COUNSELOR'S GUIDE TO MANPOWER INFORMATION

AN ANNOTATED BIBLIOGRAPHY OF GOVERNMENT PUBLICATIONS
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U.S. DEPARTMENT OF LABOR
Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ben Burdetsky, Acting Commissioner
PREFACE

Up-to-date and accurate manpower information is essential in making wise vocational decisions. In recognition of this need, Federal, State, and local government agencies are issuing an increasing number of publications which inform vocational counselors and others about trends and developments which have implications for career decisions. This Guide was prepared to encourage the wider use of these materials.

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INTRODUCTION

In an ever growing and changing society, such as ours, the task of making sound vocational and educational decisions is a growing challenge. Consider, for example, the pace of technological change in recent years and its effect on job opportunities and job security. Hundreds of thousands of production jobs have disappeared in various regions, occupations, and industries. At the same time, new industries, products, and processes have generated employment opportunities—many of these in new occupations. Educational and training requirements have been raised across a broad range of occupations. Achievement of effective vocational and educational decisions is further complicated by the unusually large numbers of youths and women entering the labor force, and lingering high levels of unemployment among youth, older people, and minority group members.

To meet the challenge, counselors must be informed on the major aspects of the Nation’s manpower trends. For example, they should be familiar with the changing job content of occupations; those occupations with excess workers and those with worker shortages; the new occupations resulting from technological change; and those with growing or shrinking employment opportunities. Commenting on the effectiveness of counselors without a full knowledge of occupations, an outstanding leader in the field of counseling points out that “the weak counselor pools his own ignorance of occupations with the ignorance of the client and from this shallow pool tries to help the client to select an appropriate occupation.”

A veritable storehouse of occupational and other manpower materials is published by government agencies—both Federal and State—which can help counselors and counselees to achieve the most effective vocational and educational decisions. These publications cover a wide range of subject matters including job descriptions, industry and occupation employment trends, changing occupational structure in industry, entry jobs, training requirements for specific occupations, and starting and managing a small business. Some publications include valuable bibliographies on subjects of particular interest to counselors. Much material published by State agencies deals with current and future occupational employment requirements in individual labor areas; or the duties and characteristics, qualifications required, employment prospects, and related information for individual occupations or groups of related occupations.

The Counselor’s Guide to Manpower Information, previously published in 1964, is a selected bibliography of representative materials from all Federal and many State agencies from 1962 through early 1968. Emphasis is placed on the latest available published materials.

In addition to the preceding separate publications which provide national information, many publications provide State and local area manpower information. State employment agencies affiliated with the U.S. Department of Labor publish much valuable information on occupations and employment opportunities in State and local areas. These State agencies prepare two principal types of studies—area skill surveys, which analyze current and future occupational requirements in individual labor areas; and occupational guides, which provide career information for individual occupations or groups of related occupations. State agencies also publish special manpower and labor market studies that deal with future manpower supply, characteristics of the work force, changes in State and area economic activity, and the employment structure of industries.

The *Guide to Local Occupational Information*, compiled by the U.S. Department of Labor’s Bureau of Employment Security, lists local level occupational guides, occupational guidance publications, and area skill surveys. (See page 19.)

No attempt was made to tap the vast field of private publications; counselors should consult the *NVGA Bibliography of Current Occupational Literature*, 1966 Edition, published by the National Vocational Guidance Association.

**Use of the Guide**

For ease of finding publications pertaining to a specific subject, the *Guide* is divided into four basic sections: occupational and industry manpower literature; education, financial assistance, and placement information; manpower problems and issues; and special groups in the labor force. Introductions to each section identify the subject area and associated manpower problems. Where applicable, the section introductions describe governmental policies and programs related to them. Each section is divided into several sub-sections which focus on a specific subject. Annotated listings are presented on each subject in alphabetical order. The *Guide* also includes a section on basic statistics, available from government sources, that can be particularly useful to counselors; and a section on directories, catalogs, and bibliographies. Appendixes include helpful hints to counselors on how and where to order government publications.

In citing Federal publications, abbreviations have been used to conserve space. These abbreviations indicate, in order of their appearance, (1) the name of the issuing department and (2) the agency (abbreviation in parentheses) to which requests for free publications may be directed. When agencies within a department are responsible for publications, they are listed immediately after the departmental abbreviation. Free publications may be obtained as long as supplies last. Virtually all *priced* publications may be ordered from the Superintendent of Documents, U.S. Government Printing Office. Federal agencies are listed alphabetically, by their abbreviations, in Appendix B, along with their addresses. (See also Appendixes A through E for information on how and where to order Federal publications.)

Free State and local government publications may be requested from the agency whose name and address appear immediately following the publication title. Priced publications may be ordered from the organization whose name and address appear in parentheses.

Publication citations in the *Guide* that are preceded by an asterisk are considered suitable for counselees and counselors to use. The titles of periodicals are italicized for ease in identification. Information on subscriptions to selected periodicals is provided in Appendix D.

Many of the publications listed in the *Guide* are available free of charge; the others may be purchased. School and public libraries may be sources for some of these publications. Also, Federal depository libraries may be excellent for Government manpower information. (See Appendix E for list and explanation of Federal depository libraries.)
COUNSELOR'S GUIDE TO OCCUPATIONAL AND OTHER MANPOWER INFORMATION

A BASIC MANPOWER BOOKSHELF

Of the hundreds of useful government manpower publications cited in this bibliography, several should be on every counselor's reference bookshelf because they are basic sources of comprehensive, practical, and up-to-date information. These selected publications are identified briefly below with references to the pages in this bibliography where they are discussed.

The Occupational Outlook Handbook is the most comprehensive source of occupational and industry career information available. Published every 2 years by the U.S. Department of Labor's Bureau of Labor Statistics, it provides information on the nature of work, long-term employment outlook, and related topics for hundreds of occupations, and major industries. (See page 4.)

The Occupational Outlook Report Series consists of individual reprints of statements published in the Occupational Outlook Handbook (119 for the 1968-69 edition). These reprints enable counselors to make occupation and industry information readily available to students interested in specific careers. (See page 4.)

The Occupational Outlook Quarterly supplements the Handbook by presenting up-to-date occupational outlook and other timely manpower information. (See pages 9, 86.)

The Dictionary of Occupational Titles (D.O.T.) published by the U.S. Department of Labor's Bureau of Employment Security, is an encyclopedia of job definitions and related data. The 1965 edition of the D.O.T. contains information on about 22,000 jobs, of which about 6,000 are new to the D.O.T. since the previous 1949 edition. (See page 21.)

The Handbook on Women Workers published every 2 years by the U.S. Department of Labor's Women's Bureau, is a sourcebook of facts on women's employment, occupations, earnings, education, and related subjects. (See page 63.)

The Manpower Report of the President including a Report on Manpower Requirements, Resources, Utilization, and Training published annually by the U.S. Department of Labor is the Federal Government's primary report on manpower problems. It discusses the many factors affecting manpower requirements, resources, utilization, and training. (See page 42.)

Each major branch of the Armed Forces publishes a comprehensive career handbook and other helpful materials, which describe occupations and training programs for enlisted men. These publications include: U.S. Army Opportunities; U.S. Navy Occupational Handbook; U.S. Air Force Occupational Handbook; and Occupational Specialties, issued by the U.S. Marine Corps. (See pages 26, 27.)
National Information

The Federal Government is the main source of occupational and industry manpower information that is primarily national in scope. A representative sample of the increasing volume of publications incorporating such information is shown below. The subject matter is varied, but in general deals with careers in individual occupations, employment changes in industries, and education and training programs which lead to jobs in specific fields.

OCCUPATIONAL OUTLOOK SERVICE INFORMATION

Occupational Outlook Handbook

The Occupational Outlook Handbook, compiled by the U.S. Department of Labor’s Bureau of Labor Statistics, is a basic reference book of occupational information. The Handbook is based on information gathered from industry, labor organizations, trade organizations, trade associations, professional societies, Government agencies, and educational institutions. It draws upon an extensive program of research in industrial and occupational trends in the United States.

The Handbook, first published in 1949 and every other year since 1957, is now in its eighth edition. It provides comprehensive information for approximately 700 occupations and 30 major industries describing their work, earnings potential, training and educational requirements, and outlook. It also discusses future trends and conditions which are likely to affect employment outlook in the decade ahead. The 1968-69 edition contains 765 pages with many illustrative photographs and charts.


Occupational Outlook Report Series

The reports in the Handbook are produced in a series of reprints, each of which covers a single occupation, industry, or a group of related occupations. These reprints enable counselors to make occupational information easily available to more students interested in specific careers. Teachers can use the reports as motivational aids in relating school subjects to earning a living. These reprints are invaluable to groups or organizations answering career inquiries with authoritative information. Single reprints can be ordered. (See text pages 4 through 9 for a complete list and prices.)


ACCOUNTANTS. Bulletin 1550-1. 8 pp. 5 cents.


AGRICULTURAL OCCUPATIONS. Bulletin 1550-95. 16 pp. 10 cents.
AIR-CONDITIONING AND HEATING MECHANICS. Bulletin 1550-3. 8 pp. 5 cents.


APPAREL INDUSTRY OCCUPATIONS. Bulletin 1550-98. 12 pp. 10 cents.

APPLIANCE SERVICEMEN. Bulletin 1550-4. 8 pp. 5 cents.

ARCHITECTS. Bulletin 1550-5. 8 pp. 5 cents.


AUTOMOBILE SERVICE AND SALES OCCUPATIONS. Bulletin 1550-6. 24 pp. 15 cents.

BAKING INDUSTRY. Bulletin 1550-100. 8 pp. 5 cents.


BARBERS AND COSMETOLOGISTS. Bulletin 1550-7. 8 pp. 5 cents.

BIOLOGICAL SCIENTISTS. Bulletin 1550-8. 8 pp. 5 cents.

BOILERMAKING OCCUPATIONS. Bulletin 1550-9. 8 pp. 5 cents.

BOOKKEEPING WORKERS, OFFICE MACHINE OPERATORS. Bulletin 1550-10. 8 pp. 5 cents.

BOWLING-PIN-MACHINE MECHANICS. Bulletin 1550-11. 8 pp. 5 cents.

BRICKLAYERS, STONEMASONS, MARBLE SETTERS, TILE SETTERS, TERAZZO WORKERS. Bulletin 1550-12. 16 pp. 10 cents.


CASHIERS. Bulletin 1550-16. 8 pp. 5 cents.


CHIROPRACTORS. Bulletin 1550-17. 8 pp. 5 cents.

CIVIL AVIATION OCCUPATIONS. Bulletin 1550-102. 20 pp. 15 cents.


DENTAL HYGIENISTS. Bulletin 1550-22. 8 pp. 5 cents.

DENTAL LABORATORY TECHNICIANS. Bulletin 1550-23. 8 pp. 5 cents.

DENTISTS. Bulletin 1550-24. 8 pp. 5 cents.

DIESEL MECHANICS, FARM EQUIPMENT MECHANICS. Bulletin 1550-25. 8 pp. 5 cents.

DIETITIANS. Bulletin 1550-26. 8 pp. 5 cents.

DISPENSING OPTICIANS, OPTICAL MECHANICS. Bulletin 1550-27. 8 pp. 5 cents.


ELECTRIC POWER INDUSTRY OCCUPATIONS. Bulletin 1550-103. 16 pp. 10 cents.

ELECTRIC SIGN SERVICEMEN. Bulletin 1550-30. 8 pp. 5 cents.


ELECTRONIC COMPUTER OPERATING PERSONNEL, PROGRAMERS, SYSTEMS ANALYSTS. Bulletin 1550-32. 12 pp. 10 cents.

ELECTRONICS INDUSTRY OCCUPATIONS. Bulletin 1550-104. 12 pp. 10 cents.


FBI SPECIAL AGENTS. Bulletin 1550-35. 8 pp. 5 cents.


FLOOR COVERING INSTALLERS. Bulletin 1550-37. 12 pp. 10 cents.

FORGING OCCUPATIONS, BLACKSMITHS. Bulletin 1550-38. 8 pp. 5 cents.

FOUNDRY OCCUPATIONS. Bulletin 1550-105. 12 pp. 10 cents.

FURNITURE UPHOLSTERERS. Bulletin 1550-39. 8 pp. 5 cents.

GOVERNMENT OCCUPATIONS. Bulletin 1550-106. 16 pp. 10 cents.

HOME ECONOMISTS. Bulletin 1550-40. 8 pp. 5 cents.
HOSPITAL ADMINISTRATORS. Bulletin 1550-42. 8 pp. 5 cents.


HOUSEHOLD WORKERS (PRIVATE). Bulletin 1550-41. 8 pp. 5 cents.


LANDSCAPE ARCHITECTS. Bulletin 1550-44. 8 pp. 5 cents.

LAWYERS. Bulletin 1550-45. 8 pp. 5 cents.

LIBRARIANS. Bulletin 1550-46. 8 pp. 5 cents.

MACHINING OCCUPATIONS: INSTRUMENT MAKERS, MACHINISTS, MACHINE TOOL OPERATORS, TOOL AND DIE MAKERS, SETUP MEN, LAYOUT MEN. Bulletin 1550-47. 16 pp. 10 cents.


MEDICAL RECORD LIBRARIANS. Bulletin 1550-50. 8 pp. 5 cents.

MEDICAL TECHNOLOGISTS, MEDICAL LABORATORY ASSISTANTS. Bulletin 1550-51. 8 pp. 5 cents.

MEDICAL X-RAY TECHNICIANS. Bulletin 1550-52. 8 pp. 5 cents.

MOTION PICTURE PROJECTIONISTS. Bulletin 1550-53. 8 pp. 5 cents.


NEWSPAPER REPORTERS, TECHNICAL WRITERS. Bulletin 1550-54. 8 pp. 5 cents.

OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS. Bulletin 1550-55. 8 pp. 5 cents.


OPTOMETRISTS. Bulletin 1550-57. 8 pp. 5 cents.

OSTEOPATHIC PHYSICIANS. Bulletin 1550-58. 8 pp. 5 cents.


PERFORMING ARTISTS. Bulletin 1550-59. 16 pp. 10 cents.

PERSONNEL WORKERS. Bulletin 1550-60. 8 pp. 5 cents.
PETROLEUM AND NATURAL GAS INDUSTRY OCCUPATIONS. Bulletin 1550-12. 16 pp. 10 cents.

PHARMACISTS. Bulletin 1550-61. 8 pp. 5 cents.


PHYSICIANS. Bulletin 1550-66. 8 pp. 5 cents.

PLUMBERS AND PIPEFITTERS, ASBESTOS AND INSULATING WORKERS. Bulletin 1550-63. 16 pp. 10 cents.

PODIATRISTS. Bulletin 1550-67. 8 pp. 5 cents.

POST OFFICE OCCUPATIONS. Bulletin 1550-114. 12 pp. 10 cents.

PRINTING OCCUPATIONS. Bulletin 1550-64. 20 pp. 15 cents.

PSYCHOLOGISTS. Bulletin 1550-68. 8 pp. 5 cents.

PURCHASING AGENTS, INDUSTRIAL TRAFFIC MANAGERS. Bulletin 1550-69. 8 pp. 5 cents.

RADIO AND TELEVISION BROADCASTING INDUSTRY OCCUPATIONS. Bulletin 1550-115. 16 pp. 10 cents.


REAL ESTATE AGENTS AND BROKERS. Bulletin 1550-70. 8 pp. 5 cents.

RECEPTIONISTS. Bulletin 1550-71. 8 pp. 5 cents.

RECREATION WORKERS. Bulletin 1550-72. 8 pp. 5 cents.

REGISTERED PROFESSIONAL NURSES, LICENSED PRACTICAL NURSES, HOSPITAL ATTENDANTS. Bulletin 1550-73. 12 pp. 10 cents.

RESTAURANT INDUSTRY OCCUPATIONS. Bulletin 1550-117. 12 pp. 10 cents.

SALESMEN AND SALESWOMEN IN RETAIL STORES, SALESMEN IN WHOLESALE TRADE, MANUFACTURERS' SALESMEN. Bulletin 1550-74. 12 pp. 10 cents.

SANITARIANS. Bulletin 1550-75. 8 pp. 5 cents.

SECURITIES SALESMEN. Bulletin 1550-76. 8 pp. 5 cents.

SHEET-METAL WORKERS AND ROOFERS. Bulletin 1550-78. 16 pp. 10 cents.

SHIPPING AND RECEIVING CLERKS. Bulletin 1550-77. 8 pp. 5 cents.

SHOE REPAIRMEN. Bulletin 1550-79. 8 pp. 5 cents.

SOCIAL WORKERS. Bulletin 1550-81. 8 pp. 5 cents.

SPEECH PATHOLOGISTS AND AUDIOLOGISTS. Bulletin 1550-82. 8 pp. 5 cents.

STATIONARY ENGINEERS, STATIONARY FIREMEN (BOILER). Bulletin 1550-83. 8 pp. 5 cents.

STENOGRAPHERS AND SECRETARIES, TYPISTS. Bulletin 1550-84. 8 pp. 5 cents.

STRUCTURAL AND OTHER IRON WORKERS, ELEVATOR CONSTRUCTORS. Bulletin 1550-85. 16 pp. 10 cents.

SURVEYORS. Bulletin 1550-86. 8 pp. 5 cents.

TEACHERS. Bulletin 1550-87. 12 pp. 10 cents.


TELEPHONE INDUSTRY OCCUPATIONS. Bulletin 1550-118. 16 pp. 10 cents.

TELEVISION AND RADIO SERVICE TECHNICIANS. Bulletin 1550-89. 8 pp. 5 cents.

URBAN PLANNERS. Bulletin 1550-90. 8 pp. 5 cents.

VENDING MACHINE MECHANICS. Bulletin 1550-91. 8 pp. 5 cents.

VETERINARIANS. Bulletin 1550-92. 8 pp. 5 cents.

WATCH REPAIRMEN, JEWELERS AND JEWELRY REPAIRMEN, INSTRUMENT REPAIRMEN. Bulletin 1550-93. 12 pp. 10 cents.

WELDERS, OXYGEN AND ARC CUTTERS. Bulletin 1550-94. 8 pp. 5 cents.

* * *

TOMORROW'S JOBS. Bulletin 1550-A. 12 pp. 10 cents. Special reprint of the introduction to the Occupational Outlook Handbook. It discusses, in nontechnical language, expected population and labor force growth, the changing occupational structure of the economy, and implications for education, training, and future employment opportunities. This reprint is directed to counselors, parents, teachers, and others who assist young people in making vocational choices.

Occupational Outlook Quarterly

The Occupational Outlook Quarterly supplements the Occupational Outlook Handbook. It expands and updates occupational outlook and manpower information between Handbook editions. Published four times during each school year (September, December, February, and May), the Quarterly presents timely articles on studies by Government and private organizations and valuable contributions from outstanding authorities on automation, manpower, economics, education, and guidance.

The following citations illustrate the types of occupational and other manpower literature published in the Quarterly.

THE MANY FACES OF TECHNOLOGY. Describes different trends in technological change and the net effects these changes will have on industry employment of various occupations.
SYSTEMS ANALYST: A SOFTWARE SPECIALIST. Explains the systems analyst’s duties. It also provides information on where they are employed, how to enter the field, and what the outlook is for the next decade.

89 MILLION JOBS BY 1975? Gives information on projected employment growth and on the various factors affecting occupational employment.

OCCUPATIONAL OUTLOOK QUARTERLY. USDL. Bureau of Labor Statistics. Quarterly. 35 cents per copy. Annual subscriptions are $1.25 domestic or $1.75 foreign. Free reprints of Occupational Outlook Quarterly articles are available from the Bureau of Labor Statistics, Occupational Outlook Service. (See appendix C, page 86 for an index to recent Quarterly articles and a list of available reprints.)

Occupational Outlook Slide Series

This slide series entitled, LOOKING AHEAD TO A CAREER, represents a new visual aid for counselors. It is made up of a set of 36 color slides (2 inch by 2 inch, 35 mm.) which illustrate our Nation’s changing occupational and industrial mix. The slide series provides answers to such relevant questions as: “What kind of jobs will there be?”; “What industries will provide these jobs?”; and “What fields of work look especially promising?” The slides also provide additional information about the future economic and educational framework within which individuals must choose their careers. A narrative for use in presenting the slides accompanies each set.


Occupational Outlook Service — Miscellaneous Publications

In addition to the Occupational Outlook Handbook, the report series, and the Quarterly, other reports, studies, and pamphlets are available. A series of motivational pamphlets that describes the relationship between academic subjects and possible careers is available. Another series of reports describe the outlook for jobs in which less than high school, high school, or college educational backgrounds are required or desirable. These reports provide information on the number of workers employed, training requirements, and the employment outlook for a large number of occupations.

Occupational Outlook publications are announced in the Quarterly as they become available. The Occupational Outlook Service also has a mailing list for free publications. Write to, Occupational Outlook Service, U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212, to have your name placed on the mailing list.

Motivational Pamphlets: Education has become an important stepping stone to a career. It has grown in importance due to the increasing demand for the “specialist” in all occupations. The Bureau of Labor Statistics has prepared several free leaflets describing the relationship of a number of academic subjects to possible careers.

*ENGLISH AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Describes the importance of English in every day activities and job hunting. Also discusses the possibilities that exist for making a living with a proficiency in English. Lists OOH reprints dealing with careers which require varying degrees of skill in English.


**OCCUPATIONAL AND INDUSTRY MANPOWER STUDIES**

Changes in the number of workers employed in occupations and industries are inevitable in an economy typified by changing markets, technology, resources, and other characteristics. Many agencies of the Federal Government prepare studies and reports on occupational and industry employment. These studies may cover the economy as a whole or individual occupations and industries. Examples of occupational and industrial manpower literature are listed below.

Employment Trends


*CHILD WELFARE, A CAREER IN, WHAT IT OFFERS YOU. USDHEW. Children's Bureau. (CB). 1967. 8 pp. Free. Defines child welfare services, describes the major services offered by child welfare agencies, tells about opportunities for employment, qualifications for child welfare workers, and grants for graduate training.


CORRECTIONS, NEW ROLES FOR NONPROFESSIONALS IN: PROS AND CONS. USDHEW. Welfare Administration. Booklet. 1966. 127 pp. 40 cents. Discusses the development of human service jobs which can provide new career opportunities for youth. Explores present experimentation with nonprofessional, custodial, or security personnel in correctional institutions and in the community.


*DEMAND OCCUPATIONS, CAREER GUIDE FOR. USDL. Bureau of Employment Security. 1965. 40 pp. 30 cents. Discusses occupations in current and anticipated short supply that require preemployment training. Gives required high school subjects; helpful personal characteristics such as interest, temperament, and physical conditions; and types of preemployment education and training needed.

DENTAL ASSISTANT, THE TRAINED — FACTS FOR COUNSELORS. USDHEW. Public Health Service. Publication No. 1004. Booklet. 1965. 7 pp. 15 cents. Tells how the dental assistant may be able to fill the manpower gap created by a shortage of dentists. Gives information on trends and outlook, educational requirements, licensing, and where to obtain further information.


*GEOGRAPHY AS A PROFESSIONAL FIELD. USDHEW. Office of Education. OE-26015. 1966. 95 pp. 35 cents. Various geography specialists describe the application of geography to careers in fields such as cartography, urban and rural planning, location of industries, marketing, climatology, transportation, military operations, and economic development.

*HEALTH CAREERS GUIDEBOOK. USDL. Bureau of Employment Security. 1965. 260 pp. $1.50. Provides information on a variety of occupations in the health field. Makes suggestions for career planning, preparation, and education. Contains a reference list of organizations that can supply further information on specific health occupations.


*MENTALLY RETARDED, OCCUPATIONS IN THE CARE AND REHABILITATION OF THE. USDL. Bureau of Employment Security. Pamphlet. 1966. 76 pp. 35 cents. Presents descriptions, educational requirements, and worker traits of 27 occupations dealing with the care and rehabilitation of the mentally retarded. Deals with those occupations that require special training and those that involve substantial contact with the retarded and their problems.

*NURSING CAREERS IN MENTAL HEALTH. USDHEW. Public Health Service. Publication No. 1051. Booklet. 1968. 16 pp. 15 cents. Tells of opportunities in the area of psychiatric-mental health nursing and outlines programs supported by the National Institute of Mental Health.

*NUTRITIONIST...DIETITIAN, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1721. Leaflet. (PHS). 1967. Free. Dietetic and nutrition programs within the Service are described, including the kinds of activities and positions available for each profession. Qualification for appointment to both the Commissioned Corps and the Civil Service systems is explained. Training programs offered for both professional groups are discussed and the address is given for requesting information or application forms.

*OCCUPATIONAL THERAPIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1668. Leaflet. (PHS). 1967. Free. Outlines the challenges of a Public Health Service career and describes the assignment possibilities for occupational therapists in the various PHS programs. Details are given on professional development programs, locations of positions, qualification requirements, Commissioned Corps and Civil Service employment systems, and where to request application forms.


*PHYSICAL THERAPIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1661. Leaflet. (PHS). 1967. Free. The programs and services requiring physical therapists in the Public Health Service are outlined in this leaflet. Location of opportunities and professional development programs are also described. Information is given on eligibility requirements, Commissioned Corps and Civil Service employment systems, and how to request application forms.

*PHYSICIAN, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1731. Leaflet. (PHS). 1967. Free. Outlines the varied opportunities for physicians in the Public Health Service and includes a listing of the medical specialties needed in the different programs. Several career development programs, including internship and residency training, are described. Employment under both the Commissioned Corps and the Civil Service systems is explained and an address is given for requesting further information or application forms.


PROFESSIONAL AND SUPPORTING PERSONNEL. A Reprint From The Manpower Report Of The President. USDL. Manpower Administration. (MA). 1967. 29 pp. Free. Discusses manpower needs and supply in the professions, particularly in the fields of science, engineering, teaching, social work, and health manpower.

*PSYCHIATRY, IN THE U.S. PUBLIC HEALTH SERVICE, CAREERS IN. USDHEW. Public Health Service. Publication No. 1199. Booklet. 1968. 25 pp. 25 cents. Describes the National Institute of Mental Health’s career development program for psychiatrists. Provides information on how a physician or psychiatrist can enter the program, the courses of study and residency, and lists psychiatric career opportunities in the Public Health Service.


SCIENTIFIC AND TECHNICAL MANPOWER RESOURCES: SUMMARY INFORMATION ON EMPLOYMENT, CHARACTERISTICS, SUPPLY, AND TRAINING. NSF. Book No. NSF 64-28. 1964. 184 pp. $1.25. Provides facts on the supply, employment utilization, characteristics, compensation, and education of scientists, engineers, and technicians. Describes the economic background and growth of science and technology; gives occupational, educational, and functional breakdowns of employment; and examines the backgrounds, personal characteristics, education, training, and demand for scientific and technical manpower.


SCIENTISTS, ENGINEERS, AND TECHNICIANS IN THE 1960'S. Prepared for the National Science Foundation by the USDL. Bureau of Labor Statistics. NSF 63-64. Booklet. 1964. 68 pp. 45 cents. Assesses the scientific, engineering, and technician manpower requirements and supply in the 1960's and discusses the implications of the demand and supply projections made for this group.


*SPECIAL WORKER, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1697. Leaflet. (PHS). 1967. Free. Contains background information on the Public Health Service and the career challenges for the social worker in the Service. Programs at the various PHS facilities are described and information is given on locations, eligibility, and appointment under Commissioned Corps and Civil Service employment systems. An address is given for requesting further information and application forms.

*SPACE SCIENCE AND TECHNOLOGY, SEVEN STEPS TO A CAREER IN. NASA. Report EP-33. 1966. 62 pp. 45 cents. Contains information about the space industry and the world of work. Also presents an overview of career choices related to opportunities in space science, engineering, and technology.


The Small Business Administration publishes a series of booklets showing how to start and manage a small business. These booklets are designed to help prospective owner-managers decide whether they would be capable business managers, and to supply basic information about management. Several examples of specific questions answered in each booklet are how to start a business, how to buy a going concern, where to locate a business, and how to keep up with developments in the field.


**STARTING AND MANAGING A SMALL BOOKKEEPING SERVICE.** SBA. Vol. 4. 1962. 64 pp. 30 cents.

**STARTING AND MANAGING A SMALL BUILDING BUSINESS.** SBA. Vol. 5. 1962. 102 pp. 35 cents.

**STARTING AND MANAGING AN AVIATION FIXED BASE OPERATION.** SBA. Vol. 6. 1963. 52 pp. 25 cents.

**STARTING AND MANAGING A SMALL MOTEL.** SBA. Vol. 7. 1963. 70 pp. 30 cents.

The Small Business Administration also publishes booklets entitled Small Business Bibliographies, which briefly discuss training programs, educational requirements, and some recent trends in relevant businesses and occupations. These booklets also provide a list of excellent government and nongovernment sources of further information. Three examples are:


Industry Manpower Studies


ATOMIC ENERGY FIELD, EMPLOYMENT IN THE. AEC. Occupational Survey. 1962. 43 pp. 35 cents. Presents the results of an employment survey of industrial establishments and agencies of the Federal Government engaged in atomic energy work in January 1962. Discusses work in atomic energy, geographic distribution of employment, and distribution of employment by occupation. (A similar updated report will be available in late 1968.)


*FORESTRY, CAREERS IN. USDA. Forest Service. Miscellaneous Publication No. 249. 1965. 22 pp. 15 cents. Deals primarily with careers in forestry which call for professional training. Presents information on the nature of forestry work, the requirements for success, types of employers in the forestry industry, and future expectations.


* * *

Surveys of the manpower situation in selected industries are conducted by the U.S. Department of Labor's Bureau of Employment Security. Survey reports usually describe industry employment trends and current labor needs, by region, State, and labor areas. Changing occupational patterns in industries are sometimes discussed. Summaries of these reports are published in Employment Service Review, a monthly publication; separate reprints are also available. Single reproduced copies of those surveys which are out of print are also available upon request from the Bureau of Employment Security.


State and Local Area Information

A great deal of information on occupations and employment opportunities is published by State employment security agencies. These State agencies prepare two principal types of studies—area skill surveys and occupational guides. One or more such studies have been published by 50 State agencies since 1957. State agencies also publish special studies that deal with future manpower supply, characteristics of the work force, changes in State and area economics, and the employment structure of industries.

Area skill surveys analyze current and future occupational requirements in individual labor areas. Survey data provide a basis for anticipating the occupational needs of area industry and estimating the supply of qualified manpower. Some specific topics covered by most area skill surveys are: The occupational composition of current employment, by sex and broad age groups; future occupational requirements—usually 2 to 5 years hence; current occupational supply and demand situations; the supply of workers expected to be trained over the forecast period; information on apprenticeship and other training programs; the number of workers in training; and employer opinion regarding the need for pre-employment or supplementary vocational training.

Occupational guides contain information on job duties; employment prospects; working conditions; entry methods; advancement opportunities; hours and earnings; and education, training, and experience requirements for individual occupations or groups of related occupations. Occupations selected for analysis usually are those important to local industries, or those of interest to particular groups, such as young workers.

Special manpower and labor area studies cover a wide variety of subjects, including: (1) manpower projections, (2) studies of State and area economics, (3) studies of labor force characteristics, e.g., age, sex, racial composition, and (4) industry analyses.

Counselors should request lists and copies of published reports from the reports and analysis section of the individual State agencies. Also, the U.S. Department of Labor’s Bureau of Employment Security has two free publications designed to promote wider acquaintance with and increased utilization of labor information issued by State employment security agencies. These publications are: (1) Guide to Local Occupational Information, which lists occupational guides and area skill surveys issued by State agencies through mid 1966; and (2) Job Opportunities Information, which lists occupational guides and skill surveys currently in process.

Examples of studies done by State employment security agencies are listed below:

*ARIZONA OCCUPATIONAL BRIEFS. Arizona State Employment Service, Manpower Economics Section, Phoenix, Arizona 85005. 1967. 215 pp. Free. Provides counselors and young people with brief and concise occupational information statements that can be used to assist and guide the decisionmaking process. The briefs describe the changing composition of occupations and fields of work as they exist in Arizona and the United States.
*COMPUTER OPERATOR. State of New Jersey, Department of Labor and Industry, Division of Employment Security, Bureau of Research and Statistics, Labor and Industry Building, Trenton, New Jersey 08625. Job Guide No. 35. 1967. 10 pp. Free. One of a series of publications on specific occupations designed for use by students of high school age, employment service personnel, school guidance counselors, and others interested in the occupation. Presents information on the nature of work, related occupations, where employed, physical and mental requirements, working conditions, training and advancement, outlook, organizations related to the job and places to go for more information.


THE MANPOWER RESOURCES OF THE PORTLAND METROPOLITAN AREA. Oregon Department of Employment, Room 403, Labor and Industries Building, Salem, Oregon 97310. 1966. 64 pp. Free. Presents a tabulation and analysis of the manpower resources and manpower needs of the Portland Metropolitan area.

THIS IS O'BRIEN COUNTY: A MANPOWER REPORT. Iowa Employment Security Commission, Community Development Section, 100 East Grand Avenue, Des Moines, Iowa 50309. 1966. 19 pp. Free. Reports on current and potential manpower resources for O'Brien County, Iowa. Also gives information on the economic resources of the county.

* * *

For specific information about jobs in individual States or local areas, counselors should consult the following government agencies: (1) State employment service offices and (2) State apprenticeship agencies. The State employment service and its local offices have a list of hard-to-fill job vacancies compiled from Bureau of Employment Security interarea clearance lists. Such lists are valuable in locating job openings. State apprenticeship agencies can provide useful information about training opportunities and requirements in many skilled occupations.

The U.S. Department of Labor's Bureau of Employment Security, publishes a bimonthly report called AREA TRENDS IN EMPLOYMENT AND UNEMPLOYMENT. This publication reports on the adequacy of labor supply for 150 major labor areas and a number of smaller ones. Each area is classified into 1 of 6 categories ranging from labor shortage to high unemployment. Also presents a roundup of area labor developments, and employment outlook for selected industries and occupations.

Job Descriptions

Rapidly changing technology creates many new jobs and destroys many others. Also important, however, are the influences of technological advances on job content and, therefore, on the training requirements of occupations. Changes in job content are often obscured because job titles remain unchanged.

Job descriptions are available in various types of government publications, including many job guides and wage surveys. Some State governments publish handbooks of occupational briefs, which describe those jobs important to the State's economy. The Dictionary of Occupational Titles, popularly called "THE D.O.T." is an encyclopedia of job definitions and related information.

DICTIONARY OF OCCUPATIONAL TITLES, 3d Edition.


VOLUME II. OCCUPATIONAL CLASSIFICATION AND INDUSTRY INDEX. USDL. Bureau of Employment Security. 1965. 656 pp. $4.25. Presents the occupational classification structure developed by the U.S. Employment Service, which is arranged under two systems. The first system groups jobs in numerical order according to some combination of work field, purpose, material, product, generic terms, and industry. The second system groups jobs according to a combination of required general educational development, specific vocational preparation, aptitudes, interests, temperaments, and physical demands. Lists all titles by industry.

SELECTED CHARACTERISTICS OF OCCUPATIONS—A SUPPLEMENT TO THE DICTIONARY OF OCCUPATIONAL TITLES. USDL. Bureau of Employment Security. 1966. 280 pp. $2.75. Presents information on physical demands, working conditions, and training time for each job defined in the Dictionary of Occupational Titles.

* * *

Other specific sources of job descriptions include:


Careers in the Federal Government

Many Federal agencies publish materials that provide information on career opportunities related to their activities. Examples of such publications are listed below. Counselors and students desiring information on employment in particular agencies should contact them directly. Information on qualifications for specific occupations can be obtained from the U.S. Civil Service Commission. Some State and local government agencies also publish information on career opportunities in their agencies. (See also: Summer Jobs, page 68; and Women and Girls, page 62).
FEDERAL GOVERNMENT JOBS IN THE UNITED STATES

U.S. Civil Service Commission


*FEDERAL CAREER DIRECTORY: A GUIDE FOR COLLEGE STUDENTS. USCSC. Booklet. 1966. 88 pp. 55 cents. Describes many occupations in the Federal Government that are open to college students. Provides information on the Federal Service Entrance Examination, how jobs are filled, starting salaries, agency training programs, and how to apply for jobs. Discusses the programs of many of the Federal agencies and related career opportunities. A final section presents job briefs that give information on the nature of work, qualifications required, and career opportunities. The job briefs are indexed by position title, and college major.


*SCIENCE AND ENGINEERING CAREERS IN GOVERNMENT. USCSC. Booklet. 1967. 22 pp. 30 cents. Gives employment and application information on Federal science and engineering careers. Presents over 50 job briefs that explain the work, qualifications required, and career opportunities in these positions.

*SUMMER JOBS IN FEDERAL AGENCIES. USCSC. Examination Announcement No. 414. (USCSC). (revised each year). Free. See page 68 for annotation.

*WORKING FOR THE U.S.A. USCSC. Pamphlet No. 4. 1967. 22 pp. 15 cents. Describes job applications, examinations, eligibility factors, and the general requirements for civil service positions. Explains many of the employment features, including pay, hours, advancement, incentive awards, insurance, and retirement.

U.S. Department of Agriculture


*PROFILES: CAREERS IN THE U.S. DEPARTMENT OF AGRICULTURE. USDA. 1964. $2. Presents a comprehensive view of the many careers with the Department. Includes sections on employment procedures, benefits, and salaries. Describes the relation of college studies to jobs in the Department.

Agricultural Research Service

The U.S. Department of Agriculture’s Agricultural Research Service publishes a number of pamphlets giving information on scientific careers in various fields. Generally each gives a description of the work, principal fields of research, benefits, and salaries.


Farmers Home Administration


Federal Extension Service


Forest Service

*CAREERS IN RESEARCH FORESTRY. USDA. Forest Service. (USDA). 1966. 7 pp. Free. Contains recruitment information for the position of Research Forester and Forest Products Technologist. Also describes the work, location of positions, and education and experience requirements.


*THE FOREST SERVICE ENGINEER. USDA. Forest Service. Booklet. 1963. 32 pp. 40 cents. Explains the functions of the Forest Service especially as they apply to engineering specialties. Tells what it takes to become a Forest Service engineer and the benefits which accrue to them.

*WOMEN'S WORK IN THE FOREST SERVICE. USDA. Forest Service. Miscellaneous Publication No. 1058. 1967. 6 pp. 5 cents. Gives background information on the Forest Service especially as it applies to jobs for women. Describes the types of jobs available to women and tells of the advantages of working for the Forest Service.

Rural Electrification Administration

*CAREERS FOR SENIORS MAJORING IN BUSINESS ADMINISTRATION, ACCOUNTING, OR ECONOMICS. USDA. Rural Electrification Administration. Booklet. (USDA). 1967. 5 pp. Free. Explains the work of the Rural Electrification Administration, and lists the requirements, benefits, and advancement opportunities available to qualified applicants under the REA Operations Trainee Program.

*ELECTRICAL ENGINEERING, TELEPHONE ENGINEERING CAREERS. USDA. Rural Electrification Administration. Booklet. (USDA). 1967. 8 pp. Free. Explains the functions of engineers in the Rural Electrification Administration and presents information on training, salary, advancement, and other benefits for engineers in the REA.

Soil Conservation Service

The U.S. Department of Agriculture's Soil Conservation Service publishes a number of pamphlets giving information on careers. Generally each gives a designation of the work, training requirements, benefits, and salaries.

*A SOIL SCIENCE CAREER FOR YOU IN THE SOIL CONSERVATION SERVICE. USDA. Miscellaneous Publication No. 716. 1965. 5 cents.


*STUDENTS ... START YOUR CAREER IN THE SOIL CONSERVATION SERVICE BEFORE YOU GRADUATE. USDA. Miscellaneous Publication No. 714. 1966. 5 cents.

U.S. Atomic Energy Commission

*UNITED STATES ATOMIC ENERGY COMMISSION, EMPLOYMENT WITH THE. AEC. Division of Personnel. Pamphlet. (AEC). 1966. 25 pp. Free. Provides information to assist interested candidates in exploring career opportunities with the AEC.

*UNITED STATES ATOMIC ENERGY COMMISSION: OPPORTUNITIES FOR CHALLENGING CAREERS. AEC. Division of Personnel. Pamphlet. (AEC). 1966. 20 pp. Free. Lists the functions and locations of the major AEC offices, the various intern programs for college graduates, and career development opportunities. Discusses salaries, benefits, and other employment information.

Central Intelligence Agency

*CENTRAL INTELLIGENCE AGENCY. CIA. Booklet. (CIA). 1967. 12 pp. Free. Describes the work of the CIA and discusses the characteristics of a career in the Agency. Gives information on means to employment; lists academic fields of particular interest to the CIA and some typical duties of CIA employees.

U.S. Department of Commerce

*CAREER OPPORTUNITIES IN DOMESTIC AND INTERNATIONAL BUSINESS. USDC. Booklet. (USDC). 1967. Free. Discusses the different positions available with the U.S. Department of Commerce’s Division of Domestic and International Business. Presents information on responsibilities and qualifications needed, and gives places where further information can be obtained. Covers fields of employment in which foreign service may be involved.

*CHALLENGING OPPORTUNITIES IN THE U.S. DEPARTMENT OF COMMERCE. USDC. Pamphlet. (USDC). 1967. 16 pp. Free. Surveys the various bureaus and offices of the Department and lists the occupational opportunities in each according to major career fields. Lists, for each bureau and office, the location of jobs and where to write for further information.

*68 CAREER FIELDS IN THE U.S. DEPARTMENT OF COMMERCE. USDC. Booklet. 1968. 100 pp. 70 cents. Gives a comprehensive view of occupational opportunities in the Department. Includes information on the relationship of academic areas to positions in the Department; and provides summary descriptions of occupations, including duties, training programs, and how to apply.

Bureau of the Census

Environmental Science Services Administration


*EMPLOYMENT OPPORTUNITIES IN DYNAMIC METEOROLOGY AND APPLIED MATHEMATICS. USDC. Environmental Science Services Administration. (ESSA). 1967. 2 pp. Free. Describes opportunities in dynamic meteorology and applied mathematics at ESSA’s National Environmental Satellite Center, where data from earth-orbiting satellites are being used to increase man’s understanding of the physical environment.


*THRESHOLD: ESSA. USDC. Environmental Science Services Administration. (ESSA). 1967. 8 pp. Free. Describes the activities of ESSA and its components, as well as the activities of ESSA’s physicists, geophysicists, oceanographers, meteorologists, hydrologists, engineers, geodesists, mathematicians, photogrammetrists, and cartographers. Briefly describes employment benefits and provides an employment inquiry form.

National Bureau of Standards


U.S. Department of Defense


Military Service

Each branch of the military service publishes career handbooks that describe occupations and training programs for enlisted men. The individual occupational briefs usually include a section that relates military to civilian occupations. The handbooks contain information on pay, allowances, advancement opportunities, and women in the services. Other publications describe the service academies, officer training programs, and individual occupational fields.

Military forces publications are available at local military recruiting offices and most public and school libraries.

U.S. Air Force


U.S. Army


U.S. Coast Guard (under the U.S. Department of Transportation)


*UNITED STATES COAST GUARD ACADEMY. (USCG). Annual. Free.


U.S. Marine Corps


U.S. Navy


*UNITED STATES NAVAL ACADEMY CATALOGUE. (USN). Annual. Free.

Federal Reserve System


U.S. Department of Health, Education, and Welfare

Public Health Service


*CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1567. 1967. 7 pp. 25 cents. Outlines career opportunities in the Public Health Service. An explanation of the Civil Service and Commissioned Corps employment systems is given, including the eligibility requirements, advancement programs, and benefits of each system. The Public Health Service mission, programs, possible assignments, and an address for requesting information on specific fields is supplied. (See section on Occupational Manpower Studies beginning on page 11, for information on specific occupational assignments available in the Public Health Service.)


Social Security Administration


U.S. Department of Housing and Urban Development


JOBS AVAILABLE FOR HIGH SCHOOL AND COLLEGE GRADUATES IN HUD. USDHUD. Pamphlet. (HUD). 1966. 7 pp. Free. Lists duties, qualifications, and salary for a number of different positions available in this agency.

U.S. Department of the Interior

*CAREERS IN THE UNITED STATES DEPARTMENT OF THE INTERIOR, A DICTIONARY FOR COLLEGE STUDENTS. USDI. Personnel Management Publication No. 3. 1965. 64 pp. 35 cents. Provides employment information for college students. Includes information on appointments, salary, tenure, and other benefits. Describes the program of each bureau within the Department and the type of personnel it needs. Explains the Department's training programs and gives specific career information.


U.S. Department of Justice

Federal Bureau of Investigation


*WHAT IT'S LIKE TO BE AN FBI AGENT. USDJ. Federal Bureau of Investigation. Leaflet. (FBI). 1967. 3 pp. Free. Describes the work and responsibilities of a typical FBI agent. Gives application information. The FBI also has available a number of one-to-three page pamphlets that describe job qualifications, including salaries. Listed below are some examples:

CLERICAL AND CLERICAL-TECHNICAL

JOBS FOR WOMEN

LABORATORY AID

RADIO MAINTENANCE TECHNICIAN

SPECIAL AGENT

TECHNICAL POSITIONS
Federal Bureau of Prisons

A number of announcements for examinations for various positions in the U.S. Department of Justice’s Bureau of Prisons are available. Most give information on the nature of work, experience requirements, and places to apply. Some examples of announcements for positions are:

*FARMERS

*FOOD SUPERVISOR

*PRISON INDUSTRIAL SUPERVISOR

*SUPERVISORY JOBS AS STEAMFITTER, MASON, OR LAUNDRYMAN

*TEACHERS IN GENERAL EDUCATION, INDUSTRIAL ARTS AND RELATED TRADES

Immigration and Naturalization Service


U.S. Department of Labor


National Aeronautics and Space Administration


United States Post Office Department


U.S. Department of State


*1967 EXAMINATION FOR FOREIGN SERVICE OFFICER CAREERS. USDS. Booklet. (USDS). 1967. Free. Lists the career responsibilities in both the Department of State and the U.S. Information Agency as well as requirements necessary for occupations of these agencies. Gives entrance examination information.

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The State Department also has information on clerical positions available both at home and overseas. These, listed below, present information on nature of the work, working conditions, qualifications, salary and other benefits, and where to get further information.


Agency for International Development


U.S. Information Agency

* CAREER OPPORTUNITIES IN THE U.S. INFORMATION AGENCY. USIA. Booklet. (USIA). 1968. Free. Discusses the many jobs available domestically with the USIA. Includes information on duties of the positions and places to apply. Covers jobs ranging from movie production to librarian.


* * *

The USIA publishes several brochures which explain intern programs. These brochures include information on hiring, and ways and places to apply for work. Examples are:


U.S. Department of the Treasury

*TREASURY ENFORCEMENT AGENT. USDT. Document No. 5515. (USDT). 1968. 24 pp. Free. Discusses a career as an investigator or agent with the Bureau of Customs or Narcotics, the Internal Revenue Service, or the U.S. Secret Service. Gives essential background, training, opportunities, and salary information.

Internal Revenue Service


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The U.S. Department of the Treasury’s Internal Revenue Service also publishes a series of booklets that give detailed information on specific career opportunities with the Service. Each booklet discusses necessary employment qualifications, on-the-job activities, professional development, employment benefits, and policy and directives.


U.S. Secret Service


Veterans Administration

*CAREERS IN AUTOMATIC DATA PROCESSING. VA. Pamphlet No. 31-1. (VA). 1966. 12 pp. Free. Discusses the opportunities, requirements, training, and benefits of a career with the Veterans Administration, either as a programmer or analyst.

*ENGINEERS AND ARCHITECTS IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 05-15. (VA). 1965. 23 pp. Free. Presents the duties typical of three types of employment categories: planning and design, construction supervision, and hospital engineering. Gives specifics, such as salary, training, and outlook.


FEDERAL GOVERNMENT JOBS OVERSEAS

The Federal Government employs many workers outside the 50 States, in U.S. territories, and in foreign countries. They work in a great variety of occupations. Some specific occupations include operating engineer, doctor, nurse, teacher, geologist, mining engineer, meteorologist, clerk, stenographer, typist, and social worker.


*AMERICAN SOCIAL WORKERS ABROAD. USDHEW. Publication No. WA-5. 1964. 5 cents. Stresses the need for American workers in developing countries and describes several types of foreign assignments. Discusses the services maintained by the Welfare Administration to help social workers find satisfying overseas assignments.

*FEDERAL JOBS OVERSEAS. USCSC. Pamphlet No. 29. 1965. 10 pp. 10 cents. Discusses Federal jobs overseas, by employing agency. Explains ways jobs are filled, conditions of employment, training and skill requirements, and salaries and benefits. Lists addresses to which job inquiries should be sent.


*NEW CAREERS IN INTERNATIONAL AGRICULTURE. USDA. Pamphlet. (USDA). 1967. 14 pp. Free. Discusses USDA involvement in international agriculture, and answers questions of a would be applicant with regard to job and family aspects of a USDA position in international agriculture.


*THE FOREIGN AGRICULTURAL DEVELOPMENT PROGRAM. USDA. Foreign Agricultural Service. (USDA). 1967. Free. Describes the purpose of this program and explains the duties of management development trainees in the FAS. Also gives salary information and lists eligibility requirements.
*THE U.S. AGRICULTURAL ATTACHE—HIS HISTORY AND HIS WORK. USDA. Foreign Agricultural Service. Booklet. (USDA). 1966. 10 pp. Free. Contains historical information on foreign agricultural representatives as well as the events leading to the establishment of the Foreign Agricultural Service. Also describes the functions of the agricultural attache and the requirements for this position.

The Peace Corps


The Peace Corps publishes pamphlets relating just about every facet of work or education relevant to positions in the Corps. All can be obtained free of charge from the Peace Corps, Washington, D.C. 20525. Some examples are:

*AGRICULTURE IN THE PEACE CORPS
*BUSINESS SKILLS IN THE PEACE CORPS
*COMMUNITY DEVELOPMENT IN THE PEACE CORPS
*ENGINEERING IN THE PEACE CORPS
*EXPERIENCED TEACHERS IN THE PEACE CORPS
*GRADUATE STUDENTS IN THE PEACE CORPS
*HEALTH PROFESSIONS IN THE PEACE CORPS
*HOME ECONOMISTS IN THE PEACE CORPS
*LABOR IN THE PEACE CORPS
*LIBERAL ARTS IN THE PEACE CORPS
*MARRIED COUPLES IN THE PEACE CORPS
*MATH AND SCIENCE TEACHERS IN THE PEACE CORPS
*OLDER VOLUNTEERS IN THE PEACE CORPS
*PHYSICAL EDUCATION IN THE PEACE CORPS
*REGISTERED NURSES IN THE PEACE CORPS
*TEACHERS IN THE PEACE CORPS
*WOMEN IN THE PEACE CORPS

* * *

The Peace Corps also publishes information booklets on the various parts of the world where assignments may be obtained and the type of work and skills needed in those areas. Some examples are:

*PEACE CORPS IN AFRICA
*PEACE CORPS IN ASIA
*PEACE CORPS IN THE FAR EAST
*PEACE CORPS IN LATIN AMERICA
Lack of education and training is a basic factor in unemployment. Although steady gains in the educational attainment and formal training of American workers have helped them meet the demands of rising job standards and shifting occupational patterns, millions still lack basic education and preparation for work. Thus, in March 1967, more than 750,000 of the unemployed were high school dropouts, and almost 750,000 had finished 8 or fewer years of school. These unemployed, because of their limited schooling, have difficulty not only in finding new jobs but also in finding training opportunities.

Education and training requirements for employment are increasing steadily. Yet, about 30 percent of all youths now drop out of school before finishing the twelfth grade. All aspects of the employment situation are less favorable for school dropouts than for young people who have completed at least high school. For example, the unemployment rate of school dropouts is much higher than that of high school graduates; dropouts have difficulty in obtaining full-time work; the jobs they do get are among the less desirable; and their lack of education handicaps them in acquiring training and adapting to technological and occupational changes.

Education and training problems affect manpower and the economy as a whole. Therefore, the Federal Government has instituted a number of programs to help achieve a work force using the skills and flexibility demanded in today's world. These programs include, for example, Federal grants to supplement State and local expenditures for vocational education and technical training; training institutes for science teachers and assistance to medical and dental schools; fellowships for postgraduate work in the natural and social sciences, engineering, and other professional fields; and in-service training for Federal civilian employees and the Armed Forces.

Congress has enacted legislation responsive to education and training needs. For example, the Manpower Development and Training Act of 1962 and its amendments provide for education and training programs to equip the unemployed and underemployed with marketable skills. Under the Trade Expansion Act of 1962, workers who are laid off or working only part time because of increased imports resulting from tariff concessions are eligible for retraining allowances and other financial aid. The Vocational Education Act of 1963 encourages States to establish and expand vocational education programs to provide more students with occupational training and help upgrade workers' skills. The Higher Education Act of 1965 provides funds to help financially weak colleges and universities; to give financial aid to students; and to improve the quality of undergraduate instruction. Under the 1963 amendments to the National Defense Education Act, the ceiling on Government loans to college students was raised. These amendments also provide increased funds for school counseling and testing. Money was made available to purchase a greater variety of teaching equipment in certain subject areas. In addition, the Economic Opportunity Act of 1964 established programs to increase opportunities for youth to obtain education, vocational training, and useful work experience.

The Department of Labor administers a number of manpower development programs, chiefly, the work-training programs (Neighborhood Youth Corps, Job Corps, and others) provided by the Economic Opportunity Act; the training activities under the Manpower Development and Training Act of 1962 (MDTA); and programs to promote apprenticeship training.

The various measures taken by the Government generally are designed to strengthen education, training, and retraining at all levels and for all groups. It is hoped that these measures lead to a long-run solution of the many educational problems.

Information on these problems and programs is available in the publications listed below. (For apprenticeship information see page 53.)

*EARN... LEARN... SERVE: THE NEIGHBORHOOD YOUTH CORPS. USDL. Neighborhood Youth Corps. (NYC). 1965. 18 pp. Free. Describes a work-training program which helps youths from 16 through 21 to stay in
school, return to school, or develop work habits if they are out of school and unemployed. Gives the requirements for local sponsorship, and facts about the location, compensation, duration, and financing of the training.

EDUCATION AND TRAINING: EXPANDING THE CHOICES. USDHEW. Office of Education. OE-87020. 1967. 107 pp. 60 cents. Fifth annual report of the Department of Health, Education, and Welfare to the Congress on training activities under the Manpower Development and Training Act of 1962. Discusses such subjects as the direction of training programs; types of programs; teachers; curriculum, methods, and materials; experimental and demonstration projects; and project evaluation. See page 42 for further annotation.


EDUCATION FOR A CHANGING WORLD OF WORK: REPORT OF A PANEL OF CONSULTANTS ON VOCATIONAL EDUCATION. USDHEW. Office of Education. OE-80021. 1963. 269 pp. $1.25. Evaluates Federal, State, and local vocational and technical education programs showing how well they meet the current and anticipated education and training requirements of workers. Recommends program changes to cope with the changing world of work. Includes an extensive bibliography.


EDUCATIONAL PROGRAMS AND SERVICES. NASA. Educational Programs and Services. (NASA). 1965. 14 pp. Free. Discusses public information programs on peaceful uses of space, including education workshops, institutes, and traveling exhibits. Lists publications, motion pictures, and other programs and services for space education.

ELECTRONIC BUSINESS DATA PROCESSING PERIPHERAL EQUIPMENT OCCUPATIONS—SUGGESTED CURRICULA. USDHEW. Office of Education. OE-86010. 1964. 113 pp. 70 cents. Contains information about the design and objectives of a program to teach the necessary skills for computer related occupations such as keypunching. Suggestions are provided for evaluating trainee achievements.

FEDERAL PROGRAMS IN JOB TRAINING AND RETRAINING. USDHEW. Office of Education. OE-37012. 73 pp. 50 cents. Describes the major Federal job training and retraining programs available to potential trainees, especially those with low income backgrounds.


FORMAL OCCUPATIONAL TRAINING OF ADULT WORKERS. USDL. Manpower Administration. Manpower Automation Research Monograph No. 2. (MA). 1964. 48 pp. Free. Analyzes the findings and implications of a survey of vocational training backgrounds of workers between 22 and 64 “with less than 3 years” and “with 3 or more” of college. Contains a statistical appendix.

GRADUATES OF PREDOMINANTLY NEGRO COLLEGES, CLASS OF 1964. USDHEW. Public Health Service. Publication No. 1571. 1967. 262 pp. 75 cents. An analysis of how the Negro graduate views his academic training,
his hopes for graduate study and employment, and his career aspirations. Findings demonstrate the potential for more effective utilization of college-trained Negroes in health services and research. Includes a great deal of statistical materials on the Negro student and graduate.


*LEARN AND TRAIN FOR A JOB UNDER MDTA. USDL. Bureau of Employment Security. (BES). 1965. 10 pp. Free. Tells about the Manpower Development and Training Act (MDTA) training programs and the opportunities they offer. Lists the general qualifications and benefits for trainees and also some of the occupational skills for which training programs are available.

MANPOWER AND TRAINING NEEDS OF THE FOOD SERVICE INDUSTRY. USDL. Manpower Administration. (MA). 1964. 16 pp. Free. Reports on the highlights of a national conference concerned with the changing occupational structure, and consequent training implications for the food service industry. Discusses the training resources at hand, makes recommendations concerning various problems, and comments on future action.


MEETING THE CHALLENGE OF CHANGING SKILLS. USDL. Bureau of Employment Security. 1964. 18 pp. 20 cents. Shows how Manpower Development and Training Act programs operate at the local level. Discusses community action, selection of trainees, courses of instruction and job placement. Lists shortage skills most frequently taught under MDTA.

1963 DROPOUT CAMPAIGN, THE. USDHEW. Office of Education. OE-20060. Bulletin 26. 1964. 34 pp. 20 cents. Summarizes and analyzes the results of a special summer campaign to prevent school dropouts. Some of the topics covered are: types of programs; methods of contacting dropouts and potential dropouts; selected case studies; reasons for dropping out; reactions to the summer campaign; and suggested future activities. Contains a city-by-city campaign activity summary.


ON-THE-JOB TRAINING PROGRAM, THE. USDL. Bureau of Apprenticeship and Training. (BAT). 1965. 23 pp. Free. Describes on-the-job training carried out in industry. Explains how programs are sponsored, the selection of
trainees, and the breakdown of training by occupation. Furnishes information on training costs and results, what the participants think of this training, and the reaction of management and other groups to on-the-job training programs.

PARENT AND FAMILY LIFE EDUCATION FOR LOW-INCOME FAMILIES: A GUIDE FOR LEADERS. USDHEW. Children’s Bureau. 1965. 66 pp. 30 cents. Discusses the problems resulting from lack of education in low-income families and ways to overcome these problems. Contains a selected bibliography.

PILOT PROJECT IN TRAINING MENTAL HEALTH COUNSELORS. USDHEW. Public Health Service. Publication No. 1254. Booklet. 1965. 34 pp. 30 cents. Presents the results of an experiment to train mature married women for work in psychotherapy. Results indicate that married women are a good potential source of supply to meet the shortage of manpower in the mental health counseling field.


RECRUITMENT AND TRAINING OF AUTOMOBILE MECHANICS, THE. USDHEW. Welfare Administration. Office of Juvenile Delinquency and Youth Development. 1965. 19 pp. 15 cents. Discusses the problems of recruiting and training automobile mechanics. Some of the topics covered are recruitment; wages; training; and major problems and trends in recruitment and training.


THE ACADEMICALLY TALENTED. USDHEW. Office of Education. School Life, March 1963, pages 9-12. 20 cents per copy. Compares courses studied and class rank of academically talented and average children in public schools. Concludes that the majority of pupils are not performing as well as they are able.

TRAINEESHIPS FOR PROFESSIONAL HEALTH PERSONNEL UNDER THE PUBLIC HEALTH TRAINEESHIP PROGRAM. USDHEW. Public Health Service. Publication No. 1147. Leaflet. (PHS). 1967. Free. Describes the Public Health Traineeship Program. Under the Program, support is made available for graduate or specialized training in public health for individuals who have completed their basic professional education, have been accepted by a school offering graduate or specialized training in public health, and who plan to pursue a career in the field of public health.


TRAINING PROGRAMS OF THE NATIONAL INSTITUTE OF MENTAL HEALTH. USDHEW. Public Health Service. Publication No. 1283. Booklet. 1966. 24 pp. 20 cents. Gives training program information for mental health professionals in psychiatry, psychology, psychiatric nursing, and psychiatric social work. Also includes information on related National Institute of Mental Health supported training programs.


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The U.S. Department of Health, Education, and Welfare's Office of Education has published a series of reports entitled "A Suggested Training Program for..." which present suggested training programs for different occupations. The reports give information on the development and promotion of vocational courses. They also provide guidance in evaluating and upgrading existing training programs.

Suggested training programs are available for the following occupations:

CLOTHING MAINTENANCE SPECIALIST
COMPANION TO ELDERLY PERSON
FAMILY DINNER SERVICE SPECIALIST
FORESTRY AIDE
HIGHWAY ENGINEERING AIDE
HOMEMAKERS ASSISTANT
HOTEL AND MOTEL HOUSEKEEPING AIDE
LANDSCAPE AIDE
MANAGEMENT AIDE IN LOW RENT PUBLIC HOUSING PROJECTS
SUPERVISED FOOD SERVICE WORKER
VISITING HOMEMAKER


Financial Assistance To Students

The costs of higher education prevent many gifted young people from attending college. At the same time, modern technology is altering manpower requirements towards more education and training. To relieve this problem, the Federal Government has developed an extensive program of scholarships, Government loans, and Government insured private loans under the National Defense Education Act of 1958. Work-study programs are provided by institutions of higher education under the Economic Opportunity Act of 1964, and outright grants to exceptionally needy high school graduates are being made through the Educational Opportunity Grant Program authorized by the Higher Education Act of 1965.
Some Federal Government agencies including the Atomic Energy Commission and the National Aeronautics and Space Administration separately sponsor financial assistance programs for needy and gifted students, often in conjunction with private groups. A vast number of private associations and institutions also give scholarships and loans to deserving students.

A new program, set up under the Veterans’ Readjustment Benefits Act of 1966, authorizes aid up to 36 months of college or other institutional training for veterans who have had military service since January 1, 1955.

The following are examples of publications that provide information on the financial assistance available to help individuals achieve their educational goals:

AIDS TO STUDENTS. USDHEW. Office of Education. Booklet. (OE). 1966. 45 pp. Free. Provides information on financial aids to students in vocational, college, and graduate study programs. Includes discussion of grants, work-study programs, and student loans. Includes information on aids for specialized programs, such as health careers, teaching, and social work.

COLLEGE AID FOR STUDENTS. USDHEW. Office of Program Analysis. 1965. 30 pp. 25 cents. Reveals the trend in financial assistance offered by colleges from 1960 to 1964. Describes the work-study program for students from low-income families.

FEDERAL AIDS TO COLLEGE STUDENTS. USDHEW. Office of Education. OE-55001-67. Booklet. (OE). 1966. 56 pp. Free. A guide to the college student guaranteed loan program, the educational opportunity grants program, the national defense student loan program, and the college work study program. Describes the programs, eligibility standards, terms, and conditions; and lists sources of further information. Lists participating institutions for the 1966-67 school year.


HEALTH PROFESSIONS SCHOLARSHIP PROGRAM, THE. USDHEW. Public Health Service. Publication No. 1460. (PHS). 1967. Free. Describes scholarships designed to enable students to undertake the courses of study required to become physicians, dentists, osteopaths, optometrists, pharmacists, or podiatrists. Selection, eligibility, and other details of the program are discussed and information is given for obtaining further information and application forms.

HEALTH PROFESSIONS STUDENT LOAN PROGRAM, THE. USDHEW. Public Health Service. Publication No. 1347. Leaflet. (PHS). 1967. Free. Describes the Health Professions Student Loan Program. Informs prospective students as to eligibility requirements, selection of loan recipients, amounts that may be borrowed, terms and conditions of the loans, and where to obtain additional information.

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NDEA ... AT A GLANCE. USDHEW. Office of Education. Leaflet. 1965. 5 cents. Describes the National Defense Education Act of 1958 and its extensions. Explains the different parts of the act and by whom it is administered.

*NURSING STUDENT LOAN PROGRAM. USDHEW. Public Health Service. Publication No. 1348. Leaflet. (PHS). 1967. Free. Describes the Nursing Student Loan Program. Informs prospective students as to eligibility requirements, selection of loan recipients, amounts that may be borrowed, terms and conditions of the loans, and where to obtain additional information.


VACATIONS ABROAD, COURSES, STUDY TOURS, WORK CAMPS. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATIONS. Revised each year. (Request from U.N. Secretariat, New York, New York 10017.) $1.75. Contains information on a variety of educational and cultural vacation activities abroad, including summer schools and seminars, study tours, student and youth hotels, and summer camps. Gives financial aid information. Written in English, French, and Spanish.

### Job Placement Information

Many young people need assistance in securing employment or in choosing suitable work. The United States Employment Service and affiliated State employment service offices form a nationwide organization which, through trained employment counselors in 1900 local offices throughout the United States, finds jobs for workers and workers for jobs. Young people who are now, or soon will be, looking for a job can obtain help through their local State employment service office. Job placement help, counseling aid, and aptitude and proficiency testing are provided free.

The U.S. Department of Labor’s Bureau of Employment Security and other Federal agencies publish information designed to aid young people seeking jobs. Examples of this type of publication are listed below.

*CHOOSING YOUR OCCUPATION. USDL. Bureau of Employment Security. Pamphlet. 1965. 16 pp. 15 cents. Develops guidelines for choosing a vocation to fit the aptitudes and interests of the prospective worker. Lists other possible sources of information for answers to some specific occupational questions.


*HOW TO GET AND HOLD THE RIGHT JOB. USDL. Bureau of Employment Security. 1967. 19 pp. 10 cents. Enumerates tips on getting and holding a job. Includes: Considering job requirements in light of the jobseekers qualifications; how to prepare for an interview; how to write a letter of application; reasons people sometimes fail to get jobs; and why workers lose their jobs.


*MERCHANDISING YOUR JOB TALENTS. USDL. Bureau of Employment Security. Pamphlet. 1965. 20 pp. 25 cents. Presents some of the basic techniques and principles of preparing a job resume, and for writing a letter of application. Lists sources of job information and gives hints on preparing for job interviews and testing.

PLACEMENT SERVICES FOR COLLEGE TEACHERS. USDL. Manpower Administration. (MA). 1965. 240 pp. Free. Identifies and catalogues the different sources of college teacher placement assistance and explains the services they offer. Gives detailed descriptions of the activities of some of the best placement operations.

*YOUR PUBLIC EMPLOYMENT OFFICE CAN SERVE YOU. USDL. Bureau of Employment Security. Leaflet. (BES). 1965. 3 pp. Free. Reports on the various manpower services, such as testing and recruitment, which are available at local public employment offices.
Unemployment and underemployment are two of the country's major economic problems. Although we have experienced rapid economic growth in recent years, we have not been able to improve the quality, adaptability, and mobility of the labor force sufficiently to obtain full employment. Even today, in the midst of an economic expansion, many workers cannot find employment or are forced to work at jobs that do not make full use of their skills and abilities.

Underlying unemployment, underemployment, and other serious manpower problems have been factors such as, a swelling labor force, rapid technological innovation, changes in defense requirements, and changes in consumer and business demand for goods and services. These developments have altered occupational requirements in favor of jobs requiring greater education and training. Employment in white-collar occupations has risen faster than in manual occupations. Also, among both blue-collar and white-collar occupations, there has been a shift away from jobs requiring relatively little skill.

Other factors contributing to imbalances in manpower supply and demand are the large number of youths who lack the education necessary for a rewarding adult life; the unwillingness or inability of many workers to respond quickly to employment opportunities and to adjust to changing job requirements; and the existence of serious manpower shortages in some occupations while, at the same time, there is a large supply of unused manpower. Also, developments such as the rapid growth in the number of young job seekers, along with technological and other changes in skill requirements, indicate a long-term persistence of manpower problems.

Our basic manpower problems, as well as measures designed to alleviate them, are the focus of the publications annotated in this section.

EDUCATION AND TRAINING: EXPANDING THE CHOICES. USDHEW. Office of Education. OE-87020. 1967. 107 pp. 60 cents. Previews and evaluates the programs set up under the Manpower Development and Training Act of 1962. Describes the characteristics of trainees, courses of instruction, training facilities, training costs, experimental and demonstration projects, and related subjects. Discusses the need to continue the manpower training program and steps that can be taken to make the program more effective. Includes a statistical appendix.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. Reports on the many factors affecting manpower requirements, resources, utilization, and training. Some examples of the many topics covered are: Industry employment trends; employment gains in the regions and States; Government and manpower requirements; manpower supply and demand; joblessness and poverty in urban slums; underemployment and poverty in rural areas; unemployment and underutilization of manpower; skill shortages and training needs; and much more. Includes an extensive statistical appendix. (Also available for 1963 through 1967).

MDTA: A SUMMARY OF THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962, AS AMENDED. USDL. Manpower Administration. (MA). 1965. 28 pp. Free. Analyzes the provisions of the Manpower Development and Training Act and briefly describes the research and training activities undertaken since the act was passed.


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Manpower Research Bulletins, published by the U.S. Department of Labor's Manpower Administration, develop information on the country’s manpower situation. Several of the bulletins provide research data on worker mobility in view of economic changes, and on manpower and training programs and their implications on the national and State level. Other bulletins provide training information for specific groups in the labor force. Descriptive profiles, training activities, job placement, and future employment possibilities are usually included in the reports on each group.

MANPOWER RESEARCH BULLETINS:

No. 1  Mobility and Worker Adaptation to Economic Change in the United States.  (MA). 1963. Free.

Defense Expenditures and Manpower Needs

Expenditures for national defense generate a large volume of employment. More than 8.7 million persons were employed in defense-related activities in early 1967. More than half of these workers were directly employed by the Federal Government—about 3.4 million military personnel and over 1.2 million civilians in the Defense Department. Nearly 4.1 million workers were employed in defense-related industries supplying missiles, research and development, and other goods and services.
Shifts in the size and types of defense programs can influence overall economic activity. For example, the increased importance of missiles has resulted in the need for additional thousands of scientists, engineers, and technicians, in some cases aggravating already short supplies. Changes in defense programs have a marked impact in States and communities where defense-related employment is a large proportion of total employment. The termination of defense contracts often creates pools of unemployment in these areas.

The Federal Government has established various programs to help counteract the employment effects of changing defense requirements. For example, the Manpower Development and Training Act of 1962 and its amendments encourage business firms to establish facilities in areas of high unemployment. Defense expenditures can be used as a tool to reduce unemployment; under certain conditions, plants in areas of high unemployment may receive special consideration in the awarding of contracts.


UNITED STATES AIR FORCE


UNITED STATES ARMY


Depressed Areas

Since World War II, economic growth and employment have lagged in some areas. Shifts in consumer demand, technological change, depletion of natural resources, and outmigration of industrial plants have created pockets of poverty. Often, these depressed areas are relatively small communities that are heavily dependent upon one industry, and offer little diversity of employment opportunities. Provisions of the Manpower Development and Training Act of 1962 seek to aid areas of high unemployment by encouraging firms to locate plants in these areas and by training unemployed workers to fill existing vacancies and anticipated new jobs. The Public Works and Economic Development Act of 1965 is designed to help communities, areas, and regions in the United States which are suffering from excessive unemployment or underemployment. Administered by the U.S. Department of Commerce, Economic Development Administration, the act provides for financial and technical assistance needed to create new jobs. (SEE ALSO: Education, Training, and Retraining, page 34.)


HARD-CORE UNEMPLOYMENT AND POVERTY IN LOS ANGELES. USDC. Economic Development Administration. Book No. C 46. 2: L89. 1965. 602 pp. $2.75. Examines various social and economic factors to ascertain whether a program of economic redevelopment could effectively reduce unemployment in the central section of
Los Angeles. Surveys the people and problems of the area; the potential for redevelopment; poverty and other social problems in the area; land use for private enterprise; and job opportunities for the unemployed. Provides a comprehensive profile on the characteristics, problems, and attitudes of the unemployed and underemployed. The book concludes with a series of special reports on Watts, Avalon Central, and other specific communities; on the retail food trade in the study area; and on assistance from local public service agencies.

"JOBLESSNESS AND POVERTY IN URBAN SLUMS." A Reprint from the 1967 Manpower Report of the President. USDL. Manpower Administration. (MA). 1967. 18 pp. Free. Discusses unemployment and subemployment among slum dwellers; obstacles which bar them from employment; and some of the new programs which are attacking these problems.

POPULATION, LABOR FORCE & UNEMPLOYMENT IN CHRONICALLY DEPRESSED AREAS. USDC. Economic Development Administration. Pamphlet No. ARA-11. 1964. 48 pp. 20 cents. Focuses on the composition of the population, labor force participation, and some key characteristics of the structure of unemployment in depressed areas. Considers policy implication for area redevelopment programs.

Labor Standards

Legal statutes relating to minimum wage, overtime pay, hours of work, length of workday, minimum age for employment, accident compensation, working conditions, social security, unemployment insurance, and more recently discriminatory hiring practices, have been enacted to protect the health, wages, general welfare, and rights of workers. These laws cover groups in the economy such as women, children, Negroes, and farmworkers, who have, in the past, encountered some difficulty in maintaining either their position or rights as workers.

In 1961, Congress amended the Fair Labor Standards Act (FLSA) to raise minimum wages and extend the coverage of minimum wage and overtime pay laws to new industries, including retail trade. A 1966 amendment extended coverage to some farmworkers. Another recent amendment, the Equal Pay Act of 1963, requires that men and women receive equal pay for equal work. Other legislation applicable to women covers minimum wage, maximum daily and weekly hours, nightwork, meal periods, and industrial homework. The Equal Employment Opportunity Commission, appointed according to the Civil Rights Act, became effective in July 1965, and has moved to eliminate discriminatory practices by employers, unions, and employment offices. Also, there are child labor laws that restrict the kinds of work young people may do, and the number of hours they may work while school is in session. In addition to Federal labor laws, many State laws are designed to protect the standards of work and rights of employees.

Workers dealing with life, health, safety, general welfare, and property usually are required to be licensed. For example, professional workers, such as physicians, dentists, pharmacists, teachers, and certified public accountants, must be licensed. In addition, workers in more than 100 nonprofessional occupations such as optician, plumber, beautician, and well driller, require licenses in one State or more. Licensing requirements differ by State according to training, experience, and age.


FEDERAL LABOR LAWS AND PROGRAMS. USDL. Bureau of Labor Standards. Bulletin 262. 1964. 180 pp. 55 cents. Summarizes in the form of a layman's guide, the main provisions of important Federal labor laws and programs applicable to workers in private employment. Some of the topics covered are wages, hours, and working conditions; social security; job training; education; and veterans reemployment and training rights.


INFORMATION ON THE EQUAL PAY ACT OF 1963. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1104. 1965. (WHPC). 10 pp. Free. Outlines the types of jobs to which the equal pay provisions apply; the meaning of “equal pay” and “equal work;” and what action can be taken by a person who has a question regarding the applicability of the equal pay standards.


REEMPLOYMENT RIGHTS OF FEDERAL EMPLOYEES WHO PERFORM DUTIES IN THE ARMED FORCES. USCSC. Pamphlet No. 51. 1968. 7 pp. 5 cents. Relates the qualifying conditions, rights, and benefits for reemployment of Federal employees after active military duty. Covers such topics as seniority, insurance, veterans preference, and reemployment appeals.

RIGHTS OF UNION MEMBERS. USDL. Labor Management Services Administration. (LMSA). 1965. 9 pp. Free. Explains the rights which various provisions of the Labor-Management Reporting and Disclosure Act of 1959 assure union members. Some topics covered are freedom of speech and assembly, safeguards against arbitrary discipline, right to democratic union elections, right to sue to protect union funds, and freedom from discipline for exercising rights.


Technological Change

Technological change promises many social and economic advances including higher standards of living, better working conditions, and more leisure time. Advancing technology already has given rise to new industries and new jobs, and has relieved men of much heavy physical labor and much dangerous and repetitive work. However, these benefits have not been without cost. Although total employment has reached new peaks, unemployment and underemployment continue to be serious problems.
Responsibility for trying to reduce the burdens imposed by technological change falls upon employers, workers and their representatives, and government. Recognizing their responsibility, all groups have acted to alleviate the hardships caused by technological progress. For example, some business firms have established personnel policies that call for the reassignment or retraining of displaced workers. Recent labor-management agreements provide for early retirements, lump sum severance pay, and relocation allowances. In addition, Congress has enacted legislation to provide for the training and retraining of workers. Examples of such legislation are: the Manpower Development and Training Act of 1962, as amended; the Economic Opportunity Act of 1964; and the Vocational Act of 1963.


AUTOMATION. USDL. The President's Advisory Committee on Labor-Management Policy. (CLMP). 1962. 11 pp. Free. Reports on the benefits and problems resulting from technological advances. Recommends private and governmental programs to reduce unemployment without sacrificing high rates of technological change or human values.

CASE STUDIES OF DISPLACED WORKERS: EXPERIENCES OF WORKERS AFTER LAYOFF. USDL. Bureau of Labor Statistics. Bulletin 1408. 1964. 94 pp. 50 cents. Summarizes the findings from five case studies of the effects of plant shutdowns or large-scale layoffs related in part to technological change. Each summary covers the causes of displacement; labor market conditions at that time; measures taken to prevent displacement and help workers find jobs; the characteristics of the displaced workers; their job hunting experiences; and some job effects of displacements. The plants studied were in petroleum refining; iron foundries; and automotive equipment, glass jars, and floor covering manufacturing.


industries and projects the impact of those changes over the next 5 to 10 years. Major topics covered are technological change, productivity, and employment.


**Worker Mobility**

The efficient allocation of labor depends on both occupational and geographic mobility. In recent years, there have been substantial changes in the occupational distribution of employment and in job requirements. Yet, the labor force has met this problem without any major difficulties. A rising educational level has been the major force behind the rapid and successful adjustment of the labor force to changing occupational requirements. Nevertheless, for many individuals occupational mobility is limited by the lack of adequate education and the inability to acquire the necessary skills. Geographic mobility is restricted by lack of information and by the inability of jobseekers to finance transportation, job search, and change of residence. Moreover, the mobility of workers is limited by job discrimination against minority group members and the nontransferability of pension and seniority rights from job to job.

The Federal Government is sponsoring studies to aid in the development of policies to increase worker mobility while preserving the traditional right of workers to choose their own employment. An amendment to the Manpower Development and Training Act of 1962 (MDTA) authorizes the Secretary of Labor to carry out a number of labor mobility projects designed to assess the feasibility of relocation assistance (grants or loans) in reducing unemployment.


information on occupational mobility of persons 18 years of age and over between January 1965 and January 1966. Examines the extent of occupational mobility and the direction of the occupational shifts. Assesses the effects of demographic, social, and economic factors on occupational mobility.


SPECIAL GROUPS IN THE LABOR FORCE

Agricultural Migrants

Migrant agricultural workers—numbering about 400,000 in recent years—are an economically and socially handicapped group. Their incomes are small and their work is seasonal. Most migrant workers are required to pay their own travel and living expenses while they are away from home. The availability of work when they reach their destination often is uncertain, as are their wage rates and the duration of work. Generally, they are not covered by laws providing for unemployment insurance, or the right to bargain collectively with their employers. In addition, migrant workers—with their low levels of education and training—seldom qualify for nonfarm jobs.

The special problems of migratory farmworkers recently have been the focus of attention by Federal, State, and local governments. In 1966, the Office of Economic Opportunity approved grants to 76 agencies operating in 35 States for education, day-care, housing, and sanitation projects for migrant and seasonal farmworkers. Approximately 150,000 farmworkers benefited from these programs. In addition, many adult education programs have been organized under which farmworkers receive a stipend while attending classes, thus equipping them for additional job training programs and better paying jobs.

The U.S. Department of Labor’s Employment Service has expanded its Annual Worker Plan. Under this program, workers, employers, and employment service officers attempt to regulate and maximize migrant worker employment and plan their work schedules in the most beneficial manner. Under the Smaller Communities Program of the Employment Service, detailed information is collected on the manpower resources of rural communities in 18 States. This program offers employment services to sparsely populated areas which cannot support a permanent office, develops training proposals, and provides placement and counseling services. The Farm Labor Service also is experimenting with counseling, training, and relocation programs for rural workers.


“FARM LABOR SERVICE—PROGRESS AND PROSPECTS.” USDL. Bureau of Employment Security. Employment Security Review, January 1963, pp. 1-68. 20 cents. Included in the January issue are a number of articles concerning agricultural migrant workers; examples are “Migrants are People,” “What Migrant Farmworkers Expect from Employers,” and “Education for Children of Migrants.”

FARMWORKERS. USDL. Manpower Administration. (MA). 1966. 28 pp. Free. Surveys and makes recommendations regarding the employment conditions, employment requirements, income, job training, and community development of farmworkers. Contains specific information on migrating farmworkers, earnings of hired farmworkers, reduction in employment of foreign workers, and intensified domestic recruitment programs.

FROM THE FIELDS TO THE CLASSROOM: AN EXPERIMENT IN MIGRANT WORKER DEVELOPMENT. USDL. Manpower Administration. Reprint No. 8. (MA). 1965. 4 pp. Free. Examines an experimental Manpower Development and Training Act project that was intended to train culturally deprived unemployed heads of families from the migratory work force. Discusses project formation, recruitment, counseling, job placement, and usefulness of this project as a guide for starting new ones.

patterns, wage rates, and earnings. Reviews the special problems of migratory U.S. farmworkers and foreign contract workers.

HOUSING FOR MIGRANT AGRICULTURAL WORKERS: LABOR CAMP STANDARDS. USDL. Bureau of Labor Standards. Bulletin 235. 1962. 112 pp. 50 cents. Provides detailed information on State laws and regulations relating to migrant agricultural housing, including coverage and administration, site and physical facilities, and sanitary facilities. Discusses voluntary State and county standards.


MIGRANT AND THE ECONOMIC OPPORTUNITY ACT, THE. OEO. Leaflet. (OEO). 1965. 5 pp. Free. Gives examples of migrant assistance programs that provide for housing, sanitation, education, day-care, counseling, and training. Presents information on how to apply for assistance.

STATE COMMITTEES ON SEASONAL AGRICULTURAL LABOR: THEIR ORGANIZATION AND PROGRAMS. USDL. Bureau of Labor Standards. Bulletin 274. (LSB). 1965. 72 pp. Free. Provides a look at labor committees which were organized in 28 States to conduct action programs for service to agricultural workers, particularly the domestic migrant. Gives a State by State breakdown of the Committee membership, activities, publications, and methods of financing. Lists related Federal legislation and agencies that are sources of further information.


**Apprentices**

Apprenticeship is training for those occupations, commonly known as skilled crafts or trades, that require a wide and diverse range of skills and knowledge, as well as extensive work experience. There are about 400 apprenticeable occupations, representing 90 trades.

Training for craftsmanship under apprenticeship programs is based largely upon on-the-job practice under the supervision of a skilled journeyman. Such training is often combined with classroom instruction in the practical and theoretical aspects of a trade. Apprenticeship provides a job and, at the same time, a long-term training program. The duration of apprenticeships generally ranges from 2 to 6 years, depending upon the complexities of the skills involved.
Only a small proportion of young persons currently are being trained in apprenticeship programs. At the end of 1966, about 208,000 apprentices were covered by programs registered by the Department of Labor or cooperating State agencies. Three major trade groups accounted for more than 85 percent of the registered apprentices. Fifty-nine percent were in the building trades (in the construction industry and elsewhere), almost 22 percent in the metal trades, and 6 percent in the printing trades.

The U.S. Department of Labor's Bureau of Apprenticeship and Training (BAT) has long been promoting apprenticeship training by encouraging the establishment of apprenticeship programs and by providing technical assistance for setting up such programs. The Bureau works closely with employers, labor, vocational schools, and others concerned with apprenticeship programs. In this undertaking, both labor and management have the assistance of the Bureau's field representatives located in each of the 50 States.


APPRENTICESHIP AND UNEMPLOYMENT. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1964. 11 pp. Free. Discusses, with the help of tables, the problem of the declining number of active apprentices since the period 1956-57. Considers the effect of recessions, unemployment, and better qualified high school graduates on the number of new registered apprentices and those that complete their training.


The U.S. Department of Labor's Bureau of Apprenticeship and Training also publishes a series of pamphlets listing the apprenticeship standards for specific trades. Each pamphlet generally contains a breakdown of the trade's apprenticeship system, qualifications, program information, recommended work experience schedules, relevant
Federal regulations, and sample apprenticeship agreements. The following are some of the more recent National Apprenticeship Standards pamphlets:


**Handicapped Workers**

Vocational rehabilitation of the almost 2½ million physically handicapped persons of working age is a major problem in the United States. In addition, about 3 million mentally retarded persons are considered to have potential for earning a living. Despite their impairments, handicapped workers, as a group, have proven themselves to be efficient and dependable. After sufficient training they can compete with nonhandicapped workers. Placement of the handicapped, however, is hindered by bias on the part of many employers who believe that handicapped workers lack the ability and dedication to perform well on the job.

Action to combat employer prejudices is being taken on many fronts. For example, the Federal Coordination Program for Employment of the Handicapped, established in 1964, placed 9,000 handicapped workers in Federal Government jobs the first year, and 17,000 in 1966. Similarly, a cumulative total of 3,900 mentally retarded workers have been placed in 39 Federal Government agencies between the program's initiation in 1964 and late 1967. In addition, hundreds of mentally retarded persons are being trained annually for many different occupations under this program. The Vocational Rehabilitation Act amendments of 1965 made possible increased Federal participation in the rehabilitation of the severely handicapped. Handicapped workers who lose their jobs in distressed areas, or who are unemployed for long periods, may qualify for assistance under Federal manpower training and retraining programs. In addition, much work has been done by voluntary associations and large industrial employers to help the handicapped.

**APPLICATION FOR EMPLOYMENT: TO AMERICAN INDUSTRY FROM THE PHYSICALLY HANDICAPPED.** PCEH. (PCEH). 1965. 24 pp. Free. Discusses the importance of the handicapped worker in the accelerating search for trained manpower in the U.S. Compares the abilities and records of the handicapped with unimpaired workers. Presents several case histories of handicapped workers now gainfully employed.

**BUILDING AND MAINTAINING COMMUNITY SUPPORT.** PCEH. (PCEH). 1966. 32 pp. Free. Tells why community involvement is important in promoting employment of the handicapped and how the community can help. Lays own guidelines for an effective organization at the local level, including, how to conduct an organizational meeting; a calendar of year-round activities; and some samples of actual plans, bylaws, and State organizational patterns.

**EMPLOYMENT ADJUSTMENT OF VETERANS WITH HISTORIES OF PSYCHOSIS AND PSYCHONEUROSIS,** THE. VA. Department of Veterans Benefits. TR. 22-1. 1963. 47 pp. 25 cents. Reports on the occupations and personal adjustments of veterans with histories of functional psychiatric conditions. Discusses vocational potential and work adjustment capacities of these people. Lists industries where they are employed.

GUIDE TO JOB PLACEMENT OF THE MENTALLY RESTORED. PCEH. (PCEH). 1965. 41 pp. Free. Discusses the characteristics of the mentally restored and special considerations to be taken in dealing with them. Contains a discussion aimed at helping counselors and employers to better evaluate the prospective employee who is mentally restored.

GUIDE TO JOB PLACEMENT OF THE MENTALLY RETARDED. PCEH. (PCEH). 1965. 16 pp. Free. Intended to help counselors and employers better evaluate the job potentials of retarded persons entering the labor force. Discusses the characteristics of the mentally retarded and special considerations necessary in their training and job placement.

HOW TO GET A JOB. PCEH. (PCEH). 1967. 29 pp. Free. Contains helpful tips on where to go and how to apply for work. It is written at the elementary school level for mentally retarded job-seekers.


OPERATION VOLUNTEERS: THE WOMEN'S COMMITTEE OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED. PCEH. Leaflet. (PCEH). 1963. Free. An invitation to women and women's groups to help “create a climate” of positive attitudes that will result in more jobs for handicapped workers.


*SEVEN SERVICES—HOW THE EMPLOYMENT SERVICE HELPS THE HANDICAPPED. USDL. Bureau of Employment Security. Booklet. (BES). 1966. Free. Explains the efforts of the U.S. Employment Service in aiding the handicapped through employment service resources and in cooperation with other agencies. Discusses seven kinds of assistance furnished to help the handicapped worker find a suitable job. Included among these services are: appraisal of applicant's capacities; counseling; and referral and followup service.

SO YOU'RE GOING TO HIRE THE MENTALLY RETARDED. PCEH. (PCEH). 1963. Free. A few “do's” to keep in mind if you have decided to hire a mentally retarded worker. Also a number of comments by employers about their experiences with retarded workers after they had been on the job 12 years. Compares their work records, production, attendance, earnings, etc., with the nonretarded.

SPECIAL REPORT TO THE PRESIDENT – REPORT OF THE ADVISORY COUNCIL OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED. PCEH. Booklet. (PCEH). 1965. 68 pp. Free. Presents information on various topics dealing with the retarded, including: Opportunities under the President's Anti-Poverty Program; mentally restored and mentally retarded; agricultural rehabilitation and employment; and benefits for the severely handicapped. Gives various agency reports on the programs and progress made in these areas.
Minority Groups

The enactment of the Civil Rights Act of 1964 marked the efforts of the Federal Government to put an end to discrimination in the hiring and career advancement of minority groups. However, Negroes and other minority groups often are disadvantaged because of a lack of education and training. Although the economic status of Negroes has improved steadily in recent decades, they still lag behind the majority of citizens in economic well-being. Negroes continue to be concentrated in the low-skilled occupations and their rate of unemployment is about twice that for white workers. Members of other minority groups—for example, Puerto Ricans and Mexicans—have the additional problem of language barriers.

Federal efforts to promote equal job opportunities for Negroes and other minority groups have been intensified in recent years. The Economic Opportunity Act, enacted in 1964, is designed to improve the motivation, skills, employability, and social outlook of the young people of the country. Under the Manpower Development and Training Act, members of minority groups are being prepared for occupations that offer greater stability of employment. Also, in January 1964, the U.S. Department of Labor issued regulations barring the registration of apprenticeship programs that fail to ensure equality of opportunity.


COUNSELING MINORITY GROUP YOUTH: DEVELOPING THE EXPERIENCE OF EQUALITY THROUGH EDUCATION. The Ohio Civil Rights Commission, Columbus, Ohio. (Ohio Scholarship Tests, 751 Northwest Blvd., Columbus, Ohio 43212.) 1962. 139 pp. 50 cents. Supplies counselors with information to help them guide minority group youth toward equality of opportunity. Discusses social and psychological considerations in counseling, improving the teaching and instructional methods for minority group youth, and testing their individual potential. Presents guidelines for working with minority youths. Includes an excellent bibliography.


*EQUAL OPPORTUNITY IN FEDERAL EMPLOYMENT. USCSC. Pamphlet. (USCSC). 1966. 6 pp. Free. Explains the steps taken by the Federal Government to eliminate discrimination in personnel practices and to assure that equal opportunity principles are an integral part of the day-to-day operations of the Government's personnel system.


THE MANPOWER POTENTIAL IN OUR ETHNIC GROUPS. USDL. Manpower Administration. (MA). 1967. 24 pp. Free. Discusses the untapped and often unrecognized employment characteristics and special skills of minority groups within our society.


Older Workers

Although older workers are less likely than younger workers to lose their jobs, those who become unemployed often face serious difficulties in getting new jobs and may remain unemployed for long periods. Older workers are likely to have less formal education than younger people and their education may not be keyed to current occupational demands; they often encounter hiring age limits set by employers; and they may find it difficult to move to areas offering greater employment opportunities because of home ownership, and family and other community ties. Older workers also may be forced to take jobs that make little or no use of their previously acquired skills and experience.

In recent years, both the Federal and State Governments have taken steps to meet the problems of older workers. Notable among these steps is the Manpower Development and Training Act of 1962 (MDTA), which provides for training of unemployed and underemployed workers who lack the skills needed in today's labor market. Recent amendments to MDTA provide for basic literacy training. Provision is made for subsistence allowances during the training period and relocation allowances designed to assist individuals leaving an area to find appropriate employment. Similarly, the Economic Opportunity Act of 1964 established several programs that offer financial support or pay training costs for needy adults who enroll in projects intended to eliminate illiteracy and raise their levels of education or training.

Other programs include the assignment of older worker specialists to a number of State employment service agencies that are cooperating with training, rehabilitation, and welfare agencies serving older workers.

*HOW TO APPLY FOR A FOSTER GRANDPARENT PROJECT. OEO. Booklet No. C-29. (OEO). No Date. 13 pp. Free. Discusses the Foster Grandparent program which employs low-income persons over 60 to serve deprived children. Comments on typical working conditions and recommends application procedure for interested communities.


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The U.S. Department of Health, Education, and Welfare’s Administration on Aging, publishes several informative references dealing specifically with the problems, both social and economic, of the aged.

ARE YOU PLANNING ON LIVING THE REST OF YOUR LIFE? USDHEW. Administration on Aging. AOA Publication No. 803. 1965. 72 pages. 30 cents. Designed to help people plan for retirement and overcome problems associated with it, including relocation of home, income adjustment, budgeting, nutrition, health and recreation.

A TIME OF PROGRESS FOR OLDER AMERICANS - REPORT OF THE PRESIDENT’S COUNCIL ON AGING. USDHEW. President’s Council on Aging. AOA Publication No. 137. 1968. 58 pages. 50 cents. A review of the progress that has been made by Federal programs for older people since 1965. Reviews such major areas as health care; housing; employment; income in retirement; and independent, meaningful living in retirement. Appendixes summarize legislation for the elderly, and the growth of the older population.

FACTS ABOUT OLDER AMERICANS. USDHEW. Administration on Aging. AOA Publication No. 410. 1966. 10 cents. Presents a statistical profile of the older population, including geographical distribution, their living arrangements, marital status, income, spending habits, and labor force participation.

YOU, THE LAW AND RETIREMENT. USDHEW. Administration on Aging. AOA Publication No. 800. 1966. 36 pages. 25 cents. Provides a basic guide to the legal problems of retirement and instances when a lawyer should be consulted. It advises the older person about drawing up a will, arranging control of assets, or beginning a small business.

Part-Time Workers

One of the notable postwar changes in the utilization of this country’s manpower is a marked increase in part-time employment—employment for fewer than 35 hours a week. The great bulk of such employment is voluntary in the sense that the workers are not seeking full-time employment. Part-time workers are primarily housewives and students who are not available or willing to work full-time because of family, school, or other obligations. Another large group is composed of semiretired persons and others who prefer not to work a full week, or cannot because of ill health or partial disability.

Workers on part-time for economic reasons are those who want full-time work but cannot find it, or who are employed on jobs that are ordinarily full-time but have been cut back because of business conditions. In 1966, these workers accounted for nearly one-sixth of the total part-time employed.

The recent prolonged period of prosperity has helped the employment situation of those seeking part-time work. Employment among full-time workers rose 1.8 million in 1966, 230,000 less than in 1965; the increase in 1966 among part-time workers was 600,000, double that for the previous year.


Veterans

The serviceman who returns to civilian life has several alternatives as to what his future work status will be. He may choose to return to the job he held prior to entering the service, or he may decide to obtain training to better equip him in the civilian world of work.

The Universal Military Training and Service Act of 1947 guarantees to the veteran the same seniority, status, and pay he would have received if he had continued his employment from the time of his entering the Armed Forces until the time of his reemployment. Training allowances are available under the Manpower Development and Training Act of 1962, as amended, to ex-servicemen who are enrolled in vocational school programs to learn a skill needed in industry. On-the-job training and other programs for veterans are also available under the MDTA. Under the benefits of the Veterans Readjustment Act of 1966, veterans can receive aid for up to 36 months of college or other institutional training.

In addition to the training and education programs available to veterans, efforts are being made to make Armed Forces training equip the serviceman with skills and experience that will aid him in obtaining a civilian occupation as well as for his duties while in the service.


*GOING BACK TO CIVILIAN LIFE. USDD. Pamphlet No. DOD PA-5. (USDD). 1965. 22 pp. Free. Provides information for men soon to be separated from active duty. Reports on such matters as reemployment rights, jobfinding assistance, vocational rehabilitation, hospitalization, VA loans, insurance, and problems with military uniforms, awards, and records. Lists sources of advice and assistance, and service obligations after separation.


Women and Girls

The rising number of women workers and their expanding job opportunities attests to their growing contribution to economic activity. Between 1966 and 1980, the number of women in the labor force is expected to rise from about 28 million to 36 million, an increase of about 29 percent.

For some time women have been faced with problems that limit the full realization of their economic potential. For example, since women's occupational role traditionally has been narrowly conceived, the extent of their education and training often has been limited. Consequently, many of the lowest paid jobs in manufacturing and service industries have been filled by women. Many barriers to the employment of women were dropped when the Civil Rights and Equal Pay Acts of 1964 were enacted.

Since many married women now enter the labor market because home and family responsibilities take less time, they need specialized guidance and counseling in making decisions concerning education, employment opportunities, and leisure time activities. Women returning to work after years of homemaking often have job placement problems, because the skills they once possessed are obsolete. Young girls need to be made aware of the careers open to them and encouraged to enter occupations where their greatest interests lie.

(SEE ALSO: Occupational and Industry Manpower Literature, page 4; Labor Standards, page 46; and Sources of Statistics Useful to Counselors, page 69.)

AMERICAN WOMEN, REPORT OF THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN. President's Commission on the Status of Women. 1963. 86 pp. $1.25. Presents up to date findings and recommendations regarding the opportunities and responsibilities of women in American life. Discusses such subjects as education, the home and community, protective labor legislation, civil and political rights, and special problems of Negro women.

BACKGROUND FACTS ON WOMEN WORKERS IN THE UNITED STATES. USDL. Women's Bureau. (WB). 1966. 16 pp. Free. Contains information on women workers in the economy. Some of the topics covered are labor force status, industry of employment, occupation, earnings, and educational attainment.

CLERICAL OCCUPATIONS FOR WOMEN, TODAY AND TOMORROW. USDL. Women's Bureau. Bulletin 289. 1964. 69 pp. 35 cents. Examines the trends in clerical jobs and discusses expectations for clerical employment in the future. Surveys a number of clerical occupations and considers the possible effects of automation on clerical work.

COLLEGE WOMEN SEVEN YEARS AFTER GRADUATION – RESURVEY OF WOMEN GRADUATES – CLASS OF 1957. USDL. Women's Bureau. Bulletin 292. 1966. 54 pp. 40 cents. Covered are topics such as characteristics of graduates; employment status in 1964; family status and employment; occupational patterns; and work histories of
graduates. Contains information on counseling and placement services; continuing education programs; and graduate fellowships, grants, and loan programs.


COUNSELING GIRLS AND WOMEN: AWARENESS, ANALYSIS, ACTION. USDL. Bureau of Employment Security. 1966. 71 pp. 60 cents. Contains information on some of the basic aims of counselors with the special considerations appropriate for counseling girls and women, especially in connection with their role in society.

COUNSELING GIRLS TOWARD NEW PERSPECTIVES. USDL. Women’s Bureau. 1966. 88 pp. 35 cents. Discusses problems and prejudices that occur in the counseling of girls. Covers such topics as restrictions on career choices and the counselor’s effect on career choices of girls.


*FEDERAL CAREERS FOR WOMEN. USCSC. Pamphlet No. 35. 1967. 14 pp. 10 cents. Lists reasons why women should consider a Government career, and traces the history of women’s progress in Government employment. Gives information on how to begin a Federal Government career and get the job you want.

FRINGE BENEFIT PROVISIONS FROM STATE MINIMUM WAGE LAWS AND ORDERS. USDL. Women’s Bureau. Bulletin 293. 1966. 112 pp. 55 cents. Lists, by State, fringe benefits provisions of State minimum wage laws that are applicable to women.

*FUTURE JOBS FOR HIGH SCHOOL GIRLS. USDL. Women’s Bureau. Pamphlet No. 7. 1966. 67 pp. 30 cents. Describes many of the occupations that are open to female high school graduates and some tips on how to get additional training and experience.


*JOB TRAINING SUGGESTIONS FOR WOMEN AND GIRLS. USDL. Women’s Bureau. Leaflet No. 40. 1965. 12 pp. 10 cents. Relates the importance of training to women who are seeking employment. Gives information on the types of training available and where it can be obtained.


*MEMO ON JOB-FINDING FOR THE MATURE WOMAN. USDL. Women’s Bureau. Leaflet No. 13. 1963. 5 cents. Explains the importance of job skills, planning interviews, and social security coverage to mature women seeking work.


*OPPORTUNITIES FOR GIRLS IN CRAFTS AND TRADES. USDL. Women’s Bureau. Leaflet. 1966. 6 pp. Free. Discusses how changes in the working lives of women and changes in the crafts and trades lead to ever increasing opportunities for women in these fields.

REPORT OF THE COMMITTEE ON EDUCATION. President’s Commission on the Status of Women. 1963. 71 pp. 50 cents. Contains the recommendations and analysis of 15 men and women experts on key educational problems—including guidance and counseling, home and family life, education, and continuing education for the mature women—which condition the status of women in modern society.

REPORT OF THE COMMITTEE ON FEDERAL EMPLOYMENT. President’s Commission on the Status of Women. 1963. 195 pp. $1.50. Considers the work experience of women in the Federal Civil Service, the military service, and the foreign service, with the main focus on the 1962 policy which provides for appointment to the Federal Service solely on the basis of merit and fitness and without sex discrimination.


WHO ARE THE WORKING MOTHERS. USDL. Women’s Bureau. Leaflet No. 37. 1965. 4 pp. 10 cents. Presents facts about working mothers such as why they work, what proportion have children under 18 years of age, and the number of nonwhite working mothers.

*WHY NOT BE AN ENGINEER. USDL. Women’s Bureau. Leaflet No. 41. 1967. 5 cents. Presents many of the advantages that an engineering career offers to a woman. Lists sources of further information.


WOMEN’S PART-TIME AND PART-YEAR EMPLOYMENT PATTERNS IN THE UNITED STATES. USDL. Women’s Bureau. (WB). 1966. 19 pp. Free. Discusses the many reasons women are not full-time workers. Some of the topics covered are work experience by age; part-time and part-year employment by age; work experience by occupation; and work experience by marital status.


Youth

An unprecedented number of young people will enter the labor force in the next few years. Although job prospects for young people who complete college will be highly favorable, school dropouts will face major job problems since, in many of the occupations traditionally open to them, employment is expected to increase slowly or, in some cases, decline. Also, many of the jobs for which dropouts qualify offer little security.

Unemployment is much higher among young people than adults. Because youths are relatively inexperienced and lack seniority they are often vulnerable to layoffs. Also, young people frequently quit jobs in hope of finding some suitable career fields.

The employment problems of many youths are complicated not only by inadequate training, but also because they lack vocational guidance and motivation. The special handicaps faced by racial minorities, rural youths, and physically or mentally handicapped youths create additional employment problems.

The Economic Opportunity Act of 1964 is heavily oriented toward aiding young workers. The Job Corps, Neighborhood Youth Corps, and Work-Study Program, established under the Act, enable young people to gain more education, vocational training, and work experience. Counselors and other educators, parents, representatives of management and labor, and government officials, both at the national and local level, face the challenge of developing action programs or in revising existing programs. This section provides examples of literature dealing with the special employment problems, policies, and programs concerning young workers.


RURAL YOUTH IN CRISIS – FACTS, MYTHS, AND SOCIAL CHANGE. USDHEW. Welfare Administration. Publication No. JD-3001. 1965. 401 pp. $1.25. A comprehensive book of readings on the problems of rural youth. Among the topics presented are the rural community backgrounds of rural youth, rural education, the physical and mental health of rural youth, prevention and treatment of juvenile delinquency in rural areas, adaptation of rural youth to urban living, and helping socially disadvantaged rural youth such as those from low income, Negro, Indian or Spanish-American families.


YOUNG WORKERS. USDL. Manpower Administration. (MA). 1966. 29 pp. Free. Examines employment and unemployment of youth, student workers, and school dropouts; as well as job changing and occupational trends. Describes programs such as the Job Corps, Neighborhood Youth Corps, and the youth service of the public employment service as implemented by recent Federal legislation.


JUVENILE DELINQUENTS


JUVENILE DELINQUENCY SERVICES. USDHEW. Children’s Bureau. Publication No. 421. 1964. 48 pp. 25 cents. Intended to provide more information on the various types of services that should be available in the community to control and treat juvenile delinquency. Includes discussions of training schools, forestry corps, and group workers. Gives hints to the private citizen on delinquency problems.
SCHOOL DROPOUTS

A boy or girl who enters today's job market without a usable skill is severely handicapped. For example, in October 1965, more than 1 of every 5 high school dropouts was unemployed—almost twice the ratio of high school graduates. The situation for dropouts can be expected to become worse in the coming years, because workers without a high school diploma will have increasing difficulty entering those expanding occupations where education and training qualifications are high.

Dropouts are handicapped, not only by their lack of education and experience, but also by the unfavorable image that dropouts have among employers. Dropping out of school often suggests lack of motivation and perseverance, difficulty in learning, and the absence of other qualifications that employers look for in job applicants.


*EARN, LEARN, SERVE - THE NEIGHBORHOOD YOUTH CORPS. USDL. Neighborhood Youth Corps. Pamphlet. (NYC). 1965. 18 pp. Free. Describes a work-training program that makes it possible for youths from 16 through 21 to stay in or return to school. Gives the requirements for local sponsorship and facts about the location, compensation, duration, and financing of work, study, and training programs.


KEEP THEM IN SCHOOL. USDL. Bureau of Labor Standards. 1963. 8 pp. 10 cents. Explains the importance of keeping young people in school. Emphasizes the rate of education as a key to better jobs, more pay, and greater job security. Points out how parents can help their children remain in school.

graduates and dropouts. Concludes that whatever the measure used—unemployment rate, earnings, or steadiness of employment—men with more education made greater advances over the 2-year period between the surveys.


SUMMER JOBS

Summer jobs enable young people to earn money and gain valuable work experience. In addition, this time affords them the opportunity to develop good work habits, gain actual job knowledge, and test their job interests and aptitudes before making career decisions.

In 1966, The War on Poverty’s largest youth program - The Neighborhood Youth Corps - appropriated 130,000 jobs in an effort to alleviate severe unemployment among city youth during the summer months.


*SUMMER JOBS IN FEDERAL AGENCIES. USCSC. Examination Announcement No. 414. (USCSC). (revised each year). Free. Discusses the summer employment programs of various Federal agencies. Lists the occupations of summer employees, by agency. Tells how to apply for jobs.

*SUMMER VOLUNTEER SERVICE IN THE WAR ON POVERTY. OEO. Booklet. (OEO). 1966. 80 pp. Free. Helps students find specific antipoverty programs in which they can serve as summer volunteers. Describes a number of programs, such as Head Start and Upward Bound, and gives sources of further information.

*TRY PUBLIC WELFARE THIS SUMMER. USDHEW. Welfare Administration. Leaflet. 1964. 5 cents. Lists the advantages and rewards of doing social work in public welfare agencies for the summer.

SOURCES OF STATISTICS USEFUL TO COUNSELORS

Federal and State Government agencies compile and publish a great variety of statistical information that details the characteristics of our population and labor force. Much of this information can be useful to counselors. For example, such statistics provide information on the number employed in an occupation; whether its workers are geographically concentrated or dispersed; whether the occupation employs more men than women, more white than nonwhite, more young persons than old; and the industries in which its workers are employed. Counselors can use such information to identify jobs for youth or to help determine the relative importance of particular occupations and industries in their localities.

The purpose of this section is to familiarize counselors with employment and related statistics available from several major Federal, State, and local sources. Examples of how counselors can use the statistics are given. The sources depict the social and economic characteristics of State and local populations or those of the Nation as a whole. These sources supply three main types of data; employment by occupation and industry, current employment and unemployment, and wages.

(See also: Occupational and Industry Manpower Literature, page 4.)

I. Employment by Occupation And Industry

a. The U.S. Census of Population, compiled and published every tenth year, is the most comprehensive source of statistical information on employment by occupation and industry. The most recent Census data are for 1960. Counselors will find that the most useful of the many Census reports are those called “Detailed Characteristics,” which are available for each State. These reports provide information on the population’s social characteristics such as age, race, school enrollment, and school years completed; and economic characteristics, such as occupation and industry of employment, weekly hours of work, and income. For some characteristics, metropolitan areas with population exceeding 100,000 are tabulated separately.

b. Employment and Earnings Statistics for States and Areas, 1939-66 (reissued each year) provides historical data on employment, average weekly hours, and hourly and weekly earnings, by industry, for States and metropolitan areas. The major industries of each State and area are included.

These two statistical sources can help counselors obtain data for many of the employment characteristics of State and local areas. By examining Employment and Earnings Statistics for States and Areas, 1939-66, a counselor in Salt Lake City, Utah, for example, can determine many facts about employment in his local area and State. In 1966, there were 319,200 persons employed in nonagricultural jobs in the State of Utah. More than half of these people were employed in the Salt Lake City area. Most workers in the State were employed by government, wholesale and retail trade, or manufacturing concerns. Employment of government workers has increased rapidly between 1956 and 1966, rising from 54,700 to 90,900. Employment in the bituminous coal industry has been falling over the last few years. In 1956, there were 3,100 people employed in the industry; in 1966 only 1,400 people were so employed. Over sixty percent of those employed in Utah contract construction worked in the Salt Lake City area.

Utah counselors can find information about the occupations and industries in which workers in both Utah and the Salt Lake City area are employed in U.S. Census of Population: 1960 Detailed Characteristics, Utah. According to this source, for example, there were 5,052 employed carpenters in 1960; nearly 3,500 of them worked in the contract construction industry. About 243 employed pharmacists were employed in the Salt Lake City area. In 1959, their average (mean) earnings were $6,238, and nearly one-sixth earned between $7,000 and $9,999.

3 Industry employment totals for 1960 in Employment and Earnings Statistics for States and Areas, 1939-66, and in the U.S. Census of Population differ for several technical reasons. For example, establishment data in the former publication covers wage and salary workers only and are obtained from the payrolls of industrial establishments; Census data cover all workers in an industry (wage and salary, self-employed, and unpaid family workers) and are obtained through household interviews.

Whereas *Employment and Earnings for States and Areas, 1939-66*, gives employment data only for large industries, by State and metropolitan area, *County Business Patterns* provides such data for all industries, by county. Hence, counselors located outside metropolitan areas (e.g. small cities and rural areas) will find the data in this publication particularly useful. It shows, for example, that 108 persons were employed in furniture stores in the Kent County of Rhode Island in mid-March 1966.

d. *Employment and Earnings Statistics for the United States, 1909-67* (reissued every year) furnishes historical average annual employment data for over 350 nonagricultural industries. Data are included on employment, by sex; production workers; hourly and weekly earnings; and overtime hours. The data in this publication are the national totals of the data for individual States published in *Employment and Earnings Statistics for States and Areas, 1939-66*.


“STATISTICAL TABLES ON MANPOWER.” USDL. Manpower Administration. Reprint from the 1967 *Manpower Report of the President*. (MA). 90 pp. Free. Reprint of the Statistical Appendix to the 1967 Manpower Report of the President. Presents current and historical data on labor force employment and unemployment; labor force characteristics; employment, hours, earnings, and labor turnover in nonagricultural establishments; State and area employment and unemployment; training and apprenticeship; and productivity, gross national product, and other manpower and related information.
II. Current Employment and Unemployment

Employment and Earnings and Monthly Report on the Labor Force, presents comprehensive monthly statistics on the Nation’s labor force; employment and unemployment trends; numbers of workers, and production workers; weekly hours; hourly and weekly earnings; payroll and man-hour indexes; and labor turnover rates. In addition, for States and selected metropolitan areas, statistics are provided on employment in major industries, gross hours and earnings of production workers, and labor turnover rates in manufacturing. An annual supplement provides annual averages for all series for recent years.

Counselors can find much useful information in this publication. For example, in May 1967 manufacturing production workers in Denver, Colorado, averaged $123.62 for a 42.2 hour workweek; total nonagricultural employment in Waterloo, Iowa increased from 48,600 in April 1967 to 49,400 in May 1967. Most of the employment increase in Waterloo in this period was in manufacturing, which increased from 20,700 to 21,300.

EMPLOYMENT AND EARNINGS AND MONTHLY REPORT ON THE LABOR FORCE. USDL. Bureau of Labor Statistics. Published monthly. $7 a year; 65 cents an issue.

III. Wages and Income

Community Wage Surveys are published annually by the Bureau of Labor Statistics for 86 labor areas. These studies are designed to provide data on occupational earnings, establishment practices, and supplementary wage provisions. The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries and are grouped as follows: Office clerical; professional and technical; maintenance and powerplant; and custodial and materials movement. The following examples of the types of information published are from a March 1965 wage survey of the Cincinnati, Ohio - Kentucky area: 660 maintenance electricians had average hourly earnings of $3.26; one-half of the maintenance electricians earned between $2.93 and $3.51 an hour.

Industry Wage Surveys, conducted by the Bureau of Labor Statistics, provide information on the average straight-time earnings of workers in particular industries, such as basic iron and steel, foundries, and motor vehicles. Two types of industry wage surveys are conducted: (1) Those providing information on the average and distribution of employee earnings without regard to occupation; and (2) those providing information for selected occupations representative of jobs in particular industries. These surveys usually include information on supplementary benefits, e.g., paid holidays and paid vacations. From the surveys above, counselors can compare the earnings of workers in an occupation in various regions and metropolitan areas.

Union Scale Studies are published annually by the Bureau of Labor Statistics and provide information on the minimum wage scales and maximum schedules of hours at straight time rates agreed upon through collective bargaining in selected metropolitan areas. Such studies are available for building trades workers, local transit operating employees, motortruck drivers and employees, printing industry workers, and others. Counselors can use this information to compare union scales for particular occupations in their areas with those of other areas and the Nation as a whole.


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4 Month-to-month changes in the statistical series should be interpreted with caution since they may reflect seasonal or short-run fluctuations in economic activity.
Reports are available that present, analyze, and interpret many of the basic statistics published by the Federal Government. Some that may be of interest to counselors are listed and annotated below under four general headings:

1. OCCUPATION AND INDUSTRY EMPLOYMENT TRENDS AND OUTLOOK


EMPLOYMENT IN PROFESSIONAL MATHEMATICAL WORK IN INDUSTRY AND GOVERNMENT. NSF. Booklet No. NSF 62-12. 1962. 82 pp. 55 cents. Supplies commentary and statistics on mathematical personnel, positions, and income. Breaks down personnel by age, sex, educational attainment, professional experience, job changing, etc.; describes positions by type of employer, education required, functions of work, etc.; gives income by educational level, age, sex, and type of employer.


INDUSTRY MANPOWER SURVEYS. USDL. Bureau of Employment Security. Series of reports issued irregularly. (BES). Free. Each survey usually describes industry employment trends and current labor needs by region, State, and metropolitan area. Also discusses changing occupational patterns in the industry being surveyed. (See page 18 for a listing of Industry Manpower Surveys available.)


2. SOCIAL AND ECONOMIC CHARACTERISTIC OF WORKERS


* * *

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The U.S. Department of Labor’s Bureau of Labor Statistics, has published statistical studies of 36 cities that provide information on population, male civilian labor force, high school enrollment, educational attainment, income level, and unemployment, by ethnic group and neighborhood. Based on data collected during the 1960 Census of Population, these studies were made to help meet the needs of the President’s Committee on Youth Employment for information on area environmental factors that could be associated with disadvantaged youth. These studies were prepared for cities that had populations of 500,000 or more, as well as for a few smaller cities. An illustrative citation follows:


Studies of the following cities are also available:

Boston, Mass.         Memphis, Tenn.           St. Louis, Mo.
Buffalo, N.Y.         Milwaukee, Wis.          San Antonio, Tex.
Cincinnati, Ohio      Minneapolis - St. Paul, Minn. 5
Cleveland, Ohio       Newark, N.J.           San Diego, Calif.
Dallas, Texas         New Orleans, La.         San Francisco, Calif.
Denver, Colo.         New York, N.Y. 6         San Juan, P.R.
Houston, Tex.         Oklahoma City, Okla.     Tampa - St. Petersburg, Fla. 5

Each of the Bureau of Labor Statistics regional offices also publishes special studies regarding a specific geographic area. Such studies may deal with employment in general or for a specific industry or occupation. For a complete listing of BLS Regional Office Publications see:


3. UNEMPLOYMENT


5 Both cities in one report.
6 Each of five boroughs is shown in a separate report.
4. WAGES AND INCOME

NATIONAL SURVEY OF PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, AND CLERICAL PAY. USDL. Bureau of Labor Statistics. Bulletin 1585. 1967. 83 pp. 50 cents. Surveys the compensation for selected occupations, such as, accountants, chemists, clerical workers, and others, in private industry. Consists of commentaries and statistical tables on average monthly and annual salaries, employment distribution by salary and by industry, average weekly hours for occupations by industry, and much more.


* * *

WAGE CHRONOLOGIES are reports issued by the Bureau of Labor Statistics on specific employers such as North American Aviation or Armour & Company. Each report traces, over a time period, the changes in wage scales and related benefits contained in agreements usually reached through collective bargaining. Tables list the agreement provisions, effective dates, applications, exceptions, and other related matters.


Directories and Catalogs

Comprehensive price lists of Federal Government publications, compiled by broad subject area, are published annually by the U.S. Government Printing Office. A few lists of particular interest to counselors are shown below:

SELECTED PRICE LIST OF GOVERNMENT PUBLICATIONS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
<th>Frequency</th>
<th>Source</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>PL-31</td>
<td>Annual</td>
<td>(GPO)</td>
<td>Free</td>
</tr>
<tr>
<td>Labor</td>
<td>PL-33</td>
<td>Annual</td>
<td>(GPO)</td>
<td>Free</td>
</tr>
<tr>
<td>Occupations</td>
<td>PL-33A</td>
<td>Annual</td>
<td>(GPO)</td>
<td>Free</td>
</tr>
<tr>
<td>Industrial Workers</td>
<td>PL-78</td>
<td>Annual</td>
<td>(GPO)</td>
<td>Free</td>
</tr>
</tbody>
</table>

A semimonthly selected list of priced publications is also issued free by the GPO. Requests for placement on the mailing list should be sent to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Most agencies within the Federal Government distribute booklets listing their publications. These booklets sometimes are annotated and often contain references to additional information related to each publication. Most booklets are updated periodically by brief lists that describe the most recently published materials.


LIST OF PUBLICATIONS. USDL. Wage and Hour and Public Contracts Divisions. (WHPC). Free

MANPOWER PUBLICATIONS. USDL. Manpower Administration. Leaflet. (MA). Free.


PUBLICATIONS OF THE OFFICE OF EDUCATION. USDHEW. Office of Education. OE-1100E. 40 cents.
Federal Government agencies publish directories and catalogs that are valuable sources of information on subjects such as occupations, training, and Federal aid programs. A number of these are listed and annotated.

CATALOG OF FEDERAL PROGRAMS FOR INDIVIDUAL AND COMMUNITY IMPROVEMENT. OEO. (OEO). 1965. 414 pp. Free. Describes governmental programs intended to help individuals and communities meet their own goals for economic and social development. Contains a program index and program descriptions.

DIRECTORY OF COUNSELOR EDUCATORS. USDHEW. Office of Education. OE-25036-A. 1965. 82 pp. 50 cents. Lists, by State and school, the names of educators who are either teaching, supervising, or administering a program for the preparation of guidance counselors.


HANDBOOK OF FEDERAL AIDS TO COMMUNITIES. USDC. Economic Development Administration. Booklet. 1966. 112 pp. 60 cents. Directs interested community and regional groups to Federal financial aid programs, technical assistance programs, and information sources to help strengthen their economies. Lists the individual Federal agencies and the programs for which they have primary responsibility.


HIGHER EDUCATION - BASIC STUDENT CHARGES. USDHEW. Office of Education. OE-52005-65-1. 1965. 19 pp. 35 cents. An annual comprehensive report on higher education giving information on costs such as tuition, fees, and room and board charges for many schools around the country.

Bibliographies


APPENDIX A. HOW TO OBTAIN GOVERNMENT PUBLICATIONS

The largest dealer in Government reports, pamphlets, and books is the Superintendent of Documents of the U.S. Government Printing Office. Approximately 25,000 pieces of mail are delivered each day in the world’s largest printing house. These requests, orders, and inquiries reflect impressions of the Government Printing Office held in the mind of the public. Following are a few popular impressions—Are they true or false?

1. The GPO is a huge information agency that deals with all documents published by the Federal Government.

False. Although the GPO’s Division of Public Documents, commonly known as Superintendent of Documents, maintains a reference department, searching is limited to identification of the titles available in its sales stock of over 25,000 different publications.

2. Because of its size, GPO is necessarily slow in filling orders.

False. Despite its size and heavy workload, GPO processes most orders relatively quickly; it compares favorably with its counterpart in private industry, the mail-order house. Many delays occur because of insufficient ordering information from the customer. Another frequent time-consuming error is the attempt by customers to order publications through the various Government agencies in Washington, D.C. Most agencies cannot sell publications and, therefore, must refer orders to the Superintendent of Documents.

3. The Government pays the postage on most publications ordered from GPO.

True. The price charged for Government publications includes the postage required to send them by regular mail to addresses in the United States.

4. GPO allows a discount on large orders.

True. A 25-percent discount is allowed on orders for 100 copies or more of the same publication mailed to one address. The discount can mean a big saving when a person is ordering for several classes or for different schools in the same system.

5. The GPO is an excellent source of free Government literature.

False. The GPO is not a source of free literature. It does the printing for the Congress, Executive Office, the judiciary, all executive departments, independent offices, and establishments of the Government, and sells to the public through its Superintendent of Documents.

For a free copy of a publication write directly to the issuing agency or department in Washington, D.C. If you do not know which Government agency issued the publication, consult your librarian. Bear in mind, however, that the issuing agencies have only limited supplies of their priced publications for free distribution.

Many people, when writing to a particular Government agency for a free copy of a publication, tack onto the address “Government Printing Office” or “c/o Superintendent of Documents.” This practice amounts to a conflicting address and the post office will always deliver such letters to the GPO. Thus, your request for free material is classified as a “sales” transaction.

To make sure you will get a copy of the publication you want, it is safer to purchase it directly through the sales agent, the Superintendent of Documents. With very few exceptions, a remittance should not be sent directly to a Government agency. They are not authorized to handle such remittances and must either refer your order to GPO, or return it to you. Some agencies, however, do maintain regional offices throughout the country which, in
addition to their specific functions, sell the publications prepared by their own agency. The Labor Department’s Bureau of Labor Statistics, which has eight regional offices, is a case in point. (For BLS regional office addresses, see Appendix B, page 83.)

How To Order

Many avoidable errors are made in ordering publications through the GPO. Be sure to include all of the following information: Title of the publication, quantity, price, your name and address, and the remittance.

If the need should arise to check on publications not received, all of the original identifying information should be restated in your inquiry. Preferably, an exact copy of the purchase order should be sent. References to the sender’s purchase order number or the date of the original order are meaningless to the GPO in trying to locate your order. Should a second followup be necessary, include all identifying information and state that this is the second followup. In this way, the search will not be duplicated.

Various Methods

Schools, boards of education, and other State and local agencies, in ordering publications from the Superintendent of Documents, may meet a seeming impasse: the GPO must have remittance before shipment; the schools cannot issue checks until publications have been delivered. In order to reconcile these differences, several systems have been devised to accommodate schools and other agencies. The following sections describe these systems.

Claim Voucher: One system of ordering involves claim vouchers, which are blank forms designed, printed, and used by individual schools. These vouchers are as varied in size, color, and text as they are in number. Whether attached to a purchase order or combined with one in a single form, the voucher basically states that the vendor (GPO) has delivered goods and has not received payment.

When such a claim voucher is received with a purchase order by the Superintendent of Documents, personnel there will stamp the voucher “Pro Forma Invoice,” fill it out in accordance with the purchase order, sign, and even notarize it if requested to do so. Any changes in titles or prices are made on the voucher and purchase order. Both forms are then returned to the school or agency, which processes them and issues a check. The purchase order is then resubmitted with the covering check and the sale is transacted.

Pro Forma Invoice: This system is similar to the claim voucher system, except that the piece of paper necessary to support the disbursement is not preprinted by the school but is supplied by the Superintendent of Documents, on request. The pro forma invoice is filled out, as is the claim voucher, to conform with the purchase order, signed, notarized if necessary, and sent out to the school. There it is processed, a check is issued, and the purchase order and one copy of the pro forma invoice are resubmitted with the check.

Note that the first step in both the claim voucher and pro forma invoice systems is merely preliminary paperwork. No sale is transacted until the paper is returned with the check. Up until that point, the GPO has kept no record of the transaction, has not reserved publications, and has made no shipments. In fact, GPO does not guarantee that prices will remain the same or that publications will be available until the sale is consummated, although ordinarily discrepancies do not occur.

Certified Invoice; Paid Receipt: Many schools and agencies, either through special funds or by agreement with their disbursing officials, are able to send checks with their order but require a certified invoice or paid receipt to
support the disbursement of these funds. The Superintendent of Documents provides these either on forms provided by the schools or by issuing its own receipts, and the forms are sent with the shipment of publications. This system avoids the necessity of resubmitting the purchase order and thereby expedites shipment.

**Combination Systems**

The following two methods of ordering are growing in popularity. Both methods are simple to set up and are paid for by just one check which is issued in accordance with the system described above (claim voucher, pro forma invoice, or certified invoice) which best suits a particular school.

**Coupons.** Special document coupons in 5-cent denominations are sold by the GPO in sets of 20. Discrepancies in price can be corrected and refunds made through this convenient means of exchange. The Superintendent of Documents, which as a rule makes refunds of less than $1 in the form of coupons, finds them so popular that many customers request that all refunds be made in that form.

Schools using these coupons generally are small or are branches of larger school systems. In many cases, the board of education might purchase several hundred dollars worth of coupons and distribute blocks of $25 or $50 to its various schools.

**Depositors’ Accounts.** Even more popular—and most suitable for schools which order rather frequently from the GPO—are the depositors’ accounts. More than 40,000 of them are currently in use. Probably the ideal ordering system for schools, these accounts can be opened for as little as $25. This method of ordering provides the maximum convenience for schools and State agencies, because it enables them to avoid obtaining quotations, sending individual remittances, and preparing claim vouchers for each order.

When such an account is opened, an individual account number is assigned, a supply of special depositors’ order blanks is forwarded to the new depositor, and orders are filled as soon as they are received. Annotations are made on the order blanks as to the status of any nondelivered goods and are sent to the depositor, showing charges made and balance on hand. The Superintendent of Documents will advise the depositor when this balance becomes low. There is no charge for maintaining a deposit account.

With these last two methods, the check to cover the cost is procured through the system ordinarily used by the school. But in these instances the purchase order would read, for example, “Special Document Coupons: $50” or “For Depositor’s Account: $100.” The accompanying claim voucher or pro forma invoice, if requested, would be executed by the Superintendent of Documents and sent to the school. The check that would then be issued by the school or agency would cover the cost of several months’ or perhaps a year’s supply of Government publications and would eliminate many separate paper processings. Use of coupons or depositors’ accounts also facilitates the ordering of low-price publications and subscriptions which might otherwise not have been placed, being thought of as “not worth all that paperwork.”

**Points to Remember**

1. Do include all the necessary identifying information when ordering publications from GPO.

2. Do write directly to the issuing agency for publications meant for free distribution. Do not add “GPO” to the address.

3. Do not add postage when totaling your bill if you want the publications sent by regular mail. Do add the postage if you request air mail, special delivery, or foreign delivery. One-fourth of the purchase price of publications should be added for foreign mail.

4. Do not send cash or postage stamps in payment. Do send check or money order, payable to the Superintendent of Documents, or special document coupons with your order unless you are charging the publications against your depositor’s account.
5. Do remember the 25-percent discount allowed on orders for 100 copies or more of the same publication to be mailed to one address. You may find that you can consolidate your order with that of another teacher or counselor.

6. Do keep abreast of current Government publications for sale. Request that your name be added to the growing list (now over 1 million) of those who receive free the semimonthly list of selected Government publications. (See page 76 for information on how to obtain this list.)

7. Do separate any request for information from a direct order. If you do not, your order will be held up until the search for information has been completed.

### APPENDIX B. ADDRESSES OF FEDERAL AGENCIES

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address Details</th>
</tr>
</thead>
</table>
| AEC          | Atomic Energy Commission  
P. O. Box 62  
Oak Ridge, Tennessee 37831 |
| AID          | U.S. Department of State  
Agency for International Development  
Chief, Recruitment Branch  
Employment Division A/PA  
Washington, D.C. 20523 |
| AOA          | U.S. Department of Health, Education, and Welfare  
Administration on Aging  
330 Independence Avenue, S.W.  
Room 33339  
Washington, D.C. 20201 |
| BAT          | U.S. Department of Labor  
Bureau of Apprenticeship and Training  
Division of Information and Publications  
1730 M Street, N.W.  
Washington, D.C. 20210 |
| BES          | U.S. Department of Labor  
Bureau of Employment Security  
Office of Manpower Information  
14th Street and Constitution Avenue, N.W.  
Room 2210  
Washington, D.C. 20210 |
| BC           | U.S. Department of Commerce  
Bureau of the Census  
Publications Distribution  
Federal Office Building No. 4  
Room 2205  
Washington, D.C. 20233 |
| BLS          | U.S. Department of Labor  
Bureau of Labor Statistics  
Office of Inquiries and Correspondence  
441 G Street, N.W.  
Washington, D.C. 20212  
(The addresses of BLS regional offices are listed on page 85.) |
| CB           | U.S. Department of Health, Education, and Welfare  
Children's Bureau  
Publications Distribution of the Children’s Bureau  
Social and Rehabilitation Service  
North Building, Room G-761  
Washington, D.C. 20201 |
| CIA          | Central Intelligence Agency  
Office of Personnel  
Washington, D.C. 20505 |
| CLMP         | U.S. Department of Labor  
The President’s Advisory Committee on Labor-Management Policy  
14th Street and Constitution Avenue, N.W.  
Washington, D.C. 20210 |
| EDA          | U.S. Department of Commerce  
Economic Development Administration  
Room 6814-B  
Washington, D.C. 20230 |
| EEOC         | Equal Employment Opportunity Commission  
Office of Public Affairs  
1800 G Street, N.W.  
Washington, D.C. 20006 |
| ESSA         | U.S. Department of Commerce  
Environmental Science Services Administration  
Publications Division  
Rockville, Maryland 20852 |
| FBI          | Federal Bureau of Investigation  
Room 4718  
Washington, D.C. 20535 |
| FBP          | U.S. Department of Justice  
Federal Bureau of Prisons  
Publications Office  
101 Indiana Avenue, N.W.  
Washington, D.C. 20537 |
| FRB          | Federal Reserve Board  
Director  
Division of Personnel Administration  
Board of Governors  
Washington, D.C. 20551 |
| GPO          | Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402 |
| HSNS         | U.S. Department of Defense  
High School News Service  
Building 1-B  
Great Lakes, Illinois 60085 |
| HUD          | U.S. Department of Housing and Urban Development  
Director of Personnel  
Washington, D.C. 20410 |
| INS          | U.S. Department of Justice  
Immigration and Naturalization Service  
Personnel Officer  
119 D Street, N.E.  
Washington, D.C. 20536 |
| IRS          | U.S. Department of Treasury  
Internal Revenue Service  
Room 1024  
1111 Constitution Ave., N.W.  
Washington, D.C. 20224 |
| LMSA         | U.S. Department of Labor  
Labor-Management Services Administration  
14th Street and Constitution Avenue, N.W.  
Washington, D.C. 20210 |
| LSB          | U.S. Department of Labor  
Bureau of Labor Standards  
Publications Office  
Railway Labor Building, Room 403  
400 First Street, N.W.  
Washington, D.C. 20210 |
| MA           | U.S. Department of Labor  
Manpower Administration  
Office of Assistant Manpower Administrator  
Publications Room 550  
1726 M Street, N.W.  
Washington, D.C. 20210 |
President’s Committee on Employment of the Handicapped
Washington, D.C. 20210

U.S. Department of Health, Education, and Welfare
U.S. Public Health Service
Public Inquiries Branch Chief
Room 5251
Health, Education, and Welfare South
Washington, D.C. 20201

Small Business Administration
Publications Unit
1441 L Street, N.W.
Room 100
Washington, D.C. 20416

U.S. Department of the Treasury
U.S. Secret Service
Treasury Building, Room 1434
Washington, D.C. 20226

U.S. Department of Health, Education, and Welfare
Social Security Administration
414 11th Street, N.W.
Washington, D.C. 20203

U.S. Civil Service Commission
Washington, D.C. 20415

U.S. Department of Agriculture
Office of Information
Division of Publications
Washington, D.C. 20250

U.S. Department of Commerce
Office of Publications
Washington, D.C. 20301

U.S. Department of Health, Education, and Welfare
Office of Public Information
Room 5551
Washington, D.C. 20201

U.S. Department of Interior
Office of Personnel Management
Washington, D.C. 20240

U.S. Department of Justice
Public Information Office
Room 5113
10th and Pennsylvania Ave., N.W.
Washington, D.C. 20530

U.S. Department of Labor
Office of Information
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

U.S. Department of State
Recruitment Branch
Office of Personnel
Washington, D.C. 20520

Military forces publications are available at local military recruiting offices and most school and public libraries.
Much Government issued occupational literature that is of interest to teachers and vocational guidance counselors is prepared by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor.

The BLS has eight regional offices located throughout the country. These offices have been designated as agents of the Superintendent of Documents for the purpose of selling priced publications. In addition, they distribute all of the free BLS publications. Each office sends out periodic announcements describing the free and priced materials available through them.

To be added to the mailing list of the regional office in your area, write to the office at the address nearest you:

<table>
<thead>
<tr>
<th>REGION I - BOSTON</th>
<th>REGION V - CHICAGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1603-A Federal Building</td>
<td>219 S. Dearborn Street</td>
</tr>
<tr>
<td>Government Center</td>
<td>Chicago, Illinois 60604</td>
</tr>
<tr>
<td>Boston, Massachusetts 02203</td>
<td>(Ill., Ind., Ky., Mich.,</td>
</tr>
<tr>
<td></td>
<td>Minn., Ohio, Wis.)</td>
</tr>
<tr>
<td>REGION II - NEW YORK</td>
<td>REGION VI - KANSAS CITY</td>
</tr>
<tr>
<td>341 Ninth Avenue</td>
<td>911 Walnut Street</td>
</tr>
<tr>
<td>New York, New York 10001</td>
<td>Kansas City, Missouri 64106</td>
</tr>
<tr>
<td></td>
<td>(Colo., Iowa, Kansas, Mo.,</td>
</tr>
<tr>
<td></td>
<td>Montana, Neb., N.D., S. D.,</td>
</tr>
<tr>
<td></td>
<td>Utah, Wyoming.)</td>
</tr>
<tr>
<td>REGION III - PHILADELPHIA</td>
<td>REGION VII - DALLAS</td>
</tr>
<tr>
<td>1015 Chestnut Street</td>
<td>1411 N. Akard Street</td>
</tr>
<tr>
<td>Philadelphia, Pennsylvania 19107</td>
<td>Dallas, Texas 75201</td>
</tr>
<tr>
<td></td>
<td>(Ark., La., N.M., Okla.,</td>
</tr>
<tr>
<td></td>
<td>Texas.)</td>
</tr>
<tr>
<td>REGION IV - ATLANTA</td>
<td>REGION VIII - SAN FRANCISCO</td>
</tr>
<tr>
<td>1371 Peachtree Street, N.E.</td>
<td>450 Golden Gate Avenue</td>
</tr>
<tr>
<td>Atlanta, Georgia 30309</td>
<td>Box 36017</td>
</tr>
<tr>
<td></td>
<td>San Francisco, California 94102</td>
</tr>
<tr>
<td></td>
<td>(Alaska, Ariz., Calif.,</td>
</tr>
<tr>
<td></td>
<td>Hawaii, Idaho, Nevada,</td>
</tr>
<tr>
<td></td>
<td>Oregon, Washington.)</td>
</tr>
</tbody>
</table>

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APPENDIX C. OCCUPATIONAL OUTLOOK QUARTERLY-CUMULATIVE INDEX

Manpower and Occupational Outlook

A million and a half technicians needed by 1975 ................................................................. December 1967
Aerospace facts, the manpower story ......................................................................................... May 1966
Automotive services, career opportunities .............................................................................. February 1966
Business growth boosts salaried management jobs .............................................................. February 1967
Career opportunities in government ......................................................................................... September 1966
Changing job market ................................................................................................................... December 1966
Eighty-nine million jobs by 1975? ............................................................................................. May 1967
Farm machinery troubleshooter ................................................................................................. September 1967
Federal Government work force: A need for new and more complex skills ...................... September 1967
Foreign service, careers in .......................................................................................................... September 1966
Government service: An urgent need for talent ....................................................................... September 1966
High school graduates, spotlight on opportunities ................................................................. September 1967
Jobs with a future for high school graduates ........................................................................... February 1968
Lineup for college women at baccalaureate plus seven ............................................................ September 1967
Looking for a temporary job? .................................................................................................... September 1968
Manpower shortages, facts about ............................................................................................ May 1966
Medical laboratory assistants, career opportunities ............................................................... February 1966
NASA: Brief history—Long strides ............................................................................................ May 1966
New jobs for Negroes ................................................................................................................ December 1966
xOccupational forecasting—A bridge between education and work ...................................... September 1967
Shorthand reporters, employment outlook ............................................................................... December 1966
Skilled jobs, average pay ........................................................................................................... December 1967
Skilled jobs for girls .................................................................................................................... December 1967
State and local governments: Burgeoning need for manpower ............................................ May 1967
xState policeman, employment opportunities ......................................................................... September 1966
xSystems analyst: A softwear specialist .................................................................................. May 1967
The job-shop engineer .............................................................................................................. February 1966
xThe men behind the man in the moon ................................................................................. May 1966
The Negro’s occupational progress .......................................................................................... December 1966
The unemployed—A portrait in depth ....................................................................................... May 1966
xThe health manpower gap: A high hurdle .............................................................................. February 1967
xThey play for money (employment outlook for athletes) ...................................................... December 1967
Where the action is (summer jobs) .......................................................................................... February 1966
White-collar workers, salaries .................................................................................................. September 1966
Who are the unemployed? ......................................................................................................... May 1966

Service and Work Programs

A human renewal program ......................................................................................................... February 1966
Community Action Program: Grass roots opportunities ......................................................... September 1967
Jobs: The live ammunition in the war on poverty .................................................................. February 1968
Neighborhood Youth Corps—Help for chronic losers ............................................................ September 1967
OIC: Craftsman with confidence .............................................................................................. December 1966
Plans for Progress .................................................................................................................... December 1966
Service occupations, training for, under MDTA ................................................................. September 1966
VISTA: Volunteers with Vision ................................................................................................. December 1967
Summer jobs, where the action is ............................................................................................. February 1966
Teacher Corps .......................................................................................................................... September 1967
Education and Training

xABC: A college survival technique ................................................................. February 1968
xApprentice opportunities for youth .............................................................. December 1967
Colleges lead climb in school enrollment ...................................................... May 1967
Cooperative education, putting theory into practice ..................................... February 1966
xDental assistant: Third hand for the dentist ..........February 1966, May 1966, September 1966
Education for the public service ................................................................. September 1966
Educational attainment of the work force .................................................... September 1966
xEDucational talent search: Radar for the colleges ................................ February 1968
xGuidance for gifted students ..................................................................... February 1968
xHelp for the disadvantaged ..................................................................... September 1967
How to get into the college of your choice .................................................. February 1966
Negroes climb toward equality of education .............................................. May 1967
Spotlight on high school graduates ............................................................ September 1967
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Warmer benefits for the Cold War GI ......................................................... February 1967

Other Background Material for Counseling

Cold War GI, warmer benefits for ............................................................... February 1967
College graduates, annual spring scramble for ........................................... September 1966
Counseling aids ...................................................................................... February 1966, May 1966, September 1966
Counseling and the world of work in the 1970's ........................................... May 1966
Educational attainment of the work force .................................................. September 1966
Electronic computer industry: A young giant ........................................... December 1967
"Everything's go" for the college grad ......................................................... May 1967
For women—A longer worklife ................................................................. September 1967
Interview with Vice President Hubert H. Humphrey ................................ December 1966
Jobs for high school and college students ................................................ December 1967
xMinority youth can be apprentices .......................................................... December 1967
xNASA counsels the earthbound ............................................................... May 1966
NEA to match teachers and counselors with jobs—by computer .......... May 1967
New jobs for Negroes ............................................................................... December 1966
Pay is good in craft jobs ........................................................................... December 1967
Recent publications on manpower ............................................................. February 1966
xRetooling for higher education ............................................................... May 1967
xSkilled jobs for girls ............................................................................... December 1967
Summer jobs for youth ........................................................................... May 1967
xThe counselor and the Negro student ..................................................... December 1966
The dropout who made good ................................................................. December 1967
xThe many faces of technology ............................................................. May 1967
xThe Negro entrepreneur ..................................................... February 1966
The world of work as it appears to high school students ................... May 1967
Upward bound: Quest for hidden talent .................................. February 1967
What happens to school dropouts? ........................................ February 1967

Note: This index lists all articles (some titles abbreviated to conserve space) that appeared in the Occupational Outlook Quarterly in the 2-year period February 1966-February 1968.

Reprints of articles preceded by an x are available free of charge from the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Service, Washington, D.C. 20212, as long as supplies last.
APPENDIX D. PERIODICALS

In several sections of this Guide, references have been made to periodicals published by various departments of the Federal Government. Several of these periodicals frequently contain information that is of interest to counselors. Their titles and prices are listed below, by issuing department. The U.S. Government Printing Office (GPO), Washington, D.C. 20402, handles all requests for subscriptions that are priced. (See appendix A.)

President’s Committee on Employment of the Handicapped

PERFORMANCE - THE STORY OF THE HANDICAPPED. (PCEH). Free. Booklet issued monthly containing various articles of interest to the handicapped and to those dealing with the handicapped. Some typical subjects covered are architectural barriers, training opportunities for the retarded, and stories of people who have overcome their handicaps.

U.S. Civil Service Commission

CIVIL SERVICE JOURNAL. 25 cents a copy. $1 a year. Booklet contains articles on government employment, training, personnel, and related programs. Regular features include recruiting needs, incentive awards, personnel legislation, legal decisions, training news, and book reviews.

U.S. Department of Health, Education, and Welfare

AMERICAN EDUCATION. USDHEW. Office of Education. 10 issues annually. 45 cents a copy. $3.75 a year. Reports on the Federal Government’s role in education. Consists of articles that discuss the important trends in education. Lists recent government publications concerned with education and also contains a special feature called the Statistic of the Month.

U.S. Department of Labor


EMPLOYMENT AND EARNINGS AND MONTHLY REPORT ON THE LABOR FORCE. USDL. Bureau of Labor Statistics. Monthly. 65 cents a copy. $7 a year. Presents statistics on the labor force, employment, earnings, hours, and labor turnover, based on industry payrolls and household surveys. Provides data on employment in State and metropolitan areas, by industry. An Annual Supplement containing statistical averages for the preceding year is available toward the end of each year. See page 71 for annotation.

EMPLOYMENT SERVICE REVIEW. USDL. Bureau of Employment Security. Monthly. 40 cents a copy. $4.50 a year. A monthly publication containing articles on employment service operations in the fields of manpower development and utilization. Presents articles on occupational developments, manpower trends, community and industry occupational surveys, training requirements, and other related subjects.

MONTHLY LABOR REVIEW. USDL. Bureau of Labor Statistics. Monthly. 75 cents a copy. $7.50 a year. A monthly publication presenting studies, reports, and special articles on labor and related topics. Contains a separate section which provides current statistics on employment, labor turnover, earnings and hours, prices, etc. (reissued subsequently as an annual supplement). Special departments summarize developments in industrial relations and court decisions. Also includes book reviews, book notes, and a chronology of labor events.

OCCUPATIONAL OUTLOOK QUARTERLY. USDL. Bureau of Labor Statistics. 35 cents a copy. $1.25 a year. A quarterly publication reviewing current developments affecting employment opportunities. Includes articles on
topics such as changing occupational employment and changing occupational structure, occupational and industry employment trends, education and training requirements, and other subjects of interest to counselors. Issued as a supplement to the biennial *Occupational Outlook Handbook*.


**U.S. Department of Defense**

**HIGH SCHOOL NEWS SERVICE REPORT.** USDD. High School News Service. (HSNS). Free. Published monthly during the school year, the report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information on current personnel programs of the U.S. Armed Forces. The first issue of the year describes basic facts about military service. The remaining monthly issues, intended primarily for student readership, contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Printed in detachable form to facilitate posting and classroom use.

**HIGH SCHOOL NEWS SERVICE CLIPSHEET.** USDD. High School News Service. (HSNS). Free. Published monthly during the school year as a supplement to the *High School News Service Report*. Clipsheet is designed for bulletin board use and deals with a single topic of interest to students who expect to serve in the Armed Forces.
APPENDIX E. FEDERAL DEPOSITORY LIBRARIES

Certain libraries throughout the United States are designated depositories for Government publications. Through them Federal Government publications are made available to residents of every State, the District of Columbia, and Puerto Rico.

It is sometimes impossible to obtain desired publications from the Superintendent of Documents. Stocks may have been exhausted or the document may be out of print. In these instances, the depository libraries render an invaluable service by keeping such publications permanently available. Not every Government publication can be found at all depository libraries, as each library selects the classes of publications of interest to its particular clientele. The depository libraries are, nevertheless, an excellent source for locating Government published manpower and other counseling information.

The following list shows the location and names of each of the depository libraries as of February 1967. Those libraries designated as \textit{REGIONAL} receive and retain at least one copy of all Government publications made available to depositories and provide interlibrary loans and reference services for the other depository libraries located within their region.
LIST OF DEPOSITORY LIBRARIES

ALABAMA

Auburn
Auburn University Library
Birmingham
Samford University
Searcy
State College
Birmingham Southern College, M. Paul Phillips Library
Harding College, Beaumont Memorial Library
Florence
Florence State College, Collier Library
Arkansas State College Library
Gadsden
Gadsden Public Library
Monte Carlo
Huntsville
University of Alabama Library at Huntsville

Jacksonville
State Teachers College Library
University of Alabama Library-REGIONAL
Maxwell A.F. Base
Air University Library
University of Alabama Library-
REGIONAL
Mobile
Mobile Public Library
University of Alabama Library-
REGIONAL
Mobile (Spring Hill)
Spring Hill College, Thomas Byrne Memorial Library

Montgomery
Department of Archives and History Library
Montgomery
Supreme Court Library of Alabama
Normal
Alabama Agricultural and Mechanical College, Carnegie Library
St. Bernard
St. Bernard College Library
Troy
Troy State College Library
Tuskegee Institute
University of Alabama Library-
REGIONAL
Anchorage
University of Alaska Library
Anchororage Community College Library
College
University of Alaska Library
Juneau
Alaska State Library
Yuma
Yuma City-County Library

AMERICAN SAMOA

Pago Pago
Library of American Samoa

ARIZONA

Flagstaff
Northern Arizona University Library
Phoenix
Department of Library and Archives-
REGIONAL
Phoenix Public Library
Tempe
Arizona State University, Matthews Library
Thatcher
Eastern Arizona Junior College Library
Tuscon
University of Arizona Library-
REGIONAL
Yuma
Yuma City-County Library

ARKANSAS

Arkadelphia
Ouachita Baptist College Library
Batesville
Arkansas College Library
Clarksville
College of the Ozarks Library
Conway
Arkansas Agricultural and Mechanical College Library
Fayetteville
University of Arkansas Library
Little Rock
Little Rock Public Library
Supreme Court Library
Magnolia
Southern State College, J.M. Peach Library
Russellville
Arkansas Polytechnic College Library

CALIFORNIA

Anaheim
Anaheim Public Library
Bakersfield
Bakersfield Public Library
Berkeley
University of California at Berkeley
Chico
Chico State College Library
Claremont
Pomona College, Honnold Library
Culver City
Culver City Library
Downey
University of California Library at Downey
Fresno
Fresno County Free Library
Fullerton
California State College Library at Fullerton
Gardenia
Gardena Public Library
Hayward
California State College Library at Hayward
Inglewood
Inglewood Public Library
Irvine
University of California Library at Irvine
La Jolla
University of California Library at La Jolla
Lancaster
Antelope Valley College Library
Long Beach
California State College Library at Long Beach
Los Angeles
California State College at Los Angeles,
John F. Kennedy Memorial Library
Loyola University of Los Angeles
Library
Pepperdine College Library
University of California Library at Los Angeles
University of California, School of Law Library
University of Southern California
Lynwood
Lynwood Library
Marysville
California Institute of Technology
Menlo Park
California Institute of Technology
Mills College Library
Monte Carlo
Monte Carlo Library
Monterey
Monterey Park Library
Northridge
San Fernando Valley State College
Library
Oakland
Oakland Public Library
Orange
Orange County Free Library
Pasadena
California Institute of Technology
Library
Pleasant Hill
Pasadena Public Library
Redding
Contra Costa County Library
Redlands
Shasta County Free Library
University of Redlands Library

Digitized for FRASER
http://fraser.stlouisfed.org/
Federal Reserve Bank of St. Louis
Redwood City Redwood City Public Library
Reseda West Valley Regional Branch Library
Richmond Richmond Public Library
Riverside Riverside Public Library
Sacramento California State Library—REGIONAL
City Free Library
San Bernardino San Bernardino County Library
San Diego San Diego County Library
San Diego Public Library
San Diego State College Library
San Francisco Mechanics Institute Library
San Francisco State College, Social Science and Business Library
San Jose San Jose State College Library
San Leandro San Leandro Community Library
Santa Ana Santa Ana Public Library
Santa Barbara University of California Library at Santa Barbara
Santa Clara University of Santa Clara, Michel O. Orradre Library
Santa Cruz University of California Library at Santa Cruz
Santa Rosa Santa Rosa Public Library
Stanford Stanford University Libraries
Stockton Stockton Free Public Library
Thousand Oaks California Lutheran College Library
Turlock Stanislaus State College Library
Walnut Mt. San Antonio College Library
West Covina West Covina Library
Whittier Whittier College Library

CANAL ZONE
Balboa Heights Canal Zone Library

COLORADO
Alamosa Adams State College Library
Boulder University of Colorado Library—REGIONAL
Colorado Springs Colorado College, Charles Learning Library
Denver Colorado State Library
Fort Collins Colorado State University Library
Golden Colorado School of Mines Library
Greeley Colorado State College Library
Gunnison Western State College Library
La Junta Otero Junior College, Wheeler Library
Pueblo McClelland Public Library
U.S. Air Force Acad. Academy Library

CONNECTICUT
Bridgeport Bridgeport Public Library
Bristol Public Library
Danbury Danbury State College Library
Dover Delaware State College Library
New London New London
Newark University of Delaware, Morris Library
Waterbury Silas Branson Library

DELWARE
Dover Delaware State College Library
Newark University of Delaware, Morris Library
Wilmington Wilmington Institute Free Library

DISTRICT OF COLUMBIA
Washington, D.C. Bureau of the Budget Library,
Executive Office of the President
Civil Service Commission Library
Department of Commerce Library
Department of Education, and Welfare Library
Department of Interior Central Library
Department of Interior, Geological Survey Library
Department of Justice Main Library
Department of State Library
Department of State, Office of Legal Advisor, Law Library
National Agricultural Library
National War College Library
Navy Department Library
Navy Department, Office of Judge Advocate General Library
Post Office Department Library
Public Library
Treasurer Department Library

FLORIDA
Boca Raton Florida Atlantic University Library
Boca Raton
Coral Gables University of Miami Library
Daytona Beach Volusia County Public Libraries
De Land John B. Stetson University, Sampson Library
Fort Lauderdale Nova University Library
Gainesville University of Florida Library—REGIONAL
Jacksonville Jacksonville University Library
Jacksonville
Lakeland Park Trammell Public Library
Leesburg Lake-Sumter Junior College Library
Melbourne Brevard Engineering College Library
Miami Miami Public Library
Miami
Moss Locke Biscayne College Library
Orlando Florida Technical University Library
Palatka St. Johns River Junior College Library
Pensacola University of West Florida
St. Petersburg St. Petersburg Public Library
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<td>Morrison-Reeves Library</td>
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South Bend  Indiana University, South Bend-Mishawaka Campus Library
Terre Haute  Indiana State College Library
Valparaiso  Valparaiso University Library

IOWA

Ames  Iowa State University of Science and Technology Library
Cedar Falls  State College of Iowa Library
Council Bluff  Free Public Library
Des Moines  Iowa State Traveling Library
Dubuque  Carnegie-Stout Free Public Library
Fairfield  Parsons College Library Branch of Fairfield Free Public Library
Grinnell  Grinnell College Library
Iowa City  University of Iowa Library—REGIONAL
Lamoni  Graceland College Library
Mount Vernon  Cornell College Library
Sioux City  Public Library

KANSAS

Atchison  St. Benedict's College, The Abbey Library
Baldwin City  Baker University Library
Emporia  Kansas State Teachers College, William Allen White Library
Hays  Fort Hays Kansas State College, Forsyth Library
Hutchinson  Hutchinson Public Library
Lawrence  University of Kansas Library
Manhattan  Kansas State University Library
Pittsburg  Kansas State College of Pittsburg, Porter Library
Salina  Kansas Wesleyan University Library
Topeka  Kansas State Historical Society Library
Wichita  Kansas State Library
Wichita  Wichita State University Library

KENTUCKY

Ashland  Ashland Public Library
Barbourville  Union College, Abigail E. Weeks Memorial Library
Bowling Green  Western Kentucky State Teachers College Library
Danville  Centre College Library
Elizabethtown  Oxbow Regional Library
Frankfort  State Law Library
Lexington  University of Kentucky Library
Louisville  University of Louisville Library
Morehead  Morehead State University, Johnson Camden Library
Murray  Murray State College Library
Owensboro  Kentucky Wesleyan College Library
Pikeville  Pikeville College Library
Richmond  Eastern Kentucky University, John Grant Crabbie Library

LOUISIANA

Baton Rouge  Louisiana State University, Law Library

Southeastern Louisiana College, Sims Memorial Library
University of Southwestern Louisiana Library
McNee State College Library
Northeast Louisiana State College, Sandel Library
New Orleans Law Library of Louisiana
Louisiana State University Library
Loyola University Library
New Orleans Public Library
Southern University in New Orleans Library
Tulane University, Howard-Tilton Memorial Library
Louisiana Polytechnic Institute Library—REGIONAL
Shreve Memorial Library

MAINE

Augusta  Maine State Library
Bangor  Bangor Public Library
Brunswick  Bowdoin College Library
Lewiston  Bates College Library
Orono  University of Maine Library—REGIONAL
Portland  Portland Public Library
University of Maine, Law Library
Waterville  Colby College Library

MARYLAND

Annapolis  Maryland State Library
Baltimore  U.S. Naval Academy Library
Enoch Pratt Free Library
Johns Hopkins University Library
Morgan State College Library
Montgomery County Department of Public Libraries
Washington College, George Avery Bunting Library
College Park  University of Maryland Library—REGIONAL
Germantown  Atomic Energy Commission Library
Salisbury  Salisbury State College Library
Towson  Gaucher College, Julia Rogers Library
Western Maryland College Library

MASSACHUSETTS

Amherst  Amherst College Library
University of Massachusetts, Goodell Library
Boston  Boston Athenaeum Library
Northeastern University, Dodge Library
Boston Public Library
State Library of Massachusetts—REGIONAL
Public Library
Harvard College Library, Serials Division
Massachusetts Institute of Technology Library
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**MICHIGAN**

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| Collegeville   | St. Johns University Library                                  | Bozeman    | Montana State University Library |
| Duluth         | Duluth Public Library                                         | Butte       | Montana School of Mines Library |
|               |                                                             | Helena      | Historical Society of Montana Library |
|               |                                                             |            | Montana State Library         |

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| Fayette       | Westminster College Library                                     |
| Fulton        | Free Public Library                                             |
| Hannibal      | Lincoln University Library                                      |
| Jefferson City | Missouri State Library                                        |
| Kirkville     | Missouri Supreme Court Library                                  |
| Liberty       | Missouri Southern College                                       |
| Rolla         | Kansas City Public Library                                      |
| St. Joseph    | Rockhurst College Library                                       |
| St. Louis     | University of Kansas City Library                               |
|              | N.E. Missouri State Teachers College, Pickler Memorial Library |
|              | University of Missouri Library at Rolla                        |
|              | Rolla                                                           |
|              | St. Joseph Public Library                                       |
|              | St. Louis Public Library                                        |
|              | St. Louis University Library                                    |
|              | University of Missouri Library at St. Louis                    |
|              | Washington University Library                                   |
|              | Drury College Library                                            |
|              | Southwest Missouri State College Library                        |
|              | Central Missouri State College Library                          |

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| Fargo | Ohio Northern University, J.P. |
| Grand Forks | Ohio Northern University, J.P. |
| Minot | Ohio Northern University, J.P. |
| Valley City | Ohio Northern University, J.P. |

| Oklahoma |
|--------------|--------|
| Ada | Ada |

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