

Economics and Business (Classes HA through HJ)

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I. Scope

Although the subject matter covered by Classes HA through HJ in the Library of Congress classification schedules is denoted in some descriptions as Economics and in others as Business, practitioners, historians, and students of both economics and business use the entire range of information classified in these schedules. Originally constructed during the late nineteenth century, LC classification schedules reflect, and are occasionally constrained by, conditions and concepts of that time. Economics is an aspect of all activity characterized by human want, scarcity and choice, and economists study the choices people make allocating resources between alternative uses. Business literature covers all aspects of the means by which people discover and rank their needs and wants, find and allocate resources to create and distribute products and services, and innovate to better the living conditions of all.

This policy covers the Library's collection of materials in the fields of economics and business on a world-wide basis. Core business and economics materials are contained in Classes HA through HJ; some overlapping topics are found in Class T (technological aspects of industry), and related materials are also found in Classes J (economic policy), K (business law), R (medical economics), and S (agribusiness). Bibliographies, indexes, and abstracts are classified in relevant subclasses of Class Z.

II. Research strengths

LC has more than 1.2 million titles in classes HA through HJ. Historically, approximately one-fifth of these titles represent serials, many of which are present in very long runs. Approximately one-third of new serial titles received in the Library belong to the economics/business classes.

Because of copyright deposit, collection development guidelines, and retention policies, the Library's collections are particularly strong for their historical research value in business and economics. They are useful for researching business methodologies, business and market conditions, and specific industries at any given point in time as well as over specified periods of time. In addition to a vast collection of monographs, there are a number of key serial titles, both U.S. and foreign, which are complete back to

the mid-19th century. Directories of companies, stock price records, public budgets, and other long-standing periodical publications incorporate a wealth of information on the history of business and of public finance in the U.S. and the rest of the world. Major runs of statistical publications yield extensive national and international economic statistics over a long span of time. The Library holds United States census data from the first 1790 Census, and many individual state censuses, as well as international census publications, most of which run from the nineteenth and twentieth centuries to the present, although for some countries, holdings extend back to the seventeenth or eighteenth century. As a result of long-standing exchange programs with foreign governments and academic institutions, the Library has sizable collections of foreign government documents and other publications providing statistical and other important economic data. The Library also acquires ownership of, or access to, a number of important business and economics databases providing full-text retrieval of literature and individualized reporting of statistical data.

Useful and intriguing business materials are also dispersed throughout the special collections of the Library. Several collections in the custody of the Prints and Photographs Division (P&P) include important graphic materials, e.g., the Historic American Buildings Survey/Historic American Engineering Record, and the photographic collections of *Look Magazine*, the *U.S. News & World Report Magazine*, and the *New York World-Telegram & Sun*. In these and other P&P collections, the researcher can locate photographs, prints, posters, and cartoons of individuals and groups active in business, commercial and industrial activities, industrial facilities, and transportation vehicles and infrastructure. The Manuscript Division holds collections of the records of some individual businesses, and numerous collections of the papers of individuals and families that include documents and correspondence about a wide-range of topics in commerce, industry, and finance. Geography and Map Division holds original Sanborn Insurance maps as well as cartographic materials relating to communication, transportation, energy, and other topics that are valuable to business researchers. The Motion Picture, Broadcasting and Recorded Sound Division holds collections relevant to business research. Highlights and detailed descriptions of some of its collections are available online as part of the Library of Congress digital collections, e.g., *Fifty Years of Coca Cola Television Advertising and Films of the Westinghouse Works, 1904*. Various collections of the American Folklife Center include interviews and songs about working on canals and railroads, lumbering, oil drilling, seafaring, and other important economic activities.

There are several large and important microform collections, such as the *Pandette dei notai antichi* (commercial records from the Middle Ages), the *Extel Records* (archives of the Exchange Telegraph Co., Ltd.), business serials, and series of U.S. corporate annual reports. Today many microform collections are being converted to digital format and being offered by vendors as subscription databases.

The Library acquires commercial databases that facilitate sophisticated and efficient research in all aspects of business and economics. These electronic resources range widely from *Making of the Modern World, 1450-1850*, (containing the Goldsmiths'-Kress Library of European and American economic literature) to the *Global Trade Atlas* of import and export statistics.

III. Collecting policy

Except as noted below, the Library endeavors to collect U.S. business and economics materials at a comprehensive level and to acquire a widely-representative collection of foreign business and economics publications of national scope. Criteria to be applied in determining the best edition of each of several types of material, or in deciding between works available in more than one medium, are detailed in the Copyright Best Edition statement, [Copyright Circular 7b](#). Additional guidance regarding formats for material acquired by any means other than copyright is provided in the [Recommended Formats Statement](#).

The following sections deal with policy for specific types of materials acquired.

1. *Electronic resources*

Electronic resources are increasingly critical to conducting business research. They facilitate efficient access to both current and retrospective data and literature. The Library collects and/or acquires and provides access to a well-rounded collection of the best available business databases for use by staff and patrons. The Library obtains individual electronic serial and monograph titles, electronic integrating resources, web sites, and physical carriers in all formats. The [Collections Policy Statement – Supplementary Guidelines on Electronic Resources](#) provides more detailed guidance for recommending these materials.

2. *Periodicals*

The Library endeavors to acquire comprehensively those serials published in the United States in the fields of business and economics that contain articles of lasting research value. The Library also seeks to acquire a broadly representative collection of such serials from other countries. The Library acquires a representative selection of trade periodicals covering the various industrial sectors, with preference being given to titles indexed by major indexing services. Trade publications whose content is limited to press releases and new product announcements are not acquired for the permanent collections. Because business researchers also seek current information on market conditions, trends, or forecasts contained in newsletters and periodicals of little or no permanent value, a limited number of these publications may be acquired on a "current issues only" basis. House organs and company bulletins are not acquired, although exceptions may be made for publications that regularly contain articles of lasting research value.

3. *Directories*

The Library seeks to acquire a comprehensive collection of U.S. business directories of national and state scope, as well as those covering major U.S. metropolitan areas. Foreign directories of national scope and/or focused on international trade with the U.S. are acquired at the research level. Since the mid-1990s, there has been a decline in the number of print directories: many have been replaced by online directories. Each directory format has value according to need; for example, print is often required for legal purposes.

4. *Statistical compilations*

The Library acquires compilations of statistical data, i.e., collections of numerically expressed observations that have been organized, described or summarized, and possibly analyzed using sophisticated statistical methods. Once available in print, these compilations are increasingly published only online. Works dedicated to the methods of pure and applied statistics are not within the scope of this section.

- The Library acquires published serial and monographic compilations of statistical data, both foreign and domestic, that are of more than purely local interest.
- The Library acquires commodity and product market surveys and statistical compilations that provide information valuable to research on industries and/or economic conditions. However, it does not acquire firm- or brand-specific surveys or compilations.
- Statistical compilations that provide information about discrete topics, such as demographics, economic activity, or foreign trade, should be evaluated for their contribution to the Library's collections in those subject areas.
- The Library does not acquire data intended purely for the internal consumption of particular organizations whose activities are not of wide interest.

5. *Corporate annual reports*

The Library does not add print copies of corporate annual reports to its collections. However, it holds several closed microform sets of corporate annual reports in its permanent collections, including Annual Reports of American Corporations, 1847-1974, another set that covers the 1975-1983 period, and yet another that consists of SEC filings (1978-1994). Microform publication of annual reports appears to have ceased, and been replaced by electronic publication and access. The Library acquires and provides electronic access to corporate annual reports and Securities & Exchange Commission (SEC) filings through many resources in addition to the SEC web site, such as the *ProQuest Historical Annual Reports* (1844 to the present), *Mergent Archives* and *Mergent Online*.

6. *Societies and associations*

The Library acquires membership directories of trade and professional associations at the U.S. national level as well as those publications providing significant industry-specific information and statistics that are often available exclusively from these organizations. Publications of foreign associations with coverage of national scope and/or relating to trade between the United States and another country or region are acquired selectively. Newsletters and annual reports of U.S. and foreign trade and business associations are not acquired.

7. *Conference proceedings*

The Library seeks to acquire at a research level a broadly representative collection of published conference papers in economics and business of a scholarly nature and/or which contain new information, research, or analysis.

8. *Textbooks*

Textbooks intended for use in colleges and universities are acquired at a research level for the U.S., as are teaching materials and study guides for accreditation, certification, licensing, and continuing education. Elementary and secondary school textbooks are acquired on a very selective basis. Solutions manuals or answer books accompanying such textbooks are not acquired unless they are bound with the textbook.

9. *Market surveys*

Although often requested and highly prized by researchers, market surveys and reports published by individual research firms are not well represented in the Library's collections. Most publishers of market research do not deposit them for Copyright. The Library does not purchase them, because they are extremely expensive and their actionable research value is perishable. Increasingly, market research reports are published electronically rather than in print. Nevertheless, the Library attempts to acquire these publications and/or to provide access to electronic versions so far as possible.

10. *Loose-leaf*

Except in law, loose-leaf publications updated by page-for-page substitutions at frequent intervals are not generally maintained, i.e. updated, in the Library of Congress. Many legal loose-leaf services are useful for business research. Specific exceptions may be made for heavily used information not available (or not available with the necessary timeliness) in other formats. This restriction does not apply to serial publications received in ring binders but replaced in their entirety on a quarterly, semiannual, or annual basis, or updated by self-contained supplements at such intervals.

11. *Web sites*

Through web harvesting the Library acquires selected web sites and their multi-format contents for the U.S. Congress, researchers, and the general public. Generally, the Library employs a collection-based approach that acquires web sites as part of a named subject, theme, or event. The Library also collects individual sites not as part of named collections that present intellectual and commercial information of historical importance that may include sites on economics and business. An example is the collection of Fortune 500 company web sites. The Library's web archive collection on public policy topics includes many web sites of academic and research organizations that publish important data or grey literature in business and economics. Detailed and current guidance is provided in the [Collections Policy Statement – Supplementary Guidelines on Web Archiving](#).

12. *Miscellaneous*

The following are usually not added to the permanent collections: data issued by and concerning individual firms that are addressed primarily to advertising agencies and their clients, e.g., sales figures of company products or figures of magazine circulation to attract advertising; individual company publications, such as market surveys, sales manuals, price sheets, collection systems, and advertisements; bank and investment house publications designed for customers or employee training, as well as individual

bank bluebooks and price evaluation guides; minor mail order house catalogs; local shipping directories; bookkeeping systems; radio and television ratings other than those produced by major firms; and consultants' reports on local infrastructure projects, unless they are of national importance, deal with urgent issues, or are of lasting value.

IV. Best editions and preferred formats

For guidance regarding best editions for material acquired via the Copyright Office, see: <http://copyright.gov/circs/circ07b.pdf>.

For guidance regarding recommended formats for material acquired via all other means; e.g., purchase, exchange, gift and transfer, see: <http://www.loc.gov/preservation/resources/rfs>.

For information regarding electronic resources and web archiving, see the following Supplementary Guidelines: <http://www.loc.gov/acq/devpol/electronicresources.pdf> and <http://www.loc.gov/acq/devpol/webarchive.pdf>.

V. Acquisition sources: current and future

The Library acquires business and economics material primarily through copyright deposit, Cataloging-in-Publication (CIP) deposit, purchase, transfers from other government agencies, exchange, and gift. While deposit is the most important source for material published or distributed significantly in the United States, purchase and exchange are major sources of material published abroad and not widely distributed in the United States. Although exchange agreements once provided a major source of material published by foreign governments, universities, and learned societies, the volume of print material acquired through exchange has diminished because of increased costs and the substitution of online publication for print. Gifts are reviewed on a case by case basis, in accord with procedures described in the Recommending Officer's Checklist for Acquisition via Gift or Deposit.

It is the Library's policy to obtain electronic resources through copyright deposit when they are subject to deposit. However, when electronically published individual serial and monograph titles or aggregated databases are not subject to deposit, they are acquired primarily through purchase. Especially in the case of large aggregated databases, the Library purchases access to, rather than outright ownership of, electronic resources. Although purchase and deposit will remain the major methods of acquiring these resources, developments in electronic deposit and in the publishing marketplace will likely alter the features of acquisition agreements. Because the Library is committed to acquiring, cataloging, preserving and serving digital material, including web sites, it has also developed a broad program for web preservation. Web archiving facilitates the collection of important business and economic grey literature, materials, such as working papers, statistical abstracts, and financial newsletters. Web archiving is an important means of collecting selected resources the Library wants to permanently archive or guarantee access to in perpetuity.

Most acquisitions are made with appropriated funds; however, selected business and economics materials may also be purchased using trust funds. The Edward S. and Joyce I. Miller American History

Trust Fund, for example, has been particularly important in augmenting and enhancing the Library's collections in American business and economic history.

VI. Collecting levels

The following list is arranged according to the major subclasses of Classes HA-HJ of the Library of Congress Classification system (LCC). The collecting levels are based on the Research Libraries Group (RLG) Conspectus Collecting Levels. Although RLG no longer exists, the Library continues to use the collecting levels RLG established to guide its collection building. For a complete definition of these levels see <http://www.loc.gov/acq/devpol/cpc.html>. Whenever two collecting levels are listed, the first number refers to collections of U.S. materials, the second to foreign materials.

Class HA: Statistics

This class contains much social science statistical data of a general nature: census data, population and vital statistics; state, national, and international compilations; and statistical methodology for the social sciences as a whole. Other statistical data relating to specific topics are found with the topic.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HA1-39	General works, theory and method, research	5	4
HA154-155	Universal statistics	5	4
HA175-218	Statistical data: United States	5	5
HA221-730	Statistical data: U.S. counties and cities	4	4
HA740-4737	Statistical data: Other countries	4	4

Class HB: Economic theory, demography

The HB Class includes more detailed vital and demographic statistics than appear in Class HA. A small separate section at the end, HB3711-HB3840, brings up the subject of "business cycles" and economic stabilization and includes some material on economic forecasting and mathematical models. The broader approach of macroeconomic theory has been developed in HB172.5; related topics also appear in HG229-HG230, monetary policy, and HJ257, fiscal policy.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HB1-846	Economic theory: history, methodology, general works	5	4
HB848-3697	Demography	5	4

HB3711-3840	Business cycles	5	4
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Class HC: Economic history and conditions

General economic history occupies a coherent block in HC29-HC60. In the geographic breakdown by regions and countries (and smaller geographic subdivisions for the United States and several others), HC94-HC1085, economic history and current economic conditions are mingled. Here are found country "profiles" and handbooks, replete with statistical data. HC79, HC110, and several other class numbers appended to specific countries and regions are designated "Special topics (not otherwise provided for), A-Z." These are exceedingly diverse lists. For example, HC79 offers air pollution, automation, consumer protection, labor productivity, poverty, and subsidies. The special topics list that appears in HC79 is repeated in HC110 for the United States.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HC10-27	Periodicals, yearbooks, congresses, collected and general works National, state, regional scope Local	5 4	5 4
HC29-60	World economic history	5	4
HC79-92	Special topics, A-Z	4	4
HC95-110	United States economic history	5	5
HC111-1085	Foreign economic history and conditions by region	4	4

Class HD: Production

Class HD focuses on production, both agricultural and industrial (bringing together the classical factors of land, labor, capital goods, and entrepreneurship). It encompasses land use; management of small and large enterprises; industry-government relationships; all aspects of labor and industrial relations; and specific industry histories, directories and statistics. The original classification plan intended that technological aspects of industry would be covered by Class T, while the organizational and management aspects would be covered in Class HD. It can be hard to judge on which side an actual publication is weighted, so that almost identical directories, for example, may be found in both classes.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HD28-70	Production: management	5	4

HD72-88	Economic growth, development, planning	5	4
HD101-156	General land use	5	4
HD166-243	U.S. public lands	5	5
HD251-1130	Land use: real estate	5	4
HD1361-1395	Real estate business	4	4
HD1401-2210	Agriculture (General economic aspects, agricultural labor, water resources)	5	4
HD2321-4730	Industry (industrial organization and structure, industry and government)	5	4
HD4801-8943	Labor	5	4
HD9001-9999	Specific industries	5	4

Class HE: Transportation and communication

Class HE offers expansive classifications for railroads and water transportation, moderate accommodation for motor vehicles and highways, and a decidedly cramped range for air transportation and telecommunications.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HE1-7	Transportation and communications: periodicals	5	4
HE8	Shippers' guides	3	3
HE9-330	Transportation and communications: general	5	4
HE331-380	Traffic: roads and highways, streets	5	4
HE381-971	Water transportation (economic aspects)	5	4
HE1001-5600	Railways	5	4
HE5601-5720	Automotive transportation	5	4
HE6000-7496	Postal service	5	4
HE7581-7583	Online information services	5	4

HE7601-8795	Telecommunication, radio and television, telephone, computer networks, internet	5	4
HE9713-9721	Cellular telephone services industry, satellite telecommunications	5	4
HE9761-9925	Air transportation	5	4

Class HF: Commerce and business

The first half of this classification emphasizes foreign and international trade: organization, history, statistics, treatises on trade policy and tariff policy, and directories. Some special topics (e.g., chambers of commerce, business applications of statistics, product classification codes, and business education) are assigned numbers within this range. The second half is simply designated "business" and mirrors the complexity of that concept in its spectrum of subdivisions. Accounting, advertising, business communications, marketing and sales, personnel management, vocational guidance, and wholesale and retail trade (including mail order, electronic commerce, and shopping centers) are among the major subjects covered.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HF54	General directories: worldwide or regional	5	4
HF294-343	Boards of trade, chambers of commerce	3	3
HF1001-1010	International marketing	5	4
HF1101-1186	Commercial education	3	3
HF1379-4050	International trade, international economic relations, foreign trade/business directories	5	4
HF5035-5068	U.S. business directories National, regional, state, and metropolitan areas County and town	5 4	
HF5071-5330	Foreign business directories National scope Regional and metropolitan		4 3
HF5381-5389	Vocational guidance, career development, business ethics and etiquette	3	3
HF5410-5417	Marketing	5	4
HF5419-5430	Wholesale and retail trade	5	4

HF5546-5549	Office management, office equipment and software, mobile and electronic commerce, industrial psychology, personnel management	5	4
HF5601-5688	Accounting	5	4
HF5691-5716	Business mathematics	3	3
HF5717-5734	Business communication (correspondence, reports, proposals)	3	3
HF5801-6182	Advertising	5	4

Class HG: Finance

Class HG covers all aspects of money and financial management from personal financial planning to corporate financial management, monetary systems, international finance, U.S. and international banking, securities and stock exchanges, insurance, and speculation.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HG1-175	General Works	5	4
HG179-181	Personal finance (U.S.)	4	4
HG184-195	Personal finance (other countries)	3	3
HG201- 421	Money: General, history, precious metals, legal tender, etc.	5	4
HG451-645	U.S. monetary system	5	5
HG651-1492	Monetary systems of other countries	4	4
HG1501-1778	Banking: General	5	4
HG1811-3550	Types of banks and financial institutions	5	4
HG3691-3769	Credit	5	4
HG3810-3877	Foreign exchange	5	4
HG3879-4000	International finance: monetary system, banking	5	5
HG4009	International corporation directories	5	5
HG4027.7	Small business finance	5	4
HG4028	Corporate financial management: by topic	5	4
HG4050-4285	Corporate financial management: by region or country	5	4

HG4301-4538	Trust services, investment, mutual funds	5	4
HG4551-4638	Stock exchanges	5	4
HG4651-5993	Securities (including government securities)	5	4
HG6001-6270	Speculation (futures, commodities, securities, derivatives)	5	4
HG8011-8740	Insurance: General	5	4
HG8751-9271	Life insurance	5	4
HG9371-9479	Health insurance	5	4
HG9651-9969	Fire insurance; casualty insurance	5	4
HG9969.5-9999	Special risk insurance	5	4

Class HJ: Public Finance

For the United States and all other countries, Class HJ contains public documents and other material on structure and history of public finance, budgets, revenue and expenditures, taxation and customs, public debt, and public accounting, with a special section on state and local finance. In this class, subjects are generally subordinated to geographic divisions, with the same topical headings repeated under each country, region, and state.

LC Classification	Subject	Collecting Level Domestic	Collecting Level Foreign
HJ9-10	Public finance-federal	5	4
HJ11	Public finance-state	4	4
HJ12-99	Public finance-other nations	4	4
HJ101-209	Public finance: general works	5	4
HJ210-1620	Public finance: history and conditions	5	4
HJ2005-5957	Income and expenditure; budget; taxation	5	4
HJ6603-7390	Customs administration	5	4
HJ7451-7977	Expenditure	5	4
HJ8003-8899	Public credit, debt	5	4
HJ9000-9694	Local finance	4	3

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