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PUBLICATIONS
of the
Office of
Education

1963

Revised by
MARTHA WALPOLE
Publications Branch

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
ANTHONY J. CELEBRESE, Secretary
Office of Education
FRANCIS KEPPEL, Commissioner

FOREWORD

This catalog identifies all Office of Education publications currently available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. A few titles were in press as of June 1963 and may be obtained in the early fall. Masthead and other processed materials prepared by the various divisions of the Office for limited free distribution in special mailings are not included.

The list contains approximately 650 titles. Included are many new ones, as well as recent editions of surveys which the Office of Education has been conducting annually since 1869 to provide data and forecasts on finance, enrollment, staff, curriculum, and facilities of public schools, colleges, and universities for the benefit of persons interested in the status of education.

Through these publications the Office seeks to fulfill an important part of its responsibilities for describing the condition and needs of education throughout the United States.

MARTIN MAYES, *Acting Director*
Office of Information

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PUBLICATIONS
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The publications listed here are currently available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 or, in the case of those still in press, will become available sometime in the fall. Supplies are limited and prices are subject to change without notice. All appear in paper covers if not otherwise noted. When ordering, please use blanks at the end of the book and give the catalog number along with the title.

The catalog number appears at the right above the title, preceded by the letters FS. Since July 1, 1959, Office of Education publications have carried their own identification numbers, which appear as the last five digits of the catalog numbers used by the Superintendent of Documents. Thus, in FS 5.253: 53016, *Sabbatical Leave in American Higher Education*, the OE number is 53016, drawn from the series 53000-53999 which was assigned to the subject group *Faculties, Salaries, Higher Education*. The OE number determines the publication's order numerically in the annotated list and appears with it in cross references and in the Title Index.

Items published before July 1959, which carry numbers not appropriate to a numerical listing, appear in *alphabetical* order, immediately following a subject group heading. These items are *followed* by those bearing the OE numbers described above, in numerical order. In cross references and in the Title Index, an item which does not carry one of the new OE numbers is referred to by the first two digits of the subject group's series number under which it falls, e.g., 20 . . . ; and to locate the item in the annotated list, one finds the 29000-29999 subject group and the item in alphabetical order under it.

One last word on the newer numbering system. A publication issued annually carries the number of previous issues, followed by a dash and the year. When a publication is revised, its number also remains the same, followed by a letter. Both letter and year should be included when entering a catalog number on an order.

GENERAL PUBLICATIONS

10000-10999

Miscellaneous

FS 1.1:960-62

Annual Report 1962—U.S. Department of Health, Education, and Welfare. 433 p. \$1.25

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

Also available:

- 1961. 418 p. \$1.25
- 1960. 314 p. \$1

FS 5.17:109

Annual Report of the Federal Security Agency, Office of Education, 1951-52. Earl James McGrath. 1953. 81 p. 15¢

Discusses the background of Federal support of education and safeguarding of local controls in matters of housing and teacher shortages, aid for exceptional children and children of migrant workers, life adjustment education, educational TV, and methods of education; and the role of the Office of Education in these areas.

FS 5.210:10000

Guide to the National Defense Education Act of 1958. Theodora E. Carlson and Catherine P. Williams. 1959. 27 p. 25¢

An account of the provisions of the act, its rationale and aims; the amount of Federal funds authorized and initial appropriations made under each of its ten titles.

FS 5.210:10001-63

Education Associations, 1962-63. Part 4, Education Directory. Bobbie Doud. 1963. 109 p. 50¢

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

Also available:

- 1961-62. 122 p. 50¢
- 1960-61. 117 p. 50¢

FS 5.210:10002

Know Your Capital City. Mary Willcockson. 1958; reprinted 1960. 49 p. 25¢

An historical guide to the Nation's capital for the student tourist.

FS 5.210:10003-58

Statistical Summary of Education, 1957-58. Rose Marie Walker and W. Vance Grant. 1962. 50 p. 35¢

An abstract of statistics covering the entire field of education from kindergarten through graduate school, drawing in part on other chapters of the biennial survey. Shows national totals for 1957-58 and depicts the growth of education in this country from 1869-70. Contains tables for several new fields.

Also available:

- 1955-56. 96 p. 45¢
- 1953-54. 86 p. 35¢. FS 5.23:952-54/ch. 1
- 1951-52. 65 p. 80¢. FS 5.23:948-52/ch. 1
- 1949-50. 52 p. 20¢. FS 5.23:950-50/ch. 1
- 1947-48. 50 p. 20¢. FS 5.23:946-48/ch. 1
- 1945-46. 40 p. 15¢. FS 5.23:944-46/ch. 1

FS 5.210: 10004-62
Report of the National Defense Education Act, Fiscal Years 1961 and 1962: A Summary of Programs Administered by the Office of Education under Public Law 85-864. 1963. 126 p. \$1

An evaluative account of operations under the various titles of the act during the 3d and 4th years of its existence.

FS 5.210: 10005-63-A
Progress of Public Education in the United States of America, 1962-63. 1963. 37 p. 25¢

Serves as the report of the Office of Education to the 26th International Conference on Public Education at Geneva, Switzerland, July 1-12, 1963, sponsored by UNESCO and the International Bureau of Education.

Also available:

- 1961-62. 52 p. \$1
- 1960-61. 318 p. \$1.25
- 1959-60. 68 p. 30¢

FS 5.210: 10006
Education in the United States of America. 1960. 134 p. 50¢

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

FS 5.210: 10010
A Federal Education Agency for the Future: Report of the Committee on Mission and Organization of the U.S. Office of Education. 1961; reprinted 1963. 56 p. 25¢

Report of the committee charged by the Commissioner of Education to draw up a statement of Office mission over the next decade and an appropriate table of organization.

FS 5.210: 10013
Federal Funds for Education: Fields, Levels, Recipients, 1959 and 1960. Penrose B. Jackson and Dolores A. Steinhilber. 1962. 82 p. 60¢

A series report carrying data for the first time on fields of study, academic levels, and numbers and kinds of recipients. Compiled, with the National Science Foundation, to aid specialists in evaluating

the impact of Federal aid on financing education and developing manpower resources.

FS 5.210: 10014-A
The Constitution of the United States. 43 p. 10¢

A pocket-size booklet presenting the Constitution and all amendments in their original form.

FS 5.210: 10015
The Declaration of Independence and Its Story. R.-L. Hunt and others. Revised 1953. 37 p. 10¢

A pocket edition containing full text with background history, biographical notes, and suggestions for its study in secondary schools.

FS 5.210: 10016
Education for Freedom and World Understanding: A Report of the Working Committees of the Conference on the Ideals of American Freedom and the International Dimensions of Education. Richard D. Poll. 1962; reprinted 1963. 62 p. 30¢

The report of a committee of 140 American educators which met to define the common core of ideals which should command the allegiance of all Americans and to discover ways to give those ideals more effective expression in education.

FS 5.210: 10018
Education and the Development of Human Technology. Kenneth L. Neff. 1962. 84 p. 20¢

A conceptual consideration of the use of planned educational growth to promote economic development as applicable to problems of underdeveloped countries.

FS 5.210: 10019
Financial Management of Federal-State Education Programs. John J. Pateros. 1962. 11 p. 15¢

Summarizes some basic principles to be applied by State and local agencies in administering and managing Federal funds for education allotted to States. See *Financial Accounting for Local and State School Systems, OE-22017*, for specifics on accounting classifications and records.

FS 5.210:10021

The Impact of Urbanization on Education: Summary Report of a Conference, May 28-29, 1962. 1962. 12 p. 10¢

Brief outline of problems identified at a conference of spokesmen for the 15 largest city school systems and key Federal urban planners, called by the Office of Education to establish much-needed channels of communication between educators and urban planners.

FS 5.210:10024-63

Digest of Educational Statistics, 1963. 145 p. 60¢

A compilation of the more significant statistical material available in the Office of Education on schools, enrollments, teachers, graduates, educational attainment, finances, and Federal programs in the field of education in the United States. Data were sometimes regrouped or retabulated.

Also available:

—1962. 153 p. \$1

FS 5.210:10025

Federal Government, 1962-63. Part 5. Education Directory. Martha Walpole. 1963. 61 p. 25¢

The first issue in the Directory series to list key educational personnel in the various U.S. Government departments and independent agencies. Assembled in an organizational format.

FS 5.210:10027

National Development through Social Progress: The Role of Education. Kenneth L. Neff. 1963. 15 p. 15¢

Suggests a theoretical framework for relating education to social, economic, and political progress and cites some implications for U.S. programs of technical assistance.

11000-11999

OE Publications

Higher Education. Subscription: Domestic, \$1.25 a year; foreign, \$1.75. Single copy 20¢

Reports Federal activities and matters of national concern in higher education. Published nine times a year.

School Life. Subscription: Domestic, \$1.75; foreign, \$2.25. Single copy 20¢

Official journal of the Office of Education, published nine times a year. Reports on Office planning and action, legislation and Federal activities and programs affecting education; publishes articles by members of Office staff and presents statistical information of national interest.

FS 5.211:11000C

Publications of the Office of Education, 1963. Revised by Martha Walpole.

An annotated list of publications in stock or in press as of June 1963 and available for sale to the public through the U.S. Government Printing Office. (This is the catalog you are now using.)

FS 5.211:11001

Publications of the Office of Education, 1937-1959. Beryl Parke and Zelma E. McIlvain. 1960. 157 p. 50¢

Lists Office of Education publications by type (bulletin, circular, vocational, other series) over a 22-year period; contains author, subject, and title indexes.

FS 5.211:11002B

Handbook, Office of Education. 1963. 37 p. 25¢

Historical background, function and organization, activities of the various divisions. Includes a statement of career opportunities.

12000-12999

Research

FS 5.212:12004-62

Cooperative Research Projects, Fiscal 1962. Karen Leyonmark. 1963. 64 p. 45¢

Contains brief descriptions of basic and applied research projects initiated under the Cooperative Research (Office of Education) Program during fiscal 1962. Shows the problem under investigation, objectives, procedures used, the contracting in-

stitution, investigator, and duration of project.

Also available:

- Fiscal 1961. 92 p. 45¢
- Fiscal 1960. 112 p. 30¢
- Fiscal 1959. 53 p. 25¢
- Fiscal 1958. 52 p. 25¢

FS 5.212: 12008

Research Problems in Mathematics Education: Reports from a Conference on Psychological Problems and Research Methods. 1960. 130 p. 55¢

Contains a 10-year review of completed research, with extensive bibliography, and proposals for new research related to instruction in mathematics.

FS 5.212: 12011

Research and Studies: Report on the First Two Years. Language Development Program, Title VI, National Defense Education Act of 1958. 39 p. 30¢

Describes the 115 modern language projects initiated in this period under contract to the Office of Education.

FS 5.212: 12014-62

National Defense Language Development Research and Studies, Fiscal 1962. 1962. 24 p. 20¢

Describes the 42 contracts negotiated by the Office of Education under the Language Development Program in its fourth year of operation to improve instruction in modern foreign languages, commonly taught and "neglected."

Also available:

- Fiscal 1961. 27 p. 25¢

FS 5.212: 12015

Research Projects of the Cooperative Research Program: A Five-Year Summary (July 1, 1956—September 30, 1961). 1962. 79 p. 45¢

Lists all the projects initiated since the program began, by serial number, name of director, institution, title, contract dates. The projects are indexed by name of director, by State and institution, and by subject.

FS 5.212:12016

Completed Research, Studies, and Instructional Materials in Modern Foreign Languages. 1963. 27 p. 20¢

Lists the 195 studies so far produced under the Language Development Program (National Defense Education Act) under contract with the Office of Education, with instructions for ordering copies. See OE-12011, OE-12014, and OE-12014-62 for descriptions of the studies.

See also:

- Adventuring in research to improve school practices in homemaking programs (83 . . .)
- Analysis of research in the teaching of mathematics, 1959-60 (23007)
- Core program: Unpublished research, 1956-62 (33030)
- Economics of higher education (50027)
- Education on the aging (13 . . .)
- Experimental college, The (50010)
- Factors related to college attendance (54023)
- Gifted student, The (35016)
- Guide to practical research, A (82011)
- Impact of college (50011)
- Independent study (50005)
- Influence of voter turnout on school bond and tax elections (22012)
- Job motivations and satisfactions of college teachers (53009)
- Library science dissertations, 1925-60 (15044)
- Management of learning (50013)
- Motor characteristics of the mentally retarded (35005)
- Needed research in the teaching of English: Proceedings of a Project English research conference (30010)
- Reporter: Clearinghouse of studies on higher education (50004)
- Research in industrial education, 1960-61 (84016)
- Research in reading in the middle grades (30009)
- Research in reading at the primary level (30008)
- Research in school and college personnel services (25007)

- Research in the teaching of science, July 1957—July 1959 (29000)
- Social climates² in high schools (83016)
- Special reports: Clearinghouse of studies in higher education (50028)
- Studies on the teaching of home economics in colleges and universities, 1955-56 (83 . . .)
- Summaries of studies in agricultural education, 1960-61 (81002)
- Survey of Federal programs in higher education, A (50033)
- Teaching by machine (34010)
- Two-year community college, The (57 . . .)
- Types of tests in Project Talent (25014)

13000-13999

Adult Education

FS 5.30:31

- Adult Education Services of State Departments of Education. John B. Holden. 1959. 48 p. 45¢

A survey of State departments in the area of general, as distinct from vocational, adult education—goals, staff, State aid, types of service, legal provisions, and trends.

FS 5.6:C49

- Education for National Survival: A Handbook on Civil Defense for Schools. John J. Hurley and John R. Ludington. 1956. 88 p. 65¢

Suggests procedures for developing school protection plans, and outlines the responsibilities of school personnel in case of enemy attack or natural disaster.

FS 5.3:958/11

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

An annotated bibliography of references helpful in developing an understanding of the needs and interests of older adults, and of professional development and other educational programs and services.

FS 5.7/a:L712

- Literacy Education: A Series of Reprints from *School Life*. 1952. 12 p. 15¢

Contains the following titles: *Illiteracy and Manpower Mobilization, Manpower Through Literacy Education, Community Responsibility for Literacy Education, Literacy and the National Welfare, The High Cost of Illiteracy, and Educational Attainment of the Adult Population.*

FS 5.4-539

- Participation in Adult Education. Marie D. Wann and Marthine V. Woodward. 1958. 87 p. 30¢

A statistical analysis of adult education activities based on information obtained largely with questions included for the first time in the Current Population Survey of the Bureau of the Census, October 1957.

FS 5.213:13000

- Adult Education in Public Schools, 1940-1956: Data on Enrollment, Instructional Personnel, and Expenditures. Marthine V. Woodward. 1960. 14 p. 20¢

Draws on previously published statistics such as the Biennial Survey of Education in the United States.

FS 5.213:13006

- Adult Education in American Education Week: November 6-12, 1960. 1960. 21 p. 15¢

A discussion of *Lifelong Learners*, education week topic, with program ideas.

FS 5.213:13009

- Statistics of Public School Adult Education, 1958-59. Marthine V. Woodward. 1961. 49 p. 40¢

A survey of adult education programs administered by local public school systems. Contains data on enrollment, group activities, personnel, funds, and cosponsorship with other community institutions.

FS 5.213:13012

- Education of the Adult Migrant. Edward Wagner Brice. 1961. 96 p. 50¢

An account of some urban community approaches to educating the industrial migrant, singling out aspects of the problem requiring study further.

FS 5.213:73076

Frontiers Past Sixty in Hamilton, Ohio: A Study of Hamilton's Center for Older People. Milton C. Cummings and others. 1961. 32 p. 20¢

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

FS 5.213:13017

Literacy and Basic Elementary Education for Adults: A Selected Annotated Bibliography. Betty Arnett Ward and Edward Warner Brice. 1961. 126 p. 55¢

A list of publications on adult fundamental and literacy education programs in the United States and abroad.

See also:

Determining requirements for development of technical abilities through extension courses (80010)

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

Distributive education for adults: Guide for part-time instructors (82008)

Distributive education for adults: Selection and training of part-time instructors (82002)

Education for better living (14063)

Education for a changing world of work (80021)

Education for a changing world of work: Appendix III (80026)

Educational television facilities act of 1962, The (34028)

Food service industry (82007)

Management problems of homemakers employed outside the home (83009)

Management training for small business (82008)

Needs of education for television channel allocations, The (34017)

Preparing your child for school (33006)

Public library for lifelong learning, The (15025)

State library extension services (15009)

Trade and industrial education for girls and women (84002)

Training programs in outside selling (82 . . .)

U.S. Government films for public educational use (34006)

With focus on family living (83 . . .)

Working with parents (20017)

14000-14999

International

FS 5.3:957/2

Austrian Teachers and Their Education Since 1945. Helen C. Lahey. 1957. 82 p. 35¢

Describes the reconstruction of schools and teacher education in Austria following World War II.

FS 5.3:955/7

Education in Honduras. M. Weldon Thompson. 1955. 83 p. 20¢

Background information (history, politics, geography, economics, and sociology), the system of education, and tables showing programs of study.

FS 5.3:954/2

Education in Pakistan. Abul H. K. Sassani. 1954; reprinted 1958. 92 p. 35¢

Special attention is given to provisions for teacher education and higher education. Includes a survey of historical and social factors.

FS 5.3:Ex2/3

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

Describes the various exchange programs conducted under Public Law 584, 79th Congress, with notes on teaching opportunities, terms of awards, eligibility requirements, application and selection procedures.

FS 5.3:956/8

Teaching about the United Nations in United States Educational Institutions. Fredrika M. Tandler. 1956. 40 p. 25¢

A discussion of devices used at different levels of education in classroom or informal teaching about the United Nations.

FS 5.3:959/19

Writers' Handbook for the Development of Educational Materials. Barbara Nolen and Della Goetz. 1959. 183 p. \$1

Produced in response to requests from educators in this country and abroad for information on how to write textbooks and prepare other educational tools; includes a chapter on how to organize a writers workshop. The outcome of a 6-month workshop represented by 13 countries.

FS 5.214:14004-59

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

Annotated list of general publications in the field of comparative education and publications about education in specific countries.

FS 5.214:14016

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

Includes details of changes in teacher-training programs in the postwar period.

FS 5.214:14034-59

Information on Education Around the World, Educational Data: Argentina. Charles C. Hauch. 1961. 13 p. 10¢

Describes types of schools and subjects offered at elementary, secondary, and university levels. Includes sections on vocational schools; commercial, teacher, and adult education.

FS 5.214.14034-67

Information on Education around the World, Educational Data: Cuba. Charles C. Hauch. 1963. 18 p. 15¢

A brief report showing changes made or projected in the educational system since the beginning of the new administration.

FS 5.214:14037

Soviet Education Programs. William K. Medlin, Clarence B. Lindquist, and Marshall L. Schmitt. 1960. 283 p. \$1.25

Reports the findings of three specialists sent to the U.S.S.R. by the Office of Edu-

cation in 1959 to study teaching methods, facilities, and student performance in certain areas of the Soviet school system, particularly science, mathematics, and polytechnical instruction in the general schools. Includes a section on teacher education.

FS 5.214:14039

Education for Africans in Tanganyika. Betty George. 1960. 97 p. 40¢

Discusses a projected expansion of educational facilities in the trust territory scheduled for self-government.

FS 5.214:14043

Educational Trends in the Caribbean: European Affiliated Areas. Charles C. Hauch. 1960. 60¢

The situation in the areas associated with England, France, and the Netherlands.

FS 5.214:14045

Education in the U.S.S.R. 1967; reprinted 1960. 226 p. \$1.25

The organization, curriculum, methods, and policies of the Soviet education system. Includes sections on auxiliary schools, extracurricular activities, vocational training, semiprofessional training, and the teaching profession.

FS 5.214:14051

The United Nations and Related Organizations: A Bibliography. 1960. 17 p. 15¢

A list of factual, readily available publications with addresses of publishers and United Nations specialized agencies from which to obtain them.

FS 5.214:14052

National Higher Technical Education in Indonesia: Recent Trends. Kenneth L. Neff. 1961. 67 p. 45¢

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

FS 5.214:14057

Education in Afghanistan. Abul H. K. Sassani. 1961. 55 p. 40¢

The country's education system, from preprimary classes to schools of agriculture, technology, commerce, teacher training, medicine, and schools for the blind.

FS 5.214: 14062

Soviet Commitment to Education:
Report of the First Official U.S.
Education Mission to the U.S.S.R.
1959. 135 p. 70¢

An account of a 1-month visit led by the Commissioner of Education in 1958 to lay the foundation for cultural relations between the education agencies and institutions of the two countries, and also secure first-hand information on the operation of Soviet schools.

FS 5.214: 14063

Education for Better Living: The Role of the School in Community Improvement. 1957; reprinted 1961. 339 p. \$1.50

Contains first-hand accounts of educational programs rooted in the cultures of 15 countries.

FS 5.214: 14064

Ministries of Education: Their Functions and Organization. Kathryn G. Heath. 1962. 684 p. \$2.50

A factual study based on replies from 69 governments to a 1956 questionnaire. Part I is devoted to comparative data; Part II summarizes official materials on a country-by-country basis.

FS 5.214: 14065

Higher Education in the Philippines. Arthur L. Carson. 1961. 251 p. \$1

A report on the expansion of the country's educational system at the higher level in the first 15 years of complete self-government, marked by a striking increase in the number of colleges and universities, a majority of them private.

FS 5.214: 14066

International Education Exchange:
A Selected Bibliography. Thomas E. Cotner. 1961. 117 p. 50¢

Lists bibliographies in related fields and publications concerning international fellowships, scholarships, and exchange-of-person programs, as well as publications useful in counseling and program planning for foreign visitors.

FS 5.214: 14071

Selected Bibliography on Education in Southeast Asia. Kenneth L. Neff. 1963. 16 p. 15¢

All materials listed are in a Western language, and many are available for sale

or loan in the United States. Included are annual reports of education ministries when made available to the compiler.

FS 5.214: 14074

Education in the Soviet Zone of Germany. Paul S. Bodenman. 1959; reprinted 1962. 162 p. \$1

Some answers to the question What are the educational developments in the Soviet Zone of Germany, based on primary source materials, local publications, and interviews of officials in the Federal Republic.

FS 5.214: 14075

Education in the Republic of Haiti. George A. Dale. 1959; reprinted 1962. 180 p. 70¢

One of a series of basic studies on education in the Latin American republics. The author had been a member of a technical assistance team in rural education in Haiti under the auspices of the U.S. International Cooperation Administration.

FS 5.214: 14076

Japan: Three Epochs of Modern Education. Ronald S. Anderson. 1959; reprinted 1962. 219 p. \$1.25

Discusses the current system in the context of modernization (with Meiji Restoration, 1868) and wartime periods; philosophy, opportunities, administration, teaching methods, and types of education offered, including teacher and vocational. Author was a teacher and consultant in Japan at various times from 1929 to 1957.

FS 5.214: 14077

Education in Mexico. Marjorie C. Johnston. 1956; reprinted 1962. 135 p. 55¢

Characteristics and problems and their background. One of a series prepared for persons working in Inter-American education relations or Latin American area and language studies.

FS 5.214: 14078

Brazil: Education in an Expanding Economy. Augustus F. Faust. 1959; reprinted 1962. 142 p. 50¢

The author, who lived in Brazil for 3 years, characterizes the new dimensions of the country's educational system.

FS 5.214:14079

Soviet Training Programs for Africa. Seymour M. Rosen. 1963. 13 p. 15¢

A brief description of three types of program, plus a table showing the 6-year curriculum for Speciality in Eastern Languages and Literature, Institute of Eastern Languages, and excerpts from an account of these training programs by the Africa Institute in Moscow.

FS 5.214:14080

The Current Situation in Latin American Education. Charles C. Hauch. 1963. 30 p. 15¢

A review of current information on the needs, problems, and progress of education in Latin America, in an historical setting.

FS 5.214:14081

Education in Iran. Abul H. K. Sarsani. 1963. 32 p. 25¢

Discusses the influences from outside, past and present, and the school system today, its scope, philosophy, and practices. Curriculums are reproduced for medicine, dentistry, and pharmacy at the University of Tehran.

FS 5.214:14082

Higher Education in Poland. Part 1: Organization and Administration. Seymour M. Rosen and Nellie Apanasewicz. 1963. 37 p. 20¢

Designed, like its forthcoming sequel, *Studies and Students*, to supply basic current information, the publication is based in part on the authors' visit to Poland in 1961. An appendix lists institutions of higher education and their faculties.

FS 5.214:14085

Fine Arts Education in the Soviet Union. Mayo Bryce. 1963. 74 p. 50¢

A report based on impressions gathered by the author in visits to schools in Moscow and Leningrad specializing in fine arts education, and through interviews with Soviet officials, educators, and artists. Tables show programs of study in the various arts available in general and special schools.

FS 5.214:14086

The Development of Education in Venezuela. George I. Sanchez. 1963. 114 p. 55¢

A descriptive analysis of the educational patterns and needs of a country attempting a "revolution by education" after years of intermittent tyranny. Prepared for the Office of Education by a long-time specialist in Latin American education.

FS 5.214:14088

Higher Education in the USSR. Seymour M. Rosen. 1963. 195 p. \$1

Detailed analysis of statistics on administration, curriculums, enrollment, degrees offered, and graduates, particularly scientists, doctors, teachers, and engineers. Appendixes include a complete listing of higher education institutions.

FS 5.214:14089

Education in Yugoslavia and the New Reform. Vera Tomich. 1963. 146 p. 60¢

Outlines how the General Law on Education of 1958 altered and expanded the country's educational system. Tables give data on illiteracy, adult education, enrollment, and curriculums, including vocational training; charts show how schools are administered at national and republic levels.

FS 5.214:14090

Education in Czechoslovakia. Nellie Apanasewicz and Seymour M. Rosen. 1963. 40 p. 20¢

Current information about the country's elementary, secondary, vocational, and teacher-training institutions. Describes how the school system, much altered since World War II, serves political objectives.

FS 5.214:14091

Education in France. George Male. 1963. 205 p. 75¢

An analysis of all phases of the country's educational system, prepared at a time of striking enrollment increases at the upper levels, with special attention to reform measures instituted in 1959 and 1962.

FS 5.214:14093

Educational Research in Norway in the Twentieth Century. Jons Sandven. 1963. 31 p. 20¢

Describes the evolution of education into an area of serious research at the university level.

See also:

Education and the development of human technology (10018)

Education in the U.S.A. (10006)

Literacy and basic elementary education for adults (13017)

National development through social progress: The role of education (10027)

Progress of public education in the U.S.A., 1961-62 (10005)

Survey of Federal programs in higher education, A (50033)

15000-15999

Library Services

FS 5.3:958/12

Certification of School Librarians. Mary Helen Mahar. 1958. 73 p. 30¢

A State-by-State compilation of current certification regulations. Includes a brief bibliography on certification practices.

FS 5.30:24

State and Publicly Supported Libraries: Structure and Control at the State Level. Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. 1956. 85 p. 55¢

Outlines the broad functions assigned to library agencies and the areas where controls are lodged in the State government.

FS 5.23:950-52

Statistics of Libraries in Institutions of Higher Education, 1951-52. Willard O. Mishoff and Emery M. Foster. 1954. 60 p. 25¢

Summarizes basic data, by type of institution, region, and State; detailed statistics are interpreted for application to problems of librarianship and the book trade.

FS 5.23:954-56/ch.5

Statistics of Public Libraries, 1955-57. Rose Vainstein, Doris C. Holladay, and Mary M. Willhote. 1959. 102 p. 45¢

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

FS 5.23:952-54/(Ch. 6)

Statistics of Public School Libraries, 1953-54. Nora E. Beust and Emery M. Foster. 1957. 73 p. 30¢

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

FS 5.215:15006

State Department of Education Responsibilities for School Libraries. Mary Helen Mahar. 1960. 42 p. 35¢

A survey of the role of State departments of education in this area and its statutory base, as shown by replies to a questionnaire.

FS 5.215:15009

State Library Extension Services: A Survey of Resources and Activities of State Library Administrative Agencies, 1957-58. Wilfred L. Morin and Nathan M. Cohen. 1960. 54 p. 45¢

Information on developments in public and rural library services; finances, personnel, and facilities. Gives data on the numbers of people without adequate public library service in 1955-56.

FS 5.215:15010

State Standards for Public Libraries. Rose Vainstein and Marian Magg. 1960. 85 p. 35¢

Brings together for the first time in one volume data on public library standards, how they evolved and what their scope is.

FS 5.215:15012-61

State Plans under the Library Services Act, Supplement 3, 1963.
186 p. 75¢

A series report giving summaries of State programs initiated under the act, passed in 1956 to promote development of public library service in rural areas. Contains a review of the first 5 years of the act.

Also available:

- Supplement 2, 1960. 144 p. 60¢
- Supplement 1, 1959. 82 p. 35¢.
- FS 5.3:959/17
- 1958. 84 p. 30¢. FS 5.3:958/10

FS 5.215:15022

Statistics of Libraries: An Annotated Bibliography. John Carson Rather and Nathan M. Cohen. 1961; reprinted 1963. 50 p. 25¢

Published sources of recurring surveys: 44 with regional or national coverage, by type of library, 112 that are confined to one State, by State. A detailed index serves as a guide to the contents of the publications.

FS 5.215:15025

The Public Library for Lifelong Learning. Helen E. Wessels. 1961; reprinted 1963. 36 p. 20¢

Answers some questions often raised about how the American public library serves as an educational agency.

FS 5.215:15031-60

Library Statistics of Colleges and Universities, 1959-60. Part 2: Analytic Report. Barbara Denison and Doris C. Holladay. 1962. 40¢

The first of a series of analytic summaries of management and salary data on libraries of higher education institutions,

by type of institution and control, by enrollment size and control, and by salaries for individual library positions. Intended as an aid in administering and developing libraries.

FS 5.215:15032-62

Library Statistics of Colleges and Universities, 1961-62. Institutional Data. Theodore Samore and Doris C. Holladay. 1963. 192 p. \$1

Data on collections, personnel, expenditures, and salaries for individual libraries. The third annual survey in a series designed as a management aid in evaluating and developing library service to higher education.

Also available:

- 1960-61. 89 p. 60¢
- 1959-60. 79 p. 50¢

FS 5.215:15042

The School Library as a Materials Center. Mary Helen Mahar, ed. 1963. 84 p. 50¢

Report of a conference which considered new requirements for the training of librarians and teachers in organizing and using the school library as a materials center.

FS 5.215:15044

Library Science Dissertations, 1925-60: An Annotated Bibliography of Doctoral Studies. Nathan M. Cohen. 1963. 120 p. 75¢

A listing of 224 studies (38% of which were produced between 1956 and 1960), with statistical analysis.

See also:

State governments, 1962-63 (education directory—lists officers of library extension agencies) (20004)
Key audiovisual personnel (34003)

ELEMENTARY AND SECONDARY EDUCATION

Administration and Statistics

20000-20999

General

FS 5.3:953/8

The Common Core of State Educational Information—State Educational Records and Reports Series: Handbook. Paul L. Reason, Emery M. Foster, and Robert F. Will. 1953. 116 p. 40¢

A dictionary of basic items of educational information, a common understanding of which is essential in preparing and using comparative studies and statistical data.

FS 5.17:102

Cooperative Planning: The Key to Improved Organization of Small High Schools. Walter H. Gaumnitz and Wilbur Devilbliss. 1947. 22 p. 10¢

Advances some basic principles as guides in organizing a small high school for improved services to rural youth.

FS 5.4:404

Factors Affecting the Improvement of Secondary Education: Condensed Record of a Round Table Discussion. Howard H. Cummings and others. 1954. 132 p. 70¢

The meeting was called in 1953 by the Office of Education. The report includes a chronology of investigations and experiments in secondary education undertaken since 1930.

FS 5.30:12

The Functions of State Departments of Education: With an Inventory of the Services Provided by the 48 Departments. Fred W. Beach. 1950. 70 p. 40¢

A guide to current practices with an analysis of data on man-months of professional staff time devoted to specific services.

FS 5.30:13

Keystones of Good Staff Relationships. Ellsworth Tompkins. 1951. 16 p. 15¢

Suggests twelve ways in which large high schools can improve their staff relations.

FS 5.3:952/1

Know Your School Law. Ward W. Keesecker. 1952; reprinted 1958. 26 p. 15¢

Discusses the significant relationship between educational laws and the quality and efficiency of education.

FS 5.3:958/9

Organizing Districts for Better Schools. C. O. Fitzwater. 1958. 49 p. 25¢

The findings of a study of State district reorganization programs, with guidelines for action.

FS 5.30:16

The Personnel of State Departments of Education. Andrew H. Gibbs. 1952. 46 p. 30¢

Discusses changing personnel needs of the departments, salaries for professional personnel, staffing of departments, professional training on the job, leave and retirement benefits, and improvement of personnel policies and practices.

FS 5.3:957/13

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

A survey of statutory provisions in 48 States governing size, membership, and related factors.

FS 5.41:5

School District Reorganization: Policies and Procedures. C. O. Fitzwater. 1957. 321 p. \$1.75

Discusses the widespread need for school districts capable of functioning effectively as 12-grade administrative units, and favorable conditions under which to achieve them.

FS 5.17:103

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

A detailed guide to assist State and local school officials in planning school fire-safety programs.

FS 5.34:6

The School Lunch—Its Educational Contribution. Ruth Wood Gavlan. 1944; reprinted 1963. 27 p. 25¢

A guide to managing a school-lunch program, with school-provided meals or food brought from home.

FS 5.3:956/7

School Property Insurance: Experiences at the State Level. N. E. Viles. 1956. 61 p. 25¢

Information on total premium costs, losses, and loss ratios for fire insurance on school properties in the various States for the 5-year period 1948-52. Reviews the experience of the five States which have developed State-operated school insurance programs for elementary and secondary schools.

FS 5.2:R11/2

The Six R's: Reading, 'Riting, 'Rithmetic, Rights, Responsibilities, Human Relations. 1952. 24 p. 10¢

A cartoon booklet with a serious theme—children are not going to learn their R's without more public support for the schools.

FS 5.30:28

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

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

Y 3.W58/2:2 Sch. 6

A Statistical Survey of School District Organization in the United States, 1954-55. 1955. 13 p. 15¢

A count of school districts, 1932-55, one-teacher schools, 1930-55, schools operated by school districts, 1948-55, and county units of school administration, with figures on the status of school districts reorganized 1945-55.

FS 5.23:954-56/ch. 3, sec. III

Statistics of Local School Systems, 1955-56. County Units. Gerald Kahn. 1959. 91 p. 35¢

Gives data on enrollment and attendance, administrative and instructional staff, and finances. Suggests some economic advantages of the larger school unit.

FS 5.23:954-56/ch. 3, sec. IV

Statistics of Local School Systems, 1955-56. Rural Counties. Walter H. Gaumnitz, Emanuel Reiser, and Mary Anne Harvey. 1959. 168 p. \$1.50

Contains data on 1,109 counties. Selected indexes of pupil-teacher ratio, size factors, average salaries, per-pupil costs are shown with comparable indexes for the large cities and for the entire State of which each group of counties is a part.

FS 5.23:954-56/ch. 3, sec. I

Statistics of Local School Systems: Staff, Pupils, and Finances, 1955-56. Cities. Lester B. Herlihy. 1959. 250 p. \$1

Shows separate statistics for elementary and secondary schools; gives financial data for each city.

Also available:

—1953-54. 153 p. 60¢. FS 5.23:952

54/ch. 3

—1950-52. 137 p. 45¢. FS 5.23:950-50/ch. 3

—1949-50. 85 p. 30¢. FS 5.23:948 50/ch. 3

FS 5.23:946-48/ch. 7

Statistics of Nonpublic Secondary Schools, 1947-48. Rose Marie Smith. 1951. 11 p. 10¢

Data on enrollment, graduates, and staff members; comparable enrollments in public and nonpublic schools for 1947-48. A survey of 3,000 nonpublic secondary schools.

FS 5.220:20004-63

State Governments, 1962-63. Part 1, Education Directory. Louise Rattiff Murphy. 1962. 79 p. 30¢

Lists professional personnel in State and Territorial departments of education (regular employees responsible to the chief State school officer whose duties are State-wide in scope), and the executive officers of State and Territorial library extension agencies. Organization of the departments is indicated.

FS 5.220:20005-63

Public School Systems, 1962-63. Part 2, Education Directory. Louise R. Ayers and Anita V. Turner. 1963. 246 p. \$1

Lists for each State (1) all intermediate administrative units and (2) local school districts with 300 or more pupils, with names of superintendents and mailing addresses in each case. Superintendents or counterparts are also given for church-related schools.

FS 5.220:20007-62

Fall 1962 Statistics on Enrollment, Teachers, and Schoolhousing in Full-Time Public Elementary and Secondary Day Schools. Carol Joy Hobson and Samuel Schloss. 1963. 37 p. 35¢

Gives data by State and organizational level, including for the first time (1) enrollment by grade within each organizational level, (2) number of operating and nonoperating school districts, and (3) public high school graduates for the preceding school year. For the first time also, the survey, the ninth, shows figures for the country's 15 largest cities.

Also available:

- 1960. 23 p. 25¢
- 1959. 20 p. 25¢
- 1958. 18 p. 20¢. FS 5.4: 551
- 1957. 13 p. 15¢. FS 5.4: 513
- 1956. 8 p. 15¢. FS 5.4: 490
- 1955. 8 p. 15¢. FS 5.4: 467

FS 5.220:20008

State and Local School Systems, 1955-56. Suburban Cities. Joel Williams and Tobia Bressler. 1960. 156 p. \$1

Statistics on the suburban school comparable to those published in series on city

school systems, to meet the needs of sociologists and educators for data on the effects of suburbanization on the population.

FS 5.220:20013

Approval and Accreditation of Public Schools. William B. Rich. 1960. 40 p. 40¢

Information on the rationale and methods of approval and accreditation programs of State departments of education.

FS 5.220:20014

Schools in Our Democracy. 1960. 28 p. 15¢

A discussion of five basic issues in American education by the Commissioner of Education, touching on character education in schools, American versus European schools, and national standards for education.

FS 5.220:20017

Working with Parents: A Handbook. Hazel F. Gabbard. 1948; reprinted 1957. 46 p. 25¢

Information about home-school projects and group-parent activities, and references on child development and parent education.

FS 5.220:20019

Strengthen Schools for the 60's: American Education Week, November 6-12, 1960. 10 p. 10¢

An annotated list of publications on elementary school education related to the year's Education Week theme.

FS 5.220:20020-60

Statistics of State School Systems, 1959-60. Carol Joy Hobson and Samuel Schloss. 1963. 108 p. 70¢

Basic data on the organization, staffing, enrollment, and financing of public elementary and secondary day schools. Includes statistics for nonpublic regular day schools. Shows national enrollments for (1) elementary and secondary departments of institutions of higher education, (2) Federally operated schools on Federal installations, (3) Federal schools for Indians, and (4) residential schools for exceptional children.

Also available:

- 1957-58. 100 p. 70¢
- 1955-56. 140 p. 45¢. FS 5.23:954-56/ch. 2
- 1953-54. 141 p. 55¢. FS 5.23:952-54/ch. 2
- 1951-52. 105 p. 35¢. FS 5.23:950-52/ch. 2

FS 5.220:20021-61

How Strong Is Your School? 1961; revised 1963. 12 p. 10¢

Briefly reviews for parents and citizens what the National Defense Education Act offers elementary and secondary schools in stronger curriculums and counseling services.

FS 5.220:20028

State Plans for Improving Statistical Services. Ivan N. Seibert, Jerry N. Waddell, and Louise R. Murphy. 1961. 173 p. 65¢

Outlines programs for improving State statistical services with the aid of Federal funds, on a matching basis, under title X of the National Defense Education Act.

FS 5.220:20031

Directory of Public Secondary Day Schools, 1958-59: Showing Accreditation Status, Enrollment, Classroom Teachers, and Other Data. Leah W. Ramsey. 1961. 163 p. \$1.25

Lists all known secondary schools by name or place with information as noted in the publication's title.

FS 5.220:20032-59

Statistics of Public Secondary Schools, 1958-59. Edmund Ford and Virgil R. Walker. 1961. 52 p. 40¢

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

Also available:

- 1951-52. 81 p. 35¢. FS 5.23:950-52/ch. 5

FS 5.220:20033

Implications for Elementary Education: Followup on the 1960 White House Conference on Children and Youth. 1961. 42 p. 25¢

An inquiry into what constitutes a good elementary school. An Office of Education

committee reviews the pertinent White House recommendations and suggests some priorities for improving elementary education in the 60's.

FS 5.220:20036

Partners in the School Enterprise. Gene C. Fusco. 1962. 10 p. 10¢

Booklet prepared in support of American Education Week, November 11-17, describing the role of the citizen in achieving better schools. Includes a checklist for parents.

FS 5.220:20043

Nonpublic Secondary Schools: Directory 1960-61. Diane B. Gertler and Leah W. Ramsey. 1963. 106 p. 75¢

Lists all known independent and church-affiliated schools, including those without accreditation, with figures on size, classroom teachers, enrollment, and graduates, in a separate publication for the first time. Companion to *Statistics on Nonpublic Secondary Schools, 1960-61* (OE-20050).

FS 5.220:20046

The Junior High School: A Survey of Grades 7-8-9 in Junior and Junior-Senior High Schools, 1959-60. Grace S. Wright and Edith S. Greer. 1963. 96 p. 45¢

Baseline data against which future studies on school practices for early adolescence may be examined. Covers administrative, organizational, and curricular practices; pupil services; and staff qualifications.

FS 5.220:20048

Talent—A State's Resource; A State's Responsibility. J. Ned Bryan. 1963. In press.

A survey of State programs for the gifted and discussion of outstanding problems in meeting the educational needs of this group. Includes a directory of State department personnel in the area and a bibliography of pertinent State department and Office of Education publications.

FS 5.220:20050

Statistics on Nonpublic Secondary Schools, 1960-61. Diane B. Gertler. 1963. 53 p. 40¢

An analytical report on affiliation, enrollment, graduates, and teachers, based on data not gathered since 1947-48. See also *Nonpublic Secondary Schools: Directory 1960-61* (OE-20043).

See also:

- Broadening the services of small high schools (36...)
- Characteristics of administrative handbooks for school staff personnel (23007)
- Education for national survival (13...)
- Elementary school administration and organization (23006)
- Health services in city schools (28...)
- Look ahead in secondary education, A (24...)
- Ministries of education (14064)
- Report of the National Defense Education Act, fiscal 1961 and 1962 (10004)
- School finance and school business management (22...)
- School insurance: Managing the local program (21004)
- School life (periodicals) (11...)
- Small schools are growing larger (36001)
- State department of education responsibility for school libraries (15006)
- State legislation on school attendance (24000)
- Statistical summary of education, 1957-58 (10003)
- Statistics of public school libraries, 1953-54 (15...)
- Statistics of public school systems in 101 of the most rural counties, 1955-56 (36...)
- Statistics of rural schools (36...)
- Statistics of special education for exceptional children, 1952-53 (35015)
- Understanding testing (25003)

21000-21999**Buildings, Equipment**

- FS 5.51:6**
Administrative Facilities in School Buildings. James L. Taylor. 1957. 52 p. 45¢

Specifications of school plant elements such as principal's office, teachers' room, conference rooms, guidance facilities, health clinic, and storage space.

- FS 5.51:4**
Children's Body Measurements for Planning and Equipping Schools: A Handbook for School Officials and Architects. W. Edgar Martin. 1955. 113 p. 50¢

Tabular data on 130 body measurements of children in various positions.

- FS 5.4:445**
Clerical and Custodial Staff in Public Secondary Day Schools, 1951-52. Ellsworth Tompkins and Mabel C. Rice. 1955. 83 p. 55¢

Data is given for school enrollment, type of school organization, and size of community, by State. Based on a nationwide poll of public schools with enrollments of 500 or more.

- FS 5.51:1**
Designing Elementary Classrooms: An Approach to the Problems of Classroom Design in Relation to the School Child and Program. James L. Taylor and others. 1953. 55 p. 40¢

Discusses good classroom design in terms of educational specifications.

- FS 5.3:957/20**
Local School Construction Programs. N. E. Viles. 1957. 80 p. 55¢

An outline for school officials defining procedures, obligations, and lines of authority from the point of view of school districts, boards of education, school staffs, and local officials. Thirty tables give details of financing.

- FS 5.51:3**
Planning and Designing the Multi-purpose Room in Elementary School. James L. Taylor. 1954. 48 p. 35¢

A discussion of its layout, design, and use. Includes sample floor plans.

- FS 46:995**
Report on the Long-Range Planning of the School Facilities Survey. Ray L. Hamon, N. E. Viles, and others. 1955. 71 p. 55¢

Presents data supplied by 30 State departments of education on long-range plans for school plant construction, with cost estimates.

FS 5.51:5

The Secondary School Plant: An approach for Planning Functional Facilities. James L. Taylor. 1956. 60 p. 45¢

An outline of principles, techniques, and procedures applied successfully in a number of communities. Sample specifications are included.

FS 5.30:26

State School Plant Services. N. E. Viles and Ray L. Hamon. 1956. 78 p. 55¢

Outlines the responsibilities of State departments of education for school housing.

FS 5.221:21000

Facilities and Equipment for Science and Mathematics: Requirements and Recommendations of State Departments of Education. W. Edgar Martin. 1960. 130 p. \$1

The role of State departments of education as enumerated in the official codes and guides, plus some recommendations advanced by department officials in housing and planning service.

FS 5.221:21002

School Plant Management: Organizing the Maintenance Program. R. N. Finchum. 1960. 98 p. 50¢

An account of the procedures essential to developing efficient maintenance programs, for the use of school district organizations and administrators of such programs.

FS 5.221:21004

School Insurance: Managing the Local Program. R. N. Finchum and N. E. Viles. 1959. 97 p. 50¢

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

FS 5.221:21005

School Plant Management: Administering the Custodial Program. R. N. Finchum. 1961. 97 p. 40¢

Gives the school administrator's view of the problems involved in providing adequate

building services, with an outline of procedures used with success in various parts of the country. Included are sections on personnel requirements and policies, custodial duties and work schedules, training programs, and supplies and equipment.

FS 5.221:21006

Functional Schools for Young Children. James L. Taylor, Lillian L. Gore, and Hazel F. Gabbard. 1961. 81 p. 65¢

Data gathered in a survey of newly constructed or remodeled elementary schools, with special attention to programs and facilities for children 3 to 8 years old, as an aid to school administrators in preparing specifications for nursery schools, kindergartens, and primary grades 1, 2, and 3. Illustrated.

FS 5.221:21017

School Fires: Prevention, Control, Protection. R. N. Finchum and Glenn C. Boerrigter. 1962. 130 p. 55¢

The latest information, research findings, and proven practices, for the use of administrators in planning a complete program of school fire safety. Chapters on areas of responsibility, national, State, and local; hazards; housekeeping; and safety devices.

FS 5.221:21019

Property Accounting for Local and State School Systems. Paul L. Reason and George G. Tankard, Jr. 1959; reprinted 1962. 194 p. 75¢

The basic guide to property accounting. Prepared in the interests of standardizing accounts and terminology as an aid to improving the accuracy of local, State, and national summaries needed by policymakers. Third of four handbooks in the State Educational Records and Reports Series prepared with the cooperation of five nationwide education associations.

FS 5.221:21020

School Sites: Selection, Development, and Utilization. James L. Taylor. 1958; reprinted 1962. 91 p. 75¢

A study for the use of school boards, planners, and designers in determining where to build, based on an assumption that the school site is an educational tool. Illustrations of school plants and site layouts.

FS 5.221:21021

Planning Schools for New Media: A Guide for Boards of Education, School Administrators, and Architects. Amo de Bernardis and others. 1962. 72 p. 50¢

A manual to aid in planning schools so that teachers can make full use of modern media of instruction. Briefly discusses specifications of construction, facilities, and equipment, illustrating with sketches, diagrams, and photographs. First published by Portland State College, under contract to the Office of Education.

FS 5.221:21022

Loans for Laboratory and Other Special Equipment for Science, Mathematics, and Modern Foreign Languages. 1962. 8 p. 10¢

Answers questions frequently asked about the loan program for private non-profit schools (for which 12 percent of these loans is reserved), as provided in section 305 of title II of the National Defense Education Act.

FS 5.221:21024

Language Laboratory Facilities: Technical Guide for the Selection, Purchase, Use, and Maintenance. Alfred S. Hayes. 1963. 119 p. 50¢

A guide to various systems, with technical specifications, prepared by the Electronic Industries Association. Based on criteria supplied by the Office of Education. A sample procurement specification is given.

FS 5.221:21025

Space and Facilities for Art Instruction. James L. Taylor, Mayo Bryce, and Rose E. Koury. 1963. In press.

Discusses ways to approach functional planning, drawing on the example of new elementary and secondary schools across the country.

See also:

Administration of PL 874 and 815 (22003)

Buildings, equipment, and facilities for vocational agriculture education (81003)

Fall 1962 statistics on enrollment, teachers, and schoolhousing (20007)

Farm mechanics in vocational agriculture (81001)

Financial accounting for local and State school systems (22017)

Financing public school facilities (22 . . .)

General facilities and equipment—Science and mathematics in public schools, 1958 (29006)

Loans for laboratory and other special equipment for science, mathematics, and modern foreign languages (21022)

Modern foreign languages in high school: The language laboratory (27013)

Physical education in urban elementary school (28 . . .)

School fires: Prevention, control, protection (21017)

School plant courses offered by colleges and universities in the U.S., 1956-59 (56 . . .)

School property insurance: Experiences at the State level (20 . . .)

Statistics of libraries: An annotated bibliography (15022)

Teaching by machine (34010)

Teaching of general biology in public high schools of the U.S. (29 . . .)

22000-22999

Finances.

FS 5.30:15

Financing of State Department of Education, The: With 48 Statements on Financial Practices Prepared by the Departments. Fred F. Beach and Clayton D. Hutchins. 1951. 83 p. 45¢

Traces the financial procedures adopted from formulation of State education budgets to appropriation and expenditure of funds, and points to the principles underlying sound financial practices. The third in a series.

FS 5.30:32

Financing Public School Facilities. Clayton D. Hutchins and Elmer C. Deering. 1959. 214 p. \$1.50

Describes State programs for assisting local school districts financially, giving detailed information about provisions for financing school buildings.

FS 5.30:29

School Finance and School Business Management. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1958. 78 p. 60¢

Outlines the operations in State departments of education related to the delegation of responsibility, and the man-months devoted to State services, in school finance and school business management.

FS 5A:498

Trends in Significant Facts on School Finance, 1929-30-1953-54. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1957. 77 p. 60¢

Tables and charts showing trends over 28 years on population, income, and State taxes; school revenue; Federal aid; school personnel and districts; expenditures, including capital outlay and school debt.

FS 5.222:22000-59

Current Expenditures Per Pupil in Public School Systems: Urban School Systems, 1958-59. Gerald Kuhn and Walter H. Gaumnitz. 1961. 82 p. 50¢

Detailed data for individual school systems and an analysis of the data, in continuation of a series started in 1918 to provide comparative materials on school expenditures for school administrators and educational researchers. Figures on 1959-60 will be presented under a new series conducted biennially.

Also available:

—1957-58. 71 p. 45¢

Large Cities

—1956-57. 35 p. 30¢. FS 5.4:537

—1955-56. 25 p. 15¢. FS 5.4:500

—1954-55. 33 p. 30¢. FS 5.4:473

—1953-54. 27 p. 25¢. FS 5.4:436

Small and Medium-Sized Cities

—1956-57. 39 p. 25¢. FS 5.4:538

—1955-56. 27 p. 25¢. FS 5.4:501

—1954-55. 34 p. 30¢. FS 5.4:472

—1953-54. 34 p. 30¢. FS 5.4:438

—1952-53. 29 p. 25¢. FS 5.4:392

FS 5.222:22002

Public School Finance Programs of the United States, 1957-58. Albert R. Munse and Eugene P. McLoone. 1960. 275 p. \$2

Gives State-by-State descriptions of revenue provisions for State and local

financing of public education, including sources of funds, school indebtedness, assessment, budget and audit procedures, and trends in public school support.

Also available:

—1953-54. 251 p. \$1.50. FS 5.30:22

FS 5.222:22003-62

Administration of Public Laws 874 and 815: Twelfth Annual Report of the Commissioner of Education, June 30, 1962. 1963. 167 p. \$1.

Outlines major accomplishments of the two programs since instigation to provide financial assistance to local educational agencies in federally affected areas for current operating expenses and for school construction. Tables show receipts and disbursements for each program for fiscal year ending June 30, 1962.

Also available:

—1961. 179 p. \$1.25

—1960. 161 p. \$1

—1959. 166 p. 60¢

—1958. 160 p. \$1. FS 5.1/2:7

—1957. 145 p. 75¢. FS 5.1/2:8

—1956. 134 p. 65¢. FS 5.1/6

—1955. 134 p. 65¢. FS 5.1/2:6

FS 5.222:22009-62

Bond Sales for Public School Purposes, July 1, 1961—June 30, 1962. Elmer C. Deering. 1963. 11 p. 15¢

Third in a series of State-by State summaries of new bond sales; shows the number and amount of sales with average net interest costs, by issuing agencies and by Moody ratings.

FS 5.222:22012

Influence of Voter Turnout on School Bond and Tax Elections. Richard F. Carter and William G. Savard. 1961; reprinted 1963. 31 p. 20¢

Findings of a research study conducted at Stanford University on the extent, effect, and sources of turnout for these elections over the 10-year period 1948-59.

FS 5.222:22013

Revenue Programs for the Public Schools in the United States, 1959-60. Albert R. Munse. 1961. 79 p. 55¢

Tables showing trends in State patterns of support of public education through local, intermediate, district, State, and Federal revenue.

FS 5.222:22015

Trends in Financing Public Education, 1929-30 to 1959-60. Clayton D. Hutchins and Dolores A. Steinhilber. 1961. 186 p. \$1

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

FS 5.222:22017

Financial Accounting for Local and State School Systems: Standard Receipt and Expenditure Accounts. Paul L. Reason and Alpheus L. White. 1957; reprinted 1962. 235 p. \$1

The basic guide on the subject prepared in the interests of standardising accounts and terminology as an aid to improving the accuracy of local, State, and national summaries needed by policy makers. Second of four handbooks in the State Educational Records and Reports Series prepared with the cooperation of five nationwide education associations.

FS 5.222:22018

Financial Accounting for School Activities. Everett V. Samuelson, George G. Tankard, Jr., and Hoyt W. Pope. 1959; reprinted 1962. 100 p. 50¢

Supplements *Financial Accounting for Local and State School Systems*, OE-22017 above, in the State Educational Records and Reports Series. Contains a standard classification and definitions of accounts for handling receipts and expenditures for school activities, and presents a system of accounting to illustrate how these accounts may be used.

FS 5.222:22019-60

Current Expenditures Per Pupil in Large Public School System, 1959-60. Gerald Kahn. 1962. 27 p. 25¢

A survey of elementary and secondary full-time day programs of 332 public school systems with an enrollment of 12,000 or more pupils. Indexes for both average daily attendance and average daily membership are used.

See also:

Federal funds for education: Fields, levels, recipients, 1959 and 1960 (10013)

Financial management of Federal-State education programs (10019)
Loans for laboratory and other special equipment for science, mathematics, and modern foreign languages (21022)

Local school construction programs (21 . . .)

Property accounting for local and State school systems (21019)

Report on the long-range planning of the school facilities survey (21 . . .)

Report of the National Defense Education Act, fiscal 1961 and 1962 (10004)

School insurance: Managing the local program (21004)

School property insurance: Experience at the State level (20 . . .)

Selected indexes of rural school finance in the U.S., 1955-56 (30000)

Statistics of local school systems, 1955-56 (20 . . .)

Statistics of nonpublic secondary schools, 1947-48 (20 . . .)

Statistics of State school systems, 1959-60 (20020)

Steps to excellence: A program to improve science teaching (29037)

23000-23999**Staff, Salaries****FS 5.223:23000**

Statutory Basis for Administrative and Specialized Service Staffing in School Districts. Winston L. Roesch. 1960. 208 p. 75¢

Addresses the question "How large must a school system be to qualify for positions such as business manager and assistant principal?"

FS 5.223:23002-60

Teacher Turnover in Public, Elementary and Secondary Schools, 1959-60. Ward S. Mason and Robert K. Bain. 1963. 28 p. 25¢

Statistics on staff at opening and closing of 1959 school year and opening of 1960 school year; number of teachers added in the period and source from which re-

recruited; the number of teachers leaving their jobs, by sex and teaching level.

Also available:

—1957-58. 38 p. 30¢

FS 5.223:23006A

Elementary School Administration and Organization. Stuart E. Dean. 1960; reprinted 1963. 128 p. 55¢

The findings of a national survey of policies, practices, and trends submitting a comprehensive status report on what the schools are actually doing.

FS 5.223:23007

Characteristics of Administrative Handbooks for School Staff Personnel. John F. Staehle. 1960. 50 p. 25¢

The handbooks of 72 medium-sized and large school systems throughout the country were reviewed with regard to school agencies and personnel, instruction and supplementary services, facilities and equipment, and community relations.

FS 5.223:23009

The Beginning Teacher: Status and Career Orientations. Ward S. Mason. 1961. 196 p. \$1.25

Further analysis of data published in 1958 on the social, professional, and economic status of beginning teachers; their aspirations, values, and attitudes, as indicated by a study undertaken in 1957.

Also available:

—A survey of New Teachers in the Public Schools, 1956-57. 1958. 56 p. 40¢. FS 5.4:510

FS 5.223:23023

Local School Boards: Organization and Practices. Alpheus L. White. 1962; reprinted 1963. 103 p. 50¢

Prepared in the belief that the local school board is a key agency in school improvement, on the basis of a questionnaire survey. Discusses selection of members, size of board, term of office, special and standing committees, meetings, and compensation of members.

FS 5.223:23024

Local Planning for Better School Districts. C. O. Fitzwater and Winston L. Roesch. 1957; reprinted 1962. 20 p. 15¢

A guide to planning a redistricting program for improved education with the aid of State departments of education, the emphasis being on the importance of co-operative effort. Designed for use by county and local district superintendents, school board members, and lay citizens.

FS 5.223:23026

Merit Salary Programs in Six Selected School Districts. James P. Steffensen. 1962. 63 p. 30¢

Examines practices and procedures in administering a merit salary policy as a means to improve teacher salary structure, in terms of the experience of some school districts prominent in the field.

FS 5.223:23027

Staff Personnel Administration: Selected Practices and Issues. James P. Steffensen. 1963. 49 p. 25¢

A study of three functions of personnel administration programs receiving major attention in the current reappraisal of these programs. Based on correspondence and interviews with personnel officers in selected school districts throughout the country.

FS 5.223:23030

Selected State Programs in Migrant Education. George E. Haney. 1963. 38 p. 25¢

A survey of seven State programs, regular and summer school, their organization at local and State levels, their solution to some of the problems of administration, with guidelines for new programs.

FS 5.223:23031

Preparation in School and College Personnel Work: Programs and Course Offerings, Summer 1963, Academic Year 1963-64. Leonard M. Miller and Roland G. Ross. 1963. 196 p. \$1.25

The listing, by State and institution, serves as a directory to guide a student in selecting institutions with which to correspond.

See also:

Certification of school librarians (15 . . .)

Clerical and custodial staff in public secondary day schools, 1951-52 (21 . . .)

- Directors and supervisors of special education in local school systems (35000)
- Directory of public secondary day schools (20031)
- Fall enrollment, teachers, and school-housing (20007)
- Fifth-year programs of classroom teacher education (58008)
- Guidance workers certification requirements (25005)
- Junior high school, The: A survey of grades 7-8-9, 1959-60 (20046)
- Key audiovisual personnel (34003)
- Keystones of good staff relationships (20...)
- Leadership role of State supervisors of mathematics, The (29032)
- Nonpublic secondary schools: Directory 1960-61 (20043)
- Personnel of State departments of education (20...)
- Public school systems, 1962-63 (education directory) (20005)
- Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29...)
- Salaries and other characteristics of beginning rural school teachers, 1953-54 (36...)
- School library as a materials center. The (15042)
- School plant management: Administering the custodial program (21002)
- Science and mathematics teachers in public high schools (29045)
- Selected indexes of rural school finance in the U.S., 1955-56 (36000)
- Small schools are growing larger (36001)
- State governments, 1962-63 (education directory) (20004)
- Statistics of local school systems, 1955-56 (20...)
- Statistics on nonpublic secondary schools, 1960-61 (20050)
- , 1947-48 (20...)
- Statistics of public secondary schools, 1959-60, (20032)
- Statistics of rural schools (36...)
- Statistics of special education for exceptional children, 1952-53 (35015)
- Statistics of State school systems, 1959-60 (20020)
- Teachers of children who are socially and emotionally maladjusted (35013)
- Teaching of science in public high schools, The (29...)

Students

24000-24999

Enrollment, Retention, Graduation

FS 5.3:954/4

A Look Ahead in Secondary Education: Report of the Second Commission on Life Adjustment Education for Youth. Homer H. Cummings and others. 1954. 105 p. 35¢

A review of State activities undertaken to serve the needs of all youth of high school age—conferences, workshops, commissions, and publications.

LI 7: sch. 6

National Stay-in-School Campaign: Handbook for Communities. 1957. 25 p. 15¢

Materials prepared in cooperation with the Departments of Labor and Defense and addressed to parents, teachers, students in an appeal to boys and girls of high school age to stay in school and graduate.

FS 5.23:948-50

Offerings and Enrollments in High School Subjects, 1948-50. Mabel C. Rice, J. Dan Hull, and Grace S. Wright. 1951. 118 p. 30¢

All public secondary day schools, including junior high schools, with enrollment of 500 or more were canvassed, and 50 percent of those with enrollments of less than 500.

FS 5.224:24000

State Legislation on School Attendance. Nelda Umbeck. 1960. 33 p. 30¢

Covers legislation enacted during 1959. Includes school census and child labor information, tables on public school enrollments, and a State-by-State summary of attendance regulations.

FS 5.224:24001

Retention in High Schools in Large Cities. David Segel and Oscar J. Schwarm. 1957. 20 p. 20¢

Compares retentions in grades 9, 10, 11, and 12, and classifies dropouts by sex and motive. A 4-year study in which 22 cities cooperated.

FS 5.224:24003

Requirements for High School Graduation. Grace S. Wright. 1961. 20 p. 20¢

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

FS 5.224:24007

Enrollment in Public and Nonpublic Elementary and Secondary Schools, 1950-80. Kenneth A. Simon. 1962. 12 p. 15¢

The projections, based on actual enrollment, 1950-60, are designed as an aid to planners in making policy decisions related to education.

See also:

Current expenditures per pupil in public school systems (22000)

Directory of public secondary day schools (20031)

Enrollment in public and nonpublic elementary and secondary schools: 1950-80 (24007)

Exceptional children and youth: Special education enrollments in public day schools (35019)

Fall 1962 statistics on enrollment, teachers, and schoolhousing (20007)

Nonpublic secondary schools: Directory 1960-61 (20043)

Offerings and enrollments in science and mathematics in public high schools (29021)

Special education enrollments in local public schools (35027)

State and local school systems, 1955-56: Suburban cities (20008)

Statistics of local school systems, 1955-56 (20...)

Statistics on nonpublic secondary schools, 1960-61 (20050)

—, 1947-48 (20...)

Statistics of public school systems in 101 of the most rural counties, 1955-56 (36...)

Statistics of public secondary schools (20032)

Statistics of rural schools (36...)

Statistics of special education for exceptional children, 1952-53 (35015)

Statistics of special education for exceptional children and youth, 1957-58 (35048)

Statistics of State school systems, 1950-60 (20020)

Teaching of general biology in public schools of the U.S., The (29...)

Teaching of science in public high schools, The (29...)

What high school pupils study: A national survey of the scholastic performance of pupils of various abilities (33025)

25000-25999

Guidance, Counseling, Testing

FS 5.3:959/7

Status of Preparation Programs for Guidance and Student Personnel Workers. Paul MacMinn and Roland G. Ross. 1959. 49 p. 25¢

Locates the programs throughout the country, gives curriculums, degrees offered, and supply and demand data.

FS 5.225:25003

Understanding Testing: Purposes and Interpretations for Pupil Development. Kenneth F. McLaughlin, ed. 1960; reprinted 1963. 24 p. 25¢

Reprints from *School Life* on the types of tests available, the building of tests, and the administration of testing programs, with a glossary of measurement terms.

FS 5.225:25005A

Guidance Workers Certification Requirements. Dolph Camp. 1963. 107 p. 35¢

Lists certification requirements for guidance workers through 1962, by State. Includes qualifications required for positions in secondary schools operating guidance programs under title V-A, National Defense Education Act.

FS 5.225:25007

Research in School and College Personnel Services. Paul MacMinn, Carroll H. Miller, and Frank E. Wellman. 1960. 136 p. 55¢

An outline of unpublished research studies related to school and college personnel services, a joint project of the National Association of Guidance Supervisors and Counselor Trainers and the Office of Education. To be published biennially.

FS 5.225:25011

The National Defense Counseling and Guidance Training Institutes Program: A Report of the First 50 Institutes. Leona E. Tyler. 1960. 93 p. 35¢

A report on the nature and scope of the first short-term counseling and guidance training institutes authorized by the National Defense Education Act.

FS 5.225:25014

Types of Tests in Project Talent. John T. Dailey and Marion F. Shaycoft. 1961; reprinted 1963. 62 p. 25¢

A brief history of testing illustrated with various standardized tests used in Project Talent, a nationwide inventory testing approximately a half-million high school students in a research project centered at the University of Pittsburgh.

FS 5.225:25020

Guidance, Counseling, and Testing Program Evaluation: Suggestions for Secondary Schools, Title V-A, National Defense Education Act of 1958. Frank E. Wellman and Don D. Twiford. 1961. 37 p. 30¢

Recommended procedures for conducting evaluative studies of State supervisory pro-

grams and local secondary school guidance, counseling, and testing programs.

FS 5.225:25021

Guidance for the Underachiever with Superior Ability. Leonard M. Miller, ed. 1961; reprinted 1963. 85 p. 35¢

The report of an Office of Education conference on how to identify the guidance needs of the underachiever and how to meet them at the various levels of education.

FS 5.225:25027

An Approach to Individual Analysis in Educational and Vocational Guidance. David Segel, Frank E. Wellman, and Allen T. Hamilton. 1968; reprinted 1962. 39 p. 20¢

A reappraisal of the significant steps in the measurement program of secondary schools growing out of the question "How can we improve the selection of students for vocational education?"

FS 5.225:25032

Guidance for Children in Elementary Schools. Hyrum M. Smith and Louise O. Eckerson. 1963. 22 p. 15¢

Reviews guidance practices shared by 24 programs rated outstanding by State Directors of Guidance; makes cautionary recommendations about the certification of the profession.

FS 5.225:25034

Role of the School in Prevention of Juvenile Delinquency: A Research Symposium Sponsored by U.S. Office of Education and Phi Delta Kappa. William R. Carriker, ed. 1963. 101 p. 35¢

Work-study programs, reading failure, and other considerations are discussed in a group of papers presented at a symposium to show the results of activities carried out to promote research in the area

See also:

Education for a changing world of work; Appendix III (80026)
How strong is your school? (20021)
Junior high school, The: A survey of grades 7-8-9 (20046)

ELEMENTARY AND SECONDARY EDUCATION

27000

Source materials for secondary school teachers of foreign languages (27001)

Visually handicapped child at home and school, The (35045)

26000-26999

Careers

FS 5.17:119

Careers in Atomic Energy. Walter J. Greenleaf. 1957. 86 p. 25¢

The kinds of positions available—part time and full time, graduate research contracts and technical jobs—in universities, hospitals, research institutions, and government.

FS 5.226:26007

Careers in Engineering, Mathematics, Science, and Related Fields: A Se-

lected Bibliography. A. Neal Shedd, Anita K. Scott, and James M. McCullough. 1961. 39 p. 25¢

Lists 385 free or inexpensive publications about careers in the sciences—agriculture, biological sciences, engineering, forestry, the health professions, mathematics, and the physical sciences.

FS 5.226:26014

Teaching as a Career. 1944; revised 1963. 32 p. 20¢

Practical advice for young people inquiring about the opportunities and drawbacks of work in education.

See also:

Beginning teacher, The (23009)

Vocational-technical education for American industry (84 . . .)

Curriculum and Activities

27000-27999

Foreign Language

FS 5.227:27000

Modern Foreign Languages in High School: Prereading Instruction. Patricia O'Connor. 1960; reprinted 1963. 50 p. 25¢

Describes some techniques for introducing classes at the secondary school level, based in part on the author's experience with an English language teaching project in Japan in 1957-58.

FS 5.227:27001B

Source Materials for Secondary School Teachers of Foreign Languages. Esther M. Eaton, Mary E. Hayes, and Lynne L. Norton. 1962. 24 p. 25¢

A list of the more recent professional and instructional materials applicable to teaching foreign languages, including au-

divisual aids, language laboratories, and programed texts.

FS 5.227:27005

Modern Foreign Languages in the High School. Marjorie C. Johnston. 1958; reprinted 1960. 166 p. \$1

Papers presented at a conference held in May 1957 to consider how modern foreign language programs in high school may be redesigned to serve the additional need for foreign languages, the changing character of foreign language teaching, new objective and evaluative techniques.

FS 5.227:27007

Modern Foreign Languages in the Elementary School: Teaching Techniques. Elizabeth Keesee. 1960; reprinted 1963. 65 p. 45¢

Describes a variety of teaching techniques in wide use in introducing a second language to the middle and upper grades, illustrated with sample materials for Spanish and French.

FS 5.227:27006-B

References on Foreign Languages in the Elementary School. Elizabeth Keesee. 1963. 49 p. 40¢

A representative list of recent publications about foreign language teaching and sources of instructional materials, for the use of supervisors and teachers contemplating or conducting an elementary foreign language program.

FS 5.227:27013

Modern Foreign Languages in High School: The Language Laboratory. Joseph C. Hutchinson. 1961; reprinted 1963. 85 p. 35¢

Describes the state of newness, variety, and rapid growth of facilities, and offers practical guidelines for planning a laboratory and obtaining maximum educational value from equipment selected. Includes a dictionary of technical terminology and glossaries in French, German, Italian, Russian, and Spanish of expressions useful to teachers in machine drill.

See also:

- How strong is your school? (20021)
- High school pupil programs (33021)
- Language laboratory facilities: Technical guide for the selection, purchase, use, and maintenance (21024)
- Loans for laboratory and other special equipment for science, mathematics, and modern foreign languages (21022)
- National defense language development research and studies, fiscal 1962 (12014)
- Research and studies: Language development program, title VI, NDEA (12011)
- State curriculum guides in science, mathematics, and modern foreign languages (33012)

28000-28999

**Health, Physical Education,
Recreation**

FS 5.20:G91

Classroom Growth Record. 1948
10¢

A blank chart and text designed for elementary schools and usable at the junior high school level. A 28- by 17-inch poster.

FS 5.7/a:P847

Good Posture for Boys and Girls. Helen Manley. Reprint from *School Life*, November 1947. 2 p. 5¢

Defines good posture; gives a list of "do's and don'ts" for parents and teachers and suggests exercises.

FS 5.3:952/20

Health Services in City Schools. Holger F. Killander. 1952. 68 p. 25¢

A series of studies showing the status of many phases of school health services in 3,430 cities with a population over 2,500, undertaken with the Public Health Service and the American Medical Association.

FS 5.3:959/15

Physical Education in Urban Elementary Schools. Elsa Schneider. 1959. 91 p. 45¢

A report of a survey on teachers, curriculum and scheduling, methods of measuring children's progress, and health and physical education facilities and equipment available in city schools.

FS 5.2:P56/2

Ten Questions on Physical Education in Elementary Schools. 1957. 29 p. 15¢

FS 5.228:28001

Teachers Contribute to Child Health. Elsa Schneider and Simon A. McNeely. 1951; reprinted 1960. 44 p. 25¢

An inquiry into the teacher's contribution to a child's physical, mental, emotional, and school health.

FS 5.288:28004

Selected References on Nutrition and School Lunch. Revised 1961. 17 p.

Bibliography of publications and visual aids available from various government agencies or the Government Printing Office. Includes ordering instructions.

FS 5.228:28005

Games and Self-Testing Activities for the Classroom. Elsa Schneider. 1959; reprinted 1961. 12 p. 10¢

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.

FS 5.3:950/9

The Teaching of Science in Public High Schools: An Inquiry into Offerings, Enrollments, and Selected Teaching Conditions, 1947-48. Philip G. Johnson. 1950. 48 p. 20¢

A report on enrollments, class size, grade placement of subjects, and time allotments for recitation and laboratory, in general science, biology, chemistry, and physics.

29000-29999

Mathematics, Science

FS 5.3:954/9

Curriculum Materials in High School Mathematics. Kenneth E. Brown. 1954. 40 p. 20¢

Analyzes 135 courses of study and gives general characteristics of local and State curriculum guides; compares State guides from 1932 to 1952, and discusses methods of developing curriculum materials.

FS 5.4:533

Mathematics and Science Education in U.S. Public Schools. J. Dan Hull and others. 1958. 97 p. 65¢

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

FS 5.4:575

Qualifications and Teaching Loads of Mathematics and Science Teachers in Maryland, New Jersey, and Virginia. Kenneth E. Brown and Ellsworth S. Obourn. 1959. 101 p. 50¢

Establishes a pattern other States could follow in assessing the qualifications of teachers of these subjects. A pilot study conducted with the National Science Foundation.

FS 5.3:952/9

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. 1952. 46 p. 25¢

FS 5.229:29000-59

Research in the Teaching of Science, July 1957-July 1959. Ellsworth S. Obourn, Paul E. Blackwood, and Margaret J. McKibben. 1962. 84 p. 35¢

A summary and interpretation of a selection of published and unpublished studies at the elementary, secondary, and college level, focusing on some of the areas of science education in which known problems exist. The first in a series of biennial appraisals.

Also available:

-1956-57. 46 p. 25¢

-1955-56. 55 p. 25¢. FS 5.058/7

FS 5.229:29006

General Facilities and Equipment: Part I, Science and Mathematics in Public High Schools, 1958. Ellsworth S. Obourn and Kenneth E. Brown. 1960. 70 p. 30¢

Data helpful in determining shortages of facilities in public high schools of different types and sizes, and in pointing the way to effective use of funds available through the National Defense Education Act.

FS 5.229:29007-60

Analysis of Research in the Teaching of Mathematics, 1959 and 1960. Kenneth E. Brown and others. 1963. 69 p. 30¢

Summaries and analysis of research studies published to stimulate more research and more effective use of research on the teaching of high school mathematics. A series report prepared with the National Council of Teachers of Mathematics since 1952.

Also available:

-1957 and 1958. 50 p. 25¢

-1955 and 1956. 73 p. 25¢. FS 5.3:958/4

FS 5.229:29021

Offerings and Enrollments in Science and Mathematics in Public High Schools, 1958. Kenneth E. Brown and Ellsworth S. Obourn. 1961. 87 p. 35¢

An inquiry into trends in curriculum revision and enrollments, in selected public high schools. Data is given by geographic region, size of classes, and ratio of boys to girls.

Also available:

- 1956. 44 p. 25¢. FS 5.17:120
- 1954. 24 p. 15¢. FS 5.17:118

FS 5.229:29022

Inservice Education of High School Mathematics Teachers. Kenneth E. Brown and Daniel W. Snader. 1961. 109 p. 50¢

Report on a conference convened by the Department of Health, Education, and Welfare and the National Council of Teachers of Mathematics to consider the role of inservice education in improving the school mathematics program, and the score of programs in progress.

FS 5.229:29023

Science as a Way of Life. Ellsworth S. Obourn. 1961. 27 p. 15¢

A short report growing out of talks given by the author to groups of science teachers and others concerned with improving science education in elementary and secondary schools. Includes a checklist for rating a school's science program.

FS 5.229:29025-A

The Major Principles of Physics, Chemistry, and Geology of Importance for General Education. Harold E. Wise. Reprinted 1962. 27 p. 20¢

FS 5.229:29026-A

The Major Principles of the Biological Sciences of Importance for General Education. W. Edgar Martin. 1948; reprinted 1962. 34 p. 25¢

Short statements of principle, listed by number under topic headings, prepared to assist in the planning of new secondary school courses.

FS 5.229:29029

Science Equipment and Materials for Elementary Schools: Suggestions for Supervisors, Administrators, and Teachers. Albert Piltz. 1961; reprinted 1963. 66 p. 30¢

Discusses criteria for selection of materials and the orientation of teachers and supervisors in their use. Equipment lists are given in five appendixes.

FS 5.229:29032

The Leadership Role of State Supervisors of Mathematics. Report prepared by Daniel W. Snader. 1962. 107 p. 35¢

The proceedings of a conference of State supervisors, June 19-23, 1961, called by the Office of Education to consider the evolving mathematics curriculum, inservice and preservice education for teachers, and the implications of research findings in the field of mathematics teaching, as an aid in evaluating a State's program for strengthening mathematics teaching.

FS 5.229:29034

Aids for Teaching Science: A Suggested Checklist for a Science Program. 1962; reprinted 1963. 11 p. 15¢

A guide to assessing school programs, applicable at all levels and in schools of varying size.

FS 5.229:29037

Steps in Excellence: A Program to Improve Science Teaching. 1962. 12 p. 15¢

A suggested State-wide program of 7-step pilot projects, aimed at stimulating local school authorities to use public funds increasingly available to them for improving science instruction.

FS 5.229:29039

Supervision for Quality Education in Science. 1963. 171 p. 65¢

Explores new concepts and materials related to the teaching of various fields of elementary and secondary science, and offers guidelines for strengthening the supervision of science education, at State and local levels. Includes summaries of papers presented at the 1962 State Science Supervisor's Meeting.

FS 5.229:29042

Elementary School Mathematics: New Directions. Edwina Deans. 1963. 116 p. 50¢

A description, including samples of content, of the new programs in process of development for elementary grades and their rationale.

FS 5.229:29043

Supervision for Quality Education in Science. Reprint from *School Life*, October 1962. 1963. 35 p. 25¢

Briefs of papers presented at a working conference of State science supervisors and consultants, held in June 1962 under the auspices of the Office of Education. A preliminary report.

FS 5.229:29045

Science and Mathematics Teachers in Public High Schools. Ellsworth S. Obourn and Kenneth E. Brown. 1963. 37 p. 20¢

A report on the current size of the teaching force in the two fields to aid inservice education programers. Teachers of one class and of four or more classes; teachers of both subjects; inexperienced teachers. Teacher turnover.

FS 5.229:29046

Science Publications: An Annotated Guide to Selected Listings. Albert Piltz. 1963. 65 p. 40¢

Contains a representative sampling of the numerous lists of materials available, grouped in six categories, by publisher.

FS 5.229:29047

Modern Mathematics and Your Child. 1963. 28 p. 20¢

Answers to the questions "What is modern mathematics?" and "Why the change?" and also "How can parents help?"

FS 5.229:29048

Modern Science and Your Child. Albert Piltz and William J. Gruver. 1963. 40 p. 25¢

Describes what is new in science education, primarily with parents in mind who have children considering science careers. Includes a checklist and a reading list.

FS 5.229:29049

Science Equipment and Materials: Science Kits. Albert Piltz and William J. Gruver. 1963. 28 p. 15¢

A guide to evaluating and using these newly abundant packaged materials.

See also:

Careers in engineering, mathematics, science, and related fields (26007)

Facilities and equipment for science and mathematics (21000)

How strong is your school? (20021)

Loans for laboratory and other special equipment for science, mathematics, and modern foreign languages (21022)

National defense student loan program: Student borrowers, their needs and resources (55011)

Programs, '63: A guide to programmed instructional materials (34015)

Research problems in mathematics education (12008)

State curriculum guides in science, mathematics, and modern foreign languages (33012)

30000-30999

Language Arts

FS 5.230:30002

Improving Reading in the Junior High School. Arno Jewett. 1957; reprinted 1961. 165 p. 70¢

An inquiry into methods of teaching developmental and remedial reading to help teachers, supervisors, administrators improve the quality of reading done at this level.

FS 5.230:30004

How Children Learn to Write. Helen K. Mackintosh and Wilhelmina Hill. 1953; reprinted 1962. 24 p. 15¢

Suggestions for teaching children to express themselves in writing, as part of a language arts program which includes listening, speaking, and reading.

FS 5.230:30008

Research in Reading at the Primary Level. Doris V. Gunderson. 1963. 114 p. 50¢

An annotated bibliography of published and unpublished research conducted in reading from 1955 to 1960. The unpublished research was located through a survey of colleges, universities, and public school systems.

FS 5.230:30009

Research in Reading in the Middle Grades. Warren G. Cutts. 1963. 80 p. 30¢

An annotated bibliography of published and unpublished studies of master's and doctoral candidates for the 6-year period ending January 1, 1961.

FS 5.230:30010

Needed Research in the Teaching of English: Proceedings of a Project English Research Conference. Erwin R. Steinberg. 1963. 134 p. 55¢

The conference was convened at Carnegie Institute of Technology, May 5-7, 1962, to identify and assign priorities to pressing research problems in the teaching of English at all levels. Included are 11 papers presented by specialists in English and English education, psychologists, and specialists in testing. A Cooperative Research Program monograph.

See also:

High school pupil programs (33021)
Role of the school in prevention of juvenile delinquency (25034)

31000-31999

Social Studies

FS 5.231:31000

Social Studies in the Elementary School Program. Wilhelmina Hill. 1960. 110 p. 50¢

Shows how the new curriculums are reflecting our age of aerospace and international cooperation.

FS 5.231:31003

Unit Planning and Teaching in Elementary Social Studies. Wilhelmina Hill. 1963. 82 p. 45¢

A guide to how to plan a unit of work, in the social studies or other elementary

field, based on analysis of 500 social studies curriculums across the country. Gives some samples of forward-looking practices and trends.

FS 5.231:31004

Teaching about Human Rights. Reprint from *School Life*, November-December 1962. Wilhelmina Hill and Howard C. Cummings. 1963. 5 p. 10¢

Suggests ways in which elementary and secondary pupils can study about human rights throughout the year and commemorate Human Rights Day on December 10, its 15th anniversary.

See also:

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

32000-33000-33999

Other Subjects and Activities
General Teaching Methods

FS 5.7:35/9/supp.

Citizenship for an Atomic Age. George L. Glasheen and Mattie A. Pinette, U.S. Atomic Energy Commission; Ryland W. Crary and Dana B. Roblee, Federal Civil Defense Administration. 1953. 16 p. 15¢

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

FS 5.3:957/16

Conservation Experiences for Children. Effie G. Bathurst and Wilhelmina Hill. 1957. 192 p. 75¢

Tells how children of the United States are learning to conserve the Nation's reserves of soil, water, forests, fish, wildlife, minerals, and other natural resources.

FS 5.3:952/5

Core Curriculum Development: Problems and Practices. Grace S. Wright. 1952. 104 p. 35¢

A report on core practices in 519 schools, with examples of how some principals are meeting the problems involved.

FS 5.3:951/2

Culloden Improves Its Curriculum: New Enterprises in Education Series. Lucille McGraw Richmond. 1951. 24 p. 15¢

Tells how pupils and staff of this elementary school, after a critical look at its unsatisfactory program, evolved a curriculum designed to meet home and community needs.

FS 5.34:7

Teaching Nutrition in the Elementary School. Ruth Wood Gavian and others. 1955. 32 p. 25¢

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

FS 5.232:32000

Educating Children in Grades Four, Five and Six. Gertrude M. Lewis. 1958; reprinted 1960. 216 p. \$1

An outline of programs that help meet the social, emotional, physical, and academic needs of children 9 through 11.

FS 5.232:32002

How Children Learn to Think. Paul E. Blackwood. 1951; reprinted 1960. 19 p. 15¢

Outlines some principles about thinking and problem-solving in the classroom that can be applied by the skillful teacher throughout the school program.

FS 5.232:32003

How Children Use the Community for Learning. Effie G. Bathurst. 1953; reprinted 1960. 46 p. 25¢

Describes the work of an Ohio urban elementary school of 450 pupils in evolving a new and rewarding curriculum between 1950 and 1952.

FS 5.232:32006

How Children Learn about Human Rights. Wilhelmina Hill and Helen K. Mackintosh. 1951; reprinted 1961. 16 p. 15¢

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

FS 5.232:32007

How Children Can Be Creative. Wilhelmina Hill, Helen Mackintosh, and Arne Randall. 1954; reprinted 1961. 23 p. 15¢

A guide to understanding how children can learn to create songs, poems, stories, rhythms, dances, pictures, and handicrafts in elementary school classrooms.

FS 5.233:33005

Curriculum Responsibilities of State Departments of Education. Howard H. Cummings and Helen K. Mackintosh. 1958; reprinted 1960. 76 p. 55¢

A guide to curriculum design and implementation; a status report on current practices for the use of State departments of education.

FS 5.232:33006

Preparing Your Child for School. Hazel F. Gabbard. 1957; reprinted 1961. 24 p. 15¢

A help for parents in understanding their responsibilities in guiding a child's early learning experiences so that he will be assured of a fine start in school.

FS 5.233:33007

Drama with and for Children. Winifred Ward. 1960. 30¢

Offers guidance in how to introduce children to creative dramatics and how to establish a community theater for children.

FS 5.233:33008

Where Children Live Affects Curriculum. Effie G. Bathurst. 1950; reprinted 1960. 77 p. 30¢

Develops some ideas on curriculum requirements in terms of environment.

FS 5.233:33009

Extraclass Activities in Aviation, Photography, Radio for Secondary School Pupils. Willis C. Brown. 1956; reprinted 1960. 48 p. 25¢

Suggestions for organizing club activities in the three fields. Lists cooperating agencies.

FS 5.233:33012

State Curriculum Guides in Science, Mathematics, and Modern Foreign Languages: A Bibliography. E. Anne Putnam and Ralph P. Frazier. 1960. 28 p. 25¢

Current as of April 15, 1960, the list was prepared at the request of State supervisors of these subject areas.

FS 5.233:33016

Social Climates in High Schools. James S. Coleman. 1961. 75 p. 30¢

Examines various status systems operating in high schools to determine why they differ and how they affect student achievement, and suggests ways in which their energies can be channeled constructively.

FS 5.233:33019

Industrial Arts: An Analysis of 39 State Curriculum Guides, 1953-58. Marshall L. Schmitt, Paul E. Harrison, and Albert L. Pelley. 1961. 76 p. 45¢

Examines junior and senior high school programs for drawing and planning, woodworking, metalworking, electronics, graphic arts, transportation and power mechanics, and plastics.

FS 5.233:33027

High School Pupil Programs: A Preliminary Report. Edith S. Greer and Richard M. Harbeck. 1961. 31 p. 20¢

A look at program patterns for English, social studies, science, mathematics, and foreign language courses. Based on data obtained from a questionnaire sent to high school principals and from credit transcripts of a sampling of students graduating in 1958.

FS 5.233:33022

Improving Industrial Arts Teaching: Conference Report, June 1960. Marshall L. Schmitt. 1962; reprinted 1963. 67 p. 60¢

Papers, discussion highlights, and recommendations for the profession, as presented at a conference called by the Commissioner of Education, June 20-21, 1960.

FS 5.233:33025

What High School Pupils Study: A National Survey of the Scholastic Performance of Pupils of Various Abilities. Edith S. Greer and Richard M. Harbeck. 1962. 146 p.

60¢
Gives data on programs completed in 1958 showing, in terms of school size, pupil ability, class rank, and sex: average credits per pupil in specific areas; average graduation credits per pupil; percentage of pupils receiving various amounts of credit in selected areas; overall program patterns of pupils; types of curriculums; and education beyond high school.

FS 5.233:33026

Block-Time Classes and the Core Program in the Junior High School. Grace S. Wright. 1958; reprinted 1962. 70 p. 35¢

Part I discusses the incidence and characteristics of block-time classes as reported by 487 schools; Part II, the characteristics of 159 of these programs reporting core qualities.

FS 5.233:33028

State Curriculum Guides for Industrial Arts, 1951-61. Marshall L. Schmitt and Albert L. Pelley. 1962. 23 p. 15¢

An annotated bibliography of instructional materials currently used by the States. Revises a 1958 publication of the same title.

FS 5.233:33030

Core Program: Unpublished Research, 1956-62. Grace S. Wright. 1963. 58 p. 40¢

Summaries of 57 doctoral dissertations and State and university studies completed in this period, and analysis of the findings under the headings: initiation and development, teacher education, instructional practices, and evaluation of effectiveness.

See also:

Broadening the services of small high schools (36 . . .)

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

Distributive education for youth:
Work-experience laboratories (82 . . .)

Educating the more able children in grades 4, 5, and 6 (35006)

Education for a changing world of work: Appendix I (80022)

Education for a changing world of work: Appendix II (80025)

Education for a changing world of work: Appendix III (80026)

Education for freedom and world understanding (10016)

Educational values in [distributive education] club programs (82005)

Factors affecting the improvement of secondary education (20 . . .)

Gifted student, The (35016)

Guide for improving safety education programs in school shop, A (84004)

Guidelines for teacher education programs in distributive education (82010)

Home economics in the public secondary schools (83010)

Offerings and enrollments in high school subjects (24 . . .)

Planning schools for new media (21021)

Preparatory trade and industrial training program in public schools, A directory: 1961-62 (84028)

Resources for office education programs (86001)

Retarded child goes to school, The (35000)

Rural renaissance: Revitalizing small high schools (36003)

School lunch, The: Its educational contribution (20 . . .)

School shop—learn safe work habits here (84 . . .)

School sites: Selection, development, and utilization (21020)

Selected state programs in migrant education (23030)

Source materials for secondary school teachers of foreign languages (27001)

Strengthen schools for the 60's (20019)

Study of curriculum development in the high school cooperative program, A (82000)

Teaching about the United Nations (14 . . .)

Teaching by machine (34010)

Teaching rapid and slow learners in high school (35038)

Training for quantity food preparation (84 . . .)

Training for students in the food industry (82004)

Training programs for fishery occupations (84025)

Unit planning and teaching in elementary social studies (31003)

34000-34999

Audiovisual Aids

FS 5.3:959/4

A Directory of 3660 16mm Film Libraries. Seerley Reid, Anita Carpenter, and Annie Rose Daugherty. 1959. 236 p. \$1

Lists by State and city the companies, institutions, and organizations which lend or rent 16mm films to groups within the United States for noncommercial educational use. The sixth of a series begun in 1948.

FS 5.6/2:T23

Educational Teleguide: References for Education by Television. Franklin Dunham. 1959. 79 p. 30¢

Lists channels of noncommercial stations, by State and city, closed-circuit facilities, organizations concerned with educational TV, publications, and sources of research.

FS 5.3:957/21

Television in Education. Franklin Dunham, Ronald R. Lowdermilk, and Gertrude G. Broderick. 124 p. 1957. 55¢

An inquiry into the potential of educational TV. Lists supporting foundations and gives samples of programs.

FS 5.3:952/16/rev. 2

Television in Our Schools. Franklin Dunham and Ronald R. Lowdermilk. 38 p. rev. 1956. 20¢

Discusses the potential of TV as an educational device in schools and colleges, particularly in social studies and language arts.

FS 5.234:34003-63

Key Audiovisual Personnel in Public School and Library Systems in States and Large Cities and in Large Colleges and Universities, 1962-63. Eloyse Grubles. 1963. 94 p. 35¢

Names some 1,000 persons, compared to the 38 identified in the first of these annual compilations issued in 1952-53.

Also available:

—1960-61. 101 p. 35¢

—1959-60. 94 p. 35¢. FS 5.234:34004

FS 5.234:34004

Radio and Television: A Selected Bibliography. Patricia Beall Hamill. 1960. 39 p. 25¢

An annotated list of publications reporting findings of research and experimentation on the educational applications of radio, television, and motion pictures.

FS 5.234:34006

U.S. Government Films for Public Educational Use, 1960. Seerley Reid and others. 1961. 205 p. \$2.75

A catalog of motion pictures and filmstrips available for use in the United States through agencies of the executive, judicial, and legislative branches of the Federal Government, as of July 1960. Prepared with the Library of Congress.

Also available:

—1955. 651 p. \$1.75

—1957. 91-p. supplement. 35¢. FS 5.3:957

FS 5.234:34010

Teaching by Machine. Lawrence M. Stolurow. 1961; reprinted 1963. 173 p. 65¢

An illustrated survey of mechanical teaching devices prepared by the Uni-

versity of Illinois. Discusses the current experiments in programing and some implications of the use of autoinstructional devices.

FS 5.234:34015-63

Programs, '63: A Guide to Programmed Instructional Materials Available to Educators by September 1963. 1963. 814 p. \$2.50

A catalog containing sample frames of 352 programs and a list of an additional 133 programs. The first half of a survey conducted by The Center for Programed Instruction, Inc., part two being an account of how these materials are used in schools (OE-34022).

Also available:

—1962. 383 p. \$1.50

FS 5.234:34016-63

Educational AM and FM Radio and Educational Stations by State and City. Gertrude G. Broderick. 1963. 29 p. 25¢

The listing shows call letters, frequency power or channel, licensees, and general managers and program directors.

FS 5.234:34017

The Needs of Education for Television Channel Allocations. Vernon Bronson, ed. 1962. 181 p. \$9.25.

A report based on a survey of the educational community to discover what television facilities are required to meet the country's minimal needs for formal and informal educational programs in the next decade; 29 maps show existing and proposed coverage. The work of the National Association of Educational Broadcasters.

FS 5.234:34018

Technology in American Education, 1650-1900. Charnel Anderson. 1962; reprinted 1963. 53 p. 25¢

Technological developments in instruction with emphasis on the 19th century. Illustrations from contemporary catalogs. Projection and recording will be the subject of a separate study, in a series prepared by the National Education Association.

FS 5.234:34019

Teaching Machines and Programed Learning: A Survey of the Industry, 1962. James D. Finn and Donald G. Perrin. 1962. 85 p. 55¢

Attempts in a rapidly moving situation to answer the questions "What is going on in the commercial field in this area?" and "What can be expected in the near future?" Originally prepared for the Technological Development Project of the National Education Association. Contains directories of programs and machines, with illustrations.

FS 5.234:34020

New Teaching Aids for the American Classroom. 1960; reprinted 1962. 173 p. \$1.25

Papers presented at a symposium on the state of research in instructional television and tutorial machines, convened November 13-14, 1959, by the Office of Education and the Institute for Communication Research, Stanford University.

FS 5.234:34022

The Use of Programed Instruction in U.S. Schools, 1961-62. 1963. 83 p. 35¢

A report based on replies of 2,000 school superintendents (about 13 percent of those queried) to three questionnaires, "Non-user," "User," and "Individual Program Usage." The second half of a survey conducted by The Center for Programed Instruction, Inc., part one being an annotated catalog of available materials (OE-34015-83).

FS 5.234:34024

Sources of Information on Educational Media. John A. Moldstad. 1963. 29 p. 20¢

A guide to the latest developments in and uses of communication media in education.

FS 5.234:34025

Survey of Educational Media Research in the Far East. Benjamin C. Duke. 1963. 181 p. 70¢

Describes the results of research and experimentation abroad in the field, as an aid in resolving related problems in the U.S.

FS 5.234:34028

The Educational Television Facilities Act of 1962: An Explanation of Public Law 87-447. 1963. 10 p. 10¢

Outlines the terms of the act which authorizes appropriation of \$32 million in Federal matching grants for construction of noncommercial TV stations, under State or local auspices, both public and private.

FS 5.234:34031

Improving the Learning Environment. 1963. 148 p. \$1.00

A guide to assist audiovisual supervisors and school administrators in setting up programs to create visual instructional materials. Contains a survey of the status of these programs.

See also:

Extraclass activities in aviation, photography, and radio for secondary school pupils (33009)

Language laboratory facilities: Technical guide for the selection, purchase, use, and maintenance (21024)

Modern foreign languages in high school: The language laboratory (27013)

Planning schools for new media (21021)

Science equipment and materials for elementary schools (29029)

Science equipment and materials: Science kits (29049)

Source materials for secondary school teachers of foreign languages (27001)

Three-dimensional teaching aids for trade and industrial education (84024)

35000-35999

**Exceptional Children
Special Education**

FS 5.20:C43

Creed for Exceptional Children. Leonard Mayo. 1955. 10¢

Poster, 18 x 12.3 in., derived from a conference on qualification and preparation of teachers of exceptional children.

FS 5.7/a:Ex. 22

Exceptional Years for Exceptional Children. Romaine P. Mackie. 1958. 8 p. 10¢

A brief review of advances made in solving problems related to educating these children, and of projects and studies planned for 1958.

5.3:955/6

Teachers of Children Who Are Deaf. Romaine P. Mackie and others. 1955. 87 p. 35¢

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

FS 5.3:954/5

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

Administrative provisions and instructional provisions; and techniques for identifying these students.

FS 5.235:35000

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

An inquiry into the educational needs of this child and major ways in which schools are attempting to meet them.

FS 5.235:35002

Preparation of Mentally Retarded Youth for Gainful Employment. Romaine P. Mackie and others. 1959. 86 p. 35¢

Discusses the responsibility of the public schools, vocational rehabilitation; contains a conference report and outlines of several programs in operation.

FS 5.235:35005

Motor Characteristics of the Mentally Retarded. Robert J. Francis and G. Lawrence Barick. 1960; reprinted 1963. 40 p. 20¢

Report on a study of some children in special classes in public schools and a small number of institutionalized children, to guide curriculum workers in respect to the motor needs and abilities of the retarded.

FS 5.235:35006

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

Characterizes these children and some programs suitable to their needs.

FS 5.235:35009

Directors and Supervisors of Special Education in Local School Systems. Romaine P. Mackie and Anna M. Engel. 1955; reprinted 1960. 72 p. 30¢

One phase of a study on the credentials of teachers of exceptional children intended to highlight the need of qualified personnel to broaden special education programs in local school systems.

FS 5.235:35010

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

An inquiry into the qualifications necessary for locating children with speech handicaps and planning a correction program correlated with other school activities.

FS 5.235:35012

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

A list of 300 titles on the training and education of this child.

FS 5.235:35013

Teachers of Children Who Are Socially and Emotionally Maladjusted. Romaine P. Mackie, William C. Kvaraceus, and Harold M. Williams. 1957; reprinted 1963. 92 p. 45¢

An inquiry into the appropriate role of the teacher in programs geared to these children, primarily through analysis of the specific and distinctive competencies required.

FS 5.235:35014

The Forward Look: The Severely Retarded Child Goes to School. Arthur S. Hill. 1952; reprinted 1960. 54 p. 25¢

A guide for school personnel on the problems to be considered: how to identify the children to be served, how to integrate a program with community medical and social welfare services, and how to accommodate a program administratively.

FS 5.235:35015

Statistics of Special Education for Exceptional Children, 1952-53. Arthur S. Hill and Mabel C. Rice. 1954; reprinted 1960. 78 p. 30¢

Data on staff and students in public day school special education based on a polling of rural and urban districts maintaining special education programs. See also OE-35048, *Statistics of Special Education for Exceptional Children and Youth, 1957-58.*

FS 5.235:35016

The Gifted Student: Research Projects Concerning Elementary and Secondary School Students. 1960; reprinted 1963. 83 p. 35¢

A review of four studies, on IQ plus creativity, identification, classroom behavior, and motivation patterns, and an inquiry into research needs in the area.

FS 5.235:35018

Teachers of Crippled Children and Teachers of Children with Special Health Problems. Romaine P. Mackie and Frances P. Conner. 1960; reprinted 1963. 124 p. 50¢

A survey of professional opinion on the competencies needed by teachers in this area (children with chronic illness are considered), and how to develop them.

FS 5.235:35019

Exceptional Children and Youth: Special Education Enrollments in Public Day Schools. Romaine P. Mackie and Patricia Peace Robbins. 1961; reprinted 1963. 14 p. 15¢

Statistical and interpretative data collected for the Office of Education's 1956-

58 Biennial Survey of Education in the United States. Shows the growth of these programs particularly in the decade 1948-58.

FS 5.235:35022

Education of the Severely Retarded Child: Classroom Programs. Harold M. Williams. 1961. 82 p. 45¢

A discussion of factors to be considered in formulating a program: the characteristics and aptitudes of middle-range retarded children, curriculum planning, teacher selection, and administrative considerations.

FS 5.235:35025

College and University Programs for the Preparation of Teachers of Exceptional Children. Romaine P. Mackie and Lloyd M. Dunn. 1954; reprinted 1962. 91 p. 35¢

An overview of centers that train special education teachers, and their programs.

FS 5.235:35026

Blind Children—Degree of Vision, Mode of Reading: An Analysis of Children Registered with the American Printing House for the Blind in January of 1960 under the Act "To Promote the Education of the Blind." John Walker Jones. 1961. 39 p. 25¢

A summary of findings concerning 14,500 children registered for the 1959-60 school year in public local and residential schools throughout the country.

FS 5.235:35027

Special Education Enrollments in Local Public Schools: A Directory. Romaine P. Mackie, Harold M. Williams, and Patricia Peace Robbins. 1961. 58 p. 40¢

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

FS 5.235:35032

Some Problems in the Education of Handicapped Children. Romaine P. Mackie. 1952; reprinted 1961. 12 p. 15¢

A general inquiry with case histories of several crippled children in public schools.

FS 5.235:35038

Teaching Rapid and Slow Learners in High Schools: The Status of Adaptations in Junior, Senior, and Regular High Schools Enrolling More than 300 Pupils. Arno Jewett, J. Dan Hull, and others. 1954; reprinted 1962. 97 p. 45¢

A report on the extent to which certain practices are used in a sampling of high schools, in part to help schools re-study their provision for individual differences among students.

FS 5.235:35039

Teachers of Children Who Are Deaf. Romaine P. Mackie and others. 1955; reprinted 1963. 87 p. 35¢

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

FS 5.235:35040

Teachers of Children Who Are Mentally Retarded. Romaine P. Mackie, Harold M. Williams, and Lloyd M. Dunn. 1957; reprinted 1962. 97 p. 45¢

One phase of a broad study entitled "Qualification and Preparation of Teachers of Exceptional Children" conducted by the Office of Education with the special help of the Association for the Aid of Crippled Children, New York City.

FS 5.235:35041

Teachers of Children Who Are Hard of Hearing. Romaine P. Mackie and Don A. Harrington. 1959; reprinted 1962. 70 p. 35¢

Another phase in the broad study described immediately above in which the competencies of teachers of the exceptional child are examined by recognized authorities in the field.

FS 5.235:35044

Programs for the Educationally Disadvantaged. 1963. 105 p. 50¢

Describes procedures adopted by several school districts to help slow learners from culturally deprived families. A second publication will deal specifically with teaching these children to read.

FS 5.235:35045

The Visually Handicapped Child at Home and School. John W. Jones. 1963. 55 p. 25¢

An overview of recent developments in special school programs and practices reflecting a decade of rapid expansion in public school accommodation to this child. Includes a section on meeting his home needs.

FS 5.235:35048

Statistics of Special Education for Exceptional Children and Youth, 1957-58. Romaine P. Mackie, Harold M. Williams, and Patricia P. Hunter. 1963. 55 p. 25¢

A report on enrollments in public school systems and public and private residential schools for ten areas of exceptionality. Gives comparative data for 1948 and 1958, a decade of rapid growth in the special education field.

FS 5.235:35049

Children with Speech and Hearing Impairment: Preparing to Work with Them in the Schools. Wendell Johnson. 1959; reprinted 1963. 32 p. 20¢

A survey of the problems to be met in serving the educational needs of an estimated 1.5 million school-age children with speech and hearing disability.

See also:

Guidance for the underachiever with superior ability (25021)

Impact of urbanization on education. The (10021)

Improving industrial arts teaching: Conference report, June 1960 (33022)

Needed research in the teaching of English: Proceedings of a *Project English* research conference (30010)

- Role of the school in prevention of juvenile delinquency (25034)
 State and nonpublic schools, The (20...)
 Statistics of nonpublic secondary schools, 1947-48 (20...)
 Statistics of State school systems, 1959-60 (20020)
 Talent—a state's resource; a state's responsibility (20048)

36000-36999

Rural Education

- FS 5.3:948/9
Broadening the Services of Small High Schools. Walter H. Gaumnitz and Grace S. Wright. 1958. 45 p. 25¢
 Suggests ways in which these schools can enhance their services to rural youth.
- FS 5.4:446
Salaries and Other Characteristics of Beginning Rural School Teachers, 1953-54. Wells Harrington and Mabel C. Rice. 1955. 16 p. 20¢
 A survey based on a sampling of schools.
- FS 5.4:529
Statistics of Public School Systems in 101 of the Most Rural Counties, 1955-56. 23 p. Walter H. Gaumnitz and others. 20¢
 Data collected for the first time on individual rural school systems.
- FS 5.4:565
Statistics of Rural Schools: A U.S. Summary, 1955-56. Mary Anne Harvey. 1959. 17 p. 20¢
 Information collected for the 1954-56 Biennial Survey on enrollment, teachers, salaries, and school size in the public schools of rural counties.

FS 5.236:36000

- Selected Indexes of Rural School Finance in the United States, 1955-56.** Walter H. Gaumnitz. 1959. 19 p. 20¢

An inquiry into four aspects of the matter: salaries of instructional staff, total per-pupil expenditures, expenditures for pupil transportation, and the relationships between school salaries and family incomes.

FS 5.236:36001

- Small Schools Are Growing Larger: A Statistical Appraisal.** Walter H. Gaumnitz. 1959. 21 p. 20¢

An account of the changes being made in the small, particularly rural, school, and the administrative accommodations involved.

FS 5.236:36003

- Rural Renaissance: Revitalizing Small High Schools.** Edmund A. Ford. 1961. 54 p. 25¢

Describes the experiments under way with technological communications (including the "electronic bank"), teaching machines, airborne television, flexible scheduling, multiple classes, small-group techniques, teacher assistants, shared service, and correspondence courses.

See also:

- Local planning for better school districts (20...)
 Organizing districts for better schools (20...)
 Public school systems 1962-63 (education directory) (20005)
 School district reorganization (20...)
 State plans under the Library Services Act (15012)
 Statistical survey of school district organization in the U.S., A (20...)
 Statistics of local school systems, 1955-56: County units (20...); Rural counties (20...)
 Statistics of special education for exceptional children, 1962-53 (35015)

HIGHER EDUCATION

Administration and Statistics

50000-50999

General

FS 5.2:Ac2/2

Accreditation in Higher Education.

Lloyd E. Blanch. 1959. 247 p.
\$2.50 (cloth); \$1.50 (paper)

An account of the nature, intent, and process of accreditation as applied to higher education in the United States; includes chapters on accreditation by State and regional agencies and on accreditation of education for various professions.

FS 5.250:50000-63

Higher Education, 1962-63. Part 3. Education Directory. Theresa Birch Wilkins. 1963. 221 p. 75¢

Lists institutions of higher education offering at least a 2-year program of college-level studies in residence, by State, and their chief officers. Gives information on accreditation, control, student body, calendar system, and enrollment.

FS 5.250:50002-61

Statistics of Land-Grant Colleges and Universities: Year Ended June 30, 1961. George Lind. 1963. 112 p. 70¢

Text tables contain data on enrollments, earned degrees, faculty, and finances for each of the land-grant institutions, arranged to show a comparison with similar data for all 4-year institutions of higher education and changes over intervals since 1939-40.

Also available:

- 1960. 112 p. 70¢
- 1959. 150 p. \$1
- 1958. 141 p. 70¢
- 1957. 101 p. 55¢. FS 5.4:541
- 1956. 109 p. 50¢. FS 5.3:958/2
- 1955. 84 p. 35¢. FS 5.3:956/10

FS 5.250:50004-6

Reporter: Clearinghouse of Studies on Higher Education. Winslow R. Hatch and Alice L. Richard. 1963. 53 p. 40¢

An annotated list of completed research on higher education deposited in the Clearinghouse by colleges, universities, and higher education associations in behalf of its effort to keep duplication of research to a minimum and also to identify some trends in higher education. Sixth in a series.

Also available:

- 1962. 40 p. 30¢
- 1961. 55 p. 40¢
- 1960. 55 p. 40¢
- 1959. 78 p. 50¢. FS 5.4:562

FS 5.250:50005

Independent Study. Winslow R. Hatch and Ann Bennet. 1960; reprinted 1963. 36 p. 25¢

Examines independent study programs in their several manifestations in an effort to define an adequate model. The first publication in a New Dimensions in Higher Education series.

FS 5.250:50006

Effectiveness of Teaching. Winslow R. Hatch and Ann Bennet. 1960; reprinted 1963. 28 p. 20¢

Compiles findings of research studies made since 1955 on teaching methods in higher education. No. 2 in the New Dimensions in Higher Education series.

FS 5.250:50008-62

Survey of State Legislation Relating to Higher Education: January 1, 1962, to December 31, 1962. S. V. Martorana and Ernest V. Hollis. 1963. 135 p. \$1

An interpretative report containing abstracts of legislation (including that in-

HIGHER EDUCATION

50000

roduced but not enacted) affecting colleges and universities or establishing policies in the field of post-high school education.

Also available:

- Calendar 1961. 273 p. \$1.75
- Calendar 1960. 92 p. 60¢
- July 1958–December 1959. 200 p. \$1.25
- Fiscal 1958. 115 p. 70¢. FS 5.4:552
- Fiscal 57. 104 p. 60¢. FS 5.4:511

FS 5.250:50010

The Experimental College. Winslow R. Hatch. 1960. 13 p. 15¢

A survey of experimental programs making use of independent study and other new approaches in higher education. No. 3 in the New Dimensions in Higher Education series.

FS 5.250:50011

Impact of College. Mervin B. Freedman. 1960; reprinted 1963. 27 p. 15¢

A report of recent investigations on the sociology of higher education, to assist college teachers and administrators in assessing their influence on the student, particularly in the area of character development.

FS 5.250:50012

Accredited Higher Institutions, 1960. Theresa Birch Wilkins. 1960. 120 p. 60¢

A list of institutions of higher education accredited by nationally recognized regional and professional accrediting agencies and State agencies, as of spring 1960. Replaces a 1956 edition.

FS 5.250:50013

The Management of Learning. E. D. Duryea. 1960. 38 p. 20¢

Draws on recent published and unpublished studies to give new insights into the theory and practice of college and university administration. No. 5 in the New Dimensions in Higher Education series.

FS 5.250:50014

Study Abroad. Irwin Abrams. 1960. 21 p. 15¢

A status report on programs of group study abroad with a section on problems of evaluation. Sixth in the series New Dimensions in Higher Education.

FS 5.250:50016

Quest for Quality: Some Models and Means. Samuel Baskin. 1960. 18 p. 15¢

Reviews a number of programs of independent study currently in use in institutions of higher education and describes some programs still in draft. No. 7 in the New Dimensions in Higher Education series.

FS 5.250:50017

To Fulfill the Promise: A Hundred Years of Growth in the Land-Grant Colleges and Universities. Henry S. Brunner. October 1960. 16 p. 15¢

A reprint from *School Life* on the record of land-grant colleges and universities.

FS 5.250:50020

Cooperative Projects among Colleges and Universities. S. V. Martorana, James C. Messersmith, and Lawrence O. Nelson. 1961. 45 p. 35¢

Case histories of cooperative projects and their administrative handling.

FS 5.250:50021

The Credit System in Colleges and Universities. Lanora G. Lewis. 1961. 37 p. 20¢

An appraisal of current modifications in the credit system with a brief history of its development. Ninth in the New Dimensions in Higher Education series.

FS 5.250:50022

Graduate Education: An Annotated Bibliography. James H. Blessing. 1961. 151 p. 60¢

A list of works published between 1957 and 1960 on the past and present picture of its scope, economics, participants, and administrative ingredients.

FS 5.250:50023-58

Statistics of Higher Education, 1957-58: Receipts, Expenditures, and Property. Henry G. Badger. 1961. 131 p. \$1

A survey of general trends in higher education finance. Includes listings for the first time on payroll and staff benefits, gifts and grants of plant assets, and a de-

tailed analysis of private gifts and grants for noncurrent purposes.

Also available:

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

FS 5.250:50027

Economics of Higher Education.

Selma, J. Mushkin, ed. 1962. 406 p. \$1.50

An examination by economists of the problem of providing quality higher education in quantity. The recurring theme of the essays, solicited by the Office of Education, is: higher education as an investment in human capital. Includes a description of ongoing research in the economics of higher education.

FS 5.250:50028

Special Reports: Clearinghouse of Studies on Higher Education. Winslow R. Hatch, ed. 1959; reprinted 1962. 59 p. 40¢

Summaries of reports of research done by or for institutions of higher education of particular significance and timeliness. The authors of the research prepared the summaries.

FS 5.250:50030

Land-Grant Colleges and Universities, 1862-1962. Henry S. Brunner. 1962. 78 p. 35¢

Gives chronologies of land-grant institutions, procedures by which the Office of Education administers Federal funds for instruction, and Federal laws relating to these funds. Tables show scope of operations of the institutions, 1960, and allotments made to colleges of agriculture and mechanic arts, 1962.

FS 5.250:50032

Flexibility in the Undergraduate Curriculum. Charles C. Cole, Jr., and Lanora G. Lewis. 1962. 57 p. 25¢

Shows that purposeful flexibility (in rate of progress and in depth of learning) is a valuable trend in higher education. Gives examples of the uses of flexibility in 13 institutions. The 10th in the New Dimensions in Higher Education series.

FS 5.250:50033

A Survey of Federal Programs in Higher Education. J. Kenneth Little. 1962. 56 p. 25¢

A preliminary summary in three parts: (1) programs and participating institutions, (2) effects of Federal programs on higher education, and (3) observations, conclusions, and recommendations. Prepared with a view to clarifying issues that require resolution in formulating Federal policies.

FS 5.250:50036

Talent and Tomorrow's Teachers: The Honors Approach. Lanora G. Lewis. 1963. 83 p. 35¢

Describes some of the problems met in establishing, operating, and evaluating honors programs in training high-ability students to be teachers. Suggests that these programs may have a leavening effect reaching the whole educational enterprise. Based on the proceedings of a conference of the Inter-University Committee on the Superior Student. No. 11 in the New Dimensions in Higher Education series.

See also:

Administration of higher education (53002)

Advance planning to meet higher education needs (53007)

College presidency. The (53008)

Higher education, (periodical) (11 . . .)

Higher education planning and management data, 1960-61: Salaries, tuition and fees, room and board (53004)

Internal structure: Organization and administration of institutions of higher education (53012)

Library statistics of colleges and universities, 1959-60: Analytic report (15031)

Report of the national defense education act, fiscal 1961 and 1962 (10004)

Statistical summary of education, 1957-58 (10003)

Statistics of libraries in institutions of higher education, 1951-52 (15 . . .)

51000-51999

Buildings, Equipment

FS 5.251:51000

Planning for College and University Physical Plant Expansion, 1956-70: Part 2 of College and University Facilities Survey. W. Robert Bokelman and John B. Rork. 1960. 112 p. 70¢

Enrollment projections and estimates of requirements and costs for physical facilities (instructional, research, general, auxiliary, and residential) through 1970.

FS 5.251:51002-61

New Construction and Rehabilitation on College Campuses, 1959-60 and 1960-61. W. Robert Bokelman. 1963. 54 p. 40¢

A detailed analysis of progress in the area is given, by aggregate gross dollars, public and private control, functional type of facility, geographic region, source of funds, per-student expenditure, and per-square-foot cost.

Also available:

—1951-59. 57 p. 40¢

FS 5.251:51003

Casebook on Campus Planning and Institutional Development: Ten Institutions—How They Did It. John B. Rork and Leslie F. Robbins. 1962. 162 p. \$1.25

Ten factual reports on a diversity of campus planning undertakings, written from different professional points-of-view. Intended to give encouragement and specific advice to campus planners.

FS 5.251:51005

Motion Picture Production Facilities of Selected Colleges and Universities. Don G. Williams and Luella V. Snyder. 1963. 345 p. \$1.25

Report of a survey, prepared by the University Film Foundation, showing the production potential of university film units—their staff resources, physical facilities, services, administrative support, and record of performance.

See also:

Educational television facilities act of 1962 (34028)

Electrical technology: A suggested 2-year post high school curriculum (80006)

Electronic data processing—I: A suggested 2-year post high school curriculum for computer programmers and business application analysts (80024)

Electronic technology: A suggested 2-year post high school curriculum (80009)

Higher education planning and management data, 1960-61: Salaries, tuition and fees, room and board (53004)

Library statistics of colleges and universities, 1961-62: Institutional data (15032)

Mechanical technology design and production: A suggested 2-year post high school curriculum (80019)

Motion picture production facilities of selected colleges and universities (51005)

Statistics of higher education, 1957-58: Receipts, expenditures, and property (50023)

Statistics of land-grant colleges and universities (50002)

Statistics of libraries: An annotated bibliography (15022)

Survey of Federal programs in higher education, A (50033)

52000-52999

Finances

FS 5.4:579

College and University Endowment Investments: A Survey as of June 30, 1958. W. Robert Bokelman, J. Harvey Cain, and Ernest V. Hollis. 1959. 48 p. 35¢

An analysis of investment policies and practices based on a questionnaire submitted to 200 institutions.

FS 5.4:571
Financial Statistics of Institutions of Higher Education: Statistical Summary, 1955-56. Herbert S. Conrad, Mabel C. Rice, and George Lind. 1959. 11 p. 15¢

A summary for 1,858 institutions in the United States (including Puerto Rico, Canal Zone, and Guam).

FS 5.252:52005-63
Higher Education: Basic Student Charges, 1962-63. W. Robert Bokelman and Louis A. D'Amico. 1963. 59 p. 40¢

Gives average charges for tuition, required fees and board and room charges (men and women) of typical full-time undergraduate students, reported by control (public or private), type of institution, enrollment, and region. Individual listings are given for institutions (80%) indicating approval for publication.

FS 5.252:52006
Costs of Attending College: A Study of Student Expenditures and Sources of Income. Ernest V. Hollis and others. 1957; reprinted 1962. 91 p. 45¢

A survey of some 15,000 full-time, single undergraduate students in 110 colleges across the country.

See also:

- College and university facilities survey (51000)
- Cooperative research projects: Fiscal 1961 (12004)
- Economics of higher education (50027)
- Federal funds for education: Fields, levels, recipients, 1959 and 1960 (10013)
- Financial aid for college students: Graduate (55010)
Undergraduate (55027)
- Higher education planning and management data, 1960-61: Salaries, tuition and fees, room and board (53004)

Land-grant colleges and universities: 1862-1962 (50030)

Library statistics of colleges and universities, 1961-62: institutional data (15032)

National defense graduate fellowship program: The first 2 years (55020)

National defense student loan program: Basic facts (55009)

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

Scholarships and fellowships: A selected bibliography (55 . . .)

State formulas for the support of public 2-year colleges (57004)

Statistics of higher education, 1957-58: Receipts, expenditures, and property (50023)

Statistics of land-grant colleges and universities, June 30, 1960 (50002)

Summer sessions in colleges and universities of the United States, 1960 (56012)

Survey of State legislation relating to higher education, 1961 (50008)

Trends in higher education planning and management data, 1957-58 and 1959-60 (53010)

53000-53999

Faculties, Salaries

FS 5.4:358
Faculty Salaries in Land-Grant Colleges and Universities, 1951-52. Maude Farr. 1952. 17 p. 20¢
 Gives detailed data for 68 institutions.

FS 5.4:504
Faculty in Institutions of Higher Education, November 1955. M. Clemens Johnson and Leah W. Ramsey. 1957. 40 p. 30¢

Summary data on faculty for each State with comparisons for various types of positions for the years 1953 and 1955.

FS 5.253:53000-60

Faculty and Other Professional Staff in Institutions of Higher Education: First Term 1959-60. Felix H. I. Lindsay. 1963. 80 p. 55¢

A biennial report giving data on numbers of professional staff, by type of position, State, and institution, with separate entries for men and women. Selected historical information gives perspective for period from 1899-1900.

Also available:
—1957-58. 68 p. 45¢

FS 5.253:53002

Administration of Higher Education: Bibliography. Walter Crosby Eells and Ernest V. Hollis. 1960. 410 p. \$1.50

A listing of 2,798 items published between 1950 and 1959 covering organization, Federal relations, students, curriculum, public relations, administration of faculty.

FS 5.253:53004-61

Higher Education Planning and Management Data, 1960-61: Salaries, Tuition and Fees, Room and Board. W. Robert Bokelman. 1961. 91 p. 50¢

Included are comparisons for private and public institutions and charts of salary ranges.

Also available:
—1959-60. 104 p. 70¢
—1958-59. 126 p. \$1 FS 5.4:540
—1957-58. 102 p. 60¢. FS 5.4:517

FS 5.253:53005

State Boards Responsible for Higher Education. S. V. Martorana and Ernest V. Hollis. 1960. 254 p. \$1.50

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

FS 5.253:53006

Student Financial Aid in Higher Education: An Annotated Bibliography. Walter C. Eells and Ernest

V. Hollis. 1960; reprinted 1962. 87 p. 35¢

A list of 451 titles of published materials on scholarships, fellowships, loans, assistantships and other part-time employment, and foreign study.

FS 2.253:53007

Advance Planning to Meet Higher Education Needs: Recent State Studies, 1958-59. S. V. Martorana and James C. Messersmith. 1960. 33 p. 30¢

Reviews 153 joint institutional studies of varying character initiated by State legislative action or by boards of regents, higher education councils, governors' committees and commissions, and State boards of education.

FS 5.253:53008

The College Presidency, 1900-1960: An Annotated Bibliography. Walter Crosby Eells and Ernest V. Hollis. 1961. 143 p. 60¢

A list of 700 publications on the college president—his duties and responsibilities for special phases of administration; selection, qualifications, personal factors; biographies.

FS 5.253:53009

Job Motivations and Satisfaction of College Teachers. Ruth E. Eckert and John E. Stecklein. 1961. 96 p. 35¢

A report by professors at the University of Minnesota on factors influencing its faculty in choosing college teaching as a career, the nature of their background and training, their present job responsibilities, and their ideas for attracting qualified candidates to the field.

FS 5.253:53010

Trends in Higher Education Planning and Management Data, 1957-58 to 1959-60: An Analysis of Changes in Salaries, Tuition and Fees, Room and Board. W. Robert Bokelman and Louis A. D'Amico. 1961. 19 p. 25¢

An analysis of data over a 3-year period, by institutional type and control, size of enrollment, and region.

FS 5.253:53012

Internal Structure: Organization and Administration of Institutions of Higher Education. Archie R. Ayers and John H. Russel. 1962. 123 p. 45¢

A survey and analysis of institutional organization to aid planners in evaluation and modification, based on current organization charts of 608 institutions. Discusses problems and issues of reorganization.

FS 5.253:53013

Placement Services for Personnel in Higher Education. Lanora G. Lewis. 1961; reprinted 1963. 36 p. 30¢

A directory, based on a poll, showing placement services offered by professional associations and by colleges and universities.

FS 5.253:53015-62

Higher Education Salaries, 1961-62. W. Robert Bokelman and Louis A. D'Amico. 1962. 63 p. 40¢

Salaries are shown by faculty rank, and for four ranks combined. (Data for junior colleges are reported for the combined ranks only.) Includes salaries for deans and administrative positions. Data analyzed by control (public or private), region, type of institution, and enrollment, with separate tables for faculty on 9-10- and on 11-12-month schedules.

FS 5.253:53016

Sabbatical Leave in American Higher Education: Origin, Early History, and Current Practices. Walter Crosby Eells and Ernest V. Hollis. 1962. 77 p. 30¢

A definitive history of early practices based on primary sources, and a description of current practices in 72 institutions. Prepared in part with the young college teacher in mind who will need advanced inservice graduate study.

FS 5.253:53017-58

Statistics of Higher Education, 1957-58: Faculty, Students, and Degrees. Edith M. Huddleston, Henry G.

Badger, and Bronson Price. 1962. 165 p. \$1.25

Data are presented primarily for historical reference but include materials not given elsewhere for 1957-58: analyses by type, control, and size of institutions; analyses relating enrollments to population, and analyses of types of enrollment and types of faculty positions.

Also available:

—1955-56. 152 p. 60¢. FS 5.23:954-56/ch. 4, sec. 1

—1953-54. 142 p. 45¢. FS 5.23:952-54/ch. 4, sec. 1

—1951-52. 102 p. 35¢. FS 5.23:950-52/ch. 4, sec. 1

FS 5.253:53018

Instructional Staff in Institutions of Higher Education, Projected to 1970-71. Kenneth A. Simon and Louis H. Conger. 1963. 9 p. 10¢

The projections—on staff for resident degree-credit courses—rest on the assumption that total college enrollment will increase to 7 million by 1970 and the student-staff ratio, to 14 to 1.

FS 5.253:53019

What Standards Do We Raise? Winslow R. Hatch. 1963. 28 p. 15¢

Proposes 21 criteria of excellence in standards of higher education related to instruction practices, student selection, program planning, and staffing. No. 12 in the New Dimensions of Higher Education series.

See also:

- Key audiovisual personnel (34003)
- Library statistics of colleges and universities, 1961-62: Institutional data (15032)
- National defense language development research and studies, fiscal 1962 (12014)
- Research in school and college personnel services (25007)
- Statistics of higher education, 1957-58: Faculty, students, degrees (53017)
- Statistics of land-grant colleges and universities, June 30, 1960 (50002)
- Statistics of libraries in institutions of higher education, 1951-52 (15 . . .)

Students

54000-54999

Admission, Enrollment, Degrees

FS 5.254:54000

Resident, Extension, and Other Enrollments in Institutions of Higher Education: First Term, 1967-68.

Hazel C. Poole. 1959. 73 p. 50¢

Detailed data for individual institutions in the aggregate United States. Includes summary data on veterans and on students enrolled in correspondence courses, short courses.

Also available:

- 1955. 40 p. 30¢. FS 5.4:493
- 1954. 34 p. 30¢. FS 5.4:454
- 1953. 29 p. 30¢. FS 5.4:414

FS 5.254:54001

Junior Year Science and Mathematics

Students, Fall 1958. Edith M. Huddleston and Hazel C. Poole. 1959. 64 p. 45¢

A nationwide survey of resident junior year college and university majors in the biological sciences, physical sciences, and mathematics to serve in estimating probable future supplies of scientific manpower. Includes figures on enrollment and degrees in these fields.

Also available:

- 1957. 56 p. 45¢. FS 5.4:520

FS 5.254:54003-62

Opening (Fall) Enrollment in Higher Education, 1962: Institutional Data.

Edith M. Huddleston. 1962. 35 p. 30¢

Gives total and first-time fall degree-credit enrollment, by sex and institution. The 17th annual survey, incorporating information reported by nearly 2,000 institutions of higher education.

Also available:

- 1961. 34 p. 25¢.
- 1960. 35 p. 30¢
- 1959. 34 p. 30¢
- 1958. 33 p. 30¢. FS 5.4:544
- 1957. 48 p. 40¢. FS 5.4:518
- 1956. 46 p. 35¢. FS 5.4:496
- 1955. 46 p. 35¢. FS 5.4:460
- 1954. 39 p. 30¢. FS 5.4:419
- 1953. 34 p. 30¢. FS 5.4:382

FS 5.254:54006-61

Engineering Enrollments and Degrees, 1961. Wayne E. Tolliver and Henry H. Armsby. 1963. 45 p. 35¢

Gives data for the 1960-61 school year in text and tables with comparisons with previous years. Includes detailed tables showing enrollments and degrees by level, curriculum, State, and institution, for 1961. The 13th in an annual series prepared with the American Society for Engineering Education.

Also available:

- 1960. 44 p. 35¢
- 1959. 47 p. 40¢
- 1958. 50 p. 40¢. FS 5.4:555
- 1957. 52 p. 40¢. FS 5.4:516
- 1956. 45 p. 40¢. FS 5.4:494
- 1955. 35 p. 30¢. FS 5.4:468
- 1954. 27 p. 25¢. FS 5.4:421

FS 5.254:54007-60

Opening Fall Enrollment in Higher Education, 1960: Analytic Report. Edith M. Huddleston. 1961. 43 p. 35¢

A count early in the school year of resident or extension students enrolled in courses creditable toward bachelor's or higher degrees, with analysis of trends and interrelationships revealed by the data.

FS 5.254:54008

Academic Degrees: Earned and Honorary Degrees Conferred by Institutions of Higher Education in the United States. Walter Crosby Eells and Harold A. Haswell. 1960. 324 p. \$1

A directory of 1,600 different degrees currently conferred in the U.S., classified by fields with introductory historical data, and an alphabetical listing of 2,600 abbreviations used for these degrees.

FS 5.254:54012

Organized Occupational Curricula in Higher Education: Enrollments and Graduates. 1958. Ken August Brunner and D. Grant Morrison. 1961. 250 p. \$1.50

Gives statistics on 1- and 4-year programs as an aid to those training or employing scientific, engineering, and other

technical personnel and to institutions offering this type of program.

Also available:

- 1957. 201 p. \$1.25. FS 5.4:568
- 1956. 237 p. \$1.50. FS 5.4:512

FS 5.254:54013-62

Earned Degrees Conferred, 1961-62: Bachelor's and Higher Degrees. Wayne E. Tolliver. 1963. 235 p. \$1.50

Data are given by field of study, degree level, sex, institutional type and control, and by individual institution, and are analyzed for trends in particular fields of study and in broad areas or groups of fields. The 15th survey in a series.

Also available:

- 1960-61. In press
- 1959-60. 207 p. \$1.50
- 1958-59. 198 p. \$1.50
- 1957-58. 210 p. \$1.50. FS 5.4:570
- 1956-57. 196 p. \$1.50. FS 5.4:527
- 1955-56. 182 p. FS 5.4:499
- 1954-55. 138 p. \$1. FS 5.4:461
- 1953-54. 86 p. 50¢. FS 5.4:418
- 1952-53. 88 p. 60¢. FS 5.4:380
- 1951-52. 100 p. 60¢. FS 5.4:360
- 1950-51. 121 p. 60¢. FS 5.4:333

FS 5.254:54014

Advanced Standing. Shirley A. Radcliffe and Winslow R. Hatch. 1961. 24 p. 15¢

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

FS 5.254:54016

Doctoral Study: Fellowships and Capacity of Graduate Schools. John L. Chase. 1961; reprinted 1963. 65 p. 45¢

A study based on a survey of 139 doctorate-granting institutions in 1959 to ascertain the Nation's capacity to train its urgently needed college teachers.

FS 5.254:54019-60

Enrollment for Advanced Degrees, Fall 1960: Total Enrollment for Advanced Degrees and Enrollment in Selected Fields. Wayne E. Tolliver. 1963. 485 p. \$2.75

Comprehensive enrollment data on all fields in which advanced degrees are conferred, by field of study. The second survey in a new series prepared in consultation with the National Science Foundation and the National Institutes of Health.

Also available:

- 1959. 138 p. \$1

FS 5.254:54023

Factors Related to College Attendance. Robert H. Beezer and Howard F. Hjelm. 1961; reprinted 1963. 42 p. 20¢

Selected findings of state-wide surveys conducted in Arkansas, Indiana, and Wisconsin which attempted to identify the distinguishing characteristics in the lives of academically talented students who either did or did not enroll in college.

FS 5.254:54025

Total Enrollment in Institutions of Higher Education, First Term, 1959-60: Basic Data. Hazel C. Poole, Mabel C. Rice, and others. 1962. 60 p. 55¢

Gives descriptive data on the various types of enrollment, shown separately for publicly and privately controlled institutions and for 4-year institutions and junior colleges. Institutional and State data are also shown. Based on a biennial survey, it complements the annual opening (fall) enrollment survey.

FS 5.254:54027

Retention and Withdrawal of College Students. Robert E. Ifert. 1958; reprinted 1962. 177 p. 65¢

Analyzes the principal factors which governed the retention, transfer, and withdrawal of students in a sampling of institutions to show the impact of these factors in combination. Intended as a guide to those who finance, govern, and administer higher education in recruiting and retaining able students.

FS 5.254:54029

Degrees in the Biological and Physical Sciences, Mathematics and Engineering. Clarence B. Lindquist. 1963. 35 p. 35¢

Analysis of figures given for an 11-year period. Intended in part for those considering manpower problems related to the national welfare.

See also:

- Careers in atomic energy (28 . . .)
 Credit system in colleges and universities, The (50021)
 Economics of higher education (50027)
 Enrollment and degrees in agriculture (56006)
 Guide to undergraduate programs in mathematics (56008)
 Higher education, 1962-63 (education directory) (50000)
 Instructional staff in institutions of higher education, projected to 1970-71 (53018)
 Statistics of higher education, 1957-58: Faculty, students, degrees (53017)
 Statistics of land-grant colleges and universities, June 30, 1960 (50002)
 Summer sessions in colleges and universities of the United States, 1960 (56012)
 Training programs for fishery occupations (84025)
 Trends in engineering education (56003)
 What standards do we raise? (53019)

55000-55999**Costs and Financial Assistance**

FS 5.3:957/7

Scholarships and Fellowships: A Selected Bibliography. Richard C. Mattingly. 1957. 28 p. 15¢

A list of research studies on financial aid to students, plans of high school seniors, academic performance of scholarship holders, and administration of scholarship programs.

FS 5.255:55009

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

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

FS 5.255:55011

National Defense Student Loan Program: Student Borrowers, Their Needs and Resources. Robert C. Hall and Stanton Craigie. 1962. 80 p. 55¢

Tables and text based on returns from students who borrowed between July 1 and November 1, 1960. An aid in assessing the extent to which the program is encouraging and assisting capable young people to continue with higher education.

FS 5.255:55014

Modern Foreign Language Fellowships, 1961-1962. 1960. 5¢

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

FS 5.255:55019

National Defense Student Loan Program: A 2-Year Report. Robert C. Hall. 1961. 44 p. 35¢

Discusses basic policy determinations for institutional participation in financial aid programs, and analyzes statistical data submitted by colleges and universities from initiation of the NDEA program in February 1959 to June 1960.

FS 5.255:55020

National Defense Graduate Fellowship Program, Title IV—National Defense Education Act: A Report on the First Two Years. Robert M. Rosenzweig and Gerald W. Elbers. 1961. 12 p. 15¢

Assesses the impact of the program in preparing students for college and university teaching, by supporting new and expanded programs of graduate study and awarding 3-year fellowships.

FS 5.255:55027

Financial Assistance for College Students: Undergraduate. Compiled by Richard C. Mattingly. 1962; reprinted 1963. 360 p. \$1.25

A directory primarily for students showing programs active in 1959-60 in 1,667 institutions. Includes a table of gross summaries, by State, for institutional scholarships, undergraduate employment and loans, and loans made under the National Defense Student Loan Program.

FS 5.255:55029

Financial Aids for Undergraduate Students: Sources of Information. 1961; reprinted 1962. 9 p. 10¢

Raises some questions that remain to be answered and lists sources of information about Federal and non-Federal financial assistance programs.

FS 5.255:55032

Financial Aid for College Students: Graduate. Richard C. Mattingly. 151 p. 1957; reprinted 1963. 50¢

A directory showing for each institution availability of fellowships, loans, and employment for graduate students in 1955-56

See also:

Costs of attending college: A study of student expenditures and sources of income (52006)

Economics of higher education (50027)

Research projects of the cooperative research program, 1956-1961 (12015)

Student financial aid in higher education (53006)

Survey of Federal programs in higher education, A (50033)

Trends in higher education planning and management data, 1957-58 and 1959-60 (53010)

56000-56999**Curriculum**

FS 5.2:P94

Education for the Professions. Lloyd E. Blanch. 1955. 317 p. \$1.75 (paper); \$2.75 (buckram)

Status reports on education programs for the professions with a discussion of some of the problems to be met.

FS 5.17:116

General and Liberal Educational Content Professional Curricula: Architecture. Jennings B. Sanders. 1955. 12 p. 15¢

FS 5.17:115

Engineering, with Special Reference to Mechanical Engineering. Jennings B. Sanders. 1954. 31 p. 20¢

FS 5.17:114

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

FS 5.17:113

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

The series takes into consideration the role of leadership in the community demanded of the professional man.

FS 5.3:955/9

Programs below the Bachelor's Degree Level in Institutions of Higher Education, 1953-54. Alice Yoemans Scates. 1955. 50 p. 25¢

An outline of the programs in junior colleges, normal schools, and technical schools available to those who do not seek a 4-year degree.

FS 5.4:534

School Plant Courses Offered by Colleges and Universities in the United States, 1956-59. Ray L. Hamon. 1959. 32 p. 25¢

An inquiry into the purpose and content of school-plant courses with suggestions for improving their curriculum.

FS 5.3:959/8

Social Science Requirements for Bachelor's Degrees. Jennings B. Sanders. 1959. 68 p. 30¢

Anthropology, economics, history, political science, and sociology are the fields considered.

FS 5.256:56001

Graduate General Humanities Programs. Chester L. Neudling and James H. Blessing. 1960. 126 p. 50¢

Outlines the master's and doctoral degree programs available at 11 institutions in a status report on a relatively new field—interdepartmental graduate programs.

FS 5.256:56003

Trends in Engineering Education, 1949 to 1959. Henry H. Armsby. 1961. 67 p. 45¢

A survey of curriculums and degrees offered, to discover which fields of engineering education are the fastest growing. Includes a section on the development of the "three-two" program and the 5-year undergraduate program.

FS 5.256:56004

Graduate Study in Public Administration: A Guide to Graduate Programs. Ward Stewart. 1961. 158 p. \$1.25

The first comprehensive description of the 145 graduate programs in public administration currently offered by 83 institutions in the United States. Discusses some distinctive postwar programs.

FS 5.256:56005

The Three-Two Plan of Engineering Education. Henry H. Armsby. 1961. 32 p. 20¢

A directory of engineering colleges which conduct this type of program and of non-engineering colleges cooperating with them.

FS 5.256:56006

Enrollment and Degrees in Agriculture, Institutions of Higher Education, September 1960. Henry S. Brunner. 1961. 69 p. 45¢

A survey of enrollments in agricultural colleges and universities and of degrees granted in agricultural curriculums in 1959. Contains tabulations by class, sex, and area of specialization.

FS 5.256:56008

Guide to Undergraduate Programs in Mathematics. Clarence B. Lindquist. 1962. 25 p. 25¢

An outline of the kinds of programs offered by the 864 higher institutions participating in a survey conducted in 1961, in tabular form. Entries are included for special programs such as honors and digital computers on campus.

FS 5.256:56009

Summer Session Offerings in Institutions of Higher Education, 1960: A Directory. Donald F. Warner,

Bernice R. Retzlaff, and Harold A. Haswell. 1962. 106 p. \$1

A listing, under 80 subject fields, of graduate, undergraduate, and nondegree courses offered, by State and individual institution. For companion study, see *Summer Sessions in Colleges and Universities of the United States, 1960* (OE-56012).

FS 5.256:56012

Summer Sessions in Colleges and Universities of the United States, 1960. Donald F. Warner, Bernice R. Retzlaff, and Harold A. Haswell. 1963. In press.

A comprehensive survey of the status of summer sessions, 1960, to aid in planning academic programs that make maximum use of college facilities at a time of mounting enrollments. See OE-56009 for a directory of summer session offerings, 1960.

See also:

Analysis of research in the teaching of mathematics (20007)

Analysis of research in the teaching of science (20000)

Careers in engineering, mathematics, science, and related fields (26007)

College and university programs for the preparation of teachers of exceptional children (35025)

Degrees in the biological and physical sciences, mathematics, and engineering (54029)

Earned degrees conferred, 1959-1960: Bachelor's and higher degrees (54013)

Engineering enrollments and degrees, 1961 (54006)

Enrollment for advanced degrees, fall 1960: Total enrollment for advanced degrees and enrollment in selected fields (54019)

Experimental college, The (50010)

Fifth-year programs of classroom teacher education (56008)

Higher education, 1962-63 (education directory) (50000)

Flexibility in the undergraduate curriculum (50032)

Impact of college (50011)

Independent study (50005)

- Needed research in the teaching of English: Proceedings of a *Project English* research conference (30010)
- Needs of education for television channel allocations, The (34017)
- Opening (fall) enrollment in higher education, 1960: Analytic report (54007)
- Organized occupational curriculums in higher education (54012)
- Preparation in school and college personnel work (23031)
- Quest for quality (50016)
- Research problems in mathematics education (12008)
- Research in the teaching of science: July 1957-July 1959
- Status of preparation programs for guidance and student personnel workers (25 . . .)
- Studies on the teaching of home economics in colleges and universities, 1955-56 (83 . . .)
- Survey of Federal programs in higher education, A (50033)
- Teacher education fifth-year programs (58 . . .)
- Teaching about the United Nations (14 . . .)
- What standards do we raise? (53019)

Special Institutions and Education

57000-57999

Junior Colleges, Community Colleges, Post High School Courses

Pr34.8:Ed.8/4

Education Beyond the High School. 1957. 32 p. 25¢

An inquiry into some of the problems, and the ways in which an area's needs can be met.

FS 5.257:57000

Criteria for the Establishment of 2-Year Colleges. D. G. Morrison and S. V. Martorana. 1960; reprinted 1963. 99 p. 45¢

A survey of criteria found in State laws and a poll of professional opinion regarding them, and some guidelines for establishing a State system of these institutions.

FS 5.257:57004

State Formulas for the Support of Public 2-Year Colleges. D. G. Morrison and S. V. Martorana. 1962. 70 p. 30¢

A comprehensive compilation and discussion of procedures and practices currently in effect in the several States in distributing the costs of 2-year colleges among the State, the district, and student sources.

FS 5.257:57005

The 2-Year Community College: An Annotated List of Unpublished Studies and Surveys, 1957-61. D. G. Morrison, Ken August Brunner, and S. V. Martorana. 1963. 41 p. 20¢

Revision of a 1953-57 bibliography prompted by the rapid expansion of this institution. Annotations are listed under broad subject headings—financing, buildings, library, administration, and programs.

Also available:

—1953-57. 33 p. 20¢. FS 5.3:958/14

See also:

Accredited higher institutions (50012)

Education for a changing world of work: Appendix I (80022)

Electrical technology: A suggested 2-year post high school curriculum (80006)

Electronic data processing—I: A suggested 2-year post high school curriculum for computer programmers and business application analysts (80024)

Electronic technology: A suggested 2-year post high school curriculum (80009)

Higher education salaries, 1961-62 (53015)

HIGHER EDUCATION

58000

- Mechanical technology design and production: A suggested 2-year post high school curriculum (80019)
- Post-high school cooperative programs (82001)
- Statistics of higher education, 1957-58: Faculty, students, degrees (53017)
- Statistics of State school systems, 1959-60 (20020)
- Survey of State legislation relating to higher education, 1961 (50006)
- Total enrollment in institutions of higher education, first term, 1959-60 (54025)
- Trade and industrial education for girls and women (84002)
- Distributive education for adults: Guide for part-time instructors (82003)
- Distributive education for adults: Selection and training of part-time instructors (82002)
- Educating the more able children in grades 4, 5, and 6 (35006)
- Education and the development of human technology (10018)
- Education for freedom and world understanding (10016)
- Effectiveness of teaching (50006)
- Exchange teaching abroad under the Fulbright Act (14 . . .)
- Following graduates into teaching (26 . . .)
- Guide for part-time instructors [distributive education] (82003)
- Guidelines for teacher education programs in distributive education (82010)
- Inservice education of high school mathematics teachers (20022)
- Inservice education of teachers of vocational agriculture (81 . . .)
- Modern foreign languages in the high school (27005)
- National defense graduate fellowship program: The first 2 years (55020)
- Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29 . . .)
- Role of teacher education in distributive education, The (82 . . .)
- Selection and training of part-time instructors of distributive education for adults (82002)
- Speech correctionists (35010)
- Statistics of higher education, 1957-58: Faculty, students, degrees (53017)
- Statistics of State school systems, 1959-60 (20020)
- Talent and tomorrow's teachers: The honors approach (50036)
- Teacher competencies in trade and industrial education (84006)

58000-58999

Teacher Education

FS 5.3:959/9

Teacher Education Fifth Year Programs. Shirley Radcliffe. 1959. 20 p. 15¢

A bibliography of selected references containing professional opinion and descriptions of practices 1940 to date.

FS 5.258:58008

Fifth-Year Programs of Classroom Teacher Education: A Survey Report. Henry Harap. 1963. In press

Gives data on 1,976 preservice and inservice programs in 462 institutions for 1959-60, their scope, curricula, and administration. Analyzes eight versions of these programs.

See also:

- Accredited higher institutions (50012)
- Agricultural education: The preparation of teachers (81008)
- Austrian teachers and their education since 1945 (14 . . .)
- College and university programs for the preparation of teachers of exceptional children (35025)

58000

OFFICE OF EDUCATION PUBLICATIONS

**Teacher education in the Netherlands,
Belgium, and Luxembourg (14016)**
**Teachers of children who are hard of
hearing (35041)**
**Teachers of children who are mentally
retarded (35040)**

**Teachers of crippled children and
teachers of children with special
health problems (35018)**
**Teaching homemaking as a career in
the Nation's schools (83 . . .)**

VOCATIONAL EDUCATION

80000-80999

General and Area Programs

FS 5.280:80001

Area Vocational Education Programs:

Regulations for the Administration of Title VIII, National Defense Education Act of 1958, P.L. 864, 85th Congress. 1958. 7 p. 15¢

Quotes the amendments and new sections encompassing administration of programs in agriculture, distributive occupations, home economics, and trade and industry.

FS 5.280:80006

Suggested 2-Year Post High School Curriculums: Electrical Technology.

1960. 118 p. 75¢

FS 5.280:80024

Electronic Data Processing—I: Computer Programers and Business Application Analysts. 1963. 49 p. 40¢

FS 5.280:80009

Electronic Technology. 1960. 97 p. 70¢

FS 5.280:80019

Mechanical Technology Design and Production. 1962. 103 p. 70¢

A series of curriculum guides to aid school administrators, supervisors, and teachers in organizing or evaluating full-time study programs in certain fields of technology. A subtitle could read: education for technological change.

FS 5.280:80008-61

Digest of Annual Reports of State Boards for Vocational Education:

Fiscal Year Ended June 30, 1961. 1963. 68 p. 45¢

Enrollments in and expenditures for State vocational programs receiving Federal aid. Tables and text, based on reports submitted annually to the Office of Education. Breakdowns shown for agricultural,

distributive, home economics, trade and industrial, practical nurse, and area vocational education.

FS 5.280:80010

Determining Requirements for Development of Technical Abilities Through Extension Courses. 1961. 14 p. 15¢

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

FS 5.280:80014

Suggested Techniques for Determining Courses of Study in Vocational Education Programs: Mechanical Technology Design and Production.

Clarence E. Peterson. 1962. 29 p. 25¢

FS 5.280:80016

Chemical and Metallurgical Technologies. Clarence E. Peterson. 1962. 22 1962. 22 p. 25¢

FS 5.280:80018

Civil and Highway Technology. Clarence E. Peterson. 1962. 20 p. 25¢

A series of guides to serve States in organizing and operating programs under title VIII of the National Defense Education Act of 1958.

FS 5.280:80015

Occupational Criteria and Preparatory Curriculum Patterns in Technical Education Programs. Maurice W. Roney. 1962. 26 p. 15¢

Addresses problem of defining the functions and educational requirements of occupations as a preliminary to establishing the uniform standards required to advance vocational education. Designed to serve State and local programers in planning and evaluating.

FS 5.280:80017

Administration of Vocational Education. 1917; revised 1958; reprinted 1962. 44 p. 25¢

Spells out regulations for the administration of vocational education programs of less than college grade provided for by the Federal Vocational Education Acts.

FS 5.280:80021

Education for a Changing World of Work: Report of the Panel of Consultants on Vocational Education. 1963. 296 p. \$1.25

The Panel, appointed by the Secretary of Health, Education, and Welfare at the request of the President in his message to Congress, February 20, 1961, was charged with the responsibility of reviewing and evaluating the current National Vocational Education Acts. Special studies which the Panel commissioned for use in its deliberations are reproduced in Appendixes I, II, and III.

FS 5.280:80022

Appendix I: Technical Training in the United States. Lynn A. Emerson. 1963. 170 p. \$1.25

An inquiry into technical education on the semiprofessional level—the need, facilities, programs—with recommendations for the years immediately ahead.

FS 5.280:80025

Appendix II: Manpower in Farming and Related Occupations. C. E. Bishop and G. S. Tolley. 1963. 51 p. 35¢

An outline of the changing structure of American agriculture and the implications for education of rural youth.

FS 5.280:80026

Appendix III: The Economic and Social Background of Vocational Education in the United States, by Harold F. Clark; **A Sociological Analysis of Vocational Education in the United States,** by Wilbur Brookover and Sigmund Nosow; **The Case for Education for Home and Family Living,** by Bernice Milburn Moore, **and The Contribution to the National Economy of the Use**

of Resources within and by the Family, by Elizabeth E. Hoyt. 1963. 91 p. 50¢

FS 5.280:80027

Report of the Secretary of Health, Education, and Welfare to the Congress on Training Activities under the Manpower Development and Training Act. 1963. 87 p. 55¢

The review includes a preliminary assessment of training program data and a discussion of immediate and long-range research needs. Appendixes contain a digest of recommendations made by an Advisory Panel of Consultants on Vocational Education, and appropriation features of the proposed Vocational Education Act of 1963.

See also:

Adult education services of State departments of education (13 . . .)
Approach to individual analysis in educational and vocational guidance.
An (25027)

Digest of annual reports of State boards for vocational education.
June 30, 1961 (80008)

Education and the development of human technology (10018)

Progress of public education in the U.S.A., 1961-62 (10005)

81000-81999

Agriculture

FS 5.123:243

The Advisory Council for a Department of Vocational Agriculture.
E. J. Johnson. 1951. 28 p. 15¢

Discusses the nature and scope of advisory councils and how to establish and use them.

FS 5.128:21/2

Educational Objectives in Vocational Agriculture. J. C. Wright. 1940.
14 p. 15¢

A discussion of the functions to be served: beginning and advancing in farming, producing and marketing farm commodities, conserving natural resources, and managing a farm business.

FS 5.123:217

History of Agricultural Education of Less than College Grade in the United States: A Cooperative Project of Workers in Vocational Education in Agriculture and Related Fields. Rufus W. Stimson and Frank W. Lathrop. 1942. 648 p. \$2

A record of the experiences of leaders in 48 States, Hawaii, and Puerto Rico. Discusses Federal administration of vocational agriculture acts, includes sections on subjects offered in Indian schools and the services of the Office of Education.

FS 5.123:277

Inservice Education of Teachers of Vocational Agriculture: Criteria for Evaluating Statewide Programs. V. R. Cardozier. 1959. 52 p. 25¢

An outline of criteria, and questionnaires for teachers and teacher-training and supervisory staffs in State and local programs.

FS 5.123:267

Instruction in Farm Mechanics: Suggestions for Developing Training Programs in Farm Mechanics in Vocational Agriculture. A. H. Hollenberg. 1957. 63 p. 35¢

The ingredients of an instruction program are given as: power and machinery, general buildings, electrification, soil and water management, and shop work.

FS 5.123:262

Planning and Conducting a Program of Instruction in Vocational Agriculture for Young Farmers. H. N. Hunsicker. 1956. 94 p. 45¢

A guide to how to initiate programs, obtain assistance, locate prospective members, set up objectives, plan and conduct suitable programs, and provide on-farm instruction.

FS 5.281:81001

Farm Mechanics in Vocational Agriculture: A Survey. Alvin H. Hollenberg. 1959. 28 p. 15¢

A report on what programs are being offered, what their facilities are, and how they are financed.

FS 5.281:81002-61

Summaries of Studies in Agricultural Education: An Annotated Bibliography of Studies in Agricultural Education with Classified Subject Index. Supplement No. 15. 1962. 56 p. 25¢

Briefs of 100 studies completed in the 1960-61 academic year—18 projects carried out by members of State supervisory and teacher-education staffs, 18 doctoral dissertations, and 64 studies completed in partial fulfillment of other advanced degrees. Summaries carry statements of purpose, method, and findings.

Also available, supplements:

14, 1961. 56 p. 25¢

13, 1960. 35¢

12, 1959. 25¢

11, 1958. 35¢. FS 5.123:272

9, 1956. 35¢. FS 5.123:262

5, 1952. 62 p. 20¢. FS 5.123:248

3, 1950. 61 p. 20¢. FS 5.123:242

FS 5.281:81003

Building, Equipment, and Facilities for Vocational Agriculture Education. A. H. Hollenberg and E. J. Johnson. 1960. 90 p. 45¢

A guide to planning new construction or remodeling existing facilities, for use in farm mechanics instruction and other phases of vocational agriculture programs in public secondary schools.

FS 5.281:81008

Agricultural Education: The Preparation of Teachers—A Survey of Supervised Teaching Programs. George L. O'Kelley, Jr. 1961. 75 p. 30¢

A survey of supervised teaching programs currently operating in the 77 institutions of higher education authorized to train teachers of vocational agriculture under provisions of the Smith-Hughes and George-Barden Acts of Congress.

See also:

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

Enrollment and degrees in agriculture, 1960 (56006)

Land-grant colleges and universities: 1962-1962 (50030)

82000-82999

Distributive Education

FS 5.123:259

**Distributive Education for Adults:
Guide for Part-Time Instructors.**
Natalie Kneeland. 1956. 20 p. 15¢

A manual of teaching aids with suggestions on how to evaluate a program, make use of visual aids, plan each meeting, handle typical problems.

FS 5.123:258

**Distributive Education for Adults:
Selection and Training of Part-Time Instructors.** Natalie Kneeland and others. 1955. 28 p. 25¢

Tells where and how to find instructors and how to provide induction training, on-the-job training, individual and group training.

FS 5.123:260

**Distributive Education for Youth:
Work-Experience Laboratories.**
William B. Runge and others. 1956. 19 p. 15¢

Outlines the major features of work stations, what they can accomplish, and how they may be set up and managed.

FS 5.123:279

**The Role of Teacher Education in
Distributive Education.** 1959. 9 p. 10¢

Suggests ways in which States may develop preservice programs of teacher education geared to competence in the classroom and in relations with the business community.

FS 5.123:270

**Training Opportunities in Outside
Selling.** Ben Franklin Bills. 1958. 13 p. 15¢

Shows how courses in outside selling can prove to be a useful supplement to the sales training programs of local business.

FS 5.123:269

Training Programs in Outside Selling.
Ben Franklin Bills. 1958. 15 p. 15¢

A description of course content in a local training program of outside selling.

FS 5.282:82000

**A Study of Curriculum Development
in the High School Cooperative
Program.** 1960. 22 p. 15¢

A report on current practice and opinion prepared as an aid to State and local programs.

FS 5.282:82001

**Post High School Cooperative Pro-
grams.** 1960. 11 p. 15¢

An inquiry into this increasingly important program in distributive education.

FS 5.282:82002

**Selection and Training of Part-Time
Instructors of Distributive Educa-
tion for Adults.** 1950; reprinted
1960. 28 p. 25¢

A practical guide for supervisors of adult training.

FS 5.282:82003

Guide for Part-Time Instructors.
1950; reprinted 1960. 20 p. 15¢

General background with an outline of four steps in teaching.

FS 5.282:82004

**Training for Students in the Food
Industry.** 1961. 23 p. 15¢

Constructs a high school cooperative program to coordinate on-the-job orientation and classroom instruction.

FS 5.282:82005

Educational Values in Club Programs.
1961. 19 p. 15¢

A report growing out of proposals made at a 1959 conference called by the Division of Vocational Education, Office of Education.

FS 5.282:82006

**Supervision to Improve Instruction
in Distributive Education.** 1950;
reprinted 1961. 19 p. 15¢

Suggestions for improving supervisory techniques in instructional programs in distribution and marketing.

FS 5.282:82007

Food Service Industry: Training Programs and Facilities. 1961. 183 p. 65¢

Materials developed at a 1960 conference attended by representatives of hotel and restaurant associations and members of the Division of Vocational Education, Office of Education. Practical aids for waiters and waitresses, hosts and hostesses, cashiers, busboys serving in drive-ins, cafeterias, hotels, or restaurants.

FS 5.282:82008

Management Training for Small Business. 1958; reprinted 1961. 52 p. 25¢

Suggested procedures for organizing a comprehensive and balanced management training program with community support.

FS 5.282:82010

Guidelines for Teacher Education Programs in Distributive Education. Mary V. Marks and John A. Beaumont. 1962. 33 p. 30¢

Papers delivered at a conference of national leaders in distributive teacher education called by the Office of Education in Chicago, June 5-9, 1961, to assist State Boards for Vocational Education in developing programs in institutions of higher education. The first conference of its kind.

FS 5.282:82011

A Guide to Practical Research. Natalie Kneeland. 1963. 41 p. 20¢

A handbook of criteria, in question-and-answer form, prepared to help distributive education personnel develop acceptable standards in pursuing practical research—gathering data on and finding solutions to everyday problems in the classroom and the marketplace.

FS 5.282:82012

Planning and Organizing an Export Trade Education Program. William Winkel. 1963. 42 p. 20¢

Includes a curriculum guide for instructors in programs designed to serve businessmen, particularly small manufacturers, in entering the export trade. The publication was prompted by the success of experimental programs held in Philadelphia, Jacksonville, and Houston.

FS 5.282:82013

Standard Industrial Classification for Use in Distributive Education. 1963. 12 p. 10¢

Contains a list of titles used in manufacturing, transportation, communications, wholesale and retail trade, finance, and business services, organized for reference in reporting enrollments in distributive education to the Office of Education.

See also:

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)
Education for a changing world of work: Appendix III (80028)

83000-83999

Home Economics

Adventuring in Research to Improve School Practices in Homemaking Programs. Selma Lippeatt. 8-p. leaflets. 5¢ each.

An Individual Approach. FS 5.11:3512-1
Group Approach. FS 5.11:3512-2
A State Approach. FS 5.11:3512-3
A Training Approach. FS 5.11:3512-4

FS 5.123:276

Studies on the Teaching of Home Economics in Colleges and Universities, 1955-56. Ivol Spafford and Edna P. Amidon. 1959. 144 p. 55¢

Makes available findings of research studies on the teaching of home economics—primarily master's and doctoral studies completed during this period—as an aid in improving college programs.

FS 5.123:249

With Focus on Family Living: The Story of Four Experiments in Community Organization. Muriel W. Brown. 1953. 248 p. 40¢

Gives insights into the process of school-community interaction in the fields of home and family living, as overseen in a western frontier area, the rural South, a Great Lakes port city, and a prairie city.

FS 5.283:83009

Management Problems of Homemakers Employed Outside the Home: Resource Materials for Teaching. Mildred Weigley Wood and others. 1961; reprinted 1962. 153 p. 65¢

In two parts—areas of decision-making for homemakers employed outside the home, and suggestions for extending educational programs in home management—the publication was prepared for teachers of home economics in high school and education adult programs.

FS 5.283:83010

Home Economics in the Public Secondary Schools. Beulah I. Coon. 1962. 156 p. \$1.25

Statistical information on enrollment, teachers, and programs based on a survey of 3,796 schools. Updates a more limited study undertaken in 1939 to assist planners in considering the complex decision-making required of today's homemaker.

FS 5.283:83012

Home, School, and Community Experiences in the Homemaking Program. Druzilla Kent and others. 1953; reprinted 1962. 69 p. 30¢

A guide for homemaking teachers in the secondary schools in supplementing classroom instruction with supervised experiences in real situations in the home and community. Describes some special abilities required of the teacher in this effort.

See also:

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

Education for a changing world of work: Appendix III (80026)

84000-84999**Trade and Industrial Education**

FS 5.23:145

Light Frame House Construction: Technical Information for the Use of Apprentice and Journeymen Carpenters. 1956. 214 p. 60¢

The characteristics of wood and the grading of lumber are discussed and some of

the processes in economical and serviceable frame house construction.

FS 5.4:477

National Leadership Development Conference in Trade and Industrial Education: Conference Report, Aug. 1-12, 1955, Fort Collins, Colo. 1956. 118 p. 60¢

Report of a pilot program on the administration, supervision, and organization of vocational programs.

FS 5.2:Sh. 7

School Shop—Learn Safe Work Habits Here. A Safety Guide for Pre-Employment Training. 1955. 15 p. 10¢

Topics discussed: good housekeeping, use of handtools and portable electric tools, personal protection devices, lifting, ladders, horseplay, first aid, fire and fire extinguishers.

FS 5.123:266

Supervisory Personnel Development: A Guide for Organizing Trade and Industrial Training Programs. Earl M. Bowler. 1957. 40 p. 25¢

A practical guide to planning, organizing, coordinating, operating, and evaluating a program of supervisory personnel development.

FS 5.11:3509

Technological Advances and Skilled Manpower: Implications for Trade and Industrial Education. Howard K. Hogan. Revised 1956. 67 p. 45¢

An annotated bibliography of nontechnical items giving the point of view of representatives of management, labor, and education concerned with the problem.

FS 5.123:261

Training for Quantity Food Preparation. Gertrude Blaker. 1956. 32 p. 20¢

A guide to organizing vocational and comprehensive high school programs, showing how consultants representing employees and employers can organize suitable curriculums, select equipment, publicize the program, recruit and place students.

FS 5.4:530

Vocational-Technical Education for American Industry: Occupations, Selected References, Educational Programs. Lynn A. Emerson. 1958. 25 p. 25¢

A source book on vocational-technical occupations, what they are and where they are taught, with a bibliography for educators.

FS 5.284:84002

Trade and Industrial Education for Girls and Women: A Directory of Training Programs. Mary S. Resh. 1960. 65 p. 30¢

A list of programs available during 1958-59 which met the requirements of State plans for vocational education, as reported by State supervisors of trade and industrial education. Includes information on pre-employment and extension training.

FS 5.284:84004

A Guide for Improving Safety Education Programs in School Shops. Howard K. Hogan. 1960. 48 p. 35¢

Recommendations of a conference on the school's contribution to occupational safety through shop safety programs, with an outline of preferred practices and checklist and accident report forms.

FS 5.284:84006

Teacher Competencies in Trade and Industrial Education. John P. Walsh. 1960. 64 p. 30¢

An appraisal by leaders in the field of the relative importance of a number of teacher competencies, prepared as an aid to supervisors of inservice programs in revising curriculums.

FS 5.284:84007

Promoting Programs of Supervisory Personnel Development: A Guide to Winning Acceptance of Programs and a Glossary of Terms. Earl M. Bowler. 1960. 31 p. 20¢

An outline of procedures for bringing about more widespread understanding of State and local programs of industrial inservice supervisory training.

FS 5.284:84009

Organization and Effective Use of Advisory Committees. Sam W. King. 1960; reprinted 1963. 75 p. 30¢

A practical guide for school administrators and teachers of trade and industrial education programs in working with representatives from industry to secure the full benefit of their services. The publication focuses on craft or occupational committees.

FS 5.284:84014

Peacetime Radiation Hazards in the Fire Service: Orientation Unit—Instructor's Guide. 1961; reprinted 1963. 42 p. 35¢

A short, intensive orientation program for firemen trainees, in two sessions, prepared jointly with the Office of Industrial Relations, Atomic Energy Commission.

FS 5.284:84015

Orientation Unit—Student Manual. 1961. 31 p. 30¢

A series of captioned illustrations.

FS 5.284:84016-61

Research in Industrial Education: Summaries of Studies, 1960-61. Merle E. Strong. 1962. 34 p. 20¢

Briefs of a selection of studies completed during the 2-year period, with statements of purpose, source of data, method of study, and major findings. Prepared for those dealing in program development or operation.

Also available:

—1956-1959. 148 p. 60¢

—1960-1965. 527 p. \$1.75. FS 5.123:264

FS 5.284:84019

Peacetime Radiation Hazards in the Fire Service: Basic Course—Resource Manual. 1961. 120 p. \$1

A course for firemen in handling emergencies involving radioactive materials, developed with the Office of Industrial Relations, Atomic Energy Commission.

FS 5.284:84020

Basic Course—Instructor's Guide. 1961. 72 p. 50¢

FS 5.284:84021

Basic Course—Study Guide. 1961.
31 p. 30¢

Contains 12 tear-out assignment sheets correlated with the Resource Manual and the Instructor's Guide.

FS 5.284:84022

Basic Course—22 charts to accompany. 1961. \$2

Black-and-white posters, 20x28 inches, for use by the instructor.

FS 5.284:84023

Curriculum Materials for Trade and Industrial Education: A Listing of Materials Available from State and Local Sources. Merle E. Strong. 1961. 76 p. 30¢

An annotated list of materials used in programs, presented alphabetically, from air conditioning to welding.

FS 5.284:84024

Three-Dimensional Teaching Aids for Trade and Industrial Instruction. Harold J. Rosengren, compiler. 1961. 46 p. 35¢

A new edition of a 1953 publication showing models, mock-ups, samples, and other devices made by teachers and students for classroom demonstration or manipulation as an aid to understanding mechanical concepts or functions.

Also available:

—1953. 91 p. 50¢. FS 5.4:366

FS 5.284:84025

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

A description of programs available in various high schools and a list of institutions offering degrees or a major in fishery or related sciences; gives references and national or State associations and agencies useful as sources of information for program planners.

FS 5.284:84028-62

Preparatory Trade and Industrial Training Program in Public Schools, A Directory: 1961-62. Sam W. King. 1962. 272 p. \$1

Shows specific courses available, alphabetically by school, city, and State. Lists,

in addition to day trade programs shown in the 1954 directory: part-time cooperative training programs meeting standards of State Plans for Vocational Education, and short-unit preparatory training courses regularly offered.

FS 5.284:84029

Coded Occupational Titles in Trade and Industrial Education. 1963.
20 p. 15¢

Lists commonly reported occupational titles in trade and industrial education programs, using Dictionary of Occupational Titles nomenclature. Designed to aid States in preparing annual reports submitted to the Division of Vocational and Technical Education, Office of Education.

See also:

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

Land-grant colleges and universities, 1862-1962 (50030)

85000-85999

Practical Nurse Education

FS 5.285:85001

Curriculum Development in Practical Nurse Education: Composite Report of Seven Intraregional Conferences. 1961. 90 p. 60¢

Contains the papers given at conferences cosponsored by the Office of Education and the National League of Nursing, plus evaluations of the success of the meetings.

FS 5.285:85004

Guides for Developing Curricula for the Education of Practical Nurses. Dorothea E. Orem. 1959; reprinted 1962. 165 p. 60¢

An outline of the relatively unchanging factors underlying nursing and its practice, with advice on how to consider them in developing curriculums.

FS 5.285:85005

Source Materials for Practical Nurse Education. 1958; reprinted 1962.
31 p. 20¢

A compilation of selected reference works—textbooks, source books, articles,

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films, filmstrips, lists of publishers, and sources of free or inexpensive materials.

See also:

Digest of annual reports of State boards for vocational education, June 30, 1961 (80008)

86000-86999

Office Education

FS 5.286:86000

Office Education: Report of a National Conference. 1961. 29 p. 20¢.

The recommendations of delegates to a conference held in Washington, D.C., May 1960, on problem areas.

FS 5.286:86001

Resources for Office Education Programs. 1961. 35 p. 25¢

A bibliography of teaching materials in the field: films and filmstrips, books, periodicals, and supplementary materials.

FS 5.286:86006

Suggested 1-Year Curriculums: Clerical and Record Keeping Occupations. 1963. 74 p. 50¢

FS 5.286:86007

Stenographic-Secretarial Occupations. 1962. 64 p. 45¢

Professional guides to training, retraining, and upgrading skills of unemployed and underemployed workers, with emphasis on skill development during supervised practice periods. Prepared and first published by McGraw-Hill Book Company, Inc., under contract to the Office of Education as part of the Manpower Development and Training Program administered by the Department of Health, Education, and Welfare.

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