A LIST OF SUBJECT HEADINGS
FOR
INDEXING AND FILING
INDUSTRIAL DEVELOPMENT COLLECTIONS

COMPILED BY
BASIC DATA SECTION
INDUSTRIAL DEVELOPMENT DIVISION
ENGINEERING EXPERIMENT STATION
GEORGIA INSTITUTE OF TECHNOLOGY
PUBLISHED BY
THE AMERICAN INDUSTRIAL DEVELOPMENT COUNCIL, INC.
1964

$2.00 (U.S.)
Indexing and filing the voluminous material bearing upon the countless elements of industrial
development has long posed a serious problem.

Needed has been a listing sufficiently comprehensive to answer the requirements of offices
and libraries large or small.

Ease of application and simplicity were no less essential if such a list were to be of common
use among professional and laymen concerned with development programs of widely-varying
objectives and areas.

With the adoption, in 1963, by the American Industrial Development Council of priority
programs in the twin fields of Education and Information, it became readily apparent that the
first logical step must be the creation of such a system. Upon its completion would rest the
preparation of a current bibliography, the establishment of a central repository and library,
and the writing of needed textbooks and other reference material.

In undertaking this basic project, the Council has been fortunate from the beginning. At
Georgia Institute of Technology's Engineering Experiment Station, the Industrial Development
Division, it was learned, maintained a considerable area development collection. Staffed by
professional librarians; obviously this was the place to contract the work.

Accordingly, early in 1964, the project was undertaken by the Basic Data Section. Directed
by Dr. Mary Edna Anders, Special Research Scientist, and assisted by Mrs. Charles T. Roan,
the work proved both painstaking and formidable. Definition by which headings could be
established posed a considerable problem, for industrial development in itself is difficult to
define, let alone the many elements with which it is concerned.

As the compilation progressed, assistance was generously proffered by: Robert Bulloch,
Georgia Institute of Technology; Connie Comer, Atlanta Chamber of Commerce; Ray Cooper,
De Kalb Chamber of Commerce; Richard L. James, Committee of 100, Chattanooga; Dr.
Arthur Kittle, Price Gilbert Library, Georgia Institute of Technology.

The staffs of both the Industrial Development Division and the American Industrial Develop-
ment Council assisted in many ways to forward the project, as the list slowly but surely took
shape.

All important financing was provided through the vision and cooperation of the following
Sponsors:

The Great Lakes States Industrial Development Council
The Northeastern Industrial Developers Association
The Ontario Industrial Development Council
The Pacific Northwest Industrial Development Council
The Southern Industrial Development Council
The Texas Industrial Development Council
J. C. Kavanagh, Washington, D.C.

All concerned with compilation, editing and publishing sincerely trust that this First Edition
of the List will serve to provide a long absent and most worthwhile tool for industrial develop-
ment everywhere.

American Industrial Development Council, Inc.
Office of the Secretary
230 Boylston Street, Boston, Massachusetts 02116
First Edition - October 1964

- 0 -
The List has been published to provide a simple yet comprehensive system under which may be filed collections of industrial development material regardless of their size. It was compiled, in particular, with the industrial developer in mind regardless of whether he is a member of a large staff or maintains a one-man office. It has the further purpose of providing a common system for general use among libraries, industrial development organizations and practitioners, whether they be professionals or laymen.

To establish the system is not difficult but will take time. The results, however, will save many long and frustrating hours often wasted in answering two questions that bedevil any office: "I saw something about that --- but where?" and "How shall I title this piece so that our readers can file it for ready reference?"

So that it will more nearly meet his needs, space has been provided for specific modifications in the List. To assist in marking material for filing, the Cutter-Sanborn numbers have been applied to the various major headings with the permission of The H. R. Huntting Company of Chicopee Falls, Massachusetts. These numbers are of particular use when one publication contains references to several subjects. By noting the number in the margin opposite the material and then making an entry on one's library index card, reference with minimum effort may be made.

As a guide to the use of the List in one's own office library, the reverse of this page provides ample space. To simplify the recording of any changes the individual may care to make in adapting the List to his purposes, notations should be made on the appropriate page to avoid future confusions.

The List consists of three sections so established because agencies have often divided their collections on a similar basis. Each section has its own introduction.

I Headings for General Material
II Headings for Local Material
III Headings for Industrial Material

Experience supports the desirability of the separation of local material from other publications. An agency, however, that wishes to combine the sections of the List, should encounter no serious problems or conflicts.

Most of the subheadings given in Section II (Local Material) correspond exactly to the headings given in Section I. The subheadings in Section III (Industrial Material), because of inherent differences in subject content covered, are unlikely to conflict with those in either of the preceding sections.

In assigning subject headings, the user should be guided by the following principles:

1. Assign the heading that will be most useful to your agency.
2. Assign the heading that comes closest to expressing the subject of the publication. Because titles may be misleading, determine the subject from an examination of the contents of the publication.
3. Be consistent in assignment of headings. Apply the same interpretation to comparable publications.
Instructions for establishing the industrial development library of the ____________

using the LIST OF SUBJECT HEADINGS FOR FILING AND INDEXING INDUSTRIAL DEVELOPMENT COLLECTIONS, AIDC 1964.
SECTION I:

Headings for General Materials

Industrial development collections include extensive files on various aspects of that subject. In addition, the collections usually contain material pertaining to community development, economic growth and similar topics. These general publications normally require more specific subject headings than are used with local material.

The headings in this Section have been established for general collections of development agencies. Though local material can be filed under these headings, use of Section II headings is recommended instead.

No headings for specific industries are included in the List. Such headings (for example: Textile Industry, Container Industry) can be adopted and written into the List as needed. Should a user develop an extensive file on a particular industry, he will find in Section III a list of subheadings that can be used to subdivide the file.

Subheadings are given frequently in this Section. They should be used only for publications emphasizing that particular aspect of the subject. The subject heading given in the List covers histories, surveys, planning, trends and other common aspects or approaches to the subject. Subheadings should, therefore, be used only where an extensive file is maintained on the respective subject and when an individual publication provides a restrictive treatment.

Scope notes accompany most of the headings in the Section. These notes, defining the limitations of the individual headings, offer assistance in the selection of appropriate headings and help distinguish between headings which may be confused. To draw attention to related headings, "see also" references have been included. "See references" are given from a less familiar form to the heading chosen for use. Should an individual user have reason to prefer some other form to the one adopted for this List, he can substitute it by noting on the appropriate page the modification he makes.

To aid those agencies needing location symbols, a number derived from the Cutter-Sanborn Author Tables has been assigned each subject heading in this section.
<table>
<thead>
<tr>
<th>No.</th>
<th>Listing</th>
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</thead>
<tbody>
<tr>
<td>A 244</td>
<td>ADVERTISING: techniques, principles, and forms. (Discussions of advertising from standpoint of industrial development should be put with PROMOTION - ADVERTISING.)</td>
</tr>
<tr>
<td>A 276</td>
<td>AGRIBUSINESS: economic activity &quot;created and maintained because of... farming operations;&quot; firms manufacturing products necessary for farm inputs; firms processing farm outputs; firms utilizing raw materials provided by farms.</td>
</tr>
<tr>
<td>A 278</td>
<td>AGRICULTURE: descriptive and statistical information concerning production and returns from farming and other agricultural enterprises. (May include census reports here.)</td>
</tr>
<tr>
<td>A 298</td>
<td>AIR POLLUTION: causes of and techniques for controlling contamination of the air.</td>
</tr>
<tr>
<td>A 614</td>
<td>ANNEXATION: expansion of city limits by legal means.</td>
</tr>
<tr>
<td>A 675</td>
<td>AREA DEVELOPMENT: development program involving area composed of more than one city or county unit of government. (Used for comprehensive programs including planning, industrial development, and other approaches to maximum utilization of resources.) SEE also - COMMUNITY DEVELOPMENT, REGIONAL DEVELOPMENT, AREA PLANNING.</td>
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<tr>
<td>A 677</td>
<td>AREA PLANNING: formulation of an Area Development Program; emphasis on theory and planning rather than on application of the plan. <strong>SEE also - AREA DEVELOPMENT.</strong></td>
</tr>
<tr>
<td>A 679</td>
<td>AREA REDEVELOPMENT: programs and activities related directly to the U.S. Area Redevelopment Administration.</td>
</tr>
<tr>
<td>A 881</td>
<td>ATOMIC ENERGY: economic impact of the use of atomic power.</td>
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<tr>
<td>A 939</td>
<td>AUTOMATION: economic impact of mechanical innovations. (For the impact of computers - <strong>SEE - DATA PROCESSING.</strong>)</td>
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<tr>
<td>B 932</td>
<td>BUILDING CODES: construction requirements for electrical wiring, plumbing, heating, fire protection, etc.</td>
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<tr>
<td>B 975</td>
<td>BUSINESS - COMMUNITY RELATIONS: interchange between the community and business enterprises, corporate citizenship.</td>
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<tr>
<td>B 977</td>
<td>BUSINESS DISTRICTS: area containing retail and service businesses, offices, and theaters. CENTRAL BUSINESS DISTRICTS: &quot;area characterized by high concentration of retail businesses, offices, theaters, hotels, and service business;&quot; by &quot;high traffic flow;&quot; and &quot;very high land valuation.&quot;</td>
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<tr>
<td>B 979</td>
<td>BUSINESS FAILURES: instances of and causes for failures of business enterprises.</td>
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Business indicators: SEE - ECONOMIC CONDITIONS & INDICATORS
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<th>No.</th>
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<tbody>
<tr>
<td>C 581</td>
<td><strong>CITY PLANNING:</strong> application or utilization of the principles and methods of the planning profession.</td>
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<tr>
<td>C 727</td>
<td><strong>COMMUNITY ATTITUDES:</strong> general character of; local viewpoint; public opinion; includes community's attitude towards industry and industrialization and business climate.</td>
</tr>
</tbody>
</table>
| C 729 | **COMMUNITY AUDITS:** methodology and techniques of conducting and reporting a survey of community resources.  
EXAMPLES: audits of specific communities. (File alphabetically by name of community.) |
| C 731 | **COMMUNITY DEVELOPMENT:** planning for and study of the entire range of public services, cultural facilities, natural resources, and economic resources and potentials as a basis for a community improvement program. **SEE also** - AREA DEVELOPMENT, REGIONAL DEVELOPMENT. |
| C 733 | **COMMUNITY FACILITIES ADMINISTRATION:** purpose and programs of the federal agency.  
GRANTS: description of local programs carried on under CFA grants. |
| C 735 | **COMMUTING:** movement of workers between residences in outlying communities and place of employment. |
| ------ | Computers: **SEE** - DATA PROCESSING |
CONSTRUCTION: building activity as a measure of economic conditions or growth.

(Information on the Construction Industry should be handled separately according to the procedure adopted for treatment of material on specific industries.) SEE also - BUILDING CODES; INDUSTRIAL BUILDINGS.

Consultants: SEE - DEVELOPMENT PROGRAMS - CONSULTANTS

Consumer Price Index: SEE - COST OF LIVING

CONSUMERS: characteristics of consumer markets, preferences, and demands.

Corporate citizenship: SEE - BUSINESS - COMMUNITY RELATIONS

CORPORATIONS: organization and characteristics of business enterprises.

DECENTRALIZATION

SIZE

SEE also - INDUSTRIAL FINANCING - DEVELOPMENT AUTHORITIES & CORPORATIONS; MANUFACTURING - DIRECTORIES.

COST OF LIVING: includes material on consumer price index.

County Government: SEE - GOVERNMENT - COUNTY

CULTURAL FACILITIES AND PROGRAMS: community resources and activities in the areas of drama, music, and other fine arts.
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<tr>
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<tbody>
<tr>
<td>D 232</td>
<td>DATA PROCESSING: storing and retrieving information through the use of machines, including computers. SEE also - AUTOMATION.</td>
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<tr>
<td>D 424</td>
<td>DEPRESSED AREAS: identification and description of areas with declining economies.</td>
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<td>Development Authorities: SEE - INDUSTRIAL FINANCING</td>
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<tr>
<td>D 487</td>
<td>DEVELOPMENT COUNCILS: (Subdivide by the name of the specific organization, for example, AMERICAN INDUSTRIAL DEVELOPMENT COUNCIL.)</td>
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<tr>
<td>D 489</td>
<td>DEVELOPMENT PROGRAMS: roles and activities of agencies either primarily or secondarily concerned with industrial development.</td>
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<td>ACADEMIC INSTITUTIONS</td>
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<td>CHAMBERS OF COMMERCE</td>
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<td>COMMUNITY DEVELOPMENT GROUPS</td>
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<td>COMMITTEES OF 100</td>
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<td>FEDERAL GOVERNMENT</td>
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<td>FINANCIAL INSTITUTIONS</td>
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<td>LOCAL GOVERNMENTS</td>
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<td>STATE GOVERNMENTS</td>
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<td>TRANSPORTATION COMPANIES</td>
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<td></td>
<td>SEE also - INDUSTRIAL DISTRICTS; PROMOTION.</td>
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<td></td>
<td>Diversification of industry: SEE - MANUFACTURING - DIVERSIFICATION</td>
</tr>
</tbody>
</table>
E 16  ECONOMIC ASSISTANCE:  foreign aid, technical assistance programs.

E 18  ECONOMIC BASE STUDIES:  analysis of the primary sources of employment and income to determine the basic (export) and non-basic (local) industries in the community.

   EXAMPLES:  use for specific economic base studies. (File alphabetically by name of the community studied.)

E 20  ECONOMIC CONDITIONS & INDICATORS:  status of the economy; business indicators or measures of economic conditions.

E 22  ECONOMIC DEVELOPMENT:  systematic effort and study to develop more fully the industrial, business, and agricultural resources and potentials of an area.

E 24  ECONOMIC GEOGRAPHY

E 26  ECONOMIC RESEARCH:  systematic study and investigation of business problems and various aspects of economic conditions.

E 28  EDUCATION:  discussion of programs of public schools and academic institutions. (For in-service training and apprenticeship SEE - JOB TRAINING.) (For trade education SEE - VOCATIONAL EDUCATION.) (For professional training SEE the name of the profession, for example, INDUSTRIAL DEVELOPERS.)

E 55  EMPLOYMENT & UNEMPLOYMENT:  extent and nature; causes and solutions to unemployment.
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<tr>
<td>E 57</td>
<td>ENGINEERS: supply and demand and education of engineers. <strong>SEE also - CONSULTANTS.</strong></td>
</tr>
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<td>E 61</td>
<td>ENTREPRENEURAL ENTERPRISES: characteristics of individually conceived, financed, and managed business enterprises.</td>
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Exports: **SEE - FOREIGN TRADE**
Federal Government: SEE - GOVERNMENT - FEDERAL; AREA REDEVELOPMENT; COMMUNITY FACILITIES ADMINISTRATION; INDUSTRIAL FINANCING; RURAL AREAS DEVELOPMENT; SMALL BUSINESS ADMINISTRATION.

FINANCIAL INSTITUTIONS: characteristics, growth trends, and location of banks and other financial institutions. (For activities related to industrial development SEE - DEVELOPMENT PROGRAMS - FINANCIAL INSTITUTIONS.) SEE also - INDUSTRIAL FINANCING.

Financing: SEE - INDUSTRIAL FINANCING

FORECASTS - ECONOMIC: general economic projections. (Projections confined to a specific subject are filed under that subject with the addition of the subheading FORECASTS, for example, INCOME - FORECASTS.)

FORECASTS - METHODOLOGY: techniques used in preparing projections.

Foreign Aid: SEE - ECONOMIC ASSISTANCE

FOREIGN TRADE: overseas markets, imports, exports, tariffs and other factors affecting trade between countries.

Forest Resources: SEE - RESOURCES

FREIGHT RATES: general discussion of rates. (For rates for particular modes of transportation SEE the appropriate headings under TRANSPORTATION.)
HEADINGS FOR GENERAL MATERIALS

G 721  GOVERNMENT: characteristics and services of the various types of government; subdivide by type.

___ COUNTY
___ FEDERAL
___ CONTRACTS
___ GRANTS-IN-AID
___ MUNICIPAL
___ EDUCATIONAL SERVICES
___ FIRE PROTECTION
___ POLICE PROTECTION
___ SANITATION SERVICES
___ WATER & OTHER UTILITIES
___ STATE

SEE also - DEVELOPMENT PROGRAMS; INDUSTRIAL FINANCING; TAXATION.

G 884  GROWTH INDUSTRIES: industries displaying unusual potential for expansion.
HEADINGS FOR GENERAL MATERIALS

No.  
Listing

H 638  HIGHWAYS
  ___ FINANCE
  ___ IMPACT
  ___ BUSINESS
  ___ LAND USE AND LAND VALUES
  ___ INTERSTATE

H 842  HOUSING AND RESIDENTIAL AREAS:
  ___ BEDROOM COMMUNITIES
  ___ RETIREMENT COMMUNITIES
HEADINGS FOR GENERAL MATERIALS

No.    Listing

----- Imports: SEE - FOREIGN TRADE

I 32    INCOME: corporate and personal income.

FORECASTS

----- Industrial Bonds: SEE - INDUSTRIAL FINANCING

I 34    INDUSTRIAL BUILDINGS: buildings utilized for manufacturing operations.

CONSTRUCTION COSTS
DESIGNS & PLANS
EXPANSION
MODERNIZATION
SPECULATIVE

I 36    INDUSTRIAL DEVELOPERS: academic preparation and personal qualifications; job descriptions and salary scales.

INDUSTRIAL DEVELOPMENT: systematic study and effort designated to attract new industries to an area and to strengthen and expand existing local industries.
(Use only when a more specific heading is not available.)

BIBLIOGRAPHIES: lists of material on industrial development.
Councils: SEE - DEVELOPMENT COUNCILS.
HISTORY
INSTITUTES AND WORKSHOPS: seminars and training sessions.
TECHNIQUES
THEORIES

SEE also - DEVELOPMENT PROGRAMS

----- Industrial Development Corporations: SEE - INDUSTRIAL FINANCING
I 40  INDUSTRIAL DISTRICTS: improved tract of land offering special facilities and services to industrial tenants. (Includes industrial parks and industrial estates.)

SPONSORS: description of districts operated by specific types of agencies.

GOVERNMENT SPONSORED
PRIVATE
LOCAL COMMUNITY
REAL ESTATE
RAILROAD

TENANTS: occupants or likely occupants of districts.

EXAMPLES: description of specific industrial districts file alphabetically by name of district.

SEE also - RESEARCH PARKS

I 42  INDUSTRIAL EQUIPMENT: obsolescence, modification of.

LEASING: arguments for and against.

Industrial estates: SEE - INDUSTRIAL DISTRICTS

I 44  INDUSTRIAL FINANCING: private and public sources of funds; methods of financing industrial expansion, including fund raising techniques.

COMPANY
DEVELOPMENT AUTHORITIES & CORPORATIONS
FEDERAL GOVERNMENT
FINANCIAL INSTITUTIONS
INDUSTRIAL BONDS
SMALL BUSINESS INVESTMENT CORPORATIONS
TAX CONCESSIONS & SUBSIDIES

I 46  INDUSTRIAL GROWTH: discussion of general industrial expansion. (Expansion of a particular building goes under INDUSTRIAL BUILDINGS.) (Expansion within a specific industry goes under that industry.)
HEADINGS FOR GENERAL MATERIALS

No. Listing

Industrial location: SEE - MANUFACTURING - LOCATION OF; PLANT LOCATION

Industrial Parks: SEE - INDUSTRIAL DISTRICTS

I 48 INDUSTRIAL PROSPECTS: identification and handling.

Industrial relations: SEE - LABOR RELATIONS

Industrial research: SEE - RESEARCH & DEVELOPMENT - INDUSTRIAL

I 50 INDUSTRIAL SITES: lots suitable for use by industry; desirable characteristics of land tracts; selection and preparation of suitable tracts.

- AIRPORTS SITES
- RAILROAD SITES
- WATERSIDE SITES, PORTS, ETC.

SEE also - INDUSTRIAL DISTRICTS

I 52 INDUSTRIALIZATION: impact of industry on an area.

I 61 INTERNATIONAL DEVELOPMENT PROGRAMS: development programs in foreign countries. (For programs involving American aid SEE - ECONOMIC ASSISTANCE.)

I 63 INTERSTATE COMPACTS & AGREEMENTS: cooperative projects and relationships involving several states.
No.

----- Interstate Highways: SEE - HIGHWAYS - INTERSTATE

- J -

J 62 JOB TRAINING: on-the-job instruction, in-service training, apprenticeship.

- K -
HEADINGS FOR GENERAL MATERIALS

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<thead>
<tr>
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<tbody>
<tr>
<td>L 121</td>
<td>LABOR FORCE: manpower, characteristics, availability, and turnover; labor market areas. <strong>SEE also</strong> - EMPLOYMENT &amp; UNEMPLOYMENT; PRODUCTIVITY; WAGES &amp; SALARIES.</td>
</tr>
<tr>
<td>L 123</td>
<td>LABOR LAWS:</td>
</tr>
<tr>
<td></td>
<td>Federal</td>
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<td></td>
<td>State</td>
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<td>L 125</td>
<td>LABOR RELATIONS: includes arbitration, bargaining, strikes, and other labor-management negotiations.</td>
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<td>-----</td>
<td>Labor supply: <strong>SEE</strong> - LABOR FORCE</td>
</tr>
<tr>
<td>L 127</td>
<td>LABOR SURPLUS AREAS: areas where available manpower exceeds job openings.</td>
</tr>
<tr>
<td>L 129</td>
<td>LABOR UNIONS: organization, programs, and membership. (Employee-management activity goes under LABOR RELATIONS.)</td>
</tr>
<tr>
<td>L 264</td>
<td>LAND USE: actual use and plans for future development. <strong>SEE also</strong> - INDUSTRIAL SITES.</td>
</tr>
<tr>
<td>L 266</td>
<td>LAND VALUES: cost and changes in that cost.</td>
</tr>
</tbody>
</table>
No.  	Listing

-----  	Malls: SEE - SHOPPING CENTERS

M 267  
MANAGEMENT: methods and principles of administering organizations and enterprises.

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Manpower: SEE - EMPLOYMENT & UNEMPLOYMENT, LABOR FORCE

M 294  
MANUFACTURING: material on a specific industry goes with that industry. (Census reports may be included here.)

____COSTS
____DIRECTORIES
____DIVERSIFICATION
____LOCATION OF
____ORIENTATION OF
   LABOR
   MARKET
   RAW MATERIALS
____STATISTICS

M 297  
MAPPING: techniques of producing maps, aerial photographs, and similar materials; information on specific companies providing mapping services. (Maps themselves are better filed in a special collection or with the subject mapped.)

M 343  
MARKET AREAS: trade areas.

M 345  
MARKET RESEARCH: methods and techniques.

M 347  
MARKET SURVEYS: specific surveys better filed with the subject of the survey.
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<tr>
<td>M 414</td>
<td>MASS TRANSPORTATION:</td>
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<td>RAPID TRANSIT</td>
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<td></td>
<td>SEE also - COMMUTING</td>
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<tr>
<td>M 425</td>
<td>MATERIALS HANDLING:</td>
</tr>
<tr>
<td>M 594</td>
<td>METROPOLITAN AREAS: discussions of the characteristics, problems, growth and future of metropolitan areas. SEE also - STRIP CITIES</td>
</tr>
</tbody>
</table>

- Mineral Resources: SEE - RESOURCES
- Motor transportation: SEE - TRANSPORTATION - HIGHWAY
- Municipal Government: SEE - GOVERNMENT - MUNICIPAL
- Municipal Services: SEE - GOVERNMENT - MUNICIPAL
No.  

-----  Listing

Natural Resources: SEE - RESOURCES

N 558  NEW PLANTS & EXPANSIONS: statistical data on new and expanded industries; trends.

N 561  NEW PRODUCTS: developing and marketing new products.

O 61   OPERATING RATIOS:
PARKING: facilities for parking motor vehicles.

Planning: SEE - AREA PLANNING, CITY PLANNING, REGIONAL PLANNING.
(Planning for a specific organization or purpose goes with the subject, for example, planning for Shopping Centers goes with Shopping Centers and planning for Land Use goes with that subject.)

PLANT LOCATION: techniques and methods of selecting a location for a manufacturing enterprise.

LOCATION FACTORS
___ CLIMATE
___ COMMUNITY ATTITUDES
___ LABOR
___ MARKETS
___ SITES
___ TRANSPORTATION
___ UTILITIES
___ OTHER FACTORS
___ THEORIES
___ COMMUNITY APPROACH TO
___ INDUSTRY APPROACH TO

SEE also - NEW PLANTS & EXPANSIONS; INDUSTRIAL SITES

PLANT LOSS: discussion of a community's failure to locate a specific industry as well as the movement of industry from one area or a community.

PLANT RELOCATION: legal and economic problems a company encounters when it decides to transfer a manufacturing operation from one community to another.

POPULATION: characteristics, trends, and migration.

__ FORECASTS
__ STATISTICS: (Census reports and similar compilations.)
PRODUCTIVITY: measurement, analysis, and interpretation of production in relation to the input of labor and other factors.

PROMOTION: planning and budgeting for promotional programs; materials and methods utilized to "sell" an area. (Include here examples of the materials as well as guides to their preparation.)

- ADVERTISING
  - BROCHURES
  - DIRECT MAIL CAMPAIGNS
  - FILMS & RECORDINGS
  - PERSONAL CONTACTS
  - TOURS
  - TRENDS

Property tax: SEE - TAXATION

Prospects: SEE - INDUSTRIAL PROSPECTS

Public relations: SEE - BUSINESS - COMMUNITY RELATIONS; PROMOTION.

PUBLIC UTILITIES: include here material on all utilities such as Electric, Gas, Combined; subdivide by particular type of utility if volume of material justifies. (For role of utilities in Industrial Development SEE - DEVELOPMENT PROGRAMS.)
Rail transportation: SEE TRANSPORTATION - RAIL

Rapid Transit: SEE MASS TRANSPORTATION - RAPID TRANSIT

REALTORS: activities and methods. SEE also INDUSTRIAL DISTRICTS; RESEARCH PARKS.

RECREATION: facilities, resources, and programs for leisure time activities. SEE also CULTURAL FACILITIES AND PROGRAMS.

REGIONAL DEVELOPMENT: development program involving more than one state; used for comprehensive programs including planning, industrial development, and other approaches to maximum utilization of resources. SEE also AREA DEVELOPMENT; COMMUNITY DEVELOPMENT; DEVELOPMENT COUNCILS; INTERSTATE COMPACTS AND AGREEMENTS.

REGIONAL PLANNING: formulation of a regional development program; emphasis on theory and planning rather than on application of the plan. SEE also REGIONAL DEVELOPMENT.

RESEARCH & DEVELOPMENT: for research conducted by a specific type of agency, use the appropriate subheading from the following. (For publications concerning research in specific subject areas SEE the appropriate subject, for example, ECONOMIC RESEARCH; MARKET RESEARCH; SCIENTIFIC RESEARCH.)

ACADEMIC
GOVERNMENT
INDUSTRIAL
R 432 RESEARCH PARKS: improved tract of land offering special facilities and services to tenants engaged in research and development.

SPONSORS: role of these agencies in operating parks as well as information on the parks themselves. (Description of a specific park may go here or under EXAMPLES.)

ACADEMIC INSTITUTIONS
COMMUNITY
JOINT (Two or more types of sponsors)
REAL ESTATE
OTHER

TENANTS: information on occupants or likely occupants.

EXAMPLES: description of specific parks. (File alphabetically by the name of the park.)

R 434 RESOURCES: availability, characteristics, and usage of forest, mineral, water and other natural resources.

R 436 RETAIL LOCATION: factors involved and methods employed in finding suitable sites for retail enterprises.

R 438 RETAIL TRADE: (Census reports may be filed here.)

Revenue Bonds: SEE - INDUSTRIAL FINANCING

R 944 RURAL AREAS: areas characterized by agricultural activities and low population density.

R 946 RURAL AREAS DEVELOPMENT: programs and activities related directly to the Rural Areas Development Program.

R 948 RURAL INDUSTRIES: industries having some specific advantage when located outside metropolitan areas.
S 253  SATELLITE INDUSTRIES: manufacturing industries supporting or supplying other industries.

S 416  SCIENTIFIC RESEARCH: study and investigation in the basic and applied sciences.

S 491  SERVICE TRADES: (Census reports may be filed here)

S 559  SHOPPING CENTERS: consumer oriented, planned areas of retail business activity.

S 631  SMALL BUSINESS: characteristics, problems, and management of small businesses. SEE also - ENTREPRENEURIAL ENTERPRISES.

S 633  SMALL BUSINESS ADMINISTRATION: activities, programs, and services of the U.S. Small Business Administration. SEE also - INDUSTRIAL FINANCING - FEDERAL GOVERNMENT.

S 635  SMALL TOWNS: characteristics and problems.

S 732  SPACE TECHNOLOGY: economic impact and industrial application of aerospace research.
No. Listing

----- State Government: SEE - GOVERNMENT - STATE

----- Strikes: SEE - LABOR RELATIONS

S 916 STRIP CITIES

S 941 SUBURBAN AREAS: include both incorporated and unincorporated areas.
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<td><strong>TAXATION:</strong> includes assessment and revaluation practices and programs. (Sub-divide by specific type of taxation.)</td>
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<td><strong>BUSINESS LICENSE FEES</strong></td>
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<td><strong>SPECIAL</strong></td>
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Technical Assistance: [SEE - ECONOMIC ASSISTANCE](#)

T 255 **TECHNOLOGICAL APPLICATIONS:** industrial application of technical innovations.

T 727 **TOURISM:** commercial activities involved in attracting and serving tourists.

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Trade areas: [SEE - MARKET AREAS](#)

Trade education: [SEE - VOCATIONAL EDUCATION](#)

T 764 **TRAFFIC:** traffic management and traffic flow.

T 772 **TRANSPORTATION:** general information on passenger and/or freight transportation.  
(If publication concerns only one mode of transportation, use the appropriate subheading.)

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UNDERDEVELOPED AREAS: areas in which resources have not been exploited or economic potential realized.

Unemployment: SEE - EMPLOYMENT

URBAN RENEWAL: (Include locally sponsored projects as well as those financed by local and federal funds.)

- INDUSTRIAL-COMMERCIAL
- RESIDENTIAL

VOCATIONAL EDUCATION: education and training leading to a specific non-professional occupation. SEE also - JOB TRAINING.
W 131  WAGES & SALARIES: includes benefits.

W 274  WAREHOUSES

W 328  WATER POLLUTION: causes of and techniques for controlling contamination of water.

-----  Water Resources: SEE - RESOURCES

-----  Water transportation: SEE - TRANSPORTATION - WATER

W 628  WHOLESALE TRADE: (Census reports may be filed here.)
HEADINGS FOR GENERAL MATERIALS

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- Z -

Z 83 ZONING

- CODES
- ORDINANCES
- VARIANCES
SECTION II:

Headings for Local Materials

Normally an agency finds it useful to separate the material specifically concerning the local area from other portions of the collection.

The most satisfactory method of accomplishing this separation is filing first by name of the area, and then by subject of the publication.

The following headings, intended for agencies maintaining local files, can be used as subheadings under the name of a city, county, state, or region.

These headings agree in form with those appearing in Section I; in fact many of the headings are identical.

Definitions of headings are included in Section I but not usually in Section II. The definitions, given in Section I because it is the most comprehensive list, have not been repeated in Section II in order to save space. In the case of confusing headings, a user can frequently find clarification in Section I.

While the user should freely modify the headings given in this Section, all changes should be recorded in the margin in order to insure future consistency.
AGRICULTURE

BIOGRAPHICAL SKETCHES: (File information alphabetically by the name of the individual.)

CLIMATE

COMMUNICATION MEDIA: radio, television, and press facilities

COMMUNITY ATTITUDES

CONSTRUCTION

COST OF LIVING

CULTURAL FACILITIES & PROGRAMS

DIRECTORIES

ECONOMIC CONDITIONS & ECONOMIC INDICATORS

EDUCATIONAL FACILITIES

EMPLOYMENT & UNEMPLOYMENT

FINANCIAL INSTITUTIONS

GEOGRAPHY: characteristics and distinctive features of area.

GOVERNMENT: form, organization, districts, etc. of state, county, and municipal governments.
HEADINGS FOR LOCAL MATERIALS

GOVERNMENTAL REGULATIONS
- AIR POLLUTION CONTROLS
- BUILDING CODES
- HEALTH & SAFETY RULES
- INSURANCE REGULATIONS
- LICENSES
- TAXATION
- WATER POLLUTION CONTROLS
- ZONING REGULATIONS

GOVERNMENTAL SERVICES
- FIRE PROTECTION
- LAW ENFORCEMENT
- SEWAGE SYSTEMS
- WATER WORKS

HEALTH FACILITIES & SERVICES

HIGHWAYS AND STREETS

HOUSING & RESIDENTIAL AREAS

INCOME

INDUSTRIAL BUILDINGS

INDUSTRIAL DISTRICTS

INDUSTRIAL SITES

LABOR FORCE

LABOR RELATIONS

LABOR UNIONS

LAND USE

MANUFACTURING
HEADINGS FOR LOCAL MATERIALS

MARKET SURVEYS

MEDICAL FACILITIES AND SERVICES

NEW PLANTS AND EXPANSIONS

ORGANIZATIONS & ASSOCIATIONS: (File information alphabetically by the name of the organization.)

POPULATION

PUBLIC UTILITIES

REALTORS

RECREATION

RESEARCH

RESOURCES

RETAIL TRADE

SERVICE INDUSTRIES

SHOPPING CENTERS

TAXATION

TOURISM

TRAFFIC

TRANSPORTATION
HEADINGS FOR LOCAL MATERIALS

URBAN RENEWAL

WAGES

WAREHOUSES

WHOLESALE TRADE
SECTION III:

Headings for Industrial Materials

For those agencies maintaining extensive files on specific industries, this Section lists subheadings that can be used to subdivide the file. All of the subheadings will not apply to every industry, and seldom will the collection be large enough to require the use of many subdivisions.

While the user should freely modify the headings given in this Section, all changes should be recorded in the margin in order to insure future consistency.
HEADINGS FOR INDUSTRIAL MATERIALS

ADVERTISING

 BIOGRAPHICAL SKETCHES: includes personnel changes

COMPANY INFORMATION

CONSOLIDATION AND Mergers

DIRECTORIES

EMPLOYMENT

FINANCIAL DATA

FORECASTS AND TRENDS

GOVERNMENT REGULATIONS

HISTORY

INTERNATIONAL ASPECTS

MARKET SURVEYS

PLANT LAYOUT

PRODUCTS

RAW MATERIALS

STATISTICS

TECHNOLOGY AND PROCESSES