

The Registrar's Professional Library'

ALMA H. PREINKERT

The book list presented below is based on the recommendations of thirty leading registrars who reported those books which they had found most helpful. The list of journals and bulletins has been prepared from the report of one hundred thirty registrars in the Middle States territory, combined with the reports of the thirty registrars located in all sections of the United States.

Two groups are shown under each classification. Group I contains the publications most frequently reported, arranged in the order of their frequency. Group II is arranged alphabetically and includes material less frequently reported.

GROUP I-BOOKS

Marsh, C. S., Editor: *American Universities and Colleges*, Third Edition, 1936, 1129 p., American Council on Education, Washington, D. C., \$4.00.

Patterson, Homer L.: *American Educational Directory*, Vol. 33, 1936, American Educational Company, Chicago, 1056 p., \$6.00.

Hurt, H. W., and H. J.: *College Blue Book*, Vol. 3, 1933, College Blue Book Co., Hollywood, Fla., 576 p., \$4.75.

Sargent, Porter E. *Handbook of Private Schools for American Boys and Girls*, Vol. 20, 1936, P. E. Sargent, 11 Beacon St., Boston, Mass., 1152 p., \$6.00.

Cowley W. H.: *Personnel Bibliographical Index*, 1932, 433 p., Ohio State University, \$4.00. (This index covers quite completely the registrar's field of interest. The annotations are particularly valuable in locating library material.)

Webster, Noah: *New International Dictionary of the English Language*, 1934, 3210 p., G. & C. Merriam Co., Springfield, Mass., \$20.00.

World Almanac and Book of Facts for 1936, 1936, Vol. 51, 952 p., N. Y. World-Telegram, \$1.00.

U. S. Official Postal Guide, 1936, Superintendent of Documents, Washington, D. C., \$1.50.

Marquis, A. N., Editor. *Who's Who in America*, Vol. 19, 1936, 2878 p., A. N. Marquis Co., Chicago, Ill., \$8.85.

Russell, J. D., and Reeves, F. W. *Evaluation of Higher Institutions*; Vol. 6, Administration, 285 p., Vol. 7, Finance, 133 p., 1936, University of Chicago Press; Vol. 6, \$3.00, Vol. 7, \$2.00.

O'Rear F. B. *The Duties of the Registrar*, 1925, 173 p., Missouri State Teachers College, Springfield, Mo.

¹ Presented as part of a paper to the November 28th meeting of the Middle States Association of Collegiate Registrars.

Educational Aid Society: *College and Private School Directory of the United States, 1932-1934*, 3 Vols., 586, 586, 582 p., Educational Aid Society, New York, \$5.00.

O'Dell, C. W.: *Statistical Method in Education*, 1935, 457 p., Appleton-Century Co., New York, \$3.50.

Henderson, J. L.: *Admission to College by Certificate*, 1912, Teachers College, Columbia University, \$1.15.

Walters, J. E.: *Individualizing Education by Means of Applied Personnel Procedures*, 1935, 278 p., Wiley & Sons, New York, \$2.50.

Cattell, J. M.: *Leaders in Education*, 1932, 1037 p., Science Press, New York, \$10.00.

Reeves, F. W. and Russell, J. D.: *College Organization and Administration*; a report based upon a series of surveys of church colleges, 1929, 324 p., Teachers College, Columbia University, New York, \$2.50.

Reeves, F. W. and Russell, J. D.: *Liberal Arts College*, based upon survey of 35 colleges related to the Methodist Episcopal Church, 1932, 715 p., Teachers College, Columbia University, New York, \$4.50.

Reeves, F. W., Director: *University of Chicago Survey*, 1933, 12 volumes, University of Chicago Press, \$30.00 set. The titles of the 12 volumes are as follows: 1. Trends in University Growth; 2. The Organization and Administration of the University; 3. The University Faculty; 4. Instructional Problems in the University; 5. Admission and Retention of University Students; 6. The Alumni of the Colleges; 7. The University Libraries; 8. University Extension Services; 9. University Plant Facilities; 10. Some

Yearbook: *Yearbook of the Universities of the Empire*, 1936, 1111 p., G. Bell and Sons, London, 15 shillings.

GROUP II-BOOKS

Alexander, C.: *Educational Research; Suggestions and Sources of Data with Specific Reference to Administration*, 1931, 115 p., Teachers College, Columbia University, \$1.00.

Alexander, C.: *How to Locate Educational Information and Data*, 1935, 272 p., Teachers College, Columbia University, \$3.00.

Allen, W. H.: *Self-Surveys by Colleges and Universities*, 1917, World Book Company, New York, \$2.80.

Baehne, G. W.: *Practical Applications of the Punched Card Method in Colleges and Universities*, 1935, 442 p., Columbia University Press, New York, \$1.50.

Bobbitt, F.: *How to Make a Curriculum*, 1924, 292 p., Houghton Mifflin Co., Boston, \$1.80.

Boucher, C. S.: *Chicago College Plan*, 1935, 344 p., University of Chicago Press, \$3.00.

Brinton, W. C.: *Graphic Methods for Presenting Facts*, 1914, 371 p., McGraw Hill Book Co., New York, \$6.00.

AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS

- Charters, W. W.: *Curriculum Construction*, 1923, Macmillan Co., New York, \$2.00.
- Cook, R. C.: *Who's Who in American Education, 1933-34*, 792 p., R. C. Cook Co., New York, \$8.00.
- Courtis, S. A., Editor: *Current Educational Readjustments in Higher Education, 1929*, 178 p., Studies in Education Yearbook #17, University of Chicago Press, \$1.00.
- Courtis, S. A.: *Quantitative Measurement in Institutions of Higher Learning*, Studies in Education Yearbook #18, 1930, 253 p., University of Chicago Press, \$1.50.
- Dearborn, W. F.: *Intelligence Tests-Their Significance for School and Society*, 1928, 336 p., Houghton Mifflin Co., Boston, \$2.50.
- Doermann, H. J.: *The Orientation of College Freshmen*, 1926, 162 p., Williams and Wilkins Co., Baltimore, Md., \$3.00.
- Duffus, R. L.: *Democracy Enters College; A Study of the Rise and Decline of the Academic Lockstep*, 1936, 244 p., Scribner's Sons, New York, \$1.50.
- Edgerton, H. A., and Toops, H. A.: *Academic Progress; A Four-Year Follow-Up and Study of the Freshman Entering the University in 1923*, 150 p., 1929, University of Chicago Press, \$1.50.
- Ezekiel, M.: *Methods of Correlation Analysis*, 1930, 427 p., J. Wiley and Sons, New York, \$4.50.
- Flexner, A.: *Universities, American, English, German*, 1931, 381 p., Oxford Press, New York, \$3.50.
- Fowler, H. W.: *Dictionary of Modern English Usage*, 1926, 742 p., Oxford University Press, New York, \$3.25.
- Garrett, H. E.: *Statistics in Psychology and Education*, 1926, 317 p., Longmans, Green & Co., New York, \$3.50.
- Good, C. V.: *Teaching in College and University*, 1929, 150 p., Warwick and York, Baltimore, \$3.00. A Survey of the Problems and Literature in Higher Education.
- Government Printing Office: *Style Manual*, 1933, Supt. of Documents, Washington, D. C., \$1.00.
- Gray, W. S., Editor: *The Junior College Curriculum*, 1929, 261 p., University of Chicago Press, \$2.00.
- Gray, W. S., Editor: *Recent Trends in American College Education*, 1931, 253 p., University of Chicago Press, \$2.00.
- Gray, W. S., Editor: *Provision for the Individual in College Education*, 1932, 262 p., University of Chicago Press, \$2.00.
- Hammond, C. S. and Co.: *Pictorial Atlas of the World*, 1936, Hammond Co., Brooklyn, N. Y., \$1.00.
- Hill, D. S.: *Control of Tax-Supported Higher Education in the United States*, 1934, 385 p., Carnegie Foundation for the Advancement of Teaching, New York, Gratis.

156 BULLETIN OF THE

Holzinger, K. J.: *Statistical Methods for Students in Education*, 1928, 372 p., Ginn & Co., Boston, \$3.60.

Holzinger, K. J.: *Statistical Tables for Students in Education and Psychology*, 1931, 101 p., University of Chicago Press, \$2.00.

Hudelson, E., Editor: *Problems of College Education; Studies in Administra*

tion, Student Personnel, Curriculum and Instruction, 1929, 449 p., Univer

sity of Minnesota Press, \$3.00.

Hudelson E.:

'Press, *Class Size at the College Level*, 1928, 299 p., University of

Min

nesota \$3.00.

Hugon, P. D.: *Modern Word Finder, A Living Guide to Modern Usage, Spell*

ing, Synonyms, Pronunciation, Grammar, Word Origins and Authorship, All in One Alphabetical Order, 1934, 420 p., Grosset and Dunlap, New

York,

\$1.00.

Johnston, J. D.: *The Liberal College in Changing Society*, 1930, 326 p., The Century Co., New York, \$2.50.

Jones, E. S.: *Comprehensive Examinations in American Colleges; an Investi~ga*

tion for the Association of American Colleges, 1933, 436 p., Macmillan Co., New York, \$2.50.

Jones, E. S., Editor: *Studies in Articulation of High School and College*, Uni

versity of Buffalo Studies, Vols. 9 and 13, \$1.75.

Kelly, F. J.: *American Arts College*, 1925, 198 p., Macmillan Co., New York, \$2.00.

Kelly, R. L., Editor: *The Effective College; A Compilation of Reports on the Investigation made by the Association of American Colleges to Discover the the Characteristics of an Effective College*, 1928, 302 p., Association of

Ameri

can Colleges, New York, \$2.00.

Kent, R. A., Editor: *Higher Education in America*, 1930, 689 p., Ginn & Co., Boston, \$4.00.

Kinder, J. S.: *The Internal Administration of the Liberal Arts College*, 1934, 160 p., Teachers College, Columbia University, \$1.50.

Leonard, R. J., Editor: *Survey of Higher Education for the United Lutheran*

Church

University of Minnesota Press, \$2.00.

Molner, C. A.: *The Dean of the Small College*, 1936, Christopher Publishing Co., Boston.

Morrison, R. H.: *Internal Administrative Organization in Teachers Colleges*, 1933, 183 p., Teachers College, Columbia University, \$1.75.

Mursell, J. L.: *Principles of Education*, 1934, 505 p., W. W. Norton and Co., New York, \$2.75.

National Advisory Committee on Education: *Federal Relations to Education*, 1930, 53 p., The Committee, 26 Jackson Place, Washington, D. C., Gratis.
National Committee: *Suggested Forms for Enrollment Reports of Colleges and Universities*, *National Committee on Standard Reports for Institutions of Higher Education*, Bulletin #6, Committee Chairman L. Morey, University of Illinois.

Rugg, H. O.: *Statistical Methods Applied to Education*, 1917, Houghton Mifflin Co., Boston, \$2.60.

Scott, W. D., and Clothier, R. C.: *Personnel Management, Principles, Practices, and Point of View*, 1931, 583 p., McGraw-Hill Book Co., New York, \$4.00.

University of Chicago Press: *Manual of Style, Containing Typographical Rules Governing the Publications of the University*, 1927, 400 p., University of Chicago Press, \$3.00.

Ward, M. S.: *Philosophies of Administration Current in the Deanship of the Liberal Arts College*, 1934, 128 p., Teachers College, Columbia University, \$1.50.

Whitney, F. L.: *The Junior College in America*, 1928, 258 p., Colorado State Teachers College, \$2.75.

Wilkins, E. H.: *The Changing College*, 1927, 132 p., University of Chicago Press, \$1.50.

Williams, J. H.: *Graphic Methods in Education*, 1924, 319 p., Houghton Mifflin Co., Boston, \$2.00.

Woellner, R. C., and Wood, M. A.: *Requirements for Teaching Certificates*, 1935, University of Chicago Press, \$1.00.

Wood, B. D.: *Measurement in Higher Education*, 1923 World Book Co., Yonkers-on-Hudson, New York, \$2.16.

Yearbook: *Yearbook of the Department of Superintendence of the National Education Association*, Washington, D. C.

JOURNALS AND BULLETINS

GROUP

American Association of Collegiate Registrars, Bulletin of the, Editor, M. E. Gladfelter, Temple University, Philadelphia, Pa. (Bibliography 1910-1933, Vol. IX, No. 2, Jan., 1934, p. 115-136.)

American Association of Collegiate Registrars. Report on the Accrediting of Educational Institutions. Chairman of Committee on Special Projects, I. M. Smith, University of Michigan, Ann Arbor, Mich.

158 BULLETIN OF THE

Educational Record. American Council on Education, 744 Jackson Pl., Wash

ington, D. C.

Journal of Higher Education. Bureau of Educational Research, Ohio State University, Columbus, Ohio.

Office of Education Bulletins. Superintendent of Documents, Washington,

D. C. Various bulletins pertaining to secondary and higher education.

Directory: Part 1, State and County School Officers. Part 2, City School Officers. Part 3, Colleges and Universities, including all institutions of higher education. Part 4, Education Association and Directories. Accredited Higher Institutions in the United States. Accredited Secondary Schools in the United States. Survey of Land Grant Colleges and Universities. Bulletin 1930' No: 9, Vol. 1, Part IV, The Work of the Registrar. Surveys of Educational In

stitutions. School Life. Bulletins on Foreign Educational Systems.

North Central Association Quarterly. 1439 University Elementary School

Building, Ann Arbor, Mich.

Regional Associations. Proceedings and lists of accredited secondary schools and colleges. Middle States Association of Colleges and Secondary Schools, Secretary, G. W. McClelland, University of Pennsylvania Philadelphia, Pa. New England Association of Colleges and Secondary Schools, Secretary, G. S. Miller, Tufts College, Medford Mass. North Central Association of Colleges and Secondary Schools, Secretary, A. W. Clevenger, University of Illinois, Urbana, Ill. Northwest Association of Secondary and Higher Schools, Secretary P. S. Filer, 322 Columbia Bldg., Spokane, Wash., Southern Association of Colleges and Secondary Schools, Secretary, G. E. Snavely, Birmingham-Southern College, Birmingham, Ala. Western Association of Colleges and Secondary Schools, Secretary, A. J. Cloud, Civic Auditorium, San Francisco, Calif.

School and Society. The Science Press, Lancaster, Pa.

Carnegie Foundation for the Advancement of Teaching, Reports and Bulletins. 522 Fifth Ave., New York, N. Y.

National Association of State Universities in the United States of America, Transactions and Proceedings. Secretary, A. H. Upham, Miami University, Oxford, Ohio.

American Association of University Professors, Bulletin of the, 744 Jackson Place, Washington, D. C.

Progressive Education, 310 W. 90th St., New York, N. Y.

American Association of University Women, Journal of the, 1634 Eye St., N.W., Washington, D. C.

Educational Digest. Ann Arbor, Mich.

Journal of Educational Research. Public School Publishing Co., Bloomington, Ill.

American Medical Association. Approved Colleges of Arts and Sciences and Junior Colleges. Compiled by the Council on Medical Education and Hospitals. Journal (Educational Number in August). 535 N. Dearborn St., Chicago, Ill.

College Entrance Examination Board Reports. 431 W. 117th Street, New York, N. Y.

AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS 7

State Departments of Education. Lists of Accredited Schools. Directories of School Officials and Teachers. Annual and Biennial Reports. Rules and Regulations Covering Certificates, Professional Licenses, etc.

Survey Commissions. Reports.

Review of Educational Research. 1201 16th St., N.W., Washington, D. C.

American Bar Association. Annual Review of Legal Education. 1140 N. Dearborn St., Chicago, Ill.

CATALOGS

Catalogs of Other Colleges and Universities.

All Publications of the Institution, for all years. Catalogs. Directories. Alumni Registers. Annual student year books published for graduating classes. Annual or biennial reports of institution. Minutes of administrative boards and committees. Rules and regulations. Schedules of classes. Studies and surveys.

GROUP II

Association of American Universities. Journal of Proceedings and Addresses. University of Chicago Press.

Association of Land-Grant Colleges and Universities. Secretary, T. Cooper University of Kentucky, Lexington, Ky.

College and University Presidents' Reports.

Educational Records Bureau Reports. 437 W. 59th St., New York, N. Y.

General Education Board Reports. 49 W. 49th St., New York, N. Y.
Institute of International Education. News Bulletin. 12 W. 45th St., New York, N. Y.

Journal Adult Education. 60 E. 42nd St., New York, N. Y.

Journal of Education. 6 Park St., Boston, Mass.

National Educational Association. 1201 16th St., N.W., Washington, D. C.

Department of Teachers Colleges Yearbook. Journal of the N. E. A. Research Bulletin.

Pacific Coast Association of Collegiate Registrars. Proceedings. Secretary, H. , Frantz, La Verne College, a Verne, Calif.

Peabody Journal of Education. Nashville ,Tenn.

Rockefeller Foundation. Reports. d9 W. 49th St., New York, N. Y.

School Review. Department of Education, University of Chicago.

Teachers College Record. Teachers College, Columbia University.

FOREIGN EDUCATIONAL SYSTEMS

Foreign and Comparative Education. A List of References. Bulletin 1934, No. 10, Office of Education, Washington, D. C. As a regular part of its duties, the Office of Education of the United States Department of Interior collects and gives out information about education in other countries. Foreign credentials may be submitted to the Office of Education for evaluation. Numerous bulletins on foreign educational systems have been published by the Office of Education. These are included in the bulletin