

Publications

of the

Office *of*

Education

1959

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Bulletin 1959, No. 25

U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Arthur S. Flemming, *Secretary*

Office of Education . . . Lawrence G. Derthick, *Commissioner*

FOREWORD

This bulletin contains an annotated list of publications issued by the U.S. Office of Education through April 1959 and available for sale through the Government Printing Office.

These publications have been prepared by specialists to meet the requests of teachers, administrators, and others having an interest in education. The subject matter ranges from preschool through graduate education; the types of publications included are annual reports of the Commissioner of Education, biennial surveys of education in the United States, bulletins, circulars, directories, miscellaneous bulletins, pamphlets, special series, and vocational division publications.

It is hoped that this publication will serve not only as a useful guide to available material, but also as an incentive to further educational investigations and activities.

CARROLL B. HANSON
Director, Publications Services

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Publications

of the

Office of Education

1959

The publications listed here can be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C. See sample order blanks on last pages.

GENERAL PUBLICATIONS

Periodicals

September through May—nine issues a year.

SCHOOL LIFE. Subscription \$1 a year domestic; \$1.50 if mailed to a foreign address. Single copy 15 cents.

Contains information on important trends in American education; reports on Office of Education activities; reviews major publications, pertinent statistics, and current legislation in the field of education; offers general information useful to school administrators and teachers, school board members, journalists, librarians, students, and laymen who wish to keep abreast of school developments.

HIGHER EDUCATION. Subscription \$0.75 a year domestic; \$1.25 if mailed to a foreign address. Single copy 10 cents.

Provides information on Federal activities and policies related to higher education; reports on statistical and other studies of the Office of Education; includes news from colleges and universities and from educational organizations on their policies and activities; lists new publications on higher education. Serves as a medium of communication for American colleges and universities and persons interested in higher education.

Annual Reports and Directories

ANNUAL REPORT OF THE FEDERAL SECURITY AGENCY, Office of Education. 1951-52. Earl James McGrath. 31 p. 1953. 15 cents. *Catalog No. FS 5.17: 109.*

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

ANNUAL REPORT, 1958, U.S. Department of Health, Education, and Welfare. 262 p. 1959. 75 cents. *Catalog No. FS 1.1: 958.*

Most recent of a series of reports submitted annually to the President of the United States; contains an account of the activities of the Social Security Administration, Public Health Service, Office of Education, Food and Drug Administration, Office of Vocational Rehabilitation,

Saint Elizabeths Hospital, American Printing House for the Blind, Gallaudet College, and Howard University.

ADMINISTRATION OF PUBLIC LAWS 874 and 815: 8th Annual Report of the Commissioner of Education. June 30, 1958. 160 p. 1959. \$1. *Catalog No. FS 5.1/2: 7.*

Covers major program trends and presents a series of tables showing receipts, disbursements, and other data for the fiscal year under the two programs authorized by these statutes, which authorize financial assistance to local educational agencies in federally affected areas for current operating expenses and for school construction.

Previous issues:

1958. 145 p. 75 cents. *Catalog No. FS 5.1/2: 8.*
 1957. 134 p. 65 cents. *Catalog No. FS 5.1/2: 7.*
 1956. 134 p. 65 cents. *Catalog No. FS 5.1/2: 6.*
 1955. 122 p. 65 cents. *Catalog No. FS 5.1/2: 5.*
 1954. 178 p. \$1.00. *Catalog No. FS 5.1/2: 4.*
 1953. 157 p. \$1.00. *Catalog No. FS 5.1/2: 3.*
 1952. 127 p. 55 cents. *Catalog No. FS 5.1/2: 2.*
 1951. 83 p. 25 cents. *Catalog No. FS 5.1/2: 1.*

PROGRESS OF PUBLIC EDUCATION IN THE UNITED STATES OF AMERICA, 1957-58. 130 p. 1958. 50 cents. *Catalog No. FS 5.22: 957-58.*

Summary report of the Office of Education to the 31st International Conference on Public Education at Geneva, Switzerland, July 7-15, 1958, sponsored by UNESCO and the International Bureau of Education. Printed in English, French, Spanish, and Russian; explains fundamental concepts of education in the United States.

PROGRESS OF PUBLIC EDUCATION IN THE UNITED STATES OF AMERICA, 1956-57. 99 p., II. 45 cents. *Catalog No. FS 5.22: 956-57.*

DIRECTORY OF SECONDARY DAY SCHOOLS, 1951-52, Showing Accredited Status, Enrollment, Staff and

Other Data. Mabel C. Rice. 169 p., with tables, 1952. Reprinted 1957. *Catalog No. FS 5.2: D62/951-52.*

Provides information on all public day high schools in the United States of which the U.S. Office of Education had record for the school year 1951-52; public accredited high schools in outlying parts of the country for the same year; nonpublic high schools for the year 1947-48; schools located outside the continental United States and its territories which are accredited by the regional accrediting associations; and information about the accredited status of schools, both public and nonpublic, for the latest year for which data were available.

EDUCATION DIRECTORY OF THE OFFICE OF EDUCATION. Issued annually in 4 parts. Current issues:

Part 1. FEDERAL GOVERNMENT AND STATES, 1958-59. Mabel E. Rogers. 76 p. 1959. 45 cents. *Catalog No. FS 5.25: 958-59/pt. 1.*

Lists Office of Educational personnel, principal State school officers, executive officers of State library extension agencies, and principal education officers of the Bureau of Indian Affairs.

Part 2. COUNTIES AND CITIES, 1958-59. Ruby Ballard. 99 p. 45 cents. 1958. *Catalog No. FS 5.25: 958-59/pt. 2.*

Lists superintendents of county, supervisory district or union, and urban schools, by State; lists superintendents of Catholic and Lutheran parochial schools.

Part 3. HIGHER EDUCATION, 1958-59. Theresa Birch Wilkins. 194 p. 70 cents. 1959. *Catalog No. FS 5.25: 958-59/pt. 3.*

List of higher institutions, their accreditation, type of program and enrollment, by State; includes Alaska, Guam, Hawaii, and Puerto Rico.

Part 4. EDUCATION ASSOCIATIONS, 1957-58. Edith H. Rogers. 96 p. 1958. 60 cents. *Catalog No. FS 5.25: 957-58/pt. 4.*

Lists national, regional, and State associations; foundations; religious and interfaith organizations.

Statistical Studies

ELEMENTARY AND SECONDARY EDUCATION STATISTICS OF PUBLIC HIGH

SCHOOLS, 1945-46. (Chapter 5, Biennial Survey.) Mabel C. Rice and Carl A. Jesson. 80 p., with tables, 1949. 25 cents. *Catalog No. FS 5.23: 244-46, ch. 5.*

Examines the number of public high schools, enrollments, staff members in the United States for the school year 1945-46, and compares these figures with those of previous years. It also examines size of schools, types, reorganization, retention of pupils, graduates, professional staff, and ungraded schools.

EDUCATION IN RURAL AND CITY SCHOOL SYSTEMS: Some Statistical Indices for 1947-48. Rose Marie Smith. 13 p., with tables. 1951. (Circular No. 329) 15 cents. *Catalog No. FS 5.4: 329.*

Presents comparative indices on average salary of instructional staff, instructional expenditures per pupil, average length of school term, percentage of total number of male teachers, number of pupils per teacher, percentage of pupils enrolled who attend daily, and percentage of total average daily attendance in schools located in rural and urban areas.

STATISTICS OF NONPUBLIC SECONDARY SCHOOLS, 1947-48. (Chapter 7, Biennial Survey) Rose Marie Smith. 11 p., with tables, 1951. 10 cents. *Catalog No. FS 5.23: 246-48, ch. 7.*

Provides data on number of pupils enrolled, number of graduates, and staff members; comparable figures for public and nonpublic enrollments in secondary schools for the year 1947-48. Three thousand nonpublic secondary schools in the United States cooperated in providing the data.

OFFERINGS AND ENROLLMENTS IN HIGH SCHOOL SUBJECTS, 1948-50. (Ch. 5, Biennial Survey) Mabel C. Rice, J. Dan Hull, and Grace S. Wright. 118 p., with tables, 1951. 30 cents. *Catalog No. FS 5.23: 248-50.*

Includes information on all public secondary day schools, including junior high schools, with enrollment of 500 or more in the continental United States. Covers data on 89 percent of the secondary schools with enrollments of less than 500.

STATISTICS OF PUBLIC SECONDARY DAY SCHOOLS, 1951-52. (Ch. 5, Biennial Survey) Mabel C. Rice and Walter H. Gaumnitz. 81 p., with

tables, 1954. 35 cents. *Catalog No. FS 5.23: 250-52/chap. 5.*

Presents statistical data on the number of schools, pupils, and professional staff members, by State and by race, according to the type of school organization, for the 23,757 public secondary day schools in existence in the continental United States in 1951-52. Urban school data is presented separately for places with population of 2,500 to 10,000, and those with populations of over 10,000.

STATISTICS OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION OF NEGROES IN THE SOUTHERN STATES: 1951-52. Carol Joy Hobson. 18 p., with tables. May 1955. (Circular No. 444) 20 cents. *Catalog No. FS 5.4: 444.*

Report gives a general view on enrollment, attendance, staff, and expenditures in Negro public elementary and secondary schools. Provides comparisons between white and Negro schools in the same State, between Negro schools in different States, and between public schools in the southern States and those in the rest of the country.

FALL 1958 STATISTICS ON ENROLLMENT, TEACHERS AND SCHOOLHOUSING in Full-Time Elementary and Secondary Day Schools. Samuel Schloss and Carol Joy Hobson. 18 p. 1959. (Circular No. 551) 20 cents. *Catalog No. FS 5.4: 551.*

The fifth annual survey of its kind, providing national data State by State on enrollment, number and certification of teachers, number of pupils in excess of normal public school capacity, and number of instruction rooms available and scheduled for completion during the fiscal year.

Also available:

ENROLLMENT, TEACHERS AND SCHOOLHOUSING: Fall 1957. 18 p. 1958. (Circular No. 513 Revised) 15 cents. *Catalog No. FS 5.4: 513.*

Fall 1955. 8 p., 1956. (Circular No. 467) 15 cents. *Catalog No. FS 5.4: 467.*

STATISTICS OF PUBLIC SCHOOL SYSTEMS IN 101 OF THE MOST RURAL COUNTIES 1955-56. 28 p. Walter H. Gaumnitz and others. (Cir-

cular No. 529) 20 cents. *Catalog No. FS 5.4: 529.*

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

HIGHER EDUCATION

EARNED DEGREES CONFERRED BY HIGHER EDUCATIONAL INSTITUTIONS 1956-57. Diane B. Gertler and Virginia W. Keith. 196 p. (Circular No. 527) 1958. \$1.50. *Catalog No. FS 5.4: 527.*

Tenth annual survey of earned degrees; 160 fields included. Data on degrees given by field of study, degree level, sex, and institution; also indicated are trends in the number of degrees and comparative trends in public and private institutions.

Also available:

EARNED DEGREES CONFERRED BY HIGHER EDUCATIONAL INSTITUTIONS, 1955-56. 182 p. \$1.25. *Catalog No. FS 5.4: 499.*

1954-55. 138 p. \$1.

Catalog No. FS 5.4: 461.

1953-54. 86 p. 50 cents.

Catalog No. FS 5.4: 418.

1952-53. 88 p. 60 cents.

Catalog No. FS 5.4: 380.

1951-52. 109 p. 60 cents.

Catalog No. FS 5.4: 360.

1950-51. 121 p. 60 cents.

Catalog No. FS 5.4: 333.

OPENING (FALL) ENROLLMENT IN HIGHER EDUCATION, 1958: Institutional Data. Diane B. Gertler and Hazel C. Poole. 33 p., with tables. 1959. (Circular No. 544) 30 cents. *Catalog No. FS 5.4: 544.*

The thirteenth of an annual series making available timely information on college and university enrollment. Contains tables on degree-credit enrollment in each institution of higher education; a second circular will present an analysis of the data.

Also available:

OPENING ENROLLMENT IN HIGHER EDUCATIONAL INSTITUTIONS, Fall 1957. 48 p. (Circular

No. 518) 40 cents. *Catalog No. FS 5.4: 518.*

1956. 46 p. (Circular No. 495) 35 cents. *Catalog No. FS 5.4: 460.*

1955. 46 p. (Circular No. 460) 35 cents. *Catalog No. FS 5.4: 460.*

1954. 39 p. (Circular No. 419) 30 cents. *Catalog No. FS 5.4: 419.*

1953. 34 p. (Circular No. 382) 30 cents. *Catalog No. FS 5.4: 382.*

STATISTICS OF NEGRO COLLEGES AND UNIVERSITIES: 1951-52 AND FALL OF 1954. Henry G. Badger. 16 p., May 1955. (Circular No. 448) 20 cents. *Catalog No. FS 5.4: 448.*

Presents briefly faculty, student degrees, finances, and comparisons of Negro and white institutions.

RESIDENT AND EXTENSION ENROLLMENT IN INSTITUTIONS OF HIGHER EDUCATION, December 1955. Mabel C. Rice and Dorothy Gray. 40 p., with tables. 1957. (Circular No. 493) 30 cents. *Catalog No. FS 5.4: 493.*

Based on enrollment in institutions of higher education as of November 1955. Tabular presentation consists principally of detailed data for individual institutions of higher education in the aggregate United States. Includes a table of summary data on students enrolled in correspondence courses, short courses, and in individual lessons only; and summary data on veterans enrolled in courses of college grade under Public Laws 16, 245, 594, and 599.

Also available:

RESIDENT, EXTENSION, AND ADULT EDUCATION ENROLLMENT IN INSTITUTIONS OF HIGHER EDUCATION.

Nov. 1954. 34 p. (Circular No. 454) 30 cents. *Catalog No. FS 5.4: 454.*

Nov. 1953. 29 p. (Circular No. 414) 30 cents. *Catalog No. FS 5.4: 414.*

STATISTICS OF HIGHER EDUCATION, 1947-48. (Biennial Survey) Henry G. Badger, Margaret J. S. Carr, and Mauds Farr. 105 p., with

tables, 1950. *Catalog No. FS 5.23: 948/48 ch. 4.*

A compilation of reports from 1,788 higher-education institutions in the 48 States, the District of Columbia, and the United States territories providing data on general trends, staff, students, degrees, income, expenditure, and fixed and plant values in American institutions of higher learning.

STATISTICS OF HIGHER EDUCATION: 1955-56—Faculty, Students, and Degrees. (Biennial Survey) Henry G. Badger and M. Clemens Johnson. 1958. 152 p. 60 cents. *Catalog No. FS 5.23: 954-56/(Ch. 4, Sec. 1).*

A continuation of the series begun with the academic year 1899-79. Contains an account of the historical development of higher education, faculty and students by institution, classification, and summer session or regular academic year, and an analysis of degrees by level, field, and sex of recipient.

Also available:

STATISTICS OF HIGHER EDUCATION: Faculty, Students, and Degrees.

1953-54. 142 p. 45 cents. *Catalog No. FS 5.23: 952-54/(Ch. 4, Sec. 1).*

1951-52. 102 p. 35 cents. *Catalog No. FS 5.23: 950-52/(Ch. 4, Sec. 1):*

FACULTY IN INSTITUTIONS OF HIGHER EDUCATION, November 1955. M. Clemens Johnson and Leah W. Ramsey. 40 p. 1957. (Circular No. 504) 30 cents. *Catalog No. FS 5.4: 504.*

Summary data on faculty for each State and tables which compare faculty in various types of positions for the years 1953 and 1955.

STATISTICS OF HIGHER EDUCATION: Receipts, Expenditures, and Property, 1953-54 (Biennial Survey) Ch. 4, Sec. 2. 187 p. 1957. 55 cents. *Catalog No. FS 5.23: 952-54, CA. 4, Sec. 2.*

Examines general trends on income, expenditures, and property in collegiate institutions in the United States. Information is classified under the following categories: Universities, liberal arts colleges; teachers colleges; technological schools; theological schools; other professional schools; and junior colleges.

Also available:

STATISTICS OF HIGHER EDUCATION: Receipts, Expenditures, and Property.

1951-52. 101 p. 1955. 35 cents. *Catalog No. FS 5.23: 950-52/CA. 4, Sec. 2.*

1949-50. 61 p. 1952. 20 cents. *Catalog No. FS 5.23: 948-50/Ch. 4, Sec. 2.*

STATISTICS OF LAND-GRANT COLLEGES AND UNIVERSITIES, Year Ended June 30, 1957. George Lind. 101 p., with tables. (Circular No. 541) 55 cents. *Catalog No. FS 5.4: 541.*

A statistical report issued annually since the academic year 1869-79. Contains information on faculty, students, degrees, income, expenditures, endowment, and plant facilities of the 69 land-grant colleges and universities in 48 States and Alaska, Hawaii, and Puerto Rico.

Also available:

STATISTICS OF LAND-GRANT COLLEGES AND UNIVERSITIES, Year Ended June 30:

1956. 109 p. 50 cents. *Catalog No. FS 5.3: 958/2.*

1955. 83 p. 35 cents. *Catalog No. FS 5.3: 958/10.*

1954. 61 p. 25 cents. *Catalog No. FS 5.3: 955/8.*

1953. 49 p. 25 cents. *Catalog No. FS 5.3: 954/8.*

1952. 53 p. 20 cents. *Catalog No. FS 5.3: 953/1.*

FACULTY SALARIES IN LAND-GRANT COLLEGES AND UNIVERSITIES, 1951-52. Maude Farr. 17 p., with tables. 1952 (Circular No. 358) 20 cents. *Catalog No. FS 5.4: 358.*

Reports extensive data on faculty salaries in 62 institutions. Some comparisons extend back generally to at least 1940. Gives information on president, dean, and all professional ranks.

MISCELLANEOUS

LITERACY EDUCATION: National Statistics and Other Related Data.

Ambrose Caliver. 12 p., il., with tables. June 1953. (Circular No. 376) 15 cents. *Catalog No. FS 5.4: 376.*

Presents certain data relating to Selective Service rejections, migration of the nonwhite population, and the increasing urbanization of the population. Gives in outline form the relationship between literacy and certain other individual, national, and international problems.

A STATISTICAL SURVEY OF SCHOOL DISTRICT ORGANIZATIONS IN THE UNITED STATES, 1954-55. 13 p., il. 1955. 15 cents. *Catalog No. Y 3.W58/2: 2 Sec. 6.*

Data included are based on reports from Chief State School Officers and presented State by State in tables, with summaries. Report indicates trends in number of school districts, 1922-55 and in number of one-teacher schools, 1930-55; schools operated by school districts, 1945-55; county unit of school administration; status of attendance units in the United States, 1954-55; and status of school districts reorganized, 1945-55.

See Libraries for:

PUBLIC LIBRARY STATISTICS, 1950.

STATISTICS OF LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION, 1951-52.

BIENNIAL SURVEY OF EDUCATION

A regular series of reports published by the U.S. Office of Education since 1871. Chapters are published separately. Studies include: Summary of education; State school systems; public and nonpublic secondary schools; offerings and enrollments in high school subjects; special education for exceptional children; higher education—libraries; faculty, students, and degrees; receipts, expenditures and property. Not all subjects are treated biennially. The only chapters currently available are listed here.

1944-45. Catalog No. FS 5.33: 344-45/ (chap.)

Ch. 1, STATISTICAL SUMMARY OF EDUCATION, 1945-46. 40 p. 15 cents.

Ch. 3, STATISTICS OF CITY SCHOOL SYSTEMS, 1945-46. 73 p. 20 cents.

Ch. 5, STATISTICS OF PUBLIC HIGH SCHOOLS, 1945-46. 83 p. 25 cents.

1946-48. Catalog No. FS 5.33: 346-48/ (chap.)

Ch. 1, STATISTICAL SUMMARY OF EDUCATION, 1947-48. 50 p. 20 cents.

Ch. 2, STATISTICS OF STATE SCHOOL SYSTEMS, 1947-48. 117 p., il. 30 cents.

Ch. 3, STATISTICS OF CITY SCHOOL SYSTEMS, 1947-48. 85 p. 25 cents.

Ch. 7, STATISTICS OF NONPUBLIC SECONDARY SCHOOLS, 1947-48. 11 p. 10 cents.

1948-50. Catalog No. FS 5.33: 348-50/ (chap.)

Ch. 1, STATISTICAL SUMMARY OF EDUCATION, 1949-50. 52 p. 20 cents.

Ch. 2, STATISTICS OF STATE SCHOOL SYSTEMS, 1949-50. 115 p. 30 cents.

Ch. 3, STATISTICS OF CITY SCHOOL SYSTEMS, 1949-50: Staff, Pupils, Finances, and Property. 85 p. 30 cents.

Ch. 4, STATISTICS OF HIGHER EDUCATION, 1949-50: Sec. 2, Receipts, Expenditures, and Property. 61 p. 20 cents.

Ch. 5, OFFERINGS AND ENROLLMENTS IN HIGH SCHOOL SUBJECTS, 1951. 118 p. 30 cents.

1950-52. Catalog No. FS 5.33: 350-52/ (chap.)

Ch. 1, STATISTICAL SUMMARY OF EDUCATION, 1951-52. 65 p., il. 30 cents.

Ch. 2, STATISTICS OF STATE SCHOOL SYSTEMS: Organization, Staff, Pupils, and Finances, 1951-52. 105 p. 35 cents.

Ch. 3, STATISTICS OF CITY SCHOOL SYSTEMS: Staff, Pupils, and Finances, 1951-52. 137 p. 45 cents.

Ch. 4, STATISTICS OF HIGHER EDUCATION, 1951-52, Sec. 1, Faculty, Students, and Degrees. 102 p. 35 cents.

cents. Sec. 2, Receipts, Expenditures, and Property. 101 p. 35 cents.

Ch. 5, STATISTICS OF PUBLIC SECONDARY DAY SCHOOLS, 1951-52. 81 p. 35 cents.

Ch. 6, STATISTICS OF LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION, 1951-52. 60 p., il. 25 cents.

1952-54. *Catalog No. FS 5.23: 952-54/ (chap.)*

Ch. 1, STATISTICAL SUMMARY OF EDUCATION, 1953-54. 86 p. 35 cents.

Ch. 2, STATISTICS OF STATE SCHOOL SYSTEMS: Organization, Staff, Pupils, and Finances, 1953-54. 141 p., il. 55 cents.

Ch. 3, STATISTICS OF CITY SCHOOL SYSTEMS: Staff, Pupils, and Finances, 1953-54. 153 p., il. 60 cents.

Ch. 4, STATISTICS OF HIGHER EDUCATION, 1953-54: Sec. 1, Faculty, Students, and Degrees. 142 p. 45 cents. Sec. 2, Receipts, Expenditures, and Property. 127 p., il. 55 cents.

Ch. 5, STATISTICS OF SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN, 1952-53. 1954. 78 p., il. 30 cents.

Ch. 6, STATISTICS OF PUBLIC SCHOOL LIBRARIES, 1953-54. 1957. 73 p. 30 cents.

1954-56. *Catalog No. FS 5.23: 954-561/ (Chap.)*

Ch. 4, Sec. 1, STATISTICS OF HIGHER EDUCATION, 1955-56. Faculty, Students, and Degrees. 152 p. 60 cents.

Handbooks

HANDBOOK, OFFICE OF EDUCATION. 48 p. 1959. 20 cents. *Catalog No. FS 5.0/2: Ed 8.*

Includes a statement of career opportunities in the Office of Education as well as a list of

chief offices, historical background, function and organization, and the activities of the various divisions.

HANDBOOK OF CUMULATIVE RECORDS: A Report of the National Committee on Cumulative Records. David Segal. 104 p. (Bulletin 1944, No. 5) 35 cents. *Catalog No. FS 5.3: 944/5.*

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

EDUCATION FOR NATIONAL SURVIVAL: A Handbook on Civil Defense for Schools. John J. Hurley and John R. Ludington. 1956. 88 p., il. 65 cents. *Catalog No. FS 5.8: C49.*

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

NATIONAL STAY-IN-SCHOOL CAMPAIGN: Handbook for Communities.

See Guidance.

CHILDREN'S BODY MEASUREMENTS FOR PLANNING AND EQUIPPING SCHOOLS: A Handbook for School Officials and Architects. 1955.

See Administration, Buildings and Facilities.

FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS—State Education Records and Reports Series, Handbook II. 1957.

See Administration, School Finances.

COMMON CORE OF STATE EDUCATIONAL INFORMATION — State Educational Records and Reports Series: Handbook. 1953.

See Administration, State.

THE U.N. DECLARATION OF HUMAN RIGHTS: A Handbook for Teachers. 1951.

See Citizenship.

WORKING WITH PARENTS: A Handbook. 1957.

See Elementary Education.

ADMINISTRATION

State

THE STRUCTURE OF STATE DEPARTMENTS OF EDUCATION. Fred F. Beach, 81 p., il., with tables, 1949. (Misc. No. 10) 60 cents. *Catalog No. FS 5.30: 10.*

Includes data on all State organizations for elementary and secondary education, as of January 1949.

THE FUNCTIONS OF STATE DEPARTMENTS OF EDUCATION: With an Inventory of the Services Provided by the 48 Departments. Fred W. Beach, 70 p., il., with tables, 1950. (Misc. No. 12) 40 cents. *Catalog No. FS 5.30: 12.*

Provides basic information about current practices for all State education departments, and analyzes information on man-months of professional staff time devoted to specific services performed by departments.

STATE BOARDS OF EDUCATION AND CHIEF STATE SCHOOL OFFICERS, Their Status and Legal Powers. Ward Keesacker, 114 p., with tables. (Bulletin 1950, No. 12) 35 cents. *Catalog No. FS 5.3: 950/12.*

Presents information and conclusions which may be helpful in establishing sound and effective legal structure and organization for the improvement of State school administration.

LEARNING TO SUPERVISE SCHOOLS: An Appraisal of the Georgia Program. Jane Franseth, 50 p., il., with tables, 1951. (Circular No. 289) 40 cents. *Catalog No. FS 5.4: 289.*

An appraisal of a program to help supervisors learn how to provide expert consultative services.

THE PERSONNEL OF STATE DEPARTMENTS OF EDUCATION. Andrew H. Gibbs, 46 p., with tables, 1952. (Misc. No. 16) 30 cents. *Catalog No. FS 5.30: 16.*

Covers changing personnel needs of State departments of education, personnel policy determination and administration, salaries for professional personnel, staffing of departments, professional training on the job, leave and re-

tirement benefits, and improvement of personnel policies and practices.

THE COMMON CORE OF STATE EDUCATIONAL INFORMATION— State Educational Records and Reports Series: Handbook. Paul L. Hanson, Emery M. Foster, and Robert F. Will, 116 p. (Bulletin 1953, No. 8) 40 cents. *Catalog No. FS 5.3: 953/8.*

A handbook designed to serve as a sort of dictionary for certain basic items of educational information. In view of the importance of a common understanding of terms used in comparative studies and statistical data. Definitions are alphabetical and cross-referenced.

THE STATE AND EDUCATION: Structure and Control of Public Education at the State Level. Fred F. Beach and Robert F. Will, 175 p., il., with tables, 1955. (Misc. No. 33) \$1. *Catalog No. FS 5.30: 33.*

Information provided should prove useful to those States which, because of vast growth of public education to meet mounting demands of an increasing population, are attempting to reorganize their administrative machinery.

PUPIL TRANSPORTATION RESPONSIBILITIES AND SERVICES OF STATE DEPARTMENTS OF EDUCATION. E. Glenn Featherston and Robert F. Will, 59 p., 1956. (Misc. No. 27) 35 cents. *Catalog No. FS 5.30: 27.*

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

THE STATE AND NONPUBLIC SCHOOLS. Fred E. Beach and Robert F. Will, 162 p., 1952. (Misc. No. 28) \$1.25. *Catalog No. FS 5.30: 28.*

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

CURRICULUM RESPONSIBILITIES OF STATE DEPARTMENTS OF

EDUCATION. Howard H. Cummings and Helen K. Mackintosh. 76 p. 1958. (Misc. No. 89) 56 cents. *Catalog No. FS 5.89: 89.*

A study giving major attention to processes whereby a curriculum is designed and implemented. A status report on current practices to help State departments of education to further curriculum improvement.

SURVEY OF STATE LEGISLATION RELATING TO HIGHER EDUCATION, July 1, 1957 to June 30, 1958. Ernest V. Hollis, William G. Land, and S. V. Martorana. 115 p. 1959. (Circular No. 552) 70 cents. *Catalog No. FS 5.4: 552.*

Second annual review of State legislation pertaining to higher education, including summaries of general annual or biennial appropriations for current operation and capital outlay.

Also available:

SURVEY OF STATE LEGISLATION RELATING TO HIGHER EDUCATION, July 1, 1956 to June 30, 1957. 104 p. (Circular No. 511) 60 cents. *Catalog No. FS 5.4: 511.*

See Buildings and Facilities for:

SCHOOL PROPERTY INSURANCE, EXPERIENCES AT THE STATE LEVEL. 1956.

STATE SCHOOL PLANT SERVICES. 1956.

EDUCATION FOR FREEDOM AS PROVIDED BY STATE LAWS. 1948.

See Citizenship.

See Exceptional Children for:

STATE CERTIFICATION REQUIREMENTS FOR TEACHERS OF EXCEPTIONAL CHILDREN. 1964.

SPECIAL EDUCATION PERSONNEL IN STATE DEPARTMENTS OF EDUCATION. 1954.

See Finance for:

PUBLIC SCHOOL FINANCE PROGRAMS OF THE 48 STATES. 1950.

THE FINANCING OF STATE DEPARTMENTS OF EDUCATION. 1951.

STATE PROVISIONS FOR FINANCING PUBLIC-SCHOOL CAPITAL OUTLAY PROGRAMS. 1951.

FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS. 1957.

GUIDANCE WORKERS CERTIFICATION REQUIREMENTS. 1957.

See Guidance.

PROPOSED MINIMUM STANDARDS FOR STATE APPROVAL OF TEACHER PREPARING INSTITUTIONS. 1952.

See Higher Education, Teaching.

STATE PROVISIONS FOR SCHOOL LUNCH PROGRAMS—LAWS AND PERSONNEL. 1952.

See Vocational Education, Home Economics and Nutrition.

THE STATE AND PUBLICLY SUPPORTED LIBRARIES. 1956.

STATE PLANS UNDER THE LIBRARY SERVICES ACT. 1958.

See Libraries.

STATE ACCREDITATION OF HIGH SCHOOLS. 1955.

HIGH SCHOOL GRADUATION REQUIREMENTS ESTABLISHED BY STATE DEPARTMENTS OF EDUCATION. 1958.

See Secondary Education.

Local

RECORDS AND REPORTS FOR PUPIL TRANSPORTATION. E. Glenn Featherston and Andrew H. Gibbs. 27 p., ll., with tables, 1949. (Special Series Bulletin No. 2). 20 cents. *Catalog No. FS 5.41: 2.*

Gives forms and explanations for all phases of local administration, bus drivers, garage records and reports for the supervisors and mechanics; suggests uniformity in accounting and recording procedures.

PUPIL TRANSPORTATION IN CITIES. E. Glenn Featherston. 10

p., il., with tables, 1951. 5 cents.
Catalog No. FS 5.17: 111.

Reports results of a survey made at public expense in 206 cities having a population of 10,000 or more in school year 1949-50.

KEYSTONES OF GOOD STAFF RELATIONSHIPS. Ellsworth Tompkins. 16 p., il., 1951. (Misc. No. 13) 15 cents. *Catalog No. FS 5.50: 13.*

Pamphlet suggesting 12 ways by which large high schools can improve their staff relationships.

KEYSTONES OF GOOD INTERNAL ADMINISTRATION. Ellsworth Tompkins. 24 p., il., 1955. (Misc. No. 20) 20 cents. *Catalog No. FS 5.50: 20.*

A companion piece to the above publication.

KNOW YOUR SCHOOL LAW. Ward W. Keesecker. 26 p. (Bulletin 1952, No. 1) 15 cents. *Catalog No. FS 5.3: 252/1.*

Designed to assist in improving school laws. Discusses briefly the significant relationship between educational laws and the quality and efficiency of education.

SUPERVISION IN RURAL SCHOOLS: A Report on Beliefs and Practices. Jane Franseth. 44 p. (Bulletin 1955, No. 11) 25 cents. *Catalog No. FS 5.3: 955/11.*

Analyses principles of effective supervision and leadership in rural schools.

SELECTED CHARACTERISTICS OF REORGANIZED SCHOOL DISTRICTS. C. O. Fitzwater. 49 p., with tables. (Bulletin 1953, No. 3) 20 cents. *Catalog No. FS 5.3: 953/3.*

Includes data relating to size, physiographic features, population factors, and property evaluation. Information presented is based on a survey of 522 reorganized districts in 6 States.

EDUCATIONAL CHANGE IN REORGANIZED SCHOOL DISTRICTS. C. O. Fitzwater. 53 p., with tables. (Bulletin 1953, No. 4) 20 cents. *Catalog No. FS 5.3: 953/4.*

Examines the results of changes made in 552 reorganized school districts.

SCHOOL DISTRICT REORGANIZATION, POLICIES AND PROCEDURES. C. O. Fitzwater. 221 p.,

with tables, 1957. (Special Series No. 5) \$1.75. *Catalog No. FS 5.41: 5.*

Concerned with the widespread need for school districts capable of functioning effectively as 11-grade administrative units, and the development of effective methods and favorable conditions for establishing them.

LOCAL PLANNING FOR BETTER SCHOOL DISTRICTS. C. O. Fitzwater and Winston L. Roach. 20 p. 1957. (Pamphlet No. 121) 15 cents. *Catalog No. FS 5.17: 121.*

Designed for use by county and local district superintendents, school board members, and citizens groups to indicate methods, suggest sources of assistance, and stress the importance of cooperative effort in planning school district reorganization.

ORGANIZING DISTRICTS FOR BETTER SCHOOLS. C. O. Fitzwater. 49 p. (Bulletin 1958, No. 9) 25 cents. *Catalog No. FS 5.3: 258/9.*

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

PROVISIONS GOVERNING MEMBERSHIP ON LOCAL BOARDS OF EDUCATION. Merrill M. Hall. 66 p., with tables. (Bulletin 1957, No. 13) 30 cents. *Catalog No. FS 5.3: 957/13.*

Discusses statutory provisions in 45 States governing size, membership, and related factors concerning school boards.

DIRECTORS AND SUPERVISORS OF SPECIAL EDUCATION IN LOCAL SCHOOL SYSTEMS. 1955.

See Exceptional Children.

LOCAL SCHOOL CONSTRUCTION PROGRAMS. 1957.

See Buildings and Facilities.

Buildings and Facilities

SCHOOL FIRE DRILLS. N. E. Viles. 20 p., il., 1948. (Pamphlet No. 103) 15 cents. *Catalog No. FS 5.17: 103.*

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

SCHOOL FIRE SAFETY. N. E. Viles.

58 p., il. (Bulletin 1951, No. 13) 20 cents. *Catalog No. FS 5.3: 951/13.*

Stresses the importance of safe conditions in school plants, lists various hazards, and outlines procedures for avoiding or eliminating some of the hazards.

SCHOOL PROPERTY INSURANCE, EXPERIENCES AT THE STATE LEVEL. N. E. Viles, Sr. 61 p., tables. (Bulletin 1956, No. 7) 25 cents. *Catalog No. FS 5.3: 956/7.*

This study gives specific attention to the total premium costs, the losses, and the loss ratios for fire insurance on school properties for the 5-year period 1948-52, within the various States. Also gives attention to the experiences of the 8 States which have developed State-operated school insurance programs for elementary and secondary schools.

IMPROVING SCHOOL CUSTODIAL SERVICE. N. E. Viles. 32 p. (Bulletin 1949, No. 13) 15 cents. *Catalog No. FS 5.3: 949/13.*

Suggests ways to assure adequate school plant maintenance and covers such things as employment and working conditions, work loads, and schedules, performance standards, and the training of the custodial worker.

CLERICAL AND CUSTODIAL STAFF IN PUBLIC SECONDARY DAY SCHOOLS, 1951-52. Ellsworth Tompkins and Mabel C. Rice. 83 p., with tables, 1955. (Circular No. 445) 55 cents. *Catalog No. FS 5.4: 445.*

Presents detailed nationwide information on this matter in public schools with an enrollment of 500 or more. Data can be compared by State, by school enrollment, type of school organization, and size of community.

SCHOOL BUILDINGS: Remodeling, Rehabilitation, Modernization, Repair. Nelson E. Viles. 37 p. (Bulletin 1950, No. 17) 20 cents. *Catalog No. FS 5.3: 960/17.*

Discusses the care, heating, and ventilating of the plant; plumbing and sanitary services; electric service; classroom modernization; floors, storage; acoustics; furniture and equipment; terraces, yards and playgrounds, and other topics.

CITIZENS LOOK AT OUR SCHOOL-HOUSES: Progress Report by the Citizen's Federal Committee on Education. 20 p., il., with tables. 1951. 20 cents. *Catalog No. FS 5.3: 85/10.*

Reviews general school situation from 1829 to 1951; describes the characteristics of the modern school, its needs, and the costs involved in improving schools.

REPORT OF THE STATUS PHASE OF THE SCHOOL FACILITIES SURVEY. William O. Wilson, James Wooster, and others. 140 p., il., with tables, 1953. 70 cents. *Catalog No. FS 5.46: 953.*

Reports on the survey of public elementary and secondary school plant facilities authorized by the 81st Congress. Outlines the history of the survey, authorization, scope and limitations, and presents financial data, current needs, applicable resources, and deficits.

GOOD AND BAD SCHOOL PLANTS IN THE UNITED STATES: As Revealed by School Facilities Survey. James L. Taylor, and others. 77 p., il. 1954. (Special Publication No. 2) 50 cents. *Catalog No. FS 5.51: 2.*

Reveals some of the facts about inequality of educational opportunities due to differences in school housing. Illustrated with photographs of contrasting school plants used since 1800 and the latest modern classrooms.

REPORT ON THE LONG-RANGE PLANNING OF THE SCHOOL FACILITIES SURVEY. Ray L. Hamon, N. E. Viles, and others. 71 p., with tables, 1955. 55 cents. *Catalog No. FS 46: 955.*

Presents data, much of it in tabulated form, supplied by 20 State departments of education on plans for school plant construction. Contains estimated 1950-60 public school enrollments and outlay of money necessary to make plans a reality.

STATE SCHOOL PLANT SERVICES. N. E. Viles and Ray L. Hamon. 78 p., with tables, 1956. (Misc. No. 26) 55 cents. *Catalog No. FS 5.30: 26.*

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

ADMINISTRATIVE FACILITIES IN SCHOOL BUILDINGS. James L. Taylor, under the direction of Ray L. Hamon. 52 p., il., 1957. 45 cents. (Special Publication No. 6) *Catalog No. FS 5.51: 6.*

One of series on functional planning of vi-

tion elements of the school plant. Generously illustrated; gives information about such things as principal's office, teacher's rooms, conference rooms, guidance facilities, health clinics, and storage space.

LOCAL SCHOOL CONSTRUCTION PROGRAMS. N. E. Viles. 30 p., with tables. (Bulletin 1957, No. 20) 55 cents. *Catalog No. FS 5.51: 197/80.*

Outline for school officials interested in planning and building programs. Points out obligations, procedures, and lines of authority for school districts, boards of education, school staffs, and local officials. Some 20 tables give financing details.

SCHOOL SITES: Selection, Development, and Utilization. James L. Taylor. 91 p. 1953. (Special Publication No. 7) 75 cents. *Catalog No. FS 5.51: 7.*

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

DESIGNING ELEMENTARY CLASSROOMS: An Approach to the Problem of Classroom Design in Relation to the School Child and Program. James L. Taylor, Jack D. Herrington, Helen K. Mackintosh, Wilhelmina Hill, and others. 55 p., il. 1953. (Special Bulletin No. 1) 40 cents. *Catalog No. FS 5.51: 1.*

One of a series of studies on planning school buildings. Contains information about preplanning steps in design, the basis for good classroom design, designing classrooms from educational specifications, and the reactions of teachers to a good classroom environment.

PLANNING AND DESIGNING THE MULTIPURPOSE ROOM IN ELEMENTARY SCHOOL. James L. Taylor. 43 p., il., with tables. 1954. (Special Bulletin No. 3) 35 cents. *Catalog No. FS 5.51: 3.*

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

CHILDREN'S BODY MEASUREMENTS FOR PLANNING AND EQUIPPING SCHOOLS: A Handbook for School Officials and Archi-

tects. W. Edgar Martin. 113 p., il., with tables. 1953. (Special Publication No. 4) 50 cents. *Catalog No. FS 5.51: 4.*

Provides information in tabular form on 130 different body measurements of children in various positions, to help school officials and architects plan and equip schools more effectively for functional and healthful living on the basis of objective, scientific, and reliable data.

THE SECONDARY SCHOOL PLANT: An Approach for Planning Functional Facilities. James L. Taylor. 60 p., il. 1954. (Special Publication No. 5) 45 cents. *Catalog No. FS 5.51: 5.*

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

SCHOOL HOUSING FOR PHYSICALLY HANDICAPPED CHILDREN. 1951.

See *Exceptional Children.*

See *Higher Education* for:

SCHOOL PLANT COURSES OFFERED BY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, 1956-59.

COLLEGE AND UNIVERSITY FACILITIES SURVEY, 1959.

SCIENCE FACILITIES FOR SECONDARY SCHOOLS. 1952.

See *Mathematics and Science.*

See *Vocational Education, Home Economics* for:

SPACE AND EQUIPMENT FOR HOMEMAKING PROGRAMS. 1950.

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES, PLANNING SPACE AND EQUIPMENT. 1953.

FOREIGN LANGUAGE LABORATORIES IN SCHOOLS AND COLLEGES. 1953.

See *Languages.*

Finance

PUBLIC SCHOOL FINANCE PROGRAMS OF THE 48 STATES. Edgar L. Morphet and Erick L. Lindman. 110 p., with tables, 1950. (Circular No. 274) 50 cents. *Catalog No. FS 5.4: 274.*

A comprehensive description of State public school finance provisions during 1949-50 school year. Pertains to debt limits, apportionment of State school funds, and other school finance provisions.

PUBLIC SCHOOL FINANCE PROGRAMS OF THE UNITED STATES. Clayton D. Hutchins and Albert R. Munse. 251 p., ill., 1955. (Misc. No. 22) \$1.50. *Catalog No. FS 5.50: 22.*

Presents data on financing, trends, school revenue and budgets, county and local educational support, and State aid to education in 1953-54.

THE FINANCING OF STATE DEPARTMENTS OF EDUCATION. Fred F. Beach and Clayton D. Hutchins, in cooperation with the Study Commission of the National Council of Chief State School Officers. 83 p., with tables, 1951. (Misc. No. 15) 45 cents. *Catalog No. FS 5.50: 15.*

Traces financial operations from the formulation of the State Department of education budget through all details of current financial procedures to the appropriation and expenditure of funds.

STATE PROVISIONS FOR FINANCING PUBLIC-SCHOOL CAPITAL OUTLAY PROGRAMS. 170 p., with tables. (Bulletin 1951, No. 6) 40 cents. *Catalog No. FS 5.3: 251/6.*

Constitutes the first comprehensive effort to analyze existing policies and practices of States which participate in the financing of local school-house construction. Includes a summary of each State plan.

SELECTED REFERENCES ON SCHOOL FINANCE. Albert R. Munse and Edna D. Booher. 42 p., 1950. (Circular No. 402) 35 cents. *Catalog No. FS 5.4: 402.*

A bibliography of use to officials in Federal, State and local governments; athletic commit-

tees; school board members; and others who wish to study, evaluate, or develop programs for financing public schools.

TRENDS IN SIGNIFICANT FACTS ON SCHOOL FINANCE, 1929-50-1953-54. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 77 p., with tables, 1957. (Circular No. 498) 50 cents. *Catalog No. FS 5.4: 498.*

Contains selected tabular information showing trends in data through a 22-year period and provides a ready reference concerning local, State, and Federal funds for public schools.

FINANCIAL ACCOUNTING FOR PUBLIC SCHOOLS. Emory M. Foster and Harold E. Akery. 65 p., with tables, 1948, rev. 1955. (Circular No. 204) 40 cents. *Catalog No. FS 5.4: 204/S.*

An interim report pending a complete review of all school accounting and reporting procedures by a committee appointed in 1948.

EXPENDITURES FOR EDUCATION AT THE MIDCENTURY. Clayton D. Hutchins and Albert R. Munse. 186 p., with tables and graphs, 1953. (Misc. No. 18) 65 cents. *Catalog No. FS 5.50: 18.*

Covers State-by-State variations in expenditures for education per classroom unit; methods of financing State and national basic programs; ability and effort to support education; progress in the financial support of education; district size as a factor in expenditures for education.

EXPENDITURES FOR EDUCATION AT THE MIDCENTURY. Clayton D. Hutchins and Albert R. Munse. 60 p., with tables, 1954. (Misc. No. 19) 35 cents. *Catalog No. FS 5.50: 19.*

Provides specific information regarding differences between financial support levels for educational programs available to white and Negro children. Gives separate expenditure levels for the 12 States that were able to supply such data.

CURRENT EXPENDITURES PER PUPIL IN PUBLIC SCHOOL SYSTEMS: Large Cities, 1954-57. Logan B. Herlihy. 35 p., with tables, 1959. (Circular No. 537) 30 cents. *Catalog No. FS 5.4: 537.*

Continues the series published since 1918; designed to furnish school officials with current information on the spending practices, expendi-

ture patterns, and trends in expenditures of public school systems.

Also available:

CURRENT EXPENDITURES PER PUPIL IN PUBLIC SCHOOL SYSTEMS: Large Cities,

1955-56. 25 p. 15 cents. *Catalog No. FS 5.4: 500.*

1954-55. 33 p. 30 cents. *Catalog No. FS 5.4: 478.*

1953-54. 27 p. 25 cents. *Catalog No. FS 5.4: 456.*

CURRENT EXPENDITURES PER PUPIL IN CITY SCHOOL SYSTEMS, 1951-52. 39 p. 25 cents. Catalog No. FS 5.4: 371.

EXPENDITURES PER PUPIL IN CITY SCHOOL SYSTEMS: 1950-51. Lester B. Herlihy. 48 p., with tables. 1952. (Circular No. 337) 25 cents. *Catalog No. FS 5.4: 357.*

CURRENT EXPENDITURES PER PUPIL IN PUBLIC SCHOOL SYSTEMS: Small and Medium-Sized Cities, 1956-57. Lester B. Herlihy. 39 p., with tables. 1958. (Circular No. 538) 25 cents. *Catalog No. FS 5.4: 538.*

Presents data for elementary and secondary full-time day programs of public school systems in urban places with a population between 1,500 and 25,000.

Also available:

1955-56. 27 p. (Circular No. 501) 25 cents. *Catalog No. FS 5.4: 501.*

1954-55. 34 p. (Circular No. 473) 30 cents. *Catalog No. FS 5.4: 478.*

1953-54. 34 p. (Circular No. 438) 30 cents. *Catalog No. FS 5.4: 458.*

1952-53. 33 p. (Circular No. 392) 25 cents. *Catalog No. FS 5.4: 392.*

FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS: Standard Receipt and Expenditure Accounts. Paul L. Reason, Alpheus L. White, and others. 235 p. (Bulletin 1957, No. 4) \$1. *Catalog No. FS-5.3: 957/4.*

Prepared by the U.S. Office of Education with the cooperation of five nationwide educational associations. Includes an index for recording standard receipt and expenditure accounts, providing a foundation for accurate reporting and interpreting of public school finances, also contains a guide for determining per-pupil expenditure and suggested methods for prorating costs.

SCHOOL FINANCE AND SCHOOL BUSINESS MANAGEMENT. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1958. 78 p. (Misc. No. 29) 60 cents. *Catalog No. FS 5.30: 369.*

Contains basic information gathered from State Departments of education on school finance and business management responsibilities and services of State education agencies.

FINANCING ADULT EDUCATION IN SELECTED SCHOOLS AND COMMUNITY COLLEGES. 1952.

See Adult Education.

FEDERAL AID

FEDERAL FUNDS FOR EDUCATION, 1956-57 and 1957-58. Albert R. Munse and Edna D. Booher. 204 p., with tables. (Bulletin 1959, No. 2) 75 cents. *Catalog No. FS 5.3: 959/2.*

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

FEDERAL GOVERNMENT FUNDS FOR EDUCATION:

1954-55 and 1955-56—163 p. (Bulletin 1956, No. 5) 60 cents. *Catalog No. FS 5.3: 956/5.*

GUIDE TO THE NATIONAL DEFENSE EDUCATION ACT OF 1958. Theodora E. Carlson. 32 p. 1959. (Circular No. 558) 30 cents. *Catalog No. FS 5.4: 558.*

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

COOPERATIVE RESEARCH PROJECTS; FISCAL 1957. Romaine P. Mackie, Harold M. Williams, and Alice Yeomans Scates. 64 p. (Bulletin 1957, No. 4) \$1. *Catalog No. FS-5.3: 957/4.*

tin 1958, No. 5) 25 cents. *Catalog No. FS 5.3: 958/5.*

Brief descriptions of projects initiated under Public Law 551 during the fiscal year 1957, giving names of director, institution or agency, and probable duration of studies in process. Includes research on education of the mentally retarded, development of special abilities, educational aspects of juvenile delinquency, retention of stu-

dents in schools and colleges, staffing the Nation's schools and colleges, and other aspects of education.

ADMINISTRATION OF PUBLIC LAWS 574 AND 815: Seventh Annual Report of the Commissioner of Education. 1958.

See Annual Reports.

ELEMENTARY EDUCATION

MODERN WAYS IN ONE AND TWO-TEACHER SCHOOLS. Effie G. Bathurst and Jane Franseth. 48 p., il. (Bulletin 1951, No. 18) 20 cents. *Catalog No. FS 5.3: 951/18.*

Discussion emphasizes modern teaching procedures, selection of experiences, planning, evaluation, and cooperative activities.

SALARIES AND OTHER CHARACTERISTICS OF BEGINNING RURAL SCHOOL TEACHERS, 1953-54: Wells Harrington and Mabel C. Rice. 16 p., with tables. May 1955. (Circular No. 446) 20 cents. *Catalog No. FS 5.4: 446.*

This study attempts to obtain directly, by a sampling technique, significant information regarding the salaries and other characteristics of beginning teachers in small rural districts.

SUPERVISION IN RURAL SCHOOLS. 1955

See Administration, Local.

OPEN DOORS TO CHILDREN: Extended School Services. Margaret T. Hampel and Hazel F. Gabbard. 32 p., il. 1945. 15 cents. *Catalog No. FS 5.3: Sch. 65/9.*

Guide for teachers and school administrators in making plans for extending school services to meet community play requirements of youths aged 6-14.

CULLODEN IMPROVES ITS CURRICULUM: New Enterprises in Education Series. Lucille McGraw Richmond. 24 p., il. (Bulletin 1951, No. 2) 15 cents. *Catalog No. FS 5.3: 951/2.*

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

HOW CHILDREN LEARN ABOUT HUMAN RIGHTS. Wilhelmina Hill and Helen K. Mackintosh. 16 p., il. (Bulletin 1951, No. 9) 15 cents. *Catalog No. FS 5.3: 951/9.*

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

CONSERVATION EXPERIENCES FOR CHILDREN. Effie G. Bathurst and Wilhelmina Hill. 192 p., il. (Bulletin 1957, No. 16) 75 cents. *Catalog No. FS 5.3: 957/16.*

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

WORKING WITH PARENTS: A Handbook. Hazel F. Gabbard. 46 p., il. (Bulletin 1948, No. 7) Reprinted, 1957. 25 cents. *Catalog No. FS 5.3: 948/7.*

For superintendents, principals, teachers, community leaders, and those interested in public education and parent participation. Contains information about the community, home-school projects, group parent activities, and references on child development and parent education.

PREPARING YOUR CHILD FOR SCHOOL. Hazel F. Gabbard. 1957 reprint. 24 p. 15 cents. *Catalog No. FS 5.17: 108.*

Planned as a guide to help parents understand the responsibility of the home in guiding the child's early learning experiences and in assuring the child a fine start in school.

WHERE CHILDREN LIVE AFFECTS CURRICULUM. Effie G. Bathurst. 77 p., il. (Bulletin 1950, No. 7) 30 cents. *Catalog No. FS 5.3: 250/7.*

Points out effects of environment on curriculum requirements for our schools.

THE PLACE OF SUBJECTS IN THE CURRICULUM. Effie G. Bathurst, Paul E. Blackwood, Helen K. Mackintosh, and Elsa Schneider. 33 p., il. (Bulletin 1949, No. 12) 30 cents. *Catalog No. FS 5.3: 249/12.*

Describes a day with a group of fourth-grade boys and girls, offering many illustrations of what happens in a classroom in the course of a school day.

HOW CHILDREN USE ARITHMETIC. Effie G. Bathurst. 18 p., il. (Bulletin 1951, No. 7) 15 cents. *Catalog No. FS 5.3: 251/7.*

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

HOW CHILDREN LEARN TO THINK. Paul E. Blackwood. 19 p., il. (Bulletin 1951, No. 10) 15 cents. *Catalog No. FS 5.3: 251/10.*

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

HOW CHILDREN LEARN TO READ. Helen K. Mackintosh. 16 p., il. (Bulletin 1952, No. 7) 15 cents. *Catalog No. FS 5.3: 252/7.*

Describes the teacher's part in children's reading experiences and ways parents can help to make the learning-to-read years of the child's life happy and successful. Explains the reading process and tells how methods of teaching beginning to read have changed.

HOW CHILDREN LEARN TO WRITE. Helen K. Mackintosh and Wilhelmina Hill. 24 p., il. (Bulletin 1953, No. 2) 15 cents. *Catalog No. FS 5.3: 253/2.*

Contains suggestions for the teacher who wants to use sound methods in teaching children to express themselves in writing; shows that developing written expression begins simply with young children and grows during each year of elementary school according to each child's individual rate of program.

HOW CHILDREN USE THE COMMUNITY FOR LEARNING. Effie G. Bathurst. 46 p., il. (Bulletin 1953, No. 6) 25 cents. *Catalog No. FS 5.3: 253/6.*

Describes the work of an Ohio urban elementary school of 450 pupils with no regular supervision as it worked through 1890-52 to better its curriculum.

HOW CHILDREN CAN BE CREATIVE. Wilhelmina Hill, Helen Mackintosh, and Arne Bandall. 23 p., il. (Bulletin 1954, No. 12) 15 cents. *Catalog No. FS 5.3: 254/12.*

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

EDUCATING CHILDREN IN GRADES FOUR, FIVE AND SIX. Gertrude M. Lewis. 216 p. (Bulletin 1958, No. 3) \$1.00. *Catalog No. FS 5.3: 255/3.*

Outlines characteristics of children from 9 through 11 and suggests school programs to help meet the social, emotional, physical, and academic needs of children of this age. Based on a survey of research, conferences of educators, observation, and interviews.

EDUCATING CHILDREN IN GRADES SEVEN AND EIGHT. 1954.

See Secondary Education, Junior High School.

PHYSICAL EDUCATION IN THE SCHOOL CHILD'S DAY. 1950.

See Health, Physical Education, and Recreation.

See Mathematics and Science for:

ELEMENTARY SCIENCE SERIES. 1947 reprint.

TEACHING ELEMENTARY SCIENCE: SUGGESTIONS FOR CLASSROOM TEACHERS. 1948.

SCIENCE TEACHING IN RURAL AND SMALL TOWN SCHOOLS. 1949.

WORLD UNDERSTANDING BEGINS WITH CHILDREN. 1949.

See International.

CURRICULUM ADJUSTMENTS FOR THE MENTALLY RETARDED: A Guide for Elementary and Secondary Schools. 1950.

See Exceptional Children.

EXCEPTIONAL CHILDREN AND YOUTH

CREED FOR EXCEPTIONAL CHILDREN. Leonard Mayo. 1955. 10 cents. *Catalog No. FS 5.20: C48.*

Red and black poster, 18 x 12.5 in., resulting from the U.S. Office of Education Conference on Qualification and Preparation of Teachers of Exceptional Children.

CRIPPLED CHILDREN IN SCHOOL. Romaine P. Mackie. 37 p., il. (Bulletin 1948, No. 5) 20 cents. *Catalog No. FS 5.3: 948/6.*

Much of the material was prepared with the special school or class in mind, but teachers of regular classes in which crippled children are enrolled can adapt the information to their own situations.

SCHOOL IN THE HOSPITAL. Romaine P. Mackie and Margaret Fitzgerald. 54 p., il. (Bulletin 1949, No. 3) 25 cents. *Catalog No. FS 5.3: 949/2.*

Illustrated with sample case histories, this booklet describes educational needs of hospitalized children and discusses problems presented by educational programs in hospitals.

EDUCATION OF CRIPPLED CHILDREN IN THE UNITED STATES. Romaine P. Mackie. 12 p., il. 1949. (Leaflet No. 80) 10 cents. *Catalog No. FS 5.12: 80.*

Contains a short case history of a crippled boy and describes types of schools and classes for crippled children, trends in this kind of education, and the need for expanding and improving special programs.

SCHOOL HOUSING FOR PHYSICALLY HANDICAPPED CHILDREN. Romaine P. Mackie. 26 p., il. (Bulletin 1951, No. 17) 15 cents. *Catalog No. FS 5.3: 951/17.*

Gives some guiding principles, suggestions, and sources of information for planning new school

facilities for the physically handicapped, and for remodeling and reconditioning old buildings.

HELPING THE HANDICAPPED—An Investment in the Nation's Future Manpower. Romaine P. Mackie. 4 p., il., 1952. A *School Life* reprint from May 1951 issue (Vol. 33:5) 5 cents. *Catalog No. FS 5.7/2: H101.*

Series of 15 photographs, with explanations, published by *School Life* to show how schools can contribute to the best possible development of children with handicaps.

SOME PROBLEMS IN THE EDUCATION OF HANDICAPPED CHILDREN. Romaine P. Mackie. 12 p., il., 1952. (Pamphlet No. 112) 15 cents. *Catalog No. FS 5.17: 112.*

Points out many problems in this field and includes case histories of several crippled children in public schools.

CURRICULUM ADJUSTMENTS FOR THE MENTALLY RETARDED: A Guide for Elementary and Secondary Schools. Revised by Elise H. Martens. 100 p., il. (Bulletin 1950, No. 2) 45 cents. *Catalog No. FS 5.3: 950/2.*

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

THE FORWARD LOOK: THE SEVERELY RETARDED CHILD GOES TO SCHOOL. Arthur S. Hill. 54 p., il. (Bulletin 1952, No. 11) 25 cents. *Catalog No. FS 5.3: 952/11.*

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

social welfare services, and various administrative problems.

STATISTICS OF SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN (Ch. 5, Biennial Survey, 1952-53), Mabel C. Rice and Arthur S. Hill. 78 p., with table, 1954. 30 cents. *Catalog No. FS 5.3: 952/54/Chap. 5.*

Gives as nearly complete as possible picture of services to exceptional children, except for the homebound, hospitalized, and socially maladjusted.

COLLEGE AND UNIVERSITY PROGRAMS FOR THE PREPARATION OF TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 91 p., il. (Bulletin 1954, No. 13) 35 cents. *Catalog No. FS 5.3: 954/13.*

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

STATE CERTIFICATION REQUIREMENTS FOR TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 60 p., il. (Bulletin 1954, No. 1) 25 cents. *Catalog No. FS 5.3: 954/1.*

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

SPECIAL EDUCATION PERSONNEL IN STATE DEPARTMENTS OF EDUCATION. Romaine P. Mackie and Walter E. Snyder. 49 p., il. (Bulletin 1956, No. 6) 30 cents. *Catalog No. FS 5.3: 956/6.*

Results indicate that handicapped children appear to receive the most attention from State specialists, while gifted children receive the least.

The following series, on "Qualifications and Preparation of Teachers of Exceptional Children," resulted from a major study of the U.S. Office of Education in cooperation with many organizations, school systems, colleges, and universities.

DIRECTORS AND SUPERVISORS OF SPECIAL EDUCATION IN LOCAL SCHOOL SYSTEMS. Romaine P. Mackie and Anna M. Engel. 72 p.,

il. (Bulletin 1955, No. 13) 30 cents. *Catalog No. FS 5.3: 955/13.*

TEACHERS OF CHILDREN WHO ARE BLIND. Romaine P. Mackie and Lloyd M. Dunn. 109 p., il. (Bulletin 1955, No. 10) 40 cents. *Catalog No. FS 5.3: 955/10.*

TEACHERS OF CHILDREN WHO ARE DEAF. Romaine P. Mackie and Lloyd M. Dunn. 87 p., il. (Bulletin 1955, No. 6) 35 cents. *Catalog No. FS 5.3: 955/6.*

TEACHERS OF CHILDREN WHO ARE PARTIALLY SEEING. Romaine P. Mackie and Edith Cohoe. 71 p., il. (Bulletin 1956, No. 4) 30 cents. *Catalog No. FS 5.3: 956/4.*

TEACHERS OF CHILDREN WHO ARE SOCIALLY AND EMOTIONALLY MALADJUSTED. Romaine P. Mackie, William C. Kvaraceus, and Harold M. Williams. 92 p., il. (Bulletin 1957, No. 11) 45 cents. *Catalog No. FS 5.3: 957/11.*

TEACHERS OF CHILDREN WHO ARE MENTALLY RETARDED. Romaine P. Mackie and Lloyd M. Dunn. 97 p., il. (Bulletin 1957, No. 3) 45 cents. *Catalog No. FS 5.3: 957/3.*

CHILDREN WITH SPEECH AND HEARING IMPAIRMENT. Wendell Johnson. 32 p., il. (Bulletin 1959, No. 5) 20 cents. *Catalog No. FS 5.3: 959/5.*

EDUCATION OF THE SEVERELY RETARDED CHILD. Harold M. Williams and J. E. Wallace Wallin. 25 p. (Bulletin 1959, No. 12) 15 cents. *Catalog No. FS 5.3: 959/12.*

A bibliography of more than 200 titles on the training and education of severely retarded children.

TEACHING RAPID AND SLOW LEARNERS IN HIGH SCHOOLS. Arno Jewett and J. Dan Hull. 97 p. (Bulletin 1954, No. 5) Reprinted 1957. 35 cents. *Catalog No. FS 5.3: 954/5.*

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

SPEECH CORRECTIONISTS: The Competencies They Need for the Work They Do. Romaine P. Mackie and Wendell Johnson. 77 p., il. (Bulletin 1957, No. 19) 45 cents. *Catalog No. FS 5.3: 957/19.*

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

See Mathematics and Science for:

THE SUPERIOR PUPIL IN JUNIOR

HIGH SCHOOL MATHEMATICS. 1955.

EDUCATION FOR THE TALENTED IN MATHEMATICS AND SCIENCE. 1957 reprint.

EXCEPTIONAL YEARS FOR EXCEPTIONAL CHILDREN. Romaine P. Mackie. *School Life* Reprint, January 1958. 8 p., 10 cents. *Catalog No. FS 5.7/a: Ex. 22.*

Brief review of unprecedented advances toward solving problems related to the education of exceptional children in 1947 and projects and studies planned for 1958 which are expected to show major progress in research and in securing specialized personnel.

SECONDARY EDUCATION

JUNIOR HIGH SCHOOL

EDUCATING CHILDREN IN GRADES SEVEN AND EIGHT. Gertrude M. Lewis. 99 p., il. (Bulletin 1954, No. 10) 35 cents. *Catalog No. FS 5.3: 954/10.*

Reports the practices of 74 schools and the needs of children commonly found in these grades. Bibliography is included.

JUNIOR HIGH SCHOOL FACTS . . . A Graphic Analysis. Walter H. Gaumnitz and committee. 71 p., il., with tables. Nov. 1954. (Misc. No. 21) 50 cents. *Catalog No. FS 5.30: 21.*

Presents the number of junior high schools, pupils involved, grade combinations, size of classes, the relationship of junior high schools to other schools in the system, their development in rural and urban communities, and other pertinent points for comparison and contrast.

STATE POLICIES AND REGULATIONS AFFECTING THE JUNIOR HIGH SCHOOL. Grace S. Wright. 22 p. (Bulletin 1955, No. 12) 20 cents. *Catalog No. FS 5.3: 955/12.*

Considers State policies for establishing junior high schools, grade combinations authorized by State departments to be included in a junior high school; lists States having programs for

"approving" junior high schools as well as high schools; discusses standards used in the programs of approval; and categorizes the States as to their certification requirements for junior high school teachers.

THE SUPERIOR PUPIL IN JUNIOR HIGH SCHOOL MATHEMATICS. 1955.

See Mathematics and Science.

IMPROVING READING IN THE JUNIOR HIGH SCHOOL. Arno Jewett. 1957. 165 p. (Bulletin 1957, No. 10) 60 cents. *Catalog No. FS 5.3: 957/10.*

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

BLOCK-TIME CLASSES AND THE CORE PROGRAM IN THE JUNIOR HIGH SCHOOL. Grace S. Wright. 70 p., il., 1958. (Bulletin 1958, No. 6) 35 cents. *Catalog No. FS 5.3: 958/6.*

Provides information on types of programs, organization and extent of use, as well as suggestions for developing a core program. Part I concerns the extent and characteristics of block-time classes as reported by 457 schools in the sample; part II reports on the practices of 150 of these schools whose principals reported block-

time classes that have the characteristics of a core program.

ADMINISTRATION

CARDINAL PRINCIPLES OF SECONDARY EDUCATION: A Report on the Commission on the Reorganization of Secondary Education. 83 p. (Bulletin 1918, No. 35) 15 cents. *Catalog No. 1163: 918/35.*

Stresses the right of every boy and girl in the country to a high school education, the worth of the individual, and the exploration of individual talents; underlines the importance of developing common ideals and knowledge necessary to a rich, democratic life.

COOPERATIVE PLANNING: The Key to Improved Organization of Small High Schools. Walter H. Gaumnitz and Wilbur Devilbiss. 22 p., il., 1947. (Pamphlet No. 102) 10 cents. *Catalog No. FS 5.17: 102.*

Sets forward certain basic principles to be followed in organizing a small high school for improved services to rural youth.

BROADENING THE SERVICES OF SMALL HIGH SCHOOLS. Walter H. Gaumnitz and Grace S. Wright. 45 p., il. (Bulletin 1948, No. 9) 25 cents. *Catalog No. FS 5.3: 948/9.*

Suggests means through which small high schools can broaden their services to rural youth.

HIGH SCHOOL STAFF AND SIZE OF SCHOOL. Ellsworth Tompkins and Walter H. Gaumnitz. 24 p., with tables, 1950. (Circular No. 317) 20 cents. *Catalog No. FS 5.4: 317.*

Reports the number of secondary schools of three types of organization by size of enrollment, and gives the number of principals, supervisors, guidance counselors, librarians, other professional personnel, and clerical staff employed. Covers about 89.3 percent of all public high schools in the Nation.

CLERICAL AND CUSTODIAL STAFF IN PUBLIC SECONDARY DAY SCHOOLS, 1955.

See Administration, Buildings and Facilities.

CLASS SIZE, THE LARGER HIGH SCHOOL. Ellsworth Tompkins. 29 p., with tables, 1949. (Circular No. 305) 20 cents. *Catalog No. FS 5.4: 305.*

Contains data on size of individual classes in 1,250 public high schools in 1947-48; shows distribution of classes in schools reporting by State, city size, type of school, size of school, pupil-teacher ratio, and regional accrediting associations.

WHAT TEACHERS SAY ABOUT CLASS SIZE. Ellsworth Tompkins. 45 p., il., with tables, 1949. (Circular No. 311) 20 cents. *Catalog No. FS 5.4: 311.*

Deals with class size in relation to the teaching of English, social studies, and 9th- and 10th-grade mathematics in public high schools where enrollments of secondary school pupils are usually high.

HOLDING POWER AND SIZE OF HIGH SCHOOLS. Walter H. Gaumnitz and Ellsworth Tompkins. 25 p., with tables, 1950. (Circular No. 323) 20 cents. *Catalog No. FS 5.4: 323.*

Statistics relating to the comparative holding power of high schools of various sizes. Data may be used nationally or by State to determine what progress the public high schools have made toward keeping all American youth of secondary school age in high school.

RETENTION IN HIGH SCHOOLS IN LARGE CITIES. David Segel and Oscar J. Schwarz. 29 p. (Bulletin 1957, No. 15) 20 cents. *Catalog No. FS 5.3: 957/15.*

A 4-year study in which 28 cities participated. Provides comparisons of school holding power during grades 9, 10, 11, and 12 and identifies students according to sex and reasons for dropout.

CURRICULUM ADJUSTMENTS FOR THE MENTALLY RETARDED. 1950.

See Exceptional Children.

CORE CURRICULUM DEVELOPMENT: Problems and Practices. Grace S. Wright. 104 p. (Bulletin 1952, No. 5) 35 cents. *Catalog No. FS 5.3: 952/5.*

Reports core practices in 210 schools and gives examples of how problems reported by principals are being successfully met in some schools.

PUPIL APPRAISAL PRACTICES IN SECONDARY SCHOOLS. Howard H. Cummings, Walter H. Gaumnitz, J. Dan Hall, John E. Lodington, and Ellsworth Tompkins. 111 p., il., 1952.

(Circular No. 268) 50 cents. *Catalog No. FS 5.4: 363.*

Reviews current developments, problems, and next steps in improving this practice as determined at the fifth national conference sponsored by the U.S. Office of Education and the Commission on Life Adjustment Education for Youth.

WORK EXPERIENCE EDUCATION PROGRAMS IN AMERICAN SECONDARY SCHOOLS. Dewitt Hunt. 94 p. (Bulletin 1967, No. 5) 45 cents. *Catalog No. FS 5.3: 967/5.*

Designed to serve the local school official who wants to initiate a work experience education program or to evaluate a program already in operation; methods of integrating the normal work activities of children and youth in the school program.

FACTORS AFFECTING THE IMPROVEMENT OF SECONDARY EDUCATION: Condensed Record of a Round Table Discussion. Howard H. Cummings, J. Dan Hull, John R. Ludington, and Berenice Mallory. 132 p., 1954. (Circular No. 494) 70 cents. *Catalog No. FS 5.4: 404.*

Reports on discussions of a meeting at the U.S. Office of Education Dec. 7-9, 1953 concerning investigations and experiments in secondary education during the past 25 years. Included is a chronology of the movements and developments in secondary education since 1929.

THE CARNEGIE UNIT: Its Origin, Status, and Trends. Ellsworth Tompkins and Walter H. Gaumnitz. 58 p. (Bulletin 1964, No. 7) 26 cents. *Catalog No. FS 5.3: 254/7.*

Sets forth the salient features of an extensive inquiry into the origin, development and retention of the Carnegie Unit (the hour and subject matter pattern which most high schools require for graduation.)

STATE ACCREDITATION OF HIGH SCHOOLS: Practices and Standards of Agencies. 81 p. (Bulletin 1955, No. 5) 20 cents. *Catalog No. FS 5.3: 955/5.*

Analysis and summaries of some 30 standards used in the various States.

See Guidelines for

FRUSTRATION IN ADOLESCENT YOUTH. 1961.

A LOOK-AHEAD IN SECONDARY EDUCATION. 1964.

IMPROVING SCHOOL HOLDING POWER. 1951.

LIFE ADJUSTMENT EDUCATION FOR EVERY YOUTH. 1951.

LIFE ADJUSTMENT EDUCATION IN THE AMERICAN CULTURE. 1952.

NATIONAL STAY-IN-SCHOOL CAMPAIGN. 1957.

WHY DO BOYS AND GIRLS DROP OUT OF SCHOOL AND WHAT CAN WE DO ABOUT IT? 1950.

See Citizenship for:

KNOW YOUR CAPITAL CITY. 1950.

THE DECLARATION OF INDEPENDENCE AND ITS STORY. Rev. 1953.

CURRICULUM

EXTRACLASS ACTIVITIES FOR ALL PUPILS. Ellsworth Tompkins. 54 p., il., with tables, 1950. 25 cents. *Catalog No. FS 5.3: 950/4.*

Deals with the organization, administration, supervision, and evaluation of spare-time activities in secondary schools. Reports practices in 42 large high schools, extent of pupil participation, types of activities, desirable elements in a balanced program.

EXTRACLASS ACTIVITIES IN AVIATION, PHOTOGRAPHY, RADIO FOR SECONDARY SCHOOL PUPILS. Willis C. Brown. 48 p., il. (Bulletin 1956, No. 11) 25 cents. *Catalog No. FS 5.3: 958/11.*

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

HEALTH INSTRUCTION IN THE SECONDARY SCHOOLS. 1951.

See Health, Physical Education, and Recreation.

ENGLISH LANGUAGE ARTS IN AMERICAN HIGH SCHOOLS. 1953.

**MODERN FOREIGN LANGUAGES
IN THE HIGH SCHOOL. 1958.**

See *Mathematics and Science for:*

**TEACHING OF GENERAL BIOLOGY
IN PUBLIC HIGH SCHOOLS. 1952.****TEACHING OF SCIENCE IN PUBLIC
HIGH SCHOOLS. 1950.****SCIENCE FACILITIES FOR SEC-
ONDARY SCHOOLS. 1952.****MATHEMATICS IN PUBLIC HIGH
SCHOOLS. 1953.****ANALYSIS OF RESEARCH IN THE****TEACHING OF MATHEMATICS,
1955-56.****OFFERINGS AND ENROLLMENTS
IN SCIENCE AND MATHEMATICS
IN PUBLIC HIGH SCHOOLS,
1955.****EDUCATION FOR HOMEMAKING
IN THE SECONDARY SCHOOLS
OF THE UNITED STATES. 1955.**

See *Vocational Education, Home Economics
and Nutrition.*

HIGHER EDUCATION**RESIDENCE AND MIGRATION OF
COLLEGE STUDENTS, 1949-50.**

Robert C. Story. 61 p., with tables.
1951. (Misc. No. 14) 25 cents.
Catalog No. FS 5.30: 14.

Based on data obtained for over 1 million college students from 1,253 institutions. Covers proportion of population of each State attending college, migration of students from State to State, graduate and undergraduate migration, students from outlying parts of the United States and from foreign countries, and the drawing power of various types of institutions.

**PROGRAMS BELOW THE BACH-
ELOR'S DEGREE LEVEL IN IN-
STITUTIONS OF HIGHER EDU-
CATION, 1953-54. Alice Yeomans
Scates. 50 p., il. (Bulletin 1955, No.
9) 25 cents. *Catalog No. FS 5.3:***

95579.

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

**STATISTICS OF NEGRO COLLEGES
AND UNIVERSITIES, 1961-62 AND
FALL OF 1954.**

See *Statistical Studies.*

**ACCREDITED HIGHER INSTITU-
TIONS, 1956. Theresa Birch Wilkins.**

109 p. (Bulletin 1957, No. 1) 55 cents.
Catalog No. FS 5.3: 95711.

Compilation of institutions accredited by nationally recognized regional and professional agencies, and by comparable State agencies. Contains lists of institutions accredited by the six regional organizations, a list of professional and technical schools, some or all of which are accredited by or hold memberships in the appropriate organization, and information about accreditation at the State level.

**ACCREDITATION IN HIGHER EDU-
CATION. Lloyd E. Blanch. 247 p.**

1959. \$2.50 (cloth); \$1.50 (paper).
Catalog No. FS 5.3: Ac 2/2.

Attempts to provide laymen and educators with the principal facts about the nature, purpose and processes of accreditation as applied to higher education in the United States; includes chapters on accreditation by State and regional agencies and accreditation of education for various professions.

**AMERICAN COOPERATION WITH
HIGHER EDUCATION ABROAD.
1957.**

See *International.*

**COLLEGE AND UNIVERSITY FA-
CILITIES SURVEY. Part 1: Cost
and Financing of College and Uni-
versity Buildings, 1951-55. W. Rob-
ert Bokelman and John B. Rork. 59
p., with tables. 1959. (Circular No.
540) 45 cents. *Catalog No. FS 5.4:***

540.

The first of 5 proposed reports on the adequacy of college and university plants and the replacements and expansions needed to provide

campus facilities for rapidly expanding enrollment. Reports on expenditures for college and university buildings, 1951-55, by region, State, type of institution, enrollment categories, and function (instructional, research, general, residential, auxiliary facilities); sources of funds; interest rates, terms, and types of security pledged for buildings completed.

HIGHER EDUCATION PLANNING AND MANAGEMENT DATA 1957-58. W. Robert Bekelmann. 102 p., with tables. 1958. (Circular No. 517) 60 cents. *Catalog No. FS 5.4: 517.*

Tabulation of salaries paid to administrative personnel, to deans and faculty, fringe benefits available, institutional charges for tuition and fees, room and board rates. Comparison of private and public institutions and average salaries and student costs are included.

SURVEY OF STATE LEGISLATION RELATING TO HIGHER EDUCATION. 1958.

See Administration, State.

SECOND REPORT TO THE PRESIDENT. The President's Committee on Education Beyond the High School. 108 p. 1957. 55 cents. *Catalog No. Pr. 5.3: Ed. 2/57.*

Report of a committee appointed in 1955 to study the problems of education beyond the high school and to propose methods of attacking problems in this field. Contains a survey of the needs for increasing the number of teachers and for assistance to students; recommends certain Federal activities to provide leadership, data, and services.

EDUCATION BEYOND THE HIGH SCHOOL. 32 p., il. 1957. 25 cents. *Catalog No. Pr. 5.3: Ed. 2/4.*

A sourcebook to describe the problems of education beyond the high school and to assist interested individuals and groups in analyzing the problems and meeting the needs of their own areas.

RETENTION AND WITHDRAWAL OF COLLEGE STUDENTS. Robert E. Isert. 177 p. (Bulletin 1958, No. 1) 65 cents. *Catalog No. FS 5.3: 552/1.*

Report of a study designed to indicate the rate of student dropout in relation to type of institution, family's economic status, student's motivation, academic performance, extracurricular activities and interests; also reasons for transfer or dropout and the implications of students'

characteristics and stability with reference to recruitment, expanding, scholarships, etc.

THE 2-YEAR COMMUNITY COLLEGE: An Annotated List of Studies and Surveys. D. G. Morrison and S. V. Martorana. 83 p. (Bulletin 1958, No. 14) 20 cents. *Catalog No. FS 5.3: 558/14.*

Bibliography of over 200 projects, surveys and studies completed or in process from 1953 to 1957, to provide an overview of the scope and nature of projects and studies and to stimulate further investigations. Result of a request from the American Association of Junior Colleges to the Office of Education and a questionnaire sent to 1500 institutions.

PROFESSIONAL FIELDS

EDUCATION FOR THE PROFESSIONS. Lloyd E. Blanch. 317 p., with tables, 1955. \$1.75 (paper); \$2.75 (buckram). *Catalog No. FS 5.3: P 24.*

Describes briefly each profession; states the history, organization, and current status of education for the profession; and indicates some of the current problems in the particular field of education. A list of schools for each profession is given when the number is not too large.

GENERAL AND LIBERAL EDUCATIONAL CONTENT OF PROFESSIONAL CURRICULA: ARCHITECTURE. Jennings B. Sanders. 12 p., with tables, 1955. (Higher Education, Pamphlet No. 116) 15 cents. *Catalog No. FS 5.17: 116.*

ENGINEERING, with Special Reference to Mechanical Engineering. Jennings B. Sanders. 51 p., with tables, 1954. (Pamphlet No. 114) 20 cents. *Catalog No. FS 5.17: 114.*

FORESTRY. Jennings B. Sanders. 12 p., with tables, 1954. (Pamphlet No. 115) 15 cents. *Catalog No. FS 5.17: 115.*

Outlines the basic philosophy and objectives of the cooperative plan of engineering education, combining a study of human relations and social processes along with technical knowledge and skills; presents administrative and operating problems and the values resulting from this type of education.

COOPERATIVE EDUCATION IN

THE UNITED STATES. Henry H. Armsby. 58 p. Reprinted 1958. (Bulletin 1954, No. 11) 25 cents. *Catalog No. FS 5.2: 854/11.*

Describes a plan of education designed to give college students, especially in curricula preparing for the professions, a knowledge of society and of social processes which they may need to a greater degree than technical skills and knowledge in positions of leadership.

ENGINEERING ENROLLMENT AND DEGREES, 1957. Sidney J. Armore and Henry H. Armsby. 52 p., with tables. 1958. (Circular No. 516) 40 cents. *Catalog No. FS 5.4: 516.*

Contains a summary of data since 1948, when the series of reports was started, and data on enrollments for 1957 tabulated by institution, level, and curriculum at institutions which confer engineering degrees.

Also available:

ENGINEERING ENROLLMENT AND DEGREES, 1956. 45 p., with tables. (Circular No. 494) 40 cents. *Catalog No. FS 5.4: 494.*

ORGANIZED OCCUPATIONAL CURRICULUMS: Enrollments and Graduates, 1956. Henry H. Armsby, Walter Crosby Eells, and S. V. Martorena. 237 p. 1958. (Circular No. 512) \$1.50. *Catalog No. FS 5.4: 512.*

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

SCHOOL PLANT COURSES OFFERED BY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, 1956-59. Ray L. Hanson. 82 p. 1959. (Circular No. 534) 25 cents. *Catalog No. FS 5.4: 534.*

Survey of 150 school-plant courses, by State and institution. Includes statements on the content and purpose of school-plant courses; provides data concerning the need for improving the preparation of specialists and offers a directory of such courses.

SOCIAL SCIENCE REQUIREMENTS FOR BACHELOR'S DEGREES.

Jennings B. Sanders. 68 p. (Bulletin 1954, No. 3) 20 cents. *Catalog No. FS 5.2: 252/3.*

A study of anthropology, economics, history, political science, and sociology in general education requirements.

See Home Economics and Nutrition for:

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES OF THE UNITED STATES, 1951.

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES, PLANNING SPACE AND EQUIPMENT, 1953.

See Mathematics and Science for:

CAREERS IN ATOMIC ENERGY, 1957.

JUNIOR YEAR SCIENCE AND MATHEMATICS STUDENTS: FALL, 1957.

TEACHING

INTER-AMERICAN UNDERSTANDING AND THE PREPARATION OF TEACHERS. Ethel G. Balthurst. 100 p., il. (Bulletin 1945, No. 15) 20 cents. *Catalog No. FS 5.2: 245/15.*

Describes the work carried on by 23 demonstration centers in which a number of public school systems, teacher-preparing institutions, State and county education departments, and the U.S. Office of Education cooperated.

TEACHER EDUCATION FOR THE IMPROVEMENT OF SCHOOL HEALTH PROGRAMS. Frank S. Stafford and H. F. Klander. 28 p., il. (Bulletin 1948, No. 16) 15 cents. *Catalog No. FS 5.2: 248/16.*

A summary report of two demonstration workshops which had as their purpose the development of suggestions for standards for the professional health education of teachers.

BUSINESS EXPERIENCE FOR BUSINESS TEACHERS, 1942.

See Vocational Education, Instructional Education.

TEACHING IS AN ATTRACTIVE CAREER. Earl W. Anderson. 4 p., il. 1955. *School Life*. Reprint. (Nov. 1954. Vol. 57: p. 19-20) 5 cents. *Catalog No. FS 5.7/01 T59/19.*

Particularly useful for outstanding students regarding vocational choices.

TEACHING AS A CAREER. Earl W. Anderson. 30 p. (Bulletin 1955, No. 2) 15 cents. *Catalog No. FS 5.3: 855/2.*

Contains information and judgments on duties, requirements, opportunities, satisfactions, and annoyances in the teaching profession.

THE BEGINNING TEACHER: A Survey of New Teachers in the Public Schools, 1956-57. Ward S. Mason, Robert J. Drenzel, and Robert K. Balf. 56 p. (Circular No. 510) 40 cents. *Catalog No. FS 5.3: 510.*

Preliminary report on replies to a questionnaire mailed to beginning teachers selected according to a scientific sampling plan. Includes data on sex, teaching level, marital status, qualifications and experience, salary, school district enrollment and region, work attitudes, and the teacher's commitment to a teaching career.

TEACHER EDUCATION FIFTH-YEAR PROGRAMS. Shirley Radcliffe. 20 p. (Bulletin 1959, No. 9) 15 cents. *Catalog No. FS 5.3: 859/9.*

A bibliography of selected references including suggestions and opinions on fifth-year programs, proposals and studies relative to the content of these programs, and descriptions of current practices from 1949 to the present.

COLLEGE AND UNIVERSITY PROGRAMS FOR THE PREPARATION OF TEACHERS OF EXCEPTIONAL CHILDREN. 1954.

See *Exceptional Children*.

TOWARD BETTER COLLEGE TEACHING. Fred J. Kelley. 71 p. (Bulletin 1959, No. 13) 25 cents. *Catalog No. FS 5.3: 859/13.*

A report on returns from checklists dealing with certain devices intended to improve general graduate and undergraduate college teaching.

PROPOSED MINIMUM STANDARDS FOR STATE APPROVAL OF TEACHERS PREPARING INSTITUTIONS. 23 p. 1952 (Circular No. 351) 20 cents. *Catalog No. FS 5.4: 351.*

Report based on the recommendations of a committee appointed by the National Association of State Directors of Teacher Education and Certification to develop a set of standards to guide the States.

FOLLOWING GRADUATES INTO TEACHING. Effie G. Bathurst and Jane Franseth. 45 p. (Bulletin 1954, No. 6) 25 cents. *Catalog No. FS 5.3: 854/6.*

An analysis of activities that are contributing to the development of better school programs in college service areas. Based on data received from 151 colleges and universities.

EXPENSES AND FINANCIAL AID

COSTS OF ATTENDING COLLEGE: A Study of Student Expenditures and Sources of Income. Ernest V. Hollis and associates. 91 p., il. (Bulletin 1957, No. 9) 45 cents. *Catalog No. FS 5.3: 857/9.*

Sheds light on problems faced by full-time, single undergraduates in 111 colleges located in 41 of the 48 States and District of Columbia. Some 15,000 students answered questionnaire. General costs for obtaining higher education are practically double the cost in 1949.

SCHOLARSHIPS AND FELLOWSHIPS: A Selected Bibliography. Richard C. Mattingly. 23 p. (Bulletin 1957, No. 7) 15 cents. *Catalog No. FS 5.3: 857/7.*

An annotated list describing research studies on financial aid to students, plans of high school seniors, academic performance of scholarship holders, administration of scholarship programs, and proposals for more student financial aid. Materials listed are available through the total library sources.

FINANCIAL AID FOR COLLEGE STUDENTS: Undergraduates. Theresa Birch Wilkins. 232 p. (Bulletin 1957, No. 15) \$1. *Catalog No. FS 5.3: 857/15.*

Information provided for each institution includes number and average value of scholarships; number and average value of loans, rates of interest, and dates of first and final payments; also number of employment opportunities and average compensation.

FINANCIAL AID FOR COLLEGE STUDENTS: Graduate. Richard C. Mattingly. 151 p. (Bulletin 1957, No. 17) 50 cents. *Catalog No. FS 5.3: 857/17.*

Includes for each institution the number of fellowships, average amount and fields of study; number of loans, average amounts, interest rates,

and terms of repayment; also number of teaching and research assistantships and average compensation.

See Administration, Federal Aid for:

GUIDE TO THE NATIONAL DEFENSE EDUCATION ACT OF 1958. COOPERATIVE RESEARCH PROJECTS, FISCAL 1957.

ADULT EDUCATION

ADULT EDUCATION ACTIVITIES OF THE PUBLIC SCHOOLS: Report of a Survey, 1947-48. Homer Kempfer. 21 p., with tables, 1948. (Pamphlet No. 107) 15 cents. *Catalog No. FS 5.17: 107.*

Reveals diversity of approaches, types of organized activities, levels and fields served, location by State, and several other important characteristics of the adult education program.

CHECKLISTS FOR PUBLIC SCHOOL ADULT EDUCATION PROGRAMS. Homer Kempfer. 17 p., il., 1952. (Circular No. 356) 15 cents. *Catalog No. FS 5.4: 356.*

Presents six tested yardsticks for use by the local adult education director and others to evaluate their programs. Yardsticks discussed include: Size of program, population segments served, flexibility of schedule, approaches used, methods of coordinating, cooperative practices.

FINANCING ADULT EDUCATION IN SELECTED SCHOOLS AND COMMUNITY COLLEGES. Homer Kempfer and William R. Wood. 27 p., with tables. (Bulletin 1952, No. 8) 15 cents. *Catalog No. FS 5.8: 252/8.*

Examines how these programs are being financed in 45 communities in 10 States.

LITERACY EDUCATION: A Series of reprints from *School Life*. 12 p., il., 1952. 15 cents. *Catalog No. FS 5.7/a: L712.*

Contains: *Illiteracy and Manpower Mobilization*, by Ambrose Caliver, June, 1951; *Manpower Through Literacy Education*, by Homer Kempfer, Oct. 1951; *Community Responsibility for Literacy Education*, by William R. Wood, Nov. 1951; *Literacy and the National*

Welfare, by Harley M. Kilgore, March 1952; *The High Cost of Illiteracy*, by Carroll Reese, May 1952; and a supplement, *Educational Attainment of the Adult Population*, by Ambrose Caliver, 1950.

EIGHT MEASURES FOR EVALUATING EDUCATIONAL PROGRAMS FOR THE FOREIGN BORN. Homer Kempfer. 13 p., il., 1952. (Circular No. 357) 15 cents. *Catalog No. FS 5.4: 357.*

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

FUNDAMENTAL EDUCATION. Ambrose Caliver. 12 p. 1952, rev. 1953. 10 cents. *Catalog No. FS 5.8: Ed. 5/5.*

Answers questions on the scope of fundamental education and major problems, purposes and needs of instructional programs in this field, especially to eradicate illiteracy.

LITERACY EDUCATION. 1952.

See Statistical Studies.

See Languages for:

BIBLIOGRAPHY OF MATERIALS FOR THE TEACHING OF ENGLISH TO FOREIGNERS. 1946.

ANNOTATED BIBLIOGRAPHY FOR TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE. 1955.

EDUCATION FOR A LONG AND USEFUL LIFE. Homer Kempfer. 32 p., il. (Bulletin 1950, No. 6) 25 cents. *Catalog No. FS 5.3: 250/6.*

Indicates programs that need to be worked out by schools and other educational agencies to meet

needs of the ever-increasing numbers of aging persons in the population.

EDUCATION ON THE AGING. Betty Arnett Ward. 144 p. (Bulletin 1958, No. 11) 60 cents. *Catalog No. FS 5.3: 858/11.*

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

HOMEMAKING EDUCATION PROGRAMS FOR ADULTS. 1958.

See Vocational Education, Home Economics and Nutrition.

ADULT EDUCATION IN AMERICAN EDUCATION WEEK. Novem-

ber 9-15, 1958. 12 p. 10 cents. *Catalog No. FS 5.3: Ad. 9/1958.*

Contains facts about "lifelong learning" opportunities, program ideas for adult educators, and publications and materials useful to adult educators for American Education Week, in 1958 stressing the new challenges of the aging age.

PARTICIPATION IN ADULT EDUCATION. Marie D. Wann and Marthine V. Woodward. 37 p., with tables. (Circular No. 589) 30 cents. *Catalog No. FS 5.4: 589.*

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

INTERNATIONAL

The following series of publications includes, in general, studies of the geographic and historical conditions which have influenced the development of the present system of education in the various countries. The surveys report on education from elementary school through higher education and include information on administration, curriculum, teacher education or unique features of general interest.

AUSTRIAN TEACHERS AND THEIR EDUCATION SINCE 1945. Helen C. Leahy. 82 p., il. (Bulletin 1957, No. 2) 35 cents. *Catalog No. FS 5.3: 967/2.*

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

EDUCATION IN COSTA RICA. John H. Furbay. 62 p., il. (Bulletin 1946, No. 4) 20 cents. *Catalog No. FS 5.3: 946/4.*

EDUCATION IN CUBA. Severin K. Turonienki. 90 p. (Bulletin 1949, No. 1) 25 cents. *Catalog No. FS 5.3: 949/1.*

EDUCATION IN ECUADOR. Cameron

D. Ebaugh. 92 p. (Bulletin 1947, No. 2) 30 cents. *Catalog No. FS 5.3: 947/2.*

EDUCATION IN EL SALVADOR. Cameron D. Ebaugh. 81 p. (Bulletin 1947, No. 3) 25 cents. *Catalog No. FS 5.3: 947/3.*

GERMANY REVISITED: Education in the Federal Republic. Anna M. Lindgren. 107 p., il. (Bulletin 1957, No. 12) 55 cents. *Catalog No. FS 5.3: 957/12.*

Notes changes and trends in German education from firsthand contacts in 1955 and 1956.

EDUCATION IN GUATEMALA. Cameron D. Ebaugh. 82 p. (Bulletin 1947, No. 7) 25 cents. *Catalog No. FS 5.3: 947/7.*

Reviews the government program of social cooperation to improve the health and welfare of the people and the stress laid on technical and commercial education.

EDUCATION IN HAITI. Mercer Cook. 90 p., il. (Bulletin 1948, No. 1) 25 cents. *Catalog No. FS 5.3: 948/1.*

EDUCATION IN HONDURAS. M. Weldon Thompson. 33 p., il. (Bulletin

1955, No. 7) 20 cents. Catalog No. FS 5.3: 955/7.

JAPAN: Three Epochs of Modern Education. Ronald H. Anderson. 219 p., il. (Bulletin 1950, No. 11) \$1.25. Catalog No. FS 5.3: 959/11.

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

EDUCATION IN MEXICO. Marjorie C. Johnston. 126 p. (Bulletin 1955, No. 1) 55 cents. Catalog No. FS 5.3: 953/1.

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

EDUCATION IN NICARAGUA. Cameron D. Ebaugh. 56 p. (Bulletin 1947, No. 6) Catalog No. FS 5.3: 947/6.

EDUCATION IN PAKISTAN. Abul H. K. Samsani. 92 p., il. (Bulletin 1954, No. 2) 35 cents. Catalog No. FS 5.3: 954/2.

EDUCATION IN PERU. Cameron D. Ebaugh. 91 p. (Bulletin 1946, No. 8) 30 cents. Catalog No. FS 5.3: 946/8.

Includes a bibliography in Spanish and English.

EDUCATION IN SWEDEN. 90 p., il. (Bulletin 1952, No. 17) 30 cents. Catalog No. FS 5.3: 952/17.

EDUCATION IN TAIWAN (Formosa). Abul H. K. Samsani. 24 p., il. (Bulletin 1956, No. 3) 20 cents. Catalog No. FS 5.3: 956/3.

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

EDUCATION IN TURKEY. Abul H. K. Samsani. 96 p., il. (Bulletin 1952, No. 10) 30 cents. Catalog No. FS 5.3: 952/10.

Presents village institutes, adult education and various cultural activities.

EDUCATION IN THE USSR. Division of International Education. 226 p. (Bulletin 1957, No. 14) \$1.25. Catalog No. FS 5.3: 957/14.

A comprehensive report describing the organization, curriculum, methods, and policies of the Soviet education system. Discusses various levels of education, auxiliary schools, extra-curricular activities, vocational training, nonprofessional training, and the teaching profession.

EDUCATION IN THE UNITED STATES OF AMERICA. 72 p., il. Revised 1955. (Special series No. 3) 45 cents. Catalog No. FS 4.31: 55.

Gives a broad view of education in the United States for persons in other countries. Explains Federal, State and local administration; includes special services such as the school health program, guidance, and education for exceptional children; briefly reports on opportunities and facilities from elementary through adult education.

INTER-AMERICAN UNDERSTANDING AND THE PREPARATION OF TEACHERS. 1966.

See Higher Education, Teaching.

WORLD UNDERSTANDING BEGINS WITH CHILDREN. Della Gottz. 20 p., il. (Bulletin 1949, No. 17) 15 cents. Catalog No. FS 5.3: 949/17.

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

EXCHANGE TEACHING ABROAD UNDER THE FULBRIGHT ACT. 18 p. 1952. 10 cents. Catalog No. FS 5.3: 952/8.

Explains cooperative functions of the U.S. Office of Education and various exchange programs conducted by the U.S. Department of State under Public Law 224, 795 Congress (the Fulbright Act). Gives types of teaching opportunities, terms of awards, eligibility requirements, application procedure, and selection of participants.

THE U.N. DECLARATION OF HUMAN RIGHTS. 1951.

See Citizenship.

TEACHING ABOUT THE UNITED NATIONS IN UNITED STATES EDUCATIONAL INSTITUTIONS. Frederika M. Tandler. 40 p. (Bulletin 1956, No. 8) 25 cents. Catalog No. FS 5.3: 956/8.

Tells of what is being taught here at all school levels and through general adult education.

EDUCATION FOR BETTER LIVING: The Role of the School in Con-

Weekly Improvement. 239 p., il., 1957.
(Bulletin 1956, No. 9) \$1.50 Catalog
No. FS 5.2: 956/9.

Firsthand accounts of educational programs
rooted in the cultures of 16 different countries.

**AMERICAN COOPERATION WITH
HIGHER EDUCATION ABROAD:**
A Survey of Current Programs. 211

p. (Bulletin 1957, No. 8) 75 cents.
Catalog No. FS 5.2: 957/8.

Includes nongovernmental programs sponsored
by educational institutions, foundations, and re-
ligious organizations; U.S. Government programs
such as the International Educational Exchange,
Information and Technical Cooperation Programs,
and United States participation in Intergovern-
mental agencies.

SPECIALIZED INTERESTS

Audiovisual Education

**101 MOTION PICTURES ON DE-
MOCRACY.** Scerley Reid. 51 p., il.
(Bulletin 1959, No. 1) 20 cents. Cata-
log No. FS 5.2: 959/1.

Annotated bibliography of motion pictures
dealing with our democratic heritage, the mean-
ing of democracy, and the democratic process.
Includes 400 specific instructions for purchasing,
renting, and borrowing films.

**MOVIE PROJECTORS IN PUBLIC
HIGH SCHOOLS.** Scerley Reid. 16
p., il., 1959. (Pamphlet No. 109) 25
cents. Catalog No. FS 5.17: 109.

Proposed to assist education in understanding
present and future possibilities of visual aids to
education; describes a survey made in 1948 of
movie projectors used in public high schools.

**U.S. GOVERNMENT FILMS FOR
PUBLIC EDUCATIONAL USE.**
Scerley Reid and others. 651 p. (Bul-
letin 1955, No. 1) \$1.75. Catalog No.
FS 5.2: 955/1.

Lists and describes more than 4,000 motion
pictures and filmstrips; includes a subject index
and general information about the film and film-
television services of the U.S. Government, avail-
ability of films for foreign use, and sources from
which to borrow, rent, or buy U.S. Government
films.

**U.S. GOVERNMENT FILMS FOR
PUBLIC EDUCATIONAL USE.**
Supplement No. 1. Scerley Reid and
others. 91 p. (Bulletin 1957, No. 8)
25 cents. Catalog No. FS 5.2: 957/8.

Supplements and brings up to date the above
publication; lists 500 films produced in 1955 and
1956 and some pre-1955 films about which in-
formation was not available at the time of the

earlier publication. Also lists 274 films with-
drawn from public use during the past two years.

TELEVISION IN OUR SCHOOLS.
Franklin Dunham and Ronald R.
Lowdermilk. 28 p., il. Rev. 1952. (Bul-
letin 1952, No. 16) 20 cents. Catalog
No. FS 5.2: 952/16/rev. 2.

Points up excellent potentials of TV as an
educational device in schools and colleges, par-
ticularly in social studies or language arts.

**RADIO AND TELEVISION BIBLI-
OGRAPHY.** Gertrude G. Broderick.
46 p. (Bulletin 1956, No. 2) 25 cents.
Catalog No. FS 5.2: 952/12.

Annotated lists of books devoted to broad his-
torical, philosophical, and sociological aspects of
educational radio and television. Includes books
dealing with vocational training, collections of
scripts and plays, and related periodicals.

TELEVISION IN EDUCATION.
Franklin Dunham, Ronald R. Lowder-
milk, and Gertrude G. Broderick. 124
p., il. (Bulletin 1957, No. 21) 55 cents.
Catalog No. FS 5.2: 957/21.

Points out potential benefits of this new me-
dium, operating over closed and open-circuit
stations devoted to education. Also indicates a
healthy growth of various types of stations. Lists
foundations supporting such endeavors, gives a
bibliography of commercial publications and
those of the U.S. Office of Education, and pre-
sents samples of programs.

**A DIRECTORY OF 3600 16mm FILM
LIBRARIES.** Scerley Reid, Anita
Carpenter, and Annie-Rose Daugh-
erty. 236 p. (Bulletin 1959, No. 4)
\$1.00. Catalog No. FS 5.2: 959/4.

An encyclopedic compilation which lists by
State and city various companies, institutions,
and organizations which lend or rent 16 mm film

to groups within the United States for noncommercial educational use. The 6th of a series begun in 1948.

EXTRACLASS ACTIVITIES IN AVIATION, PHOTOGRAPHY, RADIO FOR SECONDARY SCHOOL PUPILS. 1956.

See Secondary Education.

Citizenship

EDUCATION FOR FREEDOM AS PROVIDED BY STATE LAWS. Ward W. Keenecker. 38 p., with tables. (Bulletin 1948, No. 11) 20 cents. *Catalog No. FS 5.3: 848/11.*

Presents a concise analysis and compilation of State laws which provide for instruction in schools concerning the Federal and State constitutions, the ideals and principles of American government, American history, and matters related to American freedom.

TO THE TEACHERS AND PUPILS OF THE UNITED STATES. Harry S. Truman. 1949. 15 cents. *Catalog No. FS 5.7: 22/3.*

A full-page black and white reproduction of the photograph of former President Truman inserted in *School Life*, V. 33, No. 3, December 1949; not sold separately.

TO THE TEACHERS AND PUPILS OF THE UNITED STATES. Dwight D. Eisenhower. 1953. 15 cents. *Catalog No. FS 5.7: 35/3.*

A full-page black and white reproduction of the President's photograph inserted in *School Life*, V. 35, No. 5, May 1953; not sold separately.

102 MOTION PICTURES ON DEMOCRACY. 1950. 48 p., ll. 20 cents. *Catalog No. FS 5.3: 350/1.*

Liste 16mm sound films selected and recommended by an Office of Education advisory committee.

THE U.N. DECLARATION OF HUMAN RIGHTS: A Handbook for Teachers. Howard R. Anderson and Howard H. Cummings. 31 p. (Bulletin 1951, No. 12) 15 cents. *Catalog No. FS 5.3: 951/12.*

Explains, amplifies, and compares the principles stated in the Declaration of Independence and the Constitution of the United States.

THE SIX R's: Reading, Writing, Thinking, Arithmetic, Rights, Responsibilities, Human Relations. 24 p., ll. 1952. 10 cents. *Catalog No. FS 5.3: 811/2.*

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

CITIZENSHIP FOR AN ATOMIC AGE. George L. Glasheen and Mattie A. Pinette, U.S. Atomic Energy Commission; Ryland W. Cray and Dana B. Robles, Federal Civil Defense Administration. 16 p., ll., 1953. 15 cents. *Catalog No. FS 5.7: 25/9/supp.*

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

THE DECLARATION OF INDEPENDENCE AND ITS STORY. E. L. Hunt, Howard H. Cummings, Wilhelmina Hill, and Jennings B. Sanders. 37 p. Revised 1953. 10 cents. *Catalog No. FS 5.3: D45.*

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

THE CONSTITUTION OF THE UNITED STATES. 43 p. Revised 1954. 10 cents. *Catalog No. FS 5.3: C76/2.*

A pocket edition of the Constitution of the United States of America, containing the full text and its 23 amendments.

KNOW YOUR CAPITAL CITY. Mary Wilcockson. 49 p., ll. (Bulletin 1953, No. 15) 20 cents. *Catalog No. FS 5.3: 958/15.*

An introduction to the Nation's Capital giving historical and present-day background for appreciating the city. A story based on student tours and addressed to elementary school children and high school students planning to visit Washington.

See Elementary Education for:

HOW CHILDREN LEARN ABOUT HUMAN RIGHTS. 1951.

HOW CHILDREN USE THE COMMUNITY FOR LEARNING. 1955.

CONSERVATION EXPERIENCES FOR CHILDREN. 1957.

EDUCATION FOR BETTER LIVING: The Role of the School in Community Improvement. 1957.

See International.

Guidance

FRUSTRATION IN ADOLESCENT YOUTH: Its Development and Implications for the School Program. David Segal. 65 p. (Bulletin 1951, No. 1) 30 cents. *Catalog No. FS 5.3: 2511.*

Deals with characteristics of psychosocial development, evidences of frustration in early years and adolescence, and implications for the educational program, including suggestions for a school program that will induce young people 15-18 to remain in school until graduation.

WHY DO BOYS AND GIRLS DROP OUT OF SCHOOL, AND WHAT CAN WE DO ABOUT IT? 72 p., with tables. 1959; reprinted 1957. (Circular No. 269) 45 cents. Catalog No. FS 5.4: 269.

Reports of representativeness of school systems in cities of more than 200,000 population, at the National Work Conference on Life Adjustment Education, Chicago, Illinois, Jan. 24-27, 1959.

IMPROVING SCHOOL HOLDING POWER, SOME RESEARCH PROPOSALS: A Report of Representative School Systems in Cities of More Than 200,000 Population. 1961. 86 p., II. (Circular No. 291) 40 cents. Catalog No. FS 5.4: 291.

Report on the Work Conference on Life Adjustment Education, Chicago, Feb. 5-7, 1961, examining the reasons for dropouts and advocating uniform accounting procedures and a long-term case study pointed to dropouts, cross-sectional studies in pupil appraisal, and practices which contribute to improved holding power of schools.

NATIONAL STAY-IN-SCHOOL CAMPAIGN: Handbook for Communities. 24 p., II, 1957. 15 cents. Catalog No. LI 7: Sch. 6.

Cooperative project of the U.S. Department of Labor, Department of Health, Education, and Welfare, and Department of Defense, addressed to parents, teachers, students and other citizens

to appeal to the Nation's boys and girls of high-school age to stay in school and graduate.

LIFE ADJUSTMENT EDUCATION FOR EVERY YOUTH. 108 p., II. (Bulletin 1951, No. 22) 35 cents. Catalog No. FS 5.3: 251/22.

Describes the origin, composition, and recommendations of the National Conference on Life Adjustment Education in May 1947.

LIFE ADJUSTMENT EDUCATION IN THE AMERICAN CULTURE. 95 p. 1952 (Circular No. 235) 30 cents. Catalog No. FS 5.4: 235.

Report of the National Work Conference on Life Adjustment Education, Washington, D.C., Oct. 8-10, 1951, concerning the individual and social problems of living faced by American youth. Deals with manpower and war citizenship, home and family living, economic understanding, and teacher education.

A LOOK AHEAD IN SECONDARY EDUCATION: Report of the Second Commission on Life Adjustment Education for Youth. Homer H. Cummings, Walter H. Gaumnitz, Allen T. Hamilton, J. Dan Hull, John R. Ludington, Berenice Mallory, and Leonard Miller. 105 p., with tables. (Bulletin 1954, No. 4) 35 cents. Catalog No. FS 5.3: 254/4.

Contains brief resumes in tabular form of State activities serving the needs of all youth of high school age. Covers conferences, workshops, committees, publications, procedures, other activities, and significant items.

GIRLS' AND WOMEN'S OCCUPATIONS: Selected References, July 1948-September 1954. Louise Moore. 99 p., 1955. (See Bulletin 257, 1955) 35 cents. Catalog No. FS 5.123: 257.

An annotated bibliography of American publications giving occupations in which women predominate, according to the census, together with publications about women's opportunities in occupations in which they form a minority. Job analyses and descriptions of courses of instruction are excluded. Divisions include general occupational information; occupational biographies and fiction, training opportunities, vocational guidance principles; programs and practices; women's status with respect to work and education; careers; author, occupational, and subject indices; and publishers' directory.

IN-SERVICE PREPARATION FOR GUIDANCE DUTIES, PART I. 48

p., 1950. (Misc. No. 3314-7A) 20 cents. *Catalog No. FS 5.1: 3314-7A.*

A report from the proceedings of the 24th National Conference of State Superintendents of Guided Service and Counselor Trainers. Suggests ways of planning, organizing, and carrying out an inservice training program, using State as well as local resources.

SUPERVISED PRACTICE IN COUNSELOR PREPARATION. 26 p. 1952. (Misc. No. 3314-6) 20 cents. *Catalog No. FS 11: 3314-6.*

Suggests facilities, staff, and materials for use in providing training experiences, methods, and techniques for achieving skill in guidance.

COURSE OFFERINGS IN GUIDANCE AND STUDENT PERSONNEL WORK, Summer 1956 and Academic Year 1956-57. Paul MacMinn. 102 p., 1956. (Circular No. 476) 55 cents. *Catalog No. FS 5.1: 476.*

Covers guidance and student-personnel course offerings in institutions having a graduate course of study, and a number of guidance and student-personnel courses in undergraduate institutions. Lists scheduled guidance conferences, workshops, institutes, etc.

GUIDANCE WORKERS CERTIFICATION REQUIREMENTS. Royce E. Brewster. 58 p. (Bulletin 1957, No. 22) 25 cents. *Catalog No. FS 5.1: 957/22.*

Primarily of use to counselors, teachers administrators, State departments of education, and others interested in this field. Study shows that 41 States now have certification for guidance workers, that 24 of these are mandatory, that other States are revising certification, and that 12 States certify school or counseling psychologists.

TEACHING AS A CAREER. 1955.

See Higher Education, Teaching.

CAREERS IN ATOMIC ENERGY. 1957.

See Mathematics and Science.

GUIDING HIGH SCHOOL STUDENTS OF VOCATIONAL AGRICULTURE IN DEVELOPING FARMING PROGRAMS. 1954.

See Vocational Education, Agriculture.

TRANSITION FROM SCHOOL TO

WORK. Reprinted 1955. 16 cents. *Catalog No. FS 5.2: 1755.*

An effort to identify a program of action and some sources of help available to youth in the average community in their transition from school to work.

AN APPROACH TO INDIVIDUAL ANALYSIS IN EDUCATION AND VOCATIONAL GUIDANCE. David Sogal, Frank E. Wellman, and Allan T. Hamilton. 29 p. (Bulletin 1950, No. 1) 25 cents. *Catalog No. FS 5.1: 959/1.*

Suggests reappraisal of the secondary school measurement program in relation to the choice of educational sequences and subjects and choice of an occupation; includes an analysis of general principles of educational and vocational guidance in 5th and 6th grade and of the relation of individual ability and specific aptitudes to the high school curriculum and streams in occupations.

STATUS OF PREPARATION PROGRAMS FOR GUIDANCE AND STUDENT PERSONNEL WORKERS. Paul MacMinn and Roland G. Ross. 49 p. (Bulletin 1959, No. 7) 25 cents. *Catalog No. FS 5.1: 959/7.*

The first of a series of studies designed to give a nationwide view of programs of student personnel preparation in the field of guidance and student personnel work. Gives information on frequency of programs, by type and level of degree, curriculum for preparation of guidance and student personnel workers, curricula and demand data.

Health, Physical Education, and Recreation

GOOD POSTURE FOR BOYS AND GIRLS. Helen Manley. 3 p., il. Reprint from *School Life*, November 1947 issue (Vol. 20, No. 2) 5 cents. *Catalog No. FS 5.1/6: 1747.*

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

CAMPING AND OUTDOOR EXPERIENCES IN THE SCHOOL PROGRAM. Helen K. MacIntosh. 41 p., il. (Bulletin 1947, No. 4) 20 cents. *Catalog No. FS 5.1: 947/4.*

Parents, teachers, school board members, and superintendents alike will find this publication useful.

CLASSROOM GROWTH RECORD.
Revised 1948. 10 cents. *Catalog No. FS 5.2: 691.*

A blank chart and text designed for elementary schools; may also be used successfully at the junior high school level. A 22 x 17-inch poster.

GAMES AND SELF-TESTING ACTIVITIES FOR THE CLASSROOM.
Elsa Schneider. 12 p., il. 1949. 10 cents. *Catalog No. FS 5.2: 614.*

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

SODIUM FLUORIDE GOES TO SCHOOL. V. R. SILL. 3 p., il. Reprint from *School Life*, May 1949 (Vol. 31, No. 8) 5 cents. *Catalog No. FS 5.7/a: 5c. 16.*

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

PHYSICAL EDUCATION IN THE SCHOOL CHILD'S DAY. Simon A. McNulty and Elsa Schneider. 94 p., il. (Bulletin 1950, No. 14) 35 cents. *Catalog No. FS 5.2: 959/14.*

Analyses the needs of children for particular types of activities at different age levels. Intended for superintendents, consultants, or special teachers of physical education in elementary schools as well as principals, parents, or citizens groups.

HEALTH INSTRUCTION IN THE SECONDARY SCHOOLS. H. F. Kländer. 1951. 29 p., with tables. (Pamphlet No. 110) 10 cents. *Catalog No. FS 5.17: 110.*

A comparative study of the American School Health Association and the U.S. Office of Education absorbing the organization and administration of secondary school health programs. Covers laws and regulations governing health instruction standards, credits for graduation, and teaching requirements.

TEACHERS CONTRIBUTE TO CHILD HEALTH. Elsa Schneider and Simon A. McNulty. 44 p., il.

(Bulletin 1951, No. 3) 20 cents. *Catalog No. FS 5.2: 961/3.*

Discusses the teacher's contribution to physical, mental, emotional, and school health. A bibliography is included.

HEALTH SERVICES IN CITY SCHOOLS. Holger F. Kländer. 68 p., with tables. (Bulletin 1952, No. 20) 25 cents. *Catalog No. FS 5.2: 955/20.*

A series of studies showing the present status of many phases of school health services in 1,439 cities having a population of 2,500 or more in the continental United States. Undertaken in cooperation with the U.S. Public Health Service and the American Medical Association.

Languages

BIBLIOGRAPHY OF MATERIALS FOR THE TEACHING OF ENGLISH TO FOREIGNERS. M. Gordon Brown and Jane M. Russell. 24 p. (Bulletin 1946, No. 20) 15 cents. *Catalog No. FS 5.2: 848/20.*

Selective bibliography prepared in the interest of English as a second or foreign language. Designed to assist foreign teachers of English and those in the United States who are working with students on non-English speech. Lists grammar, publications on business English, readers, workbooks, dictionaries, histories, literature, and miscellaneous items for French, German, Italian, Polish, Portuguese, and Spanish peoples.

ANNOTATED BIBLIOGRAPHY FOR TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE. Robert Lado. 244 p. (Bulletin 1955, No. 3) 65 cents. *Catalog No. FS 5.2: 955/3.*

Lists material useful in specific teaching situations, general information about the English language, books on teaching English as a foreign language, tests and testing, foreign language teaching in general, language and linguistics, and academic and cultural orientation. A section for students includes materials dealing with specific language backgrounds.

MODERN FOREIGN LANGUAGES IN THE HIGH SCHOOL. Marjorie C. Johnston. 166 p. (Bulletin 1953, No. 6) \$1.00. *Catalog No. FS 5.2: 953/16.*

Summary of a conference held in May 1951 to consider how modern foreign language programs in the high school may be redesigned to serve

letter the national mood; work papers are included on the increased need for foreign languages, the changing character of foreign language teaching, newer objective and evaluative techniques, and teacher preparation and professional growth.

ENGLISH LANGUAGE ARTS IN AMERICAN HIGH SCHOOLS. Arno Jewett. 122 p. (Bulletin 1958, No. 18) 50 cents. *Catalog No. FS 5.2: 953/18.*

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

FOREIGN LANGUAGE LABORATORIES IN SCHOOLS AND COLLEGES. Marjorie C. Johnston and Catherine C. Searley. 86 p., il. (Bulletin 1959, No. 3) 35 cents. *Catalog No. FS 5.3: 959/3.*

Results of a survey in cooperation with the Modern Language Association of America in 1957-58 on the installations of mechanical and electronic equipment available in language laboratories and the purposes, use, and educational value of such installations. Includes information on organization and administration, equipment and costs, materials and techniques for the language laboratory.

Libraries

STATISTICS OF PUBLIC SCHOOL LIBRARIES, 1953-54. (Biennial Survey) Nora E. Beust and Emery M. Foster. 78 p., with tables, 1957. 30 cents. *Catalog No. FS 5.2: 952-54/* (Ch. 6).

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

PUBLIC LIBRARY STATISTICS, 1950. Mary M. Willhoite, Doris R. Chambers, and Jessie C. Boehlert. 55 p., with tables. (Bulletin 1958, No. 9) 25 cents. *Catalog No. FS 5.3: 959/9.*

Compilation of information on various types of public libraries; helpful in noting trends. Report includes data on 5,628 of the 7,477 public library systems in the continental United States.

Shows the type of support, book stock, circulation, income, endowment by State, operating expenditures, personnel, hours, population group served, geographic area served, and bookshelves operated.

STATISTICS OF LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION, 1951-52 (Biennial Survey) Willard O. Mishoff and Emery M. Foster. 60 p., with tables, 1954. 25 cents. *Catalog No. FS 5.2: 950-52* (Ch. 6).

A statistical report designed to serve librarians and students of library science, college and university officials, professional library associations, publishers, booksellers, and others concerned with the development and administration of higher education libraries. Report includes summaries of basic data, by type of institution, by region and by State; detailed statistics on the libraries of the larger institutions; and such interpretation of the tabulated data as may facilitate their application to problems of higher education, librarianship, and the book trade.

SCHOOL LIBRARY STANDARDS, 1954. Nora E. Beust. 43 p., il., with tables. 1954. (Bulletin 1954, No. 15) 20 cents. *Catalog No. FS 5.2: 954/15.*

Presents brief digests of standards in effect at the beginning of 1954. Includes digests of standards used by four regional accrediting associations, and by State departments of education.

STATE AND PUBLICLY SUPPORTED LIBRARIES: Structure and Control at the State Level. Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. 85 p., with tables. 1956. (Misc. Bulletin, No. 24) 55 cents. *Catalog No. FS 5.20: 24.*

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

STATE PLANS UNDER THE LIBRARY SERVICES ACT, 1958. Library Services Branch. 84 p. (Bulletin 1958, No. 10) 30 cents. *Catalog No. FS 5.3: 958/10.*

A compilation of comments of 39 State programs submitted for the first year of operation under the Library Services Act of 1956, providing a State-Federal cooperative program for public library development and the extension of library services to rural areas.

CERTIFICATION OF SCHOOL LIBRARIANS. Mary Helen Mahar. 78 p., with tables. (Bulletin 1958, No. 12) 30 cents. *Catalog No. FS 5.3: 958/12.*

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

Mathematics and Science

ELEMENTARY SCIENCE SERIES:
A *School Life* Reprint. Glenn O. Blough. 11 p., il., 1947. 19 cents. *Catalog No. FS 5.3/a: Sci. 27.*

Four reprints from *School Life*, official periodical of the U.S. Office of Education, concerning the teaching of science in the elementary grades.

TEACHING ELEMENTARY SCIENCE: Suggestions for Classroom Teachers. Glenn Blough and Paul E. Blackwood. 40 p., il. (Bulletin 1948, No. 4) 20 cents. *Catalog No. FS 5.3: 948/4.*

Suggests practical methods to show the place of science in the lives of children and in the elementary school program.

SCIENCE TEACHING IN RURAL AND SMALL TOWN SCHOOLS. Glenn O. Blough and Paul E. Blackwood. 55 p., il. (Bulletin 1949, No. 5) 20 cents. *Catalog No. FS 5.3: 949/5.*

Contains suggestions for using environmental resources in teaching science.

THE TEACHING OF SCIENCE IN PUBLIC HIGH SCHOOLS: An Inquiry Into Offerings, Enrollments, and Selected Teaching Conditions, 1947-48. Philip G. Johnson. 48 p., with tables. (Bulletin 1950, No. 9) 20 cents. *Catalog No. FS 5.3: 950/9.*

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

THE TEACHING OF GENERAL BIOLOGY IN PUBLIC HIGH SCHOOLS OF THE UNITED STATES: An Inquiry Into Offerings,

Enrollments, Course Organization, Facilities, Equipment, and Expenditures, 1949-50. W. Edgar Martin. 46 p., with tables. (Bulletin 1952, No. 9) 25 cents. *Catalog No. FS 5.3: 952/9.*

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

SCIENCE FACILITIES FOR SECONDARY SCHOOLS: Guiding Principles and Suggestions for Planning and Developing Instructional Facilities for Science Teaching. Philip G. Johnson, and others. 38 p., il., 1952; Reprinted 1956. (Misc. Bulletin, No. 17) 25 cents. *Catalog No. FS 5.30: 17.*

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

MATHEMATICS IN PUBLIC HIGH SCHOOLS. Kenneth E. Brown. 47 p., with tables. 1953. 25 cents. *Catalog No. FS 5.3: 953/5.*

Contains information on enrollments, typical course offerings, size of classes, number of teachers, field trips, length of class periods, and other pertinent data for the school year 1951-52 and the first semester of 1952-53, on grades 7-12 in 237 public high schools selected at random.

CURRICULUM MATERIALS IN HIGH-SCHOOL MATHEMATICS. Kenneth E. Brown. 40 p., with tables. (Bulletin 1954, No. 9) 20 cents. *Catalog No. FS 5.3: 954/9.*

An analysis of 125 courses of study, covering general characteristics of local curriculum guides, specific characteristics of content and form of those guides, characteristics of State curriculum guides, a comparison of State guides for 1952 through 1953, and a discussion of methods of developing curriculum materials.

THE SUPERIOR PUPIL IN JUNIOR HIGH SCHOOL MATHEMATICS. Earl M. McWilliams. 57 p. (Bulletin 1955, No. 4) 25 cents. *Catalog No. FS 5.3: 955/4.*

Suggests ways of identifying the superior pupil and methods of providing for his needs through classroom-enrichment programs, out-of-school activities, scholarships, special schools, special classes, individual acceleration, and the use of community resources and guidance services.

EDUCATION FOR THE TALENTED IN MATHEMATICS AND SCIENCE. Kenneth E. Brown. 24 p. Reprinted 1957. 15 cents. *Catalog No. FS 5.3: 953/15.*

A report of the Joint Conference of the Cooperative Committee on the Teaching of Science and Mathematics of the American Association for the Advancement of Science and the United States Office of Education. Provides a summary of ideas expressed by outstanding leaders in education, government, and industry on the subject.

CAREERS IN ATOMIC ENERGY.

Walter J. Greenleaf, with technical assistance of the AEC, 1957. 26 p., fl. (Pamphlet No. 119) 25 cents. *Catalog No. FS 5.17: 119.*

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

JUNIOR YEAR SCIENCE AND MATHEMATICS STUDENTS by

Major Field of Study, Fall 1957. M. Clemens Johnson and Hazel G. Poole. 56 p., 1958. (Circular No. 530) 45 cents. *Catalog No. FS 5.4: 530.*

The first nationwide survey of junior year college and university majors in science or mathematics, to provide information on the probable future supply of trained scientific manpower. A study to be repeated annually or biennially as the basis for future projections and to indicate general trends.

ANALYSIS OF RESEARCH IN THE TEACHING OF MATHEMATICS,

1955 AND 1956. Kenneth E. Brown. 73 p. (Bulletin 1958, No. 4) 25 cents. *Catalog No. FS 5.3: 953/4.*

Designed to help disseminate the findings of research projects as a contribution toward improvements in classroom techniques. Contains an analysis of 123 studies in the teaching of mathematics in the elementary school, high school, and college. A summary of each study is included in the appendix.

ANALYSIS OF RESEARCH IN THE TEACHING OF SCIENCE, JULY 1955-JULY 1956. Ellsworth S.

Obourne. (Bulletin 1958, No. 7) 25 cents. *Catalog No. FS 5.3: 953/7.*

An annual summary of the published and unpublished studies in this area, on 8 levels—elementary, secondary and college. Contains interpretations and recommendations, summaries of trends and a general appraisal of the research of the year. Result of collaboration begun in 1952 between the National Association for Research and the U.S. Office of Education.

OFFERINGS AND ENROLLMENTS IN SCIENCE AND MATHEMATICS IN PUBLIC HIGH SCHOOLS.

Kenneth E. Brown. 24 p., 1956. (Pamphlet No. 118) 15 cents. *Catalog No. FS 5.17: 118.*

Presents data based on replies to question sent out to 2,375 public high schools. Covers school offering the subject, enrollments in courses, ratio of boys and girls enrolled for the courses, and size of classes.

OFFERINGS AND ENROLLMENTS IN SCIENCE AND MATHEMATICS IN PUBLIC HIGH SCHOOLS,

1956. Kenneth E. Brown, Ellsworth S. Obourne, and Marguerite Klottz. 44 p., 1958. (Pamphlet No. 120) 25 cents. *Catalog No. FS 5.17: 120.*

A report on the offerings and enrollments in the same schools participating in the 1954 study and a comparison of the 1954 and 1956 data. Includes the number and percent of schools offering various mathematics and science courses and the number and percent of pupils enrolled in the courses, plus certain erroneous public statements and shows some of the dangers for abuse and misinterpretation.

MATHEMATICS AND SCIENCE EDUCATION IN U.S. PUBLIC SCHOOLS. J. Dan Hull, Jeffrey

Reid, Paul E. Blackwood, Kenneth Brown, and Ellsworth S. Obourne. 97 p., 1958. (Circular No. 533) 45 cents. *Catalog No. FS 5.4: 533.*

Report of a conference held in Washington in 1958 to develop guidelines for program appraisal and direction in the teaching of mathematics and science and to evaluate the various proposals being made for changes in school programs. Reports of certain participants and a summary of the conference are included.

THE NATIONAL ASSOCIATION FOR RESEARCH
IN SCIENCE AND MATHEMATICS
1200 N. 17TH ST. WASHINGTON, D. C. 20036
OFFICE OF EDUCATION
U. S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

VOCATIONAL EDUCATION

ADMINISTRATION OF VOCATIONAL EDUCATION. 44 p. 1917; reprinted 1958. 25 cents. *Catalog No. FS 5.125: 1.*

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

PUBLIC VOCATIONAL EDUCATION PROGRAMS: Characteristics of Programs under Provisions of the Federal Vocational Education Act. 16 p. Revised 1957. (Pamphlet No. 117) 15 cents. *Catalog No. FS 5.17: 117.*

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

ORGANIZED OCCUPATIONAL CURRICULUMS; Enrollments and Graduates, 1956.

See Higher Education.

Agriculture

EDUCATIONAL OBJECTIVES IN VOCATIONAL AGRICULTURE. J. C. Wright. 14 p., 1949. (Mono. No. 21) 15 cents. *Catalog No. FS 5.125: 21/2.*

Reviews six major objectives and how to attain them. Covers beginning and advancing in farming, producing farm commodities efficiently, marketing farm products advantageously, conserving soil and other natural resources, managing a farm business, and maintaining a favorable environment.

HISTORY OF AGRICULTURAL EDUCATION OF LESS THAN COLLEGE GRADE IN THE UNITED STATES: A Cooperative Project of Workers in Vocational Education in Agriculture and in Related Fields.

Rufus W. Stinson and Frank W. Lathrop. 643 p., 1942. (Vocational Division Bulletin No. 217, Agricultural Series, No. 55) \$2. *Catalog No. FS 5.125: 217.*

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

AN EVALUATION OF LOCAL PROGRAMS OF VOCATIONAL EDUCATION IN AGRICULTURE. F. W. Lathrop. 75 p., with tables, 1942. (Vocational Division Bulletin No. 240, Agricultural Series, No. 53) 20 cents. *Catalog No. FS 5.125: 240.*

Criteria prepared by the National Standards Committee for Vocational Education in Agriculture. Contains a study of 20 scales for evaluating programs of vocational education in agriculture. Scales range from "very superior" to "very inferior" programs, courses, situations, schools, teachers, and other units.

THE ADVISORY COUNCIL FOR A DEPARTMENT OF VOCATIONAL AGRICULTURE. E. J. Johnson. 28 p., il., 1951. (Vocational Division Bulletin No. 243, Agricultural Series No. 60) 15 cents. *Catalog No. FS 5.125: 243.*

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

GUIDING HIGH SCHOOL STUDENTS OF VOCATIONAL AGRICULTURE IN DEVELOPING FARMING PROGRAMS. E. J. Johnson and W. N. Elam. 32 p., il., 1954. (Vocational Division Bulletin No. 254, Agricultural Series No. 65) 10 cents. *Catalog No. FS 5.125: 254.*

Tells instructors how to assist in starting, developing, and improving their individual farming programs, supervise the programs, develop cooperative relationships, and evaluate the programs.

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS. H. N. Hunsicker. 94 p., il., 1956. (Vocational Division Bulletin No. 262, Agricultural Series No. 67) 45 cents. *Catalog No. FS 5.122: 242.*

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

INSTRUCTION IN FARM MECHANICS: Suggestions for Developing Training Programs in Farm Mechanics in Vocational Agriculture. A. H. Hollenberg. 63 p., il., 1957. (Vocational Division Bulletin No. 267, Agricultural Series No. 70) 35 cents. *Catalog No. FS 5.122: 267.*

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

SUMMARIES OF STUDIES IN AGRICULTURAL EDUCATION. Research Committee of the Agricultural Education Section, American Vocational Association. SUPPLEMENT NO. 11. 86 p., 1953. (Vocational Division Bulletin No. 272, Agricultural Series No. 71) 35 cents. *Catalog No. FS 5.122: 272.*

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

Previous supplements available:

- 2—Voc. Div. Bulletin No. 357, Agricultural Series No. 57, 1948. 129 p. 30 cents. *Catalog No. FS 5.122: 237.*
- 3—Voc. Div. Bulletin No. 242, Agricultural Series No. 59, 1950. 61 p. 20 cents. *Catalog No. FS 5.122: 242.*

4—Voc. Div. Bulletin No. 246, Agricultural Series No. 61, 1951. 42 p. 20 cents. *Catalog No. FS 5.122: 246.*

5—Voc. Div. Bulletin No. 248, Agricultural Series No. 62, 1952. 62 p. 20 cents. *Catalog No. FS 5.122: 248.*

6—Voc. Div. Bulletin No. 251, Agricultural Series No. 63, 1953. 50 cents. *Catalog No. FS 5.122: 251.*

7—Voc. Div. Bulletin No. 253, Agricultural Series No. 64, 1954. 50 cents. *Catalog No. FS 5.122: 253.*

8—Voc. Div. Bulletin No. 256, Agricultural Series No. 66, 1955. 35 cents. *Catalog No. FS 5.122: 256.*

9—Voc. Div. Bulletin No. 263, Agricultural Series, No. 68, 1956. 35 cents. *Catalog No. FS 5.122: 263.*

10—Voc. Div. Bulletin No. 265, Agricultural Series No. 69, 1957. 45 cents. *Catalog No. FS 5.122: 265.*

Distributive Education

SELLING HOME FURNISHINGS: Training Program. Roscoe R. Rau and Walter F. Shaw. 275 p., il., 1941. (Vocational Division Bulletin No. 216, Business Education Series, No. 14) 75 cents. *Catalog No. FS 5.122: 216.*

Presents teaching units with questions and reading lists on the salesman as a business builder, on technique and application of salesmanship, on style as a selling factor, on origin and use of furniture woods, on selling floor equipment, on interior decorations, on floor coverings and fabrics, on furnishing the house, and on accessories that mean "plus" sales.

BUSINESS EXPERIENCE FOR BUSINESS TEACHERS. B. Frank Kyker. 11 p., 1949. (Vocational Division Bulletin No. 241, Business Education Series No. 13) 5 cents. *Catalog No. FS 5.122: 241.*

Develops five possible plans to use in providing adequate business experience for teachers of any phase of vocational business education. Emphasizes inservice training for undergraduates, graduates, and teachers.

EVALUATING AND REPORTING STUDENT PROGRESS IN BUSINESS EDUCATION. Clyde W. Humphrey and Marjoe M. Lamb. 16 p., 1949. (Vocational Division Bulletin No. 238, Business Education Series No. 17) 10 cents. *Catalog No. FS 5.125: 228.*

Includes: Determining goals or objectives, classifying and defining objectives, providing experiences for desired behavior, recording observations of behavior, and interpreting and reporting results. Illustrates ways of program in attitudes, knowledge and skills, and reporting student progress.

DISTRIBUTIVE EDUCATION FOR ADULTS: Selection and Training of Part-Time Instructors. Natalie Kneeland, and others. 22 p., 1955. (Vocational Division Bulletin No. 238, Distributive Education Series No. 20) 25 cents. *Catalog No. FS 5.123: 254.*

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

DISTRIBUTIVE EDUCATION FOR ADULTS: Guide for Part-Time Instructors. Natalie Kneeland. 20 p., H., 1956. (Vocational Division Bulletin No. 259, Distributive Education Series No. 21) 15 cents. *Catalog No. FS 5.123: 260.*

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

DISTRIBUTIVE EDUCATION FOR YOUTH, WORK-EXPERIENCE LABORATORIES. William B. Runge, and others. 19 p., 1956. (Vocational Division Bulletin No. 260, Distributive Education Series No. 22) 15 cents. *Catalog No. FS 5.123: 260.*

Emphasizes on-the-job training in the cooperative plan of systematic school-and-work preparation for distributive occupations; explains the major features of work stations, what they can accomplish, how they may be established and managed, ways of locating and scheduling work

stations. Reviews desirable standards and provides a checklist for evaluation.

TRAINING PROGRAMS IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 15 p. (Vocational Division Bulletin No. 269) 15 cents. *Catalog No. FS 5.123: 269.*

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

TRAINING OPPORTUNITIES IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 13 p. (Vocational Division Bulletin No. 270) 15 cents. *Catalog No. FS 5.123: 270.*

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

MANAGEMENT TRAINING FOR SMALL BUSINESS. 52 p. 1958. (Vocational Division Bulletin No. 271) 25 cents. *Catalog No. FS 5.123: 271.*

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

Home Economics and Nutrition

THE SCHOOL LUNCH—Its Educational Contribution. Ruth Wood Gavilan. 27 p. 1944. (Nutrition Education Series, Pamphlet No. 6) 25 cents. *Catalog No. FS 5.31: 6.*

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

SCHOOL LUNCH AND NUTRITION EDUCATION—Some Questions and Answers. Edna P. Amidon. 12 p. (Bulletin 1951, No. 14) 10 cents. *Catalog No. FS 5.3: 261/14.*

Answers the 21 most frequently asked questions about administrative, financial, and health aspects of the school lunch.

STATE PROVISIONS FOR SCHOOL LUNCH PROGRAMS—Laws and Personnel. Myrtle Kedia Jeffers. 40 p., il. (Bulletin 1952, No. 4) 20 cents. *Catalog No. FS 5.3: 852/4.*

Contains information relative to State laws dealing with the national school lunch program, commodity distribution, and samples of three different types of school lunch legislation in three different sections of the country.

ADVENTURING IN RESEARCH TO IMPROVE SCHOOL PRACTICES IN HOMEMAKING PROGRAMS. Selma Lippeatt. 8 p., folded leaflets. Set of four. 5 cents each; 20 cents set **AN INDIVIDUAL APPROACH**

Lists some problems needing further study. *Catalog No. FS 5.11: 8612-1.*

GROUP APPROACH

Describes steps in an experimental method of study, and gives a selected bibliography. *Catalog No. FS 5.11: 8612-2.*

A STATE APPROACH

Suggests problems for State research, and lists useful current literature. *Catalog No. FS 5.11: 8612-3.*

A TRAINING APPROACH

Relates two successful studies in research-training operations, and suggests essential elements in planning research-training activities. *Catalog No. FS 5.11: 8612-4.*

SPACE AND EQUIPMENT FOR HOMEMAKING PROGRAMS. Ata Lee. 72 p., il. 1950. (Misc. Bulletin, No. 9) 55 cents. *Catalog No. FS 5.30: 9.*

A useful bulletin for anyone planning or maintaining homemaking facilities. With 14 floor plans and 60 illustrations, publication covers essentials of planning good homemaking facilities, namely: Type of curriculum, location and layout, beauty, safety, storage, and general building considerations. Includes checklists of appropriate equipment.

BOYS AND GIRLS STUDY HOMEMAKING AND FAMILY LIVING: Developing Courses for 11th and 12th Grade Pupils. 58 p., il. 1951. (Vocational Division Bulletin No. 245) 25 cents. *Catalog No. FS 5.123: 245.*

Discusses general organization of classes, content and methods on such topics as boy-girl relationships, clothing and personal grooming,

everyday food problems of teen-agers, housekeeping problems of teen-agers, and learning to understand children.

EDUCATION FOR HOMEMAKING IN SECONDARY SCHOOLS OF THE UNITED STATES. Beronice Mallory. 32 p., il. 1955; reprinted 1958. (Special Series, No. 4) 20 cents. *Catalog No. FS 5.41: 4.*

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

TEACHING NUTRITION IN THE ELEMENTARY SCHOOL. Ruth Wood Gayian, and others. 32 p., il. 1955. (Nutrition Education Series, Pamphlet No. 7) 25 cents. *Catalog No. FS 5.34: 7.*

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

HOME, SCHOOL, AND COMMUNITY EXPERIENCE IN THE HOMEMAKING PROGRAM. Druzilla Kent. 69 p. 1953. (Vocational Division Bulletin No. 232, Home Economics Series No. 29) 30 cents. *Catalog No. FS 5.123: 232.*

Emphasizes the importance of understanding needs, interests, and goals of adolescents, and tells how to guide pupils in selecting, planning, conducting, and evaluating home and community experiences.

WITH FOCUS ON FAMILY LIVING:

The Story of Four Experiments in Community Organization. Muriel W. Brown. 248 p., il. 1953. (Vocational Division Bulletin No. 249) 70 cents. *Catalog No. FS 5.123: 249.*

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

BUSINESS-SPONSORED HOME ECONOMICS TEACHING AIDS. 4 p., Revised 1955. (Misc. Leaflet No. 3422) 5 cents each, or \$3 per 100 copies. *Catalog No. FS 5.11: 3422/2.*

Lists characteristics of good teaching materials, provides suggestions on preparation of these materials, and gives important "do's and don'ts". Outlines teaching materials which business could help to provide.

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES OF THE UNITED STATES. Beulah I. Coon. 58 p., il. 1951. (Vocational Division Bulletin No. 244) 20 cents. *Catalog No. FS 5.128: 244.*

Describes the development, purposes, procedures, practices, policies, organization, and facilities for home economics found in colleges and universities in the United States.

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES: Planning Space and Equipment. 84 p., il. 1956. (Misc. Bulletin, No. 25) 65 cents. *Catalog No. FS 5.20: 25.*

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

TEACHING HOMEMAKING AS A CAREER in the Nation's Schools. 4 p. leaflet. 1957. (Misc. 3528) 5 cents (\$3.75 per 100 copies). *Catalog No. 5.11: 3528.*

Brief outline of the importance and need for homemaking teachers, salary and satisfactions, sources of additional information.

TRAINING FOR QUANTITY FOOD PREPARATION. 1956.

See Trade and Industry.

HOMEMAKING EDUCATION PROGRAMS FOR ADULTS. 62 p. (Vocational Division Bulletin No. 268) 25 cents. 1958. *Catalog No. FS 5.128: 268.*

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

Trade and Industry

LIGHT FRAME HOUSE CONSTRUCTION: Technical Information for the Use of Apprentice and Journeymen Carpenters. Prepared in cooperation with the National Committee on Wood Utilization, U.S. Department of Commerce. 214 p., il., with tables, 1956. (Vocational Division Bulletin No. 145, Trade and Industrial Series, No. 41) 60 cents. *Catalog No. FS 5.22: 145.*

Information relates to the type jobs constantly recurring in the building of houses. Treats characteristics of wood and the grading of lumber and indicates more economical and serviceable frame house construction. Suggests practical processes without violating essential technical factors. A source of technical information for journeymen carpenters, foremen, and apprentices under instruction; not for prospective carpenters. Contains no information on tools.

PRACTICAL NURSING CURRICULUM: Suggestions for Developing a Program of Instruction Based Upon the Analysis of the Practical Nurse Occupation. 140 p., 1950. (Misc. Bulletin, No. 11) 65 cents. *Catalog No. FS 5.20: 11.*

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

GIRLS AND WOMEN'S OCCUPATIONS. 1954.

See Guidance.

SOURCE MATERIALS FOR PRACTICAL NURSE EDUCATION. 31 p. 1958. (Vocational Division Bulletin No. 273, Trade and Industrial Series No. 67) 20 cents. *Catalog No. FS 5.128: 273.*

A bibliography prepared for practical nursing students, their instructors and supervisors of textbooks, source books, articles, films, filmstrips, lists of publishers and sources of free and inexpensive materials.

TRAINING FOR QUANTITY FOOD PREPARATION. Gertrude Bisker. 32 p., il., 1956. (Vocational Division Bulletin No. 261, Trade and Industrial Series No. 64) 20 cents. *Catalog No. FS 5.128: 261.*

Tells how courses can be organized in vocational and comprehensive high schools, employing standards and techniques developed under the Federal Vocational Education Act, and how consultants, representing both employees and employers, can help develop plans, organize suitable environments, select and obtain necessary equipment, publicize the program, recruit students, and place graduates.

QUANTITY FOOD PREPARATION, A CURRICULUM GUIDE. John J. MacAllister and others. 38 p. 1953. (Circular No. 526) 35 cents. *Catalog No. FS 5.4: 523.*

Basis outline to aid the instructor in developing a course of study at the secondary school level for training commercial foods personnel. Basic principles of food preparation, with related science, mathematics, English, safety instruction and useful references.

THREE-DIMENSIONAL TEACHING AIDS FOR TRADE AND INDUSTRIAL INSTRUCTION. William P. Loomis. 21 p., il., 1953. (Circular No. 366) 50 cents. *Catalog No. FS 5.4: 363.*

Photographs of mock-ups or construction models to show how each aid may be used and to stimulate teachers' interest in creating similar aids for their own use in teaching.

OPERATION OF A LOCAL PROGRAM OF TRADE AND INDUSTRIAL EDUCATION, with Emphasis on Improving Instruction Through Supervision. William P. Loomis, and others. 166 p., il., 1953. (Vocational Division Bulletin No. 250, Trade and Industrial Series No. 62) 50 cents. *Catalog No. FS 5.122: 250.*

Viewpoints of a joint committee representing the National Association of State Supervisors of Trade and Industrial Education, National Association of Industrial Teacher Educators, and National Council of Local Administrators of Vocational Education and Practical Arts. Suggests program objectives, operating methods, and staff performance.

SCHOOL SHOP—Learn Safe Work Habits Here. A Safety Guide for Pre-Employment Training. 15 p., il., 1955. 10 cents. *Catalog No. FS 5.3: SA. 7.*

A joint publication of the Division of Vocational Education, Office of Education, U.S. Department of Health, Education, and Welfare, and

of the Bureau of Labor Standards, U.S. Department of Labor. Material covers safety, industry, good housekeeping practices, use of handtools and portable electric handtools, working around machinery, personal protection devices, how to lift, handling materials safely, ladders, hoisting, first aid, fire, and fire extinguishers.

NATIONAL LEADERSHIP DEVELOPMENT CONFERENCE IN TRADE AND INDUSTRIAL EDUCATION: Conference Report, Aug. 1-12, 1955, Fort Collins, Colo. 118 p., il., 1956. (Circular No. 477) 60 cents. Catalog No. FS 5.4: 477.

Report on the 1955 pilot program of selected individuals meeting in open forum with leaders of trade and industrial education. Provide potential leaders with an opportunity to identify and evaluate the basic concepts of trade and industrial education by studying and discussing problems in administration, supervision, and organization of vocational programs.

TECHNOLOGICAL ADVANCES AND SKILLED MANPOWER: Implications for Trade and Industrial Education. Howard K. Hogan. 67 p., Revised 1956. (Misc. No. 2509) 45 cents. *Catalog No. FS 5.11: 2509.*

Selective, annotated bibliography of books, pamphlets, bibliographies, periodical articles, management publications, labor publications, and motion picture films, including addresses of publishers and other sources. Lists selected are current items of relatively nontechnical nature, giving information and point of view of representatives of management, labor, education, and others concerned with this problem.

RESEARCH IN INDUSTRIAL EDUCATION: Summaries of Studies, 1930-55. 227 p., 1957. (Vocational Division Bulletin No. 264, Trade and Industrial Series, No. 65) \$1.75. *Catalog No. FS 5.122: 264.*

Bibliographies and annotations of studies in industrial education, classified according to administration, guidance, history, trends, instruction, supervision, surveys, teacher education, and types of programs.

SUPERVISORY PERSONNEL DEVELOPMENT, A Guide for Organizing Trade and Industrial Training Programs. Earl M. Bowler. 40 p., il., 1957. (Vocational Division Bulletin No. 268, Trade and Industrial Series

No. 66) 25 cents. *Catalog No. FS 5.123:266.*

Helpful to personnel specialists interested in the supervisory aspects of trade and industrial education. In addition, shows how training programs are important in both industry and schools.

VOCATIONAL-TECHNICAL EDUCATION FOR AMERICAN INDUSTRY: Occupations, Selected Refer-

ences, Educational Programs. Lynn, A. Emerson. 25 p. 1958 (Circular No. 530) 25 cents. *Catalog No. FS 5.4: - 530.*

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