

make known their investigations. It has been the purpose of the Committee to serve in a measure as a central clearing house for the exchange of compiled statistics and data, and to acquaint members with the findings of other registrars.

An activity, so to speak, in which it has become necessary for most of us to engage this past year and in which many of us must redouble our efforts this coming year is strictest office economy. Putting this into practice without decreasing the efficiency or functions of the office has called for almost strategic measures. Under stress of reduced budgets it is safe to assume that a number of labor-saving devices have developed.

This committee has attempted to collect data of research-activities among the various member institutions and, now, we are undertaking to assemble material in regard to office procedures. Through informal discussion and visits to other schools all of us have, I am sure, learned of certain practices which could well be tried out and adopted in our own offices, but it seems advisable at this time to bring these ideas together in readable form. If you have successfully installed a new method or a labor-saving device, will you not pass this information on and let me have, at your earliest convenience, a written description of your innovation. The suggestions so received can be assembled and, through the kindness of our Editor, published in the *Bulletin* within a reasonable length of time so as to be available for considera-

### *C. Suggested Reading Material for Registrars*

IRA M. SMITH

#### *I. Indexes*

1. *The Education Index*. A cumulative author and subject index to a selected list of educational periodicals, books and pamphlets. Published monthly by The H. W. Wilson Company, 950 University Avenue, New York City.

Refer to following headings:

College, choice of  
 College education  
 Colleges and universities

Administration  
 Entrance examinations  
 Entrance requirements  
 Statistical information  
 Teaching  
 United States  
 Colleges for women  
 Colleges of Education  
 Marks, students'  
 Quarter and semester plan  
 Reports and records  
 Student selection

2. *Cumulative Book Index*. A world list of books in the English language. Published monthly by The H. W. Wilson Company, 950 University Avenue, New York City.

Refer to following  
 headings: Colleges and  
 universities Education

3. *Loyola Educational Digest*. Appears ten times a year. Each issue consists of twenty 5X8 cards printed on both sides and containing about 900 words. These cards are digests of the most important and valuable articles in recent educational periodicals, supplemented occasionally by bibliographies and other material of a similar type. Published by Loyola Educational Digest, 3441 North Ashland Avenue, Chicago.

4. *The Personnel Bibliographical Index*. W. H. Cowley. Columbus, Ohio: The Ohio State University, Bureau of Educational Research.

Presented by the author as "an instrument of research, as a tool for the investigator and administrator interested in student personnel 'problems.'"

*II. Some Recent Publications of the Office of Education,  
Washington, D. C.*

1. *Bibliography of School Finance, 1928-1931*, Bulletin 1932, No. 15.
2. *Bibliography of Research Studies in Education, 1930-1931*, Bulletin 1932, No. 16.
3. *Selected Bibliography on the Education of Teachers*, Bulletin 1933, No. 10.
4. *Record of Current Educational Publications*, January-March, 1932.
  5. *Research in Higher Education*, Bulletin 1931, No. 12.
  6. Twenty-eight monographs of the National Survey of Secondary Education.
  7. List of Educational Research Studies in City School Systems, 1931-1932, Bulletin 1933, No. 72.
  8. Recent Theses in Education. The Library of the Office of Education is collecting doctors' and outstanding masters' theses in education, which will be available for consultation, and may be borrowed on inter-library loan. A list of the most recently received theses is given each month in *School Life*.

*III. Periodicals*

The following periodicals will keep one well informed of recently published books dealing with various phases of education, changing requirements and curriculums, and educational developments: (The figures following titles of publications indicate respectively the number of issues and the subscription price per year.)

1. *Bulletin of the Department of Secondary-School Principals*. 5-\$2.00 (includes membership in the Department)  
National Education Association

3129 Wenonah Avenue, Berwyn,

3. *Journal of Education*. 20-\$3.00  
6 Park Street, Boston
4. *Journal of Educational Psychology*. 9-\$5.00  
10 East Center Street, Baltimore
5. *The Journal of Higher Education*. 9-\$3.00  
Ohio State University, Columbus, Ohio
6. *Progressive Education*. 8-\$3.00 (includes sub-  
scribing membership in Progressive Education  
Association)  
716 Jackson Place, Northwest, Washington, D.
- C. 7. *Research Bulletin of the National Education  
Association*. 5-\$1.00  
1201 Sixteenth Street, Northwest, Washington,  
D. C.
8. *Review of Educational Research*. 5-\$4.00  
National Educational Association  
1201 Sixteenth Street, Northwest, Washington,  
D. C.
9. *School and Society*. 52-\$5.00

Grand Central Terminal, New York

City 10. *School Life*. 10-50 cents

United States Office of Education, Washington,

D.C. 11. *School Review*, 10-\$2.50

School of Education University of Chicago, Chicago IV. A  
*few books and other references worthy of mention*

1. *The Educational Frontier*. Twenty-first Yearbook of  
the National Society of College Teachers of Edu-  
cation. Chicago: The University of Chicago Press.
2. *Effective Instructional Leadership*. New York:  
Bureau of Publications, Teachers College,  
Columbia University.
3. *Measurement and Guidance of College Students*.  
American Council on Education. Baltimore: Wil-  
liams and Wilkins.
4. *Leaders in Education*. Edited by J. McKeen Cattell.  
New York: The Science Press. A biographical  
directory.

AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS

5. *American Universities and Colleges*. Edited by John Henry MacCracken for the American Council on Education. Baltimore: Williams and Wilkins.

"The object of this volume is to present an accurate and comprehensive picture of higher education in America as it is today, and to supply the need for a single book of reference, in which may be found the salient facts regarding the 521 accredited institu-

tions of higher learning, arranged after a common pattern."

6. *Educational Books of 1932*. School and Society, March 25, 1933.

"This annual list is an attempt to discover all American books, pamphlet material, and reports in the field of education in its broadest sense, excluding courses of study from various cities and states, and books on religious education."

7. *Locating Educational Information in Published Sources*. Urbana, Illinois: University of Illinois.

8. *The Educational Record for 1933*.

This is a particularly interesting issue of this periodical.

9. *Bibliography of Mental Tests and Rating Scales*. Gertrude H. Hildreth. New York: Psychological Corporation.

*D. Selective Admissions to Graduate Work*

MARCIA EDWARDS

Tuesday afternoon Dr. Reeves stated that the North Central Association might possibly be able to use, as one item in judging the value of an undergraduate, the success in graduate work of the students which it sends to the graduate schools. The investigation which we hope will supply this item is being carried on at the University of Minnesota under the Committee on Educational Research. A number of you have cooperated in supplying the records on which it is based. Mr. West