Publications

of the

Office of

Education

1962

Prepared by Beryl Parker, Editor

Publications Services Branch

U.S. Department of Health, Education, and Welfare

Abraham Ribicoff, Secretary

Office of Education... Sterling M. McMurrin, Commissioner
Foreword

This catalog lists Office of Education publications which are either in stock or in press as of October 1961 and are expected to be available for sale to the public through the Superintendent of Documents, U.S. Government Printing Office, early in 1962. It does not include masthead and other processed publications and materials prepared by the various divisions for free distribution to special mailing lists.

This list of about 500 currently available publications includes many new titles as well as recent editions of annual surveys which, since the academic year 1869-70, have become traditional publications of the Office of Education, providing data and forecasts concerning finances, enrollment, staff, curriculum, and facilities of public schools and colleges and universities. Through these publications the Office of Education seeks to fulfill its responsibility to disseminate information respecting the condition and needs of education throughout the United States.

Carroll B. Hanson, Director
B. Harold Williams, Assistant Director
Publications Services Branch
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## Elementary and Secondary Education

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Publications
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Office of Education
'1962

The publications listed here are expected to be available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., early in 1962. However, supplies are limited, and prices are subject to change without advance notice. All are in paper covers unless otherwise specified. When ordering copies, please use order blanks on the last pages and give the catalog number and the title.

Catalog numbers appear at the right above each title, usually preceded by the letters FS. The catalog number for publications issued annually now remains the same, except that the year is indicated by a dash following the OE number, as in FS 5.210: 10000-61. The basic OE number (10000 in this case) is used to locate the publication in the annotated list and to identify it in the cross references.

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

Cross references give the OE number or group for each title. For example, the annotated entry for a see also title followed by (15025) would be in the second part of the Library Services section (15000-15999), in numerical order. In that category the first part of the catalog number is always 5.215. References to pre-July 1, 1959 titles are indicated by figures such as (15 . . . ). The annotated entry in that case appears in the first part of the 15000 section, in alphabetical order.
General Publications

Miscellaneous (10000–10999)

FS 1.1:960


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

FS 5.17:109


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

FS 5.2: C76/2

CONSTITUTION OF THE UNITED STATES, THE. Revised 1954. 43 p. 10¢

A pocket edition of the Constitution of the United States of America, containing the full text and 22 amendments.

FS 5.2: D85


Includes the full text of the Declaration of Independence and describes its background history. Includes biographical notes and suggestions for studying the Declaration. Designed for secondary school teachers.

FS 5.210: 10000

GUIDE TO THE NATIONAL DEFENSE EDUCATION ACT OF 1958. Theodora E. Carlson and Catherine P. Williams. 1959. 27 p. 25¢

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

FS 5.210: 10001–61


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

Also available:

—1959–60. 117 p. 50¢

FS 5.210: 10002

KNOW YOUR CAPITAL CITY. Mary Willcockson. 1958; reprinted 1960. 49 p. 25¢

Gives historical and present-day background for appreciating the Nation's capital, from the point of view of student tours.

FS 5.210: 10003


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

Also available:

—1953–54. 86 p. 35¢.

FS 5.23: 952–54/ch. 1


FS 5.23: 943–52/ch. 1

—1949–50. 82 p. 20¢.

FS 5.23: 950–50/ch. 1

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

Also available:

FS 5.210 : 10005-61-A


Serves as the report of the Office of Education to the 24th International Conference on Public Education at Geneva, Switzerland, July 3-14, 1961, jointly sponsored by UNESCO and the International Bureau of Education. Contains translations in French, Russian, and Spanish.

Also available:
—1959-60. 68 p. 30¢.

FS 5.210 : 10006

EDUCATION IN THE UNITED STATES OF AMERICA. 1960. 134 p. 50¢.

Gives a broad view of education in the United States to persons not acquainted with the education system in this country.

FS 5.210 : 10009


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

Also available:
FS 5.2 : 959/2
—1956-57 and 1957-58. 204 p. 75¢.
See also:

Adventuring in research to improve school practices in homemaking programs (38000)
Analysis of research in the teaching of mathematics (29007)
Analysis of research in the teaching of science (29000)
Education on the aging (18000)
Effectiveness of teaching (50009)
Experimental college, The (50010)
Factors related to college attendance (54023)
Gifted student, The (35016)
Impact of college (50011)
Independent study (50009)
Influence of voter turnout on school bond and tax elections (22012)
Job motivations and satisfactions of college teachers (58009)
Management of learning (50013)
Motor characteristics of the mentally retarded (35005)
Reporter—Clearinghouse of studies on higher education (50004)
Research in industrial education (84016)
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Studies of home economics in high school and in adult education programs (83005)
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Summaries of studies in agricultural education (81002)
Teaching by machine (84010)
Two-year community college, The (57006)
Types of tests in Project Talent (26014)

Adult Education
(13000-13999)

FS 5.4: 356

Checklists for Public School Adult Education Programs. Homer Kempfer. 1962. 17 p. 15¢.
Office of Education Publications

Presents six tested yardsticks for use by the local adult education director and others to evaluate programs according to size, population segments served, flexibility of schedule, approaches used, methods of coordinating, and cooperative practices.

**FS 5.6 : C49**

**Education for National Survival: A Handbook on Civil Defense for Schools.**


Outlines the need for awareness of problems in case of enemy attack or natural disaster, points out responsibilities of school personnel, and suggests procedures for developing school protection plans.

**FS 5.3 : 96/11**

**Education on the Aging.** Betty Arnett Ward. 1958. 145 p. 60¢.

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

**FS 5.3 : 357**

**Eight Measures for Evaluating Educational Programs for the Foreign Born.** Homer Kempfer. 1962. 13 p. 15¢.

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

**FS 5.3 : 962/8**

**Financing Adult Education in Selected Schools and Community Colleges.** Homer Kempfer and William R. Wood. 1952. 27 p. 15¢.

Examines methods of financing these programs in 45 communities in 19 States.

**FS 5.123 : 268**

**Homemaking Education Programs for Adults.** 1958. 62 p. 25¢.

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

**FS 5.7/e : L712**

**Literacy Education: A series of reprints from School Life.** 1952. 12 p. 15¢.


**FS 5.4 : 539**

**Participation in Adult Education.**


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

**FS 5.213 : 10006**


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

**FS 5.213 : 13006**

**Adult Education in American Education Week: November 6-12, 1960.**

1960. 21 p. 15¢ ($10 per 100 copies)

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

**FS 5.213 : 13009**

**Statistics of Public School Adult Education, 1958-59.**


Describes adult education programs under the control of local public school systems as indicated by a 1958-59 survey. Contains data on enrollment, group activities, personnel, funds, and cooperation with other community institutions.

**FS 5.213 : 13012**

**Education of the Adult Migrant.**


Studies the educational problems of the industrial migrant. Describes some urban community approaches to adult education and discusses aspects of the problem requiring further study.
FRONTIERS PAST SIXTY IN HAMILTON, OHIO: A study of Hamilton's Center for Older People. Milton C. Cummings and others. 1961. 32 p. 20¢

Contains specific information about the education, recreation, and community-service aspects of a coordinated program for older persons.


Includes publications on adult fundamental and literacy education programs in the United States and abroad, as well as materials for professional leadership development: lists other bibliographies and information sources.

See also:
Determining requirements for development of technical abilities through extension courses (80010)
Distributive education for adults: Guide for part-time instructors (82 . . .)
Distributive education for adults: Selection and training of part-time instructors (82 . . .)
Education for better living (14063)
Food service industry (82007)
Management problems of homemakers employed outside the home (88009)
Management training for small business (82008)
Preparing your child for school (35006)
Public library for lifelong learning, The (15025)
State library extension services (15009)
Trade and industrial education for girls and women (84002)
Training programs in outside selling (82 . . .)
U.S. Government films for public educational use (34006)

With focus on family living (88 . . .)
Working with parents (20017)

AMERICAN COOPERATION WITH HIGHER EDUCATION ABROAD: A Survey of Current Programs. 1967. 211 p. 75¢

Includes nongovernmental programs sponsored by educational institutions, foundations, and religious organizations; U.S. Government programs such as the international educational exchange, information and technical cooperation programs, and United States participation in intergovernmental agencies.

AUSTRIAN TEACHERS AND THEIR EDUCATION SINCE 1945. Helen C. Lahey. 1967. 82 p. 35¢

Describes the reconstruction of schools and teacher education in Austria following World War II. Covers influences affecting Austrian education from the time of the Nazi occupation in 1938 through the years of the Allied occupation, to the establishment of a free Austria in May 1955.

BRAZIL: Education in an Expanding Economy. Augustus F. Faust. 1969. 142 p. 50¢

Provides information on education in Brazil for the use of educational institutions, agencies, and others interested in comparative education.

EDUCATION IN HONDURAS. M. Weldon Thompson. 1965. 33 p. 20¢

Includes background information (history, politics, geography, economics, and sociology), the system of education (elementary through higher education, including vocational and other provisions), and tables showing programs of study.

EDUCATION IN MEXICO. Marjorie C. Johnston. 1966. 138 p. 55¢

Traces to give enough background information to enable the reader to understand salient characteristics and problems of the education system.

EDUCATION IN PAKISTAN. Abul H. K. Sassaui. 1964; reprinted 1968. 92 p. 35¢

Includes a general survey of historical and social background as well as the various stages
of education, especially teacher education and higher education.

**Education in the Soviet Zone of Germany.** Paul S. Bodenheim. 1959. 162 p. $1

Supplies information based on research concerning postwar developments, including a survey of the different types of education, administration and finance, and educational relations between the Federal Republic and the Soviet Zone.

**Education in Sweden.** Alisa M. Lindberg. 1952. 90 p. 30¢

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

**Education in Taiwan (Formosa).** Abul H. K. Sassani. 1956. 34 p. 20¢

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

**Education in Turkey.** Abul H. K. Sassani. 1952. 56 p. 30¢

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

**Exchange Teaching Abroad Under the Fulbright Act.** 1953. 18 p. 10¢

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

**Japan: Three Epochs of Modern Education.** Ronald S. Anderson. 1959. 219 p. $1.25

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

**Teaching About the United Nations in United States Educational Institutions.** Frederika M. Tandler. 1958. 40 p. 25¢

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

**World Understanding Begins With Children.** Della Goetz. 1949. 30 p. 15¢

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

**Writers' Handbook for the Development of Educational Materials.** Barbara Nolen and Della Goetz. 1959. 183 p. $1.00

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

**Bibliography: 1959 Publications in Comparative and International Education.** 1960. 118 p. 75¢

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

**Teacher Education in the Netherlands, Belgium, and Luxembourg.** George A. Maile. 1960. 190 p. 70¢

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


Reports the findings of three specialists sent to the U.S.S.R. by the Office of Education in the spring of 1959 to study the teaching methods, general facilities, and student performance in certain areas of the Soviet school system, including science, mathematics, and polytechnic instruction in the general schools. Includes a chapter on teacher education.
Deals with teacher training, the treatment of the U.N. in textbooks and teaching materials, class and extracurricular activities, to encourage teachers and others to continue and to expand their efforts to develop an increasingly realistic understanding of the work of the U.N. and of the relation of the United States to it and to other nations.

FS 5:214: 14059
EDUCATION FOR AFRICANS IN TANGANYIKA. Betty George. 1961. 97 p. $0.40
Reports on a preliminary study of the African educational system and plans for expanding educational facilities in this British-administered trust territory on the way to self-government.

FS 5:214: 14040
PLANNING TO STUDY IN THE UNITED STATES. Adela R. Freeburger. 1959. 34 p. 20¢
Includes general information on practical arrangements for study abroad, a brief description of the United States education system, suggestions for academic transfer, some of the non-governmental organizations providing services to students, and a glossary of useful terms.

FS 5:214: 14038
Notes changes and trends in German education from firsthand contacts in 1955 and 1956.

FS 5:214: 14043
EDUCATIONAL TRENDS IN THE CARIBBEAN: European Affiliated Areas. Charles C. Hauch. 1960. 60¢
Deals with some of the most apparent trends in the areas affiliated with England, France, and the Netherlands.

FS 5:214: 14045
Describes the organisation, curriculum, methods, and policies of the Soviet education system, including the various levels of education, auxiliary schools, extracurricular activities, vocational training, semi-professional training, and the teaching profession.

FS 5:214: 14051
THE UNITED NATIONS AND RELATED ORGANIZATIONS: A Bibliography. 1960. 17 p. 15¢
A brochure listing factual, readily available publications and the addresses of publishers and United Nations specialised agencies from which to obtain them.

Describes the development of higher technical education from the Dutch colonial period to the present. Compares the attitudes of students under free study and guided study programs at institutions of higher education.

FS 5:214: 14057
EDUCATION IN AFGHANISTAN. Abul H. K. Sassani. 1961. 55 p. 40¢
Presents information on the educational system of Afghanistan from primary education through higher education, including schools of agriculture, technology, commerce, teacher training, medicine, and schools for the blind.

FS 5:214: 14062
Reports on a 1-month visit led by the Commissioner of Education in 1958 to lay the foundation for cultural relations between the education agencies and institutions of both countries and to secure first-hand information on the operation and accomplishments of Soviet schools.

FS 5:214: 14063
EDUCATION FOR BETTER LIVING: The Role of the School in Community Improvement. 1957; reprinted 1961. 339 p. $1.50
Contains first-hand accounts of educational programs rooted in the cultures of 15 different countries.

FS 5:214: 14064
Presents comparative data based on replies from 69 governments to a 1956 questionnaire.

FS 5:214: 14065
Surveys economic and social conditions in the development of the Philippine educational system, public and private institutions of higher education, students, teachers, international cooperation, and some of the problems and plans of Philippine educators and government officials.
INTERNATIONAL EDUCATION EXCHANGE:  
A Selected Bibliography. Thomas E. Cotner. 1961. 117 p. 50¢

Lists bibliographies in related fields and publications concerning international fellowships, scholarships, and exchange of persons programs as well as publications useful in counseling and program planning for visitors from other countries.

See also:

Education in the U.S.A. (10006)
Literacy and basic elementary education for adults (13017)
Progress of public education in the U.S.A. (10006)

Library Services  
(15000-15999)

FS 5.3: 968/12  
CERTIFICATION OF SCHOOL LIBRARIANS.  
Mary Helen Mahar. 1965. 73 p. 30¢

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

FS 5.3: 968/9  

Includes data on 6,026 public library systems in the continental United States. Shows the type of support, book stock, circulation, income, endowment by state, operating expenditures, personnel, hours, popularity group and geographic area served, and bookmobiles operated.

FS 5.3: 964/15  
SCHOOL LIBRARY STANDARDS, 1964. Nora E. Benst. 1964. 43 p. 20¢

Presents brief digests of standards in effect at the beginning of 1964. Includes digests of standards used by four regional accrediting associations and by state departments of education.

FS 5.30: 24  
STATE AND PUBLICLY SUPPORTED LIBRARIES: Structure and Control at the State Level. Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. 1956. 85 p. 55¢

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

FS 5.23: 960-52  
STATISTICS OF LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION, 1951-52. Willard O. Mishoff and Emery M. Foster. 1954. 60 p. 25¢

Summarizes basic data by type of institution, by region, and by state; gives detailed statistics on the libraries of large institutions and an interpretation of the data to facilitate their application to problems of higher education, librarianship, and the book trade.

FS 5.23: 964-56/ch. 5  
STATISTICS OF PUBLIC LIBRARIES: 1955-57. Rose Valenstein, Doris C. Holladay, and Mary M. Willhoite. 1959. 102 p. 45¢

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

FS 5.23: 962-54/(Ch. 6)  
STATISTICS OF PUBLIC SCHOOL LIBRARIES 1953-54. Nora E. Benst and Emery M. Foster. 1957. 73 p. 30¢

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

FS 5.215: 15006  
STATE DEPARTMENT OF EDUCATION RESPONSIBILITIES FOR SCHOOL LIBRARIES. Mary Helen Mahar. 1960. 42 p. 35¢

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

FS 5.215? 15000  
STATE LIBRARY EXTENSION SERVICES: A Survey of Resources and Activities of State Library Administrative Agencies.
Wilfred L. Morin and Nathan M. Cohen. 1960. 54 p. 45¢

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

FS 5.215: 15010

STATE STANDARDS FOR PUBLIC LIBRARIES. Rose Vainstein and Marian Magg. 1960. 85 p. 35¢

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

FS 5.215: 15012


Also available:
-Supplement 1. 1959. 82 p. 35¢.
FS 5.3: 059/17
-1958. 84 p. 30¢. FS 5.3: 068/10

FS 5.215: 15023


Lists data on collections, staff, expenditures, and salaries for individual institutions, arranged by State.

FS 5.215: 15025

THE PUBLIC LIBRARY FOR LIFELONG LEARNING. Helen E. Wessels. 1961. 36 p. 20¢

Shows how the public library, a "university of the people," brings its resources within the grasp of everyone—children explore new horizons, young parents find help in solving their problems, business and professional people keep up with their fields, and senior citizens find mental stimulation and companionship.

See also:
Federal Government and States (lists officers of library extension agencies) (20004)
Key audiovisual personnel (34003)
Elementary and Secondary Education

ADMINISTRATION AND STATISTICS

General
(20000–20999)

116.3: 918/35
CARDINAL PRINCIPLES OF SECONDARY EDUCATION. 1918: reprinted. 32 p. 15¢
Strengths the right of every boy and girl to the country to a high school education, the worth of the individual, and the exploration of individual talents; underscores the importance of developing common ideals and knowledge for a rich, democratic life.

FS 5.4: 40¢
FACTORS AFFECTING THE IMPROVEMENT OF SECONDARY EDUCATION: Condensed Record of a Round Table Discussion. Howard H. Cummings and others. 1954 132 p. 70¢
Includes a chronology of investigations and experiments in secondary education since 1930: reports on a 1953 meeting at the U.S. Office of Education

FS 5.30: 12
THE FUNCTIONS OF STATE DEPARTMENTS OF EDUCATION: With an inventory of the services provided by the 48 departments. Fred W. Beach. 1950. 70 p. 40¢
Provides basic information about current practices for all state education departments and analyzes information on man-months of professional staff time devoted to specific services performed by departments.

FS 5.3: 963/8
A handbook designed to serve as a sort of dictionary for certain basic items of educational information, in view of the importance of a common understanding of terms used in comparative studies and statistical data.

FS 5.17: 102
COOPERATIVE PLANNING: The Key to Improved Organization of Small High Schools. Walter H. Gaumit and Wilbur Devibliss. 1947. 22 p. 10¢
Sets forward certain basic principles to follow in organizing a small high school for improved services to rural youth.

FS 5.3: 948/11
EDUCATION FOR FREEDOM AS PROVIDED BY STATE LAWS. Ward W. Keeseeker. 38 p. 20¢
Presents a concise analysis and compilation of state laws which provide for instruction in schools concerning the Federal and State constitutions, the ideals and principles of American freedom.

FS 5.3: 962/7
KNOW YOUR SCHOOL LAW. Ward W. Keeseeker. 1952; reprinted 1958. 26 p. 15¢
Discusses briefly the significant relationship between educational laws and the quality and efficiency of education.

FS 5.17: 123
LOCAL PLANNING FOR BETTER SCHOOL DISTRICTS. O. O. Fitzwater and Winston L. Roesech. 1957. 20 p. 15¢
Designed for use by county and local district superintendents, school board members and citizens groups to indicate methods, suggest sources of assistance, and stress the im-
importance of cooperative effort in planning school district reorganization.

**Organizing Districts for Better Schools.** C. O. Fitzwater. 1908, 49 p. 25¢

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

**The Personnel of State Departments of Education.** Andrew H. Gibbs 1952, 40 p. 30¢

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

**Property Accounting for Local and State School Systems: State Educational Records and Reports Series, Handbook III.** Paul L. Reardon and George G. Tankard, Jr. 1959, 194 p. 75¢

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

**Provisions Governing Membership on Local Boards of Education.** Morrill M. Hall. 1957. 66 p. 30¢

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

**Pupil Transportation Responsibilities and Services of State Departments of Education.** H. Glenn Featherston and Robert F. Will. 1956. 39 p. 25¢

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


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

**School Fire Drills.** N. E. Viles. 1948, 20 p. 15¢

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

**The School Lunch—Its Educational Contribution.** Ruth Wood Green 1944, 27 p. 25¢

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

**The Seven R’s: Reading, Writing, Arithmetic, Rights, Responsibilities, Human Relations.** 1952. 24 p. 10¢

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

**The State and Nonpublic Schools.** Fred F. Beach and Robert F. Will. 1958, 152 p. $1.25

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

**Y.B.W. 58/2: 2 Sch. 6**

ministration; status of attendance units in the
United States, 1954-55; and status of school
districts reorganized, 1945-55.

FS 5.23: 954-56/ch. 3, sec. 111
STATISTICS OF LOCAL SCHOOL SYSTEMS:
1955-56. County Units. Gerald Kahn.
1959. 91 p. $55.
Includes statistics on enrollment and attend-
ance, administrative and instructional staff,
and finances; reveals some economic advan-
tages of larger local units.

FS 5.23: 954-56/ch. 3, sec. IV
STATISTICS OF LOCAL SCHOOL SYSTEMS:
1955-56. Rural Counties. Walter H.
Gaumnitz, Emanuel Reiser, and Mary
Anne Harvey. 1959. 168 p. $1.50.
Contains data for 1,190 counties selected
on the basis of ruralness according to census
figures. Selected indexes of pupil teacher ra-
tion, size factors, average salaries, per pupil
costs are presented with comparable indexes
for the large cities and for the entire State of
which each group of counties is a part.

FS 5.23: 954-56/ch. 3, sec. I
STATISTICS OF LOCAL SCHOOL SYSTEMS:
Staff, Pupils, and Finances, 1955-56.
Cities. Lester B. Herlihy. 1959. 250
p. $1.
Expands coverage of local school systems to
show separate statistics for elementary and
secondary schools and to include financial data
for each city.

Also available:
—1953-54. 153 p. 60¢:
FS 5.23: 952-54/ch. 3
—1950-52. 137 p. 45¢:
FS 5.23: 950-50/ch. 3
—1949-50. 85 p. 30¢:
FS 5.23: 948-50/ch. 3
FS 5.23: 948-48, ch. 7

STATISTICS OF NONPUBLIC SECONDARY
1951. 11 p. 10¢
Provides data on number of pupils enrolled,
number of graduates, and staff members; com-
parable figures for public and nonpublic en-
rollments in secondary schools for the year
1941-48. Three thousand nonpublic secondary
schools in the United States cooperated in pro-
viding the data.

FS 5.44: 444

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

FS 5.30: 10
THE STRUCTURE OF STATE DEPARTMENTS
OF EDUCATION. Fred F. Beach. 1949
81 p. 50¢
Includes data on all State organizations for
elementary and secondary education as of
January 1949.

FS 5.220: 2004-61
FEDERAL GOVERNMENT AND STATES, 1960-
61. Education Directory, Part 1. Lou-
ise Ratliff Murphy. 1960. 77 p. 30¢
Lists chief officials of the U.S. Office of Edu-
cation, library extension agencies, and Bureau
of Indian Affairs; also principal State and
Territorial school officials.

FS 5.220: 2005-61
COUNTY, CITY, AND OTHER SCHOOL SUPER-
INTENDENCIES. Education Directory.
210 p. 75¢
Lists the superintendents of public school
systems for all counties, supervisory districts
or unions, regions, cities, towns, and other
independent school systems in the States and
Puerto Rico. Included are lists of superin-
tendents or other counterparts to church-
related schools of five church organizations
which maintain schools on a regional or na-
tional basis.

Also available:
—1958-59. 99 p. 45¢: FS 5.25:
958-50/pt. 2

FS 5.220: 2000-61
FALL 1960 STATISTICS ON ENROLLMENT,
TEACHERS, AND SCHOOLHOUSING IN
FULL-TIME PUBLIC ELEMENTARY AND
SECONDARY DAY SCHOOLS. Samuel
23 p. 25¢

Gives data by State and organisational level
on enrollment, classroom teachers, classroom
teachers with less than standard credentials,
and general education requirements for the
lowest regular teaching certificate. Information
on schoolhouses includes number of pe-
ople in excess of normal capacity, pupils in curtailed
sessions, instruction rooms com

Also available:
- 1963: 18 p. 20¢. FS 5:4: 551
- 1963: 8 p. 15¢. FS 5:4: 400
- 1955: 8 p. 15¢. FS 5:4: 467

FS 5:220: 20008


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

FS 5:220: 20013


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

FS 5:220: 20014

SCHOOLS IN OUR DEMOCRACY. 1960. 20 p. 15¢.

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

FS 5:220: 20017

WORKING WITH PARENTS: A HANDBOOK. HAZEL F. GABBRAND. 1948; reprinted 1937. 46 p. 25¢.

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

FS 5:220: 20019

STRENGTHEN SCHOOLS FOR THE 60'S: AMERICAN EDUCATION WEEK, NOVEMBER 6-12, 1960. 10 p. 10¢.

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

FS 5:220: 20020-58


Represents a continuation of the statistical reports on elementary and secondary education made available by the Office of Education since the school year 1869-70: furnishes historical and current data as the basis for formulating educational policies and programs.

Also available:

FS 5:220: 20028


Outlines proposed programs to improve State statistical services with the help of Federal funds on a matching basis under Title X of the National Defense Education Act.

FS 5:220: 20031


Lists all known secondary schools by name and/or place and gives for each the accreditation, size, and number of staff members and graduates in 1958-59.

FS 5:220: 20032-59


Initiates a new series, Statistics of Education in the United States, formerly the Biennial Survey of Education. Includes data on size of schools, enrollments, staff, and graduates.

Also available:
- 1951-52: 81 p. 35¢.
Supervision in rural schools (36...)
Understanding testing (25003)

Buildings, Equipment
(21000-21999)

Administrative Facilities in School
52 p. 45¢
Gives information about school plant elements such as principals’ offices, teachers’ rooms, conference rooms, guidance facilities, health clinics, and storage space.

Children’s Body Measurements for
Planning and Equipping Schools: A
Handbook for School Officials and
Architects. W. Edgar Martin. 1955
118 p. 50¢
Tabulates data on 130 different body measurements of children in various positions, to help school officials and architects plan and equip schools effectively.

Clerical and Custodial Staff in Pub-
lic Secondary Day Schools. 1951-52.
Ellsworth Tompkins and Mabel C. Rice.
1955. 83 p. 55¢
Presents detailed nationwide information on this matter in public schools with an enrollment of 500 or more. Data can be compared by State, by school enrollment, type of school organization, and size of community.

Designing Elementary Classrooms: An
Approach to the Problem of Classroom
Design in Relation to the School Child
and Program. James L. Taylor and
others. 1953. 56 p. 40¢
Contains information about preplanning steps in design, the basis for good classroom design, designing classrooms from educational specifications, and the reactions of teachers to a good classroom environment.

Local School Construction Programs.
N. E. Viles. 1957. 80 p. 55¢
Outlines for school officials interested in planning and building programs. Points out obligations, procedures, and lines of authority for school districts, boards of education, school staffs, and local officials. Some 30 tables give financing details.

See also:

Broadening the services of small high
schools (36...)
Characteristics of administrative hand-
books (23007)
Education for national survival (13...)
Elementary school administration and
organisation (23006)
Handbook of cumulative records (25
...
Health services in city schools (28...)
Look ahead in secondary education, A
(24...)
Ministries of education (14064)
Organization and administration of pupil
personnel service programs (23014)
Report on the National Defense Educa-
tion Act (10004)
School finance and school business
management (22...)
School insurance: Managing the local
program (21004)
School library standards (15...)
School life (11...)
Small schools are growing larger (38001)
State certification requirements for
teachers of exceptional children (35
...
State department of education respon-
sibility for school libraries (15006)
State legislation on school attendance
(24000)
Statistical summary of education (10008)
Statistics of public school libraries
(15...)
Statistics of public school systems in 101
of the most rural counties, 1955-56
(36...)
Statistics of rural schools (36...)
Statistics of special education for excep-
tional children (35015)
Planner and Designing the Multipurpose Room in Elementary School. James L. Taylor. 1954. 48 p. 35¢

One of a series giving information on the pattern, design, and utilization of multipurpose rooms: includes samples of floor-plan layouts, but sets no standards.

FS 46: 955


Presents data supplied by 30 State departments of education on plans for school plant construction. Contains estimated 1960-60 public school enrollments and outlay of money necessary to make plans a reality.

FS 551: 7


To assist school boards, planners, and designers in the selection and development of more adequate and functional school grounds. Taking into account school board policies, educational philosophy, and community characteristics.

FS 551: 5


Presents general principles, techniques, and procedures which have been used successfully by many communities in planning their school plants. Standards are not set for school construction, although some examples of good procedures are provided to help planners with specifications.

FS 530: 26

STATE SCHOOL PLANT SERVICES. N. E. Viles and Ray L. Hamon. 1966. 78 p. 55¢

Reports the responsibilities of State departments of education for school housing and directs specific attention to department of education responsibilities.

FS 5221: 21002

SCHOOL PLANT MANAGEMENT: Organizing the Maintenance Program. R. N. Finchum. 1960. 96 p. 50¢

Concerns basic principles and procedures in the development of efficient school-plant maintenance programs, for the use of school district organization in the planning and administration.

FS 5221: 21004

SCHOOL INSURANCE: Managing the Local Program. R. N. Finchum and N. E. Viles. 1969. 97 p. 50¢

To assist local school officials and State department of education insurance consultants in planning, organizing, and administering the local school district insurance program.

FS 5221: 21006

SCHOOL PLANT MANAGEMENT: Administering the Custodial Program. R. N. Finchum. 1961. 97 p. 40¢

Gives the school administrator’s view of the problems involved in providing adequate school building services, presenting many procedures which have been used with success in various parts of the country. Included are sections on personnel requirements and policies, custodial duties and work schedules, training programs, and supplies and equipment.

FS 5221: 21006

FUNCTIONAL SCHOOLS FOR YOUNG CHILDREN. James L. Taylor, Lillian L. Gore, and Hazel F. Gabbard. 1961. 81 p. 65¢

Presents data gathered in a survey of recently constructed or remodeled elementary schools, with special attention to programs and facilities for children 8 to 8 years of age. Designed to assist school administrators in preparing educational specifications for nursery school, kindergarten, and primary grades 1, 2, and 3. Illustrated with pictures of schools with special accommodations for these grades.

So see also:

Administration of PL 874 and 815 (22008)

Building, equipment, and facilities for vocational agriculture education (81008)
Fall enrollment, teachers, and school-housing (20007)
Farm mechanics in vocational agriculture (81001)
Financing public school facilities (22 . . .)
Foreign language laboratories in schools and colleges (27 . . .)
General facilities and equipment—Science and mathematics in public schools (29006)
Modern foreign languages in high school:
  The language laboratory (27013)
Physical education in urban elementary schools (28 . . .)
Property accounting for local and State school systems (20 . . .)
School plant courses offered by colleges and universities in the United States (56 . . .)
School property insurance (20 . . .)
Science facilities for secondary schools (29 . . .)
Teaching by machine (34010)
Teaching of general biology in public high schools of the United States (29 . . .

**Finances**

(22000–22999)

**FS 5.30: 18**

EXPENDITURES FOR EDUCATION AT THE MIDCENTURY. Clayton D. Hutchins and Albert R. Munse. 1953. 136 p. 65¢

Shows expenditure levels for classroom units through tables and graphic presentations in State profiles and national analyses.

**FS 5.30: 19**

Supplement. 1954. 40 p. 35¢

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

**FS 5.3: 967/4**


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

**FS 5.3: 959/21**

FINANCIAL ACCOUNTING FOR SCHOOL ACTIVITIES. Everett V. Samuelson, George G. Tankard, Jr., and Hoyt W. Pope. 1959. 109 p. 50¢

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

**FS 5.30: 15**


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

**FS 5.30: 32**

FINANCING PUBLIC SCHOOL FACILITIES.

Clayton D. Hutchins and Elmer C. Deering. 1950. 214 p. $1.50

Describes State programs for assisting local school districts financially and presents detailed information regarding authorities and provisions for financing school buildings.

**FS 5.30: 29**


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

**FS 5.4: 408**

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


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

Available:
- 1957-58. 71 p. 45¢
- Large Cities, 1956-57. 35 p. 30¢
- 1955-56. 25 p. 15¢. FS 5.4:537
- 1954-55. 35 p. 30¢. FS 5.4:473
- 1953-54. 27 p. 25¢. FS 5.4:436
- Small and Medium-Sized Cities, 1956-57. 39 p. 25¢. FS 5.4:538
- 1955-56. 27 p. 25¢. FS 5.4:436
- 1954-55. 34 p. 30¢. FS 5.4:472
- 1953-54. 34 p. 30¢. FS 5.4:38
- 1952-53. 29 p. 25¢. FS 5.4:392


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


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

Also available:
- 1953-54. 251 p. $1.50. FS 5.30:22


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

Also available:
- 1959. 166 p. 80¢.
- 1957. 145 p. 75¢. FS 5.1/2:8
- 1956. 134 p. 65¢. FS 5.1/6
- 1955. 134 p. 65¢. FS 5.1/2:6

INFLUENCE OF VOTER TURNOUT ON SCHOOL BOND AND TAX ELECTIONS. Richard F. Carter and William G. Savard. 1961. 31 p. 20¢

Reports findings of a research study conducted at Stanford University with the aid of a grant from the Cooperative Research Program of the Office of Education on the extent, effect, and sources of voter turnout at school bond and tax elections over a 10-year period, 1948-59.


Presents tables to show trends and State patterns for support of public education through local, intermediate district, State, and Federal revenue.


Supplies information in charts and tables on population, income, and taxes; public school revenue and expenditure; Federal funds for education; school personnel; capital outlay and school debt.

See also:
Federal funds for education (10000)
Financing adult education in selected schools and community colleges (13 ... )
Local school construction programs (21 . . . )
Property accounting for local and State school systems (20 . . . )
Report on the long-range planning of the school facilities survey (21 . . . )
Report on the National Defense Education Act (10004)
School insurance (21004)
School property insurance (20 . . . )
Select index of rural school finance in the United States, 1955-56 (30000)
Statistics of local school systems (20 . . . )
Statistics of nonpublic secondary schools, 1947-48 (20 . . . )
Statistics of public elementary and secondary education of Negroes in the Southern States (20 . . . )
Statistics of State school systems, 1955-56 (20 . . . )

Staff, Salaries (23000-23999)

FS 5.4 : 289
An appraisal of a program to help supervisors learn how to provide expert consultative service.

FS 5.223 : 23000
Deals with administrative and specialized service staffing in local school systems: the legal basis for such positions, and how large a school system must be to justify positions such as business manager, assistant principal, etc., for staff adequacy and school system efficiency.

FS 5.223 : 23002
Provides information on teaching staff changes in elementary and secondary school teachers, men and women, to help estimate the number of teachers needed in the years ahead. Includes the rate of loss to the profession and the number and source of staff additions.

FS 5.223 : 23006
Elementary School Administration and Organization. Stuart E. Dean. 1940. 126 p. 55¢
Shows policies, practices, trends regarding pupil promotion and reports on pupil progress, instructional time allocation, school-community relationships, use of teacher aides, and other problems of elementary school principals.

FS 5.223 : 23007
Results from an analysis of the administrative handbooks of 72 medium- and large-sized school systems in various geographic regions of the United States with regard to school agencies and personnel, instruction and supplementary services, facilities and equipment, and community relations.

FS 5.223 : 23009
Represents a more thorough analysis of data published in 1958 on the social, professional, and economic status of beginning teachers; also their aspirations, values, and attitudes concerning teaching, as indicated by a study undertaken in 1957.
Also available:
—: A Survey of New Teachers in the Public Schools, 1956-57. 1958. 56 p. 40¢. FS 5.4 : 510

FS 5.223 : 23014
Reports on methods used in eight urban school districts to organize and administer programs involving the health and welfare services of guidance counselors, school psychologists and psychometrists, social workers, physicians, nurses, dentists, and other specialists.

See also:
Certification of school librarians (15 . . . )
Clerical and custodial staff in public secondary day schools, 1961-53 (21 . . . )
Directors and supervisors of special education in local school systems (35009)  
Directory of public secondary day schools (20081)  
Education directory (20006)  
Fall enrollment, teachers, and schoolhousing (20007)  
Federal Government and States (20004)  
Guidance workers certification requirements (25006)  
Key audiovisual personnel (34008)  
Keystones of good staff relationships (20 . . .)  
Personnel of State departments of education (20 . . .)  
Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29 . . .)  
Salaries and other characteristics of beginning rural school teachers, 1953-54 (36 . . .)  
School plant management (21002)  
Selected indexes of rural school finance in the United States (36000)  
Small schools are growing larger (36001)  
Special education personnel in State departments of education (35006)  
Statistics of local school systems (20 . . .)  
Statistics of local school systems—County units (20008)  
Statistics of nonpublic secondary schools, 1947-48 (20 . . .)  
Statistics of public elementary and secondary education of Negroes in the southern states (20 . . .)  
Statistics of public secondary schools (20032)  
Statistics of rural schools (36 . . .)  
Statistics of special education for exceptional children (35015)  
Statistics of State school systems, 1955-56 (20 . . .)  
Structure of State departments of education (20 . . .)  
Supervised practice in counselor preparation (26 . . .)  
Teaching of science in public high schools. The (29 . . .)  
Teaching opportunities (26000)  

STUDENTS

Enrollment, Retention, Graduation (24000–24999)  
FS 5.3 : 9511  
FEAR OF ADULTHOOD: A Psychosocial Analysis of the School Failure Syndrome. William H. Hare. 1951. 25 p. 25¢  
Deals with characteristics of psychosocial development, evidences of frustration in early years and adolescence, and implications for the educational program, including suggestions for a school program that will induce young people 12-18 to remain in school until graduation.

FS 5.4 : 322  
HOLDING POWER AND SIZE OF HIGH SCHOOLS. Walter Guinnlitz and Ellsworth Tompkins. 1950. 25 p. 20¢  
Statistics relating to the comparative holding power of high schools of various sizes. Data was to be used nationally or by State to determine what progress the public high schools had made toward keeping all American youth of secondary school age in high school.

FS 5.3 : 954/4  
A LOOK AHEAD IN SECONDARY EDUCATION: Report of the Second Commission on Life Adjustment Education for Youth. Homer H. Cummings and others. 1954. 105 p. 35¢  
Contains resumes of State activities serving the needs of all youth of high school age. Covers conferences, workshops, commissions, publications, and other activities and significant issues.

LI 7 : sch.6  
NATIONAL STAY-IN-SCHOOL CAMPAIGN: Handbook for Communities. 1967. 25 p. 15¢  
Cooperative project of the U.S. Department of Labor, Department of Defense, addressed to parents, teachers, students and other citizens to appeal to boys and girls of high school age to stay in school and graduate.
OFFICE OF EDUCATION PUBLICATIONS

FS 5.224: 24000
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Updates information published in an earlier circular, to include data on legislation enacted during the 1959 calendar year. Includes school census and child labor information, also tables on public school enrollment, compulsory attendance and a State-by-State summary of attendance regulations and related matters.

FS 5.224: 24001
Retention in High Schools in Large Cities. David Segel and Oscar J. Schwarm. 1957. 29 p. 20¢

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

FS 5.224: 24003
Requirements for High School Graduation. Grace S. Wright. 1961. 29 p. 20¢

A survey of the subjects required of all pupils for graduation—a reflection of educational objectives—as designated by State and city school systems.

See also:
Current expenditures per pupil in public school systems (22000)
Directory of public secondary day schools (20081)

Exceptional children and youth: Special education enrollments in public day schools (35019)
Fall enrollment, teachers, and school-housing (20007)
Offerings and enrollments in science and mathematics in public high schools (20021)
Special education enrollments in local public schools (25027)
Statistics of local school systems (20 . . .)
Statistics of local school systems—Suburban cities (20008)
Statistics of nonpublic secondary schools, 1947-48 (20 . . .)
Statistics of public elementary and secondary education of Negroes in the Southern States (20 . . .)
Statistics of public school systems in 101 of the most rural counties (36 . . .)
Statistics of public secondary schools (20032).
Statistics of rural schools (36 . . .)
Statistics of special education for exceptional children (35015)
Statistics of State school systems (20 . . .)
Teaching of general biology in public schools of the United States, The (29 . . .)
Teaching of science in public high schools, The (29 . . .)

Guidance, Counseling, Testing (25000-25999)

FS 5.3: 950/1

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

Handbook of Cumulative Records: A report of the National Committee on Cumulative Records. David Segel. 1944. 104 p. 35¢

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

FS 5.5.3 : 944/5


Part I lists certification requirements by State; part II lists certification requirements for school psychologists or psychometrists.

FS 5.5.225 : 25005


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

FS 5.5.225 : 25011


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

FS 5.5.225 : 25014


Outlines briefly the history, development, and general use of many of the common types of standardized tests, giving examples from the battery of tests used in Project Talent, a nationwide inventory testing approximately a half-million high school students as a research project centered at the University of Pittsburgh.

FS 5.5.225 : 25020


Deals with the evaluation of guidance, counseling, and testing programs, including suggested forms, techniques, and procedures.
Contains recommendations for conducting evaluative studies of State supervisory programs; local secondary school guidance, counseling, and testing programs; program outcomes in terms of student development and behavior.

**FS 5.225: 5000**

**GUIDANCE FOR THE UNDERACHIEVER WITH SUPERIOR ABILITY.** Leonard M. Miller, ed. 1961. 85 p. 35¢

Contains suggestions on how to identify the guidance needs and problems of the underachiever and how to meet those needs at the various levels of education. Published as a result of a U.S.O.E. conference in Washington, June 23-25, 1960.

See also:

Frustration in adolescent youth (24 . . .)

Modern foreign languages: A counselor's guide (27004)

Organization and administration of pupil personnel service programs (23014)

**Careers (26000—26999)**

**FS 5.17: 119**

**CAREERS IN ATOMIC ENERGY.** Walter J. Greenleaf. 1957. 36 p. 25¢

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

**FS 5.3: 954/6**

**FOLLOWING GRADUATES INTO TEACHING.** Effie G. Bathurst and Jane Franseuth. 1964. 45 p. 25¢

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

**FS 5.17: 122**

**TEACHING AS A CAREER.** John B. Whitelaw, Shirley Radcliffe, and Florence Friedlander. 1969. 34 p. 20¢

Answers questions related to necessary qualifications, cost of education, choice of field, opportunities, and practical considerations of employment.
Describes techniques for beginning classes at the secondary school level, based in part on the author's experience with an English language teaching project in Japan in 1957-58.

FS 5.227: 87004

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

FS 5.227: 87005

Includes papers presented at a conference held in May 1967 to consider how modern foreign language programs in high school may be redesigned to meet the increased need for foreign languages, the changing character of foreign language teaching, new objective and evaluative techniques, teacher preparation and professional growth.

FS 5.227: 87007

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

FS 5.227: 87013

In press

Reports on the increase in installations and points out practical problems involved in planning, equipping, and operating a laboratory as part of the high school foreign language program. Includes glossaries of expressions and terms in French, German, Italian, Russian, and Spanish.

See also:

High school pupil programs (39021)
Research and studies—Language development program (12011)
State curriculum guides in science, mathematics, and modern foreign languages (38012)

Health, Physical Education, Recreation
(28000–28999)

FS 5.20: 891
CLASSROOM GROWTH RECORD. 1948. 10¢

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

FS 5.7/8: P847
GOOD POSTURE FOR BOYS AND GIRLS. Helen Manley. Reprinted from School Life, November 1947. 2 p. 5¢

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

FS 5.8: 952/20
HEALTH SERVICES IN CITY SCHOOLS. Holger F. Kliander. 1962. 56 p. 25¢

A series of studies showing the present status of many phases of school health services in 3400 cities having a population of 2,500 or more in the continental United States. Undertaken in cooperation with the United States Public Health Service and the American Medical Association.

FS 5.9: 959/15
PHYSICAL EDUCATION IN URBAN ELEMENTARY SCHOOLS. Elsa Schneider. 1959. 91 p. 45¢

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

FS 5.7/8: So. 16
SODIUM FLUORIDE GOES TO SCHOOL. V. R. Stull. 3 p. Reprinted from School Life, May 1949. 5¢

Tells how the U.S. Public Health Service brought sodium fluoride to the attention of medical people and set up demonstration teams, operating in 28 states, the District of Columbia, Hawaii, Alaska, and Puerto Rico, to show the techniques of applying sodium fluoride to the teeth of school children.

FS 5.228: 28001
TEACHERS CONTRIBUTE TO CHILD HEALTH. Elsa Schneider and Simon A. McNeely. 1961; reprinted 1960. 44 p. 25¢

Discusses the teacher's contribution to physical, mental, emotional, and school health.
Games and Self-Testing Activities for the Classroom

Elza Schneider

1959; reprinted 1967

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

Mathematics, Science

(29000-29999)

Curriculum Materials in High School Mathematics

Kenneth E. Brown

1964. 40 p. 20¢

Analyzes 135 courses of study, covering general characteristics of local and state curriculum guides; compares state guides from 1933 to 1953, and discusses methods of developing curriculum materials.

Education for the Talented in Mathematics and Science

Kenneth E. Brown

1967. 34 p. 15¢

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

Mathematics and Science Education in U.S. Public Schools

J. Dan Huil and others

1958. 97 p. 65¢

Reports on conference held in Washington in 1958 to develop guidelines for program appraisal in the teaching of mathematics and science and to evaluate various proposals for changes in school programs.

Mathematics in Public High Schools

Kenneth E. Brown

1963. 47 p. 25¢

Contains information on enrollments, typical course offerings, size of classes, number of teachers, field trips, length of class periods, and other pertinent data for the school year 1952-53 and the first semester of 1953-54, in grades 7-12 in 867 public high schools selected at random.

Qualifications and Teaching Loads of Mathematics and Science Teachers in Maryland, New Jersey, and Virginia

Kenneth E. Brown and Ellsworth S. Obourn

1969. 101 p. 70¢

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

Science Facilities for Secondary Schools: Guiding Principles and Suggestions for Planning and Developing Instructional Facilities for Science Teaching

Philip G. Johnson and others

1962; reprinted 1966. 38 p. 25¢

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


W. Edgar Martin

1952. 46 p. 25¢

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

The Teaching of Science in Public High Schools: An Inquiry Into Offerings, Enrollments, and Selected Teaching Conditions, 1947-48

Philip G. Johnson

1960. 48 p. 20¢

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

Analysis of Research in the Teaching of Science, July 1956-July 1957

Ellsworth S. Obourn and Charles L. Koelsche

1959. 46 p. 25¢

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

Also available:

—1955-56. 55 p. 25¢. FS 5.9 688/7
GENERAL FACILITIES AND EQUIPMENT.
Undertakes to supply data helpful in locating and showing the nature of shortages of facilities in public high schools of different types and sizes and to point the way to effective use of funds available through the National Defense Education Act.

FS 5.229 : 29006

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

Also available:
— 1953 and 1960. 70 p. 25$
FS 5.3 : 908/4

FS 5.229 : 29021

Concerns trends in emphasis and curriculum revision in science and mathematics in selected public high schools as well as enrollment in such courses. Presents data by geographic region, size of classes, and ratio of boys to girls in these classes.

Also available:
— 1953. 44 p. 25$. FS 5.17 : 120
— 1954. 24 p. 15$. FS 5.17 : 118

FS 5.229 : 29022

INSERVICE EDUCATION OF HIGH SCHOOL MATHEMATICS TEACHERS. Kenneth E. Brown and Daniel W. Snader. 1961. 100 p. 50$
Reports on a conference convened under the joint auspices of the U.S. Department of Health, Education, and Welfare and the National Council of Teachers of Mathematics at which topics included needed emphasis in the teaching of mathematics and the implications for teacher re-education, current problems and patterns of inservice education, and characteristics of a desirable inservice program. Lists sources of curriculum and teaching materials.

FS 5.229 : 29023

SCIENCE AS A WAY OF LIFE. Ellsworth S. Obourn. 1961. 27 p. 15$
A short report growing out of talks given by the author to groups of science teachers and others concerned with improving science education in elementary and secondary schools. Includes a checklist for rating a school’s science program.

FS 5.229 : 29029

Offers general guidelines concerning the selection of appropriate equipment and materials, the orientation of teachers in regard to the use of such aids, and school policies and practices concerning the procurement of science equipment.

See also:
Careers in engineering, mathematics, science, and related fields (20007)
Facilities and equipment for science and mathematics (21000)
Research problems in mathematics education (12006)
State curriculum guides in science, mathematics, and modern foreign languages (83012)

Language Arts
(30000-30999)

FS 5.3 : 958/2

HOW CHILDREN LEARN TO WRITE. Helen E. Mackintosh and Wilhelmina Hill. 1963. 24 p. 15$
Contains suggestions for the teacher who wants to use sound methods in teaching children to express themselves in writing; shows that developing written expression begins simply with young children and grows during elementary school according to each child’s individual rate of progress.
Provides information on types of programs, organization and extent of use, as well as suggestions for developing a core program. Part I concerns the extent and characteristics of block-time classes as reported by 687 schools in the samples; part II reports on the practices of 159 of the schools whose principals reported block-time classes that have the characteristics of a core program.

FS 5.7: 35/9/supp.

CITIZENSHIP FOR AN ATOMIC AGE. George L. Glasheen and Mattie A. Pinette, U.S. Atomic Energy Commission; Ryland W. Crary and Dana R. Roblee, Federal Civil Defense Administration, 1953. 16 p. 15¢

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

FS 5.3: 957/16

CONSERVATION EXPERIENCES FOR CHILDREN. Effie G. Bathurst and Wilhelmina Hill. 1967. 192 p. 75¢

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

FS 5.3: 952/5


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

FS 5.3: 951/2


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

FS 5.3: 964/10

EDUCATING CHILDREN IN GRADES SEVEN AND EIGHT. Gertrude M. Lewis. 1954; reprinted 1957. 99 p. 35¢

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

FS 5.3: 958/6

BLOCK-TIME CLASSES AND THE CORE PROGRAM IN THE JUNIOR HIGH SCHOOL. Grace S. Wright. 1958. 70 p. 35¢

FS 5.230: 30002

IMPROVING READING IN THE JUNIOR HIGH SCHOOL. Atto Jewett. 1957; reprinted 1961. 165 p. 70¢

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

FS 5.230: 30003

ENGLISH LANGUAGE ARTS IN AMERICAN HIGH SCHOOLS. Atto Jewett. 1958; reprinted 1961. 122 p. 50¢

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

See also:

High school pupil programs (33021)

Social Studies
(31000–31999)

FS 5.231: 31000

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

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

See also:

High school pupil programs (33021)
Television in our schools 34 . . .)
Writers' handbook for the development of educational materials (14 . . .)

Other Subjects and Activities
General Teaching Methods
(32000–33000–33999)

FS 5.3: 956/8

EDUCATION IN THE SCHOOL, SCHOOL-YARD, AND HOME. Grace S. Wright. 1955. 100 p. 50¢

Tells how a school in a small town decided to make a real effort to improve the educational experiences of its students by involving all members of the community in the school and school-yard activities.
Extraclass Activities for All Pupils. Ellsworth Tompkins. 1950. 54 p.

Deals with the organization, administration, supervision and evaluation of part-time activities in secondary schools. Reports practices in 45 large high schools, extent of pupil participation, types of activities, desirable elements in a balanced program.


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

Life Adjustment Education in the American Culture. 1952. 95 p.


The Place of Subjects in the Curriculum. Effie O. Bathurst, Paul E. Blackwood, Helen K. Mackintosh, and Elsa Schneider. 1949. 53 p.

Describes a day with a group of fourth-grade boys and girls; illustrates what happens in a classroom in the course of a school day.


Contains suggestions for developing an effective program in the elementary schools and lists up-to-date sources of nutrition information—bulletins, articles, and books.


Serves the local school officials who want to initiate a work-experience education program or to evaluate a program already in operation; suggests methods of integrating the normal work activities of children and youth in the school program.


Outline characteristics of children from 9 through 11 and suggests school programs to help meet the social, emotional, physical, and academic needs of children of this age.


Develops some principles about thinking and problem solving in the classroom; demonstrates that opportunities are found in all phases of the school program but require skillful teaching to stimulate thinking.


Describes the work of an Ohio urban elementary school of 450 pupils with no regular supervision as it worked through 1950-51 to better its curriculum.


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


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

**FS 5.232: 33006**

**PREPARING YOUR CHILD FOR SCHOOL**
Hazel F. Gabbard. 1967; reprinted 1961. 24 p. 15¢

Helps parents understand their responsibility in guiding the child's early learning experiences to assure him of a fine start in school.

**FS 5.233: 33007**

**DRAMA WITH AND FOR CHILDREN**
Winfred Ward. 1960. 36¢

Offers guidance in the art of creative drama. Includes methods for guiding children in creative dramatics and for establishing a children's theater in a community.

**FS 5.234: 33008**

**WHERE CHILDREN LIVE AFFECTS CURRICULUM**
Effie G. Bathurst. 1960; reprinted 1960. 77 p. 30¢

Points out effects of environment on curriculum requirements.

**FS 5.235: 33009**

**EXTRACLASS ACTIVITIES IN AVIATION, PHOTOGRAPHY, RADIO FOR SECONDARY SCHOOL PUPILS**
Willis C. Brown. 1958; reprinted 1960. 48 p. 25¢

Offers suggestions for school administrators and sponsors of club activities in these three fields, to help improve existing programs or help to start them in schools where they do not exist. Lists cooperating agencies.

**FS 5.236: 33010**

**STATE CURRICULUM GUIDES IN SCIENCE, MATHEMATICS, AND MODERN FOREIGN LANGUAGES: A Bibliography**
E. Anne Putnam and Ralph P. Frazer. 1960. 28 p. 25¢

Prepared at the request of State supervisors of these subject areas. Current as of April 15, 1960. It includes only those publications referring to course content.

**FS 5.237: 33011**

**INDUSTRIAL ARTS**
An analysis of 89 State Curriculum Guides: 1953-68

Analyses curriculum guides for industrial arts in junior and senior high school programs for drawing and planning, woodworking, metalworking, electronics, graphic arts, transportation and power mechanics, and plastics.

**FS 5.238: 33012**

**HIGH SCHOOL PUPIL PROGRAMS: A Preliminary Report**
Edith S. Greer and Richard M. Harbeck. 1961. 81 p. 20¢

Reports on program patterns including English, social studies, science, mathematics, and foreign language courses carried by high school students according to data obtained from a questionnaire to high school principals and from credit transcripts of a sampling of students who graduated in 1958.

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**See also:**

Broadening the services of small high schools (36 . . .)
Curriculum adjustments for the mentally retarded (35 . . .)
Distributive education for youth: Work-experience laboratories (82 . . .)
Educating the more able children in grades 4, 5, and 6 (35006)
Education for freedom as provided by State laws (20. . .)
Education for homemaking in secondary schools of the United States (88 . . .)
Educational values in [distributive education] club programs (82005)
Factors affecting the improvement of secondary education (20 . . .)
Gifted student, The (35016)
Guide for improving safety education programs in school shop, A (84004)
Home economics in public secondary schools (88010)
Modern ways in one- and two-teacher schools (88002)
Offerings and enrollments in high school subjects (24 . . .)
Quantity food preparation: A curriculum guide (84 . . .)
Resources for office education programs (88001)
Retarded child goes to school. The (35000)
Rural renaissance (36003)
School lunch: Its educational contribution (20 . . . )
School shop—Learn safe work habits here (84 . . . )
Strengthen schools for the 60's (20019)
Study of curriculum development in the high school cooperative program (82000)
Teaching about the United Nations (14 . . . )
Teaching by machine (34010)
Teaching rapid and slow learners in high school (85 . . . )
Training for quantity food preparation (84 . . . )
Training for students in the food industry (82004)
Training programs for fishery occupations (84023)
World understanding begins with children (14 . . . )

Audiovisual Aids
(34000-34999)

FS 5.3: 959/4
A DIRECTORY OF 3600 16MM FILM LIBRARIES. Seerley Reid, Anita Carpenter, and Annie Rose Daugherty. 1969. 286 p. $1
Lists by State and city various companies, institutions, and organizations which lend or rent 16mm films to groups within the United States for noncommercial educational use. The sixth of a series begun in 1948.

FS 5.6/2: T 23
EDUCATIONAL TELEGUIDE: References for Education by Television. Franklin Dunham. 1969. 79 p. 30¢
Lists channels of noncommercial stations, by State and city, closed-circuit facilities, organizations concerned with educational TV, publications, and sources of research.

FS 5.3: 960/1
102 MOTION PICTURES ON DEMOCRACY. Seerley Reid. 1960. 51 p. 20¢
Annotated bibliography of motion pictures on democratic processes: includes specific instructions on purchasing, renting, and borrowing films.

TELEVISION IN EDUCATION. Franklin Dunham, Ronald R. Lowdermilk, and Gertrude G. Broderick. 124 p. 1967. 55¢
Points out potential benefits of closed and open-circuit stations devoted to education. Also indicates the growth of various types of stations, lists foundations supporting such endeavors, and presents sample of programs.

FS 5.3: 962/16/rev.: TELEVISION IN OUR SCHOOLS. Franklin Dunham and Ronald R. Lowdermilk. 38 p. rev. 1956. 20¢
Points up potential of TV as an educational device in schools and colleges, particularly in social studies or language arts.

FS 5.234: 34003-61
KEY AUDIOVISUAL PERSONNEL IN PUBLIC SCHOOL AND LIBRARY SYSTEMS IN STATES AND LARGE COLLEGES AND UNIVERSITIES, 1960-61. Seerley Reid. 1961. 101 p. 35¢
Names key audiovisual education personnel in 133 State departments of education, State library agencies, large city school systems, large city public library systems, and large public colleges and universities. The 9th annual compilation.

Also available:
—1959-60. 94 p. 35¢

FS 5.234: 34004
Radio and Television: A Selected Bibliography. Patricia Beall Hamill. 1960. 89 p. 25¢
Lists, with annotations, publications reporting findings of research and experimentation and significant contributions to the educational applications of radio, television, and motion pictures.

FS 5.234: 34006

Also available:
—1966. 651 p. $1.75
—1967. 51 p.-supplement. 55¢
See also:

Exceptional Children
Special Education
(35000–35999)

Children With Speech and Hearing Impairment. Wendell Johnson. 1950. 32 p. 20¢

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

College and University Programs for the Preparation of Teachers of Exceptional Children. Romaine P. Mackie and Lloyd M. Dunn. 1964. 91 p. 35¢

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


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

Exceptional Years for Exceptional Children. Romaine P. Mackie. 1968. 8 p. 10¢

Brief review of advances toward solving problems related to the education of exceptional children and projects and studies planned for 1968 showing major progress in research and in securing specialized personnel.

Helping the Handicapped—An Investment in the Nation’s Future Manpower. Romaine P. Mackie. 1962. 4 p. 5¢

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

State Certification Requirements for Teachers of Exceptional Children. Romaine P. Mackie and Lloyd M. Dunn. 1964. 60 p. 25¢

Reviews the need for professional standards and the existing certification requirements for teachers of various types of exceptional children; concludes with some opinions concerning state standards and desirable certification procedures.


A study of the distinctive competencies needed for the teacher to help bring the blind child’s immediate environment into focus for him and bring learning experiences within arm’s reach.

Teach enfants Who Are Deaf. Romaine P. Mackie and others. 1965. 87 p. 35¢

Focuses on professional standards as evaluated by classroom teachers of the deaf and a committee of experts.


Defines hard of hearing children as those with hearing problems whose total achievement in hearing, speech, and language permit
them to function satisfactorily with or without a hearing aid in a school with normally hearing children.

**FS 5.3 : 957/3**

**Teachers of Children Who Are Mentally Retarded.** Romaine P. Mackle and Lloyd M. Dunn. 1957: 97 p. 45¢

Presents national opinion of recognised professional workers on the special competencies needed by teachers in this field and some of the professional experiences helpful in developing these competencies.

**FS 5.3 : 958/4**

**Teachers of Children Who Are Partially Seeing.** Romaine P. Mackle and Edith Cohoe. 1956. 71 p. 30¢

Includes a survey of competencies of teachers and suggested areas for research. Part of the larger study on qualification and preparation of teachers of exceptional children.

**FS 5.3 : 964/5**

**Teaching Rapid and Slow Learners in High Schools.** Atto Jewett and J. Dan Hull. 1954. 97 p. 35¢

Includes chapters on administrative provisions for rapid and slow-learning pupils, techniques used in identifying both types, and instructional provisions in various subjects.

**FS 5.235 : 35000**

**The Retarded Child Goes to School.** Harold M. Williams. 1960. 24 p. 15¢

Describes the educational needs of the retarded child and the major ways in which schools are attempting to meet these needs.

**FS 5.235 : 35002**


Contains sections on public school responsibilities, vocational rehabilitation, a conference report, and summary descriptions of several programs in operation.

**FS 5.235 : 35006**


Reports on a study designed to obtain information on the gross motor abilities of groups of mentally retarded (mongoloid and familial) institutionalized children and children in special classes in public schools; includes comparison with published norms for normal children.

**FS 5.235 : 35006**

**Educating the More Able Children in Grades Four, Five, and Six.** Gertrude M. Lewis. 1960. 35¢

Highlights the characteristics of children in these grades and good school programs for them.

**FS 5.234 : 35008**

**Special Education Personnel in State Departments of Education.** Romaine P. Mackie and Walter E. Snyder. 1956; reprinted 1960. 49 p. 30¢

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

**FS 5.235 : 35009**

**Directors and Supervisors of Special Education in Local School Systems.** Romaine P. Mackie and Anna M. Engel. 1956; reprinted 1960. 72 p. 30¢

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

**FS 5.235 : 35010**

**Speech Correctionists: The Competencies They Need for the Work They Do.** Romaine P. Mackie and Wendell Johnson. 1957; reprinted 1960. 77 p. 45¢

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

**FS 5.235 : 35012**

**Education of the Severely Retarded Child.** Harold M. Williams and J. E. Wallace Wallin. 1959; reprinted 1960. 25 p. 15¢

Consists of a bibliography of more than 500 titles on the training and education of severely retarded children.

**FS 5.235 : 35013**

**Teachers of Children Who Are Socially and Emotionally Maladjusted.** Romaine P. Mackie, William C. Kvar...
OFFICE OF EDUCATION PUBLICATIONS

TcuE on gifted students, Including a t... for further
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how identify the ehi1drn in .stabiiht
in... who have unusual difficulty in maintaining
satisfactory interpersonal relationships.


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


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


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

TEACHERS OF CRIPPLED CHILDREN AND TEACHERS OF CHILDREN WITH SPECIAL HEALTH PROBLEMS. Romaine P. Mackle and Frances P. Conner. 1960. 50¢

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


Contains charts and interpretations of data collected for the U.S.O.E.'s 1956-58 Biennial Survey of Education in the United States. Shows the growth in public-school programs and enrollment for various types of exceptional children, particularly in the decade 1946-58.


Discusses some of the factors to be considered in programs for middle-range retarded children—their characteristics and aptitudes, curriculum planning and materials for them, teacher selection and preparation, and administrative consideration.


Summarizes findings concerning more than 14,500 children registered for the 1959-60 school year in public local and residential schools throughout the Nation.


Lists by State and by local school system, the special programs reported as of February 1958 for children who are blind, partially seeing, deaf, hard of hearing, crippled, socially or emotionally maladjusted, gifted or mentally retarded, or who suffer from speech impairment or special health problems.

SOME PROBLEMS IN THE EDUCATION OF HANDICAPPED CHILDREN. Romaine P. Mackle. 1952; reprinted 1961. 12 p. 15¢
Rural Education (36000–36999)

FS 5.3: 948.9
Broadening the Services of Small High Schools. Walter H. Gaumnitz and Grace S. Wright. 1968. 45 p. 25¢
Suggests means by which small high schools can broaden their services to rural youth.

FS 5.4: 446
Salaries and Other Characteristics of Beginning Rural School Teachers, 1953–54. Wells Harrington and Mabel C. Rice. 1955. 16 p. 20¢
Obtains by a sampling technique information regarding the salaries and other characteristics of new teachers in small rural districts.

FS 5.4: 529
Presents for the first time data for individual rural school systems on the basis of a direct collection of information.

FS 5.4: 565
Summarizes statistical data such as enrollment, teachers, salaries, and school size in the public schools of rural counties, from information collected for the 1954–56 Biennial Survey.

See also:

Analyzes principles of effective supervision and leadership in rural schools.

FS 5.236: 36000
Deals with four aspects of school finance in rural counties: (1) annual salaries of instructional staff, (2) total per pupil expenditures, (3) expenditures for pupil transportation, and (4) relationship between school salaries and family incomes.

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

Modern Ways in One- and Two-Teacher Schools. Effie G. Bathurst and Jane Fransenst. 1951; reprinted 1960. 48 p. 20¢
Describes practices that help rural boys and girls get a good education; emphasizes teaching procedures and cooperative activities.

Describes experiments being conducted in small high schools to improve instruction: the use of technological communications, including the “electronic bank,” teaching machines, and airborne television instruction; flexible scheduling; multiple classes and small-group techniques; teacher assistants; shared service; and correspondence courses.

See also:

County, city, and other school superintendencies (20005)
Local planning for better school districts (20 . . . )
Organizing districts for better schools (20 . . . )
School district reorganization (20 . . . )
State plans under the Library Services Act (15012)

Statistical survey of school district organization in the United States (20 . . . )
Statistics of local school systems, 1955-56: County units (20 . . . )
Rural Counties (20 . . . )
Statistics of special education for exceptional children (35015)
Higher Education

ADMINISTRATION AND STATISTICS

PRESENTED BY

FS 5.20 : 50000-02


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

FS 5.250 : 50000-50


Contains information on faculty, students, degrees, income, expenditures, endowment, and plant facilities of the 68 land-grant institutions. A statistical report issued annually since the academic year 1965-70.

Also available:
- 1958. 141 p. 70¢
- 1957. 101 p. 55¢ FS 5.4 : 141
- 1956. 100 p. 50¢ FS 5.3 : 138/2
- 1955. 84 p. 35¢ FS 5.3 : 138/1

FS 5.250 : 10004-3

RESEARCH CLEARINGHOUSE OF STUDIES ON HIGHER EDUCATION. Winslow R. Hatch, Alice L. Richards, and Ann Bennet. 1961. 55 p. 40¢

Includes studies reported by institutions of higher education, briefly annotated, under such categories as administration, alumni, extension, extracurricular activities, facilities, faculty, finance, degree requirements, libraries, research, work-study programs.

Also available:
- 1960. 55 p. 40¢ FS 5.4 : 582
- 1959. 78 p. 50¢ FS 5.4 : 562

FS 5.250 : 50005

INDEPENDENT STUDY. Winslow R. Hatch and Ann Bennet. 1960. 36 p. 25¢
First of a series designed to present the findings of research projects of help to college and university faculties: concerns the implications for greater educational effectiveness of independent study programs for average as well as superior students—the scope, context, and economics of honors programs, independent study, and research needed.

FS 5:250:50006

EFFECTIVENESS OF TEACHING. Winslow R. Hatch and Ann Bennett. 28 p. 1960. 20¢

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

FS 5:250:50008-60


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

Also available:
—1956-60. 200 p. $1.25
—1957-58. 115 p. 70¢. FS 5:4:552
—1956-57. 104 p. 60¢. FS 5:4:511

FS 5:250:50009

SPECIAL REPORTS: Clearinghouse of Studies on Higher Education. Winslow R. Hatch, ed. 1959. 59 p. 40¢

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

FS 5:250:50010

THE EXPERIMENTAL COLLEGE. Winslow R. Hatch. 1960. 18 p. 15¢

Reports the extent to which experimental programs make use of independent study and new approaches in higher education; explores some of the administrative implications of these new developments.

FS 5:250:50011

IMPACT OF COLLEGE. Marvin B. Freedman. 1960. 27 p. 15¢

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

FS 5:250:50012

ACREDITED HIGHER INSTITUTIONS, 1960. Theresa Birch Wilkins. 1960. 120 p. 60¢

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

FS 5:250:50013

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

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

FS 5:250:50014

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

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

FS 5:250:50016

QUEST FOR QUALITY: Some Models and Means. Samuel Baskin. 1960. 18 p. 15¢

Reviews a number of programs of independent study that have been developed in institutions of higher education and describes some of the new plans for experimental college programs.

FS 5:250:50017

TO FULFILL THE PROMISE: A Hundred Years of Growth in the Land-Grant Colleges and Universities. Henry S. Brunner. October 1960. 18 p. 15¢

Illustrates accomplishments of land-grant colleges and universities. Reprinted from School Life.

FS 5:250:50018


Provides a case-history description of cooperative projects, including type, scope, administrative procedures, provisions for evaluation, and other considerations.

FS 5:250:50021

THE CREDIT SYSTEM in Colleges and Universities. Landor G. Lewis. 1961. 37 p. 20¢
Proposes recent reappraisals and current modifications of the credit system such as examination credit, along with brief accounts of the historical development of the credit system, changing student characteristics, and practices of a number of representative institutions.

FS 5.250:50082

Takes stock of what graduate education has been and what it is becoming by listing works published chiefly in the 4-year period 1957-60 on graduate education—its history and nature, organization, administration, and support; professional programs; students, faculty and faculty scholarship and research.

FS 5.250:50028-58

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

Also available:
- 1955-56. 177 p. 65c. FS 5.23:954-56/ch 4, sec 1
- 1953-54. 137 p. 55c. FS 5.23:952-54/ch 4, sec 2
- 1951-52. 101 p. 35c. FS 5.23:950-52/ch 4, sec 2
- 1949-50. 61 p. 20c. FS 5.23:948-50/ch 4, sec 2

See also:
Administration of higher education (53002)
Advance planning to meet higher education needs (53007)
American cooperation with higher education abroad (14 . . . )
College presidency, The (53008)
Federal funds for education, (10009)
Higher education (11 . . . )
Higher education planning and management data, 1969-60 (53004)
Library statistics of colleges and universities, 1969-60 (15023)

Proposed minimum standards for State approval of teacher-preparing institutions (58 . . . )
Report on the National Defense Education Act (10004)
Statistical summary of education (10008)
Statistics of libraries in institutions of higher education, 1951-62 (15 . . . )

BUILDINGS, EQUIPMENT
(51000-51999)

FS 5.4:540

Reports on expenditures for college and university buildings by region, State, type of institution, enrollment categories, and function; sources of funds; interest rates, terms, and types of security pledged for buildings completed. The first of 5 proposed reports.

FS 5.251:51000

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

See also:
Electrical technology (80006)
Electronic technology (80009)
Foreign language laboratories in schools and colleges (27 . . . )
Higher education planning and management data (53004)
Home economics in colleges and universities: Planning space and equipment (83 . . . )
Statistics of higher education: Receipts, expenditures, and property (50023)
Statistics of land-grant colleges and universities (50002)

Summarizes financial statistics on the 1,600 institutions of higher education in the aggregate United States (including Puerto Rico, Canal Zone, and Guam) for the fiscal year 1955-56.

See also:

College and university facilities survey (51000)

Financial aid for college students:

Graduate (55010)
Undergraduate (55027)

Higher education planning and management data (58004)

National defense graduate fellowship program (55020)

National defense student loan program—Basic facts (55009)

Research and studies: Language development program, Title VI, NDEA (12011)

Scholarships and fellowships (55 . . .)

Statistics of higher education:

Receipts, expenditures, and property (50028)

Statistics of land-grant colleges and universities (50002)

Statistics of Negro colleges and universities (50 . . .)

Survey of State legislation relating to higher education (50008)

Trends in higher education planning and management data (58010)
Taylor and Fees, Room and Board. W. Robert Bokelman. 1961. 91 p. 50¢

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

Also available:
- 1959-60. 104 p. 70¢
- 1958-59. 126 p. $1. F5 5.4:549
- 1957-58. 102 p. 60¢. F5 5.4:517

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

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

FS 5.253: 53005


A comprehensive, up-to-date bibliography on financial aid problems and issues, limited to published materials on scholarships, fellowships, loan funds, assistantships, and other part-time employment.

FS 5.253: 53006

ADVANCE PLANNING TO MEET HIGHER EDUCATION NEEDS: Recent State Studies, 1956-60. S. V. Martorana and James C. Messersmith. 1960. 83 p. 80¢

Analyzes 163 interinstitutional studies of varying character initiated by State legislative action and by boards of regents, higher education councils, governors' committees and commissions, State boards of education, and other bodies.

FS 5.253: 53007


Lists 700 publications which deal with the college president—his duties and responsibilities for special phases of administration as well as material on selection and qualifications, personnel factors, and biography.

FS 5.253: 53008

JOB MOTIVATIONS AND SATISFACTIONS OF COLLEGE TEACHERS. Ruth E. Eckert and John E. Stecklein. 1961. 96 p. 85¢

A report by professors at the University of Minnesota on a project supported in part by the Cooperative Research Program of the Office of Education. An exploratory study of factors that have influenced Minnesota faculty members in choosing college teaching as a career, the nature of their background and training, their present job responsibilities, and their ideas for attracting qualified candidates to the field.

FS 5.253: 53010


Analyzes trends over a 3-year period to indicate trends and enable administrators to compare the accomplishments of their institutions with others. Data are analyzed by institutional type and control, size of enrollment, and regional location.

FS 5.253: 53013

PLACEMENT SERVICES FOR PERSONNEL IN HIGHER EDUCATION. labora G. Lewis. 1961. 36 p. 90¢

Covers services offered by professional associations and by colleges and universities for placement in academic and administrative positions.

See also:

Key audiovisual personnel (34003)
Research in school and college personnel services (25007)
Statistics of higher education: Faculty, students, degrees (50 . . .)
Statistics of land-grant colleges and universities (50002)
Statistics of libraries in institutions of higher education (15 . . .)
Statistics of Negro colleges and universities, 1951-52 (50 . . .)
Teaching opportunities (25000)
Admission, Enrollment, Degrees
(54000-54999)

F 85.30: 14
Residence and Migration of College Students, 1940-50. Robert C. Story. 1951. 61 p. $25
Covers proportion of population of each state attending college, migration of students from state to state, graduate and undergraduate migrants, students from outside parts of the United States and from foreign countries, and the drawing power of various types of institutions.

F 85.3: 958/1
Retention and Withdrawal of College Students. Robert E. Iffert. 1963. 177 p. $54
Indicates the rate of student dropout in relation to type of institution, family's economic status, student's motivation, academic performance, extracurricular activities and residence; also gives reasons for transfer or dropout and the implications of students' characteristic and mobility with reference to recruitment, counseling, scholarships, etc.

F 85.254: 54000
Resident, Extension, and Other Enrollments in Institutions of Higher Education: First Term, 1967-68. Hazel C. Poole. 1969. 73 p. $54
Consists principally of detailed data for individual institutions of higher education in the aggregate United States. Includes summary data on veterans and on students enrolled in correspondence courses, short courses, and individual lessons only.

Also available:
- 1965. 40 p. 30c. F 8 5.4: 498
- 1964. 34 p. 30c. F 8 5.4: 454
- 1963. 29 p. 30c. F 8 5.4: 414

F 85.254: 54001
Junior Year Science and Mathematics Students: Fall 1963. Edith M. Huddleston and Hazel C. Poole. 1963. 64 p. $54
A nationwide survey of resident junior year college and university majors in the biological sciences, physical sciences, and mathematics, to provide information on the probable future supply of trained scientific manpower. Includes statistics on enrollment and degrees in these fields. A study to be repeated annually or biennially.

Also available:
- 1967. 56 p. 45c. F 8 5.4: 520

F 85.254: 54000-61
Includes total and first time fall degree credit enrollment by sex and institution. The 16th annual survey, incorporating information from nearly 2,000 institutions of higher education.

Also available:
- 1960. 35 p. 30c
- 1959. 34 p. 30c
- 1958. 33 p. 30c. F 8 5.4: 544
- 1957. 48 p. 40c. F 8 5.4: 518
- 1956. 46 p. 35c. F 8 5.4: 496
- 1955. 46 p. 35c. F 8 5.4: 499
- 1954. 39 p. 30c. F 8 5.4: 419
- 1953. 34 p. 30c. F 8 5.4: 382

F 85.254: 54006-60
Contains general statistics on enrollment by type of engineering curriculum, enrollment for each degree, and number of degrees granted by each institution in each type of curriculum. The 12th report of an annual series.

Also available:
- 1959. 47 p. 40c
- 1958. 60 p. 40c. F 8 5.4: 555
- 1957. 52 p. 40c. F 8 5.4: 516
- 1956. 45 p. 40c. F 8 5.4: 494
- 1955. 35 p. 30c. F 8 5.4: 468
- 1954. 27 p. 25c. F 8 5.4: 421

F 85.254: 54007
Describes the statistical trends and relationships of the data collected from registrars of higher education institutions; designed as an aid to persons concerned with planning and policy formulation.

Also available:
- 1958. 30 p. 30c. F 8 5.4: 545

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


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

Also available:
- 1967. 201 p. $1.25. FS 5.54: 568
- 1968. 237 p. $1.50. FS 5.54: 512


Presents data by field of study, degree level, sex, and institution; also indicates trends in the number of degrees conferred, comparing public and private institutions.

Also available:
- 1967-68. 210 p. $1.50. FS 5.54: 570
- 1966-67. 196 p. $1.50. FS 5.54: 527
- 1965-66. 182 p. FS 5.54: 500
- 1964-65. 188 p. $1. FS 5.54: 461
- 1963-64. 86 p. 60c. FS 5.54: 418
- 1962-63. 86 p. 60c. FS 5.54: 380
- 1961-62. 109 p. 60c. FS 5.54: 360
- 1960-61. 121 p. 60c. FS 5.54: 338

ADVANCED STANDING. Shirley A. Radcliffe and Winslow B. Hatch. 1961. 24 p. 15c

Shows how organized advanced standing programs permit academically able students to take college-level work during their high school years and receive appropriate placement and college credit after admission to college. Summarizes advanced standing practices in selected institutions.

DOCTORAL STUDY: Fellowships and Capacity of Graduate Schools. John L. Chase. 1961. 65 p. 45c

An analysis of replies received to a survey of fellowships and other information relevant to doctoral programs in American universities, 1963-66.


Statistics on enrollments at the master's and doctor's levels as obtained by the Office of Education in its first survey of students enrolled for advanced degrees; primarily for the fields of science, mathematics, and the health professions. A survey developed in consultation with the National Science Foundation and the National Institutes of Health.

FACTORS RELATED TO COLLEGE ATTENDANCE. Robert H. Beeser and Howard F. Hjelm. 1961. 42 p. 20c

A cross-section analysis of studies in three states—Arkansas, Indiana, and Wisconsin—concerning high school students who planned to go to college: their characteristics and the characteristics of their parents, their schools, and their communities.

See also:

Careers in atomic energy (26...)
Credit system, The (50021)
Enrollment and degrees in agriculture (56006)
Planning to study in the United States (14640)
Statistics of higher education: Faculty, students, degrees (50...
Statistics of land-grant colleges and universities (50002)
Statistics of Negro colleges and universities (50...)
Training programs for fishery occupations (94025)
Trends in engineering education (56008)
Costs and Financial Assistance
(55000–55999)

FS 5.3 : 957/9
Costs of Attending College: A Study of Student Expenditures and Sources of Income. Ernest V. Hollis and associates. 1957. 91 p. 45¢

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

FS 5.3 : 957/18
Financial Aid for College Students: Undergraduate. Theresa Birch Wilkins. 1957. 222 p. $1

Provides information for each institution on the number and average value of scholarships; number and average value of loans; rates of interest, and dates of first and final payments; also the number of employment opportunities and the average compensation.

FS 5.3 : 957/7
Scholarships and Fellowships: A Selected Bibliography. Richard C. Mattingly. 1967. 28 p. 15¢

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

FS 5.255 : 55009
The National Defense Student Loan Program: Basic Facts. 1960. 11 p. 10¢

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

FS 5.255 : 55010
Financial Aid for College Students: Graduate. Richard C. Mattingly. 1967; reprinted 1960. 50¢

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

FS 5.255 : 55014

Explains briefly eligibility, duration, stipends and allowances, and application procedures for study of languages approved under the National Defense Education Act.

FS 5.255 : 55019

Discusses basic policy determinations for institutional participation in financial aid programs. Presents and analyzes statistical data reported by colleges and universities from the initiation of the NDEA program in February 1960 to June 1960.

FS 5.255 : 55020
National Defense Graduate Fellowship Program: A Report on the First Two Years. 1961. 12 p. 15¢

Concerns the administration and accomplishments of the Title IV program in the first years of operation, awarding 2,600 fellowships and $9 million to support graduate programs.

FS 5.255 : 55027

Presents information relating to financial assistance programs in effect during the 1959–60 academic year.

See also:
Planning to study in the United States (14040)
Student financial aid in higher education (53006)
Trends in higher education planning and management data (53010)

Curriculum
(56000–56999)

FS 5.2 : P94
Education for the Professions. Lloyd E. Blauch. 1955. 317 p. $1.75 (paper); $2.75 (bound)

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

**FS 5.17 : 116**

**GENERAL AND LIBERAL EDUCATIONAL CONTENT PROFESSIONAL CURRICULA: ARCHITECTURE.** Jennings B. Sanders. 1955. 12 p. 15¢

**FS 5.17 : 114**


**FS 5.17 : 115**

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

**FS 5.17 : 113**

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

The author of this series asserts that since leadership is expected of the professional man, he needs an education that will help him cope with the social, economic, political, and cultural problems of his community as well as deal with his professional career.

**FS 5.3 : 955/9**

**PROGRAMS BELOW THE BACHELOR'S DEGREE LEVEL IN INSTITUTIONS OF HIGHER EDUCATION, 1963-54.** Alice Yoemans Scates. 1955. 50 p. 25¢

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

**FS 5.4 : 534**

**SCHOOL PLANT COURSES OFFERED BY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, 1966-59.** Ray L. Harmon. 1959. 32 p. 25¢

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

**FS 5.3 : 969/8**

**SOCIAL SCIENCE REQUIREMENTS FOR BACHELOR'S DEGREES.** Jennings B. Sanders. 1959. 66 p. 30¢

A study of anthropology, economics, history, political science, and sociology in general graduation requirements.
College and university programs for the preparation of teachers of exceptional children (35 . . .)
Engineering enrollments and degrees (54006)
Experimental college, The (50010)
Higher education directory (50000)
Home economics in colleges and universities: Planning space and equipment (83 . . .)
Impact of college (50011)
Independent study (50005)
Modern foreign languages: A counselor's guide (27004)
Organized occupational curriculums (54012)
Preparation programs and course offerings in school and college personnel work, 1959-60 (25000)
Quest for quality (50016)
Research problems in mathematics education (12006)
Status of preparation programs for guidance and student personnel workers (28 . . .)
Studies on the teaching of home economics in colleges and universities, 1955-56 (83 . . .)
Teacher education fifth-year programs (58 . . .)
Teaching about the United Nations (14 . . ., 14068)

SPECIAL INSTITUTIONS AND EDUCATION

Junior Colleges, Community Colleges, Post High School Courses (57000-57999)

Pr 34.8: Ed. 8/4

Education Beyond the High School. 1967. 32 p. 25¢

Describes the problems of education beyond the high school, to assist interested individuals and groups in analyzing the problems and meeting the needs of their areas.

FS 5.3: 958/14

The 2-Year Community College: Annotated List of Studies and Surveys. D. G. Morrison and S. V. Martorana. 1968. 23 p. 20¢

Bibliography of over 200 projects, surveys and studies completed or in process from 1963 to 1967, to provide an overview of the scope and nature of projects and studies and to stimulate further investigations.

FS 5.257: 57000


Collates information on criteria for establishing and developing 2-year colleges found in state laws and regulations, surveys professional opinion on these criteria, and provides some guidelines for establishing both public and private 2-year institutions and for enacting enabling state legislation.

See also:

Accredited higher institutions (50012)
Electrical technology (80006)
Electronic technology (80009)
Financing adult education in selected schools and community colleges (18 . . .)
Post-high school cooperative programs (82001)
Statistics of higher education: Faculty, students, degrees (50 . . .)
Statistics of state school systems (20 . . .)
Trade and industrial education for girls and women (84002)

Teacher Education (58000-58999)

FS 5.4: 351

Proposed Minimum Standards for State Approval of Teacher Preparing Institutions. 1963. 26 p. 20¢

Report based on the recommendations of a committee appointed by the National Association of State Directors of Teacher Education and Certification to develop a set of standards to guide the states.
A bibliography of selected references including suggestions and opinions on fifth-year programs, proposals and studies relative to the content of these programs, and descriptions of current practices from 1940 to date.

See also:
Accredited higher institutions (50012)
Agricultural education: The preparation of teachers (81006)
Austrian teachers and their education since 1945 (14 . . .)
College and university programs for the preparation of teachers of exceptional children (35 . . .)
Distributive education for adults: Guide for part-time instructors (82 . . .)
Distributive education for adults: Selection and training of part-time instructors (82 . . .)
Educating the more able children in grades 4, 5, and 6 (35006)
Effectiveness of teaching (50006)
Exchange teaching abroad under the Fulbright Act (14 . . .)
Following graduates into teaching (26 . . .)
Guide for part-time instructors [distributive education] (82003)
Inservice education of high school mathematics teachers (29022)
Inservice education of teachers of vocational agriculture (81 . . .)
Modern foreign languages in the high school (27000)
Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29 . . .)
Role of teacher education in distributive education, The (82 . . .)
Selection and training of part-time instructors of distributive education for adults (82002)
Speech correctionists (85010)
State certification requirements for teachers of exceptional children (85 . . .)
Statistics of higher education: Faculty, students, degrees (50 . . .)
Teacher competencies in trade and industrial education (84006)
Teacher education in the Netherlands, Belgium, and Luxembourg (14016)
Teachers of children who are hard of hearing (35 . . .)
Teachers of children who are mentally retarded (35 . . .)
Teachers of children who are partially seeing (35 . . .)
Teachers of children who are socially and emotionally maladjusted (35013)
Teachers of crippled children and teachers of children with special health problems (35018)
Teaching as a career (26 . . .)
Teaching homemaking as a career in the Nation's schools (88 . . .)
Teaching opportunities (26000)
Vocational Education

General and Area Programs
(80000–80999)

FS 5.123: 1
ADMINISTRATION OF VOCATIONAL EDUCATION. 1917; revised 1963. 44 p. 25¢

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

FS 5.280: 80006
AREA VOCATIONAL EDUCATION PROGRAMS: Regulations for the Administration of Title VIII, National Defense Education Act of 1958, P. L. 864, 85th Congress. 1966. 7 p. 15¢

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

FS 5.280: 80007
PUBLIC VOCATIONAL EDUCATION PROGRAMS: Characteristics of Programs under Provisions of the Federal Vocational Education Acts. 1966; revised 1969. 16 p. 15¢

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

FS 5.280: 80009
ELECTRONIC TECHNOLOGY: A Suggested 2-Year Post High School Curriculum 1960. 97 p. 70¢

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

FS 5.280: 80010
DETERMINING REQUIREMENTS FOR DEVELOPMENT OF TECHNICAL ABILITIES THROUGH EXTENSION COURSES. 1961. 14 p. 15¢

Suggests procedures for training skilled workers to cope with scientific and technological changes in their occupations or to undertake new jobs.

Agriculture
(81000–81999)

FS 5.123: 243
THE ADVISORY COUNCIL FOR A DEPARTMENT OF VOCATIONAL AGRICULTURE. E. J. Johnson. 1961. 28 p. 15¢

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

FS 5.128: 21/2
EDUCATIONAL OBJECTIVES IN VOCATIONAL AGRICULTURE. J. C. Wright. 1940. 14 p. 15¢
Reviews six major objectives and how to attain them: covers beginning and advancing in farming, producing farm commodities efficiently, marketing farm products advantageously, conserving soil and other natural resources, managing a farm business, and maintaining a favorable environment.

FS 5.123: 217

HISTORY OF AGRICULTURAL EDUCATION OF LESS THAN COLLEGE GRADE IN THE UNITED STATES: A Cooperative Project of Workers in Vocational Education in Agriculture and Related Fields. Rufus W. Stimson and Frank W. Lathrop. 1942. 634 p. $2

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

FS 5.123: 277


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

FS 5.123: 267


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

FS 5.123: 262

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS. H. N. Humecker. 1966. 94 p. 45¢

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

FS 5.281: 81001

FARM MECHANICS IN VOCATIONAL AGRICULTURE: A Survey. Alvin H. Hollenberg. 1969. 28 p. 15¢

Includes sections on instruction for high school students and for young and adult farmers, financing the program, and facilities for instruction in farm mechanics. Prepared primarily to assist teachers of vocational agriculture in developing realistic programs of instruction in the mechanical phases of farming and to help specialists, state supervisors, and others responsible for teacher education in this field.

FS 5.281: 81002-80


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

Also available, supplements:
3, 1950. 61 p. 20¢. FS 5.123: 242
5, 1952. 62 p. 20¢. FS 5.123: 248
8, 1955. 35¢. FS 5.123: 256
9, 1956. 35¢. FS 5.123: 263
10, 1957. 45¢. FS 5.123: 265
11, 1958. 35¢. FS 5.123: 272
12, 1959. 25¢.
13, 1960. 35¢

FS 5.281: 81003


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

FS 5.281: 81008


Surveys current practices in supervised teaching programs operated by the 77 institutions of higher education authorized to

See also:
Enrollment and degrees in agriculture (66006)

Distributive Education
(82000-82999)

FS 5.123 : 259
DISTRIBUTIVE EDUCATION FOR ADULTS:
Guide for Part-Time Instructors.
Natalie Kneeland. 1956. 20 p. 15¢

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

FS 5.123 : 258
DISTRIBUTIVE EDUCATION FOR ADULTS:
Selection and Training of Part-Time Instructors. Natalie Kneeland and others. 1955. 28 p. 25¢

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

FS 5.123 : 260
DISTRIBUTIVE EDUCATION FOR YOUTH:
Work-Experience Laboratories. William B. Bunge and others. 1956. 19 p. 15¢

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

FS 5.123 : 279
THE ROLE OF TEACHER EDUCATION IN DISTRIBUTIVE EDUCATION. 1950. 9 p. 10¢

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

FS 5.123 : 270
TRAINING OPPORTUNITIES IN OUTSIDE SELLING. Ben Franklin Bills. 1960. 13 p. 15¢

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

FS 5.123 : 280
TRAINING PROGRAMS IN OUTSIDE SELLING. Ben Franklin Bills. 1968. 15 p. 15¢

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

FS 5.282 : 8200
A STUDY OF CURRICULUM DEVELOPMENT IN THE HIGH SCHOOL COOPERATIVE PROGRAM. 1960. 22 p. 15¢

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

FS 5.282 : 82001
POST HIGH SCHOOL COOPERATIVE PROGRAMS. 1960. 11 p. 15¢

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

FS 5.282 : 82002
SELECTION AND TRAINING OF PART-TIME INSTRUCTORS OF DISTRIBUTIVE EDUCATION FOR ADULTS. 1950; reprinted 1960. 28 p. 25¢

Gives practical suggestions to help supervisors of adult training in the recruitment of instructors, the selection interview, induction, and on-the-job training.

FS 5.282 : 82003
GUIDE FOR PART-TIME INSTRUCTORS. 1950; reprinted 1960. 20 p. 15¢

Presents in condensed form background information, four steps in teaching, and suggestions on final evaluation of performance.

FS 5.282 : 82004
TRAINING FOR STUDENTS IN THE FOOD INDUSTRY. 1961. 23 p. 15¢

Concerns high school cooperative programs to coordinate on-the-job orientation and ex-
experience with classroom instruction for students interested in finding employment in the food industry.

**FS 5.282: 82005**

**EDUCATIONAL VALUES IN CLUB PROGRAMS.** 1961. 19 p. 15¢

Develops basic guides concerning educational values in the distributive education club programs published as the result of suggestions made at a 1959 conference called by the Division of Vocational Education, U.S.O.E.

**FS 5.282: 82006**

**SUPERVISION TO IMPROVE INSTRUCTION IN DISTRIBUTIVE EDUCATION.** 1969; reprinted 1961. 19 p. 15¢

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

**FS 5.282: 82007**

**FOOD SERVICE INDUSTRY: Training Programs and Facilities.** 1961. 183 p. 65¢

Supersedes a 1942 publication, *Training Restaurant Sales Personnel*. Provides material suggested at a 1960 conference attended by representatives of hotel and restaurant associations as well as staff members of the U.S.O.E. Division of Vocational Education. Gives practical suggestions and instructions for waiters and waitresses, hosts and hostesses, cashiers, busboys, and other employees serving in drive-ins, cafeterias, hotels, or restaurants.

**FS 5.282: 82008**

**MANAGEMENT TRAINING FOR SMALL BUSINESS.** 1968; reprinted 1961. 52 p. 25¢

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

**Home Economics (83000-83999)**

**ADVENTURING IN RESEARCH TO IMPROVE SCHOOL PRACTICES IN HOMEMAKING PROGRAMS.** Selma Lippeatt. 8-p. leaflet. 5¢ each; 20¢ a set

A Group Approach. FS 5.11: 3512-1

A State Approach. FS 5.11: 3512-2

A Training Approach. FS 5.11: 3512-3

**FS 5.11: 4**

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

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

**FS 5.30: 25**

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

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

**FS 5.30: 9**

**SPACE AND EQUIPMENT FOR HOMEMAKING PROGRAMS.** Ada Lee. 1960. 72 p. 55¢

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

**FS 5.123: 276**


Makes available findings and techniques of research studies on the teaching of home economics—primarily master’s and doctoral studies completed during 1955-66—for the improvement of college programs.

**FS 5.11: 3528**

**TEACHING HOMEMAKING AS A CAREER IN THE NATION’S SCHOOLS.** 4 p. leaflet. 1967. 5¢ ($0.75 per 100 copies)

Brief outline of the importance and need for homemaking teachers, salary and satisfactions, sources of additional information.
Trade and Industrial Education  
(84000-84999)  

FS 5.129: 249  


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

FS 5.283: 83005  

Studies of Home Economics in High School and in Adult Education Programs, 1955-56. Ivor Spafford. 1960. 70¢

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

FS 5.283: 83009  


Provides resource materials for high school and adult education home management programs to help the increasing number of women who combine homemaking and wage earning because of early marriage or because they re-enter employment as their children grow up.

FS 5.283: 83010  


Presents data based on 8,796 returns from a 1960 questionnaire to a sample of public secondary schools on enrollment, teachers, and programs in home economics. Provides a type of statistical information not available since a more limited study in 1939.

See also:  
Homemaking education programs for adults (18 . . .)
VOCATIONAL EDUCATION

51

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

FS 5.123: 266


Provides suggestions on planning, organizing, coordinating, operating, and evaluating a program of supervisory personnel development.

FS 5.11: 3500


Annotated bibliography: lists selected items of relatively non-technical nature, giving information and the point of view of representatives of management, labor, education, and others concerned with this problem.

FS 5.123: 261

TRAINING FOR QUANTITY FOOD PREPARATION. Gertrude Blaker. 1958. 82 p. 20¢

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

FS 5.4: 530

VOCATIONAL-TECHNICAL EDUCATION FOR AMERICAN INDUSTRY: Occupations, Selected References, Educational Programs. Lynn A. Emerson. 1968. 25 p. 25¢

Designed to clarify understanding of vocational-technical occupations, to portray the development and present status of institutions in this field, and to provide lists of references useful to the educator concerned with problems of establishing and operating related programs of semiprofessional training for industry.

FS 5.284: 84002


Lists courses in operation during 1958-59 which deal with programs meeting requirements of the State plans for vocational education, as reported by State supervisors of trade and industrial education. Includes pre-employment and extension training for women.

FS 5.284: 84004

A GUIDE FOR IMPROVING SAFETY EDUCATION PROGRAMS IN SCHOOL SHOPS. Howard K. Hogan. 1960. 48 p. 35¢

Concerns conference recommendations on the school’s contribution to occupational safety through shop safety programs, preferred safety practices for shop teachers, and checklist and accident report forms.

FS 5.284: 84006

TEACHER COMPETENCIES IN TRADE AND INDUSTRIAL EDUCATION. John P. Walsh. 1960. 64 p. 30¢

Identifies and evaluates the relative importance of certain competencies of teachers of trade and industrial subjects by leaders in the field; an aid to supervisors and others concerned with curriculum revision and inservice programs.

FS 5.284: 84007


Outlines techniques for bringing about more widespread understanding of State and local programs of industrial in-service supervisory training.

FS 5.284: 84009

ORGANIZATION AND EFFECTIVE USE OF ADVISORY COMMITTEES. Sam W. King. 1960. 75 p. 30¢

Discusses the need for advisory service and the types of committees and their functions. Gives practical suggestions for establishing and organizing committees and for improving their effectiveness; also for planning programs, conducting meetings, and acting on recommendations.

FS 5.284: 84014


Represents two sessions of a short, intensive orientation unit for firemen trainees.
FS 5.284: 84015

Peacetime Radiation Hazards in the Fire Service: Orientation Unit—Student Manual. 1961. 31 p. $0.46

Contains illustrations with captions which provide a brief summary of facts about radioactive materials, effects of radiation, and contamination control; also contains a glossary of key terms.

FS 5.284: 84016


Contains 433 summaries of doctoral, master's, and staff research studies in industrial education. Each summary gives purpose, source of data and method, findings and conclusions. Lists by author studies from the 1930–55 publication and includes a subject index for both the 1930–55 and the 1956–59 compilations.

Also available:

FS 5.284: 84019


Has been developed in cooperation with the Office of Industrial Relations of the U.S. Atomic Energy Commission as a course for firemen who may be called on to deal with an emergency involving radioactive materials now in widespread use in industry, research, medical diagnosis and treatment, and military installations.

FS 5.284: 84020

—Basic Course—Instructor's Guide. 1961. 72 p. $0.50

FS 5.284: 84021

—Basic Course—Study Guide. 1961. 31 p. $0.46


FS 5.284: 84023


Lists, with annotations, materials used in programs ranging alphabetically from air conditioning to welding.

FS 5.284: 84024

Three-Dimensional Teaching Aids for Trade and Industrial Instruction. Harold J. Rosengren, compiler. 1961. 46 p. $0.50

Represents a new edition of a 1963 publication of the same title showing models, mock-ups, samples, or other devices made by teachers and students for classroom demonstration or manipulation as an aid to understanding mechanical concepts or functions.

Also available:
— 1963. 91 p. 50¢. FS 5.5: 366

FS 5.284: 84025

Training Programs for Fishery Occupations: Program Development Information. 1961. 58 p. 20¢

Outlines programs offered in various high school curriculums, short courses and instructional units; lists institutions offering degrees or a major in fishery and/or related sciences, gives references and national or State associations and agencies useful as sources of information for program planners.

Practical Nurse Education (85000–85999)

FS 5.128: 274

Guides for Developing Curricula for the Education of Practical Nurses. Dorothea E. Orem. 1959. 165 p. $0.60

Presents concepts about the relatively unchanging factors underlying nursing and its practice and shows how to apply these factors in the development of practical-nurse curriculums.

FS 5.30: 11

Practical Nursing Curriculum: Suggestions for Developing a Program of Instruction Based Upon the Analysis of the Practical Nurse Occupation. 1960. 140 p. $0.60

Contains detailed procedures for each unit of instruction, as well as general background information on practical nursing and organization of training.
VOCATIONAL EDUCATION

FS 5.123: 273
SOURCE MATERIALS FOR PRACTICAL NURSE EDUCATION. 1958. 31 p. 20¢
A bibliography of textbooks, source books, articles, films, filmstrips, lists of publishers, and sources of free and inexpensive materials.

FS 5.265: 83001
CURRICULUM DEVELOPMENT IN PRACTICAL NURSE EDUCATION: Composite Report of Seven Intraregional Conferences. 1961. 90 p. 60¢
Contains papers presented at a series of conferences cosponsored by the Office of Education and the National League of Nursing, also summaries of sessions and evaluations of the extent to which the objectives of the conferences were achieved.

Office Education
(86000-86999)

FS 5.286: 86000
Furnishes guides for action in staff and program relationships and in problem areas and suggestions of delegates to a conference held in Washington, D.C., in May 1960.

FS 5.286: 86001
RESOURCES FOR OFFICE EDUCATION PROGRAMS. 1961. 35 p. 25¢
A bibliography of teaching materials in the field of office education: films and filmstrips, books, periodicals, and supplementary materials.
**Title Index**

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