

Introduction

The New York State Library's collections are valuable resources for researchers in a variety of disciplines. These collections are particularly strong in law, medicine, social sciences, American and New York State history, certain pure sciences, technology, and Federal and State documents.

The State Library's collection development policy reflects:

- changing information needs,
- developing technologies,
- the Library's statewide responsibilities, and
- official mandates for collection and preservation of materials.

Goals

The goals of the Research Library of the New York State Library in developing its collections are:

- To provide reference information and materials in all formats to support the work of New York State government;
- To back up libraries throughout New York State with in-depth information in subject areas designated by the Collection Development Policy;
- To provide access to electronic information for all New Yorkers via libraries;
- To be an in-depth source of information about New York State: its history, government, cultural and physical environment.

Scope and Purpose

The New York State Library's Collection Development Policy is a strategic and vital management tool that defines what material should be collected to support the goals of the Library as detailed above. It also outlines the general policies for building, maintaining, and preserving collections to implement the Library's objectives.

The Library's Collection Development Policy was formulated taking into account:

- other library resources in the State's library systems,
- other State-funded library collections, and
- library resources available in the Capital District.

Use of standard format and language ensure compatibility with collections of other libraries. The collecting levels (see Definition of Collection Levels) are based upon the WLN (formerly Washington Library Network) collection codes that have been used in several American Library Association publications.

Policy Revisions

The Library's Collection Development was completely reviewed and revised in 2001. However, because of an ever-changing fiscal environment and its impact on the Library's budget, as well as rapid technological advances, expanding information resources, and opportunities for resource sharing with other institutions, no collection development policy should remain static. The Library's Collection Development Committee will periodically update sections of this policy as needed. New or revised sections will indicate the date they were added or updated.

General Policies

Allocation Formula

Acquisitions are funded entirely from the New York State General Fund after the state legislature passes the budget. After determination of the funding required for the Core Collection, the Library's Collection Development Committee (CDC) reviews the allocation formula annually. This formula takes into account the levels of collection development in this collection development policy. Subject areas assigned a higher collection level are allocated a higher percentage of the acquisitions budget. The CDC forwards the recommendations for the allocation formula to the Library's Executive Group for final approval.

Audio

The State Library does not collect recordings, with the exception of:

- recorded books acquired and maintained for the use of people who are blind or physically handicapped (see entry under TBBL),
- recordings received as part of manuscript or archival collections,
- recordings which are documents of New York State agencies,
- recordings which are documents of US government agencies.

Bibliographies

Bibliographies, in a variety of formats, are collected to support and augment the research strengths of the Library, to assist in using the Library's materials and to identify library materials for referral purposes.

Core Collection

The Core Collection consists of titles that comprise a core list of monographs, journals, and electronic resources essential to the goals of the New York State Library. Funding for the Core Collection will be allocated before allocations for specific subject areas are determined.

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Computer Software

Computer software is acquired for internal use only in compliance with SED policies and procedures.

Databases

Databases available for searching at the State Library or for searching remotely are acquired through contractual agreements with vendors. Databases (online and CD-ROM) are acquired in subject areas of high use, or to complement areas of existing collection strength.

Dissertations

Doctoral dissertations are ordered in areas of special interest to the Library. Dissertations requested by clients may be ordered if within the scope of the collection development guidelines.

Films and Videos

The New York State Library does not acquire films. Videos are not usually collected by the Library because of their general availability and because the Library lacks special equipment and staff to use, maintain and circulate materials in this format. The Library may acquire videos which:

- result from a program or workshop sponsored by the Library,
- are useful for staff or customer training,
- are documents of New York State government agencies,
- are documents of US government agencies.

Formats

As a general rule, the Research Library purchases materials in all formats (e.g., paper, microform, electronic). However, unless there are compelling reasons to collect a title in multiple formats, only one format will be available for each title. For the purchase of multiple formats of core titles, the requesting subject area will be responsible for allocating funds from its budget for the second format. For the purchase of multiple formats of non-core titles, the entire funding will be charged to the subject area allocation.

Government Documents

Federal Documents

As a Regional Depository for United States government documents, the New York State Library must, under Federal law (44 USC 1912), retain all Federal depository documents in paper, microform, or electronic format unless they are authorized for discard by the Superintendent of Documents.

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The depository collection is supplemented by non-depository documents and by resource materials which facilitate the use of these collections. Some examples of ancillary materials include commercial indexes, reprints, microform collections and electronic databases.

New York State Documents

The New York State Library has been designated by law as "the central repository for the distribution of public documents," (New York State Printing & Public Documents Law, Article 3, Section 11). State agencies are required to deposit copies of public documents, as defined in Section 12 of the above law, with the State Library.

United States Patents and Trademarks

The State Library participates in a separate depository program for United States patents and trademarks. See entry under [Patents](#).

Other Government Documents

Documents of other states, municipalities, the United Nations and foreign countries (particularly Great Britain and Canada) are acquired and added to the collection when appropriate in content, scope and level. Foreign documents in languages other than English are rarely acquired.

Indexes and Abstracts

Indexes and abstracts are collected in a variety of formats (paper, online, CD-ROM, microform) to support the research interests of the Library.

Literature

The New York State Library collects selected works of imaginative literature (i.e. novels, poetry, plays, short stories) with a New York State theme.

Loose-leaf Services

Loose-leaf services appropriate to the Library collection are acquired to provide current information on rapidly changing topics, particularly in legal and regulatory fields. The Library acquires loose-leaf services selectively because of the continuing cost of maintaining these services.

Microforms

Microforms are collected to enhance the preservation of materials already in the collection, or to expand the collection, within the parameters of the collection development guidelines. Microform editions of journals may be purchased instead of binding the Library's paper copy. Major microform sets are collected, within the Library's collection development guidelines, as the most cost-effective way to make these materials available statewide through the interlibrary loan network.

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Multiple Copies

Although duplication of materials is generally avoided, there are some instances when the Library may acquire two or more copies of a title. Examples include working tools (e.g. Books in Print), New York State documents, US Government documents, titles in great demand, titles dealing with New York state and local history and titles in both print and microform, CD-ROM or electronic format.

New York State

Aspects of subject areas that directly pertain to New York State or New York State persons should be collected at a comprehensive level.

Newspapers

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The New York State Library's goal is to acquire and maintain a comprehensive historical collection of New York State newspapers.

- New York State newspapers published prior to 1970 are acquired and retained in paper along with microfilm and digital format when available.
- Post-1969 New York State newspapers may be retained in paper, particularly when they are not available in microfilm and/or digital format. Examples include the September 11, 2001 collection (QC16538) and the Metro New York Ethnic and Neighborhood Newspaper Collection (QC16543).
- Current acquisitions include selected major New York State newspapers representative of the entire state in paper, microfilm and/or digital format.

A limited number of major national and international newspapers are acquired in paper, microfilm and/or digital format. Paper copies are discarded when alternative formats are received for those dates.

Non-New York State newspapers are retained as parts of large microform sets and paper copies in special collections (examples include the John Ellis Wool Papers [SC15361] and the DeWitt Clinton Collection).

Patents

As a U.S. Patent and Trademark Office Patent Depository Library, the State Library maintains a complete set of United States patents and related literature, including trademark information. Literature to support the use of this collection is obtained.

Retrospective Collection

The New York State Library has many significant retrospective collection strengths. While many of these subject areas continue to be emphasized, others are maintained at a lower level. For

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current collection level emphasis, consult the Library's Collection Development Policy and the Collection Development Policy for the Manuscripts and Special Collections Unit.

Standards and Specifications

The State Library maintains a large collection of current and historical technical standards and specifications, including most issued by the American National Standards Institute (ANSI), a complete file of current federal and military standards and many industry standards.

Talking Book and Braille Library (TBBL)

As a Regional Library for the Library of Congress's National Library Service for the Blind and Physically Handicapped (NLS), the State Library maintains a circulating collection of federally supplied materials in recorded disk and tape, braille, and other special formats. The collection provided by the NLS represents a wide range of informational and recreational library materials. Other materials of regional or personal interest to eligible readers may be acquired by purchase, transcription, or recording to supplement the basic collection.

The Collection Development Policy of TBBL is not included in this document but is available as a separate publication.

Collection Levels and Detailed Schedules

Definition of Collection Levels

0=Out of Scope;

1a=Minimal level (uneven coverage);

1b=Minimal level (even coverage);

2a=Basic Information level (introductory);

2b=Basic Information level (advanced);

3a=Basic Study or Instructional Support level;

3b=Intermediate Study or Instructional Support level;

3c=Advanced Study or Instructional Support level;

4=Research level;

5=Comprehensive level

Detailed Schedules

The "Detailed Schedules" are arranged in Dewey Decimal Classification order. Nearly one-thousand sections of the ten main Dewey classes have been described as they are listed in the Dewey Decimal Classification and Relative Index, Edition 21 (Forest Press, 1996).

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The current collection level, as explained in the "Definition of Collection Levels" above, is indicated. (The collection level key is also repeated at the bottom of each schedule page.) When there is a variation of collecting levels within a subject group, the collection level for the more specific subject is provided immediately following the general information for the subject group. The legend at the bottom of each page indicates the hierarchical order of the five collection levels.

A distinguishing feature of the "Detailed Schedules" is the emphasis on aspects of subject areas that deal with New York State. Throughout the schedules, the New York State Library's responsibility to collect materials that record the history and culture of New York State is clearly evident. Even where it may not be indicated in the schedules, aspects of subject areas which relate directly to New York State should be collected at a higher collection level. (Throughout the schedules, "New York State" is abbreviated as "NYS".)

Generalities

000 Generalities

Dewey Class	Subject Group	Collection Level
001	Knowledge	2A
001.9	Controversial knowledge	1A
002	The book	2A
003	Systems	2A
004	Data processing	2B
010-019	Bibliography	2A
020-028	Library and information sciences	3A
030	General encyclopedic works	2A
033-039	General encyclopedic works in specific languages and language families	1A
050	General serial publications	2A
051	American English-language serial publications	2A
052	General serial publications in English	1B
053-059	General serial publications in other languages	0
060	General organizations and Museology	2A
061	General organizations in North America	2A
062	General organizations in British Isles	1B
063-068	General organizations in other countries	0

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069	Museology (Museum science)	3A
070	Documentary media, educational media, news media; journalism; publishing	2B
071	Journalism and newspapers in North America	2A

072 Generalities

Dewey Class	Subject Group	Collection Level
072	Journalism and newspapers in British Isles	1B
073-079	Journalism and newspapers in other countries	0
080	General collections	1B
081	American English-language collections	1B
082	General collections in English	1A
083-089	General collections in other languages	0
090	Manuscripts, rare books, other rare printed materials	2A
080	General collections	1B
081	American English-language collections	1B
082	General collections in English	1A
083-089	General collections in other languages	0
090	Manuscripts, rare books, other rare printed materials	2A
091	Manuscripts	2A
092	Block books	1A
093	Incunabula	1B
094	Printed books	1A
095	Books notable for bindings	1B
096	Books notable for illustrations and materials	1A
097	Books notable for ownership or origin	1A
098	Prohibited works, forgeries, hoaxes	1A
099	Books notable for format	1A

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Philosophy and Psychology

100 Philosophy

Dewey Class	Subject Group	Collection Level
100	Philosophy, paranormal phenomena, psychology	1B
101	Theory of philosophy	1B
102-108	Standard subdivisions of philosophy	1B
109	Historical and collected persons treatment of philosophy	1B
110-119	Metaphysics	1A
120-129	Epistemology, causation, humankind	1A
130-139	Paranormal phenomena	1A
140-149	Specific philosophical schools and viewpoints	1A
150-159	Psychology	2A
160-169	Logic	1A
170	Ethics (Moral philosophy)	2A
171	Ethical systems	2A
172	Political ethics	3A
173	Ethics of family relationships	1A
174	Occupational ethics	2B
175	Ethics of recreation, leisure, public performances, communication	1
176	Ethics of sex and reproduction	3
177	Ethics of social relations	3
178	Ethics of consumption	3A
179	Other ethical norms	1A

180 Philosophy

Dewey Class	Subject Group	Collection Level
180-189	Ancient, medieval, Oriental philosophy	1A
190-199	Modern western and other non-Oriental philosophy	1A

Religion

200 Religion

Dewey Class	Subject Group	Collection Level
200	Religion	2A
200.973	History of Religion in the United	2A

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	States	
200.9747	History of Religion in New York State	4
201-209	Philosophy and theory of Christianity	1A
210-219	Philosophy and theory of religion	1A
220-229	Bible	1A
230-279	Christianity (specific elements of Christianity)	1A
200.973	History of Religion in the United States	2A
200.9747	History of Religion in New York State	4
201-209	Philosophy and theory of Christianity	1A
210-219	Philosophy and theory of religion	1A
220-229	Bible	1A
230-279	Christianity (specific elements of Christianity)	1A
277.4	Christian Church in the Northeastern United States	2A
277.47	Christian Church in New York State	4
280-289	Denominations and sects of Christian church	1A
289.8	Shakers	4
290-299	Comparative religion and religions other than Christianity	1A
296.47	Judaism in New York State	4

Social Sciences

300 Social Sciences

Dewey Class	Subject Group	Collection Level
300	Social sciences	2A
301	Sociology and anthropology	2A
302	Social interaction	2A
303	Social processes	2A
304	Factors affecting social behavior	2A
305	Social groups	2A
306	Culture and institutions	2A
307	Communities	2A
308-309	(Unassigned)	

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310	Collections of general statistics	2A
311-313	(Unassigned)	
313.17	General statistics of North America	2A
313.73	General statistics of the U.S.	3C
314-319	General statistics of specific continents, countries, localities in modern world	1B
320	Political science (Politics and government)	2A
321	Systems of governments and states	2A
322	Relation of the state to organized groups and their members	2A
	" as related to NYS	3C
323	Civil and political rights	2A
	" as related to NYS	3C
324	The political process	2A
	" as related to NYS	3C

324.2 Social Sciences

Dewey Class	Subject Group	Collection Level
324.2	Political parties	2A
	" as related to NYS	4
324.5	Nominating candidates	2A
	" as related to NYS	4
324.6	Election systems and procedures; suffrage	2A
	" as related to NYS	4
324.7	Conduct of election campaigns	2A
	"as related to NYS	4
325	International migration and colonization	2A
326	Slavery and emancipation	2A
327	International relations	1B
328	The legislative process (U.S. and NYS only)	4
329	(Unassigned)	
330	Economics	1B
331	Labor economics	2A
	" " " as related to US & NYS	3C
332	Financial economics	3A
333	Economics of land and energy	2A
	" " " as related to Northeast	3C

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	bioregion	
334	Cooperatives	1A
335	Socialism and related systems	1A
	NYS movements	2B
336	Public finance	1A
	" " " as related to US	3A
	" " " as related to NYS	4
337	International economics	2A

338 Social Sciences

Dewey Class	Subject Group	Collection Level
338	Production	2A
	" as related to US/NYS	3B
339	Macroeconomics and related topics	2A
340	Law	3A
340.3	Law reform	2B
341	International law	2B
341.026	Treaties and cases	3A
	except Native Americans of NYS	4
342	Constitutional and administrative law	4
343	Military, defense, public property, public finance, tax, trade (commerce), industrial law	4
344	Labor, social service, education, cultural law	3B
345	Criminal law	3A
346	Private law	3B
347	Civil procedures and courts	4
348	Laws (Statutes), regulations, cases	3B
349	Law of specific jurisdictions, areas, socioeconomic regions	2B
350	Public administration and military science (US & NYS)	2A
351	Public administration	3C
351.91	Grievances and claims against the state including ombudsman system	3A
352	General considerations of public administration	3C
353	Specific fields of public administration	4

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354 Social Sciences

Dewey Class	Subject Group	Collection Level
354	Public administration of economy and environment	4
355	Military science	1A
356-359	Specific kinds of military forces and warfare	1A
360	Social problems and services; associations	3C
361	Social problems and social welfare in general	3C
362	Social welfare problems and services	3C
363	Other social problems and services	3C
364	Criminology	3C
365	Penal and related institutions	2B
365.9747	Penal institutions in NYS	4
366	Associations	1A
367	General clubs	1A
368	Insurance	2B
369	Miscellaneous kinds of associations	1B
370	Education (General)	3C
371	Schools and their activities; special education	4
372	Elementary education	4
373	Secondary education	4
374	Adult education	4
375	Curricula	3C
375.747	Curricula (NYSED only)	5
376	Education of women - relocated to 371.822	

377 Social Sciences

Dewey Class	Subject Group	Collection Level
376	Religious schools - relocated to 371.07	
378	Higher education	4

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379	Public policy issues in education	4
380	Commerce, communications, transportation	2B
381	Internal commerce (Domestic trade)	3C
382	International commerce (Foreign trade)	3C
383	Postal communication	2B
384	Communications Telecommunication	2B
385	Railroad transportation	2B
386	Inland waterway and ferry transportation	2B
387	Water, air, space transportation	2B
388	Transportation Ground transportation	2B
389	Metrology and standardization	2B
390	Customs, etiquette, folklore	1A
391	Costume and personal appearance	1B
392	Customs of life cycle and domestic life	1A
393	Death customs	1A
394	General customs	1A
395	Etiquette (Manners)	1A
396-397	(Unassigned)	
398	Folklore	1A
398.747	Folklore (as related to NYS)	4
399	Customs of war and diplomacy	1B

Language

400 Language

Dewey Class	Subject Group	Collection Level
400	Language (General)	1B
401	Philosophy and theory	1B
402	Miscellany	1A
403	Dictionaries, encyclopedias, concordances	3A
404	Special topics	1A
405-406	Standard subdivisions	1A
407	Education, research & related topics	2B
408	Treatment of language with respect to kinds of persons	1A

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409	Geographic & persons treatment	1A
410	Linguistics	1B
411	Writing systems	1A
412	Etymology	1A
413	Dictionaries (Polyglot)	1A
414	Phonology and phonetics	1A
415	Grammar	1A
416	(Unassigned)	
417	Dialectology and historical (diachronic) linguistics	1A
418	Standard usage (Prescriptive linguistics)	1B
419	Structured verbal language	1B

420 Language

Dewey Class	Subject Group	Collection Level
420	English and Old English (Anglo-Saxon)	2A
421	Writing system, phonology, phonetic of standard English	2A
422	Etymology of standard English	2A
423	Dictionaries of standard English	3B
424	(Unassigned)	
425	Grammar of standard English	2B
426	(Unassigned)	
427	Historical and geographic variations, modern nongeographic variations	1A
428	Standard English usage (Prescriptive linguistics)	
	Applied linguistics	2A
429	Old English (Anglo-Saxon)	1A
430-439	Germanic (Teutonic) languages (German)	0
	Except 433 Dictionaries	1A
	Except 439.1 Dutch	3A
440-449	Romance Languages French	0
	Except: 443 Dictionaries	1A
	445 Grammar of standard French	1A
450-459	Italian, Sardinian, Dalmatian, Romanian, Rhaeto- Romanic languages (General)	0
	Except: 453 Dictionaries	1A

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	455 Grammar of standard Italian	1A
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460 Language

Dewey Class	Subject Group	Collection Level
460-469	Spanish and Portuguese language (General)	1A
	Except: 463 Dictionaries	1A
	465 Grammar of standard Spanish	1A
470-479	Italic languages, Latin	0
	Except: 473 Dictionaries	1A
	475 Grammar of classical Latin	1A
480-489	Hellenic languages, Classical Greek (General)	0
	Except: 483 Dictionaries	1A
	485 Grammar of classical Greek	1A
490-496	Other Languages (General)	0
497	North American native languages (as related to NYS)	4
498	South American native languages	1A
499	Non-Austronesian languages of Oceania, Austronesian languages, miscellaneous languages	0

Natural Sciences and Mathematics

500 Natural Sciences

Dewey Class	Subject Group	Collection Level
500	Natural sciences and mathematics	1A
501	Philosophy and theory	1A
502	Miscellany	1A
503-506	Standard subdivisions	
507	Education, research, related topics	1A
508	Natural history	2B
508.747	Natural history (NYS and environs)	3B
509	Historical, geographic, persons treatment	1A
510	Mathematics	1A
511	General principles of mathematics	1A
512	Algebra, number theory	1A
513	Arithmetic	1A
514	Topology	1A

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515	Analysis	1A
516	Geometry	1A
517-518	(Unassigned)	
519	Probabilities and applied mathematics	1A
520	Astronomy and allied sciences	1A
521	Celestial mechanics	1A
522	Techniques, procedures, apparatus, equipment, Materials	1A

523 Natural Sciences

Dewey Class	Subject Group	Collection Level
523	Specific celestial bodies and phenomena	1A
524	(Unassigned)	
525	Earth (Astronomical geography)	1A
526	Mathematical geography	1A
527	Celestial navigation	1A
528	Ephemerides	1A
529	Chronology	1A
530	Physics	1A
531	Classical mechanics Solid mechanics	1A
532	Fluid mechanics Liquid mechanics	1A
533	Mechanics of gases	1A
534	Sound and related vibrations	1A
535	Light and paraphotic phenomena	1A
536	Heat	1A
537	Electricity and electronics	1A
538	Magnetism	1A
539	Modern physics	1A
540	Chemistry and allied sciences	1A
541	Physical and theoretical chemistry	1A

542 Natural Sciences

Dewey Class	Subject Group	Collection Level
542	Techniques, procedures, apparatus, equipment, materials	1A
543	Analytical chemistry	1A
544	Qualitative chemistry	1A
545	Quantitative chemistry	1A
546	Inorganic chemistry	1A

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547	Organic chemistry	1A
548	Crystallography	2B
549	Mineralogy	2B
549.0974	as related to NYS	3B
550	Earth sciences	1A
550.0974	as related to NYS	3B
551	Geology, hydrology, meteorology	1A
551.0974	as related to NYS	3B
552	Petrology	1A
552.0974	as related to NYS	3B
553	Economic geology	1A
554-559	Earth sciences by specific continents, countries, Localities in modern world; extraterrestrial world	1A
560	Paleontology Paleozoology	1A
560.0974	Paleontology (NYS and environs)	3B
561	Paleobotany; fossil microorganisms	1A
561.0974	Geographic treatment of fossil plants (NYS and environs)	3B
562	Fossil invertebrates	1A
563	Miscellaneous fossil marine and seashore invertebrates	1A

564 Natural Sciences

Dewey Class	Subject Group	Collection Level
564	Fossil Mollusca and Molluscoidea	1A
565	Fossil Arthropoda	1A
566	Fossil Chordata	1A
567	Fossil cold-blooded vertebrates	1A
68	Fossil Aves (birds)	1A
569	Fossil Mammalia	1A
570	Life Sciences Biology	3A
571	Physiology and related subjects	2A
572	Biochemistry	3A
573	Specific physiological systems in animals, Regional histology, and physiology	3A
574	(Unassigned)	
575	Specific parts of and physiological systems in plants	2B
576	Genetics and evolution	3A

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577	Ecology	3A
577.0974	Ecology (NYS and Northeast environs)	4
578	Natural history of organisms and related subjects	2A
579	Microorganisms, fungi, algae	2A
580	Plants	2B
580.0974	Plants (NYS and Northeast environs)	4
581	Specific topics in the natural history of plants	2B

581.0974 Natural Sciences

Dewey Class	Subject Group	Collection Level
581.0974	Specific topics in the natural history of plants (NYS)	4
582	Plants noted for specific vegetative characteristics	2B
583-588	Specific taxonomic groups of plants	3A
589	Thallophyta - relocated to 579	
590	Animals	2B
590.0974	Animals (NYS and Northeast environs)	4
591	Specific topics in natural history of animals	2B
591.0974	Specific topics in natural history of animals (NYS)	4
592	Invertebrates	2B
593	Miscellaneous marine and seashore invertebrates	2B
594	Mollusca and Molluscoidea	3C
595	Arthropoda	3A
596	Chordata	3A
597	Cold-blooded vertebrates Piscea (Fish)	3A
598	Aves (Birds)	3A
599	Mammalia (Mammals)	3A

Technology (Applied Science)

600 Technology

Dewey Class	Subject Group	Collection Level
600	Technology	2B

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601	Philosophy and theory	2A
602	Miscellany	1A
602.75	Trademarks and service marks	4
603	Dictionaries, encyclopedias, concordances	3A
604	Technical drawing, hazardous materials technology, history and description with respect to kinds of persons	2B
604.7	Hazardous materials technology	3C
605	Serial publications	2A
606	Organizations	2A
607	Education, research, related topics	1A
608	Inventions and patents (U.S.)	4
609	Historical, geographic, persons treatment	2A
610-619	Medical serials	3A
610	Medical sciences Medicine (standard subdivisions, medical personnel, nursing)	2A
611	Human anatomy	2A
612	Human physiology	2B
613	Promotion of health	2A
614	Forensic medicine, incidence of disease, public preventive medicine	3A
615	Pharmacology and therapeutics	2A
616	Diseases	3A

617 Technology

Dewey Class	Subject Group	Collection Level
617	Miscellaneous branches of medicine Surgery	3A
618	Other branches of medicine Gynecology and obstetrics	3A
619	Experimental medicine	2A
620	Engineering and allied operations	2A
620.4	Engineering for specific geographical regions (NYS and environs)	4
620.8	Human factors and safety engineering	3C
621	Applied physics	2A
622	Mining and related operations	2A

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623	Military and nautical engineering	2A
624	Civil engineering	3A
625	Engineering of railroads and roads	3A
626	(Unassigned)	
627	Hydraulic engineering	3A
628	Sanitary and municipal engineering Environmental protection engineering	3B
629	Other branches of engineering	1B
629.04	Transportation engineering	3A
629.895	Computerized process control	2A
630	Agriculture and related technologies	3A
631	Specific techniques, apparatus, equipment, materials	2A
632	Plant injuries, diseases, pests	3C

633 Technology

Dewey Class	Subject Group	Collection Level
633	Field and plantation crops	2A
634	Orchards, fruits, forestry	3A
635	Garden crops (Horticulture) Vegetables	2A
636	Animal husbandry	3A
637	Processing dairy and related products	3A
638	Insect culture	2A
639	Hunting, fishing, conservation, related technologies	1A
	" (NYS and environs)	3A
640	Home economics and family living	1A
641	Food and drink	1A
641.5974	Cooking characteristics of specific geographic Environments, ethnic cooking (as related to NYS and the Shakers)	3A
642	Meals and table service	0
643	Housing and household equipment	0
644	Household utilities	0
645	Household furnishings	0
646	Sewing, clothing, management of personal and family living	0
647	Management of public households (Institutional housekeeping)	1A

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648	Housekeeping	0
649	Child rearing and home care of sick and infirm	0
650	Management and auxiliary services	2B

651 Technology

Dewey Class	Subject Group	Collection Level
651	Office services	2B
652	Processes of written communication	1A
653	Shorthand	0
654-656	(Unassigned)	
657	Accounting	2A
658	General management	3A
659	Advertising and public relations	2A
660	Chemical engineering and related technologies	2A
661	Technology of industrial chemicals	2A
662	Technology of explosives, fuels, related products	2A
663	Beverage technology	2A
664	Food technology	2A
665	Technology of industrial oils, fats, waxes, gases	2A
666	Ceramic and allied technologies	2A
667	Cleaning, color, coating and related technologies	2A
668	Technology of other organic products	2A
669	Metallurgy	2A
670	Manufacturing	3A
671	Metalworking processes & primary metal products	2A
672	Iron, steel, other iron alloys	2A
673	Nonferrous metals	2A
674	Lumber processing, wood products, cork	2A
675	Leather and fur processing	2A

676 Technology

Dewey Class	Subject Group	Collection Level
676	Pulp and paper technology	2A
677	Textiles	2A
678	Elastomers and elastomer products	2A

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679	Other products of specific kinds of materials	2A
680	Manufacture of products for specific uses	1A
681	Precision instruments and other devices	1A
682	Small forge work (Blacksmithing)	1A
683	Hardware and household appliances	1A
684	Furnishings and home workshops	1A
685	Leather and fur goods, and related manufactures	1A
686	Printing and related activities	1A
687	Clothing and accessories	1A
688	Other final products, and packaging technology	1A
689	(Unassigned)	
690	Buildings	2A
691	Building materials	2A
692	Auxiliary construction practices	2A
693	Construction in specific types of materials and for Specific purposes	2A
694	Wood construction	2A
695	Roof covering	2A
696	Utilities	2A

697 Technology

Dewey Class	Subject Group	Collection Level
697	Heating, ventilating, air-conditioning engineering	2A
698	Detail finishing	2A
699	(Unassigned)	

The Arts

700 The Arts

Dewey Class	Subject Group	Collection Level
700	The Arts - Fine and decorative arts	1A
701	Philosophy and theory of fine and decorative arts	0
702	Miscellany of fine and decorative arts	0
703	Dictionaries, encyclopedias, concordances of fine and decorative	1A

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	arts	
704	Special topics in fine and decorative arts	1A
705-706	Standard subdivisions of fine and decorative arts	1A
707	Education, research, related topics of fine and decorative arts	A
708	Galleries, museums, private collections of fine and decorative arts	1A
708.747.1	Galleries, museums, private collections of fine and decorative arts in NYS (especially outside NYC)	3A
709	Historical, geographic, persons treatment of fine and decorative arts	1A
709.747	Fine and decorative arts of NYS (especially outside NYC)	3A
710	Civic and landscape art	1B
711	Area planning (Civic art)	2B
712	Landscape architecture (Landscape design)	1B
713	Landscape architecture of trafficways	2B
714	Water features in landscape architecture	1B

715 The Arts

Dewey Class	Subject Group	Collection Level
715	Woody plants in landscape architecture	1B
716	Herbaceous plants in landscape architecture	1B
717	Structures in landscape architecture	1B
718	Landscape design of cemeteries	1B
719	Natural landscapes	1B
720	Architecture	1B
721	Architectural structure	1B
722	Architecture from earliest times to ca. 300	0
723	Architecture from ca. 300 to 1399	0
724	Architecture from 1400	1A
725	Public structures	1B

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726	Buildings for religious and related purposes	1A
727	Buildings for educational and research purposes	2B
728	Residential and related buildings	1B
729	Design and decoration of structures and accessories	1A
730	Plastic arts - sculpture	0
731	Processes, forms, subjects of sculpture	0
732	Sculpture from earliest times to ca. 500, sculpture of nonliterate peoples	0
733	Greek, Etruscan, Roman sculpture	0
734	Sculpture from ca. 500 to 1399	0

735 The Arts

Dewey Class	Subject Group	Collection Level
735	Sculpture from 1400	0
736	Carving and carvings	0
737	Numismatics and sigillography	1A
738	Ceramic arts	1A
739	Art metalwork	1A
740	Drawing, and decorative arts	1A
741	Drawing and drawings	1A
742	Perspective in drawing	1A
743	Drawing and drawings by subject	1A
745	Decorative arts	1A
745.974	Folk art of NYS	3A
746	Textile arts	1A
747	Interior decoration	1A
748	Glass	1A
748.974	Glassmakers, glassware (as related to NYS)	3A
749	Furniture and accessories	1A
749.974	Furniture and accessories (as related to NYS)	3A
750	Painting and paintings	1A
751	Techniques, procedures, apparatus, equipment, materials, forms	1A
752	Color in painting	1A
753	Symbolism allegory, mythology, legend in painting	1A

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754 The Arts

Dewey Class	Subject Group	Collection Level
754	Genre painting	1A
755	Religion and religious symbolism in painting	1A
757	Human figures	1A
758	Other subjects in painting	1A
758.10974	Paintings of NYS landscapes	3A
759	Painting and paintings: Historical and geographical treatment	1A
760	Painting and painters: Historical and geographical treatment (as related to NYS)	3A
760	Graphic arts Printmaking and prints	1A
761	Relief processes (Block printing)	1A
763	Lithographic (Planographic) processes	1A
764	Chromolithography and serigraphy	1A
765	Metal engraving	1A
766	Mezzotinting, aquatinting, related processes	1A
767	Etching and drypoint	1A
769	Prints	1A
769.974	Printmaking and prints (as related to NYS)	4
770	Photography and photographs	1A
770.974	Photography and photographers (as related to NYS)	3A
771	Techniques, procedures, apparatus, equipment, materials	1A
772	Metallic salt processes in photography	1A

773 The Arts

Dewey Class	Subject Group	Collection Level
773	Pigment processes of printing	1A
774	Holography	1A
778	Specific fields and special kinds of photography, cinematography and video production; related activities	1A
779	Photographs	1A
779.974	Photographs (as related to NYS)	3A
780	Music	1A

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781	General principles and musical forms	1A
782	Vocal music	1A
782.974	Vocal music (as related to NYS, especially outside NYC)	3A
783	Music for single voices	1A
784	Instruments and instrumental ensembles and their music	1A
785	Ensembles with only one instrument per part	1A
786	Keyboard, mechanical, electrophonic, percussion instruments	1A
787	Stringed instruments	1A
788	Wind instruments	1A
790	Recreational and performing arts	1A
791	Public performances	1A

792 The Arts

Dewey Class	Subject Group	Collection Level
792	Stage presentations	1A
793	Indoor games and amusements	1A
794	Indoor games of skill	1A
795	Games of chance	1A
795.974	Games of chance (as related to NYS)	3A
796	Athletic and outdoor sports and games	1A
797	Aquatic and air sports	1A
798	Equestrian sport and animal racing	1A
798.974	Horse racing Flat racing (as related to NYS)	3A
799	Fishing, hunting, shooting	0
799.974	Fishing, hunting, shooting (as related to NYS)	2B

Literature

800 Literature

Dewey Class	Subject Group	Collection Level
800	Literature (Belles-lettres) and rhetoric	1A
801	Philosophy and theory	1A
802	Miscellany about literature	1A

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803	Dictionaries, encyclopedias, concordances for literature	1A
805	Serial publications for literature	1A
806	Organizations for literature	1A
807	Study and teaching of literature	2B
808	Rhetoric and collections of literary texts from more than two literatures	1A
809	History, description, critical appraisal of more than two literatures	1A
810-819	American literature in English	2A
810-819	American literature in English with NY themes	3C
820	English and Old English (Anglo-Saxon) literatures	1A
821-829	English literary forms	1A
830	Literatures of Germanic (Teutonic) languages, German literature	1A
831-839	German literary forms	0
840	Literature of Romance languages French literature	1A
841-849	French literary forms	0

850 Literature

Dewey Class	Subject Group	Collection Level
850	Literatures of Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romanic languages Italian literature	1A
851-858	Italian literary forms	0
859	Romanian and Rhaeto-Romanian literatures	0
860	Literatures of Spanish and Portuguese languages Spanish literature	1A
861-868	Spanish literary forms	0
869	Portuguese literature	0
870	Literatures of Italic languages Latin literature	1A
871-878	Latin literary forms	0
879	Literatures of other Italic languages	0
880	Literatures of Hellenic languages, Classical Greek literature	1A

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881-888	Classical Greek literature	0
889	Modern Greek literature	0
890-899	Literature of other specific languages and language families	0
Except		
897	Literatures of North American native languages	3A
897.3	Algonquin (NYS/Northeast)	4
897.3	Iroquois (NYS/Northeast)	4

Geography and History

900 History

Dewey Class	Subject Group	Collection Level
900-902	General history and philosophy and theory of history	2a
903	Dictionaries, encyclopedias, concordances of general history	3a
904-909	General history; serials, organizations, study and teaching	2a
910	General geography including travel	2b
911	Historical geography	2a
912	Graphic representations of surface of earth and extraterrestrial worlds	3a
912.747	Atlases/maps of NYS	4
913-916	Geography and travel in Europe, Asia, Africa	1a
917	Geography of and travel in North America	3a
917.3	Geography of and travel in the United States	3a
917.47	Geography of and travel in NYS	4
918	Geography of and travel in South America	1a
919	Geography of and travel in other parts of the world and extraterrestrial worlds	1a
920-928	General biography of persons in various fields	1b
929	Genealogy, names, insignia	3a
929.2	Genealogy, NYS families	4
929.3	Genealogical sources	4
930-969	General history of various countries	1b

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	of the world ex. North and South America	
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931 History

Dewey Class	Subject Group	Collection Level
970	General history of North America	3A
970.3	Iroquois and Algonquin Indians	4
971	Canada	2a
972	Middle America including Mexico	2a
973	United States	3a
973.3	American Revolution and confederation, 1775-1789 [ex. as related to NYS and environs]	2b (4)
973.4	Constitutional period, 1789-1809 [ex. as related to NYS and environs]	2b (4)
973.7	Administration of Abraham Lincoln, 1861-1865 (Civil War) [ex. as related to NYS and environs]	2b (4)
974	Northeastern United States (New England and Middle Atlantic states)	2b
974.7	New York State including New York City	4
975-979	History of states other than New York State, New England or Mid-Atlantic states	1b
980-999	History of South America, Australia New Zealand, Polynesia and extraterrestrial worlds	1a

New York State Documents Collection Development Policy

Introduction

Since its creation in 1818, the New York State Library has been a repository of state publications of the legislative, executive, and judicial branches, commissions, public authorities, and other agencies of state government. The State Library is the official New York State Document Depository and has the world's largest collection of New York State documents. In June 1993, the New York State Document Depository Program was recognized in law with the approval of Chapter 176, Laws of 1993, the Printing and Public Documents Law.

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Definition

A New York State document is defined as a work¹ of government², regardless of form, format, or copyright, created in whole, or in part at state expense³, and intended for publication, distribution outside the authoring agency, or required by law. Original public records⁴ are excluded from this definition.

¹ **Work:** Informational matter produced by any process, including: annual and biennial reports; audits; financial reports; research reports and studies; directories; statistical compendiums; books; maps; surveys; published rules, regulations, codes, and laws; newsletters; bulletins; state plans; periodicals, magazines, and journals; transcripts of public hearings; brochures, pamphlets, and other ephemera⁵.

² **Government:** Any state office, department, division, board, bureau, commission, corporation, authority, or other body under state authority, including, state-supported institutions of higher education. This definition also includes publications of private bodies and consultants when these have been issued under contract with or supervision of a state agency.

³ **State expense:** Any authorized work paid for, or partially paid for with state funds, including those financed without state funds when those publications have been issued under contract with and/or under supervision of a state agency.

⁴ **Original public records:** Original or official public records are those created or received under law for administrative, operational, or internal use in connection with an agency's operation, transaction of public business, or other activities, or because of the informational value of the data in them.

Examples include: forms; contracts; correspondence; memoranda; internal procedure manuals; records of an archival nature; interactive, non-discrete, constantly changing electronic items, such as Web sites, databases, active server pages, and software programs. The New York State Archives is responsible for preserving original government records.

⁵ **Ephemera:** Minor transient materials designed to be useful or important for only a short time such as broadsides, flyers, pamphlets, and realia.

Collection Development Policy

The New York State Library collects all New York State documents in electronic format and up to four copies of all paper, and other tangible state documents, such as CDs and DVDs, for the permanent document collection, with the exception of certain kinds of ephemera where two copies are retained. Ephemera not selected for the document collection will be offered without restriction to Manuscripts and Special Collections, the State Museum, or the State Archives.

All documents added to the permanent collection, with the exception of ephemera, will be digitized, if not already available in electronic format from the authoring agency. Exceptions to this digitization policy also include privately copyrighted documents and realia.

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A single archival print copy of selected static textual and two-dimensional visual items, which have no paper equivalent, will be created and added to the permanent document collection.

Tangible documents received in sufficient quantities are distributed through the New York Document Depository Program.

Manuscripts and Special Collections Collection Development Policy

General Guidelines

A general description of the materials found in Manuscripts and Special Collections and their use for research is found in the flyers, *Research Directions: Description of the Collections and Research Directions: Information about Policies*. The collection development policy of the section attempts to generally follow the principles found in the State Library Collection Development Policy. Some collections may not fit the current policy of the State Library because they were acquired earlier in the history of the library. The general principles followed by Manuscripts and Special Collections are described below.

Manuscripts

The archives, manuscripts, records and papers of persons, organizations, businesses, and private institutions of New York State that document the culture, society, life, physical and human environment of the state, 1600 to the present, are collected. Because some New York State persons and organizations have not limited their activities to New York State, the papers that are integral to those activities and that are necessary for the documentation of the person or organization are collected whether or not they are directly related to the state.

Special Collections

Rare books, cartographic materials, visual materials, musical scores, ephemera and microforms related to the history of New York State or to existing collection strengths in manuscripts and archives are collected. Depository maps are collected as part of the State Library's Regional Depository Library status but are managed by the Collection Acquisition and Processing Unit and Core Reference Services.

Values

While autographic, monetary, artifactual or aesthetic value is important, the chief criterion for acquisition is the research value of collections.

Official Records

The official records of state and local government are not collected. The New York State Archives and Records Administration appraises and acquires the records of state government and local government offices are responsible for the records of their community. Manuscripts and Special Collections does collect manuscripts and other special collections that supplement

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and complement the official government records of the state. In addition, there are small groups or often single items of local government archives found in the collection that were acquired many years ago and remain in the collection unless the local government entity requests the return of those records.

Collection Levels

Acquisition of all formats of material generally follows the collection levels of the State Library Collection Development Policy. Manuscripts and other special collections formats are collected that document various aspects of New York history. Acquisitions are made for topics ranging from those that have strengths in the collections to those that are currently under-documented in the collections.

Non-New York State Materials

Materials concerned with other geographic regions or states are purchased rarely, and gifts of such items are accepted only if the storage, cataloging and preservation costs are modest and do not exceed the research value of the collection.

Costs Criteria

The evaluation of all potential acquisitions in whatever format includes a consideration of the likely and potential costs to the State Library for acquisition, cataloging, storage, preservation, and reference services.

Current Strengths

The following briefly describes general strengths that are found in various formats in Manuscripts and Special Collections.

Manuscripts

There are a number of strengths that make the manuscripts and archives collection an important and heavily used resource for historical and other research.

Some of the topics are in-depth resources in all the formats collected by the unit. The major criteria for collecting have always been geographic, i.e. New York State. The geographic region covered by the collection is the entire State, but in general there are larger amounts of manuscript and archival material for the Hudson-Mohawk Valley region and the Adirondack region. The collection illuminates the history of the State and the United States because of the national importance of New York. Traditional historical topics predominated in past collecting policies and the resulting resources are strong in Dutch New Netherland and colonial history; transportation history, including canal, turnpike and railroad history; Protestant church history; legal history; and the history of agriculture and specific industries, particularly iron manufacture. There are also strong resources in the history of the Civil War and growing collections of material in the areas of New York folklore and the history of environmentalism.

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Rare Books

Current rare books collecting policy follows the same geographic criteria as manuscripts, that is, emphasizing New York State. However, because of past collecting policies, the subject range is much broader. In addition, because of regular transfers of books from the general collection because of rarity, the subject is more diverse. For example, there are a substantial number of works in various languages about New York State from the 17th century to the present; over one hundred incunabula; many significant works of natural history, particularly English botany; illustrated books and fine printing; a major collection of works about firefighting and fire prevention; a major collection of early 20th century radical literature; a major collection of zines from the decade of the 1980s; rare legal and medical works from the 16th to the 20th century; several large pamphlet collections; thousands of almanacs; a Fourth of July Oration collection; and hundreds of trade catalogs.

Cartographica

The cartographic resources are diverse in subject and geographic range for both historical and modern maps. Maps in the collection date from the 17th century to the present. The strongest component is the historical collection of New York State atlases and maps, both printed and manuscript. The atlas collection is comprehensive in its coverage of the state and its parts, and the map collection is a research level collection. Thematic and subject atlases of the United States and the world are collected at the basic level. Insurance maps of selected New York State urban communities are available in atlases, and these maps for the entire state are available on microfilm. There are many New York State depository maps from the Department of Transportation and historical federal maps such as the early U.S. Geological Survey maps. Federal maps from the Regional Depository Program are available through the Core Reference Services unit of the library.

Visual Materials (Prints, Photographs, Broadsides, Posters)

Visual materials, including prints, both engraved and lithographic; photographs; broadsides and posters provide representative examples of most subject and geographic areas of New York State as well as portraits of the prominent citizens in the state's history. There is a large collection of photographs in the Delaware and Hudson Railway Photograph Collection. Portraits and pictures of New York State political leaders and of Native American life in New York are also important resources. Broadsides provide detailed descriptive information for studying political, military and agricultural history and popular culture in New York, and there are large collections of Shaker broadsides, newspaper carrier addresses, and broadside ballads. In a departure from the emphasis on New York State in the collecting policy, the unit has very large numbers of World War I and World War II war posters; 5,000 and 900 items respectively.

Musical Scores

There are approximately 35,000 musical scores, 1790-1970, with a strong emphasis on New York State subjects, composers, music publishers and music printers. The largest number of scores in the collection are those published in New York City and in the Hudson Valley region.

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Material Classed in "A"

Books relating to the following are collected to support the reference, research, and collection processing activities of the unit:

- Books and serials related to archival history, theory, and practice and to the administration of archives and manuscripts repositories. Books concerning the cataloging of the special formats processed by the unit. These books are generally classed in 025.
- Books related to the preservation of the type of materials found in Manuscripts and Special Collections. Books concerned with the preservation of library materials in general are not collected by the Manuscripts and Special Collections. These books are generally classed in 025.
- Bibliographies and finding aids to manuscripts and archives collections of United States history in other repositories are collected to support the reference and research work of clientele and staff. Very selective acquisitions are made related to the bibliography of antiquarian and rare books in the field of Americana. These books are generally classed in 015-016.
- Cartobibliography, the history of mapmaking and rare and antiquarian atlases of New York State are collected to support the Library's cartographic collections and reference and research work of clientele and staff. Books about computer mapping are not collected. Current world atlases are only acquired after the Core Reference staff has selected those needed for the 7th floor reference area. All atlases classed in 912 are shelved in "A" except for those atlases selected for the reference collection.
- Books may not be designated "N" without the approval of either the Associate Librarian (Manuscripts and Special Collections) or the Principal Librarian (Public Services). Books designated for "A" must be designated thus by the Associate Librarian (Manuscripts and Special Collections).

Areas Needing Development

Some topics of New York State are under-documented both in the State Library and in other institutions as well. These are often topics which have become of greater interest to students and scholars of New York State history in the recent past. Staff time should be allocated to acquiring, preserving, and making materials in the following topics more accessible. The staff should work cooperatively with other archival repositories in creating a substantial documentation of these topics for researchers.

Who: Populations such as women, African-Americans, modern Native Americans, ethnic groups other than English and Dutch, statewide organizations and associations.

What: Topics such as environmentalism, tourism, architecture, New York's participation in the wars of the 20th Century, folklore of New York State.

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When: Late 19th and 20th century materials should be emphasized rather than earlier years.

Collecting Levels

Manuscripts (Research Level 4)

Collecting policy will follow the State Library Collection Development Policy levels. The State of New York is the chief geographic and subject area collected. The collecting level is Research because the Comprehensive level is impossible for any repository to collect in archival material. Collecting will add to strengths, will attempt to add to areas to strengthen less documented topics and will complement material found in other formats in the unit's resources.

Cartographica

Geographic emphasis for maps and atlases:

New York State Atlases and Maps: Research Level 4
Northeast United States: Support Level 3b
United States and North America: Basic Level 2b
World: Basic Level 2a

Depository Maps:

New York State depository maps from the Department of Transportation and other state agencies are collected according to State Library depository arrangements with various agencies.

Rare Books ("N") (Inclusive dates for all New York State rare books are 1600 to present)

All books in the Library's collections printed before 1699 and books of exceptional rarity or monetary value: Support Level 3a

New York State history, culture, natural history: Research Level 4

New York State imprints: Support Level 3c

New York State-related pamphlets, trade catalogs, almanacs and printed ephemera: Research Level 4

New York State-related legal rare books: Research Level 4

New York State-related medical rare books: Support Level 3b

Visual Materials (Prints, Photographs, Broadsides, Posters)

New York State is geographic and subject topic: Research Level 4

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Musical Scores and Ephemera:

New York State is geographic and subject topic: Research Level 4