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 \*University Libraries

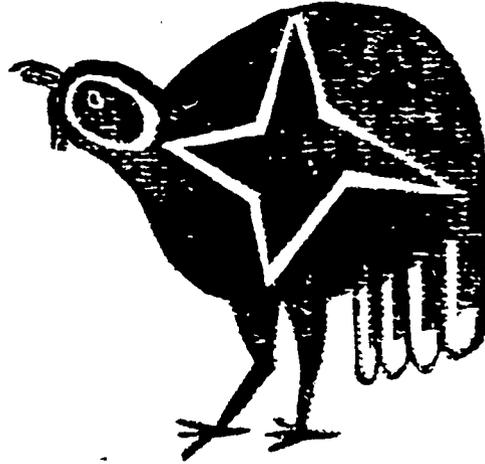
ABSTRACT

Designed to assist students in the use of the library for education media, this handbook outlines steps for locating library materials. The bulk of the document consists of an annotated list of basic reference materials including reference books, indexes and abstracts, Educational Resources Information Center (ERIC) materials, yearbooks, book reviews, and curriculum materials. Brief instructions for using ERIC are included. (Author/DS)

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KNOW YOUR LIBRARY



A GUIDE FOR EDUCATION STUDENTS

Compiled by

Lyle C. Watrous

1975-76 EDITION

KNOW YOUR LIBRARY SERIES, NO. 5

ARIZONA STATE UNIVERSITY  
TEMPE, ARIZONA

2

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EDUCATION & WELFARE  
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Curriculum Reference	
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## INTRODUCTION

This handbook has been prepared to assist you in the use of the library for Education media. If use of this handbook is not sufficient, orientation lectures for classes may be arranged through the teaching faculty.

Since Education cannot be entirely self-contained, Education students will need to consult the card catalog on Level Two for guidance to media in the "content" areas as well as in Education per se. For example, a student in Art will find materials relevant to the teaching of art classified in N on Level Five in addition to those classified L which are on Level Four (Education). Methods-of-teaching books will be readily located by consulting the subject catalog. (Art-Study and teaching, etc.)

Curriculum materials (texts, units, etc.) including Children's Literature are not listed in the card catalog on Level Two. A catalog on Level Four is the guide to these materials.

### HOW TO FIND A BOOK:

1. Consult card catalog, Level Two. (If Curriculum or Children's Literature, go to card catalog on Level Four).
2. For specific title or author, use the title or author division of the card catalog. For more complete listing of media available, use the subject catalog.
3. Record call number (located on upper or lower left-hand corner of card) and determine location of book by checking the Book Locator.
4. Proceed to the level of the library indicated by the directory. For more specific directions on that level, check diagram or map located on wall opposite the elevators.

### BOOK LOCATOR:

### LEVEL

AC-AZ	General Works	1
B-BY (except BF)	Philosophy & Religion	4
BF	Psychology	4
CB-CT	History: Auxiliary Sciences	4
D-DY	History-General & Old World	4
E-F	History-American	4
G-GV	Geography, Anthropology & Recreation	4
H-HX	Social Sciences	4
J-JX	Political Science	5
K	Law	5
L-LT	Education	5
M (except ML-MT)	Music Scores	Music Bldg. Room 318
ML-MT	Music Literature	5

N-NX (except NA)	Fine Arts	5
NA	Arch. Library	
P-PZ	Language & Literature	5
Q-QR	Science	3
R-RZ	Medicine	3
S-SK	Agriculture	3
T-TX	Technology	3
U & V	Military and Naval Sciences	3
Z		3
Z (Bibl. & Ref.)		2
Arizona		5
Chicano Collection		5
Current Periodical Service including Newspapers		1
Curriculum Service		4
East Asian Language Collection		4
Government Documents		4
Interlibrary Loan		2
Reserve Books		1
Special Collection		3
Microform Service including Audio Recordings		4
Map Service		4

HOW TO FIND A PERIODICAL:

1. Consult an index (i.e. Current Index to Journals in Education, Education Index) as a guide to articles in journals and periodicals.
2. Determine the title of the periodical from the index's list of abbreviations, which is found in front of the index volume.
3. Use exact title. To find the location, consult the Public Serials List (PSL) which is available on each level of the library.
4. The Public Serials List (PSL) is an alphabetical computerized listing of all journals or periodicals in the library. It has specific information on volumes available as well as the call number and location of the bound volumes. Microfilm editions are often available in addition to the bound volumes and information concerning this is given. Issues for the current year\* are in Current Periodical Service (CPS) located on Level One, and may be used providing you have the call number as well as the title of the periodical and your I.D. \*(Periodicals may be retained in CPS up to two years depending upon the frequency of publication).
5. For instructions on how to use the Public Serials List (PSL) turn to page 3 and study the sample entry reproduced there.

# HOW TO USE THE PUBLIC SERIALS LIST

## SAMPLE ENTRY

Currently received

TITLE OF SERIAL

Journal of Industrial Economics

DATE OF LIBRARY'S

FIRST VOLUME

1952--

CALL NUMBER,  
LOCATION

HD 1 J6  
Level 4

1-11, \*14\*, 15--  
Current issues in Current Periodical Service, Level 3.

-- continuous from vol. 15

⊙ HAS

means "the library has" the volumes listed

Present time

\* this volume is incomplete

Microcard and Microfilm editions have the call number immediately following designation -- for example:

Microcard 3 x 5 S27 T576

OR

Microfilm S110

---

I. SELECTED BASIC REFERENCE BOOKS

(Dictionaries, Directories, Encyclopedias,  
Guides and Handbooks, etc.)

---

- Z  
711        Documentation in Education. Burke, Arvid and Mary.  
B93        Useful guide to resources in education. "How to  
Ref        do" library searching, use of reference tools such  
          as Education Index and related indices.
- LB  
2825       Guide to Federal Assistance for Education. Horn, Robert.  
H6        A loose-leaf service, updated monthly. Provides  
v. 1 & 2    current information concerning federal programs  
Ref        offering opportunities for the individual, the schools,  
          academic institutions and state agencies. The user  
          index refers to the programs. A description of the  
          programs and addresses of the proper federal contacts  
          is included.
- LB        Encyclopedia of Modern Education. Rivlin, Harry, ed.  
15        May be used as a supplement to the Cyclopedia of  
E5        Education for concise accounts of methods, ideas,  
Ref        and movements in education.
- LB        Encyclopedia of Education. Deighton, Lee, ed.  
15        A ten volume set with emphasis on American Education,  
E47        theories, and practices. A few biographies of  
Ref        educators included. Bibliographies and Index.
- LB        Encyclopedia of Education. Blishen, Edward, ed.  
15        British educational system. A comprehensive account  
B56        of administration, legislation, innovations, etc.  
Ref
- LB        Dictionary of Education. Good, Carter V. 3rd ed.  
15        Includes special terms used in education, psychology,  
G6        sociology, philosophy, and related fields of study.  
1973  
Ref
- LB        Dictionary of Personnel and Guidance Terms.  
15        Definitions of concepts, terms commonly used in the  
H66        field. Contains listing of associations, agencies,  
Ref        and professional organizations.
- LB        Dictionary of Terms and Concepts in Reading. Schubert,  
1050       Delwyn G.  
S3        Definitions and illustrations of the definition by  
Ref        example to clarify.

- LB            Acronyms in Education and the Behavioral Sciences.  
15            Kawakami, Toyo.  
K32           Proliferation of acronyms makes this an invaluable  
Ref            tool.
- LB            Teacher's Handbook. Allen, Dwight, ed.  
17            Insight into the various aspects of the teacher's  
T4            role is presented with articles dealing with in-  
Ref            service training, accountability, and other topics  
              of contemporary concern.
- LB            Educator's Encyclopedia. Smith, Ed., ed.  
17            Philosophy, school and staff organization. Guide  
S6            to educational policies and practices.  
Ref
- LB            Teacher's Encyclopedia.  
1025          Presents concrete, practical ideas for the beginning  
T3            teacher in all aspects of school life.  
Ref
- LB            School Executive Guide. eds. Prentice-Hall.  
2805          Comprehensive source of practices, techniques  
P76          of school administration.  
Ref
- LB            Handbook of College and University Administration.  
2341.        Knowles, Asa, ed.  
K63          Two volumes. General, Academic. Practical guide to  
Ref          higher education.
- L             American Junior Colleges. American Council on Education.  
901          Complete information on accredited junior colleges.  
A53          Revised on a three year schedule. Use Directory  
Ref          American Association of Junior Colleges, American  
              Association of Junior Colleges (LB 2328 A158 Ref) for  
              current information between revisions (annual).
- LA            American Universities and Colleges. American Council  
226          on Education.  
A65          Detailed, accurate information on all accredited  
Ref          four-year colleges and universities.
- L             International Handbook of Universities and other  
900          Institutions of Higher Education.  
I58          Comprehensive, organization similar to American  
Ref          Universities and Colleges.
- LB            Commonwealth Universities Yearbook.  
2310          Directory limited to universities of the Commonwealth  
Y5          and a handbook of their associations. (British).  
Ref

- L  
901  
P73  
Ref  
Barron's Handbook of College Transfer Information.  
Answers questions posed by the transfer student.  
Charts, grade point average, and other admission  
criterion.
- L  
901  
H3  
Ref  
Handbook of Private Schools. Sargent.  
Description of more than 2,300 private, elementary  
and secondary United States
- L  
915  
S43  
Ref  
Schools.  
British counterpart of Sargent's Handbook of  
Private Schools.
- LC  
501  
C35  
Ref  
Official Guide to Catholic Educational Institutions  
and Religious Communities in the United States.  
Annual.
- LC  
4007  
H35  
Ref  
Directory for Exceptional Children.  
Guide to schools, homes, clinics, hospitals, and  
services for socially maladjusted, orthopedically  
handicapped, blind, deaf, etc.
- L  
901  
A95  
Ref  
Directory of Educational Programs for the Gifted.  
Axford, Lavonne.  
Public, private and summer programs. Arrangement  
is by state.
- HF  
5381  
1972  
Ref  
Encyclopedia of Careers and Vocational Guidance. Hopke,  
William E., ed.  
Informative, readable articles with specific  
information on salaries, educational requirements,  
and advancement opportunities for over 650  
occupations. Revised edition.
- LC  
5241  
H3  
Ref  
Handbook of Adult Education in the United States.  
Presents history, programs, resources of adult  
education and is a directory of relevant national  
organizations, associations and agencies.
- LB  
1771  
R4  
Ref  
Requirements for Certification. Woellner, E. H. and  
A. Wood, comps.  
Annual revisions. Teachers, counselors, librarians,  
and administrators.
- L  
900  
E34x  
Ref  
EW, Educators World.  
Standard guide to American - Canadian educational  
associations, publications, conventions, research  
centers and foundations.

- L            Education Directory. U. S. Department of HEW.  
901           Annual listing of school and education officials.  
A3            Four parts: State governments, public school  
Ref and       systems, higher education, and education associations.  
Gov Doc
- L            National Faculty Directory.  
901           Alphabetically arranged with addresses. Includes  
N34           junior colleges, colleges and universities.  
Ref  
Index Table
- LB           Annual Guides to Graduate Education. Hegener, Daren, ed.  
2371           Petersen's guides, arranged by discipline.  
A2A5x        Comprehensive and scholarly. Ten volumes.  
Ref
- LB           Guide to Graduate Study Programs Leading to the PhD  
2371           Degree. Quick, Robert, ed.  
A4  
Ref
- LA           A Rating of Graduate Programs. Roose, Kenneth D., comp.  
227.3        Evaluative study conducted by the American Council  
R65           of Education. Revised ed. of earlier study An  
Ref           Assessment of Quality in Graduate Education (LB 2371  
C35 Ref).
- Z            Learning Directory. Westinghouse Corp.  
5817.2       A finding guide to instructional materials in all  
L4            media. A source index. Latest supplement in  
Ref           reference; previous editions in stacks.
- Z            Scholars' Guide to Journals of Education and Educational  
5813           Psychology.  
L5            Manuscript and subscription information for the author-  
Ref           educator.
- LB           How and Where to Get Scholarships. Angel, Juvenal, ed.  
2848        Comprehensive. Alphabetical and geographical listings  
A65        of sources of financial aid.  
Ref
- LB           Study Abroad. UNESCO.  
2338        International sources of scholarships, fellowships  
S86        and courses.  
Ref
- L            Guide to Study in Europe. Herman, Shirley.  
914.5        Selective. Includes exchange and summer programs  
H4        as well as job and travel information.  
Ref

- L            NEA (National Education Association) Handbook.  
13            Directory of names, addresses and information of  
N46n5        organization and structure of NEA or affiliated  
Ref            associations. Current edition in Reference; older  
              eds. in stacks.
- LB            The Guide to Simulations/Games for Education and Training.  
1029        Zuckerman, David and Robert Horn.  
G328        Descriptions, articles, and indexes, for the game user.  
1973  
Ref

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II. INDEXES AND ABSTRACTS

---

- Z            C. I. J. E. (Current Index to Journals in Education)  
5813        Articles from American and Canadian journals indexed  
C8            with an annotated section for selected items. Only  
Ref            slight overlap of coverage with Education Index.  
              Monthly index with cumulative annual. Computerized  
              searches available on a fee basis. Consult Mrs.  
              Watrous in Curriculum Service, Level Four for further  
              information.
- Z            Education Index.  
5813        Subject and author index to articles in journals,  
B7            yearbooks, and proceedings of conferences, etc.  
Ref            pertinent to teaching, administration and educational  
Index Table trends. Monthly except for July and August with  
              cumulative issues at intervals and an annual volume.
- Z            Business Education Index.  
5814        Annual index to a selected list of periodicals, year-  
C7B85      books and theses or dissertations. Compiled by Delta  
Ref            Pi Epsilon.  
Index Table
- Z            British Education Index.  
5813        Subject guide to selected British periodicals.  
B7            Quarterly with annual volume.  
Ref  
Index Table
- Z            State Education Journal Index.  
5813        Annotated subject index to journals published by  
S73x        State Education Association.  
Ref  
Index Table

- Z            Library Literature.  
666            Guide to books and periodicals dealing with library  
C211            science. Useful for biographies of authors. Monthly  
Ref            with cumulative issues and an annual volume.  
Index Table
- LB            NICEM Update Program of Non-Book Media.  
1043.7        A service that updates and supplements all previous  
7N29x        N.I.C.E.M. Indexes. 10 volumes annually; 8 different  
Ref            media with multi-media subject section, alphabetical  
              descriptions by media and a Producer-Distributor  
              directory.
- Z            P.A.I.S. (Public Affairs Information Service).  
7163        Guide to booklets and pamphlets, some government  
P9            publications, relating to economic and social  
Ref            conditions, public administration, and international  
Index Table    relations. Often ephemeral materials are not cataloged.  
              Check card catalog and vertical files for availability.
- HQ            Child Development Abstracts and Bibliography.  
750            Abstracted by the Society for Research in Child  
AlC47        Development. Lists of current books with reviews of  
Ref            selected ones. Published three times a year.  
Index Table
- Exceptional Child Education Abstracts.  
              (See entry under ERIC).
- Z            Education Administration Abstracts.  
5814        Abstracts from American and Canadian journals relating  
M26A2x      to administration.  
Ref  
Index Table
- Z            Dissertation Abstracts, Dissertation Abstracts International.  
5055        Abstracts of dissertations published monthly, "A" volume  
U5A53        includes those for the social sciences and education.  
Ref            "B" volume covers science and engineering. A  
Index Table    comprehensive subject and author index (1861-1972) is  
              also available. DATRIX is a computerized search service  
              for the selection of specific dissertations as indicated  
              by request. Request forms are obtainable from Inter-  
              Library Loan or Reference. A nominal fee is charged by  
              University Microfilms, Inc., Ann Arbor, Michigan for  
              this service.
- BF            Psychological Abstracts.  
1            Guide to the world's literature in the field. Technical  
P65            books and journals abstracted. Monthly issues with two  
Ref            bound volumes annually.  
Index Table

- HM            Sociological Abstracts.  
1            International in scope. Abstracts books, professional  
S67           papers, and journals. Published six times a year.  
Ref  
Index Table
- Z            Library Science Abstracts.  
671           Resumes, from over 200 periodicals, of theories,  
L717           ideas, and practices relating to librarianship and  
Ref           bibliography. International.
- LB           College Student Personnel Abstracts.  
3605           Quarterly compilation from journals, conference  
C7           proceedings, research reports, etc. pertaining to  
Ref           the college student and services.
- Z            Masters' Abstracts.  
5055           Brief resume of selected masters' theses on microfilm.  
M3  
Ref  
Index Table

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III. BIBLIOGRAPHY

---

- Z            Cumulative Book Index.  
1219           World listing of all books in the English language.  
C8            Entries by author, title and subject, with complete  
Bibl.           bibliographic data under the author entry.  
Index Table
- Z            Books in Print.  
1215           Author and title listing of all United States books  
P972           in print. 2 volumes. Annual.  
Bibl.  
Index Table
- Z            Subject Guide to Books in Print.  
1215           U. S. books in print. 2 volumes. Annual.  
P972  
Bibl.  
Index Table
- Z            British Books in Print.  
2001           Annual.  
R33  
Bibl.  
Index Table

- Z            El-Hi Textbooks in Print.  
5811            See entry under CURRICULUM.  
Curr. Serv.
- Z            The Rise of American Education. Park, Joe, comp.  
5815            Annotated bibliography of books in the history of  
U5P28            American education and of related Early American  
Ref            Imprints. Few government publications are included.
- Z            Sources for the History of Education. Higson, C.W.J.  
5811            This represents the holdings of fifteen education  
H5            libraries in England which provide extensive coverage  
Educ            of the field.
- Z            Philosophy of Education. Broudy, Harry S. and others.  
5811            An organization of topics and selected sources. A  
P55            supplement to the original volume is also available.  
Educ
- Z            International Guide to Educational Documentation, 1960-65.  
5811            UNESCO.  
U33x            "Represents for each country covered, an inventory of  
Ref            its resources in educational documentation" quote from  
                 the introduction. Includes a comprehensive index at  
                 end of book.
- Z            Current Contents/Behavioral, Social and Educational Sciences.  
5811            Published weekly. Photoduplication of table of contents  
C836x            of more than 1100 journals. Author index and address  
Ref            directory. A computerized reprint service (OATS) is  
Index Table    available through the Institute for Scientific  
                 Information, publisher.
- LB            Programmed Learning. Hendershot, Carl H.  
1028.7           Guide to programs and presentation devised. Updated  
H4            periodically. Publisher or distributor information  
Ref            given.
- Gov Doc      Publications of the Office of Education and Department of  
Level 4      Health, Education and Welfare (HEW)  
                 Monthly catalog of U.S. Government reports--congressional  
                 departmental, etc. including books, pamphlets, maps,  
                 and serials.
- Z            Education Book List.  
5813            Classified list of educational books published in a  
E3x            given year. Contains "Outstanding Educational Books"  
Ref            selected by Pi Lambda Theta committee. Annual.
- L            "Outstanding Educational Books."  
11            Published in May issue of Today's Education, journal  
N14            of the NEA (National Education Association).  
Level 4

- Z            Dictionary Catalog of the Teacher's College Library,  
881           Columbia.  
C65x        Vols. 1-36 with supplement. Useful for verification  
Bibl.        of entry as requested by Interlibrary Loan.
- Z            Ulrich's International Directory of Periodicals.  
6941        Index and abstract information in addition to  
P44        subscription data.  
Ref  
Index Table
- Z            Ayer Directory.  
6951        Covers newspapers, magazines, and trade publications.  
A97        Annual.  
Bibl.  
Index Table

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IV. BIOGRAPHY

---

- LA           Who's Who in American Education.  
2311        Format consistent with other Who's Who publications.  
W45        Living educators of the United States and Canada.  
Ref
- LA           Directory of American Scholars.  
2311        Subject-oriented. Fields of study not covered are  
D5        fine arts, architecture, and library science.  
Ref  
Index Table
- LA           Leaders' in Education.  
2311        Revised periodically. Eminent educators throughout  
L4        the United States and Canada.  
Ref  
Index Table
- LA           Who's Who in American College and University Administration.  
2311        Presidents, deans, librarians, bursars and other top  
P72        university officials. Selection based upon the U.S.  
Ref        Education Directory.  
Index Table
- Z            A Biographical Directory of Librarians in the United States.  
720        Annual  
A4U58  
Ref

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V. ERIC

---

LB R.I.E. (formerly Research in Ed., now Resources in Education)  
1028 ERIC or Educational Resources Information Center.  
R4x Through monthly issues of R.I.C., ERIC reports are  
Ref indexed by author, title, and institution. Access to  
Index Table the document resumes and to the microfiche documents  
Microform is by an "ED" accession number. Semi-annual and annual  
indexes are available but the document resume is only  
in the monthly issues. The ERIC reports are available  
only on microfiche, via the "ED" accession number and  
are located in MICROFORMS on Level Four. Computerized  
searches may be requested on a fee basis. Phone 965-3281  
or see Mrs. Watrous at Circulation Service, Level Four,  
for further information.

LB Thesaurus of ERIC Descriptors.  
1028 It is the authority for storing, searching, and the  
U538x disseminating of educational information. Use as a  
Ref guide to subject headings in ERIC-Research in  
Index Table Education indexes.

HOW TO USE ERIC

1. Establish subject heading by using the Thesaurus of ERIC Descriptors.
2. Consult annual index volumes using the ERIC descriptors.
3. Check the "ED" accession number in the abstract volume for that year for the document resume.
4. Read document resume to determine whether or not the ERIC report is of value to you.\*
5. To obtain the full report (which covers only on microfiche) go to Microforms on Level Four. Use the "ED" accession number as the call number.

Z C.I.J.E. (Current Index to Journals in Education).  
5813 Although an ERIC publication, the journals listed are  
C8 not available on microfiche, but location and  
Ref availability is through the Public Serials List. See  
entry on Page 8.

Exceptional Children Abstracts and other specific ERIC Indexes.

Discontinued because of a library policy not to subscribe to specific ERIC indexes inasmuch as ERIC Research in Education is the complete index to all ERIC microfiche.

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VI. RESEARCH

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General Information.

The researcher must check the literature, often to find a topic or to determine to what extent research has been accomplished to date. The following tools are basic, but it should be kept in mind that bibliographies of theses and dissertations in specialized fields have been prepared and are often available. Check the card catalog for these. Also professional journals in these specialized fields often publish lists of research completed in a given year as well as summaries of this research. Dissertations and theses prepared at ASU are listed in the subject catalog under the heading, "Dissertations, Academic, ASU and by College (Education, Business Administration, etc.)" Circulating copies are available. Theses do not have a qualifying mark after date; dissertations have a small case "d" following the date, i.e., LD 179.15 date. Level Four and Archives.

\*If "document not available from EDRS" is cited, or Ed number is followed by //, it means the document has not been reproduced on microfiche and is not included in our ERIC microfiche collection. Such items may be searched in the Public Card Catalog, Level Two, for availability through title, or author listings. Government publications listed as available through the Superintendent of Documents may be searched in the Monthly Catalog in Government Documents, Level Four.

Z  
5811        Sources in Educational Research. Manheim, Theodore and  
M25        others.  
V. 1        A useful guide to the literature. Overall organization  
            is from the general to the specific; arrangement  
            within the groups is by usage (those having the most  
            potential listed first).

LB  
15        Encyclopedia of Educational Research.  
E48        Ten-year compilations of research in all aspects of  
Ref and    education. A selective bibliography concludes each  
Reserve    chapter. Latest ed. is in Reference, Level Two;  
            additional copies are on Reserve, Level One.

LB  
1028      Second Handbook of Research on Teaching.  
T72x      A summary, critical analysis, and integration of  
Ref and    teaching methods, instruments and media of teaching  
Reserve    with teacher's personality and characteristics as  
            related to research as the aim of this handbook.

- QA  
47M37      Basic Mathematical, Statistical Tables for Psychology and Education.  
Sci              Invaluable tool for the researcher.  
Ref
- Z  
5055      Dissertation Abstracts, Dissertation Abstracts International.  
U5A53      See entry under INDEXES AND ABSTRACTS.  
Ref  
Index Table
- Z  
5053      Master's Abstracts.  
M3              See entry under INDEXES AND ABSTRACTS.  
Ref  
Index Tables
- LB  
1028      A Directory of Educational Research Agencies.  
D5              Sources of research, suggested use with EW (Educator's World), see entry under Selected Basic References, page 7.  
Ref
- Z  
5811      Research Studies in Education. Phi Delta Kappa.  
R4              Compiled by Mary Louise Lyda and others, includes research underway on a calendar-year basis as well as research completed. Cites page numbers to Dissertations Abstracts, Dissertations Abstracts, International for abstracts if available at time of publication. Annual.  
Ref
- Z  
5816      Masters' Theses in Education. Silvey, H. M., ed.  
I6M3              Yearly compilation.  
Ref
- LB  
1028      Cooperative Research Monograph Series.  
R4x              Published by the U.S. Office of Education as a cooperative project. 1966-date. Cooperative research projects, conference papers, special emphasis upon research development, stimulation, and understanding. Use Institution Index in ERIC, Research in Education to locate.  
Index Table
- Gov Doc  
Level 4      Research Relating to Children.  
                 Published by the U.S. Children's Bureau and presently with ERIC Clearinghouse on Early Childhood Education.
- LB  
2842      Research Reports: National Education Association-Research Division.  
N31185      Series of reports revised at intervals--some annually. Ranking of the States, Economic Status of Teachers, Pupil's Day in Court, Teacher's Day in Court, Salary Schedules ..., are a few of the titles.  
Ref

LB            Form and Style in Thesis Writing. Campbell.  
2369        Manual with graphic illustrations of the most appropriate  
C3           form for writer's purpose. How to relate tables and  
Ref         charts to context is included.

RESEARCH JOURNALS: Current Year in Current Periodical  
Service, Level One.

Educational Research Bulletin (L 11 E495)

\*Journal of Educational Research (L 11 J75)

Journal of Experimental Education (L 11 J77)

\*Research Quarterly (American Association of  
Health, Physical Education, Recreation)  
(GV 201 R4)

\*Review of Educational Research (L 11 R35)

American Educational Research Journal (L 11 A66)

NEA (National Education Association) Research  
Bulletin.

\*Microform editions also available.

RESEARCH METHODOLOGY:

There are usually a number of books on this topic  
on Reserve, Level One. Others may be located  
through use of the Public Card Catalog, Level  
Two.

INTERLIBRARY LOAN:

A service provided for the faculty member, researcher  
or student to obtain books, periodicals, and other  
materials not available in the University Library.  
For further information, consult I.L.L. staff,  
I.L.L., Level Two.

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## VII. STATISTICS

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L            Standard Education Almanac.  
101         Ready reference and statistical guide to educational  
U657         facts and figures.  
Ref

LA          Digest of Educational Statistics.  
209.2       Annual publication of the U.S. Department of Health,  
U47x         Education, and Welfare. Check monthly catalog, for  
Ref (desk)   additional statistical information, in Government  
Gov Doc     Documents, Level Four.

- QA      Basic Mathematical and Statistical Tables for Psychology  
47      and Education.  
M37      Invaluable for the researcher.  
Ref
- LB      Yearbook of Higher Education.  
2310      See entry under Yearbooks.  
Y44  
Ref
- LB      Research Reports.  
2842      Prepared by the NEA (National Education Association -  
N31185      Research Division). Revised at intervals--some  
Ref      annually.

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VIII. BOOK REVIEWS

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- Z      Book Review Digest.  
1219      Reviews of popular books on education--textbooks and  
C96      the more scholarly books are usually not found.  
Ref  
Index Table
- Z      Choice.  
1035      Definitive book reviews, arranged according to  
C5      discipline. Published by the Association of College  
Ref      and Research Libraries, ALA. Monthly with a  
cumulative index in the February issue. Text editions  
included.
- L      Educational Studies (Charlottesville, Virginia).  
11      Quarterly journal of book critics and reviews.  
E463      Text editions included.  
CPS  
Level 1

PROFESSIONAL JOURNALS IN EDUCATION

Book review sections or features usually carried by association journals and other professional periodicals. To locate, use Public Serials List. Current issues in Current Periodical Service.

NEWSLETTERS

If indexed, newsletters are in Current Periodical Service, Level One. When no longer current, copies are bound, cataloged and shelved in the stacks. Newsletters, not indexed, are in Curriculum Service, Level Four. Check Public Serials List by title for location.

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IX. YEARBOOKS

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- L            Education Yearbook.  
101           Provides summary of major issues and events in all  
U9E36        aspects of education in five sections: Issues in  
Ref           Education; The Year in Ed., Statistical Review;  
              Bibliography of Educational Materials, and Reference  
              Guides. Latest ed. in Ref. Previous eds. in stacks.
- LB           N.S.S.E. (National Society for the Study of Education)  
5            Yearbook.  
N25           Definitive titles indicating topic discussed published  
Ref           annually in two parts. Topics selected and prepared  
              by society committee. Current edition in Reference.
- LB           Association for Supervision and Curriculum Development  
2804        Yearbook.  
A8           Specific studies in depth prepared by a yearbook  
              committee. Titles vary as they reflect studies.  
              Annual.
- Z            Mental Measurements Yearbook. Buros, Oscar, ed.  
5814        Critical reviews and sources of tests and books on  
P8R93       measurement and testing. Reviews by authorities  
Ref           representing different points of view. See also new  
Reserve      monography series, Personality Tests and Reviews and  
              Reading Tests and Reviews. These and Tests in Print  
              are indexes to tests.
- LB           Association of Teacher Educators. Yearbook.  
2157        Formerly the Association of Student Teaching.  
A3N3        Yearly topic of interest and titles vary. Annotated  
              bibliography is an integral part.
- LB           Yearbook of Higher Education.  
2310        Statistics, directories of regional agencies,  
Y44        colleges and universities, state departments of  
Ref        education, etc.
- L            World Yearbook of Education.  
101        Distinctive titles which reflect contents.  
G8Y4        Selective problems and issues of higher education  
              in the world.
- L            International Yearbook of Education.  
101        Traces the development of education in 87 countries  
A2A63       during the preceding year. Annual. Only current  
Ref        edition in Reference.
- LB           Yearbook of School Law.  
2514        Reviews legal decisions and cases of current interest.  
Y412        Annual.

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X. MISCELLANEOUS

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- LB            Cyclopedia of Education.  Monroe, Paul, ed.  
15            Scholarly presentation, world view of education.  
M5            Though dated (1911-1913) it is recommended for its  
              historical and biographical materials.
- L             Education Daily.  
11            An independent daily newsservice with quarterly index  
E34x          to facilitate its use. Invaluable for news items  
CPS          often difficult to locate; for current speeches and  
              announcements of current happenings.
- LB            Public School Law, Cases and Materials.  Alexander, Kern.  
2523          Integrates legal concepts with structural organizational  
A4x          patterns in Public Schools.
- LB            Current Issues in Higher Education.  
2301          Annual. Title varies. Formerly published as National  
A484          Conference on Higher Education.
- LB            Audio-Visual Marketplace.  
1043          Guide to media, distributors, producers, equipment,  
A817          etc.  
Ref
- LB            Educational Films.  Central Arizona Film Cooperative.  
1044          Listings of films available at the Audio-Visual Center,  
Z9C4x          A.S.U. (Matthews Hall).  
Ref
- LB            Scholarships, Fellowships, and Loans.  Bellman Publishers.  
2338          Issued monthly--current copies in Current Periodical  
2S3x          Service, Level One.

Free, Inexpensive Materials for the Classroom Teacher:  
Several catalogs to pamphlets, booklets, films, film-  
strips, tapes and transparencies available in  
Curriculum Service, Level Four. Others available  
by checking by title or author in Public Card  
Catalog.

VERTICAL OR PAMPHLET FILE:

Educational brochures, pamphlets, news clippings of  
Arizona Schools, are collected and may be borrowed  
from Curriculum Service, Level Four. Subject  
headings are based upon those used by Education  
Index. NEA, AAPHER, and ACEI publications and  
newsletters are a part of this file.

COLLEGE CATALOGS:

Located in Reference, Level Two.

MICROFORM SERVICE:

Located in NE of building on Level Four, will be found educational non-book media with access to it provided by the Public Card Catalog; the Public Serials List for periodicals or serials in microform; or through indices such as ERIC's Research in Education. Audio recordings are also included.

MAP SERVICE:

Located in SE of building on Level Four, will be found maps--current, historical, and typographical. A computerized listing or index is available at the service.

GOVERNMENT DOCUMENTS:

On Level Four, Government Documents can provide information as to current research in education on a national level; publications of the National Office of Education, the HEW, and other agencies; as well as congressional hearings, etc. The monthly catalog, and other indices to their microform collection are available at the service.

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XI. CURRICULUM SERVICE

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Located in north central part of Level Four, Curriculum Media has its own card catalog to the collection. There are author, title, and subject files as well as provision for subject cards representing textbooks and curriculum guides (courses of study, etc.) An information file is maintained for "hard to find" items not easily identified because of acronym, series, or popular name.

The Curriculum Collection contains:

ELEMENTARY AND SECONDARY TEXTBOOKS, arranged by subject, then alphabetically by publisher. Shelves are numbered and subject classification listed at the end of each stack. Circulation is on limited basis (class presentation, etc.) from service desk, Level Four. Teacher's manuals or guides to textbooks, workbooks, etc. are restricted to student teachers and must be requested at Curriculum service desk.

SUPPLEMENTARY TEXTS, hardcover and paperback, are shelved with the text and are labeled "TEXT-SUPP". The Children's Literature collection may be used as supplementary text material also. Circulation restricted to 1 week.

CURRICULUM GUIDES or publications of Boards of Education of Public School Systems throughout the U.S. are available. These include courses of study, resource and teaching units, etc. Arrangement is by subject, and then alphabetically by state. They are kept in the yellow and blue cabinets A-G in Curriculum Service. Circulation is permitted of second copy only. Additional curriculum materials are available on microfiche; use index, Curriculum Materials Clearinghouse (available on Index Table, Ref, Level Two), for access to the microfile of 260 instructional units, and to obtain the CB accession number as the call number. There is also an index to New York Curriculum Materials on Microfiche on the Index Table, Reference, Level Two.)

TEACHING AIDS--games, recordings, charts, demonstration kits, programmed learning kits are available. When designed to accompany a specific text, aids are shelved with the texts whenever possible. When not possible, a block of wood indicates what item and it may be requested at the Curriculum service desk. These items circulate for 1 week and are checked out on loan from the Curriculum service desk.

VERTICAL OR PAMPHLET FILE

See entry under MISCELLANEOUS.

PICTURE FILE

Pictures are available for circulation.

CURRICULUM REFERENCE:

Z            El-Hi Textbooks in Print, a Guide to Availability of  
5813        Instructional Media.  
A51            Purchase information of texts and of teaching aids,  
Curr.        AV media, recording, etc., pertinent to a specific  
              text or series listed.

Croft Services - - Index available:

"Professional Growth" (Models for teaching) series for teachers. Helpful suggestions and creative ideas from practicing teachers in all areas of study on a grade level basis.

"Education Summary" Monthly survey of what's happening in Education - - general items of interest.

"Curriculum Trends" Innovations in curriculum development.

Encyclopedias, etc.

Above and Beyond  
Childcraft  
Comptons  
Compton Pre-Encyclopedia  
Encyclopedia Britannica Jr.  
Encyclopedia International  
Enciclopedia Barsa  
Merit Students Encyclopedia  
The New Book of Knowledge  
World Book Encyclopedia and Annuals  
World Book Science Year  
World Book Atlas  
World Book Dictionary

Publisher's Catalogs:

Audio-Visual  
Children's Books  
Recordings  
School Supplies and Texts

CHILDREN'S LITERATURE:

Anthologies and examples of children's books suitable for curriculum support or enrichment - - fiction and non-fiction. Caldecott and Newbery award books, non-circulating and circulating copies. Card catalog on Level Four is guide to this collection - - not included in books cataloged and indexed in card catalog on Level Two, except for title catalog which is incomplete. Books about children's literature or critical analysis, bibliographies, are available only through card catalog, Level Two. Use both catalogs for complete coverage of children's literature.

Selected Bibliography on Children's Literature:

- Z            Children's Books in Print.  
1037            Author, Title, and Illustrator Index.  
AlC482  
Curr Serv
- Z            Subject Guide to Books in Print.  
1037            A subject index with over 7,000 categories.  
AlC482x  
Curr Serv
- Z            Children's Catalog.  
1037            Author, Title and Subject guide. Annual  
W6            supplements. Full bibliographic information given.  
Curr Serv
- Z            Junior High School Catalog.  
1037            Author, Title, and Subject guide.  
W765  
Curr Serv

- Z            Senior High School Catalog.  
1037            Author, Title and Subject guide.  
AlH35  
Ref
- Z            Children's Literature  
1037            A guide to Reference Sources. 1 volume plus  
AlH35            supplement.  
Ref
- Z            The World of Children's Literature.  
1037            Arranged by country with information given  
P37            concerning children's books. Bibliography.  
Ref
- PN           The Who's Who of Children's Literature.  
452            Biographical information on children's authors  
D6            in English and American Literature.  
Ref
- Z            The Best in Children's Books.  
1037            Covers period 1966-1972, annotated.  
ALS84
- Z            Newbery Medal Books, 1922-1955 (Vol. 1)  
1035            List of award winners and their acceptance speeches.  
Al3M5
- Z            Caldecott Medal Books, 1938-1957 (Vol. 2)  
1035            List of award winners and their acceptance speeches.
- Z            Horn Book Magazine.  
1037            Current information about books and their authors.  
AlA15
- PN           Index to Poetry for Children and Young People.  
1023            Author, Title, 1st line entries, and subject guide.  
B72            Covers period 1964-1969.  
Ref
- Z            Children's Reading and the 1970's.  
1037            Statistics and current interest trends.  
A834
- Z            Issues in Book Selection.  
1037            Articles from School Library Journal on Book  
A834            Selection policies.
- Z            Introducing Books...  
1037            How to give a book talk.  
AlG49
- Z            The Black Experience in Children's Books.  
1037            Bibliography of Black Literature.  
B3x