This publication identifies some of the many sources of occupational information and describes representative publications. All references cited have been published recently, contain general sources of information, and meet one or more of the following criteria: (1) present sources of available occupational information, (2) identify materials presenting occupational information for students, counselors, and other involved in educational services, or (3) describe techniques for gathering, organizing, and using occupational information. References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared--one by title and one by supplier--in order to provide easy access to the information. (CH)
SOURCES OF OCCUPATIONAL INFORMATION

Edited by
Randolph Tarrier

Martin Essex
State Superintendent of Public Instruction

Published by
Division of Guidance and Testing
State Department of Education
751 Northwest Boulevard
Columbus, Ohio 43212

May, 1968
Locating appropriate up-to-date occupational and related educational information is one of the tasks which persistently faces counselors, school librarians, and teachers of group guidance units or courses. The purpose of this publication is to identify some of the many sources of occupational information and to describe some of the representative publications which are available. Hopefully, counselors will become better informed of the range of present resources and better equipped to evaluate new materials through use of this publication.

In preparation for this publication, an inquiry was sent to all contributors to our 1966 edition of "Sources of Occupational Information", to others who since that time have provided the Division of Guidance and Testing with copies of recent publications or information regarding such publications, and to any publishers of materials believed to be appropriate for listing in this edition. All references included have been published recently, contain general sources of information, and meet one or more of the following objectives:

1. Present sources of available occupational information.
2. Identify materials presenting occupational information for students, counselors, and others involved in educational services.
3. Describe techniques for gathering, organizing, and using occupational information.

References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared - one by title and one by supplier - in order to provide easy access to the information.

Randy Tarrier, District Guidance Supervisor for Northcentral Ohio, served as editor for this publication. Page layout was developed and final copy typed by Miss Sharon Rector, Guidance Services Section. Miss Sue Stillwagon served as illustrator for this publication.

John G. Odgers, Director
Division of Guidance and Testing

May, 1968
TABLE OF CONTENTS

Foreword................................................................. iii
Table of Contents......................................................... v
U. S. Government Sources of Publications......................... 1
State Sources of Publications........................................... 9
Armed Forces Sources of Publications................................. 21
Commercial Sources of Publications.................................... 27
Professional Sources of Publications and Periodicals............. 53
Professional Occupational Organizations............................ 59
Organization Index....................................................... 69
Title Index
   College.............................................................. 73
   Non-College........................................................ 77
UNITED STATES GOVERNMENT

SOURCES OF PUBLICATIONS
Apprenticeship - Past And Present - The story of apprenticeship in the skilled trades since colonial days. (31 pages).


Counselor's Guide To Occupational and Other Manpower Information - An annotated bibliography of selected government publications. Up-to-date and accurate occupational and other manpower information is essential to wise vocational decisions. In recognition of this need, Federal, State, and Local government agencies are issuing an increasing number of publications which have implications for career decisions. Price: 50¢.


Job Guide for Young Workers - U. S. Department of Labor, Bureau of Employment Security. 1963-64, 78 pages, 45¢. (1) employment prospects, (2) qualifications for job, (3) usual duties, (4) opportunities for advancement, (5) how and where job is obtained, and (6) characteristics of job for 112 different jobs most frequently held by young people leaving high school.

Negro Women Workers in 1960 - This bulletin examines the status of Negro women workers in 1960, and tells which industries employ Negro women, the occupations they hold, in what States they work, what their personal and family characteristics are, how much they earn, and how many have jobs or are unemployed. This data is compared with 1940 and 1950 information. Price: 30¢.

Occupational Characteristics - Based on 1960 Census of Population. 530 pages. 37 tables listing number of persons in several hundred occupations by sex, age, race, place of residence, earnings, years of schooling, marital status, hours and weeks worked, State of birth. Published by U. S. Bureau of Census. Price: $3.50.


The National Apprenticeship Program - Its' aims, organization, and how it operates.

on-the-job training assistance under the Manpower Development and Training Act. (23 pages)

**Joint Apprenticeship And Training Committees Handbook** - Designed for the guidance of local building trades apprenticeship committees-outlines the functions of joint apprenticeship committees in the construction industry. (25 pages)

**How To Train Workers On-The-Job** - This manual is designed to help the skilled worker become a skilled instructor. It is a bridge between doing and teaching. (26 pages)

**Need A Job** - Leaflet outlines eligibility requirements for on-the-job training, aimed at the unemployed. (4 pages)

**Train For A Skilled Job Through Apprenticeship** - Flier addressed to high school students and graduates soliciting interest in apprenticeship.

**Train For A Skilled Trade Through Apprenticeship** - Flier addressed to veterans soliciting interest in apprenticeship.

**Planned Training - Your Future Security** - Booklet designed for high school students and counselors. (10 pages)

**Setting Up An Apprenticeship Program** - This booklet is a step-by-step guide for use by employers and joint employer-labor committees. It explains the qualifications, requirements, and attainments of apprentices, the organization of employer and joint committees, minimum training standards, job instruction, cost factors, examples of records and occupations, apprenticeship agreements, Federal and State government assistance available. (40 pages)

**U. S. CIVIL SERVICE COMMISSION**
**U. S. DEPARTMENT OF LABOR**
**WASHINGTON, D. C. 20210**

A variety of public information pamphlets are used by the Commission to inform its publics about Commission
programs and activities; describes opportunities in the Federal Service, and explain employee rights and benefits.

Information about specific job opportunities may be obtained from the Interagency Board of U. S. Civil Service Examiners at the following addresses: 1909 East 13th Street, Cleveland, Ohio 44114; Knott Building, 7 East Fourth Street, Dayton, Ohio 45402; and Room 1523, Federal Office Building, 550 Main Street, Cincinnati, Ohio 45202.

U. S. Civil Service Pamphlets - #4, 15¢, "Working for the U.S.A." (General information about Federal employment); #5A, "Thinking About Your First Job?" (Acquaints high school students with employment opportunities in the Federal service); #29, 10¢, "Federal Jobs Overseas" (To answer questions about employment in United States territories and in foreign countries); #35, 10¢, "Federal Careers for Women" (General information about career opportunities for women in the Federal service, with emphasis on technical and professional positions); #51, 5¢, "Reemployment Rights of Federal Employees Who Enter Active Duty in the Armed Forces" (Explains rights of Federal employees who leave their jobs to enter the Armed Forces); #58A, "Opportunities in Trades and Crafts with the Federal Government" (Information on jobs for skilled and unskilled workers, apprentices, helpers, and laborers); #64A, "Opportunities in the Federal Civil Service for Returning Peace Corps Volunteers"; #65, 5¢, "Equal Opportunity in Federal Employment"; #66A, "Civil Service and the Nation's Progress" (The role of the civil servant in the progress of the Nation).
labor. Each publication is described briefly, its uses outlined, and the method of ordering indicated.

Guide to Local Occupational Information - United States Employment Service. Available upon request. The publication provides a comprehensive listing of "Occupational Guides" and "Area Skill Surveys" completed by affiliated State employment service agencies. The guides are designed to provide information on the duties, educational and experience requirements, employment and advancement prospects, wages, working conditions and other pertinent factors relating to the subject occupation. The area skill surveys present current and future (usually 2 and 5 years hence) labor requirements in selected occupations in individual labor areas and labor supply available to fill these needs.

The Job Market for Engineers, Scientists, and Technicians - United States Employment Service. Available upon request. Issued semi-annually, this publication presents an appraisal of trends in labor supply and demand for selected engineering, scientific and technical occupations placed in interarea recruitment by public employment office throughout the country, and information obtained from various government agencies, professional societies, and other sources.

OCCUPATIONAL OUTLOOK SERVICE
BUREAU OF LABOR STATISTICS
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20212

Looking Ahead to a Career - 1967 - A set of 36 color slides (2" x 2", 33 mm.) that show the changing occupational and industrial mix and what it forecasts over the next decade for manpower developments, education, and training. A correlated narrative accompanies the slides.

Occupational Outlook Handbook Reprints - A series of 119 reprints of sections of the Handbook on specific occupations and industries. Prices range from 5¢ to 15¢. For a free price list of these reprints, write to the above address.
Publications of the Women's Bureau - Currently Available - Free. A price list of publications, including those on employment opportunities for women, with brief annotations of recent publications.


Ohio Employment Information Series - There are three parts to this publication. See OHIO EMPLOYMENT INFORMATION SERIES in STATE PUBLICATIONS.
The following publications are available upon request:
Alabama Job Guide for Young Workers, October, 1966, and
"Occupational Guides" or selected shortage occupations
published monthly.

Arizona Occupational Outlook Handbook - Part I (April,
1963) and Part II (April, 1964) are designed to provide
occupational and labor market information for Arizona.

More than 400 "Occupational Guides" are published in-
dicating the status of particular occupations in various
sections of the state. An "Occupational Guide Index" is
available upon request.

Items listed are available in single copies at no charge.
Requests should be addressed to J. R. Pardue, State
Supervisor, Vocational Publications and Public Information,
191 Central Avenue, S. W., Atlanta, Georgia 30303.

Area Vocational-Technical Schools of Georgia, Second
vocational-technical institutions of Georgia, with
course offerings, school regulations, course descriptions,
entrance requirements, etc. 91 pages.

The In Crowd, 1967. An eighteen-page booklet describing
high school vocational education offerings for late-ele-
mental and early junior high Georgia students. The
material is presented in light, informal style, and large
amounts of photography and line drawings are employed.
Counselor's Guide to Area Vocational-Technical Schools of Georgia. Existing edition is currently under revision, 1965. This 37-page booklet provides data enabling the counselor to use the Dailey Vocational Test scores in assisting students to relate abilities to course offerings in area vocational-technical schools.

TECHDAYS information packet. This packet of materials includes copies of "Coordinator's Handbook for TECHDAYS," TECHDAYS brochures, sample letters and response documents for mailing to Georgia businesses, and related data. (TECHDAYS is Georgia's vocational-technical job placement program.)

Developing a Program of Student Personnel Services for Area Vocational-Technical Schools, Phase I Report, Research Project 236, 1966, 261 pages.


"Job Guides" are periodically published on a variety of occupations. Each release presents information on a particular occupation, indicating the demand, wages, etc., in different sections of the state.

The Division publishes numerous occupational guides about specific job areas. List available upon request.
Statewide "Job Guides" are available for such career fields as "Food Service", "Health Services", "Apparel and Furnishings", "Construction Crafts", and "Clerical Occupations". Also, "Licensed Occupations in Iowa" explains licensing regulations for state-licensed occupations.

Let's Explore Your Career - is designed to assist young people in self analysis from standpoint of interest, ability, and personality with relation to occupational choice. Leader's guide also available. Free.

The following series of publications are available: Michigan Job Brief Series; and Michigan Occupational Guides. Complete list of available publications will be sent upon request.

Publications pertaining to the following occupations are available: drafting, keypunch and tabulating. In addition, the following publications are available: Occupational Outlook, Minnesota Health Service Survey, and Minneapolis-St. Paul Area Shortage Occupations Study.
A list of 42 "Occupational Guides" on numerous careers is available to schools, free upon request.

Sources of Occupational Information - under revision, available in the near future.

The Agency publishes numerous "Job Guides" on a variety of occupations. Each booklet presents information on a particular occupation in format similar to Occupational Outlook Handbook.

"New Mexico Labor Market Trends" and "Occupational Guides" for numerous fields are available.

From Campus to Career - A guidebook for college graduates who majored in liberal arts or business administration. It indicates opportunities for these graduates in various occupations.
NEW YORK STATE (Continued)

Guide to Preparing a Resume' - includes analysis models of job resumés and a bibliography on job planning and job hunting techniques.

OHIO STATE
BUREAU OF EMPLOYMENT
SERVICES
145 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Ohio Employment Information Series - there are three parts to this publication:

PART I - OCCUPATIONAL BRIEFS

Part I contains informative releases describing many widely distributed occupations in Ohio. These releases contain such information as a brief summary of the nature of the work, the possibilities for future employment and advancement, the general kinds of industries and businesses which employ such people, the remuneration offered, the requirements for entry into the field, the general working conditions involved, and sources of additional information.

PART II - TRAINING DIRECTORY

Part II presents training programs available through public and private facilities in Ohio. The types of programs described include those offered in colleges and universities, in business schools, through apprenticeship training, in training schools, through home study, those in special vocational education programs, and several federal and state funded training programs.

PART III - LICENSED OCCUPATIONS AND BUSINESSES IN OHIO

Part III describes the licensing requirements and procedures for all occupations and businesses for which a state license is issued. The occupations are discussed in terms of the education and training required, the legal requirements governing licensure, the fees required, procedures for out-of-state applicants, examination
schedules, and the name of their licensing agency as a reference source. Businesses are discussed in terms of the legal requirements governing licensure, the reciprocity agreements, the fee involved and the name of their licensing agency as a reference source.

The Ohio Employment Information Series is available free of charge, in limited quantities, to Ohio schools and libraries upon individual request. Selected occupational briefs are also available to people seeking information for a specific occupation or occupational area at the above address.

Manpower in Ohio: 1960 to 1970 (1963)

The Ohio Labor Force by County (1963)

"Ohio Labor Market Information" is published periodically and provides data from various industries and areas of Ohio relating to employment, earnings, and hours. Included are individual county releases which indicate the occupations currently in short supply or surplus. Contact the Bureau's Division of Research and Statistics for a complete list of Ohio Labor Market Information.

Consultative services are also available. For further information contact the Bureau of Employment Service, 145 South Front Street, Columbus, Ohio, or any local State Employment Office.
and the opportunities they offer for high school graduates.

The Ohio College Notebook - The 95 page handbook, developed as a public service for Ohio School Counselors, contains descriptions and information concerning Ohio colleges and their branches and academic centers, junior and community colleges, and United States service academies. Included for each college and academy is a profile of data concerning entering freshmen classes, selection factors, admissions requirements, procedures, and other information to supplement available information published by many college information guides. This publication is revised annually during August. The Ohio College Notebook is available for purchase outside the State of Ohio at $1 per copy.

Ohio Vocational Education Notebook - A counselor's resource notebook of 118 pages, containing descriptions and information regarding 60 vocational education programs existing in Ohio high schools.


Ohio Public Technical Education Notebook - The purpose of this Notebook is to assist school counselors to obtain meaningful information about the public technical education programs throughout Ohio. The revised Notebook includes appendices containing resource information for the school counselor and the data format resembles that of the Ohio College Notebook in anticipation of these two publications becoming companion resources. The Ohio Public Technical Education Notebook is available for purchase outside the State of Ohio at $1 per copy.

Cooperative efforts with the Division of Guidance and Testing include seminars, student occupational interest surveys, and other projects throughout the State. Consultative services are also available.
Rewarding Careers in Dynamic Industry - Agriculture
This booklet describes agricultural opportunities for high school students.

Other booklets on specific areas of careers in the field of vocational education available upon request.

Selected Labor Market Publications - Indicates available releases to be sent upon request.

The following publication is available: Job Guide For Entry Occupations in South Carolina, 1967.


WYOMING EMPLOYMENT SECURITY COMMISSION
P. O. BOX 760
CASPER, WYOMING

Career Library, April, 1965, is a bibliography of free and inexpensive occupational information and other counseling aids.
ARMED FORCES

SOURCES OF PUBLICATIONS
High School News Service Report - Military Service Information. The HSNS Report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information of current personnel programs of the United States Armed Forces. The first issue of the year describes basic facts about military service while the remaining monthly issues contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Except for the initial issue on basic facts about military service, the "Report" is intended primarily for student readership; articles are printed in detachable form to facilitate posting and classroom use. The High School News Service Report is published monthly during the school year by the High School News Service and distributed free of charge to high schools requesting the service.

High School News Service Topic - The HSNS Topic is a supplement of the High School News Service Report, published monthly during the school year and distributed free of charge to high schools requesting the service. The format of the topic is designed for bulletin board use. Each issue deals with a single topic of interest to students who expect to serve in the military.

U. S. AIR FORCE HEADQUARTERS
RECRUITING SERVICE
RANDOLPH AIR FORCE BASE,
TEXAS 78148

The following booklets are available free of charge to educators and counselors by writing to the above address or from the local Air Force Recruiting Representative.

Educational Opportunities in the U. S. Air Force - This 12 page booklet describes the generous educational opportunities open to members of the Air Force. Outlined, are off-duty education, formal Air Force college and graduate programs, correspondence courses, technical schooling, and details of other educational facilities in the Air Force.
United States Air Force Airman Occupational Handbook -
This manual is designed primarily for guidance counselors, although it is also of interest to students. It briefly describes the more than 40 career fields open to airmen; outlines the qualifications, duties and responsibilities for each career field; points out the training offered; and indicates related civilian jobs for each Air Force skill. A list of Air Force career fields with their related school courses is included.

Pocket Guide to Air Force Opportunities - This pocket-size booklet outlines just what an Air Force career has to offer a young man or woman. It covers the training and progress of an airman from enlistment, on through basic and technical training, and finally to duty assignment in an Air Force job.

Women in the Air Force Booklet - This booklet contains a resume of opportunities available to Women in the Air Force (WAF). It describes the types of jobs open to women, Air Force benefits and educational opportunities available.

Army Opportunities - (Replaces Army Occupations and You.)
This handbook describes opportunities in the United States Army. It is designed primarily for counselors, teachers, librarians and others who have a stake in helping young people make sound career decisions. This book may be obtained, free of charge, by writing to the above address. The following handbooks describe opportunities in the United States Army:

1. The Secret of Getting Ahead
2. Your Career as an Army Officer
3. A Guidance Handbook for Counselors
4. Meet Today's WAC Officer
5. A New World of Opportunity
6. U. S. Army Opportunities
7. Educational Opportunities and Financial Assistance for Nursing Students
U. S. MARINE CORPS
LOCAL RECRUITING STATIONS

A Guide to Occupational Training - United States Marine Corps. Available from local U. S. Marine Corps Recruiting Stations. This publication is a 48-page pamphlet containing descriptions and pictures of occupations within the United States Marine Corps. It is designed primarily for the use of high school counselors to explain the many and varied occupational opportunities within the Marine Corps.

U. S. NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C.

Navy Enlisted Occupational Handbook - Fifth Edition. A manual for school counselors and guidance workers, this publication, available from local United States Navy Recruiting Stations, is to serve the primary function of a specific guidance tool for the use of counselors in providing information to young men and women interested in careers in the service of their country or in fulfilling their military obligation. This handbook contains a two-page brief for each of the occupations available to enlisted personnel in the Navy. Each brief describes jobs performed, skills acquired, and specific training information.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF GUIDANCE AND TESTING
751 NORTHWEST BOULEVARD
COLUMBUS, OHIO 43212

Ohio College Notebook - This is published annually and contains admissions data on the U. S. Service Academies. The Ohio College Notebook is available for purchase outside the State of Ohio at $1 per copy. See STATE publications.
AIR TRANSPORT ASSOCIATION
LIBRARIAN
1000 CONNECTICUT AVENUE, N. W.
WASHINGTON, D. C. 20036

Your Career With The Airline - Discusses opportunities, qualifications and preparation for airline jobs. Also covers salaries benefits, training and opportunities for advancement. 12 pages.

Other publications dealing with the airline industry are available.

ALP PUBLICATIONS, INC.
3048 N. 34TH STREET
MILWAUKEE, WISCONSIN 53210

The Sextant Series for Exploring Your Future - ALP Publications, Inc., Edward C. Wilkinson, Chief Editor: 1961-1968. A set of 12 independent volumes, each covering an entire occupational area. Each volume: 128 pages, 8½ x 11, illustrated, fold-out organizational chart, wall chart for classroom display, historical review, employment data and outlook for each area covered. 70 to 95 jobs per book: job description, entrance requirements (education, training, certification and experience), promotional outlook, and average pay level. The Sextant Personal Profiling Method permits students to compile personality inventories, Manufacturing Wage, Manufacturing-Salaried, Banking, Hospitals, Insurance, Agriculture, Professions, Construction, Graphic Arts, Recreation and Youth Services, Hotels and Restaurants, Public Utilities. Set includes a Manual with detachable pages for group profiling with a transparency or opaque projector, and Instructional Guide, a cross index for the complete set, and 100 profile forms. Complete set (soft bound) $92.50. Individual volumes, plus wall charts, $8, profile forms, $8.50 per 100.

AMERICAN GUIDANCE SERVICE, INC.
PUBLISHERS BUILDING
CIRCLE PINES, MINNESOTA 55014

high school level, where a broad overview of the vocations is desired. The text not only treats career planning, relating occupational choice to individual interests and abilities and to job opportunities; but it also considers avocations, personal needs and relationships, social responsibilities and other aspects of preparing for a creative, productive adult future.

Seeing Ourselves - Prepared by the guidance staff of National Forum Foundation, W. Russell Shull, et al., 1st Edition, 1965, 319 pages, $3.07 net price. The text is designed to be the core of an elementary developmental guidance program at the upper elementary level, and through its supplementary reader qualities, can be used to integrate the reading and guidance program. Vocations are treated in a very broad way. Sixth grade youngsters look at various people in various jobs. These youngsters then come to the realization that there are many different sorts of work and many fields of endeavor.

BELLMAN PUBLISHING COMPANY
P. O. BOX 172
CAMBRIDGE, MASSACHUSETTS 02138

Career Monographs - Currently 43 titles in print. Each is 6" x 9" and contains 20 to 48 pages. Price per monograph, $1; minimum order $1.50. Purchase of full set at 20% discount. Free Bellman Publishing Company catalog contains listings of these and other guidance publications.

Pathways to Your Future - The Job Resume and Letter of Application, by Kenneth R. Adler. 1964, 8½" x 11", 33 pages, $1.75. Additional copies of resume work sheet, 50 copies to a package, $1.50 per package. Fourteen sample job resumes and 8 letters of application plus easy to follow directions for writing your own resume and letter of application. Written for students, experienced workers or returnees to the labor force.
Teachers Guide to Group Vocational Guidance - By Bruce Shertzer and Richard T. Knowles. 1964; 8½" x 11", 94 pages, $4. Additional packages of three appendices, $1.50 per 50 copies per appendix. Written for use by trained guidance counselors or newly appointed guidance counselors. Forty lesson plans grouped into three units of The World of Work, Knowing Yourself, and Securing a Job and Progressing in It.

The Job Finder - It Pays to Advertise - by S. N. Feingold. 1966; 8½" x 11", 37 pages, $2.25. This book is to help old and new job seekers pick up the techniques of "Job Hunting" in today's competitive world.

BRUCE PUBLISHING COMPANY
400 N. BROADWAY
MILWAUKEE, WISCONSIN 53201

Industrial Arts and Vocational Education - monthly periodical ($4/year).

For a list of current books in specific industrial trade occupations, contact Trade Books Division, Bruce Publishing Company.

CAREERS
POST OFFICE BOX 135
LARGO, FLORIDA 33540

Career Briefs - Available on a subscription basis or individually. A subscription to 40 career briefs for one year, $10. Separate titles are available at 35¢ each, cash with orders totaling less than $2.

Business Careers Kit - Special unit containing over 120 career summaries and briefs and timely reprints. An excellent guide for business subject teachers, and for libraries and counseling offices. Price $28.50, f.o.b. Largo, Florida. Includes special posters.
Career Desk - Top Kit - A career kit, collated and ready to use, designed to be used by the counselor during his interviewing or by students at a table. Contains over 1000 career items plus one year's subscription to Career Guidance Service. A total of over 1250 items plus a metal file for $110, f.o.b. Largo, Florida.


Career Guidance Service - Published monthly from September through May. Contains over 225 vocational and educational guidance items per year including Career Briefs, Summaries and Reprints; College Guides; Training Guides; Career Indexes; Professional Reports; and Posters. Subscription price is $35 per year.

Industrial Careers Kit - Contains 150 industrial semi-skilled, skilled, and technical Career Briefs and Summaries. For vocational and industrial arts teachers, guidance counselors, and libraries. Includes multi-colored Posters covering varied occupational fields. Price $35.50 f.o.b. Largo, Florida.

PCMI - A complete career information service on microfilm. Through a cooperative project between Careers and National Cash Register Company, Dayton, Ohio, a total of over 30,000 pages of important guidance materials (including the full Career Desk-Top Kit and excerpts from 1,000 college catalogs) are available on 12 transparencies to be viewed on a special NCR PCMI Reader. Rental basis, $295 per year.

Science Careers Kit - Contains over 120 career Briefs and Summaries on science careers (skilled through professional). Ideal for science subject teachers, libraries, and guidance offices. Includes multi-colored posters on science occupational fields. Price $28.50 f.o.b. Largo, Florida.
CAREERS (Continued)

Career Summaries - Two pages, printed on card stock 5½" x 8½". Available on a subscription basis (75 per year) at a price of $10. Separately they may be purchased for 20¢ each, cash with orders under $2.

CAREER DEVELOPMENT OFFICE
AMERICAN SOCIETY FOR METALS
METALS PARK, OHIO 44073

A Career in Metallurgy Will Extend Your Reach 24 pp. 1965
Career Opportunities in Metallurgy - 1967 16 pp. 1967
Profiles of a Materials Engineer 16 pp. 1966
Does Engineering Appeal to You?...Then
Consider a Career in Metallurgy leaflet 1967

CAREER INFORMATION SERVICE
NEW YORK LIFE INSURANCE
BOX 51, MADISON SQUARE STATION
NEW YORK, NEW YORK 10010

Chronicle College Entrance View-Deck - A highly organized information retrieval system designed to provide accurate information on colleges in any desired sequence. (Type of school, major sequence, size, etc.) View-Deck category cards, key cards, student preference forms, fluorescent viewer, and one year's service to update and expand the View-Deck (No. 900DV) $150 f.o.b. Moravia. View-Deck category cards, supplies, economy Deskette, one year's Service (No. 900DM), $110.50 f.o.b. Moravia. Write for descriptive brochure.

Chronicle Educational Service - Consists of up-to-date books of college classifications, majors, and charts, a student aid annual plus bulletins, a spring release of colleges still accepting applications, $16 per year.

Career Index - An annual compendium will be published by the beginning of 1969 giving several thousand references to free or inexpensive occupational and professional pamphlets from over 500 sources. The annual will be supplemented with four issues listing information on new releases. Pre-addressed post cards are included for some free materials. $11 per year.

Chronicle Occupational Brief Service - Published monthly September through April, at $18.25 per year. Nine new and revised briefs per month. Professionally prepared, accurate and up-to-date. Single copies available at 35¢ each to counselors, teachers, and librarians. Special price to students: 25¢ each. Quantity rates upon request.

Chronicle Occupational Libraries - Contains a LIBRARY OF OCCUPATIONAL MATERIALS properly filed in reinforced folders in a sturdy letter-size steel file drawer with lift-off top, ready for immediate use, $170 f.o.b. Moravia. (No. 671S). Chronicle Occupational Library also available in the Oxford Tudor mobile steel file cabinet, with hanging type folders, material properly filed for immediate use, $277 f.o.b. Moravia (No. 671PSH). Purchase price of either unit includes a year's subscription to the "3-in-1" Guidance Service to keep the file on a current basis. For additional information send for a free catalog.
Chronicle Occupational Service - The same as the "3-in-1" Service by excluding the Educational and Professional Information, $31 per year.

Chronicle Pamphlet Service - Published monthly September through April at $26 per year. This is a portion of the complete Chronicle "3-in-1" Guidance Service especially designed for libraries to maintain their Occupational files on a current basis; 72 Occupational Briefs a year; numerous Reprints from trade and technical periodicals; 1 Annual and 4 supplements of the Career Index.

Chronicle Professional Service - Approximately 6 articles and reprints each month September through April, by nationally recognized counselor-educators and guidance personnel. These articles discuss specific and practical guidance practices as well as articles of a more general professional nature. $11 per year. (The Professional Service also includes the Washington Counsellet each month. The Counsellet is available separately on a subscription basis at $5 per year).

Chronicle "3-in-1" Guidance Service - Published monthly, September through April, at $44.50 per year. Includes the Occupational Briefs, Reprints, Posters, Career Index, Educational and Professional publications.

COLUMBIA UNIVERSITY PRESS
2960 BROADWAY
NEW YORK, NEW YORK 10027


DEPARTMENT OF MINISTRY
NATIONAL COUNCIL OF CHURCHES
475 RIVERSIDE DRIVE
NEW YORK, NEW YORK 10027

Financial Aid for Professional and Graduate Education - 16 pages. Listing of financial assistance available from churches, foundations and other sources. 1966. 50¢ each.
Listing of Church Occupations - By John Oliver Nelson. Two fold pamphlet listing various types of occupations open to young men and women in Protestant church programs. 20¢ each.

Should I Consider the Ministry - 14 pages. An illustrated booklet for the college man or woman about to determine a career; outlines many phases of the ministry. 20¢ each.

Student Financial Aid From Church Sources - By Wilmina Rowland. Two fold leaflet listing resources available from denominations affiliated with the NCC. 20¢ each.

Vocation and Church Careers Kit - File folder containing four pieces: What is a Church Occupation? Listing of Church Occupations, Student (Undergraduate) Financial Aid from Church Sources, Vocation and Church Occupations. 1966. $1 each.

What Is A Church Occupation? - Two fold leaflet by Mrs. Wm. S. Ellis. A brief explanation of the categories which constitute church occupations. 1966. 20¢ each.

E. P. DUTTON & COMPANY, INC.
201 PARK AVENUE SOUTH
NEW YORK, NEW YORK 10003

Dutton Career Book Series - In clear, non-technical language the following career books for young adults, describe the engrossing work being done in vital contemporary fields, and the qualifications, educational requirements, salaries, and diversified opportunities available: accounting, advertising, astronautics, chemistry, commercial art, dancing, electronics, engineering, fashion, music, physics, science, sports, women in business, computer science, journalism, and international service. Prices sent on request.
EDU · CAST, INC.
6475 DUBOIS
DETROIT, MICHIGAN

World of Work - Filmstrip series for younger students. A series of 50 filmstrips in a comprehensive program of pre-vocational attitude-building and vocational orientation designed to create an awareness of the world of work for students in the elementary and secondary grades.

EDUCATIONAL RELATIONS
PUBLIC RELATIONS STAFF
GENERAL MOTORS CORPORATION
DETROIT, MICHIGAN 48202

Can I Get a Job? Let's Find Out - Free in single copies, this book concerns itself with aspects of seeking employment and the various attitudes, interests, abilities, and desires of both employer and employee. Such topics as what are my interests, what do I have to offer, what are employers looking for, where do I start, how do I get an interview, who does the talking, and did I get the job, are all covered in good detail. In addition to this booklet, the Public Relations Staff of General Motors publishes other booklets relative to occupational and vocational guidance. A free catalog of all educational materials available may be obtained upon request.

EDUCATORS PROGRESS SERVICE
RANDOLPH, WISCONSIN 53956

Educators Guide to Free Guidance Materials - Eighth Annual Edition, 1968. This Guide has been developed as a basic resource for aiding counselors and teachers. It is based on the cross-media approach in teaching, and is devoted exclusively to free guidance materials. It is designed to provide a continuing means of identifying selected free films, filmstrips, tapes, and transcriptions, and other materials such as bulletins, pamphlets, charts, magazines, and booklets. Price: $7.50.
Encyclopedia of Careers and Vocational Guidance - A two volume, easy-to-follow career encyclopedia that tells about opportunities in hundreds of fields-reveals the potential in each-then outlines clear-cut steps to aid your students in determining a career. 30-day examination copy. Two volume set - $21.65.

Dictionary of Guidance Terms - and a series of books defining more specifically the field of careers for technicians, including medical, engineering, and others to be available, September, 1968.

FINNEY COMPANY
3350 GORHAM AVENUE
MINNEAPOLIS, MINNESOTA 55426

Occupational Guidance - This series provides vocational guidance materials for average and above-average students in the secondary grades. Published monthly, September through April, each of the eight volumes contains 20 monographs describing jobs available to students on their completion of high school or college. The price is $34.50 for each year's unit every five years to update monographs with respect to salary changes and technological advances. A total of five units, containing 800 professionally prepared job descriptions, is available.

Occupational Guidance Workbook - This publication is designed for curricular adoption, to be used in conjunction with the OCCUPATIONAL GUIDANCE monographs. Frequently, the guidance department and/or library collaborate with the English department and/or department of social studies. The OCCUPATIONAL GUIDANCE WORKBOOK is intended to be a companion to the OCCUPATIONAL GUIDANCE monographs and is intended to enhance the value of the monographs. Price: $1.50 per copy.

Finding Your Job - This series is prepared especially for students in special classes, as well as for individuals classified as other than high achievers. Each year's unit, published during the October-February period, is
comprised of 60 job descriptions suitable for young people in these classifications. They are presented in a manner easy to understand. The price is $20.50 for each year's unit of five volumes. Six units of five volumes each, containing a total of 360 job descriptions, are available. The publisher revises every five years, or possibly with a slightly earlier frequency.

**Finding Your Job Workbook** - This workbook is designed for curricular adoption, as a companion to the FINDING YOUR JOB monographs. Any class using the workbook necessarily should have access to at least some of the FINDING YOUR JOB units, inasmuch as the workbook lessons are associated with the monographs. Price: $1.50 per copy.

**Help Yourself To A Job, Parts I, II, and III** - Part I and Part II have been available for several years. The emergency of Part III is scheduled for the beginning of the 1968-1969 school season. These workbooks are designed for classroom use in special education. They contain perforated pages for easy removal. Part I covers the various steps leading to a job, including filling out of an application form. Part II explains the differences between skilled, semi-skilled and unskilled jobs, and includes lessons dealing with base pay, withholding tax, fringe benefits and social security. Part III explains employer-employee relationships, lists sources of employment and offers helpful suggestions for keeping a job. The price is $1.50 per copy for Part I, $1.50 per copy for Part II and $1.50 per copy for Part III.

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182 - A New Horizon: Careers In School Food Service ($18)
183 - Getting And Keeping Your First Job ($35)
186 - Jobs For High School Students ($35)
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193 - The Collegiate Nursing Program ($18)
220 - What You Should Know Before You Go To Work ($35)
213 - Preparing For The Jobs Of The '70's ($35)
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8-113 as a Bank Teller (for both sexes)
8-114 as a Medical Laboratory Assistant (for both sexes)
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8-125 as an Automobile Body Repairman
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8-129 as a Draftsman
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8-131 as a Telephone Installer and Repairman
8-132 as an X-Ray Technician
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8-134 as a Dispensing Optician
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8-141 as a Surveyor
8-142 as a Licensed Practical Nurse

GUIDANCE CENTRE
THE ONTARIO COLLEGE
OF EDUCATION
UNIVERSITY OF TORONTO
371 BLOOR STREET WEST
TORONTO 5, ONTARIO, CANADA

G C Occupational Information Monographs - Published and revised at regular intervals. Contain sources of information concerning specific occupations. Basically dealing with occupations in Canada; certain sections of many of the monographs apply equally to Canada and the U.S.A. List of available monographs and prices available on request.

HARPER AND ROW, PUBLISHERS
2500 CRAWFORD AVENUE
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Books relating to the following professions are published: advertising, chemistry, dentistry, engineering, industry,

HAWTHORNE BOOKS, INC.
70 FIFTH AVENUE
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A series of vocational guidance books for 10-14 year olds. Aimed at boys and girls who want to know just enough about the occupations which they may someday enter. Each book covers the history of the profession, personal characteristics considered desirable, education and training, the work performed, and why a boy or girl should think of entering the profession. Each book also includes suggested further readings and additional information sources. The author is Dr. Sarah Splaver who has been a guidance consultant and counseling psychologist for more than twenty years. The books contain 96 pages, and are geared for grades 5-8 and each volume is $3.50. The following titles are available:

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ROBERT R. KNAPP, PUBLISHER
P 'T OFFICE BOX 7234
DIEGO, CALIFORNIA 92107

Guide to Careers Through College Majors - First edition, 1964. This 189 page book was prepared to help the potential college student in considering his college training as it applies to his vocational goals and aspirations. Organized around the college curriculum, each career field and its requirements is briefly described and references widen the scope for the interested student. Appendices give valuable sources of information. Price: $3.95, $2.95 each in lots of 10 or more copies.
A Mirror Up To Medicine; A. C. Corcoran, M.D. $5.75
The Profession Of Pharmacy; Richard A. Deno, et al. $6.50
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Doctors in Petticoats; Alice Fleming $3.50
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The Choice Of A Medical Career; Joseph Garland, M.D. and
Joseph Stokes, III, M.D., Editors $5.50
Small Patients: An Autobiography Of A Children's Doctor;
Alton Goldbloom, M.D., $4.50
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Messner Career Books present information on the following
careers with guides to colleges and schools for special
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chemistry, computer programming, conservation, electronics,
engineering fashion, government service (civil service,
foreign service, law enforcement) home economics, journal-
ism, medicine, public relations, selling, teaching, TV
and Radio, transporations and a just published book, ON
THE JOB TRAINING AND WHERE TO GET IT.
NRB publishes numerous inexpensive but timely pamphlets and posters regarding occupations, self-help, inspiration, economics, etc. Catalogs are available upon request.

Occupational Index - Published quarterly at $7.50 per year. Lists current releases available in the nation on occupations as well as other aspects of the guidance field.

Career Briefs - Published as an educational service by Pratt Institute. Career Briefs are sent regularly to any school or library requesting them. Individual copies are furnished on request as long as supplies last. Requests should be addressed to: Editor, Career Briefs, Pratt Institute, Brooklyn, New York 11205.


Occupational Information: Its Development and Application - Shartle, Carroll L., 3rd Edition, 1959, 425 pages, $6.95. Discusses needs and uses of occupational information, how it is obtained, described and classified. Also contains sections on how to use the Dictionary of Occupational Titles, explains occupational families, entry fields of work, industries and patterns of occupations, and jobs for the handicapped.
Humphreyville - Futures for Home Economists - Theresa R. Humphreyville, New York State College of Home Economics, Cornell University, 334 pages, 1963. Describes the employment opportunities, major functions, and typical day in each of the areas of specialization discussed. Features reports of interviews between home economics majors and professionals in the various fields. Gives a description of typical employing organizations in each field, as well as a discussion of job opportunities outside the United States. Lists professional journals published in each field. Price: $7.25.

Professionalization - Ed. by Howard M. Vollmer, Stanford Research Institute, and Donald L. Mills, University of Calgary, Canada. 365 pages, 1966, Price: $7.95. Presents readings from Durkhein, MacIver, Carr-Saunders, etc., that focus on the characteristics, antecedents, and social consequences of the process of acquiring professional status in a wide variety of occupational groups, including both those that are highly professionalized and those that are striving to be so. Designed for both social science courses and for graduate professional courses in the history of a particular occupation. Uses transition passages to give the readings better unity as a test; features 57 readings organized under major chapter headings.

PUBLIC AFFAIRS COMMITTEE, INC.
381 PARK AVENUE, SOUTH
NEW YORK, NEW YORK 10016

Guidance Counselor's Packet - Consists of 16 pamphlets 25¢ each.

Guide to Success in College #407
Paying for a College Education #404
So You're Going to College #394
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How We can get the Nurses we Need #385
Mental Health Jobs: Today and Tomorrow #384
X-Ray: Vanguard of Modern Medicine #379
Finding Able Men and Women for City Careers #359
Careers in Health #281
Psychologists in Action #229
Better Human Relationships: The Challenge of Social Work 97A
The Information Service in Guidance - Second Edition. Willa Norris, Franklin R. Zeran, and Raymond N. Hatch, 1966, 598 pages, $8.50. This book provides a helpful guide to information in three phases of the guidance service: occupational, educational, and social. It discusses educational information and classification systems, the evaluation of occupational information, sources of information, and means of organizing and distributing the information in an effective manner. The most recent information on the revised Dictionary of Occupational Titles is included.

The Careers in Depth series - The Granite Library editions. These vocational books are definitive studies of specific career areas. They are in individual hard-bound books. A catalog is available listing 80 vocational areas. 165 pages; $3.78 each.

Aim High Vocational Guidance series - Granite Library editions. These vocational guidance books are studies of job opportunities in areas not requiring college training. For the drop-out or high school graduate. Individually hard cover bound. 160 pages; $3.78 each. Catalog available.

Military Research series - Granite Library editions. Books deal with the young man's military obligation, opportunities in the military, history of various branches and a number of books on the nature of the U.S. Military commitment in the world. Individually hard cover bound books. 160 pages; $3.78 each. Catalog available.

Career Information Kit - This is a complete letter-size
file drawer in which are filed for immediate use, over 600 items covering a large number of occupations. Price: $252 in case.


Job Family Series - This is a series of 20 booklets describing the variety of job prospects and opportunities within such fields of work as science, mechanical work, outdoor work, technical work, selling, clerical work, engineering, mathematics, building construction, social work, data processing, education, psychology, art, publishing, trades, health, agriculture, and the like. Complete set of 20 booklets is $23.47; booklets $1.48 each.

Occupational Briefs - A total of 4000, 4-page illustrated occupational briefs published to date. The complete set may be purchased at a special quantity discount of $65, individual titles are available at 55¢ each, quantity discounts are available.

Occupational Exploration Kit - Provides the high school student with a systematic, personalized approach to job investigation. The unique OccuScan (Occupational Scanner trademark) helps the student explore his own educational aspirations, abilities and interests. The kit also includes 400 Occupational Briefs, 17 Job Family Booklets, 8 Guidance Series Books, 25 Student Record Books, and a Guide for Counselors and Teachers. Price: $126.67.

occupational training. The book is a comprehensive text on occupational information, including sections devoted to occupational and industrial structure, community occupational surveys, use of occupational information in counseling with individuals and with groups, and suggestions for vocational units.


Widening Occupational Roles Kit (Work) - Helps the junior-high school student explore 400 different occupations and pinpoint the extent and type of education needed to prepare adequately for the occupation of his choice. Kit includes 400 Briefs, 5 Junior Guidance Booklets, 35 Student Workbooks, a Teacher's Manual, and 5 color filmstrips. Revised, 1967, price: $180.

Junior Guidance Series, Grades 6-9 - The booklets in this series provide helpful direction for the junior high school student in a variety of areas as he moves from childhood to adolescence. Each Junior Guidance Series booklet is 40 pages, illustrated, and measures 5½" x 8½". Paper, order by code number.

5-776 Exploring the World of Jobs, by Donald E. Kitch
5-770 High School Ahead, by Roland Lanier Hunt
5-1024 Planning Your Job Future, by Emery Stoops & Lucile Rosenheim
5-1160 What High School Can Do For You, by Thomas J. Fitzgibbon

Lovejoy's Career and Vocational School Guide - Third enlarged revised edition. This revision has been reorganized along the lines of Lovejoy's College Guide and is much easier to use than its two predecessors.
It is an up-to-date directory of 3,521 career and vocational schools which offer training in 1,577 different careers. It includes a new chapter entitled Vocational Careers and Curricula which provides the reader with guidance and clues as to where training for 191 specific trades and/or vocations can be obtained. Lovejoy deals with career opportunities that can be started in the Army, Navy and Air Force (there are about 677 Army assignments alone that could ultimately lead to civilian jobs). He also covers 222 professional and trade organizations that are valuable sources of career guidance. There is a detailed index. Cloth: $6.50, paper: $3.95.

Other publications are: New Horizons in Education, Cloth: $6.95, paper: $3.95; Your Career Selection Guide, paper: $1.95; Your Career In Medicine, paper: $1; Your Career in Law Enforcement, paper: $1; Your Career in Electronics, paper: $1; Your Career in Banking, paper: $1; The Complete Job Hunting Guide, paper: $1.

SOUTHERN BAPTIST CONVENTION
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460 JAMES ROBERTSON PARKWAY
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College and Career - Published ten times yearly - monthly October through May and bi-monthly June through September, at $1 for 1 year; $1.75 for 2 years, $2.50 for 3 years. Contains articles regarding college planning, college selection, and vocations. Most appropriate for 11th and 12th graders.

VOCATIONAL FILMS
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This company is producing a series of new guidance films and filmstrips designed to inform students about specific occupations in the world of work. Primarily concerned with the non-college bound student, the films and filmstrips have been prepared in association with leading
guidance counselors, subject area specialists, and with various trade, labor and industry associations.

All films are available for rental or sale ($120-color). Teacher guides and brochures accompany the films.

Titles of films in production include:

So You Want To Be A Nurse (filmstrip)
So You Want To Be A Tool & Die, Or Mold Maker
So You Want To Be On The Team
So You Want To Be An Electronics Technician
So You Want To Be A Service Station Operator
So You Want To Choose A Career

VOCATIONAL GUIDANCE MANUALS
235 EAST 45TH STREET
NEW YORK, NEW YORK 10017


HENRY Z. WALCK, INC.
19 UNION SQUARE WEST
NEW YORK, NEW YORK 10003

Careers for Tomorrow Series - Non-fiction books about careers which students may decide to follow when they finish high school or college. These books are intended to meet the needs and criteria of guidance experts by providing complete information and a broad view of areas of study and work. All contain a reading list, index, and photographs. Each $3.75. List available upon request.
Occupational Literature - Gertrude Forrester. 1964 edition, 675 pages, $8.50. A comprehensive annotated bibliography of occupational materials, including 4,500 pamphlets and 1,500 books.
PROFESSIONAL SOURCES OF

PUBLICATIONS AND PERIODICALS
Man, Education, and Work - by Grant Venn. A report warning that the national economy and social structure will suffer irreparable damage unless the schools provide more and far better education on the semi-professional, technical, and skilled levels. 1964, 184 pages, paper back: $1.50.

Looking At Private Trade and Correspondence Schools - 1963, a joint publication of the National Vocational Guidance Association and American School Counselor Association, divisions of the American Personnel and Guidance Association, 1607 New Hampshire Avenue, N. W., Washington, D. C. 20009. 8 pages, 15c. This publication is a guide for students who are thinking about continuing their education at a private trade or correspondence school. It provides information on how to determine the kind of education suitable for the student, how to evaluate a school, things to watch for, and how to make the best decision.


NVGA Bibliography of Current Occupational Literature - 1966 edition published by the National Vocational Guidance Association of the American Personnel and Guidance Association. 120 pages, $1. Lists, with ratings, a wide variety of free and inexpensive publications on hundreds of occupations. It includes standards and guidelines for use in preparing and evaluating occupational literature with a guide for preparing industrial
careers brochures, and names and addresses of over 300 publishers of occupational materials.


New Vocational Pathways for the Mentally Retarded - edited by Salvatore G. DiMichael, published by the American Personnel and Guidance Association. 52 pages, $1. This timely study of different aspects of vocational rehabilitation is composed of papers presented at a symposium of the American Rehabilitation Counseling Association. The contributors discuss and examine predictions of vocational adjustment, vocational preparation during school years, work-study programs, longitudinal follow-up studies of community adjustment, and key political and cultural factors influencing services in Europe and the United States.


Elementary School Guidance and Counseling - published by the American School Counselor Association of the APGA. This publication is not received automatically by ASCA members but must be subscribed to separately. Four issues per year, $4 per subscription.

The Vocational Guidance Quarterly - Published by the National Vocational Guidance Association of the APGA. Four issues per year, $4 (free to NVGA members).
American Vocational Journal - Published monthly September through May by the American Vocational Association, Inc. Free to AVA members; non-members subscriptions, $3 per year.

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B'nai B'rith Vocational Service - There are currently 67 titles available in this Occupational Brief Series at 35¢ each. Write for free catalog.

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Association of America
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677 South Segoe Road
Madison 11, Wisconsin

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New York, New York 10003

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American Bankers Association
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New York, New York 10036

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Chicago, Illinois 60637

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537 Dearborn Street
Chicago 5, Illinois

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9650 Wisconsin Avenue
Washington, D. C. 20014

American Institute of Biological Sciences
2000 P Street, N. W.
Washington, D. C. 20036

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Botany Department
University of Texas
Austin, Texas 78712

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Columbus, Ohio 43214

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Washington, D. C. 20036

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New York, New York 10017

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Chicago 6, Illinois

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222 E. Superior Street
Chicago, Illinois 60611

American Dental Hygienists' Association
100 East Ohio Street
Chicago, Illinois 60611

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909 Burlington Avenue
Silver Springs, Maryland

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Box A, Lenox Hill Station
New York 21, New York

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608 South Dearborn Street
Chicago 5, Illinois

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Sheraton Park Hotel
Washington, D. C. 20008

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176 W. Adams Street
Chicago, Illinois 60603

Society of American Foresters
704 17th Street, N. W.
Washington, D. C. 20036

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135 West Wells Street
Milwaukee 3, Wisconsin

National Association of Furniture Manufacturers
666 North Lake Shore Drive
Chicago 11, Illinois

American Gas Association
605 Third Avenue
New York, New York 10016

American Geographical Society
Broadway at 156th Street
New York 32, New York

Geological Society of America
419 West 117th Street
New York 27, New York
American *eophysical Union
Waldo E. Smith, Executive Secretary
1515 Massachusetts Avenue, N. W.
Washington, D. C. 20005

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131 East 39th Street
New York 16, New York

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360 North Michigan Avenue
Chicago 1, Illinois

National Retail Hardware Association
964 North Pennsylvania Street
Indianapolis 4, Indiana

American Association for Health, Physical Education & Recreation
1201 16th Street, N. W.
Washington, D. C. 20036

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345 East 47th Street
New York, New York 10017

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Washington 6, D. C.

American Home Economics Association
1600 20th Street, N. W.
Washington, D. C. 20009

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1600 Blandenburg
Washington 2, D. C.

American Educational Institute Hotel Association
Employer-Employee Relations Department
221 W. 57th Street
New York, New York 10019

Society of Illustrators
128 E. 63rd Street
New York, New York 10021

Industrial Designers' Institute
441 Madison Avenue
New York 22, New York

Retail Jewelers of America, Inc.
711 14th Street, N. W.
Washington, D. C. 20005

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50 E. Huron Street
Chicago, Illinois 60611

Linguistic Society of America
Box 8120, University Station
Austin 12, Texas

National Association of Manufacturers
2 E st. 48th Street
New York 17, New York

American Marketing Association
230 North Michigan Avenue
Chicago, Illinois 60601

American Medical Institute
59 East Van Buren Street
Chicago 5, Illinois

American Association of Medical Assistants
510 North Dearborn Street
Chicago 10, Illinois
American Society of Medical Technologists
25 Herman Professional Building
Houston, Texas 77025

American Meteorological Society
45 Beacon Street
Boston 8, Massachusetts

American Federation of Mineralogical Societies
6600 Cornelia Drive
Minneapolis 24, Minnesota

American Federation of Musicians
425 Park Avenue
New York 22, New York

American Society of Naval Engineers
1012 14th Street, N. W.
Washington, D. C. 20005

American Association of Nurserymen
835 Southern Building
Washington, D. C. 20005

American Nurses' Association
10 Columbus Circle
New York 19, New York

American Occupational Therapy Association
250 West 57th Street
New York, New York 10019

Paper Industry Management Association
10 North Clark Street
Chicago 2, Illinois

American Society for Personnel Administration
Kellogg Center, Room 16
East Lansing, Michigan

American Personnel and Guidance Association
1605 New Hampshire Avenue, N. W.
Washington, D. C. 20009

American Petroleum Institute
1271 Avenue of the Americas
New York, New York 10020

American Pharmaceutical Association
2215 Constitution Avenue, N. W.
Washington, D. C. 20037

Photographic Society of America
2005 Walnut Street
Philadelphia 3, Pennsylvania

American Physiological Society
9650 Wisconsin Avenue
Washington, D. C. 20014

Society of Plastics Industry
250 Park Avenue
New York 17, New York

National Association of Plumbing-Heating-Cooling Contractors
1016 20th Street, N. W.
Washington 6, D. C.

National Police Officers Association of America
Police Hall of Fame Building
Venice, Florida

American Academy of Political and Social Science
3937 Chestnut Street
Philadelphia 4, Pennsylvania

National Association of Power Engineers
176 W. Adams Street
Chicago 3, Illinois
National Association for Practical Nurse Education  
475 Riverside Drive  
New York, New York  10027

National Press Club  
National Press Building  
Washington 4, D. C.

Printing Industry of America  
20 Chevy Chase Circle, N. W.  
Washington, D. C. 20015

National Society of Professional Engineers  
2029 K Street, N. W.  
Washington, D. C. 20005

American Psychiatric Association  
1700 18th Street, N. W.  
Washington, D. C. 20009

American Psychological Association  
17th Street & Rhode Island Avenue, N. W.  
Washington, D. C. 20036

Association of American Railroads  
Transportation Building  
Washington, D. C. 20036

American Railway Engineering Association  
59 East Van Buren Street  
Chicago, Illinois 60605

National Association of Real Estate Boards  
36 South Wabash Avenue  
Chicago, Illinois 60603

National Retail Merchants Association  
100 West 31st Street  
New York 1, New York

American Road Builders Association  
918 16th Street  
Washington 6, D. C.

Rubber Manufacturers Association  
444 Madison Avenue  
New York 22, New York

Soil Conservation Society of America  
7515 N. E. Ankeny Road  
Ankeny, Iowa

American Institute of Steel Construction  
101 Park Avenue  
New York 17, New York

National Tool, Die, and Precision Machinery Association  
907 Public Square Building  
Cleveland, Ohio 44113

American Society of Traffic and Transportation  
22 West Madison Street  
Chicago, Illinois 60602

American Trucking Associations  
1616 P Street, N. W.  
Washington, D. C. 20036

American Veterinary Medical Association  
600 South Michigan Avenue  
Chicago, Illinois 60605
INDEX

To provide easy access to the Sources, two separate indexes are provided. The organization index lists all sources alphabetically.

The title index has been divided into two sections - one which includes occupational information about jobs for which college is a necessity and one which lists occupations which do not require a formal four-year college education. In parentheses, E refers to material aimed primarily toward elementary school children, J to junior high students, S to senior high students, and P to post-high school information.
<table>
<thead>
<tr>
<th>Organization Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transport Association</td>
<td>29</td>
</tr>
<tr>
<td>Alabama Department Of Industrial Relations</td>
<td>11</td>
</tr>
<tr>
<td>Alp Publications, Inc</td>
<td>29</td>
</tr>
<tr>
<td>American Council On Education</td>
<td>55</td>
</tr>
<tr>
<td>American Guidance Service, Inc</td>
<td>29</td>
</tr>
<tr>
<td>American Personnel &amp; Guidance Association</td>
<td>55</td>
</tr>
<tr>
<td>American Vocational Association</td>
<td>57</td>
</tr>
<tr>
<td>Arizona State Employment Service</td>
<td>11</td>
</tr>
<tr>
<td>Bellman Publishing Company</td>
<td>30</td>
</tr>
<tr>
<td>B'nai B'rith Vocational Service</td>
<td>57</td>
</tr>
<tr>
<td>Bruce Publishing Company</td>
<td>31</td>
</tr>
<tr>
<td>Bureau Of Apprenticeship And Training</td>
<td>4</td>
</tr>
<tr>
<td>Bureau Of Employment Security</td>
<td>6</td>
</tr>
<tr>
<td>California Department Of Employment</td>
<td>11</td>
</tr>
<tr>
<td>Careers</td>
<td>31</td>
</tr>
<tr>
<td>Career Development Office</td>
<td>33</td>
</tr>
<tr>
<td>Career Information Service</td>
<td>33</td>
</tr>
<tr>
<td>Chronicle Guidance Publications, Inc</td>
<td>34</td>
</tr>
<tr>
<td>Columbia University Press</td>
<td>35</td>
</tr>
<tr>
<td>Department Of Defense</td>
<td>23</td>
</tr>
<tr>
<td>Department Of Ministry, National Council Of Churches</td>
<td>36</td>
</tr>
<tr>
<td>E. P. Dutton &amp; Company, Inc</td>
<td>37</td>
</tr>
<tr>
<td>Edu - Cast, Inc</td>
<td>38</td>
</tr>
<tr>
<td>Educational Relations</td>
<td>38</td>
</tr>
<tr>
<td>Educators Progress Service</td>
<td>38</td>
</tr>
<tr>
<td>J. G. Ferguson Publishing Company</td>
<td>39</td>
</tr>
<tr>
<td>Finney Company</td>
<td>39</td>
</tr>
<tr>
<td>Georgia State Department Of Education</td>
<td>11</td>
</tr>
<tr>
<td>Guidance Associates, Harcourt, Brace &amp; World</td>
<td>40</td>
</tr>
<tr>
<td>Guidance Centre, The</td>
<td>42</td>
</tr>
<tr>
<td>Harper &amp; Row, Publishers</td>
<td>42</td>
</tr>
<tr>
<td>Hawthorne Books, Inc</td>
<td>43</td>
</tr>
<tr>
<td>Illinois State Employment Service</td>
<td>12</td>
</tr>
<tr>
<td>Indiana Employment Security Division</td>
<td>12</td>
</tr>
<tr>
<td>Iowa State Employment Service</td>
<td>13</td>
</tr>
<tr>
<td>Organization</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Robert R. Knapp, Publisher</td>
<td>43</td>
</tr>
<tr>
<td>J. B. Lippincott Company</td>
<td>44</td>
</tr>
<tr>
<td>Maine Cooperative Extension Service</td>
<td>13</td>
</tr>
<tr>
<td>Julian Messner, Publishers</td>
<td>44</td>
</tr>
<tr>
<td>Michigan Employment Security Commission</td>
<td>13</td>
</tr>
<tr>
<td>Minnesota Department Of Employment Security</td>
<td>13</td>
</tr>
<tr>
<td>Mississippi Employment Security Commission</td>
<td>14</td>
</tr>
<tr>
<td>Missouri State Department Of Education</td>
<td>14</td>
</tr>
<tr>
<td>National Research Bureau, Inc., The.</td>
<td>45</td>
</tr>
<tr>
<td>New Jersey State Employment Service</td>
<td>14</td>
</tr>
<tr>
<td>New Mexico Employment Security Commission</td>
<td>14</td>
</tr>
<tr>
<td>New York State Department Of Labor</td>
<td>14</td>
</tr>
<tr>
<td>Occupational Outlook Service, Bureau Of Labor Statistics</td>
<td>7</td>
</tr>
<tr>
<td>Ohio State Bureau Of Employment Service</td>
<td>8, 15</td>
</tr>
<tr>
<td>Ohio State Department Of Education</td>
<td>14</td>
</tr>
<tr>
<td>Oklahoma Employment Security Commission</td>
<td>18</td>
</tr>
<tr>
<td>Personnel Services, Inc.</td>
<td>45</td>
</tr>
<tr>
<td>Pratt Institute</td>
<td>45</td>
</tr>
<tr>
<td>Prentice-Hall, Inc.</td>
<td>45</td>
</tr>
<tr>
<td>Public Affairs Committee, Inc.</td>
<td>46</td>
</tr>
<tr>
<td>Rand McNally And Company</td>
<td>47</td>
</tr>
<tr>
<td>Richards Rosen Press, Inc.</td>
<td>47</td>
</tr>
<tr>
<td>Science Research Associates, Inc.</td>
<td>47</td>
</tr>
<tr>
<td>Simon And Schuster, Inc.</td>
<td>49</td>
</tr>
<tr>
<td>South Carolina Employment Security Commission</td>
<td>18</td>
</tr>
<tr>
<td>Southern Baptist Convention</td>
<td>50</td>
</tr>
<tr>
<td>Superintendent Of Documents</td>
<td>3</td>
</tr>
<tr>
<td>Tennessee Department Of Employment Security</td>
<td>18</td>
</tr>
<tr>
<td>U. S. Air Force</td>
<td>23</td>
</tr>
<tr>
<td>U. S. Army</td>
<td>24</td>
</tr>
<tr>
<td>U. S. Civil Service Commission</td>
<td>5</td>
</tr>
<tr>
<td>U. S. Marine Corps</td>
<td>25</td>
</tr>
<tr>
<td>U. S. Navy</td>
<td>25</td>
</tr>
</tbody>
</table>
Organization Index (Continued)

Vocational Films............................................................... 50
Vocational Guidance Manuals........................................... 51

Henry Z. Walck, Inc............................................................ 51
H. W. Wilson Company...................................................... 52
Women's Bureau, Wage And Labor Standards Administration... 8
Wyoming Employment Security Commission.......................... 19

Other Professional Organizations....................................... 61
# Index

## Non-College

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Guide To Occupational Training (S)</td>
<td>25</td>
</tr>
<tr>
<td>Aim High Vocational Guidance Series (S)</td>
<td>47</td>
</tr>
<tr>
<td>Alabama Job Guide For Young Workers (S)</td>
<td>11</td>
</tr>
<tr>
<td>American Vocational Journal</td>
<td>56</td>
</tr>
<tr>
<td>An Employers Guide To On The Job Training (S)</td>
<td>4</td>
</tr>
<tr>
<td>Apprenticeship - Past And Present (S)</td>
<td>3</td>
</tr>
<tr>
<td>Arizona Occupational Outlook Handbook (S)</td>
<td>11</td>
</tr>
<tr>
<td>Army Opportunities (S)</td>
<td>24</td>
</tr>
<tr>
<td>Bibliography For Your Guidance (E,J,S)</td>
<td>17</td>
</tr>
<tr>
<td>B'nai B'rith Vocational Service (S)</td>
<td>57</td>
</tr>
<tr>
<td>Bureau Of Employment Security Publications (S)</td>
<td>6</td>
</tr>
<tr>
<td>California Occupational Guide Index (S)</td>
<td>11</td>
</tr>
<tr>
<td>Can I Get A Job? Lets Find Out (J,S)</td>
<td>38</td>
</tr>
<tr>
<td>Career Briefs (J,S)</td>
<td>31</td>
</tr>
<tr>
<td>Career Briefs, Kits, Information, Microfilms, Summaries, Posts (J,S)</td>
<td>31</td>
</tr>
<tr>
<td>Career Information Kit (S)</td>
<td>47</td>
</tr>
<tr>
<td>Career Information Service Booklets (J,S)</td>
<td>33</td>
</tr>
<tr>
<td>Career Monographs (S)</td>
<td>30</td>
</tr>
<tr>
<td>Careers For Tomorrow Series (S)</td>
<td>51</td>
</tr>
<tr>
<td>Careers In Depth Series (S)</td>
<td>47</td>
</tr>
<tr>
<td>Characteristics Of Professional Workers (S)</td>
<td>3</td>
</tr>
<tr>
<td>Chronicle Career Index (J,S)</td>
<td>34</td>
</tr>
<tr>
<td>Chronicle Occupational Library (J,S)</td>
<td>34</td>
</tr>
<tr>
<td>Chronicle &quot;3 in 1&quot; Guidance Service (J,S)</td>
<td>35</td>
</tr>
<tr>
<td>Church Occupations Listing (J,S,P)</td>
<td>37</td>
</tr>
<tr>
<td>Counselors Guide To Occupational And Other Manpower Information</td>
<td>3</td>
</tr>
<tr>
<td>Counselors Information Service (S)</td>
<td>57</td>
</tr>
<tr>
<td>Dictionary Of Guidance Terms (S,P)</td>
<td>39</td>
</tr>
<tr>
<td>Dictionary Of Occupational Titles (S)</td>
<td>3</td>
</tr>
<tr>
<td>Education And Manpower (S,P)</td>
<td>36</td>
</tr>
<tr>
<td>Educational Opportunities In The U. S. Air Force (S)</td>
<td>23</td>
</tr>
<tr>
<td>Educators Guide To Free Guidance Materials (E,J,S)</td>
<td>38</td>
</tr>
<tr>
<td>Elementary School Guidance And Counseling (E)</td>
<td>56</td>
</tr>
<tr>
<td>Encyclopedia Of Careers And Vocational Guidance (J,S,P)</td>
<td>39</td>
</tr>
</tbody>
</table>
Title Index, Non-College (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding Your Job (S)</td>
<td>39</td>
</tr>
<tr>
<td>G C Occupational Information Monographs (S)</td>
<td>42</td>
</tr>
<tr>
<td>Georgia Series Of Guidance And Counseling Reports (S,P)</td>
<td>11</td>
</tr>
<tr>
<td>Guidance Associates Filmstrips (J,S,P)</td>
<td>40</td>
</tr>
<tr>
<td>Guidelines To Preparation And Evaluation Of Occupational Films</td>
<td>56</td>
</tr>
<tr>
<td>Guide To Local Occupational Information (S)</td>
<td>7</td>
</tr>
<tr>
<td>Guide To Preparing A Resume (S,P)</td>
<td>15</td>
</tr>
<tr>
<td>Handbook Of Job Facts (S)</td>
<td>48</td>
</tr>
<tr>
<td>Help Yourself To A Job (S)</td>
<td>40</td>
</tr>
<tr>
<td>High School News Service Report (S)</td>
<td>23</td>
</tr>
<tr>
<td>How To Train Workers On The Job (P)</td>
<td>5</td>
</tr>
<tr>
<td>Illinois Job Guides (S)</td>
<td>12</td>
</tr>
<tr>
<td>Industrial Arts And Vocational Education</td>
<td>31</td>
</tr>
<tr>
<td>Iowa Job Guides (S)</td>
<td>13</td>
</tr>
<tr>
<td>Job Family Series (J,S)</td>
<td>48</td>
</tr>
<tr>
<td>Job Guide For Entry Occupations In South Carolina (S,P)</td>
<td>18</td>
</tr>
<tr>
<td>Job Guide For Young Workers (S)</td>
<td>3</td>
</tr>
<tr>
<td>Joint Apprenticeship And Training Committee Handbook (S)</td>
<td>5</td>
</tr>
<tr>
<td>Junior Guidance Series - Grade 6-9 'J'</td>
<td>49</td>
</tr>
<tr>
<td>Leader's Guide To Let's Explore Your Career (J,S)</td>
<td>13</td>
</tr>
<tr>
<td>Let's Explore Your Career (J,S)</td>
<td>13</td>
</tr>
<tr>
<td>Lippincott Career Series (J,S)</td>
<td>44</td>
</tr>
<tr>
<td>Looking Ahead To A Career - 1967 (J,S)</td>
<td>7</td>
</tr>
<tr>
<td>Looking At Private, Trade, And Correspondence Schools (S)</td>
<td>55</td>
</tr>
<tr>
<td>Lovejoy's Career And Vocational Guide (S)</td>
<td>49</td>
</tr>
<tr>
<td>Man, Education And Work</td>
<td>55</td>
</tr>
<tr>
<td>Manpower And Employment Trends In Tennessee (P)</td>
<td>18</td>
</tr>
<tr>
<td>Metallurgy Careers, Profiles, and Opportunities (S)</td>
<td>33</td>
</tr>
<tr>
<td>Michigan Occupational Guides (S)</td>
<td>13</td>
</tr>
<tr>
<td>Military Research Series (S)</td>
<td>47</td>
</tr>
<tr>
<td>Minnesota Occupational Outlook (S,P)</td>
<td>13</td>
</tr>
<tr>
<td>Mississippi Occupational Guides (S)</td>
<td>14</td>
</tr>
<tr>
<td>National Manpower Council Statements (S,P)</td>
<td>35</td>
</tr>
<tr>
<td>National Research Bureau Pamphlets And Posters (J,S)</td>
<td>45</td>
</tr>
<tr>
<td>Navy Enlisted Occupational Handbook (S)</td>
<td>25</td>
</tr>
</tbody>
</table>
Title Index, Non-College (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need A Job (P)</td>
<td>5</td>
</tr>
<tr>
<td>Negro Women Workers In 1960 (P)</td>
<td>3</td>
</tr>
<tr>
<td>New Jersey Job Guides (S,P)</td>
<td>14</td>
</tr>
<tr>
<td>New Mexico Occupational Guides (S,P)</td>
<td>14</td>
</tr>
<tr>
<td>New Vocational Pathways For The Mentally Retarded</td>
<td>56</td>
</tr>
<tr>
<td>NVGA Bibliography Of Current Occupational Literature</td>
<td>55</td>
</tr>
<tr>
<td>Occupational Characteristics (P)</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Exploration Kit (S)</td>
<td>48</td>
</tr>
<tr>
<td>Occupational Guidance (S)</td>
<td>39</td>
</tr>
<tr>
<td>Occupational Index (J,S)</td>
<td>45</td>
</tr>
<tr>
<td>Occupational Literature (S)</td>
<td>52</td>
</tr>
<tr>
<td>Occupational Outlook Handbook (S)</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Outlook Handbook Reprints (S)</td>
<td>7</td>
</tr>
<tr>
<td>Occupational Outlook Quarterly (S)</td>
<td>4</td>
</tr>
<tr>
<td>Occupation By Industry (P)</td>
<td>4</td>
</tr>
<tr>
<td>Occupation, Earning, And Education (S,P)</td>
<td>4</td>
</tr>
<tr>
<td>Occupations, Professions, &amp; Job Descriptions, Price List, (S,P)</td>
<td>45</td>
</tr>
<tr>
<td>Ohio Apprenticeship Notebook (S)</td>
<td>16</td>
</tr>
<tr>
<td>Ohio Employment Information Series (S)</td>
<td>15</td>
</tr>
<tr>
<td>Ohio Public Technical Education Notebook (S)</td>
<td>17</td>
</tr>
<tr>
<td>Ohio Vocational Education Notebook (S)</td>
<td>17</td>
</tr>
<tr>
<td>Oklahoma Selected Labor Market Publications (S,P)</td>
<td>18</td>
</tr>
<tr>
<td>Pathways To Your Future - The Job Resume And Letter Of Application (S)</td>
<td>30</td>
</tr>
<tr>
<td>Planned Training - Your Future Security (S)</td>
<td>5</td>
</tr>
<tr>
<td>Planning My Future (J,S)</td>
<td>29</td>
</tr>
<tr>
<td>Pocket Guide To Air Force Opportunities (S)</td>
<td>24</td>
</tr>
<tr>
<td>Seeing Ourselves (S)</td>
<td>30</td>
</tr>
<tr>
<td>Setting Up An Apprenticeship Program (P)</td>
<td>5</td>
</tr>
<tr>
<td>Sextant Series For Exploring Your Future (J,S)</td>
<td>29</td>
</tr>
<tr>
<td>Sources Of Occupational Information (E,J,S,P)</td>
<td>14</td>
</tr>
<tr>
<td>So You Want To Be - Series (S)</td>
<td>51</td>
</tr>
<tr>
<td>Teachers Guide To Group Vocational Guidance (J,S)</td>
<td>31</td>
</tr>
<tr>
<td>The Information Service In Guidance</td>
<td>47</td>
</tr>
<tr>
<td>The Job Finders (S,P)</td>
<td>31</td>
</tr>
<tr>
<td>The National Apprenticeship Program (S)</td>
<td>4</td>
</tr>
<tr>
<td>The Personnel And Guidance Journal</td>
<td>56</td>
</tr>
</tbody>
</table>

75
Title Index, Non-College (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train For A Skilled Job Through Apprenticeship (P)</td>
<td>5</td>
</tr>
<tr>
<td>Train For A Skilled Trade Through Apprenticeship (P)</td>
<td>5</td>
</tr>
<tr>
<td>United States Air Force Airman Occupational Handbook (S)</td>
<td>24</td>
</tr>
<tr>
<td>U. S. Civil Service Pamphlets (S)</td>
<td>5</td>
</tr>
<tr>
<td>Vocational Guidance Manuals (S)</td>
<td>51</td>
</tr>
<tr>
<td>Vocational Guidance Quarterly</td>
<td>56</td>
</tr>
<tr>
<td>Vocational Guidance Series</td>
<td>43</td>
</tr>
<tr>
<td>Widening Occupational Roles Kit (Work) (J)</td>
<td>49</td>
</tr>
<tr>
<td>Women In The Air Force Booklet (S)</td>
<td>24</td>
</tr>
<tr>
<td>World Of Work Filmstrips (E)</td>
<td>38</td>
</tr>
<tr>
<td>Wyoming Career Library (J,S)</td>
<td>19</td>
</tr>
<tr>
<td>Your Future Tapes (J,S)</td>
<td>41</td>
</tr>
<tr>
<td>Title Index</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Vocational Journal</td>
<td>56</td>
</tr>
<tr>
<td>B'nai B'rith Vocational Service (S)</td>
<td>57</td>
</tr>
<tr>
<td>Career Briefs (J,S)</td>
<td>45</td>
</tr>
<tr>
<td>Career Briefs, Kits, Information, Microfilms, Summaries,</td>
<td></td>
</tr>
<tr>
<td>Posters (J,S)</td>
<td>31</td>
</tr>
<tr>
<td>Career Information Kit (S)</td>
<td>47</td>
</tr>
<tr>
<td>Career Information Service Booklets (J,S)</td>
<td>33</td>
</tr>
<tr>
<td>Career Monograph (S)</td>
<td>30</td>
</tr>
<tr>
<td>Careers For Tomorrow Series (S)</td>
<td>51</td>
</tr>
<tr>
<td>Careers In Depth Series (S)</td>
<td>47</td>
</tr>
<tr>
<td>Chronicle College Entrance View Deck (S)</td>
<td>34</td>
</tr>
<tr>
<td>Chronicle Occupational Library (J,S)</td>
<td>34</td>
</tr>
<tr>
<td>Chronicle &quot;3 in 1&quot; Guidance Service (J,S)</td>
<td>35</td>
</tr>
<tr>
<td>Church Occupations Listing (J,S,P)</td>
<td>37</td>
</tr>
<tr>
<td>College And Career (S)</td>
<td>50</td>
</tr>
<tr>
<td>Counselor Information Service (S)</td>
<td>57</td>
</tr>
<tr>
<td>Counselor Manual For How About College Financing</td>
<td>55</td>
</tr>
<tr>
<td>Dictionary Of Guidance Terms (S,P)</td>
<td>39</td>
</tr>
<tr>
<td>Dictionary Of Occupational Titles (S)</td>
<td>3</td>
</tr>
<tr>
<td>Dutton Career Book Series (S)</td>
<td>37</td>
</tr>
<tr>
<td>Education And Manpower (S,P)</td>
<td>36</td>
</tr>
<tr>
<td>Educators Guide To Free Guidance Materials (E,J,S,P)</td>
<td>38</td>
</tr>
<tr>
<td>Elementary School Guidance And Counseling (E)</td>
<td>56</td>
</tr>
<tr>
<td>Encyclopedia Of Careers And Vocational Guidance (J,S,P)</td>
<td>39</td>
</tr>
<tr>
<td>Financial Aid For Professional And Graduate Education (S,P)</td>
<td>36</td>
</tr>
<tr>
<td>From Campus To Career (S,P)</td>
<td>14</td>
</tr>
<tr>
<td>Guidance Associates Filmstrips (J,S,P)</td>
<td>40</td>
</tr>
<tr>
<td>Guidance Counselors Packet</td>
<td>46</td>
</tr>
<tr>
<td>Guide To Careers Through College Majors (S)</td>
<td>43</td>
</tr>
<tr>
<td>Guide To Preparing A Resumé (S,P)</td>
<td>15</td>
</tr>
<tr>
<td>Handbook Of Job Facts (S)</td>
<td>48</td>
</tr>
<tr>
<td>Harper And Row Professional Series (S)</td>
<td>42</td>
</tr>
<tr>
<td>Job Family Series (J,S)</td>
<td>48</td>
</tr>
<tr>
<td>Junior Guidance Series - Grade 6-9 (J)</td>
<td>49</td>
</tr>
</tbody>
</table>

77
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lets Explore Your Career (J,S)</td>
<td>13</td>
</tr>
<tr>
<td>Lippincott Career Series (J,S)</td>
<td>44</td>
</tr>
<tr>
<td>Lookin' Ahead To A Career - 1967 (J,S)</td>
<td>7</td>
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<tr>
<td>Lovejoy's Career And Vocational Guide (S)</td>
<td>49</td>
</tr>
<tr>
<td>Messner Career Books (J,S)</td>
<td>44</td>
</tr>
<tr>
<td>Metallurgy Careers, Profiles, And Opportunities (S)</td>
<td>33</td>
</tr>
<tr>
<td>Ministry, Should I Consider (S)</td>
<td>37</td>
</tr>
<tr>
<td>National Manpower Council Statements (S,P)</td>
<td>35</td>
</tr>
<tr>
<td>National Research Bureau Pamphlets And Posters (J,S)</td>
<td>45</td>
</tr>
<tr>
<td>Negro Women Workers In 1960 (P)</td>
<td>3</td>
</tr>
<tr>
<td>NVGA Bibliography Of Current Occupational Literature</td>
<td>55</td>
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<tr>
<td>Occupational Characteristics (S,P)</td>
<td>4</td>
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<td>Occupational Exploration Kit (S)</td>
<td>48</td>
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<td>Occupational Guidance (S)</td>
<td>39</td>
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<td>Occupational Index (J,S)</td>
<td>45</td>
</tr>
<tr>
<td>Occupational Literature (S)</td>
<td>52</td>
</tr>
<tr>
<td>Occupational Outlook Handbook (S)</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Outlook Handbook Reprints (S)</td>
<td>7</td>
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<td>Occupational Outlook Quarterly (S)</td>
<td>4</td>
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<tr>
<td>Occupations, Professions, &amp; Job Descriptions, Price Lists, (S,P)</td>
<td>45</td>
</tr>
<tr>
<td>Ohio College Notebook (S)</td>
<td>17</td>
</tr>
<tr>
<td>Ohio Employment Information Series (S)</td>
<td>15</td>
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<tr>
<td>Pathways To Your Future - The Job Resume And Letter Of Application (S,P)</td>
<td>30</td>
</tr>
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<td>Planning My Future (J,S)</td>
<td>29</td>
</tr>
<tr>
<td>Prentice-Hall Professional Books For Counselors</td>
<td>45</td>
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<tr>
<td>Seeing Ourselves (E)</td>
<td>30</td>
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<tr>
<td>Sextant Series For Exploring Your Future (J,S)</td>
<td>29</td>
</tr>
<tr>
<td>Teachers Guide To Group Vocational Guidance (J,S)</td>
<td>31</td>
</tr>
<tr>
<td>The Job Market For Engineers, Scientists, And Technicians (S)</td>
<td>7</td>
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<tr>
<td>The Personnel And Guidance Journal</td>
<td>56</td>
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<tr>
<td>Vocational Guidance Quarterly</td>
<td>56</td>
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<td>Widening Occupational Roles Kit (J)</td>
<td>43</td>
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<tr>
<td>World Of Work Filmstrips (E)</td>
<td>38</td>
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<tr>
<td>Wyoming Career Library (J,S)</td>
<td>19</td>
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