ege Portfolios," (pronounced "eggie") each consisting of about 25 to 40 illuminated pages from medieval manuscripts. Otto Ege (1888-1951) was a teacher, lecturer, bookseller, and well-known "book-breaker." He worked for many years at the Cleveland Institute of Art where he served as Chair of the Department of Teacher Training; Instructor of Lettering, Layout, and Typography; and Dean. He was also employed by the School of Library Science at Western Reserve University (renamed Case Western Reserve University in 1967) as a lecturer on the

history and art of the book. Over a period of decades in the early 20th century, Ege systematically dismantled about 50 illuminated medieval manuscripts and divided their pages into 40 unique compilation boxes, commonly referred to as "Otto Ege Portfolios." These portfolios were in turn sold to buyers worldwide. (Source: Wikipedia article on Otto Ege, accessed October 20, 2020)

### **Percy Roberts Show Dog Collection**

Percy Roberts (1891-1977) was a noted dog trainer, handler, and judge in England and the United States, with a career spanning nearly 70 years. The collection includes more than 500 photographs from the early 1900s to the late 1970s, which depict show dogs and scenes from Roberts' personal life and career. Many notable dog photographers are represented, including Thomas Fall (1833-1900), Rudolph Tauskey (1888-1979), Percy Trenchard Jones (1887-1948), Harry Hedges and Co., William Brown, DePaulo, Joan Ludwig, and Evelyn Schafer. Also included in the collection is a large amount of personal correspondence (mostly from 1928) between Roberts and his customers.

### **Political Pamphlets Collection: British Collection**

A collection of about 1,500 pamphlets and broadsides relating to British history from about 1660 to 1800. The Department has a card file shelf list index to this collection, including a separate section on the Popish Plot. About 300 of the pamphlets and broadsides are on the fictitious "Popish Plot" of 1678-1681, in which there was an alleged conspiracy by Jesuit Catholics to assassinate King Charles II (1630-1685). Another topic of extensive coverage is Jacobitism, a movement that supported the restoration of the House of Stuart to the British throne. The movement lasted from 1688 until the 1750s and got its name from the exiled Stuart King of England and Ireland, James II (a.k.a. James VII, King of Scotland), Jacobus being the Latin version of James. Examples include: *Popish Plot: A Collection of Eighty-six Rare Pamphlets, Broadsides, Poems, Contemporary Newspapers; Jacobite Tracts: A Collection of 12 Pamphlets; Jacobites and the "45": A Collection of 9 Rare Pamphlets. . .*

### **Political Pamphlets: French (Mazarinades) Collection**

A collection of nearly 2,000 French political pamphlets published in France during the civil wars known as the Fronde (1648 to 1653). Most are satires against Cardinal Jules Mazarin (1602-1661), chief advisor to child-king Louis XIV (1643-1715), and de facto ruler of the country at the time. The collective name for these pamphlets comes from La Mazarinade, the name of the most famous of these pamphlets, which was published in 1651. The bulk of the collection is catalogued under the title [*Recueil de divers pieces*]. An index to the collection is available: DC130.M43 R43 INDEX (0009191422782).

### **Political Pamphlets Collection: General Collection (American, European, Asian)**

This collection consists of more than 2,000 North American (mostly United States), South American, and European political pamphlets published between the 16th century and the 20th century, many of them written in the spirit of opposition. The Department has a card file shelf list index to this collection. The collection includes North American (U.S. and Canada), French, German, Italian, South American, and Chinese publications. About 400 of the pamphlets document the Risorgimento, or Resurgence, that resulted in the consolidation of different states of the Italian Peninsula into a single state, the Kingdom of Italy, starting with the revolutions of 1848–1849 and concluding in 1871 when Rome was named capital of the unified country.

### **Publications on Socialism in Germany**

This collection is predominantly on the history of socialism and Marxism, including tracts of some well-known socialists, such as Leon Trotsky. Most of the material was published from 1858 to 1928. The collection is arranged in the following categories: children's stories, Christianity, court records, drama, fiction, history, letters, occupational hazards, philosophy, photograph reproductions, poetry & prose, religion, song books, speeches, and women's rights.

### **R. Michael Lauer Cleveland and Northeast Ohio Menu Collection**

The R. Michael Lauer Cleveland and Northeast Ohio Menu Collection consists of 1,200+

menus from restaurants in and around Northeast Ohio collected by Rocky River, Ohio, resident R. Michael Lauer from the 1970s through 2019. Most of the menus are from restaurants in the city of Cleveland and its surrounding suburbs; some are from elsewhere in Ohio and the Midwest. A few of the menus are from other locations in the United States. The menus date from the 1940s to about 2015. Format and size of the menus range from small, folded paper take-out menus to spiral bound and oversize laminated menus. Types of restaurants represented include diners, delis, pizzerias, ice cream shops, sports bars, breweries, and those within ballparks, department stores, and hotels. Cuisines include American, Chinese, German, Irish, Italian, Mexican, Thai, and Vietnamese. Some of the menus are handwritten and photocopied in black and white; many are professionally printed, some in full color. Many of the menus include images of their offerings or locations, and some include a history of the restaurant. The restaurants represented by the collection include iconic local institutions, such as Slyman's, and nationwide chain restaurants, such as Big Boy. Also included in the collection are business cards from some of the restaurants and printed receipts. (See also: Cleveland Menu Collection)

### **Robert C. Gaede Collection**

Archives documenting the career of architect and historical preservationist Robert C. Gaede, FAIA (1920-2008), a leading Cleveland architect who helped to establish the architectural program at Kent State University and was one of the founding members of the Cleveland Landmarks Commission. Documents cover the period from 1948 to 1995.

### **Robert Hays Gries Tobacco Collection**

The Robert Hays Gries Tobacco Collection spans the years 1650-1980, with the bulk of the items dating from the late 18th to the early 20th centuries, and contains material related to the manufacturing, sale, and use of tobacco in the United States and abroad. The material was donated by Gries between 1942 and 1953. The bulk of the collection consists of 999 titles in 1,090 volumes dated 1719-1938, such as British parliamentary papers, French legal documents, and anti-tobacco publications. There are also anti-

opium posters in Chinese and anti-narcotics publications, as well as a map of Mexico showing the distribution of tobacco and coffee cultivation. The collection also includes manuscripts related to tobacco manufacture and trade, with colonial manuscript orders dated 1784-1787. There are tobacco shipment documents that comprise both handwritten freight receipts for tobacco merchandise and bills of lading on printed billheads from the Civil War era. The collection also includes Special Tax stamps, or licenses, for manufacturing tobacco dated from 1873 to 1890. The collection's graphic works comprise prints and tobacco-related product ephemera (1880-1930). Of special interest are European prints from the mid-17th century to the mid-18th century and collections of cigar bands and Sweet Caporal Cigarette cards dated 1880-1915. Many ephemera items such as trade cards, labels, Omar Cigarettes advertisements, and sheet music represent a great resource for the study of early American advertising. The artifacts portion of the collection includes tobacco jars, a smoker's wall cabinet, and cigarette boxes. Robert Hays Gries (1900-1966) was a leader in the civic, musical, and sports life of Cleveland. A noted collector on the subject of tobacco, he had one of the largest collections of books on the subject in the United States. Acquisition of new materials was discontinued when funds were depleted in the 1970s. A card file index in the Department's card catalog indexes this collection.

### **Robert A. Little Collection**

Archives documenting the work of architecture and urban designer Robert A. Little, FAIA (1919-2005), including Cleveland Metropolitan General Hospital; Pepper Ridge Community (Robbins, Ketchum, McVey, Little, Haiman, Taft, Keeler, and Hickox houses); Stambaugh House, Griesinger House, and Frampton-Hewett House; Halle Brothers Co. department store; Musicarnival; Moody Junior High School, Hawken School, Jane Adams Trade School, Cleveland Supplementary Education Center, etc.

### **Russell R. Peck Collection of Architectural Drawings**

This collection consists of architectural drawings of homes, churches, and businesses by architect Russell Ralph Peck (1909-2003), who was a trustee of the Cuyahoga County

Soldiers' and Sailors' Monument. Includes drawings for Gray's Armory, the Soldiers' and Sailors' Monument, and Shaw High School.

### **Schweinfurth House Collection**

Photographs, documents, newspaper clippings, and correspondence about the residence of architect Charles Frederick Schweinfurth (1856-1919) at 1951 East 75th Street, Cleveland, Ohio. Schweinfurth designed and built the house and lived there from the time of its completion in 1894 until his death in 1919. The materials in the collection span the period from 1872 to 1995. The collection was given to the Library by Cleveland architect Richard Van Petten, AIA, who bought the house in November 1969, and Dale Smith, with whom he restored it, prior to their sale of the house in November 2004.

### **Seventeenth Century Newspapers Collection**

A collection of 32 rare newspaper issues from 1680-1682, published in England and recounting important historical events such as the execution of Stephen Colledge (c. 1635-1681) for high treason, as well as several issues relating to the fictitious "Popish Plot" of 1678-1681, in which there was an alleged conspiracy by Jesuit Catholics to assassinate King Charles II (1630-1685).

### **Thomas J. Stepwith Collection**

The photographs and artwork of Thomas J. Stepwith, as well as personal papers. A lifelong Clevelander, Thomas J. Stepwith (1924-2002) attended Ohio State University and graduated in 1949 with a degree in landscape architecture. In 1985 he was hit by a car, which caused him to rely on a wheelchair for mobility for the rest of his life. For many years until his death in 2002 he regularly photographed the Cleveland skyline from the windows of his home at Riverview Tower, at 1795 West 25th Street.

### **Walker and Weeks Collection**

This collection consists of architectural plans and drawings created by the notable architectural firm of Frank R. Walker (1877-1949) and Harry E. Weeks (1871-1935). The bulk of the collection was acquired from Wolf's Auction Gallery in 1993. Subsequent

additions include the original 1916 competition rendering of Main Library, among other treasures. (Photographs acquired in the 1993 Wolf's auction are housed in Photograph Collection.)

### **William Sommer Library**

This collection consists of 17 linear feet of personal books and journals (600 items) of preeminent Cleveland School artist William Sommer (1867-1949), including sketches by the artist. Material in the collection covers the period 1783-1960.

### **Woman Suffrage Party of Greater Cleveland**

Holdings include three scrapbooks covering the period 1913 to 1919, including pamphlets and publicity material for the woman suffrage movement, both local and national. The scrapbooks were donated to the Library by the League of Women Voters on July 6, 1921. A separate resource, *Materials related to the Woman Suffrage Party of Greater Cleveland and to the National Women's Suffrage Movement (1851-1947)*, includes documents, correspondence, transcriptions, etc. about the women's suffrage movement in Ohio. (See also: Social Sciences Department)

### **Women's Art Club of Cleveland Club Records, 1973-2014**

Notebooks and folders that were compiled by the club's secretary.

## **916.02e LIMITATIONS AND EXCLUSIONS**

Special collections acquired by the Library, through either gift or purchase, must complement to a high degree a Level 4 or 5 research collection and must adhere to the collecting guidelines related to the subject to which it relates. Such acquisitions must be approved by the Director(s) of Public Services based on a written recommendation by the Special Collections Manager.

All collections in Special Collections that are closed to new acquisitions, such as the Cleveland Author and Cleveland Imprint collections, may not be expanded.

## **916.02f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z* for specific guidelines.

Availability, affordability, and physical condition (preservation & conservation costs) are important considerations, in addition to relevance to a Level 4 or 5 research collection.

## **916.02g SPECIAL SOURCES FOR SELECTION**

- Offers, as gifts or for purchase, from collectors and other individuals
- Purchases from auctions
- Facsimiles: The occasional production of faithful, high-quality, archival facsimiles of significant material that augments a Level 5 collection is an acceptable method of acquiring items that represent important additions to the collection and would otherwise be unobtainable.

## 916.03 RARE BOOK AND MANUSCRIPT COLLECTION

### 916.03a SCOPE

The Library's rare books and manuscripts are housed in Special Collections and are secured, conserved, and made available to the public according to the current guidelines of the Association of College and Research Libraries' Rare Books and Manuscripts Section (ACRL/RBMS). (<https://rbms.info/standards/>)

The Library's rare book collection is of internationally recognized importance and consists of more than 14,000 treasures encompassing nearly the entire Library of Congress classification.

The collection derives from these principal sources:

- Rare books and manuscripts that were acquired by John Griswold White (1845-1928) or through funds provided by the John Griswold White Trust (starting in 1928) for the development of the John G. White Collection of Folklore, Asian, African & Oceanic Studies and Chess.
- Rare books and manuscripts from subject department collections.
  - These titles were acquired originally as purchases or gifts and were transferred to Special Collections after being identified as rare according to Cleveland Public Library's policies for rare books, a process that was initiated in 1973 and is ongoing.
  - A notable historical purchase was the Van Sweringen Rare Americana Purchase. In 1939, Cleveland Public Library purchased 76 titles from the exceptional collection of rare Americana of prominent Cleveland real estate developers Oris Paxton (1879-1936) and Mantis James (1881-1935) Van Sweringen. The Van Sweringen collection had been developed by prominent bibliophile Wallace Hugh Cathcart (1865-1942), who was director of the Western Reserve Historical Society from 1913 until 1942.

- Rare books that were acquired as gifts over the course of the Library's history from prominent Clevelanders such as John D. Rockefeller (1839-1937), Samuel Mather (1851-1931), Howard M. Hanna (1840-1921), Coburn Haskell (1868-1922), Robert H. Gries (1900-1966), and Gordon Mott (1914-1998). While there is no inventory of these gifts, such items can be identified by a gift (or ownership) bookplate. Special Collections staff adds ownership information to the 750 field in the Catalog for notable items where provenance is known.
- Rare books that are part of special collections that were donated to the Library, such as the Robert Hays Gries Tobacco Collection and the John Whittlesey Walton Prostitution Collection.
- Rare books acquired for endowed collections such as the Charles Frederick Schweinfurth Memorial Library and the Lockwood Thompson Collection, and Level 5 research collections.

## **916.03b CLASSIFICATIONS**

### **LC Classifications**

A-Z

### **Brett-Dewey Classifications**

000-999

Fiction (Shelved alphabetically by Main Entry)

## **916.03c COLLECTION STRENGTHS**

The Library's rare holdings cover a broad territory and are strongest in chess and checkers, early descriptions of travel in Europe, America, Asia, Africa, and Oceania, and material related to folklore, such as chapbooks, medieval romance literature, and classic Asian, African, and Oceanic texts. Notable are the 1,500 manuscripts, 60 incunabula (books printed before 1501) and 500 volumes printed in the 16th century included in the John G. White collections.

The following indexes (maintained to various points in time) are housed in the Department's card catalog:

- Rare Book Shelflist, Dewey Collection (7.5 card file drawers)
- Rare Book Shelflist, LC Collection, Periodicals, Documents, Archives (one card file drawer)
- Special Collections Rare Book Edition File, 1400-1821 (six card file drawers)
- Autographs and Rare Photographs (one card file drawer)
- Leaves from Rare Books (1/10 of one card file drawer)

### **916.03d LIMITATIONS AND EXCLUSIONS**

The Library does not actively acquire rare books except as permitted by the collection policies of endowed collections, and as gifts to the Library. The Library does not collect multiple copies of rare book editions, although copies already in its collection are retained.

### **916.03e SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z* for specific guidelines.

As acquisitions: affordability and physical condition (preservation and conservation costs) are important considerations.

As transfers from other departments according to *CPL Guidelines for Transfer to Special Collections* (under development).

## **916.03f SPECIAL SOURCES FOR SELECTION**

- Gifts
- Offers from collectors
- Auctions

## **917 SPORTS RESEARCH CENTER**

### **917a SCOPE**

The Sports Research Center is a unit of the Social Sciences Department that develops, maintains, and provides access to a specialized collection of material on the subjects of sports in Cleveland, both professional and nonprofessional, and baseball in popular culture.

The Sports Research Center's holdings supplement the Social Sciences Department's circulating sports holdings, which are developed to Level 3 (Intermediate), with monograph and serial selection aspiring to Level 5 (Comprehensive) for the subjects of baseball and Cleveland sports. The collection also includes a variety of primary source non-book materials collected at a representative level, such as photographs, scrapbooks, autographs, clippings, rule books, oral history recordings, posters, trading cards, correspondence, etc.

Primary source research materials, serials, and reference copies of books in the Collection are noncirculating. The Collection is housed primarily in the Social Sciences Department, with most material interfiled with the Department's general holdings. Rare and valuable items are housed in the Special Collections Department. Photographs are housed in the Photograph Collection. Some of the Collection's journals are housed in the Periodical Center.

Additional sports-related materials are found in the collections of other Main Library Departments, such as the Fine Arts Department (music), Literature Department (fiction), Youth Services Department (juvenile fiction), and Popular Library (audio and video recordings). Selections for Main Library departments are the responsibility of each individual agency; however, Sports Research Center staff regularly forward purchase suggestions.

### **Underrepresented Groups**

The Sports Research Collection pays special attention to the selection of materials that represent the participation in baseball and Cleveland sports of groups of people who may have historically been underrepresented in sports. Underrepresented groups include, but are not

limited to, minority groups (e.g., United States professional baseball leagues comprising teams of African Americans, such as the Negro Leagues; e.g., Hispanic individuals), socially marginalized persons (e.g., LGBTQ+ individuals and individuals with disabilities), and persons who experience gender inequality (e.g., girls and women). Materials documenting such groups are collected to Level 4.

## **Baseball**

The *Charles W. Mears Baseball Collection*, *Eugene C. Murdock Baseball Collection*, and *Martin Stone's Jackie Robinson Collection* form the nucleus of the Library's baseball research holdings (see: Special Collections below). To augment these stellar collections, the Department maintains non-circulating copies of most *significant* nonfiction monographs and select serials (journals, etc.) on the subject of baseball. Materials acquired for the collection include born-digital works that have supplanted traditional print formats, such as in the areas of statistics and biography.

Primary research materials are acquired in accordance with the "Policies by Type of Material." Primary source research materials considered for the Baseball collection are limited to the following types of material (in declining order of emphasis):

- Printed materials documenting major and minor league baseball: as gifts or purchases
- Printed materials documenting baseball in Cleveland: as gifts or purchases
- Printed materials documenting the participation in baseball of historically underrepresented groups: as gifts or purchases
- Printed materials such as constitutions, histories, rule books, organizational minutes, media guides, annuals, stat books, yearbooks, quiz books, programs, box scores, instructional guides, and scorecards: as gifts or purchases
- Oral history audio and video recordings: as produced by CPL
- Highly significant manuscripts or manuscript collections: as gifts or purchases
- Scrapbooks: as gifts or purchases
- Comic books featuring baseball content: as gifts or purchases
- Trading cards, baseball cards, postcards: as gifts or purchases

- Photographs or slides (acquired in consultation with Photograph Collection Librarian): as gifts or purchases
- Sheet music: as gifts or purchases
- Printed ephemera (ticket stubs, flyers, life-size cardboard cut-outs, posters, etc.): as gifts or purchases
- Realia (with an emphasis on pennants, but also possibly including banners, balls, bats, gloves, uniforms, etc., with or without autographs): as gifts or endowment fund purchases
- Unique, important audio or video recordings relating to baseball: as gifts or endowment fund purchases
- Autographs on paper items: as gifts

### **Cleveland Sports**

The Sports Research Center acquires non-circulating copies of all monographic and serial works relating to sports in Cleveland.

Primary research materials are acquired in accordance with the “Policies by Type of Material.”

Primary source research materials considered for the Cleveland Sports collection are limited to the following types of material (in declining order of emphasis):

- Printed materials documenting sports in Cleveland, with special attention given to the participation of persons in historically underrepresented groups: as gifts or purchases
- Oral history audio and video recordings: as produced by CPL
- Photographs or slides (acquired in consultation with Photograph Collection Librarian): as gifts or purchases
- Unique, important audio or video recordings (produced by community members or organizations): as gifts
- Highly significant manuscripts or manuscript collections: as gifts or purchases
- Printed materials such as constitutions, bylaws, and organizational minutes: as gifts or purchases
- Scrapbooks: as gifts or purchases

- Printed ephemera (ticket stubs, flyers, life-size cardboard cut-outs, posters, etc.): as gifts or purchases
- Realia (with an emphasis on pennants, but possibly including banners, balls, or uniforms, etc., with or without autographs): as gifts or endowment fund purchases
- Autographs on paper items: as gifts

## **917b CLASSIFICATIONS**

### **LC Classification**

GV557-1198.995 (Sports)

Fiction

### **Brett-Dewey Classification**

791-799 (Sports)

## 917c COLLECTION STRENGTHS

**Baseball:** Holdings cover baseball history from 1853 to the present day and include books, magazines, journals, pamphlets, yearbooks, annuals, media guides, rule books, league constitutions, player contracts, biographies, bibliographies, stat books, newspaper clippings, quiz books, box scores, instructional guides, score cards, scrapbooks, photographs, posters, and audio and video recordings. The Department maintains finding aids such as the “Index of articles in the *Cleveland Indians Game Face Magazine* (1987-2005).”

**Cleveland Sports:** Holdings include the history of sports in Cleveland from the 19th century to the present day and include books, magazines, journals, pamphlets, yearbooks, annuals, archives of local sports organizations, media guides, rule books, biographies, bibliographies, newspaper clippings, quiz books, box scores, score cards, sports cards, postcards, scrapbooks, photographs, posters, and audio and video recordings.

## **917d UNIQUE COLLECTIONS AND RESOURCES**

### **Cleveland Sports Icon Collection**

This collection consists of recorded interviews produced by Cleveland Public Library that document the stories of individuals who have made a prominent impact on local sports history. As of 2021, the collection included 50 interviews, all of which were conducted by Cleveland sports anchor, reporter, and writer Dan Coughlin (b. 1938).

### **Charles W. Mears Baseball Collection**

The *Charles W. Mears Baseball Collection* was given to the Library by the widow of Charles W. Mears in 1945. At that time, it was considered one of the most comprehensive collections on baseball research in the United States. The collection documents the early statistical history of professional baseball. It includes scrapbooks, monographs (including baseball fiction), baseball magazines, early league constitutions, team histories, and photographs. There are nearly complete runs of the Spalding and Reach Guides included among the 281 books, pamphlets, periodicals (some dating to 1858), and publications that are part of the collection. The collection is accompanied by a finding aid and an inventory of book titles. Charles Willard Mears (1874-1942) was a journalist by profession and began collecting historical baseball materials during his short stint as sports editor of the *Cleveland Press* starting in 1902.

### **CPL Sports Research Center Clipping File and Index**

This resource consists of sports-themed clippings from the Social Sciences Department's historical vertical files, covering the period from about 1940 to 1975, along with an index to the collection.

### **Martin Stone's Jackie Robinson File**

This collection consists of correspondence, newspaper clippings, and miscellaneous papers relating to Jackie (Jack Roosevelt) Robinson (1919-1972) and the Jackie Robinson Foundation for the period 1967 to 1983. Notable documents include Jackie Robinson's response to race riots in the 1960s. The collection is accompanied by a chronological index of items. Martin Stone (1915-1998) was a longtime broadcasting executive and entertainment lawyer based in

New York. He served as personal attorney for Jackie Robinson, the American professional baseball player who broke the "baseball color line" in 1947 when he became the first African American to play in Major League Baseball. Stone also served as a trustee of the Jackie Robinson Foundation. (Folio GV865.R6 M37 1963)

### **The Chuck Heaton Archive**

This collection consists of newspaper clippings written by American sports news columnist Chuck Heaton (1917-2008) for *The Plain Dealer* from 1959-1993. Other materials include *Plain Dealer TV Week* clippings (1966-1971), Cleveland Indians clippings (1958-1959), and four issues of *Plain Dealer Sunday Magazine*, two programs, and three monographs.

### **Cleveland Football Officials Association (CFOA) Archives**

This collection consists of original and draft constitutions, the 1932 charter membership list, minutes and membership lists (1933-2015), news clippings, *The Goal Post* newsletter (1993-1999), *The Goalpost* newsletter (2000-2015), and *A History of the Cleveland Football Officials Association 1932-1981*. A compact disc created by CFOA and included in the collection contains digitized versions of print material in the collection, including *Goalpost* vols. 9-22 (September 2002-October 2015), the CFOA history, and the 1914 CFOA constitution. The content from the compact disc is included in the CPL Digital Gallery.

### **Dante Lavelli Collection**

Dante "Gluefingers" Lavelli (1923-2009) was a wide receiver (formerly split end) for the Cleveland Browns from 1946 to 1956. This collection consists of newspaper clippings from various sources about Dante Lavelli for the period 1942 to 2008. Other materials include photographs, correspondence, meeting programs, and other publications including articles about Dante Lavelli or members of his family.

### **Eugene C. Murdock Baseball Collection**

This collection focuses on American baseball and was assembled by Marietta College historian and professor Eugene C. Murdock (1921-1992). It consists of major league monographs, serials, photographs, scrapbooks, and programs covering the years 1905-1976, as well as some minor league programs and photographs. Also included are oral history audio tape recordings of early

20th century major league players recorded by Murdock. The collection is accompanied by an inventory of book titles.

### **Lincoln High Athletic Association**

This collection consists of photographs, clippings, ephemera, and programs for the period 1930 to 1970. The collection was donated by the Lincoln High Athletic Association in 2019. Lincoln High School was located at 3001 Scranton Road, in Cleveland's Tremont neighborhood, from 1901 until June 1970. In September 1970, Lincoln High School was merged with West High School in a new building at 3202 W. 30th Street, known as Lincoln-West High School.

### **Sports Research Center Vertical Files**

This historical resource consists of five file drawers of clippings, pamphlets, and ephemera documenting local sports between 1940 and 1975, with the bulk of the material covering the 1960s and 1970s.

## **917e LIMITATIONS OR EXCLUSIONS**

### **Baseball Collection**

- Non-circulating copies of books acquired for the Baseball Collection duplicate only the most significant titles of the circulating collection.
- Works acquired for the collection that classify outside of Social Sciences Department are acquired as noncirculating copies only.
- Juvenile books are generally not acquired. Exceptions include significant historical titles; works set in Cleveland; and works that feature the experiences of underrepresented groups in baseball. Recommendations for other juvenile books are submitted to Youth Services.
- Fiction is generally not acquired. Exceptions include significant historical titles; works included in historical baseball collections acquired by the library; works that have important associations; works that are set in Cleveland; and works that feature the experiences of underrepresented groups in baseball. Recommendations for other fiction are submitted to the Literature Department.
- Plays and poetry are generally not acquired. Exceptions include historically significant works; works set in Cleveland; and works that feature the experiences of underrepresented groups in baseball. Recommendations for other plays and poetry are submitted to the Literature Department.
- Baseball movies are generally not acquired. Exceptions include works set in Cleveland and works that feature the experiences of underrepresented groups in baseball.
- Fine art, autographed books (except as gifts to replace unexceptional copies), uniform pants and shoes, and recorded music are not acquired.

### **Cleveland Sports**

- Autographed or association copies of books are acquired only as gifts.
- Fine art and uniform pants and shoes are not acquired.

## **917f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

See also: Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z.*

## **917g SPECIAL SOURCES FOR SELECTION**

Gifts

Offers from collectors

Auctions

# 918 YOUTH SERVICES

## 918a SCOPE

The Youth Services Department is responsible for the selection of children's and young adult materials encompassing the entire range of the Library of Congress Classification. Materials are selected for the development needs of the following age categories:

- **Children**, which is further divided as follows:
  - **Younger Readers** – Preschool-grade 2 (birth to age 7)
  - **Middle Readers** – Grades 3-5 (ages 8-10)
  - **Older Readers** – Grades 6-8 (ages 11-14)
- **Young Adult**: Grades 9-12 (ages 15-18)

From among the vast number of titles published in the United States each year for children and young adults, the Department seeks to build a comprehensive collection of the best books and other materials that serve the diverse informational, educational, recreational, and cultural needs of all young people in the community. Materials are acquired to broaden young readers' horizons, stimulate and widen their interests, satisfy their curiosity, answer their questions, lead them to a recognition and appreciation of literature, add to their aesthetic pleasure, and help them understand themselves and the diverse world in which they live.

The clientele served by the collection falls into the following categories:

- Individual children and young adults from the downtown area, the city of Cleveland, and Greater Cleveland seeking recreational materials
- Individual children and young adults using the collection to complete school assignments or for other informational needs
- Children and young adults brought to the library in groups from childcare centers, schools, arts organizations, and social and recreational agencies
- Adult students of children's and young adult literature

- Parents, teachers, educators, social workers, and other adults engaged in work with children and young adults
- Authors, illustrators, and researchers

Materials acquired include the following:

- Fiction and nonfiction monographs for all age categories, including specialized types of books such as:
  - Picture books and “Big Books” (oversized picture books)
  - Board books
  - Easy Readers (“Easy to Read” books)
  - Graphic novels
- Audiobook CDs for all age categories
- Music CDs in all genres, for all age categories
- Periodicals: a selection of circulating magazines for all age categories
- Comic books: a selection of circulating comic books for all age categories

The Department maintains a comprehensive collection of books that have won notable awards in the United States.

The Youth Services Department serves the Cleveland Public Library systemwide as:

- The major resource center for materials for youth
- Experts in designing and providing reference and other services for youth, and in training branch managers, children's librarians, and youth services staff

The Youth Services Manager serves as Committee Chair for Cleveland Public Library’s Norman A. Sugarman Children’s Biography Award, which was established in 1998 to honor excellence in the field of biography for children. Special Collections Department maintains a collection of autographed copies of books that have won the Sugarman Award.

## **918b CLASSIFICATIONS**

### **LC Classifications**

A-Z – All classifications

Fiction

### **Dewey Classifications**

000-999 – All classifications

## 918c COLLECTION STRENGTHS

The Department maintains a collection of significant fiction and nonfiction books dating from about 1900 to the present that show development and trends in writing and illustrating for young people.

The collection includes substantial holdings of popular 19th century children's periodicals from the first "Golden Age of Children's Literature," such as *The Snow Drop* (1847-1853), *Child's Paper* (1852-1865), *Student and Family Miscellany* (1853-1854), *The Little Pilgrim* (1853-1868), *Child's World* (1862-1872), *Student & Schoolmate* (1865-1870), *Our Young Folks* (1865-1873), *The Young Crusader* (1868-1876), *St. Nicholas Magazine* (1873-1943), *Wide Awake* (1875-1892), *Chatterbox* (1875-1932), *Harper's Young People* (1879-1895), *Golden Days for Boys and Girls* (1881-1892), and *The Golden Argosy: Freighted with Treasures for Boys and Girls* (1886). (Note: Some of these periodicals are housed in Special Collections Department.)

## 918d UNIQUE COLLECTIONS AND RESOURCES

### **Classic Children's Literature Collection**

Approximately 1,700 rare books for children published in the first “Golden Age of Children’s Literature” between the mid-19th and early 20th centuries were transferred to Special Collections Department in the 1970s, including early or first editions of such classics as Louisa May Alcott’s *Little Women* (1869 edition), Robert Louis Stevenson’s *Treasure Island* (1883 edition), Lucy Maud Montgomery’s *Anne of Green Gables* (1908 edition), and many more. The “Golden Age” refers to a time when children’s literature was transformed from works of moral instruction to works centered on stimulating the imagination of children and amusing them, with text often accompanied by lavish illustrations.

### **Lewis Carroll Memorabilia**

From 1925 until the late 1970s, the Children’s Literature (now Youth Services) Department was housed in the Lewis Carroll Room (Main Building, third floor, SW), so named to capture the imagination of children through a reference to the author of *Alice’s Adventures in Wonderland* and *Through the Looking Glass*. All Lewis Carroll memorabilia and rare volumes are now housed in the Special Collections Department.

### **Veronica S. Hutchinson Memorial Story-tellers' Chimney Corner Collection**

On May 4, 1962, the 110<sup>th</sup> anniversary of the birth of Alice Liddell (on whom Lewis Carroll’s Alice in Wonderland was ostensibly modeled), Cleveland Public Library dedicated the Veronica S. Hutchinson Memorial Story-tellers' Chimney Corner Collection in Main Library’s Lewis Carroll Room. The collection consisted of story books purchased by donations in memory of Veronica Hutchinson, each marked with a special book plate. The collection existed as a separate entity until the late 1970s, when its contents were merged into the broader holdings of the Youth Services Department.

Veronica Somerville Hutchinson (1890-1961) was a native Clevelander and graduate of West High School. After graduating from the library school at the Carnegie Institute of Technology in Pittsburgh, Hutchinson began her career as a children’s librarian at CPL’s Hough Branch in 1912,

where she mesmerized young people with her storytelling. She worked for the Library until 1918, when Samuel H. Halle (1868-1954) hired her to develop a children's book department for the Halle Brothers Co. department store. She worked as the book buyer for Halle's until her death in 1961, making annual book-buying trips to Europe for most years between 1926 and 1961. She was also an author of children's tales, publishing *Chimney Stories: Tales for Little Children* (New York: Minton, Balch & Company) in 1925. (CPL owns the original illustrations as a part of the *Lois Lenski Book Illustration Collection*.)

## **918e LIMITATIONS OR EXCLUSIONS**

Books in a series are not acquired as a single entity but are judged individually on the merits of each volume.

Controlled vocabulary books are not widely purchased.

## **918f SPECIAL CRITERIA FOR SELECTION**

The General Policies of Selection for Library Service Materials apply.

The General Criteria for Selection of Library Service Materials apply.

Books that do not meet the usual literary standards may be acquired to serve as introductory materials or to fill special needs.

Content, style, and vocabulary should be suitable to the intended age level of use. Picture books should have artistic merit and well-integrated text.

## 918g SPECIAL SOURCES FOR SELECTION

The Department's permanent collection includes copies of all books on ALSC's Notable Children's Books list. The Association for Library Service to Children (ALSC) is a division of the American Library Association.

Other annual lists of notable books for children and young adults, such as:

- Amelia Bloomer Book List
- American Library Association Best Fiction for Young Adults
- Bank Street Best Children's Books of the Year
- Notable Books for a Global Society
- Rainbow Book List

The Youth Services Department's permanent collection includes a comprehensive collection of award-winning books for children and young adults that encompass the diversity of the human experience, including but not limited to books that have won the following awards:

- Alex Awards (est. 1998)
- Americas Award (est. 1993)
- American Indian Youth Literature Award (est. 2006)
- Arab American Book Awards (est. 2006)
- Asian/Pacific American Awards for Literature - Children & Young Adult (est. 2001)
- Caldecott Medal (est. 1937)
- Carter G. Woodson Book Awards (est. 1974)
- Children's Choice Awards (est. 1973)
- The Christopher Awards – Young Adult/Young People (est. 1949)
- Coretta Scott King Book Awards (est. 1970)
- Dolly Gray Children's Literature Award (est. 2000)
- Ezra Jack Keats Book Award (est. 1985)
- Hans Christian Andersen Award (writing award est. 1956; illustration award est. 1966)
- Horn Book Award (est. 1967)

- Hugo Award (est. 1955)
- Jane Addams Children's Book Award (est. 1953)
- Jefferson Cup Award (est. 1983)
- Margaret A. Edwards Award (est. 1988)
- Michael L. Printz Award (est. 1999)
- Middle East Book Award (est. 1999)
- Mildred L. Batchelder Award (est. 1968)
- National Book Award - Young People's Literature (est. 1969)
- National Jewish Book Award – Children & Young Adult (est. 1950)
- Newbery Medal (est. 1922)
- Norman A. Sugarman Children's Biography Award (est. 1998)
- Pura Belpré Award (est. 1996)
- Robert F. Sibert Informational Book Medal (est. 2001)
- Schneider Family Book Award (est. 2004)
- Skipping Stones Honor Awards (est. 1994)
- South Asia Book Award (est. 2012)
- Stonewall Book Award/Mike Morgan and Larry Romans Children's and Young Adult Literature Award (est. 2012)
- Sydney Taylor Book Award (est. 1968)
- Theodor Seuss Geisel Award (est. 2006)
- Tomas Rivera Mexican American Children's Book Award (est. 1995)
- Walter Dean Myers Award (est. 2016)
- Young Adult Library Services Association Award for Excellence in Nonfiction (est. 2010)

## **1100 Weeding, Withdrawal & Disposal Of Library Service Materials**

Weeding, withdrawal, and disposal of library service materials are integral processes of collection development and are undertaken actively and constantly alongside materials selection and acquisition. At Main Library, these processes are a part of the continuous development of a regional research collection of excellence. At Branch Libraries, these processes are a part of the maintenance of current, community-based collections that are continuously revitalized.

### **1101 WEEDING**

#### **1101a DEFINITION**

**Branch Libraries:** The process of deselecting and removing materials from public access shelves when they are no longer useful, according to the criteria outlined below. Weeded materials are either transferred to Main Library or withdrawn and disposed of according to Library policies and procedures.

**Main Library:** The process of deselecting and removing materials from public access shelves or from the general collection when they are no longer useful, according to the criteria outlined below in conjunction with individual departmental policies. Weeded materials are either transferred to storage areas or withdrawn and disposed of according to Library policies and procedures.

#### **1101b PURPOSE**

- To maintain collections relevant to community needs through a continuous review of library service materials, applying the same principles to retention as to selection of new materials.

- To improve the credibility and reliability of the Library in the minds of the public by withdrawing from public access areas those materials which are inaccurate, out-of-date, or in poor condition.
- To improve the appearance of public access areas by eliminating crowded shelves and worn materials. Public access shelves in Main Library and Branches should be maintained at about two-thirds full.
- To improve the efficiency and usefulness of the collection by reviewing, relocating, replacing, restoring, reformatting or eliminating library materials.
- To recognize and act upon the knowledge that size of collection is not synonymous with excellence, and that quantity does not ensure quality in a collection.
- To make the most effective and maximum use of available space.
- To reduce duplication of material which is no longer valid when judged by current use.

### **1101c BRANCH LIBRARIES**

The ephemeral nature of branch library collections and the limited amount of shelf space dictates that collections be reviewed regularly for relevance and circulation.

Local history publications relating to the branch's immediate neighborhood are retained permanently at the branch level (and at Main Library) and may be designated as noncirculating copies in order to ensure their long-term availability at the branch (and circulated as reference loans as needed).

### **1101d MAIN LIBRARY**

Weeding at Main Library encompasses several elements of collection development, including evaluating and reviewing the total collection, determining which materials warrant retention for easy access as compared to those to be designated for storage elsewhere, determining which materials are expendable, and identifying items which are candidates for replacement in print and digital formats. During the process, important materials should be evaluated for preservation treatment, transfer to Special Collections, and digitization for improved access. In

effect and in practice, weeding is the converse of selection, and all weeding should be consistent with the materials selection policies of the Library.

As an ongoing and consistent phase of the selection of new materials, existing holdings should be examined not only to determine gaps in the collection, but also to identify subjects that need to be updated and to acquire new copies of materials in poor condition that warrant replacement. As part of this process, candidates for storage should be culled from the main floor open public access and quick reference areas, as should materials for repair or preservation treatment, replacement, or withdrawal. The day-by-day cursory survey and evaluation should be supplemented by periodic, scheduled, more intense, and meticulous scrutiny of each segment of the collection.

Effective deselection requires a cognizance of, and sensitivity to, the needs of the present and future, a sustained effort to adhere to the established goals and policies of the Library, and an alertness to developing strategies for containing a constantly proliferating body of knowledge in a finite space.

Although no arbitrary, uniform rules of collection maintenance suitable to all types of materials or all subject areas can be established, there are some general policies applicable to all disciplines. Additional specific policies apply to special areas of information. The weeding of Main Library collections, including collections in all storage areas, is the responsibility of the subject department managers under the direction of the Chief of Special Projects and Collections. In cases where the subject responsibility is ambiguous, the weeding decision is based on the cooperative agreement of the subject departments concerned and the Chief of Special Projects and Collections. Rare book and special collections, because of their nature, are not governed by the weeding policy.

### **Service Floor: Public Open Stacks**

#### **Circulating Collection**

Materials housed in open-shelf public access areas are limited to those which are in current demand, up to date in content (being the latest editions of publications), and in

good physical condition. Only single copies of titles should be on the shelves of subject departments, with limited exceptions for titles in constant and recurring demand.

### **Reference Collection**

Print reference collections are limited to a core collection representing the important, accurate, timely reference materials of a general or specialized type that serve the recurring daily needs of the public. If a resource is available in digital format, then the print equivalent should only be on the service floor if it is consulted regularly. For series, only the most recent editions should remain in the access area unless the earlier edition contains important information omitted from a later edition which is needed to provide complete information on a subject.

### **Closed Stacks, Remote Stacks, Offsite Storage**

- Storage areas should be considered as a valuable extension of the primary access collection, not as a substitute discard area or holding area.
- Materials housed in nearby, remote storage, or offsite storage are those materials which are deemed important to retain in the collection, but which are not needed on a daily basis. Candidates for storage include:
  - Last copy of material not needed for daily use but important to retain
  - Multiple copies of items for which there is recurring, possibly infrequent, but heavy demand (e.g., local interest titles, literary classics)
  - Materials for which the Cleveland Public Library is the sole resource
  - Materials which, while older, are indexed in standard sources, cited in standard bibliographies, or are indexed in a CPL resource
  - Older materials which still have value, although surpassed by newer materials in completeness and currency
  - Seasonal materials which are returned to the public access area at the appropriate times
  - Materials in poor condition, but important to retain (consult with Preservation regarding conservation and digitization)

- Materials of historical significance
- Designated valuable research materials
- Rare materials (evaluate for transfer to Special Collections)
- Most serial holdings

## 1102 WITHDRAWAL

### 1102a DEFINITION

Withdrawal is the process of permanently removing library service materials from the Library's ownership.

### 1102b PURPOSE

**Branch Libraries:** To permanently remove library service materials that are no longer useful to either Branch or Main Library collections.

**Main Library:** To permanently remove, judiciously but steadily, those materials for which there is no longer a valid reason for retention according to the Library's Collection Development Policy, for the purpose of maintaining a regional research collection of excellence within a finite physical space.

### 1102c BRANCH LIBRARY COLLECTIONS

Branch Library collections are weeded according to the CREW (Continuous Review, Evaluation, and Weeding) method.

Local materials and last copies of important titles withdrawn from branch library collections are offered to the corresponding Main Library departments. Other items weeded from branch library collections are withdrawn and transferred to the CPL Foundation or discarded, according to approved Library procedures.

### 1102d EMEDIA COLLECTIONS *(Forthcoming)*

## **1102e MAIN LIBRARY COLLECTIONS**

### **1102e-01 GENERAL POLICIES**

#### **Prohibited Sale of Library Service Materials**

Cleveland Public Library takes seriously its duty to maintain its collections and to secure its rare and historical holdings in perpetual trust on behalf of the citizens of Cleveland. Any decision to withdraw and dispose of an item from the Library's collections must adhere to approved Library policies. Under no circumstances will Cleveland Public Library withdraw and dispose of an item (or items) from its collections, including fine art objects and realia, for the express purpose of selling said item (or items) at the request of an interested party, regardless of the amount of money offered.

#### **Cooperative Projects**

Main Library periodically withdraws items from the research collections in order to contribute them to a reputable, sustainable digitization and/or joint storage project that is beneficial to the citizens of Cleveland. Decisions are made on a case-by-case basis; are undertaken according to a signed legal agreement kept on file in the CPL Legal Office; and must be approved by the Chief of Special Projects and Collections, the Executive Director/CEO, and the Board of Library Trustees. Materials included in the "Materials Retained Permanently" section below are not candidates for withdrawal for cooperative projects; however, they may be loaned or digitized for cooperative projects.

#### **Duplicate Copies**

In general, one copy of circulating fiction and nonfiction is retained. When the need for duplication no longer exists, duplicate copies are withdrawn.

#### **Last Copy**

Great care is exercised in withdrawing materials in order to retain those items that have value for future demands upon the collection. The Library endeavors to maintain a "last copy" in print or via access through a reputable, permanent, sustainable, freely accessible digital repository

(e.g., JSTOR or Hathitrust) of print materials that meet the Collection Development Policy's selection criteria.

### **Materials Retained Permanently**

In general, print materials falling into the following categories are not withdrawn:

- Rare books and materials of significant monetary and/or cultural value
- Local history materials and materials of significance to local heritage (except duplicate circulating copies in poor condition)
- Special collections
- Valuable research materials, including, but not limited to, primary research sources and materials with extensive illustrative content
- Materials of which the Library is the sole owner or for which there are five or fewer owners in the United States (except for print materials in International Languages Department, which are evaluated on a case-by-case basis)
- Materials cited in CPL indexes
- First or early editions of notable works
- Materials of historical significance
- Materials in Level 5 research collections
- Materials that have been digitized from Library collections for inclusion in the CPL Digital Gallery
- Materials that have been digitized from the Library's collections for inclusion in a reputable, sustainable, freely accessible digital archive (e.g., Hathitrust), except as noted in "Cooperative Projects" above.

### **1102e-02 GENERAL CONSIDERATIONS FOR WITHDRAWAL**

- Physical condition and appearance
- Content, as to reliability, timeliness, intrinsic value, writing style
- Circulation and use: present use, future research, historic value

- Extent of availability: duplication within CPL, availability of digital copy in a reputable, permanent, freely accessible digital repository
- The age of the material, combined with its known use in recent years

### **1102e-03 CANDIDATES FOR WITHDRAWAL**

- Damaged or worn materials that are needed in the collection for which replacements are available at less expense than repair
- Superseded editions of materials with no historical or research value
- Superseded editions of annual publications for which previous editions may be retained on a regular 5-or-10 year interval basis (based on need), with all other editions discarded
- Materials with inaccurate, out-of-date information not needed for research or having no historical importance or research value
- Material poorly written or produced and lacking intrinsic value
- Ephemeral materials whose usefulness has passed, or whose subjects are now covered by print or digital materials of more permanent nature or value
- Duplicate copies of low-demand material
- Duplicates distinguished only by imprint variations
- Reprints purchased to fill a demand that no longer exists
- Materials available in another, more desirable, format
- Materials not relevant to the needs or interests of the community

### **1102e-04 ADDITIONAL CRITERIA FOR WITHDRAWAL**

The criteria in this section provide more specific guidance for withdrawing materials from Main Library collections for disposal.

In some fields, discarding is done sparingly, if at all (e.g., dance, costume, the history of art). In the fields of science and technology and the science-related subjects of sociology, psychology, economics, etc., access to the most recent information is of paramount importance. The older

material must be weeded for historical perspective and research value while the latest, most up-to-date resources are acquired.

The humanities and humanities related subject collections such as anthropology, international studies, political theory, economic history, etc., have longer life and their value is more dependent on retrospective holdings and historical and source material. As a rule, titles older than 5-10 years based on imprint or copyright date and not having known continued or recent use, should be evaluated carefully for removal from the primary collection to storage or for withdrawal.

In disciplines where current information is of paramount importance, removal from public access areas should be done more frequently.

## **1102e-04a CRITERIA FOR WITHDRAWAL BY TYPE OF MATERIAL**

### **Biography**

Collected biography, biographies of outstanding literary value, and biographies of persons of permanent interest or importance are retained indefinitely. Poorly written or ghost-written biographies of important people should be discarded when more authoritative works become available. Trivial biographies and those of current celebrities should be discarded as demand declines, if anticipated future demand does not warrant retention.

### **Legal information**

Weeding should be thorough, to eliminate material which can be misleading or dangerous. Outdated law texts should be weeded yearly and stored for research.

### **Nonprint materials**

Weeding of DVDs, CDs, microforms, and other nonprint materials is done with the same considerations which apply to print materials, namely, obsolescence, physical condition, continuing usefulness, and suitability of content.

## **Periodicals/Journals**

The Library has a long history of substantial investment in the development of a stellar collection of periodical titles. From its earliest years, whenever the Library decided to subscribe to a periodical title, it also endeavored to acquire back issues in order to have a complete run of each title in the collection. In order to manage the storage of periodicals, the Library (until 2015) replaced select titles with a microfilm version, withdrawing the printed originals unless there was a compelling reason (e.g., illustrations) to retain them. The Library currently seeks digital access to as many of its periodical titles as possible and affordable. Microfilm owned by CPL is retained as a back-up even when digital access is available.

Candidates for withdrawal include:

- Incomplete or ceased titles of little significance to the Library's research holdings
- Titles for which a reputable digital replacement is acquired or available (e.g., JSTOR); except for the following materials which are permanently retained:
  - Serials in which the illustrative matter is a significant part. This applies to advertising and cartooning as well as other illustrative matter.
  - Material of local significance in content or source warrants retention in both digital (or microfilm) and print format.
  - Material with intrinsic value which may make the item desirable in the future. This value may be in the significance of the contributors, the editorial content, or in the value of the material as an example of a type.
  - Material in heavy demand.

## **Pictorial materials**

Pictures, photographs, original prints, plans and drawings, and other pictorial materials which have reference and research value as part of special collections are retained indefinitely.

## **Reference materials**

This section refers to materials published as reference works. Age alone does not dictate the withdrawal of reference materials. Basic reference tools are retained because of use rather than date of publication. Back runs of reference tools are the responsibility of the department

where the material classifies. Other departments with duplicate copies should withdraw these materials when superseded. When appropriate, a superseded edition may be made circulating.

- **Encyclopedias**

Noteworthy editions or editions of historical significance may be held in storage indefinitely in order to preserve the historical record. No universal rule applies to the weeding of non-English language general encyclopedias. International Languages Department weighs each for its value as an accurate research source. Subject-oriented encyclopedias in any language are the responsibility of the appropriate subject department, and are weeded in accordance with the long-term reference and research needs of the subject.

- **Almanacs, yearbooks, manuals**

Duplicates of superseded volumes may be withdrawn. New annual editions do not necessarily duplicate basic, important information found in previous editions. Annual publications not needed for retrospective information should be withdrawn. Usually, an almanac or yearbook which contains the decennial census information is retained. A complete run of major almanacs is retained indefinitely. Almanacs of lesser importance should be retained, as needed, at 5-or-10 year intervals or discarded.

- **Bibliographies**

Bibliographies are important to the development of research collections and also as access points to historical materials on a given subject. The weeding of bibliographies is the responsibility of the subject department in which the subject classifies.

- **Dictionaries**

One run of unabridged and major multilingual dictionaries should be retained by Literature and International Language Departments, respectively. Ordinary school dictionaries or abridged desk types, including foreign language dictionaries, should be withdrawn when superseded or no longer needed.

- **Directories**

Retention depends on the scope of the information provided. Special attention is given to retaining all local directory information. In most cases, only the latest editions are

held. If a directory title has long-term research value and use, a run of representative issues at 2, 3, 5, or 10-year intervals may be retained.

### **Test preparation**

Materials on tests and examinations become out-of-date rapidly and should be weeded to remove materials older than two years.

### **Transfers from Popular Library**

Materials transferred from Popular Library to subject departments are reviewed for retention according to the criteria outlined in "Weeding/Deaccession of Materials." Duplicate materials are retained only to meet current demand.

### **Vertical file materials**

Materials referred to in this category consist of pamphlets and other soft formats.

- **Reference**

The reference vertical files consist of materials not in hard cover which supplement the book collection. Usually, they are comprised of materials of permanent research value. They may be of unique, local, or historical significance. Therefore, such files are rarely weeded unless warranted by a distinct change in the collection development policy of the Library. However, such files should be reviewed at regular intervals to be sure the quality control is maintained.

- **Circulating**

The circulating vertical files consist of current materials, often on subjects not treated in hard cover at the time of acquisition. Such files should be weeded regularly to maintain zero growth. With rare exceptions, materials should not remain in these files more than 5 years.

## 1102e-04b CRITERIA FOR WITHDRAWAL BY DEPARTMENT AND SUBJECT

### Business, Economics and Labor

- **Accounting and Real Estate**

Out-dated textbooks should be withdrawn if not circulating. Currency is a priority for this area and should be taken into consideration when weeding. Books on theory will be retained as either reference items or circulating materials in closed storage.

- **Annual publications (statistics, demographics)**

Titles that contain mainly statistics, either by location or industry, or demographics, are usually all maintained. Exceptions are made for titles with year-to-year overlapping coverage.

- **Career Information**

Career material becomes out-of-date rapidly and requires frequent weeding and discard. Résumé books for specific industries are retained as needed.

- **Computer Software Books**

Books on older versions of computer software are discarded if no longer circulating.

- **Economics, taxation, investments, etc.**

Historical works or theories are retained. Practical, contemporary material requires frequent weeding and discard.

### Center for Local and Global History

- **Atlases**

Only current atlases are retained for circulation. The Map Collection retains representative retrospective editions of reference atlases.

- **History**

Materials which are inaccurate, or with dated viewpoint, and summaries which lack authority should be discarded if not required for research.

- **Travel**

Unless distinguished by style or written by an important author, personal travel accounts older than 10 years are candidates for discard. Guidebooks in series (Fodor's,

Fielding's) are not retained, except for Cleveland and Ohio, with rare exceptions for guidebooks with unique historical information. Travel guidebooks not in series are retained if they provide insight into a culture or usefully document some other aspect of a country.

## **Fine Arts**

- **Arts, music**

Except for superseded materials and those in poor condition, materials are discarded sparingly.

## **Government Documents**

- **United States Documents:** As a Depository Library, Cleveland Public Library's withdrawal and disposal of U.S. government documents is governed by Title 44 of the United States Code, sections 1901 -1916 (2016). The Federal Depository Library Program (FDLP)'s *Legal Requirements and Program Regulations* includes the following overall guidelines:

*Tangible depository publications supplied to depository libraries are Federal government property. Depository publications must be retained and kept accessible for at least the minimum retention period. Materials may only be disposed of through appropriate withdrawal mechanisms. These include: 1. 'Five-year rule': a minimum retention period of five years from date of receipt, processing, or shipping list date (for selective libraries), 2. Supersession (for all libraries), 3. Tangible substitution for tangible publications (for all libraries), and 4. Official online substitution for tangible publications (for selective libraries).*

Government Documents Department is responsible for the receipt, maintenance, and, as needed, disposal of United States documents received via the depository program. As property of the federal government, all items removed from the collection must be listed and offered to the regional library via the FDLP eXchange. Items may not be sold or donated to the CPL Foundation for resale.

Cleveland Public Library is obligated to retain government depository publications for five years from the date of receipt (not publication date), with some exceptions.

Items which may be discarded before five years include the following:

- *Code of Federal Regulations* volumes upon receiving the current year.
- Items that are clearly marked as superseded by a new version or edition.
- *Supreme Court Reporter* slip items that are replaced with a temporary paper bound volume and later a permanent bound volume.
- National Park and National Forest maps and guides may be discarded upon revision.
- Corrected copies.
- Print items held for at least one year that have been substituted for an official online version with permission from the regional library.
- Anything listed as “ok to discard” in the 2002 Superseded List (last updated online through 2009).

Other criteria:

- If the department receives a duplicate copy of a publication, the duplicate may be discarded immediately or offered on a discard list to the regional depository library.
- The annual index and Title 3 (the President) of the *Code of Federal Regulations* must be retained for 5 years per the Government Publishing Office, though the Library retains every year. The List of CFR Sections Affected (LSA) are retained and bound.
- Items requested through the state or national “needs and offers” lists (or the eXchange) are not considered depository materials and can be discarded at the Library’s discretion.
- U.S. government publications received through sources other than the Government Publishing Office FDLP may be disposed of in any manner unless disposal is prescribed by special agreement with the publishing agency.

Maps, Charts, Atlases, etc.: Maps, charts, atlases, gazetteers, cartobibliographies, and map series not accompanying reports are received under depository agreement with the Government Publication Office. The general agreement for disposal applies except for Federal Aviation Administration maps and charts, which are discarded upon arrival of the new edition.

Commercial Publications: A small collection of commercial publications is collected as reference materials. Titles may be withdrawn upon the receipt of a new edition. Census materials from commercial vendors are retained for historical research purposes.

**Ohio State Documents:** Cleveland Public Library is an official depository for Ohio documents. Upon receipt, materials are sent to the subject departments where they classify. Per the *State of Ohio Depository Library Instructions* December 2004 (Revised June 2009):

*Libraries must accept all publications. They may not receive only a particular category of publications.*

Publications of general interest can be weeded after five years. Weeded publications should be offered first to the State Library of Ohio, and then to other organizations before being discarded if no library wants the items.

Legislative publications should be retained for a minimum of five years. Depository libraries are permitted to replace printed versions of legislative publications with electronic versions provided the electronic version is complete, official, and permanently accessible. The State Library of Ohio maintains access to older material.

Ohio documents that were purchased by the Library are weeded carefully as needed and are disposed of according to the Library's Disposal Policy.

## **International Languages**

Non-English-language nonfiction in International Languages Department's circulating collection identified as valuable research material should be reclassified, made non-circulating, and transferred to the appropriate subject department for retention.

## **Literature**

- **Language and linguistics**

Old grammars should be discarded unless of historical interest or research value.

- **Literature**

Except for superseded items and those in poor condition, materials should be discarded sparingly.

- **Fiction**

- In general, one copy of all fiction titles that meet the Library's General Policies of and Criteria for Selection will be retained.
- Multiple copies may be retained for titles in the following categories:
  - Classics: Special attention should be given to the retention of different versions, inclusions of notes or special introductions, and illustrations of artistic merit.
  - Titles of recognized literary merit or of perennial popularity.
  - Substantial short story collections for which there is steady circulation.

- **Large Print Books**

The large print collection is weeded regularly to maintain a well-rounded, representative collection with a zero growth rate.

## **Map Collection**

Most items acquired by the Map Collection are generally retained permanently. To conserve space, low-use maps that are neither rare nor of regional interest may be withdrawn if there is a permanent, accessible digital version available online (e.g., U.S. Geological Survey, except for Ohio).

## **Popular Library**

- **Fiction**

Transferred to Literature within two years. Volumes may be withdrawn in Popular based on condition. Titles for which many copies were acquired are reduced to a maximum of 5 copies before transfer.

- **Nonfiction**

Transferred to Main Library subject departments within two years. Volumes may be withdrawn in Popular based on condition.

- **Circulating copies of periodicals:** retained for one year, then withdrawn.

- **Newspapers:** retained for two weeks to three months, then withdrawn.

## **Public Administration Library**

The Public Administration Library collection is weeded regularly, based on circulation and relevance of the material, in order to fit in the finite space of the department. Weeded materials are offered to Main Library departments as appropriate. See also: Government Documents for guidance on U.S. and Ohio depository documents.

## **Science and Technology**

- **Applied Sciences**

Outdated books are weeded unless valuable for historical research. Major handbooks and manuals are retained. Industry standards are retained on a case-by-case basis.

- **Pure Sciences**

Circulating books in geophysical, environmental, natural, chemical, botanical, biological, physical, astronomical sciences, and pure mathematics are weeded when outdated. Classic, fundamental resources, and biographical books are retained. Textbooks are weeded unless author is important, or material is needed for historical research. For breakthrough research, the first edition is retained as reference material.

- **Animals**

Books on dogs and birds that meet the Library's policies for selection criteria are

retained, with items containing bookplates retained. Books on other animals are weeded if circulation is low. Books on rare or unusual animals are retained.

- **Computer/digital/electronic (monographs)**

Outdated and unused materials are weeded. However, a selection of titles is retained for processes or programs that are of historical significance. Prior years for comprehensive software titles are retained, though duplicate copies are withdrawn based on circulation.

- **Cooking/food science**

Duplicate copies of circulating books are weeded when circulation is low. The library maintains a variety of cooking and food science titles from various ethnicities and cultures. These items are retained if considered of great significance to the ethnicity or culture. Books of local interest are retained as well as major authors or organizations (e.g., Betty Crocker or the American Heart Association).

- **Handicrafts, Building, DIY, Gardening**

A broad selection of knitting and crocheting books is retained. Books on general building, “do-it-yourself”, and gardening titles are weeded when updating is necessary, however state building codes are retained. Titles of lesser quality are weeded if circulation is low and better materials are available. Handicraft books are weeded if circulation is low.

- **Health/medical**

Outdated materials are weeded unless needed for historical research. Local interest materials are retained.

- **Maps**

Outdated maps are weeded regularly. (Non-circulating copies of these maps are maintained by the Map Collection for historical research.)

- **Patents (United States)**

All utility and design patents are available online from the United States Patent and Trademark Office (USPTO) through PubEAST and PubWEST via the Patent and

Trademark Resource Center (PTRC) computer terminals in the Department. Plant patents are received as loose-leaf publications and are bound and retained indefinitely.

In 1980 the Library converted the U.S. Patent Collection to microfilm. The paper copies were withdrawn in 1982 with the permission of the USPTO.

The Library must notify the PTRC Program before weeding or deselecting any items that have been received by the USPTO's PTRC Program. The PTRC Program issues lists of deselected items to libraries in the PTRC network, at which point arrangements can be made for transfer between libraries. If no library wants a deselected item, then the item must be shipped to the PTRC Program office, and not discarded.

- **Photography**

The large collection of photography materials is weeded sparingly in order to maintain a collection that documents the history of the subject, including examples of photographers' work and the history of cameras and photographic processes.

- **Vehicles and Appliances**

A general collection of car and appliance repair materials is maintained, though basic items are weeded once more detailed materials are available.

## **Social Sciences**

- **Costume**

Historical and current books on costume and culture are retained to form a comprehensive selection.

- **Education**

Historical works or theories are retained. Homeschool and curriculum guides should be weeded regularly. Only the most current test preparation materials are retained.

- **Law**

Only current volumes of the *Ohio Revised Code* and *Ohio Administrative Code* are retained. Paper-bound *Ohio Official Reports* are discarded upon receiving the bound volume. Ohio-specific legal treatises, such as *Ohio Landlord Tenant Law*, are retained for

two years: the current year is circulating, the prior year is made reference, and previous years are withdrawn.

- **Philosophy**

Basic schools of thought are retained regardless of age. Various popular topics, including self-help and guides to living should be discarded when interest and use declines. Outdated texts should be withdrawn. Psychology materials require frequent up-dating, and consequently, regular weeding.

- **Religion**

Sermons, prayers, and meditations warrant frequent weeding and withdrawal. Updated material on doctrine and liturgy in various religions may permit removal or storage of earlier publications, particularly for religions in which there has been recent, rapid change.

- **Social usage, etiquette**

Basic, up-to-date titles should be retained. Titles outmoded by information and/or illustrations should be weeded carefully in order to maintain a collection for historical research into the subject.

- **Sociology**

Frequent revision is required to provide for contemporary problems. Superseded materials should be discarded unless of historical importance or with research value. Old textbooks on sociology, marriage, and family should be discarded. Materials on controversial subjects are weeded cautiously to maintain balance.

- **United Nations/UNESCO**

The Library became a UN Depository Library in 1946. As of 2021, the Library's print UN collection had been replaced with a microfiche version. The UN is in the process of digitizing its entire collection.

## **Youth Services**

### **Public Service Floor**

The Youth Services Department maintains a public service floor collection that is akin to a

bookstore for children and young adults, with current, relevant nonfiction, and current and classic fiction in good physical condition. “Current” is defined as works published approximately within the last five years. Audio media (music and spoken-word CDs) are weeded based on condition and circulation; no audio media materials are stored in secondary storage areas. Overall, the public service floor collection is weeded according to the CREW method.

### **Stack/Storage Areas**

- **Nonfiction**

Nonfiction that is weeded from the public service floor collection and moved to secondary storage is relevant/accurate and in good condition. Nonfiction materials in storage areas are weeded on an ongoing basis to remove and dispose of outdated works. Important, classic works may be retained as reference copies. The nonfiction collection is maintained at a near-zero growth rate.

- **Fiction**

Circulating board books, picture books, first readers, and young adult books are weeded primarily for condition. The juvenile fiction collection is comprehensive in the sense that the Library aims to maintain copies of all classic works, all works by notable authors, all award-winning books, and fiction that meets the Library’s policies for materials selection.

# 1103 DISPOSAL

## 1103a DEFINITION

The physical removal of library service materials (i.e., public property) from the Library through sale, discard, recycling, or donation after such materials have been duly weeded and withdrawn according to Cleveland Public Library's policies and procedures.

## 1103b PURPOSE

To permanently remove library service materials from the collection in an ethical and responsible manner, with the goal of realizing one of the following public benefits when possible:

- Financial: the sale of withdrawn library service materials to enrich library collections, programs or services
- Institutional: the contribution of library service materials to a joint storage or digitization project
- Environmental: the recycling of withdrawn library service materials, for monetary compensation when possible, that have no resale value in their original form
- Societal: the donation of withdrawn library service materials, such as the transfer of a specialized periodical no longer needed by the Library to a peer institution or the donation of books in good condition to a reading program

The sale or donation of withdrawn library service materials is carried out according to policies approved specifically for each of these purposes by the Board of Library Trustees.

# CLEVELAND PUBLIC LIBRARY

## COLLECTION DEVELOPMENT POLICY

### ***Appendix A: Table of Selection Guidelines by Library of Congress Classification, A-Z.***

November 2021

#### **COLLECTION LEVEL CODES**

The Library uses a rating system consisting of five levels to indicate the type of material and the intensity with which those materials are selected for various subject areas. These levels serve both as guides to the strengths of retrospective collections and as guidelines for current selection. Except where otherwise noted, levels are inclusive. For example, Level 4 represents collection development at Levels 1 through 4.

The noted exceptions occur where the levels indicate that a department collects a subject **only at that level**. Holdings in Special Collections usually build on those found in subject departments; for example, Social Sciences collects ethnology to Level 3. Special Collections acquires this subject **at** Level 4 only, and as a result ethnology is collected to Level 4 in the Library overall. The five levels are as follows:

#### **Minimal Level (Collection Level 1)**

A highly selective collection of a minimum number of titles needed to explain the subject in broad outline. Few selections are made beyond basic works. A subject may be collected at this level because of minimal demand, lack of funds, or because another area library collects the subject in greater depth.

#### **Basic Level (Collection Level 2)**

A limited selection of popular, important, or significant items having current value or timely interest, acquired to explain the major aspects of a subject and to indicate the varieties of information available. Selected acquisitions might include best editions of important works and historical surveys. New materials are acquired to update but not expand the collection, which is intended to meet the general reading and study needs of a wide and diverse public.

#### **Intermediate Level (Collection Level 3)**

A fuller, balanced collection of medium depth. It includes a wide range of basic monographs, a broad selection of works of important writers, selections from works of secondary writers, and a small selection of important serials. This collection is designed to meet the information needs of the general public, including undergraduate students. Depth and scope of the collection may vary with new developments in the field and changing public interests.

#### **Research Level (Collection Level 4)**

A collection of major published source materials in all formats required for formal or independent research. It includes a wide selection of specialized monographs and important reference works, as well as extensive representation of serial publications. Coverage is both current and retrospective and includes international language materials, as it is designed to meet the basic needs of advanced users, professionals, and graduate students.

#### **Comprehensive Level (Collection Level 5)**

A collection that attempts to include all significant works of research value, both current and retrospective, primary and secondary, in all appropriate formats and languages for a specific field, carefully defined and limited. Treatment is usually scholarly or technical, and specialized formats such as manuscripts, archival files, and photographs are considered for inclusion **as appropriate and in accordance with the criteria for the material type being considered**. The chess collection and local history are examples of holdings that meet these criteria.

## **CLIENTELE CODES**

**A:** The individual who uses materials for casual reading or information

**B:** The individual who uses materials to provide information for a specific project or purpose, or to increase her/his/their knowledge in a specific subject area

**C:** The individual who uses materials for purposes distinctly related to her/his/their work

**D:** The student who uses materials in support of her/his/their study:

1. at the high school level

2. at the undergraduate level

3. at the graduate level (Note: references to "D" in the table are the same as "D1-3")

**E:** The individual who uses materials for advanced or highly specialized or concentrated research

## **LANGUAGE CODES**

**F:** All applicable languages (i.e., no exclusions)

**G:** English

**H:** Romance languages (Spanish, Portuguese, French, Italian, Romanian, etc.)

**J:** Germanic languages (German, Dutch, Danish, Norwegian, Swedish, etc.)

**K:** Slavic languages (Russian, Belarusian, Ukrainian, Polish, Czech, Slovak, Bulgarian, Macedonian, Serbo-Croatian, Slovene, etc.)

**L:** Middle Eastern languages (Arabic, Hebrew, Kurdish, Persian, Turkish, etc.)

**M:** Asian languages (Chinese, Japanese, Korean, Vietnamese, etc.)

**N:** African languages (Swahili, Amharic, Yoruba, Oromo, Somali, Afrikaans, etc.)

**P:** Other languages

CLASSIFICATION	SUBJECT	LOCATION RED = PRIMARY RESPONSI- BILITY	COLLECTION LEVEL HISTORICAL (Pre-1985)	COLLECTION LEVEL 1985 TO 2020	COLLECTION LEVEL 2021 FORWARD	CLIENTELE 2021 FORWARD	LANGUAGE(S) 2021 FORWARD	ADDITIONAL GUIDELINES/NOTES
AC	Collections. Series. Collected works	LIT	2	2	2	A, D, E	G	
AE	Encyclopedias (General)	LIT	4	4	1	A	G	Acquisitions are minimal. <b>See also:</b> International Languages Department policy for works in other languages.
AG	Dictionaries and other general reference works	LIT	4	4	3	B, D, E	G	<b>See also:</b> International Languages Department policy for works in other languages.
AI	Indexes (General)	LIT	4	4	3	D, E	G	Emphasis is on indexes in digital format
AM	Museums. Collectors and collecting (General)	LIT	3	3	3	B, D, E	G	
AS	Academies and learned societies	LIT	3	3	3	B, D, E	G	
AS	Academies and learned societies	PAL	1	1	1	B-C	G	As relates to municipal government
AY	Yearbooks. Almanacs. Directories	LIT	3	3	3	B, D, E	G	
AY	Yearbooks. Almanacs. Directories	PAL	1	1	1	B-C	G	As relates to municipal government
AZ	History of scholarship and learning. The humanities	LIT	3	3	3	D, E	G	
B-BD	Philosophy. Logic. Speculative Philosophy	SOC	3	3	3	A-D	G	Emphasis is on the European and American philosophical tradition.
B-BD	Philosophy. Logic. Speculative Philosophy	JGW	3	3	3	B-D	F	Asian, African and Oceanic studies
BF1-500	Psychology	SOC	4	3	3	A-D	G	
BF501-990	Psychology (Self-help)	SOC	n/a	n/a	2	A-D2	G	Emphasis is on popular self-help books.
BF1-990	Psychology	JGW	3	3	3	B-D	F	Asian, African and Oceanic studies
BF1001-1389	Parapsychology	SOC	2	2	2	A-D2	G	
BF1001-1389	Parapsychology	JGW	3	3	3	B-D	F	Folk culture
BF1404-2055	Occult sciences	SOC	2	2	3	A-D2	G	
BF1404-2055	Occult sciences	JGW	4	4	4	B-E	F	Folk culture; Asian, African and Oceanic studies
BH	Aesthetics	SOC	3	2	2	A-D2	G	
BJ1-1725	Ethics	SOC	3	3	3	A-D2	G	
BJ1-1725	Ethics	JGW	3	3	3	B	G-K	Asian, African and Oceanic studies
BJ1801-2195	Social usages. Etiquette	SOC	3	3	3	A-D2	G	
BL	Religions. Mythology. Rationalism	SOC	3	3	3	A-D	G	BL-BX: Selection is focused on the layperson seeking popularly written books, devotional literature, and denominational materials, and on students and clergy for reference and supplementary material.

CLASSIFICATION	SUBJECT	LOCATION RED = PRIMARY RESPONSI- BILITY	COLLECTION LEVEL HISTORICAL (Pre-1985)	COLLECTION LEVEL 1985 TO 2020	COLLECTION LEVEL 2021 FORWARD	CLIENTELE 2021 FORWARD	LANGUAGE(S) 2021 FORWARD	ADDITIONAL GUIDELINES/NOTES
BL	Religions. Mythology. Rationalism	JGW	4	4	4	B-E	F	Folk culture; Asian, African and Oceanic studies
BM	Judaism	SOC	3	3	3	A-D2	G	
BM	Judaism	JGW	4/5	4/5	4/5	B-E	F	Asian, African and Oceanic studies /Level 5=Texts
BP	Islam. Bahai Faith. Theosophy, etc.	SOC	2	3	3	A-D2	G	
BP	Islam. Bahai Faith. Theosophy, etc.	JGW	4/5	4/5	4/5	B-E	F	Asian, African and Oceanic studies /Level 5=Texts
BQ	Buddhism	SOC	2	3	3	A-D2	G	
BQ	Buddhism	JGW	4/5	4/5	4/5	B-E	F	Asian, African and Oceanic studies /Level 5=Texts
BR	Christianity (General)	SOC	3	3	3	A-D2	G	
BR	Christianity (General)	JGW	4/5	4/5	4/5	B-E	F	Folklore; legends; Asian, African and Oceanic studies /Level 5=Texts
BS	The Bible	SOC	3+	3+	3	A-D2	G	Commentaries are acquired to support seminary students
BS	The Bible	JGW	4/5	4/5	4/5	B-E	F	Asian, African and Oceanic studies; apocrypha /Level 5=Texts
BT	Doctrinal Theology	SOC	4-	3	3	A-D2	G	
BT	Doctrinal Theology	JGW	4	4	4	B-E	F	Theological anthropology
BV	Practical Theology	SOC	3+	3	3	A-D2	G	
BV	Practical Theology	JGW	4	4	4	B-E	F	Christian symbols, exempla
BX1-799	Eastern Christian Churches	SOC	2	3	3	A-D2	G	
BX1-799	Eastern Christian Churches	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
BX800-4795	Roman Catholic Church	SOC	3+	3	3	A-D	G	
BX800-4795	Roman Catholic Church	JGW	4	4	4	B-E	F	Legends of saints
BX4800-9999	Protestantism	SOC	3+	3	3	A-D	G	
BX4800-9999	Protestantism	JGW	4	4	4	A-E	F	Legends of saints
C	Auxiliary Sciences of History (General)	HIST	n/a	n/a	3	A-D	G	
CB	History of Civilization	HIST	4	3	3	A-D	G	
CB	History of Civilization	JGW	3	4	4	B-E	F	Races
CC	Archaeology (General)	HIST	4	3	3	A-D	G	
CC	Archaeology (General)	JGW	3	4	4	B-E	F	Special subjects
CD	Diplomatics. Archives. Seals	HIST	4	2	2	A-D	G	
CD	Diplomatics. Archives. Seals	JGW	4	4	4	B-E	F	Asian, African and Oceanic studies
CD	Diplomatics. Archives. Seals	PAL	1	2	2	C	G	As relates to municipal government
CE	Technical Chronology. Calendar	HIST	3	2	2	A-D	G	
CE	Technical Chronology. Calendar	JGW	4	4	4	B-E	F	Calendar, Special systems

CLASSIFICATION	SUBJECT	LOCATION RED = PRIMARY RESPONSI- BILITY	COLLECTION LEVEL HISTORICAL (Pre-1985)	COLLECTION LEVEL 1985 TO 2020	COLLECTION LEVEL 2021 FORWARD	CLIENTELE 2021 FORWARD	LANGUAGE(S) 2021 FORWARD	ADDITIONAL GUIDELINES/NOTES
CJ	Numismatics	HIST	3	3	3	A-B	G	
CN	Inscriptions. Epigraphy	HIST	3	3	2	A-D	G	
CN	Inscriptions. Epigraphy	JGW	4	4	4	B-E	F	Asian, African and Oceanic studies
CR	Heraldry	HIST	4	3	3	A-B	G	
CS	Genealogy	HIST	4	4	3	A-C	G	The Department acquires important reference works in American genealogy, such as indexes and general works on the genealogical patterns of distinct groups and geographical areas. Particular emphasis is placed on ethnic groups which reside in the Cleveland area.
CS	Genealogy	JGW	4	4	4	B-E	F	Meaning of names only
CT	Biography	HIST	4	3	3	A-D	G	
CT	Biography	SP COLLS	1	1	1	B-E	F	Rare, special material only
D	History (General)	HIST	4	4	3	A-D	G	
D900-2027	Europe (General)	HIST	4	4	3	A-D	G	
DA	History of Great Britain	HIST	5	4	3	A-D	G	
DA	History of Great Britain	JGW	3	3/4	3/4	B-D	G-J	Celts, Stonehenge /Level 4 = Folk culture
DAW1001-1051	History of Central Europe (General)	HIST	n/a	n/a	3	A-D	G	
DB	History of Austria. Liechtenstein. Hungary. Czechoslovakia	HIST	4	3	3	A-D	G	
DB	History of Austria. Liechtenstein. Hungary. Czechoslovakia	JGW	1	4	4	B-E	F	Islamic period, folk culture
DC	History of France. Andorra. Monaco.	HIST	4	3	3	A-D	G	
DC	History of France. Andorra. Monaco.	JGW	4	4	4	B-E	G, J	Folk culture
DD	History of Germany	HIST	4	3	3	A-D	G	
DD	History of Germany	JGW	4	4	4	B-E	G-J	Folk culture
DE	History of the Greco-Roman world	HIST	4	3	3	A-D	G	
DE	History of the Greco-Roman world	JGW	4	4	4	B-E	P	Folk culture
DF	History of Greece	HIST	4	3	3	A-D	G	
DF	History of Greece	JGW	4	4	4	B-E	H	Folk culture
DG	History of Italy. Vatican City. Malta.	HIST	4	3	3	A-D	G	
DG	History of Italy. Vatican City. Malta.	JGW	4	4	4	B-E	H, P	Folk culture
DH-DJ	History of Low Countries. Benelux Countries (Belgium, Netherlands, Luxemburg). Holland	HIST	4	3	3	A-D	G	

CLASSIFICATION	SUBJECT	LOCATION RED = PRIMARY RESPONSI- BILITY	COLLECTION LEVEL HISTORICAL (Pre-1985)	COLLECTION LEVEL 1985 TO 2020	COLLECTION LEVEL 2021 FORWARD	CLIENTELE 2021 FORWARD	LANGUAGE(S) 2021 FORWARD	ADDITIONAL GUIDELINES/NOTES
DH-DJ	History of Low Countries. Benelux Countries (Belgium, Netherlands, Luxemburg). Holland	JGW	2	4	4	B-E	F	Folk culture
DJK	History of Eastern Europe (General)	HIST	4	3	3	A-D	G	
DJK	History of Eastern Europe (General)	JGW	2	4	4	B-E	F	Islamic period, folk culture
DK1-949.5	History of Russia. Soviet Union. Former Soviet Republics	HIST	4	3	3	A-D	G	
DK1-949.5	History of Russia. Soviet Union. Former Soviet Republics	JGW	4	4	4	B-E	F	Early folk culture
DK4010-4800	History of Poland	HIST	4	3	3	A-D	G	
DK4010-4800	History of Poland	JGW	4	4	4	B-E	F	Folk culture
DL	History of Northern Europe. Scandinavia	HIST	4	3	3	A-D	G	
DL	History of Northern Europe. Scandinavia	JGW	4	4	4	B-E	G, J, P	Folk culture
DP	History of Spain. Portugal	HIST	4	3	3	A-D	G	
DP	History of Spain. Portugal	JGW	4	4	4	B-E	F	Islamic period, folk culture
DQ	History of Switzerland	HIST	4	3	3	A-D	G	
DQ	History of Switzerland	JGW	4	4	4	B-E	F	Folk culture
DR	History of Eastern Europe. Balkan Peninsula. Turkey.	HIST	4	3	3	A-D	G	
DR	History of Eastern Europe. Balkan Peninsula. Turkey.	JGW	2/4	4	4	B-E	F	Islamic period, folk culture
DS	History of Asia	HIST	3	3	3	A-D	G	
DS	History of Asia	JGW	4/5	4/5	4/5	B-E		Folk culture, description and travel /Level 5=Texts
DT	Africa	HIST	3	3	4	A-D	G	Level 4 selections are coordinated with JGW to avoid duplication.
DT	Africa	JGW	3/5	4/5	4/5	B-D	F	Folk culture, description and travel /Level 5=Texts
DU	History of Oceania (South Seas), Australia. New Zealand	HIST	3	3	3	A-D	G	
DU	History of Oceania (South Seas). Australia. New Zealand	JGW	4/5	4/5	4/5	B-E	F	Folk culture, description and travel /Level 5=Texts
DX	History of Romanies	HIST	2	2	3	A-D	G	
DX	History of Romanies	JGW	5	4	4	B-E	F	

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E11-143	America (General, Indians of North America, Pre-Columbian period, Accounts to 1810)	HIST	4	4	4	A-D	G	
E151-183.8	United States History. Special Topics.	HIST	4	4	4	A-D	G	
E151-183.8	United States History. Special Topics.	PAL	1	1	1	B-C	G	Historic preservation
E151-183.8	United States History. Special Topics.	JGW	4	4	4	B-E	F	Folklore
E184-185	Elements in the Population. African American History	HIST	4	4	4+	A-D	G	
E184-185	Elements in the Population. African American History	PAL	1	1	1	B-C	G	African American history
E184-185	Elements in the Population. African American History	JGW	4	4	4	B-E	F	Folklore
E186-199	Colonial history (1607-1775)	HIST	4	4	4	A-D	G	
E186-199	Colonial history (1607-1775)	JGW	4	4	4	B-E	F	Folklore
E201-298	The Revolution, 1775-1783	HIST	4	4	4	A-D	G	
E201-298	The Revolution, 1775-1783	JGW	4	4	4	B-E	F	Folklore
E300-453	Revolution to the Civil War, 1775/1783-1861. Slavery	HIST	4	4	4	A-D	G	
E300-453	Revolution to the Civil War, 1775/1783-1861. Slavery	JGW	4	4	4	B-E	F	Folklore
E456-668	Civil War period, 1861-1865. Reconstruction.	HIST	4	4	4	A-D	G	
E456-668	Civil War period, 1861-1865. Reconstruction.	JGW	4	4	4	B-E	F	Folklore
E669-9xx	United States since the Civil War	HIST	4	4	4	A-D	G	
E669-9xx	United States since the Civil War	JGW	4	4	4	B-E	F	Folklore
E669-9xx	United States since the Civil War	PAL	1	1	1	B-C	G	Urban development
F1-975	United States Local History	HIST	4	4	4	A-D	G	
F1-975	United States Local History	JGW	4	4	4	B-E	F	Folklore
F1-975	United States Local History	PAL	1	1	1	C	G	
F499	Cleveland Area History	HIST	5-	5-	5	A-D	F	Local history of the Western Reserve (Cleveland, Cuyahoga County, and the other 14 counties that comprise the Connecticut Western Reserve: Ashtabula, Erie, Huron, Geauga, Lake, Lorain, Medina, Portage, Trumbull); and

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								portions of Ashland, Mahoning, Ottawa, Summit, and Wayne) at slightly higher than Level 4. Now as in the past the Department purchases virtually all monographs published in these areas. However, no attempt is made to duplicate the holdings of local historical societies which specialize in records and manuscripts.
F499	Cleveland Area History	SP COLLS	4/5	4/5	4/5	B-E	F	Focus is on rare, unique material as transferred from History or newly acquired
F499	Cleveland Area History	PAL	3+	4+	4+	A-E	G	
<b>F1001-1170</b>	British America. Canada. French America	HIST	4	4	4	A-D	G	
<b>F1001-1170</b>	British America. Canada. French America	JGW	4	4	4	B-E	F	Folklore
<b>F1201-1419</b>	Mexico. Latin America. Spanish America (General)	HIST	4	4	4	A-D	G	
<b>F1201-1419</b>	Mexico. Latin America. Spanish America (General)	JGW	4	4	4	B-E	G	Folk culture, antiquities, description and travel
<b>F1421-2191</b>	Central America. West Indies. Caribbean Area	HIST	3	3	4	A-D	G	Retrospective 4 through 1980. From 2021 forward, Central America collected at Level 4.
<b>F1421-2191</b>	Central America. West Indies. Caribbean Area	JGW	4	4	4	B-E	F	Folk culture, antiquities, description and travel
<b>F2201-3799</b>	South America	HIST	3+	3	4	A-D	G	Selections are coordinated with JGW to avoid duplication.
<b>F2201-3799</b>	South America	JGW	4	4	4	B-E	F	Folk culture, antiquities
<b>G1-922</b>	Geography (General)	MAPS	4	4	4	A-E	G	Toponymy
<b>G1-922</b>	Geography (General)	HIST	4	3	3	A-D	G	
<b>G1-922</b>	Geography (General)	JGW	4	4	4	B-E	H-J	Asian, African and Oceanic studies; names
<b>G1001-3122</b>	Atlases	MAPS	2+	3	3/4/5	A-D	F	/Level 4 = U.S., Canada & world atlases /Level 5 = Cleveland & Ohio
<b>G1001-3122</b>	Atlases	HIST	1	1	1	A-D	G	
<b>G1001-3122</b>	Atlases	PAL	1	1	1	A-D	G	
<b>G1001-3122</b>	Atlases	JGW	2/4	3/4	3/4	B-E	F	Asian, African and Oceanic studies /Level 4 = Folk culture
<b>G3160-9980</b>	Maps	MAPS	3	3	3/4/5	A-D	F	/Level 4 = U.S. and Canada /Level 5 = Cleveland & Ohio

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								Globes (G 3160-3171) are not actively acquired. Any globe that is acquired must contain unique and significant information that is best interpreted in that format.
<b>GA1-87</b>	Mathematical Geography	HIST	3	4	2	A-B	G	
<b>GA101-1776</b>	Cartography	MAPS	2	3	3/4	A-E	G	GA-GC: The collection in physical environment includes works at an advanced level in areas of local interest. Level 4 = Great Lakes area, including Canada, and includes maintenance of various serials from societies and state agencies.
<b>GA101-1776</b>	Cartography	SCI	4	4	3	A-D	G	
<b>GA101-1776</b>	Cartography	JGW	2	3	3	B-D	F	Asian, African and Oceanic studies
<b>GB</b>	Physical Geography	MAPS	1	2	2	A-D	G	Environmental atlases, etc.
<b>GB</b>	Physical Geography	SCI	4	4	3	A-D	G	
<b>GC</b>	Oceanography	SCI	4	4	3	A-D	G	
<b>GE</b>	Environmental Sciences	SCI	n/a	3	3	A-D	G	
<b>GF</b>	Human ecology. Anthropogeography	SOC	2	3	3	A-D2	G	GF-GN: Emphasis on popular materials dealing with the United States and Canada
<b>GN1-296</b>	Anthropology (General). Physical anthropology. Somatology	SOC	2	3	3	A-D2	G	
<b>GN301-686</b>	Ethnology. Social and cultural anthropology	MAPS	1	2	2	B-D	G	Thematic maps
<b>GN301-686</b>	Ethnology. Social and cultural anthropology	SOC	2	3	3	A-D2	G	
<b>GN301-686</b>	Ethnology. Social and cultural anthropology	JGW	4	4	4	B-E	G-K	U.S. and Canada excluded
<b>GN700-890</b>	Prehistoric archaeology	SOC	2	3	3	A-D2	G	
<b>GR</b>	Folklore	SOC	2	3	3	A-D2	G	Emphasis on American and English folklore
<b>GR</b>	Folklore	JGW	4	4	4	B-E	F	
<b>GT</b>	Manners and customs (General)	SOC	3+	3	3	A-D2	G	Significant costume books are acquired comprehensively
<b>GT</b>	Manners and customs (General)	JGW	3	3	3	B-D	G-K	U.S. and Canada excluded
<b>GV1-199</b>	Recreation. Leisure	SOC	2+	2	2	A-D	G	
<b>GV1-199</b>	Recreation. Leisure	PAL	2	3	3	B-C	G	Urban recreation, parks
<b>GV200-555</b>	Physical education and training	SOC	2	2	2	A-D	G	

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GV200-555	Physical education and training	JGW	3	3	3	B-D	G-J	Ancient and traditional Asian, African and Oceanic societies
GV557-1570	Sports. Games and amusements	SOC	2+	2/5	2/5	A-C	G	/Level 5 = Cleveland sports and baseball in the United States. <b>See also:</b> Sports Research Collection policy.
GV557-1570	Sports. Games and amusements	PAL	1	1	1	C	G	
GV557-1570	Sports. Games and amusements	JGW	3	3	3	B-D	G-K	Ancient and traditional Asian, African and Oceanic societies
GV1312-1469	Board games. Move games. Including chess, go, checkers, etc.	SOC	2	2	2	A-B	G	Chess is limited to popular circulating material in deference to the JGW collection. Chess is collected to Level 3.
GV1312-1469	Board games. Move games. Including chess, go, checkers, etc.	JGW	5	5	5	B-E	G-K	Reference and research materials
GV1580-1799	Dancing	SOC	3	3	3	A-D	G	
GV1580-1799	Dancing	JGW	3	3	3	B-E	G-J	Ancient and traditional Asian, African and Oceanic societies
GV1800-1860	Circuses, spectacles, etc.	SOC	2	2	2	A-D	G	
H	Social Sciences (General)	SOC	4	4	3	A-D	G	
HA	Statistics	BEL	3	3	3	A-E	G	
HA	Statistics	PAL	2	2	2	C	G	Population, housing, economics
HA	Statistics	SOC	3	3	3	A-D	G	
HB	Economic theory. Demography	BEL	3	3	3	A-D	G	
HB	Economic theory. Demography	MAPS	1	1	1	A-D	G	Population and economic atlases
HB	Economic theory. Demography	PAL	2	2	2	C	G	Population
HB	Economic theory. Demography	JGW	3	3/4	3/4	B-D	G-K	Distribution of mankind /Level 4 = Folk culture
HC	Economic history and conditions. National production by region or country	BEL	3	3	3	A-D	G	Materials on countries which have a dominant influence on world economics and which have trade agreements with the United States are emphasized.
HC	Economic history and conditions. National production by region or country	MAPS	1	1	1	A-D	G	Population and economic atlases
HC	Economic history and conditions. National production by region or country	PAL	3	3	3	C	G	Urban economic development
HC	Economic history and conditions. National production by region or country	JGW	3	3/4	3/4	B-D	G-J	Asian, African and Oceanic studies /Level 4 = Folk culture

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HD1-100	Management. Industrial management. Economic growth, development, planning	BEL	3	3	3	A-D	G	Collecting is coordinated with materials in SCI such as engineering and quality control. Small business management & real estate emphasized due to popular demand.
HD1-100	Management. Industrial management. Economic growth, development, planning	PAL	1	3	3	C-E	G	Urban economic development, Public productivity
HD101-1395	Land use	BEL	3	3	3	A-D2	G	
HD101-1395	Land use	PAL	3	3	3	B-E	G	Urban land planning
HD101-1395	Land use	JGW	3	3	3	B-D	G-K	Folk culture
HD1401-2210	Agriculture	BEL	3	3	3	A-C	G	
HD2321-4730	Industry	BEL	3	3	3	A-D	G	
HD2321-4730	Industry	PAL	2	3	3	B-C	G	Small business, public utilities
HD2321-4730	Industry	JGW	4	4	4	B-E	F	Folk culture
HD4801-8943	Labor. Work. Working class	BEL	3	4	3	A-E	G	Reference books which interpret the laws and regulations affecting labor are collected selectively to complement the labor materials.
HD4801-8943	Labor. Work. Working class	PAL	2	3	3	B-C	G	Public employees
HD4801-8943	Labor. Work. Working class	JGW	4	4	4	B-E	F	Folk culture
HD9000-9999	Special industries and trades	BEL	3	4	4	A-E	G	All major industries are represented with special attention given to industries of local impact. Materials on the history and operation of industries are collected more selectively.
HD9000-9999	Special industries and trades	PAL	2	2+	2+	B-C	G	Energy, electric power, public utilities
HD9000-9999	Special industries and trades	JGW	4	4	4	B-E	F	Folk culture
HE	Transportation and communications	BEL	3	3	3	A-D	G	
HE	Transportation and communications	MAPS	2	2	2	A-D	G	Railroad atlases
HE	Transportation and communications	PAL	3	3	3	B-C	G	Public transportation
HE	Transportation and communications	JGW	3/4	3/4	3/4	B-D	F	East Asian trade routes /Level 4 = Folk culture
HF1-5800	Commerce	BEL	3	4	4	A-D	G	Commerce includes the subjects of business administration, personnel management, accounting, marketing, and advertising, vocational guidance/career development. These subjects form a core of essential business practices. Materials are purchased which will

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								serve more than one patron group such as business persons in more than one industry, students and laypersons.
HF1-5800	Commerce	JGW	3	3/4	3/4	B-D	F	Ancient and traditional Asian, African and Oceanic societies /Level 4 = Folk culture
HF5801-6182	Business	BEL	3	4	4	A-E	G	
HF5801-6182	Business	PAL	3	3	3	B-C	G	Urban business development, government accounting
HF5801-6182	Business	JGW	3	3/4	3/4	B-E	F	Ancient and traditional Asian, African and Oceanic societies /Level 4 = Folk culture
HG	Finance	BEL	3	4	4	A-E	G	Finance includes the subjects of money, banking, credit, foreign exchange, corporation finance, insurance, and investment. They form the basis of our economy and are heavily used by clientele from layperson to practitioner.
HG	Finance	PAL	3	2	2	C	G	Public finance
HG	Finance	JGW	3	3/4	3/4	B-E	F	Ancient and traditional Asian, African and Oceanic societies /Level 4 = Folk culture
HJ	Public Finance	BEL	3-	3	3	A-D	G	
HJ	Public Finance	PAL	3	4	4	B-D	G	State and local finance
HM	Sociology: General Works. Theory	SOC	3+	3	3	A-D	G	
HM	Sociology: General Works. Theory	PAL	3	2	2	B-C	G	
HN	Social history and conditions. Social problems. Social reform	SOC	3	3	3	A-D	G	
HN	Social history and conditions. Social problems. Social reform	PAL	2	4	4	B-C	G	Community development
HN	Social history and conditions. Social problems. Social reform	JGW	3	3	3	B-D	G-J	Asian, African and Oceanic studies
HQ	The Family. Marriage. Women	SOC	4	4	3+	A-D2	G	
HQ	The Family. Marriage. Women	JGW	3	3	3	B-D	G, J	Asian, African and Oceanic studies
HS	Societies: secret, benevolent, etc.	SOC	2	2	2	A-B	G	
HS	Societies: secret, benevolent, etc.	JGW	3	3	3	B-D	F	Asian, African and Oceanic studies: secret societies
HT	Communities. Classes. Races	MAPS	1	2	3	A-D	G	Urban atlases; Titles with African American content and/or content strongly related to segments of the city of Cleveland's population are collected comprehensively
HT	Communities. Classes. Races	PAL	2	3	3	B-C	G	

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HT	Communities. Classes. Races	SOC	3	3	3	A-D2	G	
HT	Communities. Classes. Races	JGW	3	3	3	B-D	F	Asian, African and Oceanic studies
HV	Social pathology. Social and public welfare. Criminology	PAL	3	4	4	B-C	G	Police, crime
HV	Social pathology. Social and public welfare. Criminology	SOC	4-	3	3	A-D2	G	
HV	Social pathology. Social and public welfare. Criminology	JGW	3	3	3	B-D	G-K	Punishments
HX	Socialism. Communism. Anarchism. Utopianism	PAL	2	1	1	C	G	
HX	Socialism. Communism. Anarchism. Utopianism	SOC	3	3	3	A-D2	G	
J	General legislative and executive papers	PAL	2+	3	3	B-C	G	United States
J	General legislative and executive papers	SOC	3+	3	3	A-D2	G	
JA	Political science (General)	PAL	2	1	1	B-C	G	
JA	Political science (General)	SOC	3	4	3	A-D2	G	
JC	Political theory. The state. Theories of the state	PAL	1	1	1	C	G	
JC	Political theory. The state. Theories of the state	SOC	3-	3	3	A-D2	G	
JC	Political theory. The state. Theories of the state	JGW	3	3	3	B-D	G-J	Asian, African and Oceanic studies
JF	Political institutions and public administration (General)	PAL	2	3	3	B-C	G	Public administration
JF	Political institutions and public administration (General)	SOC	3	3	3	A-D2	G	
JF	Political institutions and public administration (General)	JGW	3	3	3	B-D	G-J	Asian, African and Oceanic studies
JJ	Political institutions and public administration (North America)	PAL	n/a	n/a	3	A-D2	G	

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JJ	Political institutions and public administration (North America)	SOC	n/a	n/a	3	A-D2	G	
JK	Political institutions and public administration (United States)	PAL	3	3+	3+	B-C	G	Public administration, state and local politics
JK	Political institutions and public administration (United States)	SOC	3+	3	3	A-D2	G	
JL	Political institutions and public administration (Canada, Latin America, etc.)	SOC	3	3	3	A-D2	G	
JN	Political institutions and public administration (Europe)	SOC	3	3	3	A-D2	G	
JQ	Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.)	SOC	2	3	3	A-D2	G	
JQ	Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.)	JGW	3	3	3	B-D	G-J	Asian, African and Oceanic studies
JS	Local government. Municipal government	PAL	3	4	4	B-F	G	
JS	Local government. Municipal government	SOC	3	3	3	A-D2	G	
JS	Local government. Municipal government: <b>CLEVELAND</b>	PAL	4	5	5	A-E	G	
JS	Local government. Municipal government: <b>CLEVELAND</b>	SOC	3	4	4	A-D2	G	
JV1-5399	Colonies and colonization.	SOC	3-	3	2	A-D2	G	
JV6001-9500	Emigration and immigration. International migration	SOC	3	3	3	A-D2	G	
JZ	International relations	SOC	n/a	n/a	2	A-D2	G	
K-KBU	Law: General. Jewish. Islamic, Canon. Roman Catholic/Holy See	PAL	1	1	1	C	G	
K-KBU	Law: General. Jewish. Islamic, Canon. Roman Catholic/Holy See	SOC	3	3	2	A-D2	G	
KD-KDK	Law of the United Kingdom and Ireland.	SOC	2+	2	2	A-D2	G	

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KDZ	America. North America. Organization of American States (OAS). Bermuda. Greenland. St. Pierre and Miquelon	SOC	n/a	n/a	1	A-D2	G	
KE	Law of Canada	SOC	2	2	1	A-D2	G	
KF	Law of the United States	PAL	2+	3+	3+	B-C	G	Urban and constitutional law, zoning, housing, legal aspects of police procedures, etc.
KF	Law of the United States	SOC	3+	3+	2	A-D2	G	
KFA-KFW	Law: United States - States and Territories (except Ohio)	PAL	1	1	1		G	
KFA-KFW	Law: United States - States and Territories (except Ohio)	SOC	1	1	1	A-D2	G	
KFO	Law: United States - Ohio	PAL	3+	4	4	A-C	G	
KFO	Law: United States - Ohio	SOC	4	4	3	A-D2	G	
KFX	Law: United States - Cities and Territories (except Cleveland)	PAL	1+	1+	1+	B-C	G	
KFX	Law: United States - Cities and Territories (except Cleveland)	SOC	1	1	1	A-D2	G	
KFX	Law: United States - <b>Cleveland</b>	PAL	5	5	5		G	
KFX	Law: United States - <b>Cleveland</b>	SOC	3	3	3	A-D2	G	
KFZ1801-2399	Law: Northwest Territory	SOC	2	3	2	A-D2	G	Other territories collected at Level 1
KFZ8601-9199	Law: Confederate States of America	SOC	n/a	n/a	2	A-D2	G	
KG-KW	Law: Rest of World	SOC	1+	2	2	A-D2	G	
KG-KW	Law: Rest of World	JGW	4	4	4	B-D	F	Ancient and traditional Asian, African and Oceanic societies: religious law
KZ	Laws of Nations	SOC	n/a	n/a	2	A-D2	G	
L-LA	Education (General). History of education	SOC	4-	3	3	A-D2	G	Less emphasis is placed on teaching methods and curriculum design and more on the relationship of education with the community, special education programs, and continuing education.

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LB	Theory and practice of education	PAL	2	2	2	B-C	G	Local government and schools
LB	Theory and practice of education	SOC	3	3	3	A-D2	G	
LB	Theory and practice of education	JGW	3	3	3	B-D	G-K	Folk culture
LC	Special aspects of education	SOC	4-	3	3	A-D	G	
LC	Special aspects of education	JGW	2	3	3	B-D	G-K	Asian, African and Oceanic studies
LD	Individual institutions -- United States	SOC	3	3	3	A-D2	G	Major focus on Cleveland, Cuyahoga County, and Ohio
LE	Individual institutions -- America (except United States)	SOC	2+	2	2	A-D2	G	
LF	Individual institutions - Europe	SOC	2	2	2	A-D2	G	
LG	Individual institutions – Asia, Africa, Oceania	SOC	2+	2	2	A-D2	G	
LH	College and school magazines and papers	SOC	1	1	1	A-D2	G	
LJ	Student fraternities and societies, United States	SOC	1	1	3	A-D2	G	
LT	Textbooks	SOC	1	2	1	A-D2	G	
M1-3	Music printed or copied in manuscript in the United States or the colonies before 1860. Music Collections	FA	4-	3	3	A-E	F	In selecting music scores, emphasis is placed on the basic standard classic repertoire. Acquisition includes study scores, monumental sets, and the collected works of composers. Piano-vocal scores and librettos for the musical theater and opera are acquired to complement the theater collection in Literature Department, and to meet persistent demand.
M1-3	Music printed or copied in manuscript in the United States or the colonies before 1860. Music Collections	JGW	4	4	4	B-D	F	Asian, African and Oceanic studies
M5-1490	Instrumental music.	FA	3	3	3	A-D2	F	Piano, organ, and violin scores are collected to Level 3. Guitar and other instrumental scores are collected to Level 2.
M1495-5000	Vocal music	FA	4-	3	3	A-D2	F	
M1495-5000	Vocal music	JGW	4	4	4	B-E	F	Ancient and traditional Asian, African and Oceanic societies: music

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ML	Literature on music	FA	3+	3	3	A-D2	G-J	Early music and contemporary experimental music are collected to Level 3 and acquisition is limited to representative works and a good selection of theory, methods, and biography.
ML	Literature on music	JGW	4	4	4	B-E	F	Ancient and traditional Asian, African and Oceanic societies
MT	Music: Instruction and study	FA	2	2	2	B	G	
MT	Music: Instruction and study	JGW	4	4	4	B-E	F	Ancient and traditional Asian, African and Oceanic societies
N	Visual arts (General)	FA	4	4	4	A-E	G-J	Reference materials, such as serials and scholarly monographs, are acquired in English, or as bilingual works with English and another language; catalogues raisonnés are acquired very selectively; exhibition catalogs are acquired comprehensively for Cleveland. Career and instructional materials are acquired to Level 2 to meet heavy demand. <b>See also:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines for the purchase of modern art materials in all N classifications (except architecture).
N	Visual arts (General)	JGW	4	4/3	4/3	B-E	G-K, P	Ancient and traditional Asian, African and Oceanic societies / Level 3 = Folk art
NA	Architecture	FA	4-	3	3	A-E	G-J	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> Charles F. Schweinfurth Memorial Library policy (endowments appendix) for additional guidelines for the purchase of architecture materials.
NA	Architecture	PAL	3	4	4	B-D	G	City planning, with emphasis on Cleveland
NA	Architecture	JGW	4	4/3	4/3	B-E	G-K	Ancient and traditional Asian, African and Oceanic societies /Level 3 = Folk art
NA	Architecture	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Charles F. Schweinfurth Memorial Library policy (endowments appendix).
NB	Sculpture	FA	3+	4	4	A-E	G-J	Most works are acquired in English, or as bilingual works with English and another language.

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NB	Sculpture	JGW	4	4/3	4/3	B-E	G-K	Ancient and traditional Asian, African and Oceanic societies /Level 3 = Folk art
NB	Sculpture	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
NC	Drawing. Design. Illustration (Graphic Arts)	FA	3+	4	4	A-D2	G-J	Most works are acquired in English, or as bilingual works with English and another language.
NC	Drawing. Design. Illustration (Graphic Arts)	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
ND	Painting	FA	4	4	4	A-E	F	Most works are acquired in English, or as bilingual works with English and another language.
ND	Painting	JGW	4	4/3	4/3	B-E	G-K	Ancient and traditional Asian, African and Oceanic societies /Level 3 = Folk art
ND	Painting	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
NE	Print media: Printmaking, Engraving, Lithography, etc.	FA	3+	4	4	A-E	G-J	Most works are acquired in English, or as bilingual works with English and another language.
NK	Decorative arts	FA	3+	3+	3	A-E	G-J	Selection in this area is made with both the amateur or enthusiast and the professional in mind. Most works are acquired in English, or as bilingual works with English and another language.
NK	Decorative arts	JGW	4	4/3	4/3	B-E	G-K	Ancient period /Level 3 = Folk art
NK	Decorative arts	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
NX	Arts in general	FA	2	4	4	A-E	G	
NX	Arts in general	SP COLLS	n/a	n/a	n/a	n/a	n/a	<b>See:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
P	Philology. Linguistics	LIT	3	3	3	B, D	G	
P	Philology. Linguistics	JGW	3	4	4	B-E	F	
PA1-3049	Classical Philology, Language and Literature	LIT	3	3	3	B, D, E	G, P	Most works are acquired in English, or as bilingual works with English and another language.
PA1-3049	Classical Philology, Language and Literature	JGW	4	4	4	B-E	F	Folk culture
PA3050-4500	Greek literature	LIT	3	3	3	B, D, E	G, P	Most works are acquired in English, or as bilingual works with English and another language.

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PA3050-4500	Greek literature	JGW	4	4	4	B-E	F	Folk culture
PA5000-5660	Byzantine and modern Greek literature	LIT	2	2	2	B, D, E	F	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy for modern Greek.
PA6000-8595	Roman literature. Medieval and modern Latin literature	LIT	3	3	3	D, E	G, P	Most works are acquired in English, or as bilingual works with English and another language.
PA6000-8595	Roman literature. Medieval and modern Latin literature	JGW	4	4	4	B-E	F	Folk culture
PB1-431	Modern languages (General)	LIT	3	3	3	D-G	F	Most works are acquired in English, or as bilingual works with English and another language.
PB1001-3029	Celtic languages and literature	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PB1001-3029	Celtic languages and literature	JGW	4	4	4	B-E	F	Folk culture, Medieval literature
PC1-400	Romance languages and literature (General)	LIT	1	1	1	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PC601-872	Romanian language and literature	LIT	1	1	1	D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PC601-872	Romanian language and literature	JGW	4	4	4	B-E	F	Folk culture
PC901-986	Raeto-Romance language and literature, including Romansh	LIT	1	1	1	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PC901-986	Raeto-Romance language and literature, including Romansh	JGW	3	4	4	B-E	F	Folk culture
PC1001-1984	Italian language and literature	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PC1001-1984	Italian language and literature	JGW	4	4	4	B-E	F	Folk culture
PC2001-3761	French language	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PC3801-3976	Catalan language and literature	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PC3801-3976	Catalan language and literature	JGW	3	4	4	B-E	F	Folk culture
PC4001-5498	Spanish and Portuguese languages	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.

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PD	Germanic languages	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
PE	English language	LIT	4	4	4	D, E	G	
PF1-1184	Dutch and Flemish languages	LIT	1	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PF1401-1541	Frisian language and literature	LIT	2	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PF1401-1541	Friesian language and literature	JGW	3	4	4	B-E	F	Folk culture
PF3001-5999	German language	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG1-585	Slavic languages and literatures	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PG1-585	Slavic languages and literatures	JGW	4	4	4	B-E	F	Folk culture
PG601-799	Church Slavic	LIT	1	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PG601-799	Church Slavic	JGW	2	4	4	B-E	F	Folk culture
PG801-1199	Bulgarian and Macedonian languages and literatures	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy for modern Bulgarian.
PG801-1199	Bulgarian and Macedonian languages and literatures	JGW	3	4	4	B-F	F	Folk culture
PG1201-1749	Serbo-Croatian language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG1201-1749	Serbo-Croatian language and literature	JGW	4	4	4	B-E	F	Folk culture
PG1801-1962	Slovenian language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG1801-1962	Slovenian language and literature	JGW	3	4	4	B-E	F	Folk culture

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PG2001-2847	Russian language. Belarusian	LIT	3	3	3	D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG2900-3800	Russian literature: History and criticism, Collections	LIT	3	3	3	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG2900-3800	Russian literature: History and criticism, Collections	JGW	3	4	4	B-E	F	Folk culture
PG3801-3987	Ukrainian language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG3801-3987	Ukrainian language and literature	JGW	3	4	4	B-E	F	Folk culture
PG4001-5146	Czech language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG4001-5146	Czech language and literature	JGW	3	4	4	B-E	F	Folk culture
PG5201-5546	Slovak language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG5201-5546	Slovak language and literature	JGW	3	4	4	B-E	F	Folk culture
PG5631-5689	Sorbian (Wendic) language and literature	LIT	2	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PG5631-5689	Sorbian (Wendic) language and literature	JGW	3	4	4	B-E	F	Folk culture
PG6001-7925	Polish language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG6001-7925	Polish language and literature	JGW	3	4	4	B-E	F	Folk culture
PG8001-9146	Baltic languages and literatures	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PG8001-9146	Baltic languages and literatures	JGW	3	4	4	B-E	F	Folk culture
PG9501-9665	Albanian languages and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PG9501-9665	Albanian languages and literature	JGW	3	4	4	B-E	F	Folk culture

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PH1-87	Uralic & Basque languages (General)	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PH1-87	Uralic & Basque languages (General)	JGW	4	4	4	B-E	F	Folk culture
PH91-1109	Finnish languages and literatures	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PH91-1109	Finnish languages and literatures	JGW	3	4	4	B-E	F	Folk culture
PH2001-3445	Hungarian languages and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PH2001-3445	Hungarian languages and literature	JGW	4	4	4	B-E	F	Folk culture
PH3801-3820	Samoyedic languages	LIT	n/a	n/a	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PH3801-3820	Samoyedic languages	JGW	n/a	n/a	4	B-E	F	Folk culture
PH5001-5490	Basque language and literature	LIT	2	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PH5001-5490	Basque language and literature	JGW	3	4	4	B-E	F	Folk culture
PJ	Eastern philology and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PJ	Eastern philology and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PK	Indo-Iranian philology and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PK	Indo-Iranian philology and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL1-481	Ural-Altaic and East Asian languages and literatures (General)	LIT	1	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PL1-481	Ural-Altaic and East Asian languages and literatures (General)	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL501-889	Japanese language and literature	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PL501-889	Japanese language and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts

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PL901-998	Korean language and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PL901-998	Korean language and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL1001-3208	Chinese language and literature	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PL1001-3208	Chinese language and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL3301-(4890)	Non-Chinese languages of China, Non-Aryan languages of India and Southeastern Asia in general, and other languages and literatures of East Asia	LIT	1	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PL3301-(4890)	Non-Chinese languages of China, Non-Aryan languages of India and Southeastern Asia in general, and other languages and literatures of East Asia	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL5001-7511	Languages of Oceania	LIT	1	1	1	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PL5001-7511	Languages of Oceania	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PL8000-8844	African languages and literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PL8000-8844	African languages and literature	JGW	4/5	4/5	4/5	B-E	F	/Level 5 = Texts
PM1-94	Hyperborean languages of Arctic Asia and America	LIT	1	2	2	B, D	F	Most works are acquired in English, or as bilingual works with English and another language. Retrospective holdings are in JGW.
PM1-94	Hyperborean languages of Arctic Asia and America	JGW	n/a	4	4	B-E	F	
PM101-2711	American languages (Aboriginal)	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PM3001-7356	Languages of Mexico and Central America. Languages of South America and the West Indies	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.

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PM3001-7356	Languages of Mexico and Central America. Languages of South America and the West Indies	JGW	4	4	4	B-E	F	
PM7801-7895	Mixed languages (Creole, Pidgin English, etc.)	LIT	3	3	3	B, D	G	Most works are acquired in English, or as bilingual works with English and another language.
PM8001-9021	Artificial languages--Universal languages (Esperanto, etc.). Picture languages. Secret languages	LIT	3	2	3		G	Most works are acquired in English, or as bilingual works with English and another language.
PN1-1009	Literature (General)	LIT	4	4	4	D-E	G	
PN1-1009	Literature (General)	JGW	4/5	4/5	4/5	B-E	F	Folk culture /Level 5 = Texts
PN1010-1551	Poetry. The Monologue. The Dialogue	LIT	3	3	3	A-E	G	
PN1560-1590	The performing arts. Show BELiness	LIT	3	3	3	A-E	G	
PN1600-1988	Drama: Dramatic composition, History, Types of drama	LIT	4	4	4	B-E	G	
PN1600-1988	Drama: Dramatic composition, History, Types of drama	JGW	4/5	4/5	4/5	B-E	F	Asian, African and Oceanic studies /Level 5 = Texts
PN1990-1992	Broadcasting (Radio and Television). Nonbroadcast video recordings	LIT	3	3	3	A-D	G	
PN1993-1999	Motion pictures	LIT	3	3	3	A-D	G	
PN2000-2193	Dramatic representation. The theater: Art of acting, The stage and accessories, History by period	LIT	4	4	4	A-D	G	
PN2000-2193	Dramatic representation. The theater: Art of acting, The stage and accessories, History by period	JGW	3	3	3	B-D	F	Asian, African and Oceanic studies
PN2219.3-2298	The theater in the United States	LIT	4	4	4	A-E	G	
PN2300-2554	The theater in the Americas except U.S.	LIT	2	2	2	B, D	G	
PN2570-2589	The theater in Europe	LIT	3	3	3	B-D	G	
PN2860-3030	The theater in Asia, Africa, and Oceania	LIT	2	2	2	D-E	G	
PN2860-3030	The theater in Asia, Africa, and Oceania	JGW	3/5	3/5	3	B-D	F	/Level 5 = Texts
PN3035-3299	The Jewish theater. Amateur theater. College and school theatricals. Tableaux, pageants, "Happenings," etc.	LIT	2	2	2	A-D	G	

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PN3311-3503	Prose. Prose fiction	LIT	3	3	3	B, D	G	
PN4001-4355	Oratory. Elocution, etc.	LIT	3	3	3	B, D	E	
PN4390-4500	Diaries. Letters (literary history). Essays (literary history)	LIT	3	3	3	A-D	G	
PN4699-5650	Journalism. The periodical press, etc.	LIT	3	3	3	A-D	G	
PN6010-6069	Collections of general literature. Special classes of authors	LIT	3	3	3	A-D	G	
PN6080-6095	Quotations	LIT	4	4	3	A-D	G	
PN6080-6095	Quotations	JGW	4	4	4	B-F	F	Asian, African and Oceanic studies
PN6099-6120	Collections of: Poetry, Drama	LIT	4	4	4	A-D	G	
PN6121-6145	Collections of: Orations, Letters, Essays	LIT	3	3	3	A-D	G	
PN6121-6145	Collections of: Orations, Letters, Essays	PAL	2	1	1	C	G	
PN6146.5-6231	Collections of: Wit and humor	LIT	3	3	3	A-D	G	
PN6233-6377	Collections of: Anacreontic Literature, Epitaphs, Maxims, Mottoes, Sayings, Toasts, Riddles, etc.	LIT	2	2	2	A, D, E	G	Anacreontic: written in the style of the ancient Greek poet Anacreon, known for his celebrations of love and wine.
PN6233-6377	Collections of: Anacreontic Literature, Epitaphs, Maxims, Mottoes, Sayings, Toasts, Riddles, etc.	JGW	4	4	4	B-E	F	Folk culture Anacreontic: written in the style of the ancient Greek poet Anacreon, known for his celebrations of love and wine.
PN6400-6525	Proverbs	LIT	3	3	3	B, D	F	
PN6400-6525	Proverbs	JGW	5	5	5	B-E	F	
PN6700-6790	Comic books, strips, etc.	LIT	n/a	4	4	A-E	G	Collecting focuses primarily on works relating to the history, creation, and study of comics, with comics collections acquired limited to a selection of popular and culturally significant works.
PQ1-3999	French literature	LIT	3	3	3	B-E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PQ1-3999	French literature	JGW	5/4	4	4	B-E	F	Chapbooks, romances/folk culture
PQ4001-5999	Italian literature	LIT	3	3	3	B-E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PQ4001-5999	Italian literature	JGW	4	4	4	B-E	F	Folk culture

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PQ6001-8929	Spanish literature	LIT	3	3	3	B-E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PQ6001-8929	Spanish literature	JGW	4	4	4	B-E	F	Folk culture
PQ9000-9999	Portuguese literature	LIT	2	2	2	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PQ9000-9999	Portuguese literature	JGW	4	4	4	B-E	F	Folk culture
PR1-1369	English literature: History, Criticism, By Period, Poetry, Drama, Prose, Folk literature, Collections, etc.	LIT	4	4	4	B, D, E	G	
PR1-1369	English literature: History, Criticism, By Period, Poetry, Drama, Prose, Folk literature, Collections, etc.	JGW	4	4	4	B-E	G	Folk culture
PR1490-2165	Anglo-Saxon literature. Anglo-Norman period. Early English. Middle English	LIT	4	4	4	B, D, E	G	
PR1490-2165	Anglo-Saxon literature. Anglo-Norman period. Early English. Middle English	JGW	4	4	4	B-E	F	Folk culture
PR2199-3195	English renaissance literature (1500-1640)	LIT	4	4	4	B, D, E	G	
PR2199-3195	English renaissance literature (1500-1640)	JGW	3	4	4	B-E	F	Folk culture
PR3291-3785	English literature: 17th and 18th centuries (1640-1770)	LIT	4	4	4	B, D, E	G	
PR3291-3785	English literature: 17th and 18th centuries (1640-1770)	JGW	3	4	4	B-E	F	Folk culture
PR3991-5990	English literature: 19th century, 1770/1800-1890/1900	LIT	4	4	4	B, D, E	G	
PR3991-5990	English literature: 19th century, 1770/1800-1890/1900	JGW	3	4	4	B-E	F	Folk culture
PR6000-6076	English literature: 1900-2000	LIT	4	4	4	B, D, E	G	
PR6000-6076	English literature: 1900-2000	JGW	4	4	4	B-E	F	Folk culture
PR6100-6126	English literature: 2001-	LIT	n/a	4	4	B, D, E	G	Emphasis is placed on the extensive collection of plays and other theater materials. Play scripts are acquired to build

CLASSIFICATION	SUBJECT	LOCATION RED = PRIMARY RESPONSI- BILITY	COLLECTION LEVEL HISTORICAL (Pre-1985)	COLLECTION LEVEL 1985 TO 2020	COLLECTION LEVEL 2021 FORWARD	CLIENTELE 2021 FORWARD	LANGUAGE(S) 2021 FORWARD	ADDITIONAL GUIDELINES/NOTES
								complete sets of the works of major contemporary American and British playwrights who command the interest of readers and theater-goers, as well as to supply the enormous demand for plays suitable for production by little theaters and amateur groups.
<b>PR6100-6126</b>	English literature: 2001-	JGW	n/a	4	4	B-E	F	Folk culture
<b>PR8309-9680</b>	English literature: Provincial, local, etc.	LIT	4	4	4	B, D, E	G	
<b>PR8309-9680</b>	English literature: Provincial, local, etc.	JGW	3	4	4	B-E	F	Folk culture
<b>PS1-689</b>	American literature: Biography, Women authors, By period, Poetry, Drama, Prose, Letters, Essays, Collections, etc.	LIT	4	4	4	B, D, E	G	
<b>PS1-689</b>	American literature: Biography, Women authors, By period, Poetry, Drama, Prose, Letters, Essays, Collections, etc.	JGW	4	4	4	B-E	F	Folk culture
<b>PS700-893</b>	American literature: Colonial period (17th and 18th centuries)	LIT	4	4	4	B, D, E	G	
<b>PS700-893</b>	American literature: Colonial period (17th and 18th centuries)	JGW	3	4	4	B-E	F	Folk culture
<b>PS991-(3390)</b>	American literature: 19th century	LIT	4	4	4	B, D, E	G	
<b>PS991-(3390)</b>	American literature: 19th century	JGW	3	4	4	B-E	F	Folk culture
<b>PS3500-3576</b>	American literature: 1900-2000	LIT	4	4	4	B, D, E	G	
<b>PS3500-3576</b>	American literature: 1900-2000	JGW	3	4	4	B-E	F	Folk culture
<b>PS3600-3626</b>	American literature: 2001-	LIT	n/a	4	4	B, D, E	G	Emphasis is placed on the extensive collection of plays and other theater materials. Play scripts are acquired to build complete sets of the works of major contemporary American and British playwrights who command the interest of readers and theater-goers, as well as to supply the enormous demand for plays suitable for production by little theaters and amateur groups.
<b>PS3600-3626</b>	American literature: 2001-	JGW	n/a	4	4	B-E	F	Folk culture
<b>PS8001-(8599)</b>	Canadian literature	LIT	n/a	3	3	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language.
<b>PS8001-(8599)</b>	Canadian literature	JGW	n/a	4	4	B-E	F	Folk culture

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PT1-4897	German literature	LIT	3	3	3	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PT1-4897	German literature	JGW	5/4	4	4	B-E	F	Folk culture pre-1500/folk culture 1501-
PT5001-5882	Dutch literature	LIT	2	2	2	B, D	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PT5001-5882	Dutch literature	JGW	3	4	4	B-E	F	Folk culture
PT5901-5980	Provincial, local, foreign (translations into Dutch, etc.)	LIT	2	2	2	B, D, E	G	
PT6000-6467.36	Flemish literature since 1830	LIT	2	2	2	B, D, E	G	
PT6000-6467.36	Flemish literature since 1830	JGW	3	4	4	B-E	F	Folk culture
PT6500-6593.36	Afrikaans literature	LIT	2	2	2	B, D, E	G	
PT6500-6593.36	Afrikaans literature	JGW	3	4	4	B-E	F	Folk culture
PT7001-7099	Scandinavian literature	LIT	2	2	2	B, D, E	G	
PT7001-7099	Scandinavian literature	JGW	4	4	4	B-E	F	Folk culture
PT7101-7599	Old Norse literature: Old Icelandic and Old Norwegian. Modern Icelandic literature. Faroese literature	LIT	2	2	2	B, D, E	G	
PT7101-7599	Old Norse literature: Old Icelandic and Old Norwegian. Modern Icelandic literature. Faroese literature	JGW	4	4	4	B-E	F	Folk culture
PT7601-8260	Danish literature	LIT	2	2	2	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PT7601-8260	Danish literature	JGW	4	4	4	B-E	F	Folk culture
PT8301-9155	Norwegian literature	LIT	2	2	2	B, D, E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PT8301-9155	Norwegian literature	JGW	4	4	4	B-E	F	Folk culture
PT9201-9999	Swedish literature	LIT	2	2	2	B-E	G	Most works are acquired in English, or as bilingual works with English and another language. <b>See also:</b> International Languages Department policy.
PT9201-9999	Swedish literature	JGW	4	4	4	B-E	F	Folk culture

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PZ5-10	Juvenile belles lettres (English language juvenile and young adult fiction)	LIT	2	2	2	A, D	G	See also: Youth Services Department policy.
PZ5-10	Juvenile belles lettres (English language juvenile and young adult fiction)	JGW	4	4	4	B-E	F	Folk culture, rare juvenile materials
PZ11-99	Juvenile belles lettres (Non-English language juvenile and young adult fiction)	LIT	2	1	1	A, D	G	Most works are acquired in English, or as bilingual works with English and another language. See also: International Languages Department policy.
PZ11-99	Juvenile belles lettres (Non-English language juvenile and young adult fiction)	JGW	4	4	4	B-E	F	Folk culture
Q	Science (General)	SCI	4	4	3	A-D	G	Special attention is paid to women in science and technology
QA1-76	Mathematics (General)	PAL	1	1	1	C	G	
QA1-76	Mathematics (General)	SCI	3	3	3	A-E	G	QA-QB: Purchase of esoteric or highly specialized materials is limited to those which satisfy reference needs.
QA101-939	Mathematics (Specific): Algebra, Probabilities, Geometry, etc.	SCI	3	3	3	A-D	G	
QB	Astronomy	SCI	2	3	3	A-D	G	
QB	Astronomy	JGW	2	3/5	3/5	B-D	F	/Level 5 = Texts
QC1-75	Physics (General)	PAL	1	1	1	C	G	
QC1-75	Physics (General)	SCI	3	3	3	A-D	G	
QC81-114	Weights and measures	PAL	1	1	1	C	G	
QC81-114	Weights and measures	SCI	3	3	2	A-C	G	
QC120-168	Descriptive and experimental mechanics	SCI	3	3	3	A-D	G	
QC170-197	Atomic physics. Constitution and properties of matter Including molecular physics, relativity, quantum theory, and solid-state physics	SCI	3	3	3	A-D	G	
QC221-246	Acoustics. Sound	SCI	3	3	3	A-D	G	
QC251-338	Heat. Thermodynamics	SCI	3	3	3	A-D	G	
QC350-496	Optics. Light. Radiation physics (General)	SCI	3	3	3	A-D	G	
QC501-798	Electricity and magnetism. Nuclear and particle physics. Atomic energy. Radioactivity	SCI	3	3	3	A-D	G	

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QC801-999	Geophysics. Cosmic physics. Geomagnetism. Meteorology. Climatology	SCI	3	3	3	A-D	G	Meteorology is strongest collection, with an emphasis on climate.
QC801-999	Geophysics. Cosmic physics. Geomagnetism. Meteorology. Climatology	JGW	3	4	4	B-E	F	Folk culture
QD1-65	Chemistry (General)	SCI	4	4	3	A-D	G	
QD71-142	Analytical chemistry	SCI	4	4	3	A-D	G	
QD146-197	Inorganic chemistry	SCI	4	4	3	A-D	G	
QD241-441	Organic chemistry	SCI	4	4	3	A-D	G	
QD450-801	Physical and theoretical chemistry	SCI	4	4	3	A-D	G	
QD901-999	Crystallography	SCI	3	4	3	A-D	G	
QE	Geology	MAPS	4	4	4	A-E	G	U.S. Geological Survey Maps (Ohio)
QE	Geology	SCI	4	4	3/5	A-D	G	/Level 5: The collection in geology includes works at an advanced level in areas of local interest. It is a research collection to Level 4 for the Great Lakes area, including Canada.
QH1-199	Natural history (General)	SCI	3	3	3	A-D	G	
QH201-278	Microscopy	SCI	2	3	2	A-C	G	
QH301-705	Biology (General)	SCI	3	3	3		G	
QK	Botany	SCI	3	3	3		G	
QL	Zoology	SCI	3	3	3	A-D	G	
QM	Human anatomy	SCI	2	2	3	A-D	G	
QP1-345	Physiology (General)	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
QP351-495	Neurophysiology and neuropsychology	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
QP501-801	Animal biochemistry	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields

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QP901-981	Experimental pharmacology	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
QR	Microbiology	SCI	2	2	2	A-C	G	
R1-130	Medicine (General)	SCI	1	1	3	A-D		Level 3 acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
R1-130	Medicine (General)	JGW	1	3	3	B, D	F	Asian, African and Oceanic studies; Folk culture
R131-920	Medicine: History, Expeditions, Profession, Education, Technology, Records, Biomedical Engineering, Nuclear medicine, etc.	SCI	2	2	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
R131-920	Medicine: History, Expeditions, Profession, Education, Technology, Records, Biomedical Engineering, Nuclear medicine, etc.	JGW	1+	3	3/5	B, D	F	Asian, African and Oceanic studies; Folk culture /Level 5 = texts
RA1-418	Medicine and the state	PAL	2	2	2	C	G	Community health planning
RA1-418	Medicine and the state	SCI	2	2	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RA421-790	Public health. Hygiene. Preventive medicine	PAL	2+	3	3	B-C	G	
RA421-790	Public health. Hygiene. Preventive medicine	SCI	2	2	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RA791-954	Medical geography. Climatology. Meteorology	SCI	2	2	3	A-C		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RA960-1000	Medical centers. Hospitals. Dispensaries. Clinics Including ambulance service, nursing homes, hospices	SCI	2	2	3	A-C		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RA1001-1171	Forensic medicine. Medical jurisprudence. Legal medicine	PAL	2	2	2	C	G	
RA1001-1171	Forensic medicine. Medical jurisprudence. Legal medicine	SCI	1	1	3	A-C		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RA1190-1270	Toxicology. Poisons	SCI	2	2	3	A-C		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.

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RB	Pathology	SCI	1	1	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC1-103	Internal medicine: Medical practice, General works	PAL	2	2	2	C	G	Emergency medicine
RC1-103	Internal medicine: Medical practice, General works	SCI	1	1	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC1-103	Internal medicine: Medical practice, General works	JGW	1	3	3/5	B, D	F	Asian, African and Oceanic studies /Level 5 = texts
RC109-320	Infectious and parasitic diseases. Neoplasms. Tumors. Oncology (cancer). Tuberculosis	SCI	1	1	3	A-D		Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC109-320	Infectious and parasitic diseases. Neoplasms. Tumors. Oncology (cancer). Tuberculosis	JGW	1	3	3	B, D	F	Asian, African and Oceanic studies /Level 5 = Texts
RC321-571	Neurosciences. Biological psychiatry. Neuropsychiatry	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC581-632	Specialties of internal medicine: Immunologic diseases, Allergy, Nutritional and Metabolic diseases	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC633-935	Diseases of organs, glands, systems and regions of the body	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RC952-1245	Special situations and conditions: Geriatrics; Artic, Tropical, Industrial, Military, Naval, Sports medicine, etc.	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RD	Surgery	SCI	1	1	2	A-C	G	
RD	Surgery	JGW	2	3	3	B, D	F	Asian, African and Oceanic studies /Level 5 = Texts
RE-RF	Ophthalmology. Otorhinolaryngology (ear, nose, throat)	SCI	1	1	2	A-C	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RG-RJ	Gynecology and obstetrics. Pediatrics	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RK	Dentistry	SCI	1	1	2	A-C	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RL	Dermatology	SCI	2	2		A-C	G	

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RM	Therapeutics. Pharmacology	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RM	Therapeutics. Pharmacology	JGW	2	3/5	3/5	B, D	F	Folk culture, Asian, African and Oceanic studie /Level 5 = texts
RS	Pharmacy and materia medica	SCI	2	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RS	Pharmacy and materia medica	JGW	2	3	3/5	B, D	F	Folk culture, Asian, African and Oceanic studies /Level 5 = Texts
RT	Nursing	SCI	2	3	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
RV-RZ	Botanic, Thomsonian, and eclectic medicine. Homeopathy. Other systems of medicine: Chiropractic, Osteopathy, etc.	SCI	1	2	3	A-D	G	Acquisitions focus on providing a broad array of supplementary monographs for students in medical fields.
S1-790	Agriculture (General)	SCI	3	3	3	A-C	G	
S900-972	Conservation of natural resources, including land conservation	SCI	4	4	3	A-D	G	Focus on subjects that relate to local conditions, with emphasis on water and wetlands
SB	Plant culture (gardening)	SCI	3	3	3	A-C	G	Monographs focus on community and home gardening.
SB	Plant culture (gardening)	PAL	2+	3	3	B-C	G	Park and recreation management, urban forestry
SD	Forestry	SCI	3	3	3		G	
SF	Animal culture, Bee culture, Veterinary medicine, etc.	SCI	2/5	2/5	3/5	A-D	G	/Dogs, 1960 to present, with all significant works relating to AKC breeds selected to Level 5
SH	Aquaculture. Fisheries. Angling	SCI	3	3	3	A-D	G	Emphasis on the Great Lakes, with selection to Level 4, including serials
SK	Hunting sports	SCI	2	3	3	A-C	G	
T	Technology (General)	PAL	1	1	1	C	G	
T	Technology (General)	SCI	4	4	4	A-E	G	Patent resources acquired in multiple languages.
TA	Engineering (General). Civil engineering (General)	PAL	2	2	2	C	G	
TA	Engineering (General). Civil engineering (General)	SCI	4	4	3	A-D	G	
TC	Hydraulic engineering, dams, waterways	PAL	2	2	2	C	G	
TC	Hydraulic engineering, dams, waterways	SCI	4	4	3	A-C	G	

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TD	Environmental technology. Sanitary engineering	PAL	3	3	3	B-C	G	
TD	Environmental technology. Sanitary engineering	SCI	4	4	3	A-D	G	
TE	Highway engineering. Roads and pavements	PAL	2+	3	3	B-C	G	Traffic engineering
TE	Highway engineering. Roads and pavements	SCI	4	4	3	A-D	G	
TF	Railroad engineering and operation	SCI	4	4	3	A-C	G	
TG	Bridge engineering	PAL	1	2	2	C	G	
TG	Bridge engineering	SCI	4	4	3	A-D	G	
TH	Building construction, environmental engineering of buildings	PAL	3+	4	4	B-C	G	
TH	Building construction, environmental engineering of buildings	SCI	4	4	3	A-D	G	
TJ	Mechanical engineering and machinery	PAL	2	2	2	B-C	G	
TJ	Mechanical engineering and machinery	SCI	4	4	3	A-D	G	
TK	Electrical engineering. Electronics. Nuclear engineering	PAL	2	2	2	B-C	G	
TK	Electrical engineering. Electronics. Nuclear engineering	SCI	4	4	3	A-D	G	
TL	Motor vehicles. Aeronautics. Astronautics	MAPS	1	2	2	B-C	G	Charts
TL	Motor vehicles. Aeronautics. Astronautics	PAL	1	2+	2	B-C	G	Airports
TL	Motor vehicles. Aeronautics. Astronautics	SCI	4	4	3	A-D	G	
TN	Mining engineering. Metallurgy	SCI	4	4	2	A-C	G	
TP155-498	Chemical technology: biotechnology, electrochemistry, fuel chemistry, cryogenics, food & food additives chemistry	SCI	4	4	3	A-D	G	

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TP 890-1185	Chemical technology: textile chemistry, paint/pigments, polymers, polymer engineering	SCI	4	4	3	A-D	G	
TR	Photography	SCI	3+	3	3	A-D	G	
TS	Manufactures	PAL	1	1	1	C	G	Flood control, handguns, recycling
TS	Manufactures	SCI	4	4	2	A-C	G	
TT	Handicrafts. Arts and crafts	SCI	3	3	3	A-D	G	
TX	Home economics: Hospitality industry, Hotels, Food service, Recreational vehicle living etc.	PAL	2	2	2	C	G	Consumer protection
TX	Home economics: Hospitality industry, Hotels, Food service, Recreational vehicle living etc.	SCI	4/3	4/3	3	A-D	G	Emphasis in TX is on the practical needs of CPL's clientele, with a special focus on cookbooks.
U	Military science	MAPS	2	2	2	B, D, E	G	Army map service
U	Military science [SEE D-F for Military history]	SCI	3	3	3	A-B	G	
V	Naval science	MAPS	3	3	2	D, E	G	Pilot guides
V	Naval science [SEE D-F for Naval history]	SCI	3	3	3	A-B	G	
Z4-8	History of books and bookmaking	LIT	3+	3	3	B, D, E	G	
Z4-8	History of books and bookmaking	SP COLLS	4	4	4	B, D	F	<b>See also:</b> Lockwood Thompson Collection policy (endowments appendix) for additional guidelines.
Z40-115	Writing. Manuscripts. Paleography	LIT	3+	3	3	B, D, E	G	
Z40-115	Writing. Manuscripts. Paleography	PAL	2	2	2	C	G	
Z40-115	Writing. Manuscripts. Paleography	JGW	3	4	4	B-D	F	Asian, African and Oceanic studies
Z116-549	Book industries and trade: Book design, Printing, Bookbinding, etc.	MAPS	3	3	3	A-B	G	Early maps and mapmaking
Z116-549	Book industries and trade: Book design, Printing, Bookbinding, etc.	LIT	3	3	3	B-D	G	
Z551-656	Copyright	LIT	3	3	3	A-C	G	Catalog of copyright entries is in Government Documents Department and online.
Z662-1000	Libraries and Library science	LIT	3	3	3	B, C, D	G	
Z662-1000	Libraries and Library science	PAL	1	1	1	C	G	

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Z1001-8999	Bibliography	---	---	---	---	----	----	Bibliography is collected in each Subject Department at the same level and in the same languages as the corresponding subject.
ZA	Information resources (General): Electronic information resources, Government information, etc.	n/a	n/a	n/a	3	A-D	G	

**Appendix B**  
**Cleveland Public Library**  
**Endowment Funds for the Purchase of Library Service Materials**

**Overview**

Cleveland Public Library receives income from numerous trust funds that were established starting in the early 20th century for the purpose of developing or augmenting specific subject areas within Main Library collections.

The Library adheres both to the spirit of these gifts and to the specific language the donors included in the agreements that were entered into when the gifts were accepted.

These endowments are documented comprehensively in the Cleveland Public Library Archives, with key documents also on file in the CPL Financial Services and Legal departments.

Guidelines for the expenditure of trust fund income are included in this appendix, with the exception of very large funds, such as John G. White, Charles F. Schweinfurth, and Lockwood Thompson. For these funds, the Library has adopted separate, detailed collection development policies to further guide selectors in developing collections with consistent focus. A note included in the fund description identifies any fund with a separate collection development policy.

**Abel Fund**

This fund was established in 1958 from a bequest left to the Library as part of the estate of Charles Abel. The principal amount is non-spendable and the income earned is restricted to photography. Cleveland resident Charles Leopold Abel (1891-1961), along with his father, Juan Carlos Abel (1869-1960), were among the world's leading authorities on amateur, portrait, and commercial photography during their lifetimes. In 1900, Alfred Stieglitz sponsored Juan Carlos Abel for membership in the prestigious Camera Club of New York. When Stieglitz resigned as editor of the club's journal, *Camera Notes*, Abel took over as editor for the last three issues. Between 1898 and 1961, working alone and jointly, the Abels authored 15 books and edited and/or published numerous periodicals on photography, including *Abel's Photographic Weekly*

(later renamed *Photographers Weekly*), considered at the time to be among the most important photographic magazines in the world.

### **Ambler Fund**

This fund was established from a contribution left to the Library from Dr. Henry Lovejoy Ambler (1843-1924). The principal amount is non-spendable and the income earned is restricted to Dentistry. Henry Ambler was a dentist, inventor, and author of numerous books, including *Facts, Fads and Fancies About Teeth* (Cleveland: The Helman-Taylor Company, 1899) and *History of Dentistry in Cleveland, Ohio* (Cleveland: Publishing House of the Evangelical Association, 1911).

### **Anderson Fund**

This fund was established in 1958 from a contribution from the estate of Lumyra S. Anderson (died 1956). The principal amount is committed by the Board of Library Trustees and the income earned is committed to the “furtherance of the work of the Education Section of the Government, Education and Social Science Department for purchases which would not normally be made from the General Fund.”

### **Jeanne Lockwood and Amos Burt Thompson Memorial Fund**

This fund was established in 1968 from a contribution by Lockwood Thompson in memory of his parents: Amos Burt (1871-1965) and Jeanne Lockwood (1874-1954) Thompson. Additional annual contributions to the fund were made by Lockwood Thompson (per letter from Lockwood Thompson to Marilyn Mason, December 18, 1990, source: CPL Archives), until his death. The principal amount is non-spendable. Per Lockwood Thompson’s December 18, 1990, letter, income from the fund is to be used “for the Art Department, with the principal being kept intact and the income to be furnished for the purpose of important art books which the Library would like to have in order to build as fine and complete a Department of Art as can be found in this region.” Income from this fund is combined with and spent according to the guidelines of the Lockwood Thompson Memorial Fund, whose collecting goals are the same as this fund’s goals. Prominent Cleveland lawyer Amos “A.B.” Burt Thompson (1871-1965) co-founded the law firm of Thompson, Hine & Flory in 1907. A graduate of Smith College, Jeanne

Lockwood Thompson was a member of an early Cleveland family and was an advocate and volunteer for many civic and welfare groups. The Thompsons were the parents of CPL Trustee Lockwood Thompson (1901-1992).

#### **Klein Fund**

This fund was established in 1930 with a \$500 contribution in memory of Alan Edward Klein. The principal amount is non-spendable and the income earned is restricted to Judaica. Alan Edward Klein (1897-1929) was the vice president of the Goldsmith Publishing Company in Cleveland. He died in the well-known Study Club fire in Detroit, Michigan, on September 20, 1929.

#### **Kraley Fund**

This fund was established in 1997 from a contribution from the estate of Irene Kraley (1910-1997) and is restricted to the support of the music section of the Fine Arts Department.

#### **Lockwood Thompson Memorial Fund**

This fund was established in 2003 to disburse annual grants from the Cleveland Foundation's Lockwood Thompson Fund. Its income is restricted to the following four purposes: art books or exhibit work of contemporary artists; expenses of staff travel related to attending learned conferences; lectures in the field of literature or the visual arts; and staff recognition. A lawyer by training, Lockwood Thompson served on the Library Board from 1955 to 1969 and 1990-1992. He served as Board President from 1964 to 1969 and Vice President from 1956 to 1959 and in 1963. He was also an avid collector of modern art and an active participant in the civic life of the community. For selection guidelines relating to the trust's first purpose ("art books or exhibit work of contemporary artists"), see the following separate document: *Lockwood Thompson Memorial Fund of the Cleveland Foundation, Library Materials Selection Guidelines* (adopted 2004).

#### **McDonald Fund**

This fund was established in 1971 from a contribution in memory of Thomas McDonald. The principal amount is non-spendable and the income earned is restricted to the purchase of books and equipment for the Walz Branch.

### **Marcella Vilt Paulson Art Teacher's Memorial Fund**

This fund was accepted by the Cleveland Public Library Board of Trustees at its January 18, 2020, meeting. The fund was established by Francis M. Paulson (1918-2017) in memory of his first wife, Marcella Vilt Paulson (1920-1986), and is funded by the Francis M. Paulson Trust. The purpose of the fund is to “defray the cost of books, art materials, librarian travel, and all efforts by the Fine Arts Department that aid art teachers in area schools in grades one through 12.” Marcella Vilt Paulson was an art teacher who taught grades one through six in Mentor, Ohio, in the early 1960s.

### **Pepke Fund**

This fund was established in 1983 from an expendable gift that is restricted to the support of Youth Services and the Business Department.

### **Ratner Fund**

This fund was established in 1979 from a bequest as part of the estate of Faye Katz Ratner (1931-1978). The principal amount is non-spendable and the income earned is restricted to Youth Services. Faye Katz Ratner was a psychologist in Cleveland Public Schools and the wife of Albert B. Ratner, president of Forest City Enterprises. She was a member of the Association for Humanitarian Psychology and the Cleveland Psychological Association and served on the board of overseers of Case Western Reserve University. She died on May 11, 1978, from injuries suffered in a car accident.

### **Root Fund**

This fund was established in 1982 from a contribution in memory of Donna L. Root. The principal amount is non-spendable and the income earned is restricted to works on history. Donna Louise Root (1896-1982) was a longtime employee of Cleveland Public Library and was head of the History & Geography Department from 1944 to 1966.

### **Schweinfurth Fund**

This fund was established in 1991 to process purchases and reimbursement from the Anna M. Schweinfurth Trust, for which the Library is the sole recipient of its income, which is restricted to the purchase of material on architecture. Following the death of noted Cleveland architect

Charles Frederick Schweinfurth (1857-1919) in 1919, his personal library of 800 volumes was donated to Cleveland Public Library by his widow, Anna (Mitchell) Jopling Schweinfurth (1870-1928, m. 1910), along with the promise of a permanent trust fund for the purchase of architectural research materials after the last of her children had died. The Library began receiving trust income in 1991, after the death in 1988 of Anita Jopling Melstrom (1902-1988). For specific selection guidelines, see the following separate document: *Anna M. Schweinfurth Trust, Cleveland Public Library, Collection Development Guidelines for the Trust Fund* (rev. November 9, 2012).

### **Weidenthal Fund**

This fund was established in 1955 with a contribution from the estate of Lizzie Weidenthal as a memorial to her daughters, Rita Weidenthal (1896-1913), who died at age 17 from tuberculosis, and Alice C. Weidenthal (1905-1922), who died at age 17 from meningitis. The principal amount is non-spensible and the income earned is restricted to Judaica. Lizzie Kuttner Weidenthal (1872-1952) was a member of two early Jewish families in Cleveland and the daughter of a Civil War veteran who enlisted from Cleveland. She was active in civic affairs and an early member of the Temple-Tifereth Israel.

### **White Fund**

This fund was established in 1928 from a contribution from the estate of John Griswold White. The principal amount is non-spensible and the income earned is restricted to support John G. White special collections, including the JGW Folklore Collection; the JGW Collection of Asian, African, and Oceanic Studies (known as "Orientalia" before 2021); and the JGW Chess and Checkers Collection—the world's largest collection of print materials on chess and checkers.

John G. White's bequests to the Library are the foundation of the Library's most important and most valuable research collections. The vast holdings of the John G. White Collection are integral to the identity of Main Library as a research institution. As such, the selection guidelines for the White Fund are incorporated directly into the Library's *Collection Development Policy*, most specifically in the policy profile of the Special Collections

Department, and in Appendix A: *Table of Selection Guidelines by Library of Congress Classification, A-Z*.

The Library's selection guidelines for the White Fund are based on the following items from John G. White's Last Will & Testament, dated May 11, 1905, and Codicil 3 of the will, dated February 9, 1928:

**Item III.** To place in Cleveland Public Library all my chess and checker collection, keeping it together, and keeping with it all articles and books belonging hereto, even although the more important contents of such books might indicate a place elsewhere. A list of this collection is formed by the entries in my interleaved copy of v.d. Lindo's *Jartausond\**, which are marked with a red star or dagger, also it is enumerated in his *Geschuchte und Literatur des Schachspiels\**, also in manuscript in letter files. I desire that said trustees do not too hastily decide that books, photographs or engravings are mere duplicates.

\*CPL Note: the titles mentioned by JGW are Antonius van der Linde's *Das erste Jahrtausend der Schachlitteratur, 850-1880 (The First Millenium of Chess Literature, 850-1880)* (Berlin: J. Springer, 1881), and *Geschichte und Litteratur des Schachspiels (History and Literature of the Game of Chess)* (Berlin: J. Springer, 1874)].

**Item IV-D.** To keep up the current chess and checker literature, including chess and checker columns, placing the last in scrap books as are those I now have, binding such acquisitions as may require it, including in the word literature, chess and checker lithographs, etchings, engravings and photographs, and likenesses of any kind of noted chess or checker player or author. Each edition or separate state of a book or pamphlet is to be acquired.

**Item IV-E.** To bind such of said present collection as may require it, or to label the same. I advise that in all binding the original paper wrappers, all fugitive leaves and advertisements be bound in, and that each pamphlet and volume be bound separately.

**Item IV-F.** To complete the collection by acquiring books, pamphlets, lithographs, etchings, engravings, likenesses, etc. relating in whole or in part to chess or checkers, which I have not been able to obtain.

**Item IV-G.** To complete the collection of folk-lore and [Asian, African and Oceanic Studies] which I have already given to the Library, on the same lines which I have followed, not including books about [Asian] countries (except travels), people, manners or customs, nor yet dictionaries or grammars or texts unaccompanied by translations in Western languages, unless such dictionaries, grammars or texts are of special importance. My desire being to give especial facility to persons acquainted only with European languages to acquaint themselves, as nearly at first hand as may be, with [Asian, African, and Oceanic] peoples, their history, religion, customs, manners and modes of thought, and their literature. Of course, in selecting the edition of a translation to be purchased, preference will be given to such as is accompanied with the best text and apparatus.

**Item IV-H.** To acquiring books relative to historical geography, and history. By this I do not mean the publications of the day, no matter how valuable, but such works, chronicles, histories, memoirs, letters, &c. as form the source from which original knowledge can be obtained.

I desire that these provisions for special collections of folklore, [Asian, African & Oceanic Studies], history and historical geography, be not used so as to prevent said library from purchasing such books in these lines as it would were it not for these provisions, but merely as a supplementary provision to furnish scholars and students who wish to seek original sources with such works as the funds at disposal of the library authorities would not otherwise permit.

**Item VI.** I direct that such of my household furniture, rugs, pictures, household articles, and furnishings, silverware, general books and personal belongings, other than those referred to in the last item, as any of them may wish, be given to my partners, and to my friend, Ora Coltman. Should any wish the same articles, then I desire that they select

such articles by lot. I desire, however, that my executor give some memento to those in my employ, or in that of the firm to which I belong, who may wish therefore, and which will be acceptable to them.

**Codicil Item 3 (February 9, 1928):** By the expression "general books" in the sixth (6<sup>th</sup>) item of said will I did not intend to include the books in the hanging bookcase in my sitting room or those in the library on the third floor of my house, as these I intended to and do give, devise and bequeath to the Cleveland Public Library. Since writing my original will aforesaid I have considerably enlarged the scope of the so-called "John G. White Collection," in the Cleveland Public Library which the trustees appointed by the 8th (8<sup>th</sup>) item of said will are directed to add to, maintain and keep up. I now include 1. [Asian, African & Oceanic], meaning first hand information as to the thoughts, religious faiths, manners, customs, literatures, antiquities and languages of the peoples of Asia, Egypt, Africa and Oceania, not as a rule books about them, but to let them speak for themselves, to give texts, and when possible translations, to give all translations so that they may be compared with each other and the originals. 2. Folklore. All works on the subject, important or unimportant, of all peoples, wherever they may be. Folklore is to be given its broadest interpretation, including not merely folk-stories, legends, songs, proverbs and the like, but manners, customs, dances, superstitions and kindred matters, making the word nearly or quite as broad as the German "Volskunde." In Superstition is to be included all unsystematic religious beliefs, thus Fetishism, Animism, Totemism, ancestral worship, Scandinavian, American Indian, African and Oceanic beliefs, not including the organized classical religious faith, but including the popular stories, beliefs, &c. connected therewith: not including [Islam] as a rule, no Occidental controversial books or theological books except a few of the so-called Fathers of the Church, the earliest ones, but include as superstitions, religions when they become broken down, as the classical religions when they have become traditionary or superstitions, lives or legends of the Saints, and all other unorganized debris of religion. 3. American Indian faiths, customs, manners, Manuscripts, &c. 4. Early travels, and such modern travels as contain information as to manners, customs, beliefs and written or unwritten literatures

of [traditional societies] not otherwise easily accessible. 5. Early literature of Europe. 6. Early and medieval chronicles and histories. 7. Catalogues of Manuscripts. 8. Facsimiles of Manuscripts. 9. Such grammars, dictionaries and philological works as seem important or note easily accessible. 10. Historical geography. 11. Such works on the theory of the law and comparative law as lie outside of the scope of the library for the practitioner. Such books as may assist in the study of the law in general as a science and not as a system which prevails in any particular country. Also such old reports and text books as inform on the origin, growth and history of the common law. 12. To a limited extent, as illustrative of some of the above subjects, and only to a limited extent, Archaeology and Numismatics. Not more than one edition unless there is some important difference between the editions. Not buying books merely for rarity or beauty, although these may decide for a purchase.

### **Wittke Fund**

This fund was established in 1971 from contributions in memory of Carl Frederick Wittke. The fund is restricted to the acquisition of books on immigration. Carl F. Wittke (1892-1971) was a noted historian, author, college professor (OSU, Oberlin College, Western Reserve University) and college administrator (Western Reserve University). Among his many achievements, Wittke wrote more than 80 articles, edited numerous historical publications, and authored 14 books, including *History of Canada* (1928); *We Who Built America: The Saga of the Immigrant* (1939); *Against the Current: The Life of Karl Heinzen* (1945); and *Refugees of Revolution: The German Forty-eighters in America* (1952).

**Cleveland Public Library**  
**Lockwood Thompson Memorial Fund of the Cleveland Foundation**  
**Library Materials Selection Guidelines**  
**For**  
**Cleveland Public Library's**  
**"Lockwood Thompson Collection"**

Adopted 2004

**PREAMBLE**

These guidelines shall be consistent with the Cleveland foundation grant number J2003-0349 "Grant Resolution" that states, in part, ". . . Purchase of art books of higher costs than might ordinarily be purchased with tax funds, in order to acquire such important treatises as would be of essential value to scholars and students intending original research. . . By no means is this intended to suggest that the income available should be used to take over responsibility of art buying for the Art Department. . ." the library shall acquire materials consistent with Library Materials Selection Guidelines for the Trust Fund.

**GENERAL POLICY**

Works acquired with proceeds from the Trust will realize the intent and letter of the Grant:

The purchase of high-cost library materials that contribute to original scholarship and that would not ordinarily be purchased by the Library.

Current library expenditures for library service materials in the field of visual arts are governed by the Library's *Collection Development Policy*. The Lockwood Thompson Memorial Fund will be used to supplement Library funding levels. The Fund will not be used to replace library-generated funding. Processing and administrative costs will be borne by the library.

In determining the scope of purchases from the Lockwood Thompson Memorial Fund, areas of the visual arts consistent with Lockwood Thompson's interests have been identified and will serve as guidelines for acquisitions.

For the most part, purchases will be made from the N, NB, NC, ND, NE, and NX classes: general arts, sculpture, drawing, painting, graphic arts, and special topics of the arts. All of these classes are collected at the library's second highest collecting level, "Research (Level 4)."

## **SCOPE**

The Lockwood Thompson Memorial Fund documents the history of the visual arts, with an emphasis on three areas:

1. *The international styles beginning with the 1913 Armory Show, continuing to the present day.* The 1913 Armory Show is the conventionally identified event that introduced modernism to America. Within this timeframe works documenting avant-garde and experimental art, the rise of modernism, key artistic influences (people and events), and original contemporary sources and voices will be actively sought. Further emphasis will be placed on modernism and art movements and styles from the first half of the 20th century.
2. *Representative sources in the history of the visual arts published from the 16th century to the late 19th century.* The emphasis in this area will be primary research material that is not available in modern printings.
3. *"Radical" and ephemeral materials, and artists books* that document contemporary themes in the development of art in the second half of the 20th century and beyond.

## **LANGUAGE**

Works will be collected primarily in the English language but works in other languages are included as appropriate.

## **FORMATS**

The subjects being emphasized are fertile ones for original ephemeral materials and exhibition catalogs, rare periodical literature, rare books, and expensive illustrated books and journals. These will be the primary formats collected. Because original research sources are being emphasized, manuscript and graphic materials may be purchased when appropriate.

## **LIMITATIONS**

Because the amount of materials available in these areas is vast, some topics will have to be sampled only. For example, the Library will build a representative collection of artist books but will not endeavor to be comprehensive.

## **EXPECTATIONS**

The overriding expectation is that the Library will build over time an important regional resource for the study of early modernist art from the first half of the 20th century. In addition, the collection of ephemeral, rare, and expensive works documenting modernist art from the 16th century to the present day will present researchers with a well-considered sample or original research resources. Such collections already exist in major art centers but are rare in the American heartland.

This collection will serve the public in two essential ways: as research materials for the advanced student and scholar and as exhibition objects of interest to the general public.

Revised April 2004

# **Anna M. Schweinfurth Trust**

## **Cleveland Public Library**

**Anna M. Schweinfurth Trust Advisory Committee**  
**AIA Cleveland, a Chapter of the American Institute of Architects**

November 9, 2012

### **COLLECTION DEVELOPMENT GUIDELINES FOR THE TRUST FUND**

#### **The Anna M Schweinfurth Trust**

In 1925, upon the opening of the landmark Main Library building, Mrs. Charles (Anna M.) Schweinfurth established the Charles F. Schweinfurth Memorial Library at Cleveland Public Library. Her initial gift consisted of 800 volumes on architecture and allied arts from the architect's collection.

Anna M. Schweinfurth provided for a second gift in her will: income from the Anna M. Schweinfurth Trust for the purchase of additional materials for the Schweinfurth Memorial Library. The Library was to receive the income after Mrs. Schweinfurth's three children, the original beneficiaries of the trust, had died. The trust was worth \$600,000.00 in 1989 when the last of the Schweinfurth children passed away. Mrs. Schweinfurth's will specified that an advisory committee of three architects, chosen by the Cleveland Chapter of the American Institute of Architects, would help to guide the Library in selecting materials. The Schweinfurth Trust Advisory Committee was formed in 1991, and continues to meet quarterly to decide upon new acquisitions for the collection. The charge of the Committee is to promote the education of students of architecture and the practice of architecture in Cleveland by selecting relevant, rare and valuable materials in the subject of architecture.

#### **A. General Guidelines:**

1. Acquisitions shall be made respecting the spirit and intent of Anna M. Schweinfurth's will: "...income shall be used to purchase from time to time books, plates, or drawings related to architecture... It is my intention that said committee shall select principally rare, unusual, or old architectural works which are of interest and useful to and not generally available to practicing architects and students of architecture. If the funds are available I do not forbid the purchase of standard architectural works."
2. Acquisitions shall be consistent with the Cleveland Public Library's Collection Development Policy and shall be based on the standard of rare book librarianship, in particular the criteria of the Rare Book and Manuscript Section (RBMS) of the Association of College and Research Libraries (ACRL).
  - a. A broad definition of architecture shall be used in determining acquisitions, including related technical, artistic, design, historical and theoretical aspects.

- b. Acquisitions shall be principally in the English language; however, foreign language material may be acquired with an emphasis on artistic or architectural content.
  - c. Acquisitions shall be primarily in printed format; however, non-book formats including architectural drawings, renderings, photographs, models and related items may be acquired. The committee shall consider the size, format, storage and preservation requirements of materials to be acquired.
  - d. Gifts to the collection shall be subject to initial review by the Cleveland Public Library and referred to the Schweinfurth Trust Advisory Committee for consideration and acceptance.
3. The Schweinfurth Trust Advisory Committee shall, from time to time and as necessary, evaluate these Guidelines in order to adjust or identify new areas of collection development.

**B. Specific Collection Focus Areas:**

1. Cleveland Architecture: Works related to Charles F. Schweinfurth, Cleveland architects, Cleveland architecture and other relevant works of local interest.
2. Trade Catalogues: Trade catalogues related to architecture, interior design and associated professions that illustrate the design of buildings, their details, components, systems, materials, colors, and furnishings. The collection emphasizes trade catalogues representing manufacturers from Northeast Ohio, the Great Lakes region and the Midwest of the United States. Trade catalogues from other US or international manufacturers that would have been employed by Cleveland practitioners or would have influenced Cleveland practitioners are considered.
3. View Books: Souvenir view books of cityscapes, buildings and parks from the period before photography was generally available to the average traveler. The collection emphasizes view books depicting Cleveland, Northeast Ohio, the Great Lakes region and the Midwest of the United States. View books from other US or international cities are also considered. In keeping with previous acquisitions, a focus on souvenir view books and related ephemera associated with world, national and regional fairs and expositions are considered.
4. Home Building Treatises: Historical volumes related to home building dating from the mid-19th century up to the period immediately before World War II.
5. Modernism: In addition to American works, the collection focuses on European and other international works related to avant-garde architecture from the 1920s to the 1970s.
6. Early "Prestige" Items: Architectural works from 17th and 18th-century including books on specific buildings, the architecture of specific cities, architect monographs and theoretical treatises on architecture.

7. City Planning and Landscape Architecture: Works related to landscape architecture, park and cemetery design, city planning and urban design. The collection focuses on works depicting American examples, however, international examples are also considered.
8. Contemporary Items: Works related to contemporary architecture that are rare, unusual and not generally available.

**Anna M. Schweinfurth Trust Advisory Committee Members**

**Cleveland Public Library Representatives**

Michael Ruffing - Assistant Director of Public Services - Main Library, Cleveland Public Library

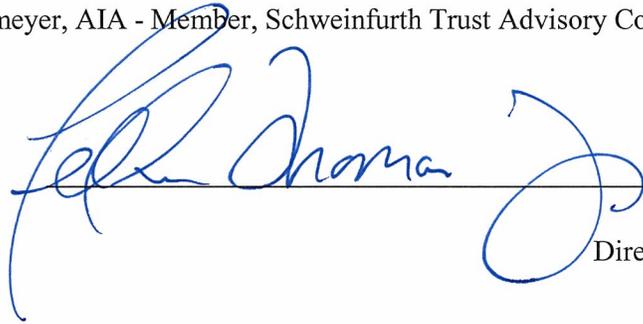
Pamela J. Eyerdam - Fine Arts & Special Collections Manager, Cleveland Public Library

**AIA Cleveland Representatives**

Anthony W, Hiti, AIA - Chair, Schweinfurth Trust Advisory Committee, AIA Cleveland

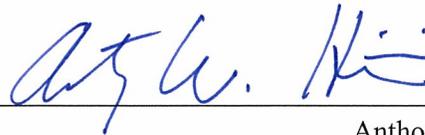
Beth A. Kalapos, AIA - Member, Schweinfurth Trust Advisory Committee, AIA Cleveland

Richard L. Ortmeyer, AIA - Member, Schweinfurth Trust Advisory Committee, AIA Cleveland



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Felton Thomas, Jr.  
Director, Cleveland Public Library



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Anthony W, Hiti, AIA  
Chair, Schweinfurth Trust Advisory Committee, AIA Cleveland

## Appendix C

### Cleveland Public Library Main Library

#### Call Number Location Guide: LC and Dewey

##### Library of Congress Classification (LC)

Call Number Range	Department	Subject
A	LIT	General works
B	SOC SCI	Philosophy, psychology, religion
C	CLGH	Auxiliary sciences of history
D	CLGH	History & travel, except Americas
E-F	CLGH	History & travel, Americas
G	GLGH	General geography
GA-GE	SCI TECH	Physical geography, etc.
GF-GV	SOC SCI	Anthropology, folklore, customs, sports, recreation
H	SOC SCI	Social sciences, general
HA-HJ	BEL	Economics
HM-HX	SOC SCI	Sociology
J	SOC SCI	Political science
K	SOC SCI	Law
L	SOC SCI	Education
M	FINE ARTS	Music
N	FINE ARTS	Fine arts
P	LIT	Language & Literature
Q	SCI TECH	Science
R	SCI TECH	Medicine
S	SCI TECH	Agriculture
T	SCI TECH	Technology
U	SCI TECH	Military science
V	SCI TECH	Naval science
Z1-1000	LIT	Books, writing, library science, etc.
Z1001-8999	BIBLIOGRAPHIES	All departments, all subjects
ZA	LIT	Information resources, general
Z1	LIT	National bibliography, imprints

2021

## Dewey Classification

### (Also known as Brett-Dewey Classification)

Note: International Languages, Public Administration Library, and Youth Services have titles in all Dewey classifications.

Call Number Range	Department	Subject
000-099	LIT	Bibliographies/general works
100-139	LIT	Language
140-199	SOC SCI	Philosophy & psychology
200-299	SOC SCI	Religion
300-329	SOC SCI	Sociology, statistics, political science
330-337	BEL	Economics, etc.
338-367	SOC SCI	Law, foreign relations, govt, etc.
368-368.4	BEL	Insurance, social insurance
368.92-399	SOC SCI	Laws, associations, education, folklore, etiquette, woman, etc.
400-499	CLGH	Antiquities, collective biography, genealogy, geography, travel, etc.
500-599	SCI TECH	Science, anthropology, ethnology
600-649	SCI TECH	Applied sciences
650-658	BEL	Commerce, business, etc.
659-699	SCI TECH	Weights & measures, technology
700-709	FINE ARTS	Art
710-718	SCI TECH	Gardening, floriculture
719	CLGH	Cemeteries
720-735	FINE ARTS	Art
736	CLGH	Numismatics
737-767	FINE ARTS	Art
768	BEL	Stamp collecting
769	SCI TECH	Photography
770-779	FINE ARTS	Music
780	SOC SCI	Amusements
781-785	LIT	Theater
786-799	SOC SCI	Recreation and sports, horse racing, hunting, fishing
800-899	LIT	Literature
900-999	CLGH	History
<i>B</i>	CLGH	Individual biography
<i>C</i>	LIT	Poetry (circulating)
<i>CC</i>	LIT	Plays (circulating)
<i>E</i>	LIT	Essays (circulating)
<i>F</i>	YOUTH SERVICES	Easy readers
<i>P</i>	YOUTH SERVICES	Picture books

2021

## CLEVELAND PUBLIC LIBRARY

### MAIN LIBRARY

#### DEWEY TO LC CLASSIFICATION CONVERSION CHART

This table of information is a roadmap to the Library's pre-1975 Brett-Dewey-classified collections. It was prepared by the Library in 1975 as part of its switch from Brett-Dewey to Library of Congress classification.

Dewey	Dept.	LC	Dept.	Subject	Notes
001	LIT	AZ	LIT	Knowledge & learning in general	
002	LIT	Z4-8	LIT	The book	
010	LIT	Z4-8	LIT	The book	
010.78	LIT	Z699	LIT	Information storage and retrieval	
011	LIT	Z1001-1039	LIT	Universal catalogs	
012	LIT	Z8001-8999	LIT	Individual bibliography	
013	LIT	Z1019-1034	LIT	Bibliography special classes	
014	LIT	Z1041-1107	LIT	Bibliography anonyms, pseudonyms	
015	LIT	Z1201-4941	LIT	National bibliography	
016	LIT	Z5051-7999	LIT	Subject bibliography	
017-019	LIT	Z1001-1039	LIT	Classed catalogs	
017.2	LIT	Z989	LIT	Private and sales catalogs	
020	LIT	Z665-997	LIT	Literary science	
021.2	LIT	Z682	LIT	Literary censorship	
022	LIT	Z679	LIT	Literary buildings	
022.25	LIT	TH9445.L5	SCI	Fire prevention in libraries	
023	LIT	Z682-682.5	LIT	Literary staff	
024	LIT	Z729-826	LIT	Rules for readers	
025	LIT	Z678-681	LIT	Library administration	
025.129	LIT	TR825	SCI	Library applications of photography (photography of documents and manuscripts)	
025.177	LIT	Z717	LIT	Audio-visual services	
025.078	LIT	Z699	LIT	Automation in libraries	

Dewey	Dept.	LC	Dept.	Subject	Notes
026	LIT	Z675.A2	LIT	Special libraries	
026	LIT	Z675.M95	LIT	Music libraries	(or ML111)
026	LIT	ML111	FA	Music libraries	(or Z675.M95)
027	LIT	Z675	LIT	General libraries	
027.82	LIT	LB3300-10	SOC, LIT	School libraries	(or Z675.53)
027.82	LIT	Z675.S3	LIT	School libraries	(or LB3300-10)
028	LIT	Z704-711	LIT	Reading and aids	
029	LIT	Z669.7	LIT	Literary methods	
030-039	LIT	AE, AG	LIT	General encyclopedias, divided geographically	
040	LIT	AC1-95	LIT	General collected essays	
050-059	LIT	AP, AI – by language and then geographically	LIT	General periodicals and periodical indexes	
060-068	LIT	AS - by country	LIT	Learned societies	
069	LIT	AM	LIT	Museums	
070	LIT	AN	LIT	Newspapers	
070	LIT	PN4700-5639	LIT	Journalism	
070.4478	LIT	ML3785	FA	Music journalism	
070.48	LIT	AP101-271	LIT	Special kinds of journals	
070.482	LIT	BV657	LIT	Religious journals	
070.489	LIT	LB3621	LIT	School journalism	
071-079	LIT	AN	LIT	Newspapers of various countries	
080	LIT		LIT/SP COLL	CA, CI, CC	Cleveland author, imprint
088	LIT	AY30-1725 – by country	LIT	Almanacs (general)	
090	LIT	Z1029	LIT	Book rarities	
090.74	LIT	Z717	LIT	Book exhibitions of remarkable books	
091	LIT	Z110	LIT	Manuscripts	
091.2	LIT	Z6601-	LIT	Catalogs of manuscripts	
091.7	LIT	Z113-115	LIT	Facsimiles	
091.8	LIT	Z41-42.5, ML135	LIT	Autographs	

Dewey	Dept.	LC	Dept.	Subject	Notes
091.9	LIT	Z110	LIT	Actual manuscripts	
092	LIT	Z240-241	LIT	Black books	
093	LIT	Z240-241	LIT	Incunabula	
094	LIT	Z239	LIT	Rare printing	
094.4	LIT	Z6514.F5	LIT	First editions	
095	LIT	Z266-275	LIT	Rare binding	
096	LIT	Z1023	LIT	Illustrated books	
097	LIT	Z993-996	LIT	Book plates	
098.1	LIT	BV4730	SOC	Prohibited books	
098.3	LIT	Z1021.3	LIT	Imaginary books	
099	LIT	Z1033.M6	LIT	Miniature books	
100	LIT	P1-409, 501-769	LIT	History of language	
101	LIT	P101-105	LIT	Philosophy of language	
101	LIT	P131	LIT	Origin of language	
107	LIT	P121-141	LIT	Study & teaching of linguistics	
108.8	LIT	PM8001-9021	LIT	Artificial language	
109	LIT	P1-409, 501-769	LIT	Comparative languages	
109.1	LIT	P211	LIT	Alphabets	
109.2	LIT	P321	LIT	Etymology	
109.3	LIT	P361-362	LIT	Polyglot dictionaries	
109.4	LIT	P215-240, etc.	LIT	Phonology	
109.5	LIT	P151-157	LIT	Grammar, syntax	
109.6	LIT	P291-295, 311	LIT	Prosody	
109.7	LIT	Z105-115	LIT	Paleography	
109.91	LIT	P135	LIT	Sign language	American Sign Language HV2475
109.92	LIT	PM8999	LIT	Picture language	
110	LIT	PE3729	LIT	English language	
111	LIT	PE1141-1168	LIT	English spelling	
112	LIT	PE	LIT	English etymology	
113	LIT	PE	LIT	English dictionaries	
114	LIT	PE	LIT	English synonyms, homonyms	

Dewey	Dept.	LC	Dept.	Subject	Notes
115	LIT	PE	LIT	English grammar	
116	LIT	PE	LIT	English prosody	
117	LIT	PE1407-1443	LIT	English rhetoric and composition	
118	LIT	PE	LIT	English dialects, Middle English	
119	LIT	PE	LIT	Anglo-Saxon	
120	LIT	PF3001-5999	LIT	German language	
121.3	LIT	PF1-979	LIT	Dutch language	
121.38	LIT	PF1001-1184	LIT	Flemish language	
121.389	LIT	PF861-884	LIT	Afrikaans language	
121.6	LIT	PD2401-2447	LIT	Icelandic language	
121.7	LIT	PD5001-5929	LIT	Swedish language	
121.8	LIT	PD3001-3929	LIT	Danish language	
121.8	LIT	PD2501-2999	LIT	Norwegian language	
122	LIT	PC2001-3761	LIT	French language	
122.9	LIT	PC3201-3495	LIT	Provençal language	
122.99	LIT	PC3801-3975	LIT	Catalan language	
123	LIT	PC1001-1977	LIT	Italian language	
124	LIT	PC601-872	LIT	Romanian language	
124.9	LIT	PC901-986	LIT	Romansh	
125	LIT	PC4001-4977	LIT	Spanish language	
125.9	LIT	PC5001-5498	LIT	Portuguese language	
126	LIT	PA2001-2995	LIT	Latin language	
127	LIT	PA2400-2409, etc.	LIT	Other Italic	
128-129	LIT	PA201-1179	LIT	Greek, ancient & modern	
131	LIT	PK1-7501	LIT	Indo-European language	
131.7	LIT	PG2001-3998	LIT	Slavic language	
131.7	LIT	PG3801-3998	LIT	Russian	
131.79	LIT	PG3801-3998	LIT	Ukrainian	
131.81	LIT	PG801-1158	LIT	Bulgarian	
131.82	LIT	PG1171-1798	LIT	Serbian	
131.83	LIT	PG1201-1798	LIT	Croatian	
131.84	LIT	PG1801-1899	LIT	Slovenian	

Dewey	Dept.	LC	Dept.	Subject	Notes
131.85	LIT	PG6001-7498	LIT	Polish	
131.86	LIT	PG4001-5198	LIT	Bohemian	
131.87	LIT	PG5201-5598	LIT	Slovak	
132	LIT	PJ3001-9500	LIT	Semitic	
133	LIT	PJ1001-2551	LIT	Hamitic	
134.1	LIT	PH101-498	LIT	Finnish	
134.4	LIT	PH601-688	LIT	Estonian	
134.6	LIT	PL101-298	LIT	Turkish	
135.1	LIT	PL1001-2149	LIT	Chinese	
135.2	LIT	PL501-889	LIT	Japanese	
135.9	LIT	PL901-988	LIT	Korean	
136	LIT	PL8000-8844	LIT	African	
136.3	LIT	PL8701-8704	LIT	Swahili	
137	LIT	PM101-2711	LIT	North American Indian	
138	LIT	PM5001-7356	LIT	South American Indian	
139	Lit	PL5101-5149	LIT	Malay-Polynesian	
140	SOC	B	SOC	Philosophy	
140.8	SOC	B20.6-28	SOC	Collections	
141	SOC	B69-4695	SOC	History of Philosophy	
142	SOC	B69-103	SOC	Essays	
145	SOC	BD100-125	SOC	Metaphysics	
146	SOC	BD300-444	SOC	Existentialism, Ontology	
147	SOC	BD240-241	SOC	Methodology	
148	SOC	BD493-708	SOC	Cosmology	
149.1	SOC	BD143-236	SOC	Theory of Knowledge	
151	SOC	B121-161	SOC	Oriental Philosophy	
151.4	SOC	B132.Y6	SOC	Yoga	
152	SOC	B165-491	SOC	Greek Philosophy	
153	SOC	B310-318	SOC	Socrates	
154	SOC	B350-398	SOC	Platonic	
155	SOC	B400-491	SOC	Aristotle	
156	SOC	B525	SOC	Pyrrhonist	

Dewey	Dept.	LC	Dept.	Subject	Notes
157	SOC	B512	SOC	Epicurean	
158	SOC	B528	SOC	Stoic	
159	SOC	B630-708	SOC	Early Christian	
160	SOC	B790-4695	SOC	Modern Philosophy	
161	SOC	B851-945	SOC	American Philosophy	
162	SOC	B1111-1674	SOC	British Philosophy	
163	SOC	B2521-3396	SOC	German Philosophy	
164	SOC	B1801-2430	SOC	French Philosophy	
165	SOC	B3551-3556	SOC	Italian Philosophy	
166	SOC	B	SOC	Spanish Philosophy	
167	SOC	B	SOC	Other Philosophy	
168	SOC	B69-4695	SOC	Philosophic systems	
169	SOC	B69-4695	SOC	Other philosophic systems	
170	SOC	BF181-299	SOC	Physiologic psychology	
171	SOC	RA790	SCI	Mental physiology & hygiene	
172	SOC	RZ400	SCI	Mind cure, New thought	
173	SOC	RC343, 500-509	SCI	Psychoanalysis & Psychiatry	
173.754	SOC	HQ71-147	SOC	Sexual perversions	
174	SOC	BF1001-1389	SOC	Psychical research	
174.4	SOC	BF1563-1484	SOC	Witchcraft	
176	SOC	BF1228-1389	SOC	Spiritualism	
177	SOC	BF1111-1156	SOC	Hypnotism	
177.5	SOC	QP425	SCI	Sleep	
177.6	SOC	BF1074-1099	SOC	Dreams	
178	SOC	BF697	SOC	Differential psychology	
179.1	SOC	BF698.4	SOC	Personality	
179.9	SOC	BF889-925	SOC	Graphology	
180.13	SOC	BF636-637	SOC	Applied psychology	
181	SOC	BF699-755	SOC	Intellect	
181.3	SOC	BF660-687	SOC	Comparative psychology	
182	SOC	BF231-299	SOC	Sense perceptions	
183	SOC	BF325	SOC	Understanding	

Dewey	Dept.	LC	Dept.	Subject	Notes
183.652	SOC	P325	LIT	Semantics	
183.652	SOC	B820	SOC	Semantics (philosophy)	
184	SOC	BF370-378	SOC	Memory	
184.4	SOC	LB1051-1075	SOC	Learning	
185	SOC	BF367	SOC	Imagination	
186	SOC	BF309-499	SOC	Innate reason	
187	SOC	BF511-593	SOC	Emotions	
188	SOC	BF608-635	SOC	Will	
189	SOC	BC	SOC	Logic	
190	SOC	BJ1-1531	SOC	Ethics	
191	SOC	BJ1188.5-1278	SOC	Christian ethics	
192	SOC	JA79	SOC	State ethics	
192.4	SOC	JX1974	SOC	Disarmament	
193	SOC	HQ728-759	SOC	Family ethics	
194	SOC		SOC	Professional ethics	
194.1	SOC	BV4012	SOC	Clergy ethics	
194.2	SOC	R724-726	SCI	Medical ethics	
194.3	SOC	KF305-310	SOC	Legal (U.S.) ethics	
194.4	SOC	HF5386	SOC	Business ethics	
194.6	SOC	GV1245	SOC	Gambling ethics	
195	SOC	GV	SOC	Ethics of Amusement	
195.3	SOC	GV1740-1741	SOC	Dancing ethics	
195.5	SOC	GV1245	SOC	Card playing ethics	
196	SOC	HQ31-64	SOC	Sexual ethics	
197	SOC	HM216	SOC	Social ethics	
198	SOC	HV5001-5720	SOC	Temperance	
198.6	SOC	RC565	SCI	Alcoholism	
198.6	SOC	HV5275-5283	SOC	Alcoholics, cure & treatment	
198.7	SOC	HV5725-5770	SOC	Tobacco habit	
198.7	SOC	RC567	SCI	Tobacco habit - physiological effects	
198.7	SOC	GT3020	SOC	Manners & customs	
198.8	SOC	RC566-568	SCI	Drug addiction	

Dewey	Dept.	LC	Dept.	Subject	Notes
198.8	SOC	HV5805	SOC	Drug addicts	
199.2	SOC	HV4701-4959	SOC	Cruelty to animals	
199.7	SOC	HV6543-6548	SOC	Suicide	
199.8	SOC	BJ1535.J4	SOC	Jealousy	
199.8	SOC	BJ1535.P9	SOC	Pride	
201	SOC	B56 & BL51	SOC	Philosophy of religion	
201	SOC	BL51 & B56	SOC	Philosophy of religion	
201	SOC	BL54	SOC	Glossolalia	
203	SOC	BL31	SOC	Dictionaries of religion	
204	SOC	BL48-50	SOC	Religious essays	
206	SOC	HS1525-1560	SOC	Religious Societies	
208	SOC	BL25-27	SOC	Collected works	
209	SOC	BL660-2630	SOC	History	
210	SOC	BL175-290	SOC	Natural theology	
211	SOC	BL2747.4	SOC	Deism, Atheism	
212	SOC	BL2747.3	SOC	Pantheism	
213	SOC	BL220, 224-226	SOC	Creation	
214	SOC	BL230	SOC	Providence, Theodicy	
215	SOC	BL239-265	SOC	Religion and science	
216	SOC	BS680.G6	SOC	Good & Evil	
217	SOC	BL425-490	SOC	Worship	
218	SOC	BT910-912	SOC	Future life; Eternity	
220	SOC	BS	SOC	Bible	
220.04	SOC	BM487-488	SOC	Dead Sea Scrolls	
220.1	SOC	BS1-355	SOC	Versions	
220.9	SOC	G2230-2232	CLGH	Biblical atlases	
221.1	SOC	BS546-559	SOC	Bible stories	
221.2	SOC	DS56 & DS111	CLGH	Antiquities	
221.2	SOC	DS111 & DS56	CLGH	Antiquities	
222	SOC	BS701-1055	SOC	Old Testament	
223	SOC	BS1200-1830	SOC	Historical books	
224	SOC	BS1200-1830	SOC	Poetic books	

Dewey	Dept.	LC	Dept.	Subject	Notes
225	SOC	BS1200-1830	SOC	Prophetic books	
226.1	SOC	BS1901-2213	SOC	New testament	
226.6	SOC	BS2393-2395	SOC	Introductions New Testament	
227	SOC	BS2547-2827	SOC	Gospels & Acts	
228	SOC	BS2547-2827	SOC	Epistles	
229	SOC	BS2547-2827	SOC	Revelation	
229.1	SOC	BS1691-1830	SOC	Apocrypha: Old Testament	
229.1	SOC	BS2831-2970	SOC	Apocrypha: New Testament	
230	SOC	BT	SOC	Doctrinal theology	
231	SOC	BT98-180	SOC	God trinity	
232	SOC	BT198-500	SOC	Christology	
233	SOC	BL526	SOC	Man	
234	SOC	BT750-810.2	SOC	Salvation	
235	SOC	BT965-968	SOC	Angles, Saints	
235	SOC	BT980-981	SOC	Devil	
236	SOC	BT819-891	SOC	Eschatology	
237	SOC	BT899-950	SOC	Future state	
238	SOC	BT990-1010	SOC	Creeds, catechisms	
239	SOC	BT1095-1255	SOC	Apologetics	
240	SOC	BV4800-4897	SOC	Devotions	
241	SOC	BV4515-4515.2	SOC	Miscellaneous allegories	
243	SOC	PN1329	LIT	Allegorical epics	
244	SOC	BV228-284	SOC	Prayer	
245	SOC	BV301-525	SOC	Hymns	
246	SOC	BV1500-1578	SOC	Sunday schools	
248	SOC	BV1534.37	SOC	Children's sermons	
250	SOC	BV659-680	SOC	Pastoral theology ministry	
251	SOC	BV4200-4317	SOC	Homiletics	
252	SOC	BV4200-4317	SOC	Sermons	
253	SOC	BV4224-4226	SOC	Homiletical aids	
254	SOC	BV3750-3799	SOC	Revivals, evangelism	
255	SOC	BV1000-	SOC	Religious associations	

Dewey	Dept.	LC	Dept.	Subject	Notes
255	SOC	BV1000-1220	SOC	Religious associations: YMCA	
255	SOC	BV1300-1393	SOC	Religious associations: YWCA	
256	SOC	BV4400-4470	SOC	Church work	
257	SOC	BV597-890	SOC	The church	
257.7	SOC	BV629 & JC510-514	SOC	Church & state	
257.7	SOC	JC510-514 & BV629	SOC	Church & state	
258	SOC	BV761-764	SOC	Canon law	
259	SOC	BV107-133	SOC	Sunday	
260	SOC	BV170-199	SOC	Public Worship Liturgy	
261	SOC	BV800-873	SOC	Sacraments	
261.82	SOC	RZ400-408	SCI	Faith healing	
262	SOC	BV150-168	SOC	Symbolism	
263	SOC	BV2000-3705	SOC	Missions	
264-269	SOC	BV2000-2120	SOC	Foreign missions	
270	SOC	BR138-1620	SOC	Church history	
271	SOC	BV4405-4406	SOC	Religious orders: Protestant	
271	SOC	BX2400-4556	SOC	Religious orders: Catholic	
272	SOC	BR600-1609	SOC	Persecutions	
273	SOC	BT1313-1317	SOC	Heresies	
274-279	SOC	BR500-1500	SOC	Church history by country	
280	SOC	BX	SOC	Christian sects	
281	SOC	BR160-240	SOC	Primitive & Oriental churches	
281.9	SOC	BX200-750	SOC	Eastern Orthodox	
282	SOC	BX800-4795	SOC	Catholic Church	
283	SOC	BX5800-5995	SOC	Episcopal	
283	SOC	BX5011-5207	SOC	Church of England	
284	SOC	BX4800-4861	SOC	Protestantism	
285	SOC	BX9801-9225	SOC	Presbyterianism	
286	SOC	BX6201-6495	SOC	Baptist	
287	SOC	BX8201-8495	SOC	Methodist	
288	SOC	BX9801-9869	SOC	Unitarian	
289.3	SOC	BX8601-8695	SOC	Other Christian sects: Mormons	

Dewey	Dept.	LC	Dept.	Subject	Notes
289.6	SOC	BX7635-7649	SOC	Other Christian sects: Quakers	
290	SOC	BL74-98	SOC	Non-Christian religions	
291	SOC	BL41	SOC	Comparative religion	
291	SOC	BL300-525	SOC	Mythology	
292	SOC	BL1500-1590	SOC	Zoroastrianism	
293	SOC	BQ	SOC	Buddhism, etc.	
293.2	SOC	BL1100-1270	SOC	Hinduism	
294	SOC	BL700-820	SOC	Classical mythology	
295	SOC	BL830-875	SOC	Norse mythology	
296	SOC	BM (history)	SOC	Judaism	
296.094-99	SOC	E & F (by country)	CLGH	Jews in countries	
296.094-99	SOC	F & E (by country)	CLGH	Jews in countries	
297	SOC	BP1-195	SOC	Islam	
299.31	SOC	BL2420-2460	SOC	Egyptian religion	
300	SOC	H71-83	SOC	Social problems in general	
301	SOC	HM51-61	SOC	Sociology	
301.11	SOC	HM251-291	SOC	Social psychology	
301.14	SOC	HV6474-6485	SOC	Riots	
301.15	SOC	BJ45	SOC	Morale	
301.2	SOC	CB	CLGH	Civilization & culture (general)	
301.2	SOC	HM101	SOC	Social progress	
301.24	SOC	JC571-578	SOC	Civil liberties	
301.241	SOC	HM141	SOC	Leadership	
301.3	SOC	HT601-1445	SOC	Social classes	
301.39	SOC	HT1501-1595	SOC	Race (Sociology)	
301.391	SOC	HT1521-1525	SOC	Prejudice & conflicts	
301.4	SOC	HM201-219	SOC	Social elements	
301.4	SOC	HS1996-2000	SOC	Bohemianism	
301.55	SOC	Q175.5	SCI	Science	
301.56	SOC	CB478	CLGH	Technology	
302	SOC	HN	SOC	Social reform	
303	SOC	H41-49	SOC	Dictionaries & encyclopedias	

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304	SOC	H71-83	SOC	Essays	
305	SOC	H1-8	SOC	Periodicals	
306	SOC	H10-19	SOC	Societies	
307	SOC	H62-69	SOC	Study & teaching	
308	SOC	H31-39	SOC	Collections	
309	SOC	H51-53	SOC	History	
309	SOC	HN80	SOC	Social surveys	
309.2	SOC	HT51-485	SOC	Communities	
309.24	SOC	NA9000-9284 & HT166-168	FA	Regional planning	
309.24	SOC	HT166-168 & NA9000-9284	SOC	Regional planning	
309.27	SOC	HN41-46	SOC	Community centers	
309.28	SOC	GV14	SOC	Recreation & use of leisure	
310	SOC	HA40.S2	SOC	Statistics	
311.2	SOC	HA29-33	SOC	Statistics (methodology)	
311.2	SOC	QA276-276.3	SCI	Statistical mathematics	
312	SOC	HB881-3700	BEL	Population, vital statistics	
314-319	SOC	HA175-4000	BEL	General statistics by country	
320	SOC	JA	SOC	Political science	
321	SOC	JC	SOC	Form of state	
323	SOC	JC311	SOC	Minorities	
323.44	SOC	JC571-628	SOC	Civil rights	
323.445	SOC	Z657	LIT	Freedom of press	
323.6	SOC	KF4700-4720	SOC	Citizenship (U.S.)	
323.67	SOC	KF4842	SOC	Deportation (U.S.)	
324	SOC	JF	SOC	Voting & elections	
325	SOC	HB849-3700	BEL	Migration	
325.2	SOC	JV6001-6127	SOC	Emigration	
326	SOC	HT851-1445	SOC	Slavery	
326.4	SOC	E441-453	CLGH	Antislavery in U.S.	
326.7	SOC	E449	CLGH	Pro slavery	

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326.973	SOC	E185.8	CLGH	African American in U.S.	
328	SOC	JF501-637	SOC	Legislative bodies	
328.1	SOC	JF515-518	SOC	Parliamentary law	
329	SOC	JF2011-2111	SOC	Political parties	
329.01	SOC	E320-859	CLGH	Presidential elections (within the history of each period)	
330	BEL	HB	BEL	Economics	
330.1	BEL	HB151-848	BEL	Economic theory	
330.168	BEL	HB3711-3840	BEL	Business cycles	
330.168	BEL	HB3730	BEL	Business forecasting	
330.9+	BEL	HC	BEL	Economic history & conditions	
331	BEL	HG	BEL	Financial economics	
331.1	BEL	HG1501-3530	BEL	Banks & banking	
331.31	BEL	HF5569	BEL	Finance companies	
331.4	BEL	HG201-1490	BEL	Money	
331.7	BEL	HG4651-5990	BEL	Securities	
331.9	BEL	HG335-346	BEL	Counterfeiting & forgery	
332	BEL	HJ	BEL	Public finance	
332.24	BEL	HJ4621-4831	BEL	Income tax	
332.26	BEL	HF1701-2701	BEL	Tariff – protection & free trade	
332.265	BEL	HJ6041-6465	BEL	Tariff schedules	
332.381	BEL	HG6105-6270	BEL	Lotteries	
333	BEL	HD101-1395	BEL	Land	
333.6	BEL	HD1375-1395	BEL	Real estate business	
333.8	BEL	TN153	BEL	Conservation of mineral resources	
333.91	BEL	TC404-558	BEL	Conservation of water	
333.91	BEL	HD1691-1698	BEL	Water rights	
333.91	BEL	HD1711-1741	BEL	Irrigation (economic aspects)	
334	BEL	HD61	BEL	Production & industrial enterprises	
334	BEL	HB615	BEL	Economic theory	
334.09+	BEL	HC	BEL	Industries by country	
334.1	BEL	S561	SCI	Agricultural economics	
334.101	BEL	HD9000-9019	BEL	Food supply	

Dewey	Dept.	LC	Dept.	Subject	Notes
334.101	BEL	TX341-641	SCI	Foods & food supply	
334.101	BEL	HD9057	BEL	Bakeries	
334.141	BEL	HD9195-9199	BEL	Coffee trade	
334.142	BEL	TS2220-2283 & HD9130-9149	SCI	Tobacco industry	
334.142	BEL	HD9130-9149 & TS2220-2283	BEL	Tobacco industry	
334.161	BEL	HD9275-9284	BEL	Dairy business	
334.162	BEL	HD9410-9429	BEL	Meat industries	
334.162	BEL	TS1970-1973	SCI	Meat packing industries	
334.17	BEL	HD9450-9469	BEL	Fish trade	
334.18	BEL	HD9397	BEL	Brewing industries	
334.198	BEL	HD9468	BEL	Agricultural implements	
334.2	BEL	HD9506-9569	BEL	Mineral industries	
334.2	BEL	KFJ801-873	SOC	Mining industry law (U.S.)	
334.2	BEL	TN380	SCI	Mining & smelting companies	
334.26	BEL	HD9650-9660	BEL	Chemical industries (economic history)	
334.273	BEL	HD9710	BEL	Automobile industry & statistics	
334.391	BEL	HD9980-9990	BEL	Service industries	
334.4	BEL	HD2763-2768	BEL	Public utilities	
334.41	BEL	HD2709-2930	BEL	Corporations	
334.5	BEL	HB221	BEL	Prices	
334.6	BEL	HD6456-6473	BEL	Guilds	
334.8	BEL	HD3621-3627	BEL	Industrial legislation	
334.8	BEL	HD7801-7960	BEL	Labor legislation	
334.9+	BEL	HC101-695	BEL	Production by country	
335	BEL	HF1701-2701	BEL	Tariff & international trade	
335.91	BEL	HF1721-1733	BEL	Tariff treaties	
335.94-.99	BEL	HJ6041-6465	BEL	Tariff schedules: by country	
335.94-.99	BEL	HF2651	BEL	Tariff schedules: by commodity	
336	BEL	HD4801-8940	BEL	Labor & laborers	
336.1	BEL	HD45	BEL	Labor relations	

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336.137	BEL	HD5701-5851	BEL	Unemployment	
336.15	BEL	HD7834	BEL	Taft-Hartley Labor Act	
336.2	BEL	HD4906-5100	BEL	Wages	
336.24	BEL	HD2970-3110	BEL	Profit sharing	
336.252	BEL	HD7105-7106	BEL	Retirement pensions	
336.2544	BEL	HD7090-7250	BEL	Social security	
336.3	BEL	HD6229-6250	BEL	Child labor	
336.4	BEL	HD6053-6220	BEL	Woman labor	
336.823	BEL	HD7814-7816	BEL	Employer's liability/Worker's compensation	
336.833	BEL	HD7286-7390	BEL	Housing	
337	BEL	HD2951-3570	BEL	Cooperation	
337.2	BEL	HG2033-2039	BEL	Credit unions	
337.4	BEL	S572	SCI	Agricultural cooperatives	
338	SOC	HX1-550	SOC	Socialism	
338.4	SOC	HX56 & HX626-795	SOC	Communism	
338.4	SOC	HX626-795 & HX56	SOC	Communism	
338.9	SOC	HX651-780	SOC	Socialist communities	
339	SOC	HB801-805	SOC	Consumption & distribution of wealth	
339	SOC	HV1-4630	SOC	Poverty - poor	
340	SOC	K	SOC	Law	
341	SOC	JX63-1195	SOC	International law	
341.1	SOC	JX1990	SOC	International courts	
341.2	SOC	JX120-1195	SOC	International treaties	
341.3	SOC	JX4505-5326	SOC	Law of war	
341.4	SOC	JX1901-1981	SOC	Criminal law	
341.5	SOC	JX6001-6953	SOC	Private law	
341.51	SOC	JX4408-4449	SOC	Maritime law	
341.72	SOC	JX1975	SOC	League of Nations	
341.73	SOC	JX1977-1977.8	SOC	United Nations	
341.8	SOC	JX1625-1894	SOC	Diplomatic service	
341.9	SOC	JX	SOC	Foreign relations of all countries except U.S.	
341.9	SOC	E (by period)	CLGH	Foreign relations of U.S.	

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341.95	SOC	DV29	CLGH	Pan-Pacific relations	
341.974	SOC	JX1425	SOC	Monroe Doctrine	
342	SOC	KF4501-5130	SOC	Constitutional history: U.S.	
342	SOC	KD3931-5130	SOC	Constitutional history: United Kingdom	
342	SOC	KF4530	SOC	Constitutional history: State constitutions	
343	SOC	KF9201-9461	SOC	Criminal law: U.S.	
344	SOC	JK343-355	SOC	Martial law	
344	SOC	JX4595	SOC	Martial law: international law	
344	SOC	KD4442	SOC	Martial law: U.K.	
344	SOC	KF5063	SOC	Martial law: U.S.	
345	SOC	KF60-68 (state table)	SOC	U.S. Statutes & cases	
346	SOC	KD129-135	SOC	British statute	
347.1	SOC	KF465-553	SOC	Treatises (general works) - persons	
347.7	SOC	JX6311	SOC	Maritime law - private	
347.7	SOC	JX4408-4449	SOC	Maritime law - international	
347.97	SOC	KF8810-9075	SOC	Federal courts	
347.97	SOC	JK1561-1581	SOC	Supreme Court	
348	SOC	BV761-764	SOC	Church law	
349	SOC	K	SOC	Law other than American or British	
350	SOC	JF	SOC	Administration	
351	SOC	JF	SOC	Administration central government	
351.3	SOC	JF1410-1687	SOC	Civil Service	
351.5	SOC	JF1671	SOC	Pensions & salaries	
351.72	SOC	HJ2050-2199	BEL	Federal budget	
351.74	SOC	HV7551-8280	SOC	State police, FBI	
351.8	SOC	KF5944	SOC	War damage compensation	
351.823	SOC	S900-972	SOC	Conservation	
351.823	SOC	HC68	BEL	Environmental policy	
352	SOC	JS1-8429	SOC	Local government	
353	SOC	JK401-1686	SOC	U.S. & state government	
354	SOC	JL (& JN, JQ)	SOC	Countries other than U.S.	

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354	SOC	JN (& JL, JQ)	SOC	Countries other than U.S.	
354	SOC	JQ (& JL, JN)	SOC	Countries other than U.S.	
355	SOC	U	SCI	Military science	
355.1	SOC	UB340-345	SCI	Military service	
356	SOC	UD	SCI	Infantry	
357	SOC	UE	SCI	Cavalry	
358	SOC	UF	SCI	Artillery	
359	SOC	V	SCI	Naval science	
360	SOC	HV	SOC	Welfare & social institutions	
361	SOC	HV	SOC	Charitable institutions	
361.2	SOC	HV560-580	SOC	Red Cross	
361.3	SOC	HV680-685	SOC	Legal aid	
362	SOC	RA960-996	SCI	Hospitals	
362.11	SOC	HD7255-7256	SOC	Rehabilitation of disabled	
362.19	SOC	RA997-998	SCI	Nursing homes	
362.2	SOC	RC328	SCI	Psychiatric hospitals	
362.41	SOC	HV1571-2300	SOC	Blind	
362.42	SOC	HV2350-2990	SOC	Deaf	
362.5	SOC	HV40-4630	SOC	Poor	
362.6	SOC	HV1451-1493	SOC	Aged	
362.7	SOC	HV701-1420	SOC	Child welfare	
362.75	SOC	HV9051-9230	SOC	Juvenile delinquency	
362.78	SOC	RJ27-28	SCI	Children's hospitals	
363	SOC	E668	CLGH	Political organizations: KKK	
364	SOC	HV6001-9920	SOC	Criminology	
364.7	SOC	HV9275	SOC	Reformatories	
364.7	SOC	HV9301-9430	SOC	Reformatories by country	
365	SOC	HV8301-9920	SOC	Penal institutions	
366	SOC	HS	SOC	Secret societies	
366.1	SOC	HS351-929	SOC	Freemasons	
366.3	SOC	HS951-1179	SOC	Odd Fellows	
367	SOC	HS3312-3316	SOC	Social clubs: Boy Scouts	

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368	BEL	HG8011-9970	BEL	Insurance	
368.4	BEL	HD7090-7250	BEL	Social insurance	
368.92	SOC	KF1146-1238	SOC	Laws & regulations	
369.11	SOC	E181	CGLH	Other associations & institutions: Society of American Wars	
369.119	SOC	E181	CGLH	Other associations & institutions: VFW	
369.122	SOC	E186.5	CGLH	Other associations & institutions: Colonial Dames of America	
369.13	SOC	E202.5	CGLH	Other associations & institutions: DAR	
369.175	SOC	E483.5	CGLH	Other associations & institutions: Daughters of the Confederacy	
369.185	SOC	D570.A1-14	CGLH	Other associations & institutions: American Legion	
370	SOC	L	SOC	Education	
371	SOC	LB1705-2286	SOC	Teachers, training of	
371.2	SOC	LB2801-3095	SOC	School administration & organization	
371.214	SOC	LB2353	SOC	College entrance tests	
371.215	SOC	LC1070-1071	SOC	State Boards of Examination for licensing professions	
371.42	SOC	LC1041-1048	SOC	Vocational education	
371.42	SOC	LB1027.5	SOC	Vocational guidance	
371.4201	SOC	HF5381	BEL	Choice of occupations	
371.6	SOC	LB3241-3244	SOC	School buildings	
371.73	SOC	GV201-547	SOC	Physical education	
371.74	SOC	LB3251-3253	SOC	Playgrounds (school)	
371.8	SOC	LB3602-3635	SOC	Student life	
371.85	SOC	LB3602	SOC	Student societies	
371.85	SOC	LJ	SOC	Student societies: fraternities	
372	SOC	LB1555-1601	SOC	Elementary education	
373	SOC	LB1603-1694	SOC	Secondary education	
374	SOC	LC1390-5153	SOC	Adult education	
375	SOC	LT	SOC	Curricula	
376	SOC	LC1401-2571	SOC	Education of women	
377	SOC	BV1460-1590	SOC	Religious education	

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377	SOC	LC377	SOC	Parochial schools	
378	SOC	LB2301-2411	SOC	Colleges & Universities	
378	SOC	LD-LG	SOC	Colleges & Universities: individual	
379	SOC	LC71-120	SOC	State & education	
380	SOC	GR	SOC	Folklore	
381	SOC	GR550	SOC	Fairy tales	
381.1	SOC	PQ4220.F2	LIT	Fables in verse	
381.1	SOC	PN986	LIT	Fables in prose	
381.2	SOC	PN6110.C4	LIT	Nursery rhymes	
381.9	SOC	PN6400-6525	LIT	Proverbs	
383	SOC	GR90	SOC	Medieval folklore	
383.1	SOC	PN685-686	LIT	King Arthur	
384	SOC	GR100-390	SOC	European folklore	
385	SOC	GR100-390	SOC	Asiatic folklore	
386	SOC	GR100-390	SOC	African folklore	
387	SOC	GR100-390	SOC	American folklore	
387.8	SOC	E98	CLGH	Native American folklore	
388	SOC	?		South American folklore	
389	SOC	?		Oceanic & Polar folklore	
390	SOC	GT	SOC	Customs	
391	SOC	GT500-2350	SOC	Customs of dress, etc.	
391	SOC	GN419	SOC	Tattooing	
392	SOC	GT500-3270	SOC	Birth, home & sex customs	
392.7	SOC	HQ800	SOC	Bachelors	
393	SOC	GT3150-3390	SOC	Treatment of the dead	
394	SOC	GT3400-5090	SOC	Public & social customs	
394.7	SOC	CR4501-4671	CLGH	Knighthood & chivalry	
394.8	SOC	CR4571-4591	CLGH	Dueling	
395	SOC	BJ1801-2195	SOC	Etiquette	
395.1	SOC	BJ2100-2115	SOC	Letter writing etiquette	
396	SOC	HQ1101-2030	SOC	Woman	
396.2	SOC	HQ1423-1426	SOC	Woman: legal statutes, rights	

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397	SOC	DX101-301	CLGH	Romani people (formerly: Gypsies)	
399	SOC	U750-773	SCI	Customs of war	
400	CLGH	CC1-800	CLGH	Archaeology	
401	CLGH	D-F	CLGH	Ancient cities classed by country; Antiquities	
402	CLGH	DS	CLGH	Asia & Asia Minor	
403	CLGH	DT83	CLGH	Egyptian antiquities	
404	CLGH	D51-	CLGH	Antiquities of Europe	
405.3	CLGH	DE	CLGH	Classical antiquities: Greek	
405.6	CLGH	DG	CLGH	Classical antiquities: Roman	
405.7	CLGH	BR130-133.5	SOC	Christian antiquities	
405.7	CLGH	DC753	CLGH	Catacombs - Paris	
405.7	CLGH	DG807.4	CLGH	Catacombs - Rome	
406	CLGH	DT13	CLGH	African antiquities	
407	CLGH	E51-74	CLGH	North & Central American antiquities	
408	CLGH	E61	CLGH	South American antiquities	
409	CLGH	DU	CLGH	Oceania	
409	CLGH	GN871-875	SOC	Oceania	
410	CLGH	CT93-205	CLGH	Biography collections	
410.1	CLGH	D55	CLGH	Ancient biography	
410.243	CLGH	DE7	CLGH	Classical biography (Greek & Roman)	
410.4-9	CLGH	CT210-3150	CLGH	Biography (except U.S. & Great Britain)	
411	CLGH	CT770-788	CLGH	Great Britain biography	
412	CLGH	CT210-	CLGH	United States biography	
413	CLGH	CT3200-3830	CLGH	Collective biography of women	
414	CLGH	CT3200-3830	CLGH	Collective biography of women	
415-417	CLGH	CT3200-9998	CLGH	Collective biography by subject	
415	CLGH	D107	CLGH	Biography: kings	
415	CLGH	E176.1	CLGH	Biography: presidents	
415.1	CLGH	U51-55	SCI	Army biography	
415.2	CLGH	V61-65	SCI	Naval biography	
415.5	CLGH	D108	CLGH	Biography: statesmen	

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415.53-59	CLGH	History of country by period	CLGH	Biography: statesmen by country	
416	CLGH	Q141-143	SCI	Biography of science & technology	
416	CLGH	R153-684	SCI	Biography of science & technology	
416	CLGH	T39-40	SCI	Biography of science & technology	
417.7	CLGH	ML385-406	FA	Biography: musicians	
417.8	CLGH	PN1560-3000	LIT	Biography: actors	
418	CLGH	PN451-481	LIT	Biography: literary persons	
419.1	CLGH	CS42-2209	CLGH	Genealogy by country	
419.6	CLGH	CR	CLGH	Heraldry	
419.9	CLGH	JC345	SOC	National flags	
420	CLGH	G1001-3035	CLGH	Atlases	
420.9	CLGH	G80-99	CLGH	History of geography	
420.95	CLGH	GR650-690	SOC	Geographical folklore	
420.97	CLGH	G108-108.5	CLGH	Geographic terms	
421	CLGH	G141 & with country	CLGH	Historical geography	
421	CLGH	G1030-1038	CLGH	Historical atlases	
422	CLGH	GA330-334	SCI	Maps & cartography	
422	CLGH	GA101-1775	SCI	Cartography	
423	CLGH	GA332	SCI	Classical geography	
424	CLGH	GA65-66	SCI	Geography of modern Europe	
425	CLGH	GA70-71	SCI	Geography of modern Asia	
426	CLGH	GA75-143	SCI	Geography of modern Africa	
427	CLGH	GB115-143	SCI	Geography of North America	
428	CLGH	GB144-170	SCI	Geography of South America	
429	CLGH	GA87	SCI	Geography Oceanica	
429	CLGH	GB391-394	SCI	Geography Oceanica	
430	CLGH	G200-890	CLGH	Explorations	
431	CLGH	TL720.4	SCI	Air travel	
431	CLGH	HE9768	BEL	Air travel guides	
432	CLGH	G101-103	CLGH	Dictionaries and gazetteers	

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432	CLGH	D-F	CLGH	Dictionaries and gazetteers: local county	
433	CLGH	G150-153	CLGH	Traveler's manuals	
433	CLGH	HE9	BEL	Traveler's guides	
433.1	CLGH	JK2443-2475	SOC	County and state directories; city	
433.21	CLGH	HE8721	BEL	Telephone directories	
433.7	CLGH	GV51-158	SOC	Sports areas directories	
433.9	CLGH	TX907	SCI	Hotel directories	
433.92	CLGH	SK600-610	SCI	Campground directories	
436	CLGH	G159-175	CLGH	Collection of travels	
437.1	CLGH	G540-550	CLGH	Ocean travel	
437.12	CLGH	G524-530	CLGH	Shipwrecks & disasters	
437.3	CLGH	G535-537	CLGH	Pirate adventures, treasure	
437.3	CLGH	G521-539	CLGH	Treasure trover	
439	CLGH	G521-539	CLGH	Adventure, travels	
440-449	CLGH	D-DR	CLGH	Description & travel of Europe, local with individual countries	
450-459	CLGH	DS	CLGH	Description & travel of Asia	
460-469	CLGH	DT	CLGH	Description & travel of Africa	
470-479	CLGH	E-F	CLGH	Description & travel of North America, with individual country: U.S.	
480-489	CLGH	F	CLGH	Description & travel of South America, with individual countries	
490-499	CLGH	DU	CLGH	Description & travel of Oceania, with individual countries	
500	SCI	Q	SCI	Science	
500.9	SCI	QH	SCI	Natural History	
501	SCI	Q175	SCI	Theory of science	
501	SCI	B167	SOC	Science & philosophy	
502.8	SCI	Q164	SCI	Science: experiments, recreation	
503	SCI	Q5-390	SCI	Science dictionaries	
505	SCI	Q1-4	SCI	Science: serial publications	
506	SCI	AS	LIT	Scientific organizations	
507	SCI	Q181-183	SCI	Science: study and teaching	

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508	SCI	Q115	SCI	Science: collections, travels and surveys	
509	SCI	?	SCI	Science: historical and geographical treatment	
510	SCI	QA	SCI	Mathematics	
511	SCI	QA101-145	SCI	Arithmetic	
512	SCI	QA152-297	SCI	Algebra	
513	SCI	QA443-699	SCI	Geometry	
514	SCI	QA531-538	SCI	Trigonometry	
515	SCI	QA501-521	SCI	Descriptive geometry	
516	SCI	QA564-581	SCI	Analytic geometry	
517	SCI	QA300-310	SCI	Calculus	
519.1	SCI	QA273-274.76	SCI	Probabilities	
519.6-9	SCI	QA276	SCI	Statistics	
520	SCI	QB	SCI	Astronomy	
521	SCI	QB351-421	SCI	Theoretical astronomy	
522	SCI	QB145-237	SCI	Practical astronomy	
522.2	SCI	QB88	SCI	Telescopes	
523	SCI	QB	SCI	Descriptive astronomy	
523.013	SCI	QB461-477	SCI	Astrophysics	
523.2-7	SCI	QB501-518	SCI	Solar system	
525	SCI	QB631-638	SCI	Earth	
526	SCI	GA	SCI	Mathematical geography	
526.3	SCI	QB301-328	SCI	Geodetic surveying	
526.8	SCI	GA110-115	SCI	Map projections	
526.9	SCI	TA501-625	SCI	Surveying	
528	SCI	QB8	SCI	Nautical almanacs	
529.3	SCI	CE	SCI	Chronology: calendars	
529.7	SCI	TK7878.2	SCI	Chronology: horology	
530	SCI	QC	SCI	Physics	
531	SCI	QC801-935	SCI	Mechanics	
532	SCI	QA901-929	SCI	Mechanics of fluids	
533	SCI	QC161-168	SCI	Mechanics of gases	
534	SCI	QC220-246	SCI	Sound and related vibrations	

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535	SCI	QC350-495	SCI	Light	
536	SCI	QC251-338	SCI	Heat	
537	SCI	QC501-721	SCI	Electricity	
538	SCI	QC750-764	SCI	Magnetism	
539	SCI	QC770-798	SCI	Nuclear physics	
540	SCI	QD	SCI	Chemistry	
541	SCI	QD453-655	SCI	Chemistry: physical and theoretical	
542	SCI	QD51	SCI	Chemical laboratories	
543	SCI	QD71-142	SCI	Analytical chemistry	
544	SCI	QD81-98	SCI	Qualitative analysis	
545	SCI	?	SCI	Quantitative analysis	
546	SCI	QD151-199	SCI	Inorganic chemistry	
547	SCI	QD241-449	SCI	Organic chemistry	
548	SCI	QD951	SCI	Crystallography	
549	SCI	QE351-399	SCI	Mineralogy	
550	SCI	?	SCI	Earth sciences	
551	SCI	QE	SCI	Physical geology	
551.4	SCI	GB400-648	SCI	Geomorphology	
551.46	SCI	QC	SCI	Oceanography	
551.5	SCI	QC851-999	SCI	Meteorology	
551.6	SCI	QC981-999	SCI	Climatology	
551.9	SCI	QE515	SCI	Geochemistry	
552	SCI	QE420-499	SCI	Petrology	
553	SCI	TN260	SCI	Economic geology	
554-559	SCI	?	SCI	Regional geology	
560	SCI	QE701-996	SCI	Paleontology	
561	SCI	QE901-996	SCI	Paleobotany	
562	SCI	QE761-899	SCI	Invertebrate paleozoology	
563	SCI	QE771-774	SCI	Protozoa, etc.	
564	SCI	QE801-813	SCI	Mollusca	
565	SCI	QE770-832	SCI	Invertebrates	
566	SCI	QE841-882	SCI	Vertebrates	

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567	SCI	QE799, QE851-852	SCI	Cyclostomes, fish	
567	SCI	QE851-852, QE799	SCI	Cyclostomes, fish	
567	SCI	QE867-868	SCI	Amphibians	
568	SCI	QE61-862	SCI	Reptiles	
568	SCI	QE871-895	SCI	Birds	
569	SCI	QE881-882	SCI	Mammals	
569.9	SCI	GN51-289.2	SOC	Hominidae	
570	SCI	QH301-705	SCI	Biological sciences	
572	SCI	GN307-686	SCI	Ethnology	
573	SCI	GN	SOC	Anthropology	
573.2	SCI	GN281-289.2	SOC	Human evolution	
574	SCI	QH301-795	SCI	Biology	
574.5	SCI	QH540-549	SCI	Ecology	
574.5	SCI	QL750-785	SCI	Animal ecology	
574.5	SCI	QK901-977	SCI	Plant ecology	
574.5	SCI	QR100-133	SCI	Microbial ecology	
575	SCI	QH361-371	SCI	Organic evolution	
575.1	SCI	QH431	SCI	Genetics	
576	SCI	QR	SCI	Microbiology	
577	SCI	QH325-349	SCI	Properties of living matter	
578	SCI	QH201-278	SCI	Microscopes	
579	SCI	QH61-68, QK61, QL61-67	SCI	Preservation of biological specimens	
580	SCI	QK	SCI	Botanical sciences	
580.744	SCI	QK71-73	SCI	Botanical gardens	
581	SCI	QK	SCI	Botany	
581.15	SCI	QK980-987	SCI	Genetics	
581.191	SCI	QH505	SCI	Biophysics	
581.192	SCI	QP501-801	SCI	Biochemistry	
581.5	SCI	QK901-977	SCI	Plant ecology	
581.6	SCI	SB107-109	SCI	Economic botany	
582	SCI	QK475, 495	SCI	Spermatophyta	

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583	SCI	?	SCI	Dicotyledons	
584	SCI	QK643.M7	SCI	Monocotyledons	
585	SCI	QK495.G9	SCI	Gymnospermae	
585.2	SCI	QK495.C75	SCI	Conifers	
586	SCI	QK504-635	SCI	Cryptogamia	
587	SCI	QK520-532	SCI	Pteridophyta	
588	SCI	QK533	SCI	Bryophyta	
589	SCI	QK564-635	SCI	Thallophyta	
589.3	SCI	QK564-580	SCI	Algae	
589.9	SCI	QK1-133	SCI	Bacteriology	
590	SCI	QL	SCI	Zoological science	
590.742	SCI	QL71, 814	SCI	Zoological museums	
590.744	SCI	QL76-77	SCI	Zoological gardens	
591	SCI	QL	SCI	Zoology	
591.5	SCI	QL750-785	SCI	Animal ecology	
591.6	SCI	SB801-999	SCI	Economic zoology	
592	SCI	QL362-597	SCI	Invertebrates	
593	SCI	QL366-369	SCI	Protozoa	
594	SCI	QL401-432	SCI	Mollusca	
595	SCI	QL597	SCI	Other invertebrates	
595.7	SCI	QL461-597	SCI	Insecta	
595.78	SCI	QL541-562	SCI	Lepidoptern	
595.799	SCI	QI568.A6	SCI	Bees	
596	SCI	QL605-739	SCI	Vertebrates	
597	SCI	QL614-639	SCI	Fish, amphibious	
598.1	SCI	QL640-666	SCI	Reptiles	
598.2	SCI	QL671-699	SCI	Birds	
599	SCI	QL700-739	SCI	Mammals	
599.8	SCI	QL737.P8	SCI	Primates	
600	SCI	T	SCI	Technology	
601	SCI	T	SCI	Philosophy of technology	
602.7	SCI	T325	SCI	Technology: identification marks	

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603	SCI	T	SCI	Technology: dictionaries	
605	SCI	T	SCI	Technology: serial publications	
606	SCI	T	SCI	Technology: organization	
607.2	SCI	T	SCI	Technology: study and teaching	
607.34	SCI	T175-178	SCI	Technology: industrial research	
608.7	SCI	T391-999	SCI	Patents and inventions	
609	SCI	T	SCI	Technology: historical and geographical	
610	SCI	R	SCI	Medical sciences	
610.73	SCI	RT82	SCI	Nursing profession	
610.7346	SCI	RC966	SCI	Industrial nursing	
610-7355	SCI	RC954	SCI	Geriatric nursing	
610.7368	SCI	RC440	SCI	Psychiatric nursing	
611	SCI	QM	SCI	Human anatomy	
611.0185	SCI	QP91-99.5	SCI	Blood and lymph	
611.0188	SCI	QM451-471	SCI	Nerve tissues	
611.12	SCI	QM181	SCI	Heart	
611.2	SCI	QM251-261	SCI	Respiratory organs	
611.3	SCI	QM301-353	SCI	Digestive organs	
611.4	SCI	QL865-868	SCI	Glands	
611.6	SCI	QM401-411	SCI	Urogenital organs	
612	SCI	QP	SCI	Human Physiology	
612.014	SCI	QH505	SCI	Biophysics	
612.015	SCI	QP501-801	SCI	Biochemistry	
612.1	SCI	QM181-197	SCI	Circulatory system	
612.3	SCI	QP141-185	SCI	Nutrition	
612.39	SCI	QP171	SCI	Metabolism	
613	SCI	RA773-786	SCI	Personal hygiene	
614	SCI	RA421-790	SCI	Public health	
614.11	SCI	HA38	BEL	Birth certification	
614.12	SCI	HA38-39	BEL	Death certification	
614.2	SCI	RA398	SCI	Licensing of physicians	
614.2	SCI	RT82	SCI	Licensing of nurses	

Dewey	Dept.	LC	Dept.	Subject	Notes
614.2	SCI	RK60	SCI	Licensing of dentists	
614.3	SCI	KF3878	SOC	Adulteration of contamination controls	
614.44	SCI	RA	SCI	Preventive medicine	
614.7	SCI	RA565-602	SCI	Sanitation and environmental comfort	
614.71	SCI	RA576-578	SCI	Air pollution	
614.76	SCI	RA581	SCI	Regulation of sewage and garbage disposal	
614.77	SCI	RA591-598	SCI	Water pollution	
614.8	SCI	RA1121	SCI	Accidents and prevention	
614.843	SCI	TH9336	SCI	Fire extinction	
614.85	SCI	HD7273,7269	BEL	Industrial hygiene	
614.862	SCI	HE5614-14.5	BEL	Automotive accidents	
614.88	SCI	RC86-88	SCI	First aid	
615	SCI	RS	SCI	Pharmacology	
615.5	SCI	RM	SCI	Therapeutics	
615.8	SCI	RM695-896	SCI	Physical therapy	
615.9	SCI	RA1190-1270	SCI	Toxicology	
616	SCI	R	SCI	Medicine	
616.024	SCI	RC81-82	SCI	Domestic medicine	
616.026	SCI	RC	SCI	Clinical medicine	
616.07	SCI	RB	SCI	Pathology	
616.1	SCI	RC633-700	SCI	Diseases of cardiovascular	
616.5	SCI	RJ511-516	SCI	Skin diseases	
617	SCI	RD	SCI	Surgery	
617.5	SCI	RD520-599	SCI	Regional surgery	
617.6	SCI	RK	SCI	Dentistry	
617.7	SCI	RE	SCI	Ophthalmology	
617.8	SCI	RF1-320	SCI	Otology and audiology	
617.9	SCI	RD32-33	SCI	Surgery techniques	
617.96	SCI	RD79-86	SCI	Anesthesiology	
618.1	SCI	RG	SCI	Gynecology an obstetrician	
618.92	SCI	RJ	SCI	Pediatrics	
618.97	SCI	RC952-954	SCI	Geriatrics	

Dewey	Dept.	LC	Dept.	Subject	Notes
619	SCI	R850-854	SCI	Experimental medicine	
620	SCI	TA	SCI	Engineering	
620.1	SCI	TA401-492	SCI	Materials	
620.2	SCI	TA365	SCI	Applied acoustics	
620.7	SCI	TA168	SCI	Systems engineering	
620.8	SCI	TA166-167	SCI	Human engineering	
621	SCI	QC	SCI	Applied physics	
621.1	SCI	TJ268-280.5	SCI	Steam	
621.2	SCI	TJ or TJ844	SCI	Hydraulic power	
621.3E	SCI	TK	SCI	Electrical engineering	
621.384	SCI	TK6540-6571.5	SCI	Radio and microwave communication	
621.4	SCI	TJ255	SCI	Heat and prime movers	
621.5	SCI	TA713	SCI	Low temperature engineering	
621.8	SCI	TJ	SCI	Mechanical engineering	
622	SCI	TN	SCI	Mining engineering	
623	SCI	UG	SCI	Military engineering	
623.8	SCI	VM	SCI	Naval engineering	
624	SCI	TA	SCI	Civil engineering	
625	SCI	TF	SCI	Railroad engineering	
625.7	SCI	TE210-227	SCI	Roads and highways	
627	SCI	TC	SCI	Hydraulic engineering	
628	SCI	TD	SCI	Sanitary and municipal engineering	
629.13	SCI	TL500-4045	SCI	Aeronautics	
629.1388	SCI	TL789-789.3	SCI	UFOs	
629.2	SCI	TL1-390	SCI	Motor land vehicles	
629.3	SCI	VM363	SCI	Ground effect machines	
629.4	SCI	TL787-4045	SCI	Astronautics	
629.8	SCI	TJ212-225	SCI	Automatic control engineering	
630	SCI	S-SD	SCI	Agriculture	
631	SCI	S671-760	SCI	Farming	
632.5	SCI	SB599-999	SCI	Plant diseases	
633	SCI	SB183-317	SCI	Field crops	

Dewey	Dept.	LC	Dept.	Subject	Notes
634	SCI	SB354-401	SCI	Orchards	
635	SCI	SB320-353	SCI	Vegetable gardening	
636	SCI	SF	SCI	Livestock	
636.089	SCI	SF600-1100	SCI	Veterinary medicine	
637	SCI	SF221-275	SCI	Dairying	
638	SCI	SF518-561	SCI	Insect culture	
638.1	SCI	SF521-533	SCI	Honey bees	
638.2	SCI	SF541-599	SCI	Silkworms	
639.1	SCI	SF403-405	SCI	Furbearing animals and fur farming	
639.2	SCI	SH201-399	SCI	Commercial fishing	
639.9	SCI	S960-964	SCI	Wildlife Conservation	
640	SCI	TX	SCI	Home economics	
641	SCI	TX341-885	SCI	Food and drink	
642	SCI	TX871-885	SCI	Food and meal service	
643	SCI	TX301-339	SCI	Home and its equipment	
643	SCI	TH4817.5	SCI	House buyer's guide	
644	SCI	Various		Household utilities	
644.3	SCI	TK7018-7725	SCI	Lighting	
644.4	SCI	TH6101-6887	SCI	Plumbing	
645	SCI	TX311-315	SCI	Household furnishing	
646	SCI	TT490-695	SCI	Clothing	
646.724	SCI	TT950-979	SCI	Hairdressing	
647	SCI	TX323	SCI	Housekeeping	
647.7	SCI	TX335	SCI	Consumer education	
647.7	SCI	HC79.C63	BEL	Consumer protection	
647.9	SCI	TX912-959	SCI	Public housekeeping (hotels, motels, etc.)	
647.95	SCI	TX945	SCI	Restaurants	
648	SCI	TH6021-7698	SCI	Household sanitation	
649	SCI	HQ769-779	SOC	Child management	
649.8	SCI	RT61	SCI	Home nursing	
650	BEL	HF	SCI	Commerce	
650.3	BEL	With the subject		Trade directories	

Dewey	Dept.	LC	Dept.	Subject	Notes
651	BEL	HE561-971	BEL	Water transportation	
651.2	BEL	VK	SCI	Navigation and nautical astronomy	
651.5	BEL	VG50-55	SCI	Coast Guard	
651.7	BEL	VK596-597	SCI	Hydrographic surveying	
651.8	BEL	VK798-997	SCI	Pilot guides	
651.9	BEL	HE9911-9925	BEL	Commercial aviation	
652	BEL	HE1001-5600	BEL	Land transportation	
652	BEL	HE1001-5600	BEL	Railroads	
652. 5	BEL	HE5351-5600	BEL	Buses	
652.82	BEL	HE369-373	BEL	Streets - traffic surveys	
653.1	BEL	HE6001-7500	BEL	Postal service	
653.3	BEL	HE7661-	BEL	Telegraph	
653.4	BEL	HE8689-8699	BEL	Radio broadcasting	
653.46	BEL	HE8690-8699	BEL	Television broadcasting	
653.6	BEL	HE8761-8791	BEL	Telephone	
654	BEL	HF5547.5	BEL	Office methods	
654.1	BEL	Z40-115	LIT	Writing, penmanship	
654.21	BEL	Z49-51	LIT	Typewriters and typing	
654.22	BEL	Z48	LIT	Duplicators	
654.23	BEL	HF5548	BEL	Office appliances	
654.5	BEL	HF5736-5746	BEL	Files and filing	
655	BEL	Z53-102	LIT	Shorthand	
656	BEL	Z116-550	LIT	Printing - book industry	
657	BEL	HF5601-5689	BEL	Accounting	
657.47	BEL	HF5686.08	BEL	Cost accounting	
657.5032	BEL	Z683	LIT	Library accounting	
657.504	BEL	HJ9768-9769	BEL	Government accounting	
658	BEL	HF5001-6201	BEL	Business methods	
658.01	BEL	HF5415	BEL	Marketing	
658.13	BEL	HF5383	BEL	Applications for positions	
658.3	BEL	HF5437	BEL	Buying	
658.4	BEL	HF5438-5440	BEL	Salesmanship	

Dewey	Dept.	LC	Dept.	Subject	Notes
658.5	BEL	HF5500-5599	BEL	Organization and management	
658.534	BEL	HF5549	BEL	Personnel	
658.538	BEL	HD4965.5	BEL	Salaries, etc.	
658.9	BEL	HF5801-6191	BEL	Advertising	
658.925	BEL	NC997-1003	FA	Commercial art	
659	SCI	QC81-119	SCI	Weights and measures	
660	SCI	TP	SCI	Chemical technology	
661	SCI	TP155.5-155.6	SCI	Industrial chemicals	
662.2	SCI	TP269-301	SCI	Explosives	
662.6	SCI	TP315-365	SCI	Fuels	
663	SCI	TP500-659	SCI	Beverages technology	
664	SCI	TP368-465	SCI	Food processing and manufacture	
665	SCI	TP670-692.5	SCI	Industrial oils, fats, gases	
666	SCI	TP785-869	SCI	Ceramics and allied industry	
666.1	SCI	TP845-869	SCI	Glass	
667	SCI	TT980-999	SCI	Cleaning, dyeing	
667.6	SCI	TP934-937	SCI	Paints	
668	SCI	TP misc	SCI	Other organic products	
668.12	SCI	TP990-992.5	SCI	Soaps	
668.4	SCI	TP1101-1185	SCI	Plastics	
669	SCI	TN600-799	SCI	Metallurgy	
670-680	SCI	TS	SCI	Manufactures	
671	SCI	TS200-788	SCI	Metal manufacture	
672	SCI	TS300-380	SCI	Ferrous metal manufacturer	
673	SCI	TS200-770	SCI	Nonferrous	
674	SCI	TS800-837	SCI	Lumber	
675.2	SCI	TS940-1043	SCI	Leather	
675.3	SCI	TS1060-1067	SCI	Fur	
676	SCI	TS1171-1177	SCI	Pulp processing	
676.2	SCI	TS1080-1220	SCI	Paper	
677	SCI	TS1300-1865	SCI	Textiles	
678	SCI	TS1870-1935	SCI	Elastomers	

Dewey	Dept.	LC	Dept.	Subject	Notes
679	SCI	TS misc	SCI	Other products	
679.43	SCI	TS1050	SCI	Ivory products	
679.7	SCI	TS2220-2283	SCI	Tobacco	
680	SCI	TS misc	SCI	Assembled final product	
680.11	SCI	TS540-549	SCI	Timepieces	
680.8	SCI	ML459-1380	FA	Musical instruments	
682	SCI	TT218-223	SCI	Blacksmithing	
683	SCI	TS400-405	SCI	Hardware manufacturer	
684	SCI	TS880-887	SCI	Furniture	
684.7	SCI	TS2001-2035	SCI	Carriages, wagons	
685	SCI	TS940-1043	SCI	Leather goods and substitutes	
685.5	SCI	GV191.2-200.66	SOC	Travel and camping equipment	
685.51	SCI	TS2301.L8	SCI	Luggage	
687	SCI	TT490-695	SCI	Clothing	
688.2	SCI	TS720-761	SCI	Costume jewelry	
688.72	SCI	TS2301.T7	SCI	Toy manufacture	
690	SCI	TH	SCI	Building construction	
691	SCI	TA401-492	SCI	Materials	
691.1	SCI	TH1101	SCI	Wood	
691.4	SCI	TH1301	SCI	Brick	
691.97	SCI	TH1098	SCI	Prefabrication	
692	SCI	TH	SCI	Construction practices	
692.2	SCI	TH431, TH2031	SCI	Drawings	
692.3	SCI	TH425	SCI	Specifications	
692.8	SCI	TH425	SCI	Contracting	
693	SCI	TH	SCI	Systems construction	
693.1	SCI	TH1201	SCI	Stone	
693.21	SCI	TH1301	SCI	Brick	
693.71	SCI	TH1610-1635	SCI	Steel construction	
694	SCI	TH5601-5691	SCI	Structural woodworking	
695	SCI	TH2391-2495	SCI	Roofing construction	
696	SCI	TH6101-6729	SCI	Plumbing, pipe fitting	

Dewey	Dept.	LC	Dept.	Subject	Notes
697	SCI	TH712-7145	SCI	Heating, air conditioning	
697.9	SCI	TH7687-7688	SCI	Air conditioning	
698	SCI	TH-TT MISC	SCI	Detail finishing	
698.1	SCI	TT300-380	SCI	Painting	
698.6	SCI	TH8441	SCI	Paperhanging	
698.7	SCI	TH8531	SCI	Tile laying	
700	FA	N-NX	FA	Fine Arts	
701	FA	N61-79	FA	Philosophy of art	
701	FA	BH	SOC	Philosophy of aesthetics	
701	FA	NX640	FA	Art criticism	
701.1	FA	N8700-9165	FA	Art and state	
701.172	FA	N9150-9165	FA	Protection of art in war	
701.172	FA	JX5311	SOC	International law protection of art	
701.18	FA	N8790	FA	Art forgeries	
702	FA		FA	Special subjects in art	
702.12	FA	N7630-7639	FA	Woman in art	
702.2	FA	N7660-7668	FA	Animals in art	
702.2	FA	N7680	FA	Plants in art	
702.71	FA	N7810-8180	FA	Christian art and symbolism	
702.713	FA	N8050-8053.5	FA	Christ in art	
703	FA	N33	FA	Art dictionaries	
704	FA		FA	Addresses, essays, lectures	
705	FA	N1-8	FA	Periodicals	
706	FA	N10-17	FA	Societies	
707	FA	N81-390	FA	Study and teaching	
707.8	FA	ND1142-1146	FA	Picture study	
708.051	FA	N5200-5203	FA	Art collectors	
708.1-9	FA	N400-3990	FA	Art galleries and museums by country	
709	FA	N5300-7413	FA	Art history	
709	FA	PN1560-1590	LIT	Performing arts	
709.1	FA	N5343-5899	FA	Ancient art	
709.101	FA	N5310-5310.5	FA	Prehistoric art	

Dewey	Dept.	LC	Dept.	Subject	Notes
709.101	FA	GN799.P4	SOC	Rock paintings	
709.2	FA	N5605-5899	FA	Classical art	
709.3	FA	N5940-6311	FA	Medieval art	
709.38	FA	N6370-6375	FA	Renaissance art	
709.39	FA	N6350-7413	FA	Modern art	
709.39	FA	N6494.P6	FA	Pop art	
709.39	FA	N6494.C635	FA	Concrete art	
710	FA	SB469-479	SCI	Landscape gardening	
711	FA	SB481-485	SCI	Public parks	
712.1	FA	SB433	SCI	Lawns	
712.2	FA	TE229-229.8	SCI	Walks and drives	
712.4	FA	SB473.5	SCI	Garden ornaments and furniture	
713	FA	SB435-437	SCI	Trees and shrubs	
715	FA	SB403-450	SCI	Floriculture	
716	FA	SB423	SCI	Water gardens	
716.1	FA	SB459	SCI	Rock gardens	
716.1	FA	SB421	SCI	Rock garden plants	
717	FA	SB415-417	SCI	Greenhouses	
718	FA	SB419	SCI	House plants	
718	FA	SB433	SCI	Miniature gardens	
719	FA	In history of the country	CLGH	Cemeteries	
719	FA	NA6120-6199	FA	Mausoleums	
720	FA	NA	FA	Architecture	
720.25	FA	NA2570	FA	Business management for architects	
720.256	FA	NA50-60	FA	Directories	
720.7	FA	NA2000-2320	FA	Study and teaching - architecture	
720.9	FA	NA3310-4050	FA	Architectural decoration	
720.97	FA	NA3750-3860	FA	Mosaics	
720.98	FA	NA3700	FA	Terra cotta	
721	FA	NA2750-2817	FA	Architectural design	
722	FA	NA210-340	FA	Ancient architecture	

Dewey	Dept.	LC	Dept.	Subject	Notes
722.7	FA	NA310-335	FA	Roman architecture	
722.8	FA	NA270-301	FA	Greek architecture	
723	FA	NA360-	FA	Medieval architecture	
723.1	FA	NA360-361	FA	Early Christian architecture	
723.2	FA	NA370-373	FA	Byzantine architecture	
723.3	FA	NA380-388	FA	Muhammadan architecture (Islamic)	
723.4	FA	NA390-419	FA	Romanesque architecture	
723.5	FA	NA440-489	FA	Gothic architecture	
724	FA	NA4800-6113	FA	Ecclesiastical architecture	
724.23	FA	NA4850	FA	Monasteries and convents	
724.3	FA	NA4830	FA	Cathedrals	
725	FA	NA500-	FA	Modern architecture	
725.1	FA	NA510-575	FA	Renaissance architecture	
725.4	FA	NA610	FA	Gothic revival architecture	
725.7	FA	NA660	FA	Swiss architecture	
726	FA	NA4180-4510	FA	Public buildings	
726.09	FA	NA2000-2425	FA	City and town planning	
726.1	FA	NA4410-4510	FA	Government buildings	
726.2	FA	NA6210-6280	FA	Commercial buildings	
726.3	FA	NA6290-6370	FA	Transportation buildings	
726.4	FA	NA6400-6589	FA	Factories	
726.5	FA	RA967	FA	Hospitals	
726.6	FA	HV8805-8829	SOC	Prisons	
726.71	FA	NA7855	FA	Restaurants	
726.81	FA	NA6820-6840	FA	Music halls	
726.82	FA	NA6820-6845	FA	Theaters	
726.86	FA	GV849-852	SOC	Skating rinks	
726.87	FA	NA6920	FA	Boat houses	
726.91	FA	NA6750	FA	Exhibition halls	
727	FA			Educational and scientific buildings	
727.1	FA	LB3205-3325	SOC	Schools	
727.3	FA	NA6600-6610	FA	Colleges and universities	

Dewey	Dept.	LC	Dept.	Subject	Notes
727.5	FA		SCI	Zoologic and botanical gardens	
727.6	FA	NA6700	FA	Museums	
727.8	FA	Z679	LIT	Libraries	
728	FA	NA7100-8480	FA	Domestic architecture	
728.2	FA	NA7860	FA	Apartment buildings	
728.5	FA	NA7800-7850	FA	Hotels	
728.95	FA	NA8230	FA	Barns	
728.96	FA	NA8250	FA	Dairies	
728.98	FA	SB416	SCI	Greenhouses	
729	FA	NA200-1613	FA	History of architecture	
730	FA	NB	FA	Sculpture	
730.12	FA	NB160-163	FA	Mythological sculpture	
730.81	FA	NB1330-1880	FA	Monuments	
731	FA	NB1170-1195, 1208-1270	FA	Materials and methods, techniques (sculpture)	
732	FA	NB69-169	FA	Ancient sculpture	
733	FA		FA	Medieval sculpture	
734	FA	NB185-198	FA	Modern sculpture	
735	FA		FA	Carving, glyptic arts	
735	FA	NK5505-5750	FA	Gems, precious stones	
735.1	FA	NK5800-5998	FA	Ivories	
735.2	FA	NK5720	FA	Cameos	
735.3	FA	NK5750	FA	Jade	
735.4	FA	NK6020-6022	FA	Horn and bone	
736	FA	CJ	CLGH	Numismatics	
737	FA	NK3700-4695	FA	Pottery	
737.002	FA	TP808	SCI	Pottery technique	
737.01	FA	NK4215	FA	Pottery marks	
737.1	FA	NK4620-4310	FA	Earthenware	
737.8	FA	NK4543-4572	FA	Porcelain	
737.91	FA	NK4620-4310	FA	Vases	
737.99	FA	NK4605-	FA	China painting	

Dewey	Dept.	LC	Dept.	Subject	Notes
738	FA	NK9580-9582	FA	Wax modeling	
738.7	FA		FA	Cut glass, glass	
739	FA	NK6100-8150	FA	Metal work	
739.1	FA	NK7100-7695	FA	Gold and silver plate	
739.11	FA	NK7210	FA	Hallmarks	
739.14	FA	NK7300-7695	FA	Jewelry	
739.4	FA	NK8200-8299	FA	Ironwork	
739.6	FA	NK4997-5024	FA	Enameling	
739.8	FA	TT242	SCI	Aluminum handicraft	
740	FA	NC	FA	Drawing	
740.2	FA	NC1300-1765	FA	Caricature and cartoons	
740.21	FA	NC1765	FA	Moving picture cartoons	
740.25	FA	NC1800-1850	FA	Posters	
740.26	FA	NC1860-1868	FA	Greeting cards	
740.3	FA	NC950-9958	FA	Illustration	
740.31	FA	NC960-995.8	FA	Book illustration	
740.33	FA	NC968	FA	Magazine illustration	
740.34	FA	NC1882-1883	FA	Book jackets	
740.4	FA	NC40-42	FA	Collections and drawings	
740.4	FA	NC1005-1265	FA	Reproductions of drawings	
740.5	FA	NC1 NC610	FA	Periodicals	
740.7	FA	NC390-670	FA	Study and teaching	
740.9	FA	NC50-376	FA	History of drawing	
741	FA		FA	Drawing -- special materials	
741.1	FA	NC850	FA	Drawing -- charcoal	
741.3	FA	NC880-885	FA	Drawing -- pastel	
741.5	FA	NC905	FA	Drawing -- pen and ink	
742	FA	NC749-750	FA	Perspective technique	
742.1	FA	NC740	FA	Composition	
742.3	FA	NC755	FA	Light and shade	
743	FA	NC760-775	FA	Art anatomy	
743.4	FA	NC780-783	FA	Animal (drawing)	

Dewey	Dept.	LC	Dept.	Subject	Notes
743.8	FA	NC790-800	FA	Landscapes	
744	FA	T351-379	SCI	Mathematic and scientific drawing	
744	FA	NA2700-2725	FA	Architectural drawing	
744.9	FA	NK3600-3640	FA	Lettering	
745	FA	NK1160-1590	FA	Decoration an ornament	
745.0091	FA	NK	FA	Handicraft (artistic craft)	
745.0091	FA	NK1135-1149	FA	Arts and crafts movement	
745.1	FA	NK8800-9505	FA	Textiles	
745.1	FA	TT848-850	SCI	Weaving	
745.2	FA	NK2975-3096	FA	Tapestries	
745.3	FA	NK2775-2896	FA	Rugs and carpets	
745.4	FA	NK8553-8554	FA	Paper work	
745.5	FA	NK6200-6210	FA	Leather work	
745.61	FA	NK9700-9799	FA	Wood carving	
745.7	FA	NK8650-8669	FA	Stencil work	
745.8	FA	GT500-2350	SOC	Costume	
745.81	FA	NC825.C6	FA	Costume drawing	
745.84	FA	GT1740-1745	SOC	Theatrical costume	
745.89	FA	GT509-520	SOC	History of costume	
745.9	FA	NK8643	FA	Shellcraft	
746	FA	TT740-897	SCI	Fancy work	
746.1	FA	TT770-778	SCI	Embroidery	
746.2	FA	TT785-791	SCI	Drawn work	
746.3	FA	NK3650	FA	Beadwork	
746.5	FA	TT820-829	SCI	Crocheting	
746.6	FA	TT820-829	SCI	Knitting	
746.9	FA	TT840	SCI	Macramé	
747	FA	NK1700-3505	FA	Interior decoration	
747.31	FA	NK2121	FA	Windows	
748	FA	NK5300-5430	FA	Stained glass	
748.1	FA	NK5100-5440	FA	Glassware	
749	FA	NK2200-2750	FA	Furniture	

Dewey	Dept.	LC	Dept.	Subject	Notes
749.08	FA	NK1133	FA	Antiques	
749.8	FA	N8550-8553	FA	Picture frames	
750	FA	ND	FA	Painting	
751	FA	ND1470-1495	FA	Painting technique	
751	FA	ND1500-1620, 2420-2495	FA	Painting materials	
751.3	FA	ND2550-2876	FA	Mural painting	
752	FA	ND1279-1286	FA	Color	
753	FA	ND1420-1422	FA	Epic, mythic painting	
754	FA	ND1450	FA	Genre painting	
755	FA	ND1440-1442	FA	Historical scene painting	
756	FA	ND1300-1329	FA	Portrait painting	
756.35	FA	ND1330-1337	FA	Miniature painting	
757	FA	ND1340-1367	FA	Landscape painting	
757	FA	ND1390-1400	FA	Still life painting	
757	FA	ND1400-1403	FA	Flowers - painting	
758	FA	ND2890-3416	FA	Illumination of books and manuscripts	
759	FA	ND49-1113	FA	History of painting	
760	FA	NE	FA	Engraving	
760.2	FA	NE90-215	FA	Engraving - catalogs	
760.7	FA	NE970-973	FA	Engraving - study and teaching	
761	FA	NE1000-1325	FA	Wood-engraving	
761.9	FA	NE1330	FA	Linoleum and block prints	
762	FA	NE1800-1879	FA	Metal engraving	
762.5	FA	NE1815	FA	Mezzotint	
763	FA	NE1940 -2225	FA	Etching	
764	FA	NE2250-2529	FA	Lithography	
765	FA		FA	Stone engraving	
766	FA	NE2700	FA	Ornamental engraving	
767	FA	NE2800-2890	FA	Printing of engravings	
768	FA	NE2720	FA	Machine engraving	
768.2	FA	HG584	BEL	Bank notes	

Dewey	Dept.	LC	Dept.	Subject	Notes
768.3	FA	HE6187-6230	BEL	Stamps and stamp collecting	
769	FA	TR	SCI	Photography	
769.14	FA	TR250-265	SCI	Cameras	
769.2	FA	TR350-455	SCI	Photographic processes	
769.71	FA	TR640-685	SCI	Artistic photography	
769.851	FA	TR845-899	SCI	Motion pictures	
769.86	FA	TR835	SCI	Microphotography	
769.88	FA	UG476	SCI	Military photography	
770	FA	M	FA	Music	
770.072	FA	ML3880, 3915	FA	Music criticism	
770.2	FA	ML3805-3817	FA	Acoustics, tonality	
770.7	FA	MT4-5	FA	Music - study and teaching	
770.7	FA		FA	Children's orchestras	
770.9	FA	ML159-3790	FA	Music - history and criticism	
770.939	FA		FA	Modern music	
770.939	FA	ML102.P66	FA	Popular music	
770.939	FA	ML3561	FA	Jazz	
771	FA	ML430-455, MT40-73	FA	Composition	
771.5	FA	ML457, MT85	FA	Conducting	
772	FA	M1500-1527.8	FA	Dramatic music	
772.1	FA	ML1800-1950	FA	Opera	
772.1	FA	MT95-105	FA	Analytical guides of opera	
772.2	FA	ML410, MT100	FA	Wagnerian operas	
772.6	FA	M1500-1509	FA	Operettas and musical comedies	
773	FA	M1999-2199	FA	Sacred music	
774	FA	M1495-2199	FA	Vocal music	
774.9	FA	MT820-888, 895-900	FA	Voice culture	
775	FA	M1000-1075	FA	Orchestral music	
776	FA		FA	Piano and organ	
776.1	FA	ML650-749	FA	Piano	

Dewey	Dept.	LC	Dept.	Subject	Notes
776.4	FA	M32.8-39, M207-212, M215, M410-444, etc.	FA	Piano music	
776.8	FA	M6-19, M180-186, M300-304, M400-404, M500-504, etc.	FA	Organ music	
777	FA	M40-59, M1012-1019, M1112-1119	FA	Stringed instruments	
778	FA	M240-271, M415-435, M515, etc.	FA	Wind instruments	
779	FA	M145-175, M1385.P5, etc.	FA	Percussion instruments	
779.8	FA	ML1055	FA	Music box	
779.9	FA	ML156	FA	Phonodisc catalogs	
780	FA	GV1200-1561	SOC	Amusements	
781	LIT	PN2055-2080	LIT	Acting (stage)	
781	LIT	PN1995; (television) PN 1992.8A3	LIT	Acting (movies)	
782	LIT	PN2085-2091	LIT	Theater stage	
782.1	LIT	PN2091.E4	LIT	Stage craft, lighting	
782.3	LIT	PN1993-1999	LIT	Moving picture theater	
782.7	LIT	PN6072	LIT	Radio programs	
782.8	LIT	PN1992-1992.9	LIT	Television programs	
783	FA	GT3980-4099	SOC	Pageants and parades	
784.1	FA	GV1801-1838	SOC	Circuses	
784.2	FA	GV1851-1855	SOC	Amusement parks	
785	FA	PN3151-3171	LIT	Amateur theatricals	
785.4	FA	PN6366-6367	LIT	Charades	
786	FA	GV1200-1561	SOC	Indoor games	
786.7	FA	GV1218.5-1219	SOC	Toys, dolls	
786.7	FA	GV12218.5, NK4892-4894	SOC	Dolls, dollhouses, and doll furniture (collecting)	

Dewey	Dept.	LC	Dept.	Subject	Notes
786.8	FA	GV1541-1561	SOC	Legerdemain	
787	FA	GV1233-1295	SOC	Card games	
787.82	FA	GV1281-1282	SOC	Bridge	
788	FA	GV1580-1799	SOC	Dancing	
788.4	FA	GV1787-1790	SOC	Ballet	
789	FA	GV1458	SOC	Chess	Per the request of JGW's will: The entire JGW Chess Collection (as acquired by JGW personally) is classified here regardless of the main topic of the works in the collection.
789.81	FA	GV1416-1463	SOC	Checkers	
789.9	FA	GV891-900	SOC	Billiards	
790	FA	GT2955	SOC	Picnics	
791	FA	GV	SOC	Sports and games	
791.02	FA	GV721.2-722	SOC	Olympics	
791.02	FA	GV841.5-842	SOC	Winter Olympics	
791.391	FA	GV1103-1109	SOC	Animal fighting	
791.4	FA	GV475-476	SOC	Wrestling, judo	Different versions of classification numbers were used for sports at different times, resulting in the subjects being included under two separate call numbers.
791.8	FA	GV841-857	SOC	Winter sports	
791.95	FA	GV551-553	SOC	Acrobatics	
792	FA	GV1041-1060	SOC	Cycling	
793	FA	GV861-1017	SOC	Ball games	
793.8	FA	GV903-907	SOC	Bowling	
794	FA	GV771-836	SOC	Boating	
795	FA	SH401-691	SOC	Fishing	
796	FA	SK1-341	SOC	Hunting	
796.9	FA	SK600-610	SOC	Camping	

Dewey	Dept.	LC	Dept.	Subject	Notes
796	FA	GV	SOC	Outdoor sports	
796.3	FA	GV861-1017	SOC	Ball games	
796.4	FA	GV551-553	SOC	Gymnastics and acrobatics	
796.5	FA	SK600-610	SOC	Camping and outdoor life	
796.6	FA	GV1041-1060	SOC	Cycling	
796.72	FA	GV1029-1029.7	SOC	Auto racing	
796.75	FA	GV1060	SOC	Motorcycling	
796.815	FA	GV475-476	SOC	Jujitsu	
796.9	FA	GV841-857	SOC	Winter sports	
797	FA		SOC	Aquatic and air sports	
797.1	FA	GV771-836	SOC	Boating	
797.5	FA	GV750-770	SOC	Air sports	
798	FA	SF309-310	SCI	Equestrian sports	
798.4	FA	SF321-359	SCI	Horse racing	
798.8	FA	SF440	SCI	Dog racing	
799	FA	SH401-691	SCI	Fishing	
799.2	FA	SK1-341	SCI	Hunting	
799.31	FA	GV1181	SOC	Skeet shooting	
799.31	FA		SOC	Trap shooting	
799.32	FA	GV1183-1189	SOC	Archery	
800	LIT	PN4001-4355	LIT	Oratory, elocution	
801	LIT	PN4199-4321	LIT	Readers and speakers	
801.81	LIT	PN6120.T4	LIT	Television plays and scripts	
802	LIT	PN	LIT	History of literature	
802.2	LIT	PN1600-3299	LIT	Drama - History and criticism	
802.3	LIT	PN3311-3503	LIT	Fiction - History and criticism	
802.33	LIT	PN3355-3383	LIT	Technique of the novel	
803.5	LIT	PN80-99	LIT	Literary criticism	
804	LIT	PN500-519	LIT	Literature - Essays	
805	LIT	Z103	LIT	Books and reading	
805.3	LIT	PN101-249	LIT	Authorship	
807	LIT	PN6080-6095	LIT	Quotations	

Dewey	Dept.	LC	Dept.	Subject	Notes
807.1	LIT	PN4305.H7	LIT	Holidays (Recitations)	
807.7	LIT	PN6259-6268	LIT	Anecdotes	
807.9	LIT	PZ1105, 2317, 5166	LIT	Letter-writing	
808	LIT	PN6010-6525	LIT	Collections of literature	
808.2	LIT	PN6110.5-6120	LIT	Drama collections	
808.3	LIT	PR, PS, PZ	LIT	Fiction collections	
809	LIT	PN6099-6110	LIT	Poetry collections	
809.1	LIT	PS580-619	LIT	American poetry collections	
809.2	LIT	PR1171-1227	LIT	English poetry collections	
810	LIT	PS11-18	LIT	American literature	
811	LIT	PS301-325	LIT	American poetry	
812	LIT	PS332-351	LIT	American drama	
813	LIT	PS362-451	LIT	American fiction	
814	LIT	PS362-451	LIT	American essays	
815	LIT	PS660-663	LIT	American oratory	
817	LIT	PS431-438	LIT	American satire and humor	
818	LIT	PS501-689	LIT	American miscellany	
819.1	LIT	PR9100-9297	LIT	Canadian English literature	
820	LIT	PR	LIT	English literature	
823	LIT	PR2750-3112	LIT	Shakespeare	
829	LIT	PR1509-1799	LIT	Anglo-saxon literature	
830	LIT	PT1-4899	LIT	German literature	
839.3	LIT	PT5001-5980	LIT	Dutch literature	
839.7	LIT		LIT	Swedish literature	
839.8	LIT	PT7601-8260	LIT	Danish literature	
839.8	LIT	PT8301-9155	LIT	Norwegian literature	
840	LIT	PQ1-3999	LIT	French literature	
849	LIT	PC3300-3420	LIT	Provençal literature	
850	LIT	PQ4001-5991	LIT	Italian literature	
859	LIT	PC800-872	LIT	Rumanian literature	
860	LIT	PQ6001-8921	LIT	Spanish literature	
869	LIT	PQ9001-9991	LIT	Portuguese literature	

Dewey	Dept.	LC	Dept.	Subject	Notes
870	LIT	PA6000-6971	LIT	Latin literature	
880	LIT	PA3050-4500	LIT	Greek literature	
891.7	LIT	PG2900-3698	LIT	Russian literature	
891.85	LIT	PG7001-7446	LIT	Polish literature	
892.4	LIT	PJ5001-5060	LIT	Hebrew literature	
892.49	LIT	PJ5111-5192	LIT	Yiddish literature	
895.1	LIT	PL2250-3208	LIT	Chinese literature	
900	CLGH	D	CLGH	History, general	
901	CLGH	CB	CLGH	History of civilization	
901.8	CLGH	D16.7-16.9	CLGH	Historiography	
902.3	CLGH	D11	CLGH	Chronology	
903	CLGH	D9	CLGH	Dictionaries	
904	CLGH		CLGH	History - Essays	
905	CLGH	D2	CLGH	Yearbooks	
905	CLGH	D1	CLGH	Periodicals	
906	CLGH	D1	CLGH	Societies	
907	CLGH	D16.2-16.5	CLGH	History study and teaching	
908	CLGH	D6-7	CLGH	Collected works of history	
909	CLGH	D17-24	CLGH	Universal history	
909.7	CLGH	D25	CLGH	Military history	
909.8	CLGH	D27	CLGH	Naval history	
910	CLGH	D51-90	CLGH	Ancient history	
912	CLGH	DT83	CLGH	Ancient Egypt	
912	CLGH	DT57-69, 73	CLGH	Antiquities - Ancient Egypt	
913	CLGH	DS41-49	CLGH	Jewish Palestine	
914	CLGH	DS401-	CLGH	Ancient India	
914	CLGH	DS416-419	CLGH	Antiquities – Ancient India	
915	CLGH	DS47-49, 67-70	CLGH	Assyro-Babylonia	
915.6	CLGH	DS278-279	CLGH	Median empire	
915.7	CLGH	DS251-325	CLGH	Persia	
916	CLGH		CLGH	Barbarian tribes	
916	CLGH	D141-143	CLGH	Hunas (Central Asian tribes)	

Dewey	Dept.	LC	Dept.	Subject	Notes
916	CLGH	D137	CLGH	Goths and Visigoths	
916	CLGH	D139	CLGH	Vandals	
917.2-.3	CLGH	DS47-49.5, 155-156	CLGH	Asia minor	
918	CLGH	DF220-241	CLGH	Greece, ancient	
919	CLGH	DG11-365	CLGH	Rome, ancient	
920	CLGH	D51-838	CLGH	Europe	
921	CLGH	D111-203	CLGH	Medieval Europe	
922	CLGH		CLGH	Rise of new nations	
923	CLGH	D131	CLGH	Age of Feudalism	
924	CLGH	D151-173	CLGH	Crusades	
925	CLGH		CLGH	Modern Europe	
926	CLGH	D203, 220-234	CLGH	Renaissance period	
927	CLGH	D220-234	CLGH	Age of the Reformation	
928	CLGH	D301-309	CLGH	Napoleonic era	
929	CLGH		CLGH	19th - 20th centuries	
929.1	CLGH	D501-680	CLGH	World War I	
929.21	CLGH	D731-838	CLGH	World War II	
930	CLGH	DA30-35	CLGH	England	
931	CLGH	DA150-162	CLGH	Anglo-Saxon period	
932	CLGH	DA190-199	CLGH	Norman period	
933	CLGH	DA220-237	CLGH	Plantagenet period	
934	CLGH	DA240-257	CLGH	Lancaster and York	
935	CLGH	DA310-360	CLGH	Tudors	
936	CLGH	DA370-398, 430-463	CLGH	Stuarts	
937	CLGH	DA480-592	CLGH	Hanover	
938	CLGH	DA480-592	CLGH	Windsor	
939	CLGH		CLGH	Local histories	
939.1	CLGH	DA675-689	CLGH	London	
940	CLGH	DA758-763	CLGH	Scotland	
941	CLGH	DA930-965	CLGH	Ireland	
942	CLGH	DH1-207	CLGH	Netherlands	

Dewey	Dept.	LC	Dept.	Subject	Notes
942.4	CLGH	DH401-811	CLGH	Belgium	
942.4	CLGH	DH901-925	CLGH	Luxemburg	
942.5	CLGH	DQ	CLGH	Switzerland	
942.6	CLGH	DB35-99.3	CLGH	Austria	
942.69	CLGH	DB191-217	CLGH	Czechoslovakia	
942.7	CLGH	DK401-441	CLGH	Poland	
942.81	CLGH	DB901-975	CLGH	Hungary	
942.83	CLGH	DB361-380	CLGH	Slavonia	
942.84	CLGH	DB361-380	CLGH	Croatia	
942.91-.95	CLGH	DD491-901	CLGH	Local areas of Germany	
943	CLGH	DD84-259	CLGH	Germany	
944	CLGH	DC35-412	CLGH	France	
944.01-.09	CLGH	DC601-990	CLGH	Local areas of France	
945	CLGH	DG461-579	CLGH	Italy	
945.1-.9	CLGH	DG600-975	CLGH	Local areas of Italy	
946	CLGH	DP56-271	CLGH	Spain	
946.9	CLGH	DP535-680	CLGH	Portugal	
947	CLGH	DK36-275	CLGH	Russia	
947.01	CLGH	DK445-465	CLGH	Finland	
948.1	CLGH	DL443-535	CLGH	Norway	
948.5	CLGH	DL643-876	CLGH	Sweden	
948.8	CLGH	DL143-260	CLGH	Denmark	
948.9	CLGH	DL301-398	CLGH	Iceland	
949	CLGH	DF501-649	CLGH	Byzantine Empire	
949	CLGH	DF750-841	CLGH	Modern Greece	
949.69	CLGH	DR701.S49-86	CLGH	Albania	
949.7	CLGH	DR336-370	CLGH	Yugoslavia	
949.72	CLGH	DR51-93	CLGH	Bulgaria	
949.8	CLGH	DR201-296	CLGH	Rumania	
950	CLGH	DS1-35	CLGH	Asia	
951	CLGH	DS701-798	CLGH	China	
951.5	CLGH	DS785-786	CLGH	Tibet	

Dewey	Dept.	LC	Dept.	Subject	Notes
951.9	CLGH	DS901-935.7	CLGH	Korea	
952	CLGH	DS801-897	CLGH	Japan	
953	CLGH	DS201-248	CLGH	Arabia	
954	CLGH	DS401-498	CLGH	India	
954.91	CLGH	DS376-388	CLGH	West Pakistan	
954.92	CLGH	DS485.B39-492	CLGH	Bangladesh	
955	CLGH	DS251-325	CLGH	Persia (Iran)	
956	CLGH	DS38.8-39.2	CLGH	Turkey	
956.9	CLGH	DS47-53, DS101-151	CLGH	Israel	
957	CLGH	DK751-781	CLGH	Siberia	
958	CLGH	DS350-374	CLGH	Afghanistan	
959.3	CLGH	DS561-589	CLGH	Thailand	
959.6	CLGH	DS557.C2-29	CLGH	Cambodia	
959.7	CLGH	DS557.A5-8	CLGH	Vietnam	
960	CLGH	DT1-38	CLGH	Africa	
961	CLGH	DT43-346	CLGH	North Africa	
961.2	CLGH	DT211-239	CLGH	Libya	
962	CLGH	DT43-154	CLGH	Egypt	
963	CLGH	DT371-390	CLGH	Ethiopia	
964	CLGH	DT301-330	CLGH	Morocco	
965	CLGH	DT271-299	CLGH	Algeria	
966.1	CLGH	DT521-553	CLGH	French West Africa	
966.1	CLGH	DT553	CLGH	Mauritania	
966.2	CLGH	DT551	CLGH	Mali	
966.25	CLGH	DDT553.U7	CLGH	Upper Volta	
966.26	CLGH	DT547	CLGH	Niger	
966.3	CLGH	DT549	CLGH	Senegal	
966.4	CLGH	DT516	CLGH	Sierra Leone	
966.51	CLGH	DT509	CLGH	Gambia	
966.52	CLGH	DT543	CLGH	French Guinea	
966.57	CLGH	DT613	CLGH	Portuguese Guinea	

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966.6	CLGH	DT621-637	CLGH	Liberia	
966.68	CLGH	DT545	CLGH	Ivory Coast	
966.7	CLGH	DT510-512	CLGH	Ghana	
966.8	CLGH	DT541	CLGH	Dahomey	
966.81	CLGH	DT582	CLGH	Togo	
966.9	CLGH	DT515	CLGH	Nigeria	
967.11	CLGH	DT561-584	CLGH	Cameroon	
967.21	CLGH	DT561-584	CLGH	Gabon	
967.24	CLGH	DT546.2	CLGH	Congo (Brazzaville)	
967.3	CLGH	DT591-617	CLGH	Angola	
967.4	CLGH	DT546.4	CLGH	Chad	
967.5	CLGH	DT641-665	CLGH	Zaire	
967.57	CLGH	DT449.R8	CLGH	Ruanda-Uuendi	
967.571	CLGH	DT449.R9	CLGH	Rwanda	
967.572	CLGH	DT449.B8	CLGH	Burundi	
967.61	CLGH	DT443.2	CLGH	Uganda	
967.62	CLGH	DT443.5	CLGH	Kenya	
967.73	CLGH	DT401-420	CLGH	Somaliland	
967.8	CLGH	DT448.2	CLGH	Tanzania	
967.9	CLGH	DT451-465	CLGH	Mozambique	
968	CLGH	DT728-995	CLGH	South Africa	
968.2	CLGH	DT911-944	CLGH	Transvaal	
968.9	CLGH	DT946-965	CLGH	Rhodesia	
968.9	CLGH	DT963	CLGH	Zambia	
969.1	CLGH	DT469.M343	CLGH	Malagasy Republic	
970	CLGH	E31-45	CLGH	North America	
970.1-.9	CLGH	E77-99	CLGH	Indians	
971	CLGH	F1001-1140	CLGH	Canada	
972	CLGH	E178-179	CLGH	United States	
973	CLGH	F1001-1140	CLGH	United States	
974	CLGH	E101-135	CLGH	U.S. discovery and exploration	
974	CLGH	E186-199	CLGH	Colonial period	

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975	CLGH	E201-258	CLGH	Revolution	
976.52	CLGH	E351-364	CLGH	War of 1812	
976.9	CLGH	E401-415	CLGH	War with Mexico	
977	CLGH	E441-453	CLGH	Middle 19th century	
978	CLGH	E458-655	CLGH	Civil War	
979	CLGH		CLGH	Later 19th century	
979.9	CLGH	E714-735	CLGH	Spanish American War	
980	CLGH		CLGH	U.S. 20th century	
982	CLGH	F16-105	CLGH	New England	
982.1	CLGH	F16-30	CLGH	Maine	
982.2	CLGH	F31-45	CLGH	New Hampshire	
982.3	CLGH	F46-60	CLGH	Vermont	
982.4	CLGH	F61-75	CLGH	Massachusetts	
982.6	CLGH	F91-105	CLGH	Connecticut	
982.7	CLGH	F76-90	CLGH	Rhode Island	
982.8	CLGH	F146-160	CLGH	Pennsylvania	
982.9	CLGH	F131-145	CLGH	New Jersey	
983	CLGH	F116-130	CLGH	New York	
984	CLGH	F206-220	CLGH	Southern states	
984.1	CLGH	F161-175	CLGH	Delaware	
984.2	CLGH	F176-190	CLGH	Maryland	
984.3	CLGH	F191-205	CLGH	Washington D.C.	
984.4	CLGH	F236-250	CLGH	West Virginia	
984.5	CLGH	F221-235	CLGH	Virginia	
984.6	CLGH	F251-265	CLGH	North Carolina	
984.7	CLGH	F266-280	CLGH	South Carolina	
984.8	CLGH	F281-295	CLGH	Georgia	
984.9	CLGH	F306-320	CLGH	Florida	
985.1	CLGH	F321-335	CLGH	Alabama	
985.2	CLGH	F336-350	CLGH	Mississippi	
985.3	CLGH	F366-380	CLGH	Louisiana	
985.4	CLGH	F381-395	CLGH	Texas	

Dewey	Dept.	LC	Dept.	Subject	Notes
985.6	CLGH	F691-705	CLGH	Oklahoma	
985.7	CLGH	F406-420	CLGH	Arkansas	
985.8	CLGH	F431-445	CLGH	Tennessee	
985.9	CLGH	F446-460	CLGH	Kentucky	
986	CLGH	F486-500	CLGH	Ohio	
987	CLGH	F516-520	CLGH	Ohio and Mississippi Valley; Ohio River and Valley	
987	CLGH	F336-350	CLGH	Mississippi Valley	
987.2	CLGH	F521-535	CLGH	Indiana	
987.3	CLGH	F536-550	CLGH	Illinois	
987.4	CLGH	F561-575	CLGH	Michigan	
987.5	CLGH	F576-590	CLGH	Wisconsin	
987.6	CLGH	F601-615	CLGH	Minnesota	
987.7	CLGH	F616-630	CLGH	Iowa	
987.8	CLGH	F461-475	CLGH	Missouri	
988.1	CLGH	F676-690	CLGH	Kansas	
988.2	CLGH	F661-675	CLGH	Nebraska	
988.3	CLGH	F646-660	CLGH	South Dakota	
988.4	CLGH	F631-645	CLGH	North Dakota	
988.6	CLGH	F726-740	CLGH	Montana	
988.7	CLGH	F756-770	CLGH	Wyoming	
988.8	CLGH	F771-785	CLGH	Colorado	
988.9	CLGH	F791-805	CLGH	New Mexico	
989.1	CLGH	F806-820	CLGH	Arizona	
989.2	CLGH	F821-835	CLGH	Utah	
989.3	CLGH	F836-850	CLGH	Nevada	
989.4	CLGH	F856-870	CLGH	California	
989.5	CLGH	F871-885	CLGH	Oregon	
989.6	CLGH	F741-755	CLGH	Idaho	
989.7	CLGH	F886-900	CLGH	Washington	
989.8	CLGH	F901-915	CLGH	Alaska	
990	CLGH	F1201-1392	CLGH	Mexico	
991	CLGH	F1421-1577	CLGH	Central America	

Dewey	Dept.	LC	Dept.	Subject	Notes
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992	CLGH	F2201-3799	CLGH	South America	
993	CLGH	F2251-2299	CLGH	Colombia	
993.3	CLGH	F2301-2349	CLGH	Venezuela	
993.5	CLGH	F2351-2471	CLGH	Guyana	
993.8	CLGH	F3701-3799	CLGH	Ecuador	
994	CLGH	F3401-3619	CLGH	Peru	
995	CLGH	F3301-3359	CLGH	Bolivia	
996	CLGH	F3081	CLGH	Chile	
997	CLGH	F2501-2659	CLGH	Brazil	
997.8	CLGH	F2661-2699	CLGH	Paraguay	
997.9	CLGH	F2701-2799	CLGH	Uruguay	
998	CLGH	F2801-3021	CLGH	Argentina	
999	CLGH	DU	CLGH	Oceania	
999.1	CLGH	DS591-599	CLGH	Malaysia	
999.4	CLGH	DU80-398	CLGH	Australia	
999.6	CLGH	DU510, 520-950	CLGH	Polynesia	
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