

# Recent Literature on Higher Education

THE FOLLOWING annotated list has been compiled by Clara Esther Derring and Carrie E. Meares of Teachers College Library, Columbia University.

Badger, Henry G., and Kelly, Frederick J. *College Income and Expenditures, 1939-40*. U.S. Office of Education, Washington, 1940. 23p. (Circular No. 188)

This report, which is the fifth in the current series, is planned to present (1) certain of the more commonly used financial data for the year just closed for a representative number of homogeneous institutions of higher education, (2) a comparison of that year with one immediately preceding it, and (3) a study of trends in higher education finance during the past ten years.

Bixler, R. W., and O'Rear, F. B. "Must College Salaries Be Scheduled?" *Teachers College Record* 42:534-43. Mar. 1941.

"The scheduling of salaries of college teachers must be charged with two significant weaknesses: (1) it has not provided adequately for individual differences among college teachers—differences in training and experience, in interests and aptitudes, in hopes and aspirations, in economic needs; (2) it has not provided adequately for the changing needs of individuals in these respects."

The authors discuss the need for flexibility, the need for economic security, the standard of living and personnel development, standards of living indices, and adjustment to the individual employee. They close their article on this note: "There is need in our colleges for a faculty personnel program, in which the administration of salaries should operate to keep them adjusted to individual need and merit. Such a program might be expected to improve institution-faculty relations, and to aid the college in functioning as a unified whole. As a part of this program, college salaries should be adjusted rather than scheduled."

Faulkner, Donald. "Philosophic Bases of Confusion in Higher Education." *Educational Record* 22:212-22, Apr. 1941.

"This article sets before the reader nine philosophies of education which are generalizations from theories expressed by writers in the field. It will discuss the conflicts brought about by the application of two or more of them in an administrative situation, as sources of confusion in higher education." p. 213.

Greenleaf, Walter J. *Working Your Way through College; and Other Means of Providing for College Expenses*. [U.S. Government Printing Office, 1941] 175p. 20¢. (U.S. Office of Education. Vocational Division Bulletin No. 210. Guidance Series No. 4.)

Partial contents: Planning colleges on a limited

budget; Financial aids for students; Borrowing for an education; Selecting a suitable college; Extent of self-help in American universities and colleges; Finding jobs; Colleges and universities—an annotated list.

Heaton, Kenneth L. "The Contribution of Research to the Redefinition of College Entrance Requirements." *Educational Record* 22:149-69, Apr. 1941.

Kelly, Fred J., and others. *Collegiate Accreditation by Agencies within States*. U.S. Government Printing Office, 1940. 219p. 25¢. (U.S. Office of Education. Bulletin 1940, No. 3.)

"During the meeting of the National Council of Chief State School Officers, December 1937, the following resolution was passed: 'Resolved, that the Office of Education be requested to recommend standards which may be used by the departments of education in the several states for the accreditation of post-secondary institutions.'

After careful consideration of this resolution by the Office of Education it seemed clear that to recommend standards which might be applicable to the many kinds of post-secondary institutions in the several states would be inadvisable if not impossible.

... It would be a bad procedure to recommend standards to the state departments of education if such recommendations would serve to slow up the processes of revision of standards now going on.

On the other hand, the question of accreditation of institutions of higher education was recognized as of very great importance."

So an advisory committee was appointed and drew up some expressions of opinion and recommendations. In the light of these statements and recommendations it was decided that the Office of Education would undertake first to canvass the basic issue of accreditation and try to discover where the state department of education in general fits into the whole scheme of accreditation. The bulletin herewith is the result of that undertaking.

Murray, Merrill G., and Smith, Ilse M. "Higher Educational Institutions and the Social Security Act." *American Association of University Professors Bulletin* 27:358-74, June 1941.

"This article is based on data compiled for an address presented before the Association of University and College Business Officers at Ann Arbor, May 15, 1939, by Mr. Murray, assistant director of the Bureau, in charge of the Analysis Division. The discussion has been brought up to date as far as possible from sources of information at hand and recent publications."

# New Periodicals and Serials

THE FOLLOWING annotated list of recently launched periodicals and serials has been contributed by Carolyn F. Ulrich, chief, periodicals division, New York Public Library, and in this issue when so initialed, by Wyllis E. Wright, chief cataloger, New York Public Library.

- Academia Portuguesa da Historia. Boletim. Ano 1/2, 1937-38. Lisboa, 1940.  
Contains "Actas," but not the papers of the academy. W.E.W.
- Amateur Radio Defense. Pacific Radio Publishing Company, Monadnock Bldg., San Francisco. Vol. 1, No. 1, Nov. 1940. Monthly. \$2.50 a year.  
Illustrated.
- America in a World at War. No. 1. New York. Farrar & Rinehart, [1940].  
"Short accounts of current international topics . . . by expert historians, economists, lawyers, and scientists. Average length 32 pages." W.E.W.
- American Journal of Veterinary Research. American Veterinary Medical Association, 600 S. Michigan Ave., Chicago. Vol. 1, No. 1, Oct. 1940. Quarterly. \$4 a year.  
Contains illustrations, statistical tables, and bibliographies.
- Antioch Review; a Progressive Journal of Social Significance. Yellow Springs, Ohio. Vol. 1, No. 1, Spring 1941. Quarterly. \$2 a year.
- Bulletin of Eastern Art. Society of Friends of Eastern Art, c/o Institute of Art Research, Ueno Park, Tokyo, Japan. No. 1, 1940. Bimonthly. 1 yen a copy.  
Well-illustrated, contains book reviews.
- California. University. Los Angeles Astronomical Department. Contributions. University of California Press, Berkeley. Vol. 1, No. 1, 1940. Frequency not given. Price varies.
- Contemporary Law Pamphlets; International in Scope and Interest. New York University School of Law, Washington Square East, New York City. Irregular. \$1 a pamphlet.  
Series 7: Administrative Law. No. 1, 1941. (Earlier nos. of the series listed in Sept. 1940 issue.)
- Defense; Official Bulletin of the Office for Emergency Management, Division of Information. Superintendent of Documents, Government Printing Office, Washington, D.C. Vol. 1, No. 1, Aug. 1940. Weekly. 75c a year.
- Excavators' Club. Papers. Vol. 1, No. 1, 1940. Irregular. Price not given. 1654 Massachusetts Ave., Cambridge, Mass.  
"The results of field work . . . as well as papers dealing with archaeology." Contains bibliographies and is well-illustrated. W.E.W.
- France Libre; Liberté, Égalité, Fraternité. 15 Queensberry Pl., London, S.W. 7. Vol. 1, No. 1, Nov. 1940. Monthly. 30/ a year.  
One of the first French publications in exile. Literary and political in content, it gives important news from the occupied France.  
Contains book reviews and illustrations.
- Inter-American Bibliographical Review. Published for the Inter-American Bibliographical and Library Association by The Educational Research Bureau, Washington, D.C. Vol. 1, No. 1, Spring 1941. Quarterly. \$4. a year.  
Contains bibliographies.
- Journal of Aesthetics and Art Criticism. Philosophical Library, Inc., 15 E. 40th St., New York City. Vol. 1, No. 1, Spring 1941. Quarterly.  
Contains signed book reviews.
- Journal of Central European Affairs. University of Colorado. Vol. 1, No. 1, Apr. 1941. Quarterly. \$3.50 a year.  
Of past history and current trends. Articles by American and foreign professors from the leading universities. Signed book reviews.
- Journal of Economic History. Published by the Economic History Association, New York University Press, Washington Square, New York City. Vol. 1, No. 1, (Continued on page 366)

# Public Administration and Personnel Work

LUCILE L. KECK calls attention to the following publications in the field of public administration and personnel work that are significant from the standpoint of the direction of large libraries because they develop or embody guiding principles of administration.

American Municipal Association. *British Cities at War; a Report.* By James L. Sundquist for the. . . Public Administration Service, Chicago, 1941. 110p. \$1.

This study of civil defense arrangements in Great Britain contains a brief description of the role of libraries in the British defense effort, of their efforts to preserve valuable books and documents, and of their difficulties during a program of retrenchment.

Carmichael, Leonard. "The National Roster of Scientific and Specialized Personnel." *Public Personnel Review* 2:130-33, Apr. 1941.

This article describes the creation of the first national index of the scientists including social scientists and other specially qualified citizens. The article suggests the use by local public agencies of the roster's lists of technicians.

Civil Service Assembly of the United States and Canada. *Committee on Employee Training in the Public Service.* Employee Training in the Public Service. . . The Author, 1313 E. 60th St., Chicago, 1941. 172p. biblio. \$2.50.

Civil Service Assembly of the United States and Canada. *Committee on Public Relations of Public Personnel Agencies.* Public Relations of Public Personnel Agencies. . . The Author, 1313 E. 60th St., Chicago, 1941. 259p. \$2.50.

These two volumes are the first in an extensive series dealing with policies and practices in the field of personnel administration. Each volume is prepared by a committee of recognized leaders of thought and practice in the subject in question. These two volumes present definitive statements of the generally approved practices in the important fields of employee training and public relations, and they should be invaluable guides to the library administrator.

Graham, George A. *Education for Public Administration; Graduate Preparation in the Social Sciences at American Universities.* Public Administration Service, Chicago, 1941. 366p. \$3.50.

This book, conducted under the auspices of the Committee on Public Administration of the Social Science Research Council, is the first authoritative summary of training programs in various universities in the field of public administration.

Mosher, William E., and Kingsley, J. Donald. *Public Personnel Administration.* Rev. ed. Harper and Bros., New York, 1941. 671p. \$5.

This is a revised edition of a standard text in the field of personnel administration. Its revision makes it not only a description of sound practices, but a chronicle of the progress that has been made in personnel work during the last seven years.

Special Libraries Association. *Social Science Group. Public Administration Libraries: a Manual of Practice;* by a Committee of the. . . Rev. ed. Public Administration Service, Chicago, 1941. 77p. \$1.50.

This manual, prepared by a Committee of the Social Science Group of the Special Libraries Association, contains both specific suggestions for the special libraries in the public administration field and general advice of value to the administrator of libraries of all kinds. Among materials of the former type are a description of the various kinds of public administration libraries, lists of sources of public administration materials with advice about their acquisition, and lists of specific reference works and special studies. Of more interest to most librarians, however, is the general material. The chapters on physical care of the library collection, on administration, on budget and finance, and on standards of service, are applicable to special libraries in any field, and to the general library itself.

Stewart, Frank M., and Ketchum, Ronald M. "Intergovernmental Contracts in California." *Public Administration Review* 1:242-48, Spring 1941.

This description of cooperative arrangements among local governmental units has a special section on contractual arrangements for joint library services.

"Social Security Coverage for Institutions of Higher Education." *American Association of University Professors Bulletin* 27: 348-57, June 1941.

"On May 14, 1941, Dr. George F. Zook, president of the American Council on Education, sent a

memorandum of this conference "To the administrative officers of higher institutions. . . ." Dr. Zook's memorandum and the statement by the Committee on Insurance and Annuities of the Association of American Colleges, which was enclosed with it, are printed below." Editorial note.

U.S. Office of Education. *Educational Directory, 1941: Part 3: Colleges and Universities, Including All Institutions of Higher Education*. U.S. Government Printing Office, 1941. 129p. 15¢ (U.S. Office of Education. Bulletin, 1941, No. 1, Pt. 3.)

### Bibliographies

Engleman, Lois E., and Eells, Walter C. *The Literature of Junior College Terminal Education*. Prepared for the Commission on Junior College Terminal Education. American Association of Junior Colleges, Washington, 1941. 322p. \$2.50. (Terminal Education Monograph No. 1.)

More than 1500 titles on the subject of junior college terminal education are included in this annotated bibliography. It covers the important literature which has appeared in the past 40 years in

books, monographs, theses, bulletins, and periodicals. References are classified. Indexed.

Gray, Ruth A. *Bibliography of Research Studies in Education, 1938-39*. Prepared in the Library Division. U.S. Government Printing Office, 1940. 411p. 35¢. (U.S. Office of Education. Bulletin, 1940, No. 5.)

This bibliography lists 3570 theses and studies reported by 174 institutions. The thirteenth bibliography in the series covers the school year Sept. 1938 through Aug. 1939. References are classified.

Russell, J. A., and Welck, A. A. "Administration of Higher Education." *Review of Educational Research* 10:347-50. Oct. 1940.

This article reviews the literature in this field for the three years ending Mar. 1940. Earlier literature was reviewed in Vol. 1, No. 3; Vol. 4, No. 4; and Vol. 7, No. 4 of this same magazine.

"Only a few research studies in the field of college and university administration have been reported during the past three years. A survey of the recent literature in this field reveals much opinion, speculation, general discussion, and description, but little by way of scientific, objective study. It would be a mistake to conclude from such an observation that all the problems of college and university administration are solved. The studies that are included in the review deal with the governing boards of state institutions and with the status of certain kinds of administrative officers."

## New Periodicals and Serials

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- May 1941. Semiannual. \$3 a year.  
Contains bibliographies and book reviews.
- Land. Friends of the Land, 1212 Du Pont Circle Bldg., Washington, D.C. Vol. 1, No. 1, Winter 1941. Quarterly. \$1 a copy.  
". . . for the conservation of soil, rain, and man."  
Contains illustrations.
- Maritime Art. Maritime Art Association, Acadia University, Wolfville, N.S. Vol. 1, No. 1, Oct. 1940. Bimonthly. \$1 a year.  
Book reviews and illustrations.
- National Bureau of Economic Research. Occasional Paper. 1819 Broadway, New York City. No. 1, Dec. 1940. Irregular. \$1 for 5 issues.
- Old Travois Trails; a Magazine Devoted to the History and Literature of the West. Banner, Wyo. Vol. 1, 1940. Bimonthly. \$1 a year.

Revista de Imigração e Colonização. Official organ of Conselho de Imigração e Colonização, Rio de Janeiro, Brazil. Vol. 1, No. 1, Jan. 1940. Quarterly. 18 mil-reis a year.

Problems of immigration and colonization. Some articles have summaries in French.

Tennessee Planner. Tennessee State Planning Commission, 408 State Office Bldg., Nashville. Vol. 1, No. 1, Jan./Feb. 1940. Bimonthly. Price not given.  
Contains illustrations and signed book reviews.

Tequesta. Historical Association of Southern Florida, University of Miami, Coral Gables. Vol. 1, No. 1, Mar. 1941. Annual. \$1 a year.  
Covers all material pertaining to the history of southern Florida and related areas.

Wisconsin Families. The Wisconsin Genealogical Society, 938 N. 28th St., Milwaukee. Vol. 1, No. 1, June 1940. Quarterly. \$2 a year.  
Contains portraits.

# Readings in Business Administration

MARIAN C. MANLEY, business branch librarian, Newark Public Library, supplies the following annotated list of recent articles in the field of business administration which have marked application to libraries.

Benge, E. J. *Job Evaluation and Merit Rating: a Manual of Procedures*. National Foreman's Institute, Inc., Deep River, Conn. 1941. 73p. plus 26 charts. \$7.50.

The first part discusses new solutions, job evaluation methods, the factor comparison method, using the job comparison scale, etc. Merit rating is covered in the second part and a bibliography is included after each section. Part three contains illustrated charts and case material, which will enable the reader to better understand and apply the principles discussed.

Jackson, J. J. "Organization Plans." *Personnel Journal* 19:378-84, Apr. 1941.

The general principles and benefits of a definite organization plan are discussed from both the executive's and worker's viewpoints.

Knowles, A. S. "Measuring Salesmen's Performance." *Advanced Management* 4:50-57, Apr.-June 1941.

Merit rating as a method to avoid snap judgment and to promote better understanding of work and men is discussed in relation to salesmen. The qualities considered are as important in the library field. The methods discussed may be as effectively applied.

Mapel, E. B. "Stimulating Employee Self-Improvement." *Personnel Journal* 19:316-24, Mar. 1941.

The use of questionnaires of the "true and false" and "multiple choice" type are discussed as a means

of stimulating employees' interest in and improving their knowledge and performance of their jobs. Samples and tests are given.

Riegel, J. W. *Salary Determination*. University of Michigan Press, Ann Arbor, 1940. 278p. \$3.

A practical aid in adjusting the salaries of employees according to the relative difficulty and importance of their positions and their proficiency. Explains how to make a salary survey, how to determine key salaries in a salary schedule, how to analyze and value uncommon positions of a routine type, how to develop performance rating plans, how to link performance rating to job valuation, and how to appraise managerial and technical positions. Based upon an investigation of practices in forty selected companies.

Westinghouse Electric and Manufacturing Co. *Industrial Relations Manual*. Part I. Jan. 16, 1940.

An illuminating analysis on salary and employment policies, grouping occupations as unskilled, skilled, interpretative, creative, executive, administrative, and policy. Positions falling in each group are noted and the grouping permits a quick approximation of the relative importance of a new position unrelated to others.

Wilking, S. V. "Reading Ability and Executive Ability." *Personnel Journal* 12:34-37, May 1941.

The possibility of speeding up the executive's functioning by means of improving his reading skill is related to the present need for efficiency during the national emergency.

## Conference on Library Specialization

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a complete record of the topics considered. Mr. McMurtrie brought forward proposals for developing by cooperative means adequate subject bibliographies. The subject of cooperative storage warehouses, with reports concerning progress of these projects at Boston and Chicago, was given attention. The relationship of micro-

photography to library specialization was not ignored, though there seemed to be an undercurrent of feeling that salvation was not to be awaited from any mechanical device. A complete stenographic record of the conference proceedings is available on microfilm. Plans for publication in edited form are in process.