

Maintaining a Training Source File

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INTRODUCTION

The Office of Housing Management Training believes it highly desirable for regional management training advisers to maintain a training source file. Such a file can be of considerable help in training management personnel.

This bulletin is designed, therefore, to assist regional management training advisers by suggesting the methods which have been found best suited for controlling, cataloguing and maintaining such a file. The Office of Housing Management Training has followed these methods in organizing its files and while uniformity is not mandatory, it is highly desirable.

MAINTAINING A TRAINING SOURCE FILE

Source materials of the Office of Housing Management Training are collected from other Government agencies, private organizations and industries, colleges, universities and newspapers. Copies or digests are sometimes made of publications not available for free distribution. The source file of the U. S. Civil Service Commission Training Division, bibliographies and library accession lists are constantly reviewed for publications which may be of use to us.

These materials are kept in a bookcase and are placed on the shelves according to the following divisions:

- 1) Pamphlet, designated by the "P"
- 2) Folder, " " " " "F"
- 3) Clippings, " " " " "C"
- 4) Book, " " " " "B"

Reviewing Material

In order to have the materials readily available, it is of the utmost importance that each publication be precisely analyzed for cataloguing. Every pertinent subject is indexed, The reviewer notes on a slip of paper, clipped to the front of the publication, the letter under which it belongs ("P", "F", "C" and "B"), and all subject headings under which it should be indexed, together with page references for each. Making up the cards is then a routine clerical job to be performed whenever time permits.

Pamphlets are easily identified as such. They include practically all paper bound booklets. Those which are too frail to stand up by themselves are bound in manila folders either by means of Acco fasteners or staples. The classification "F" (folder) is used for miscellaneous materials, such as, check lists, directories, library accession lists, bulletins, digests, etc. which do not fall under the other three divisions, Pamphlet, Book or Clipping.

Cataloguing

Material is numbered when it is catalogued and placed on the shelves in numerical order in whichever of the above sections

it fits. The letter and number are written in upper left corner in red pencil, for example:

P-18

Activities and Objectives
of the
Division of Training
For Fiscal Year 1943

U. S. Civil Service Commission

No attempt is made to place materials on the shelves according to subject. Success and usefulness of the file depend upon the completeness and accuracy of the 3x5 card index. All the materials are card indexed according to

- 1) Title
- 2) Organization and/or
- 3) Author
- 4) Subjects (one card for each subject with page notations)

Index cards on title, organization and author are kept in one box with blue guide cards indicating the three main divisions. Buff-colored alphabet guides are used under author and title. Plain buff guides are used under organization and the names of various government agencies and other sources written on them. A list of these headings is attached, marked Exhibit I.

The index of subjects is maintained in a separate box under three main divisions: Training, Housing Management, and Housing for which blue guide cards are used. Exhibit II, attached, gives the list of subject headings for each. Buff guides are used for these, and all filing is alphabetical.

The number written on the publication is also entered with red pencil in the upper right corner on all cards pertaining to the publication thus:

	P-18
Activities and Objectives of the Division of Training for Fiscal Year 1943 U. S. Civil Service Commission Washington, D. C.	June 4, 1942.
(Tr.) Needs	pp. 3, 5, 8, 9, 10

Every card is made out in the same manner, giving title, author, publisher, place and date of publication. Notation is made, two spaces below the last line of information, as to where the card should be filed; e.g., Title, (Tr.) Methods, (H.M.) Tenant Relations, etc. Thus, for one publication there will be several cards, as shown in Exhibit III, attached. The cards are filed alphabetically by title in each division, except "Author", where they are filed alphabetically by author's name.

Newspaper Clippings

Each newspaper clipping is mounted on a letter-size sheet of paper by means of stapling. The newspaper name and date are always indicated. They are filed in binders which are numbered C-1, C-2, and so on, in the same manner as pamphlets. In the lower right corner of each sheet, the clipping number is written in red pencil together with binder number. Thus, the notation C-1-20 indicates clipping number 20 in volume one. They are filed as

Other Sources

Source material not on file in this office is also indexed, and each card indicates, in red pencil in upper right corner, where the material is available; for instance, FWA Library, Library of Congress, U. S. Civil Service Commission Source File.

Example:

	FWA Lib.
Employee Training Alfred M. Cooper McGraw Hill Book Co., Inc. New York & London	1942.
(Tr.) Supervisors	

Letters or memoranda in this office are filed in a correspondence file. If they contain source material, they are card indexed in the source file and their location is shown on the card by adding in red pencil the title of the correspondence folder after the letter "L"; e.g., L-Advisory Committee.

A card is placed in the front of each card index file explaining all abbreviations.

Check Lists

A separate check list, giving catalogue number and title of publication is maintained for each type of material except clippings (which would be too voluminous and time-consuming). These have several uses. A count is thereby kept of the number of pieces in the file and the next number to be assigned can be determined at a glance. It is possible to make charge-outs by number and yet easily identify a missing publication. The lists are placed in a three-ring binder which is kept in the bookcase. See Exhibit IV for suggested form.

EXHIBIT I

Agriculture (Dept. of)
Civil Service Assembly
Civil Service Commission
Colleges and Universities
Federal Security Agency
Federal Works Agency
Federal Public Housing Authority
Forest Service (U. S.)
Government Printing Office (U. S.)
Independent Housing Organizations
Institute of Public Administration
Local Housing Authorities
National Association of Housing Officials
National Foremen's Institute
Navy Department
Newspapers
Office of War Information
Office of Government Reports
Private Industry
Society for the Advancement of Management
Society for Personnel Administration
Training Within Industry
U. S. Employment Service
U. S. Office of Education
War Department

EXHIBIT II

Training

Administration
Agencies
Bibliography
Charts and Graphs
Circulars
Clerical Workers
Conference
Consultants
Correspondence
Courses (study)
Definitions
Dioramas
Evaluation
Exhibits
Functions
Funds
Handbooks
Induction
In-service
Job Analysis
J.I.T.
J.M.T.
J.R.T.
Lantern Slides
Leadership
Legislation
Managers
Maintenance
Methods
Movies
Needs
Newspaper
Objectives
Orientation
Personnel Officers
Pictures and Photographs
Planning
Policy
Post-entry
Posters and Cartoons
Pre-entry
Procedure
Procedure Analysts
Program
Reports
Slide Films
Specialists
Staff Development
Standards
Statistical Data
Stenographers & Secretaries

Supervisors
Techniques
Typists
Visual Aids
Women

Housing Management

Administration
Bibliography
Commercial Facilities
Community Relations
Courses (study)
Functions
Maintenance
Project Services
Surveys
Tenant Relations

Housing

Bibliography
Courses
Films
Federal Public Housing Authority
General
Laws
Local Housing Authorities
Low-income
National Housing Agency
Post-war
Recreation (& housing)
Standards
Sub-standard
Surveys
Taxation
Visual Aids
War

EXHIBIT III

P-12

Recreation and Housing for
Women War Workers--A Handbook of
Standards, (Bulletin No. 190)
Mary V. Robinson
U. S. Dept. of Labor Women's Bureau
Washington, D. C.

1942

(H) Standards

p. 21 ff

pp. 1-11

P-12

Recreation and Housing for
Women War Workers--A Handbook
of Standards (Bulletin No.190)
Mary V. Robinson
U. S. Dept. of Labor, Women's Bureau
Washington, D. C.

1942

(Title)

P-12

Recreation and Housing for
Women War Workers--A Handbook
of Standards (Bulletin No.190)
Mary V. Robinson
U. S. Dept. of Labor, Women's Bureau
Washington, D. C.

1942

(Author)

EXHIBIT III Cont'd.

P-12
Recreation and Housing for
Women War Workers--A Handbook of
Standards, (Bulletin No.190)
Mary V. Robinson
U. S. Dept. of Labor Women's Bureau
Washington, D. C.
1942
(H.M.) Bibliography pp. 35-37

P-12
Recreation and Housing for
Women War Workers--A Handbook of
Standards (Bulletin No.190)
Mary V. Robinson
U. S. Dept. of Labor Women's Bureau
Washington, D. C.
1942
(Organization)

EXHIBIT IV

Pamphlets

OHMT Source File

- 1 - "The Training Specialist"
- 2 - "Public Service Training Notes"
- 3 - "A Partial List of References, Vocational Training Classes"
- 4 - "The U.S. Civil Service Commission's Part in Federal Training"
- 5 - "Training Programs in the Federal Service"
- 6 - "What To Know About a Housing Project"
- 7 - "Training Your Employees"
- 8 - "Housing Management Training"
- 9 - "Employee Training Policy"
- 10 - "The Development of Administrators"

