

**0 GENERAL WORKS****00. BIBLIOGRAPHY****01. LIBRARIANSHIP****02. ENCYCLOPAEDIA & DICTIONARIES****03. YEARBOOKS & DIRECTORIES**

- .1 Yearbooks
- .2 Directories

**04. STATISTICS****05. ATLAS, MAPS, COUNTRY INFORMATION**

- .1 International
- .2 Spain
- .3 Catalonia

**06. BIOGRAPHIES****07. HISTORY, FINE ARTS & CULTURE**

- .1 History (General)
- .11 History of Spain
- .2 Fine Arts (General)
- .3 Culture (General)

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**08. LANGUAGE & LITERATURE**

- .01 Language & Literature (General)
  - .1 Spanish language
  - .2 Spanish literature
  - .3 English language
  - .4 English literature
  - .5 Other languages and literatures

**1. MANAGEMENT**

**10. MANAGEMENT: several subjects**

- .01 Management (not classifiable under any other category)
- .09 Popular management books
  - .1 Managers (management roles, management development, middle managers, management succession)
  - .12 Business history
  - .13 Women in business (women executives, businesswomen, ...)
  - .2 Management by company size and ownership
    - .21 Multinational companies management. International management
    - .22 Medium-sized businesses. Small business
    - .23 Family firms
    - .24 Public corporations. Public sector
    - .26 Non-profit organizations
  - .3 Comparative studies of business
    - .4 Managing by sectors
      - .41 Hospital management
      - .42 Sport business management
      - .43 Media & Entertainment
      - .44 Digital sector
      - .45 Sector firms
  - .5 Global management topics (not classifiable under functions). Crisis management
    - .51 Entrepreneurship. Social entrepreneurship
    - .52 Technological management. Research & Development (R+D). Technology impact in management
    - .54 Total quality management
    - .56 Negotiation

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## **11. GENERAL MANAGEMENT. STRATEGIC MANAGEMENT**

- .01** General Management (not classifiable under any other category)
- .02** Strategic management (not classifiable under any other category)
- .09** Popular general & strategic management books
- .1** General Management. Corporate governance
- .11** Business policy
- .12** Corporate planning
- .13** Strategic alliances. Joint-ventures
- .14** Corporate social responsibility
- .2** Strategic management. Corporate strategy
- .21** Strategy
- .22** Strategic planning. Planning tools (BCG, PIMS)
- .3** Corporate strategy
- .31** Mergers & acquisitions
- .32** Vertical integration
- .33** Liquidation, exit or disinvestment strategies
- .34** Corporate restructuring. Reorganization
- .4** Business strategy
- .41** Competition (Competitiveness economic). Competitive intelligence
- .42** Business competences. Skills
- .43** Value chain
- .5** Strategy implantation. Firm organization. Organizational design. Organizational effectiveness
- .51** Organizational structure. Centralisation/Decentralisation. Delegation. Integration
- .52** Management systems. Resource allocation. Selection. Evaluation. Training. Remuneration
- .53** Management by objectives. Management styles
- .54** Managers job design
- .55** Strategic control
- .56** Managing directors. Board of directors
- .57** Organizational change
- .58** Managerial organization
- .7** New organizational forms
- .71** Organizational learning
- .72** Intellectual capital
- .9** Innovation management

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.91 Design thinking. Creative ability in business

## **12. ORGANIZATIONAL BEHAVIOUR**

- .01 Organizational behaviour (not classifiable under any other category)
- .09 Popular organizational behaviour books
  - .1 Motivation
  - .2 Human relations. Trust
  - .21 Communication & conflict
  - .22 Employer/employee relations
  - .3 Groups
    - .31 Groups relations
  - .4 Managerial work & leadership. Manager's action
    - .41 Power, influence & authority
    - .42 Decision making (related to human behaviour)
  - .5 Organizational development
    - .51 Organizational design (related to organizational behaviour)
    - .52 Organizational change (related to organizational behaviour)
  - .53 Corporate culture
  - .54 Empowerment
  - .6 Work and Family

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**13. MANAGING PEOPLE IN ORGANIZATIONS & INDUSTRIAL RELATIONS**

- .01 Personnel Management (not classifiable under any other category)
- .02 Industrial relations (not classifiable under any other category)
- .09 Popular personnel management & industrial relations books
- .1 Human resource management
- .11 Personnel selection (employer point of view)
- .12 Personnel training
- .13 Job evaluation
- .14 Performance appraisal
- .15 Compensation & Wages. Incentives
- .16 Retirement & Pensions

**CAREER CORNER**

- .2 Career development. Job search (General)
- .21 Job search
- .22 Self-assessment. Career orientation. Counselling
- .23 CV. Motivation letters. Resumes
- .24 Job interview preparation
- .25 Negotiation of job offers. Negotiation of salaries
- .26 Networking
- .27 Career Guides
- .28 Employers
- .29 Head hunters
- .3 Work organization
- .31 Working conditions
- .32 Job security
- .33 Participation
- .34 Team work
- .35 Job enrichment
- .4 Industrial relations
- .41 Collective bargaining & negotiations
- .42 Labour disputes. Strikes
- .43 Trade unions. Employers' associations
- .44 Industrial democracy
- .45 Co-operatives

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**14. PRODUCTION. OPERATIONS**

- .01 Production (not classifiable under any other category)
- .02 Operations (not classifiable under any other category)
- .09 Popular production and operations management books
- .1 Organization and production management
- .11 Production planning & control
- .12 Production scheduling
- .13 Job design (methods & times, timing)
- .14 Project management
- .15 Processes management
- .2 Stock control & management
- .21 Industrial purchasing. Supplying
- .22 Import
- .23 Warehousing & packaging
- .3 Quality control (production)
- .4 Industrial productivity
- .5 Technological innovations. Technology transfer. Patents
- .6 Logistics
- .7 Industrial design. New products

**15. QUANTITATIVE TECHNIQUES**

- .01 Quantitative techniques (not classifiable under any other category)
- .09 Popular quantitative techniques books
- .1 Statistics
- .11 Multivariate analysis
- .12 Forecasting techniques. Time series
- .2 Econometrics
- .21 Econometrics applied to the firm
- .22 Econometrics models
- .3 Operational research (linear programming, PERT, CPM). Mathematical programming
- .4 Decision theory
- .41 Game theory. Models theory. System Dynamics
- .42 Simulation

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**16. MARKETING**

- .01 Marketing (not classifiable under any other category)
- .09 Popular marketing books
- .11 Marketing handbooks
- .12 Marketing dictionaries
- .13 Marketing associations
- .14 Marketing legislation
- .2 Marketing Mix
- .21 Prices
- .22 Distribution. Distribution channels
- .23 Product. Brands
- .24 Promotion
- .25 Advertising
- .26 Public relations
- .27 Direct marketing.
- .3 Sales management.
- .4 Market research. Marketing research
- .5 Niche marketing
- .51 Industrial marketing. High technology products marketing
- .52 Consumer marketing
- .53 Healthcare marketing
- .54 Financial services marketing
- .55 Services marketing & Marketing services
- .56 Retailing. Franchising
- .57 Wholesale
- .6 Specialised marketing subjects
- .61 Marketing policy
- .62 Marketing organization
- .63 Customer relations. Customer service
- .64 Marketing planning & control
- .65 Marketing strategy
- .66 International marketing
- .67 Market segmentation
- .68 Consumer behaviour
- .69 Merchandising
- .7 Digital marketing
- .71 Social marketing. Social networks (LinkedIn, Facebook, Twitter, ...)

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**17. ACCOUNTING. CONTROL**

- .01 Control (not classifiable under any other category)
- .02 Accounting (not classifiable under any other category)
- .09 Popular accounting & control books
  - .1 Financial accounting
  - .11 Holdings. Accounting
  - .2 Cost accounting
  - .3 Auditing
  - .4 Management control. Budgetary control. Control systems
  - .5 Control theory
  - .6 Information economy

**18. FINANCE**

- .01 Finance (not classifiable under any other category)
- .09 Popular finance books
  - .1 Financial management
  - .2 Corporate finance
  - .22 Capital structure of companies. Indebtedness
  - .23 Options
  - .24 Futures
  - .29 Financial instruments
  - .3 Corporate finance. Empirical aspects
  - .31 Corporate financial analysis. Ratios
  - .32 Mergers & acquisitions
  - .33 Valuation. Economic value added (EVA)
  - .34 Investments financial analysis
  - .4 International finance
  - .5 Capital markets
    - .51 Portfolio management
  - .52 Spanish Stock exchange. Fixed income
  - .53 Spanish Stock exchange. Variable annuity
  - .54 Foreign Stock exchange. Fixed income
  - .55 Foreign Stock exchange. Variable annuity
  - .6 Money markets
    - .7 Financial institutions. Financial intermediaries
    - .71 Commercial banks. Savings banks

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- .72 Industrial & investment banks
- .73 Insurance companies
- .74 Payment systems

## 19. INFORMATION SYSTEMS & TECHNOLOGY

- .01 Information systems (not classifiable under any other category)
- .09 Popular information systems books
- .1 Information systems management. Systems analysis & theory
- .11 Databases
- .12 Expert systems. Artificial intelligence
- .13 Big data
- .14 Data mining
- .2 Information technologies
- .21 Computer science
- .22 Telecommunications
- .23 Software
- .24 Multimedia
- .25 Internet
- .26 Electronic commerce (e-commerce)
- .3 Knowledge management. Information systems planning & design
- .31 Information systems planning & design. Methodology
- .32 Information systems planning & design. Tools
- .33 Information systems and organizational change
- .34 Working systems. Teleworking
- .4 Information systems by typology.
- .41 Transactional information systems
- .42 Decision making information systems
- .43 Managerial information systems
- .44 Information systems for functional areas
- .45 Interorganizational information systems

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### **3. ECONOMICS**

#### **30. ECONOMICS : MISCELLANY**

- .01 Economics (not classifiable under any other category). Economic theory
- .09 Popular economics books
- .1 Economic statistics
- .2 Economic history
- .3 Economic research and methodology
- .4 Economic policy. Commercial policy
- .41 Economic planning. Business-Government relations
- .51 Labour economics. Demography (economic aspects)
- .52 Economics of technological change
- .53 Regional economics. Regional planning
- .54 Welfare, health and education economics
- .6 Economic behaviour
- .7 Socioeconomics
- .71 Cities & Towns (planning, rating, growth, ...)
- .8 Sustainable development

#### **31. MICROECONOMICS**

- .01 Microeconomics (not classifiable under any other category)
- .1 Consumers and family theory. Demand. Household economics
- .2 Production and business theory. Supply
- .3 Income distribution theory
- .4 Markets and prices
- .5 General equilibrium and disequilibrium
- .6 Welfare economics
- .7 Uncertainty and information

#### **32. ECONOMICS AND INDUSTRIAL ORGANIZATION**

- .01 Economics and industrial organization (not classifiable under any other category)
- .1 Sector's structure, behaviour and results
- .2 Industrial policy
- .21 Competition policy
- .22 Regulation and public corporations. Privatization

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- .3 Business economics
- .31 Transaction costs economy
- .4 Information economics
- .5 Game theory applied to economics

### **33. MACROECONOMICS. FISCAL AND MONETARY ECONOMICS**

- .01 Macroeconomics. Macroeconomics policies (not classifiable under any other category)
- .02 Fiscal and monetary economics (not classifiable under any other category).  
Economics financial systems
  - .1 Consumption. Savings. Production. Employment. Investment.
  - .2 Business cycles
  - .21 Financial crises
  - .3 Money. Interest rates
  - .4 Monetary policy. Money and credit supply. Central banks (exchange rates)
  - .5 Macroeconomic aspects of public finance
  - .51 Fiscal policy and taxation. Public finance
  - .6 Inflation and incomes policy
  - .7 Economic growth
  - .8 Economic development

### **34. INTERNATIONAL ECONOMICS**

- .01 International economics (not classifiable under any other category)
  - .1 International trade
  - .11 Foreign trade. Balance of payments
  - .2 International moving of factors. Customs policy. Tariffs
  - .3 International finance
  - .4 International Institutions & Organizations
  - .41 World Bank
  - .42 International Monetary Fund
  - .43 European Union
  - .5 Euro
  - .51 Euro and international commerce
  - .52 Euro's impact on particular fields (banks and banking,...)

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### **35. PUBLIC ECONOMICS**

- .01 Public economics (not classifiable under any other category)
- .1 Taxes. Subsidies
- .2 Public goods
- .3 Government expenditure
- .4 Fiscal policy. Budget. National debt
- .5 Local & regional government

### **36. ECONOMIC SYSTEMS & DOCTRINES**

- .01 Economic systems & doctrines (not classifiable under any other category)
- .1 History of economic doctrines
- .2 Capitalism & Liberalism
- .3 Socialism, communism, anarchism. Fascism
- .4 Comparative economic doctrines
- .5 Comparative economic systems
- .6 Democracy

### **38. ECONOMICS BY REGIONS**

- .01 Economics by regions (not classifiable under any other category)
- .1 European economy (European countries)
- .11 European economic structure (European countries)
- .2 Spanish economy
- .21 Spanish economic structure
- .3 Autonomous regions economy
- .31 Catalan economy. Catalan economic structure
- .4 American economy & economic structure
- .5 Asia, Africa & Middle East economy & economic structure
- .9 World economy & economic structure

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**39. INDUSTRIAL & SERVICES SECTOR (SIC)**

- .01 Agriculture, Forestry & Fishing (SIC 01-09)
- .1 Mining (SIC10-14)
- .15 Construction (SIC 15-17)
- .2 Manufacturing (SIC 20-39)
- .4 Transportation, Communication & Public utilities (SIC 40-49)
- .5 Wholesale Trade (SIC 50-51)
- .52 Retail trade (SIC 52-59)
- .6 Finance, Insurance & Real Estate Services (SIC 60-67)
- .7 Business Services (SIC 70-89)
- .8 Luxury goods
- .91 Health/Social Services & Public Administration (SIC 91-97)
- .99 Sectors not classifiable under any other category

**4. PSYCHOLOGY & SOCIOLOGY**

**41. PSYCHOLOGY**

- .01 Psychology (not classifiable under any other category)
- .09 Popular psychology books
- .1 Social psychology
- .11 Group dynamics
- .12 Leadership
- .13 Social learning. Human promotion
- .14 Comparative psychology
- .2 Industrial psychology
- .3 Organizational psychology

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## 42. SOCIOLOGY

- .01 Sociology (not classifiable under any other category)
- .09 Popular sociology books
- .1 Organizational sociology
- .11 Organizational theory
- .2 Industrial sociology. Also, Industry|xSociological aspects
- .21 History of labour
- .22 Work involvement
- .23 Bureaucracy and work
- .24 Work structuring. Occupational sociology. Classification of occupations
- .25 Women at work
- .26 Special groups (handicapped)
- .27 Unemployment
- .28 Work and social policy. Social care
- .29 Industrialism and society
- .4 Culture sociology
- .41 Knowledge sociology
- .42 Communication sociology. Media. Journalism
- .6 Sociology history
- .7 Sociology. Several subjects
- .71 Social anthropology
- .72 Demography. Population
- .73 Criminology
- .74 Social structure

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**5. LAW**

**50. LAW**

- .01 Law (not classifiable under any other category)
- .09 Popular law books
- .1 Natural law. Human rights
- .2 Law philosophy
- .3 Statutes

**51. COMPARATIVE LAW**

**52. INTERNATIONAL LAW**

- .01 International law (not classifiable under any other category)
- .1 International organizations (ONU, UNESCO, ...)
- .2 International relations

**53. PUBLIC LAW**

- .01 Public law (not classifiable under any other category)
- .1 Constitutional law
- .2 Administrative law
- .3 Financial law
- .4 European Union countries law

**54. CRIMINAL LAW**

- .01 Criminal law (not classifiable under any other category)
- .1 Correctional law

**55. CIVIL LAW**

- .01 Civil law (not classifiable under any other category)
- .1 Family law. Successions
- .2 Commercial law
- .21 Commercial law handbooks
- .3 Procedure (Law)

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- .4 Labour laws and legislation
- .5 Fiscal law

**56. CANON LAW**

- .01 Canon law (not classifiable under any other category)
  - .1 Canon law handbooks
  - .2 Church management
  - .3 Marriage law

**57. LEGISLATION BY GEOGRAPHIC AREA**

- .01 Legislation by geographic area (not classifiable under any other category)
  - .1 European legislation (legislation specifics by European Community not classifiable under any other category)
  - .2 Spanish legislation (legislation specifics by Spain not classifiable under any other category)
  - .21 Handbooks of Spanish legislation
  - .3 Catalan legislation (legislation specifics by Catalonia not classifiable under any other category)

**6. RELIGION, ETHICS AND PHILOSOPHY**
**60. NATURAL THEOLOGY**

- .01 Natural theology (not classifiable under any other category)
- .09 Popular theology books

**61. BIBLE**

- .01 Bible (not classifiable under any other category)
  - .1 Bible. Commentaries

**62. DOGMATIC THEOLOGY**

- .01 Dogmatic theology (not classifiable under any other category)
  - .1 God
  - .2 Jesus Christ--Person and offices

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- .3 Christian anthropology
- .4 Redemption
- .5 Angels and Demons
- .6 Eschatology
- .7 Catechisms
- .8 Apologetics (Fundamental teology)

### 63. MORAL THEOLOGY

- .01 Moral Theology (not classifiable under any other category)
- .1 Christian ethics (Fundamental moral theology)
- .2 Special Christian ethics
- .3 Religious readings
- .4 Spiritual theology
- .5 Love, marriage and family

### 64. LITURGICAL & PASTORAL THEOLOGY

- .01 Pastoral theology (not classifiable under any other category)
- .02 Liturgical theology (not classifiable under any other category)
- .1 Sermons
- .2 Missions
- .3 Liturgics. Public worship
- .4 Mass
- .5 Sacraments (Liturgy)

### 65. RELIGIONS

- .01 Religions (not classifiable under any other category)
- .09 Popular religions books
- .1 History of religions
- .2 Christianity
- .3 Non-Christian religions

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**66. CHURCH HISTORY**

- .01** Church history (not classifiable under any other category)
- .1** Religious orders
- .2** Religious biography. Hagiography
- .3** Opus Dei

**67. SOCIAL DOCTRINE OF THE CHURCH**

- .01** Sociology, Christian (Catholic) (not classifiable under any other category)
- .1** Encyclicals, Papal
- .2** Social Christian thought
- .3** Church work
- .4** Church doctrine about the economy and business management

**68. ETHICS (MORAL)**

- .01** Ethics (not classifiable under any other category)
- .09** Popular ethics books
- .1** General ethics
- .2** Professional ethics
- .3** Business ethics
- .4** Economics & ethics
- .5** Medicine & ethics
- .6** Environmental ethics

**69. PHILOSOPHY**

- .01** Philosophy (not classifiable under any other category)
- .09** Popular philosophy books
- .1** History of philosophy
- .2** Philosophical handbooks
- .3** Dictionaries
- .4** Logic
- .5** Thought and thinking

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**9. OTHER SUBJECTS****91. MATHEMATICS**

- .01 Mathematics (not classifiable under any other category)
- .1 Analysis. Calculus
- .2 Algebra
- .3 Statistics. Probability
- .4 Numeric calculus
- .5 Logic

**92. RESEARCH METHODOLOGY****94. EDUCATION**

- .01 Education (not classifiable under any other category)
- .1 Higher education
- .2 Post-graduate education
- .3 Continuing education. Management training
- .4 Teaching methods
- .5 IESE
- .6 Education guides
- .7 Education and new learning technologies (e-learning / blended learning)

**95. JOURNALISM**

- .01 Journalism (not classifiable under any other category)
- .09 Popular journalism books
- .1 Political journalism
- .2 Business journalism
- .3 Economic journalism

**97. ENVIRONMENT. ECOLOGY**

- .01 Environment. Ecology (not classifiable under any other category)
- .1 Environmental policy
- .11 Energy conservation
- .2 Natural resources

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- .21 Recycling (Waste, etc.)
- .22 Power resources
- .23 Renewable energy sources
- .24 Energy development
- .25 Energy consumption
- .3 Global environmental change or Climatic changes

**99. OTHER SUBJECTS**

- .01 Other subjects (not classifiable under any other category)
- .1 Longevity-Aging Society
- .2 Communication. Methods & techniques
- .4 Political science

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