

Bibliography

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The following bibliography represents not only our own reading and selection but also several additional resources which were courteously made available.

Mrs. Constance B. Adams, Acting Librarian of the Russell Sage Foundation Library, in the spring of 1946 had a bibliography especially prepared for this book. She wrote, "We have tried to limit it to books only, but in several cases certain pamphlets have seemed too important to ignore. No periodical articles have been included. We have tried also wherever possible to draw on material from the field of social work, rather than from unrelated or indirectly related fields."

Arthur Dunham, Professor of Community Organization, Institute of Social Work, University of Michigan, Detroit, Michigan, supplied a list of selected references on Social Welfare Administration, revised as of October, 1945, and a supplementary list as of June, 1946.

The General Reference and Bibliography Division of the Library of Congress supplied a bibliography on Community Welfare Services: Selection of Recent References on Planning and Organization, compiled by Helen F. Carver and dated January 18, 1945.

Almost any of these books is worth purchasing for reference in a social agency office or for loaning to staff and committee members.

In using some of these books, it may be well to organize a seminar or discussion group in your own office, to meet after hours or perhaps half on agency time and half on personal time, to discuss ways in which the principles presented could be applied to the agency. Members of the group would be expected to study the assignment in the book and their own agency procedure as well, with such discussion in mind.

In addition to the books listed below, we have also found useful the following reference works and periodical publications:

*Proceedings of the National Conference of Social Work*, 82 North High Street, Columbus, Ohio (consult the index in the back of each volume for administrative subjects).

*The Social Work Year Book*, published biennially in odd-numbered years by the Russell Sage Foundation, 130 East 22nd Street, New York City (consult index for administrative subjects).

*The Survey Midmonthly*, 112 East 19th Street, New York City.

*Channels*, published by the National Publicity Council for Health and Welfare Agencies, 130 East 22nd Street, New York City.

*American Business*, Dartnell Publications, Inc., 4660 Ravenswood Avenue, Chicago, Illinois.

*Office Management and Equipment*, Andrew Geyer, Inc., 260 Fifth Avenue, New York City.

We have found it valuable to be a member of the National Office Management Association, 2118 Lincoln-Liberty Building, Philadelphia, Pennsylvania. There are chapters of this organization in a good many cities. Members of the organization receive worth-while service bulletins on various phases of office operation.

The references below are arranged roughly by subjects, although some cover the whole range of administrative procedure.

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