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AICPA Library Classification Schedule



American Institute of Certified Public Accountants

AICPA

AICPA Library Classification Schedule

1986 Revision Updated through April 1987

Library Services Division

American Institute of Certified Public Accountants

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PREFACE

This classification schedule is based on the system devised by the first Institute librarian and published in the American Institute of Accountants' <u>Library Manual</u> in 1921. The <u>Manual</u> also included cataloging and filing rules in use at the Institute Library which was established in 1918.

The classification schedule was revised in 1936 and again in 1958. Changes have been made over the years to accommodate new developments. The special businesses section, under 250, previously referred to only in the index, was compiled in the late 1970's. This edition retains the original structure of the schedules; obsolete portions have been removed.

Louise S. Miltimore, the Institute's first librarian, noted in her 1921 foreword that the <u>Accountants' Index</u>, first published in 1920, should be consulted for subject headings. Users of this edition may wish to consult the <u>Accountants' Index Master List</u> of <u>Subject Headings</u>, available on microfiche for the first time with the 1985 edition.

Users of the <u>Accountants' Index</u> should note that classification numbers appear in the printed <u>Index</u> beginning with the 1969-1970 cumulative bound volume. The online database, Accountants, covering 1974 to current data, includes the classification numbers assigned to books and pamphlets listed in the Index, and physically located in the collection of the AICPA Library. The classification number is a searchable field in the online database, available on System Development Corporation's Orbit Search Service.

This edition of the <u>AICPA Library Classification Schedule</u> is paged alphanumerically and presented in looseleaf format in preparation for future updates. Your suggestions and comments are welcomed and should be addressed to Linda C. Pierce, <u>Accountants' Index</u> Editor, at the AICPA Library.

Special thanks go to Evelyn W. Behar, Assistant Librarian, who edited this revision and coordinated its production. Special acknowledgement is due also to Thomas Fearon, Urmila K. Mohamed, Linda C. Pierce and Ileane Silver of the Library Services Division staff for their assistance in preparing the manuscript, and to the staff of the AICPA's Word Processing Department for their production assistance.

> Karen Hegge Neloms Director AICPA Library Services Division

June 24, 1986

AICPA LIBRARY CLASSIFICATION SCHEDULE

- 000 General works
- 100 Accountancy
- 200 Business and industry
- 300 Government
- 400 Insurance
- 500 Public utilities
- 600 Banks and banking
- 700 Finance
- 800 Law
- 900 Miscellaneous

- 000 General works
- 010 Bibliographies, indexes, catalogues, business sources
- 020 Dictionaries
- 030 Encyclopedias, handbooks
- 040 Essays, lectures, addresses
- 050 Directories
- 060 Societies and associations (general and professional)
- 070 Yearbooks, almanacs, calendars
- 080 Atlases
- 090 Manuals

(The next page is b-l.)

- 100 Accountancy profession (in general)
 - .1 As a career
 - .2 Relation to business and management
 - .3 Relation to tax administration
 - .4 Professional aspects (as a profession)
 - .5 Relation to labor
 - .6 Relation to underwriters
 - .7 Lawyers and accountants; Law and accounting Joint practice
 - .8 Relation to government (e.g., U.S. SEC); Public service
 - .9 Foreign countries (Divide by country)
 - .91 International practice
- 101 Essays; Lectures (on the profession)
 - .1 Poetry; Humor (on the profession)
 - .2 Radio broadcasts
 - .3 Addresses
- 102 Accounting conferences, forums, institutes, seminars, clinics (Divide by name of conference)
- 103 Accountants; Auditors; Articled clerks (as a group)
 - .l Duties and responsibilities; Liability
 - .2 Employment
 - .21 Employment of veterans
 - .3 Women in accountancy

- .4 Independence
- .5 Qualifications
- .51 Aptitude tests; Accounting Testing Program
- .6 Selection of accountants; Rotation of auditors
- .7 Minority groups (e.g., Blacks, Hispanics)
- .8 Foreign countries (Divide by country)
- .9 States (Divide by state)

104 Professional ethics

105 Public relations (relation of the accountancy profession to the public)

106 Accountants' societies

- .l American Institute of Certified Public Accountants; American Institute of Accountants (Divide by year)
- .2 C.P.A. state societies (Divide by state)
- .21 Other state societies (Divide by society)
- .3 Other United States societies (Divide by society)
- .4 Institute of Chartered Accountants in England and Wales; Institute of Chartered Accountants in Ireland
- .5 England, other than the above (Divide by society)
- .6 Scotland (Divide by society)
- .7 Canada
- .8 International congresses on accounting; International societies
- .9 Other foreign countries (Divide by country)

- 107 Education
 - .05 Continuing education (in general)
 - .l Law
 - .2 Examinations
 - .3 Scholarships and student loans; Work-study programs
 - .4 Prizes and contests; Prize essays; Accounting Hall of Fame
 - .5 Theses
 - .6 On-the-job training
 - .7 Foreign countries (Divide by country)
 - .8 Teaching; Visual methods; Programmed learning; Computer-assisted instruction
 - .9 Schools of accounting; Accounting courses; Continuing education Accountants
 - .91 Designations and degrees; CPA certificates
- 108 Accountancy law and legislation (in general, within the United States); State boards of accountancy (in general)
 - .1 States; Rules of state boards (Divide by state)
 - .2 Foreign countries (Divide by country)
- 109 Accountancy profession History
 - .1 United States (Divide by state)
 - .2 Foreign countries (Divide by country)
 - .3 Pictures, photographs, medals (relating to accountancy profession or accountants)

- 110 Accounting (theory and practice)
 - .l Publicity of accounts; Publicity (with regard to accounting)
 - .2
 - .3 Bases; Methods (e.g., accrual, cash)
 - .4 Relation to taxation
 - .5 Relation to management
 - .6 Social aspects; Behavioral accounting
- 111 Accounting research
 - .1 Principles and standards
 - .2 Uniform methods
 - .3 Government regulation
- 112 Problems and solutions
- 113 Encyclopedias, dictionaries, handbooks
- 114 Terminology
- 115 Bibliographies, reading lists
 - .1 Accounting literature
 - .2 Book reviews
- 116 Machine methods; Computer applications to accounting; Accounting - Data processing
- 117 Foreign countries (Divide by country)

1	1	8	Law	

- 119 Accounting period; Natural business year
- 120 Bookkeeping
 - .1 Bookless bookkeeping
 - .2 Typewritten

121 Single entry

- 122 Double entry
 - .1 Debit and credit

123

124 Blank forms

125

- 126 Balancing
 - .1 Trial balance
 - .2 Errors
- 127 Adjusting and closing the books

128	
.1 .2	Card and loose-leaf bookkeeping
129	
130	Books of account
131	Journals; Day books
132	Ledgers
133	
134	Purchase books; Voucher registers; Vouchers
135	
136	Check keeping
137	
138	
139	

- 140 Accounts
 - .1 Classifications; Charts of account
 - .2 Capital (proprietorship)
 - .3 Surplus
 - .4 Trading; Customers' accounts
 - 5
 - .6 Departmental
 - .7 Replacement costs; Alterations
 - .8 Reserves; Sinking funds
 - .9 Other special accounts; Reconciliations
- 141 Assets
 - .l Valuation

142 Current assets

- .1 Cash; Petty cash; Cash management; Bank accounts
- .2 Notes receivable; Bills receivable; Receivables
- .3 Accounts receivable
- .4 Inventories
- .5 Current investments; Investment credit
- .6 Contingent

143 Fixed assets

- .l Land
- .2 Buildings
- .3 Machinery and equipment; Capital expenditures; Lease or purchase

.4	Furniture and fixtures
.5	Permanent investments; Funds; Endowments
.6	Intangibles
.61	Goodwill
.62	
.63	Patents, copyrights, trademarks
.7	Emergency facilities
144	Deferred charges
145	Liabilities
146	Current liabilities
.1	Bills payable; Notes payable
.2	Accounts payable
.3	Dividends payable
.4	
.5	
.6	
.7	
.8	Contingent
.9	
147	Accrued liabilities
148	Fixed liabilities

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- .2
- .3 Debentures
- 149 Profit and loss; Nominal accounts
 - .l Income
 - .2 Expenses; Expense accounts
 - .3 Cost of sales
 - .4 Selling expenses
 - .41
 - .42 Delivery expenses
 - .43
 - .44 Advertising expenses
 - .5 Administrative expenses
 - .51 Bonus; Salaries; Commissions
 - .52
 - .53
 - .54
 - .55 Stationery; Printing; Office forms
 - .56 Power, light, heat
 - .57
 - .58 Travel expenses
 - .59 Miscellaneous (e.g., insurance, rent, taxes)
 - .6 Financial management expenses and income
 - .61 Interest
 - .62 Bad and doubtful debts
 - .63 Collection expenses
 - .64 Cash discounts

.65	Royalties					
.7						
.8	Miscellaneous losses					
.81	Depreciation, depletion and obsolescence					
.82	Fire losses					
.83	War losses					
150	Financial statements; Disclosure					
.1	Pro forma					
.2	Interim					
151	Balance sheets					
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152	Financial statements - Assets and liabilities					
153	Financial statements - Affairs					
.1	Financial statements - Comparative					
154	Financial statements - Realization and liquidation					
134	rinancial statements Realization and liquidation					
155	Financial statements - Receipts and disbursements					
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156	Financial statements - Funds					
157	Financial statements - Surplus (earned surplus;					
	retained earnings)					

158 Financial statements - Income

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159 Profit and loss

160 Cost and factory accounting; Costs; Cost control

- 161 Special costs
 - .l Multiple
 - .2 Terminal
 - .3 Unit
 - .4 Process
 - .5 Operating
 - .6 Departmental
 - .7 Job orders
 - .8 Products; War production; Value engineering
 - .9 Distribution costs; Marketing costs

162 Elements

- .l Materials
- .2 Labor
- .3 Factory expenses; Freight charges
- 163 Prime (direct) costs; Marginal costs
 - .l Direct material
 - .2 Direct labor
- 164 Overhead (indirect) costs
 - .1 Indirect material
 - .2 Indirect labor

- .3 Indirect expenses
- .4 Distribution of overhead

165	Special accounts within cost accounting							
.1	Scrap, waste, spoilage							
.2	By-products and joint products							
.3								
.4	Technical research; Experiments							
.5	Plant and equipment; Maintenance and repairs							
.6								
.7	Payrolls							
.8	Idle time							
.9	Idle capacity							
166	Standard costs							
167	Cost systems; System design and installation							
168	Uniform methods							
169	Estimated costs; Cost analysis							
.1								
.2	Break-even point							
170	Auditing							
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.2								

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- .4
- 5
- .6
- .7 Foreign countries (Divide by country)
- 171 Audit programs
- 172 Investigations
- 173 Certificate or opinion; Accountants' reports
- 174 Reports: For credit purposes Management reports To employees To management To public To stockholders
- 175 Internal audit and control; Interim audits
 - .1
 - .2
 - .3
 - .4
 - .5 Internal auditing departments
- 176 Working papers
- 177 Defalcations; Fraud; Forgery; Theft; Embezzlement (in relation to accounts)

178	Auditing law
179	Social audits
180	Statistics; Ratios; Index numbers
181	Graphic methods; Charts; Flow charts
182	
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184	Costs (statistics)
185	Prices; Cost of living; Price-level changes (purchasing power of the dollar)
.1	Basing points
186	
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189	
190	Mathematics

191	Arithmetic			
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.7				
.8	Interest			
192	Algebra			
193	Geometry			
194	Trigonometry			
195	Calculus			
196	Probabilities			
197 .1	Tables Check numbers			
• 1				
198	Weights and measures			
199	Mathematical programming			

199 Mathematical programming; Quantitative analysis

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- 200 Business and industry; Manufacturers; Make or buy
 - .1 Government regulation; Industrial recovery
 - .2 Court decisions affecting business
 - .3 Effects of war
 - .4 Government competition with business and industry
 - .5 Government ownership of business and industry
 - .6 Form of organization (e.g., corporate, partnership)
 - .7 Reports to government agencies
 - .8 Business forecasting; Financial statement forecasts
 - .81 Business planning; Business consultants
 - .9 Business history
- 201 Management; Management audit; Time management
 - .1 Centralization and decentralization
 - .2 Time and motion study; Work measurement
 - .21 Aptitude and employment tests
 - .22 Work simplification
 - .3 Standardization in industry
 - .4 Simplification in industry
 - .5 Machinery use in industry; Machine capacity; Technological forecasting
 - .6 Research and development; Operations research; Management science; Network analysis; Resource management
 - .61 Cost effectiveness; Cost-benefit analysis
 - .7 Waste in industry; Pollution
 - .8 Production and production control; Production planning; Systems and procedures; Information systems; Short interval scheduling; Decision theory; Learning curve
 - .9

202	Office management; Office layout		
.1	Records; Privacy; Personal data; Paperwork		
.2	Records management; Filing and indexing; Preservation and retention		
.21	Microfilming records		
.22	Records automation and retrieval; Document retrieval		
.3			
.4	Mailing		
.5			
.6	Manuals		
.7	Timekeeping		
.8	Commercial correspondence; Job resumes; Business letters		
.9	Miscellaneous; Forms		
203	Office equipment		
.1	Mechanical devices; Office automation		
.2	Calculators; Adding machines		
.3	Telephones; Telex		
.4			
.5	Tabulating and sorting equipment; Punched cards		
.6	Typewriters; Word processing systems		
.7			
.8	Addressing and mailing apparatus		
.9	Computers; Data processing; Computer networks; Data base management systems		
.91	Artificial intelligence; Expert systems		
.92	Electronic publishing		

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- .94
- .95 Data processing departments
- .96
- .97 Data administration

204 Factories (plant)

- .1 Management; Quality control; Zero defects; Safety management; Industrial management
- .2 Materials control; Materials handling
- .3
- .4 Traffic management
- .5 Conversion and expansion; Plant closings
- .6
- .7 Inspection
- .71 Testing and sampling
- .8 Foremen and supervisors
- .9 Factories-Data processing; Computer integrated manufacturing

205 Finance

- .l Capital
- .11 Return on investment
- .2 Profits
- .3 Income; Earnings
- .4 Budgets
- .5 Surplus

206 Buying and selling

.1	Purchasing
.2	Receiving, shipping and invoicing
.3	Stores systems and stock records
.4	
.5	Sales and selling; Distribution
.51	Sales departments
.52	Customer service departments
.6	Collection of accounts; Credit departments
.7	Advertising
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.9	Dumping
207	Labor; Employees; Productivity
.01	Industrial training
.02	Industrial psychology; Aptitude tests
.1	Industrial relations; Strikes; Employee representa- tion; Collective bargaining
.11	Relation of accounting to labor
.2	Hours of labor
.3	Labor turnover; Employment and unemployment; Recruitment
.31	Labor supply; Manpower
.4	Women in industry and business
.5	Child labor
.6	Industrial organizations; Trade union movement
.7	Workers' compensation
.8	Accidents
.9	Law and regulation; Fair labor standards act; Wages and hours legislation

- 208 Wages, fees, salaries
 - .01 Law and regulation; Wage stabilization; Portal-toportal pay
 - .02 Guaranteed annual wages
 - .1 Accountants
 - .2 Overtime
 - .3 Piece work
 - .4 Bonus incentives
 - .5 Profit sharing
 - .6 Vacation and sick leave
 - .61 Severance pay
 - .7 Stock distributing plans; Stock purchase plans
 - .71 Employee discounts
 - .8 Systems of wage payment (e.g., Bedaux plan)
 - .9 Pensions and benefit plans; Family allowances; Savings plans; Retirement plans; Employee benefits; Employee stock ownership plans
 - .91 Professional people Pensions (including accountants); Self-employed people - Pensions
- 209 Miscellaneous; Trade associations; Business organizations
 - .1 Industrial and business codes; Business ethics
 - .2 Competition in business and industry; Unfair trade practices
 - .3 Public relations
 - .4 Business clinics and conferences
 - .5 Small business
 - .6 Employee publications; Employee communication; Suggestion systems

.7	Products; Product labeling; Products liability; Consumerism
.8	
.9	Minority enterprise; Black capitalism
210	Partnerships
211	Partnerships - Accounting
212	Partnerships - Auditing
213	Partnerships - Valuation
214	
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- 220 Corporations; Going public; Corporate models
- 221 Corporations Accounting
- 222 Corporations Auditing
- 223 Management; Organization; Proxies
 - .1 Divisionalized companies; Diversified companies
 - .2 Meetings
 - .3 Directors; Boards of directors; Audit committees
 - .4 Stockholders
 - .5 Officers; Controllers; Accounting executives; Accounting departments; Treasurers; Management control
 - .6 Secretaries
 - .7 Executives and managers; Executive compensation
 - .8 Personnel management; Human resources; Training and development function
 - .9 Social responsibility; Corporate fellowships and awards
- 224 Corporate finance; Financial management; Corporate financial models
 - .1
 - .2 Profits
 - .3 Dividends
 - .4 Prospectuses
 - .5 Flotation
 - .6

- .7 Unusual payments supported by corporate policy (e.g., payoffs to foreign agents)
- 8
- .9 Going concern; Liquidity; Solvency
- 225
- 226 Reorganizations
- 227 Statistics; History; Ratios
- 228 Corporations Law
 - .1 Divide by country or state; Blue sky laws
 - .2 Government regulation; Federal licensing or incorporation of corporations
- 229 Specific corporations
- 230 Consolidations and mergers; Combinations; Acquisitions; Business separations
 - .l Taxation
- 231 Accounting; Consolidated financial statements
- 232 Auditing
- 233 Management

- 234 Finance
- 235 Holding companies and subsidiaries
- 236 Trusts and antitrust laws
- 237 Monopolies
- 238 Law
 - .1 Divide by country
 - .2 Government regulation and control

239

- (See below for Form divisions for 240-243)
- 240 Fiduciary matters
- 241 Executors and trustees; Guardians
 - .5 Estate planning
- 242 Bankruptcy; Business failures
 - .5 Taxation
- 243 Liquidations and receiverships

Form divisions for 240-243

.01	Bibliographies
.1	Accounting
.2	Auditing
.3	
.4	Finance
• 5	
.6	
.7	
.8	Law and practice
.81	Divide by country
.82	Government regulation and control
.9	

2	244			
2	245			
2	246			
í	247			
	248			
	249			

(The next page is e-1.)

- 250 Accounting systems design and installation (Divide by author) Accounting for special businesses, industries and trades (Divide by subject and assign the first three letters of the subject, and if necessary a number)
 - Acc Accountants' office
 - Act Actors and entertainers
 - Adv Advertising agencies
 - Adv 2 Advertising companies
 - Adv 3 Advertising distributors, Specialty
 - Agr Agricultural machinery and equipment manufacturers and dealers
 - Air Aircraft industry; Aircraft manufacturers
 - Air 2 Aircraft dealers
 - Air 3 Airplanes and company planes

Air 4 Air conditioning dealers

- Air 5 Aircraft financing
- Alu Aluminum industry
- Amb Ambulance companies
- Amu Amusement parks
- Ani Animal resource facilities
- Apa Apartment houses; Apartment houses, Cooperative
- Arc Architects
- Art Artists
- Asp Asphalt industry
- Ath Athletics
- Aud Auditoriums and halls
- Aud 2 Audio-visual industry; Video tapes

Aut 2	Automobile manufacturers; Automobile industry
Aut 3	Automobile repair shops; Automobile service stations; Car washes
Aut 4	Automobile dealers; Automobile financing and finance companies
Aut 5	Automobiles - Cost of operation
Aut 6	Automotive jobbers
Aut 7	Automobile parts and accessories
Aut 8	Automobile rental
Aut 9	Automotive service industry; Automotive wholesalers and distributors
Bag	Bag manufacturers
Bak	Bakeries
Bal	Ball clubs
Bal 2	Ball bearings industry
Bar	Barbers
Bar 3	Bars and grills
Bat 3	Battery manufacturers
Bea 2	Beauty shops
Bed	Bedding manufacturers
Вее	Beer wholesalers
Bel 2	Industrial belting industry
Bev	Beverage industry
Bic	Bicycle retailers
Bil	Billiard centers
Bis	Biscuit and cracker manufacturers

.

- Bol Bolts and nuts industry
- Boo Bookstores
- Boo 2 Bookbinders
- Boo 3 Book manufacturers
- Boo 4 Bookkeeping service
- Bot Bottlers
- Bot 2 Bottle manufacturers
- Bow Bowling alleys
- Box Box and packing case industry
- Bra Branches
- Bre 3 Breweries
- Bri 2 Brickmaking
- Bri 3 Bridges
- Bri 4 Briquetting
- Bro 2 Securities brokers
- Bru Brush and broom manufacturers
- Bui Building construction
- Bui 3 Building material manufacturers, wholesalers and retailers
- But Butchers
- Cab Cable plants
- Cam 3 Camps
- Can 5 Canning and preserving industry
- Can 6 Can manufacturers
- Can 8 Canvas goods manufacturers

Car 5	Carpet and rug industry
Cas 2	Casket manufacturers
Cas 4	Casinos
Cat	Catering business
Cem	Cement industry
Cem 4	Cemeteries
Cer 2	Ceramics manufacturers
Cha	Charities
Cha 2	Chalk and crayon industry
Che	Chemical industry
Chi	Child welfare; Children's homes
Cho	Chocolate and cocoa industry
Chu	Churches
Cig 2	Cigar and cigarette manufacturers
Cla	Clay products industry
Cle	Cleaning and dyeing industry
Cle 3	Cleaning and polishing preparations distributors
Cle 4	Clergy
Cle 5	Cleaning services
Clo	Clock and watch manufacturers
Clo 2	Clothing industry; Clothing manufacturers
Clo 3	Clothing wholesalers and retailers
Clo 4	Clothing jobbers
Clu	Clubs
Coa 4	Coal retailers

Col	Cold storage locker plants
Col 2	Collection agencies
Col 3	College stores
Col 4	Collectors
Com	Commodity exchanges
Com 2	Commodities; Commodity brokers
Com 3	Community chests
Com 6	Computer industry; Semiconductor industry
Con	Contractors; Mechanical contractors
Con 3	Conveying and hoisting machinery manufacturers; Construction equipment manufacturers
Con 4	Concrete products manufacturers
Con 5	Confectionery manufacturers
Con 6	Confectionery retailers
Con 7	Container manufacturers
Con 8	Concessions
Con 9	Condominiums; Homeowners associations
Coo 3	Coopers
Cor	Cord and twine distributors
Cos	Cosmetics manufacturers
Cot	Cotton
Cot 5	Cotton mills; Cotton textile industry
Cot 6	Cotton merchants
Cot 7	Cotton ginning
Cot 9	Cotton seed and cotton seed oil industry
Cou	Courts

Cre		Credit companies
Cur		Curtains and drapery industry
Cut	2	Cutlery manufacturers
Dai		Dairy products industry
Dai	2	Dairy councils (trade associations or industry representatives)
Dan		Dance schools
Dat		Data processing service organizations
Day		Day care centers
Dec		Interior decorators
Den		Dental supply manufacturers and dealers
Den	2	Dentists
Dia		Diaper service
Die		Die manufacturers
Dis		Distilleries
Dis	2	Distributor organizations
Dis	3	Discotheques
Dre		Dredging industry
Dru		Drug retailers and wholesalers; Pharmacists
Dru	2	Drug manufacturers
Dye		Dyers and finishers
Dye	2	Dye manufacturers
Ela		Elastic fabric manufacturers
Ele		Electric contractors
Ele	2	Electric and electronic equipment manufacturers
Ele	4	Electric and electronic equipment wholesalers and retailers

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Ele 6	Electric jobbers
Ele 7	Electroplating industry
Ele 8	Electrotyping
Ele 10	Electronic equipment sales representatives
Emp	Employment agencies
Ena	Enameling and enamel manufacturers
Eng	Engineers and engineering
Eng 2	Engine manufacturers
Ent	Entertainment industry
Exc	Excavation companies
Exp	Exploration companies
Exp 3	Export and import trade
Ext	Exterminator companies
Fai	Fairs and expositions
Fee	Feed mills
Fee 2	Feed lots
Fer 2	Fertilizer industry
Fib	Fiber optics industry
Fin	Finance companies
Fir	Fire apparatus manufacturers
Fis	Fishing and fishermen
Fis 2	Fisheries
Fis 3	Fishing tackle industry
Fis 4	Fish hatcheries
Fix	Fixture manufacturers

- Fla Flavoring extracts manufacturers
- Flo Flood control
- Flo 2 Flooring retailers
- Flo 3 Florists
- Flo 4 Flour and flour mills
- Foo Food and food industry
- Foo 2 Food products manufacturers
- Foo 4 Frozen food packers
- Foo 5 Food wholesalers, retailers and distributors
- Foo 6 Food brokers
- Foo 7 Food service equipment dealers
- For Forging industry
- For 2 Forests and forestry; Forest products industry
- Fou Foundries
- Fou 2 Community trusts; Foundations (e.g., charitable)
- Fra Franchising
- Fre Freight forwarders
- Fru 2 Dried fruit industry
- Fru 3 Fruit and vegetable wholesalers and retailers
- Fur Furriers
- Fur 2 Fur farms
- Fur 3 Furnace and stoker manufacturers
- Fur 4 Furniture manufacturers
- Fur 6 Furniture dealers; Furniture retailers
- Fut 2 Futures; Commodity futures; Financial futures; Interest rate futures

Gar	Garages
Gea	Gear manufacturers
Gif	Gift shops
Gla	Glass manufacturers
Gla 2	Glass retailers
Glo	Glove manufacturers
Gol	Gold - As an investment
Gol 2	Golf courses and driving ranges
Gra	Grain elevators; Grain dealers
Gra 3	Grain futures
Gra 4	Graphic arts industries
Gre 2	Greeting card manufacturers
Gri 2	Grinding wheel manufacturers
Gro	Grocery manufacturers
Gro 2	Grocery wholesalers
Gro 3	Grocery retailers; Convenience stores
Han 2	Handcrafts business; Crafts
Har	Hardware manufacturers
Har 2	Hardware wholesalers
Har 3	Hardware retailers
Неа	Heating companies
Hea 2	Heat treating industry
Hea 5	Health clubs and spas
Hob	Hobby retailing
Hom	Homes for the aged

Hot		Hotels; Hotels, Apartment
Hou	2	Housing
Ice		Ice companies
Ice	2	Ice cream manufacturers
Ind		Industrial parks
Ink		Ink manufacturers
Ins		Institutions; Hospitals
Ins	2	Mental health institutions
Ins	3	Health maintenance organizations
Inv		Investment companies and trusts; Investment advisers; Mutual funds
Inv	2	Investment banks
Inv	3	Investment clubs
Iro		Iron and steel industry
Iro	2	Iron and steel construction
Jew		Jewelry manufacturers
Jew	2	Jewelry retailers
Jew	3	Jewelry wholesalers
Jut		Jute industry
Ken		Kennels and dog owners
Kni		Knit goods manufacturers
Lab	3	Laboratories
Lau		Laundries
Law		Corporate law departments
Law	3	Lawyers
Lea		Leather goods industry

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Leasing companies Lea 2 Legal aid societies Leq Letter shops Let Lib Libraries Lig Lighthouses Lim Lime industry Lin 3 Linoleum wholesalers Lin 5 Linen supply business Liquor; Liquor wholesalers and retailers Liq Lit Lithographers Livestock shipping associations Liv 2 Liv 3 Livestock auction markets Lumber industry; Lumber yards; Lumber wholesalers Lum and retailers Mac Machine shops Mac 2 Machine tool industry Mac 3 Machinery and equipment manufacturers and dealers Macaroni manufacturers Mac 4 Magazines and magazine publishers Mag Marketing Mar Mar 2 Roadside markets Mar 4 Marine and boat retailers Masonic orders Mas Mas 2 Masonry contractors Meat markets and retailers Mea Medical clinics Med

	Metal works
2	Metal finishers
4	Metal distributors
	Milk and milk distributors
2	Milk dealers and milk plants
3	Millinery industry
4	Dried milk industry
	Mirror manufacturers
	Missions
	Mobilehome dealers and parks
	Model car racing centers
3	Monument dealers
	Mortgage bankers and mortgage companies
	Motor vehicles (in general); Motor carrier industry
2	Motor equipment
4	Motor bus operators
5	Motor trucks; Trucking industry
	Moving picture industry
2	Moving picture theaters
2	Music stores
4	Museums and art galleries
5	Musical enterprises
6	Musical instrument retailers
	Naval stores (e.g., resin, turpentine) industry
2	Newspapers and newspaper publishers
	4 2 3 4 3 2 4 5 2 4 5 2 4 5 6

New 3 Newspaper and magazine distributors News agencies New 4 Non-profit organizations

- Not Notaries public
- Nuc Nuclear materials; Nuclear power plants
- Nursing homes Nur
- Nur 2 Nursing service
- Off Office buildings
- Off 2 Office machinery and equipment manufacturers and dealers
- Oil 2 Oil industry
- Oil 3 Oil distributors and jobbers
- Oil refineries Oil 4
- Oil 5 Oil drilling; Oil drilling funds
- Oil 6 Liquified petroleum gas
- 0il 7 Oil equipment suppliers and supplies manufacturers
- Opt 2 Opticians; Optometrists
- Opt 4 Options; Currency options; Futures options
- Pac Meat packing industry
- Pac 2 Packaging industry
- Pai 2 Paint and varnish manufacturers
- Paint and varnish wholesalers Pai 3
- Paint and varnish retailers Pai 4
- Pap Paper box manufacturers
- Pap 2 Paper container industry (paper bags and wrappers)
- Paper and cardboard converters and manufacturers; Pap 3 Paper mills

Non

Pap 5	Paper distributors
Par	Parcel delivery service
Par 2	Parks and playgrounds
Par 3	Parking facilities
Pav	Asphalt paving companies
Paw	Pawnbrokers
Per	Personal finance
Per 2	Personal financial planners
Pet	Pet stores
Pho	Phonograph record manufacturers
Pho 2	Photoengraving
Pho 3	Photographers
Pho 4	Photographic equipment retailers
Phy	Physicians; Medical groups
Pip 2	Pipe lines
Pla 3	Plating industry
Pla 4	Plastics industry
Plu	Plumbing and heating contractors
Plu 2	Plumbing and heating supplies wholesalers
Pol	Politics and political campaigns; Political action committees
Por 2	Ports
Pot 2	Pottery industry
Pot 3	Potato chip manufacturers
Pou	Poultry wholesalers and retailers
Pou 3	Poultry processing

Pow	Power resources
Pow 3	Power plants
Pre	Prefabricated house manufacturers
Pri	Printers and printing
Pro 2	Professional people; Professional corporations and associations
Pub	Publishers
Pub 2	Public relations firms
Rac	Race tracks; Racing stables; Horse racing and breeding
Rad 3	Radio apparatus manufacturers
Rad 4	Radio apparatus dealers
Rad 5	Radio and television broadcasting stations
Rai 2	Railroad car and service companies
Ray	Rayon industry
Rea	Real estate
Rea 2	Real estate management
Rea 3	Real estate companies; Real estate developers; Land development companies
Rea 4	Real estate brokers
Rea 5	Real estate investment trusts (REITs)
Rea 6	Real estate partnerships; Real estate syndicates
Ref 3	Refuse operations
Ref 4	Refrigerator dealers
Reh	Rehabilitation centers
Rel	Religious institutions
Rep	Repair shops

Res	Restaurants and cafeterias
Res 2	Resorts
Ret	Retirement communities (profit-making)
Ric	Rice mills
Rob	Robots and robotics industry
Rol	Rolling mills
Rub	Rubber industry
Rub 2	Rubber products manufacturers
Rub 3	Rubber proofing industry
San	Sand and gravel industry
Sch	Schools and colleges
Sch 2	School supplies and equipment dealers
Sci	Scientific apparatus manufacturers
Scr	Scrap metal industry
Scr 3	Screw machine products industry
Scr 4	Screen process printing industry
Scr 5	Screw manufacturers
See	Seed trade
Sem	Seminaries
Ser	Service enterprises
Sew	Sewerage utilities
Sew 2	Sewing supplies retailers
Shi	Marinas
	Shipbuilding
Cho	Choo roppir chops

Sho Shoe repair shops

250

•

Sho	2	Shoe wholesalers and retailers
Sho	4	Shoe manufacturers
Sho	8	Shoe lace manufacturers
Sig	2	Signs and sign shops
Sil	2	Silk and silk mills
Sil	3	Silverware manufacturers
Ska		Skating rinks
Ski		Skiing resorts
Sla		Slate industry
Sli		Slide fastener industry; Zipper industry
Soa		Soap manufacturers
Soc		Social service agencies
Soc	2	Societies and associations - Accounting and management
Sod	2	Soda fountains
Spi		Spice grinding industry
Spo		Sporting goods wholesalers and retailers
Spo	2	Sports organizations
Sta		Stationery manufacturers
Sta	2	Stationery retailers
Ste	2	Steam plants
Sto		Stone cutting
Sto	2	Crushed stone industry
Sto	3	Stockyards
Sto	4	Stove, range and oven manufacturers
Swi		Swimming pools

Syn	Synagogues
Tai	Tailors
Tan	Leather tanning industry
Tax	Taxicab operators
Tea	Teachers
Тес	Technological companie s
Ten	Tennis ball manufacturers
Tex	Textile industry
The 2	Theaters and theatrical productions
The 3	Thermometer manufacturers
Thr	Thread manufacturers
Til	Tile manufacturers
Tir 2	Tire and tube industry
Тор	Tobacco industry; Tobacco wholesalers
Тоо	Tool manufacturers
Tou	Tourist courts and motels
Tou 2	Tourism
Тоу З	Toy and novelty industry
Tra	Trade unions - Accounting and management
Tra 2	Tractor and trailer industry
Tra 3	Premium merchandising; Trading stamps
Tra 4	Travel agencies
Und 2	Undertakers; Mortuaries; Funeral homes
Val 2	Valve manufacturers
Veg	Vegetable oil and oilseed industry

250	
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Ven	Joint ventures; Venture analysis					
Ven 2	Vending machine operators; Automatic merchandising					
Vet	Veterinarians					
War	Warehouses					
War 2	Field warehousing; Warehouse receipts					
Was	Washing machine manufacturers					
Wat	Water resources					
Wat 2	Water conditioning industry					
Wel	Welfare; Welfare funds					
Wel 2	Voluntary welfare agencies					
Wel 3	Welding supplies manufacturers and wholesalers					
Wel 4	Welfare					
Wha	Wharves					
Win	Wine and wineries					
Woo	Woodworking industry					
Woo 2	Wool and worsted industry					
Woo 4	Wood distillation industry					
Yar	Yarn industry					

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260	General merchandising
261	Wholesale trade
262	Retail trade; Specialty stores; Shopping centers; Discount stores
263	Department stores
264	Cooperatives (associations, societies, stores)

- 265 Mail order business; Direct mail
- 266 Factors and factoring; Consignments; Consignment sale shops; Swap shops
- 267 Chain stores; Variety stores; Supermarkets
- 268 Dry goods wholesalers and retailers
- 269 Installments
- 270 Agriculture
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 - .07 Yearbooks
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 - .2 Auditing
 - .3 Management
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 - .4 Finance
 - .41 Valuation

.42	Costs							
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.45	Credit							
.5	Agricultural cooperatives							
.6	Taxation							
.7	Statistics							
. 8	Law; Government regulation							
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272	Livestock							
273	Poultry farms							
274	Dairy farms							
275	Creameries; Milk plants							
276								
277	Cheese							
278	Bees and honey							

279 Miscellaneous (Assign first three letters of subject) e.g., Marketing agricultural products 279 Mar Rice 279 Ric Sugar 279 Sug Tobacco 279 Tob

(See below for Form divisions for 280-289)

- 280 Mining and metallurgy
- 281 Iron and steel
- 282 Gold and silver
- 283 Copper
- 284 Quarries and quarrying
- 285 Lead and tin
- 286 Uranium and plutonium
- 287 Mercury
- 288 Coal
- 289 Metals in general; Mineral deposits

- .01 Bibliographies
- .06 Societies
- .1 Accounting
- .2 Auditing
- .3 Management
- .34 Stores systems; Inventories
- .4 Finance
- .41 Valuation
- .42 Costs
- .43 Depreciation
- .44 Capitalization
- .5 Taxation
- .6
- .7 Statistics
- .8 Law
- .9 Reports and statements

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- 300 Government National
- 301 Civil service; Government employment
- 302 Economic conditions (national)
- 303 Public administration
- 304 Public works; Government projects; Public authorities; Government property

- 306 Travel regulations
- 307 Social security

308

309 National resources

- 311 Accounting; Cost accounting
- 312 Auditing

- 313 Administration; Government agencies and departments
 - .1 Government ethics
 - .2 Costs
 - .3 Purchasing
 - .4 Inspection
 - .5 Investigations of government agencies and departments
 - .6 Data processing
- 314 Finance
 - .1 Income and expenditure; Reports and statements
 - .2 Loans; Public securities
 - .3 Public debt
 - .4 Budgets
 - .5 Special appropriations including departmental and agency appropriations
 - .6 Intergovernmental
- 315 Government corporations
- 316 Research
- 317 Statistics
- 318 Law; Government regulation
- 319 Special countries (Divide by country. Use 311 and 312 for accounting and auditing.)
 - .1 U.S. departments, agencies, bureaus and commissions, including annual reports (Divide by name of department or bureau)

- 320 States and territories United States
- 321 Accounting; Cost accounting
- 322 Auditing
- 323 Government
 - .1
 - .2 Costs
 - .3 Purchasing
- 324 Finance
 - .1 Income and expenditure; Reports and statements
 - .2 Loans; Public securities
 - .3 State debt
 - .4 Budgets
- 325 Data processing
- 326
- 327 Statistics
- 328 Laws
- 329 Special states (Divide by state)

- 330 Counties
- 331 Accounting; Cost accounting
- 332 Auditing
- 333 Government
 - .1
 - .2 Costs
 - .3 Purchasing
- 334 Finance
 - .1 Income and expenditures; Reports and statements
 - .2 Loans; Public securities
 - .3 Public debt
 - .4 Budgets
- 335 Data processing
- 336
- 337 Statistics

- 339 Special counties (Divide by county)
 - .1 Special departments (Divide by department)

- 340 Municipalities
 - .06 Societies
- 341 Accounting; Cost accounting
- 342 Auditing

343 Government

- .l Charters
- .2 Costs
- .3 Purchasing
- .4 Inspection
- 344 Finance
 - .1 Income and expenditures; Reports and statements
 - .2 Loans; Public securities
 - .3 Municipal debt
 - .4 Budgets
 - .5 Insurance
- 345 Data processing

346

347 Statistics

۱W

.l Special

349 Special cities (Divide by city)

- .1 Special departments (Divide by department)
- 350
- 360
- 370
- 380

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Insurance; Risk management; Self insurance 400 Insurance agents; Brokers; Underwriters 405 410 Fire 420 Marine Life; Business life 430 . 435 Actuarial science Annuities .1 Casualty; Repair and replacement; 440 Multiple-line; Property 450 460 Title 470 Automobile; Aircraft; Aviation 475 Dental

(See below for Form divisions for 400-499)

480 Health and hospitalization; Medicare

- 481 Accountants' group plan
- 482 Disability
- 483 Group insurance
- 490 Surety and fidelity
- 491 Accountants' liability
- 492 Business and general liability; Business continuation
- 493 Leasehold (loss of rental cost or renting other property)
- 494 Credit; Accounts receivable
- 495 Reinsurance
- 496 Use and occupancy; Business interruption; Profits (covers profit on finished stock which has been manufactured and is on hand at time of destruction or damage)
- 497 Unemployment
- 498 Reciprocal
- 499 Earthquake; Flood; Hail and crop; Livestock

Form divisions for 400-499

- .01 Bibliographies
- .05 Directories
- .06 Societies
- .07 Special companies
- .l Taxation
- .4 Budgeting
- 1 Accounting
- 2 Auditing
- 3 Management
- .l Data processing
- 4 Finance

.

- 5
- 6 Investigations
- 7 Statistics
- 8 Law (including mergers)
- .1 Divide by state
- 9 Reports and statements

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.

(See below for Form divisions for 500-599)

- 500 Public utilities
- 510 Railroads
- 520 Electric and street railroads
- 530 Electric light and power
- 540 Gas Manufactured and natural
- 550 Express companies
- 560 Water transportation; Ships and shipping; Merchant marine
- 570 Telephone and telegraph companies; Telecommunications
- 580 Waterworks
- 590 Miscellaneous transportation
- 591 Roads and highways

- 592 Waterways; Rivers; Harbors; Canals
- 593 Air transportation; Airlines; Airports; Air mail; Aviation schools; Air taxi companies; Air freight
- 594 Motor transportation
- 595 Radio communication
- 596
- 597
- 598
- 599

Form divisions for 500-599

- .01 Bibliographies
- .06 Societies
- 1 Accounting
- .1 Uniform classification
- 2 Auditing
- 3 Management
- .1 Charters; Franchises
- .2 Government ownership
- .3 Budgeting
- .4 Stores systems; Inventories
- .9 Data processing
- 4 Finance
- .l Valuation
- .2 Costs
- .3 Depreciation; Amortization
- .4 Capitalization
- .5 Financial statements
- .6 Rates and rate-making
- .7 Billing
- 5 Taxation
- 6 Reorganizations
- 7 Statistics
- 8 Law
- .1 States (Divide by state)
- .2 Government regulation
- .3 Opinions, decisions
- 9 Special companies (Divide by company); Reports and statements

(The next page is j-l.)

(See below for Form divisions for 600-699)

- 600 Banks and banking
 - .1 Deposit insurance; Bank deposits
- 610 Federal reserve system
- 620 State
- 630 Safe deposit companies
- 640 Savings
- 650 Clearinghouses
- 660 Trust companies and departments
- 670 Building and loan and savings associations; Loan and credit departments; Loan companies; Federal home loan banks; Industrial banks

680 Credit unions

- 690 Miscellaneous
- 691 Cooperative banks
- 692 Foreign countries
- 693 Labor banks
- 694 National banks
- Branch and group banking; One-bank holding companies
- 696 International; Bank for International Settlements
- 697 Foreign departments; Export-import banking
- 698 Merchant banks

Form divisions for 600-699

.01	Bibliographies
.06	Societies
1	Accounting; Cost accounting
2	Auditing; Bank examinations
3	Management; Pension plans
.1	Investment policies
.1 .2 .3	Records retention
.3	Directors
	Officers
	Shareholders
	Data processing, including electronic funds transfer
4	Finance
.1	Income and expenditures; Reports and statements
.2	Costs
.3	Valuation
5	Taxation
	Failures
	Defalcations and fraud
7	Statistics
8	Law
.1	Special countries or states (Divide by country or state)
.2	Government regulation and control
9	Special companies, banks and states
.1	Divide alphabetically by company

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700	Finance
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709	
710	Money; Monetary policy
711	Coins and coinage
712 .1	Credit; Bank confirmation letters Consumer credit - Government regulation

- 713 Foreign exchange; International finance
- 714 Money markets
- 715 Inflation; Inflation Accounting; Current value Accounting
- 716 Debts and debtors
- 717
- 718
- 719
- 720 Investments and securities; Investment analysis
 - .l Foreign direct investment regulations; Foreign investment in the U.S.
- 721 Stock exchanges; Take-over bids; Tender offers; Going private; Securities act of 1933; Securities exchange act of 1934; Securities - Government regulation (e.g., SEC accounting series releases)
- 722 Loans; Government loans and grants
- 723 Securities underwriters
- 724 Stock, including stock values

725	Bonds
726	Debentures
727	Mortgages
728	
729	Speculation
730	Negotiable instruments; Commercial paper
731	
732	Acceptances
733	Checks
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736	Bills of lading
737	Drafts

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- 750 Taxation (in general)
 - .l International and international double
 - .2 Tax conferences and institutes
 - .3 Tax courses (teaching of tax work); Tax research
 - .4 Tax collection and delinquency; Statistics
 - .5 Tax evasion and fraud
 - .6 Sales and use taxes (in general)
 - .7 History
 - .8 Border taxes
 - .9 Value-added tax

UNITED STATES TAXATION

- 751 General (revenue acts and regulations, including depreciation guidelines)
 - .l Exemptions
 - .2 History
 - .3 Tax returns and forms
 - .31
 - .32
 - .33
 - .34
 - .35 Tax accounting; Accounting methods
 - .4 Tax practice (including practice before the Tax Court)
 - .5 Revision; Reduction; Postwar taxes; Tax programs; Proposals; Tax limitation; Tax policies
 - .6 Court decisions (place of courts in taxing process); Tax litigation; Tax court; Tax settlement

- .7 Administration of tax laws; Tax audits; Tax investigations
- .8 Internal Revenue Service
- .9 Effect of taxation on business; Subsidies
- 752 Double (within the United States); Intergovernmental (between states); Revenue sharing; Tax sharing
- 753 Tax avoidance; Tax saving; Tax planning
- 754 Income; Excess profits (in general)
 - .l Individual and partnership; Averaging income; Negative income
 - .ll Withholding; Pay-as-you-go
 - .12 Community property
 - .13 Alimony; Divorce; Family income; Family transactions
 - .2 Corporations; Excess profits; Undistributed profits; Close corporations; S corporations; Accumulated earnings; Debt v. equity
 - .21 Relief provisions
 - .22 Refunds and credits
 - .23 Carry-back and carry-over
 - .24 Accumulation of surplus; Corporate distributions
 - .3 Gains and losses
 - .4 Employee benefits; Pension and annuity plans; Compensation plans
 - .5 War losses

.6

.7 Deductions; Charitable contributions; Charitable organizations; Education expense; Expense accounts

- .8 Foreign trade; Foreign corporations; Foreign income; Foreign residents; Aliens
- .9
- 755 Inheritance; Estates and trusts; Gifts; Life insurance proceeds
- 756 Other U.S. taxes
 - .1 Fees; License; Stamp
 - .2
 - .3 Poll
 - .4
 - .5
 - .6 Sales and use taxes; Excise taxes
 - .7 Windfall (unjust enrichment)
 - .8
 - .9 Value-added tax
- 757 Municipal (in general)
 - .1 Special cities and towns (Divide by city or town)
- 758 States (in general); Counties; Interstate commerce
 - .1 Special states (Divide by state)
- 759 Other countries (in general)
 - .1 Special countries (Divide by country)

760	Tariffs	
770		
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800	Law
810	International
811	Immigration law
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815	Legal forms
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820	Commercial law
821	Guaranty and surety law
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823	Debtor and creditor law
824	Industrial property law
825	Trust receipts
826	Patents, copyrights, trade marks
827	Bar Act (American Bar Association)
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830	Personal law
831	Liens
832	Bailments
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841	Rent - Government regulation
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843	Leases
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873	Court decisions
874	Courts; United States Supreme Court
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880	States - Law (Divide by state)
890	Other countries (Divide by country)

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917	Peace					
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920	Religion					
930	Behavioral so	cience; So	ciology;	; Civi	l rights	
931	Parliamentary	y practice	; Etique	ette		

- 932 Minutes
- 933 Economics; Capitalism; Socialism
 - .1 Economic development (Divide by country)
 - .2 Economic statistics (Divide by country)
- 934 International relations; International relief
 - .l Lend-lease
 - .2 War damage claims
 - .3 United Nations

935 National defense; War

- .01 War production
- .1 Military and government service Personnel
- .2 Priorities and allocations
- .21 Industrial mobilization for war; Military procurement
- .3 War measures Law
- .4 Emergency facilities
- .5 Defense training courses
- .6 War and accountancy; Wartime operations
- .7 Rationing
- .8 Air-raid protection; Disasters
- .9 Postwar planning; Reconversion; Demobilization of industry
- .91 Surplus war property

936 International debt

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937 Veterans

- 938 Commerce; Chambers of commerce; Foreign trade; Western Hemisphere trade corporations; Foreign corporations; Foreign operations - European Economic Community; Multinational corporations
 - .1 Multinational corporations Accounting; Multinational corporations - Reports and statements
 - .2 Multinational corporations Auditing
 - .3 Multinational corporations Management
 - .4 Multinational corporations Finance

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- 940 Philology (English language); Writing
- 945 Communication (techniques and processes for expressing information)
- 950 Science; Navigation

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- 970 Fine arts
- 980 Literature
- 981 Public speaking

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992 Biography; Accounting firms; Accounting firm groups (Divide by letter of last name of biographee)

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