

SCHOOL LIBRARY ADMINISTRATION AN ANNOTATED BIBLIOGRAPHY

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CONTENTS

	Page
FOREWORD.....	v
PREFACE.....	vi
I. OBJECTIVES.....	1
II. EXTERNAL ADMINISTRATIVE CONTROL, INCLUDING RELATIONSHIPS WITH OTHER INSTITUTIONS.....	6
III. INTERNAL ORGANIZATION AND MANAGEMENT:	
1. General procedure.....	12
2. Librarian, qualifications and duties.....	16
3. Housing, planning, and equipment.....	22
4. Library or study-hall problem.....	24
5. Selection of materials:	
(a) Books.....	25
(b) Nonbook materials: Audio-visual aids, pamphlets, magazines.....	29
6. Technical processes.....	33
7. Student assistants.....	34
8. Discipline.....	35
9. Cooperation between teachers and librarians.....	36
10. Teaching use of library.....	39
11. Reading problems.....	42
12. Publicity.....	51
IV. SUPERVISION.....	53
V. EVALUATION, STANDARDS, MEASUREMENTS, SURVEYS.....	55
VI. FINANCES, BUDGETS, REPORTS.....	63
INDEX.....	65

FOREWORD

THE INCREASED number of requests for bibliographies on various phases of the administration of school libraries prompted the publication of this bulletin, which lists annotated references to books, periodicals, and pamphlets. Exploratory work on the subject was begun by Rebecca Breskin during the spring of 1937 and continued by Edith A. Lathrop.

The entries referred to have been selected and arranged to meet the needs of school administrators, supervisors, teachers, and librarians who are concerned with the importance of effective library organization and management. It is hoped that this bibliography will be of assistance to all educators who are endeavoring to make readily available the wide range of library materials required in the modern school.

Appreciation is expressed to the publishers and librarians who have sent copies of their books and bibliographies.

BESS GOODYKOONTZ,
Assistant U. S. Commissioner of Education.

PREFACE

THE FOLLOWING list of books, pamphlets, and periodicals was compiled for the use of school administrators, librarians, and teachers who are concerned with the organization and administration of the effective school library in modern education.

An endeavor was made to select materials which will be of practical usefulness to educators of today, rather than to compile an exhaustive bibliography. Although most States and many cities may have similar publications, only a few examples of types of State and city publications have been included, for instance:

CALIFORNIA STATE DEPARTMENT OF EDUCATION. The secondary school library in California.

MILWAUKEE BOARD OF SCHOOL DIRECTORS. Seventy-ninth annual report of the Superintendent of Schools: Library technique in all fields.

NEW YORK. UNIVERSITY OF THE STATE OF NEW YORK. STATE EDUCATION DEPARTMENT. LIBRARY EXTENSION DIVISION. Handbook 8, part. # et: Certificates of training for librarians of public and school libraries.

NEW YORK CITY BOARD OF EDUCATION. Guide for librarians in the elementary and junior high schools and course of study and syllabus in the use of library books.

NORTH CAROLINA school library handbook.

OREGON STATE LIBRARY. Oregon's county library service.

The selection of publications was made from those appearing between the years 1930-40, and a few from 1941. Sources consulted for materials include:

Education Index.

Library Literature.

(Current Library Literature in Library Journal.)

Reader's Guide to Periodical Literature.

Bibliographies in the entries listed.

Dissertations, as such, have not been listed, as they are printed annually in the U. S. Office of Education publication, *Bibliography of Research Studies in Education*, although abstracts and summaries of dissertations appearing in books, periodicals, or pamphlets are included.

Entries have been arranged under the subject groups listed in the *Contents*. Each item has been listed in only one group. Such publications, however, as: Fargo, Lucile F.—Library in the school; Johnson, B. Lamar—The secondary-school library; and Wilson, Martha, *comp.*—Selected articles on school library experience; second series (all of which contain information on many phases of the subject under consideration) are referred to by number in a note under each appropriate subject group.

SCHOOL LIBRARY ADMINISTRATION

An Annotated Bibliography¹

I. OBJECTIVES

1. Aldrich, Grace L. and Flemming, Cecile W. A library in action in a modern school. *Teachers college record*, 38: 389-404, February 1937.

The library as a laboratory for the use of books and a practice ground for the exercise of work skills and habits in the use of school materials.

2. American Library Association. Council. A national plan for libraries: as revised and adopted by the A. L. A. Council, December 29, 1938. *American library association bulletin*, 33: 136-50, February 1939.

Partial contents: The need for libraries; Library objectives; Our existing library system; The state's responsibility; School libraries.

3. Backus, Joyce. School library; how the secondary school library can best serve modern needs. *Sierra educational news*, 32: 33-34, March 1936.

Challenging article on the modern school library.

4. Baisden, Leo B. and Gardiner, Jewel. Learning to live in the world of books. *Nation's schools*, 25: 30-32, June 1940.

Illustrations and text point to the elementary school library as an essential means of providing materials and services necessary for the functioning of the modern educational program.

5. Beust, Nora E. The use of the school library. *In* Department of Supervisors and Directors of Instruction. Twelfth yearbook: Newer instructional practices of promise. p. 215-233. Washington, D. C., National Education Association, 1939. 379 p.

The ultimate aim of the library is to establish a need for books and reading in intelligent living.

6. Brinkmann, Edith. Present day school libraries. *In* University of Pennsylvania. School of Education. Twenty-second annual Schoolmen's week proceedings: Educational responsibilities of today and tomorrow. p. 381-386. Philadelphia, The University, 1935. 526 p. (Bulletin, v. 35, no. 29, June 25, 1935)

The activities of the modern school library.

7. Brooks, Alice B. The elementary school library as an educational center. *Educational outlook*, 10: 140-50, March 1936.

Functions of elementary school libraries in modern education.

8. Brooks, Alice B. The school library as a vitalizing factor in the school program. *In* University of Pennsylvania. School of Education. Twenty-fifth annual Schoolmen's week proceedings: Fundamentals in a democratic school. p. 390-394. Philadelphia, The University, 1938. 482 p. (Bulletin, v. 38, no. 29, June 25, 1938)

Administrative details of the library should not interfere with service.

¹ Eunice Hoffman, Library Service Division, U. S. Office of Education, assisted in the compilation of this bulletin.

9. Childs, Frank A. The school library and its part in enriching the curriculum. *Nation's schools*, 7: 33-40, June 1931.

Discusses the importance, equipment, and functions of the school library; accompanied by pictures and plans of library rooms.

10. Clarke, Harold A. The high school library problem. *School and society*, 46: 722-24, December 4, 1937.

Need for cooperation of teachers, administrators, and organizations interested in the schools in making boards of education realize the relationship of adequate library facilities to successful teaching.

11. Cleary, Florence D. The elementary library an integrating force in the school. *New York libraries*, 46: 167-70, 175, February 1939.

Library must function as a unit about which the work of the entire school rotates.

12. Cleavinger, John S. Obstacles and opportunities. *New Jersey library bulletin*, 6: 27-32, February 1938.

Challenge to librarians to broaden their outlook and extend their "sphere of influence." Suggests activities which may lead to a vitally functioning library.

13. ——— School libraries in a democracy. *Wilson library bulletin*, 14: 306-09, December 1939.

"The librarian deals essentially with individuals and in the book he has one of the most potent instruments for imparting spiritual stimulation and profitable thought."

14. Cushman, C. L. Progressive education seeks the cooperation of the librarian. *Booklist*, 35: 195-97, February 15, 1939.

Principles of progressive education which have implications for librarians.

15. Dix, Lester. Schools of today and tomorrow. In *Papers presented at a conference on School library service, June 28-July 3, 1939*. p. 6-17. New York, Columbia University, School of Library Service, 1940. 106 p.

Indicates the place of the library in the school of the present day.

16. Edmonson, James B.; Roemer, Joseph; and Bacon, Francis L. The school library. In *their Secondary school administration*. p. 219-225. New York, Macmillan Co., 1931. 483 p.

The value and place of the modern secondary school library.

17. Feeney, Agnes C. The place of the school library in education for American life. *New York libraries*, 16: 235-37, August 1939.

(1) To acquaint the pupil with present and future working conditions; (2) To develop good reading habits; (3) To arouse interest in world affairs; (4) To acquaint pupils with the problems confronting our own country.

18. Fenner, Phyllis B. A librarian contributes to mental health—"I wrote a poem today." In *National Education Association. Department of Supervisors and Directors of Instruction. Thirteenth yearbook: Mental health in the classroom*. p. 188-197. Washington, D. C., The Association, 1941. 304 p.

How a project in magazine publication functions and the opportunity it gives to the children to release their feelings through language expression, art, music, and worthwhile work.

19. Fletcher, Ellen. A vitalized high school library program. In *University of Virginia. Secondary education in Virginia, no. 25: New developments in secondary education*. p. 13-18. University, Va., The University, 1937. 100 p. (University of Virginia record extension series, v. 22, no. 2, August 1937)

Gives specific suggestions and describes the characteristics of a modern high school library program.

20. Gill, Ronald. School libraries and their possibilities. *New era*, 19: 42-45, February 1938.

One of the most significant contributions of the library to the child is its aid in "making books yield the comfort and counsel, the knowledge and wisdom which is stored in them."

21. Goodykoontz, Bess. Relation of books and libraries to education; from the standpoint of elementary and secondary schools. *Bulletin of the American library association*, 32: 501-07, August 1938.

What books and libraries have to do with the education of children. A specific family is used to illustrate the importance of the rapport.

22. Hartman, Gertrude. Literature and music. *In her Finding wisdom; chronicles of a school of today*. p. 96-100. New York, John Day Co., 1938. 147 p.

The school library plays an important part in the Avery Coonley School at Downers Grove, Ill.

23. Howe, Harriet E. Looking forward. *Library journal*, 66: 12-15, January 1, 1941.

A presentation of the importance of libraries in national defense, with definite suggestions to librarians for carrying out a forward-looking program.

24. Jewell, Marian D. Good libraries—an essential feature of the democratic system. *High points*, 20: 10-12, October 1938.

"Ours is the responsibility to talk books, library facilities and services until we have made the public and the leaders of our educational system as conscious of the fundamental part in the educative process which books and libraries must play, as they are now conscious of the need of superior teachers."

25. Johnson, B. Lamar. Integrating function of the school library. *California journal of secondary education*, 12: 461-64, December 1937.

"Stresses the fact that no other person has the opportunity to know the school as intimately as does the librarian."

26. McAnally, Arthur M. and Skelton, Alan G. Effective use of the school library. *Library journal*, 62: 699, September 15, 1937.

Three angles: Through cooperation with the faculty, cooperation with the students, and through independent action.

27. McClellan, Norris. The high school library. *In Papers presented at a conference on School library service, June 28-July 3, 1939*. p. 18-22. New York, Columbia University, School of Library Service, 1940. 106 p.

Graphic description of the functions of the library.

28. McKown, Harry C. The librarian—extracurricular activities' newest ally. *Clearing house*, 9: 518-21, May 1935.

29. McPherson, Oscar H. A glance at the school library of the future. *In University of Pennsylvania. School of Education. Twenty-second annual Schoolmen's week proceedings: Educational responsibilities of today and tomorrow*. p. 397-400. Philadelphia, The University, 1935. 526 p. (Bulletin, v. 35, no. 29, June 25, 1935)

Outlines a program which, to be successful, depends upon a qualified school librarian and the cooperation of school administrators and the general public.

30. Mallory, Gertrude. The function of the library in the secondary school. *In National Education Association. Proceedings of the seventy-fifth annual meeting held in Detroit, Michigan, June 27 to July 1, 1937*. v. 75. p. 398-399. Washington, D. C., The Association, 1937. 987 p.

Refers to the need of training teachers to use the facilities of the library more advantageously.

31. **Martin, Lowell.** The high school library. *Library Journal*, 61: 840-42, November 1, 1936.

Plea for the school library to become an active educative force.

32. **Masters, H. G.** The pupil in a platoon school library. *Library Journal*, 557: 746-48, September 15, 1932.

Describes the important role that the library plays for pupils and teachers.

33. **Meade, Richard A.** The school library as an instrument of instruction in University of Virginia. *Secondary education in Virginia*, no. 23: New issues in secondary education. p. 37-41. University, Va., The University, 1936. 63 p. (University of Virginia record extension series, v. 21, no. 5, November 1936)

Discussion of (1) the library as a necessity in modern instruction; (2) a suggested program for teaching the use of the library; and (3) the need for adequate library facilities.

34. **Milwaukee, Wisconsin.** Board of School Directors. Seventy-ninth annual report of the Superintendent of schools: Library technique in all fields. Milwaukee, Wis., The Board, June 1938. 74 p.

Report concerns itself with the idea that the "academic classroom is rapidly attuning itself to free reading as well as to free activities." Unposed photographs illustrate library techniques from kindergarten to high school.

35. **Myers, Garry G.** The value of the library in the field of kindergarten-primary education. In *National Education Association. Proceedings of the seventy-eighth annual meeting held in Milwaukee, June 30-July 4, 1940.* v. 78. p. 489-491. Washington, D. C., The Association, 1940. 990 p.

36. **New Jersey Secondary School Teachers' Association.** The library as a school function and activity; a study of emerging library practices in secondary schools of New Jersey. New Brunswick, N. J., The Association, W. C. Compher, treas., New Brunswick Senior High School, 1940. 87 p.

"An attempt to present suggestively and challengingly some high spots of library aims and service as these may be observed within the secondary schools of New Jersey."

37. **Odell, Charles W.** The secondary school. Champaign, Ill., Garrard Press, 1939. 606 p.

See index for references to the function of the school and the community library.

38. **Portwood, Thomas B.** The library as the heart of the school. *Clearing house*, 10: 532-34, May 1936.

Ideas which have prevented the library and school from growing up together.

39. **Pygman, C. H.** Libraries play leading role. *Nation's schools*, 22: 24-25, November 1938.

"The libraries are fast becoming cultural centers of the schools in District No. 89 (Maywood, Melrose Park and Broadview). Cook County, Ill."

40. **Reeder, Ward G.** Improving and using the school library. In *his A first course in education.* p. 204-226. New York, Macmillan Co., 1937. 720 p.

The place of the library in education, ways and means of improving the facilities of the library, and the possibility of increasing the use of these facilities.

41. **Rager, Anna.** The function of the elementary school library in directing study. *Educational method*, 17: 391-94, May 1938.

The school library's goals are its activities and program, its day's work, and its contribution to eight important objectives of education.

42. **Behmus, Paul A.** The junior high-school library. *Bulletin of the Department of secondary-school principals*, 22: 39-42, January 1938.

The four chief and distinctive functions of the junior high school library.

43. Shores, Louis. The public school library. *Educational forum*, 4: 373-88, May 1940. *Same digested in Education digest*, 6: 24-27, October 1940.

Numerous incidents and data are used to illustrate the function of the library as "the core of the school program."

44. Smith, Elizabeth M. The library feels its way in parent education. *Library Journal*, 65: 616-18, August, 1940.

Though the examples are drawn from public libraries, the question is also of concern to the school library.

45. Snow, Miriam B. Strategic position of the training school library. *Bulletin of the American library association*, 32: 376-79, 405-06, June 1938.

Future of school libraries is closely tied up with the work of the training school library.

46. Spinning, James M. "Putting Parnassus on wheels." *School executive*, 57: 14-15, 43, September 1937. *Abridged in Education digest*, 3: 52-53, October 1937.

How the library can become a more effective service agency in the secondary school.

47. Switzer, Mabelle D. The elementary school library. *Bulletin of the Department of elementary school principals*, 11: 38-42, October 1931.

Function of the elementary school library.

48. Westervelt, Gretchen. The elementary school library—why? *Library Journal*, 59: 685-87, September 15, 1934.

Describes the place of the elementary school library and the public library in the life of children.

49. ——— Training school library. *Teacher-education Journal*, 1: 117-23, September 1939.

The library in the training school has a three-fold function: (1) Work with the children; (2) work with the classroom teacher; and (3) work with the college student in her apprentice teaching.

50. Wiley, George M. The function of the library in the public school program. *Educational outlook*, 10: 43-53, November 1935.

The library should be the central laboratory in which the school gives greater attention to the development of powers on the part of the individual pupil and appreciation of right attitudes toward our fellow men.

51. Williams, C. L. and Richards, E. J. Elementary school library as a means of individual instruction. *Elementary English review*, 17: 221-29, October 1940.

"The purpose of this article is to consider the effectiveness of the library for individual instruction in such a school as here described (Wentworth School, Chicago) and to suggest techniques that will be efficient for this individual institution."

52. Williams, Lester A. What the school expects of the school librarian. *Library Journal*, 64: 678-80, September 15, 1939. *Also in School library association of California bulletin*, 11: 6-10, November 1939.

Summary of the services of the ideal school library.

53. Wilson, Louis R. Increasing the significance of the school library. *School and society*, 38: 845-53, December 30, 1933.

Indicates some of the ways in which the usefulness of the school library in both the elementary and secondary schools can be increased.

54. Wrightstone, J. Wayne. Appraisal of newer elementary school practices. New York, Columbia University, Teachers College, 1938. 221 p.

Shows that the library and the librarian play important parts in the planning and development of certain units of work.

55. Wrinkle, William L. Books, the library, and the librarian. *In His* The new high school in the making; the philosophy and practice of a modernized secondary school. p. 232-237. New York, American Book Co., 1938. 318 p.

Questions and answers regarding the function of books and libraries in the modern secondary school.

Refer also to items in this bibliography numbered: 60, 61, 74, 82, 124, 132, 151, 162, 433, 444, 447, 593, 595, 602, 614, 616, 634, 642, 666, 669, 683, 684, 702.

II. EXTERNAL ADMINISTRATIVE CONTROL, INCLUDING RELATIONSHIPS WITH OTHER INSTITUTIONS

56. Askew, Sarah B. Library service in rural schools. Clearing house, 9: 522-24, May 1935.

Rural school service through county libraries.

57. Barrette, Lydia M. A self-serve plan for rural schools. Wilson bulletin, 13: 404-05, February 1939.

Cooperation between public library and rural schools in Mason City, Iowa.

58. Bowerman, George F. Children's department-fundamental for successful public library work. Library journal, 65: 953-56, November 15, 1940.

Discusses the question of concentrating library service to children in the schools and points out the need of continued service to children in the public library.

59. Brewster, Mary B. Responsibilities and opportunities of these times. Library journal, 57: 739-45, September 15, 1932.

A program for cooperation of public, school, and State library agencies.

60. California State Department of Education. The organization and administration of the elementary school library. *In its* The library in the elementary school. p. 1-21. Sacramento, The Department, 1935. 140 p. (Bulletin, no. 18, September 15, 1935)

Pages referred to describe two types of library organization found in California. Other sections of the bulletin are concerned with the internal administration, organization, and use of the library.

61. Cecil, Henry L. and Heaps, Willard A. School library service in the United States; an interpretative survey. New York, H. W. Wilson Co., 1940. 334 p. bibliog.

Partial contents: State participation in school library service; Large area participation in school library service--rural schools; The local administration of school library service; An analysis of school library service programs in certain cities under cooperative and school board administration; Federal participation in school library service.

Appendixes contain typical contracts between board of education and public library boards.

62. Chandler, H. B. and Croteau, J. T. A regional library and its readers; a study of five years of rural reading. New York, American Association for Adult Education, 1940. 136 p.

Includes recommendations regarding administration of rural school libraries.

63. Clark, Charlotte H. and Latimer, Louise P. Taxpayer and reading for young people; would a "library in every school" justify the cost? Library journal, 59: 9-15, January 1, 1934.

A statement against establishing libraries in every school. Educational and economic reasons are cited.

64. Clark, Hazel C. Is a library room necessary or even desirable for rural elementary schools? *In* Turner, Elizabeth T. For county librarians. *Wilson library bulletin*, 14: 451, February 1940.

The Burlington County Library, New Jersey, now has "sixteen active school library rooms in schools ranging all the way from a three-room school in the heart of the pine area of our county to our largest consolidated elementary school."

65. Columbia University. Teachers College. Institute of Educational Research. Division of Field Studies. Relationship of the schools and the Carnegie Library. *In* The report of a survey of the public schools of Pittsburgh, Pennsylvania. p. 307-309. New York, The University, 1940. 564 p.

The report also includes a description of the collections in the room libraries and the use of the library in relation to room schedules. *See index.*

66. Coolidge, Coit. Community library service. *In* National Education Association. Proceedings of the seventy-seventh annual meeting held in San Francisco, July 2-6, 1939. v. 77. p. 110-112. Washington, D. C., The Association, 1939. 991 p.

An integrated program for schools and libraries.

Currin, Althea M. School library management. *See* Wilson, Martha.

67. Davies, E. Salter. The school child and his books. *New era*, 19: 45-47, February 1938.

Indicates the vital significance of harmonious development of school and public libraries if the ideal of library service is to be achieved.

68. Dickinson, C. W., jr. Travelling library service in Virginia. *Virginia Journal of education*, 33: 30-31, October 1939.

Organization of library service using bookmobiles in four Virginia counties.

69. Durell, Thomas J. County library and the rural school. *Library Journal*, 63: 628-29, September 1, 1938.

Advantages of county library service over that of the individual school district.

70. Eckert, Martha B. Cooperation between public and school libraries. *Library Occurrent*, 13: 71-74, July-September, 1939.

Ways and means of cooperating to achieve desired ends.

71. Engelhardt, Nickolaus L. and Engelhardt, N. L. jr. The community school library. *In their* Planning the community school. p. 89-97. New York. American Book Co., 1940. 188 p.

Suggests that, in small communities where public library service has not yet been established under a separate board of trustees, careful study be made of the form of management before the community library is set up.

72. Everett, Samuel, ed. The community school. New York, D. Appleton-Century Co., 1938. 487 p.

See index for references to the library's part in the community school.

73. Fair, Ethel M., ed. The need for books. *In her* Countrywide library service; a compilation of articles on service organized by counties and other large units. p. 63-77. Chicago, American Library Association, 1934. 208 p.

The problem related to the school child.

74. Fargo, Lucile F. School library systems and their organization. *In her* The library in the school. 3d ed. p. 439-480. Chicago, American Library Association, 1939. 552 p. biblog.

The relation of the school library to school districts, to county and State systems of libraries and schools, and to the Federal Government (chap. 15). A comprehensive textbook intended for prospective school librarians. It is valuable to the administrator who wishes information regarding "principles and practices common to libraries of all grades, with constant reference to the variations called for in particular situations."

75. Fargo, Lucile F. The superintendent makes a discovery; the answer to the rural reading problem. Chicago, American Library Association, 1931. 32 p.

A graphic presentation of county library service, particularly to rural schools. Also pertinent questions and answers about a plan for school service in a county plan.

76. ——— and Carpenter, Helen S. Economy or efficiency? Let the taxpayer decide. *Library Journal*, 59: 100-05, February 1, 1934.

A statement in defense of establishing centralized libraries in schools. A reply to the negative of the subject, "Taxpayer and reading for young people," by C. H. Clark and L. P. Latimer, *Library Journal*, January 1, 1934.

77. Foster, Mary E. School library administration in Pittsburgh. In University of Pennsylvania. School of Education. Twenty-sixth annual Schoolmen's week proceedings; joint meeting Southeastern convention district of the Pennsylvania State education association, March 22-25, 1939. p. 355-362. Philadelphia, The University, 1939. 453 p. (Bulletin, v. 39, no. 38, June 26, 1939)

78. ——— When the right hand knoweth. *Clearing house*, 9: 525-27, May 1935.

Cooperation between public school and public library in Pittsburgh.

79. Garratt, Jean. School libraries in the Fraser Valley. *Library Journal*, 65: 504-05, June 1, 1940.

An experiment in school library extension work in British Columbia.

80. Girdner, Margaret V. Looking both ways. In Proceedings of the Institute on library work with children; held at the School of Librarianship, University of California, Berkeley, June 15-17, 1939. p. 145-154. Berkeley, University of California, School of Librarianship, 1939. 177 p.

Relation of the school librarian to the children's rooms of the public library.

81. Graham, Ben G. and Foster, Mary E. Public library and board of education cooperation in Pittsburgh. *Library Journal*, 59: 296-98, April 1, 1934.

Shows the educational and financial advantages in the cooperation of the public library and the board of education.

82. Heaps, Willard A. and Westervelt, Gretchen. General administration and control of school libraries. In their Syllabus for the study of school library service for use in connection with Library service 234. 3d ed. p. 63-64. New York, Columbia University, School of Library Science, 1939. 84 p. mimeo. bibliog.

Topical outline of types of administrative control; advantages and disadvantages of the two types of control; supervision. Other sections of the syllabus have topical outlines on other important phases of administration and control of school libraries.

83. Heffernan, Helen. The administrative control of school libraries. In National Education Association. Department of Rural Education. Rural school libraries. p. 19-33. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

Chief emphasis is on administrative control by counties through State participation in the administrative control of rural school library service. Legal provisions for the administrative control of school libraries by local school authorities and school and public library joint administrative control are also presented.

84. Henderson, John D. Some library problems of large schools served by county libraries. *California Journal of elementary education*, 6: 236-40, May 1938.

Evaluation of the cooperative plan which has suggestions for other localities.

85. Henshall, May D. How California county libraries serve rural schools. *Nation's schools*, 7: 66-71, February 1931.

Organization and services.

86. Horton, Marion. Allies, not rivals. *Library Journal*, 59: 251-52, March 15, 1934.

Schools and libraries are not rivals or competitors, but educational allies.

87. Huntington, Lucile F. The cooperative plan of school library administration as practiced in Oklahoma City. *Library Journal*, 61: 828-30, November 1, 1936.

Terms of agreement; plan of operation; cataloging; duties of librarians; and monetary savings.

88. Hurley, J. E. Small schools of county have joint library. *California Journal of secondary education*, 14: 15-18, January 1939.

Plan worked out for providing libraries to 11 secondary schools in Siskiyou County. Geographical and organizational nature of schools is described.

89. Jesse, William H. A centralized plan; library economy for high school systems. *Library Journal*, 61: 840, November 1, 1936.

Report of a successful experiment in library economy and publicity with three schools in Johnson County, Ky.

90. Joeckel, Carleton B. School-district public libraries. *In his* The government of the American public library. p. 111-150. Chicago, University of Chicago Press, 1935. 393 p.

The history and present status of the structural integration of the public library with the educational system.

91. ——— and Carnovsky, Leon. The library and the schools. *In their* A metropolitan library in action; a survey of the Chicago public library. p. 330-345. Chicago, University of Chicago Press, 1940. 466 p.

School libraries are controlled jointly by the board of education and the library board.

92. Kilgour, Marjorie. Vancouver Island's regional service for children. *Bulletin of the American library association*, 32: 512, 526, August 1938.

Cooperation of the Union Library Association with the schools of Vancouver Island.

93. Kirk, Marguerite. Library service for elementary schools in Newark, New Jersey. *Library Journal*, 59: 687-89, September 15, 1934.

Responsibilities of public library and board of education in providing for the functioning elementary school library.

94. Koos, Mrs. Frank H. Planning a school library program. *Wilson bulletin*, 6: 679-83, June 1932.

An article on various aspects of school library organization.

95. Kuppinger, Olla. The public library in the school. *Wilson library bulletin*, 15: 50, 52, September 1940.

Cooperation in Rutherford, N. J., which has for its goal a functioning school library.

96. Lathrop, Edith A. and Kessecker, Ward W. Laws affecting school libraries. Washington, D. C., U. S. Government Printing Office, 1941. 136 p. (U. S. Office of Education bulletin, 1940, no. 7).

"The purpose of this study is to aid school boards, administrators, teachers, librarians, and planning boards who may wish to know what specific legislation affecting school libraries is in force, which States have enacted it, and what are the main points covered by the laws."

97. McCharen, W. K., jr. A regional library service. *Phi Delta Kappan*, 22: 296-99, 306, February 1940.

Regional library service in the Tennessee Valley Authority.

98. Merrill, Julia W. Regional or district libraries; factual material compiled for the use of State leaders. Chicago, American Library Association, 1938. 51 p. mimeo.

Discusses: Why regional libraries? Reports on existing regional services; considers questions of policy. Bibliography. (New edition in preparation.)

99. Morgan, Rhoda L. Library organized to serve rural district. Bulletin of the School library association of California, 11: 8-9, January 1940.

100. Mulhauser, Roland. Regional library service to rural schools. School and society, 44: 55-58, July 11, 1936.

Outlines a set-up that will multiply by eight the library facilities of a district school without increasing expenses.

101. Mundy, Bernice. The use of libraries by children. In Department of Elementary School Principals. Seventeenth yearbook: Newer practices in reading in the elementary school. p. 505-511. Washington, D. C., National Education Association, 1938. 704 p. (Bulletin, v. 17, no. 7, July 1938.)

"Classroom libraries, school libraries, public libraries, and home libraries may all make definite contributions to the development of the desire and the ability of children to locate and read worth-while material."

102. Munn, Ralph. Fact versus folklore (Presidential address, 1940). Library Journal, 65: 460-72, June 1, 1940.

Shows need for defining and demonstrating more clearly and forcefully the peculiar values of public and school library services.

103. National Education Association. Educational Policies Commission. Administration of community library services. In Social services and the schools. p. 26-42; 122-23. Washington, D. C., The Association, 1939. 141 p.

A systematic analysis of cooperative relationship between public schools and public libraries together with some plans now in use.

104. Newton, Lesley. The changing school curriculum and the library. Wilson bulletin, 7: 159-65, November 1932.

The possibilities of cooperation between the public library and the school.

105. Nistendirk, Verna. Cooperative project in organizing the grade school libraries of North Kansas City, Missouri. Wilson bulletin, 9: 380, March 1935.

106. Oregon State Library. Oregon's county library service. Salem, The Library, 1940. 52 p.

A symposium of brief statements showing the advantages of county or regional library organizations to rural peoples. The rural school library is part of the cooperative system.

107. Quigley, Margery C. and Marcus, William E. Memorandum of revised working agreement between the board of education and the board of trustees of the public library . . . etc. In *their* Portrait of a library; to help trustees and students of library work understand the administrative problems of libraries. p. 149-153. New York, D. Appleton-Century, 1936. 190 p.

Other references to cooperation between schools and library may be found in the index.

108. Ramsey, Violet. Virginia's circulating school library. Wilson library bulletin, 14: 215-17, November 1939.

Work of the Appomattox County Public School Library is described.

109. Roos, Jean C. Laying the foundation. American library association bulletin, 34: 448-54, 490, September 1, 1940.

"The cornerstone of public library service might well be work with children; a second corner, school library work; a third, specialized work with young adults in the public library; and the fourth corner, a valuable byproduct of all the work mentioned, service to parents, teachers, social workers, and leaders of youth groups of all kinds."

110. Shea, Agatha L. How the public library can cooperate with the school. *In* Department of Elementary School Principals. Seventeenth yearbook: Newer practices in reading in the elementary school. p. 512-517. Washington, D. C., National Education Association, 1938. 704 p. (Bulletin, v. 17, no. 7, July 1938)
Specific suggestions for cooperation. Indicates that much can be gained if both school and public library realize their interdependence.

111. Shortess, Lois F. Cooperation between public and school libraries. *Library Journal*, 64: 45-47, January 15, 1939. *Abridged in* School management, 8: 168, March 1939.

A discussion of complete cooperation whereby school and public library funds are pooled. Advantages and disadvantages enumerated.

112. Smith, Barbara M. Children's room "takes to the road" in Vermont; The children's and school librarian of the Vermont Library Commission describes regional bookmobile service to Vermont boys and girls in one of a series of articles sponsored by the ALA Board on library service to children and young people. *American library association bulletin*, 34: 157-60, March 1940.

113. Smith, Edith L. United we stand: regional coordination of small libraries. *Library Journal*, 65: 565-68, July 1940.

Coordinated library service of Morristown, N. J.

114. Stewart, Helen G. Schools and the regional library. *Bulletin of the American library association*, 30: 927-34, October 1936.

Notes on what regional libraries might mean in extending the use of books in schools.

115. Tolman, Frank L. Case for the educator. *Library Journal*, 59: 112-18, February 1, 1934.

Discussion of factors which favor and which do not favor administration of the school library by the public library.

116. Tompkins, Miriam D. The school library in the program of community and regional library service. *In* Papers presented at a conference on School library service, June 28-July 3, 1939. p. 98-106. New York, Columbia University, School of Library Service, 1940. 106 p.

Stresses need for an understanding by librarians of their communities, and gives suggestions for obtaining the desired results.

117. Topping, Elizabeth B. Enrichment thru the book auto in a county school system. *In* Department of Elementary School Principals. Eighteenth yearbook: Enriching the curriculum for the elementary-school child. p. 618-621. Washington, D. C., National Education Association, 1939. 704 p. (Bulletin, v. 18, no. 6, July 1939)

Greater and more economical use of books is secured through the use of a book auto in Ventura County, Calif.

118. Towne, Jackson E. Rural school library service from county libraries aided by the Jullus Rosenwald fund. *Peabody journal of education*, 8: 7-12, July 1930.

119. Unger, Nell. Shall we surrender? *In* Proceedings of the Institute on library work with children; held at the School of librarianship, University of California, Berkeley, June 15-17, 1939. p. 132-144. Berkeley, University of California, School of Librarianship, 1939. 177 p.

A frank review of the work of the school librarian in relation to that of the public library's children's librarian.

120. U. S. Department of Agriculture. Bureau of Agricultural Economics. Rural library service. Washington, D. C., U. S. Government Printing Office, 1940. 28 p. - (Farmers' bulletin no. 1847)

Includes the program of the school library in county or regional library service.

121. Weitz, Henry. Conserving educational resources. American school board journal, 101: 30-32, September 1940.

Outlines a practical starting place for the cooperation of two educational institutions—the library and the school.

122. Wilson, Loufs B. The extension of library facilities in rural areas. School and society, 49: 364-70, March 25, 1939.

Although the paper refers especially to findings in relation to rural America and the land-grant college, the information is essential to an understanding of the problem of the rural-school library.

123. ——— and Wight, Edward A. Cooperation of the public library and the school. In County library service in the South. p. 142-64. Chicago, Illinois, University of Chicago press, 1935. 250 p.

Discusses some problems and practices of county library service to the schools in the Rosenwald demonstration areas in the South. Sketches briefly the general forms of cooperation for a few counties and presents the actual form of contracts (p. 232-36) used in demonstration libraries.

124. Wilson, Martha. The administration. In her School library management; revised and rewritten by Althea M. Currin. 6th ed. p. 16-19. New York, H. W. Wilson Co., 1939. 169 p.

Outlines the general form of the more common types of administrative control (Chap. II). "Part I of the book contains chapters of interest to the school administrator anxious to know what to expect in initiating a library program. Part II is planned for the young librarian who may be hired to fill many of these openings."

125. Young, Elma L. C. Problems of co-ordination among Riverside County school libraries. Bulletin of the School library association of California, 11: 9-10, March 1940.

Refer also to items in this bibliography numbered: 132, 140, 147, 169, 548, 669, 676, 683, 684, 690, 702, 705.

III. INTERNAL ORGANIZATION AND MANAGEMENT

I. GENERAL PROCEDURE

126. Bell, Ethel. The junior high school library and the new curriculum. University high school journal, 15: 87-89, January 1937.

Indicates how Claremont, Calif., Junior High School library is organized to meet the needs of each individual member of the school.

127. Bennett, Wilma. The very small school library. Wilson bulletin, 4: 456-57, May 1930.

The organization and development of a school library from meager beginnings.

128. California State Department of Education. State Curricular Commission. The library in the elementary school. In its Teachers' guide to child development in the intermediate grades. p. 62-65. Sacramento, The Department, 1936. 631 p.

The organization and place of the library in the school's educational program.

129. Conrad, Warren C. Centralized administration. In American Library Association. School Libraries Committee. School library yearbook, no. 5. p. 152-159. Chicago, The Association, 1932. 253 p.

A detailed description of the functions of the division of library and textbook activities of the Los Angeles school system, namely, a centralized budget control over library and textbook money and centralized technical library routines which are carried on to free librarians for work with students and teachers.

130. Dawson, Dorothea. The library program in the elementary school. Educational administration and supervision, 22: 190-98, March 1936.

Suggests an organization in which the elementary school library makes a distinct contribution both to the individual child and to the entire school program.

131. Devereaux, Mary C. The elementary-school library. Catholic school journal, 38: 131-33, May 1938.

Discusses: The cost; Classroom vs. central library; Teacher-librarian relationships; The teacher-librarian; Book selection.

132. Douglas, Mrs. Mary P. North Carolina school library handbook. Raleigh, N. C., State Superintendent of Public Instruction, 1938. 114 p. (Publication no. 197)

"Deals with the simple everyday procedures of school library organization and administration. It is designed to stimulate a greater usefulness of library materials . . ."

The author's *Teacher-Librarian's Handbook*, Chicago, American Library-Association, 1941, 136 p. biblog., was published after copy for this Bulletin had been sent to the printer. "It is designed to give the untrained person concrete help in beginning to organize a small school library, so that when training is secured none of the work need to be redone, although it might need to be amplified . . ."

133. ——— Patterns in elementary school library service. Educational method, 19: 177-83, December 1939.

The North Carolina program which is "designed to give boys and girls a wider opportunity to learn, to love books, and to live."

134. Fenner, Phyllis B. They call it "our library." Nation's schools, 20: 53-55, July 1937.

Building up an elementary library in which the children have a share.

135. Gaskell, Lillian. The organization of a school library. Catholic school journal, 36: 139-44, June 1936.

Practical presentation for elementary or secondary school libraries.

136. Hall, Sidney B. School libraries and the future citizens of Virginia. Virginia journal of education, 33: 142-44, January 1940.

The library in terms of the total school program.

137. Heaps, Willard A. Enlarged horizons: trends in school library administration. Educational method, 19: 147-53, December 1939.

Indicates trends that point to the library as a dynamo which makes its own peculiar contribution to the vitality of the entire school.

138. Hill, Sam B. The school library at West Denver High School, Denver, Colorado. In Newsom, N. William and Langfitt, R. Emerson, eds. Administrative practices in large high schools. p. 445-465. New York, American Book Co., 1940. 659 p.

The organization of the school library is the outgrowth of an experiment initiated by the Progressive Education Association in 1933.

139. Hindman, Jane F. The Dalton plan and the high school library. Library journal, 55: 1005-08, December 15, 1930.

The South Philadelphia High School for Girls finds that the Dalton laboratory plan put the library in sight of the goal to establish a library atmosphere.

140. Joeckel, Carleton B., ed. Current issues in library administration; papers presented before the library institute at the University of Chicago, Aug. 1-12, 1938. Chicago, University of Chicago Press, 1939. 392 p.

"The Institute stressed the problems of public library administration, but—details aside—the principles and the problems discussed seem to be of general application."

141. Johnson, B. Lamar. Enlarging the role of the library in education. *School review*, 42: 571-75, October 1934.

A description of the Stephens college program of integrating the library and instruction. Has implications for the school library.

142. ——— Vitalizing a college library. Chicago, American Library Association, 1939. 122 p.

Description of a junior college organization which attempts to coordinate and to unify the efforts of teachers with the services made available by trained librarians. Suggestions for organization of the high school library.

143. Langfitt, B. Emerson; Cyr, Frank W.; and Newsom, N. William. Enriching the curriculum through the library. *In their* The small high school at work. p. 277-304. New York, American Book Co., 1936. 660 p.

Some administrative problems of the functioning library including choice of librarian, pupil assistants, use of the library by teachers and pupils, supervision, cooperative library service, financial support, housing and equipment, the library-study hall, and book selection.

144. M. Chrysostom, Sister. Organization and administration of the classroom library. *In* National Catholic Educational Association. Report of the proceedings and addresses of the thirty-fourth annual meeting, Louisville, Ky., March 31, April 1-2, 1937. p. 415-428. Washington, D. C., The Association, 1937. 575 p. (Bulletin, v. 23, no. 4, August 1937)

The plan of the successful procedures worked out in the schools of the Detroit diocese is presented.

145. MacBean, Mrs. Dilla W. The organization of libraries in the elementary schools of Chicago. *Library journal*, 64: 34-36, February 15, 1939. Also appeared in *Chicago schools journal*, 21: 22-24, September-October, 1939 (with title Elementary school libraries).

Shows impetus given to work of reading guidance by present organization.

146. McGrew, Ruth E. Organization of a high school library. *California journal of secondary education*, 12: 465-67, December 1937.

Three main divisions are: (1) The main library; (2) the unit or travelling libraries; and (3) the classroom libraries.

147. Maxwell, Charles R. and Kilzer, Louis B. The high school library. *In their* High school administration. p. 400-424. Garden City, N. Y., Doubleday, Doran & Co., 1936. 514 p.

Shows advantages and disadvantages of the organization of the principal types of libraries which serve schools, namely, (1) the separate or central library; (2) the combined library-study hall; (3) the library with adjoining reading and study rooms; (4) classroom libraries; (5) departmental libraries; (6) the combined elementary and high-school library; and (7) the combined high-school and public library.

148. Morey, Phyllis. Our library is the heart of the school. *Clearing house* 13: 485-86, April 1939.

Educational activities in the Belvedere Junior High School of Los Angeles, Calif., are based to an unusual degree, upon a widespread use of the library.

149. Morris, Emmet L. An elementary school library program. *Illinois teacher*, 28: 164-65, February 1940.

A well-trained and experienced full-time librarian in each of the eight schools of District 89 of Cook County, Ill.

150. National Education Association. American Association of School Administrators. Library services. *In their* Seventeenth yearbook: Schools in small communities. p. 161-167. Washington, D. C., The Association, 1939. 608 p.

Discusses library service in small school libraries from points of view of budget, personnel, and curriculum.

151. New York City Board of Education. Guide for librarians in the elementary and junior high schools and course of study and syllabus in the use of library books. New York, The Board, Bureau of Libraries, 1937. 66 p.

A practical handbook for use by any elementary or junior high school librarian.

152. O'Reilly, E. P. Providing library facilities in the school. *In* Department of Elementary School Principals. Seventeenth yearbook: Newer practices in reading in the elementary school. p. 487-495. Washington, D. C., National Education Association, 1938. 704 p. (Bulletin v. 17, no. 7, July 1938)

Describes the equipment, supervision, organization, and use of the Sacramento elementary school libraries.

153. Pritchard, Martha C. School library hour. *Wilson bulletin*, 5: 563-71, May 1931.

Methods for handling large groups of students during the library hour of platoon schools.

154. Rimkus, Helen E. The centralized school library. New York, H. W. Wilson Co., 1940. 110 p. biblog.

Organization and concentration of elementary libraries in the rural school area of Clinton Central School, New York.

155. Rufsvold, Margaret I. School library handbooks, manuals, and booklets; issued by State and local departments of education and State library agencies 1936-37. *Wilson bulletin*, 12: 464-65, March 1938.

Brief annotation for each entry gives scope of the publication.

156. Schott, Vera W. Work with elementary schools. *Library journal*, 58: 182-33, February 1, 1933.

A discussion of the book wagon, the classroom library system, and the centralized school library as agencies for book service in Wichita, Kans.

157. Scripture, Elizabeth. Any school can have a library. *School management*, 1: 28-31, May 1932.

Good advice for the small school that wants to organize a library.

158. Shields, Zora. A rental collection in a high school library. *Wilson bulletin*, 11: 398-400, February 1937.

The use of a rental collection to supply popular books in the school library.

159. Thorpe, J. B. It can be done! *American school board journal*, 96: 47, June 1938.

A library in the making in a typical midwestern school with an enrollment of 400.

160. Vaughan, Frances M. Book service for kindergarten and primary grades. *Bulletin of the American library association*, 31: 443-48, 478, August 1937.

Organization and policies of the Parkway School in Brooklyn.

161. Ward, Kate M. A librarian in a progressive school. *Progressive education*, 8: 126-30, February 1931.

Significant plans and projects which have been inspired by close contact with the various activities of the school.

162. Wiley, George M., jr. Library. *In his* The redirection of secondary education; a social interpretation. p. 316-330. New York, Macmillan Co., 1940. 493 p.

Emphasizes the principle of self-development through self-directed activity in the library. Floor plan.

Refer also to items in this bibliography numbered: 60, 61, 74, 82, 124, 132, 447, 483, 609, 611, 627, 634, 635, 663, 669, 676, 677, 684, 702.

2. LIBRARIAN, QUALIFICATIONS AND DUTIES

163. Adams, Harlan M. The role of the school librarian. *In* Stanford University. School of Education. The challenge of education; an introduction to education. p. 403-413. New York, McGraw-Hill Book Co., 1937. 471 p. bibliog.

Calls attention to the numerous opportunities for worthwhile service which await the school librarian of the future.

164. Altstetter, M. L. Evaluating the education of secondary-school librarians. *School review*, 46: 453-62, June 1938.

Discusses education and preparation of secondary-school librarians from the standpoints of professional adequacy, general adequacy, academic comprehensiveness, educational comprehensiveness, and recency. Based on the Eells study.

165. American Library Association. Board of Education for Librarianship. Accredited library schools. *American library association bulletin*, 34: 514-15, September 15, 1940.

A classified list with statistics of enrollments as of March 1940.

166. ——— Certification of librarians. Chicago, The Association, 1936. 37 p. mimeo. (In process of revision 1941.)

167. ——— Minimum requirements for library schools. *Bulletin of the American library association*, 27: 610-13, December 15, 1933.

Includes such factors as standards and general reputation of the institution of which the library school is a part; admission requirements; curriculum; faculty; quarters and equipment; and libraries.

168. ——— Minimum requirements for teacher-librarian training agencies. *Bulletin of the American library association*, 29: 87-90, February 1935.

169. ——— Sixth annual report for the year 1929-30: Problems and tendencies in education for librarianship. *Bulletin of the American library association*, 24: 174-98, May 1930.

Report published annually in *ALA Bulletin*.

170. ——— Board on Salaries, Staff, and Tenure. Data on school librarians employed by public libraries. *In its* Classification and pay plans for municipal public libraries. pp. 83-94. Chicago, The Association, 1939. 180 p. mimeo.

171. ——— Code of Ethics Committee. Code of ethics for librarians. *American library association bulletin*, 33: 128-30, February 1939.

172. Beust, Nora E. Professional library education; introducing the library. Washington, D. C., U. S. Government Printing Office, 1938. 75 p. (*U. S. Office of Education bulletin*, 1937, no. 23.)

"The bulletin gives the prospective library school student information about libraries and the library profession that will help him to determine for himself the vocational possibilities in the library field and the kinds of preparation required for the various fields of service."

173. Bishop, Roberta D. Library service to children. *Library journal*, 65: 881-63, October 15, 1940.

A picture of library service to children, with its joys and problems; for those about to enter library work.

174. Bryan, Alice I. The personality of the school librarian. *In* Conference on guidance through the school library; proceedings. p. 50-56. Boston, Simmons College, 1940. 71 p. Also abridged in *Wilson library bulletin*, 15: 129-33, October 1940.

A recognition of the dynamic role of the school librarian in furthering the personality development of the children in her care.

175. Carnovsky, Leon. Why graduate study in librarianship? *Library quarterly*, 7: 246-61, April 1937.

An analysis of various attitudes toward graduate study in librarianship.

176. Carpenter, Helen S. School librarians are teachers. *High points*, 21: 24-30, September 1939.

Plea for the recognition of librarians as a definite part of the instructional staff.

177. Cleavinger, John S. School libraries. *In his* *Library personnel and training agencies in Michigan*. p. 54-75. Chicago, American Library Association, 1940. 106 p.

An analysis of school libraries in Michigan, which is pointed toward an understanding of the problems of library personnel and their training. Analogous situations found in other States.

178. Collom, Elizabeth. Master's degree for librarians. *Wilson bulletin*, 13: 432, February, 1939.

A plea for making a B. S. in L. S. into a Master's degree. For replies to this letter see: Park, Charles V., 212; Kline, Anita F., 201, *Training for librarianship*.

179. Conference on Education for Librarianship in the South. *Bulletin of the American library association*, 30: 29-32, January 1936. *Report also appears in* Barker, Tommie D. *Libraries of the South*. Appendix F, p. 195-98. Chicago, American Library Association, 1936. 215 p.

180. Danforth, Mildred E. Don't muddle through. *Library journal*, 65: 950-51, November 15, 1940.

Some points to observe if you are applying for a job.

181. Dickinson, C. W., jr. What services may be expected from a good school librarian. *American school board journal*, 93: 19-20, 68, August, 1936.

Good summary of the duties of the librarian and services to the pupils, teachers, and parents.

182. An enquiry into the professional status of school librarianship, by the secondary school librarians of Oakland. *Wilson bulletin*, 6: 622-23, May 1932.

An outline showing the characteristics of a profession and the professional responsibilities of a school librarian.

183. Falkoff, Barbara. Civil service in libraries. *Library journal*, 62: 103-06, February 1, 1937.

Advantages and disadvantages.

184. Fargo, Lucile F. Preparation for school library work. New York, Columbia University Press, 1936. 190 p. bibliog.

A comprehensive study of the profession of school librarianship. Positions open to school librarians; The functions of the school librarian; School library standards and certification; Professional migration; Professional backgrounds; Consolidation of schools and centralization of library service; Changing patterns in library education; Specialization for school library service; Library education for teacher-librarians. Appendixes: 1. Report of American Council of Education, Committee on Graduate Instruction; 2. Minimum requirements for teacher-librarian training agencies; Selective bibliography.

185. Gould, Arthur. The superintendent looks at the school librarian. *In* *American Library Association. School Libraries Committee. School library yearbook*, no. 5. p. 147-150. Chicago, The Association, 1932. 253 p.

Factors which should enter into the selection of a school librarian.

186. Harris, Mabel. Responsibility of the teachers college in the training of school librarians. In American Library Association. College and university library service; trends, standards, appraisal, problems; papers presented at the 1937 midwinter meeting of the American library association; ed. by A. F. Kuhlman. p. 155-159. Chicago, The Association, 1938. 159 p. Also appeared in Library Journal, 63: 259-61, April 1, 1938.

Considers the problems of training school librarians and suggests that teachers colleges provide the solutions.

187. Hazeltine, Mary E. Keep them profitably busy—these new assistants. Library Journal, 65: 943-46, November 15, 1940.

Suggestions for permitting the new assistant to make a contribution to the library.

188. Herbert, Clara W., with a chapter by Warren, Althea H. and Roden, Lora A. Personnel administration in public libraries. Chicago, American Library Association, 1939. 190 p.

The small amount of printed material available on library personnel seems to justify the inclusion of this public-library study because of implications for public-school library staffs in relation to problems such as selection of staff, attention to working conditions, graded scheme of service, training for advancement, welfare activities, and stimulation for the development of progressive service.

189. Herron, Ethel M. The school librarian's place in the community. Journal of educational sociology, 11: 497-89, April 1938.

A plea to the school librarian to cooperate actively with social agencies in the community.

190. Hildreth, Gertrude H. How the psychologist can help the librarian. In Papers presented at a conference on School library service, June 28-July 3, 1939. p. 74-75. New York, Columbia University, School of Library Service, 1940. 106 p.

Place of psychology in the librarian's training.

191. Hitt, Eleanor. Advantages of a classified service in libraries. Library Journal, 61: 663-66, September 15, 1936.

A classified service is one in which the various positions are grouped in such a way as to bring together those that are similar in certain fundamental respects.

192. Hoover, Ferne R. Professional library instruction for teacher-librarians and for librarians. Bulletin of the American library association, 30: 776-79, August 1936.

193. Hostetter, Anita M. A review of studies and projects in education for librarianship. Chicago, American Library Association, 1939. 59 p.

A survey of studies, "interesting projects featured in library-school courses, theses, and other contributions toward the solution of problems in the preparation of librarians."

194. How can the library profession aid in attracting desirable young people to librarianship: a symposium. Library Journal, 51: 765-67, 831, October 15 and November 1, 1936.

Part I. George F. Bowerman; Part II. Amy Winslow; Part III. Ethel McCullough.

195. Howe, Harriet E. Traits of the ideal and the potential librarian. Library quarterly, 6: 111-23, April 1936.

Describes the standardized tests and measurements used by the University of Denver School of Librarianship as supplements to the usual admission procedures and later, knowledge gained from classroom and from personal interviews.

196. Hurley, Richard J. The creative school librarian. Library Journal, 60: 52-57, January 15, 1935.

Summarizes and quotes from professional literature to show the need for creative librarianship.

197. Josephson, A. G. S. Prelude to librarianship. *School and society*, 52: 466-67, November 9, 1940.

Desirable traits and pre-professional preparation of the prospective library-school student.

198. Kaiser, John B. Government service—library personnel problems; a memorandum prepared for the Commission of inquiry on public service personnel. *Library Journal*, 60: 13-17, January 1, 1935.

Presents problems for improving and maintaining personnel. Arguments for and against civil service.

199. Kennedy, Anna C. Current practice in the preparation of part-time school librarians. *Library Journal*, 57: 740-51, September 15, 1932.

Indicates need for "full training" but explains problem of small school which can employ only part-time school librarian.

200. Kirk, Marguerite. Developing an emergency course for the teacher in charge of the elementary school library. *Wilson bulletin*, 10: 19-24, September 1935.

Outline of a course covering the minimum essentials of library technique.

201. Kline, Anitra F. Training for librarianship. *Wilson bulletin*, 13: 560-61, April 1939.

Plan for an "ideal library school." See also Collom, Elizabeth. Master's degree for librarians, 178; Park, Charles V., Training for librarianship, 212.

202. Kroeger, Louis J. Civil service in the library. *Library Journal*, 62: 504-97, August 1937.

Advocates that professional groups rally in behalf of the advancement of the merit principle in Government service.

203. Kuhlman, A. F. Librarianship as a profession. *Peabody journal of education*, 16: 71-80, September 1938.

The purpose of the paper is to indicate in what respects and to what extent librarianship can now be regarded as a profession.

204. LaBrant, Lou. Library teacher or classroom teacher? *Phi Delta Kappan*, 22: 289-91, February 1940.

Integration and correlation of experiences between teacher and librarian.

205. Lathrop, Edith A. Certification of school librarians. *School life*, 25: 239, 256, May 1940.

Legal provisions, State regulations, and local authorities governing the certificates of school librarians.

206. Lovis, Marion. Training for the elementary school librarian. In Department of Elementary School Principals. *Ninth yearbook: The principal and administration*. p. 580-585. Washington, D. C., National Education Association, 1930. 731 p. (Bulletin, v. 9, no. 3, April 1930)

Shows need for training, type of person who should be selected, and suggested curriculum.

207. Mosher, William E. Implications of an enlightened personnel policy. *Library Journal*, 62: 849-52, November 15, 1937.

"Personnel management in the public service is literally leagues behind the standards that are accepted as sound by progressive managers in private enterprise."

208. New York. University of the State of New York. State Education Department. Library Extension Division. Handbook 8, part # ct: Certificates of training for librarians of public and school libraries. Albany, The University, 1936. 76 p.

209. Nichols, Elizabeth P. How far apart are we? *Library Journal*, 65: 733-35, September 15, 1940.

Comparison of the young people's librarian with the school librarian, and the relationship between them.

210. Orman, Oscar C. How does this sound? III.—Some thoughts concerning education. *Wilson bulletin*, 13: 532-33, April 1939.

An examination of the present requirements in library schools and a suggested outline of a 4-year curriculum.

211. Park, Charles V. Shall the teachers colleges prepare librarians for public school libraries? Yes, particularly for the libraries in the smaller schools. *In American Association of Teachers Colleges. Nineteenth yearbook.* p. 99-104. Washington, D. C. National Education Association, 1940. 180 p.

212. ——— Training for librarianship. *Wilson bulletin*, 13: 560, April 1939.

Results of a questionnaire on whether librarians should be granted a Master's degree for their fifth year of college work instead of a B. S. in Library Science. *See also* Collom, Elizabeth, Master's degree for librarians, 178; Kline, Anitra E., Training for librarianship, 201.

213. Paul, Harriet B. A code of ethics for school librarians. *Wilson bulletin*, 10: 308-10, January 1936.

Discusses the school librarian in relation to the pupils, the school, the community, her profession, and her business capacity.

214. Banlett, Louis F. The librarians have a word for it: ethics. *Library Journal*, 64: 738-40, October 1, 1939.

Discussion of the code of ethics which appeared in the *ALA Bulletin*, February 1939.

215. Reece, Ernest J. The curriculum in library schools. New York, Columbia University Press, 1936. 220 p. (Columbia university studies in library service, no. 4)

Partial contents: What library work has been; What library work is becoming; Beginnings of the curriculum; Growth of the curriculum; Outlines of the curriculum.

216. ——— Look ahead for library schools. *Bulletin of the American library association*, 32: 32-46, January 1938.

An evaluation of the development of library schools.

217. Rehmus, Paul A. School librarians must be aggressive. *Michigan librarian* 6: 7-11, March 1940.

Implications for the librarian and his status in the new educational structure.

218. The responsibility of the teachers college in the preparation of personnel for library service in the public schools; a symposium. *Library Journal*, 64: 265-68, April 1, 1939.

Presents three points of view. Discussion followed reading of papers by Mabel Harris and Esther Stallman.

219. Rice, George A.; Conrad, Clinton C.; and Fleming, Paul. Librarian. *In their The administration of public high schools through their personnel.* p. 459-476. New York, Macmillan Co., 1933. 723 p.

The strategic position of the trained librarian when provided with adequate professional and clerical assistance to work actively with student and teacher.

220. Robinson, William M. Responsibilities of teacher-training agencies in training rural teachers for library service. *In National Education Association. Department of Rural Education. Rural school libraries.* p. 89-102. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

Results of a questionnaire sent to 188 State teachers colleges and normal schools, which covered subjects such as: Library orientation course; Semi-professional library training; Guidance in book selection; Library service extended to teachers; Library service extended to rural schools.

221. **Rossell, Beatrice S.** Twenty-two cities give equal salaries for B. A. in in L. S. and Master's degree. *School and society*, 50: 622, and November 11, 1939. *Same in Journal of higher education*, 11: 216, April 1940.

Strongly urged by Board of Education for Librarianship, and Board on Salaries, Staff and Tenure, of the American Library Association.

222. **Rugg, Earle U.** Librarian . . . key teacher. *Phi Delta Kappan*, 22: 316-20, February 1940.

The librarian as a "generalist" to cooperate with the teachers and specialists.

223. ———. Shall the teachers colleges prepare librarians for public school libraries? *In American Association of Teachers Colleges. Nineteenth yearbook*. p. 104-110. Washington, D. C., National Education Association, 1940. 180 p.

Discusses the negative of the question.

224. **St. John, Francis B.** Rating a staff for promotion and demotion. *American library association bulletin*, 34: 682-87, 733, December 1940.

Discussion of the need for regular service ratings in making fair decisions when the question of promotion or dismissal of an employee arises. A variety of rating methods are cited.

225. **Seay, Maurice F.** In-service education for librarians. *Library journal*, 65: 618-21, August 1940.

Indicates need for in-service education.

226. **Shortess, Lois F.** Training for the part-time school librarian. *Library journal*, 57: 752-53, September 15, 1932.

Explains difference between "full training" and the short course. Shows need for State regulations to make courses as good as possible.

227. **Stallman, Esther.** School librarian to her new assistant. *Wilson bulletin*, 10: 677-78, June 1936.

Suggestions for the department of a new school library assistant.

228. **Stone, Charles H.** Conference on education for librarianship in the South. *Wilson bulletin*, 10: 318-19, 331, January 1936.

Recommendation for library instruction for college students, teachers, and school administrators; for school librarians; and for developments in education for librarianship in the South.

229. ———. Difficulties encountered by trained school librarians as a basis for the revision of the professional curriculum. *Library quarterly*, 3: 66-86, January 1933.

230. **Theobald, Ruth L.** Practical considerations in securing legal certification for school librarians. *Bulletin of the American library association*, 30: 642-43, August 1936.

Written by the former supervisor of public school libraries in Kentucky.

231. **Timmerman, Hazel B.** Difficulties found in placement. *Bulletin of the American library association*, 31: 634-39, October 1, 1937.

What does the employer want in an employee? What should the employer tell the prospective employee? Information pertinent to these and similar questions is furnished here.

232. **Wang, Charles K. A.** Selecting applicants to a library school or training class: an approach to a technique. *Library quarterly*, 3: 253-66, July 1933.

Aims to devise objective criteria for the selection of library assistants.

233. **Whitehead, Frances.** Hyphenated day, by a teacher-librarian. *Bulletin of the School library association of California*, 10: 4-7, January 1939.

Indicates that students in small schools need guidance in the use and appreciation of books.

234. Williamson, C. C. Creative librarianship. *In* Papers presented at a conference on School library service, June 28-July 3, 1939. p. 1-5. New York, Columbia University, 1940. 106 p.

A challenge to librarians to be a constructive force in the school.

235. Wilson, Eugene H. Pre-professional background of students in a library school. *Library quarterly*, 8: 157-88, April 1938.

Type of student; relationship between scholastic success and a given group of factors; and usefulness of these relationships.

Summary of a Doctor's degree thesis, University of Illinois, 1937.

Refer also to items in this bibliography numbered: 60, 61, 74, 82, 124, 132, 162, 634, 635, 669, 676, 683, 684, 702.

3. HOUSING, PLANNING AND EQUIPMENT

236. American Council on Education. School Plant Research Council. School buildings and equipment. Washington, D. C., The Council, 1939. 30 p. (American council on education studies, series 1, v. 3, no. 8, April 1939)

237. Anderson, Ellen L., *comp.* Housing and equipment of school libraries. Washington, D. C., U. S. Government Printing Office, 1937. 11 p. *Bibliog.* (U. S. Office of Education leaflet no. 33)

An annotated and selected list of references intended to show what schools have done for their libraries, and to give concrete suggestions to those interested in beginning a school library or in improving an old one.

238. Architecture and planning. (Los Angeles) *In* American Library Association. School Libraries Committee. School library yearbook, No. 5. p. 159-183. Chicago, The Association, 1932. 253 p.

Recommendations for architecture and planning made by school libraries with the aid of the superintendent and board of education. Includes descriptions and floor plans of several of the 57 high school libraries in Los Angeles and a group of libraries in schools offering specialized curricula.

239. Barker, Joseph W. Some aspects of library lighting from the viewpoint of an illuminating engineer. *Library journal*, 59: 243-46, March 15, 1934.

Challenging presentation of the problem of lighting.

240. Billet, Roy O. Fundamental features of the classroom-laboratory. *In* *Ms* Fundamentals of secondary-school teaching; with emphasis on the unit method. p. 581-595. Boston, Houghton Mifflin Co., 1940. 671 p.

The classroom-laboratory library described is considered to be an integral part of the main library of the school.

241. Childs, Frank A. Planning libraries for elementary and junior high schools. *American school board journal*, 82: 64-66, January 1931.

The planning of the libraries was carried out in relation to the reading activities of the schools. Pictures and floor plans.

242. Douglas, Mrs. Mary P. Design and equipment of consolidated school libraries. *In* American school and university yearbook; eleventh annual edition, 1939. p. 297-308. New York, American School Publishing Corporation, 1939. 609 p.

Location, floor plan, decoration, stationary equipment, and furniture.

243. Engelhardt, Nickolaus L. Library. *In* his Standards for junior high school buildings. p. 124-129. New York, Columbia University, Teachers College, 1932. 161 p.

Includes specifications for room and furniture, and ALA school library planning chart.

244. Fair, Ethel M. Equipment and mechanical devices adapted to use in libraries. *American library association bulletin*, 34: 455-57, September 1, 1940.

245. Fargo, Lucile F. School library planning and equipment. *In American School and University. Seventh yearbook.* p. 227-232. New York, American School and University, 1935. 427 p. *Also reprinted by Chicago, American Library Association, 1935.* 8 p.

Includes plans, illustrations, and statistical data.

246. Fuchs, Florence C. Labor and money saving devices in the catalog department. *Library Journal*, 58: 573-77, July 1933.

247. Gilbert, A. F. Laying out the library. *Nation's schools*, 22: 44-64, October 1938.

Pictures and floor plans of the functioning library of the Whitesboro Central School building, New York.

248. Henderson, Olive G., and Rowell, Hugh G. Eyes and the library. *Library Journal*, 59: 237-42, March 15, 1934.

Advocates general and local lighting as probably the most economical as well as the most hygienic.

249. Hill, Andrew P., jr. Library. *In Proctor, William M., and Ricciardi, Nicholas. The junior high school; its organization and administration.* p. 41-46, 55-56. Stanford University, Calif., Stanford University Press, 1930. 324 p.

Essentials to consider in library planning. Floor plan.

250. Koch, Theodore W. Library chairs and reading tables. *Library Journal*, 58: 298-300, April 1, 1933.

What should be considered when purchasing chairs and tables? Although the article was written for university libraries, it contains much of value for the school librarian.

251. Koos, Leonard V., and others. Library. *In their Administering the secondary school.* p. 511-515. New York, American Book Co., 1940. 678 p.

Necessity for providing for definitely planned space for housing the library.

252. Lewis, Willard P. The care of maps and atlases in the library. *Library Journal*, 55: 494-96, June 1, 1930.

Outline of the kinds of equipment which have been the most satisfactory in the map room of the library at Wesleyan University. Applicable to the school library.

253. McManus, Beulah L. A library unit; making and conducting a school library; for intermediate and grammar grades. *Grade teacher*, 56: 38, 72, November 1938.

Suggestions for teachers on making and conducting a library corner in a small school.

254. Middlebrooks, A. J. The school library, 1900-1935. *American school board journal*, 92: 20-22, June 1936.

Traces the development of the services of the school library in relation to housing and equipment.

255. Moore, Lois. Building a primary library. *Wilson bulletin*, 6: 195-98, November 1931.

An experiment in building a library corner in a classroom.

256. National Education Association. American Association of School Administrators and Research Division. References to standards and recommendations for school buildings and equipment. Washington, The Association, 1940. 24 p. photoprint. (Educational research service circular, no. 7, 1940)

Includes section on school libraries.

257. Participation of state agencies in planning and supervising local school-building development. *In American school and university yearbook; eleventh annual edition, 1939.* p. 581-585. New York, American School Publishing Corporation, 1939. 609 p.

Aids available to local school boards from State departments.

258. Plaister, Cornelia D. Floors and floor coverings. Chicago, American Library Association, 1939. 75 p. (Library equipment studies, no. 2)

Includes an evaluative description of various types of floor covering, how to lay the floors, and their maintenance.

259. Portfolio of libraries. [with illus. and floor plans] Nation's schools, 24: 33-48, October 1939.

Contents: What is the library budget? by Stanley H. Rolfe; Library in elementary pattern, by Charles L. Spain; Fits junior high program, by C. H. Pygman; Library planning, by D. Kenneth Sargent; New unit at Glencoe, by Paul J. Misner; Books in their proper setting, by Warren S. Holmes; Where is the workroom? by Ira H. Davey.

260. Rogers, Don C. Special rooms for new Chicago elementary school buildings. American school board journal, 88: 34, 56, January 1934.

Floor plans of a library unit.

261. Smith, Henry L. and Noffsinger, Forest B. School libraries—planning and equipment. Bulletin of the American library association, 28: 167-70, March 1934.

A bibliography reprinted from the Bulletin of the School of Education, Indiana University, v. 9, no. 2, March 1933.

262. Stallmann, Esther. How shall we meet the challenge presented by the increasing need for the training of school librarians? In American Library Association. College and university library service; trends, standards, appraisal, problems; papers presented at the 1937 midwinter meeting of the American library association; ed. by A. F. Kuhlman. p. 147-154. Chicago, The Association, 1938. 150 p. Also appeared in Library Journal, 63: 261-65, April 1, 1938.

Makes a distinction between the type of training that the librarian receives at the accredited library school and the type that the teacher-librarian receives at the teachers college.

263. Strayer, George D. and Engelhardt, Nicholas L. Library. In their Standards for elementary school buildings. p. 122-125. New York, Columbia University, Teachers College, Bureau of Publications, 1933. 181 p.

264. Tilton, Edward L. School libraries. Library journal, 55: 250-54, March 15, 1930. diag.

Suggestions for planning a school library which are presented under the following sub-heads: Location, light, areas, finishes, shelving, bulletin boards.

265. Warren, Dean M. Library lighting—a scientific problem. Library journal, 59: 247-48, March 15, 1934.

Practical suggestions.

266. Wert, James E. The effectiveness of the public-school-housed library branch. Library quarterly, 7: 537-45, October 1937.

A study of two comparable communities in St. Louis, Mo., which points to the need for considering public library branches in school buildings.

267. Witmer, Eleanor M. School library planning chart. Bulletin of the American library association, 25: 157, April 1931.

Type of school, maximum building capacity, floor area, volume capacity, shelving footage, minimum staff.

Refer also to items in this bibliography numbered: 60, 74, 82, 124, 132, 143, 162, 627, 634, 635, 636, 676, 677, 684.

4. LIBRARY OR STUDY-HALL PROBLEM

268. Boardman, Charles W. The case for the library-study hall. Peabody journal of education, 12: 294-303, May 1935.

Favors library-study hall for the great majority of schools, but indicates that the final word in library development has not yet been spoken.

269. Goldsmith, Edward. Shall library and study hall be combined? *School executive*, 59: 30-32, 51, August 1940.

Summary and evaluation of books and articles on the subject.

270. Harrington, Mildred P. The school library and the study hall: a conflict? *Peabody journal of education*, 13: 247-53, March 1936.

Indicates the need for more extensive research before plans under consideration can be labeled as impractical.

271. Logasa, Hannah. The library study hall. *In her* The study hall in junior and senior high schools. p. 167-180. New York, Macmillan Co., 1938. 190 p. biblog.

Discussion of the desirability of a combined library and study hall.

272. Wofford, Azile. Library or study hall: both sides of a persistent problem. *Peabody journal of education*, 13: 35-43, July 1935.

Refer also to items in this bibliography numbered: 60, 74, 82, 124, 143, 147, 154, 635, 669, 684, 702.

5. SELECTION OF MATERIALS

(a) BOOKS

273. Betzner, Jean and Moore, Annie E. Everychild and books. Indianapolis, Bobbs-Merrill Co., 1940. 174 p.

"To aid in the development in childhood of a genuine enjoyment of books and of a finer taste in their selection."

274. Beust, Nora E. Book selection for the school library. *In* National Education Association. Department of Rural Education. Rural school libraries. p. 49-60. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

Some of the major difficulties in book selection; The guiding principles of book selection; Practical procedures in book selection; Practical suggestions for spending stipulated sums of money.

275. ——— Selection of reference books. *School life*, 25: 165-66, March 1940.

Typical reference questions asked in both elementary and high school libraries which indicate that a basic collection of reference books is an integral part of the educational program. Criteria and suggestions for selection.

276. Book selection for children and young people. *New York libraries*, 16: 179-81, February 1939.

Basic outline of procedure.

277. Boye, Inger. Library story hours. *Wilson library bulletin*, 15: 53, 55, September 1940.

Suggestions of materials and their motivation.

278. Britton, Jasmine. Books in the Los Angeles elementary schools. *Library journal*, 56: 739-42, September 15, 1931.

Types of book services made available to Los Angeles elementary schools through the supervisor and staff of the Los Angeles City School Library.

279. Buying children's books: a symposium, Part I, by Siri Andrews; Part II, by Gladys English; Part III, by Marian C. Young; Part IV, by Dorothy L. Wood; Part V, by Ruth E. Lawrence; Part VI, by Mrs. Lois T. Place and Dorothea Dawson. *Library journal*, 64: 16-18; 102-03; 181-83; 274-75; 362-63; 455-57, January 1, February 1, March 1, April 1, May 1, and June 1, 1939.

Some problems and general principles of book buying as viewed by a representative group of buyers.

280. California State Department of Education. Pleasure reading for boys and girls. Sacramento, The Department, 1936. 99 p. (Bulletin, no. 17, September 1, 1935)

The introduction to the list, the selection of titles, and the annotations are valuable to book selectors.

281. ——— Division of Elementary Education and Rural Schools. Selection and distribution of supplementary and library books in California counties. Sacramento, The Department, 1934. 32 p. (Bulletin, no. 10, May 15, 1934)

Procedures may be adapted to needs in other states.

282. ——— State Curriculum Commission. Recreatory reading. *In its Teachers' guide to child development in the intermediate grades.* p. 302-323. Sacramento, The Department, 1936. 631 p.

Specific experiences of teachers in stimulating recreational reading. Bibliographies of books on various aspects of the social studies.

283. Carpenter, Helen S. Correlating school library and classroom. *Wilson bulletin*, 8: 383-90; 452-57, March and April 1934.

Suggestions for background reading to supplement and vitalize class work in English.

284. Cieri, Anne M. General principles governing the selection of books for the high school library. *Library journal*, 66: 160-63, February 15, 1941.

Rules for selecting the best books available to satisfy and encourage the natural reading habit in young people.

285. Cook, Dorothy E. New books for old; book fairs conducted by the W. K. Kellogg foundation in seven counties of Michigan. *Wilson library bulletin*, 15: 306-07, December 1940.

Describes the success of book demonstrations in interesting children in good reading.

286. Coulman, Edith K. Through the year with book reviews. *Library journal*, 65: 736-39, September 15, 1940.

Description of a project in which students aided in the selection of books for the library through a program of book reviewing.

287. Dinwiddie, Louise. Best sellers and modern youth. *Library journal*, 65: 957-59, November 15, 1940.

Introducing adult books into the school library as a stimulus in making lifetime library users of adolescent readers.

288. Eaton, Anne T. Reading with children. New York, Viking Press, 1940. 354 p.

The book selector will find valuable information in the personal experiences of the author with the boys and girls of the Lincoln School of Teachers College, Columbia University.

289. ——— Story hour in the elementary school. *Childhood education*, 15: 405-07, May 1939.

Importance of the story hour and some of the stories which children like.

290. Gunterman, Bertha L. Publishing children's books. *In* Wilson, Louis R., ed. *The practice of book selection; papers presented before the library institute at the University of Chicago, July 31 to August 13, 1939.* p. 209-225. Chicago, University of Chicago Press, 1940. 368 p.

"What governs the choice of manuscripts by the children's book editor and what processes manuscripts undergo in a publishing house."

291. Haines, Helen E. Living with books; the art of book selection. New York, Columbia University Press, 1935. 505 p.

Of primary importance for the principles of book selection.

292. Heller, Frieda M. Book selection in a modern high school. In Wilson, Louis R., ed. *The practice of book selection; papers presented before the library institute at the University of Chicago, July 31 to August 13, 1939.* p. 226-241. Chicago, University of Chicago Press, 1940. 368 p.

Book selection based on the individual pupil's needs and the school's program.

293. Hodges, Elizabeth. Library service to guidance classes. *Wilson library bulletin*, 15: 252-55, November 1940. bibliog.

Brief statement of procedure followed in the purchase, selection, and administration of books for guidance classes.

294. Horrall, Albion H. and others. *Let's go to school; integrative experiences in a public elementary school.* New York, McGraw-Hill Book Co., 1938. 434 p.

Illustrates the use of books in a modern elementary school program, San Jose, Calif.

295. Hurley, Richard J. Book selection methods of a progressive high school's library. *Clearing house*, 12: 453-55, April 1938.

Practices in Roslyn, N. Y., High School.

296. Kennedy, Anna C. Library and the curriculum. In National Education Association. Department of Rural Education. *Rural school libraries.* p. 73-79. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

Observations on the use of books in connection with the curriculum, together with a statement regarding the need for adequate book collections in libraries of all types of schools.

297. Lane, Robert H. *The progressive elementary school; a handbook for principals, teachers, and parents.* Boston, Houghton Mifflin Co., 1938. 197 p.

Indicates the importance of books in the elementary school.

298. Lazar, May. Reading interests, activities, and opportunities of bright, average, and dull children. New York, Columbia University, Teachers College, 1937. (Contributions to Education, no. 707)

Suggestions for the librarian in the selection of materials for different types of children.

299. Lenrow, Elbert. *Reader's guide to prose fiction; an introductory essay, with bibliographies of 1,500 novels selected, topically classified, and annotated for use in meeting the needs of individuals in general education.* New York, D. Appleton-Century Co., 1940. 371 p.

300. Livsey, Rosemary E. Use guaranteed. *Wilson library bulletin*, 15: 308-09, 321, December 1940.

An experiment in community list making that could be tried in the school library.

301. Los Angeles. Board of Education. *Books in the Los Angeles high schools.* Los Angeles, The Board, 1940. 63 p. (Los Angeles City School District, School publication no. 346)

A monograph designed to develop an appreciation of books and efficient ways of using them. Grouped under the headings: Administrative functions of the librarian; Reader and the book; Library and the curriculum; Library and vocational training.

302. Lowell, Mildred H. Criteria for book selection in school libraries. *Library journal*, 64: 685-87, September 15, 1939.

General criteria and specific suggestions for book selection in relation to the curriculum.

303. Mahony, Bertha E. and Whitney, Elinor, comps. *Realms of gold in children's books.* Garden City, N. Y., Doubleday, Doran & Co., 1929. 796 p.

The introductory material and the illuminating historical and literary comments included in the text are valuable to book selectors.

A supplement to this book is *Five Years of Children's Books*, Doubleday, Doran & Co., 1936. 590 p.

304. Martin, Helen. Nationalism in children's literature. *Library quarterly*, 6: 405-18, October 1936.

An objective analysis of nationalism in 24 children's books representing 17 different countries. Of assistance in determining what type of books have the greatest international influence.

Digest of a Doctor's degree thesis, University of Chicago, 1934.

305. Morley, Christine C. Equipment and use of the school library. In Department of Elementary School Principals. Eighteenth yearbook: Enriching the curriculum for the elementary-school child. p. 438-443. Washington, D. C. National Education Association, 1939. 704 p. (Bulletin, v. 18, no. 6, July 1939)

Suggestions for equipping the library with a carefully selected collection of books.

306. Morris, Alice C. Book selection as a trust. *Library journal*, 64: 887-89, November 15, 1939.

Stresses the need for sympathetic understanding of the adolescent.

307. New York. University of the State of New York. Weeding the library; suggestions for the guidance of librarians of small libraries. Albany, The University, 1937. 18 p.

Contents: (1) Why should the book collection be weeded? (2) How often is it desirable? (3) By whom should it be done? (4) What printed aids should be used? (5) How should the books be sorted? (6) How should discarded material be treated? (7) Where can help be obtained for weeding?

308. Power, Effie L. Book selection. In *her* Library service for children. p. 29-122. Chicago, American Library Association, 1930. 320 p. bibliog. [new ed. in process]

General rules for guidance in book selection, with specific examples of many types of books. Also explains organization and maintenance of book collections.

309. Sauer, Julia L. Making the world safe for the Janey Larkins. *Library journal*, 66: 49-53, January 15, 1941.

Need for children's books that depict social conditions of today.

310. Silverthorn, Mary E. Books for the school library. The school, (secondary edition) 28: 767-71, May 1940.

Suggests bibliographies and procedures for selecting the most useful books needed to keep the library up-to-date and attractive.

311. Smith, Dora V. The challenge of the yearbook program to the average American school system. In Department of Supervisors and Directors of Instruction. Ninth yearbook: The development of a modern program in English. p. 165-171. Washington, D. C., National Education Association, 1936. 704 p.

Indicates the contribution which the library can make.

312. Smith, Lillian H. The library's responsibility to the child. In Danton, Emily M., ed: The library of tomorrow; a symposium. p. 124-132. Chicago, American Library Association, 1939. 191 p.

"To provide an equivalent of a library at home . . ."

313. Stallman, Esther. Picking out books for the school library—some principles. *Peabody journal of education*, 13: 132-36, November 1935. Reprinted abridged in *Library journal*, 61: 638-39, September 1, 1936.

Prerequisites for the librarian selector; general principles; books for reference; books for use in leisure time; and censorship.

314. Trumper, May, assisted by Mary C. Richardson and Alice D. Rider. Organization, administration, care, and use of the school book collections. In National Education Association. Department of Rural Education. Rural school libraries. p. 61-71. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

Suggestions of how to organize and administer the collection, and effective methods for stimulating the use of books and other library materials.

315. Uhl, Willis L. The materials of reading. *In* National Society for the Study of Education. Committee on Reading. Thirty-sixth yearbook, Part I: The teaching of reading: a second report. p. 207-253. Bloomington, Ill., Public Schools Publishing Co., 1937. 442 p.

Suggestions for the book selector.

316. Whiteman, Elizabeth C. Balanced collections of books in study halls at Evanston. *School and society*, 44: 270-80, August 29, 1936.

An effective organization of library books in study halls.

Refer also to items in this bibliography numbered: 60, 74, 82, 124, 131, 132, 377, 433, 434, 634, 635, 676, 684, 702.

(b) NONBOOK MATERIALS: AUDIO-VISUAL AIDS, PAMPHLETS, MAGAZINES

317. Amerine, Elizabeth J. The clipping and pamphlet file. *Wilson bulletin*, 9: 113-19, November 1934.

Instruction for keeping such a file in a high school library.

318. Bean, Donald. Books vs. movies, phonographs, and radios. *Peabody Journal of education*, 17: 253-60, January 1940.

Presents evidence that the radio and motion picture are tools that can stimulate reading and intellectual curiosity.

319. Bennett, Mary A. Microphotography and the school library. *In* Papers presented at a conference on School library service, June 28-July 3, 1939. p. 70-73. New York, Columbia University, School of Library Service, 1940. 106 p.

Possibilities of microphotography in vitalizing the school library program.

320. Brackett, Thelma. Phonograph records. *Wilson library bulletin*, 15: 265, November 1940.

Problems of administering and organizing the phonograph record collection.

321. Bradley, Ruth E. Ideas we've liked. *Wilson bulletin*, 13: 159, October 1938.

Practical suggestions for clipping files, local history file, "hospital service," etc.

322. Brainard, Jessie F. The use of pictures in the school library. *Library Journal*, 55: 728-29, September 15, 1930.

The contribution of pictures to the education of youth, with suggestions as to their selection, preparation, and care.

323. Condit, Lester. A pamphlet about pamphlets. Chicago, University of Chicago Press, 1939. 104 p. (University of Chicago studies in library science)

Covers salient points on use, care, and selection of pamphlets.

324. Currin, Althea M. The pamphlet file as tool, not burden. *Wilson bulletin*, 9: 415-17, 450, April 1935.

Useful suggestions for the choice of material, care, and use of a pamphlet file.

325. Dale, Edgar and others. Motion pictures in education; a summary of the literature; source book for teachers and administrators. New York, H. W. Wilson Co., 1937. 472 p.

Material about selection, care, and use of visual aids.

326. Dent, Ellsworth C. The audio-visual handbook. Chicago, Society for Visual Education, Inc., 1939. 211 p. bibliog.

Contents: The status of visual instruction; Types of visual aids and their uses; Types of sound aids for schools; Types of audio-visual aids to instruction; Organising the audio-visual service; Sources of information, materials, and equipment.

327. Eells, Walter C. Scale for evaluation of periodicals in secondary school libraries; report of the cooperative study of secondary school standards. *Wilson bulletin*, 11: 668-73, June 1937. *Followed by:* Evaluation of periodical collections of secondary school libraries. *Wilson bulletin*, 12: 150-53, October 1937; Periodicals received by secondary school libraries. *Wilson bulletin*, 12: 187-89, November 1937; What periodicals do school pupils prefer? *Wilson bulletin*, 12: 248-52, December 1937; Comparative rankings of periodicals. *Wilson bulletin*, 12: 818-21, January 1938.

These articles were based on some of the findings of the *Cooperative Study of Secondary School Standards*.

328. Espenshade, Edward B., jr. Building a collection of maps. *Bulletin of the American Library association*, 30: 206-15, April 1938.

Determining factors in the selection and sources of maps.

329. Freeman, Marilla W. "Short route to the library." *Library journal*, 64: 847-51, May 1, 1939.

The method of cooperation with motion picture theaters followed in the Cleveland Library has suggestions for the school library.

330. Giganti, Carl J. Pictures in a small library. *Wilson library bulletin*, 15: 225-29, November 1940.

Sources of pictures, mounts, labels, and files for a simple, low-cost collection.

331. Gilbert, Christine. The picture collection in the Lincoln school library. *Wilson library bulletin*, 15: 34-37, September 1940.

Organization and use of the picture collection.

332. Greer, Margaret B. The library and its care and use of films. *Wilson bulletin*, 18: 383-87, February 1939.

The library as a center for visual instruction materials.

333. Gunderson, B. Harry. Professional periodical facilities for teachers; a survey in Indiana junior high schools. *Clearing house*, 15: 171-73, November 1940.

Methods of financing and operating this service to the faculty.

334. Heaps, Willard A. Ears and the library; implications in the school use of the radio. *Wilson library bulletin*, 15: 19-23, 27, September 1940.

Indicates the library's responsibility for publicity of programs, and collections and care of related materials.

335. Henshaw, Francis H. For film borrowers. *American library association bulletin*, 34: 174-76, 195-96, March 1940.

A list of sources of information about films and a list of films pertinent to the use of the library.

336. Hurley, Richard J. What about the movies. *Library journal*, 61: 639-40, September 1, 1936.

The influence of the movies; the methods used to secure the greatest beneficial effects; and helpful tools.

337. Hyers, Faith H. The library and the radio. Chicago, University of Chicago Press, 1938. 101 p.

Contents: I. The librarian cooperates with educators on the air; II. The librarian as broadcaster; III. The librarian experiments with radio programs; IV. A look ahead; Selected references.

338. Ireland, Norma O. Pamphlet file in school, college, and public libraries. Boston, F. W. Faxon Co., 1937. 110 p. (Useful reference series)

A manual on organization and care of the pamphlet file. Contents: How to begin; Clippings; Pamphlet headings; Weeding catalogs and reports; Storage and circulation; Uses—publicity.

339. ——— The picture file in school, college, and public libraries. Boston, F. W. Faxon Co., 1934. 89 p.
Contents: How to begin; Mounting; Picture headings; Storage and circulation of pictures; Uses—publicity.
340. Kirk, Marguerite. Film and book. *American library association bulletin*, 33: 218-22, October 15, 1939.
An appeal to librarians to think of the film as another very important type of book.
341. Kohn, Lydia E. A photograph and lantern slide catalog in the making. *Library Journal*, 57: 941-45, November 15, 1932.
An outline of what has been accomplished at the Chicago Art Institute, Ryerson Library.
342. Landfear, Bess. Visual aids: challenge to school librarians. *Bulletin of the School library association of California*, 12: 12-13, November 1940.
343. Nazarsfeld, Paul F. Radio and the printed page. New York, Duell, Sloan & Pearce, Inc., 1940.
Implications for the responsibilities of school librarians.
344. Liss, Florence. The radio and the school library. *In Papers presented at a conference on School library service, June 28-July 3, 1939.* p. 54-61. New York, Columbia University, School of Library Service, 1940. 106 p.
The radio as a means for stimulating interest in reading worth while literature for pleasure.
345. Losey, Mary. The movies and the school library. *In Papers presented at a conference on School library service, June 28-July 3, 1939.* p. 62-69. New York, Columbia University, School of Library Service, 1940. 106 p.
The problems involved in the use of films for educational purposes and their implications for librarians.
346. Lyman, Ethel L. Arrangement and care of phonograph records. *Library Journal*, 62: 150-54, February 15, 1937.
Classification and cataloging, housing and distribution, and description of the record cases.
347. McCabe, Eugenia. The library and audio-visual aids. *Bulletin of the School library association of California*, 11: 1-3, March 1940.
Administration of audio-visual aids in the Castlemont High School, Oakland, Calif.
348. McKown, Harry C. and Roberts, Alvin B. Audio-visual aids to instruction. New York, McGraw-Hill Book Co., 1940. 385 p. bibliog.
Purposes to answer such pertinent questions as: Just what are these audio-visual aids? Specifically, how, to what extent, and under what conditions do they aid? How can they be incorporated as integrative and supplementary, rather than as separate and substitutionary, agents? Where can they be obtained? Three chapters of examples of actual uses in all grade levels of the elementary and the secondary school have been included. Extensive, selected bibliographies.
349. Martin, Laura K. Magazines for high school; an evaluation of a hundred titles. New York, H. W. Wilson Co., 1941. 152 p.
An appraisal and classification of magazines based on students' interests and needs.
350. Nolen, Barbara. Literature through magazines and radio. *American library association bulletin*, 33: 177-81, October 15, 1939.
"If the stage is properly set, both radio and the magazine will serve as the beginning of deeper and more satisfying experiences with children's literature."
351. Pettingill, Ada D. Library guidance file. *Library Journal*, 65: 1004, December 15, 1940.
Advocates the use of a separate file for material on vocational and occupational guidance.

352. Raymond, Phyllis and Child, Eleanor D. The school library adopts movies. *Library journal*, 64: 212-14, March 15, 1939.

Ingenius correlation of movies with the library's activities.

353. Rothrock, Mary U. Libraries and educational films. *American library association bulletin*, 34: 169-73, 217, March 1940.

A review of studies and the present situation.

354. Schulte, Louise A. Motion pictures and the library. *Pennsylvania library and museum notes*, 17: 15-22, April 1940.

Procedures followed and materials used in an experiment to determine "whether movie habits could be improved and desirable ideals and attitudes developed."

355. Shane, M. Lanning. Audio-visual aids and the library. *College and research libraries*, 1: 143-46, 169, March 1940.

Importance and types of audio-visual aids now generally available. Also the servicing of audio-visual aids by librarians.

356. ——— The audio-visual library: an acquisition plan. *Peabody journal of education*, 17: 420-30, July 1940. biblog.

Audio-visual aids are presented as a development of book illustrations. Recommends the school library as the center of the audio-visual aid program.

357. Townes, Mary E. New aids for familiar purposes. *American library association bulletin*, 34: 691-94, December 1940.

Points out the possibilities of librarians using phonograph records and films as well as books if visual and auditory aids are better suited to the needs of individuals.

358. ——— Teaching with motion pictures: a guide to sources of information and materials. rev. ed. New York, Columbia University, Teachers College, 1940. 30 p. (Teachers college library contributors, no. 1)

Contents: Part I, The educational film as a teaching aid; Part II, The theatrical film as an educational force; Part III, Making motion pictures in the school.

359. U. S. Office of Education. Sources of visual aids for instructional use in schools; prepared in the Division of special problems. Washington, D. C., U. S. Government Printing Office, 1941. 91 p. (Pamphlet no. 80—rev. 1941)

A list of sources from which visual aids and equipment for educational purposes are available, as well as sources of information on the educational use of visual aids.

360. Walker, Ethel M. Painless library instruction via the movies. *Library journal*, 65: 519-20, June 15, 1940.

How to make a moving picture to be used in teaching the use of libraries.

361. Walter, Frank K. Periodicals for small and medium-sized libraries. 7th ed. enl. Chicago, American Library Association, 1939. 98 p.

Though intended primarily for public libraries, this publication is of value to the school library on questions of selection, use, and binding of periodicals.

362. Ways to better high schools; library enrichment hints; practical suggestions for high school administrators and teachers. Urbana, Ill., University of Illinois, 1938. 53 p. (Bulletin, v. 36, no. 18, October 28, 1938)

Printed, visual, and auditory aids are grouped according to (1) general enrichment materials; (2) enrichment materials for French; (3) enrichment materials for German; (4) enrichment materials for Spanish.

363. Wells, Doris M. The local history clipping file. *Library journal*, 63: 189-91, March 1, 1938.

Practical suggestions for gathering and indexing materials.

364. Wenman, Lois M. The pamphlet library in Newark. *Wilson bulletin*, 12: 571-74, 600, May 1938.

Organisation and care of the pamphlet library.

365. ——— and Richardson, Dorothy G., *comps.* List of subject headings for information file. 4th ed. *In* Modern American library economy, as illustrated by the Newark, N. J., Free public library; edited by John C. Dana. New York, H. W. Wilson Co., 1938. 119 p.

Includes organization of the library information file and the pamphlet file.

Refer also to items in this bibliography numbered: 60, 74, 82, 124, 132, 240, 434, 447, 634, 676.

6. TECHNICAL PROCESSES

366. Akers, Susan G. Simple library cataloging. 2d ed. Chicago, American Library Association, 1933. 173 p.

Fundamentals of cataloging, classification, and subject headings; many sample cards reproduced. Useful tool for "new" librarian.

367. Belknap, Mrs. Sara Y. The library as a reference center. *Library Journal*, 62: 344-45, April 15, 1937.

"Why not consider a school-wide reference service with the reference center as the clearing house?"

368. Books as disease carriers. *Library Journal*, 59: 315-16, April 1, 1934. Reprinted from *Journal of the American medical association*, February 10, 1934.

An answer to the question of transmission of infections by books. Reference is made to previous articles on the subject.

369. Carpenter, Helen S. What is back of efficient reference work in an elementary school library? *Wilson bulletin*, 10: 15-19, September 1935.

Describes a project tried out in 20 New York schools for the purpose of learning what teacher-librarians and elementary-school children need to know in order to answer ordinary reference questions. Items considered necessary are listed and may be used as a basis for lessons in library training.

370. Heyl, Lawrence. Book cooperative for libraries. *American library association bulletin*, 33: 245-46, April 1939.

An impartial statement on the subject, by the chairman of the ALA Book Buying Committee.

371. Huntting, Henry R. A note on library bindings. *Wilson bulletin*, 8: 124-25, October 1933.

Points out the characteristics of four types of library bindings.

372. Johnson, Margaret F. Manual of cataloging and classification for small school and public libraries. 3d ed. rev. and rewritten; with additions by Dorothy E. Cook. New York, H. W. Wilson Co., 1939. 78 p.

"Intended primarily to aid elementary school librarians in making a simple, consistent, and unified catalog." Also includes information on inventory and mechanical preparation of books.

373. Lytle, Mary. Seattle cataloging system. *In* American Library Association. School Libraries Committee. *School library yearbook*, no. 5. p. 145-146. Chicago, The Association, 1932. 253 p.

A description of a centralized cataloging organization.

374. Mann, Margaret. Introduction to cataloging and the classification of books. Chicago, American Library Association, 1930. 424 p.

Contains such chapters as: Organization and administration of the catalog department; Quarters, equipment and supplies; The use of the card catalog.

375. Orenstein, A. L. Books and bacteria. *Wilson bulletin*, 10: 187, November 1935.

Indicates that the danger of books as disease carriers is still a controversial issue. Several points which are generally accepted are listed.

376. Pooley, Mary H. High school librarian looks at binding. *Library Journal*, 63: 76, 80, January 15, 1938.

Shows that satisfactory binding is an economy.

377. Rue, Eloise. Series and sequels. *Wilson library bulletin*, 15: 42-47, September 1940.

A list which is of value for cataloging and book selecting.

378. Shaffer, Velma R. A permanent record of reference. *Wilson bulletin*, 7: 178-79, November 1932.

How to keep such a record.

379. Smith, Cordelia. School library inventory. *Wilson bulletin*, 6: 208-09, November 1931.

Technique of taking inventory while school is in session.

380. Smith, Elva S. Subject headings for children's books; in public libraries and in libraries in elementary and junior high schools; with an introduction on the cataloging of children's books. Chicago, American Library Association, 1933. 235 p.

381. Smith, Mrs. Margaret R. Binding and the library budget. *Library Journal*, 65: 548, June 15, 1940.

Advice on selection of books for rebinding and on the place of the item of binding in the library budget.

382. Thorns, Florence B. Coordination of cataloging in a large city school system. *Wilson bulletin*, 9: 361-62, 389, March 1935.

The record of the experiment made in Los Angeles to amalgamate the library system.

383. Walter, Frank K. Administrative responsibility for the conservation of printed material. *Library Journal*, 65: 568-71, July 1940.

Concrete advice on the care and handling of materials to be bound, and on the relationship between the librarian and the binder.

Refer also to items in this bibliography numbered: 60, 74, 82, 124, 132, 361, 386, 527, 634, 635, 642, 702.

7. STUDENT ASSISTANTS

384. Accredited training for high school student library assistants. *Library Journal*, 59: 253-54, March 15, 1934.

Outline reprinted from Bulletin no. 107-1-2, *Instruction in the Use of Books and Libraries*, of the Department of Public Instruction of Indiana, p. 41-44.

385. Beebe, Faye I. and Johnson, Mrs. Margaret F. Student library staffs. *Wilson bulletin*, 8: 395-98, March 1934.

Organization, instruction, and administration of student staff in a large school library.

386. Bennett, Wilma. The student library assistant: a workbook, bibliography and manual of suggestions. 2d ed. New York, H. W. Wilson Co., 1938. 280 p. biblog.

A comprehensive manual of 15 lessons for instructing the student library assistant. Partial contents: Circulation of books; Bibliography making a: 1 note taking; Reference work; Reading and owning books.

387. Feagley, Ethel M. Student service groups. *Wilson bulletin*, 6: 567-72, April 1932.

Organizing and instructing student groups for library service.

388. French, Bertram. Library student assistants. *Teachers college journal*, 5: 88-92, September 1933.

The plan used in Danville, Ill., is explained in detail.

389. Glenn, Clara. Organized pupil assistance. *Wilson bulletin*, 8: 327-37, February 1934.

Gives reasons for discarding the library club and volunteer-helper plans, and substituting for them a semester course carrying credit combining organized pupil assistance with instruction in the use of books and libraries.

390. Graham, Mae. Pupil librarians. *Clearing house*, 9: 93-96, October 1934. Suggestions for organizing and training a group of pupil librarians.

391. Lancefield, Hilda M. Student council and the library. *Library journal*, 55: 729-30, September 15, 1930.

The functions and organization of the student council at Portland, Oreg.

392. Shaffer, Velma B. Training student assistants in the high school library. *Teachers college journal*, 5: 84-88, September 1933.

The Gary, Ind., method of training student assistants which is based on the study of the library code book followed by training in special duties.

393. Skelton, Alan G. Socializing a high school library. *Wilson bulletin*, 13: 406-07, February 1939.

An experiment in "humanizing" the library through a well organized library club.

Refer also to items in this bibliography numbered: 74, 82, 124, 132, 143, 575, 635, 669, 684, 702.

8. DISCIPLINE

394. Away with children's fines! *Wilson library bulletin*, 14: 652, May 1940.

Though the article refers to practices in public libraries, there are suggestions for the school librarian.

395. Cutter, Annie S. The student council aids in library discipline. *Wilson bulletin*, 12: 596-97, May 1938.

- Honor system in the school library.

396. Dewire, Mrs. Marjorie C. School library discipline. *Wilson bulletin*, 6: 185-94, November 1931.

Discusses the problem of discipline in relation to conduct, attendance, missing books, mutilation, etc.

397. Frick, Constance. Bugaboo back again. *Wilson bulletin*, 13: 98-99, 101, October 1938.

The new librarian faces the problem of discipline.

398. Grady, Marion. The B C's for school library discipline. *Wilson library bulletin*, 15: 40-41, September 1940.

Practical suggestions for the novice, namely, "Be calm, be consistent, be careful."

399. Hurley, Richard J. Contracting for voluntary discipline. *Wilson library bulletin*, 14: 374, 376, January 1940.

Responsibility is placed on the student for "playing fair."

400. Munn, Ralph. The problems of theft and mutilation. *Library journal*, 60: 589-92, August 1935.

States the problems clearly and gives reasonable solutions.

401. Mutilation of books and magazines. *Wilson bulletin*, 10: 24, September 1935.

Findings of the Joint Committee of NEA and ALA on mutilation of books and magazines by children.

402. Newberry, Marie A. To fine or not to fine. *Wilson library bulletin*, 15: 134-38, October 1940.

A discussion of the question together with a plan which eliminates the payment of money by the child.

403. An open letter about school libraries. *Wilson library bulletin*, 15: 62-63, September 1940.

Discipline in the library used as a study hall.

404. Siebens, Mrs. Caroline B. A questionnaire on missing books. *Wilson bulletin*, 6: 201-04, November 1931.

Suggestions for the control of heavy loss of books in the school library.

405. Walraven, Margaret K. Teaching care of books. *Library journal*, 66: 56-58, January 15, 1941.

The problem of mutilation and abuse of books and its solution.

Refer also to items in this bibliography numbered: 74, 82, 124, 505, 519, 702.

9. COOPERATION BETWEEN TEACHERS AND LIBRARIANS

406. Cleary, Florence D. The library in action; a guide for new teachers, student teachers, substitute teachers in the intermediate schools of Detroit, Michigan. Detroit, Board of Education, 1941.

Although written for use in Detroit, the information is applicable to any organized school library.

407. ———; Hurd, Thelma; and Miller, George L. Teaching the cooperative way. *Nation's schools*, 22: 37-38, November 1938.

Experiment in the use of an integrated study program.

408. Duff, John C. Dinosaurs, decimals, and docents. *Bulletin of the American library association*, 30: 766-70, August 1936.

How the school library enriches the curriculum.

409. Eaton, Anne T. Integrating library and classroom through the library assembly. *Teachers college record*, 35: 104-19, November 1933.

Indicates the important place of a functioning school library in the school assembly. Specific examples.

410. Feagley, Ethel M. The teacher and the library: possibilities and responsibilities. *Bulletin of the American library association*, 28: 116-23, March 1934.

Suggests that teachers need instruction in use of books and libraries, and that librarians need to become acquainted with courses of study and methods of instruction.

411. Fletcher, Laura E. Cooperation of the school library with the guidance department. *Wilson bulletin*, 11: 537-38, April 1937. *Same in Occupations*, 15: 254-56, December 1936.

Suggestions for bringing to life books on vocational guidance.

412. Green, Harry B. and Eaton, Anne T. Paint brushes and print; the art department and the library get together. *Wilson library bulletin*, 14: 15-24, September 1939.

Specific illustrations of how the library aids in providing a background which the art department and the social studies department can use to their advantage.

413. Greer, Margaret E. The teacher, the librarian and the books in the classroom. *Minnesota library notes and news*, 2: 14-17, March 1934.

Cites advantages and use of classroom libraries in the reading program.

414. Heller, Frieda M. The school library in an integrated program. *Clearing house*, 11: 416-21, March 1937.

Practices found successful in the University School, Ohio State University, Columbus, Ohio.

415. ——— and LaBrant, Lou L. Experimenting together; the librarian and the teacher of English. Chicago, American Library Association, 1938. 84 p.

Describes cooperative action of classroom and library at Ohio State University School.

416. Herron, Miriam E. Ten year plan for libraries. *Nation's schools*, 22: 18-22, September 1938.

A comprehensive plan for the library must include planning by the librarian with the curriculum committee, with other faculty groups, and with pupil groups.

417. Holmes, Marjorie. Carpinteria library becomes center of activity. *California journal of secondary education*, 12: 472-73, December 1937.

The librarian spends some time each day in visiting classes, and calls attention to appropriate material.

418. Horton, Marion. Teacher librarian cooperation. *Bulletin of the American library association*, 31: 336-39, June 1937. Also abridged in *Bulletin of the Department of secondary school principals*, 21: 34-36, October 1937.

Specific suggestions.

419. Johnson, B. Lamar. Teacher and librarian cooperation. *Wilson bulletin*, 10: 449-53, 496, March 1936.

Lists four essentials for teacher and library cooperation: (1) Knowledge on the part of teachers of what is in the library; (2) librarians' knowledge of classroom activities; (3) opportunity for teachers to work with their pupils in the presence of books; and (4) teacher interest in library problems.

420. Linderman, Winifred B. The function of the librarian in the school's guidance program. *Educational method*, 19: 349-53, March 1940.

Shows the importance of cooperation of library and guidance program.

421. Loeffler, Olive N. Junior high school library and the guidance program. *Library journal*, 63: 674-76, September 15, 1938.

Necessity for cooperation with faculty if library is to be of greatest usefulness to the school.

422. Logasa, Hannah. The library in the unit plan. *Phi Delta Kappan*, 22: 313-15, 320, February 1940.

Cooperation between teacher and librarian in the unit plan.

423. Minster, Maud. The librarian chats with the faculty. *Journal of the National education association*, 28: 281-82, December 1939.

Suggestions by the librarian to faculty members on making assignments to library materials.

424. Mirrielees, Lucia B. Related problems: Nonfiction reading and the school library. *In her Teaching composition and literature in junior and senior high school*. p. 416-447. New York, Harcourt, Brace and Co., 1937. 576 p. bibliog.

Discusses means of awakening interest in nonfiction and indicates the librarian's contribution to the reading program. Also raises the question of assuming responsibility for a meaningful library if there is no librarian.

425. National Education Association. Joint Committee of the National Education Association and the American Library Association. Schools and public libraries working together in school library service; report of the Joint committee of the National education association and the American library association. Washington, D. C., The Association, 1941. 64 p. bibliog.

"Selected examples of working relationships between libraries and schools in providing library service to school children, studied in relation to accepted principles of school library service . . . It is limited to the problem of library service to school pupils and the ways that public schools and public libraries can and do work together in providing such service."

426. Rope, Irene K. Library and art department combine efforts. *Educational method*, 19: 197-98, December 1939.

Interrelated activities of the two departments.

427. **Bushforth, Mary A.** Librarians: are you a help to your teachers? Clearing house, 12: 222-23, December 1937.

Emphasizes services that teachers can expect from the library.

428. **Simmons College. School of Library Science and New England School Library Association.** Proceedings; Conference on guidance through the school library; Simmons College, April 12-13; ed. by Nina C. Brotherton. Boston, The College, 1940. 71 p.

Contents: The school library and its contribution to the guidance program, by John Coulbourn; The value of pupil participation in library activities in relation to the guidance program, by Winifred B. Linderman; Panel discussion—Public library service to young people of high school age as a part of the community guidance program, conducted by Sigrid A. Edge; Panel discussion—What young people feel they need in reading guidance, conducted by students of the Newton High School; Influence of the guidance program on book selection, by Nora Beust; The personality of the school librarian, by Alice I. Bryan; What librarians are doing in the school's new guidance program, by Mildred Batchelder; Interpreting to school administrators and teachers the role of the school library in the guidance program, by Gretchen Westervelt.

429. **Smith, Elsa.** Library's part in a guidance program. Wilson library bulletin, 15: 58-59, September 1940. bibliog.

Cooperation of the teachers and the librarian in a guidance program which is also used as the vehicle for teaching the use of the library.

430. **Stegmeir, Clarence C.** The introduction and use of the classroom library in history. Social studies, 25: 118-22, March 1934.

Discussion of the development and use of a library in European history at the Thornton Township High School, Harvey, Ill. Specific details.

431. **Stoddard, Edith M.** Library and classroom cooperation in junior high school. Wilson bulletin, 13: 182-83, 186, November 1938.

432. **Sweeney, Mary A.** Occupational guidance service. Minnesota libraries, 13: 73-76, September 1940.

Though the work described is carried on in the public library, there are implications for school library service.

433. **Swindler, Robert E.** The high-school library and reading problem in social studies. In *his* Social studies instruction in the secondary schools; with special reference to the curriculum, the library, the objectives, and the unit system. p. 59-134. New York, Prentice-Hall, Inc., 1933. 348 p. bibliog.

Contents: The library and the librarian; Basis and criteria for selection of social science library materials; A comparative study of social science library conditions in representative States—American history; The American history library. See also appendixes, p. 281-339.

434. **Wesley, Edgar B.** The social studies library. In *his* Teaching the social studies. p. 324-339. New York, D. C. Heath and Co., 1937. 635 p. bibliog.

Shows importance of building a social studies library and enumerates methods that may be followed. Also discusses the teacher's responsibility, the relation of the teacher and librarian, and the types of books which should be included in a school library. Additional material on visual aids.

435. **Wilson, Louis B.** The integration of library service with the school curriculum. School review, 42: 657-66, November 1934.

Indicates ways in which such cooperation may be effected and work of the modern school broadened and enriched.

436. **Zimmerman, Mabel.** Library goes to English class. Wilson library bulletin, 15: 38-39, 41, September 1940.

Suggestions for the librarian who is interested in improved service to the English department.

Refer also to items in this bibliography numbered: 10, 26, 29, 30, 49, 51, 54, 131, 132, 143, 575, 577, 589, 658, 677, 684.

See also the following two sections (10 and 11)

10. TEACHING USE OF LIBRARY

437. Aldrich, Grace L. A library catalogue lesson. *Elementary English review*, 14: 209-12, October 1937.

Lessons used in fourth-grade classes of The Horace Mann School of Teachers College, Columbia University, for the purpose of developing skill in the use of the card catalog.

438. ——— The place of library lessons in the curriculum. *Wilson bulletin*, 9: 494-95, May 1935.

Integrating the teaching of library methods into the school curriculum.

439. Alexander, Carter. Criteria for evaluating instruction in the use of library materials. *Elementary school journal*, 40: 269-76, December 1939.

440. ——— How to locate educational information and data; a text and reference book. New York, Columbia University, Teachers College, 1935. 272 p. (New edition in preparation.)

Useful to educators who lack the knowledge and skills for locating and profitably using library materials needed for success in their professional work.

441. Barnes, Clara M. Can children use a library? *Journal of the National education association*, 26: 248-49, November 1937.

Indicates the need for library instruction in the elementary school.

442. Boyd, Jessie; Baisden, Leo B.; Mott, Carolyn; Memmler, Gertrude. *Books, libraries and you*. New York, Charles Scribner's Sons, 1941. 143 p.

Clear, challenging information on the use of the library as a study asset. Outlines in detail such activities as: Gathering material for reports and term papers; outlining and writing reports and term papers; and the use of the card catalog and reference books.

Companion volume to Mott, Carolyn and Baisden, Leo B., *The children's book on how to use books and libraries*.

443. Braun, Mary S. An experiment in directed library work; grades one, two, and three. *Baltimore bulletin of education*, 16: 145-49, March-April, 1939.

Report of an experiment which was made because of the conviction that library periods in the primary grades should contribute toward the development of the fundamental skills necessary for gaining thought, knowledge, and vicarious experience from the printed page.

444. Brink, William G. Directing pupils in the use of the library; the role of the library in modern secondary schools. *In his Directing study activities in secondary schools*. p. 207-260. Garden City, N. Y., Doubleday, Doran & Co., 1937. 738 p. bibliog.

Instruction in the use of the library must be an integral part of the teaching of every course in the school.

445. Brooks, Alice R. The integration of library instruction with the high school social studies; a library "job analysis" of twelve courses of study. (Summary of Master's thesis, 1932. Columbia University) *In American Library Association. School Libraries Committee. School library yearbook*, no. 5. p. 121-144. Chicago, The Association, 1932. 253 p.

An analysis of 12 high-school social studies courses to investigate the possibilities of combining library instruction with the subjects as an integral part of the assignment.

446. Brown, Zaidee. *Library key; an aid in using books and libraries*. rev. and enl. ed. New York, H. W. Wilson Co., 1938. 109 p.

Useful with senior high schools.

447. California State Department of Education. Effective use of library facilities in rural schools. Sacramento, The Department, 1934. 61 p. bibliog. (Bulletin, no. 11, June 1, 1934)

Gives "teachers served by the county library suggestions by which they may make effective use of material and develop in children skill in the use of books and materials."

448. Cleary, Florence D. Learning to use the library in the junior high school; a manual consisting of individualized lessons to be given in English classes. New York, H. W. Wilson Co., 1936. 80 p.

449. Detroit (Mich.) Board of Education. Library handbook for boys and girls of the intermediate schools. Detroit, The Board, 1937. 42 p. (Publication no. 261, 1937) [out of print—new edition in process]

An elementary handbook which graphically presents the resources of the library.

450. Douglass, Aubrey A. Use of library and expanded library facilities. In *His Modern secondary education; principles and practices*. (A revision of "Secondary education") p. 587-588. Boston, Houghton Mifflin Co., 1938. 782 p.

Indicates the need of training in the technique of using books, and the importance of relating the instruction to class work.

451. Evans, E. Ben and Dennis, Albert. Teaching use of the library with lantern slides. *Library Journal*, 66: 75, 77, January 15, 1941.

Instructions for making the lantern slides.

452. Frederick, Robert W.; Ragdale, Clarence E.; and Salisbury, Rachel. Using the library. In *Their Directing learning*. p. 347-372. New York, D. Appleton-Century Co., 1938. 527 p. bibliog.

Stresses the importance of knowing how to use the library and includes specific assignments for teaching pupils the desired skills.

453. Garfield High School, Seattle, Washington. Library code. *Wilson bulletin*, 13: 206, November 1938.

Regulations relative to the use of the library, evolved by students in a Seattle high school.

454. Griggs, Elizabeth. Made to order library instruction. *Wilson bulletin*, 13: 390-91, February 1939.

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II. READING PROBLEMS

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Based on the desire to discover the answer to such questions as: What have you done for the boys and girls of your community? What place has your children's department made for itself in the lives of these children?

562. What young people feel they need in reading guidance. *In* Proceedings of conference on Guidance through the school library, April 12-13, 1940. p. 39-42. Boston, Simmons College, 1940. 71 p.

563. White House Conference on Child Health and Protection. Children's reading; a study of voluntary reading of boys and girls in the United States; report of the subcommittee on reading; Carl H. Milam, ch. New York, Century Co., 1932. 90 p.

"The purpose of this report is to present a brief summary of factors that govern and direct the voluntary reading of American children and to make recommendations for the extension of book service and for the stimulation of interest in good reading."

564. Witty, Paul and Kopel, David. Reading and the educative process. Boston, Ginn and Co., 1939. 374 p.

Suggestions for the librarian who is actively concerned with the problem.

Refer also to items in this bibliography numbered: 60, 74, 82, 308, 433, 447, 575, 637, 676, 684, 702.

12. PUBLICITY

565. American Library Association. The significance of the school library; an aid for speakers and writers; compiled by Mary H. McCrea, Mildred L. Batchelder, Beatrice S. Rossell. Chicago, The Association, 1937. 40 p. pa.

A collection of quotations about the function of the school library and suggestions for planning and maintaining an efficient library.

566. ——— Publicity Committee. Visual materials: aids for publicity and display. Chicago, The Association, 1939. 45 p. mimeo. (Leads, no. 7, rev.)

Contents: Charts and models; exhibits for loan; lantern slides and filmstrips; maps; motion picture films; pictures, reproductions of famous paintings, photographs, prints, etc.; posters, travel and miscellaneous; sources.

567. Anderson, James J. Move your deadwood! High points, 20: 18-22, September 1938.

Plan for organizing a club to bring to the attention of students and teachers the value and pleasure that can be derived from library books that are seldom used (deadwood).

568. Arkin, Herbert and Colton, Raymond. Graphs; how to make and use them. rev. ed. New York, Harper & Brothers, 1940. 236 p.

Clear presentation of the uses, and the techniques of constructing, various types of graphs.

569. Bailey, Mrs. Crystal W. Library statistics speak. Library journal, 65: 513-16, June 15, 1940.

The use of graphic presentation of statistical figures as a form of library publicity.

570. Blackstone, Marjorie A. Making the most of bulletin and blackboards. Wilson bulletin, 13: 22-25; 309-10, 315; 534-35, 537; September 1938, January and April 1939.

Seasonal suggestions for bulletin board and publicity.

571. Brandt, Helen, comp. A bibliography of pictorial statistics. Wilson Library bulletin, 14: 38-42, September 1939.

An annotated bibliography based largely on the bibliography in the appendix of Rudolf Modley's *How to Use Pictorial Statistics*.

572. Bryan, Alice I. Library film forums on national defense. Library journal, 66: 241-48, March 15, 1941.

Four national organizations have launched a cooperative project to strengthen civilian morale through a series of film forums to be conducted this spring by 20 public libraries. Implications for school librarians.

573. Coons, Margaret N., comp. 124 successful ideas for library publicity. Chicago, Follett Book Company, 1936. 24 p.

A group of quotations pertaining to publicity which should give the school librarian suggestions for advertising.

574. Enlow, Lillian M. High school library publicity. Wilson bulletin, 13: 244-45, December 1938.

Development of publicity through the cooperation of a bulletin board committee.

575. Fargo, Lucile F. Activity book for school libraries; drawings by Helen F. Gleason. Chicago, American Library Association, 1938. 208 p. bibliogs.

Sets forth actual projects, enterprises, and undertakings which may be carried on in relation to the encouragement of "free" reading in the library.

576. Fleury, Barbara F. Bulletin board—its significance to the library. Library journal, 61: 907-08, December 1, 1936.

A few precepts to make its successful use more certain.

577. Gordon, Philip. No surrender: a music class exhibit. *Wilson library bulletin*, 15: 242, November 1940.

Bringing an age back to life as a background for studying Bach.

578. Grady, Marion. Publicity for the high school library. *Library journal*, 64: 681-85, September 15, 1930.

Definite suggestions.

579. Heaps, Willard A. The informal book talk. *Wilson bulletin*, 18: 191-92, November 1938.

Creating interest and increasing library circulation through informal book talks.

580. ——— The school library on the air and The school library as an information center; a sample script. *Wilson library bulletin*, 14: 46-49, September 1939.

Shows possibilities of radio as a means of school library publicity with a typical 15-minute program which can be given over a local radio.

581. Holmes, Florence. Displays on next-to-nothing a year. *Wilson library bulletin*, 15: 238-39, November 1940.

Tells of the possibilities of utilizing a student library staff for creating and executing library displays.

582. Hurley, Richard J. Map-reading our library books. *Wilson bulletin*, 13: 408, February 1939.

The use of maps in library publicity.

583. Loizeaux, Marie D., comp. *Library on the air*. New York, H. W. Wilson Co., 1940. 364 p.

Some of the 37 scripts included can be adapted to local school-library use.

584. ——— Publicity primer: an abc of "telling all" about the public library. 2d ed. rev. New York, H. W. Wilson Co., 1939. 69 p.

Reactions of a general assistant in a public library. Of value to the school library.

585. McKown, Harry C. *Activities in the elementary school*. New York, McGraw-Hill Co., 1933. 473 p.

See index for material about assembly programs; physical recreation; social events; and the use of the library campaign.

586. Mulberry, Catherine C. The Parent-teacher association and the school library. *Bulletin of the American library association*, 30: 962-66, December 1936.

How the Parent-Teacher Association can assist in establishing functioning libraries.

587. Phelps, Edith M., ed. *Book and library plays; for elementary and high school use*. New York, H. W. Wilson Co., 1938. 222 p.

Selected from plays submitted to the *Wilson Bulletin*.

588. Sauer, Julia L., ed. *Radio roads to reading; library book talks broadcast to girls and boys*. New York, H. W. Wilson Co., 1939. 236 p.

Advertising books through scripts planned to achieve definite objectives.

589. Shaffer, Velma B. Advertising the school library. *Wilson bulletin*, 5: 572-75, May 1931.

A high-school publicity project carried on through the cooperation of librarian and teachers.

590. Waller, J. Flint. *Public relations for the public schools; a manual based on a study of good practice*. Trenton, N. J., MacCrellish & Quigley Co., 1933. 112 p.

Procedures for developing better understanding and cooperation between the public and the schools. The librarian will find suggestions that apply to her responsibilities for broadening the usefulness and influence of the library.

591. Ward, Gilbert O. *Publicity for public libraries; principles and methods for librarians, library assistants, trustees, and library schools.* 2d ed. - New York, H. W. Wilson Co., 1935. 439 p.

Information useful for the school librarian.

Refer also to items in this bibliography numbered: 51, 74, 82, 124, 132, 386, 630, 634, 669, 676, 684.

IV. SUPERVISION

592. Belknap, Sally. A school librarian's test for principals and superintendents. *Willson bulletin*, 12: 96-98, October 1937.

A humorous questionnaire for testing the attitude of principals toward the library.

593. Bolton, Frederick E.; Cole, Thomas B.; and Jessup, John H. The school library. *In their* The beginning superintendent. p. 204-233. New York, Macmillan Co., 1937. 613 p.

Of interest to superintendents who are concerned with the need for a more vital use of the school library.

594. Coulbourn, John. What the school man needs to know about the school library. *In* Papers presented at a conference on School library service, June 28-July 3, 1939. p. 76-82. New York, Columbia University, School of Library Service, 1940. 106 p.

Special aspects of the work of the school library (1) in coordinating the activities of the school; and (2) in functioning as an important factor in the guidance and reading program.

595. Cox, Philip W. L., and Langfitt, B. Emerson. The high school library. *In their* High school administration and supervision. p. 200-217. New York, American Book Company, 1934. 689 p. biblog.

Essential functions of the library in the high school, and problems involved in its administration.

596. Douglass, Harl B. and Boardman, Charles W. Improving the library, and its use in study. *In their* Supervision in secondary schools. p. 423-429. Boston, Houghton Mifflin Co., 1934. 564 p.

Responsibilities of the supervisor are to "see that the materials in the library are well selected and adequate, that teachers use the library materials for instructional purposes in their classes, and that pupils are taught how to use the library effectively in their study."

597. Duff, John C. So you're going to have a library! *Clearing house*, 9: 539-42, May 1935.

Gives pertinent advice to the school principal.

598. Dunbar, Ralph M. State school library supervisors. *School life*, 24: 262, 276-77, June 1939.

Report of conference held in the U. S. Office of Education.

599. English, Mildred. A principal's philosophy. *Phi Delta Kappan*, 22: 300-02, 306, February 1940.

Emphasis on quality of service given, not on number of books circulated.

600. Ersted, Ruth. The library division and service to schools. *Minnesota library notes and news*, 12: 357-60, September 1939.

Report of the State supervisor of school libraries.

601. Foster, Mary E. The library program in the school system as viewed by the library administrator. *In* University of Pennsylvania. School of Education. Twenty-third annual Schoolmen's week proceedings: Educational programs for

today and tomorrow. p. 500-515. Philadelphia, The University, 1936. 576 p. (Bulletin, v. 36, no. 29, June 25, 1938)

A plea for more library assistance so that librarians will have time to do individual work with students.

602. Glover, O. S. A superintendent looks at the school library. *Minnesota library notes and news*, 12: 215-18, September 1938.

Library needs are considered in terms of its functions.

603. Heller, Frieda M. State supervision of school libraries in the South. *Peabody journal of education*, 14: 201-11, January 1937.

604. Johnson, B. Lamar. The high school principal works in his school library. *North central association quarterly*, 12: 424-29, April 1938.

Results of a questionnaire which was filled out by 212 principals after working in the school library for a certain number of hours.

605. Lawler, Eugene S. The school library and the State. *Bulletin of the American library association*, 30: 862-66, September 1936.

Indicates need for State leadership and enumerates a few services which might be undertaken by State education departments.

606. Maberry, Arthur. The administrator and school library problems. *American school board journal*, 95: 51-52, November 1937.

Discusses the need and methods for teaching library skills. Includes outline of a budget.

607. Madison, Elizabeth. The principal and the school library. *In Department of Elementary School Principals. Ninth yearbook: The principal and administration.* p. 575-579. Washington, D. C., National Education Association, 1930. 730 p. (Bulletin, v. 9, no. 3, April 1930)

Description of the successful supervisory plan used in Oakland, Calif.

608. Oregon State Library. Biennial report of the Oregon State Library to the forty-first legislative assembly, regular session 1941. Salem, The Department, 1940. 38 p.

An account of the activities of the school library adviser for the period of September 1939-June 1940.

609. Otto, Henry J. The administration of library service. *In His Elementary school organization and administration.* p. 401-431. New York, D. Appleton-Century Co., 1934. 652 p.

Administrative procedures followed in schools which have (1) the traditional school library; (2) the reading laboratory; and (3) the unlimited service library. Includes a brief account of state participation in school library service and a general background of school library administration.

610. Parks, Martha M. State aid for Tennessee school libraries. *Bulletin of the American library association*, 32: 15-16, 66, January 1938.

An evaluation of the school library situation in Tennessee and an outline of the present program.

611. Porter, Dwight E. A school principal looks for a school library. *Bulletin of the American library association*, 28: 784-93, 819, October 1934.

A school principal in cooperation with five librarians organizes and operates a library which is not only a scholar-centered institution but also a social institution.

612. Beavis, William C.; Pierce, Paul R.; and Stullken, Edward H. Administration of the elementary-school library. *In their The elementary school; its organization and administration.* p. 270-291. Chicago, University of Chicago Press, 1938. 607 p.

The development of the school library in relation to present administrative problems and procedures.

613. Schmidt, Meta. Administering the library in the large school. *In* University of Pennsylvania. School of Education. Twenty-second annual Schoolmen's week proceedings: Educational responsibilities of today and tomorrow. p. 386-389. Philadelphia, The University, 1935. 528 p. (Bulletin, v. 35, no. 29, June 25, 1935)

Maintains that the philosophy of the school according to which the library operates needs clarification.

614. Sexson, John A. Problems and services of the school library as seen by the administrator. *Bulletin of the School library association of California*, 9: 1-4, January 1938.

Convincing statement of means for improving the organization and staff of the library to achieve the function of the library.

615. Shortess, Lois F. State purchase of school library books in Louisiana. *Bulletin of the American library association*, 32: 78-80, 150, February 1938.

The program of State aid for school libraries.

616. Van Keuren, Edwin. An administrator looks at the school library. *New Jersey library bulletin*, 6: 24-27, February 1938.

Presents evidence from teachers which shows that library service under a trained librarian has made instruction in the classroom many times more vital than was true before the service was available.

617. Vinson, Glenn. Why State supervision of high school libraries? *Texas outlook*, 23: 18-20, December 1939.

Good summary of objectives of State supervision; qualifications and duties of the supervisor; activities of the State office; major achievements in certain States; and present status of State supervision.

618. Walraven, Margaret K. Library calling all school administrators. *American school board journal*, 99: 21-22, 84, November 1939.

An attempt to answer some of the questions asked by administrators in relation to the supervision of the school library.

619. Wood, Harriet A. State school library supervision. *In* National Education Association. Department of Rural Education. Rural school libraries. p. 81-88. Washington, D. C., The Association, 1936. 111 p. (Bulletin, February 1936)

The work of the State library supervisor as revealed by a study of the work carried on in 10 States.

Refer also to items in this bibliography numbered: 10, 29, 61, 74, 82, 124, 230, 297, 452, 624, 672, 676, 677, 683, 684, 702.

V. EVALUATION, STANDARDS, MEASUREMENTS, SURVEYS

620. Adams, A. Elwood. The use of libraries in junior and senior high schools. Los Angeles, University of Southern California Press, 1936. 105 p. bibliog. (Southern California monographs, no. 8)

Objective information about nature and extent of usage by pupils and teachers of junior and senior high school libraries.

621. Adams, Harlen M. The junior college library program; a study of library services in relation to instructional procedures. Chicago, American Library Association and Stanford University, Calif., Stanford University Press, 1940. 92 p. *Abstract in* Stanford university bulletin, v. 15, 6th series, 72: 111-15.

Contains implications for high school library. Junior college library was combined with the high school library in 53 of the schools reporting in the survey.

622. Altstetter, M. L. Evaluating the library. *Phi Delta Kappan*, 22: 307-10, February 1940.

A philosophy of education, a statement of the purposes of a school, and a thorough understanding by a school of its pupil population and community are the basic considerations in this evaluation of a school and its library.

623. American Library Association. School library statistics. *Bulletin of American library association*, 30: 281, April 1936.

Published annually in *ALA Bulletin*.

624. ——— Board of Education for Librarianship. Problems observed and reported in school libraries. *In its Library personnel and training agencies in Indiana; a survey.* p. 16-17, 23-25. Chicago, The Association, 1939. 85 p.

Cooperation of school and library; space; staff; books; book selection; and teaching use of the library are among the problems studied.

625. ——— Board on Library Service to Children and Young People. First annual report. *Bulletin of the American library association*, 27: 455, October 1933.

Reports of the board give summaries of the status of work in school and public libraries. Published annually in *ALA Bulletin*.

626. ——— Education Committee. School library yearbook, no. 4. Chicago, The Association, 1931. 278 p.

Contents: School library standards and departmental rulings in fifteen states; Regional standards; Certification of school libraries; School library progress; References on the school library, July 1928-June 1930; School library laws; Directory.

627. ——— School Libraries Committee. School library yearbook, no. 5, Chicago, The Association, 1932. 253 p.

"Considers standards for libraries in elementary schools, secondary schools and teachers colleges. Part I outlines the standards that have been set up. Part II contains studies and descriptive articles which will aid individual librarians in setting up standards for their own libraries. Part III presents a bibliography of books and periodical articles that have been published from July 1928 to June 1932, and a directory of school librarians."

Analytics entered in this bibliography for the contributors.

628. Barker, Tommie D. School library service. *In her Libraries of the South*, a report on developments 1930-1935. p. 44-49. Chicago, American Library Association, 1936. 215 p.

Includes *Standards for School Libraries from the Standards for Secondary Schools*, in appendix E; and *Recommendations of the Conference on Education for Librarianship in the South, Atlanta, Georgia, November 11-13, 1935*, in appendix F.

629. Barrett, Mamie. A comparative study of elementary school libraries. *California journal of elementary education*, 4: 109-16, November 1935.

Shows need for more adequate support and efficient library service for every elementary school. Tables and discussion.

630. Beust, Nora E. Know your school library. Washington, D. C., U. S. Government Printing Office, 1940. 16 p. bibliog. (U. S. Office of Education leaflet No. 56, Know your school series)

One of a series of leaflets designed to be used as study outlines by discussion groups.

631. ——— The secondary school library. *In Middle States Association of Colleges and Secondary Schools. Proceedings of the fifty-second annual convention, held at Haddon Hall, Atlantic City, November 25 and 26, 1933.* p. 88-94. The Association, 1939. 131 p.

Tests for a dynamic library which cooperates with students and faculty in the solution of problems in all subject fields.

632. Bostick, Lucy H. School libraries in South Carolina. *Peabody journal of education*, 12: 308-09, May 1935.

633. Brougher, John F. The evaluation of school library service. Clearing house, 9: 528-29, May 1935.

Principles to use as a basis for evaluating a school library in terms of service.

634. California School Library Association. Southern Section. Library standards and procedures for small secondary schools. Berkeley, Calif., California Society of Secondary Education, May 1940. 31 p. (Monograph no. 3)

Presentation of factors that have proven themselves to be fundamental in the organization and development of a school library.

635. California State Department of Education. Division of Research and Statistics. The secondary school library in California. Sacramento, The Department, 1939. 84 p. (Bulletin, no. 2, April 1939)

Gives a basis for evaluation of secondary school library practices.

Partial contents: Librarian and library staff; Library books and materials; Financing the library; Availability and use of the library; Library housing facilities and equipment; Floor plans for secondary schools.

636. Campbell, Doak S. Libraries in the accredited high schools of the Association of colleges and secondary schools of the southern States. Nashville, Tenn., George Peabody College, Division of Surveys and Field Studies, 1930. 71 p.

A report of the status of high school libraries with respect to the new library standards of the association. Appendix gives detail of replies to library information blank by States, in 27 tables.

637. Carnovsky, Leon and others. The school department. *In their* An appraisal of the Cleveland public library; evaluations and recommendations. p. 28-29. Chicago, University of Chicago, 1939. 34 p. mimeo.

Suggestions for evaluation of library service in city school systems.

638. Clark, Helen M. School library service in Oregon. Library journal, 65: 740-42, September 15, 1940.

Evaluation of the status of school libraries in Oregon.

639. Clevenger, Arthur W., and Odell, Charles W. High-school libraries in Illinois. Urbana, University of Illinois, 1931. 41 p. (Bureau of educational research, College of education, Bulletin no. 57)

Based on a study of the library situation with recommendations for high school library improvement.

640. Coburn, Louis. A survey and evaluation of vocational high school libraries. High points, 23: 43-48, January 1941.

Based on a questionnaire compiled by the author and Miss Helen Carpenter for the vocational schools of New York City.

641. Columbia University. School of Library Service. Papers presented at a conference on School library service, June 28-July 3, 1939. New York, The University, 1940. 106 p.

A conference designed to present new concepts and practices.

642. Connelly, Joseph F. Junior high school libraries. *In* University of Illinois. Proceedings of the high school conference of November 19, 20, and 21, 1931. p. 157-165. Urbana, Ill., The University, 1932. 325 p. Reprinted (*in part*) in Library journal, 57: 729-30, September 1, 1932. Under title, "What librarian may expect of teacher. What teacher may expect of librarian."

Presents in outline form the purposes of the library; increasing circulation of books; use of library for reference work; facility in using a library; what the librarian may expect of the teacher; what the teacher may expect of the librarian; and how to determine the value of the library.

643. **Cooperative Study of Secondary School Standards.** Evaluation of a secondary school library, 1938 edition; sponsored jointly by the Cooperative study of secondary school standards and the American library association. Washington, D. C., The Study, 1939. 49 p.

A collection of the library material which appeared in the following publications of the *Cooperative Study of Secondary School Standards: How to Evaluate a Secondary School; Evaluative Criteria; and Educational Temperatures.*

644. ——— Evaluation of secondary schools; general report on the methods, activities, and results of the Cooperative study of secondary school standards. Washington, D. C., The Study, 1939. 526 p.

See index for references to the library and report of improvement resulting from evaluation.

645. **Cundiff, Ruby E., ed.** School libraries in the South. Nashville, Tenn., Peabody Library School, 1936. 39 p. (Peabody contributions to librarianship, no. 6)

Reprint of articles, by recognized authorities, which appeared in Peabody Journal of Education. Analytics entered in this bibliography for the contributors.

646. **Currin, Althea M. and Peterson, Olga M.** Searching the library needs of young people. Bulletin of the American library association, 31: 421-23, July 1937.

Report of a pre-conference round table of the American Library Association in New York, June 1937, to consider the library needs of youth and to discuss how these needs might best be met.

647. **Cutter, Annie S.** Measurements in school library service. Bulletin of the American library association, 31: 60-64, February 1937.

Discussion of evaluation.

648. **Dickinson, C. W., jr.** Virginia school libraries. Peabody journal of education, 13: 242-46, March 1936.

Historical background and development of school libraries in Virginia.

649. ——— What is adequate school library service? Wilson bulletin, 13: 91-96, October 1938.

A basis for judging a good school library.

650. **Dixson, Sidney.** The district-school library, 1835-55. Library quarterly, 10: 545-77, October 1940.

An analysis of the district-school library, 1835-55, in relation to the environment in which it functioned.

651. **Dixon, Genevieve.** An active workshop for the school. American library association bulletin, 33: 234-36, 301-02, April 1939.

Describes a school library survey of the New Trier High School, Winnetka, Ill.

652. **Dougherty, James H.; Gorman, Frank H.; and Phillips, Claude A.** The elementary school library. In *their Elementary school organization and management.* p. 404-409. New York, Macmillan Co., 1936. 453 p.

Evaluation of the status and function of the school library.

653. **Douglas, Mrs. Mary P.** North Carolina school libraries. Peabody journal of education, 13: 32-34, July 1935.

654. **Eells, Walter C.** Measurement of the adequacy of a secondary school library; a report on one phase of the Cooperative study of secondary school standards. Bulletin of the American library association, 32: 157-63, March 1938.

655. ——— Total evaluation of a secondary school library; a report on one phase of the Cooperative study of secondary school standards. Bulletin of the American library association, 32: 234-38, April 1938.

656. Ersted, Ruth. Evaluating the school library. *Minnesota library notes and news*, 12: 205-12, September 1938.

Quantitative standards are used.

657. Etheridge, Mabel W. Judging the adequacy of school libraries in rural areas. In *Department of Elementary School Principals. Sixteenth yearbook: Appraising the elementary-school program*. p. 459-463. Washington, D. C., National Education Association, 1937. 655 p. (Bulletin, v. 16, no. 6, July 1937)

Suggestions for a qualitative evaluation rather than the usual quantitative measure of the school library.

658. Fargo, Lucile F. The program for elementary school library service. Chicago, American Library Association, 1930. 218 p.

Practices of the school library criticized, analyzed, and evaluated in terms of curriculum enrichment and relationship to the modern elementary-school program.

659. Foster, Emery M. and Lathrop, Edith A. Statistics of public-school libraries, 1934-35; being chapter V of volume II, of the Biennial survey of education in the United States: 1934-36. Washington, D. C., U. S. Government Printing Office, 1938. 195 p. (U. S. Office of Education bulletin, 1937, no. 2)

"Includes library statistics for both public elementary and high schools for the school year 1934-35. The data are based upon replies to a questionnaire, which was sent to 6,327 superintendents of city and county public schools in continental United States."

660. Hayner, C. Irene. Future of the school library in the twelve grade rural school. *Library Journal*, 65: 743-45, September 15, 1940.

Program for using the library of a central school as the nucleus of a community library.

661. Heaps, Willard A. School-library studies and research 1936-38: a survey, critique, and bibliography. *Library quarterly*, 10: 366-92, July 1940.

Shows the attention paid to the investigation of school library problems both in education and professional library schools. Notes especially the increased research by official organizations and institutions.

662. Heffernan, Helen. What school library service means to rural education. *Bulletin of the American library association*, 33: 694-96, 713, October 1, 1939. Also in *Educational method*, 19: 154-56, December 1939.

The chief of the Division of Elementary Education of the California State Department of Education evaluates county library service to California schools.

663. Hicks, Howard H. The junior high school library. In *American Library Association. School Libraries Committee. School library yearbook*, no. 5. p. 41-83. Chicago, The Association, 1932. 253 p.

A survey of the practices of the junior high-school library field, with recommendations that are based upon: (1) the general trend in library practice; (2) the phases of library practice which need improvement; and (3) the practice in individual schools which have superior service.

664. Highsmith, J. Henry. Report of library committee. *High school quarterly*, 20: 46-51, January 1932.

"There is no agency so potent in the development of widened and deepened intelligence as the high school library."

665. Hill, Andrew P., Jr. The modern high school and its library. *Nation's schools*, 5: 25-34, March 1930. Also reprinted by Chicago, American Library Association, 1930. 12 p.

The essentials of library organization, planning, and equipment. Includes score card for junior high, high-school, and high-school-junior-college libraries, p. 11-12. Diagrams, illustrations, and floor plans.

666. Howard, Gertrude G. How is your library? In *California Elementary School Principals' Association. Ninth yearbook: Current curricular practices*

in elementary education. p. 77-80. Sacramento, The Association, 1937. 158 p. (v. 9, May 1937)

Discussion of questions that call attention to elements essential to a functioning library.

667. Humble, Marion. Rural America reads; a study of rural library service. New York, American Association for Adult Education, 1938. 101 p.

Attempts to answer questions such as the following: If I were one of these or a dweller of any other sort in rural America, what might I want or expect from public libraries? What would they mean to me and to my family? Would they provide us with education, recreation, information, help in solving our problems?

Information valuable to the community-minded school librarian in rural areas.

668. Joeckel, Carleton B. School libraries. *In his* Library service; prepared for the Advisory committee on education. p. 21-22. Washington, D. C., U. S. Government Printing Office, 1938. 107 p. (U. S. Advisory committee on education. Staff study, no. 11)

Indicates need of a vigorous public library system in which public school graduates may continue to find sources of supply for their reading needs and interests throughout adult life.

669. Johnson, B. Lamar. The secondary-school library. Washington, D. C., U. S. Government Printing Office, 1933. 110 p. (U. S. Office of Education Bulletin 1932, no. 17. National survey of secondary education monograph no. 17)

An objective survey of library functions, facilities, use, and personnel, suggesting several unsolved problems of the library for further study.

670. Jones, Harold D. Boys' preparatory school libraries. *Wilson bulletin*, 12: 524-25, 528, April 1938.

Results of a survey made of the libraries of 115 preparatory schools for boys.

671. Kirkpatrick, L. H. Wanted—a revision of library standards. *School and society*, 52: 464-66, November 9, 1940.

Urges desirability of short questionnaires which examine practices and methods rather than detailed results of practices.

672. Koos, Leonard V. The library in the secondary school. *In his* A national survey of secondary education—a preliminary summary. p. 211-13. North central association quarterly, 7: 206-15, September 1932.

Discusses the survey in general and presents certain findings in regard to the secondary school library.

673. The library in the school. *Phi Delta Kappan*, February 1940. *biblog.* (v. 22, no. 6)

Partial contents: Editorial comments—Library trends, by Louis Shores; Leadership in the library, by Joy E. Morgan; Librarians needed, by Carl H. Milam; followed by a group of articles on the library in the school by experienced educators and librarians.

Analytics entered in this bibliography for contributors to the periodical.

674. Lindeman, Eduard C. New Jersey libraries: past, present and future. *New Jersey library bulletin*, 9: 62-68, April & August, 1940.

An evaluation.

675. Lockhart, M. Janet. How much does the library serve the school? *Wilson bulletin*, 13: 565, April 1939.

Results of a survey made in nine Minneapolis high schools to determine the service each library gave to the various departments in the school.

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INDEX ¹

[The numbers refer to items, not to pages]

- Accredited training for high school student library assistants, 384.
- Activities in the elementary school. McKown, 585.
- Activity book for school libraries. Fargo, 575.
- Adams, A. E. The use of libraries in junior and senior high schools, 620.
- Adams, H. M. The junior college library program, 621.
- Administering the secondary school. Koos, 251.
- The administration of public high schools through their personnel. Rice, 219.
- Administrative practices in large high schools. Newsom, 138.
- Akers. Simple library cataloging, 366.
- Aldrich.
- A library catalogue lesson, 437.
 - A library in action in a modern school, 1.
 - The place of library lessons in the curriculum, 438.
- Alexander.
- Criteria for evaluating instruction in the use of library materials, 439.
 - How to locate educational information and data, 440.
- Altstetter.
- Evaluating the education of secondary-school librarians, 164.
 - Evaluating the library, 622.
- American Association of Teachers Colleges. Nineteenth yearbook, 211, 223.
- American Council on Education.
- School buildings and equipment, 236.
 - What the high schools ought to teach, 481.
- American Library Association.
- College and university library service, 186, 262.
 - School library statistics, 623.
 - The significance of the school library, 565.
 - Visual materials, 566.
- Board of Education for Librarianship.
- Accredited library schools, 165.
 - Certification of librarians, 166.
 - Library personnel and training agencies in Indiana, 624.
 - Minimum requirements for library schools, 167.
 - Minimum requirements for teacher-librarian training agencies, 168.
 - Problems and tendencies in education for librarianship, 169.
- Board on Library Service to Children and Young People. First annual report, 625.
- Board on Salaries, Staff, and Tenure. Classification and pay plans for municipal public libraries, 170.

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- Authors of articles in periodicals.
- Authors of books, bulletins, and pamphlets. (Authors of chapters within publications are not indexed.)
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Code of Ethics Committee. Code of ethics for librarians, 171.
Council. A national plan for libraries, 2.
Education Committee. School library yearbook, no. 4, 626.
School Libraries Committee. School library yearbook, no. 5, 129, 185, 238, 373, 445, 627, 663, 677, 710, 712.
- American School and University.
Seventh yearbook 1935, 245.
Eleventh yearbook 1939, 242, 257.
- Amerine. The clipping and pamphlet file, 317.
- Anderson, D. L. The school library and the remedial reading program, 482.
- Anderson, E. L. Housing and equipment of school libraries, 237.
- Anderson, J. J. Move your deadwood! 567.
- Appraisal of newer elementary school practices. Wrightstone, 54.
- An appraisal of the Cleveland public library. Carnovsky, 637.
- Arkin. Graphs; how to make and use them, 568.
- Askew. Library service in rural schools, 56.
- Audio-visual aids to instruction. McKown, 348.
- The audio-visual handbook. Dent, 323.
- Away with children's fines, 394.
- Backus. School library; how the secondary school library can best serve modern needs, 3.
- Bailey. Library statistics speak, 569.
- Balsden. Learning to live in the world of books, 4.
- Barker, J. W. Some aspects of library lighting from the viewpoint of an illuminating engineer, 239.
- Barker, T. D. Libraries of the South, 179, 628.
- Barnes. Can children use a library? 441.
- Barrett. A comparative study of elementary school libraries, 629.
- Barrette. A self-serve plan for rural schools, 57.
- Bean. Books vs. movies, phonographs, and radios, 318.
- Beebe. Student library staffs, 385.
- The beginning superintendent. Bolton, 593.
- Belknap.
The library as a reference center, 367.
A school librarian's test for principals and superintendents, 592.
- Bell. The junior high school library and the new curriculum, 126.
- Bennett, A. The schools department of the Denver public library, 483.
- Bennett, W.
The student library assistant, 386.
The very small school library, 127.
- Betzner. Everychild and books, 273.
- Beust.
Know your school library, 630.
Professional library education, 172.
Selection of reference books, 275.
- Billet. Fundamentals of secondary-school teaching, 240.
- Bishop. Library service to children, 173.
- Bjornson. A librarian teaches—and learns, 486.
- Blackstone. Making the most of bulletin and blackboards, 570.
- Boardman. The case for the library-study hall, 268.
- Bolton. The beginning superintendent, 593.
- Boney. A study of library reading in the primary grades, 487.
- Book and library plays. Phelps, 587.
- Book selection for children and young people, 276.
- Books, 273-316.
- Books as disease carriers, 368.
- Books in the Los Angeles high schools. Los Angeles Board of Education, 301.
- Books, libraries and you. Boyd, 442.
- Bostick. School libraries in South Carolina, 632.
- Bowden. Reading plan for high schools, 488.
- Bowerman. Children's department: fundamental for successful public library work, 58.
- Boyd. Books, libraries and you, 442.
- Boye. Library story hours, 277.
- Brackett. Phonograph records, 320.
- Bradley. Ideas we've liked, 321.

- Brainard. The use of pictures in the school library, 322.
- Brandt. A bibliography of pictorial statistics, 571.
- Braun. An experiment in directed library work, 443.
- Brewster. Responsibilities and opportunities of these times, 59.
- Brink. Directing study activities in secondary schools, 444.
- Britton.
Books in the Los Angeles elementary schools, 278.
An initial budget for a high school library, 707.
- Broening. Conducting experiences in English, 489.
- Brooks. The elementary school library as an educational center, 7.
- Brougher. The evaluation of school library service, 633.
- Brown. Library key; an aid in using books and libraries, 446.
- Bryan.
Library film forums on national defense, 572.
The personality of the school librarian, 174.
- Buying children's books: a symposium, 279.
- California Elementary School Principals' Association. Ninth yearbook, 523, 666.
- California School Library Association. Southern Section. Library standards and procedures for small secondary schools, 634.
- California State Department of Education.
Effective use of library facilities in rural schools, 447.
The library in the elementary school, 60.
Pleasure reading for boys and girls, 280.
The secondary school library in California, 635.
Selection and distribution of supplementary and library books in California counties, 281.
- State Curricular Commission Teachers' guide to child development in the intermediate grades, 128, 282, 490.
- Campbell. Libraries in the accredited high schools of the Association of colleges and secondary schools of the southern States, 636.
- Campfire tonight! Hurley, R. J., 517.
- Carnovsky.
An appraisal of the Cleveland public library, 637.
Why graduate study in librarianship? 175.
- Carpenter.
Correlating school library and classroom, 283.
Reading with a purpose in the school library, 491.
School librarians are teachers, 176.
What is back of efficient reference work in an elementary school library? 360.
- Cecil. School library service in the United States, 61.
- The centralized school library. Rimkus, 164.
- Certain aspects of school library administration. National Education Association. American Association of School Administrators, 683.
- Certificates of training for librarians of public and school libraries. New York University. State Education Department, 208.
- Certification of librarians. American Library Association, 166.
- The challenge of education. Stanford University. School of Education, 163.
- Chancellor. A reading program in a preparatory school library, 493.
- Chandler. A regional library and its readers, 62, 494.
- The children's books on how to use books and libraries. Mott, 468.
- Children's reading. Terman, 554.
- Children's reading. White House Conference on Child Health and Protection, 568.
- Childs.
Planning libraries for elementary and junior high schools, 241.

- Chlds—Continued.
The school library and its part in enriching the curriculum, 9.
- Clerl. General principles governing the selection of books for the high school library, 284.
- Clark, C. H. Taxpayer and reading for young people, 63.
- Clark, H. C. Is a library room necessary or even desirable for rural elementary schools? 64.
- Clark, H. M. School library service in Oregon, 638.
- Clarke. The high school library problem, 10.
- Classification and pay plans for municipal public libraries. American Library Association. Board on Salaries, Staff, and Tenure, 170.
- Classroom instruction. Gray, H., 495.
- Cleary.
The elementary library an integrating force in the school, 11.
Learning to use the library in the junior high school, 448.
The library in action, 406.
Teaching the cooperative way, 407.
Why children read, 496.
- Cleavinger.
Library personnel and training agencies in Michigan, 177.
Obstacles and opportunities, 12.
School libraries in a democracy, 13.
- Clevenger. High-school libraries in Illinois, 639.
- Coburn. A survey and evaluation of vocational high school libraries, 640.
- Colburn. A library for the intermediate grades, 497.
- College and university library service. American Library Association, 186, 282.
- Collom. Master's degree for librarians, 178.
- Columbia University.
School of Library Service. Papers presented at a conference on school library service 1939, 15, 27, 116, 190, 234, 319, 344, 345, 545, 552, 594, 641.
Teachers College. The report of a survey of the public schools of Pittsburgh, Pa., 65.
The community school. Everett, 72.
- Condit. A pamphlet about pamphlets, 323.
- Conducting experiences in English. Broening, 489.
- Conference on education for librarianship in the South, 179.
- Connelly. Junior high school libraries, 642.
- Cook. New books for old; book fairs conducted by the W. K. Kellogg foundation, 285.
- Coons. 124 successful ideas for library publicity, 573.
- Cooperation between teachers and librarians, 406-436.
- Cooperative Study of Secondary School Standards.
Evaluation of a secondary school library, 643.
Evaluation of secondary schools, 644.
- Cornell.
Can librarians help unusual readers? 498.
Voluntary reading of adolescents, 498.
- Coulman. Through the year with book reviews, 286.
- Countrywide library service. Fair, 73.
- County library service in the South. Wilson, L. R., 123.
- Cox. High school administration and supervision, 595.
- Crouch. New curriculum and library planning for the southwestern States, 708.
- Cundiff. School libraries in the South, 645.
- Current issues in library administration. Joeckel, 140.
- The curriculum in library schools. Reece, 215.
- Currin.
The pamphlet file as tool, not burden, 324.
School library management. See Wilson, M., 124.
Searching the library needs of young people, 646.
- Cushman. Progressive education seeks the cooperation of the librarian, 14.
- Cutter.
Measurements in school library service, 647.
The student council aids in library discipline, 395.

- Dale. Motion pictures in education, 325.
- Dalgliesh. Children's literature and children's living, 500.
- Dana. Modern American library economy, 365.
- Danforth. Don't muddle through, 180.
- Danton. The library of tomorrow, 312.
- Davies. The school child and his books, 67.
- Dawson. The library program in the elementary school, 130.
- Dent. The audio-visual handbook, 326.
- Detroit (Mich.) Board of Education. Library handbook for boys and girls of the intermediate schools, 449.
- Devereaux. The elementary-school library, 131.
- Dewire. School library discipline, 396.
- Dickinson.
 - Traveling library service in Virginia, 68.
 - Virginia school libraries, 648.
 - What is adequate school library service? 649.
 - What services may be expected from a good school librarian, 181.
- Dillon.
 - Bringing children and books together, 501.
 - The library stimulating the growth of children, 503.
- Dinwiddie. Best sellers and modern youth, 287.
- Directing learning. Frederick, 452.
- Directing study activities in secondary schools. Brink, 444.
- Discipline, 394-405.
- Ditzion. The district-school library, 1835-55, 650.
- Dixon. An active workshop for the school, 651.
- Dougherty. Elementary school organization and management, 652.
- Douglas.
 - North Carolina school libraries, 653.
 - North Carolina school library handbook, 182.
 - Patterns in elementary school library service, 183.
 - Teacher-librarian's handbook, 182.
- Douglass.
 - Modern secondary education, 450.
 - Supervision in secondary schools, 596.
- Duff.
 - Dinosaurs, decimals, and docents, 408.
 - School library: is it bread or cake? 709.
 - So you're going to have a library! 597.
- Dunbar. State school library supervisors, 598.
- Durell. County library and the rural school, 69.
- Eastern-States Association of Professional Schools for Teachers. Proceedings 1938, 457.
- Eaton.
 - Integrating library and classroom through the library assembly, 409.
 - Reading with children, 288.
 - Story hour in the elementary school, 289.
- Eckert. Cooperation between public and school libraries, 70.
- Edmonson. Secondary school administration, 16.
- Eells.
 - Measurement of the adequacy of a secondary school library, 654.
 - Scale for evaluation of periodicals in secondary school libraries, 327.
 - Total evaluation of a secondary school library, 655.
- Effective use of library facilities in rural schools. California State Department of Education, 447.
- Elder. Budgets for school libraries, 711.
- The elementary school. Reavis, 612.
- Elementary school libraries. National Education Association. Department of Elementary School Principals, 684.
- Elementary school organization and administration. Otto, 609.
- Elementary school organization and management. Dougherty, 652.
- Engelhardt.
 - Planning the community school, 71.
 - Standards for junior high school buildings, 243.
- English. A principal's philosophy, 599.
- Enlow. High school library publicity, 574.
- An enquiry into the professional status of school librarianship, 182.

- Ersted.**
Evaluating the school library, 656.
The library division and service to schools, 600.
- Espenshade.** Building a collection of maps, 328.
- Evaluation of a secondary school library.** Cooperative Study of Secondary School Standards, 643.
An evaluation of free reading in grades seven to twelve inclusive. LaBrant, 521.
Evaluation of secondary schools. Cooperative Study of Secondary School Standards, 644.
Evaluation, Standards, Measurements, Surveys, 620-706.
- Evans.** Teaching use of the library with lantern slides, 451.
- Everett.** The community school, 72.
- Everychild and books.** Betzner, 273.
- Experimenting together.** Heller, 415.
- External Administrative Control,** 56-125.
- Fair.**
Countrywide library service, 73.
Equipment and mechanical devices adapted to use in libraries, 244.
- Falkoff.** Civil service in libraries, 183.
- Fargo.**
Activity book for school libraries, 575.
Economy or efficiency? 76.
The library in the school, 74.
Preparation for school library work, 184.
The program for elementary school library service, 658.
The superintendent makes a discovery, 75.
- Feagley.**
Student service groups, 387.
The teacher and the library, 410.
- Feeney.** The place of the school library in education for American life, 17.
- Fenner.** They call it "our library," 134.
- Fenton.** Reading interests of delinquent boys, 505.
- Finances, Budgets, Reports,** 707-716.
- Find it yourself! Scripture,** 474.
- Finding wisdom.** Hartman, 22.
- A first course in education.** Reeder, 40.
- Fletcher.** Cooperation of the school library with the guidance department, 411.
- Fleury.** Bulletin board—its significance to the library, 576.
- Floors and floor coverings.** Plaister, 258.
- Foster, E. M.** Statistics of public-school libraries, 1934-35, 659.
- Foster, M. E.**
School library administration in Pittsburgh, 77.
When the right hand knoweth, 78.
- Frederick.** Directing learning, 452.
- Freeman.** "Short route to the library," 329.
- French.** Library student assistants, 388.
- Frick.** Bugaboo back again, 397.
- Fuchs.** Labor and money saving devices in the catalog department, 246.
- Fundamentals of secondary-school teaching.** Billet, 240.
- Further studies in reading.** New York City Association of Teachers in English, 536.
- Future of library work with children: a symposium,** 508.
- Garfield High School (Seattle, Wash.)**
Library code, 453.
- Garratt.** School libraries in the Fraser valley, 79.
- Gaskell.** The organization of a school library, 135.
- General procedure,** 126-162.
The geography of reading. Wilson, L. R., 701.
- Giganti.** Pictures in a small library, 330.
- Gilbert, A. F.** Laying out the library, 247.
- Gilbert, C.** The picture collection in the Lincoln school library, 331.
- Gill.** School libraries and their possibilities, 20.
- Glenn.** Organized pupil assistance, 389.
- Glover.** A superintendent looks at the school library, 602.
- Goldsmith.** Shall library and study hall be combined? 269.
- Goodykoontz.** Relation of books and libraries to education, 21.

- Gordon. No surrender: a music class exhibit, 577.
- Gould. The classroom library in a reading program, 507.
- The government of the American public library. Joeckel, 90.
- Grady.
The B C's for school library discipline, 398.
Publicity for the high school library, 578.
- Graham, B. G. Public library and board of education cooperation in Pittsburgh, 81.
- Graham, M. Pupil librarians, 390.
- Graphs; how to make and use them. Arkin, 568.
- Gray, H. Classroom instruction, 495.
- Gray, W. S.
Reading and pupil development, 502, 513.
Recent trends in reading, 485, 499, 511.
- Green. Paint brushes and print, 412.
- Greer.
The library and its care and use of films, 332.
The teacher, the librarian and the books in the classroom, 413.
- Griffin. Free reading in junior high schools, 509.
- Griggs. Made to order library instruction, 454.
- Guidance in the secondary school, 455.
- Guide for librarians in the elementary and junior high school and course of study and syllabus in the use of library books. New York City Board of Education, 151.
- Gundersen. Professional periodical facilities for teachers, 333.
- Haines. Living with books, 291.
- Hall. School libraries and the future citizens of Virginia, 136.
- Hamrin. Guidance in the secondary school, 455.
- Handbook 8, part # ct: Certificates of training for librarians of public and school libraries. New York University. State Education Department, 208.
- Harrington. The school library and the study hall, 270.
- Harris.
Non-professional library instruction in teachers colleges, 456.
Responsibility of the teachers college in the training of school librarians, 186.
- Hartman. Finding wisdom, 22.
- Hawes. Living and learning through books, 510.
- Hayner. Future of the school library in the twelve grade rural school, 660.
- Hazeltine. Keep them profitably busy—these new assistants, 187.
- Heaps.
Earl and the library, 334.
Enlarged horizons: trends in school library administration, 137.
The informal book talk, 579.
The school librarian and remedial reading, 512.
The school library on the air and The school library as an information center, 580.
School-library studies and research 1966-38, 661.
Syllabus for the study of school library service for use in connection with Library service 234, 82.
- Heffernan. What school library service means to rural education, 662.
- Heller.
Experimenting together, 415.
The school library in an integrated program, 414.
State supervision of school libraries in the South, 603.
- Henderson, J. D. Some library problems of large schools served by county libraries, 84.
- Henderson, O. G. Eyes and the library, 248.
- Henshall. How California county libraries serve rural schools, 85.
- Henshaw. For film borrowers, 335.
- Herbert. Personnel administration in public libraries, 188.
- Herron, E. M. The school librarian's place in the community, 189.
- Herron, M. E.
Enriching the library lesson, 458.
Ten-year plan for libraries, 416.
- Heyl. Book cooperative for libraries, 370.

- High school administration. Maxwell, 147.
- High school administration and supervision. Cox, 595.
- High-school libraries in Illinois. Clevenger, 639.
- Highsmith. Report of library committee, 664.
- Hill. The modern high school and its library, 665.
- Hindman. The Dalton plan and the high school library, 139.
- Hitt. Advantages of a classified service in libraries, 191.
- Hodges. Library service to guidance classes, 293.
- Holmes, F. Displays on next-to-nothing a year, 581.
- Holmes, M. Carpinteria library becomes center of activity, 417.
- Hoover. Professional library instruction for teacher-librarians and for librarians, 192.
- Hopfner. Library guidance in pioneer fiction, 514.
- Horrall. Let's go to school, 294.
- Horton.
Allies, not rivals, 86.
Teacher librarian cooperation, 418.
- Hostetter.
Integration and library instruction, 459.
A review of studies and projects in education for librarianship, 193.
- Housing and equipment of school libraries. Anderson, E. L., 237.
- Housing, planning, and equipment, 236-267.
- Houston (Tex.) Independent School District. Board of Education. The use of the library; student library manual, 460.
- How can the library profession aid in attracting desirable young people to librarianship: a symposium, 194.
- How to locate educational information and data. Alexander, 440.
- Howe.
Looking forward, 23.
Traits of the ideal and the potential librarian, 195.
- Hoy. Reading courses for post-graduates, 516.
- Humble. Rural America reads, 667.
- Huntington. The cooperative plan of school library administration as practiced in Oklahoma City, 87.
- Hunting. A note on library bindings, 371.
- Hurley, J. E. Small schools of county have joint library, 88.
- Hurley, R. J.
Book selection methods of a progressive high school's library, 295.
Campfire tonight! 517.
Contracting for voluntary discipline, 399.
The creative school librarian, 196.
Map-reading our library books, 582.
What about the movies, 336.
- Hyers. The library and the radio, 337.
- Illinois Libraries. School library issue, 690.
- Illustrated unit of work and picture section, 461.
- Ingles. Teaching the use of books and libraries, 462.
- Internal Organization and Management, 126-591.
- Introduction to cataloging and the classification of books. Mann, 374.
- Investigating library problems. Waples, 694.
- Ireland.
Pamphlet file in school, college, and public libraries, 338.
The picture file in school, college, and public libraries, 339.
- Jackson. Present day objectives in library work with children, 518.
- Jacobs. Library work with delinquent boys, 519.
- Jesse. A centralized plan: library economy for high school systems, 89.
- Jewell. Good libraries—an essential feature of the democratic system, 24.
- Joeckel.
Current issues in library administration, 140.
The government of the American public library, 90.
Library service, 668.
A metropolitan library in action, 91.

- Johnson, B. L.
 Enlarging the role of the library in education, 141.
 The high school principal works in his school library, 604.
 Integrating function of the school library, 25.
 The secondary-school library, 669.
 Teacher and librarian cooperation, 419.
 Vitalizing a college library, 142.
- Johnson, M. F. Manual of cataloging and classification for small school and public libraries, 372.
- Jones. Boys' preparatory school libraries, 670.
- Josephson. Prelude to librarianship, 197.
 The junior college library program. Adams, H. M., 621.
 The junior high school. Proctor, 249.
- Kaiser. Government service—library personnel problem, 198.
- Kennedy. Current practice in the preparation of part-time school librarians, 199.
- Kilgour. Vancouver Island's regional service for children, 92.
- Kirk.
 Developing an emergency course for the teacher in charge of the elementary school library, 200.
 Film and book, 340.
 Library service for elementary schools in Newark, N. J., 98.
- Kirkpatrick. Wanted—revision of library standards, 671.
- Kline. Training for librarianship, 201.
- Know your school library. Beust, 630.
- Koch. Library chairs and reading tables, 250.
- Kohn. A photograph and lantern slide catalog in the making, 341.
- Koos.
 Administering the secondary school, 251.
 A national survey of secondary education—a preliminary survey, 672.
 Planning a school library program, 94.
- Kroeger. Civil service in the library, 202.
- Kuhlman. Librarianship as a profession, 203.
- Kuppinger. The public library in the school, 95.
- LaBrant.
 An evaluation of free reading in grades seven to twelve inclusive, 521.
 Library teacher or classroom teacher? 204.
 Magazine reading in an experimental school, 522.
- Lancefield. Student council and the library, 391.
- Landfear. Visual aids: challenge to school librarians, 342.
- Lane. The progressive elementary school, 297.
- Langitt. The small high school at work, 143.
- Lathrop.
 Certification of school librarians, 205.
 Laws affecting school libraries, 96.
- Lawler. The school library and the state, 605.
- Laws affecting school libraries. Lathrop, 96.
- Lazar. Reading interests, activities, and opportunities of bright, average, and dull children, 298.
- Lazarsfeld. Radio and the printed page, 343.
- Learning to use the library in the junior high school. Cleary, 448.
- Lenrow. Reader's guide to prose fiction, 299.
- Let's go to school. Horrall, 294.
- Lewis. The care of maps and atlases in the library, 252.
- Librarian, qualifications and duties, 163-235.
- Libraries and readers in the State of New York. Waples, 695.
- Libraries in the accredited high schools of the association of colleges and secondary schools of the southern States. Campbell, 636.
- Libraries of the South. Barker, T. D., 179, 628.
- The library and the radio. Hyers, 337.

- The library as a school function and activity. New Jersey Secondary School Teachers' Association, 36.
- Library expenditures in the school districts of Pennsylvania. Pennsylvania Department of Public Instruction, 715.
- A library for the intermediate grades. Colburn, 497.
- Library handbook for boys and girls of the intermediate schools. Detroit (Mich.) Board of Education, 449.
- The library in action. Cleary, 406.
- The library in the elementary school. California State Department of Education, 60.
- The library in the school, 673.
- The library in the school. Fargo, 74.
- Library instruction; a section of the syllabus in English. New York University, 469.
- Library key. Brown, 446.
- Library manual. Toser, 478.
- Library needs in Dutchess County. MacCracken, 680.
- The library of tomorrow. Danton, 312.
- Library on the air. Lolzeaux, 583.
- Library or study-hall problem, 268-272.
- Library personnel and training agencies in Indiana. American Library Association. Board of Education for Librarianship, 624.
- Library personnel and training agencies in Michigan. Cleavinger, 177.
- Library service. Joeckel, 668.
- Library service for children. Power, 308.
- Library standards and procedures for small secondary schools. California School Library Association. Southern Section, 634.
- Library technique in all fields. Milwaukee (Wis.) Board of School Directors, 34.
- Library trends. Wilson, L. R., 556.
- Lindeman. New Jersey libraries, 674.
- Linderman. The function of the librarian in the school's guidance program, 420.
- Living with books. Haines, 291.
- Livsey. Use guaranteed, 300.
- Lockhart. How much does the library serve the school? 675.
- Loeffler. Junior high school library and the guidance program, 421.
- Logasa.
- The library in the unit plan, 422.
- The school library in the reading program, 524.
- The study hall in junior and senior high schools, 271.
- Lolzeaux.
- Library on the air, 583.
- Publicity primer, 584.
- Los Angeles Board of Education.
- Books in the Los Angeles high schools, 301.
- Road maps and treasure hunts, 463.
- The school library system of Los Angeles, 676.
- Lowell. Criteria for book selection in school libraries, 302.
- Lucey. School library values, 678.
- Lyman. Arrangement and care of phonograph records, 346.
- Maberry. The administrator and school library problems, 606.
- McAnally.
- Effective use of the school library, 26.
- Efficiency of school libraries, 679.
- MacBean. The organization of libraries in the elementary schools of Chicago, 145.
- McCabe. The library and audio-visual aids, 347.
- McCharen. A regional library service, 97.
- McClellan. Integrating library instruction with social studies, 464.
- MacCracken. Library needs in Dutchess County, 680.
- McGlennon.
- Aid to the ailing: the active school library, 525.
- Readers' adviser: the active school library, 528.
- McGrew. Organization of a high-school library, 146.
- McKenzie. Reading—a penny a day, 527.
- McKown.
- Activities in the elementary school, 585.
- Audio-visual aids to instruction, 348.
- The librarian—extracurricular activities' newest ally, 28.

- McManus. A library unit; making and conducting a school library, 253.
- McPherson.
Reading hobbies, 528.
A study of libraries in schools of the secondary education board, 681.
- Magazines for high school. Martin, L. K., 349.
- Mahoney.
Realms of gold in children's books, 303.
The management of the school money. Morrison, 714.
- Mann. Introduction to cataloging and the classification of books, 374.
- Manual of cataloging and classification for small school and public libraries. Johnson, M. F., 372.
- Martin, H. Nationalism in children's literature, 304.
- Martin, L. The high school library, 31.
- Martin, L. K. Magazines for high school, 349.
- Masters. The pupil in a platoon school library, 32.
- Maxwell. High school administration, 147.
- Mecker. Reading-readiness in the library, 529.
- Merrill. Regional or district libraries, 98.
- Merriwether. High school library service in Tennessee Rosenwald demonstration units, 682.
- A metropolitan library in action. Joeckel, 91.
- Middle States Association of Colleges and Secondary Schools. Proceedings of the fifty-second annual convention 1938, 631.
- Middlebrooks. The school library, 1900-1935, 254.
- Milwaukee (Wis.) Board of School Directors. Library technique in all fields, 34.
- Minster.
Integrated library instruction, 465.
The librarian chats about stimulating reading interest, 530.
The librarian chats with the faculty, 423.
The librarian chats with the student body, 466.
- Mirrielees. Teaching composition and literature in junior and senior high school, 424.
- Modern American library economy. Dana, 365.
- Modern education in the small rural school. Wofford, K. V., 705.
- Modern secondary education. Douglass, 450.
- Monroe. Remedial reading, 531.
- Moore, J. E. The relation between library information and elementary school attainment, 467.
- Moore, L. Building a primary library, 255.
- Moreland. What young people want to read about, 532.
- Morey. Our library is the heart of the school, 148.
- Morgan. Library organized to serve rural district, 99.
- Morris, A. C. Book selection as a trust, 306.
- Morris, E. L. An elementary school library program, 149.
- Morrison. The management of the school money, 714.
- Mosher. Implications of an enlightened personnel policy, 207.
- Motion pictures in education. Dale, 325.
- Mott. The children's book on how to use books and libraries, 468.
- Mulberry. The Parent-teacher association and the school library, 586.
- Mulhauser. Regional library service to rural schools, 100.
- Munn.
Fact versus folklore, 102.
The problems of theft and mutilation, 400.
- Mutilation of books and magazines, 401.
- National Catholic Educational Association. Report of the proceedings and addresses of the thirty-fourth annual meeting 1937, 144, 492.
- National Education Association.
Proceedings of the seventy-fourth annual meeting 1936, 700.
Proceedings of the seventy-fifth annual meeting 1937, 30.
Proceedings of the seventy-seventh annual meeting 1939, 66.

- National Education Association—Con.
 Proceedings of the seventy-eighth annual meeting 1940, 35.
- American Association of School Administrators.
 Certain aspects of school library administration, 683.
 References to standards and recommendations for school buildings and equipment, 258.
 Seventeenth yearbook, 150.
- Department of Elementary School Principals.
 Ninth yearbook, 206, 607.
 Twelfth yearbook, 684.
 Seventeenth yearbook, 101, 110, 152, 508, 515, 533, 534, 557.
 Eighteenth yearbook, 117, 305, 657.
- Department of Rural Education.
 Rural School libraries, 83, 220, 274, 296, 314, 504, 619, 685, 713.
- Department of Supervisors and Directors of Instruction.
 Ninth yearbook, 311.
 Twelfth yearbook, 5.
 Thirteenth yearbook, 18.
- Educational Policies Commission.
 Social services and the schools, 103.
- Joint Committee of the National Education Association and the American Library Association.
 Schools and public libraries working together in school library service, 42.
- National Society for the Study of Education. Committee on Reading. Thirty-sixth year, 315, 484, 520, 549.
- The new high school in the making.
 Wrinkle, 55.
- New Jersey Secondary School Teachers' Association. The library as a school function and activity, 36.
- New York City Association of Teachers of English.
 Year book no. 1, 1936, 535.
 Year book no. 2, 1937, 536.
- New York City Board of Education.
 Guide for librarians in the elementary and junior high school and course of study and syllabus in the use of library books, 151.
- New York University.
 Library instruction; a section of the syllabus in English, 469.
 Weeding the library, 307.
- State Education Department.
 Handbook 8, part #ct: Certificates of training for librarians of public and school libraries, 208.
- Newberry. To fine or not to fine, 402.
- Newlon. Some implications of the indispensable school library, 686.
- Newman. Leisure interests, 537.
- Newsom. Administrative practices in large high schools, 138.
- Newton. The changing school curriculum and the library, 104.
- Nichols. How far apart are we? 209.
- Nistendirk. Cooperative project in organizing the grade school libraries of North Kansas City, Missouri, 105.
- Nolen. Literature through magazines and radio, 350.
- Nonbook materials, 317-365.
- North Carolina school library handbook.
 Douglas, 132.
- Objectives, 1-
- Odell. The secondary school, 37.
- 124 successful ideas for library publicity. Coons, 573.
- An open letter about school libraries, 403.
- Oregon State Library.
 Biennial report of the Oregon State Library to the forty-first legislative assembly, regular session 1941, 608.
 Oregon's county library service, 106.
 Oregon's county library service. Oregon State Library, 106.
- Orenstein. Books and bacteria, 375.
- Orman. How does this sound? 210.
- Otto. Elementary school organization and administration, 609.
- A pamphlet about pamphlets. Condit, 323.
- Pamphlet file in school, college and public libraries. Ireland, 338.
- Park.
 Shall the teachers colleges prepare librarians for public school libraries? 211.
 Training for librarianship, 212.

- Parks. State aid for Tennessee school libraries, 610.
- Paul. A code of ethics for school librarians, 213.
- Pennsylvania Department of Public Instruction. Library expenditures in the school districts of Pennsylvania, 715.
- Periodicals for small and medium-sized libraries. Walter, 361.
- Persing. Discovering the reading interests of maladjusted students, 538.
- Personnel administration in public libraries. Herbert, 188.
- Pettingill. Library guidance file, 351.
- Phelps. Book and library plays, 587.
- The picture file in school, college and public libraries. Ireland, 339.
- Pierce. Reorganizing extra-curriculum activities—a high-school program, 687.
- Plalster. Floors and floor coverings, 258.
- Planning the community school. Engelhardt, 71.
- Pleasure reading for boys and girls. California State Department of Education, 280.
- Poley. High school librarian looks at binding, 376.
- Porter. A school principal looks for a school library, 611.
- Portfolio of libraries, 259.
- Portrait of a library. Quigley, 107.
- Portwood. The library as the heart of the school, 38.
- Potter. California's school libraries, 688.
- Power. Library service for children, 308.
- The practice of book selection. Willson, L. R., 290, 292.
- Preparation for school library work. Fargo, 184.
- Pritchard. School library hour, 153.
- Proctor. The junior high school, 249.
- Professional library education. Beust, 172.
- The program for elementary school library service. Fargo, 658.
- The progressive elementary school. Lane, 297.
- Public relations for the public schools. Waller, 590.
- Publicity, 565-591.
- Publicity for public libraries. Ward, G. O., 591.
- Publicity primer. Lolzeaux, 584.
- Punke. Sociological factors in the leisure-time reading of high school students, 539.
- Pygman. Libraries play leading role, 39.
- Quigley. Portrait of a library, 107.
- Radio and the printed page. Lazarsfeld, 343.
- Radio roads to reading. Sauer, 588.
- Rainey. How can libraries help to meet the needs of youth? 689.
- Ramsey. Virginia's circulating school library, 108.
- Ranlett. The librarians have a word for it: ethics, 214.
- Raymond. The school library adopts movies, 352.
- Reader's guide to prose fiction. Lenrow, 299.
- Reading and pupil development. Gray, W. S., 502, 513.
- Reading and the educative process. Witty, 564.
- Reading interests, activities, and opportunities of bright, average, and dull children. Lazar, 298.
- Reading problems, 481-564.
- Reading with children. Eaton, 288.
- Realms of gold in children's books. Mahony, 303.
- Reavis. The elementary school, 612.
- Recent trends in reading. Gray, W. S., 485, 499, 511.
- The redirection of secondary education. Wiley, 162.
- Reece.
- The curriculum in library schools, 215.
 - A look ahead for library schools, 216.
- Reed. A test of students' competence to use the library, 470.
- Reeder. A first course in education, 40.
- References to standards and recommendations for school buildings and equipment. National Education Association. American Association of School Administrators, 256.

- Reger. The function of the elementary school library in directing study, 41.
- A regional library and its readers. Chandler, 62, 494.
- Regional or district libraries. Merrill, 98.
- Rehmus.
The junior high-school library, 42.
School librarians must be aggressive, 217.
- Remedial reading. Monroe, 531.
- Reorganizing secondary education. Thayer, 555.
- The responsibility of the teachers college in the preparation of personnel for library service in the public schools; a symposium, 218.
- The retarded reader and the library: a symposium, 540.
- A review of studies and projects in education for librarianship. Hostetter, 193.
- Rice. The administration of public high schools through their personnel, 219.
- Rimkus. The centralized school library, 154.
- Road maps and treasure hunts. Los Angeles Board of Education, 463.
- Rogers. Special rooms for new Chicago elementary school buildings, 260.
- Roos. Laying the foundation, 109.
- Rope. Library and art department combine efforts, 426.
- Rossell. Twenty-two cities give equal salaries for B. A. in L. S. and Master's degree, 221.
- Rothrock. Libraries and educational films, 353.
- Rue. Series and sequels, 377.
- Rufsvold. School library handbooks, manuals, and book lists, 155.
- Rugg.
"Janitors of books" or reading specialists, 471.
Librarian . . . key teacher, 222.
A library centered program of teacher education, 472.
- Rural America reads. Humble, 667.
- Rural library service. U. S. Department of Agriculture, 120.
- Rural school libraries. National Education Association. Department of Rural Education, 83, 220, 274, 296, 314, 504, 619, 685, 713.
- Rushforth. Librarians: are you a help to your teachers? 427.
- St. John. Rating a staff for promotion and demotion, 224.
- Samuelson. Agnes Samuelson talks to teachers about school libraries, 473.
- Sauer.
Making the world safe for the Janey Larkins, 309.
Radio roads to reading, 588.
- School buildings and equipment. American Council on Education, 236.
- School libraries in the South. Cundiff, 645.
- The school library budget, 716.
- School library issue. Illinois libraries (periodical), 690.
- School library management. Wilson, M., 124.
- School library service in the United States. Cecil, 61.
- The school library system of Los Angeles. Los Angeles Board of Education, 676.
- Schools and public libraries working together in school library service. National Education Association. Joint Committee of the National Education Association and the American Library Association, 425.
- Schott.
The library and remedial reading, 541.
Work with elementary schools, 156.
- Schulte. Motion pictures and the library, 354.
- Scripture.
Any school can have a library, 157.
Find it yourself! 474.
- Seay. In-service education for librarians, 225.
- The secondary school. Odell, 37.
- Secondary school administration. Edmonson, 16.
- The secondary-school library. Johnson, B. L., 669.
- The secondary school library in California. California State Department of Education, 635.

- Selected articles on school library experience; second series. Wilson, M., 702.
- Selection and distribution of supplementary and library books in California counties. California State Department of Education, 281.
- Selection of materials:
Books, 273-316.
Nonbook materials, 317-365.
- Sexson. Problems and services of the school library as seen by the administrator, 614.
- Shaffer.
Advertising the school library, 589.
A permanent record of reference, 378.
Training student assistants in the high school library, 392.
- Shane.
Audio-visual aids and the library, 355.
The audio-visual library, 356.
- Shaw. Touching the intangible, 542.
- Shea. The base of the triangle—an experiment with parents, 543.
- Shields. A rental collection in a high school library, 158.
- Shores.
Library instruction for teachers, 475.
Library-trained teachers, 476.
The public school library, 43.
School librarian as reading teacher, 544.
- Shortess.
Cooperation between public and school libraries, 111.
School libraries in Louisiana, 691.
State purchase of school library books in Louisiana, 615.
Training for the part-time school librarian, 226.
- Siebens. A questionnaire on missing books, 404.
- The significance of the school library. American Library Association, 565.
- Silverthorn. Books for the school library, 310.
- Simmons College. Conference on guidance through the school library, proceedings, 174, 428, 562.
- Simple library cataloging. Akers, 366.
- Skelton. Socializing a high school library, 393.
- The small high school at work. Langfitt, 143.
- Smith, B. M. Children's room "takes to the road" in Vermont, 112.
- Smith, C. School library inventory, 379.
- Smith, D. E. Bait the hook with library books, 548.
- Smith, D. V. Reading—a moot question, 547.
- Smith, E. Library's part in a guidance program, 429.
- Smith, E. L. United we stand: regional coordination of small libraries, 113.
- Smith, E. M. The library feels its way in parent education, 44.
- Smith, E. S. Subject headings for children's books, 380.
- Smith, H. L. School libraries—planning and equipment, 261.
- Smith, M. R. Binding and the library budget, 381.
- Smith, S. L. Library facilities in Negro secondary schools, 692.
- Smith, X. P. Visualizing library instruction, 477.
- Snow. Strategic position of the training school library, 45.
- Social services and the schools. National Education Association. Educational Policies Commission, 103.
- Social studies instruction in the secondary schools. Swindler, 433.
- Sources of visual aids for instructional use in schools. U. S. Office of Education, 359.
- Southwestern Library Association. Papers and proceedings 1936, 708.
- Spinning. "Putting Parnassus on wheels," 46.
- Stallmann.
How shall we meet the challenge presented by the increasing need for the training of school librarians? 262.
Picking out books for the school library—some principles, 313.
School librarian to her new assistant, 227.
- Standards for elementary school buildings. Strayer, 263.

- Standards for junior high school buildings. Engelhardt, 243.
- Stanford University. School of Education. The challenge of education, 163.
- Statistics of public-school libraries 1934-35. Foster, E. M., 659.
- Stegmeir. The introduction and use of the classroom library in history, 430.
- Stewart. Schools and the regional library, 114.
- Stoddard. Library and classroom cooperation in junior high school, 431.
- Stone.
Conference on education for librarianship in the South, 228.
Difficulties encountered by trained school librarians as a basis for the revision of the professional curriculum, 229.
- Story-telling around the world: a symposium, 550.
- Strang. The contribution of the librarian to the improvement of reading, 551.
- Strayer. Standards for elementary school buildings, 263.
- Student assistants, 384-393.
- The student library assistant. Bennett, W., 386.
- The study hall in junior and senior high schools. Logasa, 271.
- A study of libraries in schools of the Secondary education board. McPherson, 681.
- A study of library reading in the primary grades. Boney, 487.
- Subject headings for children's books. Smith, E. S., 380.
- The superintendent makes a discovery. Fargo, 75.
- Supervision, 592-619.
- Supervision in secondary schools. Douglass, 596.
- Survey of leisure reading in typical high schools of New York City. New York City Association of Teachers of English, 535.
- Sweeney. Occupational guidance service, 432.
- Swindler. Social studies instruction in the secondary schools, 433.
- Switzer. The elementary school library, 47.
- Syllabus for the study of school library service for use in connection with Library service 234. Heaps, 82.
- Teacher-librarian's handbook. Douglas, 132.
- Teachers' guide to child development in the intermediate grades. California State Department of Education. State Curricular Commission, 128, 282, 490.
- Teaching composition and literature in junior and senior high school. Mirrielees, 424.
- Teaching the social studies. Wesley, 434.
- Teaching the use of books and libraries. Ingles, 462.
- Teaching use of library, 437-480.
- Teaching with motion pictures. Townes, 358.
- Technical processes, 366-383.
- Terman. Children's reading, 554.
- Thayer. Reorganizing secondary education, 555.
- Theobald.
Practical considerations in securing legal certification for school librarians, 230.
School library service in Kentucky, 693.
- Thorne. Coordination of cataloging in a large city school system, 382.
- Thorpe. It can be done! 159.
- Tilton. School libraries, 264.
- Timmerman. Difficulties found in placement, 231.
- Tolman. Case for the educator, 115.
- Toser. Library manual, 478.
- Towne. Rural school library service from county libraries aided by the Julius Rosenwald fund, 118.
- Townes.
New aids for familiar purposes, 357.
Teaching with motion pictures, 358.
- Turner. For county librarians, 64.
- U. S. Department of Agriculture. Rural library service, 120.
- U. S. Office of Education. Sources of visual aids for instructional use in schools, 359.

- University of California. School of Librarianship. Proceedings of the Institute on library work with children, 80, 149.
- University of Chicago.
Library trends, 556.
The practice of book selection, 290, 292.
Proceedings of the Conference on reading, v. 1, 485, 499, 511.
Proceedings of the Conference on reading, v. 2, 502, 513.
- University of Illinois.
Proceedings of the high-school conference 1931, 642.
Ways to better high schools; library enrichment hints, 362.
- University of Pennsylvania. School of Education.
Twenty-second annual Schoolmen's week proceedings 1935, 6, 29, 613.
Twenty-third annual Schoolmen's week proceedings, 1936, 601.
Twenty-fifth annual Schoolmen's week proceedings 1938, 8.
Twenty-sixth annual Schoolmen's week proceedings 1939, 77.
- University of Virginia.
Secondary education in Virginia, no. 13, 553.
Secondary education in Virginia, no. 23, 33.
Secondary education in Virginia, no. 25, 19.
- The use of libraries in junior and senior high schools. Adams, A. E., 620.
- The use of the library; student library manual. Houston (Tex.) Independent School District. Board of Education, 460.
- Van Keuren. An administrator looks at the school library, 616.
- Vinson. Why State supervision of high school libraries? 617.
- Visual materials. American Library Association, 566.
- Vaughan. Book service for kindergarten and primary grades, 160.
- Vitalizing a college library. Johnson, B. L., 142.
- Walker. Painless library instruction via the movies, 360.
- Waller. Public relations for the public schools, 590.
- Walls. They learned to read by reading, 558.
- Walraven.
Library calling all school administrators, 618.
Teaching care of books, 405.
- Walter.
Administrative responsibility for the conservation of printed material, 383.
Periodicals for small and medium-sized libraries, 361.
- Wang. Selecting applicants to a library school or training class, 232.
- Waples.
Investigating library problems, 694.
Libraries and readers in the State of New York, 695.
What people want to read about, 560.
What reading does to people, 559.
- Ward, G. O. Publicity for public libraries, 591.
- Ward, K. M. A librarian in a progressive school, 161.
- Warren. Library lighting—a scientific problem, 265.
- Ways to better high schools; library enrichment hints. University of Illinois, 362.
- Webb. A survey of children's reading, 561.
- Weeding the library. New York University, 307.
- Weitz. Conserving educational resources, 121.
- Welch. Alabama school libraries, 696.
- Wells. The local history clipping file, 363.
- Wenma. The pamphlet library in Newark, 364.
- Wert. The effectiveness of the public-school-housed library branch, 266.
- Wesley. Teaching the social studies, 434.
- Westervelt.
The elementary school library—why? 48.
Training school library, 49.
- What people want to read about. Waples, 560.

- What reading does to people. Waples, 559.
- What the high schools ought to teach. American Council on Education, 481.
- Wheatcroft. Georgia high school libraries, 697.
- White House Conference on Child Health and Protection. Children's reading, 563.
- White House Conference on Children in a Democracy. General conference report 1940, 698.
- Whitehead. Hyphenated day, by a teacher-librarian, 233.
- Whiteman. Balanced collections of books in study halls at Evanston, 316.
- Wiley.
The function of the library in the public school program, 50.
The redirection of secondary education, 162.
- Williams, C. L. Elementary school library as a means of individual instruction, 51.
- Williams, L. A. What the school expects of the school librarian, 52.
- Wilson, E. H. Pre-professional background of students in a library school, 235.
- Wilson, L. R.
County library service in the South, 123.
The extension of library facilities in rural areas, 122.
The geography of reading, 701.
Increasing the significance of the school library, 58.
The integration of library service with the school curriculum, 435.
- Wilson, L. R.—Continued.
Library service in rural areas, 700.
Library trends, 556.
The practice of book selection, 290, 292.
- Wilson, M.
School library management, 124.
Selected articles on school library experience; second series, 702.
- Witmer.
School library planning chart, 267.
School library studies and research, 703.
- Witty. Reading and the educative process, 564.
- Woerdehoff. The teacher-librarian and pre-testing technique, 479.
- Wofford, A.
Library or study hall, 272.
School library evolution, 704.
- Wofford, K. V.
Modern education in the small rural school, 705.
A rural educator looks at libraries, 706.
- Woodring. The library and the study program, 490.
- Wrightstone. Appraisal of newer elementary school practices, 54.
- Wrinkle. The new high school in the making, 55.
- Young. Problems of co-ordination among Riverside County school libraries, 125.
- Zimmerman. Library goes to English class, 436.