Pamphlets are a useful way of presenting alternative sources of information to disadvantaged adults. Pamphlets are easy to handle and to read, inexpensive, and provide current information of various topics of interest. This brief guide lists sources of free or inexpensive pamphlets and describes various methods for their display in the library, including specifications and costs of several commercial display racks. Pamphlets may either be circulated or given away to patrons. The advantages of both methods are discussed and procedures suggested. As with the other library guides in this series on services to disadvantaged adults, the Appalachian Adult Education Center's Life Coping Skills Materials List is presented and suggested as a basic list of subject areas for any collection geared toward disadvantaged adults. (SL)
THE USE OF PAMPHLETS WITH DISADVANTAGED ADULTS
APPALACHIAN ADULT EDUCATION CENTER
Public Library Training Institutes
Library Service Guide No. 3

USING PAMPHLETS WITH DISADVANTAGED ADULTS

by
Susan K. Schmidt

Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
Morehead, Kentucky

January, 1974
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions: Pamphlets, Coping Skills, Disadvantaged Adults</td>
<td>1</td>
</tr>
<tr>
<td>Who, Where, When, How, and Why</td>
<td>1</td>
</tr>
<tr>
<td>Considerations in Using Pamphlets</td>
<td>2</td>
</tr>
<tr>
<td>Where Do You Get Pamphlets?</td>
<td>2</td>
</tr>
<tr>
<td>Where Do You Put Pamphlets?</td>
<td>3</td>
</tr>
<tr>
<td>How Do You Display Pamphlets?</td>
<td>3</td>
</tr>
<tr>
<td>Display Tables</td>
<td>3</td>
</tr>
<tr>
<td>Display Racks</td>
<td>3</td>
</tr>
<tr>
<td>Cardboard</td>
<td>4</td>
</tr>
<tr>
<td>Hand-made</td>
<td>4</td>
</tr>
<tr>
<td>Commercial</td>
<td>4</td>
</tr>
<tr>
<td>Where Do You Display Pamphlets?</td>
<td>7</td>
</tr>
<tr>
<td>Do You Give Pamphlets Away or Circulate Them?</td>
<td>7</td>
</tr>
<tr>
<td>What To Read</td>
<td>10</td>
</tr>
<tr>
<td>Life Coping Skills Materials List, Categories and Subcategories</td>
<td>12</td>
</tr>
</tbody>
</table>
# PAMPHLET GUIDE

Pamphlets are a useful way of presenting alternative sources of information disadvantaged adults need. Librarians are becoming aware of new ways to use pamphlets to serve this group of patrons.

<table>
<thead>
<tr>
<th>DEFINITIONS</th>
<th>Pamphlet—a small, informative, unbound print publication.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coping Skills Materials—materials with information for solving daily life problems. See the AAEC Life Coping Skills Categories and Subcategories for subject examples.</td>
</tr>
<tr>
<td></td>
<td>Disadvantaged Adult— anyone 16 or older who reads below the tenth grade level, or whose income is below poverty level.</td>
</tr>
</tbody>
</table>

| HOW?   | Pamphlets can be used in many different service programs in your library. Consider alternative ways to display and circulate them as offered in this Guide and by other libraries. |

| WHY?   | Pamphlets can be used as an excellent source of coping skills information by disadvantaged adults to help them in understanding and solving their daily life problems. |

<table>
<thead>
<tr>
<th>Pamphlets:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- are easy to read</td>
</tr>
<tr>
<td>- are easy to handle</td>
</tr>
<tr>
<td>- are often colorful and illustrated</td>
</tr>
<tr>
<td>- are easy to display and make accessible</td>
</tr>
<tr>
<td>- are an easy introduction to print</td>
</tr>
<tr>
<td>- are short and concise</td>
</tr>
<tr>
<td>- are less frightening than a hard-bound book</td>
</tr>
<tr>
<td>- are inexpensive or free</td>
</tr>
<tr>
<td>- contain how-to-do-it information</td>
</tr>
<tr>
<td>- present current and new ideas and facts</td>
</tr>
<tr>
<td>- provide a greater choice of solutions to problems</td>
</tr>
<tr>
<td>- provide nontechnical explanations</td>
</tr>
<tr>
<td>- contain information on one aspect of a broader topic</td>
</tr>
</tbody>
</table>
PAMPHLET GUIDE

CONSIDERATIONS IN USING PAMPHLETS

- provide alternative sources of coping skill information

There are several things to consider before you provide pamphlets for use by disadvantaged adults.

- Where do you get them?

- What do you do with pamphlets after you get them?
  - Where do you put them?
  - How do you display them openly?
  - What equipment is available, and how much will it cost?

- Where is the best place to display pamphlets?

- Do you give them away or circulate them?
  - If you are going to give them away, how many on what topics will you need to acquire and store?

- How will you circulate them?
  - Will you charge fines?

WHERE DO YOU GET PAMPHLETS?

- Banks, insurance companies, foundations, government offices, businesses and agencies serving disadvantaged adults are possible sources of pamphlets.

You can check the following sources of free or inexpensive pamphlets. Each source is arranged by subject and lists the source of the pamphlet, price and reading level.

- Educators Progress Service Inc.
  Randolph, Wisconsin 53956

- Educators Guide to Free Guidance Materials. Annual. $7.50

- Educators Guide to Free Health, Physical Education and Recreation Materials. Annual. $8.00

- Educators Guide to Free Science Materials. Annual. $8.25

- Educators Guide to Free Social Studies Materials. Annual. $9.50

Division of Surveys and Field Services
George Peabody College for Teachers
Nashville, Tennessee 37203. $3.00

Sources of Free and Inexpensive Educational Materials.
Field Enterprises, Inc., Educational Division. 1955. $5.00

President's Committee on Consumer Interests. Consumer Education: Bibliography. For sale by Superintendent of Documents. 65 cents.
You may also want to check the following magazine columns which list free or inexpensive pamphlets:

- *Booklist.*, "Free and Inexpensive Materials."
- *Good Housekeeping.*, "Booklets Worth Writing For."
- *Library Journal.*, "Items of Interest."
- *Publisher's Weekly.*, "Pamphlet Listings."
- *Wilson Library Bulletin.*, "Write for These."

WHERE DO YOU PUT PAMPHLETS?

It is easier for a librarian to use and keep track of all pamphlets in a vertical file, but this is not making them useful to disadvantaged adults. A disadvantaged adult who is afraid to go to a shelf for a book will not go to a closed file for a pamphlet. When pamphlets are placed in the open, disadvantaged adults are more likely to use them. You can store unused or extra pamphlets arranged by coping skills areas in the vertical file.

The same problem of availability is encountered when pamphlets are put in boxes or shelved along with hardbound books. Disadvantaged adults are generally too timid or lack library expertise to find them.

HOW DO YOU DISPLAY PAMPHLETS?

The main thing to remember when you consider ways of displaying pamphlets is to keep them face up. Disadvantaged adults will respond to material that is displayed out in the open rather than shelved. This shows the user that these materials are there for him to touch, to use, to take.

Display Tables

One way of displaying pamphlets is to spread them out on a conspicuous table. You may have to limit the pamphlets to one or two coping skills subjects based on the information needs of your community. If you limit the subject, change the display frequently. Label each pamphlet by coping skill area such as Health, Aging, Housing, Consumer Economics, etc.

Display Racks

There are advantages to using a display rack for your pamphlets.

- Racks make pamphlets neat and appealing to the user.
- They allow you to separate the pamphlets by coping skills categories for easy retrieval.
- Large racks can display a great number of pamphlets.
Pamphlet Guide

- Small racks can be placed in different locations throughout the library.
- They come in a variety of sizes and prices:

  Cardboard Paperback Racks make excellent inexpensive display racks for pamphlets. They are made by publishing companies to display paperbacks, and are usually thrown away or mailed back to the publisher after the books are sold. Get in touch with your local paperback wholesale dealer or bookstore and ask if you can have the used racks.

  A Hand-made Display Rack was made for the Floyd County (Kentucky) Bookmobile for about $12.00. It consisted of a large sheet of one-fourth inch plywood nailed to the checkout counter on the bookmobile. One-half inch thick plywood strips were nailed at a 45-degree angle across the length of the rack to form the shelves. Smaller pieces were placed as dividers to separate the pamphlets on the shelves. Finally a piece of wire was stretched across the back of each shelf to keep the pamphlets from falling off.*

  *For a more complete description of the rack, write to Roland Jones, ABE-Library Project Director, Floyd County School System, Prestonsburg, Kentucky 41653.

  Commercial Racks

  If your budget allows you to purchase new equipment, you might consider buying a pamphlet display rack.

  They come in three styles:
  1. large free-standing floor racks
  2. small table or counter-top racks
  3. wall racks.

  There are a variety of racks available in many sizes. The following list of library and office suppliers gives examples of the kinds of racks available:

  Butler Industries
  637 Central Avenue
  East Orange, New Jersey

  The greeting card rack can be used as a pamphlet rack. It is made of metal about two feet high and can sit on a table or circulation desk. It costs about $14.00. (Model number C793B)

  Gaylord Brothers, Inc.
  Box 61
  Syracuse, New York 13201

  There are several kinds of displayer/browsers made by the Mar-Line Displays Inc. which are available through Gaylord Brothers.
# PAMPHLET GUIDE

## TABLE TOP RACKS

<table>
<thead>
<tr>
<th>WALNUT TABLE RACK</th>
<th>MBD2 counter unit (3 shelves),</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 dividers</td>
<td>$26.00</td>
</tr>
<tr>
<td>engraved nameplate</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

## WALL RACKS

### COUNTER/WALL RACKS

- CW1 4¾" I.D. 1 piece capacity $4.25 each (6 minimum)
- CW2 9" I.D. 2 pieces capacity $6.25 each (6 minimum)
- CW3 13⅛" I.D. 3 pieces capacity $8.25 each (3 minimum)
- CW4 18" I.D. 4 pieces capacity $10.25 each (3 minimum)

## FREE-STANDING FLOOR RACKS

### NM2/M LITERATURE MERCHANDISER

- Base, pole, top for 2 poster sides, 1 poster, 2 headers $595.00
- 2 shelves, back panel, 6 dividers, additional per side $47.00
- 3 shelves, back panel, 9 dividers, additional per side $55.00

### W4/M LITERATURE MERCHANDISER

- Base, pole, top with 10 dividers

  "Information Center" copy $129.00
  (specify trumpet base or 4 footed base)

### W4/ML

- As above with larger shelf capacity.
  $149.00
  (specify trumpet base or 4 footed base)

---

Highsmith Company, Inc.
P. O. Box 25
Fort Atkinson, WI 53538

## TABLE OR COUNTER TOP

### PAMPHLET RACK

- Fifteen 4¾ w, 1½ d pockets display pamphlets, paperbacks, maps. Tan enameled wire. 22" h, 15" w, 9½" d.
  61-152 . . $8.75
  3 or more, $8.29 ea.
### FREE-STANDING FLOOR RACKS

![Diagram of a freestanding floor rack]

### DOUBLE-FACED FREE-STANDING UNITS, 60" HIGH

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Type of Magazine</th>
<th>No. of Shelves</th>
<th>Width</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>61-178</td>
<td>8</td>
<td>36&quot;W</td>
<td></td>
<td>$103.00</td>
</tr>
<tr>
<td>61-180</td>
<td>8</td>
<td>42&quot;W</td>
<td></td>
<td>$125.00</td>
</tr>
</tbody>
</table>

### ROLL-AWAY UNITS

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>61-180</td>
<td>$118.50</td>
</tr>
<tr>
<td>61-181</td>
<td>$141.50</td>
</tr>
</tbody>
</table>

### SINGLE-FACED

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Type of Magazine</th>
<th>No. of Shelves</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>61-220</td>
<td>36&quot;</td>
<td>4</td>
<td>$64.00</td>
</tr>
<tr>
<td>61-221</td>
<td>42&quot;</td>
<td>4</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

---

Nashville Display Manufacturing Company
Box 491
Nashville, TN 37202
## PAMPHLET GUIDE

<table>
<thead>
<tr>
<th>WHERE DO YOU DISPLAY PAMPHLETS?</th>
<th>DO YOU GIVE PAMPHLETS AWAY OR CIRCULATE THEM?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- These are just a few of the commercial racks available. These and other supply houses have catalogues of their equipment. You can find a display rack to suit your library's individual needs and budget. You may find that equipment manufacturers use fancy names like &quot;Literature Organizer&quot; to describe pamphlet racks. Sometimes a greeting card rack, paperback book rack or magazine rack will make an excellent pamphlet rack.</td>
<td>- Decide whether you want to give your pamphlets away or circulate them. You may decide to give away some and circulate the rest.</td>
</tr>
<tr>
<td>- Display pamphlets prominently:</td>
<td></td>
</tr>
</tbody>
</table>
|   - In the library  
   near other coping skills materials  
   near the circulation desk or counter  
   in a reading room  
   in the foyer  
   in a browsing corner  
   in the rest rooms | |
|   - In an adult learning center | |
|   - On the bookmobile | |
|   - In deposit collections | |
|   - In agencies that serve disadvantaged adults. | |
|   - In waiting rooms of bus depots, train stations, doctor's offices, etc. | |
|   - Among materials sent to ABE classes | |

### Giving Pamphlets Away

**Why you should give pamphlets away:**

- The disadvantaged adult can take them home and keep them and feel a sense of ownership.
- They circulate informally among the adult's friends, neighbors, and family.
- Many pamphlets are free or inexpensive so you can obtain many copies.
- It is not worth the expense in time to circulate them.

**Things to remember when giving away pamphlets:**

- You will have to order in bulk.
- You will have to reorder replacement copies continually.
- You will have to keep track of the subjects and titles that are popular so you know what to reorder.
- You may want to retain at least one copy of each title for reference work.
PAMPHLET GUIDE

Circulating Pamphlets

Why you should circulate pamphlets:

- You may not have a large collection of pamphlets that you can give away.
- You may not be able to buy in bulk.
- You may not have the facilities for duplication.
- Circulation cards provide a record of what is popular and in demand.

Things to remember when circulating pamphlets:

- Point out to the disadvantaged adult that these materials are his own for the allotted time. This will instill a sense of ownership in the user and the material will be handled carefully.
- Don’t send overdue notices or charge overdue fines. Overdue fines represent a large portion of the disadvantaged adult’s income, and notices may alienate him from library services.
- It is easier for the user if the date due for pamphlets and books is the same.

If your library is going to circulate pamphlets, you have to decide how you will keep track of them and what records you will keep. You may already have a circulation system for pamphlets. You may have to help the disadvantaged adult fill out whatever circulation forms your library uses.

If you have never used pamphlets before, here are some ways to circulate them:

The type of charge slip you use will depend upon how much information you want about the pamphlets being taken out. Here are a few examples:

- Treat pamphlets as miscellaneous material. Record on a charge slip the borrower’s name, date due and number of pamphlets taken out. The same card can be used again.

<table>
<thead>
<tr>
<th>NAME</th>
<th>No.</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Lee</td>
<td>3</td>
<td>3-1-73</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>79</td>
<td>9-9-73</td>
</tr>
<tr>
<td>Sue Jones</td>
<td>110-7-73</td>
<td></td>
</tr>
</tbody>
</table>

...
### PAMPHLET GUIDE

- You might consider the subject (coping skill category) of the pamphlets taken out. This would help to discover those subjects that are popular and may need restocking. You would use one card per user.

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jasper</td>
<td>1</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

- You may want to know exactly what pamphlets are popular. You can then reorder by title rather than by subject.

**Date Due**

12-13-73

**Name**

Sara Smith

**TITLE**

- How to Make Gut Bypass
- Love Sex
- Cheap Meals
A few libraries treat pamphlets like books and paste pockets with cards on each pamphlet. This would allow the library to know quickly each item checked out. But there are a number of drawbacks that could make this method impractical:

- It is costly both in staff time and money to put pockets on each pamphlet.
- Some pamphlets are so small that there isn’t room for a pocket.
- The lifetime of a pamphlet is so short that it is not practical to paste on a pocket.

Checking Pamphlets Out

Because pamphlets are small and several can be checked out at a time, large envelopes should be provided to carry them. There are envelopes you can buy that are made for this purpose. If you do not want to buy new envelopes, old mailing envelopes can be used.

Write the name of the borrower and stamp the due date on a prominent place on the outside. You should also write how many pamphlets are inside. This will help the patron to gather the pamphlets together when he is ready to return them. It will also help the librarian to quickly check in the material.

If you do not want to stamp the outside of the envelope, you can slip a date due card in with the pamphlets. However, there is the danger that this card will get lost.

Another way is to stamp each individual pamphlet with the date due. This will also help you to know which pamphlets are in demand by the number of times it has been stamped.

The following articles and books are suggested if you would like more information on pamphlets:


LIFE COPING SKILLS MATERIALS LIST

Categories and Sub-categories

June, 1973

ADVOCACY
Arrests
Civil Rights
    Bill of Rights
    Civil Rights Movement
    Legal Rights Under the Law
    General
Consumer Rights (See Consumer Economics: Consumer Rights)
Legal Aid

AGING
Aging Process
    Emotionally
    Mentally
    Physiologically
Burial Insurance (See Insurance: Burial Insurance)
Care of the Aged in the Home
Death
Funerals
Nursing Homes and Rest Homes
Programs, Organizations, and Agencies for the Aging
Medicare (See Health: Health Cost Medicare)
Social Security (See Insurance: Social Security)
Other
Retirement
Activities and Recreation
Benefits
Education
Employment (See also Jobs: Occupational Information)
Housing
Planning

Wills

CHILDREN
Adolescence
Adoption
Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)

Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone
Retarded Children (See also Health: Retardation Prevention
(See also Health: Prenatal Care)
Selection of Child Care Facilities
Sex Education (See also Family: Sexual Relations)
Success and Failure in School
Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY
Censorship
Citizenship: Naturalization
Citizen's Responsibilities
   Community Organizations (See Community: Organizations, Resources, Services)
   Community Projects
   Jury Duty
   Public Office
   Social Action
   Voting, Vote Buying
Community Hazards
Community Organizations, Resources, and Services
   Child Services
   Churches
   Employment
   Fire
   Legal Aid (See Advocacy: Legal Aid)
   Licensing Bureaus
   Police
   Public Health
   Public Library Services
   Referral Services
   Schools
   Volunteers
   Water
   Welfare, (See also Consumer Economics: Food Stamps)
Dealing with Police
Emergency Services
Disaster Action
Red Cross
Salvation Army
Telephone Hot Lines
Ethnic Centers and Groups
Government: Local, State, National
How to Participate In and Use the Democratic Process
Juvenile Delinquency
Keeping Informed: Media, TV, Radio, Newspapers, Magazines
Military Service
Parliamentary Procedures
Re-entry from Institutions
Corrections
Sanatoria
Veterans
Social Problems of the Community
Busing
Crime
Environment, Ecology (See also Health: Pollution)
Street Safety
Zoning
Street Gangs

CONSUMER ECONOMICS
Advertising
Auctions
Bankruptcy
Banks and Banking
Checking
Savings
Bartering
Buying Guides
EDUCATION

Career Planning (See Jobs: Career Planning)

Educational Institutions
- Colleges and Universities
- Community Colleges
- Vocational and Technical

Finding A Job (See Jobs: Finding a Job)

How to Apply to Educational Institutions

How to Study

How to Take A Test

Locating Information

Self-Education
- Education Credit for experience
- Educational Loans, Scholarships, and Assistance Programs
- Educational Programs for Adults
- G.E.D., High School Equivalency Diploma

FAMILY

Brothers and Sisters: Sibling Relationships

Care of the Aged in the Home (See Aging: Care of the Aged in the Home)

Common Law Marriages

Death, Funerals & Wills (See Aging: Death)
  (See Aging: Funerals)
  (See Aging: Wills)

Divorces and Separations

Extended Family: Cousins, Uncles, Grandparents, etc.

Family Conflict (See also Children: Emotional Problems in Children)

Family Crisis

Family Recreation (See Leisure: Recreation, Family)

Handling Close Personal Relationships, i.e. Intimacy
  (See also Relating to Others: Handling Intimacy)

Home Health Care (See Health: Home Health Care)
Home Management
  Budgeting (See Consumer Economics: Money Management Budgeting)
  Care of Clothing
  Decorating
  Food Preparation: Canning, Freezing, Cooking
  Furnishing
  Home Gardening: Flowers and Vegetables
  House Cleaning
  Remodeling (See Housing: Remodeling)

Identifying Strengths and Weaknesses in the Family
In-Laws
Marriage Roles
Safety Planning
  Fires
  Home Accidents, Poisons, etc.
  Tornadoes (See also Community: Emergency Services)

Sexual Relations
Unwed Parents
Working Women (See Jobs: Working Women)

HEALTH

  Aging (See Aging: Aging Process)
  Alcoholism
  Birth & Genetic Defects
  Black Lung (See Chronic Disease Respiratory)
  Childbirth, Labor, Midwifery

Chronic Diseases
  Arthritis
  Cancer
  Diabetes
  Heart
  Hypertension
  Respiratory
Death (See Aging: Death)
Dental Care
Disease Information (See also Health: Chronic Diseases)
Disease Prevention
  Cancer (See also Health: Smoking)
  Heart Disease
  Immunization, Innoculation
  Respiratory Disease
Drug Abuse
Exercise
Faith Healing
Family Planning
  Abortion
  Birth Control
  Fertilization and Sterility
  Sterilization
First Aid
Generic Drugs and Laws
Handicapped, Mental and Physical
Health Costs
  Doctors
  Hospital
  Medicaid
  Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare
  Medicare
  Private Health Insurance (See Insurance: Health Insurance)
Home Health Care
Home Remedies, Medicinal Herbs
How to Select and Obtain Medical Services
  Dental
  Doctors
  Emergency
Hospitals
Medical Clinics (See also Community: Community Organizations, Resources & Services: Public Health

Mental
How to Talk with A Doctor
Insect Control
Menopause
Mental Health (See also Children: Emotional Problems in Children)
Nutrition
Old Wives’ Tales
Patent Medicines: Over the Counter Medicines
Personal Hygiene (See also Self: Personal Care and Grooming)
Physiology and Anatomy (See also Health: Preserving your Health)
Physiology of Lifting
   Back Problems
   Hernias
Pollution (See also Community: Social Problems of the Community Environment, Ecology)
Prenatal Care (See also Children: Premature Babies)
Prescriptions
Preserving your Health
   Sight
   Hearing
   General
Quackery
Rehabilitation
Retardation Prevention (See also Children: Retarded Children)
Sanitation (See also Community: Community Hazards)
Smoking
Storing Medicine (See Family: Safety Planning)
Venereal Diseases
Weight Problems
   Diets
   Overweight
   Underweight
   Weight-watching plans
What to Expect at the Hospital
HOUSING
  Buying and Selling
  Decorating (See Family: Home Management Decorating)
  Fire Prevention (See also Insurance: Fire Insurance)
    (See also Family: Safety Planning)
  Furnishings (See Family: Home Management Furnishings)
    (See Consumer Economics: Comparison Buying Furniture & Accessories)
  Home Building
  Maintenance and Repairs
  Owner's Liabilities and Responsibilities
  Remodeling
  Renting
  Trailers
  Utilities

INSURANCE
  burial Insurance
  Disability Insurance
  Fire Insurance
  Health Insurance
  Homeowners Insurance
  Life Insurance
  Mortgage Insurance
  Motor Vehicles Insurance
  Private Pension Plans
  Renters Insurance
  Social Security
  Workmen's Compensation (See Jobs: Workmen's Compensation)
JOBS

Agricultural Jobs
  Cooperatives
  Farming
  Land Use
  Sharecropping, Tenant Farming
  Woodland Management

Application Forms
Applying for a Job
Assessing Your Own Skills, Talents, and Interests
Career Planning
Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
Civil Service Information
Distinguishing Between Good and Bad Jobs:
  Facilities, Fringe Benefits, Hours, Wages
Employee's Responsibilities
Employer's Responsibilities (See also Advocacy: Civil Rights)
Employment Agencies
Find a Job (See also Jobs: Career Planning)
  (See also Jobs: Occupational Information)
Holding a Job (See also Relating to Others: Getting Along with Others)
Job Discrimination (See also Relating to Others: Dealing with Discrimination)
  (See also Advocacy: Civil Rights)

Job Safety
Losing A Job (See also Jobs: Unemployment)
Occupational Information
Private Pension Plans (See Insurance: Private Pension Plans)
Seasonal Jobs
Social Security (See Insurance: Social Security)
Training and Re-training Programs (See also Education: Educational Institutions)
Unemployment
Unions
Upgrading on the Job (See also Jobs: Holding a Job)
Working Women
Workman's Compensation
LEISURE
Astrology
Cultural Activities: Music, Performing Arts, etc.
Dancing
Fortune Telling
Gambling
Games
Handicrafts
Hobbies
Parks
Playing with your Children (See Children: Playing with Your Children)
Radio (See Leisure: TV-Radio-Movies)
Recreation
   Indoor
   Outdoor: Camping, Fishing, Hunting, Swimming, etc.
Sewing
Sports
TV-Radio-Movies
Using Leisure Time Effectively
Vacations

RELATING TO OTHERS
Communication
   Correct Speech Usage
   Giving Directions
   Listening
   Public Speaking
   Taking Directions
   Use of Telephones
   Writing letters, reports, etc.
Entertaining
Friendship
Getting Along with Others, Interpersonal Relationships
  Accepting Help
  Dealing with Conflict
  Dealing with Criticism
  Dealing with Discrimination
  Dealing with Unwanted Advances
  Fighting Fairly
  Getting Acquainted
  Helping Others
  Meeting People
  Working with Others
Handling Intimacy (See also Family: Handling Close Personal Relationships)
Listening to Others
Love
Manners and Etiquette
Neighbors
Respecting the Ideas and Beliefs of Others
Sexual Relations (See also Family: Sexual Relations)
Sportsmanship
Understanding Others
  Attitudes
  Culture
  Ethnic Background
  Religion

RELOCATION SKILLS
  Church
  Community Services (See Community: Organizations, Resources, Services)
  Employment (See also Jobs: Finding a Job)
  Establishing Credit
  Food Shopping
  Housing
  Moving, Expenses, Methods
  Neighbors (See Relating to Others: Neighbors)
  Schools
SELF
Changing Yourself
Church Affiliation
Decision Making
Describing Feelings
Etiquette (See Relating to Others: Manners & Etiquette)
ESP
Ethnic Studies
Goal Setting, Planning, and Achievement
Living Alone
Meaning of Life
Personal Adjustment
Personal Care and Grooming (See also Health: Personal Hygiene)
Personal Ethics, Values, Morals, Standards
Personal Problem Solving
Self Esteem
Self Evaluation
Self Understanding
Sensitivity to Yourself and Others--How You Come Across
Suicide
Superstition
Understanding What Makes Me the Way I Am: Heredity and Environment
Women's Liberation Movement (See also Jobs: Working Women)

TAXES
Income Tax
  City
  Federal
  State
Local Taxes
Sales Tax
Social Security (See Insurance: Social Security
Unemployment (See Jobs: Unemployment)
Workmen's Compensation (See Jobs: Workmen's Compensation)
TRANSPORTATION

Car Pools
Defensive Driving
Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)
Elevators
Highway Safety
Maps
Overnight Accommodations
Routing
Stations

Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information

Air
Bicycles
Boats
Buses
Cars
Hitchhiking
Motorcycles
Taxis
Trains
1. The Selection of Special Materials for Disadvantaged Adults*
2. The Assessment of Community Information and Service Needs*
3. The Effective Use of Pamphlets with Disadvantaged Adults*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE—What is It: Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantage to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

*In Print
EVALUATION OF LIBRARY SERVICE GUIDES

State: ______________________ Library: ______________________ Date: ______

Title of Guide: __________________________________________________________

Your name: ______________________ Position: ____________________________

---

**FORMAT**

1. Was the guide easy to use?    ___yes ___no
2. Was the print large enough? ___yes ___no
3. Did you like the way it looked? ___yes ___no

---

**PRESENTATION**

Was the writing style of the guide:

1. Informational?    ___yes ___no
2. Service oriented? ___yes ___no
3. Too technical?    ___yes ___no
4. Contain too much jargon? ___yes ___no
5. Easy to read?    ___yes ___no
6. Understandable? ___yes ___no
7. Too long?    ___yes ___no

---

**CONTENT**

1. Was the information in the guide the information you needed? ___yes ___no
2. Was there enough specific detail about how to do it? ___yes ___no
3. Was there too much detail? ___yes ___no
4. Could you apply the information to your activities? ___yes ___no
5. Could you tell others how to do it after reading the guide? ___yes ___no
6. Were the charts, outlines or questionnaires understandable? ___yes ___no

---

**REFERENCES**

Were the suggested readings of any use to you? ___yes ___no
The project presented or reported herein was performed pursuant to a Grant No. OEG-0-73-5341, from the Department of Health, Education, and Welfare, U.S. Office of Education, Bureau of Libraries and Learning Resources. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Appalachian Adult Education Center
Bureau for Research and Development
Morehead State University, UPO 1353
Morehead, Kentucky 40351
(806) 784-9229 (806) 783-3111