NIMAC Metadata Guidelines

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Introduction

Welcome to the NIMAC!

- This guide includes information on how to supply the required metadata in the OPFs for NIMAS file sets.
- It also notes when there is a special instruction for supplying the metadata in the batch delivery Excel sheet.
- Following the guidelines will help ensure that the metadata supplied with the files are complete, accurate, and properly formatted.
- This can help avoid delays in certification and the need to resubmit files with corrections due to correct missing or incorrect metadata.

Metadata

- Complete metadata is required for all NIMAS file sets.
- **Except as noted below, all metadata elements are required.**
  - These elements are **required if applicable** to the title:
    - Creator
    - Numerical Edition
    - Series
    - Publisher Note
      - This element is optional except in the case of the submission of certain ancillary materials. See the details section for more information.
  - Source Book Pagination is always optional.
- **If you do not have the information you need to complete the OPF metadata, please contact the publisher for assistance.**

- **Special Note:** As of March 1, 2017, the following optional metadata fields are no longer used in the NIMAC system: Errata, State Edition Differences, Catalog Number, Short Description, Reading Program. The Publisher Note field may be used to include this optional metadata.

An Important Note:

- Supplying the correct metadata is only one part of creating valid NIMAS.
- For technical information on preparing NIMAS file sets, please refer to the resources at: http://aem.cast.org/creating/creating-nimas-files.html#.WKMpXTsrLmY
- For information on file submission procedures, visit the NIMAC website or contact us.

Sample OPF Metadata

▭ = NIMAS metadata tags
▭ = Metadata for specific print book
▭ = Required default metadata

```
<metadata>
<dc-metadata xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:oebpackage="http://openebook.org/namespaces/oeb-package/1.0/">
        <dc:Title>Achieve Math: Skills for Today's Learner, Grade 7</dc:Title>
    <dc:Creator role="author">Michael Rudolph </dc:Creator>
    <dc:Creator role="editor">Elaine Myers </dc:Creator>
    <dc:Publisher>Achieve Publishing</dc:Publisher>
    <dc:Format>NIMAS 1.1</dc:Format>
    <dc:Rights>The only legal and authorized use of these files is for the
production of alternate media materials for blind, visually impaired, or print
disabled students as specified in the NIMAC limitation of use agreement. The
copyright for these files is the sole property of the original owner. </dc:Rights>
    <dc:Date event="DCTERMS.created">2017-02-16</dc:Date>
    <dc:Identifier scheme="NIMAS">9783333398145NIMAS</dc:Identifier>
    <dc:Language>en</dc:Language>
    <dc:Source>3333398147</dc:Source>
    <dc:Source>9783333398145</dc:Source>
    <dc:Subject>Mathematics</dc:Subject>
</dc-metadata>
<x-metadata>
    <meta name="nimas-SourceDate" content="2016" />
    <meta name="nimas-SourceEdition" content="2nd ed." />
    <meta name="DCTERMS.date.issued" content="2016" />
    <meta name="DCTERMS.date.dateCopyrighted" content="2017" />
    <meta name="DCTERMS.publisher.place" content="Boston, MA" />
    <meta name="DCTERMS.format.extent" content="xxi, 554 p." />
    <meta name="DCTERMS.audience.educationLevel" content="Grade 7" />
    <meta name="DCTERMS.description.version" content="National ed." />
    <meta name="DCTERMS.description.version" content="2nd ed." />
    <meta name="DCTERMS.description.note" content="Textbook" />
    <meta name="DCTERMS.relation.isPartOf" content="Career Ready Series"/>
</x-metadata>
</metadata>
```

NIMAC Metadata: The Quick Guide

Title: Include the complete title as shown on the title page (or cover if no title page is present in the print book.)

<dc:Title>Achieve Math: Skills for Today's Learner, Grade 7</dc:Title>

Creators: Include at least the first three creators credited on the print book. Be sure to include the correct "role" in this tag.

<dc:Creator role="author">Michael Rudolph</dc:Creator>
<dc:Creator role="editor">Elaine Myers</dc:Creator>
<dc:Creator role="illustrator">Jane Tennison</dc:Creator>

Publisher: Include the imprint found on the print book.

<dc:Publisher>Achieve Publishing</dc:Publisher>

Format: All files must include the NIMAS 1.1 statement below.

<dc:Format>NIMAS 1.1</dc:Format>

Rights: All files must include the default Rights statement below. Optionally, a publisher may provide a supplemental statement following the default statement, in the same element.

<dc:Rights>The only legal and authorized use of these files is for the production of alternate media materials for blind, visually impaired, or print disabled students as specified in the NIMAC limitation of use agreement. The copyright for these files is the sole property of the original owner. </dc:Rights>

NIMAS File Creation Date: This is the date that the NIMAS file set was prepared by the conversion vendor. Please format as shown below.

<dc:Date event="DCTERMS.created">2017-02-16</dc:Date>

NIMAS Identifier: The Identifier is the 13-digit ISBN shown on the print book, followed by NIMAS.

<dc:Identifier scheme="NIMAS">9783333398145NIMAS</dc:Identifier>

Language: Refers to the language of the print book. Up to two may be chosen. Repeat element if needed. The code list is found here: http://www.loc.gov/standards/iso639-2/php/code_list.php

<dc:Language>es</dc:Language>

Source: Include the ISBN(s) found on the print book. Repeat the element as many times as needed.

<dc:Source>9783333398145</dc:Source>
<dc:Source>333339814X</dc:Source>

Subject: Choose at least one subject using the list found here. Up to three subjects may be chosen. Repeat the element as needed.

<dc: Subject>Mathematics</dc: Subject>

Publication Year: This refers to the year the print book was first published. Due to a quirk in the specification, this metadata must be provided in both of the elements below.

<meta name="nimas-SourceDate" content="2016" />
<meta name="DCTERMS.date.issued" content="2016" />

Numerical Edition: This refers to the numerical edition statement on the print book. If none is present, please leave the SourceEdition element empty. Due to a quirk in the specification, when a numerical edition is present, the metadata must be included in the OPF using both elements below.

<meta name="nimas-SourceEdition" content="2nd ed." />
<meta name="DCTERMS.description.version" content="2nd ed." />

Copyright Year: Reflects the most recent copyright found on the print book.

<meta name="DCTERMS.date.dateCopyrighted" content="2017" />

Publisher Place: Refers to the city and state where the publishing company is located.

<meta name="DCTERMS.publisher.place" content="Boston, MA" />

Source Book Pagination: Refers to the pagination of the print book. Please reflect the last numbered page of each section, followed by "p." This metadata is **optional**.

<meta name="DCTERMS.format.extent" content="xxxvi, 854 p." />

Grade Level: Refers to the grades for which the textbook is intended. The element may be repeated up to seven times.

<meta name="DCTERMS.audience.educationLevel" content="Grade 4" />

State Edition: Reflects whether the book is a National edition or an edition customized for a particular state.

<meta name="DCTERMS.description.version" content="National ed." />

Content Type: Refers to the category of print material of the book. Choose the option that best fits: Textbook, Consumable, Supplementary Reading Material, or Other.

<meta name="DCTERMS.description.note" content="Textbook" />

Series: Reflects a series or program title for the print book. May be repeated once (to include up to two series). Do not use this element to repeat the title.

<meta name="DCTERMS.relation.isPartOf" content="Career Ready Series "/>

NIMAC Metadata Elements

Content Type

OPF element:

```
<meta name="DCTERMS.description.note" content=""/>
```

Guidelines:

- This element reflects one of four types of content supplied to the NIMAC.
- Choose the option that **best describes** the content of the book:

    Textbook – Used for student books that provide instructional content in a given subject area.

    Consumable – Used for workbooks, lab manuals, and practice books. These are items that are intended to be used by only one student and then discarded.

    Supplementary reading material – Used for stand-alone "story books" published to support a reading curriculum.

    Other – Used for materials that do not fit into another category (for example, blackline masters). This category should always be used for incomplete file sets that include only the student-facing pages from teacher ancillaries.

Examples:

<meta name="DCTERMS.description.note" content="Textbook"/>
<meta name="DCTERMS.description.note" content="Consumable"/>

Copyright Date

OPF Element:

```
<meta name="DCTERMS.date.dateCopyrighted" content=""/>
```

Guidelines:

- This element reflects the copyright date of the print book.
- If the copyright statement includes more than one date, use the most recent.
- If no copyright date is found on the print book and the publisher has not supplied a date, please use the publication year.

Example:

```
<meta name="DCTERMS.date.dateCopyrighted" content="2017"/>
```

Creator

OPF Elements:

```
<dc:Creator role="author"></dc:Creator>

<dc:Creator role="editor"></dc:Creator>

<dc:Creator role="illustrator"></dc:Creator>
```

Guidelines:

- These elements reflect the authors, editors or illustrators credited on the title page of the print book (or the front cover if there is no title page).
    - Include the name as it appears on the print book.
    - However, **do not** include titles or academic credentials.
    - If no Creator is credited on the book, leave the element empty.
    - You may include as many creators as are credited on the print book title page, but you must include at least the first three.
    - Be sure to use the correct role in the OPF element.

- o **Do not** use the Creator element to repeat the publisher name.
- In the batch delivery Excel sheet, separate creators with the same role by using the pipe | character.

Examples:

1. Book shows: Paul Smith, Ph. D. and Amy Jordan, M.A. Edited by Alex Andrews

OPF:

```
<dc:Creator role="author">Paul Smith</dc:Creator>

<dc:Creator role="author">Amy Jordan</dc:Creator>

<dc:Creator role="editor">Alex Andrews</dc:Creator>
```

Batch Delivery Metadata Excel sheet:

Paul Smith|Amy Jordan   (in Author column)

Alex Andrews   (in Editor column)

2. Book shows: Created by the Lawrence University Math Project

OPF:

```
<dc:Creator role="author">Lawrence University Math Project</dc:Creator>
```

Format

OPF Element:

```
<dc:Format>NIMAS 1.1</dc:Format>
```

Guidelines:

- This element must be present in the OPF for all NIMAS file sets.
- NIMAS 1.1 is the only format accepted by the NIMAC at this time.

Grade Level

OPF Element:

```
<meta name="DCTERMS.audience.educationLevel" content="" />
```

Guidelines:

- This element can be repeated up to seven times.
- If you are not sure which grade levels apply to the book, please consult with the publisher.
- Please choose up to seven grades from the list below:

  Kindergarten
  Grade 1
  Grade 2
  Grade 3
  Grade 4
  Grade 5
  Grade 6
  Grade 7
  Grade 8
  Grade 9
  Grade 10
  Grade 11
  Grade 12

Example:

An *Algebra & Trigonometry* textbook is used in the high school grades.

```
<meta name="DCTERMS.audience.educationLevel" content="Grade 9" />
<meta name="DCTERMS.audience.educationLevel" content="Grade 10" />
<meta name="DCTERMS.audience.educationLevel" content="Grade 11" />
<meta name="DCTERMS.audience.educationLevel" content="Grade 12" />
```

Identifier

OPF element:

```
<dc:Identifier scheme="NIMAS"></dc:Identifier>
```

Guidelines:

- This element is the ISBN found on the print book followed by the letters NIMAS.
- This element does not repeat.
- If more than one ISBN is found on the print book, use the first 13-digit ISBN found.
- The Identifier must also be used as the zip file name for NIMAS file sets.

Example:

```
<dc:Identifier scheme="NIMAS">9782222156542NIMAS</dc:Identifier>
```

Language

OPF element:

```
<dc:Language></dc:Language>
```

Guidelines:

- Use the **two-letter** language codes as defined in ISO 639-1. The complete code list can be found at:

  http://www.loc.gov/standards/iso639-2/php/code_list.php

- Up to two terms may be included.
- Please use a separate OPF element for each language.

Examples:

1. Allez, viens! Beginning French, Level 1

```
<dc:Language>fr</dc:Language>
<dc:Language>en</dc:Language>
```

2. Introduction to World Geography

       `<dc:Language>`<mark>en</mark>`</dc:Language>`

3. Matemáticas, Curso 1

       `<dc:Language>`<mark>es</mark>`</dc:Language>`

MathML

OPF element: Not Applicable

Guidelines:

- It is not necessary at this time to include OPF metadata to reflect the presence of MathML in the NIMAS file.
- However, when such files are submitted, NIMAC staff will use the MathML metadata field in the system to reflect when MathML is present.
- If you are manually uploading files, you are welcome to add MathML to the record if it applies.
- Select MathML 2.0 or MathML 3.0, as appropriate.

NIMAS File Creation Date

OPF element:

      `<dc:Date event="DCTERMS.created"></dc:Date>`

Guidelines:

- Enter the date that the NIMAS file set was prepared by the conversion vendor.
- Use the format YYYY-MM-DD.
- If you create a revised file set to replace a file that has already been certified by the NIMAC, the NIMAS File Creation Date should reflect the date that the new file set was prepared.

Example:

```
<dc:Date event="DCTERMS.created">2017-02-15</dc:Date>
```

Numerical Edition

OPF Elements:

```
<meta name="nimas-SourceEdition" content=""/>

<meta name="DCTERMS.description.version" content=""/>
```

Guidelines:

- This element should be used whenever a numerical edition statement is present on the print book.
- If no statement is present, please leave the tags empty.
- Please use this format: 2nd ed., 3rd ed., 4th ed., etc.
- **Do not include "1st ed." in the metadata unless this designation appears on the print book.**
- Due to a quirk in the specification, both elements above should be present in the OPF and contain the required data.
- Any additional non-numerical edition information (except for state edition) should be included in the Publisher Note field.

Example 1:

Title page shows: American History, Third Edition

```
<meta name="DCTERMS.description.version" content="3rd ed."/>
<meta name="nimas-SourceEdition" content="3rd ed."/>
```

Example 2:

Title page shows: Geography, 4th edition, Fully Revised and Expanded

```
<meta name="DCTERMS.description.version" content="4th ed."/>
<meta name="nimas-SourceEdition" content="4th ed."/>

<meta name="DCTERMS.description.note" content="Fully Revised and Expanded."/>
```

Publisher

OPF element:

`<dc:Publisher></dc:Publisher>`

Guidelines:

- Reflects the publisher imprint(s) shown on the title page of the print book.
- This field does not repeat.
- If you are manually uploading files to the system and the imprint is not found in the imprint list for the publisher, please contact the NIMAS for assistance.

Examples:

`<dc:Publisher>Pearson Education</dc:Publisher>`

`<dc:Publisher>Davis Publications, Inc.</dc:Publisher>`

Publisher Notes

OPF element:

`<meta name="DCTERMS.description.note" content=""/>`

Guidelines:

- This element is used to supply additional information about the title that the publisher would like to include in the metadata record.
- For example, the field can be used to include custom edition information that appears on the print book.
- Please **do not** use this element to repeat metadata already supplied in other metadata elements.
- In most cases, including a Publisher Note is OPTIONAL.
- However, if a file set is incomplete, the Publisher Note is **REQUIRED**.
  - In some cases, a publisher may submit a partial file set that includes only the student-facing pages from a teacher ancillary.

- If a print book is distributed in its entirety to the student, the NIMAC can accept NIMAS for the entire book.
- However, if only selected pages are reproduced by the teacher and distributed to the student, only these pages can be submitted in the NIMAS file set.
- In this case, the Publisher Note will state that the file set is incomplete and includes only the student-facing pages.
- **Note:** The Content Type for these materials should always be "Other."

Examples:

```
<meta name="DCTERMS.description.note" content="This
file is INCOMPLETE. It contains only the pages
distributed directly to students."/>
```

```
<meta name="DCTERMS.description.note" content="Cedar
River District Schools Custom Edition."/>
```

Publisher Place

OPF element:

```
<meta name="DCTERMS.publisher.place" content=""/>
```

Guidelines:

- This field contains the city and state where the publisher's offices are located.
- This element does not repeat.
- If more than one location is printed on the book, use the first one listed.
- **Do not include the street address.**
- If the U.S. city is internationally recognized, it is not necessary to include the state information.
- For cities outside the U.S., include the city and country.

Examples:

```
<meta name="DCTERMS.publisher.place" content="New
York"/>
```

```
<meta name="DCTERMS.publisher.place"
content="Glenview, IL"/>

<meta name="DCTERMS.publisher.place" content="Beijing,
China"/>
```

Rights

OPF element:

```
<dc:Rights>The only legal and authorized use of these
files is for the production of alternate media
materials for blind, visually impaired, or print
disabled students as specified in the NIMAC limitation
of use agreement. The copyright for these files is the
sole property of the original owner.</dc:Rights
```

Guidelines:

- The default Rights statement above must be present in the OPF for all NIMAS files.
- This element does not repeat.
- Publishers are welcome to include a supplemental rights statement if they wish. However, this is optional.
- Any such supplemental statement should be appended to the default Rights statement in the OPF, in the same element.
- **Note:** The system automatically supplies the default Rights statement in the record for all batch delivered files.
- **Please do not include the default Rights statement in the batch delivery metadata Excel sheet as this will generate a duplicate default statement in the record.**

Series

OPF element:

```
<meta name="DCTERMS.relation.isPartOf" content=""/>
```

Guidelines:

- This field is used to supply a series title that applies to the book.
- This element can appear up to twice in the OPF.
- If no series applies, please leave this element out.
- Do not use this element to repeat the individual book title.

Examples:

```
<meta name="DCTERMS.relation.isPartOf"
content="Houghton Mifflin Leveled Readers"/>

<meta name="DCTERMS.relation.isPartOf"
content="Breaking the Barrier Series "/>
```

Source Book Pagination

OPF element:

```
<meta name="DCTERMS.format.extent" content=""/>
```

Guidelines:

- This element provides the pagination information of the print book.
- This element is OPTIONAL.
- Enter the last page number for each numbered section of the book, separated by commas, and followed by "p."
- Disregard unnumbered pages.
- Please **do not** provide the total number of pages in the book.

Examples:

```
<meta name="DCTERMS.format.extent" content="xvi, 1024
p."/>
```

```
<meta name="DCTERMS.format.extent" content="xi, K21,
356, R12 p."/>
```

Source Book ISBN(s)

OPF element:

```
<dc:Source></dc:Source>
```

Guidelines:

- Please include all the ISBNs found on the print book that refer to the edition provided in the NIMAS file set.
- This element may be repeated as many times as needed.
- **Do not** include in the metadata ISBNs for editions that are NOT identical to the content of the NIMAS file set, such as the ISBNs for the teacher's edition.
- Because the NIMAC is a print book repository only, NIMAS can only be used on behalf of students whose schools have purchased the print edition; for this reason, please do not include ISBNs for a digital edition of the print book, even if content is identical.
- ISBNs for other print editions that contain the identical content may also be included in the metadata using the Source element, even if they do not appear on the print book.
- In this case, we recommend that a Publisher Note be included in the OPF that confirms that, although the ISBNs do not appear on the book being submitted to the NIMAC, the content is identical.
- In the Excel spreadsheet, separate multiple ISBN numbers by the pipe | character.

Example:

```
<dc:Source>9780618224561</dc:Source>
<dc:Source>0618224563</dc:Source>
```

Excel metadata: 9780618224561|0618224563

State or National Edition Statement

OPF element:

```
<meta name="DCTERMS.description.version" content=""/>
```

Guidelines:

- This field reflects whether the book is customized for use only in one state or if the book is distributed nationally.
- For a national edition, include the statement: "National ed."
- For a state edition, please use the US postal code for the state in the statement: http://www.stateabbreviations.us/.
- **If no special state edition statement appears on the print book, you can generally assume it is a national edition.**
- If you are a conversion vendor and are uncertain about how to supply this metadata, please contact the publisher or the NIMAC for assistance.

Examples:

```
<meta name="DCTERMS.description.version" content="National ed."/>

<meta name="DCTERMS.description.version" content="TN ed."/>
```

Subject

OPF element:

```
<dc:Subject></dc:Subject>
```

Guidelines:

- This field reflects the subject area(s) of the textbook.
- Please use only terms from the approved NIMAC subject list.
- See list appended to this document.
- Choose the most specific, relevant subject term. (For example, use "Algebra" for an algebra textbook, instead of "Mathematics.")

- Supplementary reading materials should always include "Reading" as a subject.
- Up to three subjects can be included. Repeat the element in the OPF as needed.

Examples:

```
<dc:Subject>Reading</dc:Subject>

<dc:Subject>Geometry</dc:Subject>
```

Text Publication Year

OPF element:

```
<meta name="DCTERMS.date.issued" content=""/>

<meta name="nimas-SourceDate" content=""/>
```

Guidelines:

- This element is used for the year that the print book was first published.
- The date refers to the publication year of the specific ISBN/edition being submitted in the NIMAS file.
- This date may or may not be the same as the copyright year.
- This date may or may not be the same as the printing date.
- If a publication date statement does not appear on the print book, please check with the publisher or the NIMAC for assistance.
- Due to a quirk in the NIMAS specification, the publication year should appear in the OPF in both of the elements above.

Example:

```
<meta name="DCTERMS.date.issued" content="2017"/>
<meta name="nimas-SourceDate" content="2017"/>
```

Title

OPF element:

`<dc:Title></dc:Title>`

Guidelines:

- Provide the complete title as found on the title page of the book.
- If the book has no title page, please use the cover title.
- Be sure to include any subtitle, grade, level, or ancillary title information found on the title page of the print book.

  Example: `<dc:Title>`<mark>Mathematics, Grade 5, Workbook</mark>`</dc:Title>`

- Generally, do not include grade if it does not appear on the title page.
- However, if grade level does not show on the print book, but it is needed in the title to distinguish between otherwise identical titles, please include it in brackets.

  Example: `<dc:Title>`<mark>Reading Wonders [Grade 3]</mark>`</dc:Title>`

- Follow standard English capitalization rules, regardless of how the print book is styled. (For example, if the title on the book is in all capitalization, please disregard this use and follow normal capitalization rules.)
- For Spanish books, use Spanish title capitalization rules.

  Examples:

  `<dc:Title>`<mark>Art Through the Ages: An Introduction</mark>`</dc:Title>`

  `<dc:Title>`<mark>Carlos y el gato azul</mark>`</dc:Title>`

- Do not include the numerical edition in the title element. (Please use the designated element to include this metadata.)

Example:

A book shows "Anatomy and Physiology: A Systems Approach" and "Third Edition" on the title page.

```
<dc:Title>Anatomy and Physiology: A Systems Approach </dc:Title>

<meta name="DCTERMS.description.version" content="3rd ed."/>
```

- Do not include the state edition statement in the title, unless the state name clearly shows on the title page as part of the title.

Examples:

A book shows "World Geography" and a graphic of the outline of the state of California on the title page.

```
<dc:Title>World Geography</dc:Title>

<meta name="DCTERMS.description.version" content="CA ed."/>
```

A book shows "California Journeys, Grade 4" on the title page.

```
<dc:Title>California Journeys, Grade 4</dc:Title>

<meta name="DCTERMS.description.version" content="CA ed."/>
```

NIMAC staff are happy to assist if you have any questions about how to correctly prepare the title metadata—or any metadata—for your files. Just contact us for help!

Appendix: NIMAC Subjects List

- Anthropology
- Art
- Athletics
- **[Business Subject Headings]**
  - Accounting
  - Business
  - Economics
- Child Rearing (Use for Parenting)
- **[Computer Science Subject Headings]**
  - Computer Science Education
  - Data Processing
  - Keyboarding (Data Entry)
  - Programming
  - Technology
- **[Consumer Science Subject Headings]**
  - Consumer Science
  - Cooking Instruction
  - Family Life
  - Daily Living Skills
- **[Education Subject Headings]**
  - Education
  - Special Education
- **[Foreign Language Subject Headings]**
  - French
  - German
  - Italian
  - Japanese
  - Latin
  - Russian
  - Spanish
  - World & Classical Language - Other
- **[Health Subject Headings]**
  - Health
  - Medicine
  - Nutrition
  - Physical Fitness
- **[Language Arts / Literature Subject Headings]**
  - Communications
  - Dictionaries
  - Language Arts (Use for writing, spelling, vocabulary, phonics, and phonemic awareness textbooks)

- o Literature (Use for textbooks and other ancillary materials only)
- o Reading (Use for reading comprehension, fluency, readers, reading programs, etc.)
- Laws
- **[Mathematics Subject Headings]**
  - o Algebra
  - o Calculus
  - o Geometry
  - o Mathematics
  - o Statistics
  - o Trigonometry
- Music
- Philosophy
- Political Science
- **[Psychology Subject Headings]**
  - o Self-Help Programs
  - o Psychology
- Recreation
- Religion
- Religious Education
- **[Sciences Subject Headings]**
  - o Agriculture
  - o Anatomy
  - o Astronomy
  - o Biology
  - o Chemistry
  - o Ecology
  - o Physics
  - o Sciences
- **[Social Studies Subject Headings]**
  - o Civics
  - o Geography
  - o History
  - o Social Studies
- Social Work
- Sociology
- Speech
- Spirituality
- Study Skills
- **[Supplementary Reading Materials Subject Headings] (Not textbooks)**
  - o Biographies
  - o Poetry

- o Supplementary Reading Materials
  Note: Books, magazines, or fugitive materials, aside from basal texts, used to enrich instructional materials or to furnish additional practice in reading. Includes high interest low vocabulary books and recreational reading.
- **[Vocations, Trades, & Guidance Subject Headings]**
  - o Career Guidance
  - o Careers
  - o Guidance
    Note: Process of assisting individuals and groups to develop realistic and satisfying goals, plans, and activities. "Counseling" is one aspect of the total process of "Guidance."
  - o Vocational Education

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