

**ANNOUNCEMENTS**

**1965**

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**1966**

**ATLANTA  
UNIVERSITY**

**SCHOOL  
OF  
LIBRARY  
SERVICE**

ATLANTA UNIVERSITY  
ATLANTA, GEORGIA 30314

## CONTENTS

UNIVERSITY CALENDAR .....	3
OFFICERS OF ADMINISTRATION AND FACULTY .....	6
BASIC INFORMATION .....	8
PROGRAM OF STUDY .....	8
ADMISSION REQUIREMENTS .....	9
REQUIREMENTS FOR THE DEGREE OF MASTER OF SCIENCE IN LIBRARY SERVICE .....	10
REGISTRATION .....	10
FIELD WORK .....	11
PLACEMENT .....	11
TUITION AND FEES .....	11
ADMISSION FEE .....	12
REFUNDS .....	13
HOUSING .....	13
ESTIMATE OF EXPENSES .....	13
ESTIMATED LIBRARY SCHOOL EXPENSES .....	14
FULL ACADEMIC LOAD .....	14
FINANCIAL AID FOR STUDENTS .....	14
LOANS UNDER THE NATIONAL DEFENSE EDUCATION ACT OF 1958 .....	15
THE ATLANTA UNIVERSITY FELLOWSHIP PROGRAM .....	15
STATE AID .....	18
THE CHARLES E. MERRILL SCHOLARSHIPS FOR FOREIGN STUDY AND TRAVEL .....	18
THE DELANEY MEMORIAL STUDENT LOAN FUND .....	18
THE CATHERINE HUGHES WADDELL MEMORIAL SCHOLARSHIP .....	18
ALL-EXPENSE SCHOLARSHIPS AND \$3500 FELLOWSHIPS .....	18
SUMMER SCHOOL .....	19
AREAS OF SPECIALIZATION .....	19
REQUIREMENTS FOR THE CERTIFICATION OF SCHOOL LIBRARIANS IN GEORGIA .....	22
REQUIREMENTS FOR THE T-6 CERTIFICATE IN SCHOOL LIBRARY SERVICE IN GEORGIA .....	24
COURSES OF INSTRUCTION .....	26

## ATLANTA UNIVERSITY CALENDAR

1965

June	7	Monday	Registration for Summer School.
	8	Tuesday	Registration for Summer School.
	9	Wednesday	Summer School Classes begin.
	11	Friday	Last day to register for credit.
	12	Saturday	Graduate Record Examination.
	14	Monday	Examination in foreign languages; required for the master's degree in arts and sciences, library service, and education.
	15	Tuesday	Examination in English Fundamentals.
	16	Wednesday	Preliminary Examination in Education.
	18	Friday	Last day to file candidacy for graduate degrees to be conferred in August.
	July	26	Monday
29		Thursday	Final examination for candidates for degrees to be conferred in August, 1965.
August	5	Thursday	Summer School Convocation.
	6	Friday	Final examinations; summer school closes.
September	13	Monday	Registration for first semester (undergraduate students).
	14	Tuesday	Registration for first semester (undergraduate and graduate students).
	15	Wednesday	Classes begin.
	18	Saturday	Last day for first semester registration for the undergraduate colleges.
	18	Saturday	Registration for in-service teachers and other regularly employed individuals (late registration fee charged after September 18, 1965).
October	2	Saturday	Last day to register for first semester credit for graduate students and graduate exchange students.
	2	Saturday	Graduate Record Examination.
	4	Monday	Examination in English Fundamentals; required of all students in the University.

October	5	Tuesday	Examination in foreign languages; required for the master's degree in arts and sciences, library service, and education.
	9	Saturday	Preliminary Examination in Education.
	16	Saturday	Charter Day.
	18	Monday	Last day to file candidacy for work to be completed in January, 1966.
November	25	Thursday	Thanksgiving holiday.
	26	Friday	Classes resume, 8:00 a.m.
December	18	Saturday	Christmas recess begins at end of scheduled classes.
			1966
January	3	Monday	Christmas recess ends; classes resume at 8:00 a.m.
	17	Monday	Semester examinations begin.
	22	Saturday	First semester closes. Last day to file theses for work completed in January, 1966.
	24	Monday	Registration for second semester (undergraduate students).
	25	Tuesday	Registration for second semester (graduate and undergraduate students).
	26	Wednesday	Classes begin.
	29	Saturday	Last day for second semester registration in the undergraduate colleges.
	29	Saturday	Registration for in-service teachers and other regularly employed individuals (late registration fee charged after January 29, 1966).
	30	Sunday	University Center Convocation.
February	5	Saturday	Last day to register for second semester credit for graduate students and graduate exchange students.
	7	Monday	Examination in English Fundamentals; required of all students in the University.
	9	Wednesday	Examination in foreign languages; required for the master's degree in arts and sciences, library service, and education.
	12	Saturday	Graduate Record Examination.
	19	Saturday	Preliminary Examination in Education.

February	25	Friday	Last day to file candidacy for degrees to be conferred in June, 1966.
March	6	Sunday	{ University Center Religious Emphasis Week.
	9	Wednesday	
April	4	Monday	Examination in English Fundamentals; required of all students in the University.
	7	Thursday	Spring recess begins at end of scheduled classes.
	13	Wednesday	Spring recess ends at 8:00 a.m.
May	16	Monday	Last day to file theses for master's degrees to be conferred in June.
	19	Thursday	Semester examinations begin.
	19	Thursday	Final examinations for candidates for master's degrees to be conferred in June. (Oral, Course, and Comprehensive).
	22	Sunday	Commencement Day — Interdenominational Theological Center.
	28	Saturday	Semester examinations end. Semester ends.
	29	Sunday	Baccalaureate Services.
	30	Monday	Commencement Day — Atlanta University and Spelman College.
	31	Tuesday	Commencement Day — Morehouse College and Clark College.
June	1	Wednesday	Commencement Day—Morris Brown College.
	6	Monday	Registration for Summer School.
	7	Tuesday	Registration for Summer School.
	8	Wednesday	Summer School Classes begin.
August	4	Thursday	Summer School Convocation.
	5	Friday	Summer School closes.

#### FOUNDER'S DAY CELEBRATIONS

1965			
October	16	Saturday	Atlanta University.
1966			
February	18	Friday	Morehouse College.
February	23	Wednesday	Clark College.
March	11	Friday	Interdenominational Theological Center.
	12	Saturday	Morris Brown College.
April*	11	Monday*	Spelman College*

\*Formal exercises will be held on Thursday, April 7, 1966 due to Spring Recess.

## OFFICERS OF ADMINISTRATION AND FACULTY

- RUFUS EARLY CLEMENT, Ph.D. . . . . President
- PAUL INGRAHAM CLIFFORD, Ph.D. . . . . Registrar
- PAUL INGRAHAM CLIFFORD, Ph.D. Director of Summer Session
- VIRGINIA LACY JONES, Ph.D. . . . . Dean,  
School of Library Service
- JOYCE BOWEN SMITH . . . . . *Secretary to the Dean*
- BARBARA B. STEWART, B.S. . . . . *Secretary to the Faculty*
- TOMMIE M. ALLEN . . . . . *Assistant Professor*  
B.A. Tennessee A. and I. State University, 1951; M.A.L.S.,  
George Peabody College, 1955; Catholic University of  
America, 1952-1953.
- HALLIE BEACHEM BROOKS . . . . . *Associate Professor*  
Certificate, Indiana State Public Library Training Course,  
1924; A.B., Butler University, 1934; B.L.S. Columbia Uni-  
versity, 1940; A.M. in L.S., University of Chicago, 1946;  
Student, 1949-1950.
- LEONTINE DOLORES CARROLL . . . . . *Assistant Professor*  
A.B., Southern University, 1947; M.S. in L.S., Atlanta Uni-  
versity, 1954; Western Reserve, Summer, 1959, 1960;  
1964-1965.
- MARGARET JEAN CATCHINGS . . . . . *Library Assistant*  
A.B., Jackson State College, 1963; M.S. in L.S., Atlanta  
University, 1964.
- MILES MERRILL JACKSON, JR.\*\* . . . . *Lecturer*  
A.B., Virginia Union University, 1954; M.S. in L.S., Drexel  
Institute of Technology, 1955; Indiana University, Summers,  
1961, 1964.
- JOHN HALL JACOBS\*\* . . . . . *Lecturer*  
B.S., Memphis State College, 1928; George Peabody College,  
1929; B.S. in L.S., Emory University, 1933.
- VIRGINIA LACY JONES . . . . . *Professor*  
B.S. in L.S., Hampton Institute, 1933; B.S. in Ed., 1936; M.S.  
in L.S., University of Illinois, 1938; Ph.D., University of  
Chicago, 1945.
- THEODORE KOPKIN\*\* . . . . . *Lecturer*  
B.A., University of Chattanooga, 1949; M.A. in L.S., Emory  
University, 1950; George Washington University, 1955-1956.

\*\*Part-time, Second Semester, 1964-1965.

- LUCRETIA JEANNETTE PARKER *Librarian*  
 B.S., Wilberforce University, 1939; M.S. in L.S., Atlanta  
 University, 1953.
- BARBARA GAINNEY PETROF *Instructor and Assistant to the Dean*  
 B.A., Emory University, 1959; M.S. in L.S., Atlanta Uni-  
 versity, 1962.
- ANNETTE HOAGE PHINAZEE\* *Professor*  
 A.B., Fisk University, 1939; B.S. in L.S., University of Illi-  
 nois, 1941; M.S. in L.S., 1948; D.L.S., Columbia University,  
 1961.
- C. DAVID RIFE\*\* *Lecturer*  
 A.B., Mount Union College, 1948; M.S. in L.S., Western Re-  
 serve University, 1949.
- THELMA SUN *Library Assistant*  
 A.B., Taiwan Provincial Cheng Kung University, 1961; M.S.  
 in L.S., Atlanta University, 1965.
- JOSEPHINE FAWCET THOMPSON *Assistant Professor*  
 A.B., West Virginia State College, 1932; A.M., Atlanta Uni-  
 versity, 1939; B.S. in L.S., Atlanta University School of  
 Library Service, 1944; M.S. in L.S., University of Illinois,  
 1954.

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\*Part-time.

\*\*Part-time, Second Semester, 1964-1965.

## SCHOOL OF LIBRARY SERVICE

### BASIC INFORMATION

The Atlanta University School of Library Service was established in 1941 through a grant from the Carnegie Corporation. The School is accredited by the Board of Education for Librarianship of the American Library Association and by the Southern Association of Colleges and Secondary Schools.

The School of Library Service is located on the first and third floors of the Atlanta University Library. The special library of the School contains the essential books, journals, and other materials pertinent to librarianship as well as the necessary audio-visual equipment. In addition, the reference, general and special collections of the University Library are available.

The annual enrollment in the School of Library Service is limited to approximately fifty selected students, whose academic records and personal qualities seem to indicate that they will succeed as professional librarians. Applications for admission may be submitted at any time but should, if possible, be presented not later than July 1.

### PROGRAM OF STUDY

The program is designed to meet the needs of the following types of students: (1) college graduates with no previous training in library service, (2) college graduates with some undergraduate work in library service and with or without experience in library work, (3) college graduates who are also graduates of library schools with the B.S. in L.S. degree, (4) undergraduates in affiliated and cooperating colleges in Atlanta who wish to elect senior graduate courses in library service during their junior and senior years, may upon securing permission from their colleges be admitted to such courses in the Library School with the approval of the Dean of the School, (5) special students who do not wish to work toward the master's degree but who wish to take certain courses in preparation for specific positions.

The new concept of librarianship presupposes a social awareness on the part of librarians and their assumption of responsibility for contribution to an informed public opin-



ion. The preparation of librarians who are to assume educational leadership indicates a closer relationship between professional education and general education at the undergraduate and graduate levels. Thus applicants for admission to the School of Library Service should have a broad general education deeply rooted in the social, scientific and humanistic disciplines.

The graduate professional program emphasizes the content of books and the basic concepts of knowledge, the field of communications, and the administrative and functional aspects of school, college and public library service. The program also provides for experience in the use of research methods as they pertain to librarianship.

Course programs are to be individual and will be worked out for each student in terms of interests, previous experience and training, and professional and academic needs. Courses in other Schools in the University are to be taken to strengthen and supplement the general education of the student and the various areas of specialization offered by the School of Library Service.

#### ADMISSION REQUIREMENTS

1. Applicant's record must show promise of ability to do satisfactory work.
2. A maximum age of thirty-five which may be waived if the applicant has had sufficient library experience.
3. Good physical and mental health and satisfactory recommendations as to moral character and personality.
4. Ability to use a typewriter is desirable.
5. A bachelor's degree from an approved college or university with a scholastic average of not less than 2:5 (C+ or B-).
6. Of the 120 semester hours submitted for college graduation, at least 90 semester hours must be in those courses which are considered as liberal arts courses.
7. A reading knowledge of at least one modern foreign language, preferably French or German.

## REQUIREMENTS FOR THE DEGREE OF MASTER OF SCIENCE IN LIBRARY SERVICE

The general requirements for the degree of Master of Science in Library Service for students with no previous courses in library service are as follows:

1. The completion of 36 semester hours of work approved by the Dean of the School.
2. At least two semesters' residence or the equivalent at the Atlanta University.
3. Knowledge of either French, German or Spanish. This requirement may be met by one of the following: (1) transcript evidence of two years of college-level work in one language or by one year of college-level work in each of two languages; (2) passing a University non-credit course for graduate students in either French or German;\* (3) passing the University examination in either French, German or Spanish.
4. Passing the University English Fundamentals Examination.
5. The taking of the Graduate Record Examinations as prescribed by the University.
6. The thesis is optional and yields six semester hours credit.

Graduates of accredited colleges who have satisfactorily completed the basic core courses which are prerequisite to the graduate program must satisfy all the requirements as stated above except the first and second. These prerequisite courses would include basic book selection, reference and library procedures. The transcript of each applicant will be considered on its merit and the requirement as to semester hours credit will be determined by the Dean of the School. In all cases students must complete a minimum of 30 semester hours.

### REGISTRATION

Students are required to register at the office of the Registrar of the University on the days for registration indicated in the calendar. A fee of \$5.00 is charged for late registration. Registration is not complete and students will not be admitted to classes until fees have been paid.

\*The University does not offer a non-credit course for graduate students in Spanish.

## FIELD WORK

The instructional program is supplemented by supervised field work done in college, university, public, and school libraries in Atlanta. This experience enables students to gain some competence in library routines and procedures.

Throughout the year there are conducted tours to libraries and binderies in Atlanta and in the region.

## PLACEMENT

The School maintains a placement service for its graduates, aiding them in securing their first positions and in advancing to other positions throughout their professional careers. While the School cannot guarantee positions, the demand for well-qualified librarians is so great that graduates are reasonably certain of obtaining desirable positions.

## TUITION AND FEES

Admission fee — payable within fifteen days of receipt of official letter of admission and not refundable . . .	\$	10.00
Matriculation fee — payable at first registration and not refundable . . . . .		5.00
Tuition for the year — one-half payable at the time of registration each semester . . . . .		550.00
Fees for single courses — totaling less than nine credit hours per semester — per credit hour for one semester . . . . .		25.00
Late registration fee . . . . . (per semester)		5.00
Activities fee for the year — payable at time of first registration . . . . .		10.00
— for students taking less than 9 hours . . . . .		5.00
Change of program fee — after registration . . . . .		1.00
*Thesis consultation fee . . . . .		25.00
Graduation fee . . . . .		15.00
Health service fee — payable each year at registration by all students living in University dormitories . . . .		5.00
Board and room per year (nine months)		
Single room — per semester	315.00	630.00
Double room — per semester	270.00	540.00

\* This fee is charged each semester or summer session in which the student receives consultation from his thesis advisers, or uses the facilities of the University in the execution of his research, provided no other tuition fees are paid to the University by the student during that semester or summer session.

Tuition and fees, including laboratory fees, are due and payable at the beginning of each semester.

Board and room will be charged by the semester, and is due to be paid at time of registration.

In exceptional cases, the Comptroller may agree to accept payments in installments, but only in cases where a substantial initial payment is made. The dormitories including the boarding department, will be closed during the Christmas Holidays, December 19, 1965 to January 2, 1966. No deductions will be made in the charges for board for any fraction of a week, nor for opening and closing weeks.

Each student who resides in the dormitory must deposit \$10.00 against damage to furniture.

Bedding is furnished and laundered by the University during the regular academic year, but not for the summer session.

No student will receive his diploma until all his University bills are paid.

Parents or guardians responsible for the expenses of a student are asked to make their payments directly to the University instead of sending such monies through the student. This will prevent many mistakes and will enable the parents or guardians to be sure at all times how the student's account stands with the University.

Please send all payments to Atlanta University, Office of the Comptroller, Atlanta, Georgia.

#### ADMISSION FEE

During the *regular academic year*, all students upon admission to Atlanta University are required to pay an admission fee of ten (\$10.00) dollars. The University advises the applicant not to send cash through the mails; it further instructs the applicant that no personal checks will be accepted. Within a period of fifteen days from the date of the official letter of admission signed by the Admission Officer, the student must forward the admission fee to the Office of the Comptroller, Atlanta University, Atlanta, Georgia 30314. Scholars, fellows, or assistants who do not pay the admission fee within the prescribed time limit will thereby void the stipend which has been tendered.

During the *summer session*, all students who are either admitted or re-admitted to the University will be required

to pay the admission fee of ten dollars. The fee must be forwarded to the Office of the Comptroller, Atlanta University, Atlanta, Georgia 30314 within fifteen days of the date of the official letter of admission or re-admission signed by the Admission Officer.

In the case of both regular academic year and summer session students, admission will not be considered final until the student has paid the admission fee.

*In all instances the admission fee will be credited toward the student's tuition and fees for the semester or summer for which admission or re-admission is granted. If for any reason the student does not register in the University during the semester or summer for which he had paid the admission fee, the total amount of the fee will be forfeited.*

#### REFUNDS

Students who withdraw within the first month after registration will be reimbursed two-thirds of their tuition fee; during the next thirty days, one-third of the semester tuition will be refunded; there will be no refund after that period. Health and matriculation fees are not refundable.

#### HOUSING

Application for reservation of a room in the University Dormitory should be made as soon as the applicant has received his letter of admission. All applications should be accompanied by a room reservation fee of \$10.00. This will be credited to the first month's room and board and is not refundable after registration day. In the event of cancellation of room reservations prior to registration day, a charge of \$5.00 will be made. Room and board may be secured at the University Dormitories at the rate of \$60.00 per four weeks for a double room, and \$70.00 per four weeks for a single room.

#### ESTIMATE OF EXPENSES

The necessary expenses of a student at Atlanta University are not high. The exact amount will vary according to the habits and economy of the individual. The following estimate, exclusive of graduation fee and laboratory charges, will enable the student to form an idea of the yearly expenses.

Tuition for the year	\$550.00
Room and board	540.00 - 630.00
Fees (Admission, Matriculation, Health Service, Activities)	30.00

Laundry, pressing and incidentals.....	75.00
Textbooks and supplies.....	75.00
Total	<u>\$1360.00</u>

Students are urged to prepare a budget before entering the University. This budget should include an estimate of income from all sources and an estimate of expenses.

**ESTIMATED LIBRARY SCHOOL EXPENDITURES**  
(In addition to University tuition and fees)

It must be recognized that the following expenses are only an estimate. It is possible that national economic changes may require some alteration.

Books and Materials .....	\$ 30.00
Field Work .....	100.00
Total .....	<u>\$130.00</u>

Students are advised to own or rent typewriters for use during the year.

**FULL ACADEMIC LOAD**

A full academic load at Atlanta University ranges from nine to fifteen semester hours per semester. Each School or department has the authority to determine its full load within this range. Any student carrying a load beyond fifteen semester hours will be charged an additional tuition fee of twenty-five dollars for each hour in excess of fifteen. Any student carrying less than nine semester hours will be charged as indicated in the itemized listing of Tuition and Fees on Page 11 of this Bulletin.

**FINANCIAL AID FOR STUDENTS**

**SCHOLARSHIPS AND PART-TIME STUDENT EMPLOYMENT**

There are available a limited number of scholarships for students who show promise of success. Applications should be made in advance of registration and reasonable information supplied as to the need for scholarship aid.

A few students are engaged by the University for part-time employment in the dormitories, on the grounds, as assistants in the offices, laboratories and the library, and as waiters in the dining room. Part-time employment should not be counted upon to yield an income greater than \$100 for the year.

Application for scholarships should be made on forms provided by the University and should be sent to the Registrar.

All tuition scholarship awards are made on the basis of a student's enrolling for the minimum full-time load of twelve hours. Failure to register for twelve hours will cause the tuition scholarship grant to be reduced proportionately.

#### LOANS UNDER THE NATIONAL DEFENSE EDUCATION ACT OF 1958

Insofar as funds will allow, Atlanta University will grant loans under The National Defense Student Loan Program to students who meet all the terms and conditions set forth in Title II of Public Law 85-864, designated as "The National Defense Education Act of 1958" and approved September 2, 1958, and as amended and in the Regulations promulgated by the Commissioner of Education.

"Student Application Forms for a National Defense Student Loan" must be secured from the Registrar of Atlanta University in order to make application for a loan under Title II of Public Law 85-864.

#### THE ATLANTA UNIVERSITY FELLOWSHIP PROGRAM

##### OBJECTIVE

The program is a development on a nationwide scale established by Atlanta University in an effort to attract promising young men and women to the University for graduate or professional study in Arts and Sciences, Social Work, Library Service, Education, and Business Administration. Ten Fellowships will be awarded during each academic year.

##### TERMS OF THE FELLOWSHIPS

1. The Atlanta University Fellowships will be awarded upon the basis of data contained in an application form for admission to the University executed by the applicant, three personal ratings blanks executed by three different college teachers (one personal ratings blank must be executed by the applicant's major professor), an official college transcript and a transcript of any graduate work which might have been done by the applicant, and an autobiography which sets forth in detail the motivation which undergirds the applicant's seeking an Atlanta University Fellowship. The highest degrees of intellect, character, motivation, academic achievement and personality are the major criteria for selection.

2. The Fellowships are designed primarily for those who

at the time of application have not yet begun formal graduate or professional work. In all cases, however, an applicant must hold a baccalaureate degree from an accredited college or university, or must be a candidate for such a degree at the next convocation following the date of the application.

3. Fields of graduate and professional study covered by the program are: Biology, Chemistry, Economics, English, French, History, Mathematics, Political Science, Sociology and Anthropology, the Social Sciences, Social Work, Library Service, Education, and Business Administration. The University Fellow will be free to choose the particular School or Department of the University in which he desires to enroll.

4. College graduates now being and about to be separated from the Armed Forces are eligible as long as they expect to be free to enter Atlanta University during the academic year for which they have made an application for a Fellowship.

5. The Fellowships are awarded for a period of one academic year.

6. During the year of his incumbency, a Fellow will engage in full time residence graduate or professional study toward a degree. It is expected that he will devote the major portion of his time to his chosen field of interest and study which may, in some instances, be broader in scope than that of a single subject or department.

7. Each Fellow will be granted a stipend of \$1200.00. The stipend will be paid during the nine-month academic year only, *id. est.*, the Fellowship cannot be extended for the summer. The \$1200.00 will be applied to the Fellow's account. University Fellows will be required to reside in the University dormitories no matter from which Region they might come. A student who is a resident of the City of Atlanta will be eligible to apply for one of the Fellowships allotted to residents of Region I. If such an applicant is successful in obtaining a University Fellowship, he can elect to either live in the dormitory to receive the stipend of \$1200.00 or to live elsewhere in the city and thereby cause the stipend to be reduced accordingly, *id. est.*, cause the stipend to be reduced by the amount of the cost of room and board in the dormitory.

8. If during any one academic year no suitable applicant for the Fellowship can be found in any one or more of the Regions, the University Senate will award the Fellowship



or Fellowships to suitable applicants from other Regions. If an applicant who is awarded a Fellowship elects not to accept the Fellowship or for reasons beyond his control cannot accept the Fellowship, the vacancy occasioned thereby, will be filled by the Atlanta University Senate.

### SELECTION PROCEDURE

1. For the purpose of selecting Atlanta University Fellows, the United States has been divided into five Regions with quotas identified below:

1.1 *Region I*, includes Virginia, North Carolina, South Carolina, Georgia, Florida, Kentucky, Tennessee, Mississippi, Alabama, Louisiana, and the District of Columbia. (4 Fellowships.)

1.2 *Region II* includes New York, Pennsylvania, New Jersey, West Virginia, Maryland, and Delaware. (2 Fellowships.)

1.3 *Region III* includes Texas, Oklahoma, Arkansas, Nevada, Arizona, New Mexico, Utah, Washington, Oregon, and California, Hawaii and Alaska (1 Fellowship.)

1.4 *Region IV* includes Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island. (1 Fellowship.)

1.5 *Region V* includes Wisconsin, Michigan, Illinois, Indiana, Ohio, Minnesota, Iowa, Missouri, Kansas, Nebraska, North Dakota, South Dakota, Montana, Idaho, Wyoming, and Colorado. (2 Fellowships.)

2. The selection of Atlanta University Fellows will be made by the University Senate upon the recommendation of a Committee on University Fellowships appointed by the President of the University.

3. Persons making application for consideration as an Atlanta University Fellow must file the required application form and other data with the Registrar of Atlanta University on or before May 1 of the calendar year immediately preceding the beginning of the academic year in which the applicant desires to secure an Atlanta University Fellowship.

4. Selected candidates will be notified in writing by the Registrar of the University on June 1 of the calendar year immediately preceding the beginning of the academic year in which the applicant desires to begin his incumbency as an Atlanta University Fellow.

## STATE AID

*State aid is available for bona fide citizens of the State of Georgia who are eligible for graduate study. Application for this aid must be made in advance of registration, and before each semester and the summer session. Application forms must be obtained by writing directly to The Secretary, Scholarship Aid Program, Regents of the University System of Georgia, 244 Washington Street, S. W., Room 468, Atlanta 3, Ga.*

### THE CHARLES E. MERRILL SCHOLARSHIPS FOR FOREIGN STUDY AND TRAVEL

The Merrill Scholarships for foreign study and travel are given annually to two students through a grant received from Mr. Charles E. Merrill. Each scholarship carries a stipend of \$3,000.00 which must be used for twelve months study and travel abroad. The recipients, who are selected from eligible applicants, may choose the country or countries in which they will study, but they are required, under the terms of the grant, to establish academic connections with a foreign university during their incumbency as a Merrill Scholar.

### THE DELANEY MEMORIAL STUDENT LOAN FUND

The Sadie Peterson Delaney Memorial Student Loan Fund provides short-term loans to needy and deserving full-time students and to students who have been full-time and are completing their work by thesis writing and/or by carrying less than a full course load.

### THE CATHERINE HUGHES WADDELL MEMORIAL SCHOLARSHIP

By action of the Board of Trustees of Atlanta University a memorial scholarship in honor of the late Catherine Hughes Waddell will be awarded annually to a deserving student. This scholarship will be in an amount to defray the recipient's full tuition for the period of one academic year.

### ALL EXPENSE SCHOLARSHIPS AND \$3500 FELLOWSHIPS

A special grant to the Atlanta University School of Library Service for scholarships and fellowships was prompted by the acute need for professionally trained Negro librarians to serve in positions of leadership throughout the South and

the nation. Twelve scholarships of \$1,750 each are to be awarded to graduates of regionally accredited colleges with grade point averages of B who wish to study for the master's degree in library service to prepare for careers in librarianship. Three fellowships of \$3,500 each are to be awarded to graduates of accredited colleges who also hold a master's degree in a subject field, are teaching at the secondary or college level and who wish to prepare for careers as administrators of libraries in predominantly Negro institutions of higher learning. Young men are especially encouraged to apply for these fellowships.

#### SUMMER SCHOOL

The summer session offers an opportunity for in-service teachers and librarians to receive professional training in librarianship. However, students without previous library or teaching experience may also be admitted to the summer session. The summer program is equivalent in every respect to that of the regular session and leads to the same degree. Admission and residence requirements for the degree are the same as for the regular school year.

#### AREAS OF SPECIALIZATION

The School of Library Service offers specialization in five areas of librarianship; college library service, school library service, public library service (general), public library service for children and young people and reference and cataloging.

#### COURSES LEADING TO THE M.S. IN L.S. DEGREE IN COLLEGE LIBRARY SERVICE

Course Number	Title of Course	Credit
400	History of Books .....	3
409	Evaluation and Selection of Library Materials.	3
410	Reference Materials .....	3
420	Libraries and Librarianship .....	3
430	Introduction to Library Procedures .....	3
431	Cataloging and Classification .....	3
500	Research Methods in Library Service .....	3
511	Literature of the Humanities .....	3
520	Library Administration .....	3
522	College Library Service .....	3
550	Communications .....	3

Course Number	Title of Course	Credit
<i>One elective to be selected from a subject area or from the following library service courses:</i>		
512	Literature of the Social Sciences .....	3
513	Literature of Science and Technology .....	3
541	Publishers and Publishing .....	3
612	Documentation .....	3
630	Advanced Cataloging .....	3
635	Indexing and Abstracting .....	3

**COURSES LEADING TO THE M.S. IN L.S. DEGREE IN PUBLIC  
LIBRARY SERVICE**

Course Number	Title of Course	Credit
400	History of Books .....	3
409	Evaluation and Selection of Library Materials. 3	3
410	Reference Materials .....	3
420	Libraries and Librarianship .....	3
430	Introduction to Library Procedures .....	3
431	Cataloging and Classification .....	3
500	Research Methods in Library Service .....	3
511	Literature of the Humanities .....	3
520	Library Administration .....	3
521	Public Library Service .....	3
550	Communications .....	3
<i>One elective to be selected from a subject area or from the following library service courses:</i>		
512	Literature of the Social Sciences .....	3
513	Literature of Science and Technology .....	3
541	Publishers and Publishing .....	3
612	Documentation .....	3
630	Advanced Cataloging .....	3
635	Indexing and Abstracting .....	3

**COURSES LEADING TO THE M.S. IN L.S. DEGREE IN PUBLIC  
LIBRARY SERVICE FOR CHILDREN AND YOUNG ADULTS**

Course Number	Title of Course	Credit
400	History of Books .....	3
409	Evaluation and Selection of Library Materials. 3	3
410	Reference Materials .....	3
414	Children's Literature .....	3
415	Literature for Young Adults .....	3

Course Number	Title of Course	Credit
420	Libraries and Librarianship .....	3
430	Introduction to Library Procedures .....	3
431	Cataloguing and Classification .....	3
500	Research Methods in Library Service .....	3
511	Literature of the Humanities .....	3
520	Library Administration .....	3
521	Public Library Service .....	

If a student receives credit for any of the above 400 courses taken at the undergraduate level the necessary number of electives to complete a 36 semester hour program may be selected in library service or in subject areas.

#### COURSES LEADING TO THE M.S. IN L.S. DEGREE IN CATALOGING AND REFERENCE

Course Number	Title of Course	Credit
400	History of Books .....	3
409	Evaluation and Selection of Library Materials .....	3
410	Reference Materials .....	3
420	Libraries and Librarianship .....	3
430	Introduction to Library Procedures .....	3
431	Cataloguing and Classification .....	3
500	Research Methods in Library Service .....	3
511	Literature of the Humanities .....	3
520	Library Administration .....	3
550	Communications .....	3
630	Advanced Cataloging .....	3
635 or 612		
635	Indexing and Abstracting .....	3
612	Documentation .....	3

If a student receives credit for any of the above 400 courses taken at the undergraduate level, the necessary number of electives to complete a 36 semester hour program may be selected in library service or in a subject area. Preference should be given to the following courses in selecting electives in this area:

Course Number	Title of Course	Credit
512	Literature of the Social Sciences .....	3
513	Literature of Science and Technology .....	3

**COURSES LEADING TO THE M.S. IN L.S. DEGREE IN  
SCHOOL LIBRARY SERVICE**

Course Number	Title of Course	Credit
400	History of Books .....	3
409	Evaluation and Selection of Library Materials .....	3
410	Reference Materials .....	3
414	Children's Literature .....	3
415	Literature for Young Adults .....	3
420	Libraries and Librarianship .....	3
423	School Library Service .....	3
430	Introduction to Library Procedures .....	3
431 or 432		
431	Cataloging and Classification .....	3
	Prerequisite: 430	
432	Cataloging and Classification for School Librarians .....	3
	Prerequisite: 430	
500	Research Methods in Library Service .....	3
550	Communications .....	3

Electives to be selected from the following courses  
in Education:

Ed. 550	Foundations of Education .....	3
Ed. 551	Human Growth and Development .....	3
Ed. 619	Advanced Educational Psychology .....	3
Ed. 630	Social Status and Learning .....	3
Ed. 653	Psychologic Appraisal of the Individual .....	3
Ed. 541	Methods of Utilizing Audio-Visual Teaching Aids .....	3
Ed. 560	Elementary Curriculum Planning and Evaluation .....	3
Ed. 561	Secondary Curriculum Planning and Evaluation .....	3
Ed. 591	Teaching of Reading in the Elementary School .....	3

**REQUIREMENTS FOR THE CERTIFICATION OF SCHOOL  
LIBRARIANS IN GEORGIA**

The Teacher's Professional Five-Year Certificate (T5) with Librarian added as a field provided:

1. The Teacher's Professional Four-Year Certificate has been established.

2. Completion of an approved master's degree program which includes 42 semester hours distributed as follows:

Area a.\* Courses dealing with educational psychology and/or educational sociology. One or two courses, 3 or 6 semester hours, to be selected from the following:

Course Number	Title of Course	Credit
Ed. 550	Foundations of Education ...	3
Ed. 551	Human Growth and Development .....	3
Ed. 619	Advanced Educational Psychology .....	3
Ed. 630	Social Status and Learning...	3
Ed. 653	Psychologic Appraisal of the Individual .....	3

Area b.\* Courses dealing with curriculum, methods and problems of teaching. One or two courses, 3 or 6 semester hours, to be selected from the following:

Course Number	Title of Course	Credit
Ed. 541	Methods of Utilizing Audio-Visual Teaching Aids .....	3
Area b. Ed. 560	Elementary Curriculum Planning and Evaluation...	3
Ed. 561	Secondary Curriculum Planning and Evaluation...	3
Ed. 591	Teaching Reading in the Elementary School .....	3

Area c. Thirty-three semester hours of required graduate courses in library service:

400	History of Books .....	3
409	Evaluation and Selection of Library Materials .....	3
410	Reference Materials and Methods .....	3
414	Children's Literature .....	3
415	Literature for Young Adults .....	3
420	Libraries and Librarianship .....	3
423	School Library Service .....	3
430	Introduction to Library Procedures	3

\*There should be a total of three courses, 9 semester hours from areas a and b.

Course Number	Title of Course	Credit
431 or 432		
431	Cataloging and Classification . . . . .	3
432	Cataloging and Classification for School Librarians . . . . .	3
500	Research Methods in Library Service . . . . .	3
550	Communications . . . . .	3

REQUIREMENTS FOR THE T-6 CERTIFICATE IN SCHOOL LIBRARY SERVICE IN GEORGIA

1. Acceptable score on the National Teachers Examination.
2. The T-5 Certificate.
3. Master's degree in library service.
4. Thirty semester hours of graduate study beyond the master's degree in library service.
5. For the T-6 Certificate students will be required to earn a total of 66 semester hours. This will include the 36 semester hours earned for the master's degree. The 66 semester hours are to be distributed in four areas as follows:

Area a. A minimum of nine semester hours of courses dealing with educational psychology and/or educational sociology to be selected from the following:

Course Number	Title of Course	Credit
Ed. 550	Foundations of Education . . . . .	3
Ed. 551	Human Growth and Development . . . . .	3
Ed. 619	Advanced Educational Psychology . . . . .	3
Ed. 630	Social Status and Learning . . . . .	3
Ed. 653	Psychologic Appraisal of the Individual . . . . .	3

Area b. A minimum of nine semester hours of courses dealing with curriculum, methods and problems of teaching to be selected from the following:

Ed. 541	Methods of Utilizing Audio-Visual Teaching Aids . . . . .	3
Ed. 560	Elementary Curriculum Planning and Evaluation . . . . .	3



Course Number	Title of Course	Credit
Ed. 561	Secondary Curriculum Planning and Evaluation . . .	3
Ed. 591	Teaching of Reading in the Elementary School . . . . .	3
 <b>Area c. Thirty-three semester hours of required graduate courses in library service:</b>		
400	History of Books . . . . .	3
409	Evaluation and Selection of Library Materials . . . . .	3
410	Reference Materials and Methods .	3
414	Children's Literature . . . . .	3
415	Literature for Young Adults . . . .	3
420	Libraries and Librarianship . . . .	3
423	School Library Service . . . . .	3
430	Introduction to Library Procedures . . . . .	3
431 or 432		
431	Cataloging and Classification . . . .	3
432	Cataloging and Classification for School Librarians . . . . .	3
500	Research Methods in Library Service . . . . .	3
550	Communications . . . . .	3
 <b>Area d. Nine semester hours of elective courses in library service and/or subject fields related to the area of special interest to the individual student.</b>		
512	Literature of the Social Sciences . .	3
513	Literature of Science and Technology . . . . .	3
520	Library Administration . . . . .	3
541	Publishers and Publishing . . . . .	3
615	Reading Interests . . . . .	3
623	School Library Supervision . . . . .	3
635	Indexing and Abstracting . . . . .	3
 <b>Area e. Six semester hours of directed research.</b>		
600	Directed Research . . . . .	6

## COURSES OF INSTRUCTION

### BASIC CORE COURSES

409. **EVALUATION AND SELECTION OF LIBRARY MATERIALS.** Attention is given to the basic principles and practices of book selection and the important aids required. Individual assignments include exercises in reviewing, annotating and evaluating books in oral and written form. 3 credits.
410. **REFERENCE MATERIALS AND METHODS.** Introduction to the use and evaluation of general reference materials through discussions and problem solving. Additional experience in applying reference methods and to the analysis and solution of difficult problems which may arise in research and in services of large reference departments. 3 credits.
430. **INTRODUCTION TO LIBRARY PROCEDURES.** The process through which the book goes from publisher to patron: acquisition, cataloging and classification, circulation and reference. Especial attention to records and files kept by each of these departments. Some attention to the care and repair of books and to trade bibliographies. 3 credits.

### REQUIRED COURSES

- COLLOQUIUM.** Field trips to libraries, publishers and library binderies. Talks, discussions and demonstrations by outstanding people in library service and in related fields. All students are expected to attend. No credit.
400. **HISTORY OF BOOKS.** Survey of the origin and development of writing, printing and bookmaking from ancient times to the 19th century. 3 credits.
420. **LIBRARIES AND LIBRARIANSHIP.** An introduction to librarianship as a profession which includes the history, development and current trends of libraries and library agencies. Special attention is given to library programs at the county, regional, state, national and international levels. 3 credits.
- 431 or 432.
431. **CATALOGING AND CLASSIFICATION.** Procedures of technical services emphasizing establishing the main entry, assigning (LC) subject headings, and classification. A comparison of the Library of Congress and Dewey systems with detailed examination of the Dewey classes. Some practical experience provided in actual libraries including the taking of an inventory. Survey of treatment

of non-book materials, *id est*, maps, phono-records, films and filmstrips, periodicals and microreproductions.

Prerequisite: 430. 3 credits.

432. CATALOGING AND CLASSIFICATION FOR SCHOOL LIBRARIANS. Simplified cataloging and classification using Sears List of Subject Headings and the Dewey Decimal Classification Scheme. The use of Wilson printed cards. The construction and maintenance of a pamphlet file including sources of free and inexpensive materials. Simplified procedures for the organization of non-book materials. Maintenance of records and files for a school library, *exempli gratia*, accession, approved buying lists. Utilization of high school and elementary library assistants in library procedures.

Prerequisite: 430. 3 credits.

500. RESEARCH METHODS IN LIBRARY SERVICE. A survey and analysis of research in librarianship and a study of research methods and their application to library service. A requirement of the course is the completion of a research project. 3 credits.

511. LITERATURE OF THE HUMANITIES. Consideration of humanistic literature through the study of significant writers and their books and various literary forms including criticism. 3 credits.

520. LIBRARY ADMINISTRATION. The principles of library organization and administration, library management, finance, personnel, public relations, cooperation, buildings and equipment, statistics and reports. 3 credits.

550. COMMUNICATIONS. A survey of the mass communication media including newspapers, magazines, motion pictures, radio and television in terms of the most recent research relative to structure, control and support, content and audience. Each medium is considered in regard to its effects on the reading of books and on the cultural function of the library in society. 3 credits.

#### ELECTIVES

414. CHILDREN'S LITERATURE. Explores the field of literature for children, including its historical development and current trends. Selection of books and related materials for meeting the interests, needs and abilities of children in school and public libraries is fully emphasized from pre-school up to the adolescent years. 3 credits.

415. LITERATURE FOR YOUNG ADULTS. Discussion, examination and evaluation of contemporary literature and materials available for

young people. Special attention is focused upon the sources for securing these materials, and upon their selection and correlation in curriculum support in the high school and in meeting individual and group needs through free and directed reading.

3 credits.

**423. SCHOOL LIBRARY SERVICE.** Interprets the objectives, standards, organization and administration, and the function of the modern school library as a materials center and vital part of the total school program. Use will be made of specialists, school administrators, teachers, and librarians in identifying current trends, and representative types of school libraries in observing desirable and successful practices.

3 credits.

**512. LITERATURE OF THE SOCIAL SCIENCES.** Reference books, society publications, serials, and significant landmark books are studied in each of the following areas: sociology, government and political science, education and history. Subject specialists are invited to discuss the historical development and the current trends of thought in each of these fields.

3 credits.

**513. LITERATURE OF SCIENCE AND TECHNOLOGY.** A survey of the reference materials and important current titles in general science, biology, geology, mathematics, physics, chemistry, astronomy and technology. Subject specialists are invited to discuss historical development, terminology and current trends in each of these fields.

3 credits.

**521. PUBLIC LIBRARY SERVICE.** The fundamental processes and activities necessary to the operation of a public library are presented. Emphasis is placed on selecting materials and planning quarters which meet specific community needs.

3 credits.

**522. COLLEGE LIBRARY SERVICE.** The integration of the college library in the total educational program of the institution is studied in relation to objectives, organization, support, materials and services. Attention is given to equipment, housing and to methods of stimulating reading on the part of college students.

3 credits.

**541. PUBLISHERS AND PUBLISHING.** Course is devoted to a study of: (1) the history of the publishing industry; (2) certain technological innovations which have affected book production; and (3) present-day aspects such as types of materials, editorial functions, financial status and distribution, advertising and sales methods used by trade, reprint, university and governmental publishers.

3 credits.

600. **DIRECTED RESEARCH.** The selection, formulation and development of a research study in an area of the student's special interest. The successful completion of this project under the direction of faculty advisers will result in a master's thesis. 6 credits.
612. **DOCUMENTATION.** Introduction to the storage and retrieval of recorded knowledge for the use of scholars. Discussion of abstracting, annotating, reviewing and indexing services and techniques. Includes developments in mechanized searching. 3 credits.
615. **READING INTERESTS.** A survey of the role of reading in the total educative process; examination and exploration of significant investigations relating to reading habits, tastes, and interests; critical evaluation of current booklists, factors of readability, and guidelines in choice of materials. 3 credits.
623. **SCHOOL LIBRARY SUPERVISION.** A study of problems and potentials involved in administering a centralized school library system; principles of educational administration; dynamics of education and library cooperation. Designed for the advanced student of school library service. 3 credits.
630. **ADVANCED CATALOGING.** A more critical study of descriptive and subject cataloging principles and practices. Attention is given to the organization of special types of material and to administrative problems of cataloging. Prerequisite: 431. 3 credits.
635. **INDEXING AND ABSTRACTING.** Discussion, examination and evaluation of indexing and abstracting techniques that have been developed in the past twenty years, particularly as applied to scientific information. Discussion of specific techniques used in the indexing and abstracting of technical reports as well as journal articles. 3 credits.
645. **LIBRARY METHODS ANALYSIS.** The course will emphasize the basic principles of organizing and simplifying library procedures, motion economy and layout of work areas for increased efficiency and adoption to library needs. Class sessions are to be supplemented by laboratory exercise and readings in philosophy, terminology and objectives of library work simplification. 3 credits.