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ARMY AEROMEDICAL RESEARCH LAB FORT RUCKER ALA

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LIBRARY SCIENCE COURSES AVAILABLE BY CORRESPONDENCE COURSE STUD--ETC(U)

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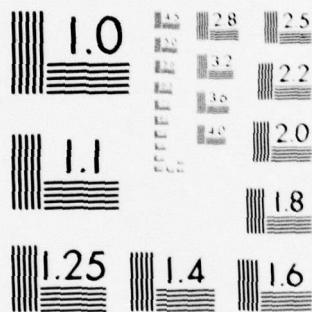
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US ARMY AEROMEDICAL RESEARCH LABORATORY

LIBRARY SCIENCE COURSES AVAILABLE
BY CORRESPONDENCE COURSE STUDY

MAY 1978

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PREFACE

THIS BOOKLET WAS COMPILED TO PROVIDE INFORMATION ON CORRESPONDENCE COURSE STUDY FOR LIBRARY TECHNICIANS WORKING AT THE USAARL LIBRARY. WHILE CORRESPONDENCE STUDY IS NOT GRANTED FOR GRADUATE STUDY, CREDIT CAN BE GIVEN AT THE UNDER-GRADUATE LEVEL AND IN MANY CASES TRANSFERRED TO FOUR YEAR COLLEGES AS ELECTIVES. ADDITIONALLY, CORRESPONDENCE COURSE STUDY OFFERS AN ALTERNATIVE FOR ACADEMIC COURSE WORK FOR THE INDIVIDUAL WHO CANNOT ATTEND CLASSES ON CAMPUS.

USED IN THE WORKING ENVIRONMENT, CORRESPONDENCE COURSE STUDY COMPLEMENTS AN ON-THE-JOB TRAINING PROGRAM BY PROVIDING FORMAL ACADEMIC COURSE WORK.

THE SCHOOLS LISTED IN THIS CATALOG ARE MEMBERS OF THE DIVISION OF INDEPENDENT STUDY OF THE NATIONAL UNIVERSITY EXTENSION ASSOCIATION. THE DESCRIPTIONS OF THE COURSES AS WELL AS THE FEES WERE TAKEN FROM THE LATEST (1977, 1978) CORRESPONDENCE COURSE CATALOGS PROVIDED BY THE INDIVIDUAL SCHOOLS.

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CATALOGING AND CLASSIFICATION

COURSE No. COURSE TITLE AND DESCRIPTION

- 521 Cataloging and Classification
Fundamentals, methods, techniques, functions and administrative organization of library cataloging and classification with emphasis on a thorough study of the Dewey Decimal Classification Scheme.
Credit hours: 3 quarter hours
Estimated Cost: \$42.00 plus books
Where to apply: Independent Study Division
University Extension
Utah State University UMC 50
Logan, Utah 84322
- 640D Cataloging and Classification
Attention is given to basic procedures in classifying, cataloging and filing library/media material. Emphasis is placed on problems found in a small library. The course should provide many helpful suggestions for building and maintaining a creditable library/media service. It is essential that the student in this course have access to a good library.
Credit hours: 3 semester hours
Estimated Cost: \$48.00 plus books
Where to apply: Division of Adult Education and Community Service
University of Wyoming
Correspondence Study Department
Box 3294 University Station
Laramie, Wyoming 82071
- ESLR
541 Cataloging and Classification of Special Materials
Designed to solve the problems being faced by more and more librarians in the organization and cataloging of nonprint materials. Presents practical methods for cataloging and classifying filmstrips, slides, filmloops, audio records, cassette tapes, transparencies, and other types of nonprint media.
Credit hours: 3 quarter hours
Estimated cost: \$49.50 plus books
Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

COURSE NO. COURSE TITLE AND DESCRIPTION

- 427C Classification and Cataloging
 A general introduction to the cataloging and classification of books and other media. The course is intended to familiarize the student with the organization and administration of cataloging operations in libraries of various types and sizes.
 Credit hours: 3 semester hours
 Estimated cost: \$60.00 plus books
 Where to apply: The University of New Mexico
 Division of Continuing Education and
 Community Services
 805 Yale Blvd, N. E.
 Albuquerque, New Mexico 87131
- 202 Classification of Books
 The organization of library collections; the principles of dictionary cataloging; A.L.A. catalogue rules; subject headings; introduction to the chief systems of classification with special emphasis on the Dewey Classification System. Practice work in preparation of Cards.
 Credit hours: 3 semester hours
 Estimated cost: \$75.00 plus books
 Where to apply; Loyola University of Chicago
 820 N. Michigan Avenue
 Chicago, Illinois 60611
 Tel: (312) 670-3018
- 1401 Descriptive Cataloging
 The forms and principles involved in making a dictionary card catalog. Based primarily on Akers Simple Library Cataloging. Directions for the use of printed cards by Wilson Company and the Library of Congress.
 Credit hours: 3 quarter hours
 Estimated Cost: \$49.50 plus books
 Where to Apply: Department of Independent Study
 45 Westbrook Hall
 77 Pleasant Street, S. E.
 University of Minnesota
 Minneapolis, Minnesota 55455
- 1402 Elementary Classification and Subject Heading
 Based on the abridged edition of the Dewey Classification and Sears List of Subject Headings for Small Libraries. Aims to give

COURSE NO. COURSE TITLE AND DESCRIPTION

an understanding of methods of classification and the principles of assigning subject headings to books in a library. Attention is given to modifications and adaptations useful in school or small public libraries. Includes use of Cutter-Sanborn author numbers and preparation of a shelf list.

Credit hours: 3 quarter hours
 Estimated cost: \$49.50 plus books
 Where to apply: Department of Independent Study
 45 Wesbrook Hall
 77 Pleasant Street, N. E.
 University of Minnesota
 Minneapolis, Minnesota 55455

**ESLR
540**

Introduction to Cataloging and Classification
 An introductory course in the cataloging and classification of books for small public or school libraries; pamphlets and other commonly held nonbook materials are also covered.

Credit hours: 5 quarter hours
 Estimated cost: \$82.50 plus books
 Where to apply: Correspondence Study Department
 Division of Continuing Education
 University of Utah
 Annex 1152
 Salt Lake City, Utah 84112
 Tel: (801) 581-6473

CHILDREN'S LITERATURE

5223

Books and Materials for Children
 Survey, evaluation, and selection of materials for children; interests and needs of various age groups; methods of stimulating reading.
 Credit hours: 3 semester hours
 Estimated cost: \$66.00 plus books and materials
 Where to apply: The Independent Study Department
 The University of Oklahoma
 Continuing Education and Public Service
 1700 Asp Ave, Room B-1
 Norman, Oklahoma 73037
 Tel (405) 325-1921

C434

Children's Literature
 Children's stories for each grade of elementary school; story plays, dramatizations, effective

COURSE NO. COURSE TITLE AND DESCRIPTION

reading and telling of children's stories and their place in the educational pattern of the school.

Credit hours: 3 semester hours

Estimated cost: \$75.00 plus books

Where to apply: Correspondence Study Office
University of Idaho Campus
Moscow, Idaho 83843

ESLR
326

Library Work with Children

Intended for teachers and librarians who are interested in children and their reading. Books of poetry and fairy tales, biography, science, and social studies are included in the study.

Credit hours: 5 quarter hours

Estimated cost: \$82.50 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel (801) 581-6473

512D

Literature for Children

A survey course, the purpose of which is to prepare prospective elementary teachers and library/media generalists to provide knowledgeable service in the use of print and non-print materials in the area of literature for children. This course includes study of evaluative criteria, wide reading, viewing and listening as well as discussion of literature for children in various formats.

Credit hours: 3 semester hours

Estimated cost: \$48.00 plus books

Where to apply: Division of Adult Education and
Community Service
University of Wyoming
Correspondence Study Department
Box 3294 University Station
Laramie, Wyoming 82071

516

Literature for Children

With the newest edition of the near-classic Anthology of Children's Literature by Johnson, Sickles, and Sayers, it is now possible to become acquainted with everything that is considered to be of enduring value in literature for children. This course is an exhaustive and authentic survey of the very best in the world of children's literature.

COURSE NO. COURSE TITLE AND DESCRIPTION

Credit hours: 3 quarter hours
 Estimated cost: \$49.50 plus books
 Where to apply: Correspondence Study Department
 Division of Continuing Education
 University of Utah
 Annex 1152
 Salt Lake City, Utah 84112
 Tel: (801) 581-6473

102 **Storytelling in the Elementary School**
 Study of the construction of typical folk stories,
 analysis and practice of techniques of telling
 stories to preschool, primary-grade, and
 intermediate-grade students, exposure to "great"
 storytellers, and field experiences in storytelling
 in elementary school and related children's centers.

Credit hours: 3 quarter hours
 Estimated cost: \$49.50 plus books
 Where to apply: Correspondence Study Department
 Division of Continuing Education
 University of Utah
 Annex 1152
 Salt Lake City, Utah 84112
 Tel (801) 581-6473

LIBRARIANSHIP

424C **Fundamentals of Library Science**
 A survey of the history of libraries; social
 forces affecting the objectives and functions
 of modern libraries; types of library service,
 the library profession, its philosophy, publi-
 cations and organizations; major trends and
 problems.

Credit hours: 3 semester hours
 Estimated cost: \$60.00 plus books
 Where to apply: The University of New Mexico
 Division of Continuing Education
 and Community Service
 805 Yale Blvd, N. E.
 Albuquerque, New Mexico 87131

101 **Introduction to Libraries and Library Technology**
 General introduction to libraries and their
 organization. Designed for students interested
 in employment as library technical assistants in
 special, school, public or college libraries.
 Credit hours: 3 quarter hours

COURSE NO. COURSE TITLE AND DESCRIPTION

Estimated Cost: \$43.50 plus books
 Where to apply: Independent Study
 Extension Division
 302 Tupper Hall
 Ohio University
 Athens, OH 45701
 Tel: (614) 594-6721

201 Introduction to Library Methods
 A general course on the "tools" of the library;
 the origin and development of the book; ordering,
 accessioning, classifying, cataloguing, filing,
 shelving; the circulation of books from the
 library to the reader.
 Credit hours: 3 semester hours
 Estimated cost: \$75.00 plus cost for materials
 Where to apply: Loyola University of Chicago
 820 N. Michigan Avenue
 Chicago, Illinois 60611
 Tel: (312) 670-3018

338D Libraries and Librarianship
 This is a study of the historical development of
 the library and its role as a social institution.
 Types of libraries and services, standards, current
 trends, professional training, and status and
 responsibility of the librarian will be covered.
 This is a general overview course required of those
 who enter graduate library school. It will be
 beneficial to all who plan to do library work or
 who are working on a minor in library science.
 Credit hours: 2 semester hours
 Estimated cost: \$32.00 plus books
 Where to apply: Division of Adult Education and
 Community Service
 Correspondence Study Department
 Box 3294 University Station
 University of Wyoming
 Laramie, Wyoming 82071

LIBRARY MANAGEMENT

638D Administration of the School Library/Media Center
 This course deals with finance, housing, personnel,
 collection, records and services of the school
 library. Instruction in the use of the library
 and publicity or educational interpretation concerning
 the library are also discussed.

COURSE NO. COURSE TITLE AND DESCRIPTION

Credit hours: 3 semester hours
 Estimated cost: \$48.00 plus books
 Where to apply: Division of Adult Education and
 Community Service
 Correspondence Study Department
 University of Wyoming
 Box 3294 University Station
 Laramie, Wyoming 82071

3023 Management of school Libraries/Learning Resources Centers
 Introduction to practical problems in library/
 learning resources centers management; state,
 regional and national standards; understanding
 of the routines, methods and records necessary
 for the daily operation and supervision of the
 elementary or secondary school center; direction
 and training of student assistantships; consideration
 of established library policy in school and
 community relationships.
 Credit hours: 3 semester hours
 Estimated cost: \$65.00 plus books
 Where to apply: Independent and Correspondence Study Dept.
 Oklahoma State University
 Stillwater, Oklahoma 74074

208 Public Library Service
 Study of the aims and purposes of public libraries,
 the planning, development and administration of
 service, standards of service and the evaluation
 of facilities and programs. Emphasis is placed
 on these topics as they relate to library service
 in small communities.
 Credit hours: 3 semester hours
 Estimated cost: \$75.00 plus cost for materials
 Where to apply: Loyola University of Chicago
 Correspondence Study Division
 820 N. Michigan Avenue
 Chicago, Illinois 60611
 Tel: (312) 670-3018

3553c School Libraries
 Role, problems, and needs of library services in
 elementary and secondary schools; administrative
 plans, services, procedures, and relationships.
 Credit hours: 3 semester hours
 Estimated cost: \$55.00 plus books
 Where to apply: Department of Correspondence Study
 E-106 Pleasant Hill
 Louisiana State University
 Baton Rouge, Louisiana 70803

COURSE NO. COURSE TITLE AND DESCRIPTION

MEDIA

- ESLR
503 Evaluation and Selection of Educational Media
Combines various elements of the evaluation-selection process in a meaningful sequence. Considers analysis of content, technical treatment, establishes criteria for selection, stresses purposes for use. Develops skills in annotation writing, determining suitability for grade placing. Compares group evaluation individual appraisals, and review writing. Includes sources of materials, tools for selection, principles of evaluation, for non-print materials. Considers motion pictures suited to classroom use, instructional television, filmstrips, slides, transparencies, graphic materials.
Credit hours: 3 quarter hours
Estimated cost: \$49.50 plus books
Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473
- 432 Elementary School Media Center Administration
Consideration is given to the administration and organization of elementary school libraries. The philosophy, scope of services, curriculum enrichment, special reference problems, and auxiliary programs are covered, with special attention given to student assistant programs and community relations. Children's services of public libraries are included.
Credit hours: 3 quarter hours
Estimated cost: \$42.00 plus books
Where to apply: Independent Study Division
University Extension
Utah State University UMC 50
Logan, Utah 84322
- ESLR
512 Introduction to Instructional Media
Designed primarily for the classroom teacher to develop basic understandings and skills in the use of audiovisual materials and instructional techniques. Units include instructional motion pictures, slides, filmstrips, maps, charts,

COURSE NO. COURSE TITLE AND DESCRIPTION

and graphs, school trips, bulletin boards, flat pictures, radio, recordings, television, programmed instructional materials, transparencies for overhead projection, multimedia, and the relationship of color to learning.

Credit hours: 3 or 5 quarter hours

Estimated cost: \$49.50 for 3 hours or \$82.50 for 5 hours plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

514D

Library/Media Materials for the Teenager

This course is designed for prospective library/media specialists and for those junior and senior high school teachers who wish to strengthen their backgrounds in the utilization of a wide, balanced collection of books, periodicals, films, records, tapes and other similar resources in working with teenagers. The course involves reading books and consideration of non-book media that speak to the modern teenager. Students enrolling in this course should have access to a good public library and/or a high school library.

Credit hours: 3 semester hours

Estimated cost: \$48.00 plus books

Where to apply: Division of Adult Education and
Community Service
Correspondence Study Department
Box 3294 University Station
University of Wyoming
Laramie, Wyoming 82071

ESLR
551

Organizing the School Media Program

Designed as an introduction and survey of the philosophy, problems, and practices involved in developing and operating a modern school media center. Considers basic principles underlying the organization and administration of the different types of centers. Reviews the historical development of school libraries and media centers, standards and evaluative criteria, physical facilities, personnel and staffing, building collections, and organization

COURSE NO. COURSE TITLE AND DESCRIPTION

and utilization of collections as they relate
to the curriculum and programs of the school.
Credit hours: 3 quarter hours
Estimated cost: \$49.50 plus books
Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

ESLR
513

Principles of Graphic Communication
Designed for classroom teachers and others who wish
to visualize their ideas through the use of various
graphic production techniques. Covers preservation
of pictures (using dry mounting, laminating, cement
mounting, wet mounting, and passe-partout mounting);
the enlargement and reduction of pictures; lettering
techniques including handmade, pre-made and mechanical
lettering; nonprojected visuals such as bulletin
boards, posters, and charts, design and composition
of graphic materials; transparency production; and
slide production.
Credit hours: 4 quarter hours
Estimated cost: \$66.00 plus books
Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

1011

The use of Libraries/Learning Resources Centers
Orientation to the use of libraries/learning
resources center, including special book
and nonbook features, basic materials and
services.
Credit hours: 1 semester hours
Estimated cost: \$25.00 plus books
Where to apply: Independent & Correspondence Study Dept.
Oklahoma State University
Stillwater, Oklahoma 74074

3122

Utilization of instructional media.
Designed to familiarize students with a
broad range of instructional media and with
principles and techniques related to their
selection, utilization and evaluation.

COURSE NO. COURSE TITLE AND DESCRIPTION

Credit hours: 2 semester hours
Estimated cost: \$45.00 plus books
Where to apply: Independent and Correspondence Study Dept.
Oklahoma State University
Stillwater, Oklahoma 74074

PUBLIC LIBRARIES

208 Public Library Service
Study of the aims and purposes of public libraries, the planning, development and administration of service, standards of service and the evaluation of facilities and programs. Emphasis is placed on these topics as they relate to library service in small communities.
Credit hours: 3 semester hours
Estimated cost: \$75.00 plus cost for materials
Where to apply: Loyola University of Chicago
Correspondence Study Division
820 N. Michigan Avenue
Chicago, Illinois 60611
Tel: (312) 670-3018

REFERENCE

205 Reference Work
The librarian's tools; character and use of the more common reference books; dictionaries, encyclopedias, biographical collections and various indices; the use of government publications, chiefly those of the United States; practice in the use of reference works.
Credit hours: 3 semester hours
Estimated cost: \$75.00 plus cost for materials
Where to apply: Loyola University of Chicago
Correspondence Study Division
820 N. Michigan Avenue
Chicago, Illinois 60611
Tel: (312) 670-3018

ESLR Reference Work
351 A study of the reference books found in most libraries. Provides assistance to the student, teacher, or librarian to improve his skills in locating materials through typical problems. Uses general encyclopedias, dictionaries, handbooks, biographies, atlases, and indexes. Introduces some of the outstanding books in fields

of science, history, literature, and education.

It will be necessary for the student to have access to a school or public library.

Credit hours: 5 quarter hours

Estimated cost: \$82.50 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel (801) 581-6473

102

Support Operations for Public Services I

Designed to acquaint library technology students with various kinds of public services including circulation control systems, location of information and public relations.

Credit hours: 4 quarter hours

Estimated cost: \$58.00 plus books

Where to apply: Independent Study
Extension Division
302 Tupper Hall
Ohio University
Athens, Ohio 45701
Tel: (614) 594-6721

ESLR
553

Teaching the use of Books and Libraries

The course is designed for librarians and teachers who are interested in problems, methods, and techniques involved in teaching the fundamental library skills. Covers teaching the use of such fundamental tools as the card catalog, Reader's Guide, dictionaries, encyclopedias, and special handbooks, as well as such problems as taking notes, compiling bibliographies, using standard tests, training student assistants, and developing teachers' skills in using and teaching the use of the library.

Credit hours: 3 quarter hours

Estimated cost: \$49.50 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

ESLR
102

The Use of Books and Libraries

Designed to help beginning college students and others find their way in catalogs, encyclopedias,

yearbooks, directories, book reviews, and the like.

Credit hours: 2 quarter hours

Estimated cost: \$33.00 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel (801) 581-6473

100

Use of Libraries and Learning Resources

Principal reference tools in each field are studied. Emphasis is placed upon reference materials for elementary, secondary, and public libraries. Revisions will be made for students who do not have access to reference books called for.

Credit hours: 3 quarter hours

Estimated cost: \$42.00 plus books

Where to apply: Independent Study Division
University Extension
Utah State University UMC 50
Logan, Utah 84322

SELECTION OF MATERIALS

204

Book Selection

The principles of book selection; a conspectus of the field including criteria for the selection of books and other materials and the planned development of library collections; practice in the use of standard book selection tools; the evaluation of library collections.

Credit hours: 3 semester hours

Estimated cost: \$75.00 plus cost for materials

Where to apply: Loyola University of Chicago
Correspondence Study Division
820 N. Michigan Avenue
Chicago, Illinois 60611
Tel: (312) 670-3018

511

Library Material Selection

General principles of selection; specific criteria for books, magazines, and related material for school and private libraries. Use of standard selection aids and book reviewing publications.

Credit hours: 3 quarter hours

Estimated cost: \$42.00 plus books

Where to apply: Independent Study Division
University Extension
Utah State University UMC 50
Logan, Utah 84322

637D

Selection of Instructional Materials

A study of the basic principles and practices used in the selection of printed materials for libraries today. Emphasis is given to selecting material for school and public libraries. A study of book selection aids and current reviewing material is made. Criteria is studied which will help develop good judgement in the evaluation of materials in the light of the problems of various library services in the modern community.

Credit hours: 3 semester hours

Estimated cost: \$48.00 plus books

Where to apply: Division of Adult Education
and Community Service
Correspondence Study Department
Box 3294 University Station
University of Wyoming
Laramie, Wyoming 82071

ESLR
533

Selection of Library Materials

Designed for teachers, librarians, and others interested in principles and standards of choosing books for school, public, and personal libraries. Covers selecting books in fields of biography, fiction, history, social sciences, science, poetry, and general works. Largely geared to the adult level but may be adapted to the secondary and elementary levels. The student may use books in his personal library or any other library to which he has access as supplementary reading.

Credit hours: 5 quarter hours

Estimated cost. \$82.50 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel (801) 581-6473

SPECIAL LIBRARIES

ESLR
1 OR-1

Church and Synagogue Librarianship

This newly written course is for persons now serving or who will serve such libraries. The intent is to provide professional library

assistance as you visualize your task and go about improving your library. The lesson materials will ask you to identify a particular library and use it with the lessons. The lingo of librarianship and the suggestions offered should prove to be of significance both to you and your library.

Credit hours: 2 Continuing Education Units (CEU's)

Estimated cost: \$42.00 plus books

Where to apply: Correspondence Study Department
Division of Continuing Education
University of Utah
Annex 1152
Salt Lake City, Utah 84112
Tel: (801) 581-6473

209

Institution Libraries

This course is designed for non-professionals in charge of or responsible for library services in an institution, and for other persons organizing and providing library services to the staff and residents of institutions (prisons, mental hospitals, juvenile detention homes, nursing homes, etc.)

Credit hours: 3 semester hours

Estimated cost: \$75.00 plus cost for materials

Where to apply: Loyola University of Chicago
820 N. Michigan Avenue
Chicago, Illinois 60611
Tel: (312) 670-3018