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.


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."


This article sets before the reader nine philosophic 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."


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.


"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.


"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."
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.


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.


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.


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 re-trenchment.


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.


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.


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.


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


“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.


Bibliographies


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.


This bibliography lists 3520 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.


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.

‘... for the conservation of soil, rain, and man.” Contains illustrations.

Book reviews and illustrations.


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

Contains illustrations and signed book reviews.

Covers all material pertaining to the history of southern Florida and related areas.

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.


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.


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


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.


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.


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.


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.


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 microphotography 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.

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