

**YBP APPROVAL PLAN PROFILE and
MEMORANDUM OF AGREEMENT**

Northwest University

Religion approval plan, plan #11695; sub-acct 6325-14

**7/1/2012; Rev Aug 2012, Rev Oct 2012; Rev Nov 2012
(press list); Rev Feb 2013; Rev Nov 2013 (press list)**

This memorandum is intended to explain the Library's arrangement with YBP Library Services, a Baker & Taylor Company, to provide selected publications on an approval basis.

The explanation is presented in three parts. Part I briefly describes the procedures which govern billing, shipment, account structure, and returns of materials provided on approval. Part II outlines the technical support provided by YBP. Part III describes the instructions for coverage of specific continuation titles on the plan, the Approval Plan Publisher Profile or "press list," the plan's subject parameters, and the non-subject qualifiers which limit the plan.

Both the Library and YBP recognize that changes to these guidelines will likely be necessary as the program evolves over time. Any change in substance will be recorded in a written communication from YBP to the Library.

I. GENERAL PROCEDURES

A: Invoicing

1: An invoice will be included in each shipment with

Payment will be made from this invoice.

2: The notation (INSERT P.O. NUMBER OR "APPROVAL") will appear on all invoices and shipping labels.

B: Shipment:

1: Unless specifically requested otherwise, one copy of each title will be shipped.

2: Shipments will be made via truck or United Parcel Service on a weekly basis. YBP (will OR will not) pay for shipping to the Library. Returned books must be shipped at customer expense via United Parcel Service or insured mail.

3: Materials will be shipped to the following address:

C: Account and Plan Structure:

The Library's account structure is indicated in the table below. Sub-accounts shown in **bold** are associated with the approval plan.

Sub-Account #	Plan #	Description
6325-14	11695	Religion plan

D: Returns:

NON-PROCESSED MATERIALS OPTION

Under the provisions of this Approval Plan, YBP will ship to the Library books selected according to the press, subject and non-subject parameters described in Part II. The Library reserves the right to return titles which are deemed inappropriate to the Library's collection for reasons of content, subject, style, format, quality, etc.

Returns are not expected to exceed OPTION 5%/10% ETC.

Titles may routinely be returned in resalable condition within 120 days of date of YBP invoice. Defective titles may be returned within one year of the invoice date. Claims for missing or damaged titles must be reported to a YBP Customer Service Representative within 30 days [45 days for overseas customers] of the invoice date.

Returns must be shipped via UPS or insured mail.

E: Management Reports

Collection Management Reports can be submitted by the library via GOBI®, YBP's on-line collection management tool. Various report templates can provide expenditure reports according to the library's specifications, as well as open order reports and other approval plan support materials such as press lists, and standing order instructions.

II. TECHNICAL SERVICE SPECIFICATIONS

A: GOBI®

YBP's GOBI® (Global Online Bibliographic Information) service is available to the Library via the World Wide Web. GOBI® provides a sophisticated acquisitions and collection development support system, with access to querying, selection, ordering and reporting functions across YBP's entire database of titles. The Library should contact their bibliographer-liaison to register for GOBI® access.

B: Bibliographic, Cataloging, & Processing Services

The Library has contracted with YBP for the range of bibliographic, cataloging, and/or processing services specified in the Library's YBP Technical Services Profile. The Technical Services Profile, in conjunction with the Memorandum of Agreement, details the specific services to be provided and the responsibilities of each partner. Success in the outsourcing of acquisitions and technical services requires ongoing consultation and a mutual commitment to working together to address issues and concerns as they arise.

III. APPROVAL PLAN SPECIFICATIONS

A: Continuations:

The Library Series Report (available via GOBI® or upon request from your bibliographer-liaison) reflects the Library's instructions to YBP for handling specific continuation titles on the approval plan. These title-specific instructions override all other profile elements.

"Book" indicates that all volumes of the continuation title will be supplied on the approval plan. "Slip" indicates that notification slips will be sent. "Exclude" indicates that all volumes of the continuation title will be excluded from coverage on the approval plan.

B: Publishers:

The plan will include all university press, trade, scholarly and professional publishers named on the Library's Approval Plan Publisher Profile, or press list. As new publishers are added to the YBP approval plan universe, the library will be offered their publications according to the preferences below.

Library preferences for new publishers added to the YBP approval plan program:

Publisher Type	Library Instruction Preference
❖ Trade Publishers	exclude
❖ University Press Publishers	exclude
❖ Association Pricing Publishers	exclude
❖ AP Plus! Publishers	exclude
❖ World English Publishers	exclude
❖ African Books Collective Publishers	exclude

The subject and non-subject parameters below apply to all publishers covered by this Approval Plan.

C: Subject Parameters:

Materials offered on this plan will reflect the requirements of a four year undergraduate university with advanced degrees in Ministry and Theology

The following subject parameters describe the subject focus of the plan. Books will be shipped automatically in subjects preceded by a "B". Notification slips will be sent in lieu of a book for all subjects preceded by an "S". Nothing will be shipped for all subjects preceded by an "X", except as indicated in the notes. Exceptions and clarifications to the general instruction for a subject are noted beneath the subject.

**IMPRINT LIST
FOR NEW PLANS
AND MAINTENANCE**

B, S, or X	Imprint ID	Imprint Name	Press Type
S	1206	Ashgate	TR
B	10	Abingdon Press	TR
B	23	William B. Eerdmans Publishing Company	TR
S	12399	Abilene Christian University Press ABILENE CHRISTIAN UNIV PR	UP
S	2248	Brill	TR
S	258	T & T Clark	TR
S	45	Augsburg Fortress	TR
S	80	Herald Press	TR
S	113	Jewish Publication Society	TR
S	123	Ignatius Press	TR
S	125	KTAV	TR
S	141	Lexington Books	TR
S	143	Liturgical Press	TR
B	178	Hendrickson Publishers	TR
S	214	Orbis	TR
S	221	Paulist Press	TR
S	256	Prometheus Books	TR
S	280	SCM	TR
B	343	Westminster Press/John Knox	TR
B	352	Zondervan Publishing House	TR
S	357	Yale University Press	UP
S	411	Scarecrow Press	TR
S	441	Oxford University Press, U.S.	UP
S	521	Harvard University Press	UP
S	528	Harper One (formerly HarperSanFrancisco)	TR
S	532	HarperCollins	TR
S	577	Crossroad Publishing Company	TR
S	608	Wiley-Blackwell (formerly Blackwell Publishing)	TR
S	617	Baylor University Press	UP
S	621	Basic Books	TR
S	689	Altamira	TR
S	738	Doubleday	TR
S	807	Jossey-Bass	TR
S	889	Pilgrim Press	TR
S	895	Princeton University Press	UP
S	911	Routledge	TR
S	912	Rowman & Littlefield	TR
S	966	Thames & Hudson	TR
S	1068	Peter Lang, N.Y.	TR
S	1308	Cambridge University Press, U.S.	UP
B	1383	Baker Book House	TR
B	2195	Youth Specialties/Zondervan	TR
S	2372	Sheffield Academic Press	TR
S	2387	InterVarsity Press	TR
S	2592	Society of Biblical Literature	TR
S	2605	St. Augustine's Press	TR
S	2624	Skylight Paths	TR
B	2628	Brazos/Baker Books	TR

**IMPRINT LIST
FOR NEW PLANS
AND MAINTENANCE**

B, S, or X	Imprint ID	Imprint Name	Press Type
S	2631	Judson Press	TR
S	2701	Geneva/WJK	TR
S	2922	Cascade Books	TR
S	8587	Thomas Nelson	TR
S	11071	Jewish Lights	TR
S	12016	Chalice Press	TR
S	12293	Sheed & Ward	TR
S	12465	Wipf and Stock Publishers	TR
S	12989	Deo Publishing	TR
S	13179	Pickwick Publications	TR

		BJ	Ethics		
Action		LC Range	Description	Fund	Exceptions
X	BJ	1-2195	Ethics		
B		1199-1278.5	Christian ethics		
		BL	Religion		
Action		LC Range	Description	Fund	Exceptions
S	BL	1-2790	Religion		
		BM	Judaism		
Action		LC Range	Description	Fund	Exceptions
S	BM	1-990	Judaism		
		BP	Islam. Bahaim. Theosophy, etc.		
Action		LC Range	Description	Fund	Exceptions
S	BP	1-610	Islam. Bahaim. Theosophy, etc.		
		BQ	Buddhism		
Action		LC Range	Description	Fund	Exceptions
S	BQ	1-9800	Buddhism		
		BR	Christianity		
Action		LC Range	Description	Fund	Exceptions
B	BR	1-1725	Christianity		
S		127-128	Relation of Christianity to other religious and philosophical systems		
		BS	The Bible		
Action		LC Range	Description	Fund	Exceptions
B	BS	1-2970	The Bible		Send slips, rather than books, for texts and versions of individual books of the bible. Exclude Devotional and Proselytizing aspects.
S		1-355	Texts and versions		
S		546-559	Bible stories		
S		649	Prophecy of special future events		
S		1691-1830	Apocrypha and apocryphal books		
S		2831-2970	New Testament apocryphal books		
		BT	Doctrinal Theology		
Action		LC Range	Description	Fund	Exceptions
B	BT	1-1480	Doctrinal Theology		Exclude Devotional aspects
S		595-680	Mary, Mother of Christ. Mariology		

		BV	Practical Theology		
Action		LC Range	Description	Fund	Exceptions
B	BV	1-5099	Practical Theology		Exclude Proselytizing aspects
S		198-199	Service books. Liturgies		
S		229-284	Prayers		
S		900-1450	Religious societies, associations, etc.		
S		1558-1573	Lesson materials, Service materials		
S		2123-2595	Missions--Special churches		
S		4405-4408	Communities and institutions, confraternities, brotherhoods, etc.		
S		4487	Movements to promote the Christian life		
S		4912-4950	Conversion literature		
		BX	Christian Denominations		
Action		LC Range	Description	Fund	Exceptions
S	BX	1-9999	Christian Denominations		
		CC	Archaeology (General)		
Action		LC Range	Description	Fund	Exceptions
X	CC	1-960	Archaeology (General)		
		DE	Mediterranean Region. Greco-Roman World		
Action		LC Range	Description	Fund	Exceptions
B	DE	1-100	Mediterranean Region. Greco-Roman World		
		DS	Asia		
Action		LC Range	Description	Fund	Exceptions
X	DS	1-937	Asia		
B	DS	67-154.9	Iraq, Lebanon, Syria, Isreal, Jordan		
		GN	Anthropology		
Action		LC Range	Description	Fund	Exceptions
S	GN	1-890	Anthropology		Send slips for Religious aspects only
		KB	Religious Law in General		
Action		Class	Description	Fund	Exceptions
S	KB	2-4855	Religious Law in General		
		NX	Arts in General		

Action		Class	Description	Fund	Exceptions
X	NX	1-820	Arts in General		
S		655-663	Christian arts		
		PA	Classical Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions
X	PA	1-8595	Classical Languages and Literatures		
S		695-895	Biblical Greek		
		PJ	Oriental Languages and Literatures		
Action		LC Range	Description	Fund	Exceptions
S	PJ	1-9500	Oriental Languages and Literatures		
X		1-2594	Oriental languages, literature, Afroasiatic languages, Egyptology, Coptic, etc.		

NON-SUBJECT PARAMETERS:

The default values indicated in this section often vary within specific subject areas. Unless specifically excluded, all of the following categories will be included in the plan.

BEGINNING IMPRINT DATE:

2011 For notification slips:

BINDING:

Preferred binding for simultaneous cloth/paper editions :

B Paper

OTHER BINDING OPTIONS:

(See the NONBOOK FORMAT section for a complete listing of other categories)

S Spiral
X Looseleaf
X Staple bound

CO-PUBLISHED TITLES:

B Titles co-published by two or more domestic presses
B Titles published by one press for another publisher

DISTRIBUTED PRESSES:

B Titles distributed by one press for another press

FORMAT:

B Biography/Autobiography
X Cartoons
X Casebook
S Classroom Anthology
S Collected Works
S Collection (one author)
S Collection/Anthology
B Collection/New
B Conference Monograph
B Conference Monograph 2+
B Conference Proceeding
B Conference Proceeding 2+
X Cookbook
S Correspondence
X Curriculum Guide

X Diary
X Exam Guide
B Festschriften
X Field Guide
X Form Documents
S Grammar
X Hymn Book
X Instructor's Manual
S Interviews
X Lab Manual
X Museum & Gallery Publications
X Music Score
S Periodical Anthology
X Personal Narrative
S Programmed Text
B Revised Dissertation
X Study Guide
X Textbook—High school
S Textbook—Intro.
S Textbook—Adv.
S Textbook—Grad.
X Textbook—Prof.
X Travel Guide
X Unrevised Dissertation
X Workbook/Consumable

LANGUAGE:

B English
X German
X French
S Hebrew
X Spanish
X Italian
X Russian
S Greek
X Latin
X Other

CONTENT LEVEL:

X Juvenile
X Popular
S Basic Studies

- B General Academic
- B Advanced Academic
- B Professional

LITERARY TYPE:

Detailed instructions concerning the following literary types are typically specified in the P subclasses.

- X Poetry
- X Playscript
- X Screenplay/Filmscript
- X Playscript (Musical)
- B Essays
- X Graphic Novels
- X Novels
- X Short Stories
- B Non-fiction

NEW EDITIONS:

- S Critical Edition
- S New Edition
- S Supplement
- X Abridgement

NON-BOOK FORMAT:

- S Book/Diskette
- S Book/Audio
- X Book/Fiche
- X Diskette
- X Audio Cassette
- X Audio CD
- X CD-ROM
- X Video
- X Maps
- S Oddity

PAGINATION:

- X 50 pages or less

PLACE OF PUBLICATION (Title Page):

B US
S UK
B US editions of UK titles (Pub. first in UK)
S Canada
B US editions of Canadian titles (Pub. first in Canada)
X Africa
X Australia
B US editions of Australian titles (Pub. first in Australia)
X China
X Germany
X Hong Kong
X Iceland
X India
X Ireland
X Japan
X Netherlands
X New Zealand
X Singapore
X Switzerland
X Other

PRICE CEILING:

Send notification slips if list price exceeds values indicated below.

Single volume \$50

Set of two or more volumes \$100

REPRINTS:

X Reprint
S Reprint 25+
S Facsimile
S Journal Monograph

REFERENCE BOOKS:

X Abstracts
X Almanac
B Atlas
X Bibliography
B Bio-bibliography
B Biographical Dictionary
X Catalogue Raisonne
B Concordance

B Dictionary
S Dictionary/Multi-language
X Directory
X Discography
B Encyclopedia
X Filmography
S Gazetteer
B Handbook
S Index
X Medical Atlas
S Reference Book (compact)
S Reference (other)
S Thesaurus
X Yearbook

SETS AND SERIES:

B Numbered series
B Unnumbered series
B Numbered sets-in-progress
B Unnumbered sets-in-progress
S Annuals
S Dated lecture series
S Non-monographic series

SIZE:

X Undersized
S Oversized

S TITLE ANNOUNCEMENTS:

TRANSLATIONS:

B Translations into English
X Translations from English

DESCRIPTIVE PARAMETERS:

The default values indicated in this section often vary within specific subject areas. Any of these categories can be applied either inclusively (as an override) to specific subjects or exclusively either overall or in particular subject.

ASPECTS:

The following aspects are typically applied, either inclusively or restrictively, in particular subject areas.

Agricultural
Allied health
Anthropological
Archaeological
Architectural
Art
Bible Commentary
Biotechnology
Business
Career
Clinical
Coaching
Computer
Contemporary Social
Counseling
Crime & Criminology
Dance
Description & Travel
Devotional
Distance education
Doctrinal
Economic
Educational
Environmental
ESL
Ethical
European Union
Foreign Relations
Genocide
Geographical
Globalization
Higher Educational
Historical
History of Science
Human Rights
Journalistic Treatment
Language
Leadership
Legal
Management
Marine

Mass media
Medical
Military
Music
Nanotechnology
Narrow Topic
Nursing
Overview
Pastoral
Philosophical
Pictorial Work
Political
Practical (Guidebooks)
Proselytizing
Psychological
Public Policy
Quantitative/Statistical
Religious
Rural
Science
Self-Help
Social Work
Teaching of
Technical (Law)
Terrorism
Theatre/Drama
Topics of Current Media Attention
TV Tie-in
Urban
Vocational/Technician

GEOGRAPHIC SPECIFICATIONS:

US
US Local
Individual US states:
US Regions
 Mid-Western U.S.
 New England
 Pacific Northwest
 Southeastern U.S.
 Southwestern U.S.
 Western U.S.
 Mid-Atlantic
Canada

Mexico
Caribbean
Central America
South America
United Kingdom
Western Europe
Eastern Europe
Former Soviet Union
Middle East
Africa
Asia
South Asia
Southeast Asia
Oceania
Pacific Rim
World
Polar
Oceans

INTERDISCIPLINARY STUDIES:

Interdisciplinary studies are typically applied inclusively across all subject areas, but can be applied inclusively or restrictively in particular subject areas.

AIDS
Asian-American Studies
Asian Studies
Black Studies
Chicano/Hispanic Studies
Children's Studies
Classics
Developing Countries
Ethnic Studies
Family Studies
Film
Future Studies
Gay/Lesbian Studies
Gerontology
History of Ideas
Hospitality Industry
Irish Studies
Islamic Studies
Jewish Studies
Latin American Studies
Maritime Studies
Medieval Studies

Men's Studies
Multicultural Studies
Native American Studies
Speech and Hearing Impaired
Transportation
Women's Studies

Date	Summary of changes	Changes requested by:	Changes made by:
Aug '12	Add range exceptions to PJ; add class exception to GN; Change class instructions for DS and CC	C. Stickler	J. Thompson
Oct '12	Change the following from slip to book: Biography/Autobiography Collection/New format Conference Monograph 2+ format Conference Proceeding 2+ format Festschriften format changed Revised Dissertation format Essays literary type Atlas reference books Bio-Bibliography reference books Biographical Dictionary reference books Concordance reference books Dictionary reference books Dictionary/Multi-language reference books Encyclopedia reference books Handbook reference books LC class DE LC classes DS 67-154.9	C. Stickler	J. Thompson
Nov '12	Add Abilene Christian U, Brill and T&T Clark as slipped presses		
Feb '13	Allow slips for Ashgate and allow books for Professional		
Nov '13	Change Baylor to slip		