ANNOTATED BIBLIOGRAPHY FOR VOCATIONAL-TECHNICAL EDUCATION,
1966.
BY: BRUNETTI, FRANK WILLIAMS, JEROME
NEVADA STATE RES. COOR. UNI: FOR VOC. - TECH. EDUC
PUB DATE 66
EDRS PRICE MF-$0.36 HC-$9.56 239P.
DESCRIPTORS- *ANNOTATED BIBLIOGRAPHIES, *VOCATIONAL EDUCATION,
*TECHNICAL EDUCATION, OCCUPATIONS, EMPLOYMENT, EMPLOYERS,
LABOR, PERSONNEL, RENO

MORE THAN 1,000 ITEMS ARE LISTED ALPHABETICALLY WITHIN
SUBJECT AREAS. THE AREAS INCLUDE AGRICULTURAL EDUCATION, ART
INDUSTRIES AND TRADE, BUSINESS EDUCATION, ECONOMICS, JOB
ANALYSIS, LABOR AND DEMOCRACY, MANPOWER, OCCUPATIONAL HEALTH
NURSING, OCCUPATIONS, PERSONNEL MANAGEMENT, TECHNICAL
EDUCATION, VOCATIONAL GUIDANCE, VOCATIONAL MATHEMATICS,
VOCATIONS FOR GIRLS, WORK AND LEISURE, WORK MEASUREMENT,
WORK-STUDY PROGRAMS, AND WORKERS ON RELIEF. PUBLICATION DATES
RANGE FROM THE EARLY 1900'S THROUGH 1966. THE MATERIALS ARE
AVAILABLE AT THE NOBLE H. GETCHELL LIBRARY ON THE UNIVERSITY
OF NEVADA CAMPUS, RENO, AND THE LIBRARY CALL NUMBERS ARE
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Annotated Bibliography

For Vocational - Technical Education

Nevada Research Coordinating Unit
The Nevada Research Coordinating Unit is pleased to present this annotated bibliography to you as an aid to improving vocational and technical education programs in the State of Nevada.

This bibliography was compiled to provide material in a form that minimizes review of literature activity.

Source materials listed in this bibliography are available at the Noble H. Getchell Library on the University of Nevada Campus, Reno.

Research for this publication was done by Mr. Frank Brunetti and Mr. Jerome Williams.

J. Clark Davis
R.C.U. Director
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<td>Workers On Their Industries</td>
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AGRICULTURAL EDUCATION


A discussion of certain phases of the problem of universal education, with special reference to academic ideals and methods.

DEYOE, GEORGE PERCY, Farming Programs in Vocational Agriculture. The Interstate, 1953.

Chapter headings include: The Importance of Farming Programs in Vocational Agriculture. - The Nature of Farming Programs. - Evaluating Farming Programs. - Considering Examples of Activities in Farming Programs. - Programs and High School. - Educating Teachers.

IOWA. STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, AMES. COMMON FOR AGRICULTURAL AND ECONOMIC ADJUSTMENT, Agricultural Adjustment. State University of Science and Technology, 1960.

Publication attempts to discuss Roles, Goals, and Nature of Agriculture, and what adjustments and research need to be done. A challenge and opportunity for land-grant colleges.

JUERGENSON, ELWOOD M., Teaching Tricks and Other Aids for Teachers of Vocational Agriculture. Interstate Printers & Publishers, 1950.

Contents include: New teacher - Discipline - Future Farmers - Supervised Farming - Audio-Visual Aids - Good Relations.

ROBISON, CLARENCE HALL, Agricultural Instruction in the Public High Schools of the United States. Teachers College, Columbia University, 1911.

Areas of emphasis: Typical High Schools Teaching Agriculture. - Administration, Equipment, and Methods. - Problems of Agricultural Instruction.


This is self-explanatory. Book deals with various areas of agricultural education, including tools, materials, and techniques.


Freedom From Hunger campaign. 1. Agricultural education.
CANADA. ROYAL COMMISSION ON INDUSTRIAL TRAINING AND TECHNICAL EDUCATION

Life

C. H. Parmelee, 1913.


Life

1. Agricultural education - U.S. 2. Agricultural education - Canada


Social Science

Chapter Titles: 1. Vocational Agricultural Ed. 2. Home-Project School or Dept. versus Self-Contained School. 3. Project Study vs. Subject Study. 4. Vegetable Growing Project Study. 5. Example of a State Agricultural Project Study Bibliography. 6. County Schools and High School Departments. 7. Suggestions to Supervisors. 8. Suggestions to Vocational Agricultural Instructors. Also detailed outlines of chapters in table of contents.

Agricultural Progress


Agricultural Progress


1. Agricultural education - Periodicals. 2. Agricultural education - Societies. 3. Agricultural education - England. - Societies


1. Agricultural education - U.S. 2. Agricultural societies - U.S.


Chapter Titles include: The Program - Plant and Facilities - Library - Student Personnel Services - Departmental Organization - Supervision of Instruction - Administration.

1. Agricultural Education - U. S.

DAVIS, BENJAMIN MARSHALL, Agricultural Education in the Public Schools. The University of Chicago Press, 1912.

A study of its development with particular reference to the agencies concerned, with an introduction by Charles Hubbard Judd.

HAMLIN, HERBERT MCNEE, Agricultural Education in Community Schools. Interstate, 1949.

Book broken down into parts, each containing several chapters, major areas include: (1) Policies and Policy-making for Agricultural Education in Community Schools. (2) Organization and Management of Agricultural Education. (3) Extra-Community Relationships of Agricultural Education. (4) Prospects for Agricultural Education. (5) Agricultural Education in Schools of Less-Than College Grade.


Major areas include: Research and Extension - Controversial Issues - Federal Grants - Politics and Case History in Agricultural Education.


1. Agricultural education - U. S. 2. Agricultural education - Canada


A biography about Dr. Seaman A. Knapp's contribution to Agricultural Education. Topics include: Clubs - demonstration work - supervision and instruction.


The report was made for the officers and trustees of the General Education Board.
J. Wiley and Sons, Inc., 1930.
Co-author: Meredith Chester Wilson. Bibliography on extension studies. References at end of most chapters.
AGRICULTURAL ENGINEERING

631.3 D56 1936

DICKINSON, SHERMAN, Job Operations in Farm Mechanics.
Columbia, Missouri, 1932.

Written by Vocational Agriculture teachers of Missouri.

631.3 J636 1953

JOHNSON, PAUL E., Mechanics of Agriculture.

Notes and Workbook.

631.3 K38 1942

KENNEDY, ARTHUR C., Farm Shop Demonstrations.
The Interstate Printers and Publishers, 1942.

This is an illustrated manual showing and telling how
various tasks that need to be done on the farm can be
accomplished.

631.3 Ob6d 1957

O'BRIEN, MICHAEL, Demonstrations for Farm Mechanics.

An illustrated teacher's manual concerning various activ-
ities in farm mechanics.

631.3 St89 1923

STRUCK, FERDIAND THEODORE, Construction and Repair Work
for the Farm.

1. Agricultural engineering. 2. Agricultural
education.

A630 Un3

U. S. DEPARTMENT OF AGRICULTURE. LIBRARY, Bibliography
of Agriculture.

Current literature in agricultural engineering, entomology,
plant science, forestry, and a list of agricultural
experiment station publications, each from their respective
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A630 Un3

U. S. DEPARTMENT OF AGRICULTURE, LIBRARY, Bibliography
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Periodical. Current literature in agricultural engineer-
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Life Science

A basic reference for trainees in college, and a handbook for teachers and administrators. Revised by Obed L. Snowden.

A work book - text for students in agricultural education on all facets of farm mechanics.

Book including discussions on the: Importance of Farm Mechanics Instruction - Objectives - Planning the Physical Plant - Selecting Tools and Equipment - Planning the Program - Teaching Materials - Teaching Demonstrations.

A thorough text covering all aspects of farm mechanics.


Main areas of emphasis include: (1) Vocational Agriculture. (2) Developing and Evaluating the Program. (3) Instruction. (4) Vocational Education in Agriculture, for Young and Adult Farmers. (5) Farm Mechanics Program. (6) Guidance Program. (7) Facilities, Equipment, etc. (8) Managing a Department of Vocational Agriculture.


A basic reference for trainees in college, and a handbook for teachers and administrators.


A textbook for normal schools and teachers' reading circles. Edited by Kary C. Davis. Most of the book consists of lectures delivered many times before farmers' and teachers' institutes. An agricultural library for teachers and schools.


This book is designed for teachers and prospective teachers of agriculture. Primarily, a background of educational concepts, philosophy, and psychology has been provided. Many specific techniques and procedures are suggested, and principles of both group and individual teaching are discussed.


Co-author: Bertha Royce Hummel.

KARLS, GLENN E., A Workbook in General Agriculture. The Interstate Printer, n.d.


Agriculture - Study and Teaching. Project Method in Teaching.

Agriculture - Study and teaching.


There is an introduction by Eugene Davenport.


Handbook on teaching vocational agriculture.


SCHMIDT, GUSTAVUS ADOLPHUS, Projects and the Project Method in Agricultural Education. The Century Co., 1926.


STORM, ASHLEY VAN, How to Teach Agriculture. J. B. Lippincott Co., 1921.

Co-Author: Kary C. Davis. A book of methods in this subject.


A study in organization and management and especially in problems of teaching.
MOTLEY, JAMES MARVIN, Apprenticeship in American Trade Unions. The Johns Hopkins Press, 1907. Johns Hopkins University studies in historical and political science. Published also as thesis (Ph.D) Johns Hopkins University, 1906.


Prepared under the direction of Herbert Hill who is responsible for the final draft of this study, its conclusions and recommendations. This study was undertaken by the Association to define the contemporary states of Negro craftsmen and apprentices and to analyze the reason for the negligible participation of Negroes in apprentice programs.
ART INDUSTRIES AND TRADE


This is a classroom manual, but can be used by the researcher. Chapter 1 - Handwork and Education. Chapter 2 - Considerations in the Use of Handwork. Chapter 3 - Integration of Handwork. Chapter 4 - The Common Tools for Handwork. Chapter 5 - Creating Handcraft Projects. Chapter 6 - Wood Projects for Industrial Arts and Handcraft.


The principles of industrial design. Four main parts - Part 4 applicable "Art Education in the Industrial Age."

INDUSTRIAL ARTS AND VOCATIONAL EDUCATION.
The Bruce Publishing Company, monthly.


The aim of this book is to provide practical and worthwhile assistance in the field of guidance to those business teachers who work closely with students in the business education program. Contents include: Guidance and Business Education - Business Curriculum, the Occupational Survey - Job Analysis - Follow-up - Placement - Case Study - Testing - Occupational Standards and Guidance Services - Career Conference - Interpreting Guidance Services.


Serves as a methods text for all business education students and as a handy reference or handbook for all business teachers and educators interested in ever-improving methods of teaching business subjects.


Purpose behind the book was to develop a practical training in the art of investigation which will be of equal value to the business executive and to the research worker, both in the analysis and the solution of their problems.


Presents information for teachers of business who wish to know more about the various approaches and methods of using cases. Collection of articles outlining the concepts of the case method by men who have had actual experience in its application.


The purpose of this volume is to make available to pre-service and in-service business teachers a source book and a summary of suggestions on methodology that apply to the preparation of office workers. A philosophy of education is developed in the first chapter. The remainder of the volume is devoted to typewriting, shorthand, transcription, bookkeeping and the various phases of office practice.

A critical appraisal of the institution, the faculty, the problems, the objectives, the standards, the students, and the methods in collegiate education for business and economics. Co-author: James I. Doi.

LYON, LEVERETT SAMUEL, Education for Business. The University of Chicago Press, 1922.


Consists of various articles on the case method of interest as well as significant developments in case pedagogy, written by past and present professors at Harvard.


PERSON, HARLOW STAFFORD, Industrial Education. Houghton, Mifflin and Company, 1907.

A system of training for men entering upon trade and commerce. Part I - The Need of a System of Industrial Education in the United States. Part II - An Outline of a System of Industrial Education for the U. S.


The fourth edition of Office and Secretarial Training covers the entire field in a realistic and practical manner. The student works in an office, attending to the many details of a busy organization. The adequate, background material presented is followed by appropriate "Office Activities" designed to familiarize the student with modern secretarial procedures. Text stresses personality training. Another important feature of the book is the cumulative nature of the Office Activities.
The purpose of the present book is to offer a descriptive, critical and constructive treatment of current problems in commercial education. Contents include: Present conditions in Education for Commercial Life - School Organization and Teachers in Commercial Education - The General High School and Commercial College - Commercial High Schools and Commercial Counselor.

The purpose of this book is to provide a body of teaching materials for the introductory methods course in business education offered in many colleges and universities and to assist individual teachers in the classroom. The unique characteristic of this book is that it deals with all business subjects and yet presents a unified concept of methodology.

This book presents a complete discussion of principles, practices, problems, and trends of business education. Major attention is given to business education in the secondary school. There is also discussion on training for various business occupations. Specific problems and readings are included.

This book deals with all business subjects and yet presents a unified concept of methodology. Much attention is given to problem-solving, teaching techniques, and illustrations. Human relations problems are stressed.

Based upon a doctoral study and developed with the cooperation of members of the Indiana Business Education Association.

Compiled from a selected list of periodicals and yearbooks published during the year 1940. Sponsored by Delta Pi Epsilon.
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<td>BUSINESS EDUCATION INDEX, 1940.</td>
<td>The Business Education World, 1941</td>
<td>An author and subject index of business education articles, compiled from a selected list of periodicals and yearbooks published during the year 1940. Sponsored by Delta Pi Epsilon.</td>
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NATIONAL ASSOCIATION FOR BUSINESS TEACHER EDUCATION.
Bulletin No. 1 - 1930.

Includes reports of the association's annual meetings. Some bulletins incorporated in issues of the National Business Education Quarterly. Societies.

GORDON, ROBERT AARON, Higher Education for Business.

Co-Author: James Edwin Howell. 1. Business Education - U.S.

GRAHAM, JESSIE, The Evolution of Business Education in the United States and its Implications for Business-Teacher Education.
University of Southern California Press, 1933.

Annotated bibliography of business-teacher education. Accepted in partial fulfillment of the requirements for the degree of doctor of philosophy, granted June 3, 1933 at the University of Southern California.

HAYNES, BENJAMIN RUDOLPH, Tests and Measurements in Business Education.
South-Western Publishing Company, 1940.


NICHOLS, FREDERICK GEORGE, Commercial Education in the High School.


SILK, LYONARD SOLOMON, The Education of Businessmen.

Applicable to higher education - business colleges.

WEST VIRGINIA. UNIVERSITY. BUREAU OF BUSINESS RESEARCH, Collegiate Business Education in the Next Quarter Century.
West Virginia University College of Commerce, 1958.
Proceedings of a meeting commemorating the fifth anniversary of the founding of the West Virginia University College of Commerce. Presents the remarks of several gentlemen associated with collegiate business education. They discuss fundamental questions being asked about the quality and direction of the American education system, at the university level, particularly business college.


Formed by the union of the yearbooks of the National Business Teachers' Association and the Eastern Commercial Teachers' Association. Published jointly by the two associations. 1944 has also distinctive title: Community co-operation in business education.


Contents: Author focuses on the contrasting and complimentary roles of the specialist and administrator in the processes of administration. He equates the functional specialist with the "expert" role of the specialist compared with that of the administrator who is considered to be a non-specialist.


The selection and training of colonial civil service. England, Holland, and France.


Contents: Approaches the problem of the reconciliation of agency goals and the interests of the individuals who carry on the work of government organizations. Through the use of empirical data the author has identified some of the traits displayed by upper-hand employees in an actual federal agency. Study throws new light on the attitudes of these employees toward their careers.


Contents: In presenting a number of analytical tools, he examines the main forms of bureaucracy, relates bureaucracy to the industrial revolution and points to the most significant factors of the bureaucrat and the bureaucracy in a political system. An attempt is made to face problems posed by the growth of bureaucracy - notably the problem of individual freedom and responsibility.


Problems and procedures in establishing a public personnel agency. Contents: Consists of a part royal of early days.
of the Public Administration service, a logical delineation of the problems encountered in that period and suggestions for coping with these problems. The contents are based on "flesh and blood" situations which were confronted in the installation of a series of merit system programs and herein lies the value. The solutions offered are predicated on things which have been tried and have proven their worth in widely varying situations.

351.1  
Public Personnel Association. Committee on position-classification and pay plans in the public service.  
1941  
Position-classification in the public service.  
Civil service assembly of the United States and Canada, 1941.

A report submitted to the civil service assembly by the committee on position-classification and pay plans - The public service.

351.1  
ROBSON, WILLIAM ALEXANDER, The civil service in Britain and France.  
1956  

Bibliographical footnotes.

351.1  
GLADDEN, EDGAR NORMAN, Civil service or bureaucracy?  
1956  

Bibliography.

351.1  
U.S. Civil Service Regional Office.  
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12th Region federal career directory; covering career opportunities in California, Nevada, Hawaii and the Pacific area. - Positions.

351.6  
CARPENTER, WILLIAM SEAL, The unfinished business of civil service reform.  
1952  

Civil service reform.

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CRITCHLEY, THOMAS ALAN, The Civil Service Today.  
1951  
Gollancz, 1951.

With an introduction - Civil Service Great Britain.

Includes bibliography.


Employee regulations. This booklet gives an appreciation of the Divisions history and present working philosophy. It gives a comprehensive picture of the California Division of Forestry for Prospective and current employees.


Consists of a series of nine essays about many and varied topics within the British and French Civil Service.


A study by the National Bureau of Economic Research.


Contents: British speech with regard to certain positions on the staff of the government.


Book outlines the organization scope of functions of the post-war British Civil Service. Book is offered to the tax-payer as an outline of the Civil Services' Stewardship of his money.

GLADDEN, EDGAR NORMAN. Civil Service or Bureaucracy? Staples Press, 1956.

Aim is to (1) provide an up-to-date description of the British Civil Service as a developing institution with
special reference to its problems as a working body, and (2) examine critically the present situation and suggest lines for future development.


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<th>Title</th>
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<tr>
<td>Am349</td>
<td>Background papers prepared for the use of participants and the final report of the Sixth American Assembly, Arden House, Harriman Campus of Columbia University. Civil service - U.S.</td>
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<tr>
<td>351.6</td>
<td>The unfinished business of civil service reform. The Nature of Public Employment - The Paradox of Civil Service Reform - Employee-Employer Relationships - Education and the Public Service - Administrative Control of Public Personnel - The Unfinished Business.</td>
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<td>1952</td>
<td>Report of the Commission of inquiry on public service personnel. Summary of Recommendations - The Report; Government and Personnel; Needed: A Career; Service; Major Problems; Minor Problems; Practice Results.</td>
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<td>1963</td>
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This is a history of the civil service from the standpoint of the patronage, and of the patronage with regard solely to the public offices. The aim has been to give the development of policy and practices as to the relation of these two elements of our public life, from the foundation of the government to the present day.


A study of labor-management relations in U.S. Government employment. The purpose of this book is to consider arguments of the critics and defenders of the governments' labor management policies; review its history; analyze attempt of labor unions to interfere; devise a program by which the federal government can voluntarily carry on collective bargaining.


Book deals with the question of what can we do to increase our assurance that the officials and employees who do the day-to-day work of government will actually provide the kind of government the American people want.

Institute for Training in Municipal Administration. The International City Managers' Association, 1950.

Book deals with the question of what can we do to increase our assurance that the officials and employees who do the day-to-day work of government will actually provide the kind of government the American people want. Part I - Bureaucracy and Democracy. Reality and Ideal. Part II - Direction and Control by Congress. Part III - Direction and Control by the President. Part IV - The Control Staff Agencies. Part V - Direction and Control Within the Administrative Organizer. Part VI - Unification of Political Direction and Control.


The three broad objectives presented are: (1) to explore the attitudes of various groups in the American public toward the American federal civilian service generally; (2) to analyze what Americans think of the Federal
Government as an employer, in light of the occupational values and attitudes toward work that prevail in their society today and (3) to set forth for public consideration a series of proposals for changes in federal civilian personal organization, policies, and procedures designed to enhance the appeal of federal employment in the future.

KLEIN, ALICE M., Civil Service in Public Welfare. Russell Sage Foundation, 1940.

A discussion of effective selection of public social work personnel through the merit system. The author relates the well-founded civil service system to social wishers and attempts to set guidelines by which they could be brought into the system.


The objectives of this study are to appraise some of the significant factors relating to the development, nature and extent of the problem of retaining scientific personnel in federal employment. Contains: (1) Role of Science in Government. (2) Policy Formulation. (3) Training and Recruitment. (4) Environment for Scientific Research. (5) Retention of Scientists.


Civil Service - U. S.

MERIAM, LEWIS, Public Personnel Problems from the Stand-
Point of the Operating Officer. The Brookings Institution, 1938.

Three objectives have been sought in the preparation of the present book: (1) to attempt to see public personnel administration as a whole; (2) to view it primarily, although by no means exclusively, from the standpoint of an operating officer immediate responsibility for getting a certain specific task done or for rendering a specific government service; and (3) to deal with the subject as simply and as realistically as possible, making free use of illustrative cases.
MORSTEIN MARX, FRITZ, Public Management in the New Democracy. Harper and Brothers, 1940.


A book useful to lawyers and public administrators who deal with the complexities of the civil service.


A manual for the prospective government employee with a high school education or less. Gives working conditions, job descriptions, benefits, etc.

PUBLIC PERSONNEL ASSOCIATION, Employee Training in the Public Service. Civil Service Assembly of the United States and Canada, 1941.

(1) Ascertaining the Need for Training, (a) Classification of needs. (2) Instruction Where and by Whom. (3) Selecting and Developing Content. (4) Training Methods. (5) Evaluation of Public Service Training. (6) Control Training Unit.
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<td>PUBLIC PERSONNEL ASSOCIATION, Public Relations of Public Personnel Agencies</td>
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<td>Bibliographical footnotes - A report submitted to the Civil Service assembly by the Committee on public relations of public agencies. Policies and practices in public personnel administration.</td>
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<td>SCOTT, CARL, U.S. Government Jobs</td>
<td>Arco Publishing Co.</td>
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<td>The why, what, who, when, where, and how of Federal Civil service. This book is a useful manual for the citizen who wants to know how to find, qualify for, and be hired for a job as a federal Government employee.</td>
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<td>351.109</td>
<td>U.S. CIVIL SERVICE COMMISSION, History of the Federal Civil Service, 1789 to the Present</td>
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<td>Spoils vs. Merit, 1789-1829; Spoils System at its Height 1829-1861; First Merit System 1861-1883; Establishment of Merit System 1883-1901; Modern Public Administration 1901-1919; Merit System today.</td>
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<td>FISHER, ROBERT, Intensive Clerical and Civil Service Training</td>
<td>South-western Publishing Company</td>
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<td>This book provides an intensive, pre-employment review of the knowledge and basic skills that are necessary for clerical positions in industry and government. Their materials will make entry into the field as rapid and profitable as possible by providing a planned study program.</td>
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<td>351.1</td>
<td>PUBLIC PERSONNEL ASSOCIATION, Oral Tests in Public Personnel Selection</td>
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TURNER, DAVID REUBEN, Homestudy Course for Civil Service Jobs.

Arco courses for Civil service jobs - Civil service examinations.

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VAN RIPER, PAUL P., History of the United States Civil Service.
Row, Peterson, 1958.

Volume is devoted to the story of one administration system as it developed over time, as it responded to various political and social pressures, and as it functioned from day to day over more than a century and a half (1789-1958).

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PUBLIC PERSONNEL REVIEW.
Public Personnel Association, April, 1940.

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COMMERCIAL POLICY


1. Commercial policy. 2. International economic relations.


Building peace on fair trade. Part I is a telescopic view of the whole problem of international trade relations. Part II is a close-up view of one essential part of the necessary program for peaceful progress, the proposed I.T.O. (International Trade Organization) which will shortly come before Congress and the General Assembly of the U. N. Part III proposes mutual aid for dependent peoples whose rise in living standards would lift industrial nations, including ourselves. Part IV accepts the relationship between spiritual energy and material progress.


1. Full employment policies. 2. Commercial policy.


Selected readings, edited by Robert L. Tontz. 1. Produce trade. 2. Commercial Policy.
CROSS, A. J. FOY, Relative Success in Certain Supervised Correspondence Courses of Pupils at Various Levels of Mental Ability and Reading Ability. Nebraska, 1936.

Thesis (Ph.D.) - University of Nebraska, 1936. 1. Correspondence schools and courses. 2. Ability - testing.


Cover title, 1st - Home Study Blue Book and Directory of Private Home Study Schools and Courses.

NATIONAL UNIVERSITY EXTENSION ASSOCIATION. CORRESPONDENCE STUDY DIVISION, Guide to Correspondence Study. Minneapolis.

Listing courses available through regionally accredited colleges and universities which are members of the Correspondence Study Division of the National University Extension association.

AMERICAN SCHOOL NEWS


Periodical.
ECONOMIC DEVELOPMENT

BHATT, VINAYAK VIJAYSHANKER, Employment and Capital Formation in
Underdeveloped Economies.

The first five chapters of this book represent, substantially,
the work done at the Harvard University for doctoral dissertation
during the academic year 1951-52. 1. Underdeveloped areas.
2. Economic development. 3. Capital. 4. Unemployed.
NATIONAL TASK FORCE ON ECONOMIC EDUCATION, Economic Education in the Schools.

A report. 1. Economics - study and teaching.

HAYNES, JOHN, Economics in the Secondary School.

1. Study and teaching.

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT, COMMISSION ON EDUCATION FOR ECONOMIC COMPETENCE, Educating for Economic Competence.


COMMITTEE FOR ECONOMIC DEVELOPMENT, Economic Literacy for Americans, A Program for Schools and for Citizens.

1. Responsibility without knowledge. 2. Obstacles to Economic Education. 3. Progress: (a) Teacher Preparation (b) Goals (c) Study materials. 4. Recommended Action.

DODD, JAMES HARVEY, Economics in the Secondary Schools.
South-Western Publishing Co., 1953.


Economic Education Experiences of Enterprising Teachers.

It provides interesting examples of Economic Education on the march in classrooms throughout the country. It provides considerable testimony that Economic Education is evolving into a fresher and more lively, challenging, realistic, and analytical presentation of highly significant subject matter.


A report. 1. Study and Teaching.


JUTE, ANDREW DICKSON, European Schools of History and Politics. Johns Hopkins University, 1887.

List of books upon the civil service of Germany. History; Political Science; Economics.
EMPLOYEES, TRAINING OF


Thesis (m.a.) - University of Nevada.


Introduces a method of industry training designed to be profitable in either war or peace. Not a review of all training methods but a plan with specific recommendations. In brief, it starts with the day a worker applies for a job and ends with the day that he leaves the plant, and not only is the worker tested, but the training plan is under continual test.


Gives actual data received from companies training executives and lists problems they face.

NATIONAL INDUSTRIAL CONFERENCE BOARD, Employee Education. New York, 1951.

Selected films used in employee education programs.


Purpose of this study is to provide companies with specific information that may help them improve their training programs for college graduates. Major finding of this study is the high enthusiasm of these young college-trained men for their companies and for most of the things that have happened to them since they joined their companies. Level of enthusiasm varies by program and by company but in no instance is it low.

Contributions of Business to Education - Administrative Aspects of Educational Activities of Business - Structure of Major In-Company Educational Programs, examples of Other Educational Programs - Out-of-Company Training. Business and the Traditional System of Education.


Employees, Training of. Technical education in Kansas.
GRAVES, HENRY SOLON, Forest Education.  
Yale University Press, 1932.  
Co-Author: Cedric H. Guise. Purpose of the present inquiry is to aid in strengthening the foundations of the system of forest education in America. The inquiry deals with the education of men preparing for the profession of forestry. Contains: Part I - The Background of Forest Education. Part II - The Occupations of Foresters. Part III - The Education of Foresters. Part IV - Problems of the Forest Schools. Part V - Forest Education in Europe and in Other Foreign Countries.

MASON, EARL GEORGE, A Functional Curriculum in Professional Forestry.  
Corvallis, 1944.  
The purpose of this study is twofold: first, the construction of a major framework outlining a functional curriculum in professional forestry and, second, the suggesting of a method of procedure that will enable a staff in any forestry school to develop a functional curriculum adapted to local needs. It will not be a precise course of study, rather it will provide a valuable guide to proper approaches and procedures for forestry school faculties.

THE FORESTRY DIRECTORY.  
The American Tree Association, 1924.  
This book gives a comprehensive look at forestry including history, problems legislation, organizations, forest education, schools of forestry, and special geographic areas of forestry.
INDUSTRIAL ARTS


Co-Author: E. Clow.


Essays...originally delivered as a course of lectures on industries, at South Place institute, on Sunday afternoons during the winter of 1833-4. The need and value of technical education - Dressmakers and tailoresses - Workers in precious metals. - Shipbuilding. - Wood engraving. - Coa-milling, ancient and modern. - Engineering. - Cask-making. - The Art of Bookbinding. - The Agricultural Labourer. - Bricklayers - Pottery. - The need of organization among women. - The need of labour representation.


This book was written originally to meet a need felt in education work for a more systematic study of the common materials of industry. It is intended for use not only in technical high schools, but also in industrial and vocational schools and in other institutions where the study of these materials is taken up. Selection and arrangement of the materials have their basis in the requirements of a course development in the Brooklyn Technical High School over a period of several years. Immediate aim of the course is to give the students a working knowledge of the main facts of industry, including the distribution and production of raw materials and their general properties, transportation, conversion into commercial products and economic importance.


Arranged and compiled under the supervision of the Hon. Benj. Butterworth, Commissioner of Patents. 200 pages of illustrations, with descriptive letterpress, representing primitive methods and modern patents.


This book is aimed at the young person making his choice of vocation. The book is divided into four parts: The New Profession, a discussion about the new profession of industrial design - Fundamentals, a discussion of concepts of design - Technique, tells how to go about doing design - Practice, offers a few problems to the students.


The following essay attempts an analysis of such correlation as is visible between industrial use and want and those other institutional facts that go to make up any given phase of civilization. (1) Contamination of Instincts in Primitive Technology. (2) Savage State of the Industrial Arts. (3) Technology of the Predatory Culture. (4) Ownership and the Competitive System. (5) Era of Handicraft. (6) Machine Industry.


A selected list with annotations emphasizing especially elementary practical books. Contents: Engineering, Civil Engineering, Mechanical Engineering, Electric Engineering, Building, Mining and Metallurgy, Chemical Technology, Miscellaneous.
A selected guide. The first two editions compiled by Robert E. Kingery. Industrial Arts Bibliography.


A book for young Americans. Title of v. 1 reads: Captains of industry; or, Men of business who did something besides making money.


Cooley's cyclopaedia of practical receipts and collateral information in the arts, manufacturers, professions, and trades, including medicine, pharmacy, and domestic economy: designed as a comprehensive supplement to the pharmacopoeia and general book of reference for the manufacturer, tradesman, amateur, and heads of families.


An inquiry into the changing technological basis for production as affecting employment and living standards. Documented with materials quoted from scientific, governmental reports and arranged to describe new technological developments and their effects on productivity and labor requirements. Co-Author: Mary van Kleeck.

FORBES, ROBERT JAMES, Man, the Maker. Schuman, 1950.

A history of technology and engineering.


MUMFORD, LEWIS, Technics and Civilization. 
Harcourt, Brace and Co., 1934.

1. Industrial arts; 2. Civilization; 3. Machinery; 

RICHARDSON, ALBERT EDWARD, Georgian England. 
B. T. Batsford ltd., 1931.

A survey of social life, trades, industries 
and art from 1700 to 1820. The genesis of this book 
was a series of lectures delivered some little time 
since before the University of Bristol.

WOLF, ABRAHAM, A History of Science, Technology, and 
Philosophy in the 16th and 17th Centuries. 

With the co-operation of Dr. F. Dannemann and Mr. A. 

WOLF, ABRAHAM, A History of Science, Technology, and 
Philosophy in the Eighteenth Century. 
The Macmillan Company, 1939.


ILLUSTRATED WORLD 
Technical World Company, 1905-23.

Arts.

INDUSTRIAL ARTS AND VOCATIONAL EDUCATION. 
The Bruce Publishing Company, monthly.

3. Industrial arts; 4. Art industries and trade.


A DIDEROT PICTORIAL ENCYCLOPEDIA OF TRADES AND INDUSTRY 

Manufacturing and the technical arts in plates, selected 
from L'Encyclopedie.
T. B. W. Kemian, 1836-40.

A monthly publication devoted to the interests of agriculture, commerce, manufactures, and the arts, accompanied with public documents, sketches of natural history, and occasionally, philosophical and literary essays.

BONSER, FREDERICK GORDON, Industrial Arts for Elementary Schools.

This book is divided into two main areas: Part I presents a brief exposition of the principles for the organization and teaching of the industrial arts in elementary schools; Part II is an application of these principles to the activities in which the children may engage, together with much related material. For each grade, the principal desired outcomes are specified. There is also a chapter on the historical aspects of this topic.

ERICSON, EMANUEL E., Teaching the Industrial Arts.
C. A. Bennett Company, 1956.

The chief concern of this book is to encourage teachers in service and those who are preparing to teach, to recognize and analyze the many problems and opportunities that confront them as teachers, and to offer suggestions that will lead to a more effective and satisfying teaching career. The book deals with teaching situations and personal relationships. Patterns of organization, class management teaching methods, and lesson planning are presented.

WELLING, JANE BETSY, Social and Industrial Studies for the Elementary Grades, Based on Needs for Food, Clothing, Shelter, Implements, and Records.
J. B. Lippincott Co., 1923.


HARRISON, OVAL STANLEY, Industrial Arts and Handcraft Activities.

1. Art industries and trade; 2. Handicraft.
NEWKIRK, LOUIS VEST, The Industrial Arts Program.
Macmillan Co., 1948.

Volume is intended for all who are interested in the place and education contribution of industrial arts in any or all of the twelve grades of the elementary and high school. The shop plans, objectives and content for industrial arts at all grade levels should be helpful to supervisors, principals and superintendents who are planning, equipping and administering industrial arts programs in their schools as a part of general education. The objects suggested content, sample projects, and discussion of teaching method should be practical and useful for industrial arts teachers as well as teachers in other fields who are interested in shopwork. Includes: photos of pupils at work, shop plans, graded sample projects as well as the statement of the philosophy, content and methods of industrial arts.
This book is concerned with business strategy formulation in the social-economic environment of the United States. The concepts and methodology presented are applicable to other environments and other types of institutions.

The basic purpose of this volume is not to report research findings themselves but to set forth a framework which will influence the conduct of future research in the broad topic area of planning and control systems.

Prepared by Michigan State University under the Small Business Administration Management Research Grant Program. Entrepreneur.

For the past 20 years, product growth and profits have outstripped managements' ability to measure these values. Mr. Gardner's purpose is to bring "the costs of keeping costs" in line. In addition to simple statistical graphs, he stresses the importance of the break-even-point for management decisions in planning, measuring profit efficiency, determining selling prices, and labor relations.

A guide for managers.
Today there are many good theories of motivation, many potentially useful concepts about increasing employee commitment to company objectives and goals. This book synthesizes many electric ideas and translates them into meaningful terms. Numerous conflicts between theory and application are brought to life.

A system of managerial leadership. The system of management by objectives is viewed in a larger context than that of a mere appraisal procedure. It regards appraisal as only one of the several sub-systems operating within the larger system of goal oriented management. Lists the major functions of management as well as the major premise of management by objectives.


Bibliographical footnotes. Industrial management.


Edited by Martin Kenneth Starr. This volume gives the reader a real flavor of the current topics of conversation that make up the management sciences of today. He will come to realize that in this effort to develop a living conversation about the deepest problems we humans face, too many people are remaining silent. Contents: Some History of Management Science - Philosophical Issues - Methodological Development - Institutional Realities - Adaptation and Control: Educational Goals - Progress.


Edited by Arthur F. Veinott, Jr. Papers reprinted from the first eight volumes of Management Science. Industrial management - Addresses, essays, lectures.


First vol. titled: 10-yr. index of AMA publications. Industrial management - Bibliography.


Contents: This manual has been written to provide a practical step-by-step guide to position classification and salary administration for the use of administrators, staff, and governing boards of libraries. The manual has been planned with libraries of all types and sizes in mind but has been geared primarily to the medium sized public library, with a staff of 10 or more. The techniques presented have been adapted from established and tested methods used in government, business and industry.


Contents: Book is written to satisfy the need created because of the large increase in the number of industrial job-evaluation programs all over the world. Attempts to illustrate how a typical plan works out in practice not to specify a ready-made job evaluation plan.


Contents: Purpose of this book is to present a guide to the salutation and installation of job evaluation programs in business, industrial, governmental and educational organizations. Presents a discussion of underlying management principles and philosophies, practices, and procedures. Currently utilized. It is designed for college and university students as well as operating personnel who are handling problems in the field.

This report is a reflection of the contradictions inherent in group thinking where, deliberately no attempt was made to reach a final and universally acceptable synthesis of ideas. It contains the essence of the problem as seen by the group. Contents: Development of Formal Job Evaluation - Administration and Maintenance - Union Participation - Formal Job Evaluation and Labor Relations - Advantages and Disadvantages - Economic Implications.


Vocational Guidance - Occupations.


Loose-leaf - 139 pages - charts - Handbooks, manuals.


Procedures of job analysis and appraisal. Contents: Manual is devoted primarily to an authoritative exposition of job analysis and to that method of job evaluation known as "Factor Comparison." It is not intended as a treatise on wages, but is addressed directly to executives and workers seeking a practical method for determination of equitable wages and salary rates. Part I - Job evaluation systems. Part II - The factor comparison method. Part III - General Consideration.

Contents: (1) Explores, as directly as possible, the pertinent facts about police officers work. (2) Evaluates the occupation according to significant selection factors. (3) Determines the level of requirements for the occupation. (4) Determines the relation of the police officer occupation to other occupations in the community in terms of requirements and levels of requirements.
JOB DESCRIPTIONS


This book describes the current practices of 140 companies which have had considerable experience with position descriptions on the managerial level, and it attempts to identify some of the factors which encourage particular approaches in particular situations. Contents: Part I - A Survey of Company Practice, Making the Basic Decisions - The Uses of Position Descriptions Establishing the Program - Gaining Acceptance - The Descriptions. Part II - Handbook of Descriptions.


Hospitals - Staff; Workers - U. S.; Management and regulations; Occupations - Descriptions; Nurses and Nursing in the U. S. Prepared by the U. S. Department of Labor, Bureau of Employment Security, U. S. Employment Service, Occupational Analysis Branch in cooperation with the American Hospital Association.


Office Management and clerks.
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The purpose of this book is to provide information about the administration of wages and salaries as well as the philosophies and principles entering into that administration. An evaluation of several of the controversial areas is included because some present-day practices are still open to question. A look into the future is included in order that some perspective of the view ahead may be seen. Long-range planning as well as short-term problem solving are essential for sound control of wages and salaries.
JOB OF THE FEDERAL EXECUTIVE

Executives - U. S.; U. S. Officials and employees.

JOB OPERATIONS IN FARM MECHANICS

Written by vocational agriculture teachers of Missouri. Agricultural Engineering; Agricultural machinery; Agriculture - Study and Teaching; Project Method in teaching.

JOB ORDER PRACTICE SET

Includes sample looseleaf work sheets in set.
JOB SATISFACTION

331.1
H274f

Industrial Relations

331.01
H582m
1959

Co-author: Barbara Block Snyderman.

Tm
H693


658.3
M837s
1953
MORSE, NANCY C., Satisfactions in the White-Collar Job. Survey Research Center, University of Michigan, 1953.

This report considers in detail the several aspects of employee satisfaction, and the social psychological factors associated with it. The author proposes a general framework for predicting the level of satisfaction which an individual will derive from a given situation.

HF
5549
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TURNER, ARTHUR NICHOLSON, Industrial Jobs and the Worker. Boston, Harvard University, Division of Research, Graduate School of Business Administration, 1965.


331.011
Z14m

Contents: Study reports the results of research on the factors influencing the maturation, productivity, and satisfaction of industrial workers - Research design combined both analytical and clinical tools. Study was designed from the start to provide the opportunity for testing a large number of different hypotheses about factors determining the behavior of the work group and the individuals in the work group.
JOBS AHEAD IN ENGINEERING

TEXAS. AGRICULTURAL AND MECHANICAL COLLEGE. SCHOOL OF ENGINEERING., The Texas School of the Air.

College Station, Texas, 1944.

Jobs ahead in engineering, sponsored by the School of Engineering. The last 16 programs of the 1943-44 Jobs Ahead Series of the Texas School of the Air.

JOBS AND GROWTH

CONFERENCE ON ECONOMIC PROGRESS. Jobs and Growth.


Contents: We are moving, but much too slowly on the economic front. The long-term rising tide of idle workers - Who are the unemployed? - The increasing idleness of machines and plants - Low economic growth - The costs of chronic ailment - Reasons for the ailment - Goals and programs for optimum performance - appraisal of the administrations program - Inflation and tight money - The gold and balance of payments problem - Toward an "American Economic Performance Budget."
JOBS AND THE MAN

WOODWARD, LUTHER ELLIS, Jobs and the Man.

A guide for employers, supervisors, interviewers, counselors, foremen, and shop stewards in understanding and dealing with workers—veterans or civilians.

JOBS FOR ALL THRU INDUSTRIAL EXPANSION

EZEKIEL, MORDECAI, Jobs for all Through Industrial Expansion.


JOBS IN RURAL JOURNALISM

WATSON, ELMO SCOTT, Jobs in Rural Journalism.
Chicago, Illinois, 1939.

Selected bibliography in rural journalism. Compiled from materials secured through Northwestern University in cooperation with the Illinois Federal Writers' project, Works Progress Administration.
JOBS OR THE DIRECT RELIEF

DE NOOD, NEAL BREAULE, Jobs or the Dole?

Contents: One in a series which represents an attempt to present, in a spirit of scientific inquiry but in non-technical language a discussion of current issues in economics; politics and sociology.

JOBS, PROFITS, ECONOMIC GROWTH

NATIONAL INDUSTRIAL CONFERENCE BOARD, Jobs, Profits, Economic Growth.

Contents: This chartbook was designed to contribute toward a better understanding of the interrelations of jobs, profits, and economic growth. It shows that job creation and economic growth have not always marched in step. The constant changes in our economic system have resulted in spurts and slowdowns in economic growth, which at times expand job opportunities and at other times curtail them. This manual attempts to explain some of the reasons for the aforementioned.
LABOR AND DEMOCRACY


The work is mostly devoted to the Kansas Industrial Act and its workings. Contents: Author has attempted to discuss the relations between government and modern industry conditions, to point out some of the dangers to democracy institutions inherent in the present labor movement, to carefully appraise the rights of labor, of capital and of the public and to suggest legal principles upon which remedial legislation may be based.

LABOR AND EDUCATION

WORKERS EDUCATION BUREAU OF AMERICA. Labor and Education. Washington, D.C., American Federation of Labor, 1939.

"At the request of the Committee on education of the American Federation of Labor and Workers education bureau prepared this pamphlet." It is a brief outline of the resolutions and pronouncements of the American federation of labor in support of the general principles and practices of education from 1881-1938.

LABOR & INDUSTRIAL SOCIETY


Contents: Labor and Industrial Society - Trade Unionism; history, problems, character - Wages; economics, labor market, productivity - Collective Bargaining; Full Employment; population, unemployment, technological change - Protective Labor Laws; Hours of work, benefits. This is a very good interview of modern labor and its problems in the United States.
LABOR AND INDUSTRY IN BRITAIN


Periodical - Labor and laboring classes - Great Britain - Great Britain Industry.

LABOR AND LABORING CLASSES


Contents: Introduction - Survivals of militarism in city government - Failure to utilize immigrants in city government - Militarism and industrial legislation - Group morality in the labor movement - Protection of children for industrial efficiency - Utilization of women in city government - Passing of the war virtues.


Contents: Introduction - The duties and responsibilities of local authorities - The increase of municipal debt - Labour questions - The housing of the working classes - Loss and profit - The effect of municipal trading on private enterprise - Railways - The interests of working men - Representation without taxation, and taxation without representation - Conclusion and recommendations - Index.


56
Contents: Book deals partially with the labor movement and labor legislation in the U.S. as well as many aspects of unionism.


Contents: Examines the circumstances which tend to determine the rate of wages. Includes an examination of the causes of the differences in the condition of the laboring population.


A study of eighteen industrial establishments visited from July to September of 1919, with presentations from each individual who participated in the study.


A study in educational psychoanalysis. Contents: (1) Equality; (2) Proletarianism; (3) Religion; (4) Criticism; (5) History and Freedom; (6) Liberty; (7) Class Struggle and Fraternity; (8) Education, a Program for the American University.


Personal observations from an American viewpoint of life and conditions of working men in Great Britain, France, Holland, Germany, Italy, etc.


Suggested charter for an International Trade Organization of the United Nations, presented by the United States as a basis for discussion by the Preparatory Committee for the international conference on trade and employment.


A sequel to "Democracy at the Crossways".

57

Work - Labor and laboring classes - Industrial relations.


This book discusses the problem of wages in relation to productivity, labor demands, unemployment, unions, economic progress, and wage regulation.


Contents: An essay which attempts, in a few, short pages, to set forth the needlessness of poverty. Maintains that the essential causes of poverty are determinable and its considered presence unnecessary. Sees a need for renewed emphasis in regard to the aforementioned.


Efficiency, Industrial - Factory Management - Labor and Laboring Classes.


Contents: Production and creative effort - Adapting people to industry. The American way - Adapting people to industry. The German way - Educational industry and associated enterprise.


The rate of wages in 1854.


Contents: Grade Unionism - History of Organized Labor - Unskilled Workers - Union and Politics - Strikes - Ideals of Organized Labor - 51 chapters in all.


MOORE, WILBERT ELLIS, Labor Commitment and Social Change in Developing Areas. New York, Social Science Research Council, 1960.

Contents: Spheres of Commitment; labor force, work place, market, society - Organization of Work - Market Matrix - Competing Status System; Mobility, Changing Social Structures; unions and conflict, political organization.

NEILL, CHARLES PATRICK, ...The Interest of the Wage-earner in the Present Status of the Peace Movement. New York, American Association for International Conciliation, 1912.

An address delivered at the Lake Mohonk conference on international arbitration, May 17, 1912.

Contents: Studies the problem of unemployment from the real end not from the money end. He uses the monetary factor only at a late stage. Book is addressed primarily to students of economics. Unemployment as it relates with wages may be applicable here. Part V - Chapter 3.


An outline of the social significance of automatic machinery. This is an argument for such education of our industrial workers that they may be equipped profitably to enjoy the leisure with which the automatic machine now provides them. Contents include: Leveling of wages, mind and machine, changing corporation, job and society, education for leisure.


Labor and laboring classes.


Contents: Principles of Modern Industry - Large-Scale Industry; Organization of Marketing - Capitalization of Industry; credit, stock, investment - Finance and Industry - Industry and the Consumer - Workers' Control - Joint Control.


Labor and laboring classes - Industrial relations - See 2nd Edition for later information. 2nd is annotated.


This book was written for a "human nature" viewpoint in personnel work in industry. It discusses sources of labor, tests, work in industry, training, environments, wages, turnover, organization, and management.

331
TAFT, PHILIP, Economics and Problems of Labor.

Contents: Most of the book deals with unions and all association aspects. These chapters may be applicable (2) Problems and Measurement and Unemployment. (8) Special Groups in the Labor Force. (11) Wages and Income.

HD
TANNENBAUER, FRANK, A Philosophy of Labor.

T3
1951
Bibliographical footnotes. Trade-unions - Labor and laboring classes.

331.05
U.S. BUREAU OF LABOR STATISTICS. Monthly Labor Review.

Labor laws and legislation.

331.8
WATKINS, GORDON S., An Introduction to the Study of Labor Problems.
New York, Thomas Y. Crowell Company, 1922.

Contents: The following chapters appear to be applicable:
3 - Development of Labor Problems in the U.S.
5 - Wealth, Income and Wages.
8 - Child Labor.
9 - Women in Industry.
12 - Labor Turnover.
Chapter 22 is quite applicable: Industrial Education and Training.

323.1
ZIMMERN, ALFRED ECKHARD, Nationality and Government, With Other Wartime Essays.
London, Chatto and Windus, 1918.

Contents: I. German culture and the British commonwealth - II. Nationality and government - III. True and false nationalism - IV. The passing of nationality - V. Education, social and national - VI. The universities and public opinion - VII. Progress in government - VIII. Progress in industry - IX. The labour movement and the future of British industry - X. Reconstruction - XI. The control of industry after the war - XII. Capitalism and international relations - XIII. The new German empire - XIV. Three doctrines in conflict. - Index.

Bibliographical foot-notes - Labor and laboring classes - Accidents - Prevention.


"References" at end of some of the chapters. Labor and laboring classes - Accidents - Prevention.

SCHWEDTMAN, FERDINAND CHARLES, Accident Prevention and Relief. New York, For the National Association of Manufacturers of the United States of America, 1911.

An investigation of the subject in Europe, with special attention to England and Germany, together with recommendations for action in the United States of America. Labor and laboring classes - Accidents.


Labor and laboring classes - Addresses, essays, lectures. "A publication of the Institute of Industrial Relations, University of California." Bibliographical footnotes.


Labor and laboring classes - Africa - Bibliography. An annotated bibliography. Contents: This bibliography seeks to contribute to the analysis of social change in Africa by concentrating upon an area that has been somewhat neglected. Represents an attempt to accumulate almost all significant published sources which deal with the subject of unions, labor and industrial relations.


Labor and laboring classes - Bibliography. Contents: This bibliography is "select" in more than one sense. It is limited to articles, notes, and occasional documents in journals and magazines that range from scholarly to popular to propagandistic. Problem: It is severely restricted for material concerning the U.S.
INTERNATIONAL LABOR OFFICE.

Bibliography on the International Labour Organization.

SHIH, KUO-HENG. China Enters the Machine Age.

A study of labour in Chinese war industry. Labor and
laboring classes - China. Factory system - China.

NATIONAL INDUSTRIAL CONFERENCE, ...National Industrial
Conference on Dominion and Provincial Governments with
Representative Employers and Labour Men, on the Subjects
of Industrial Relations and Labour Laws, and for the
Consideration of the Labour Features of the Treaty of Peace.
Department of Labour of Canada. Ottawa, 1919.

Official report of proceedings and discussion, together with
various memoranda relating to the conference and the report
of the Royal Commission on Industrial Relations. Proceedings
and discussions reported by the official reporters of the
Senate of Canada.

New York, B.W. Huebsch, Inc., 1921.

A dictionary of labor affairs and labor terminology.

CASSELMAN, PAUL HUBERT, Labor Dictionary.

A concise encyclopedia of labor information.

HORTON, BYRNE JOSEPH, Dictionary of Labor Economics.

Labor and laboring classes - Dictionaries.

HOLDSWORTH, JOHN THOM, Report of the Economic Survey
of Pittsburgh.
Pittsburgh, 1912.

"Municipal reference library" (recommendation: p. 29-30, 226-
229.) Pittsburgh - Econ. condit. Cost and standard of
living. Labor and laboring classes - Dwellings.

SAN FRANCISCO RELIEF SURVEY.

The organization and methods of relief used after the
earthquake and fire of April 18, 1906. San Francisco
Charities. Labor and laboring classes - Dwellings.


A union-university approach. Contents: Book attempts to explain what trade union labor educators active in New Jersey and members of the Rutgers Institute of Management and Labor Relations Labor Program Staff together have done to create the kind of labor education, that will enable the trade union student to advance from one level to another, adding both to his knowledge of subject matter and to his skill and technique in labor education in a systematic, disciplined manner. Pinpoints the program of the two institutions.


Contents: Chapters 3, 4, 5, 6, and 7 are partially applicable. Chapter 3 discusses the scope of workers' education, viewing it primarily as education for members of trade unions and tracing it from its early emphasis to its present extension into many areas of liberal and adult education. A catalog of workers' education needs is assembled in chapters 4 and 5. Chapter 6 examines past and current approaches to workers' education by unions, universities, by the federal government and the states and finally by voluntary organizations. General findings and recommendations are given in Chapter 7.


A study of the sociology of reconstruction. A study of LePlay method of social investigation illustrated by an examination of social problems in America, and including as part IV (p. 359-595) an abridged adaptation of volume I of LePlay's "Les ouvriers europeens".

Contents: Traces the history of labor, working classes, trade unionism, advantage of the labor party, etc. in Great Britain.

HD
7102
ORR, DOUGLASS WINNETT, Health Insurance with Medical Care.

G707


HD
5017
G707
GILBOY, MRS. ELIZABETH (WATERMAN), Wages in Eighteenth Century England.

"This study ...began as a thesis for the doctor's degree at Radcliffe college, 1929...The whole study has been revised and many parts of it rewritten." "Manuscript sources": p. 245-249. Cost and standard of living - Great Britain.

HD
8395
H3
HARRISON, ROYDEN JOHN, Before the Socialists.

331.09
G1531
GALENSON, WALTER, Labor and Economic Development.

One of a series of books from the research program of the Institute of Industrial Relations. Labor and laboring classes - History

HC
462
07
ORCHARD, JOHN EWING, Japan's Economic Position.


HD
6530.5
A75
ALEXANDER, ROBERT JACKSON, Organized Labor in Latin America.

Since World War II the urban laboring classes have been the most rapidly expanding social force in both Latin America and the Caribbean. Trade Unionism has accompanied the growth of the urban working elements and labor organizations now exercise considerable influence in all of the transitional societies. This volume sheds further light on a heretofore neglected subject.
MCGRATH, BETHEL J., Nursing in Commerce and Industry.

Contents: Book offers many practical suggestions and insights for the nurse already practicing in the complex industrial environment. Nurses preparing for service in industry thru university courses also will find it useful. Supervisors, teachers, and consultants will be grateful for the way in which the author has reinforced some of the principles others have emphasized without adequate references.

ORR, DOUGLASS WINNETT, Health Insurance with Medical Care.


NATIONAL CONFERENCE ON LABOR HEALTH SERVICES.


INTERNATIONAL LABOUR REVIEW.

A "Statistical supplement" accompanies each number. Indexes. Periodicals.

LABOR AGE.
New York, Labor Publication Society, etc. V. 1-22, no. 1; Feb. 1913 - Feb./Mar. 1933.

Socialism - Periodical. Labor and laboring classes - Periodicals. Labor and laboring classes - U.S.

WATSON, MORRIS, How to Write for Your Union Paper. International Longshoremen's & Warehousemen's Union, 1943.

Periodicals. Journalism. Labor and laboring classes - Periodicals.

REYNOLDS, LLOYD GEORGE, Wages, Productivity, and Industrialization in Puerto Rico.


LOUIS, PAUL, Ancient Rome at Work.

Labor and laboring classes - Rome. An economic history of Rome from the origins to the Empire.

Labor and laboring classes - Statistics.


Labor and laboring classes - U.S. Labor laws and legislation - U.S. Brief list of selected readings, 2 p. at end.


Includes supplement revision, 1940. Labor and laboring classes - U.S. Labor laws and legislation - U.S.

Contents: (1) The industrial crisis as it appears from above to the capitalist-employer. (2) The industrial crisis as it appears from below to the worker. (3) Inspected causes of the unrest. (4) Real causes of the unrest. (5) Massed forces behind the industrial conflict - Organized labor, Organized capital - other problems caused by the industrial crisis.


Contents: Economics text. It aims to integrate economic analysis, and industrial relations problems for both the beginning and the advanced student. Part IV brings the tools of economic analysis to bear on a variety of basic industrial relations problems. Parts V and VI dealing with social security collective bargaining legislation are suitable for both beginning and advanced students.

BURN, JAMES DAWSON, Three Years Among the Working-Classes in the United States During the War. London, Smith, Elder and Co., 1865. "The autobiography of a beggar-boy".


Contents: It is the purpose of this book to present the background for an intelligent consideration of the labor problems of today.


Contents: Designed as a text. Originated as a series of lectures for an introduction course in labor. The first thirteen chapters examine the organizations of labor and business and the collective-bargaining relationship between them. The rest of the book explores the impact of unionism on the economy. The object is not only to acquaint the student with specific issues and problems but to permit an overall assessment of the economic significance of unions in the United States.

Contents: The author presents his own viewpoint with regards to a labor policy which would apply to the problems encountered in labor at that time.


Labor and laboring classes - U.S. Trade-unions - U.S. Social problems.


Contents: (1) Theory and practice; (2) Labor market; (3) Security; (4) The public; (5) Education; (6) Depression.


The history of labor laws and strikes has this in common to both - laws become dead letters; the victories of strikes are nibbled away. Attention is shifting from laws to the means of enforcing them - from strikes to the unions that safeguard the gains - from the rights of labor to the protection of its rights. These are the questions and subject of this book.


The chapters are selected with a view of setting forth five principal aspects of labor problems. Security is first. Next is labor market, closely related to security. Next is labor management, the part of the employer; next labor unions; and finally the part played by the state through legislation, administrating and judicial decision.

Contents: Introduction - Trade agreements - The miners' union: its business management - The teamsters of Chicago - The New York building trades - The Chicago building trades dispute of 1900. The incorporation of trade unions - Decisions of courts in labor disputes - State arbitration and the minimum wage in Australia. Labor conditions in slaughtering the meat packing - The introduction of the linotype - The premium plan of paying for labor - The printing trades and the crisis in British industry (restriction of output) - The system of apprenticeship at the Baldwin Locomotive Works - The sweating system in the clothing trade - Slavs in coal mining - The negro artisan - Women in the clothing trade - Women's wages in manual work. Employment of girls in the textile industries of Pennsylvania - The printer's health - Hours of labor - Massachusetts labor legislation - State regulation of employment decisions of courts - The benefit system of the Cigar Makers' Union - Employers' liability and accident insurance - Workmen's insurance in Germany - Insurance against unemployment - Public employment offices in the United States and Germany.


Contents: Deals with the common workingman and many of the problems that he encounters. Personal comments with regard to such things as strikes, patriotism, responsibilities, wages, property and advantages.


Includes Bibliographies. Contents: v. 1-2 Plantation and frontier - v. 3-4 Labor conspiracy cases - v. 5-10 Labor movement.


Contents: Early American communism growth and present condition of labor organizations - Economic value of labor organizations - educational value - Socialism - Revolutionary socialism.

The thesis of this book is that contract labor was rare in America during the years after the civil war, and never reached the proportions claimed by the advocates of a law against its impentation. Immigration was for the most part voluntary. Contents include: The search for Shill; recruitment - Iran European Farms to American Industry - the anti-central labor laws.


Reflections on my industrial experience. "I have attempted to confine my recollections and reflections to my preparation for and progress through the world of industry. I consider many of my experiences common to these men and women who went into personnel work in the early part of this century.


Some sides of their maladjustment and the causes. The object of this volume is to call attention to some of the consequences of our blindness to the world's deeper democratic activities and to the dawn of proletarian control. A review of a few subjects upon which working people have strong opinions will cover from before war to after war time when labor will expect to exercise larger power.

GROAT, GEORGE GORHAM, ...Attitude of American Courts in Labor Cases. New York, Longmans, Green & Co., agents; etc. 1911.

The purpose of this volume is to present the various views expressed by judges in their decisions in labor cases. They are stated as nearly as possible in the words of the judges themselves by means of liberal quotations. Various conflicting views on problems are set forth to give the reader a broad overview.

The background, beginning in England, etc., - The structure, unions, collective bargaining - Political activity, legislation - Transitional stages.


The economic aspects of European immigration to the United States. The immigration commission, after three years of investigation, reached the conclusion that our immigration policy "should be based primarily upon economic or business considerations." The book treats immigration solely as an economic question. It treats only European immigration, Oriental immigration being viewed primarily as a role question.


The relations of Canada and the United States, a series of studies prepared under the direction of the Carnegie Endowment for International Peace, Division of Economics and History.


The author made a personal investigation into the root causes of some of the existing industrial controversies in America, and contribute by suggestion or otherwise, to working out improvements in the relations between capital and labor. Also prepared a statement of underlying principals which are finding expression in the organization of industrial society.
KUHN, ALFRED, LABOR: Institutions and Economics.

Contents: (Labor text) Deals with the institutional aspects of labor under four logically sequential headings: the development, framework, nature and results of collective bargaining and unionism; then public policy toward collective bargaining in the light of the information already developed. Part II is divided into 2 parts: the size of labor's income (wages) and the regularity of that income (security). The philosophy of the labor movement has been made to permeate the whole of the volume.


LANE, RALPH NORMAN ANGELL, The British Revolution and the American Democracy.
New York, B. W. Huebsch, 1919.


LEITCH, JOHN, Man to Man.

The story of industrial democracy. The whole future of the U.S. is bound up in the establishment of a happy relation between the employer and the employee. The author has set down some of the theory and a few cares arising out of his conception of Industrial Democracy in the hope that it will serve to bring the attention of both employer and employee to the big problem which confronts us.

LESCOHIER, DON DIVANCE, The Labor Market.

Unemployment. Employment agencies.


Contents: The class struggle - The tramp - The scab - The question of the maximum - A review - Wanted: a new law of development - How I became a socialist.


Contents: Defines terms. (1) The price scale (2) The standard time rate. (3) The area of the standard rate. (4) The form of the rate.


This volume contains three lectures given by the author dealing with the topic described in the title. These lectures are true, down-to-earth descriptions on this aspect of America's History.

Bibliographical foot-notes. Labor and laboring classes. Labor and laboring classes - U.S. Labor laws and legislation. Labor laws and legislation - U.S.


A chronicle of the organized wage earners. Labor and laboring classes - U.S. Bibliographical note: p. 261-263.


Speeches, letters and state papers, relating to corporate wealth and closely allied topics, of Theodore Roosevelt, President of the United States.


This project was originally focused on the policies and attitudes of trade unions with reference to production, however it became clear that production policy could not be appraised except on a basis of a fuller analysis of a wide range of relationships between trade unionists and employers. The volume presents a comprehensive discussion of both the content and the process of collective bargaining except as to wage rates.


Contents: (1) The standard of living; (2) Family Expenditures; (3) Unemployment; (4) Incomes; (5) Housing; (6) Food; (7) Clothing; (8) Thrift; (9) Health; (10) Intellectual and Social Life; (11) The living wages; (12) Possibilities.


Labor and laboring classes - U.S. - Labor and laboring classes. - Labor laws and legislation - U.S. - Labor laws and legislation.


"Selected general references on personnel relations": p. 525-27. Personnel management.


A study in democracy. Trade-unions - U.S. Knights of labor.


Contents: (1) Hunting a job. (2) In a Ten-thousand Man-power Steel Plant. (3) In a Railing Mill. (4) A Second Coal Town. (5) With the Builders of Ships. (6) In an Oil Refinery. (7) In the Iron Mines. Part II - Findings.

WRIGHT, CARROLL DAVIDSON, ...The Industrial Evolution of the United States. Meadville, Pa., New York, Flood and Vincent, 1897.

325.73  Yo85
1932


A study in racial and cultural conflicts in the United States. The purpose of this book is to give new perspective to academic discussions of American race relations as well as to summarize and interpret the outstanding facts in the history and present condition of minority peoples. The view is that the problems and principles of race relations are remarkably similar regardless of what groups are involved.

331.081  R447a


These papers represent the author's philosophy on the various aspects and problems facing labor, over economy, and country in general. Labor and laboring classes - U.S. - Addresses, Essays, Lectures.

A331.0973  R795a


A bibliography.

HD 6509  A2B7


Biography. A series of candid biographies of men in every day's news - men who are influencing thousands of destinies and the course of our national life. These sketches are vivid and factual, written without fear or favor. This series of personal history sketches also the inside story of labor's history during the past decades. Contents: William Hutcheson - Edward McGrady - John L. Lewis - Heywood Brown - A. Phillip Randolph - Harry Bridges - Giant Killers.

331.880973  M182a
1962


Biography. Personalities and forces in the labor movement. This book is made up of biographies about key labor leaders that molded labor from the time of the civil war to present. There biographies are grouped into four main parts: Labors Early Efforts - The American Federation of Labor - Aristocrats and Revolutionaries - The Congress of Industrial Organizations.

923.37  W62


The authorized biographies of the men and women who lead labor in the United States and Canada and of those who deal with labor.

Each study in this volume illustrates the attitude of the state and the upper classes toward the lower classes: the place of the latter in society; their economic and social status; their treatment efforts for their industrial, religious, or secular education, or their support. Contents include: Economic and social aspects of Negro Slavery and Indentured Servant Systems - Free Education for poor children and Apprentice in New England - Free Education for Poor Children and Apprentices in the South - Types of Public Poor Relief Systems.

BEARD, MRS. MARY (RITTER), A Short History of the American Labor Movement. New York, George H. Doran Company, 1925.

This book is intended as a brief and simple story of the labor movement in the U.S. from the day of independence to the present time. Contents include: Overview of the labor movement - Origin of Trade Unions - Parties - Politics, Chaos - Revolutionary Labor.


A study in the American social-revolutionary and labor movements. It is the purpose of this study to present a full account of how the bomb came to be thrown in Chicago on the night of May 4, 1886, and of its consequences; but that forms only the core of the present work. To this core are related these constituents of the American and European scenes which are directly and indirectly linked with it. This embraces an examination of certain phases of American, industrial and labor history and a treatment of the origin, growth, form, and nature of the social revolutionary movement in the country and especially in Chicago.


The purpose of this book is to give an account of the rise of American labor, tracing it from vague colonial beginnings through the exciting days of the New Deal and the second World War. Emphasis has been placed upon national organization - the National Labor Union, Rights of Labor, A.F.L. and C.I.O.

Contents: V.1 From colonial times to the founding of the American Federation of Labor - V.2 From the founding of the American Federation of Labor to the emergence of American imperialism.


This volume asks what sort of man the labor leader is; what sort of organization he is running; and what sort of country he is running it in. He is not a private citizen; he is a social actor, and the first condition of his action is the character of his union. The labor leader is a union-made product, and that is true whether he built his union single-handed and now treats it as his private property or whether he came into it late in life and still feels like a stranger in it.


This book deals with the question for an American standard of living which has haunted the American imagination and has unified the working energies of Americans regardless of their jobs. Among the peculiarly American features which have made this unifying notion possible are the variety of working conditions, the high wages, the agricultural background, and vagueness of social classes. Because of these unique characteristics it is especially difficult to separate the history of "American labor" from the whole story of American civilization. We must not look for a class of workers but for Americans at work. It is from this framework that the author writes this history.


Contents: The main contents are divided into three parts - the colonial and revolution - and era - the transitional era, dealing with first unions through the late 1800's - and the Modern Era, studying with the machine and A.F.L.


A history of the influence of the United Kingdom immigrants on American labor, 1820-1914.
ALLIED INDUSTRIAL WORKER, V.1-March, 1956.
Milwaukee, etc., International Union.

Periodicals - Labor and laboring classes - United States.

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS. Proceedings of the...convention. 1st 1955.

Labor and laboring classes - United States - Societies, etc.

SPECIAL LIBRARIES ASSOCIATION. Social Science Group.

A source list of selected labor statistics. Bibliography.
Labor and laboring classes - U.S. Statistics.

ANDERSON, NELS, Men of the Move.
Chicago, Ill., The University of Chicago Press, 1940


ATKINS, WILLARD EARL, Labor Attitudes and Problems.

Contents: Purpose of this book is to present to students who have already obtained some slight back- ground in the concepts and terminology of economics, a more intimate consideration of the worker in society. It is an attempt to understand the worker from an economic standpoint; what he does, how he lives what he thinks - in brief to get at his attitudes.

BAKKE, EDWARD WIGHT, Citizens Without Work.
London, M. Milford, Oxford University Press, 1940.

Contents: Represents results of a research study of Yale, which was undertaken for the purpose of discovering the readjustment problems faced by unemployed American workers and their families and the resources which they brought with them to this task. Certain principles have emerged which must be taken into account in the development of a plan for the solution of the problem. The studies represent an effort to see the complex ramifications of the problem through the eyes of the worker himself, and to reveal the self-initiated efforts at readjustment which programs must take into account if they are to be effective.
331.1
B29
1919


331.0973
B4891


Contents: This book begins with the worker rather than with the trade union. It is about the worker in American society at a particular stage of its development. It covers the 20's and the early years of the depression.

331.88
B79
1937


331.8
C289
1926


331.880973
C6891


Contents: (1) Trade Unions in Action (see Chapter 4 - Apprenticeship and Vocational education) (2) Serving the Family and Community, (3) Labor and the Nation, (4) Labor in a World Crises, (5) Looking Ahead.

338.018
C76c


331
C912
1947


DAUGHERTY, CARROLL ROOP, Labor problems in American Industry.

Contents: Attention is general in this volume to almost all the main areas of human mal-adjustment which are to be found in American industry today, and consideration is accorded to the chief existing and proposed attempts to bring about adjustment and harmony. Part I reviews the psychological, social, economic, historical and political factors which are significant to an orientation in industrial relations; Part II analyzes 5 main phases of labor disharmony - insecurity, inadequate income, work periods, sub-standard workers, and industrial conflict - from the standpoint of effects and casual factors; and Part III surveys the attempts of Unions, employers, and the state to secure adjustment.


Labor and laboring classes - United States, 1914.

DERBER, MILTON, Labor and the New Deal.
Madison, University of Wisconsin Press, 1957.

There is hardly an aspect of current economic life which has not been profoundly influenced by the events of the 1930's, and none, perhaps as the labor movement and labor relations. This volume brings a realization of what present-day labor owes to developments in the New Deal period in the form of independently written essays designed to analyze and interpret related aspects of labor relations and the labor movement during the New Deal years and their implications for the present.

DOUGLAS, PAUL HOWARD, The Theory of Wages.


This book is written about the change in industry that stressed the "human" element. It gives an account of the changes made in the way of accident prevention, health, education, benefits, housing, profit-sharing, etc.


A case book presenting some major issues in the relations of labor, capital, and government. This book is intended as an aid to the study and teaching of labor relations.


This book emphasizes four main points. (1) The differences between usual labor and tenure labor. (2) The monopoly characteristics of traditional union forms: usual craft, tenure craft, and extrovert industry. (3) A look into the Railway Labor Act, Wagner Act, and their derivatives, (4) The incompatibility of the traditional union forms with the new introvert forms.


GENERAL MOTORS CORPORATION. My Job and Why I Like It. Detroit, 1947.

Letters of the 40 winners of General Motors' My job contest. Labor and laboring classes - U.S., 1914.
HARDMAN, JACOB B. *American Labor Dynamics in the Light of Post-war Developments.*


Urbana, University of Illinois, 1961.


KING, WILLFORD ISBELL, *Employment, Hours and Earnings in Prosperity and Depression, United States, 1920-1922.*

The results of an inquiry conducted by the National Bureau of Economic Research with the help of the Bureau of Markets and Crop Estimates and the Bureau of the Census for the President's Conference on Unemployment. Hours of labor. Wages - United States.

KORNHAUSER, ARTHUR WILLIAM, *When Labor Votes, a Study of Auto Workers.*


LABOR RESEARCH ASSOCIATION. *Labor Fact Book.*

Includes bibliographies. Labor and laboring classes, United States Economic Condition, 1918.


Contents: Changing relations between property ownership and control - Trade unions enter business - Changing tactics of employers toward the workers - The sweep toward industrial combination - American economic imperialism - The new propaganda - Power, coal and forests.

This volume represents some of the results in the economic, psychological, social, and political aspects of labor and indicates how understanding may be enhanced through analysis of underlying factors, and how new insights may be gained through the application of new methods and approaches. Contents are divided into three parts: Labor Relations - Wages and the Labor and Full Employment.


This book concerns itself with changing labor and the direction it is taking. Topics include: Unions, changing work force, cold war and labor, economic front, civil rights, A.F.L.-C.I.O., Labor and Peace, Merger of Labor, New Base for Progressives, New Program and Perspectives.

331.809 MYERS, JAMES, Do You Know Labor? Washington, D.C., National Home Library Foundation, 1940.

Facts about the labor movement. The present volume attempts to supply in brief from factual information drawn chiefly from first hand experience of the writer as labor manager in a factory, from his subsequent wide investigations of labor relations, and from extensive personal acquaintance with employers and labor leaders. Contents include: Labor Unions, Grievances, Strikes, Profit-Sharing, Negroes, and Women and Labor.


Contents: (1) The Problem of Pauperism (2) The Worker and the Great War (3) Recession after the War (4) The increase of Unemployment (5) Unemployment and the Money Crisis of 1933 (6) The Unemployment Monster (7) Purpose of the Department of Labor.


Written... to summarize some of the main findings and conclusions of the Twentieth Century Fund's authoritative survey, Employment and wages in the United States.


Contents: Volume represents the need for a comprehensive factual survey of the working people of the U.S. and their conditions of labor: the size, make up and distribution of the labor force; the various occupations represented and the number of workers employed in each; the extent and flow of employment and unemployment; the wages that American workers are paid and how those wages are determined; their hours of labor and other working conditions and the regulations and controls that government has imposed upon them; labor unions and the role they play in the vast drama of wages and employment; the underpinnings of insurance which have been set up to make the worker's life more secure and finally, the relation of all these basic facts to the operation of the economy as a whole with a showing of past trends and a projection of these trends into the future.


Contents: (1) The Inception of Employer and Employee Accommodation During the Time of the Industrial Revolution. (2) Trade-Union Methods for Promoting the Process of Accommodation-Employer Initiative. (3) Summary and Conclusion.

Deals with and is based on the history, problems and organization of labor. Discusses capitalism, Socialism, A.F.L., and the N.I.R.A.


Contents: Attention is directed at the outset of this study to the nature and significance of economic phases of modern culture, and emphasis is continually placed on labor economy - the underlying economy principles and processes rather than upon the specific social problems that arise therefrom. Study is intended as an introduction to the field of labor economics.


Prepared by the Department of Labor Research of the Rand School of Social Science. Labor and laboring classes - Year-books. Socialism - Year-books.


MAYO, ELTON, The Human Problems of an Industrial Civilization. Boston, Division of Research, Graduate School of Business Administration, Harvard University, 1946.


Includes a description of the experiments undertaken by the Western Electric Company at its Hawthorne works in Chicago. Efficiency, Industrial. Fatigue. Labor and laboring classes - 1914. Social problems.


Contents: Welfare and the national dividend - The size of the national dividend and the distribution of resources among different uses - The national dividend and labour - The distribution of the national dividend. Appendices.


Contents: Cooperation in industry. Labor and capital - Partners. The personal relation in industry - Representation in industry - To the employees - To the people of Colorado - Appendix. A record containing the purpose, organization, and work of the International Labor Organization.


Record of the International Labor Organization, 1919-1928. Contains "Selected references".
LABOR AND THE LAW


The purpose of this book is to give the reader a look at the many problems involved in the development of labor relations laws.

LABOR AND TRADE UNIONISM


LABOR ARBITRATION


LABOR ATTITUDES AND PROBLEMS

331.8 At5 1924


Co-Author: Harold D. Lasswell. Labor and Laboring classes - U. S. - 1914.

LABOR BOARD DECISIONS

951 R25 1923

BEMAN, LAMAR T., Enforcement of the decisions of the Railway Labor Board. 1923.

Reference Shelf 1:7.

LABOR BULLETIN

331 C76b


Labor and Laboring classes - Connecticut. Periodical.
LABOR BUREAU, INC.


LABOR CONTRACT


This study of collective bargaining in Sweden is important because in that country one finds rapid economic progress combined with a high degree of labor organization and with powerful trade unions. Contents: Parts - The Development of Workers' and Employers' Organizations - The Collective Agreements - The Agreement Making Process - Bargaining Within the Agreement Framework - The Conclusion discusses the significance of this system and if it will work in the U. S.

LABOR ECONOMICS


While the selections in this volume reach different conclusions on matters of fact and value, they all follow the spirit of social scientific inquiry that Kennedy commended. The essays also reflect the policy and responsibility of the U. S. Government to promote maximum employment, production, and purchasing power. Contents: Prologue, Kennedy - Unemployment: Concepts, Courses, and Consequences - The Balance of Employment and Price Stability - Fiscal Policy: Principles and Instruments - Monetary Policy.
LABOR LAWS AND LEGISLATION

HD 6508 F3
FELLER, ALEXANDER, How to Deal With Organized Labor.

Contents: Presents the labor situation in such a light as will enable the employer to conduct his bargaining with labor in an intelligent, effective, and economical manner. It points out present trends and points out to the employer how labor disputes may be averted, and how if conflict is unavoidable - they may be ameliorated and losses minimized.

HD 6971 L48
LEVIN, NOEL ARNOLD, Successful Labor Relations, an Employers' Guide.


HD 4935 U5M6
MORTON, HERBERT CHARLES, Public Contracts and Private Wages.

LABOR POLICY

The Problems of Union Power.

Author states the problems of union power, analyzes them, examines their components, draws conclusions, and recommends remedies. 1 - An Outline of the Task. 2 - Historical Perspective of American Labor. 3 - Complex Pattern of Employment Laws. 4 - Social Incentives and Economic Effects of Union Power. 5 - Priority of Structure and Procedure.

METZ, HAROLD W., Labor Policy of the Federal Government.
The Brookings Institution, 1945.


PETRO, SYLVESTER, The Labor Policy of the Free Society.

Two objectives are involved here defining the essential features of the free society, and advancing certain proposals in the field of labor relations. Three main parts are: I - The Free Society. II - Evaluation of Labor Law and Policy in the U. S. III - A Labor Policy for the U. S.
The book avoids a detailed study of the grievances of labor and includes an analysis and evaluation of those different attempts to modify the traditional economic relations of an individualistic society that have been forced upon us by the disabilities of wage earners in the modern industry system. Includes: I - Organized Labor. II - The Liberal Employer. III - Labor Legislation.

Co-author: Frank T. DeVyver. Labor and Laboring classes in the U.S. - 1914.

Origins - Grievances; Unemployment, wages, opportunity - Unionism; evolution, strikes, bargaining - Labor Politics; Vote, legislation, methods - Collectivism.


Labor and Laboring Classes in the U.S. - 1914. Labor Laws and Legislation in the U.S. "Collateral readings" at end of each chapter.

Labor and Laboring Classes - U.S. Labor Laws and Legislation - U.S.


4th ed. completely revised. Includes supplement revision, 1940.


Co-Author: John R. Coleman. Industrial relations.


LIBRARY SCHOOLS AND TRAINING

020.7
BERELSON, BERNARD, Education for Librarianship.

The University of Chicago studies in library science.
Papers presented at the Library Conference, University of Chicago, August 16-21, 1948.

023.4
BROWN, JAMES DUFF, Guide to Librarianship.

A series of reading lists, methods of study, and tables of factors and percentages required in connection with library economy. Designed for the use of students entering for the professional examinations of the Library association.

020.7
CARNEGIE CORPORATION OF NEW YORK, Training for Library Service.

A report prepared for the Carnegie Corporation of New York. Appendix: 1. General information in regard to the fifteen library schools studied in this report, arranged by date of founding. 2. Entrance examination questions of library schools.

020.7
REECE, ERNEST JAMES, The Task and Training of Librarians.

A report of a field investigation carried out in February to May 1947, to assist with curricular problems then pending before the Dean and faculty at the School of Library Service, Columbia University.

020.7
CHICAGO. UNIVERSITY. GRADUATE LIBRARY SCHOOL., The Core of Education for Librarianship.

A report of a workshop held under the auspices of the Graduate Library School of the University of Chicago, August 10-15, 1953. Edited by Lester Asheim.

020.711
WHITE, CARL MILTON, The Origins of the American Library School.

History of library schools and training.
AMERICAN LIBRARY ASSOCIATION. BOARD ON PERSONNEL ADMINIS-
TRATION, Descriptive List of Professional and Nonprofessional Duties in Libraries.
Chicago, 1948.

MANPOWER


Represents a selection of educational materials from 4 of the 7 volumes published by the national manpower council to date and from the many papers published by members of its staff in connection with the council's work. They are the products of a common approach - namely, a manpower approach - to education, and they are still relevant. Part 3 - Vocational Guidance and the Work Force is applicable.


Seven studies presented as lectures at Southern Methodist University in 1960 and 1961 under the auspices of the Jno. E. Owens Memorial Foundation. 1. Underdeveloped areas. 2. Economic Assistance, American. 3. Spanish America - Economic Policy.


Co-authors: Samuel E. Hill and Frederick Harbison. Skilled labor and Supervisors - U.S.

331.0962  BADR, ALBIRT YUSUF, Manpower and Oil in Arab Countries. American University of Beirut, Economic Research Institute, 1959.

Co-Authors: Albert Y. Badre and Simon G. Siksek. Labor and Laboring Classes - United Arab States. Oil industries - United Arab States.


Total mobilization for Total War. Attempts to present the facts about the "manpower problem" during wartime. Deals with the following: (1) The extent to which manpower is a national network of local problems. (2) The extent to which an effective chain of public employment exchanges, the USES, is the backbone of the system. (3) Extent to which each manpower operation depends upon adequate, well-trained, professional personnel paid sufficiently to hold them, and free of political obligations.
Editorial board: William Haber and others. The intent of the volume is to present, in an integrated way, some of the manpower problems and policies in a free society and, as an indication of direction and scope, certain of the current findings of research which in time may provide solutions to the problem. Part I - Utilization and Motivation of Workers. Part II - Changing Dimensions of the Work Force. Part III - Manpower Mobilization.


The aim of this study was to investigate the availability and growth of the specialized manpower resources of the U.S.S.R. insofar as they might be judged from the Soviet Educational effort during the past 25 years. Chapter 6, Soviet Professional and Specialized Manpower, is applicable.


Prepared by Charles A. Quattlebaum, Principal Specialist in Education. Printed for the use of the Joint Committee on Atomic Energy. Federal Aid to Education.
INTERNATIONAL BUREAU OF EDUCATION, The Teaching of Handicrafts in Secondary Schools, from Information Supplied by the Ministries of Education: Argentina, Australia, Austria and Others.


KELLEY, LILLA ELIZABETH, Three Hundred Things a Bright Girl Can Do.
D. Estes and Company, 1903.

1. Amusements.

Educational Services, Ford Motor Company.

The aim of this book is to provide in text form a variety of approaches to shop-work teaching; to stimulate teacher imagination; to add labor to the daily presentation; to increase the meaningfulness of principles; and to provide some ideas for teaching in the specific areas of shopwork for high school, vocational school, and technical school.

PICKARD, ANDREW EZRA, Rural Education.

A complete course of study for modern rural schools. This book is the outgrowth of a series of lectures on rural school organization in the Minnesota State Summer Schools for teachers and of several revised courses of study planned for and executed in rural schools under the supervision of the author.


The index is based on an extensive collection of references accumulated in the Minneapolis Public Library. Co-author: Ruth Mason Hall.

DOBBS, ELLA VICTORIA, Primary Handwork. The Macmillan Company, 1914.

Manual training - methods and manuals.


Co-author: Alice F. Rollins. Includes suggestions with accompanying illustrations of programs for the first through the fifth year of work in industrial arts.


Contents: (1) Educational and Practical Values of the Fine and Industrial Arts. (2) A Survey of the Progression of Work through the Grades. (3) Grades I - VIII.


Part I - Materials, tools, techniques, purposes. Part II - The relation of handwork to subject matter. Part III - The administration of manual activities.
Industrial Arts and Vocational Education.


Industrial Education Magazine.


MEDICAL COLLEGES

610.69  FISHBEIN, MORRIS. Do You Want to Become a Doctor?  
F53  Frederick A. Stokes Company, 1939.  

610.71  World Directory of Medical Schools.  
W893  Geneve, World Health Organization, 1953.  
REF.  Medical Colleges - Directory.

610.7  COMMISSION ON MEDICAL EDUCATION. Final Report of the  
C73  Commission on Medical Education.  
Parts of the final report had been presented earlier in  
the ad interim reports. Medicine - Study and Teaching.

610.7  ILLINOIS. UNIVERSITY. BUREAU OF INSTITUTIONAL RESEARCH.  
Il29t  Trends in Medical Services and Training Facilities in  
Illinois.  
Urbana, 1959.  
Co-authors: Edward F. Potthoff and Herbert E. Longenecker.  
Medical services and training facilities in Illinois.
MIGRANT LABOR


No one is in so good a position to influence the health status of braceros as the agencies which administer the program. We believe these agencies may be unaware of some of the defects which have developed in the system. We are confident that once these defects are made known the agencies will do what they can to remedy them. To assist in this process, we offer recommendations for concrete steps which appear to merit consideration in the interest of improved administration of the bracero program.


Contents: (1) Theory of the Harvest Labor Market. (2) History of Contract Labor in California Agriculture. (3) Labor Contracting as a Contemporary System. (4) Wage fixing by Employers Associations. (5) The Government as a wage-fixing agency. The author's one concern was that no man or group of men should enjoy unappeased power, that men should be free to clash their wills and minds against each other on terms approaching equality. He regarded the harvest labor market as one skirmish and wrote his book with that in mind.


Effect of migrant farm labor on the education of children. Assisted by Robert L. Hilgendorf. The research reported herein was supported through the Cooperative Research Program of the Office of Education, U. S. Department of Health, Education, and Welfare.


Papers assembled and published under the sponsorship of the Iowa State University Center for Agricultural and Economic Adjustment. Agricultural laborers. Rural Conditions.
The story of the migratory agricultural worker in the United States. The problems of the Negro farm worker have always been an important concern of the N.A.A.C.P. As Negro agriculture labor increasingly becomes migratory, the Association's concern has been turned to the pattern of exploitation and discrimination which characterizes migratory farm labor in the U.S. today. As streams of migratory farm workers swelled during the past decade the N.A.A.C.P. has focused national attention upon the many injustices suffered by the migratory worker, especially the aspects of economic exploitation, abuses of child labor and civil rights violations. It is hoped this publication will not only provide much needed information, but will also help mobilize broad public support for the necessary changes in the life and work of these people.

Presents information about labor engaged in the production of various agricultural commodities. The two groups of workers that were singled out (see title) were chosen because of the belief that their study would best delineate the most important characteristics of casual agricultural wage laborers and the problems they face.
MINING SCHOOLS AND EDUCATION


Report submitted by Roy A. Hardy, Chairman, Committee on Mackay School of Mines.


Mining Schools and Education - Nevada.

The Mackay Miner. Reno, Nevada.

Published by the Crucible Club, affiliated student society of the American Institute of Mining Engineers.


Sponsored by the Seeley W. Mudd Memorial Fund. This study is a direct result of the activities of the Mineral Industry Education Division of the Institute.
The Occupational Research Program of the United States Employment Service has been engaged for several years in studying workers and jobs in various sections of the country. Results of the studies of jobs have already been published in the form of job descriptions and an occupational dictionary. This volume presents the results of the studies of workers....The authors have carried major responsibility for the worker-analysis studies, but they have been guided by the general counsel of the Technical Board of the Occupational Research Program.

Occupations - Diseases and hygiene.


This book reviews on a broad basis and with emphasis on it clinical aspects, the problem of disease in relation to occupation. Every type of occupation is considered, whether it belongs to an industry or not. The work embodies the experience of 20 years' teaching and is designed to be of use to the student, the general practitioner and the consultant.


A study in the hygiene of an occupation. The purpose of this book is to summarize and interpret the most important investigations which bear upon the hygiene of the teaching profession. Includes: (1) The problem. (2) Mortality Rate, and Physical Morbidity. (3) Tuberculosis and the Teacher. (4) Health Suggestions for the Teacher. (5) The Hygiene of Character. (6) The Responsibility of the Normal School.

INTERNATIONAL CONGRESS ON OCCUPATIONAL HEALTH., Reports, 1840-1937.


The book has a dual aim: To assist the student who wants to learn more about occupational health nursing; and to guide the practicing occupational health nurse and give her a standard against which to measure her program and her performance. It covers the following major areas: I - The Field and Scope of Occupational Health Nursing. II - The Ten Functions of Occupational Health Nursing. III - Participation of the Nurse in Occupational Health Programs.


The authors of this volume have tried to supply the deficiency with regard to bringing occupational information to children of elementary school age. They have examined large numbers of books used in elementary schools, and materials suitable for children of elementary school age, for the purpose of selecting usable stories, readings, songs, and other materials which relate to occupational activities. These have been read and the selected parts listed under proper occupational classifications.
COUNCIL OF STATE GOVERNMENTS, Occupational Licensing Legislation in the States.
Chicago, 1952.

The report deals with licensing by state governments as an institution for regulating the entrance into and continued practice in professions, trades, and other occupations. It is concerned primarily with problems of public health and welfare; problems of potential monopoly—the barriers to the free choice of an individual in selecting his vocation; and the extent to which state officials have effective control over the administration machinery of examination and licensure.

OCCUPATIONAL LITERATURE


By Gertrude Forrester.


Represents a pioneer attempt to study mobility and patterns of working life by applying chart analysis to the data from successive decennial censuses of population. Goal was the construction of models and procedures for estimating possible future manpower supply by occupation in the U. S. Such projections were calculated for 1960 for the total male population of the U. S. and are shown in Part 1. Secondarily, they presented additional information and definitive analysis on: (a) the rate of new entries into major occupational groups, (b) retirements by occupations, (c) net mobility among the various occupations, and (d) patterns of working life.
OCCUPATIONAL OUTLOOK HANDBOOK


OCCUPATIONAL SATISFACTION


OCCUPATIONAL THERAPY


OCCUPATIONAL TRENDS IN U. S.


Co-Author: Percy E. Davidson. This is the second report in an anticipated series. The first volume, Occupational Mobility in an American Community, was published in 1937. In process of development and soon to be published is a third report dealing with a vertical scale of occupations based upon rates of pay and earnings. The fourth study in progress is an investigation of the political behavior and voting records of occupational groups. A fifth research now under way is a study of occupational trends in California since 1870, following the plan developed in this volume.

331.09794 HARRIS, NORMAN (Director), Community Occupational Survey Report (Kern County Union High School District).

1. Occupational information for use in curriculum, instruction, guidance, and placement. Contents: The study is designed to yield realistic information concerning the occupational structure of the community, in order to better evaluate the present program of the school and point the way to needed changes in curriculum and guidance. Chapter X - Implications for Industrial Art - Vocational Education is applicable to the R. C. U.
OCCUPATIONS


A book for men leaving the service.


Herein a statistical report on the status of living U. S. college alumni (and alumnae) - who they are, how and where they live, what they earn, and at what work. For the research, full credit must go to Charles L. Stillman...who conceived the idea, and to Time's Wendell Ward and Edward Rhett who managed the operation throughout.


The purpose is to tell what aptitudes are, and how an inquirer can recognize his potential. Much is said about theory and practice of testing. Contents: Aptitudes and Guidance, Orientation with the World of Work, The Practice of Testing.


Sociology, Social Classes.


The objective of this monograph is to summarize in a concise and integrated fashion, the results of all investigations concerned with the validities of tests used in the selection and placement of workers. The review is restricted to aptitude tests, since tests of job knowledge and of job skill are highly specific in nature. The pertinent publication from 1910 to date was searched. The specific purpose of this monograph is to obtain a representable value of the validity of each type of test for each type of job.


Vocational guidance.

This volume is addressed to the student whose funds are inadequate to meet the expenses of four years study away from home. It is largely a handbook of jobs. It presents the chief avenues of earnings which students have used to advantage.


This volume is concerned with the social psychological aspects of work and the professional—would-be professional. It is felt that the career of a man is worked out in some organized system and that the career of an occupation consists of changes of its internal organization and of its place in the division of labor of which society itself consists.


The purposes of the book are: (1) to set forth the steps a young person must take in choosing a field of work; (2) to present the types of problems one encounters in occupational life; (3) to acquaint students with sources of information regarding occupational problems; (4) presenting exercises in choosing occupations that can be used in later years.


Book seeks to answer more or less the problem for the older person who finds retirement either too costly or too deadening, or both and who seeks an income within the limitations of health and time. The editors have considered these problems from the standpoint both of the person already retired and of the person planning for the inevitable day when he will wish to step down as a full-time member of the working community.


Blueprinting Careers in Business—Getting the Job—Success on the Job—Managing Your Personal Affairs.

Employment of women.


Book has been written to help steer the novice through the charted reefs of business. It deals with many phases and problems with which a successful operator must become familiar. The emphasis is on what you should know, where you can learn it, and why it is necessary.

PROSSER, CHARLES ALLEN, Information Book on Selecting an Occupation. Bloomington, Illinois, McKnight and McKnight, 1936.


Co-Author: Elizabeth Hagen. Book is devoted to reporting the outcome of a study of 17,000 men who were given a battery of aptitude tests in 1943. An attempt was made to locate as many as possible of these men in 1955-56 and to get information from each about his education and vocational history. Information has in fact been obtained from over 10,000 men who were out in the civilian world of work. The analysis of aptitude test scores for these 10,000 men in relation to their later careers provides the substance of their work.


A Science Research Associates publication. Compiled from materials secured through Northwestern University in cooperation with the Illinois Federal Writers' Project, Works Progress Administration. Selected bibliography on rural journalism.


The miner - The structural iron-worker - The steeplejack - The "high-up" painter - The window washer - The city policeman - The state patrol - The Royal Canadian mounted policeman - The city fireman - The diver - The wild animal catcher - The wild animal trainer - The airmail man. Occupations - dangerous.


Prepared under the supervision of William C. Hunt. Summary of the state and territorial laws regulating the employment of children.

HATCHER, ORIE LATHAM, Occupations for Women. Richmond, Va., Atlanta, Ga., Southern Woman's Educational Alliance, 1927.

It is written to help girls and women find themselves in the maze of conflicting demands and opportunities which confront them today. It faces the new trends and economic conditions which have led to the entrance of many women into occupations outside the home, and helps women to solve the resulting problems.


Attention is paid to self-study and analysis as well as to job analysis. Social aim of vocational guidance is constantly emphasized. Simplifies vocational choice. Occupational information is brought up to date. Long range trends and growing occupations are presented, as well as recent research. Contents: Education and Work - Learning About Occupations - Choice, Start, Progress - Cooperation.


A selective, annotated list of books for career background and inspirational reading.
An annotated bibliography.

PRICE, WILLODEEN, Index to Vocations. H.W. Wilson, 1938.
A subject index to 1,950 careers. First published in 1936. Index to vocations; List of books analyzed; Useful books for vocational teachers and counselors.


Prepared by Division of Occupational Analysis, U.S. Employment Service. Job definitions...prepared... primarily for the use of public employment offices and related vocational and personnel service.

Report summarizes the work of Ruml and Tickton in the area of teaching salaries. Over the last 50 years. It does not attempt to say what teaching salaries should be. It does, however, reveal clearly how these salaries stood today in relation to incomes in other fields.
PERSONNEL MANAGEMENT

Production Handbook.

Edited by Gordon B. Carson. Industrial Management.
Factory Management.

SCOTT, WILLIAM G., The Management of Conflict

Appeal systems in organizations. Grievance procedures.
The Irwin-Dorsey Series in Behavioral Science.

STEINER, GARY ALBERT, The Creative Organization.

Proceedings of a seminar sponsored by the Graduate School
of Business under a grant from the McKinsey Foundation
for Management Research, Inc.

TURNER, ARTHUR NICHOLSON, Industrial Jobs and the Worker.
Boston, Harvard University, 1965.

An investigation of response to task attributes. Co-
author: Paul R. Lawrence. Job Satisfaction.

PERSONNEL RECORDS IN EDUCATION

WITTWER, MARILYN, An Analysis of Methods of Reporting
Pupil Progress in the Eight Mountain States.
Reno, Nevada, 1956.

Thesis (M.A.) - University of Nevada. Personnel records
in education. Grading and marking (Students). Home and
school.
PERSONNEL SERVICE IN EDUCATION

371.422
AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION. COMMITTEE ON STUDIES AND STANDARDS, Student Personnel Services.

A monograph covering the entire range of personnel services. Each chapter is written by a person well qualified in areas such as: recruitment for teacher education, admission and registration, student counseling, student health and housing services, student financial aid, etc.

378.113
AMERICAN COUNCIL ON EDUCATION. CENTRAL COMMITTEE ON PERSONNEL METHODS, Measurement and Guidance of College Students.
Baltimore, Williams & Wilkins Co., 1933.


136.7
AMERICAN COUNCIL ON EDUCATION. COMMISSION ON TEACHER EDUCATION, Helping Teachers Understand Children.

Book is about teachers. Describes behavior of school children and analyzes forces that led them to act as they did in various situations. Demonstrates how classroom teachers and teaching principals deepen their understanding concerning the conduct of children and how they increased their skill in identifying such causes in the case of particular children and groups.

371.422
AMERICAN COUNCIL ON EDUCATION. INTERGROUP EDUCATION IN COOPERATING SCHOOLS, Sociometry in Group Relations, A Work Guide for Teachers.

Presents adaptations of sociometric devices to diagnosing interpersonal relationships in school groups and describes the successive methodological steps as these were developed in the Intergroup Education in Cooperating Schools project.
Chapter 12 is concerned with helping students find employment. Deals in college and university areas. Combines college placement services with industrial placement services. Chapter 18 concerned with students and staff in a social context. Deals with extracurricular-cultural life on campus of students. Chapter 17 concerned with personnel principles in the chapter house. It is a guide for house mothers in fraternity houses to her understanding of her group and her operation in her house.

This book is intended largely for those engaged in educational work, for teachers and school officials. It emphasizes the individual who is being educated. Deals with psychiatry in college and in secondary schools. Contains case records. Used scientific method to approach problems. Deals with junior high, elementary and primary schools.

This book is written for the students who are taking a beginning course in guidance, for teachers concerned with guidance work, and for parents who are interested in the philosophy and practice of the personal teacher-child relationship in the school. Deals with measurement and testing. Contains a case study in counseling. Discusses organizing guidance services.

Critical comprehensive review of guidance-personnel issues by the authors. Contains judgments, new organizations of ideas, and new interpretations. The book's goal is to contribute a clearer direction and to give greater strength in guidance-personnel work.

Bibliography at end of each chapter. Annotated references for story and story interpretation.
Emphasizes the development of skills and knowledges which will enable teachers to deal with the ramifications of problems, varied approaches, and to make guidance to continuous emphasis in daily procedures. This volume is designed to indicate workable answers to questions teachers frequently ask. Emphasis is on the individual. Sociometry and psychodrama is explained. It deals with informational services that are most appropriate to the elementary school worker. It is directed to both the teachers on the job as well as to those who are in training.

This book is intended as an introductory college textbook in the field of educational sociology. The text aims to bring to the consciousness of students the vital relation between education and democracy. It discusses the Federal government to education, the U. S. Office of Education, and the N.E.A. Discusses adult and vocational education. The curriculum in its relation to our social values is also discussed.

Lists certification requirements for 41 states for a school counselor and 12 states for the school psychologist, as of 1957.

Analyzes ways to identify and satisfy the needs of students through the coordinated use of fact-finding devices and of personnel services. Contents deal with the ways in which the total development of the student may be effectively improved through general education. The text deals in three areas: developing the personnel services, facilitating the personnel services, and the principles of personnel services.

Contains a brief study concerning child accounting and child guidance, clinical testing, cumulative recording and the individualizing of instruction.

Personnel service in Education.


Describes several devices helpful in diagnosing gaps in social learning of children and adolescents introduced by their cultural backgrounds, their social relationships and patterns of belonging, and their feelings and concerns about their relationships with their families and peers. Six instruments are described: diaries, parent interviews, participation schedules, sociometric procedures, open questions, and teacher logs.


Study of problems in human relations in and about schools—mainly concrete cases. Part I—Defines human relations education, discusses methods of problem solving. Part II—Consists of 9 case-centered chapters concerned with teaching, room order, individual differences, inter-group relations, area study and action, and school head and staff relations. Part III—Teacher-leader role in "change action".


Gives an over-all view of guidance in relation to individual problems of adjustment in home and school and in occupational, social, and civic experiences. The book also traces the guidance needs of individuals from childhood through adulthood.


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Contains the scope of the work now being undertaken in the junior high school. It provides a measuring rod for other guidance services to appraise themselves for completeness.


Represents the thinking and experience of eight different persons, all specialists in the areas presented. The book was written with the individual pupil in mind. It is intended for college and university classes and is a useful handbook for teachers in schools lacking professional leadership in the field of pupil-personnel service. It contains information about group counseling.


This book is written for all teachers who are interested in improving the mental health of children in the elementary or junior high area. The book has a threefold purpose: (1) Suggests ways teachers may learn about the background, the environment, the physical condition, and the social status of children. (2) To suggest ways in which adults can give children more opportunities to bring their grievances to the surface, to get rid of negative feelings, and to work out their own solutions to problems. (3) To show how boys and girls can get along better with one another.


This book is designed to make contributions that should be useful to school officials and to communities that are attempting to adjust and expand their secondary school programs to serve all youth. One chapter gives special attention to the small high school.


The text's major emphasis is upon the development of ways and means by which guidance and counseling can be implemented in the actual school situation. It also is designed as a basic text for teacher-training institutions which offer introductory courses in principles and basic concepts of guidance and pupil personnel services. It also provides a source for ready reference on usable techniques and materials for those teachers.
charged with the responsibility for guidance and to those teachers generally working in secondary and elementary schools.

EDUCATIONAL POLICIES COMMISSION, Social Services and the Schools.

Presents a systematic analysis of cooperative relationships between public schools and public health, welfare, and recreation agencies and public libraries. Attempts to present a comprehensive policy by which current and proposed practices can be checked, and discrepancies between theory and practice can be observed and discussed on their merits.

Randolph, Wisconsin, Educators Progress Service, 1962.

Vocational Guidance - film catalogs, bibliography.
Personnel service in education.

ELIAS, LLOYD J., High School Youth Look at Their Problems.

The tabulated results of a state-wide survey of the opinions of 5,500 high school youth concerning their schools, their families, their friends, and their futures.

ERICKSON, CLIFFORD ERIC, A Basic Text for Guidance Workers.

The text attempts to portray many different aspects of the guidance program and at the same time to indicate the extent of some of the specializations within the field as a whole. The book is prepared both to serve all teachers interested in learning more about guidance services and to furnish counselors a beginning reference for their work.

ERICKSON, CLIFFORD ERIC, A Practical Handbook for School Counselors.

The contents of the text contain the following chapters: (1) The role of guidance services. (2) Learning about pupils. (3) Interviewing and counseling. (4) Informational services. (5) The staff and the guidance program. (6) Organizing the guidance program.

This book aims to describe both adequate guidance service and the competent preparation of counselors. The book is also concerned with a philosophy of guidance services which is consistent with present trends. (1) Functions of school personnel. (2) Planning for guidance services. (3) Qualifications of guidance workers. (4) Organizing counseling, information and placement services.


The aim of this book is to give a description and analysis of the group process, by which is meant the interpersonal relationships within a group -- describe the dynamics out of which group programs evolve. Areas of importance in this book: (1) The leader's role in group work. (2) The setting for club and homeroom activities.


This is a study of the practice of vocational guidance in order to discover what workers in this field do, and under what circumstances their work is performed. (1) What vocational guidance is. (2) The organization of vocational guidance. (3) Duties of counselors. (4) Methods of counseling. (5) Gathering and dissemination of occupational information. (6) Conditions of work. (7) Placement in vocational guidance. (8) Registering and interviewing. (9) The employer and the job. (10) Placement office.


The author stresses the need for the students having extra-curricular activities and suggests ways in which teachers can give direction to students. (1) Sense of direction. (2) Class organization. (3) Pupil participation in Government. (4) Councils in junior high and senior high. (5) Assembly and clubs. (6) High school newspaper. (7) Pupil handbook. (8) Athletics. (9) The annual, commencement, extra-curricular finances.


A study of the principles and techniques of personnel services for students. Co-authors: Katharine J. Densford and E. G. Williamson.

Human Development concepts and their application in the classroom. A. Nature of Guidance; (1) Role of the Teacher. (2) Qualifications for guidance work. B. The child as a growing organism; C. Understanding community forces; (1) Role of culture in self-development. (2) Societies of the child. D. The Child's Self; (1) Self-process. (2) Uniqueness of the individual. (3) Self-system as an 'influencer'. E. The Teacher as a Group Worker; F. The Teacher as a Counselor; G. The Teacher as an Action Researcher.


Deals with the nature of educational-vocational-personal problems and with educational-vocational interests. It also covers the tools and techniques of counseling with the changes in theory and practice that have come about.


Contains the basic theories, hypotheses, and concepts of clinical counseling. Discusses the nature of educational-vocational problems and educational-vocational interests.


The book is devoted particularly to a discussion of teacher responsibilities in counseling. Counseling techniques are presented for use by teachers in their contacts. The book is about the counseling of normal youngsters.


This text is directed toward helping school administrators and superintendents initiate, improve, extend and supervise guidance services.


A guide for students, parents, and counselors. This book is written for personnel officers and college administrators, who are interested in providing for each student a situation in which he may find opportunity for his best development. (A) The Individual and the College: (1) Choosing a College. (2) The responsibility of the college to the individual. B. The College and the Individual: (1) Admissions. (2) Tests and examinations. (3) Flexibility of requirements. (4) Group relations. (5) Health. (6) Discipline. C. The College and the Student - A Reciprocal Relationship.

A collection of materials and methods. The chapters of this volume are written in the effort to bring together examples of some of the better methods and materials that have been used in elementary and secondary schools regarding character emphasis in education. It is designed with the thought of the teacher in service and for principals and supervisors.


Deals with specific problems of inter-group relations. It exposes facts about different types of feelings created by different situations that teachers face with their dealings with children.


The text presents basic concepts and procedures for guidance services at all educational levels, from elementary through university. The text serves as an introduction to the field of student guidance services for students of guidance.


The text defines the function, the basic components, and various features of the guidance program. The text is best suited to the first year of graduate study in education.


The book deals with findings from sociometric research, the sociometric test, and uses and applications of this method.


Written for teachers and approaches the question of the school's guidance program from the teacher's point of view. Purpose is to introduce teachers to the various facets of the guidance function. (1) Guidance through the teacher's eyes. (2) The teacher looks at individuals. (3) The teacher looks at groups (know the group as well
as the individual). (4) The teacher works on a team (with other school personnel, with parents, with the community). (5) The teacher evaluates his role (his own growth and that of his pupils).


Function of guidance and its relation to other aspects of education. Results of many research studies dealing with problems of young people. The aims of the various phases of guidance are incorporated into the various chapters of the book. Homeroom and group guidance, leadership and leisure time guidance to mention a few other areas covered. Last chapter is dedicated to the results of investigations into the effects of guidance (1934).


Basic contention of this book is that schools must also educate for mental health so that youngsters will learn to work together in wholesome and satisfying ways and to live together as responsible citizens. This text has sought to synthesize current knowledge and experience regarding mental health and human relations. Part I presents the problem of mental disorder and mal-adjustment in the U.S. - how it reaches schools. Part II deals with environmental influences on development of mental health. Part III describes the psychological forces of growth and the symptoms of behavior deviation in children. Part IV makes practical application of these principles in the school setting.


In this text one will find: formal research, clinical case studies, preference to recent studies related to intellectually gifted underachievers.


This second edition stresses the part which the classroom teachers play in the guidance of youth by providing specific suggestions and listing source units. It also stresses strongly vocational guidance. Other areas covered: (1) Need for guidance. (2) Meanings and concepts of guidance. (3) Principles of guidance. (4) Group approach to guidance. (5) Individual guidance and counseling. (6) Evaluation and follow-up.

The text is designed especially for the beginner in his preparation for guidance responsibilities, and for those engaged in on-the-job study to improve existing guidance services. The text notes: the nature of problems found in secondary school pupils, the relationships between the problems and the behavior of youth, and practical suggestions for initiating guidance activities.

LLOYD-JONES, ESTHER (MC DONALD), A Student Personnel Program for Higher Education.

This book attempts to outline a total personnel program, shows its purpose in the total program of higher education, and shows the various aspects of the personnel program in relation to each other. Contents: (1) Philosophy and Organization of the Student Personnel Program. (2) Functions of same.

Los Angeles, California Test Bureau, 1948.


MARZOLF, STANLEY S., Psychological Diagnosis and Counseling in the Schools.

The text covers: (1) Foundations of diagnosis and counseling. (2) Case study. (3) Testing in a case study. (4) Improving adjustment.

MATHEWSON, ROBERT HENDRY, Guidance Policy and Practice.

The content of this book is a rough attempt to outline a framework of fundamental theory which may be useful in evaluating current guidance practice and in projecting future programs.
In this book one will find chapters dealing with a thorough exposition of procedures and practices of guidance required for implementation of policy, a chapter on prevailing strategies of guidance practices and one on the history of guidance. There are also chapters dealing with individual and social needs for guidance and the basic process - areas of guidance. A more comprehensive treatment has been given to the psychological and philosophical foundations of guidance.

The main purpose of this book is to furnish a working basis for the guidance of college freshmen. The book attempts to orient the student to his new environment, to his personality development, and to the conditions in the working world and in making a wise choice of a vocation.

This book deals with: (1) The organization of the school for identifying and serving the needs of young people, the systematic study of the individual, the informational program, and the principles and practices of counseling.

In general, there are two main emphases in this book. (1) Philosophy, purposes, and principles of organization and administration, and the development and presentation of home room programs and activities. (2) Program material and activities relating to particular phases of specialized guidance. Areas covered in this book: A changing conception of education, purposes of the home room, administration of the home room, and areas concerned with guidance in home room.

The main purpose of this book is to assist in the further development of worthy, justifiable, and beneficial home room externals and internals. There are two main emphases in this book: (1) Philosophy, purposes, and principles of organization and administration and development presentation, and evaluation of home room programs and activities. (2) Program material and activities relating to particular phases of specialized guidance.

This book contains sections related to the following areas: (1) The role of the personnel worker in higher education and the lives of youth. (2) Developments in tests and testing. (3) Vocational Counseling and Occupational Adjustment: (a) Developments in vocational counseling techniques. (b) Contribution from the field of occupational adjustment. (4) Counseling methods and points of view. (5) Special personnel services (emphasis on general areas of counseling). (6) Personnel work as a profession. (7) Counseling by faculty members.


This book is divided into three basic parts: (1) This part presents material describing the guidance services in elementary and secondary schools. (a) Detailed discussion of philosophy, organization and implementation services, process and procedures in counseling, etc. (2) This part deals with student personnel work in colleges and universities. (3) This part explores counseling and guidance work outside the schools. (Government services, business and industry, community clinics and agencies).

NATIONAL SOCIETY FOR THE STUDY OF EDUCATION. COMMITTEE ON GUIDANCE, Guidance in Educational Institutions, Prepared by the Society's Committee on Guidance. Bloomington, Ill., 1938.

The text contains frequent reference to the adjustments that should be made in the guidance service to bring it in harmony with the remainder of the school program.


The yearbook dealt with the role of the schools in promoting remedial and preventive measures in relation to delinquent behavior. Covered in the text are also the problems of juvenile delinquency.

NATIONAL SOCIETY FOR THE STUDY OF EDUCATION. COMMITTEE ON PERSONNEL SERVICES IN EDUCATION., Personnel Services in Education. Chicago, University of Chicago Press, 1959.

This volume directs attention toward the pupil as a person to be cultivated. It discusses: education and the evolving nature of society; philosophical and psychological bases of personnel services in education; principles for programming personnel services; functions
and procedures in personnel services; organization of personnel services; and frontiers of personnel research in education.


The text emphasizes principles and problems, or issues, rather than procedures and techniques. It contains a chapter on the educational setting in which counseling and guidance services operate. Also included is a chapter concerned with the philosophy of guidance. Another notes the qualifications for counseling and guidance.


Deals in the area of student personnel work. The author tries to answer these questions: (1) What are the basic categories of student needs? (2) How reliably can the needs of students be diagnosed? (3) What information is most essential in diagnosis? (4) What are the general characteristics of students who fit each category? (5) What are the causes of the various forms of maladjustment? (6) Is differential treatment a sound basis for determining diagnostic categories? (7) Do diagnostic categories aid the study of effectiveness of differential therapies?


Contains a list, by states, of all colleges accredited by the American Council on Education. Vocational guidance. Veterans - Employment - U.S.


This book is designed to introduce to the classroom teacher and the prospective classroom teacher the extra-instructional problems that she may meet and suggest means by which these problems may be met. Helpful hints for a new teacher in her classroom are discussed.
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371.422 P393 1948


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378.73 P936 1944


Contains a list, by states, of all colleges accredited by the American Council on Education. Vocational guidance. Veterans - Employment - U.S.

371.101 P96 1930


This book is designed to introduce to the classroom teacher and the prospective classroom teacher the extra-instructional problems that she may meet and suggest means by which these problems may be met. Helpful hints for a new teacher in her classroom are discussed.
REED, ANNA (YEOMANS), Guidance and Personnel Services in Education.

The purpose of this book is to present the whence, how, and where of the guidance and personnel movement and to question it whither: (1) to tell how four segments of a guidance movement come into being; (2) to present the universal principles, practices, tools and techniques of guidance; and, (3) to take stock of the present assets and liabilities of guidance and personnel services.

RICE, GEORGE ARTHUR, The Administration of Public High Schools Through Their Personnel.

The text examines the responsibilities of the administrative officers of the high school, to analyze the principles upon which good organization is based, and to set forth sound practice in administration. The text considers in detail the duties of each administrator.

ROBINSON, FRANCIS PLEASANT, Principles and Procedures in Student Counseling.

This book is primarily concerned with helping personnel workers who wish to develop professional skill in counseling with normal individuals. Areas covered in this book: (1) Factors in the counseling situation. (2) Counseling techniques. (3) Related aspects of counseling programs. (4) Types of interviews.

ROTHNEY, JOHN WATSON MURRAY, Counseling the Individual Student.

The text is aimed at those who are preparing to become teachers and counselors at secondary and higher levels. It deals with the vocational problems of the individual student. The text provides case histories of subjects who have been studied, counseled, and followed up over a period of years. It attempts to prepare a person to evaluate and apply methods learned about individuals.

ROTHNEY, JOHN WATSON MURRAY, The High School Student.

This volume treats the many problems involved in maintaining effective personnel services for students. The volume discusses: (1) The obligation of the institution to its students, (2) administrative organization for student personnel services, (3) Institutional provisions for understanding students, (4) Interpretation and use of data in counseling students, (5) The extra-classroom life of the student, (6) Evaluation of student personnel services.

The text seeks to outline a practical method proper to the problems and needs of Catholic students. The text discusses: duties of personnel; recommended procedures for initiating a program, and a means of implementing a guidance and counseling program guaranteed to be distinctly Christian. The text is a "how-to-do-it" manual for principals and personnel. It is applicable to the elementary school.

Included for administrators and guidance workers are: (1) A statement of hypotheses concerning factors which may have contributed to the efficiency of group guidance in the schools studied, and (2) suggestions for the evaluation of many different aspects of the group guidance work.

This book is concerned with normal individuals and uses the preventive, or mental-hygiene, approach to counseling. It also reveals a desirable balance between principle, or theory and practice. The emphasis is on the client because the author believes that effective adjustment is self-adjustment.
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<td>371.422</td>
<td>STRANG, RUTH MAY</td>
<td>Every Teacher's Records</td>
<td>New York, Bureau of Publications, Teachers College, Columbia University</td>
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Group work, Educational and social. Personnel service in education.


Includes Bibliography. Student activities. Personnel service in education.


The function of this book is to summarize the results of investigations relating to personnel work. The text is intended for the use of specialists in work with individuals, for research workers, and for teachers whose part in the guidance of students is increasingly recognized.


This text contains concrete examples of counseling and group work. It contains information on guidance in the elementary school, group dynamics, client-centered counseling, and projective methods.


Includes Bibliographical references. This book is intended to assist educators—teachers, teacher counselors, and administrators on a secondary school level. The text is suitable for a first course in counseling, and also for in-service education to develop counseling competencies. The emphasis is on what the counselor does when he is face-to-face with the counselee.


The book covers the following topics: The essentials in starting a guidance program, group work in guidance, tests, opportunities for young people, general principles and practices of measurement, record keeping case studies, and teacher guidance. Includes bibliographies.
UMSTATTD, JAMES GREENLEAF, Institutional Teacher Placement. Detroit, Michigan, Office of the Editor, Institutional Teacher Placement, College of Education, Wayne University, 1937.

This book can serve as a manual of best practices for directors of institutional teacher placement. It could also be used as a guide to college administrators about how to improve and extend their teacher-placement services as well as a source of new ideas for directors of bureaus already well established. Contents: The place of supply and demand studies in a teacher placement office. The administration of a teacher placement office. Office arrangement and management. The credentials. Counseling of prospective teachers. The measurement of teaching efficiency. Relations with registrants. Problems of graduate placement. Relations with employers. The institutional teacher placement bureau as an integral unit in teacher education. A placement bureau as a division of the state department. Some problems in the ethics of teacher placement. The publicity program of the teacher placement office. Trends in institutional teacher placement.


This book has been written to present the methods of individualizing education by means of the applied personnel procedures and techniques of dealing with the students in college, high school and grammar school. Part I - is a handbook for teachers and counselors. Part II - includes a description of a centralized personnel department or guidance bureau. Part III - describes personnel methods which have been used greatly in a centralized personnel program but which can be employed by the individual teacher.


This book is an attempt to present a synthesis of the current theories on personnel work, to indicate their strong and weak points, to show similarities and basic agreements, and to smooth out the wrinkles that may be causing the secondary - school people to trip in their thinking about high-school personnel work today. It is to assist the readers' understanding of personnel work, not to qualify him as a practitioner.

The subjects considered in this volume are: instruments important to the student personnel worker in the proficient performance of his functions: tests, inventories, observation reports, self-reports, cumulative personnel records, interviews, case studies, and case conferences.


Considerable space in this book is devoted to the core curriculum as an environment where group guidance may be attempted. This book is written with the conviction that a revised concept of group guidance should be presented.


Contains a comprehensive discussion of all aspects of the problems of a guidance program: personnel and their required qualifications, techniques and procedures in the guidance process, how to get started on such a program, and the like.


Revision of Part I of How to Counsel Students. This edition centers around a new formulation of the broadened role of counseling in education. Stress is placed upon counseling as a form of personalized and individualized assistance to adolescents as they develop their full personalities in a societal and school context of other personalities and social processes and institutions.


This book attempts to outline the broad scope of student personnel work in high schools. Special emphasis is given to the treatment of the functions of the counselor or advisor and the teacher-counselor.

The first part of this text is devoted to a discussion of the importance of the non-vocational values of general education and further discussion of the psychological problems involved in the making of a vocational choice. The remainder of the book is devoted to the following broad occupational fields; medical occupations, agriculture, forestry, home economics, engineering, chemistry, teaching, business, law, journalism and writing occupations, social welfare, the ministry, library, various art occupations, skilled trades, personnel service, and public service occupations.


The text attempts to expose the possibilities of developing and utilizing scientific techniques in the educational and vocational guidance of the individual.


The text attempts to deal with three interrelated phases of education - individual differences, measuring instruments, and guidance.


With emphasis on counseling and group experiences.


SRA professional Guidance Books.
YEAGER, WILLIAM ALLISON, Administration and the Pupil.

The contents of this book cover such areas as: (1) The nature and social basis of the pupil personnel function. (2) The attendance function with problems and procedures. (3) Providing for all pupils. (4) Problems incidental to a wider educational program for all pupils. (5) Adjustment services. (6) Evaluation, recording, and reporting. (7) Achieving personality and social adjustment. (8) The organizing function.

ZACHRY, CAROLINE BEAUMONT, Emotion and Conduct in Adolescence.

For the Commission on secondary school curriculum. Adolescence.

ZERAN, FRANKLIN ROYALTON, Life Adjustment Education in Action, A Symposium.
New York, Chartwell House, 1953.

Each chapter is written by an author specializing in the specific area. Specific areas covered: (1) Vocational and industrial education. (2) The curriculum in life adjustment education. (3) Social studies in life adjustment. (4) Guidance services for life adjustment. (5) Work experience programs. (6) Instructional materials.

ZERAN, FRANKLIN ROYALTON, Organization and Administration of Guidance Services.
Chicago, Rand McNally, 1962.


Guide to Guidance.

An annotated bibliography of publications of interest to deans, counselors, and advisors.
BARRY, RUTH, Case Studies in College Student-Staff Relationships. New York, Teachers College, Columbia University, 1956.

Doctoral Dissertation - 22 cases - For the purpose of furthering study, and understanding, and the development of human relations knowledge and skills.


Rand McNally Education series.


Lectures given at a workshop at Syracuse University in July 1958, and jointly sponsored by the Syracuse University Division of Summer Sessions and the National Association of Women Deans and Counselors. The leaders of the workshop addressed themselves to placing before the students of the workshop by lecture, discussion, conference, and demonstration the most recent developments in philosophy and practice in guidance-personnel work. They also considered present problems in the field, especially as they affect women.

SYRACUSE UNIVERSITY, SCHOOL OF EDUCATION. Guidance In the Age of Automation. Syracuse, Syracuse University Press, 1957.

Lectures and summaries of lectures in a workshop held during the summer sessions of the School of Education at Syracuse University in 1956, celebrating the twenty-fifth anniversary of the graduate program in student personnel work for women.
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<td>371.422 G243g</td>
<td>GARRY, RALPH, Guidance Techniques for Elementary Teachers.</td>
<td>Columbus, Ohio, C. E. Merrill Books, 1963.</td>
<td>The book emphasizes the principles and techniques that will enable an elementary teacher to use a guidance program. The book is focused on basic, psychological, sociological, and physical health principles. Techniques, such as socio-grams, socio-dramas, the Social Distance Scale, Guess Who, record keeping, measurements of physical health and growth, case histories, and intelligence tests, are introduced. The book provides a comprehensive view of a child's world through treatment of family relationships, health and physical development, personal development, social development, and the school and community context.</td>
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<td>371.422 K88g</td>
<td>KOWITZ, GERALD T., Guidance in the Elementary Classroom.</td>
<td>New York, McGraw-Hill, 1959.</td>
<td>The book is intended primarily for the in-service teacher. It is presented to try to provide a foundation from which the teacher can successfully work to meet the thousands of problems in the classroom.</td>
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LOS ANGELES COUNTY, CALIFORNIA. OFFICE OF SUPERINTENDENT OF SCHOOLS, Guiding Today's Children. Los Angeles, California Test Bureau, 1959.

A guidance book for teachers and administrators of elementary schools.


Co-Author: Harry Smallenburg. Bibliography.


An attempt to make clear to teachers what the function of guidance services really is in our schools, and how teachers are involved in these services. It is also directed toward pupil personnel workers.


This is the sixth in a series which is designed to describe ideas, tools, and procedures. It was published to permit further experimentation and to make the findings of one group of teachers available to others.


Education for Living Series. Includes bibliography.


Personnel service in higher education. Mental hygiene. Attempts to answer the question, "Why does a college need a psychiatrist?" The book contains a collection of articles dealing with student emotional problems in different areas of a college.
An integrating process in higher education. The book attempts to explore developments in higher education which have helped to establish the need for integration of the total campus program, and to suggest techniques and processes through which unification of the campus may be achieved.

This text will aid in the placement of students in programs of study; for programs of counseling; the faculty member himself; for advanced students; and for professional personnel in the secondary schools.

The text deals with the colonial period, the early federal period, the years of expansion, and the evolution of personnel services in brief.

Student Personnel Series, No. 2. Personnel service in higher education. Law and legislation.


The proceedings of the Workshop on Counseling in the Secondary School, conducted at the Catholic University of America, June 12 to 23, 1959. Some of the bibliographies talked about in this book are concerning counseling: current problems in counseling programs; organizing; the exceptional student; reading and study skills; the UDE Act of 1958; vocational preference; testing; certification; techniques of the interview; and organizing and administering.


The text, besides being designed strictly for the guidance of junior high school students, also includes the nature and characteristics of guidance, the exceptional child, and trends for the future.
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<td>The purposes of this book are: to emphasize the integral role of guidance in the total educational setting; to emphasize the teacher as the center of a well-functioning guidance program; to show by illustrative practices the ways in which guidance and curriculum can be united in building an effective, workable program; and to point up the changing role of guidance personnel and to indicate the preparation and training that guidance counselors and teachers need in order to work within the modern concepts and designs of education.</td>
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<td>The objective of this book is to provide a frame of reference (Primarily developmental counseling help to young people in secondary schools) and to discuss and illustrate its applications.</td>
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<td>The text attempts to acquaint prospective and practicing teachers, administrators, and counselors with basic guidance services, the relationships among these services, organizing their resources, and using guidance techniques in helping youth solve their problems.</td>
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<td>This text was written as an introductory for counselor preparation programs and as a resource for the school staff interested in in-service education of teachers who wish to understand the basic premises of guidance work. It also aims to provide for the beginning student, guidance tools, techniques, and resources.</td>
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<td>The book presents generally accepted practices in counseling. It also is a report of an attempt to discover the effect of counseling on students throughout high school as it is revealed in their lives during the 5 year period immediately following graduation.</td>
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ANDREW, DEAN C., 120 Readings in Guidance. Lincoln, University of Nebraska Press, 1955.

The text can be used in the following ways: as an introductory guidance course; supplementary reading; a counselor's handbook (in-service training); aid to teachers of guidance courses. The text covers all areas of guidance.

NATIONAL SOCIETY FOR THE STUDY OF EDUCATION. COMMITTEE ON PERSONNEL SERVICES IN EDUCATION, Personnel Services in Education. Chicago, University of Chicago Press, 1959.

The text concerning personnel services attempts to point out: the developments in America as it relates to social, economic, and cultural changes; its importance; its growth; its functions at all levels of education; its philosophical principles and its psychological content; and lastly, the problems and issues at hand.
PERSONNEL STANDARDS

KELLERMANN, HENRY J., Personnel Standards in Social Group Work and Recreation Agencies...
Welfare Council of New York City, 1944.
Personnel Standards in Social Group Work.

PERSONNEL STUDY

STURTEVANT, SARAH MARTHA, A Personnel Study of Deans of Girls in High Schools.
New York City, Teachers College, Columbia University, 1929.

LIBBY, PHILIP ALLAN, ...A Personnel Study of Junior College Students.
Los Angeles, The University of Southern California Press, 1936.
Containing approved portions of a dissertation accepted by the Council on Graduate Study and Research, University of Southern California. This monograph ...deals with the scholastic equipment and the scholastic achievement of a selected group of junior college students at the University of Southern California. Includes bibliography.

PERSONNEL WORK IN EDUCATION

WILLIAMSON, EDMUND GRIFFITH, How to Counsel Students.
Selected references at end of each chapter except the last. Personnel work in education.
How do the aims of professional education differ from the objectives sought in training for other occupations or from goals of general education? Objectives - Learning Principles - Personality - Social Component in Professional Education - Social Case-Work - Case Material and the Use of Readings.

Brief bibliographies on professional education. Contents include: The Objectives of Professional Education - Content and Method in Professional Education - Social and Humanistic Aspects of Professional Education.

The inquiry reported here deals with the attitudes of faculty members in liberal arts colleges toward the liberal arts subjects which professional students ought to pursue as part of their undergraduate education. Some disturbing results are found and analyzed.

Here the editor and the authors of the chapters present briefly some of the significant and up-to-date information on the various professions and their education which should prove useful to all who wish to be informed on how our professional personnel are prepared for their work.

A few selected references included. Wages in the United States.


Includes bibliography. The report deals with licensing by state governments as an instrument for regulating the entrance into and continued practice in professions, trades and other occupations. It is concerned primarily with problems of public health and welfare; problems of potential monopoly - the barriers to the free choice of an individual in selecting his vocation; and the extent to which state officials have effective control over the administrative machinery of examination and licensure.


A development of the author's doctoral dissertation at the University of Chicago. Includes bibliography.

TECHNICAL EDUCATION

BUNDY, ROY DALTON, How to Teach a Job. New York, Deep River, Conn, National Foremen's Institute, Inc., 1941.

Contents: A manual set up to outline the steps in the teaching process (with regard to teaching a vocation). It also points out definite procedures which are involved, as well as includes certain cautions which bear directly upon the success of teaching the job.

Contents: Education for efficiency - Industrial education with special reference to the high school - Industrial education a phase of the problem of universal education - The educative value of labor - The culture aim in education - Unity in education - Agriculture in the high schools - Agriculture in the elementary schools - Agriculture in the normal schools - The development of American agriculture.


Bibliography at end of each chapter.


Contents: Significance of Industrial Epochs; a discussion of the various stages and ages man has gone through to industrialize himself - Origins of Attitudes that Underlie Industry - Practical Application.


Industry combined with agriculture and brain work with manual work.


Together with a critique upon objections advanced. Technical education.


Contents: Aim was to present in plain language a simple and effective plan for teaching a trade without elaborate or complicated machinery. Plan consists of an analysis or examination of the trade in order to secure a list of the things one must be able to do and a list of the things one must know in order to be proficient in the trade. The latter portion of the book discusses methods of presentation. Plan of instruction is presented which, if followed, places an inescapable responsibility where it belongs and gives a number of points where the teacher may check accurately the progress of the student.
TAYLOR, JOSEPH SCHIMMEL, A Handbook of Vocational Education.


U.S. OFFICE OF EDUCATION. ...Art and Industry.


WEEKS, RUTH MARY, ...The People's School.

A study in vocational training. Bibliography on elementary vocational education.

MCLURE, JOHN RANKIN, Area Vocational Education Programs for Technicians.
University, Ala., Bureau of Educational Research, College of Education, University of Alabama, 1959.

The problem of selecting the type of institution for the training of technicians in Alabama under provisions of the National Defense Education Act of 1958.

STUDY SESSION IN THEORETICAL AND APPLIED MECHANICS CURRICULA. Curricula in Solid Mechanics.
1st, University of Colorado, 1961.


KERSCHENSTEINER, GEORG MICHAEL ANTON, The Schools and the Nation.

Four illustrations of continuation schools.

MCLURE, WILLIAM PAUL, Vocational and Technical Education in Illinois.

Tomorrow's Challenge. Contents: Occupational trends and their implication for education - The nature of vocational
education and technical education - Organizing and financing vocational education in the high school - Organizing and financing technical education beyond high school - The education of teachers and other professional personnel.

STOCKTON, FRANK TENNEY, Job Training in Kansas Industry. Lawrence, Bureau of Business Research, School of Business, University of Kansas, 1955.

Training of employees. Technical education in Kansas.


Technical education in Russia - curricula. Agricultural education in Russia - curricula.

Includes bibliography. Technical education in the United States.


Contents: Involves the study of the attitudes of those who have achieved some measure of success regarding their own education experiences. Study undertakes to provide information based on the opinions of employers concerning the education background of their employees to be used as a basis for judging the effectiveness of education programs in the field of business administration.


A companion volume to Administration of Vocational Education and Organization of Vocational Guidance. Contents: Purpose of this book is to bring together the fundamentals of the techniques of teaching and to indicate their use in the teaching of industrial subjects. Author has endeavored to present only the generally accepted methods and their applications to the teaching of industrial subjects. The following chapters are applicable: IV - Pedagogical Principles of Industrial Education.


Organization and administration, all-day schools, part-time schools, evening schools, teacher training.


The loose-leaf directory is designed for use by anyone interested in giving vocational guidance. This directory lists some 3,000 private and public trade, industrial and vocational schools all over the U.S. Two hundred-twenty five trades are listed.
TECHNOLOGICAL INNOVATIONS


Contents: This is a continuation of an earlier study which sought to analyze, in a large steel-works, the relations between technical change, social structure and industrial relations; the present study was designed to achieve a more precise description and interpretation of attitudes to technical change. Applicable chapter 3 - Wage Experience and the Change. Chapter 4 - Occupational Status and the Change.


Contents: A monograph written about experiments conducted in an industrial setting. Discover how best to help large numbers of persons and groups. Improve their performance and wellbeing - Improvement by changing human environments - Work group reactions to a changing organizational environment - Reactions depend more on human action and voice than on language - Fundamentals for a program of action to improve human environments.


Includes bibliography. Social change. Technological innovations.


Contents: (1) Technical Knowledge and Best Practice Techniques. (2) Determinants of Best Practice Productivity Movements. (3) Productivity, Prices and Costs. (4) The American Scene. Basically, the author attempts an analyzation of the relationship between productivity and technical change. He uses two approaches. First is a theoretical analysis of the relationships between movements of productivity, price, costs, wages and investment in industries experiencing a continuous flow of new techniques. Second approach is empirical and examines the relationships between movements of productivity, prices, costs, etc. in a number of British and American industries.
American manufacturing methods during the nineteenth century. This text covers the following points: the basic concepts and technological innovation; iron and steel; innovation from 1817 through the civil war. The Bessemer Process; and from the open hearth to the Duquesne Revolution.
TECHNOLOGY


An introduction to engineering, including the necessary review of science and mathematics. The text is designed for study by high school or first year college student. It treats the background sciences of engineering (math, chemistry and physics); the two languages of engineering (math and technical drawing); the slide rule; and some of the basic engineering applications of physics such as illumination, electric power, electronics, mechanics, heat engines, and refrigeration.

FURNAS, CLIFFORD COOK, The Next Hundred Years.
New York, Reynal & Hitchcock, 1936.

Contents: Book is a survey of the fields of scientific endeavor, concerning itself not so much with what science has done as with what it hopes to do. Each of the principle branches of scientific activity are taken up in turn and the most serious short-comings of present-day accomplishments are discussed. Then, because all of our lives are affected by applied science, engineering is given special attention.

HUXLEY, ALDOUS LEONARD, Science, Liberty and Peace.


FRANCIS R. ALLEN AND OTHERS, Technology and Social Change.

The purpose of this book is to investigate the effect of modern technological advances on our social structure. The main emphasis presents the steady, cumulative flow of change in all the social environment. Contents: Process and Theories of Social Change - Social Effects of Selected Major Inventions - Influence of Technology on Social Institutions - Rapid Social Change and Social Problems - Social Change, Planning, Social Control.

THOMSON, SIR GEORGE PAGET, The Foreseeable Future.

UNEMPLOYED

331.137  
ACKERMAN, PAUL, Unemployment.  
Montreal, 1959.


331.137  
BEVERIDGE WILLIAM HENRY, Unemployment.  

A problem of industry. "Contains a course of lectures delivered in Oxford, during Michaelmas term of the year now ending (1908) for the delegates of the Common University Fund. Its object is to combine a record of the principal facts of unemployment with a continuous argument as to the causes of unemployment. It includes a good deal of matter from published sources...and appendices, the most important of which deal with 'Public labour exchanges in Germany' (reprinted from the Economic Journal for March, 1908) and 'Methods of seeking employment in Great Britain'".

HD
BHATT, VINAYAK VIJAYSHANKER, Employment and Capital Formation in Underdeveloped Economies.  

"The first five chapters of this book represent, substantially, the work done...at the Harvard University, for doctoral dissertation during the academic year 1951-52." Underdeveloped areas. Economic Development. Capital.

338.91  
CLARK, JOHN MAURICE, National and International Measures for Full Employment.  
Lake Success, United Nations Department of Economic Affairs, 1949.


338.9  
FELLNER, WILLIAM JOHN, Monetary Policies and Full Employment.  
Los Angeles, University of California Press, 1946.

of Cost Policies. (7) Underutilization and Full Employment Policy.


The author believes that much of the world's present instability has been caused by wrong government policies and other unfortunate forms of social control. His chapters deal primarily with analysis of measures for economic stabilization.


A significant account of the relations of management, labor, and government during the war and of the potential consequences in the post war period.


The thesis put forth here is as follows: "If, say, consumption could be maintained at 3/4's of the high war standard, and could be applied productively to enhance the future efficiency of the human instruction instead of being applied destructively, it would seem that trade fluctuations might disappear by a policy which would not merely avert unemployment (outside the minor requirements of economic elasticity), but would furnish the economic conditions for a continually increased productivity, with a corresponding rise in the general standards of consumption. In other words, there exists at any time an economically sound ratio between spending and saving. The author attempts to prove that the foregoing is true according to his thesis.

Debaters' handbook series. Unemployed - U.S.


Offers a selected range of articles on - The establishment of public labor exchanges, and the supplying of municipal, state or national work when normal channels are inadequate to absorb surplus labor. Articles are arranged in affirmative and negative sequence.


Volume was prepared especially for debaters who are concerned with areas associated with employment and unemployment. Presents both affirmative and negative arguments on all issues concerned.


Volumes prepared especially for debaters who deal in the area of labor and all associated subjects. Presents affirmative and negative arguments on the side of all issues concerned.


(1) Aspects of the Economy of Over-Full Employment.
(2) Investment Policy and Employment Stabilization.
(3) International Relations and Economic Stability.
(4) A Swedish Program for Anti-Depression Measures.


The present volume is the outcome of a seminar at the London School of Economics and Political Science during the session of 1910. Contents: Work adds something to our available stock of knowledge on seasonal trades and they serve to bring home to us some of the realities of economic pressure that lie beneath and behind all our abstractions about the capacity of "the labour market" for an indefinite "absorption" of the temporarily unemployed.


A study in human engineering; a review of the studies of the Committee on individual diagnosis and training. Ability - testing. Mental tests. Employment management.


Part I - Point of Departure. A. Full Employment Part II - The Alternative Approaches. Part III - A Full-Employment Market Economy. The book aims to show that the U.S. can have lasting and guaranteed full employment without resorting to external expansion or aggression in any shape or form, if the American people will understand the conditions making this possible and will insist upon having them.


In some degree this book complements the author's Industrial fluctuations. Contents: General Considerations, a Discussion on Unemployment. The Elasticity of the Real Demand for Labour - Factors Other Than Money Affecting the Level and Variations in the Level of the Real Demand for Labour - Monetary Factors Affecting Variations in the Level of the Real Demand Function for Labour - The Causation of Unemployment and of Changes in Unemployment.


The objective of this book is a set of interrelated problems which bear on the behavior, not of particular parts of economic systems, but of economic systems as wholes.
PIGOU, ARTHUR CECIL, Lapses from Full Employment. 

The purpose of this book is to provide a background for 
the discussion of practical schemes for attacking the 
problem of unemployment. It does not discuss the schemes, 
but seeks to disentangle from one another and to set out 
in clear light some of the principal influences by which 
the employment situation is affected.


Full Employment - Mobility of Labour - Remedies for Unem-
ployment - Disguised Unemployment - Long-Period Theory 
of Employment - Concept of Zero Saving - Disinvestment 
Diagrammatic Illustrations - The Foreign Exchanges - 
Indeterminary - An Economist's Sermon - Some Reflections 
on Marxist Economics.

ROBINSON, MRS. JOAN, Introduction to the Theory of 
Employment. 

Economics. Money.

SOLENBERGER, MRS. ALICE WILLARD, One Thousand Homeless 
Men. 
New York, Charities Publication Committee, 1911.

A study of original records. Defective and delinquent 
classes.

TAYLOR, MORRIS PECK, Common Sense About Machines and 
Unemployment. 

The object of this book is to determine why we have failed 
to use machinery properly, and to consider the control 
necessary to make machinery serve the needs of society.

UNITED NATIONS. DEPARTMENT OF ECONOMIC AFFAIRS, Maintenance 
of Full Employment. 
Lake Success, 1949.

An analysis of full employment policies of governments 
and specialized agencies prepared by the Economic Stability 
Section of the Division of Economic Stability and Develop-
ment of the Department of Economic Affairs. United 
Nations publications.


A study of unemployed men in the Chicago Shelters. The principal purpose of the study was to secure a better understanding of the life experiences and attitudes of the shelter men and of their reactions to the relief policies which were being used. It is therefore written from the point of view of the men rather than from the point of view of the police, social worker, or taxpayer.


"Sequel to the report on Social insurance and allied services...made to His Majesty's government in November, 1942." Great Britain - Economic Policy. Social insurance and allied services.


"Contains a course of lectures delivered in Oxford, during Michaelmas term of the year now ending (1908) for the delegates of the Common university fund. Its object is to combine a record of the principal facts of unemployment with a continuous argument as to the causes of unemployment. It includes a good deal of matter from published sources...and appendices, the most important of which deal with "Public labour exchanges in Germany" (reprinted from the Economic journal for March, 1908) and
'Methods of seeking employment in Great Britain'
Lists of reports and other publications bearing on unemployment

CARNEY, JAMES JOSEPH, Institutional Change and the Level of Employment.

A study of British Unemployment, 1918-1929. Contents:
(1) Deficiency in Demand and Institutional Change.
(2) Unemployment in the United Kingdom: 1918-1929.
(3) Average Wages and Prices in Great Britain: 1919-1929.

COLE, GEORGE DOUGLAS HOWARD, Gold, Credit and Employment.


DAVISON, RONALD CONWAY, British Unemployment Policy.

The Modern Phase Since 1930. Gives an account of British Unemployment and the transformations of public policy for dealing with it in the years from 1930 to 1937. They chose these years because they were years when mass unemployment and the measures for coping with it dominated the domestic scene in Britain more than ever before.

MUJUMDAR, N. A., Some Problems of Underemployment.

An analytical study of underemployment in the agricultural sector. The present thesis is a modest attempt at an analysis of some aspects of underemployment in the agricultural sector. The first part of the book deals with the theoretical aspects of the phenomenon, while in the second, data on underemployment collected through field investigation are analyzed with a view of illustrating the theory. The third part presents problems involved in planning for full employment in a situation of underemployment.

A community study delving into the area of social security laws. Offers a setting of personal experiences within a community context. It also offers a comprehensive look at the personal, social and occupational characteristics of the unemployed worker, as well as numerous associated problems.


A study of out-of-school youth, Louisville, Kentucky. This is the final report of a study made to get a close-up view of what has been happening since the war to young people who are out of school and in the labor market, under what conditions they are leaving school and going to work, what difficulties they encounter in finding satisfactory work, and what assistance they receive and need in achieving vocational adjustment. Offers suggestions on how better to serve the needs of boys and girls entering the full-time labor market.


An analysis of the Michigan economy in 1959 and 1960 with projections as to the short-range aspects of unemployment insurance benefit financing in Michigan.


Employment and unemployment among a selected group of business and professional women in New York City; study conducted by the General Service Committee of the American Woman's Association.


A study of white collar employment made by the American Woman's Association.


U.S. Work Projects Administration.
ANDERSON, NELS, Men of the Move.
Chicago, The University of Chicago Press, 1940.

The University of Chicago sociological series. Migrant Labor, Labor and Laboring Classes.

BAKKE, EDWARD WIGHT, Citizens Without Work
New Haven, Yale University Press; London, H. Milford, Oxford University Press, 1940.

A study of the effect of unemployment upon the workers' social relations and practices. This research was undertaken to discover the readjustment problems faced by the unemployed American workers and their families and the resources which they brought to this task. It is written as seen by the worker himself, and to reveal the self-initiated efforts at readjustment which programs must take into account if they are to be effective.

Contents include: The Unemployed Worker and His Community The Unemployed Worker and His Family - Alleged Decay of Self-Reliance.

COMMITTEE FOR ECONOMIC DEVELOPMENT, Distressed Areas in a Growing Economy.

A statement on National policy by the Research and Policy Committee of the Committee for Economic Development. Full employment policies. Economic assistance, Domestic.

DAVID, PAUL THEODORE, Barriers to Youth Employment.
Washington, D.C., American Council on Education, 1942

This book is concerned with some of the more conspicuous obstacles which frequently seem to stand in the way of youth employment: entrance requirements for certain occupations, seniority, governmental restrictions upon child labor and youth employment, and minimum wage laws.

ELBERT, ROBERT GEORGE, Unemployment and Relief.

Contents: Economic Disease of Unemployment - Unemployment - Unemployment Insurance - Arguments for and Against Permanent Federal Relief Administration - Administration of the Insurance System - The Money We Do Not Spend.

ELY, RICHARD THEODORE, Hard Times -- The Way In and The Way Out, with a Special Consideration of the "Seen and the Unseen".

A program for action based on research. Appendices: As a Banker Looks At It. As the American Federation of Labor Looks at It. As the American Association for


Debaters' handbook series.


Debaters' handbook series.


Klein developed empirical evidence to support his major finding that both liquid-asset holdings and consumer debt permit financial adjustments which enable unemployed households to maintain consumption expenditures. He
shows that in addition to unemployment benefits, liquid assets, primarily, and consumer indebtedness, to a lesser extent, work as compensatory economic stabilizers against deflationary influences among unemployed households. Contents: (1) Characteristics of the Sample and Data. (2) Aggregate Adjustments to Unemployment. (3) Specific Adjustments to Unemployment. (4) Factors Affecting the Adjustments to Unemployment.


In 1931 the International Institute of Social Research undertook studies of the family in contemporary society. The first results were published in 1936, a voluminous symposium on Authority and the Family (Librairie Felix Alcan, Paris, 1936). Dr. Komarovsky's book represents a continuation of the earlier studies... It reports of an investigation undertaken by the Institute in the winter of 1935-1936, after its transfer to New York.


Symposium of papers submitted by participants in a conference called in 1944 by the American Labor Conference on International Affairs, first published in its journal, International Post-War Problems, October 1945 and January 1946.


Work aims to prove the necessity for national machinery for the control of the problem of employment and to furnish information which the author hopes will be of value to employment office managers and to students of the employment and the labor problem. The conditions of supply and demand are analyzed in Part I; Past present, and needed labor market machinery are discussed in Part II; while the common laborer and the farm laborer are given special consideration in Part III.


Volume prepared for debaters who are concerned with areas associated with employment and unemployment. Presents both positive and negative arguments on all issues concerned.
Co-author: Royal E. Montgomery. The second of three volumes published as a series, "The economics of labor." While the two authors assume joint responsibility for the series, the chapters constituting the present volume were drafted by Mr. Millis.


This book is an essay in Macroeconomics, with theory tied close to data of the U.S. The subject matter falls naturally into three divisions: The measurement of income, production, and average prices; The trend and determinants of production and productivity; and, Influences on, and policies toward, the levels of employment and of prices.


NATIONAL INDUSTRIAL CONFERENCE BOARD, Unemployment, Wages, and Inflation.


OKUN, ARTHUR M., The Battle Against Unemployment.


PERKINS, FRANCES, People at Work.

This book is a unit of numerous conversations and informal discussions with people who are concerned with the problems which a machine type of mass production industry offers not only to the wage-earners, but to the whole civilization which rests upon it. A comprehensive account of the labor and economic conditions of the times.

SMELSER, DAVID PAUL, Unemployment and American Trade Unions.

Johns Hopkins University Studies in Historical and Political Science. "The monograph had its origin in an investigation carried on by the author while a member of the Economic Seminary of the Johns Hopkins University." Trade Unions.

TWENTIETH CENTURY FUND. Financing American Prosperity, A Symposium of Economists.


U. S. DEPARTMENT OF LABOR. Employment and Natural Resources.

Possibilities of making new opportunities for employment through the settlement and development of agricultural and forest lands and other resources. A portion of the study required for the preparation of this report was made by the author, Mr. Benton MacKaye, while he was still a member of the forest service. Part of the field investigation and the preparation of the original draft, together with the accompanying maps and figures, were made at the expense of that organization.

This book is concerned with the full employment of the nations workers in peace time. The author states that this can be done and keep our free enterprise system. Contents: Full Employment and Peace - Sixty Million Jobs - The American Approach to Abundance - New Frontiers of Abundance.


The experience of sixteen cities in the winter of 1930-31. This study was undertaken at the request of the President's organization on unemployment relief and is issued as a companion volume to A Community Plan for Service to Transients, prepared by the National Association of Travelers Aid Societies.


A study of the American Labor force. Part I - Concepts and measurements. - Gives an intensive review of the development and current status of the definitions, concepts, and technical structure of the basic sources of information in the labor force field which, together, provide us with the facts and figures used in program and policy design. Part II - The American Labor Force. - Patterns and Trends. Discusses what the data in I show about the length and pattern of our working lines, the major trends, demographic and
soc'oeconomic, that have operated in this country to effect labor force activity and a look ahead to 1970. Part III - Occupations and Industries - analyzes current and expected trends in the occupational and industrial deployment of the working population. Part IV - Migration, mobility and movement. Part V - The Anatomy of Unemployment. Reviews what are considered as the basic causes of unemployment in the U.S., our record in this respect since World War II, a detailed example of who and where the unemployed are, and how we fare in comparison with other countries.


Section I - Summary and Conclusions. Section II - The Severity of Unemployment. Section III - Who are the Unemployed? Section IV - Economic Adjustment to Unemployment.


A publication of the Institute of Social Research. "In 1931 the International Institute of Social Research undertook studies of the family in contemporary society. The first results were published in 1936, a voluminous symposium on Authority and the Family. Dr. Komarovsky's book represents a continuation of the earlier studies...it reports on an investigation undertaken by the Institute in the winter of 1935-1936, after its transfer to New York."

An inquiry into the changing technological basis for production as affecting employment and living standards. Documented with materials quoted from scientific, governmental reports and arranged to describe new technological developments and their effects on productivity and labor requirements.


Johns Hopkins University studies in historical and political science. "This monograph had its origin in an investigation carried on by the author while a member of the Economic Seminary of the Johns Hopkins University." Trade-unions.


Voluntary Organizations and Public Subsidies - Unemployment Insurance in Great Britain - Compulsory Unemployment Insurance in Germany - Compulsory Unemployment Insurance in Other Countries - Situations in U.S. - Proposed Legislation - Voluntary Benefit Plans.
VOCATION AND LEARNING

371.42 Mo2
MUNSTERBERG, HUGO; Vocation and Learning. St. Louis, Missouri, The Peoples University, 1912.
This book presents an analysis of the demands which are made by various vocations, especially deep philosophical and psychological considerations.

VOCATIONAL ADJUSTMENT

371.712 V851 1939
Mental hygiene project at kindergarten level, 1937-1939; report to the Board of Education, city of New York, by the Mental Hygiene Committee of the Vocational Adjustment Bureau for Girls, Inc. Mental physiology and hygiene. Child study. Educational psychology.

371.425 K65p 1925
Bibliography of texts...proposed for the measurement of aptitude in various vocations: p. 253-256. Vocational guidance. Personnel management. Psychology, Physiological.

VOCATIONAL AGRICULTURAL EDUCATION

371.42 St5 1919
Agricultural Education - Massachusetts. Agricultural - Study and Teaching.
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<td>630.7 qN41lv</td>
<td>Vocational Agriculture Policies Manual.</td>
<td>NEVADA. STATE BOARD FOR VOCATIONAL EDUCATION</td>
<td>Carson City, 1955</td>
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<td>Includes bibliography. Agriculture - Study and teaching.</td>
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**VOCATIONAL AND EDUCATIONAL**

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**VOCATIONAL CONFERENCE PAPERS**

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<td>396 W75</td>
<td>Vocational Conference Papers and Vocational Preparation.</td>
<td>WISCONSIN, UNIVERSITY. UNIVERSITY EXTENSION DIVISION</td>
<td>Madison, The University, 1913.</td>
<td></td>
<td>Including correspondence study. This bulletin comprises a number of papers presented at a vocational conference for women in the University of Wisconsin.</td>
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VOCATIONAL COUNSELING

371.425 Sh24v
SHARTLE, CARROLL LEONARD, Vocational Counseling and Placement in the Community in Relation to Labor Mobility, Tenure, and Other Factors. New York, 1948.

This paper directs attention to problems within the scope of labor market research. (1) It is concerned with the development of series of topics and questions useful in analyzing techniques of counseling and placement. (2) Presents approaches for examining the characteristics of those who use employment service. (3) Relationship between public...employment agencies and policies and programs for full employment.

331.59 L828v

Includes bibliography. Main areas of emphasis: (1) The Need. (2) Relationships with other services, (3) Specific disability areas. (4) Counseling Process, (5) Reference resources, (6) Appendices: Forms, bibliography and glossary.

VOCATIONAL EDUCATION

378.113 Am3 1933


371.42684 Am512h

Vocational Education. Home economics study and teaching.

Contents: (1) The relation of modern youth and modern production in industry. (2) The lesson plan of the vocational teacher. (3) Guidance opportunities and responsibilities in the junior high. (4) Guidance opportunities and responsibilities in senior high. (5) Guidance in the vocational school.


The authors present over 100 case studies which are typical of the many problems found in Educational Guidance and Vocational Guidance, the philosophies of the above are also discussed.


In presenting theory and recreation practices in the development of community-school programs, the authors have drawn upon their own experience and first hand contacts with all phases of vocational education and practical arts. It departs from the general practice employed in writings on vocational education by focusing on the community, its people, its resources, and its needs.


This book presents discussions on the vocations open to women. Tells the disadvantages, advantages, salary, opportunities, qualifications, etc.


A handbook for instructors in vocational schools, and for students in trade-teacher training classes.


The primacy of the person. Bibliographical footnotes.

A comparative survey. Contents: This book tells what is being done throughout the world to help people find their places in the complex industrial structure of the power machine age. It tells how the art of vocational guidance and the science of applied psychology are being used for this purpose. Methods and accomplishments are described against a background of kaleidoscopic patterns of national aspirations, ambitions, and attainments.


This book has been planned for use as a high school text in classes in occupations, in civics classes studying occupations, for homeroom periods in which problems of vocational life are discussed, and as a guide to private reading. It stresses activity on the part of the individual. An aid to help young people in exploring the world of work.


Education - Sociology - Physical education and training. Vocational education.


This book is written as a companion volume to Industrial education - its methods, problems and dangers, and the means and methods of agricultural education.


Selected list of books and pamphlets and selected list of industrial and commercial pamphlets. Education of children.

NATIONAL SOCIETY FOR THE STUDY OF EDUCATION. Committee on Guidance. ...Guidance in Educational Institutions. Bloomington, Ill., 1938.

A study of the thoughts of 26,000 Nebraska high school boys and girls was undertaken with the idea of stimulating interest in the vocational guidance of these young people in order that life-work may be chosen in a less hazardous way.

PROCTOR, WILLIAM MARTIN, Educational and Vocational Guidance.

A consideration of guidance as it relates to all of the essential activities of life. Guidance, as viewed from the angle of vocational adjustment alone, tends to come one-sided, to lack perspective, and to neglect other aspects of education which are fully as important. It is on this account that the writer has undertaken to treat the subject of guidance comprehensively, and to bring it more nearly into accord with the present trends of thoughts relating to the reorganization of elementary and secondary education.

PROSSER, CHARLES ALLEN, Vocational Education in a Democracy.

This book has to do with the underlying principles which the authors believe apply to all forms and grades of vocational education of secondary grade; with the policies which schools and occupations must adapt; and methods which must be used to develop human resources.

PROSSER, CHARLES ALLEN, Vocational Education in a Democracy.

Contents: (1) What is vocational training? (2) Social need for vocational education. (3) Economic theory of vocational education. (4) Vocational Education and Human Resources. (5) The discovery, placing, training, and direction of ability. (6) Vocational Education (a) Theories. (b) Federal aid. (c) adult and youth. (d) Training teachers.

ROBERTS, ROY W., Vocational and Practical Arts Education.

History, development and principles. Source references.

Contents: A scholarly comprehensive text that reports past experiments and developments in practical and vocational education, and, equally essential, the present state of this important and expanding field. Represents the most current and significant developments in the field, new data and ideas, as well as the results of past experiments and a fresh view of the whole field of practical and vocational arts education. Emphasis is placed on the origins, development, principal and relationships of these areas of vocational and practical arts education in schools of less than the baccalaureate degree level. Also contains an analysis of the vocational education art of 1963. This book is especially designed for use in teacher education programs of vocational and practical arts education and for the education of school administration who have or may have respect for organizing and administering programs in these areas. It should prove useful as a text book for courses concerned with the history, development, and administration of the programs described.

SMALL, R.O., AND OTHERS-COMP. Charles Ricketson Allen, a Testimonial in Recognition of Service Rendered the Cause of Vocational Education. Chicago, R.R. Donnelley & Sons Co., 1928.

Vocational education.


Selected references at end of each chapter. Education - Sociology - School management and organization - Vocational education - Education and state.

SWEENEY, MARY AGNES, Rehabilitation. Chicago, American Library Association, 1946.

Materials on today's problems for veterans and civilians. Vocational guidance - handbooks, manuals, etc. Disabled rehabilitation, etc.


Ready reference data with lists of sources of information about industrial employment and training opportunities, opportunities in the armed services and the qualifications they demand, rehabilitation, and other social and emotional problems involving individual readjustment and guidance.


The purpose of this report is to tell what we have discovered by following for ten years a large group of children who were carefully studied in 1922. Ability testing. Mental tests. Vocational education, Columbia University. Teachers college. Institute of educational research.


Vocational education - Addresses, essays, lectures.


Recruiting of employees in Great Britain. Vocational education in Great Britain.


This book gives a detailed account of the vocational program in Joliet, and also includes discussion of related academic subjects required of students.

Includes bibliography. Labor supply in Montana. Vocational education in Montana.


Thesis (M.A.) - University of Nevada, Bibliography. Vocational Education in Nevada.


Contents: This study is significant because there has been no history of vocational education written for the state. Covers four main problems: (1) legal basis of vocational education in Nevada. (2) Precedents and procedures from which vocational education in Nevada has evolved. (3) Growth and adjustments of vocational instructors to needs of the people of Nevada. (4) Present vocational programs under public school control in Nevada.


Vocational education in Nevada.

NEW YORK (STATE) UNIVERSITY, Vocational Education in the New York City Schools. Albany, 1951.

The report of a study conducted by the New York State Education Dept. with the cooperation of the staff of the Board of Education of the city of New York. Development of Vocational Education in New York City - New York City Labor Market trends in Industrial Education - Administration and organization of vocational education - student population - Curriculums - Business education - part-time and adult education.


A study of the 245,000 sixteen, seventeen and eighteen year old employed boys of the state of New York.


Vocational guidance periodical.


Contents: Education in Russia - Planning and Administration - Preschool - General Primary - Secondary - Extracurricular - Vocational training - Semiprofessional training - High Education - Teachers.


This book is based on a study of vocational education in junior college based in three areas: (1) The need for vocational education. (2) The status of on-the-job training and commercial schools. (3) Public institutions to carry the burden.


Contents: Introduction -- Events Leading to Formation of the Ohio Vocational Association -- Organizational structure -- Legislative Activity -- Membership -- Public Relations.

COLLEGES AND SPECIALIZED SCHOOLS
Boston, P. Sargent
1952.


LEE, EDWIN AUGUSTUS, Objectives and Problems of Vocational Education.

The book delves into vocational education in detail covering many areas such as: History -- Teacher Training -- Rehabilitation -- Guidance -- Industrial Arts -- Organized Labor -- Commercial Education.

LOGIE, IONA MARGARET ROBERTSON, Careers in the Making.

Planned especially to present the early training, both educational and vocational, and the first try-outs or first jobs which figured in the youthful ventures of nineteen modern Americans. List of four hundred biographies.

NATIONAL SOCIETY FOR THE STUDY OF EDUCATION. Committee on Vocational Education.
Chicago Ill., The Dept. of Education, The University of Chicago, 1943.

Contents: This yearbook extends the exposition of the vocational topics treated in earlier publications and include many additional types of training and current practices in administering the appropriate programs of instruction but also provides a challenging definition of the legitimate objectives of vocational education and the relation of these objectives to the total education program to be implemented by schools and other agencies in the interests of social progress.

NORTON, THOMAS LOWELL, Public Education and Economic Trends.
Cambridge, Mass., Graduate School of Education, Harvard University, 1939.


Vocational Education in the United States. Bibliography.


A companion volume to Administration of Vocational Education and Organization of Vocational Guidance. Includes a list of biographies on industrial education.


Contents: The author has covered the whole field of vocational education of less than college grade. The reader will see the program as a whole and will gain an appreciation of the need for such training in agriculture, industry, homemaking, business, and various technical occupations which do not require training of college grade.


Contents: This book examined the socio-economic significance of pre-job preparation and adjustment from the larger social viewpoint of achieving a more equitable and democratic distribution of the nation's labor force. It explores the present distribution of workers among occupations and inquires into the reasons for this distribution; it notes the socially and economic significant differences among these occupations and seeks reasons for these differences; it studies the hierarchical arrangement of occupations in a structure of specific dimensions and inquires into the factors that support or conceivably modify the present occupation structure.


Report of the Advisory Committee on Education. Message from the President of the United States transmitting the report of the Advisory Committee on Education appointed in September 1936 to study the experience under the existing program of federal aid for vocational education.

Vocational Education in the United States. Directories.


Vocational education in the United States. Universities of the fifty states and high enrollment universities showing selected departments and specialties on the fold sheet inserted.


Vocational Education and Practical Arts in the Community School.

MICHIGAN. STATE UNIVERSITY OF AGRICULTURE AND APPLIED SCIENCE, Vocational Education in a Robot Revolution. East Lansing. Dept. of Vocational Education, 1957

Vocational education - addresses, essays, lectures.

NEW YORK (STATE) UNIVERSITY, Vocational Education in the New York City Schools. Albany, 1951.

The report of a study conducted by the New York State Education Dept. with the cooperation of the staff of the Board of Education of the city of New York, under the direction of J. Cayce Morrison, Coordinator of Research and John J. Seidel, Coordinator of Studies.


This book is written as a companion volume to Industrial Education - its methods, problems and dangers, and The Means and Methods of Agricultural Education. Bibliography.

SNEDDEN, DAVID SAMUEL, ...The Problem of Vocational Education, New York, Boston, Houghton Mifflin Company, 1910.

Contents: Presents a measure of our educational experience in vocational training, with suggestive interpretations and clarifications of the necessary terminology.
 Contents: Presented with the three fold purpose of (1) explaining the present program of vocational education; (2) illustrating some typical activities in the respective services and; (3) pointing up some of the needs for the further degree of vocational education.

VOCATIONAL GUIDANCE


Contents: Book offers a penetrating analysis of the essential characteristics of a profession. Treats the professional problems of women in connection with the professional problems of men. An authoritative difference of professional work.


Advertising. Choice of profession.


Youth. Children employment.


Contents: This book attempts to deal with practical solutions to such common problems facing women over thirty-five as earning a living when you are middle-aged and have no recent work experience, to be without training for a job, or to lack the necessary qualifications or the funds and time to acquire them.


Vocational Guidance. Includes bibliographies.
The authors' conclusions led them to write about the myths, the actualities, and implications of vocational guidance. The purpose of the book is to present an analysis and conclusions in the hope that it will allow educators the opportunity to review their current guidance practices.

Contents: Results of a program of research into the needs of young people seeking jobs and a demonstration of several ways of meeting these needs. I. The elements of a program. II. The research basis of a program. III. Development of a program.

References at end of each chapter; Suggested tests and rating scales for a personal inventory, prepared by Mary E. Herschberger.

Includes bibliographies. Living in College - Values Learning in College - Study, Reading Building a Life.

High School text designed to provide guidance to the teenager. Contents include: Your future - Interests - Personal Appearance - Emotions - Vocational Choice - Educational Planning - Citizenship.

Thesis presented for the degree of Master of Arts. Vocational Guidance.


Vocational psychology and its relation to educational and personal counseling. Pseudo-Scientific guidance — counseling centers — vocational testing and tests — clinical psychology and vocational counseling — interests — occupational information — employee counseling — vocational guidance and vocational selection.


A sequential project method.


Contents: Your education and work — Learning about occupations — Choosing, starting, progressing — Co-operating for success.


BUREAU OF VOCATIONAL INFORMATION, NEW YORK. Training for the Professions and Allied Occupations. New York, N.Y., Bureau of Vocational Information, 1924.

Facilities available to women in the United States, by the Bureau of Vocational Information.


Twenty-six engineer-authors...have collaborated in the preparation of the chapters of this book. Acknowledgment.

COLLEGE PLACEMENT ANNUAL. Bethlehem, Pa., College Placement Council

Vocational guidance. United States Occupations.


195
DONAHUE, WILMA T., Earning Opportunities for Older Workers.

Contents: Book is devoted to the problems of employment of men and women who, because of their age, are unable to continue in their jobs, or who find it difficult to re-enter the work force. Aim is to examine the nature of the barriers to continued employment or retiring of older persons, and to seek methods by which such persons may be effectively utilized in the labor force.

DOXSEE, HERALD M., ...Getting Into Your Life-Work.

Contents: (I) A world of opportunities. (II) The first requisite. (III) Laying the foundation. (IV) Field of the Greatest need. (V) Guiding principles.

EDGERTON, ALANSON HARRISON, Vocational Guidance and Counseling.

Including reports on preparation of school counselors. Includes bibliography.

FILENE, CATHERINE, Careers for Women.


FISHBEIN, MORRIS, DO You Want to Become a Doctor?
New York, Frederick A. Stokes Company, 1939.

Study and teaching of medicine. Medical colleges. Choice of profession.

FITCH, JOHN ANDREWS, Vocational Guidance in Action.


FOREIGN POLICY ASSOCIATION-WORLD AFFAIRS CENTER.
Careers in World Affairs: at Home and Abroad.


Planning your life work. Contributed chapters upon the business professions by leading specialists of New York City and the business professions for women.


An approach to a general theory. Bibliography included.


A textbook for the educational, civic, and vocational guidance of boys and girls. Includes a list of references on occupations.


Vocational guidance.


HARVARD UNIVERSITY. Principles of Vocational Guidance. Cambridge, Harvard University, 1921.

Contents: Presents the principles of guidance which are treated from the standpoint of the teacher, school administrator, vocational counselor, parent, social, civic, and religious worker and personnel worker in employment.

HATCHER, ORIE LATHAM, Occupations for Women. Richmond, Va., Atlanta, Ga., Southern Woman's Educational Alliance, 1927.
Contents: This book is a practical presentation of information regarding occupations open to women - explaining what they are, the education and training, and the personal qualifications needed for engaging in them, ways of entering them, financial returns, and outstanding advantages and disadvantages which one field may present in comparison with others.


Includes bibliography. Vocational guidance.


Contents: (pamphlet) (1) Career selection is important. (2) Understanding themselves - the first step. (3) Exploring the job world. (4) Matching themselves to jobs. (5) How we can help. (6) Keeping a notebook, on career information.


Includes bibliographies. Contents: This book is encyclopedic only in a relative sense; it does not pretend to cover in great detail all phases of the guidance field. Some attention has been given to the phase of guidance concerning articles on occupational trends, unemployment, cost of preparation for the major professions, use of census data and average earnings.


Contents: Presents a body of principles and methods stated in non-technical language, with a presentation in outline form of these guiding principles on which expects, in vocational guidance are generally agreed.


Vocational Guidance. Vocational Education.

Contents: This book is designed: (1) to point out the psychological problems involved in choosing a vocation and becoming proficient therein; (2) to describe the attempts that have been made toward their solution; and, (3) to suggest and illustrate rate scientific methods that may be employed in the exploration of the vast field that remains to be covered.


Contents: Twenty-five "eminent Americans" have written this book to help the youth of America. Each of these contributors, writing from the wealth of knowledge gained through years of experience and observation feels the inside story of his own profession or occupation, showing what it holds in store for the future and what qualifications are essential for success.


Includes bibliography. Vocational guidance.


Planned especially to present the early training, both educational and vocational, and the first try-outs or first jobs which figured in the youthful ventures of nineteen modern Americans. List of four hundred biographies.


Vocational Guidance.
MARTINSON, WILLIAM D., Educational and Vocational Planning. Chicago, Scott, Foresman, 1959.

Vocational guidance.


Business behavior, opportunities and job requirements for women.


Vocational self-measurement based upon natural abilities; the mental ability requirements of the fourteen hundred vocations, including: 362 professions, arts and sciences, 344 commercial enterprises and businesses, 700 trades and skilled vocations, with 720 self-testing questions.


The author...in conjunction with the Association of American colleges has revealed the professional and occupational tendencies of the graduates of 269 American Colleges. Includes bibliography.


NEBRASKA. STATE BOARD FOR VOCATIONAL EDUCATION, Vocational Education. Lincoln, 1923.

The choice of a life work.


Includes bibliographies. Employment for women. Book is designed to meet the needs of women who are interested in self-created jobs. Handbook for: (1) Woman with no experience who must support herself. (2) Woman who must earn money while staying at home. (3) Elderly woman in need of self-support (etc.).

"The Occupational research program of the United States Employment service has been engaged for several years in studying workers and jobs in various sections of the country. Results of the studies of jobs have already been published in the form of job descriptions and an occupational dictionary. This volume presents the results of the studies of workers... The authors have carried major responsibility for the worker-analysis studies, but they have been guided by the general counsel of the Technical board of the Occupational research program."


Includes bibliography. Choice of profession.


References at end of each chapter except chapter II. Employment for women and choice of profession.

A subject index to 1,950 careers. Analyzes the occupations in 115 books. It is of great importance to the student who is making a general survey of careers in order to aid in the intelligent selection of his life work.


Contents: Under each college appears a list of those admission placement and counseling offices as they exist, along with a brief description of their functions.


Contents: Purposes of this book are: (1) to consider the social and economic needs which placement services at different periods of time have been instituted to meet, (2) to call attention to the various philosophies which have motivated the institution and controlled the operation of such services, (3) to present certain basic procedures which constitute the placement process wherein it may be in operation, and (4) to afford an opportunity for those who are not professional placement workers to become acquainted with the problems and procedures of placement services and with their close relationship to education problems and procedures.


Contents: Purpose of this book is to define the fundamental principles of orderly thinking and intelligent action, and to show how college students can successfully use these tested principles in arriving at satisfactory solutions to the various problems of life planning. The book is based on case studies of thousands of undergraduates and graduates of more than 100 leading colleges and universities throughout the United States.

RICHARDS, CLAUDE, The Man of Tomorrow. Salt Lake City, The General Board of Young Men's Mutual Improvement Associations of the Church of Jesus Christ of Latter-Day Saints, 1917.

A discussion of vocational success with the boy of today.
A friendly method of vocational guidance for older boys for the use of adult leaders.

Contents: Intended for upper-class college students in programs in vocational guidance, counseling and clinical psychology. It structures the broad field of the relations between occupation and other aspects of life in a search for a general pattern and for basic principles.

Beginner's guide to editorial work, advertising, circulation, free lance writing, publicity, and related fields.


Bibliography at end of most chapters. Choice of profession.

Vocational guidance. United States occupations.

Includes bibliography. Differs from the first edition in that much material has been added about the uses of occupational information, particularly by counselors. Text emphasizes that the professional user of occupational information must receive sound training not only in what occupational information is, but also in how it is developed. Updated with regard to D.O.T., career leaders in the armed services, new critical occupations, and employment and training opportunities.

203
SHARTLE, CARROLL LEONARD, Vocational Counseling and Placement in the Community in Relation to Labor Mobility, Tenure, and Other Factors. New York, 1948.

Includes selected bibliographies.


Includes bibliography.


A vocational civics. Includes bibliography.


Fifty profitable occupations for boys and girls who are undecided as to how to earn their own living.


An introduction to Vocational Development.

SUPER, DONALD EDWIN, Vocational Development. Teachers College, Columbia University, 1957.

A framework for research. Includes bibliography.


Includes bibliographies. Veterans employment in the United States.


Employment for women. Choice of profession.
Choice of profession. Clothing trade.

WILEY, EDGAR JOLLS, Organizing the Liberal Arts College for Vocational Guidance. Middlebury, Vt., Author, 1923.


References and suggested readings at end of each chapter. Contents: The first part of this text is devoted to a discussion of the importance of the non-vocational values of general education and further discussion of the psychological problems involved in the making of a vocational choice. The remainder of the book is devoted to the following broad occupational fields: medical occupations; agricultural, forestry; home economics; engineering; chemistry; teaching; business; law; journalism and writing occupations; social welfare; the ministry; library; the various art occupations; the skills trade; personal service; and public service occupations.

WISCONSIN. UNIVERSITY. UNIVERSITY EXTENSION DIVISION. ...Vocational Conference Papers and Vocational Preparation, Including Correspondence Study. Madison, The University, 1913.

This bulletin comprises a number of papers presented at a vocational conference for women in the University of Wisconsin.


This dissertation concerns a study of a high school graduating class and their subsequent educational and/or occupational choices. Includes statistics and case studies.


Includes bibliography. Vocational guidance.


Includes bibliography. Employment for women.
Contents: The Readings have been organized around an outline used currently by the editor in a guidance course. They are concerned with the general aspects of guidance, as to principles, content and method. In the main the selections apply to adolescents and young adults.


Includes bibliographies. Vocational guidance addresses, essays, lectures.


An annotated bibliography.


Bibliography included. Vocational guidance.

SWEENEY, MARY AGNES, Rehabilitation. Chicago, American Library Association, 1946.

Materials on today's problems for veterans and civilians. This pamphlet covers many areas some of which include: Rehabilitation - Readjustment - Training Opportunities - Placement for the Individual - Bibliography.


Ready reference data with lists of sources of information about industrial employment and training opportunities, opportunities in the armed services and the qualifications they demand, rehabilitation, and other social and emotional problems involving individual readjustment and guidance.

Report represents the composite judgment of the Advisory committee on vocational counseling of the Professional and technical division, Bureau of training, and it is not to be regarded as an official expression of opinion or policy of any governmental agency. Includes bibliographies.


Some demonstration of guidance, training and work programs for youth in the United States.

CALIFORNIA EMPLOYMENT DIRECTORY. San Francisco, Calif.

Vocational guidance periodical. California manufacturers directory. Employment agencies in California.


Mental tests periodical. Vocational guidance periodical.


Vocational guidance periodical. Vocational education periodical.


Vocational guidance periodicals.


Includes bibliography. Contents: Need for vocational guidance - Problems - Survey - Vocational Counselors - Training and selecting vocational counselors - Organizing counseling.


Young women. Choice of profession.


Choice of profession.

Contents: This study is of the practice of vocational guidance. The writer set out to discover what workers in this field do, and under what circumstances their work is performed. It consists of three main sections: Introductions - Counseling - Placement.


Nineteen chapters...are either of a general nature or else treat of the main divisions of engineering ...and forty chapters are devoted to the principal specialties in the several main lines of engineering.


Vocational guidance manuals.

New York Vocational Guidance Manuals, Inc.

These three articles are contained in three different booklets.


Vocational guidance periodicals.


Includes bibliography. Music as a profession.
**VOCATIONAL INDUSTRIAL EDUCATION**


Contents: Early colonial developments - Indentured industrial education - Transition to institutional forms of industrial education - Growth of institutions of vocational education - Industrial education in public schools.

**VOCATIONAL INTERESTS**


Theory and practice.


Vocational interests. Interest scores 18 years after differentiation of employed for non-employed - Permanence of interest scores - Variability of scores - Changes in scenes - Satisfaction - interests and prediction - Abilities vs. interests.


Essays in vocational development. Vocational interests.


Includes bibliography. Vocational interests.


Bibliography included. Differentiation and integration in career development. Contents: The fact of career
development - A "language" for the analysis of career development - The data of career development - A framework for the study of career development. Time and occupation - Observation and career.

VOCATIONAL MATHEMATICS

510  D72  1915
Mathematics problems, exercises, etc.

640  D72
Arithmetic in 1901. Domestic economy.

VOCATIONAL NURSING

610.73  P931  1948
Includes bibliographies. Nurses and nursing.
VOCATIONAL PLANNING

371.425
B736v
BOROW, HENRY, Vocational Planning for College Students.

A sequential project method.

VOCATIONAL PSYCHOLOGY

612.821
H72
HOLLINGWORTH, HARRY LEVI, Vocational Psychology.

Its problems and methods. Classified bibliography
for vocational psychology.

VOCATIONAL REHABILITATION

331.59
L828v
LOFQUIST, LLOYD H., Vocational Counseling With the
Physically Handicapped.

Includes bibliography.

371.91
M665m
MINNESOTA. UNIVERSITY. INDUSTRIAL RELATIONS CENTER.
Minnesota Studies in Vocational Rehabilitation.
Minneapolis, 1958.

Includes bibliography. Pamphlets.

362.4
W425g
WEIR, GEORGE R., Government and the Handicapped.
University, Ala., Bureau of Public Administration,
University of Alabama, 1960.

The Alabama vocational rehabilitation program.
Development of vocational rehabilitation in Alabama -
Current programs and services - Organization and
management - Personnel administration - Fiscal
administration - A challenge for Alabama.

211
VOCATIONAL SCHOOL GUIDE

A handbook of job training opportunities.

VOCATIONAL SELF-GUIDANCE

Planning your life work. Also includes chapters upon the business professions by leading specialists of New York City and the business professions for women.

VOCATIONAL STUDIES IN JOURNALISM

Contents: Editorial judgment, and factors making for success in journalism.
VOCATIONS FOR GIRLS


This book undertakes to present a picture of woman's place in the occupational world. Its purpose is to help young women to obtain a vision of the multitude of occupations open to them, the characteristics, and the steps to take, and rewards to expect.

WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION, Boston. Department of research, Vocations for the Trained Woman. Boston, Women's Educational and Industrial Union, 1910.

Opportunities Other Than Teaching.


Contents: This book has been written to aid the student and the counselor in making decisions regarding vocational interests and opportunities. Book contains valuable reference material for deans of women in colleges and advisors of girls in high school. The book has been designed for a possible text for orientation courses for women of the junior college level. It covers: (1) Health professions. (2) Natural sciences. (3) Business vocations. (4) Art vocations. (5) Social vocations.

VOCATIONS IN FACT AND FICTION


A selective, annotated list of books for career background and inspirational reading.

Attempts to furnish the facts in regard to the policy of some of the principle nations of the earth, and its results, as seen in the rate of wages, or reward of labor. Examines the circumstances which tend to determine the rate of wages.


The purpose of this book is to provide information about the administration of wages and salaries as well as the philosophies and principles entering into that administration. An evaluation of several of the controversial areas is also included.


Purpose of this book is to supply a critique of wage structure theory within a frame of reference relevant to the construction of a continuum of progressively enriched wages structure theory. Wage structure theory is an attempt to explain the existence of, and change in, a more or less explicit hierarchy of wage rates paid for the supply of labor power among various categories of suppliers.


The book is primarily concerned with problems involving the wage level, the price level, and the wage share, and with the implications of these upon economic phenomena generally. Contents include: Wages and Consumption Outlay - Decade of Wage Inflation - National Wage Policy.


Analyzes the wage and price structure of an important segment of the American economy. Contains: (1) Empirical relationships between wage changes, unemployment, and price level changes. (2) A further examination of the wage adjustment equation. (3) Time patterns of the average product of labor and some full system parameter estimates. (4) Some limitations of aggregative analysis of wages and prices.


Contents: Wages in London - London as a Metropolitan Area - Wages in the West - Determination of Real Wages - Laborer in the North Riding - Real Wages in the North.


"A joint publication of the Social Science Research Center of the University of Puerto Rico and the Economic Growth Center of Yale University." "Three related essays." Puerto Rico - Labor and Laboring Classes, Wages, Labor Supply.


Basic Considerations Underlying the Installation of Wage Incentive Plans - Description of the Fundamental and Best Known Plans - Examples of the Installation, Administration, and Operation of Incentive Systems.
HALL, CHALLIS A., Effects of Taxation: Executive Compensation and Retirement Plans. Boston, Division of Research, Graduate School of Business Administration, Harvard University, 1951.

"The third volume...in the general study of the effects of taxation on business conducted through the Harvard Graduate School of Business Administration." Bibliographical footnotes.


SANDERS, THOMAS HENRY, Effects of Taxation: On Executives. Boston, Division of Research, Graduate School of Business Administration, Harvard University, 1951.

"The fourth volume to be published as a result of the research project on the effects of taxation on business conducted through the Harvard Graduate School of Business Administration."


WORK

179 D3210
DE GRAZIA, SEBASTIAN, Of Time, Work, and Leisure.

Leisure. Work.

171.7 D687w
DONOHUE, JOHN W., Work and Education.


301.435 F899m

This book reports a set of studies of the significance of work in the lives of people and of the relations between the significance of work and attitudes toward retirement. It aims to a partial basis for a retirement policy that is both satisfactory to the individual and wise for the general welfare. Parallel with these social-psychology studies has gone a study of flexible retirement practices in American business and industry.

301.243 F911aE


331.1 H432w
HERON, ALEXANDER RICHARD, Why Men Work.

Examines the reasons that induce men to work. Challenges the belief that financial rewards and penalties are wholly equal to the important task that we entrust to them - causing men to work.

331.01 H582m
HERZBERG, FREDERICK, The Motivation to Work.

Co-authors: Bernard Mausner and Barbara Block Snyderman. Job Satisfaction. Includes bibliography.

218
The hypothesis for this empirical study can be stated as follows: Tension for any individual is a relation between the structure of desire measured by the dimensions of (1) Satisfaction - dissatisfaction; (2) Strength of feeling; (3) Age of Desire; (4) Certainty-uncertainty; (5) Expected Duration in the future before desire will be fulfilled; and, (6) Degree of control, and the difference between the available and desired desideration.

A general theory of work, differential payment, and individual progress. Contents: (1) Introduction; (2) Measurement of Level of Work; (3) Equity in Payment; (4) Individual Progress in Work; (5) Conditions for Psycho-Economic Equilibrium; (6) Problems of Implementation.


This book will be of interest to all who deal with human nature in industry. There has been a conscious attempt to evaluate present forms and conditions of work, and the contribution of psychology in improving these in the light of general economic and social forces that have played a part in the creation of our machine civilization. Should be helpful to vocational counseling employment offices, directors of placement bureaus, economists and others.

A contribution to the psychology of personal efficiency. The chief aim of this book is to delineate as clearly and accurately the exact road over which a person must travel in learning how to work at one's tasks in the most effective way.
Purpose of the book is to reveal a method whereby work can be simplified or the amount of human effort can be reduced whenever it wastes and loses itself in useless endeavor so that this exertion can be concentrated on essentials.
WORK AND AUTHORITY IN INDUSTRY


WORK AND EFFORT


The Psychology of Production. Book provides a systematic survey of men and women at work. It attempts to present an evaluated account of the knowledge that has been accumulating for many years, to give a survey of current progress in this field of investigation and to put the reader in position to realize the need for future development in researches of this character. Among the problems treated are training and learning, the control of accidents, establishment of pay levels for various jobs, and the design of efficient methods of work. Topics are treated broadly and with regard to the general rather than specific implications.

WORK AND LEISURE


WORK AND SOCIETY


This book is written on the assumption that to understand any type of work, work must be looked at comparatively. Contents include: World of Work - Work in Other Societies - Occupations: Professional, White-collar, Blue-collar - Occupational System - Work Organizations - Two Major Problems: Unions and Races at Work.

WORK AND WEALTH


The author presents a full and formal exposure of the inhumanity and vital waste of modern industry by the close application of the best-approved formulas of individual and social welfare, and to indicate the most helpful measures of remedy for a society sufficiently intelligent, courageous and self-governing to apply them.

WORK AND WORKERS


WORK EXPERIENCE IN HIGH SCHOOL


The aim of this volume is to define work experience, to describe its typical forms, and to clarify its nature and scope by portraying its development in schools. The general objectives and principles for any work experience are set forth, and ways are presented for correlating and enriching the present-day curriculum by adding such. Contents include: Backgrounds and Development of Work Experience - Needs for High School Work Experience - Work Experience in the Curriculum - Organization and Administration of Work Experience Program - Potential Opportunities for Further Development in Work Experience.

WORK FOR RIGHTS


The material presented in this brochure is a brief, factual, and documented analysis of the real anti-labor objective of the principal advocates of right-to-work laws. Contents include: A Historic Struggle - Union Security - Benefits from Union Security - Economic Picture - Ethical and Moral Arguments - Opposition - Facts vs. Fiction.

WORK IN EDUCATION

Work in Education in Colleges and Universities, Rating, Placing and Promotion of Teachers, Lists of Investigations and Other Information of Interest to Members. Chicago, Ill., The University of Chicago Press, 1915.

Aims of departments of education in colleges and universities, Facilities for teacher-training in colleges and universities. Credit granted by colleges and universities to graduates of normal schools. Recognition given college graduates in the granting of teachers' certificates. Committee on rating, placing, and promotion of teachers: some propositions and a plan for the improvement of conditions. Scholarship in relation to teaching efficiency. A method for guiding and controlling the judging of teaching efficiency. List of investigations by members.
WORK IN THE LIVES OF MARRIED WOMEN

CONFERENOE ON WORK IN THE LIVES OF MARRIRED WOMEN,
COLUMBIA UNIVERSITY, 1957, Work in the Lives of Married
Women.

Womanpower in Today's World - Coming Problems in the
Labor Force - Education, Training, and Guidance of
Women for Reentry into the Labor Force - The Utiliza-
tion of Womanpower - Income Earned by Married Women -
Working Mothers and the Development of Children.

WORK MEASUREMENT

ABRUZZI, ADAM, Work, Workers, and Work Measurement.

Contents: Work Measurement: Theory, Practice and
Fact - Work Measurement Theory: Procedure, Application,
and Results - The Theory of Human Work: Beliefs,
Codes, and Observations.

BARNES, RALPH MOSSER, Performance Sampling in Work
Measurement.
Atlanta, American Institute of Industrial Engineers, 1955.

Studies seem to indicate that work sampling will give
time standards for repetitive standardized manual tasks
which are substantially the same as standards obtained
by time study. Work sampling provides a valuable tool
for measuring work, especially in areas where manual
work is performed.
WORK OF THE MODERN HIGH SCHOOL


The central purpose of this book is to develop a clear understanding of each part of the work of the modern secondary school. Chapter 14 - Educating for the Economic Life is applicable to the work of the R.C.U.

WORK RELIEF

CHARLES, SEARLE F., Minister of Relief.

Deals essentially with the three most important federal relief agencies during the years 1933 to 1938. The Federal Emergency Relief Administration, the C.W.A., and the W.P.A. comprise the trio. The formation, administration, and relation to politics of each are described and analyzed.

WORK STOPPAGES IN WEST VIRGINIA

SOMERS, GERALD GEORGE, Work Stoppages in West Virginia, 1951-55.
Morgantown, West Virginia University, 1957.

WORK-STUDY PROGRAMS

BURCHILL, GEORGE W., Work-Study Programs for Alienated Youth, A Casebook.

Descriptions of nine work-study programs for secondary students are presented. They are reported as examples of ways in which eight public school systems and one group of private individuals are combining classroom experience for certain youngsters to prevent them from becoming alienated from their society.

WORK, WAGES AND PROFITS

GANTT, HENRY LAURENCE, Work, Wages, and Profits.

This book is an effort to explain the principles of Modern Industrial Organization, and to give some idea how to utilize the methods of evolution in the introduction of a system of management based on these principles.

WORK, WEALTH AND HAPPINESS


This book gives a general conception of modern economic life, of industrial processes, trade and finance; a clear picture of the causes that produce the perplexities, pressures and conflicts of our time.
THE WORKER AND THE STATE


A study of education for industrial workers. Contents:
The Educational Significance of Modern Industry -
Trade Schools and Unions - Co-operative Training of
Industrial Training Schools in the Factory - Supplemental Education in its Relation to Industry.

WORKER IN AN AFFLUENT SOCIETY


The idea of the inquiry was to study the mutual impact of family life and industry. The study transcended its original aim, and became a study of social change, an inquiry into working and living conditions of the industrial worker, as they have been affected by post-war development.

WORKER LOOKS AT GOVERNMENT


A popular exposition of the nature of government under the prevailing economic system, and a detailed study of the character and functions of the various branches of the United States Government in general, and their relation to labor in particular.

"The research project on which this volume reports, was sponsored by the Industrial Relations Center of the University of Chicago." Trade unions. Bibliographical footnotes.

WORKERS ABROAD


WORKERS' (COMMUNIST) PARTY AND AMERICAN TRADE UNIONS


WORKERS EDUCATION BUREAU OF AMERICA

A brief outline of the resolutions and pronouncements of the American Federation of Labor in support of the general principles and practices of education from 1881-1938.

WORKERS' NON-PROFIT CO-OPERATIVES

Author's aim is to explain how the real producers of wealth may co-operate in the exchange of their products on a basis of economic justice - that is to say, exchanging value for value without any charges for interest or profit. These plans include the elimination of all non-essential middle men and are designed to secure for each worker full pay for what service he renders and to make him pay in full for the service received.

WORKERS ON RELIEF

Author presents information with regard to the Works Progress Administration, its formation, organization, and functions.