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no. 11



INDEX OF RESEARCH AND STATISTICAL DATA

A circular offering suggestions
for compiling an inventory of
available research and statistical
material



LIBRARY
UNIVERSITY of KENTUCKY

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WORK PROJECTS ADMINISTRATION
Division of Research
Washington, D. C.

WPA TECHNICAL SERIES

RESEARCH, STATISTICAL, AND SURVEY PROJECT CIRCULARS
ISSUED TO DATE

1. Compilation of Property Identification Maps
2. Index of Deeds, Mortgages, and Other Encumbrances
3. Real Estate Activity Surveys: A Limited Survey of Deeds and Mortgages Recorded in a Recent Period
4. Pedestrian Traffic Volume Counts
5. Real Estate Activity Surveys: Trends of Deeds and Mortgages Recorded in a Long Term Period
6. Volume II, Technique for a Real Property Survey
7. Real Estate Activity Surveys:
Volume I and Volume II -- Intensive Analysis of Deeds and Mortgages Recorded in a Recent Period
8. Selecting Safest Routes for Elementary School Children
9. Technique for a Low Income Housing Area Survey
10. An Outline of Surveys in the Field of Real Property and Housing

FOREWORD

This circular provides a suggested operating technique for compiling an inventory of available research and statistical material. It is hoped that the suggestions, as far as they are pertinent, will serve as a guide to successful project operation and will aid those responsible for technical supervision.

The procedures outlined herein are not mandatory. Local conditions and legal requirements may necessitate some changes. It has been demonstrated, however, that these procedures and forms are adequate to accomplish the stated objectives of such a survey.

These procedures relate only to the technique of project operation. Nothing in this circular is to be construed as affecting or modifying in any way administrative procedures of the Work Projects Administration.

F. C. Harrington
Commissioner

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PREFACE

This circular is issued to be used in connection with an inventory of available research and statistical data and with certain methods of making the information collected available for reference use. Research materials and statistical data collected by State and local governmental units, universities, research organizations, and industrial concerns either by their regular staffs or through work relief projects have never been assembled in a single place; consequently, research workers, writers, and others requiring such materials are frequently unaware of the existence of data, published or unpublished, which would be invaluable in connection with their activities. A further consequence of this lack of a central source of information is apparent in the widespread overlapping and duplication of activities in research and collection of statistical data.

Part A of this procedure suggests methods by which the collection of information concerning available research and statistical data may be undertaken; part B outlines two alternative methods of editing and arranging the materials in the form of a reference volume for general use: first, an annotated bibliography and second, a digest or summary.

Considerable flexibility in the scope of the subject matter to be included in the inventory is possible. The inventory may, of course, be limited to available statistical or other research data in one or more fields as determined by local requirements and facilities.

Certain of the mechanical procedures outlined here follow closely those developed by the editors of Biological Abstracts, Chemical Abstracts, and the WPA Index of Research Projects. The methods have been adapted for use on WPA projects by the Division of Research of the Work Projects Administration; these procedures have been prepared by Harold R. Hosea, Editor, Index of Research Projects.

The procedure outlined is recommended by the Division of Professional and Service Projects as a guide in the operation of this type of research, statistical, and survey project.

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INDEX OF RESEARCH AND STATISTICAL DATA

GENERAL INSTRUCTIONS

Objectives and Uses

The value to research workers of a guide to available research and statistical data is obviously dependent upon its completeness as to coverage and as to the detail shown for each study or compilation. It is, therefore, extremely important to decide whether the proposed inventory in a given locality is to be primarily for the use of a group of a specialized research workers and statisticians operating in certain fields or whether it is for general and diversified use. In the case of an inventory planned for the use of specialists, the subject matter of the materials collected may be limited to one or more of the main headings shown in the attached suggested subject classification (p.24). An inventory for general reference use should ordinarily include all the fields there indicated.

A project of this sort should under no circumstances be considered without (a) the cooperation of a research or statistical organization specifically and actively interested in having a summary of available research and statistical data for ready reference; and (b) very definite plans regarding the type of reference device required and the fields which it should cover. The plans for such a project should also take into account any catalogs, bibliographies, or other compilations of research and statistical data already prepared.

Sponsors

Projects for the preparation of this index may be appropriately sponsored by a regional, State, or local public planning agency. Libraries, public or university, because of their relative permanence and particularly because of the availability of persons with training in bibliographical work and indexing, are also logical sponsors. The cooperation of library staffs should be sought in all cases.

Not only in the case of projects which result in the publication of a bibliography or an abstract volume but also in connection with any research reference service, continuity is of paramount importance. It follows, therefore, that one of the most highly essential elements of this type of project involves plans for maintaining the service indefinitely, preferably, of course, on a basis similar to that employed on the project. In general, this type of project should not be undertaken unless there is assurance that it will be continued.

Personnel

In the operation of this type of project it is important to keep the staff small enough to permit detailed and careful supervision. Ordinarily there should be one supervisory person with some knowledge of bibliographical techniques for every four or five employees.

The size of the staff needed will depend upon several variables, such as the topic or topics classified, the period

and area covered, the inclusion or exclusion of certain portions of these procedures, etc.

In order to provide the sponsor with some method of gauging his personnel requirements, the following minimum estimate is given.

For the compilation, classification, and filing of catalog record cards (see part B, section 1) a staff of 5 persons should index approximately 2,500 items in 200 working hours. Such a staff should consist of one supervisor, three clerks, and one typist.

The supervisor must have had a considerable amount of training and experience in some field of research and should have some insight into problems connected with the accessibility of research and statistical data.

Experience or training in library, research, or statistical work is desirable for the bulk of the staff; neatness, accuracy, and careful attention to details are essential. If the plan, as decided upon, calls for the preparation of summaries or digests of research reports (see part B, section 3), the project staff must include persons with a fair amount of training and experience in research and, preferably, some experience in writing.

Scope

Ideally the inventory should include all original or reworked data involving the geographical area and fields of subject matter decided upon. Suggestions as to fields to be covered may be found in the attached subject classification (p. 24). If the

inventory is to cover only research or statistical data in certain special fields, great care must be used in setting up the best possible definitions of the types of data to be included and in instructing the staff accordingly.

There is no satisfactory general rule for the selection of material for inclusion on the basis of its significance or value. Workers should be instructed to refer doubtful materials to a group supervisor. As a rule, data collected systematically and recurrently on a Nation-wide or State-wide basis (e.g., the United States Census) may be excluded except where interpretations or cross tabulations have been introduced locally. There should be no attempt to set up elaborate procedures for evaluating the materials. Moreover, certain economies are possible in the selection of announcements of, and references to, particular studies. For example, a local survey of juvenile delinquency may be discussed in several newspapers or periodicals, in reports by civic organizations, and elsewhere for the purpose of acquainting various groups with the data. In such cases the official report prepared by the organization or individual actually making the study is the only essential document, and an exhaustive search for other references to the same data should not be undertaken unless they appear to involve further analysis or interpretation. Materials in books, periodicals, or newspapers which contain casual or incidental references to the area or locality should, of course, not be included in the inventory. The

limits of the time period for data to be included will have to be decided in consultation with librarians and research workers.

Sources for Collection of Data

Before undertaking a systematic canvass of individual sources (i.e., research organizations, etc.), all available bibliographies and existing summaries should be consulted. It is possible to avoid a considerable amount of duplication and overlapping by making use of the work already done by such organizations as university departments, libraries (particularly reference divisions), State and local planning bodies, and municipal or county research and reference bureaus. On the basis of consultation with such organizations as those indicated above, a list of research and other organizations, both public and private, which must be visited individually, can be worked out.

DETAILED INSTRUCTIONS

Part A. The Inventory

The types of data which may be included in the inventory are discussed below.

The methods of making the actual inventory will vary somewhat with the type of data under consideration. Three general types of data are, therefore, discussed separately. It should be borne in mind that any or all of these types of data or such portions thereof as fall in the special fields decided upon in advance may be included in the inventory.

To build a permanent file of all available research or statistical reports and documents is ordinarily neither practicable nor necessary. In this connection it is important to avoid duplication of existing library functions.

1. Research data

Research materials ordinarily will be in the form of monographs, periodical articles, books or portions of books, or unpublished manuscripts. Workers assigned to research organizations, libraries, or other depositories should prepare a catalog reference card (see sample, p. 19) for each such document which falls within the scope of the inventory. The spaces provided for serial number and classification should not be filled by the field worker. Under the heading "Title and description" enter a complete bibliographical description including author, title, publishing or issuing agency, place, date, pages, and method of reproduction (e.g., mimeographed, typed, etc.). Following the citation write a brief description of the nature of the subject matter of the report, article, or monograph. This description or annotation, which can usually be based in large part on the table of contents, should be very carefully written. It must be brief and, at the same time, convey the most adequate possible idea of the nature of the subject matter and its treatment. Illustrations of these annotations will be found in the sample page from the Guide to Studies of Social Conditions in the Twin Cities (p. 23). All citations should be carefully checked for accuracy. The catalog reference cards should be routed to the group supervisor and

project supervisor promptly and the annotations checked for adequacy. The person examining the material should sign the card on the space provided and enter the date. Under "Location" should be entered the name and address of the organization or individual with whom the material is deposited; if the material is available in a library the call number should also be noted. Further entries and treatment of these cards will depend on their ultimate use as outlined in part B of this procedure.

2. Statistical data

The term statistical data as used here refers to tabular materials, completed questionnaires or schedules, or other types of original data which have been collected, may or may not have been tabulated, and which have not been analyzed or interpreted and incorporated into a text report or summary. Compilations of data from secondary sources should ordinarily be excluded unless they involve highly original treatment, such as significant new cross tabulations. Further, the data to be included in this category consist only of those collected on one or perhaps two occasions, such as traffic counts, counts of blind persons, etc. Continuous record systems are discussed in the following paragraph.

Catalog reference cards should be prepared for each series or group of data. Certain of the materials may involve data on a number of widely different subjects; if this is the case, separate cards should be prepared covering the various types of data. If the field worker is in doubt on this point, separate cards should

be prepared and the question of combining them subsequently left to the supervisor.

3. Current record systems

Because of local variations in the maintenance of record systems, such as vital statistics, tax records, etc., it is frequently desirable to have an integrated single source of information on the types of records used by public and quasi-public bodies. Care should be taken to avoid collection of information on record systems which are confidential or which are pertinent only in connection with the administration or internal procedures of an organization, bureau, or department. Decision as to whether or not a given set of records should be included in the inventory will have to be based on a judgment concerning the significance of the data for research purposes. A catalog reference card should be filled for each set of records included in the inventory; if a given record system includes several types of data not readily described in a brief annotation, separate cards should be prepared. The description of these records entered on the catalog reference card should include: (a) accurate descriptions and definitions of the items recorded; (b) areas covered by the records; (c) methods by which the data were collected; (d) periods of time covered and notes of any changes or interruptions in the series; (e) location of the records and the name, title, and address of the person responsible for their maintenance and custody.

In the case of statistical data or record systems described in the preceding paragraphs it may be impracticable to include adequate descriptions on the catalog reference cards. In such instances it is suggested that sample questionnaires, tabulation forms, records forms, and instructions be secured and kept on file. A note or symbol on the catalog reference card should indicate that such materials are available for reference in the files.

Part B. Treatment of Materials Collected

General

The material collected in this inventory will consist of a series of catalog reference cards based on available research, statistical, or record materials supplemented where necessary by sample exhibits. These materials may be treated in one or more of the following ways, depending upon the general purpose of the compilation: (1) the cards may be classified and arranged in a file solely for reference use; (2) they may be arranged and subsequently issued as a bibliography with or without annotations; (3) they may be used as a basis for preparation of one or more volumes of abstracts similar to such publications as Chemical Abstracts, Psychological Abstracts, and the WPA Index of Research Projects. Decision as to which of these devices is to be used will depend upon the volume of the materials, estimates of the demand for a guide to them, and, of course, the funds available for publication. The three types of treatment and arrangement of

the materials, as outlined above, are listed in the order of their increasing usefulness as guides to research workers. The following sections contain suggested detailed procedures for the three types of treatment. Before undertaking final arrangement of the materials, the supervisor should, of course, examine each card carefully for adequacy of entries.

Section 1. The construction of a file for reference use is extremely simple. Each catalog reference card should be examined carefully, by the supervisor or a classifier, for the purpose of deciding the nature of the main subject matter of the material described. After this decision is made, it is necessary only to enter the subject classification number (e.g., 703.5 for materials dealing with forestry or 805.1 for material in the field of legislation) in the space provided. Irrespective of the subject matter classification system used,^{1/} there inevitably will be materials which do not fall wholly in the field indicated by a particular subtopic. In such cases it is necessary to exercise careful judgment in determining the heading which best represents the field in which the principal emphasis of the study falls. This code number should be entered on the line for the classification, and code numbers for other subject classification topics to which the material also makes reference should be entered directly below.

^{1/} The suggested subject classification attached is based in large part on the outline evolved by the Social Science Research Council in connection with Social Science Abstracts as expanded for use in the WPA Index of Research Projects.

Such cross references should be limited to topics treated at some length in the research or statistical materials; indiscriminate use of cross references will detract seriously from the usefulness of the reference files.

Upon completion of classification of the catalog reference cards, they should be filed according to the principal classification code numbers. One or more cross-reference cards (preferably a plain card of a different color) should be prepared for each catalog reference card which carries more than one subject classification code. For example, the single cross-reference card required in the case of the study shown on the sample catalog reference card attached would be filed under the classification 903.6 and need contain only the following statement: "See also The Cancer Problem in New Haven --- 902.3." This card shows that this study, primarily in the field of disease, also contains data pertinent to public health.

Note: Unless one of the processes described in sections 2 and 3 is to be used, no serial numbers need be entered on the catalog reference cards.

Section 2. Preparation of copy for an annotated bibliography for publication requires as a first step completion of the processes outlined in section 1. After all cards have been classified and filed according to subject matter, they should be numbered serially beginning with the first card in the file. Serial numbers should not, of course, be assigned to cross-reference cards in the file. Copy for the bibliography may be

typed directly from the cards (see sample page, p. 19); each item will consist of the serial number and the material shown under "Title and description" on the catalog reference card (with such editorial revision as may be considered necessary). If the bibliography is designed largely for local use, information on the location of the materials may also be included, preferably by means of a code similar to that used in publications of the H. W. Wilson, Co., which may be consulted in almost any library. If publication funds are severely limited, the bibliography may, of course, merely list the brief titles and omit the descriptions or annotations.

The descriptive entries on cross-reference cards are to be eliminated, and the appropriate serial number (i.e., the serial number of the study referred to) is to be substituted. All cross references within each subject classification are to be grouped directly under the heading or caption and worded as follows: "See also entries 2, 9, 17, 26." This device enables the reader examining a certain section of the bibliography to locate materials classified in other sections but touching also upon the subject of the particular topic under consideration.

Inclusion of an alphabetical subject index in an annotated bibliography is highly desirable. If this device is to be included, the entries for the alphabetical index should be prepared immediately preceding the assignment of serial numbers to the catalog reference cards.

A sample page of an alphabetical subject index is attached hereto (p.22). It is essential to bear in mind that the purpose of the index is to enable the reader to locate materials which he would not readily find by use of the subject classification categories into which the bibliographical references themselves are divided. Index entries should, therefore, supplement and not duplicate the subject classification headings. In the case of the study of cancer in New Haven (see attached sample) the following points are illustrated. First, the entries must be specific. The heading cancer is used to supplement the classification of this study under the general heading of disease. There is obviously no necessity for an alphabetical subject reference to this study under the heading disease. The entries death rates and hospitals are included because the study contains important material on these topics, though neither is the principal subject of the study. Studies principally concerned with death rates would, of course, be filed under "Population" (901.1). Thus, these two entries supplement the classification scheme and offset its inevitable inadequacy. The alphabetical subject entry under "New Haven" is obviously for the benefit of readers interested in information concerning a particular area.

Each alphabetical subject entry should be made on a separate 3 x 5 white slip and attached to the appropriate catalog reference card. As the serial numbers are entered on the cards, the same number may be stamped on each index slip; it is

then necessary only to remove the slips, alphabetize, and combine them. Final manuscript for the alphabetical subject index can be typed directly from the slips. It is not possible to discuss the technique of indexing in detail in this procedure. It is suggested, that in the absence of a staff member with considerable experience in this type of work, a standard manual on indexing practices be consulted.

Section 3. Preparation of a volume of abstracts should be considered only in the event that the project personnel includes a number of members with college training and some research or writing experience. Further, a number of different scientific fields should be represented by staff members with varying interests and backgrounds.

The principal advantage of the abstract method of presentation lies in the fact that a carefully written abstract supplies a more adequate notion of the subject matter and possible significance of a research or statistical document. Because it is informational in character rather than descriptive (i.e., it actually states the most important conclusions instead of announcing that a certain study has been made), it is far more useful to the average research worker; in many cases it may serve as an entirely adequate substitute for examination of the original document to which he may not have access.

In the case of research reports or studies it is ordinarily essential to read and grasp the significance of the entire publication or manuscript. In certain cases it is safe to

depend on the summaries which are frequently included, but such summaries should be carefully checked against the main report for completeness and proper emphasis. There are no general rules for writing abstracts except that natural aptitude and practice are essential. Telegraphic style should be avoided; on the other hand, every word must count and the final result should present a brief, clear, and readable picture of the highlights of the study. It is also advisable to add a sentence or two at the end of the informational portion of the abstract describing the nature of other important parts of the study not actually summarized.

It is entirely appropriate to include references to statistical or records data in a volume of abstracts. In such cases, however, the abstracts will necessarily be descriptive rather than informational in style; in most instances the description on the catalog reference card will be adequate.

Abstracts should be typed on individual sheets (see sample attached, p. 20) and should contain the appropriate serial and classification code numbers. After abstracts are prepared, the original subject matter classification of each report or study should be carefully checked. This is necessary because the abstract will frequently present a more adequate idea of the subject matter than was apparent from the descriptive entry on the catalog reference card.

Preparation of the alphabetical subject index which should not be omitted in an abstract volume is similar to the

process described in section 2 except, of course, that the index slips are prepared from the abstracts and remain attached to them until serial numbers are assigned. Any of the standard formats for an abstract volume are acceptable (e.g., Chemical Abstracts or Psychological Abstracts).

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APPENDIX

CATALOG REFERENCE CARD

Serial No. 2038 Classification 902.3

Title and description Unsigned. The Cancer Problem in New Haven

Wilson H. Lee Co., Orange, Conn., 1935, 90 + 8 p.

Project number ERA-CPS 92-E3-191

(Cancer Comm., New Haven, Conn.)

Examined by O. N. Clark Abstracted by W. J. Smith

Location _____

Date 6/19/37

SAMPLE ABSTRACT OF RESEARCH REPORT

Classification 902.3

903.6

2038

The Cancer Problem in New Haven. Wilson H. Lee Co., Orange, Conn., 1935, 90 + 9 p. ERA CPS 92-E3-191. (Cancer Comm., New Haven, Conn.). -- Cancer deaths occurring in New Haven averaged approximately 239 annually between 1929 and 1934, about 20 percent of which occurred among nonresidents of the city. The unadjusted death rate for the city increased from 66 per 100,000 population in 1900 to 180 in 1934. The adjusted 15-year average death rate of native-born persons of native parents was 76.3 per 100,000 as compared with 100.6 per 100,000 for foreign-born persons. Cancer of the stomach and liver caused 27.3 percent of the total cancer mortality occurring among residents of the city. Cancer cases admitted to hospitals in New Haven between 1925 and 1934 delayed on an average of 14.7 months (6.7 median) from the time symptoms of the disease were first noted to subsequent hospitalization. It was estimated that the number of cancer patients admitted to hospitals averaged about 300 primary cases a year, 48 percent of which were nonresidents. The average age of hospitalized cancer cases was 57.6 years, 59.6 years for males and 55.9 years for females. At the end of the fifty post-hospital year, 291 cases of a total of 1,474 remained alive. (Tables, charts, maps, illus., form, bibliog.)

SAMPLE ALPHABETICAL SUBJECT
INDEX SLIPS

<p>cancer --incidence -- -- New Haven, Conn.</p> <p style="text-align: right;">2038</p>	<p>hospitals --cancer cases -- --treatment -- -- -- New Haven, Conn.</p> <p style="text-align: right;">2038</p>
<p>death rates --specific -- --cancer -- -- -- New Haven, Conn.</p> <p style="text-align: right;">2038</p>	<p>New Haven, Conn. --cancer -- -- incidence and death rates</p> <p style="text-align: right;">2038</p>

Actual size of index slips 5" x 3"

SAMPLE PAGE OF COMPLETED ALPHABETICAL SUBJECT INDEX

- Cambridge, Mass.: recreational facilities, survey, 1856; water consumption, 1634; water supply pollution survey, 2083
- Camden, N.J.: employment opportunities, 2537; traffic survey, 1311; vocational school graduates, employment data, 2477
- cancer: death rates, Hartford, Conn., 2037; incidence, New Haven Conn., 2036; research 328
- canning, green peas, effect on vitamin C content, 401
- Canonsburg, Pa., real property inventory, 1029
- Carbondale, Pa., real property inventory, 1030
- carborundum, electroresistances, 189
- carpetbaggers, Mississippi, 651, 652
- case work, need, crippled children, Colorado, 2119
- Casper, Wyo., real property inventory, 1037
- cattle see also dairy industry
- breeding: methods, 326, 414; research 458
 - disease
 - Bang's incidence, Arizona 840
 - brucella infection, tests, 344
 - contagious abortion, Wisconsin, 474
 - diagnosis, use of blood tests, 342
 - research, 332
 - feeding, types of hay, 465
 - production: employment and wages, Archuleta County, Colo., 1508; Montana, 849
- cavalry see also army, Civil War, history 674, 681
- cement: industry, health hazards, 1441; quality, testing methods, 476; types, characteristics, 475; use, techniques, 491
- census
- children
 - Colorado: Brighton, 2494; Grand Junction, 1881
 - Decatur, Ill., 1886
 - Detroit, Mich., 1859
 - Maine, 1891
 - Meridian, Miss., 1896
 - Montgomery Co., Va., 2283
 - New York: Albany, 1864; Batavia, 1903; Buffalo, 1904; Kingston, 1905; Middletown, 1906, Mt. Vernon, 1907; New York, 1873; Niagara Falls, 1906; Port Jervis, 1909; Poughkeepsie, 1910; Troy, 1911
 - Pittsburgh, Pa. (1934), 1878
 - Seattle, Wash., 1922
 - population
 - Ainsworth, Nebr., 1898
 - Chicago, Ill., 1854
 - Columbus, Nebr., 1899
 - Flint, Mich., 1860

SAMPLE PAGE OF ANNOTATIONS

1362 Vaile, Roland S., and Nordstrom, Alvin L.

PUBLIC MERCHANDISE WAREHOUSING IN THE TWIN CITIES

Minneapolis, University of Minnesota Press, 1932. 57 p., charts, tables, appendices. (University of Minnesota Studies in Economics and Business.)

An examination of the development of public warehousing in the Twin Cities, to determine the part the industry plays in the marketing activities and to point out the elements that may change existing conditions.

(1) 378.7M66 JBu

1363 Young, H.H.

ST. PAUL-MINNEAPOLIS, THE DUAL CITY AND COMMERCIAL EMPORIUM OF THE NORTHWEST.

St. Paul, H. M. Smyth Printing Company, 1888. 63 p., illustrations, map.

An old publicity sketch of the Twin Cities, with mention of the following: historical background, population statistics, business and residence property, water supply, sanitation, lighting and fire departments, manufacturing and commercial interests, banks and financing, transportation, religious institutions, and educational opportunities.

(4) St. Paul Col. FS-460 Y41

SIGNED ARTICLES

1364 Beckwith, R. M.

15th IN POPULATION: 9th IN WHOLESALE DISTRIBUTION-MINNEAPOLIS.

Minneapolis, Vol. 6, No. 1, (August, 1932), pp. 5, 19.

Statements and facts about Minneapolis, with some statistics on employment, wholesaling, and manufacturing.

(3)

1365 Bellows, Henry A.

THE BUSINESS OF BROADCASTING.

Minneapolis, Vol. 1, No. 3, (February, 1928), pp. 5-6, 43.

A brief history of radio and station WCCO of Minneapolis, including radio legislation, the types of programs as compared to Eastern stations, and the problem of financing.

(3)

1366 Brown, Earl D.

TWIN CITIES, MINNEAPOLIS AND ST. PAUL.

Journal of Geography, Vol. 21, No. 6, (September, 1922), pp. 227-232.

A brief account of the settlement of the Twin Cities and the influence of the surrounding territory on their growth, industrially and commercially.

(1)

SUGGESTED SUBJECT CLASSIFICATION

100 NATURAL RESOURCES

- 101 Land
 - 101.1 Climate and Meteorology
 - 101.2 Seismology
 - 101.3 Topography
 - 101.4 Geological Characteristics
 - 101.5 Soil
 - 101.6 Cover
 - 101.7 Wild Life
- 102 Water
 - 102.1 Quantities and Types
 - 102.2 Quality
 - 102.3 Drainage Basin Studies
- 103 Minerals
 - 103.1 Coal
 - 103.2 Oil
 - 103.3 Metals
 - 103.4 Rocks, Gravel, Sand, Clay
 - 103.5 Precious Stones
 - 103.6 Miscellaneous
- 104 Geography and Oceanography

200 PLANNING

- 200.1 National
 - 200.11 Economic
 - 200.111 Agricultural
 - 200.112 Industrial
 - 200.12 Social
- 200.2 Regional
 - 200.21 Economic
 - 200.211 Agricultural
 - 200.212 Industrial
 - 200.22 Social
- 200.3 State
 - 200.31 Economic
 - 200.311 Agricultural
 - 200.312 Industrial
 - 200.32 Social
- 200.4 County
 - 200.41 Economic
 - 200.411 Agricultural
 - 200.412 Industrial
 - 200.42 Social
- 200.5 City and Community
 - 200.51 Economic
 - 200.52 Social

251 Cultural and Natural Resources

300 SCIENCE AND TECHNOLOGY

- 301 Physical Sciences
 - 301.1 Mathematics, Physics and Astronomy
 - 301.2 Chemistry
 - 301.3 Biological and Physiological Chemistry
- 302 Biology and Physiology
 - 302.1 General
 - 302.2 Paleontology
 - 302.3 Botany and Plant Physiology
 - 302.4 Anatomy and Animal Physiology
 - 302.5 Pathology and Therapy
- 303 General Psychology
- 304 Applied Science and Technology
 - 304.1 General
 - 304.2 Agricultural Technology
 - 304.3 Industrial and Mining Technology
 - 304.4 Automotive Engineering and Aeronautics

400 ANTHROPOLOGY

- 401 Physical Anthropology
- 402 Archeology
- 403 Ethnology

500 HISTORY

600 ART, MUSIC, LITERATURE, AND PHILOSOPHY

700 ECONOMICS

- 701 Economic Theory
- 702 Economic Conditions and Resources
- 703 Land and Agricultural Economics
 - 703.1 General
 - 703.2 Land Tenure and Utilization
 - 703.3 Farm Organization and Management
 - 703.4 Production and Prices
 - 703.5 Forestry
 - 703.6 Urban Land Economics
 - 703.7 Real Property Inventories
 - 703.8 Fishing Industries and Water Economics

- 704 Extractive Industries
- 705 Manufactures
- 706 Transportation and Communication
 - 706.1 General
 - 706.2 Railways
 - 706.3 Motor Car Transportation and Traffic Surveys
 - 706.4 Waterways and Ocean Transportation
 - 706.5 Telephone, Telegraphy, and Radio Communication
 - 706.6 Air Transportation
- 707 Foreign and Domestic Commerce
- 708 Marketing
- 709 Insurance
 - 709.1 Private Insurance
 - 709.2 Social Insurance
- 710 Finance and Business Organization
- 711 Labor and Employment
 - 711.1 General
 - 711.2 Labor Organizations
 - 711.3 Personnel
 - 711.4 Industrial Diseases and Accidents
 - 711.5 Women in Industry
 - 711.6 Child Labor
 - 711.7 Wages
 - 711.8 Employment and Unemployment
 - 711.9 Costs and Standards of Living
- 712 Cooperatives
- 713 Public Finance
 - 713.1 General
 - 713.2 Taxation and Revenue
 - 713.3 Budgets and Expenditures
 - 713.4 Public Debts
- 714 Public Utilities
- 715 Government Regulations of Business

800 GOVERNMENTAL RESEARCH

- 801 Political Theory
- 802 Public Law and Jurisprudence
- 803 Government
 - 803.1 National Government
 - 803.2 State Government
 - 803.3 Municipal Government
 - 803.4 Rural and County Government
 - 803.5 Dependencies
- 804 Political Parties
- 805 Governmental Processes
 - 805.1 Legislation
 - 805.2 Public Administration
 - 805.21 General
 - 805.22 Personnel
 - 805.23 Finance and Accounting
 - 805.3 Justice

- 806 Public Services
 - 806.1 Defense and Safety
 - 806.2 Health and Social Welfare
 - 806.3 Regulation of Commerce and Industry
 - 806.4 Public Utilities
 - 806.5 Public Works
 - 806.6 Conservation and Natural Resources
- 807 International Relations

900 SOCIAL RESEARCH

- 901 Population
 - 901.1 General
 - 901.2 Migration and Racial Groups
 - 901.3 Urban Communities
 - 901.4 Rural Communities
- 902 Social Problems and Social Pathology
 - 902.1 Poverty and Dependency
 - 902.2 Crime and Delinquency
 - 902.3 Disease and Sanitary Problems
 - 902.4 The Handicapped
 - 902.5 Mental Disease and Mental Problems
 - 902.6 Miscellaneous
- 903 Social Adjustment and Social Agencies
 - 903.1 Social Work
 - 903.2 Administration of Social Agencies
 - 903.3 Social Legislation
 - 903.4 Institutional Provision for Special Groups
 - 903.5 Mental Hygiene
 - 903.6 Health and Medical Care
 - 903.7 Social Hygiene
 - 903.8 Rehabilitation

1000 EDUCATION

- 1001 General
- 1002 Public School Administration
- 1003 Teaching Methods and Curricula
- 1004 Educational Sociology
- 1005 Youth Studies
- 1006 Adult Education
- 1007 Vocational Education and Guidance
- 1008 Educational Psychology and Mental Testing

