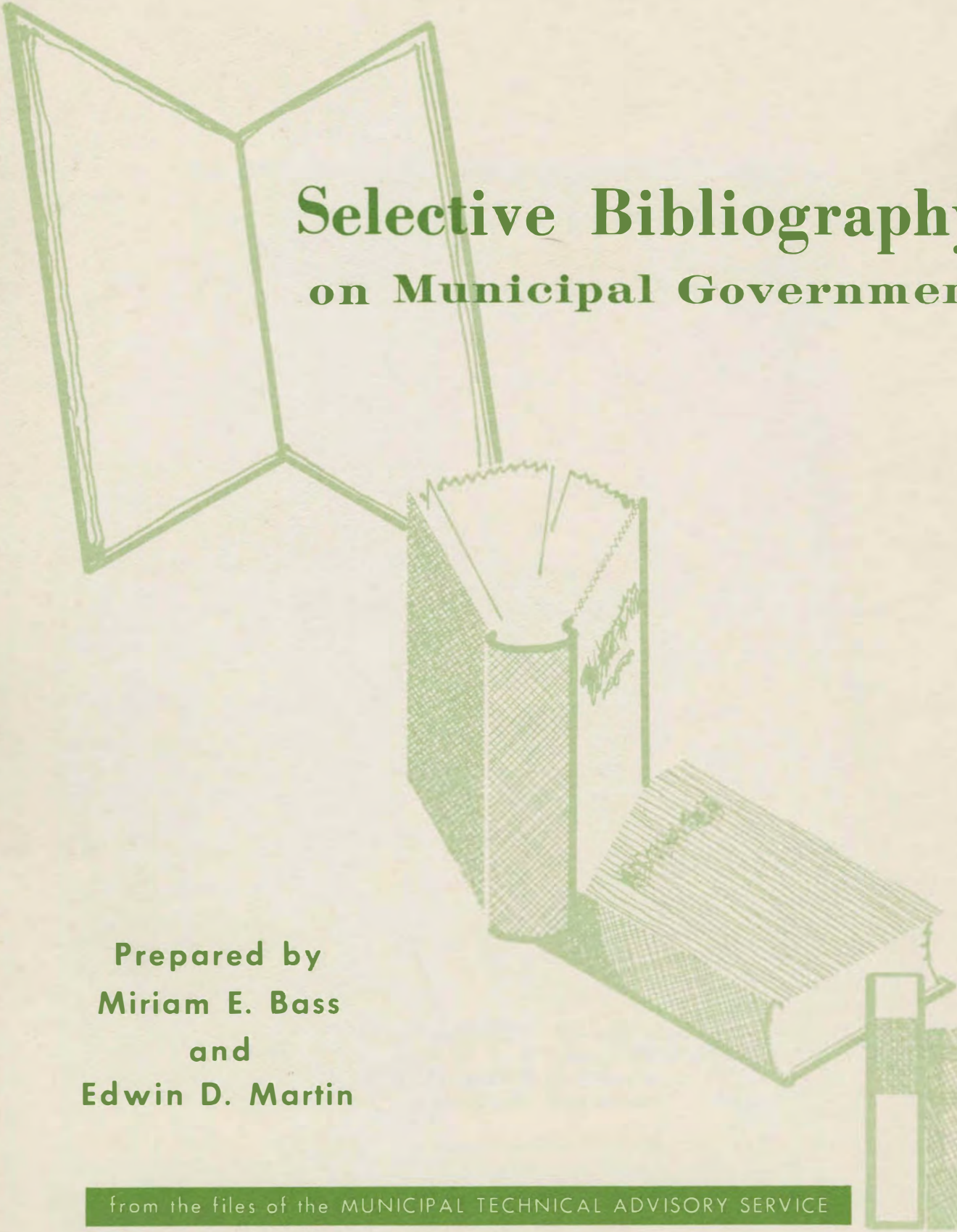




Selective Bibliography on Municipal Government

**Prepared by
Miriam E. Bass
and
Edwin D. Martin**

from the files of the MUNICIPAL TECHNICAL ADVISORY SERVICE

SELECTIVE BIBLIOGRAPHY ON MUNICIPAL GOVERNMENT FROM THE FILES
OF THE LIBRARY OF THE MUNICIPAL TECHNICAL ADVISORY SERVICE

Prepared by

Miriam E. Bass, Librarian
Edwin D. Martin, Consultant

Municipal Technical Advisory Service
Division of University Extension
The University of Tennessee
Knoxville, Tennessee

in cooperation with the

Tennessee Municipal League

1963

Price \$1.50

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Accounting	7
Administration	1
Air Pollution	3
Assessments and Special Assessments	9
Associations, Foundations, Etc. Which Will Send Lists and Bibliographies in the Municipal Government Field	37
Auditors and Auditing	9
Bibliography	1
Bonds	9
Budgets and Capital Budgeting	10
Building and Building Inspection	23
Buying Lists	36
Citizen Organizations	3
Community Development	4
Education	6
Electricity	34
Engineering	24
Finance	7
Fire and Firemen	13
Gas	34
Health and Welfare	15
Housing	15
Industry	16
Land Use	17

<u>Subject</u>	<u>Page</u>
Libraries	17
Magazines	35
Municipal Cost and Revenue	11
Parks and Recreation	18
Personnel	19
Planning and Zoning	20
Plumbing	34
Police	20
Public Relations	21
Public Works	23
Purchasing	12
Records - Management	12
Refuse Collection and Disposal	24
Sewers and Sewage Disposal	25
Streets and Highways	27
Subdivisions	33
Traffic and Parking	29
Transportation	30
Water	31
Water-Front Development	35
Urban Renewal	33
Utilities	34

BIBLIOGRAPHY

Metropolitan Communities: A Bibliography with Special Emphasis upon Government and Politics, Sponsored by Government Affairs Foundation, Inc. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1956, 392 p. \$10
Supplement: 1955-1957, 1960, 229 p. \$8

Research and Reference Sources for City Administrators. What Are the Basic Reference Books, Periodicals, and Statistical Sources in Municipal Administration? What Services Are Provided to Local Officials by Professional Organizations and University Research Bureaus?, Report No. 205. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1961, 13 p.

Note: Available by membership only. Permission required to translate.

ADMINISTRATION

City Managers in Politics. An Analysis of Manager Tenure and Termination, University of Florida Monographs Social Sciences No. 13, Winter 1962, by Gladys M. Kammerer. University of Florida Press, Gainesville, Florida, 1962, 93 p. \$2

The Cost of Municipal Services in Residential Areas, by William L. C. Wheaton, Housing and Home Finance Agency. U. S. Government Printing Office, Washington 25, D. C., 1956, 105 p. \$2

Forms of Municipal Government, How Have They Worked? National Municipal League, 47 East 68th Street, New York 21, New York, 1958, 19 p. 25¢

Handbook for Councilmen in Council-Manager Cities. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1955, 48 p. \$2

The Handbook of Municipal Forms. International Institute of Municipal Clerks, 1313 East 60th Street, Chicago 37, Illinois, 1963, 100 p. \$6

Ideas for a Better City. Municipal Technical Advisory Service, Box 8500, University Station, Knoxville, Tennessee. Free
Editions published are: 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962.

Internship Training for City Management, by Robert L. Brunton. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 20 p. \$1

Management Practices for Smaller Cities, by Robert L. Brunton. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, First Edition, 1959, 430 p. \$7.50

Manual of West Virginia Municipal Government, Publication No. 19, by Eugene R. Elkins. Bureau for Government Research, West Virginia University, Morgantown, West Virginia, 1957, 65 p. Free

Municipal Officials Manual. The Texas Construction Council, 322 Vaughn Building, Dallas 1, Texas, 1960, 26 p. Free

Methods of Keeping the City Council Informed. What Techniques May Be Used to Insure Continuous and Effective Reporting to the Municipal Governing Body? What Types of Reports May the Chief Administrator Use? How Can Reporting Procedures Be Improved?, Report No. 194. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 12 p.
Note: Available by membership only. Permission required to translate.

Metropolitan Dade County Administrative Manual. Budget Department, Metropolitan Dade County, 1416 Court House, Miami 32, Florida, 1962, v.p., Charts. Free

Model Constitutional Provisions for Municipal Home Rule, by Jefferson B. Fordham. Committee on Home Rule of the American Municipal Association, 1313 East 60th Street, Chicago 37, Illinois, n.d., 30 p. \$1.25

Monthly Administrative Reports for Cities. Suggested Forms for Use by Department Heads in Reporting to the Chief Municipal Administrator. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1950, 32 p. \$2

Municipal Government and Administration in America, by Jewell Cass Phillips. The MacMillan Company, 60 5th Avenue, New York, New York, 1960, 648 p. \$6.95

Preparation and Use of Administrative Manuals. What Is an Administrative Manual, and How Does It Differ from Other Procedural Manuals? What Should Be Included in an Administrative Manual? How Should It Be Prepared?, Report No. 211. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1961, 8 p.
Note: Available by membership only. Permission required to translate.

The Role of the City Manager in Policy Formulation, by Clarence E. Ridley. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1958, 56 p. \$2

The Role of the City Manager. Views of Councilmen and Managers. Report of a Study in Six Cities, by Jephtha J. Carrell, Public Affairs Monograph Series - Number 2. Community Studies, Inc., 724 Railway Exchange Building, Kansas City, Missouri, 1962, 47 p. \$2

Rules of Order and Procedure for City Councils. What Is the Purpose

of City Council Rules and What Matters May Be Covered in Such Rules? What Subjects Are Covered in the Council Rules of Selected Cities?, Report No. 181. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1959, 14 p.

Note: Available by membership only. Permission required to translate.

State and Local Government, College Outline Series No. 112, by Joseph F. Zimmerman. Barnes & Noble, Inc., 105 Fifth Avenue, New York 3, New York, 1962, 352 p., Charts, Tables. \$1.85

The Technique of Municipal Administration. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Fourth Edition, 1958, 441 p. \$7.50

AIR POLLUTION

Air Pollution Control Field Operations Manual. A Guide for Inspection and Enforcement, Public Health Service Publication No. 937, by Melvin I. Weisburd. U. S. Government Printing Office, Washington 25, D. C., 1962, 285 p. \$1.25

Cleaning the Air, A Layman's Guide to Atmospheric Purity, by Wallace West. Committee on Public Affairs of the American Petroleum Institute, 1271 Avenue of the Americas, New York 20, New York, n.d., 15 p. Free

National Goals in Air Pollution Research, Report of the Surgeon General's Ad Hoc Task Group on Air Pollution Research Goals, Public Health Service Publication No. 804, Public Health Service, U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1960, 39 p. Free

Rules to Prevent New Air Pollution. New York State Air Pollution Control Board, State Office Building, Albany, New York, 1962, 22 p. Free

Together We Can Check the Blight of Air Pollution, A Partnership for Local Control. John Wood Company, Air Pollution Control Division, Florham Park, New Jersey, n.d., 20 p. Free

CITIZEN ORGANIZATIONS

Checklist on How to Improve Municipal Services, A Guide for a Critical Survey of Local Programs, Organization, and Methods. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1958, 62 p. \$2

The Citizen Association, How to Organize and Run It. National Municipal League, 299 Broadway, New York, New York, 1953, 64 p. 75¢

The Citizen Association, How to Win Civic Campaigns. National Municipal

League, 299 Broadway, New York, New York, 1953, 64 p. 75¢

Determining and Evaluating Citizen Needs and Desires. What Is the Difference between Needs and Desires? How Can a City Determine Its Needs? Can Desires Be Measured? What Are the Factors Which Influence Policy Determination? How Can the City Work to Gain Citizen Approval of Proposed Programs?, Report No. 190. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1959, 27 p.

Note: Available by membership only. Permission required to translate.

Government in Action, A Course for Training Civic Leaders, Handbook for Organizations. League of Women Voters Education Fund, 1026 17th Street, Washington, D. C., 1961, 24 p. 50¢

How To Be an Active Citizen, by Paul Douglass. University of Florida Press, Gainesville, Florida, 1960, 90 p. \$1.50

How To Create a Program of Work for Community Development. Construction and Community Development Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., 28 p. 50¢

How To Modernize Your Community... Guides to Rehabilitation in Smaller Cities. Build America Better Committee, National Association of Real Estate Boards, 1300 Connecticut Avenue, N.W., Washington, D. C., 1962, 16 p. Free

Jaycee Community Development - An Action Planning Manual, Co-Sponsored by the U. S. Junior Chamber of Commerce and American Motors Corporation in Cooperation with the American Planning and Civil Association. American Motors Corporation, Detroit, Michigan, n.d., 33 p. Free

Note: Available from Community Development, U. S. Junior Chamber of Commerce, Box 7, Tulsa, Oklahoma.

Surveying Your Community, No. 2. Engineering Experiment Station, The Ohio State University, 156 West 19th Avenue, Columbus 10, Ohio, n.d., n.p. Free

COMMUNITY DEVELOPMENT

Action for Cities, A Guide for Community Planning, Public Administration Service No. 86. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1943, 77 p. Free

The Citizen's Guide to Planning, by Herbert H. Smith. Chandler-Davis Publishing Company, Post Office Box 36, West Trenton, New Jersey, 1961, 106 p. \$2

City Planning and Urban Development. Construction and Civic Development Department, Chamber of Commerce of the United States, 1615 H Street, N.W.,

Washington 6, D. C., 1952, 47 p. 30¢

Community Action for Economic Development, by C. S. Logsdon, Research Paper 3. School of Business Administration, University of North Carolina, Chapel Hill, North Carolina, 1960, 73 p. \$1.50

Community Development, No. 1. Engineering Experiment Station, The Ohio State University, 156 West 19th Avenue, Columbus 10, Ohio, 1959, n.p. Free

Community Development and Community Organization, An International Workshop. National Association of Social Workers, 95 Madison Avenue, New York 16, New York, 1961, 40 p. \$1

Community Development Series, I through VII. Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1960, Seven Pieces of Material. 50¢ - \$3 for set of seven.

I. Balanced Community Development, 36 p.

II. Community Analysis - Foundation for Decision Making, 35 p.

III. Comprehensive Planning - Guide for Community Growth and Change, 32 p.

IV. Planning Urban Renewal Projects, 45 p.

V. Modernizing Local Government, 32 p.

VI. Financing Community Development, 35 p.

VII. Community Leadership - Key to Local Development, 34 p.

Developing the "Little" Economies, A Survey of Area Development Programs in the United States, Supplementary Paper No. 10, by Donald R. Gilmore. Committee for Economic Development, 711 Fifth Avenue, New York 22, New York, n.d., 200 p. \$3

The Erie Workbook for Community Development Action. This is a Report on the Application of Principles and Procedures Set Forth in the Pamphlets of the Community Development Series to the City of Erie, Pennsylvania, by S. Howard Evans. Construction and Civic Development Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1960, 451 p. \$7

How To Create a Program of Work for Community Development. Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., 28 p. 50¢

Jaycee Community Development, An Action Planning Manual. United States Junior Chamber of Commerce, Boulder Park, Box 7, Tulsa 2, Oklahoma, n.d., 35 p. Free

A Methodology for Studying the Services of Local Government, by Peter J. Stanlis. Southeastern Michigan Metropolitan Community Research Corporation, 600 Francis Palms Building, 211 Woodward Avenue, Detroit 1, Michigan, 1961, 165 p. \$5

Planning for Our Community, A Citizens' Guide to Planning for Wisconsin Municipalities. Wisconsin Power and Light Company, 122 W. Washington Avenue, Madison 1, Wisconsin, n.d., 12 p. Free

Urban Planning, An Introduction for the Citizen, Civic Information Series No. 39, by Ernest R. Bartley. Public Administration Clearing Service, University of Florida, Gainesville, Florida, 1962, 21 p. Free

Your Key to a Better Community. Economic Development Agency, State Office Building, Charleston, West Virginia, 1960, n.p. Free

EDUCATION

Accounting Manual for Public School Systems in Tennessee. Tennessee State Department of Education, Cordell Hull Building, Nashville, Tennessee, 1961, v.p. Free

Education in the United States of America, OE-10006, by Office of Education, U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1962, 134 p. 50¢

Fire Safe Schools. National Board of Fire Underwriters, 85 John Street, New York 38, New York, 1959, 22 p. Free

Lay Advisory Committees. American Association of School Administrators, National Education Association of the United States, 1201 16th Street, N.W., Washington 6, D. C., 1951, 23 p. 25¢

A Manual for Evaluating School Facilities, Prepared by G. W. Reida. State Department of Public Instruction, Kansas, Topeka, Kansas, 1962, 74 p. Free

School Sites, Selection, Development, and Utilization, by James L. Taylor, Special Publication No. 7, Office of Education, U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1958, 91 p. 75¢

Secondary School Plant Planning, by National Council on Schoolhouse Construction. Peabody College, Nashville, Tennessee, 1957, 83 p. \$1

Winning Ways, How to Conduct Successful Election Campaigns for Public School Tax and Bond Proposals. National Education Association of the United States, 1201 16th Street, N.W., Washington 6, D. C., 1960, 42 p. \$1

Yardsticks for Public Schools, Issues Pamphlet No. 1. Better Schools, 9 East 40th Street, New York 16, New York, 1959, 25 p. 20¢

FINANCE

Annual Financial Report of the City of Oak Ridge, Tennessee, for the Fiscal Year Ended June 30, 1962. Finance Director, City Hall, Oak Ridge, Tennessee, 1962, 84 p. Free

A Check List for Determining Debt Policy, Special Bulletin 1961C, by Edward B. Mikrut. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1961, 4 p. 50¢

Cities Should Be Partners in Government. Association of Washington Cities, 250 Smith Hall, University of Washington, Seattle, Washington, n.d., n.p. Free

A Decade of Improvement in Public Finance Reporting, Guides and techniques for Improving Reporting, by Marjorie Stafford Branscomb. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1947, 22 p. \$1

Finance Department Organization, Special Bulletin 1958H. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1958, 19 p. \$1

Financing Public Needs, Manual for State and Municipal Officers. Bankers Trust Company, 16 Wall Street, New York, New York, n.d., 54 p. Free

Functions of the Director of Finance. The California Society of Municipal Finance Officers, Palm Springs, California, n.d., 12 p. Free

Intergovernmental Fiscal Relations, Research Monograph Number 8, by William Anderson. The University of Minnesota Press, Minneapolis, Minnesota, 1956, 131 p. \$3

Municipal Finance Administration. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Sixth Edition, 1962, 519 p. \$7.50

Procedure for the Receipt and Disbursement of Public Moneys, Report of the Committee on Procedure for Receipt and Disbursement of Funds. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1942, 15 p. 35¢

The Role of the Finance Officer in Public Relations, Special Bulletin 1957B, by Lynn F. Anderson. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1957, n.p., 50¢

Accounting

Accounting for Government-Owned Motor Equipment, Accounting Publication

No. 6. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1940, 60 p. 50¢

Accounting Manual for Small Cities of the State of Washington, by Arthur N. Lorig. **Association of Washington Cities**, 250 Smith Hall, University of Washington, Seattle, Washington, 1945, 154 p. Price?

Airport Accounts, by Joseph M. Cunningham. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1962, 23 p. \$2.75

Governmental Accounting, by R. M. Mikesell. **Richard D. Irwin, Inc.**, Homewood, Illinois, Third Edition, 1961, 741 p. \$8.50

Guidebook for Accounting in Cities, **Guidebook Series**, by John Alexander McMahon. **Institute of Government, The University of North Carolina**, Chapel Hill, North Carolina, 1952, 219 p. Price?

Guidebook for Accounting in Small Towns, **Guidebook Series**, by John Alexander McMahon. **Institute of Government, The University of North Carolina**, Chapel Hill, North Carolina, 1952, 139 p. Price?

Internal Auditing and Electronic Data-Processing Machines. **The Institute of Internal Auditors**, 120 Wall Street, New York, New York, 1956, 19 p. 50¢

Municipal Accounting and Auditing, NCGA No. 14. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1951, 250 p. \$4

Municipal Accounting Manual, **A Manual for North Carolina Municipalities**. **The North Carolina Local Government Commission, Accounting Advisory Section**, P. O. Box 430, Raleigh, North Carolina, 1961, 127 p. Free

Municipal and Governmental Accounting, by Irving Tenner. **Prentice-Hall, Inc.**, Englewood Cliffs, New Jersey, Fourth Edition, 1960, 592 p. \$8.50

Simplified Municipal Accounting, **A Manual for Smaller Governmental Units**. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1950, 162 p. \$3.25

A Standard Classification of Municipal Accounts, NCGA No. 17. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1953, 129 p. \$3

Standard Practice in Municipal Accounting and Financial Procedure, **Accounting Publication No. 10**. **Municipal Finance Officers Association of the United States and Canada**, 1313 East 60th Street, Chicago 37, Illinois, 1943, 26 p. 50¢

Yardsticks for Performance, Accounting Publication Series No. 11-7,
by John H. Dwyer. Municipal Finance Officers Association of the
United States and Canada, 1313 East 60th Street, Chicago 37,
Illinois, 1962, 16 p. \$1.50

Assessments and Special Assessments

Construction and Use of Tax Maps, Assessment Practice Series: No. 1.
National Association of Assessing Officers, 1313 East 60th Street,
Chicago 37, Illinois, 1945, 51 p. \$1

Equalizing Assessments of City Properties, Technical Bulletin No. 11,
by Cecil Morgan. Municipal Technical Advisory Service, Box 8500,
University Station, Knoxville 16, Tennessee, 1952, 27 p. Free

Let's Talk about Public Improvements Financed by Special Assessment.
City Hall, Kansas City, Missouri, 1954, 46 p. Free

1962 Street Improvement District Designed to Benefit You and Boulder:
Safety, Convenience, Increased Property Value, Pride, Appearance.
City Hall, Boulder, Colorado, 1962, n.p. Free

Tennessee County and Municipal Assessor's Manual. Tennessee State
Board of Equalization, Room 504, 810 Broadway, Nashville 3, Tennessee,
1960, 89 p. Free

What about My New Assessment? City Hall, Waco, Texas, 1962, 11 p. Free

Auditors and Auditing

Minimum Standards of Audit Procedures and Reporting for Local Governments
of North Carolina. The North Carolina Local Government Commission,
State Office Building, Raleigh, North Carolina, 1960, 33 p. Free

Selection of the Independent Municipal Auditor, Special Bulletin 1956F,
by E. Waldo Mauritz. Municipal Finance Officers Association of the
United States and Canada, 1313 East 60th Street, Chicago 37, Illinois,
1956, 4 p. 50¢

Bonds

Bond Election Campaign Methods. Portland Cement Association, 33 West
Grand Avenue, Chicago 10, Illinois, 1962, 17 p. Free

City of Corpus Christi, Texas, Prospectus Related to the Sale of \$525,000
Storm Sewer Bonds, \$750,000 Airport Bonds, June 25, 1958, at 10 a.m.
CST. City Hall, Corpus Christi, Texas, 1958, 15 p. Free

Facts about Bonds and Bond Issue Promotion for Water Utility Executives.
Cast Iron Pipe Research Association, 3440 Prudential Plaza, Chicago 1,
Illinois, n.d., 15 p. Free

Fundamentals of Municipal Bonds. Investment Bankers Association of America, 425 13th Street, N.W., Washington 4, D. C., 1959, 149 p. \$2

Guide for Municipal Bond Credit Files. American Bankers Association, National Bank Division, 12 East 36th Street, New York, New York, 1951, 20 p. Price?

Model Municipal Bond Law. National Municipal League, Carl H. Pforzheimer Building, 47 East 68th Street, New York 21, New York, 1962, 20 p. \$1

Model Municipal Revenue Bond Law. National Municipal League, Carl H. Pforzheimer Building, 47 East 68th Street, New York 21, New York, 1958, 20 p. \$1

Preparing a Bond Offering of a Local Government for the Market. The Bond Buyer, 67 Pearl Street, New York 4, New York, 1962, 48 p. Free

Preparing the Bond Prospectus. A Discussion of Some of the Major Features That Comprise a Satisfactory and Successful Bond Prospectus, Special Bulletin 1955D. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1955, 4 p. 50¢

Surety Bonds, Bonding the Public Official, A Report of the Committee on Surety Bonds, Special Bulletin 1949B. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1949, 8 p. 25¢

Budgets and Capital Budgeting

Budgeting with Special Reference to Capital Budgeting, Special Bulletin 1956H, by William H. Sherman. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1956, 4 p. 50¢

Capital Program 1960-1965. City Planning Commission, Philadelphia, Pennsylvania, 1959, 190 p. Free

City of Oak Ridge, Tennessee, Plan of Financial Activities for Fiscal Year 1963. Finance Director, City Hall, Oak Ridge, Tennessee, 1962, n.p. Free

City of San Antonio Budget Manual, Fiscal Year 1956-57. Finance Director, City Hall, San Antonio, Texas, 1957, v.p. Free

Illustrative Budget Forms and Ordinances for Use by the Towns and Cities of Tennessee. Bureau of Public Administration, The University of Tennessee, Knoxville 16, Tennessee, n.d., 9 Forms, 1 Exhibit. Free

Local Government Budget Study Manual, A Manual for Use by Citizens' Groups As a Guide in Analyzing Budgets and Tax Rates of Local Governmental Agencies, by Robert R. Statham. Taxation Department, Indiana State Chamber of Commerce, Board of Trade Building, Indianapolis, Indiana, 1962 Edition, 24 p. 50¢

Manual on Capital Budgeting, Publication No. 308. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1960, 63 p. \$1

Municipal Budget Procedure and Budgetary Accounting, Accounting Publication No. 9. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1942, 100 p. \$1

Municipal Budgeting Policy. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1961, 30 p. \$1

Principles of Municipal Budgeting. League of California Cities, 440 Statler Center, Los Angeles 17, California, 1960, 24 p. \$2

Municipal Cost and Revenue

How to Inventory Economic Resources, A Guide for Community Economic Development. Economic Development Agency, State of California, 7th and Richards Boulevard, Sacramento, California, 1962, 79 p. \$1.50

Municipal Costs and Revenues Resulting from Community Growth, by Walter Isard. Chandler-Davis Publishing Company, Wellesley, Massachusetts, 1957, 111 p. \$5

Report of Citizens Advisory Committee on Municipal Revenue to Council Committee on Municipal Revenue. Citizens Advisory Committee on Municipal Revenue, City Hall, Berkeley, California, 1962, v.p. Free

Selecting New Municipal Revenue Sources, Publication BFD, by Robert H. Blundred. American Municipal Association, 1313 East 60th Street, Chicago 37, Illinois, 1951, 12 p. 50¢

Sources of Revenue for Texas Municipalities, Number 54-10. Texas Legislative Council, Austin, Texas, 1956, v.p. \$2

Surveying Municipal Revenues. What Are the Revenues the City Government Has and How Can They Be More Fully Exploited? What New Revenue Sources Can Be Considered? What Can Cities Do to Improve Their Financial Position by Revenue Surveys and Analyses?, Report No. 199. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 28 p.

Note: Available by membership only. Permission required to translate.

Purchasing

Intergovernmental Purchasing Agreements, by 1962 Research Committee, Association of Pennsylvania Municipal Managers. The Institute of Local Government, Graduate School of Public and International Affairs, University of Pittsburgh, Pittsburgh, Pennsylvania, 1962, 14 p. \$1

Public Purchasing Manual. Public Management Research Institute, San Francisco, California, 1958, 70 p. \$3.50

Purchasing for Small Cities, Publication No. 104, by Russell Forbes. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1951, 23 p. \$1

Purchasing Manual. City of Peoria, Illinois, 1957, 38 p. Free

Purchasing Municipal Supplies, Equipment, and Materials, Model Ordinance and Regulations, Research Report 2-612. Institute of Local Government, University of Pittsburgh, Pittsburgh, Pennsylvania, 1962, 22 p. Forms. \$3

Records - Management

A Basic Plan for Record Retention and Destruction. Remington Rand, 315 Fourth Avenue, New York 10, New York, n.d., 18 p. Free

A Basic Town Filing System. Division of Archives and History, State Education Department, Albany 1, New York, n.d., 78 p. Free

Data Processing for Cities. What Is Electronic Data Processing? What Are Some of the General Areas Where Data Processing Equipment Can Be Used by Cities? How Does a City Design a Data System for Mechanization, and How Does It Evaluate and Select Equipment?, Report No. 219. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1962, 23 p.

Note: Available by membership only. Permission required to translate.

Electronic Data Processing for Governments, Special Bulletin 1959B. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1959, 22 p. \$1

The Municipal Records Manual, by H. G. Jones. Division of Archives and Manuscripts, State Department of Archives and History, Raleigh, North Carolina, 1961, 41 p. Free

Public Records Management, by Philip C. Brooks. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1961, 20 p. \$2

Note: Available in Spanish.

Records Management and Filing Operations, by Margaret K. Odell. McGraw-

Hill Book Company, Inc., 330 West 42nd Street, New York, New York,
1947, 342 p. \$6.50

Records Management in TVA. Division of Property and Supply, Tennessee
Valley Authority, Chattanooga, Tennessee, 1953, v.p. Free

FIRE AND FIREMEN

Efficient Administration of Fire Service ... Is of Vital Importance
to You and Your Country. International Association of Fire Chiefs,
Incorporated, 232 Madison Avenue, New York 16, New York, n.d., n.p.
Free

Fire Prevention Code. A Code Prescribing Regulations Governing Con-
ditions Hazardous to Life and Property from Fire, Also a Suggested
Ordinance Adopting the Fire Prevention Code and Establishing a Bureau
of Fire Prevention. National Board of Fire Underwriters, 85 John
Street, New York 38, New York, 1960, 209 p. Free

A Manual for the Manhattan, Kansas Fire Department. Fire Department,
Manhattan, Kansas, 1952, n.p. Free

Mayor and Manager (Magazine) Series of Twenty Articles under Title:
Practical Fire Department Operations, by R. Bruce Holmgren. Mayor
and Manager Magazine, 72 West 45th Street, New York 36, New York,
\$5 a year - 50¢ a copy.

Part I. Purposes and Functions, Vol. 4, No. 8, Aug., 1961, p. 10

Part II. Selecting and Developing Firemen, Vol. 4, No. 9, Sept.,
1961, p. 6

Part III. Fixed Equipment: Fire Stations, Vol. 4, No. 10, Oct.,
1961, p. 24

Part IV. Rolling Equipment and Major Appliances, Vol. 4, No. 11,
Nov., 1961, p. 22

Part V. Planning Supporting Facilities, Vol. 4, No. 12, Dec.,
1961, p. 26

Part VI. Distribution and Deployment of Facilities and Men, Vol.
5, No. 1, Jan., 1962, p. 24

Part VII. An Aggressive Fire Prevention Program, Vol. 5, No. 2,
Feb., 1962, p. 12

Part VIII. Making the Fire Prevention Program Work, Vol. 5, No. 3,
Mar., 1962, p. 20

Part IX. Pre-Fire Planning, Vol. 5, No. 4, Apr., 1962, p. 18

Part X. Non-Fire Emergency Activities, Vol. 5, No. 5, May 1962,
p. 16

Part XI. Introduction to Fire Fighting, Vol. 5, No. 6, June
1962, p. 28

Part XII. Exterior Fires, Vol. 5, No. 7, July 1962, p. 15

Part XIII. Residential Fires, Vol. 5, No. 8, Aug., 1962, p. 24

Part XIV. Commercial and Mercantile Fires, Vol. 5, No. 10, Oct.,
1962, p. 22

Part XV. Industrial Fires, Vol. 5, No. 11, Nov., 1962, p. 22

Part XVI. Institutional Fires, Vol. 6, No. 1, Jan., 1963, p. 30

Part XVII. Large Scale Operations, Vol. 6, No. 3, Mar., 1963, p. 23

Part XVIII. Problems of Command and Communications, Vol. 6, No. 4,
Apr., 1963, p. 43

Note: Two more articles to follow. Not yet published.

standards on Fire Equipment, Public Relations, Aviation, Gas, Electricity, Flammable Liquids, etc.

HOUSING

Building a Citizens Housing Association, by Alexander L. Crosby. National Housing Conference, 1129 Vermont Avenue, N.W., Washington 5, D. C., 1954, 32 p. 50¢

Community Services and Public Housing: Seven Recommendations for Local Housing Authority Action, NAHRO Publication No. N459. National Association of Housing and Redevelopment Officials, 1313 East 60th Street, Chicago 37, Illinois, 1961, 15 p. 25¢

Housing in Your Town, What You Can Do about It, Housing Pamphlet 1. United Steelworkers of America, 1500 Commonwealth Building, Pittsburgh 22, Pennsylvania, 1960, 24 p. Free

Housing Regulations - Their Administration and Enforcement. What Are the Purposes of Housing Regulations? What City Government Agency Is Best Suited to Enforce Housing Regulations? What Are the Procedures for Administration and Enforcement of Housing Regulations?, Report No. 201. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 32 p.
Note: Available by membership only. Permission required to translate.

Housing Survey Procedures, A Guide for Small Tennessee Communities, Publication No. 266. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1956, 52 p. \$1

How To Make and Use Local Housing Surveys, Prepared by The Bureau of Business and Social Research, University of Denver, Denver, Colorado for Housing and Home Finance Agency. U. S. Government Printing Office, Washington 25, D. C., 1954, 106 p. 55¢

Local Development and Enforcement of Housing Code, Housing and Home Finance Agency, Office of the Administrator, Division of Housing Research. U. S. Government Printing Office, Washington 25, D. C., 1953, 55 p. 40¢

Toward Good Housing for the Aging, Selected Articles from the Journal of Housing, NAHRO Publication No. 394. National Association of Housing and Redevelopment Officials, 1313 East 60th Street, Chicago 37, Illinois, 1956, 40 p. \$1

Southern Standard Building Code, Part IV - Housing. Southern Building Code Congress, Brown-Marx Building, Birmingham, Alabama, 1960-1961 Edition, 24 p. \$1

HEALTH AND WELFARE

Administration of Community Health Services. International City Managers'

Association, 1313 East 60th Street, Chicago 37, Illinois, First Edition 1961, n.p. \$7.50

Environmental Health Planning Guide. Air Pollution, Sewerage, Water, Housing, Refuse, Public Health Service Publication No. 823. Public Health Service, U. S. Department of Health, Education, and Welfare, Washington 25, D. C., n.d., 58 p. Free

Organization and Staffing for Local Health Services. Analysis of Information Submitted to the Public Health Service in Report of Public Health Personnel As of January 1, 1960, Public Health Service Publication No. 682, by Clifford H. Greve. U. S. Government Printing Office, Washington 25, D. C., 1961, 58 p. 40¢

Performance Budgeting for Hospitals and Health Departments, Accounting Publication Series No. 11-6, by Daniel Klepak. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1956, 12 p. \$1

INDUSTRY

Attracting New Industry, The Area Redevelopment Bookshelf of Community Aids, by Area Redevelopment Administration, U. S. Department of Commerce. U. S. Government Printing Office, Washington 25, D. C., n.d., 35 p. 20¢

Checklist of Factors Affecting the Business Climate. Chamber of Commerce of the United States, Economic Research Department, 1615 H Street, N.W., Washington 6, D. C., 1956, 28 p. 25¢

The Community and Industrial Development, Technical Bulletin No. 21, by Robert B. Garrabrant. Urban Land Institute, 1737 K Street, N.W., Washington 6, D. C., 1953, 16 p. \$2

The Community Industrial Development Survey, The First Step in a Community Industrial Expansion Program. Department of Manufacture and Industrial Development, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1954, 17 p. 50¢

Developing "Home-Grown" Industry, The Area Redevelopment Bookshelf of Community Aids, by Area Redevelopment Administration, U. S. Department of Commerce. U. S. Government Printing Office, Washington 25, D. C., 1963, 32 p. 15¢

Guide to Making a Business Climate Appraisal. General Electric Company, 570 Lexington Avenue, New York 22, New York, 1957, 33 p. Free

Improving Your Community's Business Climate, A Handbook of Effective Business Climate Programming. General Electric Company, 570 Lexington Avenue, New York 22, New York, 1960, 24 p. (4 Pieces of Material in Pocket).

Industrial Zoning Principles and Practices. Division of Industrial Development, Executive Office, State Capitol, Madison, Wisconsin, 1957, 42 p. Free

Local Action for Community Development, A Practical Manual for People Interested in Making Better Use of Local Resources, by Daniel L. Diehl. The Pennsylvania State Chamber of Commerce, Harrisburg, Pennsylvania, 1955, 44 p. Free

Organized Industrial Districts, A Tool for Community Development, by Theodore K. Pasma. U. S. Government Printing Office, Washington 25, D. C., 1954, 111 p. 65¢

Organizing for Community Industrial Development. Local Chamber of Commerce Service Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1959, 31 p. 50¢

Planned Industrial Parks, A Case Study, by Victor Roterus. Office of the Administrator, Housing and Home Finance Agency, Washington 25, D. C., n.d., 15 p. Free

Plant Location, by Leonard C. Yaseen. American Research Council, 2 East Larchmont Avenue, New York, New York, 1956, 226 p. \$10

The Plant, The Office, and The City, by Mabel Walker, From Tax Policy (Magazine). Tax Institute Incorporated, 457 Nassau Street, Princeton, New Jersey.

Part I. Industrial Location Trends and Factors, Volume XXII, Nos. 8-9, August-September 1955, 27 p. 50¢

Part II. Industrial Location Impacts, Volume XXIII, Nos. 2-3, February-March 1956, 36 p. 50¢

Part III. Trends in Office Location, Volume XXIV, Nos. 9-10, September-October 1957, 39 p. 50¢

Redevelopment for Industrial Use, Technical Bulletin No. 25, by Robert B. Garrabrant. Urban Land Institute, 1737 K Street, N.W., Washington 6, D. C., 1955, 32 p. \$3

LAND USE

The Crisis in Open Land. The American Institute of Park Executives, Oglebay Park, Wheeling, West Virginia, 1959, 26 p. Free

Land Use and Local Finance, by Mabel Walker, From Tax Policy (Magazine). Tax Institute Incorporated, 457 Nassau Street, Princeton, New Jersey.

Part I. Land Uses and Values, November-December 1960, 28 p. 50¢

Part II. Regulation and Control of Land Use, August-September 1961, 24 p. 50¢

Securing Open Space for Urban America: Conservation Easements, Technical Bulletin 36, by William H. Whyte, Jr. Urban Land Institute, 1200 18th Street, N.W., Washington 6, D. C., 1959, 67 p. \$3

LIBRARIES

Model Manual for Library Trustees. American Library Trustee Association,

50 Huron Street, Chicago, Illinois, 1961, 19 p. 25¢

Municipal Public Library Administration. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Price?
Note: Expected to be published early in 1964.

The Public Library for Lifelong Learning, OE-15025, by Helen E. Wessells, U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1961, 36 p. 20¢

Public Library Service, A Guide to Evaluation with Minimum Standards. American Library Association, 50 Huron Street, Chicago, Illinois, 1956, 74 p. \$1.50

What's Good Library Service? How To Measure It in Your Community by the American Library Association Standards. Channing L. Bete Co., Inc., Newell Pond Road, Greenfield, Massachusetts, 1960, 15 p. 75¢

PARKS AND RECREATION

Handbook for Recreation, Children's Bureau Publication No. 231, Revised 1959, by Children's Bureau, Department of Health, Education, and Welfare, Social Security Administration. U. S. Government Printing Office, Washington, D. C., 1960, 148 p. 75¢

The Loss of Park and Recreation Land, Where We Stand and What To Do about It, Bulletin No. 9, by Donald F. Sinn. American Institute of Park Executives, Inc., Oglebay Park, Wheeling, West Virginia, 1961, 32 p. \$1

Manual for Park and Recreation Boards and Commissions, by Edward A. Connell, Bulletin Number 1. American Institute of Park Executives, Inc., Oglebay Park, Wheeling, West Virginia, 1960, 40 p. \$2

Municipal Recreation Administration. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 409 p. \$7.50

Park Maintenance - A Manual, Publication 57-M8. Recreation Commission, Room 3076, 722 Capitol Avenue, Sacramento, California, 1957, 123 p. \$1.50

Planning and Building the Golf Course. National Golf Foundation, Inc., Merchandise Mart, Chicago 54, Illinois, n.d., 27 p. \$1

Planning Facilities for Health, Physical Education, and Recreation by Participants in National Facilities Conference. The Athletic Institute, Inc., 209 S. State Street, Chicago 4, Illinois, 1956, 154 p. \$2.50

Standards for Municipal Recreation Areas. National Recreation Association, 8 West 8th Street, New York 11, New York, 1963, 38 p. \$1

Standards for Recreation and Park Personnel in Local Public Agencies, Publication 61-3. Division of Recreation, Department of Parks and Recreation, State Office Building, Sacramento, California, 1962, 88 p. Free

PERSONNEL

Administrative Code. Aiken, South Carolina, n.d., 41 p. Free

City Employees Handbook. Personnel Department, Salem, Oregon, n.d., 48 p. Free

Description of Classes of Positions in The Municipal Service of Hollywood, Florida, Prepared by Joseph W. Watson. City of Hollywood, Florida, 1958, 216 p. Free

Elements of Position Classification in Local Government, Personnel Report No. 554, by Kenneth Byers. Civil Service Assembly, 1313 East 60th Street, Chicago 37, Illinois, 1955, 49 p. \$2

Employee Manual, The Key to Your Job. Metropolitan Dade County, Miami, Florida, n.d., 27 p. Free

A Guide for Preparing Personnel Tests, Personnel Administration Report No. 511, by Otto L. Sues. Civil Service Assembly of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1951, 26 p. \$1.50

Handbook of Personnel Forms and Records, Research Report Number 16, by Eileen Ahern. American Management Association, 1515 Broadway, New York 36, New York, 1949, 227 p. \$3.50

Management Relations with Organized Public Employees, Theory, Policies, Programs, Edited with a Preface and Introductory Notes by Kenneth O. Warner. Public Personnel Association, 1313 East 60th Street, Chicago 37, Illinois, 1963, 239 p. \$6.50

Municipal Personnel Administration. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Sixth Edition, 1960, 414 p. \$7.50

Personnel Manual for Municipalities, by John C. Buechner. Institute of Governmental Research, Florida State University, Tallahassee, Florida, 1960, 58 p. \$1

Personnel Records. Metropolitan Life Insurance Company, 1 Madison Avenue, New York, New York, 1950, 39 p. Free

Procedures That Improve Personnel Administration, Personnel Report No. 552. Civil Service Assembly, 1313 East 60th Street, Chicago 37, Illinois, 1955, 35 p. \$2

Retirement Plans for Public Employees, Basic Principles and Essential Provisions Governing Retirement Planning for Public Employees. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1958, 46 p. \$2.50

Staff Development, The Supervisor's Job, Training Manual No. 6, by Division of Personnel Management, U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1954, 40 p. 20¢

A Suggested Code of Ethics for Municipal Officials and Employees. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1962, 40 p. \$2

A Suggested Ordinance and Rules for Establishing a Merit System for Municipal Personnel. League of Oregon Cities, Salem, Oregon, 1962, 34 p. Free

Supervisory Methods in Municipal Administration, by Frank P. Sherwood. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1958, 302 p. \$7.50
Note: Available in Spanish.

Welcome to the Team, Municipal Employee's Handbook. City of Hollywood, Florida, n.d., 14 p. Free

PLANNING AND ZONING

The Atlanta Zoning Ordinance and You. What It Is Supposed To Do and How It Affects You. City of Atlanta Planning Department, Atlanta, Georgia, 1960, 44 p. Free

Local Planning Administration, by Mary McLean. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Third Edition, 1959, 467 p. \$7.50

Planning for the Small American City, An Outline of Principles and Procedure Especially Applicable to the City of Fifty Thousand or Less, Public Administration Service No. 87, by Russell Van Nest Black. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1944, 86 p. \$1

Urbanetics. A New Concept in Understanding and Planning for the Modern Community. Griffenhagen-Kroeger, Inc., 64 Pine Street, San Francisco, California, 1961, 27 p. Free

Zoning Primer, by Martin J. Rody. Chandler-Davis Publishing Company, Post Office Box 36, West Trenton, New Jersey, 1960, 48 p. \$1

POLICE

Code of Conduct. Police Department, Statesville, North Carolina, n.d.,

35 p. Free

Dogs in Police Work. A Summary of Experience in Great Britain and the United States, by Samuel G. Chapman. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1960, 101 p. \$3

An Introduction to Police Personnel Management, Publication No. 2580, by George Larsen, Jr. The Traffic Institute of Northwestern University, 1804 Hinman Avenue, Evanston, Illinois, 1959, 33 p. 50¢

Manual of Police Records, by Federal Bureau of Investigation, United States Department of Justice. U. S. Government Printing Office, Washington 25, D. C., 1953, 56 p. Free

A Manual for the Manhattan, Kansas Police Department. Manhattan, Kansas, 1952, n.p. Free

Municipal Police Administration. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Fifth Edition, 1961, 545 p. \$7.50

Municipal Police Training in New York State. Municipal Police Training Council, Office for Local Government, 155 Washington Avenue, Albany 10, New York, 1961, 56 p. Free

Organization. Field Service Division, International Association of Chiefs of Police, 1319 18th Street, N.W., Washington 6, D. C., n.d., 14 p. \$1

Police Cadet Programs, Personnel Brief Number 21, by Keith Ocheltree. Public Personnel Association, 1313 East 60th Street, Chicago 37, Illinois, n.d., 8 p. \$2

Preparation of a Police Manual. What Is a Police Operating Manual? How Is a Police Manual Prepared? What Sources Are Available for Development of a Manual, and What Should Be Covered by the Manual?, Report No. 206. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1961, 11 p.

Note: Available by membership only. Permission required to translate.

Primary Police Functions, An In-Service Training Text, by R. Bruce Holmgren. William C. Copp and Associates, 72 West 45th Street, New York 36, New York, 1960, 212 p. \$2

Psychology for Law Enforcement Officers, by George J. Dudycha, Police Science Series. Charles C. Thomas, Publisher, Springfield, Illinois, 1955, 404 p. \$7.50

PUBLIC RELATIONS

ABC's of Public Relations. The Art of Getting Along with Other People.

Channing L. Bete Co., Inc., Newell Pond Road, Greenfield, Massachusetts, 1962, 15 p. 75¢

Better Bulletin Board Displays, Bridges for Ideas Number 11, by J. Preston Lockridge. Visual Instruction Bureau, Division of Extension, The University of Texas, Austin, Texas, n.d., 62 p. \$2

Educational Displays and Exhibits, Bridges for Ideas Number 9, by J. Preston Lockridge. Visual Instruction Bureau, Division of Extension, The University of Texas, Austin, Texas, 1960, 47 p. \$2

Effective Public Relations Presenting a Modern Approach to Achieving Better Relations with All Your Publics, Leadership Pamphlet #13. Adult Education Association of the United States of America, 743 North Wabash Avenue, Chicago 11, Illinois, 1957, 48 p. 60¢

Municipal Public Relations, A Suggested Program for Improving Relations with the Public, by Elton D. Woolpert. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1940, 50 p. \$2

A Municipal Public Relations Program That Works for Small and Medium-Sized Cities, by Pan Dodd Wheeler. Government Public Relations Association, 1313 East 60th Street, Chicago 37, Illinois, n.d., 22 p. Free

Municipal Public Relations Techniques. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Price?
Note: Expected to be published spring of 1963.

The Public Relations Committee, Why and How It Works, by David M. Church. National Publicity Council for Health and Welfare Services, Inc., 257 4th Avenue, New York 10, New York, 1949, 26 p. \$1

Public Relations for Government Employees: An Action Program, Personnel Report Series No. 524, by Eleanor S. Ruhl. Civil Service Assembly, 1313 East 60th Street, Chicago 37, Illinois, 1952, 32 p. \$2

A Public Relations Training Course for Municipal Employees, by Robert J. Huntley. Government Public Relations Association, 1313 East 60th Street, Chicago 37, Illinois, 1957, 27 p. \$1

Specifications for the Annual Municipal Report, Suggestions for the Content, Preparation, Design, Publication and Distribution of the Annual Municipal Report, by Clarence E. Ridley. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1948, 51 p. \$2

Tips on Reaching the Public, Publication No. 277. League of Women Voters of the United States, 1026 17th Street, N.W., Washington 6, D. C., 1962, 100 p. \$1.25

PUBLIC WORKS

Municipal Public Works Administration. The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, Fifth Edition, 1957, 449 p. \$7.50

Municipal Public Works Cost Accounting Manual, by Walter O. Harris. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1955, 97 p. \$3

Building and Building Inspection

Basic Building Code. Building Officials Conference of America, Inc., 110 East 42nd Street, New York 17, New York, 1955 Edition with 1957 Supplement, v.p. \$5.50

Building Codes, A List of Selected References, Bibliography Series No. 3, Prepared by The National Housing Center Library. National Association of Home Builders, 1625 L Street, N.W., Washington, D. C., 1958, 135 p. Free

Building Codes for Community Development and Construction Progress. Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., 20 p. 50¢

Building Codes, Their Scope and Aims. National Board of Fire Underwriters, 85 John Street, New York 38, New York, 1957, 28 p. Free

Building Department Inspection Work, Special Interest Bulletin No. 32. National Board of Fire Underwriters, 85 John Street, New York 38, New York, 1958, n.p. Forms. Free

Building Officials, Importance of - Also, Suggested Order for Checking Plans against Building Code, Special Interest Bulletin No. 11. National Board of Fire Underwriters, 85 John Street, New York 38, New York, 1956, 1 p. Free

Dangerous Structures. A Manual of Procedure for Cities To Provide for Repair or Removal of Dangerous and Unsafe Structures. The League of Kansas Municipalities, 112 West 7th Street, Topeka, Kansas, 1961, 16 p. \$1

National Building Code. National Board of Fire Underwriters, 85 John Street, New York 38, New York, Golden Anniversary Edition, 1955, v.p. Free

A Report on Administrative Procedures for Enforcement of Building Regulations, by Gilbert R. Barnhart, Housing and Home Finance Agency. U. S. Government Printing Office, Washington 25, D. C., 1954, 53 p. 40¢

Southern Standard Building Code. Southern Building Code Congress, Brown-Marx Building, Birmingham, Alabama, 1960-1961 Edition, v.p. \$4

A Training Manual in Field Inspection of Buildings and Structures. International Conference of Building Officials, 610 South Broadway, Los Angeles 14, California, 1956, 174 p. \$7.50

Uniform Building Code, Short Form. International Conference of Building Officials, 610 South Broadway, Los Angeles 14, California, 1961 Edition, 92 p. \$2

Engineering

Guide Form Agreement for Engineering Services, Prepared by Texas Construction Council. League of Texas Municipalities, 402 Vaughn Building, Austin, Texas, 1956, 15 p. Free

A Manual of Consulting and Design Engineering Practices Used by Kansas Consulting Engineers. Consulting Engineers' Section of the Kansas Engineering Society, 208 Garlinghouse Building, Topeka, Kansas, 1959, 29 p. 30¢

Manual of Professional Practice for Civil Engineers, ASCE - Manuals of Engineering Practice - No. 29. American Society of Civil Engineers, 33 West 39th Street, New York, New York, 1952, 19 p. \$1

A Reference Guide for Negotiation of Engineering Services for Highway Work. Scope and Fees for Engineering Services Performed by Consultants on Express Highway Projects in the United States, Technical Bulletin No. 245. American Road Builders' Association, World Center Building, Washington 6, D. C., 1959, 15 p. 50¢

Selecting a Consulting Engineer. The League of Arizona Cities and Towns, 2727 North Central Avenue, Phoenix, Arizona, 1962, 18 p. \$4

Refuse Collection and Disposal

Composting of Municipal Refuse and Some European Composting Operations, Engineering Research Bulletin B-72, by John B. Nesbitt. College of Engineering and Architecture, The Pennsylvania State University, University Park, Pennsylvania, 1958, 26 p. \$1

Municipal Incinerator Design, A Survey of Engineering Practice, by Committee on Sanitary Engineering Research, American Society of Civil Engineers. U. S. Department of Health, Education, and Welfare, Washington 25, D. C., 1957, 20 p. Free

Municipal Refuse Disposal, AFWA Research Foundation Project 104, by Committee on Refuse Disposal, American Public Works Association. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1961, 506 p. \$8

Planning Garbage and Refuse Facilities for the Small Community, Publication Number 194. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1948, 34 p. \$1

Reclamation of Municipal Refuse by Composting, Technical Bulletin No. 9, Series 37. University of California, Berkeley, California, 1953, 89 p. \$1

Refuse Collection Practice, Project Number 101. Committee on Refuse Collection, American Public Works Association, 1313 East 60th Street, Chicago 37, Illinois, Second Edition, 1958, 562 p. \$8

Sanitary Landfill, ASCE - Manuals of Engineering Practice - No. 39. Sanitary Engineering Division, American Society of Civil Engineers, 33 West 39th Street, New York 18, New York, 1959, 61 p. \$2

Swine Feeding Method of Garbage Disposal, Special Report No. 15, by John R. Kerstetter. American Public Works Association, 1313 East 60th Street, Chicago 37, Illinois, 1953, 12 p. \$1

Sewers and Sewage Disposal

Design and Construction of Sanitary and Storm Sewers, WPCF Manual of Practice No. 9. Water Pollution Control Federation, 4435 Wisconsin Avenue, Washington 16, D. C., 1960, 283 p. \$7

Engineering Solutions to Industrial Wastes Treatment Problems, A Group of Selected Articles Describing How Representative Industries Are Treating and Reclaiming Their Process Wastes, Reprinted from Wastes Engineering Magazine. Wastes Engineering, 305 East 45th Street, New York 17, New York, 1955 & 1956, 31 p. \$1

Financing the Sewer System. What Are the Bases for Sewer Service Charges? How Do Cities Pay for Sewer Extensions? Why Are Sewer Connection Charges Used, and How Are They Levied?, Report No. 210. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1961, 16 p.
Note: Available by membership only. Permission required to translate.

Guide-Lines for Drafting a Municipal Ordinance on Industrial-Waste Regulations and Surcharges, Special Report No. 23, by Edward J. Cleary. American Public Works Association, 1313 East 60th Street, Chicago 37, Illinois, 1959, 20 p. \$3

Guides for Sewage Works Design. New England Interstate Water Pollution Control Commission, 73 Tremont Street, Boston 8, Massachusetts, 1962, 31 p. Free

The Homebuilders Guide to Effective Sewage Disposal. Yeomans Brothers Company, 1999 North Ruby Street, Melrose Park, Illinois, 1958, 40 p. Free

How to Operate Modern Sewage Treatment Processes, by LeRoy W. Van Kleeck, Reprinted from Wastes Engineering, (Magazine). Reuben H. Donnelley Corporation, 466 Lexington Avenue, New York 17, New York, 1960, 55 p. \$1

Johns-Manville Transite Epoxy-Lined Sewer Pipe for Unusual Corrosive Conditions. Johns-Manville, 22 East 40th Street, New York 16, New York, 1962, n.p. Free

Manual of Instruction for Sewage Treatment Plant Operators, by New York State Department of Health. Health Education Service, P. O. Box 7283, Albany 1, New York, n.d., 243 p. \$1.25

Manual of Septic-Tank Practice, Public Health Service Publication No. 526. U. S. Government Printing Office, Washington 25, D. C., 1959, 85 p. 35¢

Operating Manual for Small, Extended Aeration, Activated Sludge Treatment Plants, by Massachusetts Health Research Institute, Inc. New England Interstate Water Pollution Control Commission, 73 Tremont Street, Boston 8, Massachusetts, 1961, 11 p. Free

Operation of Wastewater Treatment Plants, Manual of Practice No. 11. Water Pollution Control Federation, 4435 Wisconsin Avenue, Washington 16, D. C., 1960, 178 p. \$3

Planning and Financing Storm Sewers, Report No. 171. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1958, 20 p.
Note: Available by membership only. Permission required to translate.

Problems in Financing Sewage Treatment Facilities, Public Health Service Publication No. 886. U. S. Government Printing Office, Washington 25, D. C., 1962, 16 p. 15¢

Sewage Treatment -- How It Is Accomplished, Publication 4281, by C. E. Keefer. Smithsonian Institution, 10th Street & Independence Avenue, Washington, D. C., 1957, 389 p. 45¢

Sewer Maintenance, WPCF Manual of Practice No. 7. Water Pollution Control Federation, 4435 Wisconsin Avenue, Washington 16, D. C., 1960, 64 p. \$1.50

Sewer Rentals, Rates Structures, Special Rate Problems, Billing Practices, Collecting Practices, Disposition of Revenues. A Survey of the Administration Practices and Experiences of More Than One Hundred Cities, Bulletin No. 7. American Public Works Association, 1313 East 60th Street, Chicago 37, Illinois, 1941, 116 p. \$2

Southern Vitrified Clay Pipe Engineer's Handbook, A Guide to the Correct Use of Vitrified Clay Pipe and Its Jointing. Sanitary Engineering

Service, Inc., 206 Connally Building, Atlanta 3, Georgia, 1956, 157 p.
Free

T-Lock Amer-Plate, Locked-in Protective Lining for Concrete Pipe and Structures. Amercoat Corporation, 4809 Firestone Boulevard, South Gate, California, n.d., n.p. Free

Uniform System of Accounts for Sewer Utilities. Federation of Sewage Works Associations, 325 Illinois Building, Champaign, Illinois, 1949, 117 p. \$5

Streets and Highways

American Standard Practice for Street and Highway Lighting, D12.1-1953, UDC 628.971. Illuminating Engineering Society, 1860 Broadway, New York 23, New York, 1953, 32 p. 50¢

The Asphalt Handbook, Manual Series No. 4. The Asphalt Institute, College Park, Maryland, 1960, 398 p. Plus Index. Free

Calcium Chloride, Handling, Storing, Applying, Manual HM-1. Calcium Chloride Institute, 909 Ring Building, Washington 6, D. C., 1957, 42 p. Free

The Challenge of Street Lighting. A Guide to the Planning, Installation and Operation of an Adequate Street Lighting System - Its Values, Cost and Requirements. League of Kansas Municipalities, 112 West Seventh Street, Topeka, Kansas, 1960, 36 p. \$2

Checklist for a Highway Planning Report. Office of Planning, State Highway Department, Stevens T. Mason Building, Lansing 26, Michigan, 1960, 24 p. \$1

Culvert Design Aids: An Application of U. S. Bureau of Public Roads Culvert Capacity Charts. Portland Cement Association, 33 West Grand Avenue, Chicago 10, Illinois, 1962, 23 p. Plus Charts. Free

Curbs and Gutters. Colorado Municipal League, 2300 Broadway, Boulder, Colorado, 1959, 54 p. \$5

Design and Control of Concrete Mixtures. Portland Cement Association, 33 West Grand Avenue, Chicago 10, Illinois, Tenth Edition, 1952, 68 p. Free

Expressway Laws, Are Yours Adequate?, Highway Legal Research Report, Automotive Safety Foundation, 200 Ring Building, Washington 6, D. C., n.d., 20 p. Free

How Bypasses Affect Business. Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., 24 p. Free

How to Get the Most out of Our Streets. Transportation and Communication Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., 51 p. \$1

Indiana County Highway Records and Reports Manual. Bureau of Government Research, Indiana University, Bloomington, Indiana, 1960, v.p. Free

Manual of Current Practice for the Design, Construction, and Maintenance of Soil-Aggregate Roads, Project IHR-46, Engineering Experiment Station Circular 67, by Eugene Y. Huang. The Engineering Experiment Station, University of Illinois, Urbana, Illinois, 1959, 145 p. \$1

Manual of Highway Construction Practices and Methods. American Association of State Highway Officials, 1220 National Press Building, Washington 4, D. C., 1950, 181 p. \$2

Patching Pavements Properly, Reprinted from Public Works Magazine, June 1953, by George E. Martin. Public Works Journal Corporation, Ridgewood, New Jersey, 1953, 16 p. \$1

Pavement-Marking Materials, Bulletin 57. Highway Research Board, 2101 Constitution Avenue, Washington 25, D. C., 1952, 128 p. \$1.80

Public Action Guide for Eliminating the Dangers of Darkness through Adequate Street Lighting (Together with Thirteen Pieces of Material). Street and Highway Safety Lighting Bureau, 55 Public Square, Cleveland 13, Ohio, n.d., n.p. Free

Salt for Road Stabilization. Salt Institute, 33 North La Salle Street, Chicago 2, Illinois, n.d., 24 p. Free

Salvaging City Pavements, Special Report No. 21, by Charles F. Parker. American Public Works Association, 1313 East 60th Street, Chicago 37, Illinois, 1956, 17 p. Plus Appendix. \$1

Salvaging Old Pavements by Resurfacing, Bulletin 47. Highway Research Board, 2101 Constitution Avenue, Washington 25, D. C., 1952, 35 p. Free

Skid-Proofing City Streets, County and State Highways Using Blast Furnace Slag, Technical Bulletin No. 241, by E. W. Bauman. American Road Builders' Association, World Center Building, Washington 6, D. C., 1959, 22 p. \$1

Street and Highway Landscape Development, by Robert J. Hill. Institute of Community and Area Development, 206 Old College, University of Georgia, Athens, Georgia, 1962, 28 p. Free

Street Cleaning Practice, Project Number 105 of the Research Foundation, American Public Works Association, Prepared by the Street Sanitation Committee, American Public Works Association. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, Second Edition, 1959, 424 p. \$7

Traffic and Parking

Directing Vehicle Movements, Traffic Direction Series, S.N. 4027. The Traffic Institute, Northwestern University, Evanston, Illinois, 1961, 14 p. 45¢

How to Lay out a Parking Lot, A.I.A., File Nos. 38-M, 14-A-3. Western Industries, Inc., Parking Gate Division, 2742 W. 36th Place, Chicago 32, Illinois, 1961-1962 Edition, 47 p. Plus. Free

How to Plan and Conduct Your Community Vehicle Safety-Check Program. Chairman's Manual. Auto Industries Highway Safety Committee, Inc., 2000 K Street, N.W., Washington 6, D. C., 1960, 12 p. Free

Illustrative Traffic Tickets. Municipal Technical Advisory Service, Box 8500, University Station, Knoxville 16, Tennessee, 1957, n.p. Free

Manual of Procedure for Use of Traffic Work Order and Work Report Forms. Traffic Engineering Division, City Engineering Department, City Hall, San Diego, California, 1958, 67 p. Free

Manual on Uniform Traffic Control Devices for Streets and Highways, D6.1-1961 (UDC 656.054/.057), Bureau of Public Roads, U. S. Department of Commerce. U. S. Government Printing Office, Washington 25, D. C., 1961, 333 p. \$2

Model Traffic Ordinance. National Committee on Uniform Traffic Laws and Ordinances, 711 14th Street, N.W., Washington 5, D. C., 1963, 62 p. \$1

Parking, by Robert H. Burrage. The Eno Foundation for Highway Traffic Control, Saugatuck, Connecticut, 1957, 401 p. Free

Parking, A Businessman's Approach. Transportation and Communication Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., n.d., n.p. Free

Parking Garage Operation, by Robert E. Whiteside. The Eno Foundation for Highway Traffic Control, Saugatuck, Connecticut, 1961, 114 p. Free

Parking Guide for Cities, by Bureau of Public Roads. U. S. Government Printing Office, Washington 25, D. C., 1956, 172 p. 55¢

Parking -- How It Is Financed. National Retail Dry Goods Association, 100 W. 31st Street, New York, New York, 1952, 46 p. 75¢

The Parking Panacea, How Businessmen Can Solve the Parking Problem. Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1956, 42 p. Free

Parking Study Manual Instructions for a Comprehensive Study. Bureau of Public Roads, U. S. Department of Commerce, Washington 25, D. C., 1957, v.p. Free

Planned Pedestrian Program. American Automobile Association, 1712 G Street, N.W., Washington 6, D. C., 1958, 163 p. \$2

Practical Traffic Engineering for Small Communities, Engineering Research Bulletin No. 70, by Calvin G. Reen. College of Engineering and Architecture, The Pennsylvania State University, University Park, Pennsylvania, 1958, 102 p. \$1.50

Promotional and Procedural Guide, Traffic Short Courses and Conferences. Traffic Education and Training Committee, National Safety Council, 425 N. Michigan Avenue, Chicago 11, Illinois, 1961, 43 p. Free

Signals and Gestures for Directing Traffic, Traffic Direction Series, C.N. 450.4 S.N. 4028. The Traffic Institute, Northwestern University, Evanston, Illinois, 1960, 6 p. 30¢

Street Barricading and Channelization Manual for Temporary Traffic Control. Traffic Engineering Division, City Hall, Phoenix, Arizona, n.d., 24 p. Free

Traffic Engineering Guide for Cities under 50,000 Population. National Safety Council, 425 N. Michigan Avenue, Chicago 6, Illinois, 1955, 28 p. \$1

Uniform Vehicle Code. National Committee on Uniform Traffic Laws and Ordinances, 711 14th Street, N.W., Washington 5, D. C., 1963, 210 p. \$2

Transportation

Better Transportation for Your City. A Guide to the Factual Development of Urban Transportation Plans, by National Committee on Urban Transportation. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1958, 96 p. \$5

The City, The Automobile, and Man, by Carl B. Troedsson. Dawson's Book Shop, 550 South Figueroa Street, Los Angeles 17, California, 1957, 50 p. \$2

Metro. Toward a Brighter Traffic Future for Cities and Suburbs. Public Relations Department, American Automobile Association, 1712 G Street, N.W., Washington 6, D. C., n.d., 28 p. 15¢

The Metropolitan Transportation Problem, by Wilfred Owen. The Brookings Institution, 722 Jackson Place, Washington 6, D. C., 1956, 301 p. \$4.50

Procedure Manuals, 1-12A, 2B, 3B, 6B, 3C, 3D, 3E. Public Administration Service, 1313 East 60th Street, Chicago 37, Illinois, 1958, v.p. \$28 for entire set.

Water

Basic Water Works Manual, by Robert J. Sweitzer. American Concrete Pressure Pipe Association, 228 North La Salle Street, Chicago 1, Illinois, 1958, 181 p. Free

Current Status of the Fluoridation Discussion. A Report Based on the Proceedings of the Third Medical-Dental Conference on Evaluation of Fluoridation, Conference Held on March 7, 1959 in New York City, by The Medical-Dental Committee on Evaluation of Fluoridation. Dr. A. Allen London, Old Boonton Road, Boonton, New Jersey, 1960, 48 p. Free

Financing Water and Sewage Works. Portland Cement Association, 33 West Grand Avenue, Chicago 10, Illinois, 1957, 31 p. Free

Keys to Successful Promotion of Public Bond Issue Campaigns, Water Pollution Control Facilities. A Packet of Hints, Guides, and Booklets to Help Communities Fight the Dangers of Water Pollution. Portland Cement Association, 33 West Grand Avenue, Chicago 10, Illinois, n.d., 13 pieces of material. Free

Manual of Instruction for Water Treatment Plant Operators, by New York State Department of Health. Health Education Service, P. O. Box 7283, Albany 1, New York, n.d., 168 p. \$1

Manual of Recommended Water-Sanitation Practice, Recommended by The Public Health Service, Publication No. 525. U. S. Department of Health, Education, and Welfare. U. S. Government Printing Office, Washington 25, D. C., 1958, 40 p. 20¢

Manual of Water Works Accounting. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois, 1938, 483 p. \$4

The National Board of Fire Underwriters Rating of Water Supply Systems, A Thesis Presented to the Faculty of the School of Public Administration, The University of Southern California, in Partial Fulfillment of the Requirements for the Degree Master of Science in Public Administration, John W. Donner Publication No. 12, by Gerald A. Wyss. University of Southern California Bookstore, Los Angeles 7, California, 1960, 134 p. \$3.95

Our Growing Water Problems, by R. G. Lynch. The National Wildlife Federation, 232 Carroll Street, N.W., Washington, D. C., 1959, 62 p. Free

Priceless Water, A Community Action Manual for Jaycees. American Water Works Association, 2 Park Avenue, New York 16, New York, 1959, n.p. Free

Priceless Water, It's Your Business. Johns-Manville, Box 14, New York 16, New York, n.d., 83 p. Free

Priceless Water Promotion Kit. Johns-Manville, Box 14, New York 16, New York, n.d., 17 pieces of material. Free

A Primer on Water, by Luna B. Leopold. U. S. Government Printing Office, Washington 25, D. C., 1960, 50 p. 35¢

Recommended Practice for Distribution System Records, Economies in Office Forms, Co-ordinating Operating System Records with Accounting Records, 7G.1-1940. American Water Works Association, 2 Park Avenue, New York 16, New York, Fourth Printing 1949, 51 p. Price?

Recommended Practice for Inspecting and Repairing Steel Tanks, Standpipes, Reservoirs, and Elevated Tanks, for Water Storage, with Tentative Recommended Practice for Painting and Repainting Steel Tanks, Standpipes, Reservoirs, and Elevated Tanks, for Water Storage, AWWA D101-53 (Formerly 7H.2) with AWWA D102-55T. American Water Works Association, 2 Park Avenue, New York 16, New York, 1956, 18 p. 50¢

Safety Practices in Water and Sewage Works, Continued Education Series No. 65, School of Public Health, University of Michigan. Publications Distribution Service, University of Michigan, 311 Maynard Street, Ann Arbor, Michigan, n.d., 107 p. \$1

Silent Service Is Not Enough!, AWWA Public Relations Manual. American Water Works Association, 2 Park Avenue, New York 16, New York, 1953-1954, v.p. Free

Standard Specifications for Cast Iron Water Pipes and Special Castings with Tables of Dimensions, Thickness and Weights, Adopted May 12, 1908, 7C.1-1908. American Water Works Association, 2 Park Avenue, New York 16, New York, 1951, 33 p. 55¢

A Study of Plastic Pipe for Potable Water Supplies, by Walter D. Tiedeman. National Sanitation Foundation, School of Public Health, University of Michigan, Ann Arbor, Michigan, 1955, 90 p. \$1

A Training Course in Water Distribution, AWWA Manual M8. American Water Works Association, Inc., 2 Park Avenue, New York 16, New York, 1962, 165 p. \$2

A Training Course in Water Utility Management, AWWA Manual M5. American Water Works Association, Inc., 2 Park Avenue, New York 16, New York, 1959, 188 p. \$2

Washing Our Water: Your Job and Mine, Public Affairs Pamphlet No. 193, by Helen Beal Woodward. Public Affairs Committee, Inc., 22 East 38th Street, New York 16, New York, 1960, 28 p. 25¢

The Water Drop Kit. Public Health Service, U. S. Department of Health, Education, and Welfare, Washington 25, D. C., n.d., 11 pieces of material, Free

Water Pollution, Economic Aspects and Research Needs, by Allen V. Kneese. Resources for the Future, Inc., 1775 Massachusetts Avenue, N.W., Washington 6, D. C., 1962, 107 p. \$1.75

Water Utility Distribution Loss, by Dale Smelser. Scranton Publishing Company, 185 North Wabash Avenue, Chicago 1, Illinois, n.d., 18 p. Free

SUBDIVISIONS

Residential Development: A Financial Asset to the Community, by Robert C. Ledermann. National Association of Home Builders of the United States, Suite 1116, 1028 Connecticut Avenue, N.W., Washington 6, D. C., 1960, 12 p. Free

Subdivision Standards, Publication No. 315. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1961, 28 p. \$1

Utilities and Facilities for New Residential Development, A Survey of Municipal Policy, Technical Bulletin No. 27. Urban Land Institute, 1737 K Street, N.W., Washington 6, D. C., 1955, 100 p. \$3

URBAN RENEWAL

A B Citizens in Urban Renewal. Sears, Roebuck and Co., 925 South Homan Avenue, Chicago 7, Illinois, 1959, 40 p. 25¢

Business Takes Action for Urban Renewal, A Leadership Guide (Including the Action Evaluator). American Council to Improve Our Neighborhoods, Inc., 2 West 46th Street, New York 36, New York, n.d., 9 pieces of material. \$10

Citizen Organization for Community Improvement, Report from Action No. 16. American Council to Improve Our Neighborhoods, Inc., Box 462, Radio City Station, New York 20, New York, 1957, 37 p. 25¢

The Citizen's Guide to Urban Renewal, by Alfred P. Van Huyck. Chandler-Davis Publishing Company, West Trenton, New Jersey, 1962, 160 p. \$3

Home Builders Guide to Urban Renewal. National Association of Home Builders, 1625 L Street, N.W., Washington, D. C., 1961, 38 p. \$3

Public Relations and Urban Renewal, NAHRO Publication No. N383, by Alice Gorman. National Association of Housing and Redevelopment Officials, 1313 East 60th Street, Chicago 37, Illinois, 1956, 14 p. \$1

Urban Development Guidebook. Construction and Civic Development Department, Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C., 1955, 102 p. \$1

Urban Renewal and the Changing Urban Structure -- A Discussion of Research Needs, NAHRO Publication No. 409. National Association of Housing and Redevelopment Officials, 1313 East 60th Street, Chicago 37, Illinois, 1960, 57 p. \$2.50

UTILITIES

City Government Relations with Public Utilities. What Are the Areas of Cooperation That Should Be Explored by City Governments and Public Utilities? What Are Municipal Policies and Public Utility Views on Street Openings, Underground Wires, Tree Trimming, and Other Regulatory Areas?, Report No. 202. Management Information Service, International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois, 1960, 20 p.

Note: Available by membership only. Permission required to translate.

Planning Water and Sewerage Systems for the Small Community, Publication No. 165. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1946, 37 p. Free

Uniform System of Accounts for Wastewater Utilities, Manual of Practice No. 10. Water Pollution Control Federation, 4435 Wisconsin Avenue, Washington 16, D. C., 1961, 65 p. \$3

Electricity

APPA Orientation Kit for Members of Governing Bodies and Policy-Making Boards of Local Publicly Owned Electric Utilities. American Public Power Association, 919 18th Street, N.W., Washington 6, D. C., n.d., 9 pieces of material. \$2

How We Use Electricity. Tennessee Department of Education, 321 7th Avenue, Nashville, Tennessee, 1952, 46 p. Free

National Electrical Code 1962, An American Standard, NFPA No. 70 ASA C1. National Fire Protection Association, 60 Batterymarch Street, Boston 10, Massachusetts, 1962, 528 p. \$1

Gas

Kralastic ABS Plastic Pipe. Gas Installation Handbook. Naugatuck Chemical Division, United States Rubber Company, 1230 Avenue of the Americas, New York, New York, n.d., 28 p. Free

Southern Building Code Part II - Gas. Southern Building Code Congress, Brown-Marx Building, Birmingham, Alabama, 1959-1960 Edition, 58 p. \$2

Plumbing

Southern Standard Building Code Part III - Plumbing. Southern Building Code Congress, Brown-Marx Building, Birmingham, Alabama, 1957-1958 Revised Edition, v.p. \$2.50

WATER-FRONT DEVELOPMENT

Marinas. Recommendations for Design, Construction and Maintenance, by Charles A. Chaney. National Association of Engine and Boat Manufacturers, Inc., 420 Lexington Avenue, New York, New York, Second Edition, 1961, 247 p. \$7.50

Reservoir Shore Line Development in Tennessee, A Study of Problems and Opportunities, Publication No. 288. Tennessee State Planning Commission, Cordell Hull Building, Nashville, Tennessee, 1958, 77 p. \$1

MAGAZINES

American City. Bittenheim Publishing Corporation, 470 Park Avenue South, New York 16, New York. Monthly, \$4 Yearly Subscription.

American Water Works Association Journal. American Water Works Association, 2 Park Avenue, New York 16, New York. Monthly, Membership \$15 Yearly.

City Managers' News Letter. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois. Semi-monthly, Price Varies with Type Membership.

Civil Engineering. Civil Engineering, 345 East 47th Street, New York 17, New York. Monthly, Membership \$4 Yearly.

Compost Science. Rodale Press, Inc., 33 East Minor Street, Emmaus, Pennsylvania. Quarterly, \$4 Yearly Subscription.

Engineering News-Record. Engineering News-Record, McGraw-Hill Publishing Company, 330 West 42nd Street, New York 36, New York. Weekly, \$6 Yearly Subscription.

Journal of the Sanitary Engineering Division of the American Society of Civil Engineers. American Society of Civil Engineers, 2500 South State Street, Ann Arbor, Michigan. Bi-monthly, Price Varies with Type Membership.

Mayor and Manager. William C. Copp, 72 West 45th Street, New York 36, New York. Monthly, \$5 Yearly Subscription.

Municipal Finance. Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois. Quarterly, Membership \$10 Yearly.

Public Administration Review. American Society for Public Administration, 6042 Kimbark Avenue, Chicago 37, Illinois. Quarterly, Membership \$15 Yearly.

Public Management. International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois. Monthly, Price Varies with Type Membership.

Public Works. Public Works Journal Corporation, 200 South Broad Street, Ridgewood, New Jersey. Monthly, \$5 Yearly Subscription.

Street Engineering. Street Engineering, 466 Lexington Avenue, New York 17, New York. Monthly, \$2 Yearly Subscription.

Traffic Quarterly. Eno Foundation for Highway Traffic Control, Inc., Saugatuck, Connecticut. Quarterly, Free Distribution.

Traffic Safety. National Safety Council, 425 North Michigan Avenue, Chicago 11, Illinois. Monthly, \$4.50 Yearly Subscription.

Water and Sewage Works. Water and Sewage Works, 185 North Wabash Avenue, Chicago 1, Illinois. Monthly, \$5 Yearly Subscription.

Willing Water. American Water Works Association, Inc., 2 Park Avenue, New York 16, New York. Monthly, Membership \$15 Yearly.

BUYING LISTS

Accessions List. Institute of Governmental Studies, 348 Library Annex, University of California, Berkeley 4, California. Semi-monthly, Free Distribution.

Recent Publications on Governmental Problems. Joint Reference Library, 1313 East 60th Street, Chicago 37, Illinois. Weekly, \$10 Yearly Subscription.

The Library Bulletin. The Tax Foundation, 50 Rockefeller Plaza, New York 20, New York. Monthly, Free Distribution.

Municipal Reference Library Bulletin. Detroit Public Library, Municipal Reference Library, 1004 City-County Building, Detroit, Michigan. Monthly, Free Distribution.

Vertical File Index. H. W. Wilson Company, 950 University Avenue, New York 52, New York. Monthly, \$8 Yearly Subscription.

Selected United States Government Publication. The Superintendent of Documents, Government Printing Office, Washington 25, D. C. Bi-weekly, Free Distribution.

ASSOCIATIONS, FOUNDATIONS, ETC. WHICH WILL SEND LISTS
AND BIBLIOGRAPHIES IN THE MUNICIPAL GOVERNMENT FIELD

Adult Education Association of the United States of America, 743 North
Wabash Avenue, Chicago 11, Illinois

Air Pollution Foundation, 2556 Mission Street, San Marino, California

The American Academy of Political and Social Sciences, 3945 Chestnut
Street, Philadelphia, Pennsylvania

American Council to Improve Our Neighborhoods, Inc., 2 West 46th Street,
New York 36, New York

American Institute of Architects, 1735 New York Avenue, Washington 6, D. C.

American Management Association, Incorporated, 1515 Broadway, New York
36, New York

American Municipal Association, 1313 East 60th Street, Chicago 37,
Illinois

American Public Health Association, 1790 Broadway, New York 19, New York

American Public Welfare Association, 1313 East 60th Street, Chicago 37,
Illinois

American Public Works Association, 1313 East 60th Street, Chicago 37,
Illinois

American Society for Public Administration, 1313 East 60th Street, Chicago
37, Illinois

American Society of Civil Engineers, 29 West 39th Street, New York 18,
New York

American Society of Mechanical Engineers, 29 West 39th Street, New York
18, New York

American Society of Planning Officials, 1313 East 60th Street, Chicago
37, Illinois

American Water Works Association, Incorporated, 2 Park Avenue, New York
16, New York

Association of Casualty & Surety Companies, 60 John Street, New York 38,
New York

Building Officials Conference of America, Incorporated, 110 East 42nd

Street, New York 17, New York

Calcium Chloride Institute, 909 Ring Building, Washington 6, D. C.

Chamber of Commerce of the United States, 1615 H Street, N.W., Washington 6, D. C.

Civil Service Assembly see Public Personnel Association

Committee for Economic Development, 711 Fifth Avenue, New York 22, New York

Council of State Governments, 1313 East 60th Street, Chicago 37, Illinois

The Eno Foundation for Highway Traffic Control, Saugatuck, Connecticut

Federation of Tax Administrators, 1313 East 60th Street, Chicago 37, Illinois

Highway Research Board, 2101 Constitution Avenue, N.W., Washington 25, D. C.

International Association of Fire Chiefs, 232 Madison Avenue, New York 16, New York

The International City Managers' Association, 1313 East 60th Street, Chicago 37, Illinois

International Conference of Building Officials, 610 South Broadway, Los Angeles, California

The International Fire Service Training Association, Fire Protection Department, Oklahoma State University, Stillwater, Oklahoma

Keep America Beautiful, Incorporated, 99 Park Avenue, New York 16, New York

League of Women Voters of the United States, 1026 17th Street, N.W., Washington, D. C.

Municipal Finance Officers Association of the United States and Canada, 1313 East 60th Street, Chicago 37, Illinois

National Association of Assessing Officers, 1313 East 60th Street, Chicago 37, Illinois

National Association of Home Builders of the United States, Suite 1116,

1028 Connecticut Avenue, N.W., Washington 6, D. C.

National Association of Housing and Redevelopment Officials, 1313
East 60th Street, Chicago 37, Illinois

National Board of Fire Underwriters, 85 John Street, New York 38,
New York

National Commission on Safety Education, National Education Asso-
ciation, 1201 16th Street, N.W., Washington 6, D. C.

National Fire Protection Association, 60 Batterymarch Street, Boston
10, Massachusetts

National Institute of Municipal Law Officers, 839 17th Street, N.W.,
Washington 6, D. C.

National Municipal League, Carl H. Pforzheimer Building, 47 East 68th
Street, New York 21, New York

National Publicity Council for Health and Welfare Services, 257 4th
Avenue, New York 10, New York

National Recreation Association, 8 West 8th Street, New York 11, New
York

National Safety Council, 425 North Michigan Avenue, Chicago 11,
Illinois

National School Public Relations Association, National Education Asso-
ciation, 1201 16th Street, Washington 6, D. C.

Public Administration Service, 1313 East 60th Street, Chicago 37,
Illinois

Public Affairs Pamphlets, 22 East 38th Street, New York 16, New York

Public Personnel Association, 1313 East 60th Street, Chicago 37,
Illinois (Formerly called: Civil Service Assembly of the United
States and Canada, same address)

Public Relations Society of America, Incorporated, 375 Park Avenue,
New York 22, New York

Resources for the Future, Incorporated, 1775 Massachusetts Avenue, N.W.,
Washington 6, D. C.

Southern Building Code Congress, Brown-Marx Building, Birmingham,
Alabama

Tax Institute, Incorporated, 457 Nassau Street, Princeton, New
Jersey

Traffic Institute, Northwestern University, 1804 Hinman Avenue,
Evanston, Illinois

Uniform Building Code Association, 610 South Broadway, Los Angeles
14, California

U. S. Junior Chamber of Commerce, Boulder Park, Box 7, Tulsa 2,
Oklahoma

Urban Land Institute, 1200 18th Street, N.W., Washington 6, D. C.

Water Pollution Control Federation, 4435 Wisconsin Avenue, Wash-
ington 16, D. C.

