

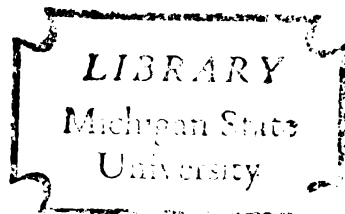
**A REVIEW AND SUMMARY OF LITERATURE
DEALING WITH HOUSING AND FOOD SERVICE
IN COLLEGES AND UNIVERSITIES**

**THESIS FOR THE DEGREE OF M. A.
MICHIGAN STATE UNIVERSITY**

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THESIS

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A REVIEW AND SUMMARY
OF
LITERATURE DEALING WITH HOUSING AND FOOD SERVICE
IN
COLLEGES AND UNIVERSITIES

by
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A THESIS

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M. K.

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THE PROBLEM

Statement of the Problem

In this study, the author proposes (1) to collect bibliographical information concerning both published and unpublished material pertinent to the operation of college and university housing and food service facilities; (2) to review and digest this information to facilitate use of the bibliography; (3) to classify the material for added ease in locating information pertinent to a specific subject under this broad general topic and (4) finally to evaluate the available material and make recommendations for further investigations concerning food and housing operations in colleges and universities.

Significance of the Problem

Early American colleges owed their residential nature to our English heritage. If our cultural influence had come from the Continent, the approach to college housing would probably have been the laissez-faire approach practiced by Germany and Italy.

However, the English plan was not transplanted in its entirety and friction developed between students and faculty. By the beginning of the nineteenth century, student riots and rebellions had become a common occurrence and many colleges, especially in the West and Mid-West abolished the residential plan.

At the turn of the century a movement was started, at the University of Chicago, to re-establish dormitories.¹ This was mainly due to the co-educationalizing of our universities and gradually residence halls for both men and women were reinstated, until in 1932, residence halls were found in three-fourths of American Institutions of Higher Education and were considered well established parts of such institutions.² By 1955, approximately 906,976³ students were living on campus in quarters ranging from reconverted World War II barracks to ivy-covered halls of beauty and distinction.

The early residence halls were a far cry from even the flimsiest of our present temporary construction. The conditions existing at Michigan State University in 1912 can be considered a typical example of the "housing program" of that era. At that time there were three men's dormitories on campus. They housed a combined total of three hundred twenty students, and that was sufficient space for all men who wanted to live on campus. In the largest dormitory, the rooms contained a bed, a mattress, two straight chairs and a study table. The rooms in the other two dormitories were completely unfurnished, the students provided their own furnishings.

1. Conley, W. H. The History of Student Residential Housing. School and Society. 40 (December 1 and 8, 1924), pp. 705-711 and 755-764.
2. Anon. 1955 Fall Enrollment Survey of Men and Women in College. School Life. 33 (January 1956), pp. 5.
3. Hayes, Harold. Student College Halls. New York: Bureau of Publications, Teachers College, Columbia University, 1932, pp. 217.

The heating system was comprised of small coal or wood burning stoves owned by the students themselves. A dormitory housing sixty students had for plumbing fixtures, two iron sinks and four water closets. There was seldom hot water in any of the buildings and even less seldom an opportunity for bathing in any of the buildings. If a student wanted a bath, he wrapped his soap in his towel and took off for the bathhouse which was a little building near the center of campus. It contained a pool twelve feet wide and twenty feet long. It was here the student bathed, when he bathed and it might be added that the water was not changed more often than was absolutely necessary.¹

These conditions gradually improved as schools established that although, attaining "outstanding academic success" while living in temporary quarters is possible, there is a close relationship between the maximum benefits of college education and good living conditions. As a result, most schools today recognize they are educating not a mind but a person and that out-of-class experiences of individuals are just as important as classroom experiences and require fully as much planning and guidance. In developing the "whole student", it would seem that the logical place to provide means for this development is where the student lives and associates with other students - in housing units.²

1. Emory, Lloyd C. The Objectives of Residence Hall Operation. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, December 1954, pp. 6.
2. Siffert, Calvin S. Residence Hall Counseling. Bloomington, Illinois: McKnight & McKnight Publishing Company, 1950, 236 pp.

According to Lind,¹ residence halls can be instrumental in helping integrate academic and social life, can provide opportunities for creative experience through self-expression and can assist in reforming undesirable attitudes through a constructive approach.

S. Earl Thompson, in his doctoral dissertation,² proposes the following as objectives to be aimed at in developing a successful institutional housing program.

1. Significant contributions to an academic environment favorable to scholastic success through assistance to the individual in maintaining incentive, purpose and direction in his scholastic efforts. Provision for liaison with other student welfare agencies to whom the student can go for assistance. Help in the establishment of study habits and time scheduling.
2. Provision for the establishment of a participation in democratic group government through insistence upon the rights and responsibilities of the housing group to govern itself.
3. Encouragement of proper habits for health and recreation through participation by residents in sports programs, provision for exercise and recreation in the time schedule, discussions with individuals concerning problems of personal hygiene, and referrals to the health service or psychiatrist.
4. Encouragement of group and individual social development through helping each resident to become acquainted with the group. Encouraging the development of a social activity program within the house conceived in the service and intimately geared to the needs, interests, and purposes of the particular body of students in which it is to function. Securing the participation

1. Lind, Helva. The College Dormitory As An Emerging Force In The New Education. Association of American Colleges Bulletin. 32 (December 1943), pp. 337-353.
2. Thompson, S. Earl. The Place of Housing In The Student Personnel Program For Institutions of Higher Learning. Unpublished Ph. D. dissertation. University of Illinois, 1943, 306 numbered leaves.

of each resident in the social program of the house and of the larger all-university group.

5. Promotion of personal adjustment to the problems of everyday life in cooperation with other student welfare agencies by helping individuals to meet their problems realistically, with sound judgment and constructive action, after investigation of all reliable sources of information bearing upon the problem under consideration.¹

The true test of the residence hall program, however, is yet to come. It is currently estimated that by 1960-70 we will have a college and university enrollment of 4,000,000 which represents a sixty per cent increase over the maximum of 1946-47. If this anticipated increase occurs, it will mean that physical facilities will have to accommodate sixty per cent more than at present and ninety-four per cent more than were enrolled prior to 1941.² Unless new and added residential facilities are made available, many present and future prospective students will not be able to attend college. This presents one of the greatest educational challenges of our time. A conservative estimate of the cost of providing adequate housing facilities for these prospective students has been set at \$5,500,000,000. This is problem enough in itself but there is the additional factor of staffing these residence halls once they have been constructed, as an interested, well-informed, well trained and qualified staff is essential to the attainment of the above listed objectives.

1. Ibid., pp. 159-160.

2. Becker, George C. and John D. Rort. The College Housing Situation: December 1954. Higher Education. (January 1955).

Unfortunately, for the development of such a staff, the available material, pertinent to college housing and food service, is limited in scope, widely scattered and not generally known. This is due partially to a lack of communication between colleges and partially to the fact that there are so many facets to be considered under the broad general topic of college and university housing and food service.

If the above is a correct statement of the problem, then the significance of this study lies in the fact that here for the first time, is a compilation of all known, available information covering the various aspects of college food and housing services; that each book and article has been reviewed and the pertinent points briefly summarized so that the reader may tell at a glance whether or not the information it contains will be of value to him; that here is a classified listing enabling the busy reader to locate quickly, material on specific subjects that are of particular interest or importance to him; and finally, here is an evaluation of the material that is currently available and recommendations are made for further research that will provide scientifically valid and reliable findings for the use of those engaged in the business of housing and feeding students.

Limitations of the Study

In a compilation of this type, it is difficult to know exactly where to stop. Many books and articles are on the border line and the problem becomes one of what to include and what should be excluded. The author therefore set up an arbitrary criteria for deciding. If it was felt that the material could in any way help those engaged in college feeding or housing to do a more effective job, the article was included.

A second limitation was that the bibliography was limited to include only college operated housing and food service facilities. Although excellent material is available on operations such as fraternities, sororities and off-campus housing, mention is made of this material only if it relates to or can be applied to college operated housing and food service facilities.

The final limitation was in the scope of the study. While a great many of the early books and articles were included as a matter of historical interest and for the convenience of those needing background material for research, the major emphasis was placed on information published within the past twenty years. It was felt that this was the information most needed and of the most value to persons using the bibliography.

GENERAL APPROACH TO THE PROBLEM

After the problem had been defined and the limitations were established, it became obvious that no single method of collecting data would be adequate to give the comprehensive coverage called for by a problem of this scope. It was thus decided to use a multiple approach so as to reduce the possibility that important sources would be overlooked. After considering several possibilities, it was decided that the following methods would yield the best results.

Library Facilities - The first method employed was to utilize the library facilities at Michigan State University and those in the surrounding areas. By this means, most of the more common references - books, articles appearing in periodicals, brochures, published theses and dissertations, published minutes of meetings and conferences and government bulletins were collected, analyzed, summarized and classified.

Questionnaire To Food and Housing Directors - After the library facilities were exhausted, the author turned to people in the field of student feeding and housing for aid in collecting material which either had not been published or had had limited circulation.

A letter¹ explaining the nature of the study and requesting additional references was sent to food and housing directors of

1. See Appendix A.

all colleges and universities in the United States with a student enrollment of 1000 or more. Forms¹ were included in each letter for the convenience of the recipient in submitting the necessary information.

Letters to Publishers of Books, Periodicals and Journals of National Associations - The final method of collecting data was a letter² sent to publishers of books, periodicals and journals of national associations, asking for information published by their company, relevant to college housing and feeding. This last method was to serve a dual purpose. It was a means of uncovering important references that are currently out of print and also served as a check on the thoroughness of the above two sources.

1. See Appendix B.

2. See Appendix C.

ORGANIZATION OF THE STUDY

This study is divided into three parts: In the introduction, the problem is defined, its significance is discussed and the limitations to the study are established. A brief description of the general approach is included.

Part two contains the actual bibliography. This is listed in two forms - one alphabetically by author and one set up by subject matter of the material.

The final section contains the evaluations and conclusions of the author. Areas which have received the most attention, areas which have received the least attention and areas which, in the opinion of the author, need more research are discussed.

HOUSING AND FOOD SERVICE LITERATURE - AUTHOR LISTING

1. Abbott, Henry. Who Purchases Foodstuffs? College and University Business. 14 (May 1943), pp. 6.

Discusses the question of whether the purchasing agent or the food service director should be responsible for the purchase of foodstuffs.

2. Abbott, Frank C. Conference on Student Life. Washington: American Council on Education, Bulletin 57, 1953, 86 pp.

Student life in the United States; a report of the conference held at Haverford College, June 1953.

3. Adams, Arthur S. The Housing Officer As Educator. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July, 1954, pp. 3-10.

Discusses housing from the standpoint of the individuals who are going to live in the housing accommodations, wherever they may be.

4. Adams, Josephine. Sanitary Provisions In Food Handling. American School and University. 9 (1937), pp. 390-401.

Sanitary provisions in food handling are among the most important problems which must be met by any concern serving food to the public. The author discusses areas in food handling where especial care needs to be taken.

5. Adams, L. O. The Finishing of Wood Floors. American School and University. 13 (1941), pp. 190-193.

A brief history of varnish making, improvements that have been made and its application today.

6. Ahern, John J. Must There Be Another Residence Hall Fire? College and University Business. 8 (April 1950), pp. 19-21.

Describes how lives can be saved in residence hall fires.

7. Albright, Preston B. The Place of Residence Hall Organization In the Student Personnel Program. Educational and Psycho-logical Measurement. 11 (Winter 1951), pp. 700-703.

Discussion of the author's opinion that the entire aspect of dormitory management should be included under the university personnel program if the maximum benefits of such programs are to be realized.

8. Allan, Jessie. Women's Dormitories and The Women's Self-Government Association. Journal of the National Association of Deans of Women. 11 (March 1948), pp. 148-149.

How the women's dormitories and the women's self-government association work together on the University of Wisconsin campus.

9. Allen, Henry C. The Design of Study and Sleeping Rooms and Bath Facilities. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 11-17.

Comparison of costs between dormitories with centralized bath facilities and dormitories with a bath between each two study-sleeping rooms. Includes total over-all cost of the various types of buildings, the cost per cubic foot, and what it costs per student to build and equip them.

10. Allen, James. Role Expectations Which Characterize the Position of Head Resident in the Men's Residence Halls, Iowa State College, 1953-1954. Unpublished B.A. thesis. Iowa State College, 1954, 104 numbered leaves.

Attempts to develop a job description by roles, for the student supervisory position in the men's halls, Iowa State College, 1953-1954.

11. Allen, James G. Philosophy of Residence Halls, 1952. Iowa State College, 1952, 3 pp.

Written in 1952 for the orientation of student supervisors (Head Residents) of men's halls at Iowa State College.

12. American Dietetic Association. A Guide To The Selection and Training of Food Service Employees. Minneapolis, Minnesota: Burgess Publishing Company, 1947, 47 pp.

The content of the manual is concerned with preparation for a training program and the program itself. The former emphasizes job analysis, job specification, and the selection of employees; the latter concerns methods of training, outlines for employee training and evaluation of the program.

13. American Dietetic Association. Planning the Floor Layout for the Food Service Department - Part I. Journal of the American Dietetic Association. 23 (January 1947), pp. 34-37.

Part I covers the following: (1)How to start planning; (2)Receiving and storage; (3)the meat and fish unit; (4)the vegetable unit; (5)the cook's unit; (6)the baker's unit and (7)the salad unit.

14. American Dietetic Association. Planning the Floor Layout for the Food Service Department - Part II. Journal of the American Dietetic Association. 23 (February 1947), pp. 129-131.

Part II covers the following: (1)The diet kitchen; (2)the cafeteria and dining room; (3)Tray service; (4)the washing and storage of pots and pans and (5)Dishwashing.

15. American Dietetic Association. Planning the Floor Layout for the Food Service Department - Part III. Journal of the American Dietetic Association. 23 (March 1947), pp. 235-239.

Part III covers the following: (1)Garbage and trash storage; (2)provisions for cleaning; (3)Linen service; (4)Employee facilities; (5)Offices and (6)The sum of the parts equals the whole.

16. American Home Economics Association - Institution Economics Section. Suggested Minimum Construction Standards for School and College Residences. American Home Economics Association. Published Bulletin, 1940.

Discusses minimum construction standards for school and college residences.

17. American School and University. Educational Building In 1953. American School and University. 26 (1954-1955), pp. 65-74.

Discusses the character and amount of educational building during 1953. Includes facts and figures on dormitory building.

18. American School and University. Educational Building In 1954. American School and University. 27 (1955-1956), pp. 65-72.

Discusses the status of school building construction in the United States. Data on the volume and cost of school buildings for 1954 is presented.

19. American Society of Heating and Ventilating Engineers. Guide For 1936 - for Heating, Ventilation, Air Conditioning. New York: American Society of Heating and Ventilating Engineers, 1936, 1000 pp.

Supplies information which can be utilized by colleges, with special reference to improved standards for heating and ventilating systems.

20. Ames, J.W., R.S. Putnam and R.S. Dodge. Recent Dormitories at Smith College. Architectural Forum. 36 (April 1923), pp. 133-136.

Description, plot plan and photographs of three early dormitories at Smith College.

21. Anderson, D.E. Practical Tests for Dishwashing Compounds. Institutional Housekeeping. 36 (March 1955), pp. 7.

This article discusses simplified methods of checking dishwashing compounds, describing the different compounds and how they can best be used.

22. Anderson, Thora K., Sallie Guy and Miriam Morgan. Philosophy and Practices in the Housing of Undergraduate Women in 50 Colleges in the United States. Unreported Study - Syracuse University, 1955.

The study is a survey of philosophy and practices of selected colleges and universities in the areas of (1) room contracts, (2) preferential room selection, and (3) room changes in the housing of undergraduate women.

23. Andrae, Reed. Why Have Competition Between Residence Hall and Union in Providing Income Producing Facilities. College and University Business. 15 (August 1953), pp. 39-40.

Mr. Andrae discusses the controversial question as to whether residence halls should compete with student union buildings in providing income producing services and facilities. He suggests factors to be kept in mind in analyzing the possibility of a competitive relationship between residence halls and student union buildings.

24. Angell, Robert C. The Campus. New York: D. Appleton and Company, 1953, 239 pp.

A study of undergraduate life in American Universities. The chapter particularly relevant to this bibliography is the one dealing with student housing.

25. Ann, Dr. Mary Mildred. B.V.M. Low Cost Modernization Can Dry High-quality Faculties In Food Service. College and University Business. 10 (May 1951), pp. 47-49.

A discussion of how Clarke College determined what means could be used to operate existing kitchen and dining room facilities more efficiently.

26. Ansley, H. Glass Cleaning Can Be Easy - Try These Tips. Industrious Magazine. 33 (September 1953), pp. 65.

Care of glass. A job breakdown of window-washing is presented.

27. Arbuckle, Eugene S. Student Personnel Services In Higher Education. New York: McGraw Hill Book Company, 1955, 352 pp.

The basic purpose of the book is to help faculty members to understand the student-personnel services that are offered on their campus.

28. Arizona State College. Residence Hall Manual. Arizona State College.

Presents a comprehensive picture of residence halls.

29. Arnott, Trevor. College and University Finance. New York: General Education Board, 1942, 202 pp.

A statement of the principles underlying college accounting and the use and care of trust funds, plus a description of a complete, yet simple, system of college accounts which has been tried and found satisfactory.

30. Aronson, Joseph. The Book of Furniture and Decoration. New York: Crown Publishers, 1936, 247 pp.

The author discusses the development of decoration, the elements of decoration, and the principles of decoration.

31. Aronson, Joseph. The Encyclopedia of Furniture. New York: Crown Publishers, 1936, 202 pp.

A reference book on furniture, for the checking of details, the verification of periods, the inspiration of designs and the nature of materials.

32. Ashby, E. Life In A College Housekeeping Apartment. Practical Home Economics. 19 (November 1941), pp. 302-303.

Description of a girl's dormitory at Branch Agricultural College, Cedar City, Utah.

33. Ashby, Eric. A Note On An Alternative To Halls Of Residence. Universities Quarterly. 5 (February 1951), pp. 150-154.

Plan suggested as an alternative to residence halls.

34. Ashby, Eric. University Residence. The Times Educational Supplement. London, England. December 17, 1954, pp. 1020, column 2.

A plan for giving undergraduates most of the benefits of residence without enabling them to reside.

35. Atkinson, A. B. Seven Keys To Good Management. College and University Business. 5 (November 1943), pp. 16.

Good management in college food service is dependent to a great extent upon understanding and application of seven procedures which are discussed in this article.

36. Atkinson, A.B. Tools for Control. College and University Business. 13 (November 1952), pp. 42-43.

The author discusses the menu as the basis for all food control. A selective menu with cafeteria-type service is offered in her college food operation, and the pattern is shown.

37. Atkinson, A.B. Tools for Control of Food Costs. College and University Business. 13 (December 1952), pp. 48-49.

Accompanying this article are six forms which are used in the authors' food service operation as tools for cost control. The use of these forms is briefly described.

38. Atkinson, Alta B. Tools for Control of Food Costs. College and University Business. 14 (January 1953), pp. 48-50.

Illustrates requisition form, purchase record, and perpetual inventory forms used by Teachers College Food Service, Columbia University.

39. Augustine, Grace M. Social Rooms in Dormitories. The Journal of Home Economics. 22 (May 1930), pp. 374-375.

Results of a study conducted to find out the amount and character of the space allowed for social purposes in dormitories.

40. Augustine, Grace. Some Aspects of Management of Residence Halls for Women. New York: F. S. Crofts and Company, 1935, 242 pp.

Considers the persons required to staff and operate the house and food units; the conditions of their employment and labor hours and costs of such service. Also considers menu planning, cooperative residence units and budget of expenditure.

41. Augustine, Grace, T. Dornay and M.M. McKinley. A Study of Food Costs and the Nutritive Content of Foods Served. College and University Business. 10 (April 1951), pp. 46-48.

A study of the relation between cost distribution and nutritive content of food at price levels prevailing during 1948.

42. Augustine, Grace M., Marjorie K. McKinley and Ruth H. Gaertner. The Use of Student Employees. College and University Business. 13 (October 1952), pp. 46-48.

Facts and figures from college food service departments on the use of student employees.

43. Art, Richard G. The Federal Government and Financing Higher Education. New York: The Columbia University Press, 1952, 275 pp.

This volume has three purposes: (1) to describe those federal programs which have had the greatest impact on institutions of higher learning; (2) to examine the long-term development of federal policies affecting the financial support of higher education; and (3) to present the major issues of our times involving relations between the federal government and the nation's colleges and universities.

44. Artell, William B. Standards for and Evaluation of College Residence Buildings. Unpublished M.A. thesis, Syracuse University, 1959.

Discusses site, general structure features, service systems, student rooms and general areas.

45. Baker, Mildred A. Food Cost Control in Colleges. Journal of the American Dietetic Association. 23 (September 1952), pp. 799-801.

Discusses the food cost control which results from (a) proper purchasing, (b) a well-developed test kitchen program as the basis for food production control and (c) the important place of the food supervisor.

46. Baker, Percy. Simplified Storeroom Control. College and University Business. 15 (September 1953), pp. 47-50.

A description of the simplified storeroom control program now in effect at Mississippi State College. A result of the installation of this system is reduced loss and, in consequence, less extensive record keeping.

47. Barber, E.R. The Argentine Ant As A Household Pest. United States Department of Agriculture, Washington, Farmers Bulletin 1101, 1920, 11 pp.

Various methods for isolating food and a satisfactory ant poison to be used as a protection are described.

48. Barton, Henry. Speaking of Operations In Dining Hall and Snack Bar. College and University Business. 16 (May 1954), pp. 50.

Discussion of whether it is better for an institution to handle its own food service operation or to lease its operation to an outside contractor or concessionaire.

49. Baughman, G.F., D.S. Canell and W.P. Long. How To Introduce A System of Food Cost Control. College and University Business. 10 (February 1951), pp. 45-48.

Procedures used in setting up a cost control record system which will provide the means in food value and services for a successful operation are discussed.

50. Baughman, George F. What The College Housing Program Can Do For Your Institution. College and University Business. 12 (April 1952), pp. 19-22.

How the University of Florida found help in solving its housing problem through Title IV of the Housing Act of 1950. This program offers long-term, low interest rate government loans which in turn makes it possible to build self liquidating housing and still maintain reasonable rental charges. Illustrated.

51. Beach, Harold. Seven Ways To Control Food Costs. Institutional Management. 36 (May 1955), pp. 90-103.

A discussion of various ways to control food costs.

52. Beach, Lewis. Dormitory Maintenance. Architectural Record. 99 (April 1946), pp. 122-124.

Mr. Beach throws an impartial light on the effect on maintenance of the two main current styles of dormitory architecture, gothic and colonial. A summary chart of maintenance costs is included.

53. Boddler, Paul. College Architecture. School and Society. 66 (November 8, 1947), pp. 363-365.

The author contends we are influenced by environment with which we surround our lives and conversely that environment should be an expression of what we are in ourselves. He feels college buildings should not be in the Gothic and Renaissance of the past but that they should move with the times and record the change of years and attitudes.

54. Reinbauer, Frank H. The Basic Considerations In Determining Construction Methods for a Given Project. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 23-29.

Factors to be considered in determining construction methods for a given project are discussed. They include (1) site conditions, (2) geographical location, (3) type of structural floor system to be used, (4) degree of fire safety required, (5) a fire raid protection, (6) acceptable finishes, (7) desired life of the structure, (8) reduction of construction time to a minimum, (9) initial construction costs, (10) esthetics of the project, (11) building code requirements and (12) control of the annual charges on the structure.

55. Benson, H.E. Fire Protection Program. College and University Business. 6 (April 1949), pp. 37-38.

Discusses the four phases of adequate fire protection in colleges, which includes: the selection of safe effective equipment; the maintenance of this equipment; inspection of buildings for all hazardous conditions; and the training and education of all campus personnel.

56. Benson, H.E. The Business Manager Looks At Food Services. College and University Business. 9 (November 1950), pp. 46.

The qualifications for becoming a successful food service director in a college situation are listed.

57. Borg, Sigvald. Residence Hall At Montana State College and University Business. 16 (February 1954), pp. 40-43.

Description of the first permanent dormitory on the campus of Montana State. Construction costs, structural details, room descriptions and layouts are included.

58. Borgstromer, John. Chapter 7. Education Outside the Classroom. Part I - Its Function. Fowler, John Guy, Editor. Higher Education for American Society. Madison, Wisconsin: The University of Wisconsin Press, 1949, 427 pp.

The author views the extracurriculum in perspective -- considering its role and possible values in relation to the curriculum and the basic purposes of higher education.

59. Morley, Woodrow W. New Foods Building. College and University Business. 7 (August 1949), pp. 19-21.

Description and floor plans of a new foods building at Pennsylvania State College.

60. Mirren, F. Benefits High With Engineered Plant Colors. Food Engineering. 25 (September 1953), pp. 45.

Describes how color can promote increased worker production, easier maintenance, improved employee morale and greater safety.

61. Blackburn, C.W. Expendable Equipment Required For A Cafeteria. American Restaurant Magazine. 33 (December 1954), pp. 90.

A table of expendable equipment needed for feeding 250 to 400, 400 to 600 and 600 to 1200 people is given to help in cafeteria planning.

62. Blackburn, C.W. Planning, Equipping and Maintaining An Efficient Cafeteria. American Restaurant Magazine. 33 (November 1954), pp. 74.

A checklist for selecting storage and preparation equipment. An outline for maintenance inspection is given. Information on quantities of dishware and tableware to purchase is listed.

63. Blackburn, William E. Now A "Hotel" For Married Students. College and University Business. 19 (December 1955), pp. 29-31.

Description, illustrations and floor plans of the twenty unit apartment building for married students at Union College, Barboursville, Kentucky.

64. Macdowell, T.E. Legality of Revenue Bonds Issued For Building Dormitories. College and University Business. 11 (September 1951), pp. 19-30.

Court decisions on the legality of revenue bonds issued for building dormitories.

65. Blake, Mabelle B. Guidance For College Women. New York: D. Appleton and Company, 1926, 235 pp.

The aim of this book is to analyze the needs of college women from the point of view of guidance, to discuss the place of guidance in colleges for women, and from the material furnished from the studies made, to suggest a tentative program for coordinating in a personnel department all agencies the college has for dealing with student guidance.

66. Maker, Cortrude G. and Katherine W. Harris. Labor Hours And Labor Costs In A College Cafeteria. Journal of the American Dietetic Association. 23 (May 1952), pp. 429-434.

Results of a study which analyzed the labor hours and costs in a college cafeteria to find (1) labor hours, (2) labor costs and (3) receipts.

67. Masire, T. Dawson. Our Experience With Coin Operated Laundry Machines. College and University Business. 6 (March 1949), pp. 32.

Discusses the experience of Radcliffe College with coin operated laundry machines, both those operated by outside companies and those owned by the college.

68. Moch, J.W. Sets Out Sound Routine For Inspection of Food Deliveries. Institutions Magazine. 35 (November 1954), pp. 30.

The author sets up a standard by which a good food operator can get high quality food and save money too, by following this routine for inspecting food deliveries.

69. Moland, Paul A. A Counseling Manual for the Men's Residence Halls at the University of Wisconsin. Unpublished B.A. thesis. The University of Wisconsin, 1951, 33 numbered leaves.

Provides a basic minimum knowledge of the techniques and practices of student counseling in a dormitory type situation.

70. Bock, George Alvin. A Study of the Development of Permanent Housing Facilities for Married Students and Their Families As a Basis for the Design of Such A Project At the University of Virginia. Unpublished B.A. thesis. The University of Virginia, 1955, 29 numbered leaves.

Both the post-war and pre-war history of married housing are presented, together with some examples of outstanding married housing projects. The major part of the thesis is devoted to the development of permanent housing facilities for married students at the University of Virginia. Recommendations include a proposed site, floor plans for campus building groups, floor plans for various sized apartments and a structural section and details.

71. Bond, Richard C. and Lee D. Stauffer. Food Sanitation and/or The Infectious Process. Journal of the American Dietetic Association. 31 (October 1955), pp. 993-996.

Considers two questions: (1) when is food sanitation an important consideration in the infectious process; and (2) when is food sanitation important only in the esthetic sense?

72. Dorrance, Brother C.S.C. How Notre Dame Cut Fuel Consumption. College and University Business. 7 (September 1949), pp. 27-30.

It is the purpose of this article to describe the system as it was originally, to touch briefly on the control system installed and to give in some detail the operating procedure that led to the 23.4% saving in fuel consumption.

73. Bortnick, Alberta. A Contribution to the Standardization of Conditions In College Halls for Women. The Journal of Home Economics. 9 (March 1917), pp. 139-140.

Results of a study to work out the cost of food per capita per month and per day, with the percent of the income spent for each division of foodstuffs and also the expenses of operating, including upkeep and repair.

74. Dounds, H.W. Catering Service On the College Campus. College and University Business. 9 (September 1950), pp. 47.

Discusses how a catering department in the food service organization will provide a source of revenue that can be used to reduce the price of the standard daily menu.

75. Downster, Mylio Albert. The Design Of A College Dormitory For Men. Unpublished M.A. thesis. Michigan State College, 1952.

A study to weave the students' ideals of dormitory arrangement, construction and management into an "ideal dormitory" with the hope that its design will prove instructive as a practical problem in engineering as well as useful when the time comes for construction of such a building.

76. Doxorth, Isaac. Dormitory Design and Equipment. American School and University. 7 (1935), pp. 302-306.

Discusses size of units, location and orientation, the main floor, dining room and kitchen, student rooms, floor and wall finishes and essential equipment.

77. Bradley, L.A. Getting The Most For The Money In Textile Buying. College and University Business. 7 (August 1949), pp. 23-25.

A discussion of standards for textiles, including: (1) sheets and pillow cases; (2) bath towels; (3) hand and face towels; (4) blankets; (5) uniforms; (6) bedspreads and (7) curtains and draperies.

78. Bradley, L.A. Getting The Most For The Money In Textile Buying - Part II. College and University Business. 7 (September 1949), pp. 33-36.

Some facts about fibers which are a requisite part of the knowledge of those who purchase fabrics for institutional use.

79. Brady, Karen. Student Counselor Selection. Personnel and Guidance Journal. 33 (January 1955), pp. 289-292.

Description of an effective program used by the University of Florida in the technique of selection of student counselors.

80. Brattin, Barbara. Summary of Wage and Salary Rates Being Paid In 42 Colleges and Universities. College and University Business. 8 (January 1950), pp. 15.

A summary of wage and salary rates being paid in 42 colleges and universities to nonacademic employees.

81. Braun, Kurt. The Right To Organize and Its Limits. Brookings Institute, 1950, 391 pp.

The right to organize and its limits; a comparison of policies in the U.S. and selected European countries.

82. Brigham, Grace H. Housekeeping for Hotels, Motels, Hospitals, Clubs and Schools. New York: Ahrens Publishing Company, Inc., 1955, 156 pp.

A complete manual with job descriptions of the work of each employee from Executive Housekeeper to Bath Maid.

83. Bright, John Irwin. The School and Its Architect. The American School and University. 1 (1928-1929), pp. 15-22.

A guide to the selection of an architect.

84. Bready, Knute O. A Handbook for School Custodians. Lincoln, Nebraska: The University of Nebraska, 1934, 82 pp.

A handbook for school custodians on the techniques for the care and maintenance of school buildings and grounds.

85. Brodinsky, B.P. Building Codes. College and University Business. 11 (November 1951), pp. 28-32.

The author points out the necessity for improving building codes as an aid in reducing construction costs.

86. Brodner, Carlson and Maschal. Profitable Food and Beverage Operation. New York: Ahrens Publishing Company, Inc., 1955, 160 pp.

Complete information on food and beverage operation - purchasing, receiving, issuing, menu-making, preparation, employee training, budgeting and accounting.

87. Brooks, W.W. Back Siphonage Can Be Prevented. College and University Business. 9 (July 1950), pp. 43-44.

Discusses how back siphonage can be prevented.

88. Brouwer, Paul J. Student Personnel Services In General Education. Washington, D.C.: American Council on Education, 1949, 317 pp.

This report, intended for those who work with students - teachers, counselors, administrators - analyzes ways to identify and satisfy the needs of students through the coordinated use of fact-finding devices and of personnel services.

89. Brown, Joe E. A Brief Analysis of the Financial History of The Texas State College of Arts and Industries. Unpublished M.A. thesis. Texas College of Arts and Industries, 1941, 140 numbered leaves.

The dormitories of the Texas College of Arts and Industries were operating at a loss. Mr. Brown in the capacity of dormitory manager and master's candidate, did this survey of the financial history of the college's dormitories with a view toward reforming financial procedures.

90. Bruce, K. How To Establish Job Training Programs. College and University Business. 13 (April 1955), pp. 46.

Discusses general problems in job training programs and how to establish a sound training program.

91. Bryan, Mary de Carmo. Food Service Picture In College Field In 1951. College and University Business. 11 (October 1951), pp. 45-47.

A discussion of college food service problems in 1951.

92. Bryan, Mary and Etta Hardy. Furnishings and Equipment for Residence Halls. New York: Teachers College, Columbia University, 1933.

A consideration of the requirements and recommendations suggested for furnishings and equipment for residence halls for units of 60, 150 and 400.

93. Bryan, Mary de Carmo. Management and Financial Policies In Food Service. College and University Business. 6 (May 1949), pp. 30-32.

A discussion of management and financial policies in food service in colleges and universities.

94. Bryan, Mary de Carmo. Planning For Dormitory Food Service. Architectural Record. 99 (April 1946), pp. 118-121.

Discusses preliminary considerations in planning dormitory food service and additional details that must be considered.

95. Bryan, Mary de Carmo. What About Food Costs? College and University Business. 1 (December 1946), pp. 34.

Replies from seventy-five colleges and universities were received in a survey of various types of food services. The resulting figures were interpreted to suggest trends and needs.

96. Bryan, Mary de Carmo and Alice H. Habriside. Labor Hours and Costs In House and Food Departments. Journal of Home Economics. 21 (March 1929), pp. 163-170.

The survey here reported was made to gather information which might serve as a suggestive nucleus for further study of operating costs and efficiency in management.

97. Bryant, J.W. To Operate A Food Service Successfully, Cultivate Food Cost Consciousness. College and University Business. 15 (October 1953), pp. 49-50.

Stresses the importance of developing a food cost consciousness in the operation of college dining halls. Major areas of activity in a food service unit are (1)purchasing; (2)receiving; (3)storing and issuing; (4)menu planning and preparation; (5) service and selling; and (6)management which must plan, direct and control.

98. Buchalter, E. Practical Tips On Care Of Stainless Equipment. Food Engineering. 27 (March 1955), pp. 78.

Care of stainless steel to insure desired extra years of trouble free performance.

99. Duntain, W.J. and Annabel Kelley. Coceducational Dining. College and University Business. 9 (December 1950), pp. 6.

The question of the desirability of serving mixed groups in residence hall dining rooms is discussed.

100. Duntain, Willard J. Residence Hall Problems. College and University Business. 6 (April 1949), pp. 42.

The author answers questions concerning replacement of furniture, bed sizes for dormitories, mattresses, utilities and plaster walls in shower rooms.

- 102
101. Burgoyne, James H. A Manual For Fraternity Resident Counselors. Unpublished M.A. thesis. University of Wisconsin, 1949, 33 numbered leaves.

Summary of program, objectives, history and materials used in fraternity Resident Counselors program at Wisconsin.

- 101
102. Duntain, Willard J. This Northwestern Residence Hall Was Built For Maintenance. College and University Business. 10 (April 1951), pp. 32-35.

A description of the planning that was involved in the construction of Sargent Hall on the Evanston campus. Illustrations and floor plans.

103. Burke, Arvid J. Development of State Responsibility for School and College Buildings. American School and University. 13 (1946), pp. 41-46.

A history of the development of state responsibility for school and college buildings.

104. Burnett, Hugh. This Stadium Houses Students. The Nation's Schools. 24 (September 1949), pp. 43.

The Director of Extension, Fort Hays, Kansas State College, describes the conversion of space under the stadium into housing for men students under a cooperative plan of living.

105. Burns, L. Good Food Service Depends On Housekeeping Standards. College and University Business. 9 (December 1950), pp. 45.

Nine ways are listed by which good housekeeping in food service units can save money. These points are followed by a discussion of the three essentials of good housekeeping.

106. Burns, Lee. Automatic Dial System. College and University Business. 9 (August 1950), pp. 28-29.

A short history and description of the telephone system at the University of Wisconsin.

107. Burns, Lee, Frank Buldrin, Alice Holson, J.R. Pringle, Don Kilbourn and F.C. McConnell. Panel Discussion. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Discussion of personnel relation, maintenance procedures, enrollment prospects, advisory systems, assignment and assignment procedures and operating costs as they involve student housing.

108. Burns, Lee. Telephone Facilities. College and University Business. 9 (September 1950), pp. 6.

A discussion of telephone facilities in eleven midwestern universities.

109. Butterworth, Arthur S. Keep It Clean. College and University Business. 7 (August 1949), pp. 31-33.

A discussion of food sanitation as regards (1) food poisoning; (2) insect and rodent control; (3) control of bacteria, both air borne and contact.

110. Butts, Porter. Some Implications of Housing. The Journal of Higher Education. 8 (January 1937), pp. 27-32, cont., 8 (February 1937), pp. 62-74.

A study of student residence at the University of Wisconsin. to discover in detail what the substitute for home environment is, what students do with their non-working time and how one affects the other.

111. Calder, Ralph R. Planning Lounges, Recreation and Office Areas, Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 20-22.

A discussion of the residence hall facilities which will aid students in their inter-personal relationships. These facilities include lounge rooms, recreation rooms and office areas.

112. Caldwell, Frank C. Modern Lighting. New York: Macmillan Company, 1930, 366 pp.

It is the function of this book to record the present status of the science and art of lighting.

113. Califano, A.H. A Practical Approach to the Purchase of Kitchen Equipment, Restaurant Management. 73 (October 1953), pp. 44.

Emphasis is placed on having the correct tools for the job and on keeping pace with the changing needs of the food service operation. A check list of standard kitchen equipment is presented as well as a table on equipment capacity.

114. Canoll, D.S., G.F. Fauchman and W.P. Long. How to Introduce A System of Food Cost Control. College and University Business. 10 (February 1951), pp. 45-48.

Procedures used in setting up a cost control record system which will provide the maximum in food value and services for a successful operation.

115. Carhart, A.H. Beauty and Education. School and Society. 27 (April 7, 1928), pp. 411-413.

The author proposes that the environment of the student, the surroundings through which he walks, his student life, campus beauty or the lack of it, are as powerful and as important factors in his after life, its aspirations and ideals, as anything he can get from printed page or final quiz.

116. Carhart, A.H. Campus Planning Objectives. School and Society. 27 (April 14, 1928), pp. 439-441.

A discussion of the objectives of campus planning such as efficiency, service, economy and beauty.

117. Carhart, A.H. Convenience and Beauty In The Grouping of Buildings On A College Campus. American School and University. 3 (1930-1931), pp. 15-19.

A master plan for campus planning, considering primarily and directly, efficiency, good organization of elements and basically sound design for use.

118. Carhart, A.H. New Campuses for Old. School and Society. 27 (April 21, 1923), pp. 463-469.

The author presents the theory that a well-thought-out campus plan is not a panacea but it has its purpose. A discussion follows of the advantages of such a plan.

119. Carow, D.H. "Day School" Feeding Is Different. College and University Business. 17 (August 1954), pp. 49-50.

Problems in college feeding found when the campus has no "residents", when most students live at home and when feeding is solely a daytime operation.

120. Carlson, Brodner and Maschal. Profitable Food and Beverage Operation. New York: Ahrens Publishing Company, Inc., 1953, 400 pp.

Complete information on food and beverage operation - purchasing, receiving, issuing, menu-making, preparation, employee training, budgeting and accounting.

121. Chamberlain, Marion Lincoln. Ideals In The Administration of the College Dormitory. The Journal of Home Economics. 2 (November 1910), pp. 487.

The author presents her ideals as to what a college dormitory should be.

122. Chambers, M.H. Law and Administration; Judicial Decisions of Housing, Discipline, and Dismissal of Students In State Institutions of Higher Education. Journal of Higher Education. 2 (April 1931), pp. 195-203.

Legal rights of residents in dormitories at educational institutions.

123. Chapman, D.W. Portion Control From Purchasing Point of View. College and University Business. 8 (April 1950), pp. 45.

A description of the program which Purdue University is following for the control of portion costs. The approach has been through predetermination of needs, completing specifications, setting up a competitive buying system and checking and inspection as goods arrive.

124. Chapman, H.J. Guidance In Student Residence Halls. Journal of Higher Education. 17 (January 1946), pp. 26-30.

This article is a discussion of the great value of the residence hall as a place to help the student become more mature. The author discusses the problems to be surmounted before such a guidance system can be inaugurated. Reasons are listed as to why a dormitory is a good place for guidance and the qualifications of a residence hall counselor are given. Steps in setting up a guidance program are discussed.

125. Check, Mary Ashley. Re-Organized Residence Halls. Journal of Higher Education. 7 (October 1936), pp. 371-376.

Discussion of the author's views that the future of residence halls lays in the integration of the academic and non-academic life.

126. Chicago Commercial Trades Institute. Practical Upholstering. Chicago, Illinois: Chicago Commercial Trades Institute, 1953.

A work-book for upholstery.

127. Clark, C.H. ^A How To Win Staff Approval for New Sanitation Program. Institutions Magazine. 31 (August 1952), pp. 2.

Michigan State College's sanitation program is described, and the need for wholehearted cooperation of all employees is stressed.

128. Clarke, Helen I. College and University Cooperative Houses For Women Students. Journal of the American Association of University Women. 18 (March 1925), pp. 13-17.

A study of cooperative house provisions for women students.

129. Clarke, James F. Dayton Remodels Kitchen Facilities and Dining Room. College and University Business, 16 (March 1954), pp. 47-50.

Floor plans, description and illustrations of the newly remodeled kitchen and dining room at the University of Dayton.

130. Clark, Janet Howell. Lighting In Relation To Public Health. Baltimore: Williams and Wilkins, 1924, 185 pp.

A discussion of the medical and physiological aspects of the science of illumination.

131. Clark, Selby, Daryl Hagie and Wilfred Landrus. Discipline In College Residence Halls. Personnel and Guidance Journal, 21 (December 1952), pp. 189-193.

The article sets up guideposts for achieving a desirable state of discipline in residence halls. It emphasizes that discipline measures ought to help students develop into well adjusted individuals, able to maintain their individuality and at the same time adapt to the needs of the group.

132. Clawson, Augusta. Equipment Maintenance Manual. New York: Ahrens Publishing Company, Inc., 1953, 48 pp.

Easy-to-read charts devoted to fifty-eight different pieces of kitchen equipment, serve the dual purpose of training employees in the care of equipment and of lengthening its life.

133. Cocking, Walter D. College Dormitories. American School and University, 16 (1944), pp. 95-97.

Both a bibliography and an observation on the shift in emphasis - from the college dormitory as a "boarding house" to its acceptance as an educational laboratory.

134. Cole, Albert M. The College Housing That NHEA Loans Built. Architectural Record, 117 (January 1955), pp. 151-154.

A progress report, including representative examples of projects financed under the program.

135. Cole, Arthur C. A Hundred Years of Mount Holyoke College.
New Haven: Yale University Press, 1940.

A history of Mount Holyoke, including comments about the early residence halls and dining facilities.

136. College and University Business. Building Costs Survey.
College and University Business. 8 (February 1950), pp. 19.

A survey of building costs, including type of construction, total cost, contract costs, cubic foot costs and approximate wage rates.

137. College and University Business. Building Costs Survey.
College and University Business. 9 (July 1950), pp. 42.

A survey of college building costs, including type of construction, total cost, contract costs, cubic foot costs and approximate wage rates.

138. College and University Business. Is Now The Time To Build?
College and University Business. 7 (November 1949), pp. 7.

A survey of building costs, including type of construction, total cost, contract costs, cubic foot cost and approximate wage rates.

139. College and University Business. Survey of Building Costs In Colleges. College and University Business. 10 (January 1951), pp. 23.

A chart showing comparative college building costs pertaining to type of construction, total cost, cubic foot cost, general construction costs and approximate wage rates for electricians, bricklayers, masons, plumbers and carpenters.

140. College and University Business. Survey of Building Costs In Colleges. College and University Business. 10 (February 1951), pp. 30.

A chart showing comparative building costs pertaining to the type of construction, total cost, cubic foot cost, general construction costs, and approximate wage rates for electricians, bricklayers, masons, plumbers and carpenters.

141. Collier, Kenneth M. Analysis of The Financial Status of Mens' and Womens' Residence Halls of Selected State Teachers' Colleges. Unpublished Ph. D. Dissertation. Indiana University, 1953.

Financial status of residence halls of selected teachers' colleges - sources of income - cost of construction - expenses for maintenance and operation - disbursement of funds and the proportions in which funds are used in the women's and men's residence halls.

142. Collins, J.J. Planning School Floors. The American School and University. 22 (1950-1951), pp. 341-348.

An extensive study on various types of flooring for schools. Also discusses floor maintenance.

143. Cook, E.B. Low Dining Fees, High Food Costs. College and University Business. 1 (December 1946), pp. 35.

Some of the innovations that will help keep dining fees down.

144. Cook, Harold. Plastics for Institutions. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Background data on the Dow plastics, their characteristics, some of their properties and a few of their uses in the college housing field.

145. Cope, Harold C. Small College Laundry. College and University Business. 9 (December 1950), pp. 38-40.

A description of the laundry facilities at Earlham College and how it has proved economical for them to maintain their own laundry facilities.

146. Corbett, MacLurray and Wurster. Girls' Dormitory for the University of California. Architectural Forum. 79 (July 1943), pp. 48-51.

Description, floor plans, photographs, room plans and construction outline of a girls' dormitory for the University of California.

147. Corbin, Alberta. Methods of Obtaining Legislative Appropriations For Women's Dormitories At Kansas Institutions. Proceedings of the National Education Association. 60 (1942), pp. 723-731.

The author discusses how legislative appropriations for women's dormitories at Kansas institutions were obtained.

148. Coulter, E. Horton. College Life In The Old South. Athens, Georgia: The University of Georgia Press, 1923, 320 pp.

A history of the University of Georgia, including descriptions of early dormitories and food service facilities.

149. Coffey, Dr. W.H. The History of Student Residential Housing. School and Society. 40 (December 1, 1934), pp. 705-712, cont., 40 (December 8, 1934), pp. 753-764.

The author reviews the history of student residential housing in the belief that an awareness of the influences of former times may be expected to illuminate and perhaps give better direction to present and future practices.

150. Corling, Donald J. How Much Money Does A College Need? School and Society. 32 (July 5, 1930), pp. 6-10.

A discussion of how much it cost in 1930 to operate a four year college of liberal arts that is to represent without extravagance all the essential features of a good college.

151. Craig, K. University of Idaho Makes Dormitory Boarding System Pay. American Restaurant Magazine. 26 (May 1942), pp. 61.

A description of the University of Idaho's boarding system.

152. Crenshaw, Mary C. and Joseph W. Crenshaw. Notes To An Architect. College and University Business. 14 (March 1953), pp. 34-35.

Discusses building planning and design in terms of a fireproof residence hall for 100 students.

153. Cress, Earl H. Determining Factors Of A Sound Self-Liquidating Project. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August, 1951.

The author suggests some factors which should be considered in connection with a sound self-liquidating college housing program.

154. Cross, Earl H. Residence Hall Bond Issues From The Standpoint of The Educational Institution and The Investment Company. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 43-47.

Stresses the point that if the sources of funds are to be made available to finance the residential housing projects to come, and the best terms are to be secured, then a middle-of-the-road program in relation to capital outlay for the project, as well as operating budgets, will secure the best support of the lending institutions.

155. Crossen, Marion H. The Student Assistant In The Dormitory. Journal of the National Association of Deans of Women. 19 (October 1946), pp. 27-29.

A discussion of the role of the student assistant in the college dormitory.

156. Crow, Lester D. An Introduction To Guidance Principles and Practice. New York: American Book Company, 1951, 430 pp.

Discusses the all-inclusive aspect of guidance and the development of a guidance attitude. Chapter 17 is a discussion of guidance in the college situation.

157. Crow, R.R. An Organized Approach To Training. Personnel. 23 (May 1947), pp. 446.

A review of the steps to be taken in developing a training program. The nine procedures discussed are given in the general order in which they should be completed. They are applicable to any situation.

158. Dahl, Crete H. Housekeeping Management In Hotels and Institutions. New York: Harper & Brothers, 1931, 427 pp.

Housekeeping management in hotels and institutions - purchasing, upkeep and administration.

159. Dahl, Crete H. How To Buy Bedding. Stamford, Conn.: The Dahls, 1940, 143 pp.

Bedding manual for professionals - purchase, use and care of mattresses, springs, pillows, sheets, blankets and spreads. A buyers' dictionary of 250 terms.

160. Dahl, J.O. Beef Purchase Standards. Stamford, Conn.: The Dahls, 1941, 175 pp.
- Beef purchase standards and their use for quantity cookery.
161. Dahl, J.O. Chef's and Stewards Handbooks for Quantity Cookery Profits. Stamford, Conn.: Dahl Publishing Company, 1949, 92 pp.
- Food control for hotels, restaurants and institutions.
162. Dahl, J.O. Coffee Selection, Preparation and Service. Stamford, Conn.: The Dahls, 52 pp.
- Coffee selection, preparation and service for quantity cookery.
163. Dahl, J.O. Dictionary of Menu Terms. Stamford, Conn.: The Dahls, 47 pp.
- A dictionary of menu terms.
164. Dahl, J.O. Food and Menu Dictionary. Stamford, Conn.: The Dahls, 1938, 96 pp.
- Food and menu dictionary with two thousand menu terms, cooking terms and wines and spirits.
165. Dahl, J.O. Kitchen Management. New York: Harper & Brothers, 1928, 346 pp.
- Kitchen management and construction, planning and administration.
166. Dahl, J.O. Menu Making For Professionals In Quantity Cookery. Stamford, Conn.: The Dahls, 1939, 205 pp.
- A reference book for food executives in hotels, restaurants, clubs, fountains, cafeterias and institutions.
167. Dahl, J.O. Storeroom Management and Control for Quantity Cookery Profits. Stamford, Conn.: The Dahls, 1945, 64 pp.
- Storeroom management and control for quantity cookery profits.



168. Dalman, Murray A. What Shall We Tell The Architect? The American School and University. 9 (1930-1931), pp. 33-37.

Suggests some of the small problems which must be answered in terms of local differentiation from general standards to fit the specific needs of the educational program.

169. Daly, R.C. The Selection of Materials for Interior and Exterior Finish from the Standpoint of Utility and Durability. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 28-32.

A discussion of points to consider when selecting materials for interior and exterior finish from the standpoint of both utility and durability.

170. Dana, A.W. Basic Principles of Kitchen Layout. Restaurant Management. 60 (March 1947), pp. 43.

The fundamentals of modern kitchen planning. A list of fifteen fundamental food service layout principles are given.

171. Dana, Arthur W. Food Service Equipment. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 36-40.

A threepoint approach, from the standpoint of who, particularly who selects and participates in selection; the why, the principles and criteria that are involved; and the what, some illustrations or examples of these principles and criteria.

172. Dana, A.W. Layout Principles for Quantity Service Kitchens. Hotel Management. 51 (March 1947), pp. 41-43, cont., 51 (April 1947), pp. 50-52 and 51 (June 1947), pp. 42-47.

A discussion of the foremost fundamentals of modern kitchen planning.

173. Dana, A.W. Planning A Modern Potwashing Department. Restaurant Management. 74(April 1954), pp. 50.

The do's and don'ts to be considered in planning a scullery are detailed briefly. Machine potwashing in large operations is discussed and three types of machines are illustrated.

174. Day, A.W. Principles of Kitchen Layout. Hotel Management. 52 (September 1947), pp. 58.

This article is concerned with receiving and storage problems. It discusses installing a freight elevator, disposing of garbage and rubbish, selecting the right scales, using trucks or slides, locating the storeroom properly, handling meat in storage areas, modern food handling equipment and how to store perishables.

175. Davonport, W.A. The Efficient Use Of Vacuum-Cleaning Equipment. American School and University. 14 (1942), pp. 165.

Describes the economy and increased cleanliness resulting from the use of vacuum-cleaners.

176. Davidson, E.V. A Simplified Student Program for Women's Dormitories. Teachers College Journal. 22 (October 1950), pp. 6-7.

This article is a description of the student assistant program put into effect at Marquette State Teachers College in the fall of 1950. Topics discussed in the weekly training sessions are given. An evaluation of the program by the counselors is included.

177. Davidson, Mary B. Some General Specifications for Items Required for Adequate Residence Halls. Berkeley, California: University of California, 1947.

A discussion of some general specifications for items required for adequate residence halls.

178. Davis, Farry-Fern. Better Lawns for Schools and Colleges. American School and University. 15 (1943), pp. 130-132.

Maintenance of a good, dense, uniform stand of grass on lawns.

179. Davis, I. Clark. Analysis of A Graduate Program For College Student Personnel Work Based on Determined Criteria. Unpublished Ph. D. dissertation. Indiana University, 1955.

Determination of criteria for graduate programs for college students personnel work; and analysis of policies and educational practices of graduate programs of study for college student personnel work at Indiana University in terms of these criteria.

180. Davis, Ruth E. What Furnishings Should Be Provided In A College Room? College and University Business. 3 (February 1950), pp. 17.

A discussion of the furnishings that should be provided in a college room.

181. Davis, William H. Food Service Director Should Talk It Over With College Business Officer. College and University Business. 11 (August 1951), pp. 45-46.

The food director should discuss with the business manager his financial allocation, his objectives, and the long range program of the university.

182. Davis, William P. Methods of Financing New Construction. College and University Business. 9 (August 1950), pp. 19-22.

Results of a questionnaire to learn what colleges and universities were doing to finance new construction.

183. Deakin, Doris M. Mount Holyoke Builds A Five-Story Student Residence. College and University Business. 7 (September 1949), pp. 17-19.

Description, floor plans and details of construction of a five-story residence at Mount Holyoke.

184. Decker, George C. and Rork. College Housing Amendments of 1955. United States Department of Health, Education and Welfare - Office of Education, Washington, 1955, 4 pp.

Discusses the amendments to the College Housing program which were approved by the 84th Congress.

185. Decker, George C. College Housing Loan Program. Higher Education. 8 (November 15, 1951), pp. 69-71.

A discussion of the college housing loan program. Includes the need for the program, provisions for securing a loan, administration of loans, demand for college housing loans, problems to be met and conclusions.

186. Decker, George C. and John B. Rork. The College Housing Situation: December 1954. United States Department of Health, Education and Welfare - Office of Education, Washington, 1955, pp. 4.

Discusses the present college housing situation, the developing crisis in housing and the outlook for the future.

187. Demson, Thomas. Maintenance of School Grounds. American School and University. 12 (1940), pp. 217-222.

Maintenance problems may be grouped under the several types of areas found in average school grounds - turf areas, pavements, trees, shrubs, and other plants.

188. Donberry, J.H. Adequate Cost Control Depends On Proper Food Buying Procedures. College and University Business. 10 (March 1951), pp. 45-46.

Discusses the following approach for food procurement: (1) find what foods are available that satisfy the needs; (2) develop specifications to serve these requirements; (3) use purchasing procedures that best apply to a situation; (4) check all food deliveries to ensure satisfactory compliance with specifications.

189. Dickerson, Ray. Methods of Reducing the Cost of Residence Hall Construction. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 32-35.

Discusses the importance of determining first what is wanted and then discussing it with the architect and contractor so the cost can be determined before putting the plans on the market.

190. Dodge, E.S., J.W. Ames and K.S. Putnam. Recent Dormitories At Smith College. Architectural Forum. 38 (April 1923), pp. 123-126.

Description, plot plan and photographs of three early dormitories at Smith College.

191. Daring, T., Grace M. Augustine, and M.M. McKinley. A Study of Food Costs and the Nutritive Content of Foods Served. College and University Business. 10 (April 1951), pp. 46-48.

A study of the relation between cost distribution and nutritive content of food at price levels prevailing during 1943.

192. Dorough, J.D. Pest Control. College and University Business. 15 (August 1953), pp. 48.

States that there must be cooperation between the various departments on the campus and the pest control operator. Each department should do all it can to keep its buildings and premises in sanitary condition and the pest control operator must make periodical inspections and treatment if pest control is to be satisfactory.

193. Dorset, M. Some Common Disinfectants. United States Department of Agriculture, Washington, Farmers' Bulletin 926, 1918, 12 pp.

Indicates briefly, the properties and uses of some of the disinfectants that are commonly used.

194. Dorton, M. Dining Hall Looks To The Future. College and University Business. 4 (January 1943), pp. 23.

The construction of the new dining hall at McMurtry College, Abilene, Texas is described here. The plans are illustrated, equipment in the kitchen and dining room is listed and construction data is given.

195. Downes, Martha. The Student Personnel Policies and Practices of 151 Institutions Entered in Teacher Education. Ontario, New York: American Association of Teachers Colleges, 1940, 67 numbered leaves.

A survey of living conditions in 151 teachers colleges.

196. Draper, C. Food Waste Is Wasting Your Profit. Institutional Feeding and Housing. 5 (July 1955), pp. 2.

The author contends that if the food operator will take care of waste, his food cost will take care of itself.

197. Draper, E.S. Planning of School Grounds by the Landscape Architect. American School and University. 2 (1929-1930), pp. 173-177.

Principles of landscape planning, including consideration of the practical requirements of the problem as well as the beauty of the completed development.

198. Draper, Lynn H. and Habelle G. McCullough. The Housing of Foreign Students. The Journal of Higher Education. 24 (January 1953), pp. 35-38.

The philosophy of the University of Minnesota regarding the housing of foreign students.

199. Dumas, P. Food Service Space Allocations Subject of Fellowship Study. Institutions Magazine. 29 (August 1951), pp. 1.

A report of "Institutions" study of blue-prints and space allocation data from nearly 200 of the nations' leading mass feeding establishments is presented.

200. Duncan, F.D. Apartment Dormitory for Women of the Faculty Staff. College and University Business. 16 (March 1954), pp. 41-45.

Description and floor plans of an apartment-dormitory which has provided a satisfactory answer to the problem of faculty housing for women at East Carolina College.

201. Dunaway, Margaret. A Study of Certain Group Living Problems In Women's Residence Halls. Journal of the National Association of Deans of Women. 15 (March 1952), pp. 124-130.

The study investigates student problems as defined by students and records their reactions as to how the problems should be solved.

202. du Von, Jay. Federal Aid In Residence Hall Financing. Residence Hall Planning Conference. Michigan State College. East Lansing, Michigan, 1954, pp. 47-51.

A discussion of what the College Housing Program can do for an institution as well as what it cannot do.

203. Dyer, Thomas F. Design of Heating and Ventilating Systems for School Buildings. Heating and Ventilating. 27 (September 1930), pp. 66-70.

It is the purpose of this article to describe systems applicable to various types of rooms, and which have given satisfactory results.

204. Easton, A. Five Factors That Affect The Appetite Appeal of Food. Hotel Management. 54 (October 1948), pp. 84.

This article discusses the five factors which affect the appetite appeal of food: contrast in color, form, flavor, texture and temperature.

205. Eberlain and McClure. Practical Book of Period Furniture. Philadelphia: J.B. Lipincott Company, 1914, 371 pp.

The practical book of period furniture, treating furniture of the English, American colonial and post colonial and principal French periods.

206. Edwards, Harlan H. Preservative Treatment Of Woods. College and University Business. 7 (October 1949), pp. 35-37.

Describes how preservative treatment of wood in construction proves to be inexpensive insurance against warping and splitting.

207. Eilers, Habelle. Prolonging The Life Of Food Service Equipment. American School and University. 15 (1943), pp. 247-250.

Methods and means of preserving food service equipment.

208. Elliott, Lucy Aiken. Light Housekeeping Among College Students. The Journal of Home Economics. 23 (December 1931), pp. 1130-1132.

A discussion of how students dietary habits can be improved.

209. Engelhardt, H.L. and Fred Engelhardt. Planning School Building Programs. New York: Bureau of Publications, Teachers College, Columbia University, 1930, 570 pp.

A comprehensive treatise on all phases of school plant analysis. Treats critically and completely the techniques and principles involved in plant planning.

210. Engelhardt, N.L., C.E. Reeves and Carl West. Survey Data Book and Standards for Operation and Maintenance of Physical Plant in Colleges and Universities. New York: Bureau of Publications, Teachers College, Columbia University, 1935, 143 pp.

The operation and maintenance of physical plant in colleges and universities. Information included can be used to train the operation and maintenance staff now in service or to make a comprehensive survey of conditions to be found in any one single plant.

211. Ennes, Norborne S. Start Early To Select Hardware for That New Building. College and University Business, 16 (June 1954), pp. 24-26.

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212. Ensign, P. Training Program for Student Workers. College and University Business, 18 (June 1955), pp. 49.

A description of the training program for student food service personnel which was instituted at Illinois State Normal University.

213. Erfft, Kenneth R. What Is An Adequate Maintenance Program? College and University Business, 9 (December 1950), pp. 42-44.

The author discusses an adequate maintenance program in relation to the budget.

214. Esplin, Shirley. Students Appreciate Apartment Dormitory. Journal of Home Economics, 43 (March 1951), pp. 204.

A description of a housekeeping apartment-plan women's dormitory at Branch Agricultural College.

215. Ever, Bernard Canon. College Study and College Life. Boston: H. G. Parker, 1917, 225 pp.

A discussion of the aims and methods of college study and the various features of college life.

216. Fair, E.W. Preventive Maintenance. Buildings and Building Management. 46 (May 1946), pp. 34.
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217. Fairbrook, P. Payroll Cost Control. College and University Business. 16 (January 1955), pp. 44-45.
Preplanning the use of labor as a basic factor affecting payroll costs.
218. Fairchild, Margaret. New Unit For Food Service. College and University Business. 15 (September 1953), pp. 46-48.
Description and illustrations of the new food service unit at Simmons College.
219. Federal Housing Administration. Space and Equipment for Rental Housing. Washington, D.C.: Federal Housing Administration, Superintendent of Documents, U.S. Government Printing Office, F.H.A. Form 2467, 1950.
Space and equipment for rental housing as regards kitchens, dining spaces, bathrooms, and public stairs.
220. Feiss, Carl. Planning Problems of Colleges and Universities. American School and University. 20 (1946-1949), pp. 32-37.
A general plan for physical development or re-development is essential to the smooth functioning of the educational program.
221. Felsted, Leon Wise. Dormitory Counseling and Social Adjustment. College and University Magazine. 24 (April 1949), pp. 370-388.
Facilities necessary for housing to function within the personnel services of an institution.
222. Ferrey, Dorothy L. Menu Planning. College and University Business. 7 (December 1949), pp. 29-31.
Discusses twenty factors the dietitian must consider in planning her menu.

223. Ferrey, D.L. Precosting Menus In A Questionable Practice. Colleges and University Business. 9 (October 1950), pp. 45.

The author questions the practice of some colleges of costing menus before use and presents a discussion of the disadvantages of precosting menus in a college situation.

224. Figon, Milton. Deep Tunnel Heating At The University of Minnesota. Heating and Ventilation. 30 (August 1941), pp. 15-20.

A description of what is believed to be the largest university plant in the nation. Includes illustrations, tables and a plan of the University of Minnesota's campus showing location of pipe tunnels.

225. Fitch, K. Sanitation. Food Engineering. 25 (October 1953), pp. 92.

A description of the "scientific revolution" in food plant sanitation in the last quarter century. The author suggests various types of in-plant and outside control.

226. Flikelid, Jens. Proper Care of the Various Types of Floors. American School and University. 10 (1937), pp. 209-214.

Floor care and maintenance should be planned with the thought of protecting a large investment, improving the general appearance of the building, keeping the building sanitary and clean and accomplishing this at the lowest cost possible.

227. Ford, Fred C. Salary Survey. Colleges and University Business. 14 (January 1953), pp. 36-37.

Report of a salary survey of top management positions, including dormitory manager and food services director, by type of school and student enrollment.

228. Ford, Willard S. Arrangement and Equipment of School Cafeteria Kitchens. American School and University. 5 (1922-1923), pp. 220-291.

Proper planning of the school cafeteria kitchen.

229. Foster, Emory, W.B. Brookover, Carl M. Horn, and J.F. Thaden. Enrollment Forecasts and Survey of Dormitory Requirements of Michigan State Teachers Colleges 1955-1965. Unpublished Report - Michigan State University, October 1955, 49 pp.

The first portion of this report is devoted to the analysis of general population trends related to college enrollments. This is followed by the forecasts of total college enrollments and specific forecasts for the five state teachers colleges. The report concludes with an analysis of student housing needs and recommendations for the construction and financing of dormitories and related facilities.

230. Foster, Emory, W.J. Buntain, Edith McCollum. Furnishing Residence Halls. College and University Business. 10 (June 1951), pp. 6.

A discussion of the question of which system has proved more effective in decorating or furnishing a residence hall - to have the work done by contract with an outside decorating and furnishing organization or for the university to handle its own.

231. Foster, Emory, F. McConnell, P. Mannan, R.B. Stewart, F.P. Hints and S.E. Thompson. Married and Graduate Student Housing. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 49-56.

A discussion of national trends regarding married and graduate students, trends at the University of Wisconsin with reference to the requirements and demands for housing of graduate students, attitudes to be considered in married and graduate student housing, administration and operation of temporary married student housing facilities and what should be done about housing for married and graduate students.

232. Foster, Emory. Married Student and Faculty Housing. Speech presented at Southern Association of College and University Business Officers. New Orleans, April 1955.

A description of and cost construction data for the married student apartments at Michigan State University.

233. Fowler, Nina Faye and Bessie Brooks West. Food for Fifty. New York: John Wiley and Sons, Inc., 1950, 124 pp.

A textbook that shows how to plan, prepare and serve food for groups larger than a family.

234. Francis, A. G. Cafeteria Planning and Layout. College and University Business. 5 (November 1948), pp. 23.

This article deals with the procedure involved in planning a cafeteria. The steps to be considered in such planning are enumerated. Illustrated in the article are layouts for open and enclosed kitchens and for different types of counter turns.

235. Frankl, Paul T. Space for Living. New York: Doubleday, Doran and Company, Inc., 1938, 111 pp.

A book of creative interior decoration and design.

236. French, Irvin K. Economy Built In and The Cost Factor Engineered Out. College and University Business. 12 (April 1952), pp. 38-40.

Mr. French points out that it is still possible in 1952 to build residence halls for a cost per occupant that closely approximates prewar costs.

237. French, Irvin K. Faculty Housing. College and University Business. 13 (November 1952), pp. 6.

A discussion of the question to what extent an institution should supply housing to its staff.

238. French, Leigh Jr. Common Rooms and Dining Halls. Architectural Forum. 43 (December 1925), pp. 337-340.

Descriptions of various college and university dining and common rooms. Illustrated.

239. Froxman, A.A. Five Steps To Effective Institutional Buying. Hospital Management. 65 (June 1943), pp. 96.

Five basic steps to institutional buying are given considerable attention. Step one suggests the buyer gain as much information as possible from his established sources of supply.

240. Froeman, A.A. Five Steps To Effective Institutional Food Buying. The Hotel Monthly. 56 (June 1948), pp. 35.

Particular emphasis is placed on determining what best fits ones needs; and on written specifications covering foods regularly used and purchased. Also included are food charts giving information on food servings and on cost per serving of canned goods.

241. Froeman, A.A. Five Steps To Effective Institutional Food Buying. The Hotel Monthly. 56 (July 1948), pp. 22.

This article is concerned with working out a buying procedure and deciding on a course of action. Sixteen points to consider before adopting a particular buying procedure are enumerated and discussed.

242. Froeman, A.A. Five Steps To Institutional Food Buying. The Hotel Monthly. 56 (August 1948), pp. 40.

More suggestions for preparing practical food buying procedures. The major restrictions in government purchasing procedures are also outlined.

243. Froeman, A.A. Five Steps To Effective Institutional Food Buying. The Hotel Monthly. 56 (September 1948), pp. 31.

Open market buying and negotiated buying are the two purchasing methods discussed. Reference is made to the buying program of Purdue University. Checking and inspection of all deliveries is considered.

244. Fry, L.W. This Building For Food Only. College and University Business. 3 (April 1947), pp. 15.

Description, floor plans and flow chart for the food service building at the University of Michigan.

245. Caertner, Ruth H., Grace H. Augustine, and Marjorie M. McKinley. The Use of Student Employees. College and University Business. 13 (October 1952), pp. 46-48.

Facts and figures from college food service departments on the use of student employees.

246. Galliher, Roger F. A Development of Rensselaersink for Permanent Homes. Unpublished M.A. thesis. Rensselaer Polytechnic Institute, 1954, 300 numbered leaves.

A technical treatment of a housing development, including graphs, plot plans, floor plans and specifications.

247. Gallistel, A.F. Good Maintenance. College and University Business. 7 (December 1949), pp. 32-33.

Discusses maintenance practices which are necessary to arrest deterioration of the plant.

248. Gamble, Guy C. The Improvement of Cafeteria Service. American School and University. 3 (1930-1931), pp. 402-403.

Problems involved in receiving supplies and the care of foods of various kinds after they have been received are carefully outlined.

249. Garland, Frances. Institutional Linens. College and University Business. 9 (July 1950), pp. 45-46.

A discussion of what to consider when purchasing institutional sheets, pillow cases, table linens, towels and blankets.

250. Geary, Blanche. Considerations Governing Preparation of Floor Plans for Women's Dormitories. Proceedings of the National Education Association. 60 (1922), pp. 717-721.

The author discusses the various considerations governing preparation of floor plans for women's dormitories.

251. Geren, Preston H. Dining Hall Facing Dormitory Row, At Denton, Texas. College and University Business. 7 (September 1949), pp. 22-24.

Description and floor plans of a dining hall at Texas State College for Women which replaces two student dining halls and a public cafeteria.

252. Gibbs, Elizabeth. College Dormitory Plan Elements. Architectural Record. 99 (April 1946), pp. 127-129.

A check-list of recommended practices for student bed and study rooms, bath and toilet facilities, social and recreational rooms, administrative utility elements and student utility elements.

253. Gibbs, E.C. Cross Educating the Residence Hall Staff. Journal of Home Economics. 34 (January 1942), pp. 17.

Suggested courses for students preparing for positions in residence halls.

254. Gibbs, E.C. Democratic Living In A College Residence Hall. Journal of Home Economics. 31 (January 1939), pp. 365-368.

A report of the Columbia Teachers College experiment of permitting six hundred women graduate students to prepare their own meals within a college-operated dormitory.

255. Gibbs, Elizabeth C. Housekeeping In Dormitories. Journal of American Dietetics. 17 (April 1941), pp. 336.

Discusses three important factors in housekeeping administration: (1) schedules and standardized instructions, (2) cooperation and fair treatment and (3) inspection.

256. Gilbert, F.L. A New Approach to Cleaning. Buildings. 47 (August 1947), pp. 23.

Stresses the inadequacy of present day cleaning methods. The author presents a formula for determining the cleaning area to be allotted to cleaners.

257. Gleason, Nellie. Don't Ignore The Food Director When Planning A Kitchen. College and University Business. 13 (August 1952), pp. 47.

The food director is the most logical person to ably see the present minimum needs and foresee possible needs for the future in planning a kitchen.

258. Gleason, Nellie. Food Service Costs Include Administrative Expense Too. College and University Business. 11 (August 1951), pp. 44-45.

A discussion of the various costs in operating a food service department.

259. Gleason, Nellie. How One Small College Sets Up Its Food Service. College and University Business. 5 (November 1949), pp. 19.

The layout of the kitchens at Grinnel College and their personnel are discussed, as are personnel policies. The responsibilities of the food service director and of the dietitians are described and the dining room service is discussed.

260. Gleason, Nellie. Rating Scale for Waiters. College and University Business. 10 (June 1951), pp. 47-48.

A description of the rating scale used by Grinnel College to evaluate the work attitudes and habits of student waiters.

261. Gleason, Nellie. Small College Dining Room. College and University Business. 7 (September 1949), pp. 25-26.

Operational and psychological problems of the small college dining room.

262. Gleiser, Fern. Some Aspects of Planning and Management of Cooperative Residence-Hall Food Service. American School and University. 13 (1941), pp. 429-431.

Careful planning is essential to the successful management of cooperative residence-hall food service. Planning of every detail from the physical layout of the unit to the coordination of the work performed by the students in preparing and serving the food must receive attention.

263. Gleiser, Fern W. Quality At Lower Cost. College and University Business. 13 (September 1952), pp. 49-51.

Improved control of costs to reduce costs seems to be the answer to quality at lower cost.

264. Glover, Frederic. Seven Eating Clubs Under One Roof Share A Common Lounge. College and University Business. 11 (October 1951), pp. 47-48.

Seven eating clubs, traditional part of Stanford life since 1912 are to be housed together in an L-shaped building. Description, floor plan and illustrations.

265. Godfrey, Rosalie. Housekeeping As An Administrative Problem. American School and University. 10 (1936), pp. 471-472.

Factors in the maintenance of residence halls, including selection of finishes and furnishings, methods, selection of employees and training employees.

266. Goodrich Elizabeth. Dormitory Supervision. The Journal of Home Economics. 7 (March 1915), pp. 111.

Digest of a questionnaire sent out by the Committee on Dormitory Supervision.

267. Gooselaar, Perching F. In A Small College Particularly, Table Service Is Important. College and University Business. 17 (September 1954), pp. 49-50.

Why Grinnell College feels that their food service department and general physical plant makes table service for them a possibility.

268. Gould, Ruth Ella. Cost of Fringe Benefits In A College Residence Hall Food Service Operation. Unpublished U.S. thesis. Michigan State College, 1954, 86 numbered leaves.

This study was undertaken in an attempt to isolate fringe benefit costs in college residence hall food service. For this purpose, the labor costs of the women's residence hall food services of Michigan State College were analyzed.

269. Gray, Cora E. and Edna Dubois. A Study of Plate Waste In A College Dining Room. Journal of the American Dietetic Association. 23 (April 1947), pp. 336-342.

Unexpected variations in the amount of waste, depending on the style of service and the meal, make this study worth reporting.

270. Greenleaf, W.J. Land Grant Colleges and Universities. United States Office of Education, Washington, Bulletin 28, 1930.

Dr. Greenleaf has edited, consolidated and interpreted reports required by law on the funds and on the conditions of land-grant colleges, to present a comprehensive and all-inclusive picture of these institutions.

271. Greenwood, Grace. How To Obtain Money for Dormitories by Private Gifts. Proceedings of the National Education Association. 60 (1922), pp. 731-732.

The author discusses how to obtain money for dormitories by private gifts.

272. Gribakov, Ella P. Cooperative Dormitories At Iowa State College. The Journal of Home Economics. 25 (April 1933), pp. 305-308.

A description of the operation of the cooperative dormitories at Iowa State College.

273. Grote, Caroline. Housing and Living Conditions of Women Students. New York: Teachers' College, Columbia University, 1932, 50 pp.

Housing and living conditions of women students in the Western Illinois State Teachers College at Macomb, school years 1926-1929.

274. Grote, Caroline. A Study of the Housing and Living Conditions of Women Students in Western Illinois State Teachers College at Macomb For Years 1926-29. New York: Columbia University Bureau of Publications, 1930, 106 pp.

Results of a study of housing and living conditions of women students in Western Illinois State Teachers College at Macomb.

275. Curyloman, Hanna. Remodeling Job Increases Occupancy. College and University Business. 8 (January 1950), pp. 21-23.

Describes how a remodeling job increased the occupancy of a former mansion from twenty to one hundred and five girls.

276. Guthrie, George M. and Harry W. O'Neill. The Effects of Dormitory Counseling on Academic Achievement. Personnel and Guidance Journal. 31 (February 1953), pp. 507-509.

Report of a study which compared the difference in grades between three groups of Freshmen drawn from dormitories, one group having received systematic counseling, one group having simply had personal contact with counselors and one having no contact at all.

277. Guy, Sallie, Thora Anderson, and Miriam Morgan. Philosophy and Practices In The Housing of Undergraduate Women In 50 Colleges In the United States. Unreported study, Syracuse University, 1955.

The study is a survey of philosophy and practices of selected colleges and universities in the areas of (1)room contracts, (2)preferential room selection, and (3)room changes in the housing of undergraduate women.

278. Hakein, M., J. Gould, J.A. Pringle, H. Ricker and W.B. Scott. Student Government Or Government of Students. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 75-87.

An exploration of some of the tension areas that arise in the way student government fits into the total university picture, and the way it will work with the people responsible for the management of the halls and for the counseling in the halls.

279. Hack, L.F. Student Labor Program At Bronx Is Laboratory For Community Living. College and University Business. 9 (November 1950), pp. 44-45.

The problem discussed here involves techniques that can be used by dietitians and food service directors to make the work experience of student employees in a college situation mean more to everyone concerned.

280. Maggio, Daryl, Selby Clark and Wilfred Landrum. Discipline In College Residence Halls. Personnel and Guidance Journal. 21 (December 1952), pp. 109-113.

The article sets up guideposts for achieving a desirable state of discipline in residence halls. It emphasizes that disciplinary measures ought to help students develop into well adjusted individuals, able to maintain their individuality and at the same time adapt to the needs of the group.

261. Hammond, James W. Site Planning, General Design Problems and Apportionment of Space by Function. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 8-12.

Discusses: (1) why build residence halls; (2) function of the residence hall and its scope; (3) site selection and development; and (4) architectural design.

262. Hampton, J.L. Safe Practices for Handling Leftovers. Institutions. 37 (November 1955), pp. 152.

Do's and don'ts for leftovers.

263. Handy, Etta H. Floor Materials for Residence Halls. The Journal of Home Economics. 23 (November 1931), pp. 1025-1029.

Discusses selection and maintenance of floor materials for residence halls.

264. Handy, Etta and Mary Bryan. Furnishings and Equipment for Residence Halls. New York: Teachers College, Columbia University, 1933.

A consideration of the requirements and recommendations suggested for furnishings and equipment for residence halls for units of 60, 150 and 400.

265. Handy, Etta H. The Modern College Residence Hall. The Journal of Home Economics. 26 (January 1934), pp. 12-14.

A discussion of the college residence hall - a consideration of the financing of the building, the architectural plan and its relation to the site chosen, the interior treatment and furnishings, and the effect of these factors on the residents.

266. Handy, Etta H. Recent Personnel Problems of Educational Institutions. American School and University. 9 (1937), pp. 400-406.

An analysis of some of the aspects of employee-manager relations to determine the extent to which the methods of management in any given institution have been adapted to the conditions now found among employees.

227. Hamm, P., E. Foster, P. McConnell, R.B. Stewart, R.B. Hints and S.E. Thompson. Married and Graduate Student Housing. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 48-50.

A discussion of national trends regarding married and graduate students, trends at the University of Wisconsin with reference to the requirements and demands for housing of graduate students, attitudes to be considered in married and graduate student housing, administration and operation of temporary married student housing facilities and what should be done about housing for married and graduate students.

228. Harding, L.A. Application of Heating and Ventilating Research. Heating, Placing and Air Conditioning. 2 (September 1930), pp. 788-791.

A discussion of the prominent role which purely scientific and engineering research has played in removing the art of heating and ventilating from uncertain engineering endeavor.

229. Harris, Katherine W. and Gertrude G. Blaker. Labor Hours and Labor Costs In A College Cafeteria. Journal of the American Dietetic Association. 23 (May 1952), pp. 427-434.

Results of a study which analyzed the labor hours and costs in a college cafeteria to find: (1) labor hours; (2) labor costs; and (3) receipts.

290. Harris, Zoo. Saving Food In the Dormitory. Journal of the American Dietetic Association. 13 (February 1942), pp. 101-102.

A summary of methods of waste prevention in the college kitchen.

291. Hart, Frank W. A Standard State Schoolhousing Code. Albany, New York: C. F. Williams and Son, Inc., 1921, 1 1/2 pp.

Presents building codes of all the states, in tabular, easy-reference form, and gives a complete set of standard forms which can be utilized for orderly and efficient control of a school building program from inception to completion.

292. Hart, K. Management Returns Through Cost Control. Hospital Management. 74 (July 1952), pp. 98.

The author surveys each facet of the Michigan State University food service operation and emphasizes the fact that no simple panacea for cost control exists.

293. Hartt, S.M. ~~Does Not Tell~~ Food Managers' Jobs Cover Safety, Wages, Buying. Institutions Magazine. 34 (March 1954), pp. 163.

A discussion of training student employees, student employee accident prevention, scheduling and hours of work, wage plans for student employees, method of pay procedure, sick leave, provisions for substitutes, and absenteeism, financial control, and selection and care of equipment.

294. Hartt, S.M. Introduce Campus Patrons To Food Service Management At Its Best. Institutions Magazine. 33 (December 1953), pp. 109.

Suggested qualifications for men's and women's residence hall food managers are given. A meal pattern is suggested and the Recommended Dietary Allowances for the college age group are given.

295. Hartt, S.M. Pleasant Food Service Planned For College-Age Patrons. Institutions Magazine. 34 (January 1954), pp. 84.

Preference surveys are a menu-making tool for the Men's Quadrangle of Purdue University. Responsibilities of residence hall food managers are also described.

296. Hartt, S.M. Tells Techniques With Part-Time Employees. Institutions Magazine. 34 (February 1954), pp. 42.

Describes how student supervisors, job descriptions and careful hiring can improve the student labor situation.

297. Harvey, Janice. Incident of the Young Head Resident. Journal of the National Association of Deans of Women. 13 (January 1956), pp. 85-87.

Observations and attitudes dormitory positions in an entertaining short article.

298. Haskell, W.H. Evaluation of Food Service Personnel Training Programs. Institutions Magazine. 35 (November 1954), pp. 50.

Emphasizes the importance of good training for food service personnel.

299. Haskell, W.H. Outlines Procedure for Dishwashing Machine. Institutions Magazine. 36 (April 1955), pp. 36.

Operational and maintenance necessities which must be carried out if dishwashing machines are to perform efficiently.

300. Haskell, W.H. Plan Efficient Hand Washing For Kitchen Utensils. Institutions Magazine. 36 (March 1955), pp. 112.

A description of a satisfactory way to meet sanitary requirements in manual dishwashing by use of a three-vat method preceded by a pre-rinse of the utensils.

301. Hauf, Harold. Toward Modern Architecture On The Campus. Architectural Record. 107 (June 1950), pp. 101.

An appeal for modern architecture on the college campus.

302. Havens, C.S. Take Time Now To Prepare for The Tidal Wave. College and University Business. 19 (December 1955), pp. 19-22.

Knowing of the future increasing enrollments, increases the responsibility to plan well so the needed capacity can be made available when required. The article outlines a four point program.

303. Hawk, Ira Cossett. This Is The Hall That Students Built. College and University Business. 6 (March 1949), pp. 21-22.

A report of the men's residence hall that the students are building themselves at Wilmington College.

304. Hawley, Edith. Nutritive Value and Cost of Food Served To College Students. United States Department of Agriculture, Washington, Bulletin 89, 1929, 20 pp.

The nutritive value of the food actually consumed by students is compared with their estimated nutritive needs and the analysis of cost is also presented.

305. Hayes, Harriot. College Residence Halls and The Social Needs of Students. The Journal of Home Economics. 21 (1929), pp. 756-757.

Discusses the five things which are necessary for a normal and desirable social life for college.

306. Hayes, Harriot. Planning Residence Halls for Undergraduate Students In American Colleges and Universities. New York: Bureau of Publications, Teachers College, Columbia University, 1932, 247 pp.

A series of points, that should, in the authors opinion, be given careful consideration in the planning of student residence halls which will be institutional in character and yet serve as a home.

307. Hayes, Harriot. Residence Halls for Women Students: Administrative Principles and Procedures. Washington: National Association of Deans of Women, 1947.

A summary of the problems met in residence halls in colleges and universities and also is a discussion of the philosophy guiding workers in this area.

308. Hayes, Harriot. Student Residence Halls - New Model. American School and University. 5 (1932-1933), pp. 295-297.

A discussion of what a dormitory should provide.

309. Haynie, L.R. Cafeteria Operation At A Small University Serves 1500 Meals A Day. College and University Business. 8 (February 1950), pp. 36.

Important points for successful cafeteria operation at a small university.

310. Hayter, K.S. Who Collects The Garbage? College and University Business. 17 (October 1954), pp. 26-27.

A report on how 116 institutions handle the unglamorous business of hauling, dumping, selling or burning the trash and the garbage.

311. Hedges, D.D. Control of Cleaning Supplies. Building.
43 (June 1943), pp. 40.

A control system for cleaning supplies is suggested.
Complete instructions are given for cleaning procedures.

312. Heinze, Stella E. The Hospital Housekeeper's Handbook.
Winston-Salem, North Carolina: North Carolina Baptist
Hospital, 1949, 66 pp.

Part I: Organization and Function Charts - Forms, requisitions, etc. Part II: The employee - Inducting and instructing employees, work charts and schedules, rating sheets, etc. Part III: General Information - Standards for production. Part IV: General house-cleaning. Part V: Color in hospitals. Part VI: Upholstering and drapery fabrics and their care.

313. Henry, H.D. and D.C. Osterhold. Double Trouble, Or Too Many Kitchens. College and University Business.
4 (May 1946), pp. 22.

A new cafeteria at the University of Wisconsin has food trucked from a central kitchen. The equipment peculiar to this type of food operation is described and operating problems are taken into consideration.

314. Herman, Harold W. 1952 Census of Facilities. College and University Business. 15 (September 1953), pp. 22-25.

Census of college and university facilities in the United States in 1952, conducted by "College and University Business". Reports on facilities provided in residence halls, furnishings and linen supplies in residence halls, college union building facilities and buildings and ground equipment. Returns are tabulated in groups determined by number of students enrolled.

315. Herman, Harold W. The Food Service Picture, 1950. College and University Business. 9 (October 1950), pp. 46-47.

Results of a survey conducted in 1950 by "College and University Business". Results indicated methods in use for controlling operational costs, information with regard to the ratio of employees to total enrollment and also the practice of employing student help.

316. Herman, H.W. What About Food Service Facilities? College and University Business. 4 (April 1948), pp. 12.

A discussion of many of the details of a college food operation.

317. Herman H.W. What's The Story On Precut Frozen Meat? College and University Business. 8 (March 1950), pp. 45.

A discussion of the advantages and disadvantages of buying meat and poultry on the precut frozen basis.

318. Herrington, Donna. Men's Residence Hall. College and University Business. 13 (November 1952), pp. 40-41.

Description and floor plans of a men's residence hall at Montana State University which is being financed by a federal government loan.

319. Hertzfeld, K.H. Accounting System Is Necessary Tool For Dining Service Control. College and University Business. 14 (February 1953), pp. 51.

The dietary accounting system at the University of Rochester is described and three accounting forms are shown.

320. Hertzfeld, Kurt H. Operating Policies for Residence Halls. College and University Business. 15 (October 1953), pp. 42-44.

Desirable patterns of operation and achievement in regard to the social and educational program, the housekeeping organization, and construction.

321. Howes, Harry L. Dormitory Projects. American School and University. 20 (1948-1949), pp. 171-174.

A listing of residential projects, their description and location and estimated cost, for which F.W.A. approved advances for planning.

322. Hill, Henry H. Jr. When the Purchasing Agent Turns His Thoughts on Janitorial Supplies. College and University Business. 16 (March 1954), pp. 35-37.

A discussion of those materials most commonly used for the care and cleaning of our buildings.

323. Hintz, F.P., E. Foster, F. McConnell, P. Hamann, R.E. Stewart, and S.E. Thompson. Married and Graduate Student Housing. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 48-58.

A discussion of national trends regarding married and graduate students, trends at the University of Wisconsin with reference to the requirements and demands for housing of graduate students, attitudes to be considered in married and graduate student housing, administration and operation of temporary married student housing facilities and what should be done about housing for married and graduate students.

324. Hoff, Charles. Annual Statistical Survey. College and University Business. 11 (August 1951), pp. 29-33.

What 497 colleges and universities report about enrollment, tuition fees, board and room charges, salaries and wages, military leaves and acceleration.

325. Hoff, Charles. 422 Colleges Report. College and University Business. 12 (May 1952), pp. 19-26.

A report of the eighth annual survey of college business trends. Reports include enrollment, tuition fee trends, tuition discount practices, board and room charges, residence hall fees, trends of salaries and wages, administrative salaries, office salaries and wages of plant personnel.

326. Hoff, Charles. Annual Statistical Survey. College and University Business. 15 (August 1953), pp. 19-24.

The results of the 1953 statistical survey of 369 accredited, four-year degree-granting colleges and universities. It includes current figures for and trends in enrollment, student fees, tuition discounts to special groups, charges for board and rental rates for residence hall rooms.

327. Hoff, Earl. Barracks Beautified. College and University Business. 8 (March 1950), pp. 29.

How Indiana University turned World War II barracks into comfortable, livable civilian quarters.

328. Hollman, Lloyd H. Detecting Fire Is Simple Problem At Girls' College. College and University Business. 10 (February 1951), pp. 32-34.

A description of the recent installation of fire detection equipment on the Sweet Briar College campus in order to reduce the risk of disastrous fires in which lives and irreplaceable property might be lost.

329. Hoken, L.N. Sanitation Should Be Built In. The Modern Hospital. 81 (August 1953), pp. 114.

Each of the items of sanitary construction that should be considered in planning a kitchen is discussed briefly.

330. Hollingsworth, F.N. Central Plant Heats 45 Buildings. Heating and Ventilation. 41 (June 1954), pp. 82-83.

Forty-five buildings of the Massachusetts State College at Amherst, Massachusetts are served by a central heating plant. This article is a description of the operation and includes illustrations.

331. Hollis, Ernest V. and H.J. Goldthorpe. College and University Building Needs. American School and University. 20 (1948-1949), pp. 86-94.

A survey of college and university educational and residential housing needs.

332. Hool, George and H.C. Johnson. Handbook of Building Construction. New York: McGraw-Hill Book Company, 1929.

Data for architects, designing and construction engineers and contractors. Compiled by a staff of fifty specialists.

333. Horwood, Kathryn L. The Student Assistant In The Women's Residence Halls of the Ohio State University. Columbus, Ohio; The Ohio State University Press, 1950.

This booklet discusses the various problems which student assistants will meet, including their relation to the head resident, the Women's Self Government Association as it functions through the dormitory government and to the freshman. The various kinds of problems which freshmen may bring to a student counselor are discussed and different suggestions are offered for meeting them.

334. Horwood, Kathryn. The Undergraduate Student Counselor. Washington: National Association of Deans of Women, 1954.

A brochure on the use of undergraduate student counselors in the college personnel program. The topics include purpose and philosophy basic to the use of student counselors, methods of training student counselors, selection of undergraduate counselors and areas in which undergraduate counselors may serve effectively.

335. Horn, Carl M., Emory Foster, W.B. Brookover, and J.F. Thaden. Enrollment Forecasts and Survey of Dormitory Requirements of Minnesota State Teachers Colleges 1955-1965. Unreported study, Michigan State University, October 1955, 49 pp.

The first portion of this report is devoted to the analysis of general population trends related to college enrollments. This is followed by the forecasts of total college enrollments and specific forecasts for the five state teachers colleges. These forecasts are followed by an analysis of student housing needs and recommendations for the construction and financing of dormitories and related facilities.

336. Horner, A.C. Combating Termites In School and College Buildings. American School and University. 14 (1942), pp. 157-160.

The problem of combating termites is discussed under three headings: (1) new buildings; (2) buildings already erected and not yet infested with termites; and (3) buildings already erected which have been damaged by termites.

337. Horton, L.E. The Men Who Came To Dinner. College and University Business. 18 (February 1955), pp. 46.

A discussion of parties in residence halls instituted to keep the food service interesting and out of the proverbial rut of boarding school meals.

338. Horwood, H.P. Food Sanitation. The Modern Hospital. 69 (July 1947), pp. 102.

A review of the numerous phases of sanitation. On the job training is stressed in the food sanitation program.

339. Horwood, H.P. Food Sanitation. Nation's Schools. 40 (September 1947), pp. 56.

Discusses primary essentials for a safe and sanitary dining service.

340. Hosp, H.H. Housing of Married Students. American Association of University Women. 39 (January 1946), pp. 101-102.

Provisions made after World War II for housing married students.

341. Hotchkiss, Courtney W. The Development of A Men's Residence Hall Program At Colorado A and M College. Unpublished M.A. dissertation, Colorado A & M College, 1954, 352 numbered leaves.

The purpose of this study was two-fold: (1) to secure and evaluate objective data from faculty and students concerning the theory and practice of residence hall operation in order to develop a functional program for Colorado A & M College; and (2) to provide a source of valid research data for others to use in residence hall planning and operation.

342. Howard, L.O. and R.H. Hutchison. The House Fly. United States Department of Agriculture, Washington, Farmers' Bulletin 851, 1917, 24 pp.

Besides giving directions for getting rid of flies, the article lays emphasis on the explanation of methods of eliminating breeding places and preventing the breeding of flies.

343. Hughes, R.H. In What Way May State Universities Be of Greater Assistance to Each Other in Working Out Common Problems in Architectural and Building Plans? Proceedings of the National Association of State Universities. 21 (1943), pp. 13-20.

A discussion of the ways in which state universities can be of greater assistance to each other in working out common problems in architecture and building plans.

344. Huguley, Aurice. Food Service Finance In The Small College. College and University Business. 15 (July 1953), pp. 47-50.

A well operated college food service should have a three-fold objective: good nutrition; protection of the students' dollar; and attractive atmosphere where the student can enjoy the company of friends and associates. The author feels that good food and good service need not cost more than poor food and poor service.

345. Hurmes, Durward. One College Attacks Obsolete Plumbing. College and University Business. 13 (August 1952), pp. 32-33.

Every plumbing system eventually reaches the point at which replacement is more economical than repair. When this happens it is advisable to modernize, not only for the sake of student health and morale, but because it is good business practice. The article describes how Beloit College handled this problem.

346. Hurgate, Thad L. Finance In Educational Management of Colleges and Universities. New York: Teachers College, Columbia University, 1946, 310 pp.

A discussion on preparation of budgets.

347. Hunt, Caroline L. Good Proportions In The Diet. United States Department of Agriculture, Washington, Farmers' Bulletin 1313, 1929, 23 pp.

The kinds of foods needed and the proportions in which these foods should be used.

348. Hunter, Melissa. How Proper Building Design and Equipment Can Lessen the Problems of Residence Hall Managers. American School and University. 11 (1939).

Detailed suggestions based on experience with residence hall problems.

349. Illuminating Engineering Society. American Standard Practice for School Lighting. New York: Illuminating Engineering Society, 1940, 79 pp.

The primary purpose of this Standard Practice has been to establish criteria of good illumination for the guidance of architects, engineers, school people and others interested in the conservation of students vision and in the efficiency of pupils.

350. Indiana University. Residence Hall Counseling, Staff Study. Bloomington, Indiana: Indiana University, 1958.

Tabulation of staff-student ratios and staff costs at twenty-five selected colleges and universities.

351. Ingemann, William H. Dormitory Planning - 1941. American School and University. 13 (1941), pp. 432-437.

Summary of the housing needs and preferences of dormitory directors in twenty-seven colleges.

352. Ingemann, William H. Planning Men's Dormitories for Today and Tomorrow. American School and University. 6 (1933-1934), pp. 275-276.

The author discusses the increasing importance of economy in the planning and construction of dormitories.

353. Ingram, W.T. Financing Residence Facilities Through Self-Liquidating Programs. College and University Business. 11 (September 1951), pp. 50.

Factors to be taken into consideration when plans are made to borrow funds for residence construction to be self-liquidating.

354. Ink, Elizabeth. Student Labor In College Food Service. Journal of the American Dietetic Association. 17 (April 1947), pp. 342-345.

A description of the student labor program in effect in the Join Jay Hall Dining Rooms at Columbia University.
355. Isbell, Paul, L.B. Perkins, H.O. Chapman and W. Rogge. Planning and Furnishing the 1960 Residence Halls. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 36-47.

A discussion of planning and furnishing the 1960 residence halls based on a program and report developed at Southern Illinois, Carbondale.
356. Jeffere, Marian. Men's Residence Hall. College and University Business. 17 (July 1954), pp. 41-43.

Description of facilities and floor plans of Carnegie Tech Men's Residence Hall.
357. James, Edward J. College Residence Halls. The Journal of Home Economics. 9 (March 1917), pp. 101-103.

A brief history of residence halls and a discussion of the reasons for establishing a system of residence halls at a university.
358. James, Herman G. Housing of College Students. National Association of State Universities, Proceedings. 1937, pp. 82-100.

Covers history, present status and future aspects of college student housing. Contains tables showing present housing facilities in different types of higher institutions.
359. James, L.V. Evaluates Electric Lamps On Basis of Performance, Cost, Maintenance. Institutions. 38 (February 1956), pp. 82.

Guides the institution manager in selecting lamps for a given purpose and location. Descriptive and performance data are given.

360. Janson, Samuel H. Adjustment Problems of University Girls In Collective Living. Social Forces. 17 (May 1939), pp. 203-205.

The author interviewed 571 girls in a university to ascertain their attitudes toward six phases of collective living.

361. Janson, A.W. Before You Boost Food Prices. College and University Business. 4 (January 1943), pp. 21.

The author shows, through illustrations, how efficiency was increased and money saved in the food service department of the University of Texas. The many suggestions given can be applied to any food service unit.

362. Jarden, R.H. Know Your Floors To Know Their Maintenance. Buildings. 49 (April 1949), pp. 52.

Maintenance tips for the most common floor finishes are given. These include asphalt tile, linoleum and linotile, rubber and rubber tile and wood and cork.

363. Jare, Earl F. The Selection of Furnishings. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1954, pp. 40-42.

Interior design, furniture and furnishings - all phases, including budgeting, should be considered from the beginning. In such a complicated field, the author stresses, it is important to seek good advice.

364. Johnson, A.J. How Much Furniture Should Be Provided In Student Rooms. College and University Business. 8 (March 1956), pp. 34-36.

Describes the study that has been given to the amount of furniture and equipment that should be provided in college residence halls. Outlines the factors that should be considered in trying to arrive at the right answer for a single institution.

365. Johnson, C. Should the Purchasing Agent Buy Foodstuffs? College and University Business. 19 (September 1955), pp. 49.

Description of the centralized purchasing of foods plan in operation at the University of Minnesota. Also includes information on step-by-step buying of institutional food.

366. Johnson, Elmer H. The Administrator and Group Life In the Planned Community. Unpublished M.A. thesis, University of Wisconsin, 1947, 261 numbered leaves.

This thesis discusses, from the sociological standpoint, the problems and forces to be considered in a married student housing development of 650 families.

367. Johnson, Frederic B. Maintenance and Operation Of A University Plant. American School and University. 8 (1936), pp. 152-154.

The subject of plant maintenance is discussed, on the basis of conditions found in one institution where the problems of coeducation are present to only a very small extent.

368. Johnson, H.C. and George Hoel. Handbook of Building Construction. New York: McGraw-Hill Book Company, 1929.

Data for architects, designing and construction engineers and contractors. Compiled by a staff of fifty specialists.

369. Joint Committee - National Association Deans of Women and National Committee on Safety Education. Fire Safety for College Residence Buildings. National Education Association, 1952, 32 pp.

Addressed to student personnel officials and limited in scope to those things which they can do in preventing and carrying out a fire-safety program in college residence halls.

370. Jones, Robert H. A Comparison of Housing for Married Students At Various Universities. Fayetteville, Arkansas: University of Arkansas Housing Office, 1955, 24 pp.

A survey of what is being done in construction of new married student housing at 10 midwestern colleges and universities.

371. Kamre, Stanley H. A Technique To Measure the Effectiveness of Residence Hall Counselors At The University of Illinois. Unreported study - University of Illinois, 1952, 67 pp.

Description of technique developed to determine whether or not a forced choice rating scale is suitable for measuring the effectiveness of counselors in residence halls.

372. Keene, Philip E. Residence Hall for 400 Women. College and University Business. 11 (December 1951), pp. 36-39.

Description, construction details, illustrations and floor plans of a residence hall for 400 women at State College of Washington.

373. Kelley, Annabel and W.J. Duntain. Coeducational Dining. College and University Business. 9 (December 1950), pp. 6.

The question of the desirability of serving mixed groups in residence hall dining rooms is discussed.

374. Kelly, Janet Agnes. College Life and The Mores. New York: Teachers College, Columbia University, 1949, 300 pp.

Purposes of this study are: (1) to define the mores and culture-matrix of the college community by tracing their origin and functions; (2) to describe present impacts on the campus; and (3) to draw implications for the use of educators and personnel workers; and (4) to point out the need for re-assessment and re-evaluation of the mores to meet present conditions.

375. Kennedy, June. How Do You Successfully Feed Students? Proceedings of the Fourth Annual Conference of The National Association of Housing Officers. University of California, Berkeley, August 1952, pp. 32-35.

Discusses points to consider in trying to successfully feed students.

376. Kidd, John W. Improving Morale In College Residence Halls. College and University Business. 12 (February 1952), pp. 45-46.

The significant factors to be considered in maintaining high residence hall morale on campus.

377. Kidd, John W. The Need For Guidance Workers In College Residence Halls. College and University Business. 16 (June 1954), pp. 36-37.

The basic principles to be observed in student counseling work. Discusses the need for guidance workers in college dormitories, fraternity and sorority houses and rooming houses.

378. Kilbourn, Don, Leo Burns, Frank Baldwin, Alice Nelson, J.R. Pringle, and F.C. McConnell. Panel Discussion. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Discussion of personnel relations, maintenance procedure, enrollment prospects, advisory systems, assignment and assignment procedures, and operating costs as they involve student housing.

379. Kinney, Ralph Parson. The Complete Book of Furniture Repair and Refinishing. New York: Scribner, 1950, 240 pp.

The complete book of furniture repair and refinishing - easy to follow guide with step-by-step methods.

380. Klager, Benjamin. New Dormitory for Michigan State Normal College. American School and University. 27 (1955-1956), pp. 347-350.

Factors taken into consideration in planning the residence hall program for the future at Michigan State Normal College.

381. Klawner, Charles Z. and Herbert C. Wico. College Architecture In America. New York: Charles Scribner's Sons, 1959, 301 pp.

College architecture in America and its part in the development of the campus. See especially, Chapter VII - Men's Dormitories; Chapter VIII - Women's Dormitories; and Chapter IX - Dining Halls and Cafeterias.

382. Klorf, Gordon J., Leon Wise Pelsted, and Kent T. Hanley. Utilizing Group Experiences In The Residence Unit. Journal of the National Association of Deans of Women. 15 (March 1954), pp. 115-120.

The authors discuss (1) the importance of social education in improving human relations and (2) developing citizenship and leadership in group living units.

383. Koehler, Robert C. A New Plan. Oregon State College Alumni Association. 14 (February 1954), pp. 7-11.

Construction and operation of two cooperative dormitories for men.

384. Koenig, Aldolph J. Policy Changes In A Selected Group Of Institutions of Higher Learning In Accord To The Number Of Students To Be Housed. Unpublished M.A. thesis. University of Maryland, 1955, 106 numbered leaves.

Sampling of policies at 52 Land-Grant Colleges and Universities.

385. Kohl, Peter H. Cafeteria System. College and University Business. 7 (December 1949), pp. 25-26.

Describes the way in which the authors institution established an effective food service facility on campus.

386. Kotschevar, L.H. This Kitchen Has A Future. College and University Business. 19 (July 1955), pp. 15.

Description and floor plans of a new food service building at Montana State University.

387. Kramer, Martha M. and Edith Grundmeyer. Food Selection and Expenditure In A College Community. The Journal of Home Economics. 18 (January 1926), pp. 12-23.

Results of a study made to determine whether students receive the essentials of an adequate diet such as they may fairly expect in return for a reasonable expenditure for board.

388. Krottschmer, V.L. When Student Labor Is Used. College and University Business. 5 (November 1948), pp. 21.

Major disadvantages to student employment and methods which have been used to minimize these disadvantages are discussed.

389. LaDelle, Alta H. and Jane P. Darton. Top Management Must Stand Or Fall By The Power Of Good Housekeeping. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

A discussion of the importance of housekeeping in a residence hall situation.

390. Labos, Willis G. Fire Extinguishers - Their Selection, Maintenance and Use. Part I. College and University Business. 6 (January 1950), pp. 37-39.

Discusses four types of fire extinguishers: (1)water pump tank; (2)gas-cartridge water filled type; (3)soda and acid type; and (4)dry chemical type.

391. Labos, Willis G. Fire Extinguishers - Their Selection, Maintenance and Use. Part II. College and University Business. 6 (February 1950), pp. 41-43.

A discussion of four of the eight recognized types of fire extinguishers: (1)carbon-dioxide type; (2)foam type; (3)vaporizing liquid type; and (4)loaded stream type.

392. Labos, Willis G. Fire Extinguishers - Their Selection, Maintenance and Use. Part III. College and University Business. 6 (March 1950), pp. 49-50.

Points to be considered in the selection, maintenance and use of fire extinguishers.

393. Lamb, H.H., V.J. Adams and J. Godfrey. Food Preferences of College Women. Journal of American Dietetic Association. 30 (November 1954), pp. 1120-1125.

Results of a study in which food preferences and eating habits of women of Terns Technological College were analyzed to determine the regularity of eating in the residence hall. The students' reactions to food and their between-meal eating habits are also reported.

394. Lamb, H.W. and C.M. McPherson. Trends In Dietary Practices Of College Women. Journal of Home Economics. 40 (January 1948), pp. 19.

Results of a survey made at Texas Technological College to determine whether education in nutrition results in better dietary practices.

395. Landrus, Wilfred, Selby Clark and Daryl Hagie. Discipline In College Residence Halls. Personnel and Guidance Journal. 21 (December 1952), pp. 187-193.

The article sets up guideposts for achieving a desirable state of discipline in residence halls. It emphasizes that disciplinary measures ought to help students develop into well adjusted individuals, able to maintain their individuality and at the same time adapt to the needs of the group.

396. Lane, H. Asphalt Tile. Hotel Management. 65 (January 1954), pp. 66.

Asphalt tile - its installation and maintenance.

397. Lane, H. Vinyl Flooring - How To Install and Maintain It. Hotel Management. 65 (April 1954), pp. 64.

Characteristics of vinyl flooring - how to install and maintain it.

398. Langworthy, C.F. Nutrition Investigations In Relation To Dining Room Management. The Journal of Home Economics. 2 (November 1910), pp. 529-533.

This article outlines some of the conditions which must be met if the diet of the institution is to be reasonable and rational as well as palatable.

399. Larson, J.F. and A.M. Palmer. Architectural Planning of the American College. New York: McGraw Hill Book Company, 1933, 141 pp.

Planning the college campus and various types of college buildings. Discusses styles in college architecture, the selection, service and compensation of the architect, campus planning and details of spaces devoted to various functions, including residence halls.

400. Iatake, Esther. A Study of Diets Selected By College Students From A College Cafeteria. The Journal of Home Economics. 26 (February 1934), pp. 107-114.

Results of a study which was planned to show the nutritive value and cost of the meals selected by students in a college cafeteria.

401. Laughlin, T.D. How To Work Out Sanitation Plan For Specific Institutions. Institutions Magazine. 31 (August 1952), pp. 2.

The cleaning and sanitizing procedures in use today are broken down into five steps - program design, selection of materials, personnel training and "selling", carrying-out, and checking results.

402. Lawson, Kenneth D. How To Make Yours A Successful Building. College and University Business. 15 (September 1953), pp. 33.

In building a successful building from the maintenance and housekeeping point of view, it is necessary to (1)define the particular function; (2)break it down in detail; (3)question the function for its relative importance; (4)project the future development as it pertains to building layout and construction; and (5)decide on the best physical arrangement, materials to be used and optimum space requirements.

403. Lawson, Kenneth D. Maintenance and Housekeeping. Proceedings of the Fourth Annual Conference of the National Association of Housing Officers. University of California, Berkeley, August 1952, pp. 45-51.

Discusses maintenance and housekeeping, mentioning: (1) planning; (2)definition and interpretation of the function; and (3)execution of the scheme after the building is built.

404. Lawson, Kenneth D. Quickly Down The Quonset Food Line. College and University Business. 3 (November 1947), pp. 22.

Description of a Quonset Cafeteria at Michigan State College. Some of the kitchen equipment is described as well as the procedures involved in taking care of soiled dishes.

405. Lawson, Kenneth D. Sanitation Taught As 'Venture In Human Relations'. Institutions Magazine. 34 (June 1954), pp. 28.

Problems in educating people to the need for better sanitation are enumerated as well as the types of educational techniques for a personnel training program. The sanitation program of Michigan State College is outlined.

406. Lawson, Kenneth D., F.C. Baldwin, A. Nelson, and J. Nye. Panel Discussion - What Is On Your Mind? Proceedings - The Sixth Annual Conference of The Association of Colleges and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 20-23.

A panel discussion on various college housing problems.

407. Lay, Charles D. Factors Needing Consideration In The Landscaping of School Grounds. American School and University. (1929-1930), pp. 177-179.

Discusses factors such as giving thought to traffic and parking, problems of topography, roads and water supply, and reducing maintenance to a minimum.

408. Lazzaro, Anthony D. Controlling the Maintenance Dollar. College and University Business. 13 (November 1952), pp. 27-29.

The author discusses how controls over the what, where, when and why of maintenance operations can pay dividends.

409. Lee, Ruth W. and Louise T. Bolender. Fashions In Furnishings. New York: McGraw-Hill Book Company, Inc., 1953, 214 pp.

A guidepost for decorating in which the authors discuss: (1) room planning; (2) various furniture styles; (3) the construction of furniture; (4) fabrics and window treatments; (5) color and coordination; (6) floor coverings; (7) bedding; (8) accessories; and (9) china, glass and table settings.

410. Loggett, A.E. The Student Waiter and Waitress. New York: Ahrens Publishing Company, Inc., 1955.

A handbook for student training.

411. Lehan, Erna. Serving the College Community At San Francisco State College. American School and University. 27 (1955-1956), pp. 341-346.

Description of a new college union dining hall.

412. Lehman, Carl M. Should We Let Them Paint Their Own Rooms? College and University Business. 16 (June 1954), pp. 34-35.

The advantages and disadvantages of a plan which permits students of Hluffton College to paint their own rooms.

413. Leidigh, Mary E. Are Profits Looking Out The Back Door? Institutions Magazine. 36 (June 1955), pp. 7.

Unprepared food, equivalent to cash, must be carefully controlled from the time it is delivered until it is prepared. A discussion of various control techniques.

414. Leighton, Alexander H. The Governing of Men. Princeton: Princeton New Jersey Press, 1945.

The author studies the forces and stresses that occurred when 110,000 individuals were lifted from their accustomed environment and were put in a small living area. He describes the influences of past groupings and feelings, how these were threatened and what developed among the internees and between them and an administrative authority. Comparisons between group residence units on a college campus and the groups described in this book are possible.

415. Leighton, Constance. Student Lounge and Snack Bar Designed for Leisure. College and University Business. 11 (October 1951), pp. 38-40.

Description, illustrations and floor plan of the student lounge and snack bar at Bradford Junior College.

416. Leslie, L. Utensils. What's New In Home Economics. 11 (December 1946), pp. 76-82.

A description of the manufacture, properties and care of the materials from which utensils are made. Pointers are given for the selection and care of all types of utensils.

417. Loverton, Ruth M. and Joan Ellison. Ten-Year Study of The Cost and Nutritive Value of The Self-Planned Meals of College Girls. Journal of Home Economics. 45 (March 1953), pp. 326-331.

A report of the kind, amount, cost and nutritive value of the food purchased and served by groups of home economics students living in a cooperative dormitory and responsible for their own meal planning and preparation.

418. Lewis, Eleanor. Willard Hall: An Experiment In Housing Freshmen Women at Northwestern University. School and Society. 32 (October 19, 1930), pp. 529-532.

The article describes the workings of a dormitory which houses 150 women, all freshmen. The various responsibilities and duties of the individuals in charge are described. The relationship of the dormitory government to the ACHA and to the Dean of Women is discussed.

419. Lewis, S.R. American Society of Heating and Ventilating Engineers Code of Minimum Requirements for Heating and Ventilation of Buildings. Heating, Piping and Air Conditioning. 2 (June 1930), pp. 495-496.

Comments on sections eleven and twelve of the Code of Minimum Requirements for Heating and Ventilation of Buildings.

420. Lewis, S.R. Specifications for Heating and Ventilating. Heating-Piping. 2 (March-May 1930), pp. 199-202, cont., 406-409. and Air Conditioning

Outlines the major specification items in an average public building plant, and suggests some of the questions which must be determined by the specifications.

421. Lichtenfeld, R.J. Good Food Is Not Enough. College and University Business. 17 (July 1954), pp. 50-51.

A discussion of some of the factors that influence student attitudes in residence hall food services.

422. Lichtenfelt, R.J. Residence Halls vs. Student Unions. Colleges and University Business. 16 (May 1954), pp. 49.

Mr. Lichtenfelt feels that a college destroys its student union by divesting it of its essential facilities and its revenue producing functions in order to promote those in multi-purpose residence halls.

423. Lifquist, Rosalind C. Nutritional Accounting In Planning Food For Institutions. Journal of the American Dietetic Association. 23 (June 1952), pp. 509-513.

Describes a procedure that will furnish information on the adequacy of the food served in institutions.

424. Lifquist, Rosalind C. and Edith B. Tate. Planning Food For Institutions. Washington: United States Department of Agriculture, Agriculture Handbook 16, 1951, 95 pp.

A handbook designed to help personnel in institutions serve well-liked and nutritionally adequate meals. Includes a food purchasing guide.

425. Lind, Helva. College Dormitory As An Emerging Force In The New Education. Association of American Colleges Bulletin. 32 (December 1946), pp. 529-533.

A discussion of the writers experience as "Directrice" of a residence hall at Mt. Holyoke. The author was a faculty member teaching a light load and she discusses the advantages this offers her as head counselor. She also stresses the value of informal counseling.

426. Lind, Helva. An Experiment In The Art of Living. Journal of Higher Education. 17 (November 1946), pp. 430-436.

Describes the success of a small French residential house at Mt. Holyoke in providing learning experiences for the students who were learning French both from the point of view of mastering the language and customs as well as from the social educative point of view.

427. Lindstrom, John. When We Design With Today's Materials. College and University Business. 6 (April 1949), pp. 16-17.

Discusses new materials according to their use; exterior wall materials; windows; interior wall surfaces; floors; ceilings and artificial illumination.

428. Linn, H.H. Economics In Plant Operation. American School and University. 17 (1945), pp. 281-283.

Economics in the operation of the physical plant generally will be found in one of three major areas: (1) personnel service; (2) utility provisions; and (3) operating supplies and equipment.

429. Linn, H.H. Floors for Educational Buildings. The American School and University. 19 (1947-1948), pp. 106-111.

The characteristics of various types of floors and spaces where each type is appropriate.

430. Linn, H.H. The School Custodian's Housekeeping Handbook. New York: Bureau of Publications, Teachers College, Columbia University, 1948, 256 pp.

Prepared to give the school custodian a better understanding of some phases of his work, primarily in the area of cleaning and general housekeeping.

431. Lipscomb, Mary L. and Norman Fenton. Using Dormitory In Training Guidance Specialists. School and Society. 57 (February 27, 1943), pp. 248-249.

This study, in which 29 universities cooperated, is concerned with the training of guidance workers in dormitories.

432. Lloyd-Jones, Esther and Margaret Ruth Smith. A Student Personnel Program for Higher Education. New York: McGraw-Hill Book Company, 1938, 280 pp.

The book gives the philosophy and organization of the student personnel program and deals rather completely with its functions. A plan is covered which starts with procedures of college selection and admission and follows presently accepted personnel services of the college through to placement.

433. Lloyd-Jones, Esther. Student Personnel Work At Northwestern University. New York: Harper & Bros. Publishers, 1929, 253 pp.

This study indicates the steps that have been taken to cause all factors of the university to function for the sake of the student.

434. Loran, H.W. This Residence Hall Has Unusual Features. College and University Business. 6 (May 1949), pp. 17-19.

Description and floor plans of two residential halls for women at Penn State.

435. Long, W.P., D.S. Canell and G.F. Baughman. How To Introduce A System of Food Cost Control. College and University Business. 10 (February 1951), pp. 45-48.

Procedures used in setting up a cost control record system which will provide the maximum in food value and services for a successful operation.

436. Lopez, Frank G. Whence Come These Modern Buildings? Architectural Record. 107 (June 1950), pp. 102-105.

Presents arguments for contemporary design on the college campus.

437. Love, Elmo Cameron. The Planning of Dormitories and Social Buildings. Proceedings of the National Education Association. 60 (1922), pp. 715-717.

Factors to consider in the planning of dormitories and social buildings.

438. Luckiesh, H. Lighting Fixtures and Lighting Effects. New York: Mc-Graw-Hill Book Company, 1925, 350 pp.

Primary aims are: (1) to show that decorative features do not necessarily inhibit the incorporation of the scientific control of light; and (2) to extend further the idea of light as a medium of expression.

439. Ludeman, W.W. Effect of Housing On College Scholarship. School and Society. 52 (September 23, 1940), pp. 268-269.

Study made at Southern State Normal School, Springfield, South Dakota, of scholarship of students living in and out of dormitories.

440. Laddow, William Orr. Selecting An Architect. American School and University. 3 (1930-1931), pp. 32-33.

How to select and pay an architect.

441. Lundberg, D.E. and G.V. Kane. Tight Controls Cut Losses In Food Operation. Institutions Magazine. 31 (July 1952), pp. 2.

Seven suggestions for uniformity of portion sizes.

442. Lundberg, D.E. Traces Genealogy of 'The Compleat Kitchen'. Institutions Magazine. 36 (April 1955), pp. 52.

Traces the development of institutional kitchens and their development, as regards equipment.

443. Lyford, Carrie Alberta. The School Dormitory. Boston: H. Barrows and Company, 1932, 200 pp.

Sums up briefly the problems that arise in large group living, and discusses solutions that have been found of value in educational institutions where modern educational practices are followed.

444. Lyons, William H. Apartments for Illinois Married Students and Faculty. College and University Business. 7 (December 1949), pp. 15-16.

Description, architect's model and floor plan of a 212 apartment project at the University of Illinois.

445. McBride, H. Selecting and Training Food Service Personnel. College and University Business. 13 (May 1955), pp. 49.

Problems of college food service units. Selecting and training food service personnel in colleges to (1) reduce operating costs, (2) reduce complaints from employees and student customers, (3) improve service and (4) produce the best possible food in keeping with the budget.

446. McCann, R.V. St. John's Erects A Low Cost Residence Hall. College and University Business. 10 (January 1951), pp. 35-37.

Description, floor plans and illustrations of the Alcuin Hall residence hall at St. John's University.

447. McClure and Eberlain. Practical Book of Period Furniture. Philadelphia: J.B. Lippincott Company, 1914, 371 pp.

The practical book of period furniture, including furniture of the English, American colonial and post colonial and principal French periods.

448. McCollum, Edith, Emory Foster and W.J. Buntain. Furnishing Residence Halls. College and University Business. 10 (June 1951), pp. 6.

A discussion of the question of which system has proved most effective in decorating or furnishing a residence hall - to have the work done by contract with an outside decorating and furnishing organization or for the university to handle its own.

449. McConnell, F.C., H.P. Darnhart, Alice Nelson, K.D. Lawson, W.J. Norton, J.A. Pringle, F.C. Shiel and Emory Foster. How To Build A Successful Building. Proceedings of the Fourth Annual Conference of the National Association of Housing Officers. University of California, Berkeley, August 1952, pp. 51-61.

Panel discussion covering costs, construction, what can be done in the present market, what can be done to best serve the student, residence hall budgets and maintenance and housekeeping.

450. McConnell, F.C., E. Foster, P. Mamm, R.E. Stewart, F.P. Hints and S.E. Thompson. Married and Graduate Student Housing. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 15-53.

A discussion of national trends regarding married and graduate students, trends at the University of Wisconsin with reference to the requirements and demands for housing of graduate students, attitudes to be considered in married and graduate student housing, administration and creation of temporary married student housing facilities and what should be done about housing for married and graduate students.

451. McConnell, F.C., Lee Burns, Frank Baldwin, Alice Nelson, J.R. Pringle and Don Kilbourn. Panel Discussion. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Discussion of personnel relations, maintenance procedure, enrollment prospects, advisory systems, assignment and assignment procedure and operating costs as they involve student housing.

452. MacFarlane, Alberta M. Causes and Cures of Employee Problems. College and University Business. 12 (April 1952), pp. 50-52.

How to step up the productivity of food service employees by training them to do a better job and take more responsibility.

453. MacFarlane, Alberta M. Causes and Cures of Employee Problems. College and University Business. 12 (March 1952), pp. 43-50.

The technique of recruiting, training and retaining food service personnel in institutional food service operations.

454. MacFarlane, A.M. Is Your Food Service Efficient? College and University Business. 5 (September 1943), pp. 25.

Suggestions are given as to how a food service director can make a survey of the efficiency of his operation. A list of items to check and what to look for in each case is given.

455. McGregor, Howard H. A Controlled Experiment In Food Services By Contract. College and University Business. 19 (December 1955), pp. 45-49.

A discussion of some of the advantages of using a professionally managed food service.

456. Heile, Kathryn and Frances V. Speck. Housing College Students. Washington: American Association of University Women, 1934, 96 pp.

A report of a series of papers presented at a conference on housing college students. It covers dormitory design and planning, equipment, food service and financing, and includes descriptions of housing plans at a number of institutions and reports on "cooperative houses".

457. McKinley, Marjorie M., Grace M. Augustine and Ruth H. Gaertner. The Use of Student Employees. College and University Business. 13 (October 1952), pp. 46-48.

Facts and figures from college food service departments on the use of student employees.

458. McKinley, Marjorie M., Grace M. Augustine and T. Doring. A Study of Food Costs and the Nutritive Content of Foods Served. College and University Business. 10 (April 1951), pp. 46-48.

A study of the relation between cost distribution and nutritive content of food at price levels prevailing during 1948.

459. McKinley, Marjorie M. Food Cost Control. Journal of the American Dietetic Association. 24 (October 1948), pp. 617-653.

This paper includes a discussion of food cost control and food cost control practices in colleges and universities that participated in this study.

460. McLain, Fred P. Major Repairs Not A Problem If You Have A Reserve Program Like This One. College and University Business. 10 (May 1951), pp. 27-28.

The importance of establishing a reserve to provide for expensive repairs that inevitably arise on a college campus.

461. McLaughlin, R. Planning of Dormitories. Architectural Forum. 43 (December 1925), pp. 327-332.

The development, planning, design and construction of dormitories at Princeton University. Illustrated.

462. Macleod, Annie L. and Mary A. Grieg. Dietary Study At Vassar College. The Journal of Home Economics. 10 (March 1918), pp. 97-107.

Results of a study made at Vassar College with the object of obtaining accurate data as to the amount, kind and quality of the food consumed by Vassar students and its nutritive value as compared with the theoretical requirements of active girls of the age of these students.

463. Macloed, Sara. College Students' Accounts. The Journal of Home Economics. 10 (October 1918), pp. 457-460.

Tables showing: (1) comparative expenditures of boarding students for two periods; and (2) average expenditures of students doing cooperative housekeeping.

464. Macloed, Sara. Housecleaning Made Easier. United States Department of Agriculture, Washington, Farmers' Bulletin 1100, 1921, 31 pp.

How to make housecleaning simpler and easier and at the same time get full service from the materials used in the furnishing and care of the residence are the problems discussed in this bulletin.

465. MacLinn, Walter A. The Rutgers Food Saver. New Brunswick, New Jersey: Rutgers University Press, 1952, 127 pp.

A concise discussion of how to save waste by food spoilage. Useful both from the standpoint of cost control and of sanitation and health.

466. McMurray, B.F. Acoustics In School and College Buildings. American School and University. 17 (1945), pp. 278-280.

Covers the general field of acoustical correction as encountered in every day practice in relation to school and college buildings.

467. Hall, Robert R. Room and Board Fees, As Well As Tuition Fees, On A Pay-As-You-Go Plan. College and University Business. 15 (September 1953), pp. 29-30.

How Carnegie Institute of Technology handles a pay-as-you-go plan for students who are handling their educational expenses while enrolled in college.

468. Millman, W.L. Factors Involved In Cleaning and Sanitizing. Journal of the American Dietetic Association. 21 (June 1952), pp. 505-506.

Discusses the various factors involved in cleaning and sanitizing.

469. Hallmann, W.L. Interview On Sanitation, Food Service.
17 (March 1955), pp. 18.

This article covers many points in which a progressive food manager will be interested.

470. March, C.A. Background for Floor Maintenance. Buildings.
47 (September 1947), pp. 48.

A review of floor maintenance which includes discussions of floor seals, waxes and polishes and floor matting. Advantages and disadvantages of various materials are given. A chart of methods of obtaining materials and equipment for floor maintenance is listed.

471. Karlstein, D. Seven Ways In Which to Prevent Fires. Restaurant Management. 74 (February 1954), pp. 46.

Seven of the many serious but often overlooked causes of fires are listed and photographed for this article.

472. Harlatt, C.L. Cockroaches. United States Department of Agriculture, Washington, Farmers' Bulletin 658, 1915, 15 pp.

Describes the common domestic roaches and how they can be controlled.

473. Harlatt, C.L. House Ants: Kinds and Methods of Control. United States Department of Agriculture, Washington, Farmers' Bulletin 740, 1916, 12 pp.

A description of the various kinds of North American house ants and how they can be controlled.

474. March, Reginald E. Structural Design of Floors and Walls. Yearbook of the American School and University. (1928-1929), pp. 43-44.

A brief and non-technical explanation of the more important types of wall and floor construction.

475. March, R.R. Standards for Storage. Institutions Magazine. 34 (June 1954), pp. 9.

Keeping storage space for all types of food, rodent free and mold free is stressed. The important sanitary steps to take in storing various types of food are discussed.

476. Martin, Donc. Case Institute's Residence Hall Was "Lab Planned". College and University Business. 12 (March 1952), pp. 34-37.

Case Institute's residence hall was built at low capital cost but it is felt that it will be attractive, livable, fresh and up to date for many years at minimum maintenance expense and without costly periodic rehabilitation.

477. Martin, J. Precoasting Menus. College and University Business. 9 (September 1950), pp. 43.

A discussion of basic steps in the process of precoasting menus.

478. Maschal, Brodner and Carlson. Profitable Food and Beverage Operation. New York: Ahrens Publishing Company, Inc., 1955, 460 pp.

Complete information on food and beverage operation - purchasing, receiving, issuing, menu-making, preparation, employee training, budgeting and accounting.

479. Maschal, Henry T. Control of Food Purchasing, Receiving and Storing. College and University Business. 15 (August 1953), pp. 53-54.

Efficient food operation requires purchasing that keeps stocks to a minimum; receiving and storing practices that make a clean orderly shopplace of the storeroom; and record keeping that places as much importance on accounting for all food items as the controller places on the control of cash.

480. Mathews, Lois Kimball. The Food of Women. Boston: Houghton Mifflin Company, 1915, Chapter 2.

This chapter discusses the problem of living conditions and their relation to social conditions.

481. Mattice, H.C. Building A University Women's Dormitory. American School and University. 19 (1947-1948), pp. 139-143.

Description, floor plans, site plan and photographs of Clara Dickson Hall at Cornell University.

482. Payer, Mrs. Ruth. Wartime Dishwashing In Keating Hall. American School Board Journal. 109 (August 1944), pp. 37.

a. ~~Discussion of~~
| Dishwashing procedure in Keating Hall is described.

483. Hellenbrock, Foley, Scott and Trautman. A Low-Cost Residence Hall for Men. American School and University. 14 (1942).

Design features of a dormitory with low original cost and low maintenance cost.

484. Moranus, Leonard S. Low Cost Residence Hall. College and University Business. 11 (August 1951), pp. 38.

A description of the new men's residence hall at the University of Cincinnati, which, because of sloping topography will have six levels.

485. Moreau, Max G. New Residence Halls for Old. College and University Business. 17 (October 1954), pp. 38-42.

Antioch restores historic North Hall, at a saving of \$2,500 per student over new construction. Description, illustrations and floor plans.

486. Michigan State College. A Study of the Actual Cost of Peeled potatoes. College and University Business. 15 (November 1953), pp. 48-50.

The actual cost of peeled potatoes includes the first cost or purchase price of the potatoes, plus the shrinkage loss of peeling, plus the labor cost of handling. The article describes how the last two may be quite different under different methods of handling.

487. Miller, Samuel J. What Are Cleaning Materials? How Do They Work? Journal of the American Dietetic Association. 27 (January 1951), pp. 24-27.

Discusses first, the various parts of the act of cleaning and second, the six general classifications into which all imaginable cleaning substances can be grouped.

488. Miller, W.H. Day In A Campus Kitchen. College and University Business. 17 (December 1954), pp. 46.

Some of the problems the manager of a college dining hall must face.

489. Millett, John D. Financing Higher Education In The United States. New York: Columbia University Press, 1954, 503 pp.

Topics discussed are: (1) objectives of higher education; (2) costs and administration; (3) sources of income; (4) the possibilities for future financing; and (5) the task ahead.

490. Minch, Theodore W. Always Consult The Food Service Director In Kitchen Planning. College and University Business. 17 (October 1954), pp. 49-53.

Why the food service director is one of the best qualified to provide certain information essential in the initial phases of kitchen planning.

491. Minch, Theodore. Dining Room Arrangements. College and University Business. 8 (May 1950), pp. 6.

Discusses the advantages and disadvantages of having the kitchen on a lower floor than the dining room.

492. Minch, T., W. Davis, T. Fohler, C. Ficker. Dining Halls In 1960. Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July 1954, pp. 67-75.

A discussion of: (1) how the influx of new students are going to be fed; (2) vending machines in food service; (3) trends in coeducational dining rooms; (4) table service; and (5) cafeteria vs. individual kitchen.

493. Minah, Theodore. Duke University Dining Halls. Institutions Magazine. 32 (March 1953), pp. 10-11.

This layout solved a labor problem as Duke now operates the entire activity with 15 employees, whereas in a normal operation serving 30,000 cafeteria and 12,000 coffee shop meals for each month, they might be expected to use twice that number.

494. Minah, Theodore W. EATS - A Catering Service for Residence Hall Men At Duke. College and University Business. 10 (April 1951), pp. 39-40.

A description of the snack service that was developed at Duke University to meet the needs of the students who wanted to break into evening study with a light snack.

495. Minah, Theodore W. Food Service Director's Job Grows In Prestige. College and University Business. 6 (April 1949), pp. 39-40.

This article tells what the position of food service director requires and how a person trains for it.

496. Minah, Theodore W. Keeping Food Service Costs In Line. College and University Business. 11 (December 1951), pp. 49-52.

Since it is necessary to depend on others to help keep costs in line, the author approaches the problem from the standpoint of the various functions of the business.

497. Minah, Theodore W. There's An Ideal Way To Plan A University Feeding Facility. College and University Business. 15 (August 1953), pp. 49-53.

In designing the dining halls of the Men's Graduate Center at Duke University, the architect allowed the director of dining halls to plan the layout of the kitchen and service areas before he planned the shape of the building. Mr. Minah believes this to be the ideal way to design a feeding facility and in this article tells why he thinks so.

498. Mitchell, Margaret L. Production Management In Today's Kitchen. Journal of the American Dietetic Association. 23 (January 1947), pp. 25-30.

Recent improvements in institutional kitchens.

499. Mitchell Marjorie. Suite Plan. College and University Business. 9 (July 1950), pp. 34-35.

Description and floor plans of Reeves Hall at Cottey Junior College, where 100 young women live, ten in each unit sharing a common living room, bath and utility room.

500. Kessel, Fred L. Heating With High Temperature Water Systems At Rutgers University. American School and University. 27 (1955-1956), pp. 409-414.

Description of a high temperature water system for the University Heights Campus at Rutgers University.

501. Monroe, Ruth Cantrell. Food Service Rates A Building Of Its Own At The University of Wyoming. College and University Business. 10 (February 1951), pp. 41-44.

Description, illustrations and floor plans of the Knight Hall Food Service at the University of Wyoming.

502. Moon, Parry and Dorena Spencer. Lighting Design. Cambridge, Mass.: Addison-Wesley Press, Inc., 1948, 482 pp.

The book has two aims: (1) to provide a textbook on lighting, which rises above the descriptive level and which presents a set of fundamental principles in a quantitative manner; and (2) to present a comprehensive design method that can be used by practicing engineers in devising high-quality lighting systems for rooms.

503. Moran, Charles. Improving Employer-Employee Relations. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Discussion of fundamental principles in employer-employee relations.

504. Morelock, T.C. Cafeteria Completes Its First Year. College and University Business. 7 (October 1949), pp. 24.

At the University of Missouri, over three hundred women students were fed three meals daily last spring in a ground floor cafeteria while construction proceeded overhead. The way the many construction difficulties were overcome is described and the floor plan of the cafeteria section is given. Equipment is also described.

505. Morgan, Marian, Thora H. Anderson and Sallie Gay. Philosophy and Practices in The Housing of Undergraduate Women in 50 Colleges in The United States. ~~Unpublished study - Syracuse University, 1955.~~ *Unpublished*

The study is a survey of philosophy and practices of selected colleges and universities in the areas of (1)room contracts; (2)preferential room selection; (3)room changes in the housing of undergraduate women.

506. Morgan, W.G. Better Food Cost Control. College and University Business. 7 (October 1949), pp. 26.

An article on food cost control as it applies specifically to college food service. Four essentials to achieving an effective cost control system are presented and the specific areas of control are listed. The importance of quality is stressed and a purchasing procedure is outlined.

507. Morgan, W.G. Principles of Control and Their Application in College Food Service. College and University Business. 7 (November 1949), pp. 30.

The control techniques in food preparation are menu planning, menu planning pre-costing, and kitchen economics. Each is discussed.

508. Moran, Robert P. A Study Dealing With The Problems of Residence Halls. Unpublished B.A. thesis, University of Wisconsin, 1946, 55 numbered leaves.

The role of the housefellow; his functions and responsibilities. Summary of history, organization, objectives and workings of the residence hall program at Wisconsin.

509. Houlton, Etta Lee. Dormitory Values for Students. School and Society. 29 (March 16, 1929), pp. 362-363.

Results of a study comparing scholastic achievements of students living in various types of housing.

510. Houlton, Robert S. Building Fire Safe Schools. American School and University. 5 (1932-1933), pp. 42-45.

Points to consider in building fire safe schools.

511. Houlton, Robert S. National Fire Codes for Institutional and Alarm Equipment. Boston: National Fire Protection Association. 1946, 735 pp.

In general, the standards included in this volume specify the method of installation of the various kinds of equipment but do not attempt to rule as to the conditions under which the several types of protection should be provided.

512. Hoyle, Wallace A. We Use Our Regular Maintenance Men When Redecorating. College and University Business. 12 (March 1952), pp. 44-45.

A discussion which indicates why the University of Connecticut believes a better result is obtained through utilization of university maintenance personnel in redecoration of residence halls and in fact, all physical plant structures than if this work is done by contractual arrangement with outside painting contractors.

513. Mueller, Otto E. Some Questions and Answers Dealing With Housing and Food Service Operations In Colleges and Universities. *An Unpublished Summary of Selected Material from* questions and answers pertaining to food service, student government, married student housing, furniture and furnishings, building and room sizes, financial planning, assignments on campus, residence requirements, first steps in planning new residence halls, damage deposit fees, supervision, maintenance and educational living facilities.

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514. Mullen, Robert S. How To Buy Residence Hall Furnishings Based On Experience At Harvard. College and University Business. 12 (January 1952), pp. 30-35.

Mr. Mullen discusses preparation of the initial budget, importance of a project file, a furnishings survey, woods and finishes, wardrobes and chests, beds and bedding, plastic as upholstering material, rugs, carpeting and draperies.

515. Murray, John. Residence and Alternatives. Universities Quarterly. 5 (August 1951), pp. 375-379.

A rebuttal to the residence plan suggested by Dr. Eric Ashby.

516. Myers, James R. How To Plan and Equip Your Kitchen. Institutions Magazine. 33 (August 1952), pp. 37-39.

Points to consider and things to look for when buying a range.

517. Myers, James R. How To Select Sanitizing Equipment. Institutions Magazine. 34 (February 1954), pp. 30.

This article deals with the multiple-task type dishwasher. Points to look for when buying this machine as well as a general description of all types of dishwashers are given. A method of figuring the dishwashing load of an institution is presented.

518. Myers, James R. Selecting Griddles and Grills. Institutions Magazine. 34 (January 1954), pp. 90.

Questions to ask before buying are listed, as well as what to look for, i.e., type, manufacturer, construction, design, finish, controls, and maintenance.

519. Myers, James R. Selecting Sanitizing Equipment To Wash Glassware Clean. Institutions Magazine. 35 (September 1954), pp. 102.

This article shows several illustrations of different glass-washing units, plus helpful suggestions for the operators' particular needs on how to choose a glasswasher.

520. National Association of Student Personnel Administrators.
Proceedings of 46th Annual Conference. 1954, 266 pp.

Report beginning on page 92 has excellent material on planning student residential facilities.

521. Hedderson, Richard H. Desirable Standards In Residence Hall Construction. College and University Business. 11 (December 1951), pp. 32-35.

A discussion of desirable standards in residence hall construction as developed in Berkeley, California at the University of California.

522. Holten, Alice, F.C. McConnell, H.P. Barnhart, K.D. Lawson, W.J. Horton and J.A. Pringle. How To Build A Successful Building. Proceedings - The Fourth Annual Conference of the National Association of Housing Officers. University of California, Berkeley, August 1952, pp. 51-61.

Panel discussion covering costs, construction, what can be done in the present market, what can be done to best serve the student, residence hall budgets and maintenance and housekeeping.

523. Holten, Alice, Lee Burns, Frank Falkin, J.R. Pringle, Don Milbourn and F.C. McConnell. Panel Discussion. Proceedings - Third Annual National College Housing Conference. Michigan State College, East Lansing, Michigan, August 1951.

Discussion of personnel relations, maintenance procedures, enrollment prospects, advisory systems, assignment and assignment procedure, and operating costs as they involve student housing.

524. Holten, Alice, K.D. Lawson, F.C. Falkin, and J. Hye. Panel Discussion - What's On Your Mind? Proceedings - The Sixth Annual Conference of the Association of College and University Housing Officers. Cornell University, Ithaca, New York, July, 1954, pp. 28-33.

A panel discussion on various college housing problems.

525. Nelson, Alice. Residence Hall Construction At Indiana University from 1947-1955. Bloomington, Indiana: Indiana University, 1955, 12 pp.

Construction, cost, financing and general information and data with respect to dormitories and apartments constructed at Indiana University from 1947 to 1955.

526. Nemoscope. Life In Elanton Hall. Nemoscope. 7 (August 1955), 11 pp.

A pictorial tour of Elanton Hall, the women's residence at Northeast Missouri State Teachers College at Kirksville.

527. Nemoscope. Life In Watson Hall. Nemoscope. 7 (August 1955), 11 pp.

A pictorial tour of Watson Hall, the Men's Residence at Northeast Missouri State Teachers College at Kirksville.

528. Newman, Carroll V. Facilities for Four-Year College Education in the State of New York. Albany, New York: Fort Orange Press, Inc., 71 pp.

A joint study by the Association of Colleges and Universities of New York and the State Education Department.

529. New York State Commission on Ventilation. Ventilation. New York: Bureau of Publications, Teachers College, Columbia University, 1931, 73 pp.

The summary of conclusions is most significant in that it finds no justification for the extensive mechanical equipment so generally required by law and practice.

530. Nichols, G.B. Central Heating Plants for Universities. American School and University. 3 (1930-1931), pp. 77-81.

Methods of approach in arranging for a central heating plant.

531. Nye, J.P. What's On The Menu Today? College and University Business. 2 (June 1947), pp. 34.

The author lists the basic steps to be taken in preparing menus for college food service. He also suggests techniques which help to establish intelligent purchasing power.

532. Nygreen, Mary Sizer. Foods Eaten By College Students - Acceptability, Adequacy and Cost. Journal of the American Dietetic Association. 30 (April 1954), pp. 359-362.

This study was undertaken to discover the degree of adequacy of the food served in the Women's Residence Halls at the University of Washington.

533. O'Connor, R.B. Residence Hall For 100 Men At Trinity College. College and University Business. 6 (March 1949), pp. 16-17.

Description, typical floor plan and furniture arrangements for a residence hall for men at Trinity College.

534. O'Donnell, H.H. Modern Floor Cleaning Methods. Restaurant Management. 73 (September 1953), pp. 42.

Covers purchase of floor care equipment and training employees to use it properly. Also covers care of terrazzo floors and kitchen floors, waxing and the use of the vacuum cleaner.

535. O'Donnell, H.H. Sanitation Double Check. Institutions Magazine. 32 (May 1953), pp. 158.

Steps in thorough self-inspection of the food service department to check on sanitation are enumerated in this article.

536. Olsen, Marie H. An In-Service Training Program of Dormitory Counselors. Occupations. 29 (April 1951), pp. 522-524.

A suggested training program for dormitory counselors.

537. Gilson, Merle M. Developments In Residence Hall Counseling. Educational and Psychological Measurement. 10 (Autumn 1950), pp. 455-464.

The author states that the general objective of dormitory counseling is to enable the student to better understand himself and his relations with others through daily contacts. She discusses three basic issues which are involved in achieving this objective and outlines a hypothetical situation.

538. Gilson, Merle M. Evaluation of Dormitory Counselor's Services. Educational and Psychological Measurement. 11 (Autumn 1951), pp. 415-426.

Gilson presents the plan for the rating of colleagues used by the University of Washington and the reaction of the staff members toward the plan.

539. Gilson, R.E. Organization, Inspection and Buying for Multiple Unit Operation. College and University Business. 16 (February 1954), pp. 49-50.

The savings that resulted from the consolidation of purchasing practices in the food service departments of the Chicago schools are discussed.

540. Oliver, F.E. Residence Hall Accounting. College and University Business. 11 (December 1951), pp. 40-41.

A discussion of the advantages of using punched cards in residence hall accounting.

541. Omer, Mary I. A Handbook for Residence Counselors. Columbia, Missouri: Stephens College, 1949.

A discussion of the Stephens philosophy and its applications in residence halls. Job analyses for staff members are provided; techniques are outlined; and evaluation is discussed.

542. Ostmark, Earl W. How Dormitory At University of Oregon Pays For Itself. American School and University. 3 (1930-1931), pp. 406-407.

Description of a self-liquidating dormitory at the University of Oregon.

543. Opp, Carl B. Accounting Controls In Student Housing. College and University Business. 12 (February 1952), pp. 43-44.

Visibility and the use of color and signaling devices have simplified the accounting problems connected with the housing operations at the University of Florida.

544. Opp, Carl B. How Our New Record System Helped With Housing. College and University Business. 12 (January 1952), pp. 27-29.

A system for simplifying and speeding the handling of housing assignment records cost the University of Florida less than \$1,000, saved them \$2,600 the first year and \$3,600 a year from then on.

545. Oras, Ruth. Counseling In Residence Halls. New York: Bureau of Publications, Teachers College, Columbia University, 1950.

The opportunities for counseling which a head resident has, are outlined and the various levels of counseling are discussed. Studies conducted by the author of the need for counseling, expressed by students are outlined and these problems are also discussed. The knowledge required of a dormitory counselor and various counseling techniques are dealt with at some length.

546. Osterfield, D.C. Cost Accounting For Food Operations. College and University Business. 13 (April 1955), pp. 49.

Discusses four important points in cost accounting for food operations: (1) departmentalization; (2) knowledge of total cost; (3) recognition of the importance of large cost control; and (4) procurement and use of comparative cost data.

547. Overholt, Mary McNeill. Dining Hall Maintenance and Management. American School and University. 3 (1930-1931), pp. 401-402.

The fundamental principles in the operation of a well-ordered dining hall - intelligent workmanship, organization, judicious buying, care in arrangement and up-keep, and elimination of waste, including control of overhead are discussed.

548. Overholt, Milton W. Housing for Non Graduate and Professional Students. The Graduate School Record - The Ohio State University. 6 (February 1953), pp. 4-6.

A discussion of housing policies and practices for non graduate and professional students at the Ohio State University.

549. Palmer, Archie K. and J.F. Larson. Architectural Planning of The American College. New York: McGraw Hill Book Company, 1933, 151 pp.

This book was conceived to meet the then growing demand for a convenient reference work on the fundamental aspects of college architecture and its relation to the educational program of the college.

550. Parker, Laurence. The A.B.C.'s of Wood Floor Finishings. American School and University. 14 (1942), pp. 161-164.

Discusses woods for flooring, treatment of new floors, floor sealing and top surface finish.

551. Parkinson, John S. Acoustical Treatment In School and University. American School and University. 3 (1930-1931), pp. 73-76.

Reviews a few of the more important aspects of acoustical treatment in educational institutions and gives, briefly, certain suggestions as to location, type of treatment, etc.

552. Parson, Mary. Menu Suggestions From The Students. College and University Business. 9(October 1950), pp. 48-49.

Results of a survey made at Knox College to find out how existing food service conditions could be improved.

553. Parsons, Samuel. The Art of Landscape Architecture. New York: O.P. Putnam's Sons, 1915, 347 pp.

The art of landscape architecture, its development, and its application to modern landscape gardening.

554. Peck, Charles H. Groups of Eight Are The Basis of The New College House Plan. Colleges and Universities Bulletin. 11 (February 1932), pp. 38-39.

The plan calls for low, three story units, divided into two entry sections housing 24 students each. Includes floor plan of a typical unit.

555. Peck, Margaret. The Student Residence and the Fine Arts. Journal of the National Association of Women of Arts. 4 (October 1930), pp. 30-31.

A discussion of the aesthetic experiences possible in the college residence hall.

556. Perrow, H. Home Suggestions From The Students. Colleges and Universities Bulletin. 9 (October 1930), p. 43.

An explanation of how a food survey was carried out at West College in Galena, Illinois.

557. Peterson, Paul W. The Scholarship of Students Housed in Various Living Quarters. Colleges and Universities Bulletin. 37 (February 20, 1933), pp. 221.

Results of a study to determine the effect of housing on college achievement.

558. Michel, Margaret E. Contributions of Types of Housing to The Education of University Women Students. Journal of the National Association of Women of Arts. 12 (January 1932), pp. 7-11.

Ms. Michel applies to dormitory supervision a point of view of the purpose of university education held by some groups, notably the University of Chicago.

559. Plow, Anna H. Plans and Ideals of American Girls. New York: Confidential and Educational Press, 1931, Chapters 25 and 26 and Appendix I.

Discusses student housing and the arrangement of residence halls. Appendix I describes in detail "the modern-type residence hall".

540. Mearns, H.C. How To Get Rid Of Pests. College and University
Illustrated. 24 (May 1933), pp. 12-19.

A list of common pests and the best control methods for each:
(1)mites; (2)beetles; (3)bedbugs; (4)rats and mice; (5)fleas and
ticks; and (6)ectoparasitic insects.

541. Mack, G.C. It's Not Alone For Knowledge. The Journal of Modern
Education. 8 (May 1937), pp. 215-232.

A description of the administration of Pioneer Hall, a dormitory
of the University of Minnesota.

542. Pope F. Homer Profile Of Food Service On A College Campus.
Journal of Modern Education. 33 (October 1941), pp. 574.

Food service trends at the University of Chicago.

543. Thompson, F.W. Incident On Post Equipment Budget Affairs.
Harvard Educational Review. 77 (April 1954), pp. 90.

Points vital to good planning which will result in good
operation are discussed.

544. Price, William. Dormitory Designs By Ray and Klanten.
Architectural Forum. 43 (December 1935), pp. 347-353.

A discussion of the various types of dormitory designs
with illustrations and floor plans.

545. Price, Ray Gordon. A Modern Cafeteria and Kitchen Layout.
College and University. 4 (1932-1933), pp. 195.

Description of a cafeteria and kitchen layout.

546. Eason, A.H. Anticipating The School Building Needs of
Architectural Forum. 43 (December 1935), pp. 347-353.
How to plan a school building, with illustrations,
and a list of schools, College and University, 1931, 170 pp.

A study to enable the person without a technical knowledge of
architecture to read intelligently a set of blue prints.

567. Palley, Charles. A Residence Hall Program - Southern Illinois University. Chicago: Southern Illinois University, 1953, 35 pp.

A study of a residence hall program by the university architect.

568. Purdy, Daisy I. Food Service In The College Community. Journal of American Dietetics. 13 (May 1942), pp. 306-307.

A discussion of the food service operation at Oklahoma A & M - its principles and organization.

569. Putnam, E.S., J.W. Ames and E.S. Dodge. Recent Dormitories At Smith College. Architectural Forum. 33 (April 1923), pp. 123-126.

Description, plot plan and photographs of three early dormitories at Smith College.

570. Raines, Max Reid. The Role Of The Part-Time Student Assistant In The Men's Residence Halls Of The Big Ten Universities. Unpublished M.A. dissertation, Northern State College, 1952, 214 numbered leaves.

A study to (1)define the role of the part-time student assistant as it pertained to his functions in the men's residence hall programs of the Big Ten Conference of Universities; (2) to determine the attitudes of the personnel staff members toward the functioning role of the student assistant; and (3)to evaluate his role as an agent for extending the personnel services of these universities.

571. Raines, Max Reid. A Survey of The Counseling and Activity Program Within The Men's and Women's Residence Halls of the Big Ten Universities. Unpublished M.A. thesis, Northern University, 1949, 213 numbered leaves.

A personal survey of the men's residence hall, counseling and activity programs to determine the nature and extent of three programs within the universities of the Big Ten Conference of Schools.

572. Pratt, Rific I. The Demand For Trained Women In Institutional Management. The Journal of Home Economics. 15 (September 1935), pp. 486-490.

A discussion of the opportunities for trained women in the field of institutional management.

573. Reed, Ruth M. What Price Dishwashing? Institutions Inquire. 36 (June 1935), pp. 131-133.

A fresh look at an old problem - with some long-range thinking aimed at trimming dishwashing costs through pre-planning and proper selection of equipment.

574. Reed, R.M. 60,000 Meals The Minor Part. College and University Business. 3 (August 1947), pp. 32.

The author explains the physical set-up of the dining room and kitchen at Arizona State College and describes the type of menu used. She then discusses some of the personnel problems which make college food service interesting.

575. Reeves, C.H., H.L. Engelhardt and Carl West. Survey Data Food and Plantation for Operation and Maintenance of in College and University. New York: Bureau of Education, Teachers College, Columbia University, 1935, 110 pp.

The operation and maintenance of physical plants in colleges and universities. Information included can be used to train the execution and maintenance staff now in service or to make a comprehensive survey of conditions to be found in any one single plant.

576. Reeves, Floyd H. and John D. Russell. State University Student Problems. Chicago: University of Chicago Press, 1935, 2, 35, Chapter 7.

A discussion of the relation between grades and living conditions.

577. Roper, Carl. A Fine roof Country At A Cost of \$1,000 per Student. American School and Institutional. 4 (1932-1933), pp. 295-298.

A description and floor plan of the new wing of Agnes Howard Hall at West Virginia Wesleyan College.

576. Bohler, T., T. Minch, W. Davis and C. Baker. Dining Service - Role In 1960. Proceedings - The Sixth Annual Conference of The Association of College and University Dining Officers. Cornell University, Ithaca, New York, July 1964, pp. 66-75.

A discussion of: (1) how the influx of new students are going to be fed; (2) vending machines in food service; (3) trends in coeducational dining rooms; (4) table service; and (5) commissary vs. individual kitchens.

579. Bailey, Joan W. and Frances P. Robinson. Do Dormitory Arrangements Affect Popularity? Educational and Psychological Monographs. 7 (Winter 1947), pp. 327-350.

Results of a study to determine if location of a girls room within the dormitory affected her popularity.

580. Report of A Commission Appointed By The Committee of Vice Chancellors and Principals of Great Britain and Ireland. The Planning of University Halls of Residence. London: Oxford University Press, 1943, (now out of print) Available at Library of Congress.

An evaluation of building features to be considered in planning. Applicable in part to the situation in this country.

581. Rich, Lorimer. College Architecture In Transition. American School and University. 20 (1943-1949), pp. 107-122.

Reasons why the author feels that new college and university buildings should follow the modern trend.

582. Richardson, Joseph P. Dormitories for Wellesley College. American School and University. 26 (1950-1955), pp. 265-266.

Description, photographs, floor plans and site plan of the dormitory group at Wellesley College.

College and University

583. Meier, Christine. How Does Food Service Relate To Other Services Of Residence Halls? Proceedings - The Sixth Annual Conference of The Association of College and University Dining Officers. University of California, Berkeley, August 1964, pp. 67-69.

Answers the question of how the food service relates to the residence service and personnel service in the residence halls.

534. Eicher, Christine. Let's Make Dietitians Better Administrators. College and University Business. 14 (May 1953), pp. 49-50.

Discusses three main ways to help make dietitians better administrators: (1) give authority with the understanding that authority means the acceptance of responsibility; (2) give complete information as to the relationship of the dietary or food service department to the whole institution; (3) give appreciation and recognition.

535. Eicher, Christine. Maintaining and Keeping Records on Kitchen Equipment. College and University Business. 12 (January 1952), pp. 49-50.

A program of maintaining and keeping records on kitchen equipment falls into four parts: (1) purchase and location of equipment; (2) permanent equipment records; (3) servicing control records; and (4) employee training regarding care of equipment.

536. Eicher, Christine. Organizing A University's Food Service. Journal of Home Economics. 41 (December 1949), pp. 557.

Food service activities in a university come under the following headings: room planning, purchasing, and the social and educational aspects of the service. Each is discussed.

537. Eicher, Christine. Seven Simple Steps In Food Cost Control. College and University Business. 10 (January 1951), pp. 46-47.

The author believes that whether the food cost control system is simple or complex, there are seven parts on which to hang the parts of the system. They are: specifications, purchase orders, inspection of food deliveries, receiving reports and requisitions, inventories, payment orders and financial reports.

538. Eicher, Christine. No Use Student Labor. College and University Business. 7 (November 1949), pp. 32.

The student who is working in a dining hall to earn meals is primarily considered in this article. In discussing student labor, the economic factor and its relation to general university policy and the problems of financial management are discussed.

589. Eiker, Harold G. Planning College Student Housing. New York: Bureau of Publications, Teachers College, Columbia University, 1956.

Study of the various important elements involved in planning for student housing, together with an investigation of current practices in student housing construction and operation.

590. Eicker, H., M. Habesh, J. Gould, J.A. Pringle and W.B. Scott. Student Government Or Government of Students. Proceedings - The Fifth Annual Conference of the Association of College Student Governments. Cornell University, Ithaca, New York, July 1956, pp. 75-87.

An exploration of some of the tension areas that arise in the way student government fits into the total university picture and the way it will work with the people responsible for the management of the residence halls and for the counseling in the halls.

591. Riley, William A. Residence Hall Room With A Difference. College and University Business. 11 (December 1951), pp. 42.

Description and floor plan of a residence hall room which provides a combination of a place to live as well as a place to sleep.

592. Rolfe, Mary A. College Club and Fraternity Buildings. Architectural Forum. 43 (December 1935), pp. 353-376.

Descriptions, photographs, floor plans and form specification and data sheets for a selected group of college club and fraternities.

593. Rollins, J. Leslie. Efficient Cafeteria and Kitchen Layouts for College Residence Halls. American School and University. 14 (1942), pp. 210-220.

Efficient planning of space and equipment for feeding college students.

594. Russell, John D. The Wages of High Education. Chicago: The University of Chicago Press, 1934, 125 pp.

The purpose of this book is to outline the problems of the management of business and financial affairs in institutions of higher learning. It includes information on residence halls and food service finance.

595. Ryan, Barbara. ⁿ Lantern Court, A New Type of Dormitory At Stanford University. American School and University. 23 (1953), pp. 110-113.

A description of the six "casas" that make up this distinctive dormitory.

596. Shugart, Cyril G. and Donald P. Mitchell. Consultative Services Required In Planning School Buildings. American School and University. 27 (1955-1956), pp. 149-156.

The educational consultative services required in a school building program.

597. Saunders, Jesse G. A Study On Floor Materials. The Journal of Home Economics. 2 (November 1910), pp. 564-571.

A discussion of types and maintenance of floor materials.

598. Saylor, Henry H. History of Architecture. New York: John Wiley and Sons, Inc., 1932, 1281 pp.

A handy volume in which one can find the spelling, pronunciation (if unusual), and concise definition of the terms met in the study, historical reading and practice of architecture.

599. Seale, Laura Woolsey Lord. The Operation of College Houses At Smith College. American School and University. 6 (1903-1904), pp. 379-382.

A description of the Smith College Housing policies.

600. Seligsohn, Esther M. Dining Hall Addition To A Residence Hall. College and University Business. 11 (July 1951), pp. 16-18.

Pennsylvania College for Women lacked sufficient funds to build a new dining hall so they built an addition to the existing dining hall and kitchen. Illustrations and floor plans.

601. Seligsohn, Clarence. Accounting for Colleges and Universities. New York: Louisiana State University Press, 1949, 341 pp.

This book is concerned with the problems of accounting in the college and university and sets forth techniques for the handling of these problems. The scope of the book broadly encompasses every aspect of educational accounting and business practice.

602. Schillester, J.C., A.S. Adams, R.E. Stewart, D.V.H. Brooks, and R.H. Hornally. Residence Halls - Where In Education? Proceedings - The Sixth Annual Conference of the Association of American College and University Business Officers. Cornell University, Ithaca, New York, July 1952, pp. 12-19.

A panel discussion on which comes first - the educational program which we build our hall around, or the opposite housing followed by an educational program.

603. Schlemm, Helen. Women's Housing. Journal of The National Association of Board of Women. 11 (October 1947), pp. 51-53.

A view of the educational values of women's residence halls.

604. Schuren, Edward. The Selection and Maintenance of Furniture. American School and University. 20 (1950), pp. 470-476.

The selection of furniture should be considered from the three viewpoints of serviceability, durability and beauty.

605. Schneider, William P. The Effects of Housing on Academic Achievement. Unreported study - University of Illinois, 1950, 17 pp.

Comparison of academic achievement of students living in a dormitory situation as compared to the performance of students in other types of housing.

606. Schmitt, Carl W. Wisconsin Has Basic Plan for Seven Residence Halls. College and University Business. 20 (April 1951), pp. 26-27.

Description, floor plans and cost data for seven Wisconsin residence halls. These halls are to be located, one at each of seven state teachers colleges. A basic plan with minor modifications was used for all seven buildings.

607. Scott, L.M. Food Costs Need Early Attention To Achieve Controls. Institutions Magazine. 35 (November 1954), pp. 101.

Proper method of controlling food costs is described. Includes a helpful checklist of problems dealing with purchasing, receiving and storage.

608. Scott, L.M. Prize Kitchen. College and University Business. 9 (August 1950), pp. 44.

A diagram and description is given of a newly installed and equipped cafeteria at Michigan State College, East Lansing.

609. Scott, L.M. Snack Bars Can Be Profitable. College and University Business. 15 (December 1953), pp. 43-50.

Factors to be considered in successfully operating a snack bar are: (1) provide adequate supervision; (2) know your costs; (3) establish prices in relation to costs; (4) take responsibility for cash; and (5) watch the inventory.

610. Sears, Jesse B. Philanthropy in The History of American Higher Learning. United States Bureau of Education, Bulletin 30, 1922, 112 pp.

A study to bring into the light to which philanthropy has been responsible for the development of our institutions of higher learning, to discover what motives have prompted this philanthropy and how these motives have influenced college building, and, in addition, to try to bring to light whatever has been developed in the way of a theory of educational philanthropy and of educational endowments.

611. Shuman, William H. Housing For Married Students. College and University Business. 27 (August 1934), pp. 37-39.

Factors to be taken into consideration when planning housing for married students.

612. Sheldon, Harriette E. The Efficient Operation of A Central Heating System. American School and University. 9 (1937), pp. 247-251.

A description of the central heating system installed at Mt. Holyoke College.

613. Sheldon, H.D. Student Life and Customs. New York: E. Appleton and Company, 1931, 363 pp.

A general introduction to the subject of student life, from its beginnings in the medieval universities to American universities in the 1930's.

614. Shuman, Henry C. Feed Bookkeeping. New York: Macmillan Company, 1928, 423 pp.

A general study of feed and feed products. Discusses: (1) the broad significance of feed; (2) general principles of feed management; (3) each of the chief types of feed; and (4) the choice of feeds.

615. Shiel, F.S., F.S. McConnell, H.B. Burkhardt, Alice Nelson, K.D. Loomis, W.J. Horton, J.A. Fahnke and Henry Foster. How To Build A Successful Hall Way. College House - The Harvard Journal Conference of the National Association of College House Managers, University of Minnesota, Berkeley, August, 1938, p. 5-21.

General discussion covering waste, construction, what can be done in the present market, what can be done to best serve the student, residence hall budgets and maintenance and housekeeping.

616. Shiel, F.S. Maintenance of Equipment. College and University Business. 5 (November 1933), pp. 32.

The work of a maintenance man in a college kitchen is considered. The article indicates what a full program of maintenance of the kitchen and its equipment should be.

617. Shiel, F.G. Maintenance of Residence Halls at Michigan. Collegiate and University Business. 9 (November 1950), pp. 47-49.

An outline of the procedures followed in the maintenance of buildings at the University of Michigan, which in theory should provide satisfactory results with as little expense as possible.

618. Shiel, F.G., W. Gordon, Jr., E. Kechler, H.M. Monteford, and J.W.S. Middlefield. Renovating, Remodeling, and Refurnishing To Meet 1960 Standards. Proceedings - The Ninth Annual Conference of the Association of Public Housing Officials, University of Illinois, Urbana, Illinois, June 1959, pp. 59-66.

A discussion of some of the things that have been done to bring older residence halls up to present day standards.

619. Shiel, F.G. What Type of Furniture? Collegiate and University Business. 6 (April 1949), pp. 34-35.

Description and photographs of the furnishings in Alice Lloyd Hall at the University of Michigan.

620. Shiel, F.G. and F.E. Dixon. Public Buildings: A Survey of Architecture of Public Buildings in the U.S. (1935-1950). Washington, D.C.: Government Printing Office, 1951.

Contains floor plans and illustrations of residence halls constructed by almost thirty public institutions with U.S.A. assistance.

621. Shrock, Thomas E. What's Your Verdict? Housing and Children Journal. 33 (February 1955), pp. 399.

A discussion of and a legal verdict as to whether "on-campus" housing of minorities against "off-campus" housing.

622. Szilard, Calvin. Dormitories Versus Residence Halls. Collegiate and University Business. 36 (January 1952), pp. 40-41.

Results of a student survey to determine their opinions on the desirability of various types of housing.

683. Sifford, Calvin S. Evaluating A Residence Hall Counseling Program. College and University Business. 35 (April 1950), pp. 445-447.

Results of a study made to evaluate the effectiveness of residence hall counseling programs.

684. Sifford, Calvin S. Making Residence Hall Management Easier. College and University Business. 37 (April 1952), pp. 374-377.

How the use of student committees makes the management of residence halls easier.

685. Sifford, Calvin S. Measuring Effectiveness Of Residence Hall Counseling. College and University Business. 6 (May 1949), pp. 12-13.

Discusses how the University of Illinois measures the effectiveness of the residence hall counseling program. Through evaluation sheets filled out by the residents and counselor appraisal forms filled out by her residents, head counselors and the supervisor of counseling, the effectiveness is measured.

686. Sifford, Calvin S. Residence Hall Counseling. Bloomington, Illinois: McNight and McNight Publishing Company, 1950, 200 pp.

This book is a description of the residence hall program at the University of Illinois, complete as to method and forms used. The book discusses the entire program only.

687. Sifford, Calvin S. Residence Hall Discipline. College and University Business. 13 (November 1952), pp. 5-8.

The author discusses maintaining residence hall discipline through student committees.

688. Sifford, Calvin S. Where Are You Going In Residence Hall Counseling? College and University Business. 35 (Feb. Apr. 1950), pp. 17.

How to judge the worth of a residence hall counseling program.

609. Silwerth, R.V. The Heating System of the Pennsylvania State College. American School and University. 9 (1927), pp. 50-61.

Discusses the heating system of the Pennsylvania State College and its component parts: the central plant, distribution lines, and building equipment.

610. Silwerthorn, Harold. Considerations In Selecting A School Architect. American School and University. 37 (1955-1956), pp. 109-114.

Gives helpful considerations to aid in the selection of the architect best qualified for the job.

611. Simmel, Georg. The Significance of Myths for Social Life. Chicago, Illinois: Free Press, 1950, from the Journal of Social Science by Kurt H. Wolff.

The unaided versus the dyed.

612. Starbuck, Harry. Essentials In Planning A Kitchen Of Any Size. Hotel Management. 14 (August 1943), pp. 15-23.

Principles of kitchen planning.

613. Tolley, Dave E. For Efficient, Mechanical Maintenance Use The Floor Machine. Architectural Record. 32 (January 1933), pp. 67-71.

A discussion of the principles and mechanics involved in the floor machine.

614. Tolley, Dave E. How To Select and Maintain Floors. Hotel Management. 31 (July 1930), pp. 61.

Different types of floors are considered according to the need and amount of use of the floor. After selection, proper maintenance is discussed.

65. Smalley, D.W. Linoleum Floors In Institutions. Buildings and Materials. 33 (November 1955), pp. 93.

The nature of linoleum is described. Types of linoleum such as plain, straight line or molded inlaid, embossed inlaid, jasper and marbled are discussed.

66. Smalley, D.W. Longer Life For Resilient Floors. Buildings and Materials. 37 (January 1957), pp. 15.

Care and cleaning of resilient floors.

67. Smiley, Marjorie B. Intergroup Education and The Liberal College. New York: Bureau of Publications, Teachers College, Columbia University, 1952.

Intergroup education as a problem in curricular planning, the availability of the liberal arts college for intergroup education and the scope of intergroup education in the liberal arts college are discussed.

68. Smith, Sherman. Painting - A Small College Finds It Profitable To Employ Its Own Full Time Staff of Painters. Colleges and Universities. 12 (May 1951), pp. 44-45.

The author indicated that a regular program of painting and maintenance has proved a more economical method than having the work done on an ad-hoc contract basis.

69. Smith, T. Evelyn. A Handbook for High School Parents. Minneapolis: Burgess Publishing Company, 1955, 127 pp.

Includes much information for the parent as available for any type of post-graduation and service.

70. Smith, T.E. Interior Walls In School Buildings. Buildings and Materials. 12 (1954-55), pp. 16-17.

A list of the factors which influence the choice of materials and the tables of general characteristics and reliability.

61. Smith, Howard Knight. The Designing of College Territories. American School and University. 12 (1940), pp. 421-424.

Discusses how problems of administration, construction and activities may be solved cooperatively in planning a territory.

62. Smith, Howard Knight. Planning for Postwar College and University Construction. American School and University. 16 (1944).

The need for long range comprehensive plans is discussed.

63. Smith, J. G. College Unions Survey Midwest Food Prices. Dollars and University Business. 13 (February 1952), pp. 49.

A survey of food items on sale in union cafeterias, taken from a sample of fourteen college and university cafeterias located in the middle west.

64. Smith, Margaret Ruth and Esther Lloyd-Jones. A Student Book and Program for Higher Education. New York: McGraw-Hill Book Company, 1947, 320 pp.

This book gives philosophy and organization of the student personal program and deals rather completely with its functions. A plan is covered which starts with procedures of college selection and education and follows recently accepted personnel services of the college through to placement.

65. Smith, E. Jackson. Planning Food Service Facilities. Residence Hall Planning Conference. Michigan State College, East Lansing, Michigan, 1951, pp. 17-19.

Discusses trends in food storage, methods of food serving, planning questions, problems of dining service, lighting factors in dining rooms and includes a comparative analysis of food service systems in nine conditions.

66. Smith, William Jones. Augustana Has Interesting Addition To Campus. Dollars and University Business. 16 (March 1951), pp. 54.

Description of the new dormitory of Augustana College, Rock Island, Illinois.

647. Snull, Mary L. Work Simplification. College and University Business. 12 (June 1952), pp. 30-33.

Increasing food service efficiency and morale through work simplification is discussed.

648. Snodden, E.H. The Eyes Have It In Food. College and University Business. 3 (July 1947), pp. 31.

Emphasizes the importance of carefully planned attractive menus. Special emphasis is placed on the inclusion of salads in the menu.

649. Snow, A. William. A Reinforced Concrete Stadium Dormitory Design. Unpublished M.A. thesis, Michigan State University, College, 1947.

A preliminary stadium dormitory design. No attempt is made at detailing. The purpose is to arrive at a general, practical, workable plan.

650. Sodergreen, A.L. How To Keep Floors Ship-Shape. Food Engineering. 25 (November 1953), pp. 70.

A reference guide to cleaning, sealing, maintaining and inspecting twelve types of flooring appears in tabular form. Figures, based on contractors' reports, show the cost of various types of new flooring.

651. Southard, Lydia. Qualifications and Training Of The Head Of A College Dormitory. The Journal of Home Economics. 2 (November 1910), pp. 495-499.

The author discusses the necessary qualifications and training of the head of a college dormitory.

652. Speck, Frances V., and Kathryn McHale. Housing College Students. Washington, D.C.: American Association of University Women, 1934, 96 pp.

A report of a series of papers presented at a conference on housing college students. It covers dormitory design and planning, equipment, food service and financing. Included are descriptions of housing plans at a number of institutions and reports on "cooperative houses".

653. Stallings, Edith L. Standards for Residence Halls With Particular Reference To Women Students. College and University Business. 21 (September 1951), pp. 42-44.

Facilities for college women students should be planned to meet four basic needs: (1)safety; (2)health; (3)good living; and (4)study. Each is discussed.

654. Stouffer, Lee D. and Richard G. Dard. Food Sanitation and/or The Infectious Process. Journal of the American Dietetic Association. 31 (October 1955), pp. 977-978.

Considers two questions: (1)when is food sanitation an important consideration in the infectious process; and (2)when is food sanitation important only in the esthetic sense?

655. Steen, H.W. Experience Gained In Maintenance As A Guide To Sound Construction. American School and University. 24 (1942), pp. 152-153.

Discusses recognizing deterioration before conditions become so bad that nothing can be done.

656. Stevens, H.F. How A University Cafeteria Meets Big City Competition. College and University Business. 6 (May 1950), pp. 49.

Hypothesis in this article is placed on cooperation with commercial restaurants and incorporation of suitable new ideas gained from visiting other restaurants.

657. Stewart, E.L. Our Experience With Plastic Dishes In Institutional Feeding. The National School. 43 (April 1949), pp. 65.

Plastic dishes were put into use in the dining halls of North Carolina State College. This article discusses the advantages and disadvantages which they have shown in their use.

658. Stewart, Helen C. Social Aspects of Residence Halls for College Women. New York: Professional and Technical Press, 1942, 223 pp.

This book contains, besides a historical review and a discussion of aims and values, practical suggestions for charting a residence hall program.

659. Stewart, R.D. Cooperatives and The Student Housing Program in Universities. Proceedings - The Fourth Annual Conference of The National Association of University Officers. University of California, Berkeley, August 1941, pp. 31-37. *College and University*
Discusses cooperatives and the student housing program at Purdue University.

660. Stewart, R.D., E. Foster, P. McConnell, P. Kammra, F.P. Hints, and S.M. Thompson. Married and Graduate Student Housing. Proceedings - The Fifth Annual Conference of the Association of American Universities. Cornell University, Ithaca, New York, July 1944, pp. 48-50.

A discussion of national trends regarding married and graduate students, trends at the University of Wisconsin with reference to the requirements and demands for housing of graduate students, attitudes to be considered in married and graduate student housing, administration and operation of temporary married student housing facilities and what should be done about housing for married and graduate students.

661. Stewart, R.D. Residence Hall Administration. College and University. 10 (April 1951), pp. 20-24.

Recommended policies that should be followed in the operation of college and university residence halls.

662. Stewart, R.D. Should Colleges Subsidize Housing and Food Service? College and University. 10 (January 1951), p. 24.

The author believes that subsidizing the food and housing are an uphill in the long run have deleterious effects on the total institutional picture. He feels that funds so directed will weaken the institution's position relative to the procurement of a general academic and administrative staff and the development and maintenance of the physical plant.

663. Stewart, R.S. Supervision of Halls. College and University
Training. 9 (August 1950), pp. 6.

Answers the question of who should supervise the residence halls.

664. Stokes, J.W. Use Cost Control Principles To Curb Prices and Payroll. Institutional Management. 27 (August 1950), pp. 1.

An operating manual is outlined, the use of which, will aid in controlling costs.

665. Strong, Ruth. Group Activities In College and Secondary
School. New York: Harper Brothers, 1946, 301 pp.

From the first unit on the nature of groups and attitudes and skills involved, Mr. Strong moves on to means of implementation in all phases of group participation. The approach is anecdotal and emphasizes experience knowledge.

666. Stratten, Dorothy C. The Professional Training Of Residence Hall Directors. Proceedings of the National Association
Administration. 70 (1950), pp. 319-322.

In considering the professional training of residence hall directors, the author assumes a bachelors degree as a minimum essential and discusses the professional training which should be added to this foundation.

667. Strait, Selma. Room Making For Residence Halls. Journal of
The American Dietetic Association. 17 (April 1953),
pp. 546-549.

A discussion of the factors in intelligent room planning, which, according to the author, include: (1)the availability of the empty room and serving facilities; (2)the employee's ability; (3)the amount of time the employees can spend on food preparation; (4)the season of the year; and (5)the location of the residence hall.

668. Strait, Selma. Where Do You Draw The Line Between Feeding and
Cooking Living? Proceedings - 19th Annual Conference of
the National Association of Institutional Management. University of
California, Berkeley, August, 1952, pp. 30-31.

Discusses factors that make for better living in college food service.

669. Strohmeier, Nancy J. Brown's Dining Hall Builds Creditable Food Habits. Golfers and University Business. 12 (January 1952), pp. 39-42.

Food service at Brown is not merely a necessity but a carefully planned way of college life, contrived to bring the student closer to that goal of "cultural understanding" that is the aim of every good liberal arts college. This article discusses Brown's food service facilities.

670. Stroeber, Robert H. Educational Planning of Student Housing. American School and University. 23 (1951-1952), pp. 135-138.

Thought aimed at truth, communicated freely and applied intelligently in daily living is the objective of education through a residence hall system. According to the author, this is a proper educational objective for a university community to seek.

671. Stroeber, R.H. Housing of Students - A.S.U. Study. Series VI, Student Personnel Work, D, 1950, 66 pp.

The author discusses the place of housing in higher education, the college residence hall and special problems of student housing.

672. Stuart, Lotty and Stuart, Edward. Beginning With the Walls. Comm-Life. 59 (February 1931), pp. 35-37.

A discussion of walls and wall treatments.

673. Stoddins, Hugh Jr. What Do The Colleges Really Want? Architectural Record. 99 (April 1946), pp. 106-108.

The author discusses the problem of college administrators who are so preoccupied with trying to build new buildings that "latch" the old ones that they are never able to get around to the direct problem of erecting buildings as a solution to the human needs of their teachers and their students.

674. Stutz, Robert L. Drake University's New Residence Halls. American School and University. 26 (1954-1955), pp. 351-354.

Description and photographs of Drake University's new dormitories.

675. Subcommittee of Committee on Studies and Standards of the American Association of Colleges for Teacher Education. Student Personnel Services. Washington, D.C.: American Association of Colleges for Teacher Education, 1949, 210 pp.

A monograph made up of chapters covering the entire range of personnel services. Each chapter has been written by a person who has had wide experience in personnel work and whose responsibility for the personnel program in the institution which he represents is significant.

676. Sward, C.G. What A School Man Should Know About Paint. American School and University. 10 (1938), pp. 219-222.

A discussion of paints and painting.

677. Talbot, Marion. Dormitory Life For College Women. The Journal of Home Economics. 2 (November 1910), pp. 490-495.

An outline of the ways in which the methods and ideals of the home can be worked out in the college hall.

678. Talbot, Marion. A Study of Student Diet. The Journal of Home Economics. 7 (October 1915), pp. 409.

A study of student diet at the University of Chicago in 1893. Of interest from the historical standpoint.

679. Tate, Edith B. and Rosalind C. Lifscut. Planning Food For Institutions. Washington: United States Department of Agriculture, Handbook 16, 1951, 95 pp.

680. Taylor, C. Stanley. Fashions In Floors. Country Life. 59 (December 1930), pp. 60-64.

A general article on bringing the floor up-to-date.

681. Taylor, C. Stanley. Interesting Possibilities Of "Efficiency Plans" For Studies. Architectural Record. 43 (December 1935), pp. 303-304.

Description, floor plan and illustrations of an "efficiency plan" dormitory.

602. Taylor, C. Stanley. Selecting the Best Floor Material for Twenty Specific Purposes. Hotel Management. 12 (October 1927), pp. 275-283.

A comparative analysis indicating by points in one hundred, the importance of each factor in the selection of finished flooring.

603. Taylor, Harold. The College As A Client. Architectural Forum. 93 (June 1953), pp. 116-118.

The author discusses that the college client demands a higher architecture for today's higher education.

604. Taylor, Lucy B. Wool Home Fabrics. New York: John Wiley and Sons, Inc., 1951, 306 pp.

A discussion of standard decorative textiles and their use.

605. Teller, Robert. Setting Up A Maintenance Plan For Food Service Equipment. College and University Business. 16 (June 1964), pp. 42-50.

Discusses the objectives in setting up a maintenance program and how to get employee cooperation in a maintenance program.

606. Terrill, H.E. Common Sense In The Kitchen. College and University Business. 4 (March 1943), pp. 30.

An overall picture is given of the four general functions of institutional food units. Factors influencing the efficiency with which these functions are carried out are discussed.

607. Terrill, H.E. Kitchen Plans For The Future. Journal of the American Dietetic Association. 32 (January 1961),

Discusses spending money to save money - the need for specially designed equipment - automatic controls and money for research for proper studies.

608. Terrill, H.E. Money - The Power Supply For Food Service. Journal of the American Dietetic Association. 32 (January 1961), pp. 30.

The author discusses: (1) planning a budget; (2) controlling the cost; and (3) measuring progress.

689. Terrell, H.E. Planning Kitchens for Residence Halls. American School and University. 11 (1939), pp. 413-418.

A description of the needed space and equipment for preparing and serving food.

690. Terrell, Margaret and William Straight. Maintenance Problems in Residence Hall Housekeeping. Journal of the American Dietetic Association. 17 (December 1941), pp. 904-907.

A discussion of various problems in residence hall maintenance.

691. Terrell, Margaret. What Do You Do About The Student Who Has A Complaint About Food? Proceedings - The Fourth Annual Conference of The National Association of Housing Officers. University of California, Berkeley, August, 1952, pp. 51-52. College and University

Describes how to handle various types of student complaints about food.

692. Thaden, J.F., Avery Foster, W.E. Brookover, Carl H. Horn. Demographic Forecasts and Survey of Dormitory Requirements of Minnesota State Teachers Colleges 1955-1960. Unpublished report - Michigan State University, October 1955, 49 pp.

The first portion of this report is devoted to the analysis of general population trends related to college enrollments. This is followed by the forecasts of total college enrollments and specific forecasts for the five state teachers colleges. The report is concluded with an analysis of student housing needs and recommendations for the construction and financing of dormitories and related facilities.

693. Thelen, Herbert A. Basic Concepts in Human Dynamics. Journal of The National Association of Deans of Women. 15 (March 1952), pp. 99-111.

The author studies inter-personal relationships from a scientific point of view.

694. Thoms, Orpha. Scientific Basis For Design of Institution Kitchens. New York: Teachers College, Columbia University, 1947, 75 pp.

Includes analysis and time and space studies of food processing, and industrial methods of management which are applicable to food service.

695. Thomas, Ruth C. Effective Portion Control. College and University Business. 12 (April 1952), pp. 49-50.

How effective portion control keeps food prices within the student's budget.

696. Thompson, Florence M. Residence Halls and The Educational Program. Educational Record. 29 (January 1943), pp. 64-71.

Results of a study of the types of activities and their effectiveness as judged by the directors and students.

697. Thompson, Florence M. The Use Of Dormitories For Social Education. Educational and Psychological Measurement. 7 (Autumn 1947), pp. 643-654.

This is a discussion of the importance of social education and the use of the residence hall in teaching it. Includes the results of a study of various residence hall programs throughout the country.

698. Thompson, S. Earl. Designing Rooms For Study and Sleep. College and University Business. 13 (January 1953), pp. 35-40.

Discusses basic considerations in design of institutionally owned residence halls; spatial considerations to be kept in mind when planning layouts of student sleeping and study rooms; and alternatives open to the designer of student sleeping and study rooms.

699. Thompson, S. Earl. Chapter 7. Education Outside The Classroom. Part II - Ways and Means. Methods, John G. G. Editor. Fisher Education for Tomorrow's Learning. Madison, Wisconsin: The University of Wisconsin Press, 1949, 427 pp.

Objectives of teaching are now coming to be conceived primarily in terms of desired changes in behavior rather than in terms of a prescribed subject matter to be mastered. Discusses the importance of student participation in attaining these objectives.

700. Thompson, S. Earl. Housing Administration In Eleven Middle-Western State Universities, Colleges and Institutions.
Unpublished study - University of Illinois, 1949, 34 pp.

Organization charts and condensed statements of duties for the major positions in institutionally operated housing programs.

701. Thompson, S. Earl. The Place of Housing In The Student Personnel Program For Institutions of Higher Learning.
Unpublished (M.A.) Dissertation, The University of Illinois, 1945, 227 numbered leaves.

A discussion of the place of housing in the student personnel program for institutions of higher learning. Sets up standards, which if met, will provide the student with comfortable and healthful living conditions, and will give him a better opportunity to participate in democratic group government and encourage him to attain proper social development.

702. Thompson, S. Earl, J.C. Schillester, D. Kilbourn, S. Konz, A. Doyle and C.E. Hall Jr. Practical Methods Used In Residence Halls In Dealing With Student Problems And Student Government So That The Experience For The Student Is Part Of His Educational Experience. Proceedings - The Fourth Annual Conference of The National Association of Student Personnel Administrators. University of California, Berkeley, August 1951, pp. 14-35.

A general discussion of the above topic.

703. Thompson, S. Earl, J.C. Schillester, D. Kilbourn, S. Konz, A. Doyle and C.E. Hall Jr. Relation of Student Personnel Side of Residence Halls To Business Side. Proceedings - The Fourth Annual Conference of The National Association of Student Personnel Administrators. University of California, Berkeley, August 1951, pp. 31-34.

Gives a "point of departure" for future thinking on the relation of the student personnel side of residence halls to the business side.

704. Thompson, S. Earl. Space Requirements. College and University Planning. 9 (August 1950), pp. 6.

Discusses minimum or basic standards relative to space requirements for a residence room to be occupied by two students.

705. Thomson, S. Earl. Trends In Housing College Students. The Journal of Higher Education. 24 (June 1953), pp. 343-355.

The author contends that when a good student housing program is developed, the student will be provided with comfortable and healthful living conditions, he will be helped to attain better academic standards, he will have a better opportunity to participate in democratic group government and he will be encouraged to attain proper social development.

706. Tiersman, Marjorie. Ideas That Boost Food Sales. College and University Business. 16 (April 1954), pp. 49-50.

Techniques that have been utilized in promoting the sale of food specialties at the University of Washington Student Union are discussed.

707. Tourtelot, H.H. Jr. Low In Cost But Without Compromises. College and University Business. 19 (December 1955), pp. 52-55.

In spite of the low costs achieved in the men's residence at Illinois College, no compromises were made with sturdiness or construction. Illustrations and floor plans.

708. Tourtelot, H.H. Jr. Residence Hall Built In Record Time And At Low Cost. College and University Business. 11 (September 1951), pp. 34-36.

The 195 man residence hall at McCormick Theological Seminary in Chicago is a striking example of how detailed and careful planning can materially reduce costs for new construction of college and university buildings. Illustrations, floor plans and room diagrams are included.

709. Tracy, A.M. We Must Control Our Food Costs. College and University Business. 3 (September 1947), pp. 25.

A discussion of the important aspects of food cost control in colleges and the importance of cost control as a management tool.

710. Trent, Helen and Lenore Richards. Study of Comparative Waste In A Dining Room and In A Cafeteria. The Journal of Home Economics. 11 (December 1919), pp. 540-542.

Results of a study to find the relative economy of different methods of feeding students.

711. Trottenberg, Arthur D. Harkness Commons. College and University Housing. 12 (May 1952), pp. 40-42.

Description, illustrations and floor plan of Harkness Commons at Harvard University.

712. Trout, Alex L. Mary Mayo Hall At Michigan State College. American School and University. 9 (1957), pp. 407-413.

Describes a successful self-liquidating college dormitory.

713. Truettner, I.W. Organization and Equipment for Upkeep of Buildings and Grounds of A University Campus. American School and University. 3 (1930-1931), pp. 169-172.

The organization and work of the buildings and grounds department at the University of Michigan.

714. Truex, Dorothy. Training Leaders In Freshman Dormitories. Journal of The National Association of Deans of Women. 15 (March 1952), pp. 130-133

This is a "how-to-do" description of the training procedure on one particular campus.

715. Tufts, Edith S. Organization of the Work of Heads of Halls. Proceedings of the National Education Association. 60 (1922), pp. 725-728.

The author discusses the organization of the Heads of Halls at Wellesley College.

716. Turner, H.W. Halls of Residence. New Zealand: Whitcombe and Tombs Limited, 1955, 165 pp.

An excellent over-all study of residential facilities in institutions of higher learning in New Zealand. It contains an evaluation of the importance of student housing to university life, with some discussion of physical facilities and operation.

717. University of Illinois - Housing Division. Standard Procedure Manual. Housing Division, University of Illinois, 1948, 50 pp.

Methods, procedures and descriptions of duties of University of Illinois Housing Division Staff.

718. Van Alstine, F.L. Relation Between Housing and Scholarship. Journal of Higher Education. 13 (March 1942), pp. 158-159.

Results of a study to determine the relationship between the type of housing and scholastic attainment.

719. Van Hays, Jay C. The Economy of Contemporary Design. American School and University. 21 (1949-1950).

The author feels that the need for present-day widespread search for economy is, apparent, but the desirability of any means of achievement should be tempered with a sense of fitness to any given situation.

720. Varner, L.E. Basic Standards For Good Lighting. Buildings and Building Management. 46 (March 1946), pp. 38.

Points to consider when designing a lighting system are discussed.

721. Veech, J. Alexander. Maintenance of Buildings and Grounds At Washington and Lee University. American School and University. 12 (1940), pp. 177-181.

Setting up an organization for operation and maintenance of the buildings and grounds at Washington and Lee University is discussed.

722. Viessmann, R.W. and Cecil Dergenthal. Private Financing of State University Buildings. Nebraska Law Review. 2 (December 1926), pp. 238-274.

Discusses litigation concerning the validity of recent statutes authorizing the construction of dormitories and dining halls at state institutions, under amortization plans whereby the cost of the buildings is ultimately paid out of revenue from their use.

723. Vitell, Andrew. Nonperishable Foodstuffs. College and University Business. 12 (February 1952), pp. 48.

The author discusses the quantity an institution should buy and for how long a period the food buyer should try to protect his institution against higher prices.

724. Verhies, J.H. Organization & Food Service. College and University Business. 4 (January 1949), pp. 26.

Policies which have been determined for a food service program at Wayne University are described.

725. Waggner, Marc G. Union and Food Service. College and University Business. 17 (September 1954), pp. 36-40.

Description and illustrations of the new student union and food service building on the Medical Center campus of Indiana. The building combines in a single unit, a dormitory, apartment building, transient housing, recreational facilities, central food service, continuation study center and student center.

726. Wagner, H.P. More Effective Methods Of Food Service Inventory. College and University Business. 15 (March 1955), pp. 50.

At the University of Michigan, perpetual inventory and periodic physical inventories are operated jointly in the food service. This method uses certain basic principles which are discussed in this article.

727. Watt, E. Everett. Douglass Hall, A New Dormitory For Men At The College of Wooster. American School and University. 3 (1936-1937), pp. 404-405.

Description and floor plans of a dormitory for men in the College of Wooster.

728. Watt, J.R. What To Look For In Buying Furniture. College and University Business. 16 (June 1954), pp. 27-29.

In buying furniture for residence halls, several factors should be kept in mind: (1) manufacturer; (2) construction; (3) design and finish; (4) upholstering and materials for upholstering; (5) price to fit into an appropriation.

729. Welford, J. Winford. Dormitory Design. American School and University. 8 (1936), pp. 347-351.

Consider toilet and bath facilities, dining and kitchen areas, floor surfaces, bedroom equipment and costs.

730. Walker, Ernest T. The Relation of the Housing of Students To Success In A University. Unpublished Ph.D. Dissertation, The University of Chicago, 1935, 76 numbered leaves.

Results of a study to determine the relation of student housing to success in a university.

731. Walker, Ernest T. Student Housing and University Success. School and Society. 42 (October 26, 1935), pp. 575-577.

Results of a study comparing scholastic achievements of students living in various types of housing.

732. Walls, Agnes E. A Dormitory That Is A Home. Proceedings of The National Educational Association. 60 (1922), pp. 721-725.

The author discusses the various factors which make the college dormitory a home.

733. Walch, J.K. Special Consideration For Kitchen Illumination. Hospitals. 23 (November 1949), pp. 67.

Discusses possible types of kitchen illumination and points to consider in making a selection.

734. Warr, Kathryn. Report of A Survey of Dining Room Regulations In Women's Residence Halls. Journal of the National Association of Deans of Women. 16 (March 1933), pp. 130-131.

Results of a survey of 15 women's residence halls to discover dining room regulations pertaining to service, table assignments, co-ed meals, guests and dress.

735. Wernicke, John C. Administering A Construction Program: A Comparison of Methods. American School and University. 22 (1950-1951), pp. 109-112.

The author feels that success in administering a construction program depends on two main factors: the type and size of the building program; and the individual calibre of the person directing it.

736. Warren, Katherine. Education By Living In Dormitories and Residence Halls. Journal of the National Association of Deans of Women. 12 (January 1949), pp. 75-78.

The author discusses the educational objectives of dormitory living. She stresses the importance of providing physical equipment and living arrangements to make studying easy, and living pleasant and points out the values to be gained from group living. The role the Head Resident can play in encouraging intellectual and cultural interests is included.

737. Watson, David J. Applying Specialized Knowledge to the Selection of Paint. College and University Business. 16 (June 1954), pp. 30-35.

The principles of paint and painting, which constitute a major maintenance factor in the college or university, are presented in this article.

738. Watson, G.W. Know Foods Better. American Restaurant Business. 34 (August 1950), pp. 44.

Presented here are some of the psychological factors which have a bearing on the production, preparation, serving and consumption of food. An explanation is given of how food likes develop.

739. Watson, H. Have A Kitchen Safety Program. College and University Business. 16 (January 1956), pp. 43.

Kitchen management functions which can develop an atmosphere encouraging maximum useful output are listed, as well as eight safety rules concerning specific kitchen practices.

740. Watts, Ralph J. Memorial Union At Lawrence College. College and University Business. 12 (June 1952), 34-35.

Description of facilities, illustrations and floor plan of Memorial Union at Lawrence College.

741. Watts, Ralph J. Room and Board for Students In The College Dormitory from the Management Point of View. College and University Business. 10 (January 1951), pp. 47-50.

The author suggests some of the policies that ought to be established in the residence hall and food service operations of the small college that houses most of its students.

742. Waugh, Alice. Interior Design. Minneapolis: Langness Publishing Company, 1954, 68 pp.

A manual for furnishings.

743. Way, Charlotte H. Dining Room Management. The Journal of Home Economics. 2 (November 1910), pp. 521-524.

The author outlines the points to be considered in dining room management.

744. Webber, Owen. Fine Points of Food Service Equipment Design. American School and University. 12 (1940), pp. 438-441.

A discussion describing and illustrating an installation which incorporates many desirable features of modern food-service equipment design.

745. Webster, E.R. Charting Menus Wins Over "Captive Patron". Foodservice Management. 33 (December 1949), pp. 32.

Institutional menu planners may avoid over-repetition of dishes by using easily kept charts devised by a Rhode University foods manager. The use of the chart is explained.

746. Wentworth, W. Morris. Hall's Dishes. College and University Business. 3 (February 1950), pp. 6.

Discusses the question of how many rooms in a residence hall a unit should be expected to handle.

747. Wentworth, W. Morris. The Role of The Dietitian. College and University Business. 7 (December 1949), pp. 27-31.

Discusses the duties and responsibilities of the dietitian in the college operation.

748. Wemmel, G.L. The Secret To Low Food Costs. American Restaurant Magazine. 35 (May 1951), pp. 62.

Procedures which can be used to lower food costs. Proper food costs are listed for various types of operations, including a college cafeteria.

749. West, Jessie B. and LeVelle Wood. Food Service In Institutions. New York: Wiley, 1955, 602 pp.

A compilation of material on the various aspects of food management. Section I deals with quantity food production, Section II with organization and administration of food services and Section III with food service planning, selection of furnishings and equipment for institutional kitchens and dining rooms. The appendix contains a plan for the organization of a college residence hall.

750. West, Carl, H.L. Engelhardt and C.E. Reeves. Survey Data Used and Standards for Operation and Maintenance of Physical Plant in Institutions of Higher Education. New York: Bureau of Education, Teachers College, Columbia University, 1955, 128 pp.

The operation and maintenance of physical plant in colleges and universities. Information included can be used to train the operation and maintenance staff now in service or to make a comprehensive survey of conditions to be found in any one single plant.

751. Westbrook, Francis A. Waste Energy From Diesel Engine Supplies Heat to New England College. Heating and Ventilation. 31 (February 1941), pp. 31-32.

Atlantic Union College has added a diesel-driven electrical generating unit to one which is steam driven and has arranged a system of piping connections for recovery of waste heat from both units whereby hot water is provided. A description and a schematic diagram are included.

752. White, James H. Planning A University From The Operating Point Of View. American School and University. 4 (1951-1952), pp. 159-161.

How to plan a university to facilitate ease in operation.

753. Whitney, Frederick L. Heating and Lighting Efficiency on A College Campus. American School and University. 15 (1943), pp. 87-92.

The article includes a discussion of heating plant efficiency units and a time-series study of electric light and power.

754. Wightman, Louise Y. and Isabel A. Luciner. It Works! Say All Concerned With Student Table Service. College and University Business. 9 (December 1950), pp. 47-48.

Now table service, a problem for 92 years at Christian College, has been solved to the satisfaction of the students, the college business manager, faculty and director of food service.

755. Wiley, Heywood M. Should A College Operate Its Own Laundry? College and University Business. 13 (December 1954), pp. 42.

A discussion of the problems involved in the operation of an institutional laundry.

756. Wilkinson, Henry W. Architecture In Its Relation To Institutional Administration. The Journal of Home Economics. 2 (November 1910), pp. 541-44.

The author discusses the initial planning of a dormitory.

757. Willard, A.C. and M.K. Fehnestock. The Effect of Two Types of Cast-Iron Steam Radiators On Air Temperature In Room Heating. Heating, Ventilating and Air-Conditioning. 2 (March 1930), pp. 139-141.

This paper has three principle objectives: (1) to state that comparisons of the performances of different types of direct radiators must take into account the "heating effect" on the air and contents of the room as well as the heat emission of the radiator; (2) to state that the heat loss from a room may be seriously affected by the type of heating unit installed although the heat losing areas remain the same; (3) to state that air temperatures taken at the "breathing line" may prove a very unsatisfactory basis for comparing the performances of different types of heating units.

758. Williamson, D.C. Postwar College Housing. Journal of Higher Education. 15 (December 1944), pp. 446-451.

Describes housing facilities at the University of Minnesota.

759. Williamson, E.C. Stow's In Student Personnel Work: A Collection of Papers Read At A Conference Sponsored by the University of Minnesota. Minneapolis: The University of Minnesota Press, 1957, 427 pp.

The papers deal with every area of student personnel work. Several chapters are particularly relevant to this bibliography: for example, Darrow's paper on "Housing As Personnel Work" which stresses the importance of putting the residence halls to use in teaching students how to cooperate and work in groups.

760. Williamson, E.C. and Lynn Draper. Where Shall Students Live? The Educational Record. 32 (January 1951), pp. 29-44.

A thesis that modification of the historical "college way of life" with its emphasis on college-owned residences must be made for public and state institutions.

761. Williamson, Lillian J. Food Service In College Residence Halls. Journal of Home Economics. 30 (November 1950), pp. 623-624.

A discussion of food service in college residence halls and ways to get student acceptance.

762. Wilson, Edith G. Using Group Dynamics In The Residence Hall. Journal of The National Association of Student Affairs. 15 (March 1950), pp. 118-119.

This article includes some of the evaluations and follow-up procedures of students that came out of a student conference at the University of Maine.

763. Wilson, John F. Boylan Hall, University of Kentucky. American School and University. 21 (1950-1950), pp. 157-170.

Description, floor plans and photographs of a complete quadrangle of men's residence halls.

764. Wilson, Margaret. Handics of A Residence Hall Program. Publications. 29 (November 1950), pp. 115-122.

This article is a description of the residence hall program at Indiana University and its organizational structure.

765. Wilson, Maxine. Reviews Preservation Methods For Foods In Storage. Institutions Magazine. 36 (April 1955), pp. 60-61.

Discussion of methods used in preserving food, including refrigeration, drying, canning and freezing. Includes a chart listing storage temperatures for food products.

766. Wilson, Maxine. Student Work Loads In University Residence Halls. Obtained by author under agreement. Unpublished M.A. thesis, Santa Clara University, 49 numbered leaves.

A study of the work loads of student employees in two residence halls was made to determine why one unit had a larger student payroll.

767. Wilson, Scott. Campus Cafeteria. Golden Gate University Bulletin. 12 (May 1952), pp. 51-52.

Some of the techniques employed to develop cooperation from student customers at the campus cafeteria at the University of California, Berkeley.

768. Wilson, Scott. Faculty Club Has Buffet Service. Golden Gate University Bulletin. 11 (November 1951), pp. 49-50.

Increasing food costs and rapidly increasing labor costs were the principal factors that led the University of California into a buffet type of food service for the faculty club for men. A description.

769. Wilson, Scott. Food Service Work Manual. Golden Gate University Bulletin. 17 (November 1954), pp. 48.

Discusses the necessity of a food service work manual in a college operation. Recommendations for the manual.

770. Wilson, Scott. How A California Cafeteria Controls Traffic. Golden Gate University Bulletin. 11 (September 1951), pp. 47-48.

How the University of California at Berkeley uses traffic control lights to regulate the flow of cafeteria customers.

771. Wilson, Scott. The Philosophy of Feeding Students. Proceedings - The Fourth Annual Conference of the National Association of College and University Food Administrators. University of California, Berkeley, August 1951, pp. 27-39.

Discusses: (1) the contribution which the food service can make, both directly and indirectly, to the student's experience in a residence hall; and (2) the attitude of food personnel toward feeding students.

772. Wilson, Scott. Some Changes In Square Cafeteria Service. College and University Business. 13 (July 1952), pp. 30-31.

Innovations in connection with the administration of the square type of cafeteria service. Includes floor plans.

773. Wilson, Scott. Weekly Menu Form. College and University Business. 13 (October 1952), pp. 49.

Description of a menu form that has been found successful in food service operations of the University of California at Berkeley.

774. Wintrobe, Isidore B. Textile Fabrics and Their Selection. New York: Prentice-Hall, 1949, 646 pp.

The purpose of this book is to present the facts about textiles that make for satisfaction in use. Part I deals with fabric construction and consumer demand. Part II deals with selection of appropriate fabrics.

775. Wintringer, George C. The Princeton Mining Halls. Minutes of the Fourth Annual Meeting of the Association of American Mining Engineers. Princeton, New Jersey, 1946, Appendix II.

A description of the Princeton Mining Halls and a discussion of how they operate.

776. Wisconsin State Planning Board. A Campus Development Plan for the University of Wisconsin. Madison, Wisconsin: Wisconsin State Planning Board, 1951.

Description of the campus development plan for the University of Wisconsin, including the situation as of June 1951, the available site, the plan and administration.

777. Wisconsin State Planning Committee. Student Government In Higher Education. Madison, Wisconsin: University of Wisconsin Student Centennial Symposium, 1950.

Student life in the community of the University of Wisconsin, student government in higher education.

778. Rice, Herbert C. and Charles H. Klander. College Architecture. Illustrated. New York: Charles Scribner's Sons, 1937, 361 pp.

College architecture in America and its part in the development of the campus. See especially Chapter VII - Men's Dormitories, Chapter VIII - Women's Dormitories and Chapter IX - Dining Halls and Cafeterias.

779. Wood, Adeline. Quantity Buying Guides - Volume I - Fresh Fruits, Herbs and Vegetables. New York: Arno Publishing Company, Inc., 1957, 192 pp.

Gives information on the points to be considered in buying meats, fresh fruits and vegetables.

780. Wood, Adeline. Quantity Buying Guides - Volume II - Processed Fruits and Vegetables. New York: Arno Publishing Company, Inc., 1958, 199 pp.

Provides a wealth of informative information on the many points to be considered in buying canned, frozen, dried, dehydrated, pickled and jellied, processed fruits and vegetables.

781. Wood, Frank. Considerations In The Selection Of The Right Furniture. Reproduction - The Third Annual National College Housing Survey, pp. 11-14. Michigan State College, East Lansing, Michigan, August 1951. *Reprinted from the Michigan State College Housing Survey, August 1951.*
Gives history, a word about the present, and some suggestions about the future of college residence hall furnishings, including furniture.

782. Wren, S. Gilbert. Student Personnel Work In Colleges With Emphasis on Group Living. New York: David McKay, 1934.

Covers every phase of student personnel work and how the whole should be coordinated. See especially the chapter on "Group Experiences Through Housing and Dining Facilities".

703. Wright, J. Vinyl Flooring - Its Advantages and Disadvantages. Institutional Planning and Housing. 3 (September 1954), pp. 16.

Advantages, disadvantages, installation and maintenance of vinyl flooring are discussed.

704. Wright, J. What You Should Know About Asphalt Flooring. Institutional Planning and Housing. 4 (April 1955), pp. 20.

Installation and maintenance of asphalt flooring.

705. Wrigley, Lowell A. The Modern College Dormitory, An Educational Enterprise. American School and University. 17 (1945), pp. 94-101.

Discusses how the dormitory can contribute to the "well rounded educational program" which every college should provide for its students.

706. Yarrowagi, John. Married Student Housing. Proceedings - Sixteenth Annual Conference of the National Association of Institutional Planners. University of California, Berkeley, August 1954, pp. 37-40.

Discusses the responsibility of the college to the married *Werner* student.

707. Yost, Mary Elizabeth. How The Dietitian Can Satisfy Her Student Customers. College and University Dietician. 14 (June 1953), pp. 49-50.

Describes how the job of satisfying student customers in a dining hall can be solved by: (1) giving the student the food he likes, prepared the way he likes it and in sufficient quantity; and (2) maintaining credit co-ops between the dietitian and students and between the dietitian and her aides.

708. Young, Charlotte M. Dietary Study of Cornell University Men. Journal of the American Dietetic Association. 22 (January 1940), pp. 27-33.

Reports the results of an investigation conducted at Cornell to gather specific facts relative to the dietary habits of university students during the academic year, 1939-1940.

789. Young, Clara E. and Clara A. Stordick. Food Habits of Freshmen at Oregon State College. Journal of the American Dietetic Association. 25 (April 1929), pp. 315-321.

Results of a study of the food habits of freshmen at Oregon State College.

790. Young, Theodore J. Dormitories. American School and University. 22 (1950-1951), pp. 151-170.

Discusses new college dormitories with new ideas for providing maximum fulfillment of student housing needs.

791. Zaborick, Alice H. and Mary Bethune Ryan. Labor Costs and Hours in House and Food Departments. Journal of Home Economics. 21 (March 1929), pp. 163-170.

The survey here reported was made to gather information which might serve as a suggestive nucleus for further study of operating costs and efficiency in management.

792. Zaborick, Alice H. and Mary Bethune Ryan. Student Labor in Educational Institutions. Journal of Home Economics. 21 (February 1929), pp. 105-108.

Discusses methods, rates and types of jobs performed by student labor in educational institutions.

793. Zedler, Frank J. Time Study Aids in Finding Fair and Adequate Level for Maintenance Personnel. College and University Business. 15 (July 1923), pp. 44-45.

Results of a time study of maintenance procedures in Hawley Hall, Oregon State Teachers College.

794. Zettliger, C.C. College Architecture. Association of American Colleges Bulletin. 9 (1923), pp. 161-174.

The considerations that should govern the architect in determining a group plan for a college.

795. Zarnke, Robert G. Factors Associated With Susceptibility of Laboratory Flies to Virus Infection. Annals Entomological Society of America, University of Missouri, 1953, 200 numbered leaves.

Results of a study conducted in the freshmen women's residence hall at the University of Missouri.

796. Anon. Alice Crocker Lloyd Residence Hall. Architectural Record. 107 (April 1951), pp. 115-117.

Description, photographs, floor plans and room plans of Alice Crocker Lloyd Hall at the University of Michigan.

797. Anon. Amly Detergent Fundamentals To Cleanser Selection. Institutions. 30 (February 1950), pp. 61.

Relevant fundamentals from the scientific viewpoint are summarized. Principles and properties of detergency are analyzed, both for themselves and with regard to possible complications in the local water situation.

798. Anon. An Architecture of Unity. Architectural Record. 111 (January 1952), pp. 157-163.

Wesleyan, Vassar dormitory is a cooperative house in which the girls do their own work, even the cooking. Description, floor plans and photographs.

799. Anon. Basic Facts You Should Remember When Selecting Cleaning Materials. Building. 49 (April 1949), pp. 26.

Basic instructions, qualities, and uses of soap powders, scouring powders, oil soaps, toilet soaps, alkaline cleaners, disinfectants, and furniture polishes are given.

800. Anon. Beverages. National Home Economics. 37 (May 1951), pp. 206.

The article includes sections on varieties, nutritive value, buying, storage, preparation and service of beverages.

801. Anon. Blue Chip Interiors. Institutions Magazine. 30 (January 1956), pp. 170-177.

Judged first on every count - color, light, decoration, atmosphere, flexibility of function and economy of operation, the New National Union Building was awarded the Interiors Award. Description and illustrations.

802. Anon. Board and Room Rates. Proceedings of The Residence Hall Officers Conference. Chicago, Illinois, December 1955, pp. 1.

A comparison of room and board rates in twelve mid-western universities.

803. Anon. Breaking the Freezing Habit. Institutions Magazine. 30 (February 1956), pp. 3.

A discussion of what can be done to reduce dish breakage in the kitchen operation.

804. Anon. Lab. R. Briggs Hall. Radcliffe College - Views and Plans. Architectural Record. 57 (January 1955), pp. 55-60.

Floor plans, illustrations and description of the Johnson Briggs Hall, Radcliffe College, Cambridge, Massachusetts.

805. Anon. Cabins for Students At The University of Maine. School and Society. 46 (December 15, 1957), pp. 702.

Description of a plan to help needy students at the University of Maine.

806. Anon. Capabilities and Enrollment Statistics - 1955-1956. Proceedings - The Mid-West Residence Hall Officers Conference. Chicago, Illinois, December 1955, pp. 4.

A comparison of enrollment, residence halls capacity,男生 accommodated - boarding and non boarding, and facilities accommodated - in ten every buildings and in part-out buildings, in twelve mid-western universities.

807. Anon. Chart For Checking Equipment Follows Maintenance Time. Institutions Magazine. 31 (November 1957), pp. 3.

The advantages of a check chart as a means of developing an adequate system of equipment maintenance are pointed out.

808. Anon. College Dormitories. School Life. 24 (November 1938), pp. 11.

A description of the college dormitory of 1938.

809. Anon. College Housing Loan Program Developments. Higher Education. 10 (September 1953), pp. 10.

Recent developments in the college housing loan program.

810. Anon. College Housing Program. Higher Education. 11 (September 1954), pp. 9.

A discussion of the interest rate for college housing loans.

811. Anon. Colleges and The Housing Crisis. Higher Education. 3 (November 15, 1946), pp. 1-3.

Describes plans of colleges and universities for use of surplus war buildings for emergency student housing.

812. Anon. Colleges Vio For Federal Fund To Finance Dormitories At Under-The-Market Interest. Architectural Forum. 96 (June 1952), pp. 53.

A discussion of the NACA's program for colleges.

813. Anon. Comparison of Residence Halls Counseling Expense for Men - Academic Year 1954-1955. Proceedings - The Mid-West Residence Hall Efficiency Conference. Chicago, Illinois, December 1955, pp. 8.

A comparison of residence halls counseling expense for men in the academic year 1954-1955, in twelve mid-western universities.

814. Anon. Computed Daily House Rate. Proceedings - The Mid-West Residence Hall Efficiency Conference. Chicago, Illinois, December, 1955, pp. 5.

A comparison of the computed daily house rate, based on house and dining room operating days, in twelve mid-western universities.

615. Anon. Concrete Couches Contribute To Construction Cost (this). Architectural Record. 35 (February 1939), pp. 73-79.

Recreation, illustrations and crosscut of an interlocking wall used in Florida State University's West Hall at Tallahassee.

616. Anon. Deep-Fat Frying On The March - Fryers for Frying - Just For Frying. Healthier Living Magazine. 13 (March 1954), pp. 49-50.

Information on the general care and use of each type of deep fryers is given, as well as the proper amounts of fat to use in each.

617. Anon. Design For Fire Safety. Architectural Record. 119 (March 1956), pp. 224-235.

Twenty-three of the most important elements of design for fire safety are considered, with particular emphasis on their relation to various buildings, including schools.

618. Anon. Solvents For Restaurant Cleaning. Restaurant Equipment. 65 (October 1949), pp. 66.

Solvents are listed which can be used with safety for surfaces which require regular cleaning.

619. Anon. Dining Hall Problems - Discussion. Minutes of The Seventh Annual Meeting of The Association of Food and Nutrition Administrators of the American Dietetic Association. Princeton, New Jersey, 1948, Appendix I.

Questions and answers regarding dining hall problems.

620. Anon. Discipline In College Residence Halls. Personnel and Guidance Journal. 31 (December 1952), pp. 149-155.

A discussion which attempts to summarize tested experiences of college food controllers with modern educational practice and psychological research for the purpose of setting up some guidelines for achieving a desirable state of discipline in residence halls on our campuses.

821. Anon. Dishwashing Equipment. Institutional Feeding and Housing. 2 (January 1954), pp. 6.

How to select proper dishwashing equipment. A check list for a dishwashing system is given. Photographs illustrate various types and features of equipment.

822. Anon. Dishwashing Machines Deserve Good Care. The Modern Hospital. 35 (September 1955), pp. 120.

A checklist of the ten most common complaints affecting mechanical dishwashing - what to check and why - is presented, as well as an analysis of the dishwashing operation.

823. Anon. Dormitories. Architectural Forum. 98 (June 1953), pp. 134-145.

Two case studies in university housing, one at State College of Washington and one at Wellesley.

824. Anon. Dormitories, Class and Administration Buildings. Architectural Record. 107 (June 1950), pp. 120-123.

Description, site plan, floor plans and photographs of Fitzer Hall, Glendon Land's College.

825. Anon. Dormitory Room Planning. Architectural Forum. 95 (September 1951), pp. 174-175.

Planning for maximum spaciousness with minimum space. How to best utilize living income and space by careful planning. A study of room arrangements.

826. Anon. Dormitory System At The University of Minnesota. School and Society. 24 (July 27, 1926), pp. 13.

A discussion of the dormitory system proposed for the University of Minnesota in 1926.

827. Anon. Dormitory That Alters New Ideas of Student Life; M.I.T. Senior House. Architectural Record. 102 (December 1947), pp. 97-100.

Floor plans, illustrations and description of the M.I.T. senior house.

828. Anon. Eliminate Rodents, Insects, By Closing All Points Of Entry. Institutions Magazine. 33 (October 1953), pp. 44.

A thorough method of rat-and-insect-proofing is described, including check lists of points to look for inside and outside a building.

829. Anon. Employee Meal Rates - 1955-1956. Proceedings - The Mid-West Residence Hall Officers Conference. Chicago, Illinois, December 1955, pp. 6.

A comparison of employee meal rates - all meals, breakfast, dinner, and lunch, in twelve mid-western universities.

830. Anon. Facilities For Seven Residence Units Housed Under One Roof. Institutions Magazine. 32 (January 1953), pp. 54.

A description and illustrations of the South Quadrangle residence hall for men at the University of Michigan, Ann Arbor, Michigan.

831. Anon. Factors In Dormitory Planning. Architectural Record. 99 (April 1946), pp. 107-117.

The author discusses factors to be taken into consideration when planning new dormitories. Includes floor plans and illustrations.

832. Anon. Factors Which Affect The Relationship Between Housing and Health. Public Health Reports. 52 (July 20, 1937), pp. 909-970.

Four factors which affect the relationship between housing and health are presented.

833. Anon. Floors and Floor Coverings. United States Department of Agriculture, Washington, Farmers Bulletin 1219, 1931, 36 pp.

This bulletin gives information regarding the character and qualities of different sorts of floors and floor coverings with reference to their suitability, durability, economy and care.

834. Anon. Floors of Rubber Tile. Institutions Magazine. 32 (January 1953), pp. 43-50.

Natural toughness, buoyancy, acid resistance and sound absorption, together with maintenance considerations, are factors that make this flooring economical for long-term institutional use. Discusses advantages, tips on installing and maintenance.

835. Anon. Food Center Serves College Kitchens. Architectural Record. 107 (June 1950), pp. 162-165.

Concentrated in the Food Service Building at the University of Michigan are sufficient food storage facilities, a bakery and butcher shop to provide 30,000 meals daily. Description of facilities, floor plans and photographs.

836. Anon. Food Cost Calculator. New York: Ahrens Publishing Company, Inc., 1956.

A new, simple cost calculator. Spin the dial and it tells at a glance: (1) the cost per serving; (2) size per serving; (3) number of servings to tin; and (4) number of tins needed per 100 servings.

837. Anon. Food Service Design. Institutions Magazine. 23 (April 1951), pp. 13.

Description of the Food Service Department of the New Men's Dining Hall at Alabama Polytechnic Institute.

838. Anon. Food Service Design - Theory and Practice. Institutions. 23 (June 1951), pp. 26.

Discusses the adaptation of recommendations of the Food Administration Section of the American Dietetic Association: study of planning and designing food service facilities for institutions, to the New Men's dining hall at Alabama Polytechnic Institute.

839. Anon. Food Service Design - Theory and Practice. Institutions. 29 (July 1951), pp. 24.

This article concludes and summarizes the series on the New Men's dining hall at Alabama Polytechnic Institute, Auburn.

840. Anon. Food Service Planning In Colleges. Architectural Record. 117 (January 1955), pp. 170-174.

Discusses the trend toward centralized systems and cafeteria service even though college administrators emphasize the educational value of more formal dining.

842. Anon. For Practice In Housekeeping. Architectural Record. 107 (June 1950), pp. 118-119.

Description, floor plans, room plan and wall section of the cooperative dormitory at Vassar College.

842. Anon. Frear Hall, University of Hawaii. Architectural Record. 115 (April 1954), pp. 163-166.

Description, floor plans and photographs of a women's residence hall for the University of Hawaii.

843. Anon. Funds For College Housing Loans. Higher Education. 9 (October 15, 1952), pp. 42.

A discussion of the funds available for college housing projects.

844. Anon. Funds for Dormitories In Virginia Institutions of Higher Learning. School and Society. 24 (September 4, 1926), pp. 394-395.

A description of the Nobel Act, which granted Virginia funds with which to build dormitories.

845. Anon. Furnishing the Dormitory. Architectural Forum. 95 (December 1951), pp. 176-179.

By showing how to plan the dormitory around the furniture, Inell Associates point the way to greater spacefulness, lower costs and easier maintenance.

846. Anon. Cool Napery Adds Welcome Flair. Institutions Learning. 32 (July 1958), pp. 1.

Discusses napery fabrics, styles, care and stain removal.

647. Anon. H.M.F.A. Approves Rush of Direct Loans To Colleges Just Before Interest Rate Hike. Architectural Forum. 90 (May 1951), pp. 43.
- Discussion of activities under government's low-interest loan program for college dormitories.
648. Anon. Higher Education's Number One Problem. School and Society. 65 (February 2, 1946), pp. 76-77.
- The American Council on Education discusses housing as the major problem of practically all higher institutions.
649. Anon. Housing Campus, Illinois Institute of Technology. Engineering Architecture. 23 (July 1947), pp. 54-58.
- Description, floor plans, sketches and photographs of a 42-acre housing project for students and faculty at Illinois Institute of Technology.
650. Anon. The Housing of Married Students. The Journal of Higher Education. 17 (January 1946), pp. 51.
- Reports on the means taken to provide married student housing at the University of Arkansas, University of New Hampshire and Xavier University.
651. Anon. Housing Program for New York State Teachers Colleges. School and Society. 65 (January 4, 1947), pp. 6-7.
- Proposed plans to alleviate critical housing shortages in the eleven New York State Teachers Colleges.
652. Anon. Housing of Veterans At Colleges. Higher Education. 2 (January 1, 1946), pp. 3-4.
- Summarizes college housing arrangements with Federal Public Housing Authority.
653. Anon. New Coordinated Plan Pays Off In Month Operation. Engineering Architecture. 26 (May 1950), pp. 35.
- The food service operation at the University of Florida, Gainesville, is discussed. Procedures followed for food purchasing, food production and cost accounting are reviewed.

854. Anon. How Efficient Is Your Cleaning? Buildings. 49 (April 1949), pp. 14.

A description of the man-hour cleaning chart which specifies exactly what work is to be done, how often it is to be done, and how long it should take.

855. Anon. How To Exterminate Roaches And Prevent Reinfestation. Restaurant Management. 67 (December 1950), pp. 30.

The equipment, supplies and cleaning products needed for the extermination and prevention of further reinfestation of roaches are listed as well as the method for the procedure.

856. Anon. How To Keep Foreign Substances Out Of Food. Institutional Feeding. 35 (November 1954), pp. 24.

Outlines the general objectives in solving the problem of keeping unwanted ingredients out of food and suggests seven principles for meeting this goal.

857. Anon. How To Scrutinize Food Purchasing, Receiving, Storage. Institutional Feeding. 27 (August 1950), pp. 2.

An accountant offers suggestions to help save money on purchasing, receiving and storing in mass feeding operations.

858. Anon. How To Take Care of Kitchen Metals. Institutional Feeding and Housing. 2 (January 1954), pp. 11.

This article deals with how best to clean the various metals found in the kitchen. Covers silverware, aluminum and its alloys, tin plate and copper, and stainless steel and nickel alloys.

859. Anon. How To Use And Care For Peelers, Slicers and Choppers. Institutional Feeding and Housing. 1 (November 1953), pp. 13.

A brief review of the recommended operating and weekly, monthly and quarterly maintenance procedures for three of the most widely used types of kitchen equipment - vegetable peelers, food slicers, and meat choppers.

860. Anon. Ideas You Can Use In Stateroom Operation. Restaurant Management. 77 (October 1955), pp. 49.

A brief article on storage of food and stateroom maintenance.

861. Anon. Illinois Institute of Technology, Chicago Illinois. Architectural Record. 117 (January 1955), pp. 126-127.

Description, illustrations and floor plan of some of the new residence units at Illinois Institute of Technology.

862. Anon. Incorporate Future In Designing Kitchen For Today. Institutions Magazine. 27 (December 1955), pp. 106-107.

Description, floor plan and illustrations of Friley Hall at Iowa State College, Ames, Iowa.

863. Anon. Institute Publishes Rules for Preferred Asphalt Tile. Care. Institutions Magazine. 35 (September 1954), pp. 100.

This article contains information on the maintenance of asphalt tile floors and includes detailed instructions for sweeping, mopping and waxing such floors.

864. Anon. Investigate Lighting Principles For Kitchen Dining Areas. Institutions Magazine. 27 (November 1955), pp. 1.

A committee of leading illuminating engineers was appointed to determine a standard procedure of lighting for food service preparation and dining areas. The proposed work of the committee is described in this article.

865. Anon. John Jay Hall, Columbia University. Architecture and Building. 57 (April 1927), pp. 111.

Description and specifications of the dormitory building at Columbia University known as John Jay Hall.

866. Anon. Kitchen Substory for Heat Propagation. Institutions Magazine. 33 (February 1951), pp. 12.

Photographs and diagrams accompany this article on the valves necessary for the proper cutting of meats. Sharpening instructions are included.

867. Anon. Kitchen Equipment Hints Given By Panel of Experts. Institutional Dining. 33 (September 1953), pp. 150.

Suggestions on dishwashing, flooring, air-conditioning and other equipment matters. Antergents for dishwashing are classified.

868. Anon. Kitchen Operations In Duplicate Speed Production, Lessen Traffic. Institutional Dining. 32 (March 1953).

Planned for efficiency of service and convenience of access, the food service plant of Bennett Hall, Oklahoma A & M College's men's residence hall incorporates many unusual features in food preparation and serving. Description, illustrations and kitchen and serving area layout.

869. Anon. Labor and Food Costs - October 1955. Proceedings - The Mid-West Conference Hall, Chicago Conference. Chicago, Illinois, November 1955, pp. 5.

A comparison of food costs - budget and actual, labor costs - dining room and house, and student labor rates - dining room and house, in twelve mid-western universities.

870. Anon. Landscape Architects For University and School Projects. American School and University. 15 (1955), p. 139-141.

A directory of landscape architects who are in independent professional practice and have actually been solicited with a number of university or school projects.

871. Anon. Learning Inside Houses. The Urban Educational Environment. London, February 6, 1953, pp. 130.

Description of how both residences were transformed.

872. Anon. Let Manufacturers Into Your Shop. Institutional Dining. 33 (January 1956), pp. 13.

This article on carpet shop is one of a series on the labor saving potential of factory-produced foods.

873. Anon. New Floor Concrete. Architectural Forum. 95 (September 1952), pp. 139-140.

Description of a new technique of pouring floor slabs into place which is now lowering costs of a growing variety of building types.

874. Anon. Living Areas A Study In Dormitory Design.
Institutions Magazine. 37 (August 1955), pp. 55.

Descriptions and illustrations of the newly Group of men's dormitories, Michigan State University and Harmon Hall, men's dormitory at Holy Names College.

875. Anon. Main Factors In The Dormitory Problem. Architectural Record. 102 (December 1947), pp. 62-67.

Factors to consider when building dormitories. Includes floor plans and sketches of various dormitories.

876. Anon. A Manual For Raids. Building and Building Management. 46 (December 1946), pp. 32.

Defines raid service, presents a schedule of raid's duties, lists instructions, rules and regulations and safety rules.

877. Anon. Mary Fisher Hall, Goucher College. Univ. Point. 21 (July 1943), pp. 57-57.

Complete details, site plan, photographs, typical room arrangements, floor plans and selected details of Mary Fisher Hall, a dormitory at Goucher College.

878. Anon. Meals, Operating Days and Board Rates. Proceedings - The Mid-East Conference Hall, Atlantic Conference. Vol. 10, 1948, 1949, pp. 1-2.

A comparison of meals, operating days and board rates in twelve mid-western universities.

879. Anon. Mechanical Plumber Looking Capacity. Institutions Magazine. 36 (April 1950), pp. 1.

A description of the new food services, including floor plans and illustrations of the kitchens in the new Food Stores Building at Pennsylvania State College.

600. Anon. Mechanical, centralized, dishwashing. Institutional Food Service Monthly. 4 (March 1955), pp. 22.

Description of a mechanical, centralized, central dishwashing system operated by seven dining rooms which is in use at Michigan State University.

601. Anon. Men's Dormitory. Architectural Record. 95 (September 1951), pp. 174-179.

Common sense design at Emerson College matches easy construction with easy operation and maintenance.

602. Anon. Men's Dormitory, University of Washington. Architectural Record. 117 (January 1955), pp. 147-150.

Description, illustrations and floor plans of the Men's Conference Hall at the University of Washington.

603. Anon. Natural Terrain Influences Unusual Structural Design. Architectural Record. 32 (January 1953), pp. 55.

Description and illustrations of Rogers Hall, women's residence at Washington State College, Pullman.

604. Anon. New Buildings For Men at Indiana University. American School and University. 22 (1950-1951), pp. 171-174.

Description and photographs of the new men's halls at the Bloomington campus of Indiana University.

605. Anon. New Developments In Carpeting. Institutions. 33 (November 1955), pp. 100.

New developments in carpets which make for greater service and simplified maintenance are discussed.

606. Anon. New Dormitory "Innuvake" Grows To Replace Outmoded Buildings At Glenora. Architectural Record. 113 (June 1953), pp. 153-158.

Description, site plan, room plan, floor plan and photographs of new dormitory unit for Glenora.

887. Anon. How Harvard Medical School Dormitory. Island and Architect. 25 (January 26, 1937), pp. 352-353.

Description of the Harvard Medical School Dormitory - Underhill Hall.

888. Anon. How University of Minnesota Campus At Duluth. Architectural Record. 113 (June 1933), pp. 127-127.

Students are to be housed eight to a cottage with connecting wings, enclosed corridors leading to academic buildings at the Duluth Campus of The University of Minnesota. Description and sketches.

889. Anon. Oklahoma University Solves Housing Problem. Journal of Higher Education. 18 (April 1947), pp. 206-209.

Oklahoma University solved its housing problem by taking over quarters of two naval bases at Norman and a new housing unit at "Norman 6134".

890. Anon. Oklahoma University Women's Dormitory. Architectural Forum. 63 (September 1945), pp. 113-116.

Plot plan, floor plan and sketches of a women's dormitory and veterans' housing at the University of Oklahoma.

891. Anon. P.P.A. Residence Halls for Women, Washington, D.C. Architectural Record. 98 (July 1942), pp. 40-43.

Floor plans, illustrations, and description of a residence hall designed for women workers in Washington D.C.

892. Anon. Plan for Efficiency. Publications Magazine. 32 (March 1933), pp. 20.

Description, photographs and a floor plan of a new food service department at Ohio University.

893. Anon. Plan for Tomorrow. Publications Magazine. 36 (June 1935), pp. 27-28.

Surveys and plans of tomorrow's needs enabled planners to prepare for them in the food service operation in Food Hall on the Michigan State University Campus. Description, floor plans and illustrations.

897. Anon. Planned For Utmost Convenience. Architectural Record. 167 (June 1950), pp. 106-111.

Description, floor plans and photographs of Leveille Dormitory, St. Mary's College.

898. Anon. Postwar Dormitory Group. Architectural Record. 107 (June 1950), pp. 114-117.

Description, plot plan, floor plans and photographs of Rogers Center Residence Halls, Indiana University.

899. Anon. A Practical Decorating Manual For Building Managers. Buildings. 43 (August 1948), pp. 32.

A quick "check-reference" handbook that will refresh the memories of old timers and help new managers get their money's worth from decorating dollars. Includes what's new in decorating, how decorating costs can be cut, what every manager should know about techniques in decorating and the psychology of color.

900. Anon. Pre-Planning Aids Placement of Equipment. Institutions Magazine. 32 (February 1953), pp. 90.

Experiments and their results in the University School's lunchroom serving center at the Ohio State University.

901. Anon. Profit From Modern Cooking Equipment. The Hotel Monthly. 64 (February 1956), pp. 37.

The evolution of modern cooking equipment in today's kitchen operation is reviewed and analyzed.

902. Anon. Proposed Residential Colleges At The University of Michigan. School and Society. 25 (January 1, 1954), pp. 10.

A plan for residential colleges at the University of Michigan to provide for the grouping of students with faculty members in residence units.

900. Anon. Provision for Housing for Married Graduate Students of Harvard University. Harvard and Society. 23 (May 22, 1926), pp. 445-446.

A description of the apartments that Harvard University is offering to married graduate students.

901. Anon. Purchasing Aluminum Utensils. Facilities Magazine. 19 (July 1946), pp. 3.

Factors to be considered when purchasing aluminum utensils.

902. Anon. Recent Residence Halls in Women's Colleges; Comparative Analysis. Harvard Bulletin. 21 (July 1943), pp. 59.

A comparison of residence halls in women's schools as to size, number of students, facilities, heating plants, total cost and cost per student.

903. Anon. The Record Reports - Opinion. Architectural Record. 117 (January 1955), p. 24.

The record asked various architects who have worked on projects financed under the program for their comments on the relationship between H.H.F.A. and the architect. The article includes ten replies.

904. Anon. This Is The Way They Washed And Boiled Their Dishes. Facilities Magazine. 26 (April 1959), pp. 130.

This article traces the history of dishwashing methods, beginning in 1740. The evolution of the mechanical dishwasher is followed up to the modern version with conveyor belt.

905. Anon. Residence Hall for New York University's College of Medicine. Architectural Record. 96 (December 1945), pp. 144.

Description of plans for proposed residence hall at New York University, College of Medicine.

906. Anon. Residential Houses At Harvard University. Harvard and Society. 29 (February 23, 1930), pp. 212-224.

A discussion of a proposed residence plan for Harvard University.

900. Anon. Provision for Housing for Married Graduate Students of Harvard University. School and Society. 23 (May 22, 1926), pp. 645-646.

A description of the apartments that Harvard University is offering to married graduate students.

901. Anon. Purchasing Aluminum Utensils. Facilities Magazine. 29 (July 1946), pp. 3.

Factors to be considered when purchasing aluminum utensils.

902. Anon. Recent Residence Halls in Women's Colleges; Comparative Analysis. Varsity Guide. 21 (July 1943), pp. 59.

A comparison of residence halls in women's schools as to size, number of students, facilities, heating plants, total cost and cost per student.

903. Anon. The Record Reports - Opinion. Architectural Record. 117 (January 1955), p. 24.

The record asked various architects who have worked on projects financed under the program for their comments on the relationship between H.M.F.A. and the architect. The article includes ten replies.

904. Anon. This Is The Way They Ached And Fished Their Hinges. Facilities Magazine. 26 (April 1959), pp. 122.

This article traces the history of discharging methods, beginning in 1700. The evolution of the mechanical discharger is followed up to the modern version with conveyor belt.

905. Anon. Residence Hall for New York University's College of Medicine. Architectural Record. 96 (December 1945), pp. 144.

Description of plans for proposed residence hall at New York University, College of Medicine.

906. Anon. Residential Houses At Harvard University. School and Society. 29 (February 23, 1926), pp. 212-214.

A discussion of a proposed residence plan for Harvard University.

907. Anon. Right Materials, Methods, Cut High Labor Costs In Floor Care. Institutions Magazine. 31 (September 1952), pp. 4.

Proper floor maintenance is discussed relative to four principles: cleanliness, correct tools, proper use of tools, and care and storage of cleaning equipment.

908. Anon. Robots Signal, Put Out Fire. Institutions Magazine. 36 (February 1956), pp. 99.

A discussion of fire detection and extinguishing equipment.

909. Anon. Scholarship of Students Housed In Various Living Quarters. School and Society. 57 (February 20, 1943), pp. 221-224.

A comparison of the attainments of students residing in different types of living quarters at the Universities of California and Minnesota.

910. Anon. Silliman College, Yale University. Architectural Record. 69 (February 1941), pp. 110-111.

Floor plan, description and illustrations of Silliman College, Yale University.

911. Anon. Sparkling Silver. Institutions. 30 (February 1952), pp. 42.

Ways to speed and intensify the cleaning process.

912. Anon. Student Housing at University of Missouri. Higher Education. 2 (September 15, 1945), pp. 7-8.

Discusses desirability of providing residence halls for all students. Benefits, health, scholarship and social development are all discussed.

913. Anon. Study Desirable Food Serving Temperatures. Institutions. 37 (November 1955), pp. 101.

A study of food temperatures made at Ohio State University shows that, although individual variations exist with regard to desirable temperatures, there is a range of preferences that is narrow and definite.

914. Anon. Study Management Problems. Suggest Methods for Supervisors of Food Service. Institutional Management. 32 (February 1953), pp. 61.

Three criteria for measuring food service supervisors' ability are given. Traits of a good supervisor are listed, with particular emphasis on the teaching phase of the job.

915. Anon. Survey Shows Many Ways for Left-Over Foods. Institutional Management. 32 (February 1953), pp. 69.

Results of a survey at the Ohio State University of forty food service units of various types to determine what foods are left over, which ones are utilized, and how, and how long they were held before re-serving.

916. Anon. Three College Dormitories. Architectural Record. 134 (April 1956), pp. 154-155.

Three residence groups that happen also to be interesting as regional architecture are described.

917. Anon. Trial-Tested College Dorm. Architectural Record. 131 (June 1958), pp. 207.

Case Institute was able to build and furnish a dormitory at a cost of less than \$2,000 per student house. A description of how this was achieved.

918. Anon. T-Shaped Layout Separates Kitchen Sections To Cut Cross-Traffic, Save Steps. Institutional Management. 32 (February 1953), pp. 61.

Description, photographs and a floor plan of two dining rooms at Chicago College.

919. Anon. A University Gropes Under Way. Santa University, Los Angeles, Calif. Architectural Record. 132 (December 1967), pp. 71-77.

An outline of the planning procedures adopted by an energetic and discerning urban university.

920. Amer. University and College Dining: Students Talk Shop. Food Industry. 43 (November 1950), p. 36.

Representatives from twenty-eight institutions discuss the number of meals served, investment involved, and care taken in collecting equipment and provisions.

921. Amer. University Research Institute, Food Relationship. Food Relationship. 20 (March 1951), pp. 2.

A statistical analysis of the labor forces in 171 cafeterias in order to provide cafeteria managers with a tool for measuring labor efficiency.

922. Amer. Wall Washing Study Finds New Techniques. Institutions. 22 (June 1950), pp. 1.

Specific hints for cleaning materials and equipment for wall washing are given and methods of cleaning the various types of walls are described.

923. Amer. Mowing Soft Floors. Institutions. 50 (February 1950), pp. 30.

The article lists the quality of materials and equipment needed to mow soft floors and then illustrates and describes in detail the proper procedure.

924. Amer. What's First In Cleaning: The Answer. Practical Ideas. Food Relationship. 23 (May 1951), pp. 5.

A list of approved detergents for cleaning aluminum cooking utensils is given. In addition, washing and rinsing instructions are included.

925. Amer. Where There's Steam There's Flavor. Institutions. 30 (February 1950), pp. 120.

Steam cooking and its advantages are discussed in this article. It explains steam chest problems, suggests an improved length of time to steam foods.

926. Anon. Women's Dormitory. Architectural Record. 95 (September 1951), pp. 176-177.

Description and floor plans of a women's dormitory at Washington State University.

927. Anon. Women's Dormitory Quadrangle. Architectural Record. 123 (June 1953), pp. 132-137.

Description and photographs of Carriage Annex, a women's dormitory at Antwerp State.

928. Anon. Walter Means Forth With Nine Words on Warding Floors. Architectural. 33 (November 1948), pp. 169.

Buffing words and their application to various surfaces are discussed. Directions are given for wording.

929. Anon. "H" Means Excellence. Engineering Magazine. 33 (August 1953), pp. 26.

At Purdue University, an H-shaped building, with quadrangle serving lines and centrally located kitchen, feeds 600 in forty minutes.

930. Anon. Non-Business Interiors - Buildings, Plans, Descriptions, Photographs. Brooklyn, New York: Brooklyn College Press, 1953, 1954.

Organization and functions of above Brooklyn College services.

HOUSING AND FOOD SERVICE LITERATURE - SUBJECT LISTING

Residence Hall History

20¹ - 24 - 133 - 135 - 148 - 149 - 357 - 358 - 613 - 658

College and Campus Planning

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Residence Hall Construction - Building Materials

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Residence Hall Construction - Mechanical and Electrical Equipment

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Residence Hall Construction - Furnishings and Equipment

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Residence Hall Occupancy - Housekeeping and Maintenance

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EVALUATION

In reviewing the literature on college feeding and housing as a whole, certain trends in the writing are easily distinguishable. The earliest feeding and housing references are to be found in histories of the various colleges and in a few books on student life. These generally consist of a chapter or chapters on where the student lived, conditions in the early dormitories, what and how much food he ate and the cost of such living facilities. Some of the books also contain excellent descriptions of the student riots such as the bread and butter and the comic cone rebellions which led to the discrediting of the residence hall system. The earliest work that the author found on food service was published in 1894 by the University of Chicago Press and is entitled "Food As A Factor In Student Life".¹

This was followed by separate articles, discussing existing facilities, in the form of published plans and descriptions of residence hall operation and organization. Hayes² wrote one of the pioneer studies on physical facilities of dormitories, when, in 1892, she considered each individual step of dormitory construction in her book on residence hall planning.

1. Richards, Mrs. Helen and Marion Tallot. Food As A Factor In Student Life. Chicago: The University of Chicago Press, 1894.
2. Hayes, Harriot. Planning Residential Halls. New York: Bureau of Publications, Teachers College, Columbia University, 1892, 247 pp.

In the late 1930's, articles began to appear which discussed college food and housing as an emerging social force and as a factor in the education of the "whole student", and by the mid-forties, authors were describing residence hall guidance and counseling. Very little was published in book form and even today, very few books are available which deal with the topic as a whole. There is a limited amount available on certain phases, for example, Sifford's¹, "Residence Hall Counseling" and Thompson's², "The Place Of Housing In The Student Personnel Program For Institutions Of Higher Learning", but educational and psychological journals and proceedings of associations such as Deans of Women and College and University Housing Officers remain the best source of information.

The early writings in the college food and housing field dealt almost exclusively with descriptions and published plans of facilities and this is still the most common type of information to be found. These plans are undoubtedly of historical interest and may serve as a source of information regarding building layout and construction trends, however, inasmuch as the needs and requirements of schools vary so greatly, these published plans are not of too much actual practical value.

The other material seems to break down into two general categories - residence hall facilities and food service facilities.

1. Sifford, Calvin S. Residence Hall Counseling. Bloomington, Illinois: McLaughlin Publishing, 1955, 155 pp.
2. Thompson, S. Earl. The Place Of Housing In The Student Personnel Program For Institutions Of Higher Learning. Unpublished Ph. D. dissertation, The University of Illinois, 1941, 306 unnumbered leaves.

Residence hall facilities include articles on such topics as: history; finance and budgeting; construction - planning and costing, materials, and furnishings and equipment; operation - management, living conditions, guidance and counseling, personnel, housekeeping and maintenance and safety; and finally, the place of the residence hall in higher education. Food service topics include: kitchen and dining room facilities - layout, design and equipment; management and operation; menu planning and nutrition and personnel; cost control; and sanitation and safety.

The majority of the above material seems to consist of observations, experiences and reflections of the authors, with a bare minimum of objective data. This dearth of documented research has serious implications. First it implies that colleges are basing their housing and feeding programs on (1) theories that seem practical, (2) methods used by other institutions of higher learning, or (3) past experience. This does not seem to be an especially secure foundation on which to build a program as methods that have worked in the past will not necessarily be successful in a field so new and ever changing, and the fact that other schools are doing a thing in a particular way does not guarantee that it is the best or even the most effective way of doing it. It also suggests a lack of communication between schools. It seems logical to assume that more research is being undertaken than is reported and if this is the case, there is probably an unnecessary duplication of efforts.

In conclusion, new techniques are required, better application of what is already available is necessary, communication is vital and scientifically valid and reliable research is imperative if residence facilities are to meet to the optimum, the challenge that has been put to them.

Michigan State University
School of Hotel, Restaurant, and Institutional Management
Room 42, Kellogg Center
East Lansing, Michigan

February 23, 1956

Dear Housing Director:

We are undertaking the collection of bibliographical information concerning both published and unpublished material pertinent to the operation of college housing and food service facilities.

This project is being carried out at the direction of the Association of College and University Housing Officers and is being supervised by Dr. S. Paul Thompson, Chairman of the Record Committee.

We have the more common references -- articles appearing in College and University Business, minutes of past conferences of College and University Housing Officers and the other material found in our library here at Michigan State.

In order to make this bibliography complete and useful to you who are in this field, we would like your help in collecting additional material which either has not been published or has had limited circulation. Such material might include books, brochures, newspaper and magazine articles, masters theses, doctoral dissertations, unreported studies or papers that you or your associates might have presented.

Would you please list the references which you wish to submit on the enclosed forms, completing as many of the blanks as you can.

Sincerely yours,

Mary Keenan
Graduate Assistant

Bibliographical Study
Research Committee
Association of College and University Housing Officers

Source: Book:____; Article in Periodical____; Brochure____;
Doctoral Dissertation____; Master's Thesis____;
Unreported Study____.

Author(s): _____
Last Name First Name Initial

Title: _____

Bibliographic Information:
(author; Date of Publication; Volume number if in periodical;
Number of pages; Location of reference) _____

Brief Summary of Text: _____

Signature Date

Michigan State University
School of Hotel, Restaurant, and Institutional Management
Room 42, Hollogg Center
East Lansing, Michigan

April 9, 1956

Gentlemen:

We are undertaking the collection of bibliographical information pertinent to the operation of college housing and food service facilities.

This project is being carried out at the direction of the Association of College and University Housing Officers and is being supervised by Dr. S. Earl Thompson, Chairman of the Research Committee.

We would like to include books on these subjects, which have been published by your company and would appreciate receiving from you the author, title, publication date, number of pages and a brief summary of the text of such books.

Thanking you in advance for any information you may have to contribute, I am,

Very truly yours,

Mary Foggen
Graduate Assistant

APR 15 1956

Michigan State University
School of Hotel, Restaurant, and Institutional Management
Room 42, Kellogg Center
East Lansing, Michigan

April 9, 1956

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Thanking you in advance for any information you may have to contribute, I am,

Very truly yours,

Harry McGowan
Graduate Assistant

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