

The Bulletin of the
UNIVERSITY of MINNESOTA

Division of Library Instruction
Announcement for the Years 1949-1951



Volume LII, Number 47

October 4, 1949

Entered at the post office in Minneapolis as semi-monthly second-class matter, Minneapolis, Minnesota. Accepted for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized July 12, 1918

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GENERAL INFORMATION

The Division of Library Instruction of the University of Minnesota was established in April, 1928. It is accredited by the American Library Association and is a member of the Association of American Library Schools.

Objectives—As a professional library school, the division aims to prepare capable students for work in public libraries, college and university libraries, children's and school libraries, and hospital libraries. To achieve this objective the following programs of instruction are offered by the division in cooperation with the College of Education, the College of Science, Literature, and the Arts, the General College, and the Graduate School.

1. A program leading to the degree of associate in arts at the completion of two years of college study.
2. A program leading to the degree of bachelor of science with a minor in library science for students who wish to combine library duties with teaching in elementary or secondary schools.
3. A program leading to the degree of bachelor of science with a major in library science at the completion of four academic years of college study.
4. A program leading to the degree of bachelor of science in library science at the completion, normally, of five academic years of college study.
5. A program leading to the Master's degree with a major in library science.

Facilities—Classrooms, study rooms, faculty and administrative offices, and the library of the division are located on the ground floor of the main building of the University of Minnesota Library. The special library of the division contains approximately 6,000 volumes in the fields covered by the instructional program. In addition all students have access to the University Library, which now contains more than a million volumes. Library methods and practices may be observed not only in the University Library but also in the public, school, and special libraries of Minneapolis and St. Paul.

Fees and expenses—A fee of \$3.50 per credit hour for residents of Minnesota and \$6.25 for nonresidents is charged for all courses under the jurisdiction of the Division of Library Instruction. Residents of Minnesota may elect the full 15 credit-hour load per quarter for \$42, nonresidents for \$75. An incidental fee of \$11.95 for the quarter gives the student the privileges of the University Health Service, the Coffman Memorial Union, and certain other privileges. A matriculation deposit of \$5 is charged to cover locker rent, library fines, or damage to university property, the unused balance to be refunded after the student is no longer in attendance. All university fees are subject to change without notice. Personal living expenses may vary greatly, but allowance should be made for at least the following amounts each quarter: room and board, \$195; textbooks, \$20.

All-university information—For further information each prospective student should obtain the current *Bulletin of General Information*, which is available on application to the Office of Admissions and Records, University of Minnesota, Minneapolis 14, Minn.

Summer Session courses—Each summer the division offers a selection of courses which correspond closely to those offered during the regular academic year. Resident credit is given for the satisfactory completion of summer courses.

A student may complete the work for a B.S. in L.S. degree by attending four consecutive 8-week summer terms.

Correspondence study courses—A few correspondence study courses in library science are offered by the General Extension Division.

Employment—Present conditions indicate a steadily increasing shortage of qualified librarians; hence the prospects for employment are unusually bright. Although the division assumes no responsibility for guaranteeing employment, it receives requests for recommendations for positions all over the country and has been successful in placing most of its students in recent years. Success in finding a suitable position depends largely upon the student's personality, academic record, experience, and promise of leadership.

REQUIREMENTS FOR DEGREES

The Division of Library Instruction is an instructional unit. It does not itself admit students or confer degrees. Students who wish to elect its courses must be registered usually in the College of Science, Literature, and the Arts, the College of Education, the University College, the General College, or the Graduate School; these colleges approve the Division's courses for inclusion in their curricula and grant the appropriate degrees. Students registered in other colleges may, with the special approval of their faculties, also elect courses in library science. All students who offer library courses in partial fulfillment of the requirements for a degree must comply in every particular with the requirements of the college from which the degree is desired. These requirements are described and should be consulted in the regular announcements of those colleges. Full information about registration is given in the University's *Bulletin of General Information*.

The Degree of Associate in Arts

Admission—The General College of the University of Minnesota offers a two-year program leading to the associate in arts degree. Admission to the college requires graduation from an accredited high school or satisfactory performance on the university entrance tests, but it does not require any specific pattern of high school subjects.

Requirements—For complete information regarding the associate in arts degree for library technicians, students should consult the *Bulletin of the General College*. In general the program requires successful completion of two years of planned work in the General College, including:

1. Seventy-three credits of required and elective courses in literature, social studies, science, etc.
2. Seventeen credits of general courses in library methods and techniques.
3. Completion of three quarters of physical education.
4. Satisfactory completion of a general comprehensive examination.
5. Final medical examination by the University Health Service, a few weeks before Commencement.

The Degree of Bachelor of Science in Library Science

Admission—The program leading to the B.S. in L.S. degree may be taken in one or three years. Applicants for admission must meet the following requirements:

1. For the one-year program (library science and related subjects): satisfactory completion of four years of college or university work, evidenced by an approved Bachelor's degree or its equivalent.

2. For the three-year program (the equivalent of two years in subject fields and one year in library science and related subjects): satisfactory completion of the requirements of the Junior College or satisfactory completion of two years of college work at accredited institutions, such as the two-year diploma courses at state teachers colleges.

Students beginning the library program during their junior or senior years will be given advanced standing in keeping with the amount and character of work completed beyond the requirements for admission.

Requirements—All candidates for the B.S. in L.S. degree must complete 45 quarter credits in library science and approved related subjects. These credits include a specified core of basic library subjects plus electives in fields of special interest to the student.

Students with a Bachelor's degree normally satisfy this requirement in three quarters of resident study.

Students with two years of college begin the election of library courses during their junior year, while still concentrating on the requirements for the regular B.A. or B.S. degree. The regular Bachelor's degree is granted as usual at the close of the senior year. A fifth year of study (an additional 45 quarter credits) primarily in library science is then necessary for the B.S. in L.S. degree.*

Whenever possible, the three-year program should be elected in order to facilitate the planning of extra-library studies in subjects of greatest value to the prospective librarian. The selection of major and minor subjects, or of courses in the less specialized "liberal arts" program, should not be undertaken without guidance from the faculty of the Division of Library Instruction.

Three quarters of residence work are required of all candidates for a degree.

The College of Education requires a C+ grade average in the major for graduation; the College of Science, Literature, and the Arts requires a general scholarship average of C.

The Degree of Bachelor of Science with a Major in Library Science

Although the professional courses in library instruction are offered primarily for candidates for the B.S. in L.S. degree, qualified students with junior or senior standing in the College of Education, the College of Science, Literature, and the Arts, or University College, may elect the library program (45 quarter credits) as a major subject toward the B.S. degree. This four-year program is continued in the present emergency to help meet a critical shortage of librarians. Students are strongly advised, however, to take the full five-year program whenever possible. Admission to the second (or graduate) year of library schools offering advanced work in this field is usually conditioned on at least five years' preparation (four full years of college work plus one year of library training). Most of the more responsible library positions have the same requirements, and graduates without this five-year preparation are becoming increasingly handicapped in obtaining desirable employment.

The Degree of Bachelor of Science with a Minor in Library Science

Candidates for a B.S. degree from the College of Education and for a Minnesota general certificate for teaching academic subjects in high schools will satisfy state requirements for school library work by taking a minor (18 quarter credits)

* If the B.S. in L.S. degree is desired, library courses may not be used to satisfy either the major or minor subject requirements for the B.A. or B.S. degree.

in approved library courses.* Students who have completed this minor program are qualified for part-time library work or work as teacher-librarians but not as full-time school librarians.

The Master's Degree

Admission—For admission to the program for the Master's degree in library science, all requirements for admission to the Graduate School must be fulfilled. Full details of requirements and application procedure are given in the *Bulletin of the Graduate School* which should be consulted.

In addition, students must have satisfactory college training or the equivalent in the basic elements of library science including bibliography, library administration, and reading guidance. This requirement may be met by the basic courses (20-27 quarter credits) at present offered by the Division of Library Instruction for the degree of B.S. in L.S.

Requirements—For complete information regarding requirements for the Master's degree in library science, the *Bulletin of the Graduate School* should be consulted. In addition to the general requirements, a major in library science requires:

1. Under Plan A (with thesis), not fewer than 18 quarter credits in graduate courses in library science, and 9 in a minor in addition to a thesis approved by the student's major adviser.

2. Under Plan B (without thesis), 45 quarter credits including not fewer than 21 and not more than 27 quarter credits in graduate courses in library science.

Program—Students seeking the Master's degree with a major in library science should elect to specialize in one of the following four areas:

- a. Administration of Libraries.
- b. Advanced Bibliography and Reference.
- c. Work with Children and Young People.
- d. Reading Guidance.

Whether enrolled for Plan A or Plan B, the student's program should be built around the appropriate seminar course as listed on pages 12 and 13. In addition, students should enroll for a second seminar in either Reading Guidance, Administration of Libraries, or Advanced Bibliography.

In addition to the other graduate courses in library science, students should elect as their minor, and to complete their course requirements, such graduate courses in history, sociology, education, journalism, political science, etc., as will contribute best to their educational objectives.

* The present requirement for a state endorsement is a minimum of 9 credits. It is felt, however, that more intensive training is desirable for school librarians.

PROGRAMS OF INSTRUCTION

Courses of instruction are offered for students who wish to prepare for work in public libraries, college and university libraries, children's and school libraries, and hospital libraries. These consist, first, of certain basic courses required of all candidates for the B.S. in L.S. degree with a major in library science; second, of a group of general electives; and, third, of special electives for students preparing for work in different types of libraries. The special electives include selected courses offered by other departments of the University but approved for inclusion in the library curriculum. All course offerings are subject to change without notice.

Basic Courses

All candidates for the B.S. in L.S. degree or the B.S. degree with a major in library science must satisfactorily complete the following basic courses:

Fall:		Credits
	Lib.Sci. 50f Libraries and Society	3
	Lib.Sci. 60f Sources of Information about Library Materials	3
	Lib.Sci. 62f Reference I	2
	Lib.Sci. 70f Reading Guidance	3
	Lib.Sci. 81f Theory of Bibliography	2
Winter:		
	Lib.Sci. 63w Reference II	3
	Lib.Sci. 82w Cataloging and Classification	4

General Electives

In addition to completing the basic library science courses, students specializing in different types of library work select appropriate courses from general electives. These may be courses labeled library science, "related courses offered by other departments" (as listed on page 12), or other appropriate courses in other departments as approved by the student's major adviser.

Electives for Students Preparing for Public Library Work

Students preparing for public library work normally register in the College of Science, Literature, and the Arts. The curriculum in library science consists of the basic required courses (20 credits) and of electives (25 credits) chosen from the general electives and from the following special electives:

Fall:		Credits
	Pol.Sci. 120f Municipal Functions	3
	Pol.Sci. 131f Public Administration	3
Winter:		
	Soc. 114w Rural Social Institutions	3
	Pol.Sci. 132w Public Administration: Personnel Administration	3
	Lib.Sci. 173w* Principles and Problems in Adult Reading Guidance	3
	Ed.C.I. 105w Visual Aids in Teaching	3
Spring:		
	Lib.Sci. 171s* Principles and Problems in Reading Guidance for Children	3
	Lib.Sci. 172s* Principles and Problems in Reading Guidance for Adolescents	3
	Pol.Sci. 122s Municipal Problems	3
	Pol.Sci. 133s Public Administration: Financial Administration	3
	Ed.C.I. 104s Adult Education	2

* Either Lib.Sci. 173w, Lib.Sci. 172s or Lib.Sci. 171s is required.

Electives for Students Preparing for College and University Library Work

Students wishing to specialize in college and university library work register in the College of Science, Literature, and the Arts or the College of Education. The curriculum in library science consists of the basic courses (20 credits) and of electives (25 credits) chosen from the general electives and from the following special electives:

Fall:

Ed.C.I. 250f Higher Education in the United States 3

Winter:

Lib.Sci. 173w Principles and Problems in Adult Reading Guidance 3

Electives for Students Preparing for Library Work with Children

Students preparing for library work with children register in either the College of Science, Literature, and the Arts or the College of Education. The curriculum consists of the basic courses (20 credits) and of electives (25 credits) chosen from the general electives and the following special electives:

Fall:

C.W. 80f Child Psychology 3

Winter:

C.W. 131w Personality, Emotional, and Social Development of the Child 3

Ed.C.I. 105w Visual Aids in Teaching 3

Ed.C.I. 119w Elementary School Curriculum 3

Spring:

C.W. 132s Later Childhood and Adolescence 3

Lib.Sci. 171s* Principles and Problems in Reading Guidance for Children 3

Lib.Sci. 172s* Principles and Problems in Reading Guidance for Adolescents 3

Electives for Students Preparing for School Library Work

Students specializing in school library work register in the College of Education and should follow a program in education which results in their receiving a teaching certificate. The full curriculum in library science consists of the basic courses (20 quarter credits) and of electives (25 credits) chosen from the general electives and from the following special electives:

Fall:

C.W. 80f Child Psychology 3

Winter:

C.W. 131w Personality, Emotional, and Social Development of the Child 3

Ed.C.I. 105w Visual Aids in Teaching 3

Ed.C.I. 113w High School Curriculum 3

Spring:

C.W. 132s Later Childhood and Adolescence 3

Lib.Sci. 171s* Principles and Problems in Reading Guidance for Children 3

Lib.Sci. 172s* Principles and Problems in Reading Guidance for Adolescents 3

The above program is followed by all prospective teacher-librarians who seek the B.S. in L.S. degree or the B.S. degree with a teaching certificate and a major in library science. Students who seek the B.S. degree with a teaching certificate and a minor in library science will satisfy the requirements of the

* Either Lib.Sci. 171s or Lib.Sci. 172s is required.

College of Education for the library minor by completing 18 quarter credits from the following courses:

Fall:		
Lib.Sci. 60f	Sources of Information about Library Materials	3
Lib.Sci. 62f	Reference I	2
Lib.Sci. 70f	Reading Guidance	3
Winter:		
Lib.Sci. 82w	Cataloging and Classification	4
Spring:		
Lib.Sci. 171s	Principles and Problems in Reading Guidance for Children	3
Lib.Sci. 172s	Principles and Problems in Reading Guidance for Adolescents	3

Requirements for degrees from the College of Education and for teaching certificates are fully described in the announcements of the College of Education.

Electives for Students Preparing for Hospital Librarianship

A course in hospital librarianship is offered in cooperation with the Minnesota State Department of Social Security. Students electing this program normally register in the College of Science, Literature, and the Arts. The full program consists of the basic courses (20 credits), of general electives (10 credits), and of the following special courses:

Spring:		
Lib.Sci. 76s	Library Service in Hospitals	3
Lib.Sci. 77s	Book Selection for Hospital Patients	3
Lib.Sci. 78s	Reading and the Mental Patient	2
Lib.Sci. 79s	Medical Reference Work	3
Lib.Sci. 80s	Hospital Library Practice	4

The following courses or their equivalents are recommended preparation for the hospital library program. Students expecting to enter this field should incorporate these courses into their general college program.

P.H. 50	Public and Personal Health	3
Psy. 1-2	General Psychology	6
Psy. 144-145	Abnormal Psychology	6
Soc. 1	Introduction to Sociology	5
Soc. 49	Social Problems	3
Zool. 1-2-3	General Zoology	10

Students who are not candidates for the B.S. in L.S. or the B.S. degrees may be admitted to the special hospital library courses provided they have completed at least three years of approved college work and at least two quarters of work in an approved library school, or an equivalent of approved experience in hospital library work. Those who complete the special program (15 credits) are granted a certificate. No candidates for the certificate are excused from Hospital Library Practice, which consists of a six-week internship in approved hospitals.

DESCRIPTION OF COURSES

A course is designated by a department name, a number, and a letter. It has the same number in whatever quarter it is offered. The quarter is indicated by the letter (f, fall; w, winter; s, spring; su, summer).

Senior College courses are numbered as follows: courses primarily for juniors and seniors, from 50 to 99; for juniors, seniors, and graduates, from 100 to 199; for graduates only, from 200 up. The hours of recitation are numbered by roman numerals, the day by the appropriate initial, and the room by an arabic numeral. For example (3 cred.; III MWF) means that 3 credits are given for the course and that the class meets during the third recitation hour on Monday, Wednesday, and Friday.

Freshman and Sophomore Nonprofessional Course

Lib.Sci.1f,w,s. Use of Books and Libraries. Study of reference material for personal study and research. No credit toward a degree in library instruction, but general credit is given in the College of Science, Literature, and the Arts, and in such other schools and colleges as may, by special arrangement, desire their students to be registered in the course. (2 cred.; fr., soph. only, except by special permission; no prereq.; II MW) Russell, Moen.

General College Nonprofessional Courses

- G.C.29AXf. Library Orientation. This course offers a brief history of libraries, their place and activity in society, and their various types today. The organization and personnel activities are presented through a study of the general and special services which libraries supply. Local field trips make firsthand observation possible. This course is required for those taking the library-technician sequence but is also open to other students with permission of instructor. (4 cred.) Methven.
- G.C.29BXw. Library Methods: Techniques I. This is a laboratory course in methods used to obtain library materials, and the business procedures necessary for their ordering, receipt, preparation for use, and maintenance. Such materials include records, slides, pictures, films, clippings, pamphlets, magazines, and books. Training is provided in the elementary cataloging processes. The enrolment is limited to students in the library-technician sequence. (5 cred.; prereq. G.C. 29AX) Methven.
- G.C.29CXs. Library Methods: Techniques II. This laboratory course explains the techniques and methods of the circulation, reference, and service departments. It also includes study of nonprofessional publicity activities and preparation for work at public desks. (5 cred.; prereq. G.C. 29AX and BX) Methven.
- G.C.29DXs. Library Methods: Practice Work. To provide a basis for choice of permanent employment, 75 hours are required in local libraries, selected according to the individual student's needs. Experience includes work in both public and non-public departments as a practical supplement to Library Methods 29BX and 29CX above. (3 cred.; prereq. G.C. 29AX and BX) Methven.

Undergraduate Professional Courses*

- Lib.Sci. 50f. Libraries and Society. History of libraries; types of libraries, library agencies, and services; libraries in the modern world; librarianship as a profession. (3 cred.; no prereq.; IV MWF) Shove.
- Lib.Sci. 60f. Sources of Information about Library Materials. Reviewing media, "best" lists, trade bibliographies, etc. Principles of book selection and order work. (3 cred.; no prereq.; III MWF) Hayner.
- Lib.Sci. 61f,w,s. Library Practice. Practice, under supervision, in Minneapolis and St. Paul libraries. The time and character of the practice will be individually arranged to suit student aptitudes and needs, usually in the second and third quarters. (3 cred.; prereq. 18 cred. in Lib.Sci. or satisfactory library experience) Hayner, Shove.
- Lib.Sci. 62f. Reference I. General reference tools and other sources of information in reference work; theory and practice of reference work. (2 cred.; no prereq.; III TTh) Russell.
- Lib.Sci. 63w. Reference II. Reference work in subject fields; the reference department; practical bibliography. (3 cred.; prereq. Lib.Sci. 62f; IV MWF) Ar.
- Lib.Sci. 70f. Reading Guidance. The library user, his personality and background; the matching of book and user and the improvement of reading habits. (3 cred.; no prereq.; I MWF) Hayner.
- Lib.Sci. 76s. Library Service in Hospitals. Organization and technical methods suitable for hospital libraries. (3 cred.; I TThS) Ar.
- Lib.Sci. 77s. Book Selection for Hospital Patients. Criticism and discussion of reading suitable for varied types of patients. (3 cred.; III MWF) Ar.
- Lib.Sci. 78s. Reading and the Mental Patient. Special problems of work with varied types of mental patients. (2 cred.; III TS) Ar.
- Lib.Sci. 79s. Medical Reference Work. Reference books and technical methods for hospital staffs. (3 cred.; II MWF) Kingsley.
- Lib.Sci. 80s. Hospital Library Practice. A six-week internship in approved hospitals. (4 cred.; prereq. Lib.Sci. 76s, 77s, 78s, 79s; specific arrangements for this practice will be made after the close of the class work early in June) Ar.
- Lib.Sci. 81f. Theory of Bibliography. Introduction to the description and arrangement of books in catalogs, bibliographies, and on library shelves. (2 cred.; no prereq.; I TTh) Simonton.
- Lib.Sci. 82w. Cataloging and Classification. Methods of dictionary card cataloging and shelf classification, especially for small libraries; Sears' *Subject Headings* and Dewey's *Decimal Classification*. (4 cred.; VII-VIII MWThF) Hayner.
- Lib.Sci. 85w,s. Special Problems. Individual study on library problems for advanced students in library science. (1-3 cred.; prereq. approval of director, Division of Library Instruction) McDiarmid, Shove, Hayner.

Advanced Undergraduate and Graduate Professional Courses

- Lib.Sci. 151f. Invention and Spread of Printing. History of the development of printing and its spread to the end of the 16th century. (2 cred.; no prereq.; ar.) Shove.
- Lib.Sci. 152w. History of Printing to Modern Times. The development and spread of printing and the publishing industry, 1600-1900. (2 cred.; no prereq.; ar.) Shove.

* See Fees and Expenses, page 3.

- Lib.Sci. 165w. Advanced Bibliography. Specialized trade and national bibliographies, domestic and foreign. (2 cred.; no prereq.; III TTh) Shove.
- Lib.Sci. 171s. Principles and Problems in Reading Guidance for Children. Factors affecting the reading interests and needs of children, and principles of guidance in children's literature. (3 cred.; prereq. Lib.Sci. 70) Ar.
- Lib.Sci. 172s. Principles and Problems in Reading Guidance for Adolescents. The reading interests and needs of the adolescent and guidance in the use of library material for adolescent needs. (3 cred.; prereq. Lib.Sci. 70, ar.) Hayner.
- Lib.Sci. 173w. Principles and Problems in Adult Reading Guidance. Adult reading interests and factors affecting adult use of library material. (3 cred.; prereq. Lib.Sci. 70.) Ar.

Professional Courses for Graduates Only

- Lib.Sci. 252s. Administrative Problems in the College and University Library. Educational functions of the college and university library and administrative organization to perform these functions. (3 cred.; prereq. Pol.Sci. 121w or Ed.Ad. 253f; II MWF) Shove.
- Lib.Sci. 253s. Principles of School Library Organization and Management. Administration of the school library as a part of the general community educational program. (3 cred.; prereq. consent of instructor) Hayner.
- Lib.Sci. 254s. Principles of Public Library Administration. The application of theories and principles of administration to the problems of the public library. (3 cred.; prereq. Pol.Sci. 121w; I MWF) Ar.
- Lib.Sci. 255f-256w-257s. Seminar in Library Administration. (9 cred.; ar.) McDiarmid, Stanford.
- Lib.Sci. 260f-261w-262s. Seminar in Advanced Bibliography. (9 cred.; ar.) Shove, Russell.
- Lib.Sci. 271f-272w-273s. Seminar in Library Work with Children and Young People. Individual problems and research in library service to children and young people. (9 cred.; ar.) Hayner.
- Lib.Sci. 274f-275w-276s. Seminar in Reading Guidance. Advanced problems in reading interests and reading guidance. (9 cred.) *Not offered in 1949-50.*

Related Courses Offered by Other Departments

These courses are accepted as part of the 45 credits required for a major in library science.

- C.W. 80f,w,s. Child Psychology. (3 cred.; jr., sr.; prereq. Psy. 1-2)
- C.W. 131w,s. Personality, Emotional and Social Development of the Child. (3 cred.; sr., grad.; prereq. 12 cred. in psy. or equiv.)
- C.W. 132s. Later Childhood and Adolescence. (3 cred.; sr., grad.; prereq. 12 cred. in psy. or equiv.)
- Ed. 71Cs.† Introduction to Elementary School Teaching—Curriculum, Methods, and Organization. (5 cred.; jr.; prereq. Ed. 71B)
- Ed.Ad. 253f. Administration in Higher Education. (3 cred.; prereq. consent of instructor)
- Ed.C.I. 104s. Adult Education. (3 cred.; jr., sr., grad.)
- Ed.C.I. 105w.‡ Visual Aids in Teaching. (3 cred.; jr., sr., grad.)
- Ed.C.I. 113f,w.‡ High School Curriculum. (3 cred.; sr., grad.; prereq. 10 hrs. in ed. including Ed. 51A-B-C)

† A fee of \$1.50 per credit is charged for this course.

- Ed.C.I. 119w.‡ Elementary School Curriculum. (3 cred.; sr., grad.; prereq. Ed. 71C or equiv.)
- Ed.C.I. 250f,w.‡ Higher Education in the United States. (3 cred.; prereq. 18 hrs. in ed. or consent of instructor)
- Hist. 201f. Historical Bibliography and Criticism. (1 cred.)
- Pol.Sci. 120f. Municipal Functions. (3 cred.; jr., sr., grad.; prereq. 6 cred.)
- Pol.Sci. 121w. Municipal Administration. (3 cred.; jr., sr., grad.; prereq. 120 or consent of instructor; II TThS) Ludwig.
- Pol.Sci. 122s. Municipal Problems. (3 cred.; jr., sr., grad.; prereq. 121 or consent of instructor)
- Pol.Sci. 131f. Public Administration: Organization and Areas, Administrative Responsibility. (3 cred.; jr., sr., grad.; prereq. 6 cred.)
- Pol.Sci. 132w. Public Administration: Personnel Administration. (3 cred.; jr., sr., grad.; prereq. 131 or consent of instructor)
- Pol.Sci. 133s. Public Administration: Financial Administration. (3 cred.; jr., sr., grad.; prereq. 131 or consent of instructor)
- Soc. 162w. Rural Social Institutions. (3 cred.; jr., sr., grad.; prereq. Soc. 1 and 15 cred. in social science, child welfare, education, philosophy, or psychology, or consent of instructor)

‡ A fee of \$1.50 per credit is charged for this course.