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Publications

of the

Office of Education

1961

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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

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FOREWORD

THIS CATALOG lists Office of Education publications which are either in stock or in press as of October 1960, and are expected to be available for sale to the public through the Superintendent of Documents, U.S. Government Printing Office, early in 1961. It does not include masthead and other processed publications and materials prepared by the various divisions for free distribution to special mailing lists.

Many new titles have been added to the previous catalog, *Publications of the Office of Education: 1959*, reflecting the increased interest in all phases of American education and the stimulus provided by the National Defense Education Act of 1958. Reports on the first year's activities under several NDEA programs are included in the list. The *Biennial Survey of Education in the United States* has been extended to provide new sections of statistics on county units, rural counties, and suburban cities.

In addition to new studies, this list includes recent editions of annual surveys which, since the academic year 1869-70, have become traditional publications of the Office of Education. These studies provide data and forecasts concerning finances, enrollment, staff, curriculum, and facilities of public schools and colleges and universities. Through these publications the Office of Education seeks to fulfill its responsibility, dating back to 1867, to "diffuse such information respecting the organization and management of schools and school systems, and methods of teaching, as shall aid the people of the United States in the establishment and maintenance of efficient school systems, and otherwise promote the cause of education throughout the country."

CARROLL B. HANSON, *Director*
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THE PUBLICATIONS listed here are expected to be available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., early in 1961. However, supplies are limited, and prices are subject to change without advance notice. All are in paper covers unless otherwise specified. When ordering copies please use order blanks on the last pages and give the catalog number and title.

CATALOG NUMBERS appear at the right above each title, usually preceded by the letters FS. Although series numbers are not included in entries, catalog numbers before July 1, 1959, indicated the major series as follows:

- 5.123-vocational bulletin series. In the catalog number 5.123:520, for example, 520 is the vocational bulletin number.
- 5.3-bulletin series. In a catalog number such as 5.3:959/25, the 959 indicates the year, 1959; 25 is the bulletin number.
- 5.4-circular series. In the number 5.4/550, the 550 indicates the circular number.

SINCE JULY 1, 1959, Office of Education publications have been given OE identification numbers which are now incorporated as the last five digits of the catalog numbers used by the Superintendent of Documents. The OE numbering system appears in the contents of this bulletin. Publications bearing an OE number have been listed in numerical order under each heading; previously issued publications are found in alphabetical order under the appropriate headings before the numerical listing.

CROSS REFERENCES give the numerical group heading for each title. For example, the annotated entry for a *see also* title followed by (15025) would be found in the second (post-

July '59) part of the section numbered 15000-15999 (Library Services), in numerical order according to the catalog number. In that category the first part of the catalog number would always be 5.215; the last part of the number would be 15025. References to pre-July '59 titles are indicated by figures such as (15 . . .). The annotated entry in that case would be found in the first part of the 15000 section, in alphabetical order.

General Publications

Miscellaneous (10000-10999)

FS 1.1: 958
ANNUAL REPORT OF THE U.S. DEPARTMENT
OF HEALTH, EDUCATION, AND WELFARE,
1959. 1960. 268 p. 75 cents

Most recent of a series of reports submitted annually to the President of the United States; contains an account of the activities of the Social Security Administration, Public Health Service, Office of Education, Food and Drug Administration, Office of Vocational Rehabilitation, Saint Elizabeths Hospital, American Printing House for the Blind, Gallaudet College, and Howard University.

FS 5.17: 109
ANNUAL REPORT OF THE FEDERAL SECURITY AGENCY, Office of Education,
1951-52. Earl James McGrath. 1953.
31 p. 15 cents

Covers history of Federal support of education; local control of education; specific types of education; safeguarding local control in Federal participation in relation to need for school housing, more teachers, more aid for exceptional children, children of migratory workers, life adjustment education, educational TV, methods of education; role of the U.S. Office of Education in meeting these problems; publications issued during the year; future plans.

FS 5.2: C76/2
CONSTITUTION OF THE UNITED STATES,
THE. Revised 1954. 43 p. 10 cents
A pocket edition of the Constitution of the United States of America, containing the full text and 22 amendments.

FS 5.2: D35
THE DECLARATION OF INDEPENDENCE AND
ITS STORY. R. L. Hunt, Howard H.
Cummings, Wilhelmina Hill, and Jen-
nings B. Sanders. Revised 1953. 37 p.
10 cents

Includes the full text of the Declaration of Independence, and describes its background

history. Includes biographical notes and suggestions for studying the Declaration. Designed for secondary school teachers.

FS 5.7: 35/8
TO THE TEACHERS AND PUPILS OF THE
UNITED STATES. Dwight D. Eisen-
hower. 1953. 15 cents

A full-page black and white reproduction of the President's photograph inserted in School Life, May 1953; not sold separately.

FS 5.7: 32/3
TO THE TEACHERS AND PUPILS OF THE
UNITED STATES. Harry S. Truman.
1949. 15 cents

A full-page black and white reproduction of the photograph of former President Truman inserted in School Life, December 1949; not sold separately.

FS 5.210:10000
GUIDE TO THE NATIONAL DEFENSE EDUCA-
TION ACT OF 1958. Theodora E. Carl-
son and Catherine P. Williams. 1959.
27 p. 25 cents

The act as a whole and the general provisions, amount of Federal funds authorized, and initial appropriations under each of the 10 titles of the act. Explains purposes and plans for administration; answers a number of questions concerning the NDEA program.

FS 5.210:10001
EDUCATION ASSOCIATIONS. Part 4, Edu-
cation Directory, 1959-60. Bobbie
Doud. 1960. 128 p. 50 cents

Lists addresses, chief officers, and publications of national, regional, and State education associations; foundations; religious and international organizations; honor societies.

FS 5.210:10002
KNOW YOUR CAPITAL CITY. Mary Will-
cockson. 1958; reprinted 1960. 49 p.
25 cents

Gives historical and present-day background for appreciating the Nation's capital, from

the point of view of student tours. Helpful to school groups planning to visit Washington.

FS 5.210:10003

STATISTICAL SUMMARY OF EDUCATION, 1955-56. (Biennial Survey, ch. 1)
Rose Marie Smith and W. Vance Grant.
1959. 96 p. 45 cents

Consists of a resumé of other chapters of the Biennial Survey and a general survey of data related to elementary and secondary education, higher education, libraries, and international educational activities.

Also available:

FS 5.23:944-46/Ch. 1
—— 1945-46. 40 p. 15 cents.

FS 5.23:946-48/Ch. 1
—— 1947-48. 50 p. 20 cents.

FS 5.23:950-50/Ch. 1
—— 1949-50. 52 p. 20 cents.

FS 5.23:948-52/Ch. 1
—— 1951-52. 65 p. 30 cents.

FS 5.23:952-54/Ch. 1
—— 1953-54. 86 p. 35 cents.

FS 5.210:10004

REPORT ON THE NATIONAL DEFENSE EDUCATION ACT: Fiscal Year Ending June 30, 1959. 1960. 62 p.

45 cents

Reports for each title of the 1958 NDEA the amounts authorized and appropriated for fiscal 1959, whether or not on a matching basis; the need, purpose, provisions and accomplishments of grants. Tables include funds expended and extent of participation in the projects financed under each title of the act.

FS 5.210:10005

PROGRESS OF PUBLIC EDUCATION IN THE UNITED STATES OF AMERICA, 1959-60.
68 p. 30 cents

Summary report of the Office of Education to the 23d International Conference on Public Education at Geneva, Switzerland, July 6-15, 1960, jointly sponsored by Unesco and the International Bureau of Education.

FS 5.210:10006

EDUCATION IN THE UNITED STATES OF AMERICA. In press.

Designed to give a broad view of education in the United States to persons not acquainted with the organization of the educational system in this country.

OE Publications
(11000-11999)

HIGHER EDUCATION. Subscription \$1.25 a year domestic; \$1.75 if mailed to a foreign address. Single copy 20 cents.

Provides information on Federal activities and policies related to higher education; reports on statistical and other studies of the Office of Education; includes news from colleges and universities and from educational organizations on their policies and activities; lists new publications on higher education. Serves as a medium of communication for American colleges and universities and persons interested in higher education.

SCHOOL LIFE. Subscription \$1.75 a year domestic; \$2.25 if mailed to a foreign address. Single copy 20 cents.

Contains information on important trends in American education; reports on Office of Education activities; reviews major publications, pertinent statistics, and current legislation in the field of education; offers general information useful to school administrators and teachers, school board members, journalists, librarians, students, and laymen who wish to keep abreast of school developments.

FS 5.211:11000

PUBLICATIONS OF THE OFFICE OF EDUCATION: 1959. Beryl Parke, Elizabeth Robinson, and John P. C. McCarthy.
1959. 49 p. 25 cents

Annotated list of OE publications currently for sale by the Superintendent of Documents. Superseded by this 1961 list.

FS 5.211:11001

PUBLICATIONS OF THE OFFICE OF EDUCATION, 1937-1959. Beryl Parke and Zelma H. McIlvain. 1960. 157 p.
50 cents

Lists OE publications by type (bulletin, circular, vocational, other series) over a 22-year period; contains author, subject, and title indexes.

FS 5.211:11002

HANDBOOK, OFFICE OF EDUCATION. 1960
49 p. 25 cents

Briefly describes the activities of the Office of Education—historical background, function and organization, activities of the various divisions—includes a statement of career op-

portunities in the Office, and lists chief officers.

Also available:

FS 5.6/2: Ed 8
—1959. 48 p. 20 cents

Research (12000-12999)

FS 5.12:12004

COOPERATIVE RESEARCH PROJECTS: Fiscal 1959. 1960. 53 p. 25 cents

Brief descriptions of projects initiated under Public Law 581 during the fiscal year; includes names of project directors, the sponsoring institution or agency, and probable duration of studies in process.

FS 5.212:12006

COOPERATIVE RESEARCH PROJECTS, Fiscal 1958. David L. Clark and Alice Y. Scates. 1959; reprinted 1960. 52 p. 25 cents

Summarizes projects in education of the mentally retarded, the development of special abilities, educational aspects of juvenile delinquency, retention of students, staffing of schools and colleges, and other aspects of education.

FS 5.212:12007

COOPERATIVE RESEARCH PROJECTS, Fiscal 1957. Romaine P. Mackie, Harold M. Williams, and Alice Yeomans Scates. 1958; reprinted 1960. 64 p. 25 cents

See 12006 above.

FS 5.212:12008

RESEARCH PROBLEMS IN MATHEMATICS EDUCATION: Reports from a Conference on Psychological Problems and Research Methods. 1960. 180 p. 55 cents

Contains a 10-year review of completed research, with extensive bibliography, conference papers on problems related to instruction in mathematics, and proposals for research projects.

See also:

Adventuring in Research to Improve School Practices in Homemaking Programs (83 . . .)

Analysis of Research in the Teaching of Mathematics (29007)

Analysis of Research in the Teaching of Science (29000)

Education on the Aging (13 . . .)

Effectiveness of Teaching (50006)

Experimental College, The (50010)

Gifted Student, The (35016)

Independent Study (50005)

Impact of College (50011)

Management of Learning (50013)

Motor Characteristics of the Mentally Retarded (35005)

Reporter—Clearinghouse of Studies on Higher Education (50004)

Research in Industrial Education (84 . . .)

Research in School and College Personnel Services (25007)

Special Reports: Clearinghouse of Studies in Higher Education (50009)

Studies of Home Economics in High School and in Adult Education Programs (83005)

Studies on the Teaching of Home Economics in Colleges and Universities, 1955-56 (83 . . .)

Summaries of Studies in Agriculture Education (81002)

Two-Year Community College, The (57 . . .)

Adult Education (13000-13999)

FS 5.4: 356

CHECKLISTS FOR PUBLIC SCHOOL ADULT EDUCATION PROGRAMS. Homer Kempfer. 1952. 17 p. 15 cents

Presents six tested yardsticks for use by the local adult education director and others to evaluate their programs. Yardsticks discussed include: Size of program, population segments served, flexibility of schedule, approaches used, methods of coordinating, cooperative practices.

FS 5.6: C49

EDUCATION FOR NATIONAL SURVIVAL: A Handbook on Civil Defense for Schools. John J. Hurley and John R. Ludington. 1956. 88 p. 65 cents

Outlines the need for awareness of problems in case of enemy attack or natural disaster,

points out responsibilities of school personnel, and suggests procedures for developing school protection plans.

FS 5.3:958/11

EDUCATION ON THE AGING. Betty Arnett Ward. 1958. 145 p. 60 cents

An annotated bibliography of references helpful in developing an understanding of the difficulties, needs and interests of older adults, as well as information on professional leadership development and educational programs, services, and related research activities.

FS 5.3:357

EIGHT MEASURES FOR EVALUATING EDUCATIONAL PROGRAMS FOR THE FOREIGN BORN. Homer Kempfer. 1952. 13 p. 15 cents

Proposes eight yardsticks for evaluating public school education programs for the foreign born, based on a project undertaken during 1951-52 by the Committee on Evaluation of the Massachusetts Association of Teachers of Adults.

FS 5.3:952/8

FINANCING ADULT EDUCATION IN SELECTED SCHOOLS AND COMMUNITY COLLEGES. Homer Kempfer and William R. Wood. 1952. 27 p. 15 cents

Examines how these programs are being financed in 45 communities in 19 States.

FS 5.123:268

HOMEMAKING EDUCATION PROGRAMS FOR ADULTS. 1958. 62 p. 25 cents

Designed for those who work in adult education to show how programs for home and family living can play a vital role in helping families cope with changing technological advances and socio-economic forces. Suggestions for programs, evaluation, administration, selection and preparation of teachers.

FS 5.7/a:L712

LITERACY EDUCATION: A series of reprints from "School Life." 1952. 12 p. 15 cents

Contains: *Illiteracy and Manpower Mobilization*, by Ambrose Caliver; *Manpower Through Literacy Education*, by Homer Kempfer; *Community Responsibility for Literacy Education*, by William R. Wood; *Literacy and the National Welfare*, by Harley M. Kilgore; *The High Cost of Illiteracy*, by Carroll Reece; *Educational Attainment of the Adult Population*, by Ambrose Caliver.

FS 5.4:539

PARTICIPATION IN ADULT EDUCATION. Marie D. Wann and Marthine V. Woodward. 1958. 37 p. 30 cents

Contains a statistical analysis of adult education activities which help to define the nature and scope of adult education problems. Information was obtained largely from questions related to adult education included for the first time in the Current Population Survey of the Bureau of the Census, Oct. 1957.

FS 5.213:13000

ADULT EDUCATION IN PUBLIC SCHOOLS, 1940-1956, Data on Enrollment, Instructional Personnel, and Expenditures. Marthine V. Woodward. 1960. 14 p. 20 cents

Brings together historical data on public school adult education programs from previously published statistics, such as the Biennial Survey of Education in the United States.

FS 5.213:13006

ADULT EDUCATION IN AMERICAN EDUCATION WEEK: November 6-12, 1960. 1960. 21 p. 15 cents (\$10 per 100 copies)

A brochure focused on *Lifelong Learners*, the education week topic scheduled for November 12th; includes statements on adult education, plus program ideas.

See also:

Annotated Bibliography for the Teaching of English as a Foreign Language (30 . . .)

Distributive Education for Adults: Guide for Parttime Instructors (82 . . .)

Distributive Education for Adults: Selection and Training of Part-time Instructors 82 . . .)

Management Training for Small Business (82 . . .)

Preparing Your Child for School (33006)

State Library Extension Services (15000)

Training Programs in Outside Selling (82 . . .)

U.S. Government Films for Public Educational Use (34 . . .)

With Focus on Family Living (83 . . .)

Working With Parents (20017)

**International
(14000-14999)**

- FS 5.3:957/8
AMERICAN COOPERATION WITH HIGHER EDUCATION ABROAD: A Survey of Current Programs. 1957. 211 p.
 75 cents
 Includes nongovernmental programs sponsored by educational institutions, foundations, and religious organizations; U.S. Government programs such as the international educational exchange, information and technical cooperation programs, and United States participation in intergovernmental agencies.
- FS 5.3:957/2
AUSTRIAN TEACHERS AND THEIR EDUCATION SINCE 1945. Helen C. Lahey. 1957. 82 p.
 35 cents
 Describes the reconstruction of schools and teacher education in Austria following World War II. Covers influences affecting Austrian education from the time of the Nazi occupation in 1938 through the years of the Allied occupation, to the establishment of a free Austria in May 1955.
- FS 5.3:959/13
BRAZIL: Education in an Expanding Economy. Augustus F. Faust. 1959. 142 p.
 50 cents
 Provides information on education in Brazil for the use of educational institutions, agencies, and others interested in comparative education.
- FS 5.3:946/4
EDUCATION IN COSTA RICA. John H. Furbay. 1946. 62 p.
 20 cents
 Contains an account of the country and its people, the education system from kindergarten through higher education, the training and status of teachers, and agencies of public and pupil welfare.
- FS 5.3:947/2
EDUCATION IN ECUADOR. Cameron D. Ebaugh. 1947. 92 p.
 30 cents
 Surveys the evolution of education in Ecuador, the various levels of education, including vocational education, and the preparation and conditions of employment of teachers.
- FS 5.3:947/3
EDUCATION IN EL SALVADOR. Cameron D. Ebaugh. 1947. 81 p.
 25 cents
 Covers brief historical and social background, organization and administration of elementary and secondary education, the University of El Salvador, and government educational activities.
- FS 5.3:947/7
EDUCATION IN GUATEMALA. Cameron D. Ebaugh. 1947. 82 p.
 25 cents
 Reviews the government program of social cooperation to improve the health and welfare of the people, stressing technical and commercial education.
- FS 5.3:948/1
EDUCATION IN HAITI. Mercer Cook. 1948. 90 p.
 25 cents
 Reports on the history of Haitian education from the colonial period, and Haitian schools since 1931.
- FS 5.3:959/20
EDUCATION IN THE REPUBLIC OF HAITI. George A. Dale. 1959. 180 p.
 70 cents
 Brings up to date the 1948 bulletin on Haiti; contains information gathered by the author while a member of a technical assistance team under the auspices of the U.S. International Cooperation Administration.
- FS 5.3:955/7
EDUCATION IN HONDURAS. M. Weldon Thompson. 1955. 33 p.
 20 cents
 Includes background information (history, politics, geography, economics, and sociology), the system of education (elementary through higher education, including vocational and other provisions), and tables showing programs of study.
- FS 5.3:956/1
EDUCATION IN MEXICO. Marjorie C. Johnston. 1956. 136 p.
 65 cents
 Tries to give enough background information to enable the reader to understand salient characteristics and problems of the education system.
- FS 5.3:947/6
EDUCATION IN NICARAGUA. Cameron D. Ebaugh. 1947. 56 p.
 20 cents
 Concerns elementary, secondary, higher education and special schools; also gives a brief background description of the country, people, and products.
- FS 5.3:954/2
EDUCATION IN PAKISTAN. Abul H. K. Samsani. 1954; reprinted 1958. 92 p.
 35 cents
 Includes a general survey of historical and social background as well as the various stages of education, especially teacher education and higher education.

FS 5.3: 952/17

EDUCATION IN SWEDEN. Alina M. Lindgren. 1952. 90 p. 30 cents

Includes a brief account of the school reform act of 1950, the various levels of education from elementary school through the universities and specialized institutions, also a chapter on the education of elementary school teachers.

FS 5.3: 956/3

EDUCATION IN TAIWAN (FORMOSA). Abul H. K. Sassani. 34 p. 1956. 20 cents

Discusses the influence of Western and other foreign cultures on modern Chinese education.

FS 5.3: 952/10

EDUCATION IN TURKEY. Abul H. K. Sassani. 96 p. 1952. 30 cents

Presents village institutes, adult education, and various cultural activities.

FS 5.2: Ex. 2/3

EXCHANGE TEACHING ABROAD UNDER THE FULBRIGHT ACT. 18 p. 1953. 10 cents

Explains various exchange programs conducted under Public Law 584, 79th Congress. Lists types of teaching opportunities, terms of awards, eligibility requirements, application and selection procedure.

FS 5.3: 959/11

JAPAN: Three Epochs of Modern Education. Ronald S. Anderson. 219 p. 1959. \$1.25

Reports on the initial modernization epoch, wartime epoch, and democratization epoch of education in Japan; covers educational philosophy, opportunities, administration, and various types and levels of education in the three periods.

FS 5.3: 956/8

TEACHING ABOUT THE UNITED NATIONS IN UNITED STATES EDUCATIONAL INSTITUTIONS. Frederika M. Tandler. 40 p. 1956. 25 cents

Tells of devices used at different levels of education in classroom or informal teaching about the United Nations; includes comments by teachers and professors on available material and material they would like to have about the United Nations.

FS 5.3: 949/17

WORLD UNDERSTANDING BEGINS WITH CHILDREN. Della Goetz. 1949. 30 p. 15 cents

Provides practical suggestions that will enable teachers to interest students in other peoples and cultures.

FS 5.3: 959/19

WRITERS' HANDBOOK FOR THE DEVELOPMENT OF EDUCATIONAL MATERIALS. Barbara Nolen and Della Goetz. 1959. 183 p. \$1.00

Prepared in response to requests from educators in the United States and other countries for information on writing textbooks and other educational material for schools; the outcome of a 6-month workshop attended by representatives from 13 countries in 1958. Includes a chapter on how to organize a writer's workshop.

FS 5.214: 14004-59

BIBLIOGRAPHY: 1959 Publications in Comparative and International Education. 1960. 118 p. (processed). 75 cents

Lists, with annotations, general publications in the field of comparative education and publications concerning education in specific countries.

FS 5.214: 14016

TEACHER EDUCATION IN THE NETHERLANDS, BELGIUM, LUXEMBOURG. George A. Male. 1960. 190 p. 70 cents

Explains the system of education in the Benelux countries, including changes in their teacher-training programs in the postwar period.

FS 5.214: 14037

SOVIET EDUCATION PROGRAMS. William K. Medlin, Clarence B. Lindquist, and Marshall L. Schmitt. 1960. 283 p. \$1.25

Reports the findings of three specialists sent to the U.S.S.R. by the Office of Education in the spring of 1959 to study the teaching methods, general facilities, and student performance in certain areas of the Soviet school system, including science, mathematics, and polytechnic instruction in the general schools. Includes a chapter on teacher education.

FS 5.214: 14038

TEACHING ABOUT THE UNITED NATIONS IN THE UNITED STATES: 1956-59 Report. 1960. 96 p. 45 cents

Deals with teacher training, the treatment of the U.N. in textbooks and teaching materials, class and extracurricular activities, to encourage teachers and others to continue and to expand their efforts to develop an increasingly realistic understanding of the work of the U.N. and of the relation of the United States to it and to other nations. Adapted from a 4-year report to the Economic and Social Council.

FS 5.214:14039

EDUCATION FOR AFRICANS IN TANGANYIKA.

Betty George. 1960. In press.

Reports on a preliminary study of the African educational system and plans for expanding educational facilities in this British-administered trust territory on the way to self-government.

FS 5.214:14040

PLANNING TO STUDY IN THE UNITED STATES. Adela R. Freeburger. 1959.

34 p. 20 cents

Includes general information on practical arrangements for study abroad, a brief description of the United States educational system, suggestions for academic transfer, some of the nongovernmental organizations providing services to students, and a glossary of useful terms.

FS 5.214:14042

GERMANY REVISITED: Education in the Federal Republic. Alina M. Lindgren. 1957; reprinted 1960. 107 p.

55 cents

Notes changes and trends in German education from firsthand contacts in 1955 and 1955.

FS 5.214:14043

EDUCATIONAL TRENDS IN THE CARIBBEAN: European Affiliated Areas. Charles C. Hauch. 1960. 60 cents

Deals with some of the most apparent trends in the areas affiliated with England, France, and the Netherlands.

FS 5.214:14044

SOVIET COMMITMENT TO EDUCATION: Report of the First Official U.S. Education Mission to the U.S.S.R. 1959. 135 p. 70 cents

Reports on a 1-month visit led by the Commissioner of Education in 1958 to lay the foundation for cultural relations between the education agencies and institutions of both countries and to secure first-hand information on the operation and accomplishments of Soviet schools.

FS 5.214:14045

EDUCATION IN THE U.S.S.R. 1957; reprinted 1960. 226 p. \$1.25

Describes the organization, curriculum, methods, and policies of the Soviet education system, including the various levels of education, auxiliary schools, extracurricular activities, vocational training, semiprofessional training, and the teaching profession.

See also:

Study Abroad (50014)

Library Services (15000-15999)

FS 5.3:958/12

CERTIFICATION OF SCHOOL LIBRARIANS. Mary Helen Mahar. 1958. 73 p.

30 cents

A State-by-State compilation of current certification regulations and a summary of practices in formulating the regulations. Includes a brief bibliography on State certification.

FS 5.3:963/9

PUBLIC LIBRARY STATISTICS, 1950. Mary M. Willholte, Doris R. Chambers, and Jessie C. Boehlert. 1953. 55 p.

25 cents

Includes data on 6,028 public library systems in the continental United States. Shows the type of support, book stock, circulation, income, endowment by State, operating expenditures, personnel, hours, population group and geographic area served, and bookmobiles operated.

FS 5.3:954/15

SCHOOL LIBRARY STANDARDS, 1954. Nora El. Beust. 1954. 43 p. 20 cents

Presents brief digests of standards in effect at the beginning of 1954. Includes digests of standards used by four regional accrediting associations, and by State departments of education.

FS 5.30:24

STATE AND PUBLICLY SUPPORTED LIBRARIES: Structure and Control at the State Level. Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. 1956. 85 p.

55 cents

Describes broad functions assigned to library agencies and points out where control over library agencies is lodged in the structure of State government. Indicates common elements of development, desirable practices, and significant trends.

FS 5.23:950-52

STATISTICS OF LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION, 1951-52 (Biennial Survey) Willard O. Mishoff and Emery M. Foster. 1954. 60 p.

25 cents

Includes summaries of basic data, by type of institution, by region and by State; detailed

statistics on the libraries of the larger institutions; and such interpretation of the tabulated data as may facilitate their application to problems of higher education, librarianship, and the book trade.

FS 5.23:954-56/ch. 5

STATISTICS OF PUBLIC LIBRARIES: 1955-57.

Rose Vainstein, Doris C. Holladay, and Mary M. Willhoite. 1959. 102 p. (Biennial Survey, ch. 5) 45 cents

Includes chapters on characteristics of public library systems, finances, library materials, services and use, registration, personnel and State library agencies.

FS 5.23:952-54/(Ch. 6)

STATISTICS OF PUBLIC SCHOOL LIBRARIES,

1953-54. (Biennial Survey) Nora E. Beust and Emery M. Foster. 1957. 73 p. 30 cents

Fourth in a series started in 1934. Included in its many tables are data on number of librarians; total volumes; average volumes per pupil; total spent for books, periodicals, newspapers, and binding; average spent per pupil; and general library facilities.

FS 5.215:15006

STATE DEPARTMENT OF EDUCATION RESPONSIBILITIES FOR SCHOOL LIBRARIES.

Mary Helen Mahar. 1960. 42 p. 35 cents

Analyzes the current status of State department of education responsibilities and services for school libraries—legal bases of responsibilities and services, personnel, strengths and needs of State departments of education in giving service to school libraries—as revealed by replies to a questionnaire.

FS 5.215:15009

STATE LIBRARY EXTENSION SERVICES: A

Survey of Resources and Activities of State Library Administrative Agencies,

1955-56. Wilfred L. Morin and Nathan M. Cohen. 1960. 54 p. 45 cents

Provides information on the adequacy of public library service, rural library development, finances, personnel, resources, services, and facilities; also includes data on the number of people without adequate public library services in 1955-56, the year before passage of the Library Services Act.

FS 5.215:15010

STATE STANDARDS FOR PUBLIC LIBRARIES.

Rose Vainstein and Marian Magg. 1960. 85 p. 35 cents

Brings together for the first time in a single volume data on the status of public library standards in the United States. Includes a chapter on the history, development, and nature of public library standards. Useful to States in preparing, evaluating, or revising standards.

FS 5.215:15012

STATE PLANS UNDER THE LIBRARY SERVICES ACT, Supplement 2. 60 cents

A compilation of summaries of State programs submitted under the Library Services Act of 1956, providing a State-local-Federal cooperative program for public library development and the extension of library services in rural areas in 1957, 1958, 1959.

Also available:

FS 5.3:959/17

— Supplement 1. Evelyn Day Mullen and Herbert A. Carl. 1959. 82 p. 35 cents

FS 5.3:958/10

— 1958. 84 p. 30 cents

See also:

Federal Government and States (lists Library Extension Agencies officers)—(20004)

Key Audiovisual Personnel (34008)

Elementary and Secondary Education

ADMINISTRATION AND STATISTICS

General (20000-20999)

116.3: 918/35
CARDINAL PRINCIPLES OF SECONDARY EDUCATION. 1918; reprinted. 32 p.
15 cents.

Stresses the right of every boy and girl in the country to a high school education, the worth of the individual, and the exploration of individual talents; underlines the importance of developing common ideals and knowledge for a rich, democratic life.

FS 5.3: 953/8
THE COMMON CORE OF STATE EDUCATIONAL INFORMATION—State Educational Records and Reports Series: Handbook. Paul L. Reason, Emery M. Foster, and Robert F. Will. 1953. 116 p. 40 cents

A handbook designed to serve as a sort of dictionary for certain basic items of educational information, in view of the importance of a common understanding of terms used in comparative studies and statistical data.

FS 5.17: 102
COOPERATIVE PLANNING: The Key to Improved Organization of Small High Schools. Walter H. Gaumnitz and Wilbur Devilbiss. 1947. 22 p. 10 cents

Sets forward certain basic principles to follow in organizing a small high school for improved services to rural youth.

FS 5.3: 948/11
EDUCATION FOR FREEDOM AS PROVIDED BY STATE LAWS. Ward W. Keesecker. 38 p. 20 cents

Presents a concise analysis and compilation of State laws which provide for instruction in schools concerning the Federal and State constitutions, the ideals and principles of American government, American history, and matters related to American freedom.

FS 5.4: 329
EDUCATION IN RURAL AND CITY SCHOOL SYSTEMS: Some Statistical Indices for 1947-48. Rose Marie Smith. 13 p. 1951. 15 cents

Presents comparative indices on average salary of instructional staff, expenditures per pupil, average length of school term, percentage of male teachers, number of pupils per teacher, percentage of pupils who attend daily, and average daily attendance in schools located in rural and urban areas.

FS 5.3: 953/4
EDUCATIONAL CHANGE IN REORGANIZED SCHOOL DISTRICTS. C. O. Fitewater. 1953. 53 p. 20 cents

Examines the results of changes made in 552 reorganized school districts.

FS 5.4: 404
FACTORS AFFECTING THE IMPROVEMENT OF SECONDARY EDUCATION: Condensed Record of a Round Table Discussion. Howard H. Cummings, J. Dan Hull, John R. Ludington, and Berenice Mal-lory. 1954. 182 p. 70 cents

Includes a chronology of investigations and experiments in secondary education since 1930; reports on a 1953 meeting at the U.S. Office of Education.

FS 5.3: 959/2
FEDERAL FUNDS FOR EDUCATION, 1956-57 and 1957-58. Albert D. Munse and Edna D. Booher. 1959. 204 p. 75 cents

Reports on Federal interest in education, methods of distributing Federal funds, and the amount of assistance, listed by Federal agency and by educational classification.

FS 5.30: 12
THE FUNCTIONS OF STATE DEPARTMENT OF EDUCATION: With an inventory of

the services provided by the 48 departments. Fred W. Beach. 1950. 70 p.
40 cents

Provides basic information about current practices for all State education departments, and analyzes information on man-months of professional staff time devoted to specific services performed by departments.

FS 5.30:13

KEYSTONES OF GOOD STAFF RELATIONSHIPS. Ellsworth Tompkins. 1951.
16 p. 15 cents

Pamphlet suggesting 12 ways by which large high schools can improve their staff relationships.

FS 5.3:952/1

KNOW YOUR SCHOOL LAW. Ward W. Kee-secker. 1953. 26 p. 15 cents

Discusses briefly the significant relationship between educational laws and the quality and efficiency of education.

FS 5.17:121

LOCAL PLANNING FOR BETTER SCHOOL DISTRICTS. C. O. Fitewater and Winston L. Roesch. 1957. 20 p. 15 cents

Designed for use by county and local district superintendents, school board members, and citizens groups to indicate methods, suggest sources of assistance, and stress the importance of cooperative effort in planning school district reorganization.

FS 5.3:958/9

ORGANIZING DISTRICTS FOR BETTER SCHOOLS. C. O. FITEWATER. 1958. 49 p.
25 cents

Summarizes the major findings of a study of State district reorganization programs and includes guideposts for successful programs, designed particularly for local school officials, planning groups and lay citizens.

FS 5.30:16

THE PERSONNEL OF STATE DEPARTMENTS OF EDUCATION. Andrew H. Gibbs. 1952. 46 p. 30 cents

Covers changing personnel needs of State departments of education, personnel policy, salaries for professional personnel, staffing of departments, professional training on the job, leave and retirement benefits, and improvement of personnel policies and practices.

FS 5.3059:22

PROPERTY ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS: State Educational Records and Reports Series,

Handbook III. Paul L. Reason and George G. Tankard, Jr. 1959. 194 p.
75 cents

A manual developed over a period of 2 years, following two national conferences on property accounting; officially approved by 5 nationwide education associations and recommended for use by Federal, State, and local agencies.

FS 5.3:957/13

PROVISIONS GOVERNING MEMBERSHIP ON LOCAL BOARDS OF EDUCATION. Morrill M. Hall. 1957. 66 p. 30 cents

Discusses statutory provisions in 48 States governing size, membership, and related factors concerning school boards.

FS 5.17:111

PUPIL TRANSPORTATION IN CITIES. E. Glenn Featherston. 1951. 10 p.
5 cents

Reports results of a survey in 906 cities having a population of 10,000 or more in the 1949-50 school year.

FS 5.30:27

PUPIL TRANSPORTATION RESPONSIBILITIES AND SERVICES OF STATE DEPARTMENTS OF EDUCATION. E. Glenn Featherston and Robert F. Will. 1956. 39 p.
35 cents

Reviews information on the legal basis by which State departments of education engage in pupil transportation activities, forces which generate such activities, the history, development, and character of such activities, and staff needed to provide services.

FS 5.41:5

SCHOOL DISTRICT REORGANIZATION: Policies and Procedures. C. O. Fitewater. 1957. 321 p. \$1.75

Concerned with the widespread need for school districts capable of functioning effectively as 12-grade administrative units, and the development of effective methods and favorable conditions for establishing them.

FS 5.17:103

SCHOOL FIRE DRILLS. N. E. Viles. 1948.
20 p. 15 cents

Gives details to assist State and local school officials in planning their school fire-safety programs.

FS 5.34:6

THE SCHOOL LUNCH—Its Educational Contribution. Ruth Wood Gavilan. 1944. 27 p. 25 cents

Covers instructions and information about school-provided meals and food brought from home.

FS 5.3: 956/7

SCHOOL PROPERTY INSURANCE, EXPERIENCES AT THE STATE LEVEL. N. E. Viles, Sr. 1956. 61 p. 25 cents

This study gives specific attention to the total premium costs, the losses, and the loss ratios for fire insurance on school properties for the 5-year period 1948-52, within the various States. Also gives attention to the experiences of the 5 States which have developed State-operated school insurance programs for elementary and secondary schools.

FS 5.3: 953/3

SELECTED CHARACTERISTICS OF REORGANIZED SCHOOL DISTRICTS. C. O. Flitwater. 1953. 49 p. 20 cents

Includes data relating to size, physiographic features, population factors, and property evaluation. Information presented is based on a survey of 522 reorganized districts in 8 States.

FS 5.2: R11/2

THE SIX R'S: Reading, 'Riting, 'Rithmetic, Rights, Responsibilities, Human Relations. 1952. 24 p. 10 cents

A cartoon booklet having a serious theme—the school situation. Tells why schools need increased public support if children are to be properly taught the R's.

FS 5.30: 28

THE STATE AND NONPUBLIC SCHOOLS. Fred F. Beach and Robert F. Will. 1958. 152 p. \$1.25

A State-by-State compilation of the legal provisions which determine State department of education responsibility for nonpublic schools and the framework under which nonpublic schools operate to provide educational programs in the public interest.

Y 3.W58/2: 2 Sch. 6

A STATISTICAL SURVEY OF SCHOOL DISTRICT ORGANIZATION IN THE UNITED STATES, 1954-55. 1955. 13 p. 15 cents

Indicates trends in number of school districts, 1932-55 and in number of one-teacher schools, 1930-55; schools operated by school districts, 1948-55; county unit of school administration; status of attendance units in the United States, 1954-55; and status of school districts reorganized, 1945-55.

FS 5.23: 954-56/ch. 3, sec. 1

STATISTICS OF LOCAL SCHOOL SYSTEMS—Staff, Pupils, and Finances: 1955-56.

Cities. (Biennial Survey, ch. 3, sec. 1). Lester B. Herlihy. 1959. 250 p. \$1

Expands coverage of local school systems to show separate statistics for elementary and secondary schools and to include financial data for each city.

Also available:

FS 5.23: 948-50/ch. 3

1949-50: Staff, Pupils, Finances, and Property. 85 p. 30 cents

FS 5.23: 950-50/ch. 3

1950-52: Staff, Pupils, and Finances. 137 p. 45 cents

FS 5.23: 952-54/ch. 3

1953-54: Staff, Pupils, and Finances. 153 p. 60 cents

FS 5.23: 954-56/ch. 3, sec. III

STATISTICS OF LOCAL SCHOOL SYSTEMS: 1955-56. County Units. (Biennial Survey, ch. 3, sec. III) Gerald Kahn. 1959. 91 p. 35 cents

Includes statistics on enrollment and attendance, administrative and instructional staff, and finances; reveals some economic advantages of larger local units. One of three reports included for the first time in chapter 3 of the Biennial Survey.

FS 5.23: 954-56/ch. 3, sec. IV

STATISTICS OF LOCAL SCHOOL SYSTEMS: 1955-56. Rural Counties. Walter H. Gaumnitz, Emanuel Reiser, and Mary Anne Harvey. 1959. 168 p. \$1.50

Contains data for 1,199 counties selected on the basis of ruralness according to census figures. Selected indexes of pupil-teacher ratios, size factors, average salaries, per pupil costs are presented with comparable indexes for the large cities and for the entire State of which each group of counties is a part.

STATISTICS OF LOCAL SCHOOL SYSTEMS: 1955-56. Suburban Cities—See 20008.

FS 5.23: 946-48, ch. 7

STATISTICS OF NONPUBLIC SECONDARY SCHOOLS, 1947-48. (Ch. 7, Biennial Survey) Rose Marie Smith. 1951. 11 p. 10 cents

Provides data on number of pupils enrolled, number of graduates, and staff members; comparable figures for public and nonpublic enrollments in secondary schools for the year 1947-48. Three thousand nonpublic secondary schools in the United States cooperated in providing the data.

FS 5.44: 444

STATISTICS OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION OF NEGROES IN THE SOUTHERN STATES: 1951-52. Carol Joy Hobson. 1955. 18 p. 20 cents

Gives enrollment, attendance, staff, and expenditures in Negro public elementary and secondary schools. Provides comparisons between white and Negro schools in the same State, between Negro schools in different States, and between public schools in the southern States and those in the rest of the country.

FS 5.23: 950-52/ch. 5

STATISTICS OF PUBLIC SECONDARY DAY SCHOOLS, 1951-52. (ch. 5, Biennial Survey) Mabel C. Rice and Walter H Gaumnitz. 1954. 81 p. 85 cents

Presents statistical data on the number of schools, pupils, and professional staff members, by State and by race, according to the type of school organization for the 28,757 public secondary day schools in existence in the continental United States in 1951-52. Urban school data is presented separately for places with population of 2,500 to 10,000, and those with populations of over 10,000.

FS 5.23: 954-56/ch. 2

STATISTICS OF STATE SCHOOL SYSTEMS: 1955-56. Organization, Staff, Pupils, and Finances. Samuel Schloss and Carol Joy Hobson. 1959. 140 p.

45 cents

Tabulates the enrollment, staff, and finances of elementary and secondary schools, including kindergartens, with some data on junior colleges, summer schools, and adult education. Exemplifies one of the major functions of the Office of Education as a clearinghouse of national statistical information with the voluntary cooperation of State and local school systems.

Also available:

FS 5.23: 948-50/ch. 2
 ——— 1949-50. 115 p. 80 cents

FS 5.23: 950-52/ch. 2
 ——— 1951-52. 105 p. 85 cents

FS 5.23: 952-54/ch. 2
 ——— 1953-54. 141 p. 55 cents

FS 5.30: 10

THE STRUCTURE OF STATE DEPARTMENTS OF EDUCATION. Fred F. Beach. 1949. 81 p. 50 cents

Includes data on all State organizations for elementary and secondary education as of January 1949.

FS 5.220: 20004-61

FEDERAL GOVERNMENT AND STATES, 1960-61. Education Directory, Part 1. Louise Ratliff Murphy. 1960. 77 p. 30 cents

Lists chief officials of the U.S. Office of Education, library extension agencies, Bureau of Indian Affairs, and principal State and Territorial school officers.

FS 5.220: 20005

COUNTIES AND CITIES, 1959-60. Education Directory, Part 2. Lester B. Herlihy. 1959. 104 p. 45 cents

Lists by name and by State the superintendents of county, supervisory district or union, city, and town schools; also, superintendents of Catholic and Lutheran parochial schools.

Also available:

FS 5.25: 958-59/pt. 2
 ——— 1958-59. 99 p. 45 cents

FS 5.220: 20007

FALL 1959 ENROLLMENT, TEACHERS, AND SCHOOLHOUSING IN FULL-TIME PUBLIC ELEMENTARY AND SECONDARY DAY SCHOOLS. Samuel Schloss and Carol Joy Hobson. 1959. 20 p. 25 cents

Provides national data by State on enrollment, number and certification of teachers, pupil-teacher ratio, number of pupils in excess of normal public school capacity, and number of instruction rooms available and scheduled for completion during the fiscal year. Sixth annual survey of its kind.

Also available:

Fall 1958. 18 p. 20 cents. FS 5.4: 551

Fall 1957. 13 p. 15 cents. FS 5.4: 513

Fall 1956. 8 p. 15 cents. FS 5.4: 490

Fall 1955. 8 p. 15 cents. FS 5.4: 467

FS 5.220: 20008

STATE AND LOCAL SCHOOL SYSTEMS: 1955-56. Suburban Cities. (Biennial Survey, ch. 3, sec. II). Joel Williams and Tobia Bressler. 1960. 156 p. \$1.00

Presents for the first time suburban city school statistics comparable to statistics published for many years on city school systems, to meet the requests of sociologists, educators, and others for data on the problems and effects of the suburbanization of the population.

FS 5.220: 20013
APPROVAL AND ACCREDITATION OF PUBLIC SCHOOLS. William B. Rich. 1960. 40 p. 40 cents

Presents data regarding the purpose and methods of the approval and accreditation programs of State departments of education, those which involve only basic approval functions as well as those with highly developed accreditation criteria and evaluation procedures.

FS 5.220: 20014
SCHOOLS IN OUR DEMOCRACY. 1960. 26 p. 15 cents

Analysis of five basic issues in American education by Lawrence G. Derthick, U.S. Commissioner of Education, on problems such as character education in schools, American versus European schools, national standards for education, school leadership.

FS 5.220: 20017
WORKING WITH PARENTS: A HANDBOOK. Hazel F. Gabbard. 1948; reprinted 1957. 46 p. 25 cents

Contains information about the community, home-school projects, group parent activities, and references on child development and parent education.

FS 5.220: 20019
STRENGTHEN SCHOOLS FOR THE 60's: American Education Week, November 6-12, 1960. 10 p. 10 cents

Lists, with annotations, publications on elementary school education related to the title, the 1960 Education Week theme.

See also:

Broadening the Services of Small High Schools (86...)

Characteristics of Administrative Handbooks (23007)

Education for National Survival (18...)

Elementary School Administration and Organization (23006)

Handbook of Cumulative Records (25...)

Health Services in City Schools (28...)

Look Ahead in Secondary Education, A (24...)

Report on the National Defense Education Act (10004)

School Finance and School Business Management (22...)

School Insurance: Managing the Local Program (21004)

School Library Standards (15...)

School Life (11...)

Small Schools Are Growing Larger (36001)

State Certification Requirements for Teachers of Exceptional Children (35...)

State Department of Education Responsibility for School Libraries (15006)

State Legislation on School Attendance (24...)

Statistical Summary of Education (10003)

Statistics of Public School Libraries (15...)

Statistics of Public School Systems in 101 of the Most Rural Counties, 1965-66 (36...)

Statistics of Rural Schools (86...)

Statistics of Special Education for Exceptional Children (35015)

Supervision in Rural Schools (86...)

Understanding Testing (25008)

Buildings, Equipment (21000-21999)

FS 5.51: 6
ADMINISTRATIVE FACILITIES IN SCHOOL BUILDINGS. James L. Taylor. 1967. 52 p. 45 cents

Gives information about school plant elements such as principal's offices, teachers' rooms, conference rooms, guidance facilities, health clinics, and storage space.

FS 5.51: 4
CHILDREN'S BODY MEASUREMENTS FOR PLANNING AND EQUIPPING SCHOOLS: A Handbook for School Officials and Architects. W. Edgar Martin. 1955. 118 p. 50 cents

Provides information in tabular form on 130 different body measurements of children in various positions, to help school officials and architects plan and equip schools more effectively for functional and healthful living on the basis of objective, scientific, and reliable data.

- FS 5.4: 445**
CLERICAL AND CUSTODIAL STAFF IN PUBLIC SECONDARY DAY SCHOOLS. 1951-52.
 Ellsworth Tompkins and Mabel C. Rice. 1955. 83 p. 55 cents
 Presents detailed nationwide information on this matter in public schools with an enrollment of 500 or more. Data can be compared by State, by school enrollment, type of school organization, and size of community.
- FS 5.51: 1**
DESIGNING ELEMENTARY CLASSROOMS: An Approach to the Problem of Classroom Design in Relation to the School Child and Program. James L. Taylor, Jack D. Herrington, Helen K. Mackintosh, Wilhelmina Hill, and others. 1953. 55 p. 40 cents
 Contains information about preplanning steps in design, the basis for good classroom design, designing classrooms from educational specifications, and the reactions of teachers to a good classroom environment.
- FS 5.51: 2**
GOOD AND BAD SCHOOL PLANTS IN THE UNITED STATES, as revealed by School Facilities Survey. James L. Taylor, and others. 1954. 77 p. 50 cents
 Reveals some of the facts about inequality of educational opportunities due to differences in school housing. Illustrated with photographs of contrasting school plants used since 1800 and the latest modern classrooms.
- FS 5.3: 957/20.**
LOCAL SCHOOL CONSTRUCTION PROGRAMS. N. E. Viles. 1957. 80 p. 55 cents
 Outline for school officials interested in planning and building programs. Points out obligations, procedures, and lines of authority for school districts, boards of education, school staffs, and local officials. Some 30 tables give financing details.
- FS 5.51: 3.**
PLANNING AND DESIGNING THE MULTIPURPOSE ROOM IN ELEMENTARY SCHOOL. James L. Taylor. 1954. 48 p. 85 cents.
 One of a series giving information on the pattern, design, and utilization of multipurpose rooms; includes samples of floor-plan layouts, but sets no standards.
- FS 46: 955.**
REPORT ON THE LONG-RANGE PLANNING OF THE SCHOOL FACILITIES SURVEY. Ray L. Hamon, N. E. Viles, and others. 1955. 71 p. 55 cents
 Presents data supplied by 30 State departments of education on plans for school plant construction. Contains estimated 1950-60 public school enrollments and outlay of money necessary to make plans a reality.
- FS 5.51: 7.**
SCHOOL SITES: Selection, Development, and Utilization. James L. Taylor. 1958. 91 p. 75 cents
 To assist school boards, planners, and designers in the selection and development of more adequate and functional school grounds, taking into account school board policies, educational philosophy and community characteristics.
- FS 5.51: 5.**
THE SECONDARY SCHOOL PLANT: An Approach for Planning Functional Facilities. James L. Taylor. 1956. 60 p. 45 cents.
 Presents general principles, techniques, and procedures which have been used successfully by many communities in planning their school plants. Standards are not set for school construction, although some examples of good procedures are provided to help planners with specifications.
- FS 5.30: 26.**
STATE SCHOOL PLANT SERVICES. N. E. Viles and Ray L. Hamon. 1956. 78 p. 55 cents
 Reports the responsibilities of State departments of education for school housing and directs specific attention to department of education responsibilities.
- FS 5.221: 21000**
FACILITIES AND EQUIPMENT FOR SCIENCE AND MATHEMATICS: Requirements and Recommendations of State Departments of Education. W. Edgar Martin. 1960. 130 p. \$1
 Deals primarily with requirements and recommendations regarding facilities, equipment, and instructional material in public schools, according to the official State codes and guides, supplemented by information from those responsible for school housing or planning services.
- FS 5.221: 21002**
SCHOOL PLANT MANAGEMENT: Organizing the Maintenance Program. R. N. Finchum. 1960. 98 p. 50 cents
 Concerns basic principles and procedures in the development of efficient school-plant maintenance programs, for the use of school district organizations and administrators responsible for maintenance programs and personnel.

FS 5.221: 21004
SCHOOL INSURANCE: Managing the Local Program. R. N. Finchum and N. E. Viles. 1959. 97 p. 50 cents
 To assist local school officials and State department of education insurance consultants in planning, organizing, and administering the local school district insurance program. Second of a series of bulletins on school insurance.

See also:

- Administration of PL 874 and 815 (22008)
- Building, Equipment, and Facilities for Vocational Agriculture Education (81008)
- Fall Enrollment, Teachers, and School-housing (20007)
- Farm Mechanics in Vocational Agriculture (81001)
- Foreign Language Laboratories in Schools and Colleges (27 . . .)
- General Facilities and Equipment—Science and Mathematics in Public Schools (29006)
- Physical Education in Urban Elementary Schools (28 . . .)
- Property Accounting for Local and State School Systems (20 . . .)
- School Plant Courses Offered by Colleges and Universities in the United States (56 . . .)
- School Property Insurance (20000)
- Science Facilities for Secondary Schools (29 . . .)
- Teaching of General Biology in Public High Schools of the United States (29 . . .)

**Finances
 (22000-22999)**

FS 5.30: 18
EXPENDITURES FOR EDUCATION AT THE MIDCENTURY. Clayton D. Hutchins and Albert R. Munse. 1953. 136 p.
 65 cents
 Shows expenditure levels for classroom units through tables and graphic presentations in State profiles and national analyses.

FS 5.30: 19
 ——— Supplement. 1954. 40 p.
 35 cents

Provides separate expenditure figures for white and Negro children in 12 States.

FS 5.3: 957/4
FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS: Standard Receipt and Expenditure Accounts. Paul L. Reason and Alpheus L. White. 1957; reprinted 1960. 235 p. \$1.00

Contains standard receipt and expenditure accounts which provide the foundation for accurate recording, reporting, and interpreting of financial information about the public schools. Additional features are a guide for determining per-pupil expenditures, suggestions for prorating expenditures, and criteria for classifying items as supply or equipment.

FS 5.3: 959/21
FINANCIAL ACCOUNTING FOR SCHOOL ACTIVITIES. Everett V. Samuelson, George G. Tankard, Jr., and Hoyt W. Pope. 1959. 109 p. 50 cents

Classifies and defines standard receipt and expenditure accounts and includes a sample system of accounting; a handbook developed after extensive consultation over a 2-year period and recommended for use by school systems or individual schools for the recording, reporting, and interpreting of financial information and the safe and economical handling of school activity funds.

FS 5.30: 15
FINANCING OF STATE DEPARTMENTS OF EDUCATION, THE: With 48 Statements on Financial Practices prepared by the departments. Fred F. Beach and Clayton D. Hutchins. 1951. 83 p.
 45 cents

Constitutes the third of a series. Presents statements from each State tracing financial procedures from the formulation of the State education budget to the appropriation and expenditure of funds and points out emerging principles which underlie the development of sound financial practices for State departments of education.

FS 5.30: 29
SCHOOL FINANCE AND SCHOOL BUSINESS MANAGEMENT. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1958. 78 p. 60 cents

Transmits basic information about the operations in State departments of education and other offices related to the placement of responsibilities and the man-months devoted to State services in school finance and school business management.

FS 5.4: 498
TRENDS IN SIGNIFICANT FACTS ON SCHOOL FINANCE: 1929-30-1953-54. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1957. 77 p.
 60 cents

Presents tables on school finance and related items and charts showing trends through the 28-year period on population, income, and State taxes; school revenue; Federal aid; school personnel and districts; expenditures, including capital outlay and school debt.

FS 5.222: 22000
CURRENT EXPENDITURES PER PUPIL IN PUBLIC SCHOOL SYSTEMS: Urban School Systems, 1957-58. Gerald Kahn. 1959. 71 p.
 45 cents

Presents detailed data for individual school systems and an analysis of the data, in continuation of a series started in 1918 to provide school administrators and educational researchers with comparative data on expenditure patterns and trends in public school systems.

Also available:

FS 5.4: 537
 — Large Cities, 1956-57. 35 p.
 30 cents

FS 5.4: 500
 — 1955-56. 25 p.
 15 cents

FS 5.4: 473
 — 1954-55. 33 p.
 30 cents

FS 5.4: 436
 — 1953-54. 27 p.
 25 cents

FS 5.4: 391
 — 1952-53. 32 p.
 25 cents

FS 5.4: 538
 — Small and Medium-Sized Cities, 1956-57. 39 p.
 25 cents

FS 5.4: 501
 — 1955-56. 27 p.
 25 cents

FS 5.4: 472
 — 1954-55. 34 p.
 30 cents

FS 5.4: 438
 — 1953-54. 34 p.
 30 cents

FS 5.4: 392
 — 1952-53. 29 p.
 25 cents

FS 5.222: 22001
STATISTICS OF BONDS SOLD FOR PUBLIC SCHOOL PURPOSES: October 1953-June

1959. Stanley V. Smith and E. Joan McMurray. 1959. 15 p. 20 cents

Provides information for administrators concerned with public school construction and financing; contains tables and graphs of national, regional, and State totals resulting from an analysis of data covering almost 6 years.

FS 5.222: 22002
PUBLIC SCHOOL FINANCE PROGRAMS OF THE UNITED STATES, 1957-58. Albert R. Munse and Eugene P. McLoone. 1960. 275 p.
 \$2

Gives State-by-State descriptions of revenue provisions for State and local financing of public education, including sources of funds, school indebtedness, assessment, budget and audit procedures, and trends in public school support.

Also available:

FS 5.30: 22
 — 1953-54. 251 p.
 \$1.50

FS 5.222: 22003
ADMINISTRATION OF PUBLIC LAWS 874 AND 815: Ninth Annual Report of the Commissioner of Education, June 30, 1959. 166 p.
 60 cents

Presents a general report and a series of tables showing receipts, disbursements, and other data for the fiscal year under the two programs authorized by these statutes, to provide financial assistance to local education agencies in federally affected areas for current operating expenses and for school construction.

Also available:

FS 5.1/2: 7
 — June 30, 1958. 160 p.
 \$1

FS 5.1/2: 8
 — 1957. 145 p.
 75 cents

FS 5.1/6
 — 1956. 134 p.
 65 cents

FS 5.1/2: 6
 — 1955. 134 p.
 65 cents

See also:

Federal Funds for Education (20 . . .)
Financing Adult Education in Selected Schools and Community Colleges (13 . . .)
Local School Construction Programs (21 . . .)

Property Accounting for Local and State School Systems (20 . . .)

Report on the Long-Range Planning of the School Facilities Survey (21 . . .)

Report on the National Defense Education Act (10004)

School Insurance (21004)

School Property Insurance (20 . . .)

Selected Indexes of Rural School Finance in the United States, 1955-56 (36000)

Statistics of Local School Systems (20 . . .)

Statistics of Nonpublic Secondary Schools, 1947-48 (20 . . .)

Statistics of Public Elementary and Secondary Education of Negroes in the Southern States (20 . . .)

Statistics of State School Systems, 1955-56 (20 . . .)

Staff, Salaries (23000-23999)

FS 5.4: 289

LEARNING TO SUPERVISE SCHOOLS: An appraisal of the Georgia Program. Jane Franseth. 1951. 50 p. 40 cents

An appraisal of a program to help supervisors learn how to provide expert consultative service.

FS 5.223: 23000

STATUTORY BASIS FOR ADMINISTRATIVE AND SPECIALIZED SERVICE STAFFING IN SCHOOL DISTRICTS. Winston L. Roesch. 1960. 208 p. 75 cents

The first of a series of studies dealing with administrative and specialized service staffing in local school systems. Provides information concerning the legal basis for such positions; how large a school system must be to justify certain positions such as business manager, assistant principal, etc. for staff adequacy and school system efficiency.

FS 5.223: 23002

TEACHERS TURNOVER IN THE PUBLIC SCHOOLS, 1957-58. Ward S. Mason and Robert K. Bain. 1959. 38 p. 30 cents

Provides information on teaching staff changes in elementary and secondary school teachers, men and women, to help estimate the number of teachers needed in the years ahead. Includes the rate of loss to the profession and the number and source of staff additions. Uses sample data from individual school districts; first of what is expected to be a biennial study.

FS 5.223: 23006

ELEMENTARY SCHOOL ADMINISTRATION AND ORGANIZATION. Stuart E. Dean. 1960. 126 p. 55 cents

Shows policies, practices, trends regarding pupil promotion and reports on pupil progress, instructional time allocation, school-community relationships, use of teacher aides, and other problems of elementary school principals.

FS 5.223: 23007

CHARACTERISTICS OF ADMINISTRATIVE HANDBOOKS FOR SCHOOL STAFF PERSONNEL. John F. Staehle. 1960. 50 p. 25 cents

Results from an analysis of the administrative handbooks of 72 medium- and large-sized school systems in various geographic regions of the United States with regard to school agencies and personnel, instruction and supplementary services, facilities and equipment, and community relations.

See also:

Certification of School Librarians (15 . . .)

Clerical and Custodial Staff in Public Secondary Day Schools, 1951-52 (21 . . .)

Directors and Supervisors of Special Education in Local School Systems (35000)

Education Directory (20005)

Education in Rural and City School Systems (20 . . .)

Fall Enrollment, Teachers, and School-housing (20007)

Federal Government and States (20004)

Guidance Workers Certification Requirements (25005)

Key Audiovisual Personnel (34003)

Keystones of Good Staff Relationships (20 . . .)

- Personnel of State Departments of Education (20...)
- Salaries and Other Characteristics of Beginning Rural School Teachers, 1953-54 (36...)
- School Plant Management (21002)
- Selected Indexes of Rural School Finance in the United States (36000)
- Small Schools Are Growing Larger (36001)
- Special Education Personnel in State Departments of Education (35008)
- Statistics of Local School Systems (20...)
- Statistics of Local School Systems—County Units (20008)
- Statistics of Nonpublic Secondary Schools, 1947-48 (20...)
- Statistics of Public Elementary and Secondary Education of Negroes in the Southern States (20...)
- Statistics of Public Secondary Day Schools, 1951-52 (20...)
- Statistics of Rural Schools (36...)
- Statistics of Special Education for Exceptional Children (35015)
- Statistics of State School Systems, 1955-56 (20...)
- Structure of State Departments of Education (20...)
- Supervised Practice in Counselor Preparation (25...)
- Teaching Opportunities (20000)
- Teaching of Science in Public High Schools, The (20...)

STUDENTS

Enrollment, Retention, Graduates (24000-24999)

FS 5.3: 9511
FRUSTRATION IN ADOLESCENT YOUTH. Its Development and Implications for the School Program. David Segel. 1951. 65 p. 30 cents

Deals with characteristics of psychosocial development, evidences of frustration in early years and adolescence, and implications for the educational program, including suggestions for a school program that will induce young people 12-18 to remain in school until graduation.

FS 5.4: 322
HOLDING POWER AND SIZE OF HIGH SCHOOLS. Walter Gaumnitz and Ellsworth Tompkins. 1950. 25 p. 20 cents

Statistics relating to the comparative holding power of high schools of various sizes. Data was to be used nationally or by State to determine what progress the public high schools had made toward keeping all American youth of secondary school age in high school.

FS 5.3: 954/4
A LOOK AHEAD IN SECONDARY EDUCATION: Report of the Second Commission on

Life Adjustment Education for Youth. Homer H. Cummings and others. 1954. 105 p. 35 cents

Contains resumés of State activities serving the needs of all youth of high school age. Covers conferences, workshops, commissions, publications, and other activities and significant issues.

LI 7: sch. 6
NATIONAL STAY-IN-SCHOOL CAMPAIGN: Handbook for Communities. 1957. 24 p. 15 cents

Cooperative project of the U.S. Department of Labor, Department of Defense, addressed to parents, teachers, students and other citizens to appeal to the Nation's boys and girls of high school age to stay in school and graduate.

FS 5.23: 948-50
OFFERINGS AND ENROLLMENTS IN HIGH SCHOOL SUBJECTS. 1948-50. (ch. 5, Biennial Survey) Mabel C. Rice, J. Dan Hull, and Grace S. Wright. 1951. 118 p. 30 cents

Includes information on all public secondary day schools, including junior high schools, with enrollment of 500 or more in the continental United States. Covers data on 80 percent of the secondary schools with enrollments of less than 500 at time of printing.

FS 5.2: W89
TRANSITION FROM SCHOOL TO WORK.
 1957; reprinted 1958. 12 p. 10 cents

An effort to identify a program of action and some sources of help available to young people in the average community in their transition from school to work.

FS 5.4: 269
WHY DO BOYS AND GIRLS DROP OUT OF SCHOOL, AND WHAT CAN WE DO ABOUT IT? 1950; reprinted 1957. 72 p.

45 cents

Reports of representatives of school systems in cities of more than 200,000 population, at the National Work Conference on Life Adjustment Education, Chicago, Ill., Jan. 24-27, 1950.

FS 5.224: 24000
STATE LEGISLATION ON SCHOOL ATTENDANCE. Nelda Umbeck. 1960. 33 p.
 30 cents

Updates information published in an earlier circular, to include data on legislation enacted during the 1960 calendar year. Includes school census and child labor information, also tables on public school enrollment, compulsory attendance, and a State-by-State summary of attendance regulations and related matters.

FS 5.224: 24001
RETENTION IN HIGH SCHOOLS IN LARGE CITIES. David Segel and Oscar J. Schwarm. 1957. 29 p. 20 cents

Provides comparisons of school holding power during grades 9, 10, 11, and 12 and classifies students according to sex and reason for dropout. A 4-year study in which 22 cities cooperated.

See also:

Current Expenditures Per Pupil in Public School Systems (22000)

Fall Enrollment, Teachers, and Schoolhousing (20007)

Offerings and Enrollments in Science and Mathematics in Public High Schools, 20 . . .)

Statistics of Local School Systems (20 . . .)

Statistics of Local School Systems—Suburban Cities (20006)

Statistics of Nonpublic Secondary Schools, 1947-48 (20 . . .)

Statistics of Public Elementary and Secondary Education of Negroes in the Southern States (20 . . .)

Statistics of Public School Systems in 101 of the Most Rural Counties (36 . . .)

Statistics of Public Secondary Day Schools, 1951-52 (20 . . .)

Statistics of Rural Schools (36 . . .)

Statistics of Special Education for Exceptional Children (35015)

Statistics of State School Systems (20 . . .)

Teaching of General Biology in Public Schools of the United States, The (29 . . .)

Teaching of Science in Public High Schools, The (29 . . .)

**Guidance, Counseling, Testing
 (25000-25999)**

FS 5.3: 959/1
AN APPROACH TO INDIVIDUAL ANALYSIS IN EDUCATION AND VOCATIONAL GUIDANCE.
 David Segel, Frank E. Wellman, and Allen T. Hamilton. 1959. 39 p.
 20 cents

Suggests reappraisal of the secondary school measurement program in relation to the choice of educational sequences and subjects and choice of an occupation; contains an analysis of general principles of educational and vocational guidance in eighth and ninth grades and of the relation of intellectual ability and specific aptitudes to the high school curriculum and success in occupations.

FS 5.3: 944/5
HANDBOOK OF CUMULATIVE RECORDS: A report of the National Committee on Cumulative Records. David Segel. 1944. 104 p. 35 cents

Shows the place of the cumulative record in administration work, instructional activities, and pupil personnel work in schools; explains use of cumulative records from the standpoint of actual school practices and pertinent results obtained from research.

FS 5.11: 3314-7A
**IN-SERVICE PREPARATION FOR GUIDANCE
 DUTIES: Part I.** 1950. 48 p. 30 cents

Suggests ways of planning, organizing, and carrying out an inservice training program, using State as well as local resources. A report from the Eighth National Conference of State Supervisors of Guidance Service and Counselor Trainers.

FS 5.3: 959/7
**STATUS OF PREPARATION PROGRAMS FOR
 GUIDANCE AND STUDENT PERSONNEL
 WORKERS.** Paul MacMinn and Roland
 G. Ross. 1959. 49 p. 25 cents

The first of a series of studies designed to give a nationwide view of programs of professional preparation in the field of guidance and student personnel work. Gives information on frequency of programs, type and level of degrees, curriculum for preparation of guidance and student personnel workers, supply and demand data.

FS 11: 3314-6
**SUPERVISED PRACTICE IN COUNSELOR PREP-
 ARATION.** 1952. 26 p. 20 cents

Suggests facilities, staff, and materials for use in providing training experiences, methods, and techniques for achieving skill in guidance.

FS 5.225: 25000
**PREPARATION PROGRAMS AND COURSE OFF-
 ERINGS IN SCHOOL AND COLLEGE PER-
 SONNEL WORK.** 1959-60. Paul Mac-
 Minn. 1959. 124 p. 75 cents

Lists programs and graduate courses by institution; also contains a partial list of the conferences and workshops scheduled in this field for the 1959 summer session and the 1959-60 academic year.

FS 5.225: 25003
**UNDERSTANDING TESTING: Purposes and
 Interpretations for Pupil Development.**
 Kenneth F. McLaughlin, ed. 1960.
 24 p. 25 cents

Contains various articles reprinted from *School Life* on types of tests available, basic facts about tests, how a test is built, cumulative records, guidance and other uses, administration of testing programs, and definitions of common terms.

FS 5.225: 25005
**GUIDANCE WORKERS CERTIFICATION RE-
 QUIREMENTS.** Royce E. Brewster. 1960.
 98 p. 35 cents

A revision of Bulletin 1957, No. 22, providing information through 1959. Part I lists certification requirements by State; part II lists certification requirements for school psychologists or psychometricians.

FS 5.225: 25007
**RESEARCH IN SCHOOL AND COLLEGE PER-
 SONNEL SERVICES.** Paul MacMinn, Car-
 roll H. Miller, and Frank E. Wellman.
 1960. 136 p. 55 cents

Gives an account of unpublished research studies related to school and college personnel services—cooperative project of the National Association of Guidance Supervisors and Counselor Trainers and USOE. First of a series to be issued biennially.

FS 5.225: 25011
**THE NATIONAL DEFENSE COUNSELING AND
 GUIDANCE TRAINING INSTITUTES PRO-
 GRAM: A Report of the First 50 Insti-
 tutes.** Leona E. Tyler. 1960. 98 p.
 35 cents

Reports on the first short-term counseling and guidance training institutes authorized by title V-B of the National Defense Education Act; points out what was done in the institutes, describes attendance, and gives information concerning faculty and other aspects of the program.

See also:

- Frustration in Adolescent Youth (24 . . .)
- Modern Foreign Languages: A Counselor's Guide (27004)
- The Superior Pupil in Junior High School Mathematics (29 . . .)

**Careers
 (26000-26999)**

FS 5.17: 119
CAREERS IN ATOMIC ENERGY. Walter J.
 Greenleaf, with technical assistance of
 the AEC, 1957. 36 p. 25 cents

Presents statistics giving broad extent of programs. Summarizes details of available positions—whether part time or full time, graduate research contracts or technical jobs—in universities, hospitals, research institutions, and government.

FS 5.4: 510
**THE BEGINNING TEACHER: A Survey of
 New Teachers in the Public Schools,
 1956-57.** Ward S. Mason, Robert J.

Dresse], and Robert K. Bain. 1958.
56 p. 40 cents

Preliminary report on replies to a questionnaire mailed to beginning teachers selected according to a scientific sampling plan. Includes data on sex, teaching level, marital status, qualifications and experience, salary, school district enrollment and region, work situation, and the teacher's commitment to a teaching career.

FS 5.3: 954/6

FOLLOWING GRADUATES INTO TEACHING.

Effe G. Bathurst and Jane Franseth.
1964. 45 p. 25 cents

An analysis of activities that are contributing to the development of better school programs in college service areas. Based on data received from 181 colleges and universities.

FS 5.17: 122

TEACHING AS A CAREER. John B. Whitelaw, Shirley Radcliffe, and Florence Friedlander. 1959. 84 p. 20 cents

Answers questions related to necessary qualifications, cost of education, choice of field, opportunities, and practical considerations of employment.

FS 5.7/a: T22/10

TEACHING IS AN ATTRACTIVE CAREER. Earl W. Anderson. 1955. 4 p. School Life Reprint (Nov. 1954). 5 cents

Particularly useful for counseling students regarding vocational choices.

FS 5.226: 26000

TEACHING OPPORTUNITIES. 1960 reprint. John B. Whitelaw and Florence Friedlander. 89 p. 30 cents

Contains information on securing teaching positions in colleges, public or private schools in the United States or overseas; summer positions; certification requirements; teacher supply and demand; salaries.

See also:

Girls' and Women's Occupations (84...)
Vocational-Technical Education for American Industry (84...)

**Foreign Languages
(27000-27999)**

FS 5.3: 959/3

FOREIGN LANGUAGE LABORATORIES IN SCHOOLS AND COLLEGES. Marjorie C.

Johnston and Catherine G. Seerley.
1959. 86 p. 35 cents

Reports on a survey of the mechanical and electronic equipment available in language laboratories and the purposes, use, and educational value of such installations. Includes information on organization and administration, equipment and costs, materials and techniques for the language laboratory.

FS 5.227: 27000

MODERN FOREIGN LANGUAGES IN HIGH SCHOOL: Prereading Instruction. Patricia O'Connor. 1960. 50 p. 25 cents

Describes techniques for beginning classes at the secondary school level, based in part on the author's experience with an English language teaching project in Japan in 1957-58.

FS 5.227: 27004

MODERN FOREIGN LANGUAGES: A Counselor's Guide. Marjorie C. Johnston and Ilo Remer. 1960. 67 p. 30 cents

For guidance workers, teachers, principals, and parents responsible for helping high school students plan their programs. Appendix includes entrance and course requirements for B.A. and B.S. degrees, list of languages and estimated number of native speakers of each.

FS 5.227: 27005

MODERN FOREIGN LANGUAGES IN THE HIGH SCHOOL. Marjorie C. Johnston. 1958, reprinted 1960. 166 p. \$1

Includes papers presented at a conference held in May 1957 to consider how modern foreign language programs in high school may be redesigned to serve the increased need for foreign languages, the changing character of foreign language teaching, new objective and evaluative techniques, teacher preparation and professional growth.

FS 5.227: 27007

MODERN FOREIGN LANGUAGES IN THE ELEMENTARY SCHOOL: Teaching Techniques. Elizabeth Keesee. 1960. 65 p. 45 cents

Describes a variety of teaching techniques now in use and gives examples of types of materials that have been developed for language habit formation in introducing a second language to elementary school children.

**Health, Physical Education,
Recreation
(28000-28999)**

FS 5.20: G91

CLASSROOM GROWTH RECORD. 1948.

10 cents

A blank chart and text designed for elementary schools; may also be used successfully at the junior high school level. A 28- x 17-inch poster.

FS 5.2: G14

GAMES AND SELF-TESTING ACTIVITIES FOR THE CLASSROOM. Elsa Schneider. 1949.

12 p. 10 cents

Describes activities involving balance, agility, strength, flexibility, endurance, and fun. Many of these games can be carried on in limited space with little or no equipment.

FS 5.7/a: P847

GOOD POSTURE FOR BOYS AND GIRLS.

Helen Manley. Reprint from School Life, November 1947. 2 p. 5 cents

Describes good posture: gives tests for posture, causes of poor posture, a list of "do's and don'ts" for parents and teachers, and suggests useful exercises. Designed for elementary schools, but equally applicable to the secondary-school level.

FS 5.3: 952/20

HEALTH SERVICES IN CITY SCHOOLS.

Holger F. Kilander. 1952. 68 p. 25 cents

A series of studies showing the present status of many phases of school health services in 3,430 cities having a population of 2,500 or more in the continental United States. Undertaken in cooperation with the U.S. Public Health Service and the American Medical Association.

FS 5.3: 959/15

PHYSICAL EDUCATION IN URBAN ELEMENTARY SCHOOLS. Elsa Schneider. 1959.

91 p. 45 cents

Reports on replies to a questionnaire concerning teachers, curriculum and scheduling, methods of measuring children's progress, and health and physical education facilities and equipment available in city schools.

FS 5.7/a: So. 16

SODIUM FLUORIDE GOES TO SCHOOL. V. R.

Sill. 3 p. Reprint from School Life, May 1949. 5 cents

Tells how the U.S. Public Health Service brought sodium fluoride to the attention of medical people and set up demonstration teams,

operating in 28 States, the District of Columbia, Hawaii, Alaska, and Puerto Rico, to show the techniques of applying sodium fluoride to the teeth of school children.

FS 5.3: 28001

TEACHERS CONTRIBUTE TO CHILD HEALTH.

Elsa Schneider and Simon A. McNeely. 1951; reprinted 1960. 44 p. 25 cents

Discusses the teacher's contribution to physical, mental, emotional and school health.

**Mathematics, Science
(29000-29999)**

FS 5.3: 954/9

CURRICULUM MATERIALS IN HIGH SCHOOL MATHEMATICS. Kenneth E. Brown.

1954. 40 p. 20 cents

Analyses 135 courses of study, covering general characteristics of local and State curriculum guides; compares State guides from 1932 to 1952, and discusses methods of developing curriculum materials.

FS 5.3: 952/15

EDUCATION FOR THE TALENTED IN MATHEMATICS AND SCIENCE. Kenneth E.

Brown. 1952; reprinted 1957. 34 p. 15 cents

Provides a resumé of ideas on the subject by outstanding leaders in education, government, and industry.

FS 5.4: 533

MATHEMATICS AND SCIENCE EDUCATION IN U.S. PUBLIC SCHOOLS. J. Dan Hull.

Seerley Reid, Paul E. Blackwood, Kenneth Brown, and Ellsworth S. Obourn. 1958. 97 p. 65 cents

Report of a conference held in Washington in 1958 to develop guidelines for program appraisal in the teaching of mathematics and science and to evaluate various proposals for changes in school programs. Papers of certain participants and a summary of the conference are included.

FS 5.3: 953/5

MATHEMATICS IN PUBLIC HIGH SCHOOLS.

Kenneth E. Brown. 1953. 47 p. 25 cents

Contains information on enrollments, typical course offerings, size of classes, number of teachers, field trips, length of class periods, and other pertinent data for the school year

1951-52 and the first semester of 1952-53, on grades 7-12 in 857 public high schools selected at random.

FS 5.17: 120

OFFERINGS AND ENROLLMENTS IN SCIENCE AND MATHEMATICS IN PUBLIC HIGH SCHOOLS, 1956. Kenneth E. Brown, Ellsworth S. Obourn, and Marguerite Klutte. 1958. 44 p. 25 cents

Reports on the offerings and enrollments in schools participating in a 1954 study and compares 1954 and 1956 data. Includes the number and percent of schools offering various mathematics and science courses and the number and percent of students enrolled in the courses.

FS 5.17: 118

OFFERINGS AND ENROLLMENTS IN SCIENCE AND MATHEMATICS IN PUBLIC HIGH SCHOOLS (1954). Kenneth E. Brown. 1956. 24 p. 15 cents

Presents data based on replies to queries sent out to 2,375 public high schools. Covers enrollments in courses, ratio of boys and girls, and size of classes.

FS 5.4: 575

QUALIFICATIONS AND TEACHING LOADS OF MATHEMATICS AND SCIENCE TEACHERS IN MARYLAND, NEW JERSEY, AND VIRGINIA. Kenneth E. Brown and Ellsworth S. Obourn. 1959. 101 p. 70 cents

Establishes a pattern for possible future studies in other States to assess the qualifications of teachers of these subjects. A pilot study in cooperation with the National Science Foundation.

FS 5.30: 17

SCIENCE FACILITIES FOR SECONDARY SCHOOLS: Guiding Principles and Suggestions for Planning and Developing Instructional Facilities for Science Teaching. Phillip G. Johnson and others. 1952; reprinted 1956. 38 p. 25 cents

Discusses planning space and facilities, location of science rooms, design of science and other facilities. Includes a checklist and bibliography, some floor plans, and illustrations.

FS 5.3: 955/4

THE SUPERIOR PUPIL IN JUNIOR HIGH SCHOOL MATHEMATICS. Earl M. McWilliams. 1955. 57 p. 25 cents

Suggests ways of identifying the superior pupil and methods of providing for his needs

through classroom-enrichment programs, out-of-school activities, scholarships, special schools, special classes, individual acceleration, and the use of community resources and guidance services.

FS 5.3: 952/9.

THE TEACHING OF GENERAL BIOLOGY IN PUBLIC HIGH SCHOOLS OF THE UNITED STATES: An Inquiry Into Offerings, Enrollments, Course Organization, Facilities, Equipment, and Expenditures, 1949-50. W. Edgar Martin. 1952. 48 p. 25 cents.

Covers enrollment in the courses, the number of teachers, course organization, nature of laboratory work, equipment used, appropriations for supplies, innovations, and general problems.

FS 5.3: 950/9.

THE TEACHING OF SCIENCE IN PUBLIC HIGH SCHOOLS: An Inquiry Into Offerings, Enrollments, and Selected Teaching Conditions, 1947-48. Phillip G. Johnson. 1950. 48 p. 20 cents.

Reports enrollments in general science, biology, chemistry, and physics; additional science offerings, number of teachers serving these pupils, class size, grade placement of science subjects, time allotments for recitation and laboratory, and related problems.

FS 5.229: 29000

ANALYSIS OF RESEARCH IN THE TEACHING OF SCIENCE, July 1956-July 1957. Ellsworth S. Obourn and Charles I. Koelsche. 1959. 46 p. 25 cents.

Summarizes and interprets research in science teaching at the elementary, secondary, and college levels; selected from a list of abstracts of published and unpublished studies for the period specified; an annual appraisal.

Also available:

FS 5.3: 958/7

_____, July 1955-July 1956. 1958, 55 p. 25 cents

FS 5.229: 29006

GENERAL FACILITIES AND EQUIPMENT. (Part I, Science and Mathematics in Public High Schools, 1958). Ellsworth S. Obourn and Kenneth E. Brown. 1960. 70 p. 30 cents.

Undertakes to supply data helpful in locating and showing the nature of shortages of facilities in public high schools of different types and sizes and to point the way to effective

tive use of funds now available through the National Defense Education Act.

FS 5.229: 29007

ANALYSIS OF RESEARCH IN THE TEACHING OF MATHEMATICS, 1957 and 1958. Kenneth E. Brown and John J. Kinsella. 1960. 50 p. 25 cents.

Reports on studies of content and/or method in the teaching of mathematics in elementary school, high school, and college, making available the results of research reported to the Office of Education as an aid to researchers and classroom teachers in an effort to improve the teaching of mathematics.

Also available:

FS 5.3: 958/4

_____, 1955 and 1956. 73 p. 25 cents.

FS 5.229: 29011

TEACHING ELEMENTARY SCIENCE: Suggestions for Classroom Teachers. Glenn Blough and Paul E. Blackwood. 1948; reprinted 1960. 40 p. 20 cents.

Suggests practical methods for showing the place of science in the lives of children and in the elementary school program.

See also:

Facilities and Equipment for Science and Mathematics (21000)

Research Problems in Mathematics Education (12008)

Language Arts (30000-30999)

FS 5.3: 955/3

ANNOTATED BIBLIOGRAPHY FOR TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE. Robert Lado. 1955. 224 p. 65 cents

Lists material useful in specific teaching situations, general information about the English language, books on teaching English as a foreign language, tests and testing, foreign language teaching in general, language and linguistics, and academic and cultural orientation. One section for students includes materials dealing with specific language backgrounds.

FS 5.3: 958/13

ENGLISH LANGUAGE ARTS IN AMERICAN HIGH SCHOOLS. Arno Jewett. 1958. 122 p. 50 cents

A survey which includes the four major areas of writing, speaking, listening, and reading; tells how language-arts curriculum committees function, and points out some of the major changes which have occurred in the high school language arts curriculum in the past 25 years or so.

FS 5.3: 952/7

HOW CHILDREN LEARN TO READ. Helen K. Mackintosh. 1952. 16 p. 15 cents

Describes the teacher's part in children's reading experiences and ways parents can help to make the learning-to-read years of the child's life happy and successful. Explains the reading process and tells how methods of teaching beginners to read have changed.

FS 5.3: 953/2

HOW CHILDREN LEARN TO WRITE. Helen K. Mackintosh and Wilhelmina Hill. 1953. 24 p. 15 cents

Contains suggestions for the teacher who wants to use sound methods in teaching children to express themselves in writing; shows that developing written expression begins simply with young children and grows during each year of elementary school according to each child's individual rate of progress.

FS 5.3: 957/10

IMPROVING READING IN THE JUNIOR HIGH SCHOOL. Arno Jewett. 1957. 165 p. 60 cents

Methods of teaching developmental and remedial reading to help teachers, supervisors, administrators, and others improve the quality of reading done by junior high school pupils.

Social Studies (31000-31999)

FS 5.231: 31000

SOCIAL STUDIES IN THE ELEMENTARY SCHOOL PROGRAM. Wilhelmina Hill. 1960. 110 p. 50 cents

Describes ways in which elementary schools are adjusting the social studies curriculum to life in an aerospace age and giving increased attention to international understanding.

See also:

Writers' Handbook for the Development of Educational Materials (14 . . .)

Television in Our Schools (34 . . .)

Other Subjects and Activities
(32000-33000-33999)

FS 5.3: 958/6
BLOCK-TIME CLASSES AND THE CORE PROGRAM IN THE JUNIOR HIGH SCHOOL. Grace S. Wright. 1958. 70 p.
85 cents

Provides information on types of programs, organization and extent of use, as well as suggestions for developing a core program. Part I concerns the extent and characteristics of block-time classes as reported by 487 schools in the samples; part II reports on the practices of 159 of the schools whose principals reported block-time classes that have the characteristics of a core program.

FS 5.7: 85/9/supp.
CITIZENSHIP FOR AN ATOMIC AGE. George L. Glasheen and Mattie A. Pinette, U.S. Atomic Energy Commission; Ryland W. Crary and Dana B. Roblee, Federal Civil Defense Administration. 1953. 16 p. 15 cents

Nine articles in a special issue of *School Life* concerning the future role of today's youngsters.

FS 5.3: 957/16
CONSERVATION EXPERIENCES FOR CHILDREN. Effie G. Bathurst and Wilhelmina Hill. 1957. 192 p. 75 cents

Tells how children of the United States are learning to conserve the Nation's reserves of soil, water, forests, fish, wildlife, minerals, and other natural resources. Describes numerous practices which have been effective. Intended chiefly for teachers and supervisors.

FS 5.3: 952/5
CORE CURRICULUM DEVELOPMENT: Problems and Practices. Grace S. Wright. 1952. 104 p. 35 cents

Reports core practices in 519 schools and gives examples of how problems reported by principals are being successfully met in some schools.

FS 5.3: 951/2
CULLODEN IMPROVES ITS CURRICULUM: New Enterprises in Education Series. Lucille McGraw Richmond. 1951. 24 p. 15 cents

Tells how pupils and staff of this elementary school took a critical look at their unsatisfactory formal school program and decided to change to a program that would meet home and community needs of boys and girls.

FS 5.3: 954/10
EDUCATING CHILDREN IN GRADES SEVEN AND EIGHT. Gertrude M. Lewis. 1954; reprinted 1957. 99 p. 85 cents

Reports on the needs of children commonly found in these grades and the teaching practices, administration, supervision, and facilities.

FS 5.3: 950/4
EXTRACLASS ACTIVITIES FOR ALL PUPILS. Ellsworth Tompkins. 1950. 54 p. 25 cents

Deals with the organization, administration, supervision and evaluation of part-time activities in secondary schools. Reports practices in 42 large high schools, extent of pupil participation, types of activities, desirable elements in a balanced program.

FS 5.3: 954/12
HOW CHILDREN CAN BE CREATIVE. Wilhelmina Hill, Helen Mackintosh, and Arne Randall. 1954. 23 p. 15 cents

Designed to help teachers and parents understand how children in elementary-school classrooms can create songs, poems, stories, rhythms, dances, pictures, handicrafts, and other art forms.

FS 5.3: 951/9
HOW CHILDREN LEARN ABOUT HUMAN RIGHTS. Wilhelmina Hill and Helen K. Mackintosh. 1951. 16 p. 15 cents

Illustrates what is being done in the study of human rights in elementary schools in various parts of the United States.

FS 5.3: 951/7
HOW CHILDREN USE ARITHMETIC. Effie G. Bathurst. 1951. 13 p. 15 cents

Discusses teaching methods growing out of recent research and ideas and practices reported by teachers or observed in various classrooms. Illustrates means by which the subject can be made more meaningful to boys and girls.

FS 5.4: 335
LIFE ADJUSTMENT EDUCATION IN THE AMERICAN CULTURE. 1952. 95 p. 30 cents

Report of the National Work Conference on Life Adjustment Education, Washington, D.C., October 8-10, 1951, concerning the individual and social problems of living faced by American youth. Deals with manpower and wartime citizenship, home and family living, economic understanding, and teacher education.

- FS 5.2: Sca. 65/9
OPEN DOORS TO CHILDREN: Extended School Services. Margaret T. Hampel and Hazel F. Gabbard. 1945. 32 p. 15 cents
 Guide for teachers and school administrators in making plans for extending school services to meet community play requirements of youth aged 6-14.
- FS 5.3: 949/12
THE PLACE OF SUBJECTS IN THE CURRICULUM. Effie G. Bathurst, Paul E. Blackwood, Helen K. Mackintosh, and Elsa Schneider. 1949. 33 p. 20 cents
 Describes a day with a group of fourth grade boys and girls; illustrates what happens in a classroom in the course of a school day.
- FS 5.34: 7
TEACHING NUTRITION IN THE ELEMENTARY SCHOOL. Ruth Wood Gavian and others. 1955. 32 p. 25 cents
 Contains suggestions for developing an effective program in the elementary schools and lists up-to-date sources of nutrition information—bulletins, articles, and books.
- FS 5.3: 957/5
WORK EXPERIENCE EDUCATION PROGRAMS IN AMERICAN SECONDARY SCHOOLS. Dewitt Hunt. 1957. 94 p. 45 cents
 Designed to serve the local school official who wants to initiate a work-experience education program or to evaluate a program already in operation; suggests methods of integrating the normal work activities of children and youth in the school program.
- FS 5.232: 32000
EDUCATING CHILDREN IN GRADES FOUR, FIVE AND SIX. Gertrude M. Lewis. 1958; reprinted 1960. 216 p. \$1
 Outlines characteristics of children from 9 through 11 and suggests school programs to help meet the social, emotional, physical, and academic needs of children of this age.
- FS 5.232: 32002
HOW CHILDREN LEARN TO THINK. Paul E. Blackwood. 19 p. 1951; reprinted 1960. 15 cents
 Develops some principles about thinking and problem solving in the classroom; demonstrates that opportunities are found in all phases of the school program but require skillful teaching to stimulate thinking.
- FS 5.232: 32003
HOW CHILDREN USE THE COMMUNITY FOR LEARNING. Effie G. Bathurst. 1953; reprinted 1960. 46 p. 25 cents
 Describes the work of an Ohio urban elementary school of 450 pupils with no regular supervision as it worked through 1950-52 to better its curriculum.
- FS 5.233: 33005
CURRICULUM RESPONSIBILITIES OF STATE DEPARTMENTS OF EDUCATION. Howard H. Cummings and Helen K. Mackintosh. 1958; reprinted 1960. 76 p. 55 cents
 Gives major attention to processes whereby a curriculum is designed and implemented. A status report on current practices to help State departments of education in further curriculum development.
- FS 5.233: 33006
PREPARING YOUR CHILD FOR SCHOOL. Hazel F. Gabbard. 1957; reprinted 1960. 24 p. 15 cents
 Planned as a guide to help parents understand their responsibility in guiding the child's early learning experiences to assure him of a fine start in school.
- FS 5.233: 33007
DRAMA WITH AND FOR CHILDREN. Winifred Ward. 1960. 30 cents
 Offers guidance in the art of creative drama and gives some assistance for those who wish to give plays for children. Includes methods for guiding children in creative dramatics and for establishing a children's theater in a community.
- FS 5.233: 33008
WHERE CHILDREN LIVE AFFECTS CURRICULUM. Effie G. Bathurst. 1950; reprinted 1960. 77 p. 30 cents
 Points out effects of environment on curriculum requirements.
- FS 5.233: 33009
EXTRACLASS ACTIVITIES IN AVIATION, PHOTOGRAPHY, RADIO FOR SECONDARY SCHOOL PUPILS. Willis C. Brown. 1956; reprinted 1960. 48 p. 25 cents
 Offers suggestions for school administrators and sponsors of club activities in these three fields, to help improve existing programs or

help to start them in schools where they do not exist. Lists cooperating agencies.

See also:

- Boys and Girls Study Homemaking and Family Living (83 . . .)
- Broadening the Services of Small High Schools (86 . . .)
- Curriculum Adjustments for the Mentally Retarded (85 . . .)
- Distributive Education for Youth: Work-Experience Laboratories (82 . . .)
- Educating the More Able Children in Grades 4, 5, and 6 (85006)
- Education for Freedom as Provided by State Laws (20 . . .)
- Education for Homemaking in Secondary Schools of the United States (83 . . .)
- Factors Affecting the Improvement of Secondary Education (20 . . .)
- Gifted Student, The (85016)
- Guide for Improving Safety Education Programs in School Shop, A (84004)
- Home, School, and Community Experience in the Homemaking Program (83 . . .)
- Modern Ways in One- and Two-Teacher Schools (83002)
- Offerings and Enrollments in High School Subjects (24 . . .)
- Offerings and Enrollments in Science and Mathematics in Public High Schools (29 . . .)
- Quantity Food Preparation: A Curriculum Guide (84 . . .)
- Retarded Child Goes to School, The (85000)
- School Lunch: Its Educational Contribution (20 . . .)
- School Shop—Learn Safe Work Habits Here (84 . . .)
- Strengthen Schools for the 60's (20019)
- Study of Curriculum Development in the High School Cooperative Program (82000)
- Teaching About the United Nations (14 . . .)

- Teaching Rapid and Slow Learners in High School (85 . . .)
- Training for Quantity Food Preparation (84 . . .)
- World Understanding Begins With Children (14 . . .)

Audiovisual Aids
(34000-34999)

FS 5.3:959/4

- A DIRECTORY OF 8660 16MM FILM LIBRARIES. Seerley Reid, Anita Carpenter, and Annie Rose Daugherty. 1959. 236 p. \$1

Lists by State and city various companies, institutions, and organizations which lend or rent 16mm films to groups within the United States for noncommercial educational use. The sixth of a series begun in 1948.

FS 5.6/2: T 23

- EDUCATIONAL TELEGUIDE: References for Education by Television. Franklin Dunham. 1959. 79 p. 30 cents

Lists channels of noncommercial stations, by State and city, closed-circuit facilities, organizations concerned with educational TV, publications, and sources of research.

FS 5.3:950/1

- 102 MOTION PICTURES ON DEMOCRACY. Seerley Reid. 1950. 51 p. 20 cents

Annotated bibliography of motion pictures on democratic processes; includes specific instructions on purchasing, renting, and borrowing films.

FS 5.3:952/18

- RADIO AND TELEVISION BIBLIOGRAPHY. Gertrude G. Broderick. 1958. 48 p. 25 cents

Annotated lists of books devoted to broad historical, philosophical, and sociological aspects of educational radio and television. Includes books dealing with vocational training, collections of scripts and plays, and related periodicals.

FS 5.3:957/21

- TELEVISION IN EDUCATION. Franklin Dunham, Ronald R. Lowdermilk, and Gertrude G. Broderick. 124 p. 1957. 55 cents

Points out potential benefits of closed and open-circuit stations devoted to education. Also indicates the growth of various types of

stations, lists foundations supporting such endeavors, and presents samples of programs.

FS 5.3:952/16/rev. 2

TELEVISION IN OUR SCHOOLS. Franklin Dunham and Ronald R. Lowdermilk. 38 p. rev. 1956. 20 cents

Points up potential of TV as an educational device in schools and colleges, particularly in social studies or language arts.

U.S. GOVERNMENT FILMS FOR PUBLIC EDUCATIONAL USE. Seerley Reid and others. 1955. 651 p. \$1.75

Lists and describes more than 4,000 motion pictures and filmstrips; includes a subject index and general information about film-television services, availability of films for foreign use, and sources from which to borrow, rent, or buy U.S. Government films.

Also available:

FS 5.3:957

Supplement No. 1. 1957. 91 p. 35 cents

FS 5.234:34003

KEY AUDIOVISUAL PERSONNEL IN PUBLIC SCHOOL AND LIBRARY SYSTEMS IN STATES AND LARGE COLLEGES AND UNIVERSITIES, 1959-60. Annie Rose Daugherty. 1960. 94 p. 35 cents

Names persons having responsibility for the audiovisual programs of 787 agencies and institutions: State departments of education, State library agencies, large city school and public library systems, and large colleges and universities. The 8th annual compilation.

FS 5.234:34004

RADIO AND TELEVISION: A Selected Bibliography. Patricia Beall Hamill. 1960. 39 p. 25 cents

Lists, with annotations, publications reporting findings of research and experimentation and significant contributions to the educational applications of radio, television, and motion pictures.

See also:

Business-Sponsored Home Economics Teaching Aids (83 . . .)

Extraclass Activities in Aviation, Photography, and Radio for Secondary School Pupils (83009)

Three-Dimensional Teaching Aids for Trade and Industrial Education (84 . . .)

Exceptional Children Special Education (35000-35999)

FS 5.3:959/5

CHILDREN WITH SPEECH AND HEARING IMPAIRMENT. Wendell Johnson. 1959. 32 p. 20 cents

Concerns the problems and opportunities for service in meeting the urgent educational needs of an estimated 1.5 million school-age children with speech and hearing impairment.

FS 5.3:954/13

COLLEGE AND UNIVERSITY PROGRAMS FOR THE PREPARATION OF TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 1954. 91 p. 35 cents

Reports current opportunities in the United States in this special field and gives information on programs now in operation.

FS 5.20:C43

CREED FOR EXCEPTIONAL CHILDREN. Leonard Mayo. 155. 10 cents

Poster, 18 x 12.3 in., resulting from a conference on qualification and preparation of teachers of exceptional children.

FS 5.3:950/2

CURRICULUM ADJUSTMENTS FOR THE MENTALLY RETARDED: A Guide for Elementary and Secondary Schools. Elise H. Martens. 1950. 100 p. 45 cents

Outlines such subjects as physical and mental health, social and civic experiences, and the development of skill in science, art, and manual operations.

FS 5.7/a:Ex. 22

EXCEPTIONAL YEARS FOR EXCEPTIONAL CHILDREN. Romaine P. Mackie 1958. 8 p. 10 cents

Brief review of advances toward solving problems related to the education of exceptional children and projects and studies planned for 1958 showing major progress in research and in securing specialized personnel.

FS 5.7/2:H191

HELPING THE HANDICAPPED—An Investment in the Nation's Future Manpower. Romaine P. Mackie. 1952. 4 p. 5 cents

Series of 16 photographs, with explanations, published by *School Life* to show how schools can contribute to the best possible development of children with handicaps.

- FS 5.17:112
SOME PROBLEMS IN THE EDUCATION OF HANDICAPPED CHILDREN. Romaine P. Mackie. 1952. 12 p. 15 cents
 Points out many problems in this field and includes case histories of several crippled children in public schools.
- FS 5.3:958/10
TEACHERS OF CHILDREN WHO ARE BLIND. Romaine P. Mackie and Lloyd M. Dunn. 1955; reprinted 1958. 109 p. 40 cents
 A study of the distinctive competencies needed for the teacher to help bring the blind child's immediate environment into focus for him and bring learning experiences within arm's reach.
- FS 5.3:955/6
TEACHERS OF CHILDREN WHO ARE DEAF. Romaine P. Mackie and Lloyd M. Dunn. 1955. 87 p. 35 cents
- FS 5.3:954/1
STATE CERTIFICATION REQUIREMENTS FOR TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 1954. 60 p. 25 cents
 Reviews the need for professional standards and the existing certification requirements for teachers of various types of exceptional children; concludes with some opinions concerning State standards and desirable certification procedures.
- FS 5.3:959/24
TEACHERS OF CHILDREN WHO ARE HARD OF HEARING. Romaine P. Mackie and Don A. Harrington. 1959. 70 p. 35 cents
 Defines hard of hearing children as those with hearing problems whose total achievement in hearing, speech, and language permit them to function satisfactorily with or without a hearing aid in a school with normally hearing children.
- FS 5.3:957/3
TEACHERS OF CHILDREN WHO ARE MENTALLY RETARDED. Romaine P. Mackie and Lloyd M. Dunn. 1957. 97 p. 45 cents
 Presents national opinion of recognized professional workers on the special competencies needed by teachers in this field and some of the professional experiences helpful in developing those competencies.
- FS 5.3:956/4
TEACHERS OF CHILDREN WHO ARE PARTIALLY SEEING. Romaine P. Mackie and Edith Cohoe. 1956. 71 p. 30 cents
 Includes a survey of competencies of teachers and suggested areas for research. Part of the larger study on qualification and preparation of teachers of exceptional children.
- FS 5.3:954/5
TEACHING RAPID AND SLOW LEARNERS IN HIGH SCHOOLS. Arno Jewett and J. Dan Hull. 1954. 97 p. 35 cents
 Includes chapters on administrative provisions for rapid and slow-learning pupils, techniques used in identifying both types, and instructional provisions in various subjects.
- FS 5.235:35000
THE RETARDED CHILD GOES TO SCHOOL. Harold M. Williams. 1960. 24 p. 15 cents
 Describes the educational needs of the retarded child and the major ways in which schools are attempting to meet those needs.
- FS 5.235:35002
PREPARATION OF MENTALLY RETARDED YOUTH FOR GAINFUL EMPLOYMENT. Romaine P. Mackie, Harold M. Williams, Donald H. Dabelstein, Joseph M. LaRocca, and Rick F. Heber. 1959. 86 p. 35 cents
 Contains sections on public school responsibilities, vocational rehabilitation, a conference report, and summary descriptions of several programs in operation.
- FS 5.235:35005
MOTOR CHARACTERISTICS OF THE MENTALLY RETARDED. Robert J. Francis and G. Lawrence Rarick. 1960. 40 p. 20 cents
 Reports on a study designed to obtain information on the gross motor abilities of groups of mentally retarded (mongoloid and familial) institutionalized children and children in special classes in public schools; includes comparison with published norms for normal children. First of a series of cooperative research monographs.
- FS 5.235:35006
EDUCATING THE MORE ABLE CHILDREN IN GRADES FOUR, FIVE, AND SIX. Gertrude M. Lewis. 1960. In press.
 Highlights the characteristics of children in these grades and good school programs for

them, for teachers in service and in pre-service education.

FS 5.235: 35008

SPECIAL EDUCATION PERSONNEL IN STATE DEPARTMENTS OF EDUCATION. Romaine P. Mackie and Walter E. Snyder. 1956; reprinted 1960. 49 p. 30 cents

Concerns State directors and specialists dealing with legislation, finances, and the training of personnel in special education, as an aid to the development and improvement of standards for State leaders in this field.

FS 5.235: 35009

DIRECTORS AND SUPERVISORS OF SPECIAL EDUCATION IN LOCAL SCHOOL SYSTEMS. Romaine P. Mackie and Anna M. Engel. 1955; reprinted 1960. 72 p. 30 cents

Part of the study on qualification and preparation of teachers of exceptional children, in recognition of the need for qualified personnel to give leadership to special education programs in local school systems.

FS 5.235: 35010

SPEECH CORRECTIONISTS: The Competencies They Need for the Work They Do. Romaine P. Mackie and Wendell Johnson. 1957; reprinted 1960. 77 p.

45 cents

Reports on the competencies necessary for speech correctionists, to locate children with speech handicaps—the largest single group of handicapped school children—and plan an effective speech correction schedule, correlating their activities with the rest of the school program and employing up-to-date diagnostic and remedial procedures.

FS 5.235: 35012

EDUCATION OF THE SEVERELY RETARDED CHILD. Harold M. Williams and J. E. Wallace Wallin. 1959; reprinted 1960. 25 p.

15 cents

Consists of a bibliography of more than 300 titles on the training and education of severely retarded children.

FS 5.235: 35013

TEACHERS OF CHILDREN WHO ARE SOCIALLY AND EMOTIONALLY MALADJUSTED. Romaine P. Mackie, William C. Kvaraceus, and Harold M. Williams. 1957; reprinted 1960. 92 p.

45 cents

Attempts to give serious consideration to the appropriate role of the teacher in helping children who have unusual difficulty in maintaining satisfactory interpersonal relationships.

FS 5.235: 35014

THE FORWARD LOOK: The Severely Retarded Child Goes to School. Arthur S. Hill. 1952; reprinted 1960. 54 p.

25 cents

Contains information and suggestions for school personnel on the problems to consider in establishing and maintaining special programs for severely retarded children—how to identify the children who should be served, how to integrate the program with community medical and social welfare services, and various administrative problems.

FS 5.235: 35015

STATISTICS OF SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN, 1952-53. (Biennial Survey ch. 5). Arthur S. Hill and Mabel C. Rice. 1954; reprinted 1960. 78 p.

30 cents

Represents rather complete coverage of data on staff and students in public day school special education in continental United States (excluding services to home-bound, hospitalized, and socially maladjusted children); based on a 99.44-percent response to a questionnaire from rural and urban districts maintaining special education programs.

FS 5.235: 35016

THE GIFTED STUDENT: Research Projects Concerning Elementary and Secondary School Students. 1960. 83 p.

35 cents

Contains reports of four research projects on gifted students, including a study of creativity as well as IQ, identification, classroom behavior, motivation patterns, and opportunities for further research. Second of a series of cooperative research monographs.

FS 5.235: 35018

TEACHERS OF CRIPPLED CHILDREN AND TEACHERS OF CHILDREN WITH SPECIAL HEALTH PROBLEMS. Romaine P. Mackie and Frances P. Connor. 1960.

In press.

Presents the opinions of experienced educators on questions related to the specialized competencies needed to effectively teach children who are crippled or who have special health problems (such as chronic illnesses, cardiac conditions, or pulmonary tuberculosis) and how best to develop those competencies.

See also:

Education for the Talented in Mathematics and Science (29 . . .)

State and Nonpublic Schools, The (20 . . .)

Statistics of Nonpublic Secondary Schools, 1947-48 (20 . . .)
 Superior Pupil in Junior High School Mathematics, The (29 . . .)

Rural Education
 (36000-36999)

FS 5.3: 948/9

BROADENING THE SERVICES OF SMALL HIGH SCHOOLS. Walter H. Gaumnitz and Grace S. Wright. 1958. 45 p.
 25 cents

Suggests means by which small high schools can broaden their services to rural youth.

FS 5.4: 446

SALARIES AND OTHER CHARACTERISTICS OF BEGINNING RURAL SCHOOL TEACHERS, 1953-54. Wells Harrington and Mabel C. Rice. 1955. 16 p.
 20 cents

Obtains by a sampling technique information regarding the salaries and other characteristics of new teachers in small rural districts.

FS 5.4: 529

STATISTICS OF PUBLIC SCHOOL SYSTEMS IN 101 OF THE MOST RURAL COUNTIES, 1955-56. 23 p. Walter H. Gaumnitz and others.
 20 cents.

Presents for the first time data for individual rural school systems on the basis of a direct collection of information.

FS 5.4: 565

STATISTICS OF RURAL SCHOOLS: A U.S. Summary, 1955-56. Mary Anne Harvey. 1959. 17 p.
 20 cents

Summarizes statistical data such as enrollment, teachers, salaries, and school size in the public schools of rural counties, from information collected for the 1954-56 Biennial Survey. The second in the rural school survey series.

FS 5.3: 955/11

SUPERVISION IN RURAL SCHOOLS: A Report on Beliefs and Practices. Jane Franseth. 1955. 44 p.
 25 cents

Analyses principles of effective supervision and leadership in rural schools.

FS 5.236: 36000

SELECTED INDEXES OF RURAL SCHOOL FINANCE IN THE UNITED STATES, 1955-56. Walter H. Gaumnitz. 1959. 19 p.
 20 cents

Deals with four aspects of school finance in rural counties: (1) annual salaries of instructional staff, (2) total per pupil expenditures (3) expenditures for pupil transportation, and (4) relationship between school salaries and family incomes. Third of the rural school survey series.

FS 5.236: 36001

SMALL SCHOOLS ARE GROWING LARGER: A Statistical Appraisal. Walter H. Gaumnitz. 1959. 21 p.
 20 cents

Concerns the status and trends in school districts, school systems, and staffs and classes in various parts of the United States, with special reference to the rural counties, and the relationship of these factors and geographic conditions to school organization and administration. Fourth of the rural school survey series.

FS 5.236: 36002

MODERN WAYS IN ONE- AND TWO-TEACHER SCHOOLS. Effie G. Bathurst and Jane Franseth. 1951; reprinted 1957 and 1960. 48 p.
 20 cents

Describes practices that help rural boys and girls get a good education; emphasizes teaching procedures, and cooperative activities.

See also:

Education Directory: Counties and Cities (20006)

Education in Rural and City School Systems (20 . . .)

Educational Change in Reorganized School Districts (20 . . .)

Local Planning for Better School Districts (20 . . .)

Organizing Districts for Better Schools (20 . . .)

School District Reorganization (20 . . .)

Selected Characteristics of Reorganized School Districts (20 . . .)

State Plans Under the Library Services Act (15012)

Statistical Survey of School District Organization in the United States (20 . . .)

Statistics of Local School Systems, 1955-56—County Units (20 . . .)

Rural Counties (20 . . .)

Statistics of Special Education for Exceptional Children (35015)

Higher Education

ADMINISTRATION AND STATISTICS

General
(50000-50999)

FS 5.2: Ac 2/2

ACCREDITATION IN HIGHER EDUCATION.
Lloyd E. Blauch. 1959. 247 p.
\$2.50 (cloth); \$1.50 (paper)

Explains the nature, purposes, and processes of accreditation as applied to higher education in the United States; includes chapters on accreditation by State and regional agencies and accreditation of education for various professions.

FS 5.8: 957/1

ACCREDITED HIGHER INSTITUTIONS, 1956.
Theresa Birch Wilkins. 1957; reprinted 1958. 109 p. 55 cents

Lists institutions accredited by nationally recognized and professional agencies and by State agencies, as of 1956. Tenth of a series. See also 50012.

Pr. 84.8: Ed. 8/957

SECOND REPORT TO THE PRESIDENT. 1957.
108 p. 55 cents

Contains a survey of the needs for increasing the number of teachers and for assistance to students; recommends certain Federal activities to provide leadership, data, and services. Report of a committee appointed in 1956 to study the problems of education beyond the high school.

FS 5.23: 954-56/ch. 4, sec. 1

STATISTICS OF HIGHER EDUCATION: 1955-56. Faculty, Students, and Degrees. (Biennial Survey) Henry G. Badger and M. Clemens Johnson. 1958. 152 p. 60 cents

Contains an account of the historical development of higher education, faculty and students by institution and classification, and an analysis of degrees by level, field, and sex of recipient. A continuation of the series begun in the 1869-70 academic year.

Also available:

FS 5.23: 952-54/ch. 4, sec. 1

1953-54. 142 p. 45 cents

FS 5.23: 950-52/ch. 4, sec. 1

1951-52. 102 p. 35 cents

FS 5.23: 954-56/ch. 4, sec. II

STATISTICS OF HIGHER EDUCATION, 1955-56; Receipts, Expenditures, and Property (Biennial Survey, ch. 4, sec. II). Henry G. Badger and Mabel C. Rice. 1959. 177 p. 65 cents

Examines general trends on income, expenditures, and property in higher education institutions in the United States. Tabulation includes data for universities, liberal arts colleges, teachers colleges, technological schools, theological and other professional schools, and junior colleges.

Also available:

FS 5.23: 952-54/ch. 4, sec. 2

1953-54. 137 p. 55 cents

FS 5.23: 950-52/ch. 4, sec. 2

1951-52. 101 p. 35 cents

FS 5.23: 948-50/ch. 4, sec. 2

1949-50. 61 p. 20 cents

FS 5.4: 448

STATISTICS OF NEGRO COLLEGES AND UNIVERSITIES: 1951-52 and Fall of 1954. Henry G. Badger. 1955. 16 p. 20 cents

Presents briefly faculty, student degrees, finances, and comparisons of Negro and white institutions.

FS 5.250: 50000

EDUCATION DIRECTORY, 1959-60, Part 3: Higher Education. Theresa Birch Wilkins. 1959. 205 p. 70 cents
(Out of print as of 10/1/60)

Lists chief officers, institutions of higher education, their accreditation, type of program, and enrollment, by State.

FS 5.250: 50002

STATISTICS OF LAND-GRANT COLLEGES AND UNIVERSITIES, Year Ended June 30, 1958. George Lind and Mabel C. Rice. 1959. 141 p. 70 cents

Contains information on faculty, students, degrees, income, expenditures, endowment, and plant facilities of the 68 land-grant institutions. A statistical report issued annually since the academic year 1869-70.

Also available:

FS 5.4: 541

— Year Ended June 30, 1957. 101 p.
55 cents

FS 5.3: 958/2

— 1956. 109 p. 50 cents

FS 5.3: 956/10

— 1955. 83 p. 35 cents

FS 5.250: 50004

REPORTER: Clearinghouse of Studies on Higher Education. Winslow R. Hatch and Ann Bennet. 1960. 55 p.

40 cents

Includes studies received from institutions and agencies of higher education prior to August 1, each briefly annotated, under such categories as administration, alumni, extension, extracurricular activities, facilities, faculty, finance, degree requirements, libraries, research, work-study programs.

Also available:

FS 5.4: 562

— 1959. 78 p. 50 cents

FS 5.250: 50005

INDEPENDENT STUDY. (New Dimensions in Higher Education No. 1) Winslow R. Hatch and Ann Bennet. 1960. 36 p.

25 cents

First of a series designed to present the findings of research projects of help to college and university faculties; concerns the implications for greater educational effectiveness of independent study programs for average as well as superior students—the scope, context, and economics of honors programs, independent study, and research needed.

FS 5: 250: 50006

EFFECTIVENESS OF TEACHING. (New Dimensions No. 2) Winslow R. Hatch and Ann Bennet. 28 p. 1960. 20 cents

Reviews research studies since 1955 on class size and teaching methods, stating hypotheses arising from the studies and listing findings of the studies on which the hypotheses are based.

FS 5.250: 50008

SURVEY OF STATE LEGISLATION RELATING TO HIGHER EDUCATION, July 1958 to De-

cember 31, 1959. Ernest V. Hollis, William G. Land, and S. V. Martorana. 1960. 200 p. \$1.25

Presents abstracts of State legislation relating to higher education, as an aid to planning future programs and budgets in higher education. The third of a series.

Also available:

FS 5.4: 552

— July 1, 1957 to June 30, 1958. 115 p.
70 cents

FS 5.4: 511

— July 1, 1956 to June 30, 1957. 104 p.
60 cents

FS 5.250: 50009

SPECIAL REPORTS: Clearinghouse of Studies on Higher Education. Winslow R. Hatch, ed. 1959. 59 p.

40 cents

Assembles summaries of reports of research done by or for institutions of higher education and thought to be particularly significant and timely. Summaries are prepared by the authors of the research.

FS 5.250: 50010

THE EXPERIMENTAL COLLEGE. Winslow R. Hatch. 1960. 13 p. 15 cents

Reports the extent to which experimental programs make use of independent study and new approaches in higher education; explores some of the administrative implications of these new developments. Third of the bulletin series, "New Dimensions in Higher Education."

FS 5.250: 50011

IMPACT OF COLLEGE. Mervin B. Freedman. 1960. 27 p. 15 cents

Reports on recent investigations on the sociology of higher education, to assist college teachers and administrators in assessing their influence on the student and in considering ways to increase their effectiveness in the development of human character.

FS 5.250: 50012

ACCREDITED HIGHER INSTITUTIONS, 1960. Theresa Birch Wilkins. 1960. 120 p.
60 cents

Replaces the 1956 edition in a continuation of the series published at approximately 4-year intervals. Lists institutions of higher education accredited by nationally recognized regional and professional accrediting agencies and by State accrediting agencies, as of the spring of 1960.

FS 5.250:50013

THE MANAGEMENT OF LEARNING. E. D. Duryea. 1960. 37 p. 20 cents

Draws on recent published and unpublished studies to illustrate areas of academic administration which develop new insights into the theory and practice of college and university administration.

FS 5.250:50014

STUDY ABROAD. Irwin Abrams. 1960. 21 p. 15 cents

Sixth in the series *New Dimensions in Higher Education*. Summarizes the general status of programs of group study abroad as of the academic year 1959-60 and the objectives and problems of accreditation and evaluation.

See also:

- Administration of Higher Education (53002)
- American Cooperation with Higher Education Abroad (14 . . .)
- Federal Funds for Education (20 . . .)
- Higher Education (11 . . .)
- Higher Education Planning and Management Data, 1959-60 (53004)
- Proposed Minimum Standards for State Approval of Teacher-Preparing Institutions (58 . . .)
- Report on the National Defense Education Act (10004)
- State Boards Responsible for Higher Education (53005)
- Statistical Summary of Education (10008)
- Statistics of Libraries in Institutions of Higher Education (15 . . .)

Buildings, Equipment
(51000-51999)

FS 5.4: 540

COST AND FINANCING OF COLLEGE AND UNIVERSITY BUILDINGS, 1951-55: Part 1 of College and University Facilities Survey. W. Robert Bokelman and John B. Rork. 1959. 53 p. 45 cents

Reports on expenditures for college and university buildings by region, State, type of in-

stitution, enrollment categories, and function; sources of funds; interest rates, terms, and types of security pledged for buildings completed. The first of 5 proposed reports.

FS 5.251:51000

PLANNING FOR COLLEGE AND UNIVERSITY PHYSICAL PLANT EXPANSION, 1956-70: Part 2 of College and University Facilities Survey. W. Robert Bokelman and John B. Rork. 1960. 112 p. 70 cents

Includes enrollment projections and estimates of requirements and costs for physical facilities (instructional, research, general, auxiliary, and residential) through 1970.

See also:

- Higher Education Planning and Management Data (53004)
- Home Economics in Colleges and Universities: Planning Space and Equipment (83 . . .)
- Foreign Language Laboratories in Schools and Colleges (27 . . .)
- Statistics of Higher Education: Receipts, Expenditures, and Property (50 . . .)
- Statistics of Land-Grant Colleges and Universities (50002)

Finances
(52000-52999)

FS 5.4: 570

COLLEGE AND UNIVERSITY ENDOWMENT INVESTMENTS: A Survey as of June 30, 1958. W. Robert Bokelman, J. Harvey Cain, and Ernest V. Hollia. 1959. 48 p. 35 cents

Studies investment policies and practices and how to preserve and make full use of endowment and other nonexpendable funds. Based on a questionnaire to 200 institutions which have 85 percent of the college and university endowments.

FS 5.4: 571

FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION: Statistical Summary, 1955-56. Herbert S. Conrad, Mabel O. Rice, and George Lind. 1959. 11 p. 15 cents

Summarizes financial statistics on the 1,858 institutions of higher education in the aggregate United States (including Puerto Rico, Canal Zone, and Guam) for the fiscal year 1955-56.

See also:

- College and University Facilities Survey (51000)
- Financial Aid for College Students:
Graduate (55010)
Undergraduate (55 . . .)
- Higher Education Planning and Management Data (53004)
- National Defense Student Loan Program—Basic Facts (55009)
- Scholarships and Fellowships (55 . . .)
- Statistics of Higher Education:
Receipts, Expenditures, and Property (50 . . .)
- Statistics of Land-Grant Colleges and Universities (50002)
- Statistics of Negro Colleges and Universities (50 . . .)
- Survey of State Legislation Relating to Higher Education (50008)

**Faculties, Salaries
(53000-53999)**

FS 5.350/27

COLLEGE AND UNIVERSITY FACULTIES:
Recent Personnel and Instructional Practices. Clarence B. Lindquist. 1959. 61 p. 30 cents

Reports the findings of a survey on faculty and teaching techniques, especially with regard to faculty shortages. Includes studies on faculty supply and demand, projections of requirements, practices to augment staffs and retain faculty members.

FS 5.4: 504

FACULTY IN INSTITUTIONS OF HIGHER EDUCATION, November 1955. M. Clemens Johnson and Leah W. Ramsey. 1957. 40 p. 30 cents

Summary data on faculty for each State and tables which compare faculty in various types of positions for the years 1953 and 1955.

FS 5.4: 358

FACULTY SALARIES IN LAND-GRANT COLLEGES AND UNIVERSITIES, 1951-52. Maude Farr. 1952 17 p. 20 cents

Reports extensive data on faculty salaries in 68 institutions. Gives information on president, dean, and all professional ranks.

FS 5.253: 53000

FACULTY AND OTHER PROFESSIONAL STAFF IN INSTITUTIONS OF HIGHER EDUCATION: First Term 1957-58. Wayne E. Tolliver and Hazel C. Poole. 1959. 68 p. 45 cents

Gives data by State and institution, and summary data for aggregate United States; separate data for men and women.

FS 5.253: 53002

ADMINISTRATION OF HIGHER EDUCATION: Bibliography. Walter Crosby Eells and Ernest V. Hollis, 1960. 410 p.

\$1.50

A bibliography of 2,798 items published chiefly between 1950 and 1959; covers functions and organization of higher education, Federal relations, officers and administration of faculty, students, curriculum, business and public relations.

FS 5.253: 53004

HIGHER EDUCATION PLANNING AND MANAGEMENT DATA, 1959-60: Salaries, Tuition and Fees, Room and Board. W. Robert Bokelman. 1960. 104 p.

70 cents

Tabulation of salaries of administrative personnel, deans and instructional staff, institutional charges for tuition and fees; room and board rates. Comparisons of private and public institutions and charts of salary ranges are included.

Also available:

FS 5.4: 549

_____, 1958-59. 126 p.

\$1.

FS 5.4: 517

_____, 1957-58. 102 p.

60 cents

FS 5.253: 53005

STATE BOARDS RESPONSIBLE FOR HIGHER EDUCATION. S. V. Martorana and Ernest V. Hollis. 1960. 254 p. \$1.50

A factual State-by-State description of arrangements made by the States for governing and coordinating their programs of higher education.

See also:

Key Audiovisual Personnel (84008)

Research in School and College Personnel Services (25007)
 Statistics of Higher Education: Faculty, Students, Degrees (50 . . .)
 Statistics of Land-Grant Colleges and Universities (50002)

Statistics of Libraries in Institutions of Higher Education (15 . . .)
 Statistics of Negro Colleges and Universities, 1951-52 (50 . . .)
 Teaching Opportunities (20000)

STUDENTS

Admission, Enrollment, Degrees (54000-54999)

FS 5.4: 570

EARNED DEGREES CONFERRED BY HIGHER EDUCATIONAL INSTITUTIONS, 1957-1958.
 Diane B. Gertler. 1959. 210 p. \$1.50

Annual survey giving data by field of study, degree level, sex, and institution; also indicates trends in the number of degrees and comparative trends in public and private institutions.

Also available:

————, 1956-57. 196 p.	FS 5.4: 527 \$1.50
————, 1955-56. 182 p.	FS 5.4: 499 \$1.25
————, 1954-55. 138 p.	FS 5.4: 461 \$1.00
————, 1953-54. 86 p.	FS 5.4: 418 50 cents
————, 1952-53. 88 p.	FS 5.4: 380 60 cents
————, 1951-52. 109 p.	FS 5.4: 360 60 cents
————, 1950-51. 121 p.	FS 5.4: 333 60 cents

FS 5.30: 14

RESIDENCE AND MIGRATION OF COLLEGE STUDENTS, 1949-50. Robert C. Story. 1951. 61 p. 35 cents

Covers proportion of population of each State attending college, migration of students from State to State, graduate and undergraduate migration, students from outlying parts of the United States and from foreign countries, and the drawing power of various types of institutions.

FS 5.3: 958/1

RETENTION AND WITHDRAWAL OF COLLEGE STUDENTS. Robert E. Iffert. 1958. 177 p. 65 cents

Indicates the rate of student dropout in relation to type of institution, family's economic status, student's motivation, academic performance, extracurricular activities and residence; also gives reasons for transfer or dropout and the implications of students' characteristics and mobility with reference to recruitment, counseling, scholarships, etc.

FS 5.254: 54000

RESIDENT, EXTENSION, AND OTHER ENROLLMENTS IN INSTITUTIONS OF HIGHER EDUCATION: First Term, 1957-58.
 Hazel C. Poole. 1959. 73 p. 50 cents

Consists principally of detailed data for individual institutions of higher education in the aggregate United States. Includes summary data on veterans and on students enrolled in correspondence courses, short courses, and individual lessons only.

Also available:

————: November 1955. 40 p.	FS 5.4: 493 30 cents
————: November 1954. 34 p.	FS 5.4: 454 30 cents
————: November 1953. 29 p.	FS 5.4: 414 30 cents

FS 5.254: 54001

JUNIOR YEAR SCIENCE AND MATHEMATICS STUDENTS: Fall 1958. Edith M. Huddleston and Hazel C. Poole. 1959. 64 p. 45 cents

A nationwide survey of resident junior year college and university majors in the biological sciences, physical sciences, and mathematics, to provide information on the probable future supply of trained scientific manpower. Includes statistics on enrollment and degrees in these fields. A study to be repeated annually or biennially.

Also available:

————: Fall 1957. 56 p.	FS 5.4: 520 45 cents
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FS 5.254: 54003
**OPENING (FALL) ENROLLMENT IN HIGHER
 EDUCATION, 1959: Institutional Data.**
 Hazel C. Poole and Leah W. Ramsey.
 1959. 34 p. 30 cents

Includes total and first-time fall degree-credit enrollment, by sex and institution. The 14th annual survey, incorporating information from 1,947 institutions of higher education.

Also available:

— 1958.	33 p.	FS 5.4: 544	30 cents
— 1957.	48 p.	FS 5.4: 518	40 cents
— 1956.	46 p.	FS 5.4: 496	35 cents
— 1955.	46 p.	FS 5.4: 460	35 cents
— 1954.	39 p.	FS 5.4: 419	30 cents
— 1953.	34 p.	FS 5.4: 382	30 cents

FS 5.254: 54006
**ENGINEERING ENROLLMENTS AND DEGREES,
 1959.** Wayne E. Tolliver and Henry
 H. Armsby. 47 p. 40 cents

Provides enrollment data on institutions of higher education which confer engineering degrees. The 11th report of an annual series. Reports a decline in undergraduate enrollments for the second year.

Also available:

— 1958.	50 p.	FS 5.4: 555	40 cents
— 1957.	52 p.	FS 5.4: 516	40 cents
— 1956.	45 p.	FS 5.4: 494	40 cents
— 1955.	35 p.	FS 5.4: 468	30 cents
— 1954.	27 p.	FS 5.4: 421	25 cents

FS 5.254: 54007
**OPENING FALL ENROLLMENT, 1959: Ana-
 lytic Report.** Edith M. Huddleston.
 1960. 38 p. 35 cents

Describes the statistical trends and relationships of the data collected from registrars of

higher education institutions; designed as an aid to persons concerned with planning and policy formulation.

Also available:

— 1958.	30 p.	FS 5.4: 545	30 cents
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FS 5.254: 54008
**ACADEMIC DEGREES: Earned and Hon-
 orary Degrees Conferred by Institu-
 tions of Higher Education in the
 United States.** Walter Crosby Eells
 and Harold A. Haswell. 1960. 324 p.
 \$1.00

A directory of American degrees, including historical data and abbreviations; useful reference for those responsible for determining degree plans and for foreign educators interested in higher education in the United States.

See also:

Careers in Atomic Energy (26 . . .)
 Directory: Higher Education (50000)
 Organized Occupational Curriculumms
 (56 . . .)
 Planning to Study in the United States
 (14040)
 Statistics of Higher Education: Faculty,
 Students, Degrees (50 . . .)
 Statistics of Land-Grant Colleges and
 Universities (50002)
 Statistics of Negro Colleges and Univer-
 sities (50 . . .)

**Cost and Financial Assistance
 (55000-55999)**

FS 5.3: 957/9
**COSTS OF ATTENDING COLLEGE: A Study of
 Student Expenditures and Sources of
 Income.** Ernest V. Hollis and associ-
 ates. 1957. 91 p. 45 cents

Sheds light on problems faced by full-time, single undergraduates in 111 colleges located in 41 of the 48 States and the District of Columbia. Some 15,000 students answered questionnaires.

FS 5.3: 957/18
**FINANCIAL AID FOR COLLEGE STUDENTS:
 Undergraduate.** Theresa Birch Wil-
 kins. 1957. 232 p. \$1

Provides information for each institution on the number and average value of scholarships; number and average value of loans,

rates of interest, and dates of first and final payments; also the number of employment opportunities and the average compensation.

FS 5.3: 957/7

SCHOLARSHIPS AND FELLOWSHIPS: A Selected Bibliography. Richard C. Mattingly. 1957. 28 p. 15 cents

Includes research studies on financial aid to students, plans of high school seniors, academic performance of scholarship holders, administration of scholarship programs, and proposals for more student aid.

FS 5.255: 55009

THE NATIONAL DEFENSE STUDENT LOAN PROGRAM: Basic Facts. 1960. 11 p. 10 cents

Answers questions most frequently asked by students, college administrators, and the general public about the general purposes and operations of the program of loan funds established at institutions of higher education.

FS 5.255: 55010

FINANCIAL AID FOR COLLEGE STUDENTS: Graduate. Richard C. Mattingly. 151 p. 1957; reprinted 1960. 50 cents

Includes for each institution the number of fellowships, average amount and fields of study; number of loans, average amounts, interest rates, and terms of repayment; also number of teaching and research assistantships and average compensation.

See also:

Planning to Study in the United States (14040)

**Curriculum
(56000-56999)**

FS 5.2: P 94

EDUCATION FOR THE PROFESSIONS. Lloyd E. Blanch. 1955. 317 p. \$1.75 (paper); \$2.75 (buckram)

Describes briefly each profession; states the history, organization, and current status of education for the profession; and indicates some of the current problems in the particular field of education.

FS 5.17: 116

GENERAL AND LIBERAL EDUCATIONAL CONTENT PROFESSIONAL CURRICULA: Architecture. Jennings B. Sanders. 1955. 12 p. 15 cents

FS 5.17: 114

Engineering, with special reference to Mechanical Engineering. Jennings B. Sanders. 1954. 81 p. 20 cents

FS 5.17: 115

Forestry. Jennings B. Sanders. 1954. 12 p. 15 cents

FS 5.17: 113

Pharmacy. Jennings B. Sanders. 1954. 11 p. 15 cents

The author of this series asserts that since leadership is expected of the professional man, he needs an education that will help him cope with the social, economic, political, and cultural problems of his community as well as deal with his professional career; and that therefore it is one of the tasks of educators to design curricula that will provide the basis for a professional career and the essentials of a liberal education.

FS 5.4: 568

ORGANIZED OCCUPATIONAL CURRICULUMS: Enrollments and Graduates, 1957. Henry H. Armsby, Walter Crosby Eells, and S. V. Martorana. 201 p. \$1.25

Gives statistics on programs of 1 to 4 years in length at institutions of higher education. Designed for those who train and employ scientific, engineering and other types of technical and semiprofessional personnel, and for institutions offering or planning to offer this type of curriculum.

Also available:

FS 5.4: 512

1956. 287 p.

\$1.50

FS 5.3: 955/9

PROGRAMS BELOW THE BACHELOR'S DEGREE LEVEL IN INSTITUTIONS OF HIGHER EDUCATION, 1953-54. Alice Yoemans Scates. 1955. 50 p. 25 cents

A study centering on programs in junior colleges, normal schools, and technical schools which provide education beyond the 12th year for individuals who, for a variety of reasons, do not want or need the traditional bachelor's degree of 4 years.

FS 5.4: 534

SCHOOL PLANT COURSES OFFERED BY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, 1956-59. Ray L. Hamon. 1959. 32 p. 25 cents

Survey of 120 school-plant courses, by State and institution. Includes statements on the content and purpose of school-plant courses; provides data concerning the need for improving the preparation of specialists and offers a directory of such courses.

- FS 5.3: 959/8
SOCIAL SCIENCE REQUIREMENTS FOR BACHELOR'S DEGREES. Jennings B. Sanders. 1959. 68 p. 80 cents
 A study of anthropology, economics, history, political science, and sociology in general graduation requirements.
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- FS 5.256: 56001
GRADUATE GENERAL HUMANITIES PROGRAMS. Chester L. Neudling and James H. Blessing. 1960. 126 p. 50 cents
 Describes master's and doctoral degree programs at 11 institutions as a status report on a relatively new and still experimental field, interdepartmental graduate programs.
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- See also:*
- Analysis of Research in the Teaching of Mathematics (29007)
 Analysis of Research in the Teaching of Science (29000)
 College and University Programs for the Preparation of Teachers of Exceptional Children (35 . . .)
 Directory, Higher Education (50000)
- Engineering Enrollments and Degrees (54006)
 Experimental College, The (50010)
 Home Economics in Colleges and Universities: Planning Space and Equipment (83 . . .)
 Impact of College (50011)
 Independent Study (50005)
 Modern Foreign Languages: A Counselor's Guide (27004)
 Preparation Programs and Course Offerings in School and College Personnel Work, 1959-60 (25000)
 Research Problems in Mathematics Education (12008)
 Status of Preparation Programs for Guidance and Student Personnel Workers (25 . . .)
 Studies on the Teaching of Home Economics in Colleges and Universities, 1955-56 (83 . . .)
 Teacher Education Fifth-Year Programs (58 . . .)
 Teaching About the United Nations (14 . . ., 14038)

SPECIAL INSTITUTIONS AND EDUCATION

- Junior Colleges, Community Colleges, Post High School Courses**
 (57000-57999)
- Pr 84.8: Ed. 8/4
EDUCATION BEYOND THE HIGH SCHOOL. 1967. 82 p. 25 cents
 Describes the problems of education beyond the high school, to assist interested individuals and groups in analyzing the problems and meeting the needs of their areas.
- FS 5.3: 958/14
THE 2-YEAR COMMUNITY COLLEGE: Annotated List of Studies and Surveys.
- D. G. Morrison and S. V. Martorana. 1958. 83 p. 20 cents
 Bibliography of over 200 projects, surveys and studies completed or in process from 1953 to 1957, to provide an overview of the scope and nature of projects and studies and to stimulate further investigations.
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- See also:*
- Accredited Higher Institutions (50012)
 Electrical Technology (80006)
 Electronic Technology (80009)
 Financing Adult Education in Selected Schools and Community Colleges (18 . . .)

Post-High School Cooperative Programs
(82001)

Statistics of Higher Education: Faculty,
Students, Degrees (50 . . .)

Statistics of State School Systems
(20 . . .)

Trade and Industrial Education for Girls
and Women (84002)

Teacher Education (58000-58999)

FS 5.4: 351

PROPOSED MINIMUM STANDARDS FOR STATE
APPROVAL OF TEACHER PREPARING IN-
STITUTIONS. 1952. 25 p. 20 cents

Report based on the recommendations of a
committee appointed by the National Associa-
tion of State Directors of Teacher Education
and Certification to develop a set of standards
to guide the States.

FS 5.3: 959/9

TEACHER EDUCATION FIFTH YEAR PRO-
GRAMS. Shirley Radcliffe. 1959. 20 p.
15 cents

A bibliography of selected references includ-
ing suggestions and opinions on fifth-year pro-
grams, proposals and studies relative to the
content of these programs, and descriptions of
current practices from 1940 to the present.

See also:

Accredited Higher Institutions (50012)

Austrian Teachers and Their Education
Since 1945 (14 . . .)

College and University Programs for the
Preparation of Teachers of Exceptional
Children (35 . . .)

Distributive Education for Adults: Guide
for Part-Time Instructors (82 . . .)

Distributive Education for Adults: Selec-
tion and Training of Part-Time Instruc-
tors (82 . . .)

Educating the More Able Children in
Grades 4, 5, and 6 (85006)

Effectiveness of Teaching (50006)

Exchange Teaching Abroad Under the
Fulbright Act (14 . . .)

Following Graduates Into Teaching
(26 . . .)

Inservice Education of Teachers of Voca-
tional Agriculture (81 . . .)

Modern Foreign Languages in the High
School (27005)

Qualifications and Teaching Loads of
Mathematics and Science Teachers in
Maryland, New Jersey, and Virginia
(29 . . .)

Role of Teacher Education in Distribu-
tive Education, The (82 . . .)

Speech Correctionists (35010)

State Certification Requirements for
Teachers of Exceptional Children
(35 . . .)

Statistics of Higher Education: Faculty,
Students, Degrees (50 . . .)

Teacher Competencies in Trade and In-
dustry (84006)

Teacher Education in the Netherlands,
Belgium, and Luxembourg (14016)

Teachers of Children Who Are Hard of
Hearing (35 . . .)

Teachers of Children Who Are Mentally
Retarded (35 . . .)

Teachers of Children Who Are Partially
Seeing (35 . . .)

Teachers of Children Who Are Socially
and Emotionally Maladjusted (35013)

Teachers of Crippled Children and Teach-
ers of Children with Special Health
Problems (35018)

Teaching As a Career (26 . . .)

Teaching Homemaking As a Career in the
Nation's Schools (83 . . .)

Teaching Opportunities (26 . . .)

Vocational Education

General and Area Programs (80000-80999)

FS 5.123:1

ADMINISTRATION OF VOCATIONAL EDUCATION. 1917; reprinted. 44 p.

25 cents

Regulations for the administration of vocational education programs of less than college grade under the provisions of the Federal Vocational Education Act.

FS 5.17:117

PUBLIC VOCATIONAL EDUCATION PROGRAMS: Characteristics of Programs under Provisions of the Federal Vocational Education Act. Revised 1957. 16 p.

15 cents

Discusses development of the Smith-Hughes Act of 1917 and the George-Barden Act of 1946, through which funds are provided for vocational education of less than college grade in agriculture, distributive occupations, home economics, and trades and industry. Programs are covered by type, purpose, for whom intended, by whom taught, by whom instructor is employed, how courses are initiated, and advisory committees.

FS 5.280:80001

AREA VOCATIONAL EDUCATION PROGRAMS:

Regulations for the Administration of Title VIII, National Defense Education Act of 1958, P. L. 864, 85th Congress. 1959. 7 p.

15 cents

Quotes amendments and new sections referring to the administration of vocational education programs in agriculture, distributive occupations, home economics, and trade and industry.

FS 5.280:80006

ELECTRICAL TECHNOLOGY: A Suggested 2-Year Post High School Curriculum. 1960. 118 p.

75 cents

Designed to illustrate types of 2-year preparatory programs which can provide certain basic education for entry to apprenticeship

programs with possibility of advancement, or other beginning work in support of engineers and scientific personnel; contains course descriptions, suggested curricula, and suggested layouts for physical facilities.

FS 5.280:80009

ELECTRONIC TECHNOLOGY: A Suggested 2-Year Post High School Curriculum. 1960. 97 p.

70 cents

Concerns types of full-time preparatory programs providing basic education for entry jobs in support of engineers and scientists; entrance to apprenticeship programs with possibility of advancement rather than preparation for a specific job. Contains suggested curricula and course descriptions, also some layouts of physical facilities.

Agriculture (81000-81999)

FS 5.123:243

THE ADVISORY COUNCIL FOR A DEPARTMENT OF VOCATIONAL AGRICULTURE. E. J. Johnson. 1951. 28 p.

15 cents

Provides information on definition, development, general purposes, and values of advisory councils; how to establish and maintain them; suggested useful activities and programs; and how to formulate constitutions and bylaws of such councils.

FS 5.128:21/2

EDUCATIONAL OBJECTIVES IN VOCATIONAL AGRICULTURE. J. C. Wright. 1940. 14 p.

15 cents

Reviews six major objectives and how to attain them; covers beginning and advancing in farming, producing farm commodities efficiently, marketing farm products advantageously, conserving soil and other natural resources, managing a farm business, and maintaining a favorable environment.

FS 5.123:217

HISTORY OF AGRICULTURAL EDUCATION OF LESS THAN COLLEGE GRADE IN THE UNITED STATES: A Cooperative Project of Workers in Vocational Education in

Agriculture and Related Fields. Rufus W. Stimson and Frank W. Lathrop. 1942. 648 p. \$2

Covers subjects in Indian schools, Federal administration of vocational agriculture acts, and services of the U.S. Office of Education. A record of the experiences of leaders and pioneers in 48 States, Hawaii, and Puerto Rico.

FS 5.123 : 277

INSERVICE EDUCATION OF TEACHERS OF VOCATIONAL AGRICULTURE: Criteria for Evaluating Statewide Programs. V. R. Cardozier. 1959. 52 p. 25 cents

Prepared primarily for use by teachers and persons responsible for State and local programs of inservice education; includes outline of criteria and questionnaires for teachers, teacher-training and supervisory staffs.

FS 5.123 : 267

INSTRUCTION IN FARM MECHANICS: Suggestions for Developing Training Programs in Farm Mechanics in Vocational Agriculture. A. H. Hollenberg. 1957. 63 p. 35 cents

Prepared for teachers and State supervisors in this field. Farm mechanics instruction program covers power and machinery, general buildings, electrification, soil and water management, and shop work.

FS 5.123 : 262

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS. H. N. Hunsicker. 1956. 94 p. 45 cents

Stresses the Nation's need for training more young people to become farmers. Points out ways to initiate programs; obtain assistance; locate and interest prospective members; set up objectives; plan, conduct, and supervise suitable instructional and farming programs; arrange meetings; and provide on-farm instruction.

FS 5.281 : 81001

FARM MECHANICS IN VOCATIONAL AGRICULTURE: A Survey. Alvin H. Hollenberg. 1959. 28 p. 15 cents

Includes sections on instruction for high school students and for young and adult farmers, financing the program, and facilities for instruction in farm mechanics. Prepared primarily to assist teachers of vocational agriculture in developing realistic programs of instruction in the mechanical phases of farm-

ing, and to help specialists, State supervisors, and others responsible for teacher education in this field.

FS 5.281 : 81002

SUMMARIES OF STUDIES IN AGRICULTURAL EDUCATION: An Annotated Bibliography of Studies in Agricultural Education with Classified Subject Index. Supplement 12. 1959. 56 p. 25 cents

Summarizes studies completed during the academic year—projects planned and carried out by members of the supervisory or teacher-education staffs in various States, and research projects completed in partial fulfillment of requirements for advanced degrees. Includes statements of purpose, methods, findings and interpretations of each study.

Also available, supplements:

3—1950. 61 p.	FS 5.123 : 242 20 cents
5—1952. 62 p.	FS 5.123 : 248 20 cents
8—1955.	FS 5.123 : 256 35 cents
9—1956.	FS 5.123 : 263 35 cents
10—1957.	FS 5.123 : 265 45 cents
11—1958. 86 p.	FS 5.123 : 272 35 cents

FS 5.281 : 81003

BUILDING, EQUIPMENT, AND FACILITIES for Vocational Agriculture Education. A. H. Hollenberg and E. J. Johnson. 1960. 90 p. 45 cents

Designed primarily for use when planning new construction or the remodeling of existing facilities for farm mechanics instruction and other phases of the vocational agriculture program in public secondary schools.

Distributive Education (82000-82999)

FS 5.123 : 259

DISTRIBUTIVE EDUCATION FOR ADULTS: Guide for Part-Time Instructors. Natalie Kneeland. 1956. 20 p. 15 cents

Presents concise, informal background information on teaching; outlines four simple

steps in teaching; suggests ways instructors may evaluate their own classroom success; provides tips on useful visual aids, on planning each meeting, on handling typical problems, and on keeping class interest high.

FS 5.123: 258

DISTRIBUTIVE EDUCATION FOR ADULTS: Selection and Training of Part-Time Instructors. Natalie Kneeland and Others. 1955. 28 p. 25 cents

Tells where and how to find instructors, necessary qualifications, the selection interview, need and provision for teacher training through induction training, on-the-job training, individual and group training.

FS 5.123: 260

DISTRIBUTIVE EDUCATION FOR YOUTH: Work-Experience Laboratories. William B. Runge and others. 1958. 19 p. 15 cents

Emphasizes on-the-job training in the cooperative plan of systematic school-and-work preparation for distributive occupations, explaining the major features of work stations, what they can accomplish, how they may be established and managed, ways of locating and selecting work stations. Reviews desirable standards and provides a checklist for evaluation.

FS 5.123: 271

MANAGEMENT TRAINING FOR SMALL BUSINESS. 1958. 52 p. 25 cents

Suggests procedures for organizing courses, enlisting community support, securing teachers and instructional materials, and providing a comprehensive and balanced management training program.

FS 5.123: 279

THE ROLE OF TEACHER EDUCATION IN DISTRIBUTIVE EDUCATION. 1959. 9 p. 10 cents

Suggests ways in which States may develop preservice programs of teacher education to encourage the development of the creative ability and competence of teachers in the classroom and in occupational experience and relationships with business leaders cooperating in distributive education programs.

FS 5.123: 278

SUPERVISION TO IMPROVE INSTRUCTION IN DISTRIBUTIVE EDUCATION. 1959. 19 p. 15 cents

Stresses the importance of adequate supervision and offers suggestions to aid in improving supervisory techniques for instructional programs in distribution and marketing.

FS 5.123: 270

TRAINING OPPORTUNITIES IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 13 p. 15 cents

Reports on distributive education courses and the economics of production and distribution; suggests training and procedures for courses in outside selling in communities where local businesses would find such courses useful supplements to their own sales training programs.

FS 5.123: 269

TRAINING PROGRAMS IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 15 p. 15 cents

Surveys local training program and describes the content of basic courses in outside selling—activities conducted primarily at the buyer's rather than the seller's place of business—and indicates available materials.

FS 5.282: 82000

A STUDY OF CURRICULUM DEVELOPMENT IN THE HIGH SCHOOL COOPERATIVE PROGRAM. 1960. 22 p. 15 cents

Reports on current practices and opinions on curriculum development related to the high school cooperative plan of on-the-job instruction in distributive education, as an aid to State and local programs.

FS 5.282: 82001

POST HIGH SCHOOL COOPERATIVE PROGRAMS. 1960. 11 p. 15 cents

Discusses post-high school cooperative programs, which represent a development in distributive education that is becoming increasingly important.

Home Economics (83000-83999)

ADVENTURING IN RESEARCH TO IMPROVE SCHOOL PRACTICES IN HOMEMAKING PROGRAMS. Selma Lippeatt. 8 p. leaflets. 5 cents each; 20 cents a set.

An Individual Approach. FS 5.11: 3512-1

Group Approach. FS 5.11: 3512-2

A State Approach. FS 5.11: 3512-3

A Training Approach. FS 5.11: 3512-4

FS 5.123:245

BOYS AND GIRLS STUDY HOMEMAKING AND FAMILY LIVING: Developing Courses for 11th and 12th Grade Pupils. 1951. 58 p. 25 cents

Discusses general content and methods of classes on such topics as boy-girl relationships, clothing and personal grooming, everyday food problems of teenagers, housekeeping problems and learning to understand children.

FS 5.11:3438/2

BUSINESS-SPONSORED HOME ECONOMICS TEACHING AIDS. 1955. 4 p. 5 cents each, \$3 per 100 copies

Tells how courses can be organized in vocational and comprehensive high schools, and how consultants representing both employees and employers can help develop plans, organize suitable curriculums, select and obtain necessary equipment, publicize the program, recruit students, and place graduates.

FS 5.41:4

EDUCATION FOR HOMEMAKING IN SECONDARY SCHOOLS OF THE UNITED STATES. Berenice Mallory. 1955; reprinted 1958. 32 p. 30 cents

Discusses several programs of education for homemaking in secondary schools; emphasizes the important role of the homemaking teacher and ways to use the resources of schools, home, and community.

FS 5.30:25

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES: Planning Space and Equipment. 1956. 84 p. 65 cents

Presents experiences of home economics administrators, architects, and others from all parts of the United States and points up recent social, economic, and technological developments affecting home and family living which call for changes in curriculum, which in turn require changes in facilities.

FS 5.123:252

HOME, SCHOOL, AND COMMUNITY EXPERIENCE IN THE HOMEMAKING PROGRAM. Druzilla Kent. 69 p. 1953. 30 cents

Emphasizes the importance of understanding needs, interests, and goals of adolescents, and tells how to guide pupils in selecting, planning, conducting, and evaluating home and community experiences.

FS 5.30:9

SPACE AND EQUIPMENT FOR HOMEMAKING PROGRAMS. Ata Lee. 1950. 72 p. 55 cents

Covers essentials of planning good home-making facilities, including type of curriculum, location and layout, beauty, safety, storage, and general building considerations. Includes checklists of appropriate equipment.

FS 5.123:276

STUDIES ON THE TEACHING OF HOME ECONOMICS IN COLLEGES AND UNIVERSITIES, 1955-56. Ivol Spafford and Edna P. Amidon. 1959. 144 p. 55 cents

Makes available findings and techniques of research studies on the teaching of home economics—primarily master's and doctoral studies completed during 1955-56—for the improvement of college programs.

5.11:3528

TEACHING HOMEMAKING AS A CAREER IN THE NATION'S SCHOOLS. 4 p. leaflet. 1957. 5 cents (\$3.75 per 100 copies)

Brief outline of the importance and need for homemaking teachers, salary and satisfactions, sources of additional information.

FS 5.123:249

WITH FOCUS ON FAMILY LIVING: The Story of Four Experiments in Community Organization. Muriel W. Brown. 1953. 248 p. 70 cents

Provides insight into the process of school-community interaction in the fields of home and family living. Covers experiences on a western frontier, in the rural South, in a busy Great Lakes port city, and in a city on the prairie.

FS 5.283:83005

STUDIES OF HOME ECONOMICS IN HIGH SCHOOL AND IN ADULT EDUCATION PROGRAMS, 1955-56. Ivol Spafford. 1960. In press

Reviews research drawn primarily from master's and doctoral studies completed in 1955-56 which have implications for the improvement of home economics in secondary schools and in adult education programs.

See also:

Homemaking Education Programs for Adults (13 . . .)

**Trade and Industrial Education
(84000-84999)**

FS 5.123: 257

GIRLS' AND WOMEN'S OCCUPATIONS: Selected References, July 1948-September 1954. Louise Moore. 1955. 99 p. 35 cents

An annotated bibliography giving occupations in which women predominate and opportunities in occupations in which they form a minority. Includes general occupational information; occupational biographies and fiction, training opportunities, vocational guidance principles; programs and practices; women's status with respect to work and education; surveys; author, occupation, and subject indexes; publishers' directory.

FS 5.23: 145

LIGHT FRAME HOUSE CONSTRUCTION: Technical Information for the Use of Apprentice and Journeymen Carpenters. 1956. 214 p. 60 cents

Treats characteristics of wood and the grading of lumber and indicates economical and serviceable frame house construction. Suggests practical processes; not for prospective carpenters. Contains no information on tools.

FS 5.4: 477

NATIONAL LEADERSHIP DEVELOPMENT CONFERENCE IN TRADE AND INDUSTRIAL EDUCATION: Conference Report, Aug. 1-12, 1955, Fort Collins, Colo. 1956. 118 p. 60 cents

Provides potential leaders with an opportunity to identify and evaluate the basic concepts of trade and industrial education. Report of a pilot program concerning the administration, supervision, and organization of vocational programs.

FS 5.123: 250

OPERATION OF A LOCAL PROGRAM OF TRADE AND INDUSTRIAL EDUCATION, with emphasis on improving instruction through supervision. William P. Loomis and others. 1953. 166 p. 50 cents

Suggests program objectives, operating methods, and staff performance.

FS 5.4: 526

QUANTITY FOOD PREPARATION: A Curriculum Guide. John J. MacAllister and others. 1958. 38 p. 85 cents

Basic outline to aid the instructor in developing a course of study at the secondary school level for training commercial foods personnel. Basic principles of food preparation, with related science, mathematics, English, safety instruction and useful references.

FS 5.123: 264

RESEARCH IN INDUSTRIAL EDUCATION: Summaries of Studies, 1930-55. 1957. 527 p. \$1.75

A bibliography with annotations of studies in industrial education classified according to administration, guidance, history, trends, instruction, supervision, surveys, teacher education, and types of programs.

FS 5.2: Sh. 7

SCHOOL SHOP—Learn Safe Work Habits Here. A Safety Guide for Pre-Employment Training. 1955. 15 p. 10 cents

Covers safety, industry, good housekeeping practices, use of handtools and portable electric tools, personal protection devices, working around machinery, how to lift, ladders, horseplay, first aid, fire and fire extinguishers.

FS 5.123: 266

SUPERVISORY PERSONNEL DEVELOPMENT: A Guide for Organizing Trade and Industrial Training Programs. Earl M. Bowler. 1957. 40 p. 25 cents

Provides suggestions on planning, organizing, coordinating, operating, and evaluating a program of supervisory personnel development.

FS 5.11: 3509

TECHNOLOGICAL ADVANCES AND SKILLED MANPOWER: Implications for Trade and Industrial Education. Howard K. Hogan. Revised 1956. 67 p. 45 cents

Annotated bibliography; lists selected items of relatively nontechnical nature, giving information and the point of view of representatives of management, labor, education, and others concerned with this problem.

FS 5.4: 366

THREE-DIMENSIONAL TEACHING AIDS FOR TRADE AND INDUSTRIAL INSTRUCTION. William P. Loomis. 1953. 91 p. 50 cents

Contains photographs of mockups or construction models to show how such aids may be used and to stimulate teachers' interest in creating similar aids for their own use in teaching.

FS 5.123: 261

TRAINING FOR QUANTITY FOOD PREPARATION. Gertrude Blaker. 1956. 32 p.
20 cents

Tells how courses can be organized in vocational and comprehensive high schools and how consultants, representing both employees and employers can help develop plans, organize suitable curriculums, select and obtain necessary equipment, publicize the program, recruit students, and place graduates.

FS 5.4: 530

VOCATIONAL-TECHNICAL EDUCATION FOR AMERICAN INDUSTRY: Occupations, Selected References, Educational Programs. Lynn A. Emerson. 1958. 25 p.
25 cents

Designed to clarify understanding of vocational-technical occupations, to portray the development and present status of institutions in this field, and to provide lists of references useful to the educator concerned with problems of establishing and operating related programs of semiprofessional training for industry.

FS 5.284: 84002

TRADE AND INDUSTRIAL EDUCATION FOR GIRLS AND WOMEN: A Directory of Training Programs. Mary S. Resh. 1960. 65 p.
30 cents

Lists courses in operation during 1958-59 which deal with programs meeting requirements of the State plans for vocational education, as reported by State supervisors of trade and industrial education. Includes pre-employment and extension training for women.

FS 5.284: 84004

A GUIDE FOR IMPROVING SAFETY EDUCATION PROGRAMS IN SCHOOL SHOPS. Howard K. Hogan. 1960. 48 p.
35 cents

Concerns conference recommendations on the school's contribution to occupational safety through shop safety programs, preferred safety practices for shop teachers, and checklist and accident report forms.

FS 5.284: 84006

TEACHER COMPETENCIES IN TRADE AND INDUSTRY. John P. Walsh. 1960. 64 p.
30 cents

Identifies and evaluates the relative importance of certain competencies of teachers of trade and industrial subjects by leaders in the field; an aid to supervisors and others concerned with curriculum revision and inservice programs.

FS 5.284: 84007

PROMOTING PROGRAMS OF SUPERVISORY PERSONNEL DEVELOPMENT: A Guide to Winning Acceptance of Programs and A Glossary of Terms. Earl M. Bowler. 1960. 31 p.
20 cents

Outlines techniques for bringing about more widespread understanding of State and local programs of industrial inservice supervisory training.

Practical Nurse Education (85000-85999)

FS 5.123: 274

GUIDES FOR DEVELOPING CURRICULA FOR THE EDUCATION OF PRACTICAL NURSES. Dorothea E. Orem. 1959. 165 p.
60 cents

Presents concepts about the relatively unchanging factors underlying nursing and its practice and shows how to apply these factors in the development of practical-nurse curriculum.

FS 5.30: 11

PRACTICAL NURSING CURRICULUM: Suggestions for Developing a Program of Instruction Based Upon the Analysis of the Practical Nurse Occupation. 1950. 140 p.
65 cents

Contains detailed procedures for each unit of instruction, as well as general background information on practical nursing and organization of training.

FS 5.123: 273

SOURCE MATERIALS FOR PRACTICAL NURSE EDUCATION. 1958. 31 p.
20 cents

A bibliography of textbooks, source books, articles, films, filmstrips, lists of publishers and sources of free and inexpensive materials.

SPECIAL ORDERING INFORMATION FOR SCHOOLS, BOARDS OF EDUCATION, AND OTHER STATE AND LOCAL AGENCIES PURCHASING PUBLICATIONS THROUGH THE GOVERNMENT PRINTING OFFICE

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As the official sales agency for Government publications, the regulations under which we must operate require remittance in advance of shipment of publications. In order to accommodate the orders of State, county, and municipal agencies and institutions, which in themselves are prevented from sending remittances without delivery of goods, or some formal presentation of the charges, we have evolved several ordering plans that have worked satisfactorily for many years. They are as follows:

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Many of the agencies, either from special funds, or by an agreement with their disbursing officials, are able to send their remittances with their purchase orders. They request on the order a certified invoice or paid receipt, which we provide in the number of copies desired. The purchase order and the receipts are returned with the shipment of publications, and the receipts are introduced into their procedures at this time to support the disbursement. This method expedites shipment to the ordering agency, since there is only one submission of the purchase order.

IV. Purchase of coupons for ordering publications

Many State agencies place orders for our coupons, sold in sets of twenty for one dollar, good until used, for purchasing publications sold by this Office. As remittance is required in advance of the shipment of coupons, a check would be procured in the same manner as described in one of the methods above. Coupons attached to any order from a State agency would be honored as cash for the purchase of our publications, thereby eliminating preparation of claim-vouchers, pro forma invoices, and drawing of checks for each order.

V. Depositors' accounts

We maintain depositors' accounts providing a convenience for State agencies enabling them to avoid the necessity of obtaining quotations, sending individual remittances and the preparation of a claim-voucher for each order. A check, procured in a manner as described before, would be sent to this Office as a deposit, in an amount sufficient to cover all charges for publications to be ordered for a period of several months and may be for \$25 or more. An individual account number is assigned and a supply of special depositors' order blanks forwarded to the new depositor. As orders are received, publications are mailed and notations made on the order blank to explain the status of any items which cannot be furnished. This copy of the order is returned to the State agency and will also show the amount charged against the account and credit balance remaining on hand. When the credit balance becomes low an additional deposit is required and if the account is overdrawn, the State agency is notified. This method greatly simplifies the problems of State agencies in the processing of fewer vouchers and checks and eliminates the issuance of formal purchase orders.

