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~~Armen Gelstein~~

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(Interim Report)~~

FINAL REPORT

LEARNING RESOURCE CENTER-BASED COMMUNITY EDUCATION SYSTEMS

(LRC-BCES)

FOR

LATIN AMERICA

JULY 1978

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## FINAL REPORT

### LEARNING RESOURCE CENTER-BASED COMMUNITY EDUCATION SYSTEMS (LRC-BCES) FOR LATIN AMERICA

#### I. INTRODUCTION

This final report covers all aspects of the inventory required by Phase I. Building A Conceptual Framework, Activity E: Inventory of Instructional Materials, pages 15 and 19 of the original grant, and by Sub-Project V. LRC-BCES Instructional Materials Inventory on page 2 of the Scope of Work, and which is referred to in the sub-contract between San Jose State University Foundation and Ofiesh Associates, Inc., dated 1 December 1976.

#### II. PURPOSE OF THE INVENTORY

The purpose of the inventory is threefold.

The inventory is to form an essential part of the overall LRC-BCES model. As such, the first, and most important, purpose of the inventory was to serve as a model of a materials filing and retrieval system which is consistent with the encompassing LRC-BCES model and thus suitable for implementation in rural Latin American locations. The development, testing, and demonstration of this model system required that a considerable "library" of entries be collected and processed.

Secondly, the inventory materials thus collected are to be a source of demonstration materials to be used by the contractee personnel in teaching methods of adapting

off-the-shelf materials to the needs of individual learning resource center operations.

Thirdly, the inventory materials will provide a base of information on which each LRC operator can build in creating an inventory of materials and material sources which fits each operator's unique needs.

This inventory is not an attempt to catalog all possible materials of interest to Latin Americans, nor is it designed to meet the specific needs of any one learning resource center.

In summary, the inventory is to be a model system, a demonstration vehicle and a basis for development. See Section X for suggestions for LRC utilization of the inventory.

### III. THE NEEDS ASSESSMENT

From the beginning it was clear that the LRC-BCES model and its materials were to be supportive of, and complementary to, other USAID-sponsored programs within rural Latin America. In order to ensure such a relationship, a cursory and limited Needs Assessment study was undertaken.

The first task accomplished was the listing of 23 categories of educational needs. This list was composed of the suggestions made by several personnel, including

the participants in the initial conference of project personnel in November, 1976, at USAID, Washington, D.C.

Next, using this list as a guide, all current USAID projects and grants in rural Latin America were reviewed for program elements which might be enhanced or complemented by the LRC-BCES. A chart of the results was drawn up and is included in the Needs Assessment report.

In addition, a brief summary of the cultural, economic, demographic and educational situation within each target country was compiled.

#### IV. THE DEVELOPMENTAL APPROACH

The development of the inventory followed two distinct yet simultaneous and interdependent courses of activity. The preliminary design of the Model Inventory System was developed on the basis of the Needs Assessment and the criteria dictated by the overall LRC-BCES model. At the same time, an initial search for materials was begun, also using the Needs Assessment as a basis for determining the type of material sought.

As the Model Inventory System was refined, new areas of investigations were emphasized and new sources of suitable materials were contacted. Likewise, other areas were eliminated or de-emphasized and several lines of inquiry were abandoned.

The content and quality of the materials received had a similar effect upon the parameters of the system. It became clear that certain new distinctions between materials were required while a few characteristics initially planned were unavailable or irrelevant to the materials collected.

#### V. MATERIALS ACQUISITION

In the initial phases of the project our aim was to collect several hundred suitable items quickly so that the system could be tested thoroughly and adjustments made as early as possible. The materials located by our first efforts were so numerous that our entire budget might easily have been exhausted in simply processing half of them. So it is that many catalogs received early in the project have yet to be given item-by-item consideration.

However, the search for new materials has continued up until the closing moments of the project. The items located in the latter phases generally were of greater relevance to the LRC-BCES model, and the great majority of these have been processed.

Thus, all of the entries are not equally suitable. Likewise, there are certainly many items which were missed due to the limits of time and resources. Nevertheless, we

believe that the collection of entries now contained in the file meet all the requirements of the project.

Quantitative summaries are presented in the section titled "File Description" below.

#### The Acquisition Procedure

The great majority of materials were collected as a result of letters of inquiry. Various form letters were composed for industry, government and institutional sources. The initial mailings reached over 2000 sources. These letters were accompanied by a "search form" which was designed so that information received would already be in a format compatible with the processing system. Copies of the letter, replies, our responses when required, and the returned search forms were filed alphabetically in a binder.

On receipt of material the following steps were taken:

1. The title was written in a log book along with a notation of the date received. Each entry was assigned an accession number corresponding to the number in the log. This "log" number was written on the face of the material, and also, later in the process, written on the file card.

2. If the material was in the Spanish language it was given to a translator who wrote the title and other

pertinent facts on a small card and attached it to the material.

3. An initial review of the material for suitability to our purposes was made. Although no exact count has been made, it is estimated that between 30% and 40% of the material received was deemed irrelevant. (See the following section for a discussion of selection criteria.)

4. The acceptable material was next coded with a color dot-label according to the subject class covered.

5. The item, whether a book, film, or entry from a catalog, was carefully reviewed and an intermediate card was made. This card is a 5" x 8" white index card onto which is written all information which is needed for the file in the same format as the final IDS card will be typed. (An example of an Intermediate Card is attached to this report as Attachment 1.)

6. As the Intermediate Card was being filled out, the source or distribution of the material was given a three-digit code number. This process requires both a numerical accession listing for assigning new numbers and a separate card file of sources arranged alphabetically for determining if a course has already been filed.

7. As the Intermediate Card was finished a small gold dot was placed on the material to signify its completion. The material was then placed on the proper shelf according to subject class.

8. The Intermediate Card was then reviewed for completeness, format and content.

9. A final IDS card was then typed using the Intermediate Card as a guide. (An example of an IDS card is attached to this report as Attachment 2.)

10. Next, the Intermediate Card was filed alphabetically according to the title of the material.

11. Finally, the information on the IDS card was transferred to the proper sections of the catalog. (See below for a description of the LRC-BCES Inventory Catalog.)

#### The Criteria of Acceptance

In evaluating an item for acceptability in the file, six criteria were employed. The application of these criteria was basically subjective as no systematic algorithm seemed suitable to the general purposes of our work. A characteristic which would automatically be cited as sufficient grounds for acceptance or rejection of one item might, when accompanied by certain combinations of other attributes, be considered less important or even irrelevant in a different case. The criteria used were:

1. Subject: Does the item cover topics delineated by one or more established subject areas?

2. Level: Is the item intended or suitable for people of about the same knowledge or ability as common to our proposed audience?

3. Language: Is the item written or produced in the Spanish language or in a language normally spoken by a significant part of our target population? If not, how difficult would it be to translate?

4. Cost: Is it likely that an LRC-BCES administration would be willing to pay the asking price for this item?

5. Availability: Are there any distribution restrictions which would make it difficult for the LRC-BCES to obtain this item?

6. Uniqueness: How many other items are available which could accomplish the same ends as this item?

This evaluation occurred on three separate occasions; upon initial receipt of the material, upon completion of the Intermediate Card, and during a final review upon completion of the entire catalog. Each successive review was more critical and definitive as a better picture of the entire collection was gained.

## VI. THE MODEL INVENTORY SYSTEM DESIGN

Heavy paper cards (5"x8" manufactured by the Information Retrieval Systems Division of the Professional Aids Company) were chosen as the medium for information storage in the Model Inventory System. These cards have a double row of numbered holes punched around their perimeter. Combined with a cutting tool for making notches in the card's edge

at any selected hole, several slender rods for sorting, and a box or rack for storage, these cards make up a filing and retrieval system known commercially as the IDS Card System. (See Attachment 2.)

### Selection Criteria

The IDS system was selected because it seemed to best meet the following criteria:

1. Capability: While the IDS system does not provide the capability of an electronic computer as to speed and efficiency, it does allow for multiple sorting, cross-indexing, file additions and deletions, easy tabulations and review; all of which make it superior to standard bound or card cataloging systems.

2. Suitability: The IDS System does not require electrical power to operate. It is compact, self-contained, easily stored and simple to maintain. Neither technical equipment nor highly-trained personnel are needed for operation.

3. Cost: The IDS System can be implemented at a material cost under \$100. Since no replacement volumes must be purchased, the long-term cost is likely to be comparable to the far less flexible and useful catalog of materials.

### Coding Procedure

Information concerning the material is typed or written directly on either or both sides of the cards. Some of this information is also reduced to numerical codes which are represented by patterns of notches around the card edge. The notching is simply accomplished by hand using a special tool provided with each set of cards. For a complete and detailed explanation of the coding and notching procedure see the manual which we prepared to accompany the card file.

Once the card is properly coded it can be placed anywhere within a box, drawer, rack or pile of other cards. The sequence of cards is irrelevant. The cards can be pulled, regrouped and shuffled randomly.

### Retrieval Procedure

A desired card or group of cards can be retrieved by inserting one or more rods into the stack at the proper holes representing the codes of the variables desired. Lifting and gently shaking the cards results in the sought item(s) falling from the stack.

Various types of sorts can be quickly accomplished in this manner. It is possible, for example, to find one particular card, or to find all of the cards which share one characteristic, or to find which if any cards possess a particular combination of characteristics (such as information about growing wheat, available on film, at low cost).

### Code Determination

Once the IDS system was selected as the best known media for information storage, a number of decisions had to be made regarding the coding process. There are 176 holes in 88 positions on the IDS card. These holes can be notched in three distinct methods of coding depending upon the number of items to be coded, and the number of combinations of those items to be retrieved. Suffice it to say here that the coding possibilities range between selecting one characteristic from a list of nine septillion characteristics, and selecting any number or combinations of characteristics from a list of 88.

Determining which method of coding was best for each characteristic selected required a significant expenditure of time and resources. This adaptation of the coding procedures to the LRC-BCBS requirements is a major part of the task of developing a useful inventory model. Such decision making need not be repeated by users of the system in Latin America. Any changes which a learning resource center manager does desire should be accomplished easily using the examples and guidelines set forth in the Operations Manual.

### Subject Categories Coded

Based upon the Needs Assessment and a feedback from sources and potential users, a list of over 74 Subject

Areas was compiled. These Subject Areas are divided among nine Subject Classes:

1. Health
2. Personal/Home
3. Agriculture/Forestry
4. Crops
5. Animal Products/Husbandry
6. Construction
7. Technical/Trade
8. Organization and Management
9. Education

Each item of material is assigned to one and only one of these nine Subject Classes. Within this chosen Class an item may be further described as relating to one or more (up to 24) Subject Areas. (A complete listing of the Subject Areas and their numerical codes may be found in the Catalogue.)

Using this system, for example, it is possible to quickly locate a card(s) containing information on preventing venereal disease by simultaneously sorting for the Subject Areas "Contraception/Sexual Functioning" and "Miscellaneous Physical Dysfunctions."

#### Other Coded Characteristics

In addition to the various possible Subject Classes and combinations of Subject Areas, this system allows for the coding and retrieval of information according to the following characteristics:

1. Media: Film, books, records, speeches, teachers manuals, etc.

2. Language: Spanish, English, bilingual, other languages.

3. Cost: Divided into ten categories from free to over \$400.

4. Audience: By age group, or if designed for teachers' use.

5. Domain: Copyright or not.

6. Sponsor: U. S. Government, USAID, or others.

7. Source: Distributor, producer, etc.

Also, each card is given a unique number by which it alone can be retrieved. (This number corresponds to the number used in the Inventory Catalogue.)

#### VII. PRODUCT ONE: THE MODEL INVENTORY CARD FILE

The card file now contains 648 entries. The chart below shows the percentage distribution among the Subject Classes and other pertinent variables. These entries have been gleaned from 371 separate sources located in 16 countries. Of these 648 entries, 29 (or 5%) are known to be copyrighted. (See Attachment 3 which shows total number of entries for each Subject Class and Subject Area.) Appendix A contains a listing of titles by Subject Class of the LRC-BCES demonstration materials.

CARD FILE DISTRIBUTION CHART

<u>Subject Class</u>	<u>% of Total Number</u>	<u>% Spanish Language</u>	<u>% U.S. Gov't. Produced</u>
Health	23%	10%	57%
Home/Personal	7%	2%	65%
Agriculture/Forestry	7%	2%	91%
Animal Products/ Husbandry	5%	2%	75%
Crops	2%	2%	64%
Technical/Trade	4%	.005%	87%
Construction	6%	.002%	97%
Organization/Management	6%	3%	69%
Education	40%	35%	7%
Complete File	100%	57%	46%
<u>Special Subject Areas*</u>			
Nutrition	3%		
Family Relations & Contraception/Sexual Functioning	5%		
Literacy	11%		
Sanitation	3%		

\*These are particularly important subsets of the Subject Classes.

VIII. PRODUCT TWO: THE INVENTORY SYSTEM OPERATION MANUAL

The Operation Manual for the LRC-BCES Card File consists of 72 pages divided into three sections: File Mechanics; Inventory Codes, and Coding Procedure

The first section, File Mechanics, explains the purpose of the system and describes the format to be used.

The second section, Inventory Codes, explains all of the codes used in the LRC-BCES system. The location of each code on the card is shown and examples are given and illustrated.

The third and final section, Coding Procedure, presents step-by-step instructions covering all of the tasks necessary to receive, code, file, and retrieve information using the system. Included are forms, guides and examples of cards in each stage of completion.

While this manual was produced as an aid for those involved in creating the model system, and is not required by the contract, it has been included as a final product as it should prove valuable to LRC managers. No funds have yet been made available for the translation of the Manual from English to Spanish.

IX. PRODUCT THREE: THE LRC-BCES INVENTORY CATALOG

The original documents and agreements defining the responsibilities of Ofiesh Associates concur on the need for

a catalog in an 8½" x 11" format containing all pertinent data on the instructional materials located. This has been accomplished and the completed catalog of 298 pages has been sent to San Jose State University.

The first major section of the catalog is designed to aid the user to rapidly find items meeting the desired criteria. This section is divided into two parts. The first part, called the Subject List, is basically a subject index. Here, key words are coupled with three-digit numbers which refer to the Subject Class and Area under which the sought-for items may be found. The second part of the first section lists the titles of all of the entries in tabular form alongside a series of columns. Symbols placed in these columns indicate the language of the material, the cost range, any special audience recommendations, and whether or not the material is known to be copyrighted. Such an arrangement enables the user to locate all items having one or more of these special characteristics within a minimum of reading time. Each entry in this part is designated by the complete six-digit entry number so that the full description may be simply found in Section Two.

The second major section of the Catalog is also arranged in sequence according to Subject Class and Area. The user may be referred to this section by a citation in

section one, or may simply choose to browse through a chosen area. The data included in Section Two are arranged as follows:

Health	SANITATION	105-
(B) HOW TO PREVENT AND REMOVE MILDEW 14 pages English		111
	\$ .35 This is a homemaker's guide to preparing articles for storage to prevent mildew. It suggests ways of eliminating dampness and storing with mildew inhibitors. It also suggests ways of removing mildew. 1976 Home & Garden Bulletin #68	218

The three-digit number in the lower right-hand corner of each entry refers to the list of sources/distributors which makes up the third major section of the Catalog. The name and mailing address of each of the 371 sources are herein arranged in sequence by the code number.

X. POTENTIAL PRODUCT UTILIZATION

As it is the intent of all involved in the LRC-BCES project to create products of real use to rural Latin American educators, it seems appropriate to conclude our report with a few comments on the ways in which the inventory system and materials could be utilized.

Assuming that the products are indeed relevant, the major determinants of usage are cost, time and efficiency.

A sufficient quantity of blank IDS cards to duplicate the Inventory Card File as it now exists may be obtained for less than \$75.00, including the tools needed for operation. However, unless a large number of sets of these cards were to be printed at one time, the cost of obtaining a duplicate set of completed cards would be prohibitive to small operators.

The Catalog, on the other hand, could be printed and distributed at an affordable price. But such a format severely restricts the usefulness and adaptability of the information.

Fortunately, the situation does not demand either one choice or the other. The recommended procedure is for the learning resource center administrator to begin by obtaining a Catalog and selecting from it those entries he deems suitable for his needs. Then, using the Operation Manual as a guide he may create an IDS card file of his own which reflects the Model Inventory System. This procedure can easily be done solely by hand using semi-skilled personnel. The file system may be altered in whatever manner as indicated by each center's special needs.

Further development of the file can then begin using the sources given in the Catalog and, of course, local producers and distributors.

## APPENDIX A

### LRC-BCES DEMONSTRATION MATERIALS

(Titles)

#### CATALOGS

A Bibliography of Bilingual-Bicultural Preschool Material  
for the Spanish Speaking Child  
All-Weather Home Building Manual  
BES (Bilingual Educational Services, Inc.) 1978 Catalogue  
BFA Education Media - Catalog of 16mm Films; New 16mm  
Releases 1976-77 Catalog Supplement; Film Loop Catalog;  
K-12 Instructional Materials Catalog 1976-77;  
Supplement to 1976-77 K-12 Catalogue.  
Bilingual Educational Services, Inc. (Mexican Books in Print)  
Catalogo de Libros - RTAC 1975  
Catalogo de Peliculas - RTAC 1975.  
Consumer Guide to Federal Publications  
Consumer Information - An Index of Selected Federal Publications  
of Consumer Interest: Spring '76, Summer '76; Fall '76;  
Winter '76-'77; Spring '77  
Coronet - The Multimedia Company - 16 mm Films 1977-78:  
Helping teach the basics through media - sound filmstrips,  
audio cassettes, multimedia kits, minisystems, 8mm film  
loops, study prints, pixfiles, slidefiles, New from  
Coronet Media 1977  
Cruzada Spanish Publications - Directory of Suppliers of  
Spanish Materials; the new 1977 line of Spanish materials  
Educators Progress Service, Inc.: Audio and Video Materials;  
Curriculum Materials: Maps, Charts, Posters, Booklets;  
Filmstrips; Tapes, Scripts, Transcriptions  
ERIC - A Director of Self-Instructional Materials Used in  
Community Colleges  
General Services Administration - Federal Information Centers  
Globe Book Company - And Its Learning Trends Division  
Government Periodicals and Subscription Services, February 1977,  
May 1977  
Informacion para el Consumidor  
Luxor Corporation - Media Storage and Retrieval Systems  
Monthly Catalog of United States Government Publications:  
July '76, August '76, March '77, April '77, May '77,  
June '77, July '77, October '77, Serials Supplement  
National Audiovisual Center: Select List of Audiovisual  
Materials; Select List of Materials for Library Service;  
Select List of Filmstrips: Alcohol and Drug Problems  
Planned Parenthood Federation of America, Inc.: Publications

Selected U. S. Government Publications: March '76, July '76,  
August '76, September '76, October '76, November-December '76,  
January-February '77, March '77  
Stallman Educational Systems, Inc.: Cassettes, Filmstrips,  
Music Books, Early Childhood, Special Education, Bilingual  
Material, Perceptual Skills, Physical Education, Musical  
Instruments, Black Children's Poetry, Exceptional  
Children, Mathematics, Reading Language Arts, Mainstreaming,  
Activity Cards, Upper Grades  
UNIPUB: Food and Agriculture Organization of the United  
Nations - FAO Books in Print 1976-77; FAO Filmstrips;  
FAO Obras en Venta 1976-77; Food and Nutrition  
United States Government Printing Office: Publicaciones  
Espanol; Subject Bibliography Index

#### AGRICULTURE/FORESTRY

Administracion  
An Environment Fit For People  
Better Lawns  
Control of Insects on Deciduous Fruits and Tree Nuts in  
the Home Orchard - Without Insecticides  
Facts for Prospective Farmers  
Farming Terraced Land  
Keeping the Bad Bugs Out...Naturally  
Organic, Inorganic: What They Mean  
Your Tree's Trouble May Be You!

#### ANIMAL PRODUCTS/HUSBANDRY

A Nutrition Guide For Pet Owners  
Animales de Rancho - Cuidado y Prevencion de Enfermedades  
Aplicacion Subcutanea. Ganado: Bovino - Porcino y Ave  
Aves de Corral  
Avicultura Practica  
Beef Cattle Breeding  
Beef Cattle Breeds  
Breeds of Swine  
Caballos  
Cartamo  
Conservacion de Suelo (Agricultura Basica)  
Conservacion de Suelo (Construccion de Terraza)  
Cosecha y Beneficio del Cafe  
Crianza de un Pequeno Rebano de Ovejas  
Cultivo del Frijol Soya  
Cultivo del Plantano  
El Reino Animal Conducta

Establecimiento y Administracion de Plantios de Manzanos  
Finishing Beef Cattle  
Fisiologia Animal  
Ganado Vacuno  
Horsemanship and Horse Care  
Insecticidas Agricolas - Nombres Comunes y Comerciales/  
Formulas  
La Vida de las Abejas  
Manejo de la Pequena Granja  
Mejoramiento de Suelo con Materia Organica  
Ovinos  
Raising Ducks  
Raising Geese  
Seleccion, Preparacion, Exposicion - Ganado Lechero  
Slaughtering, Cutting and Processing Pork on the Farm  
The Farm Beef Herd  
The Meat-Type Hog  
Tratamiento de Enfermedades Parasitarias  
Uso y Preparacion del Equipo y el Insecticida  
Vacunacion de Aves  
Vacunacion Porcina

#### CONSTRUCTION

Construction With Surface Bonding  
Designing Kitchens For Safety  
Designs For Low-Cost Wood Homes  
Drainage Around Your Home  
Exterior, Interior Wall Materials  
Finding and Keeping a Healthy House  
Floor Coverings: Resilient, Wood, Tiles, and Clay  
Foundations For Farm Buildings  
House Construction: How To Reduce Costs  
In The Bank...Or Up The Chimney?  
Interior Wiring  
Low-Cost Wood Homes for Rural America: Construction Manual  
Paint and Painting  
Plumbing for the Home and Farmstead  
Renovate an Old House?  
Replenishing Underground Water Supplies on the Farm  
Roofing Farm Buildings  
Simple Home Repairs...Inside  
Water Supply Sources for the Farmstead and Rural Home  
Wood Decay in House: How to Prevent and Control It  
Wood-Frame House Construction  
Wood Siding: Installing, Finishing, Maintaining

#### CROPS

Growing Vegetables in the Home Garden

## EDUCATION

Action - Peace Corps - Teaching Manual: School Gardens  
and Nutrition  
A Jugar Con Los Numeros  
Al Campo Machachos! Serie: Voces del Hombre y de su Tierra  
Anamanta  
Arolito - Guia para el Maestro  
Audiovisual  
Bachillerato Radio Televisado  
Calculemos - Libro 2  
Calculemos - Libro 2 Guia de Aplicacion  
Calculemos - Libro 3  
Calculemos - Libro 3 Guia de Aplicacion  
CIDE- Plan de Teleduccion de Television Nacional de Chile  
CIMPEC - Publicacion sobre Educacion, Ciencia y Tecnologia  
destinada al Cuerpo Docente de America Latina  
Como Debo Estudiar  
Como Debo Estudiar - Guia del Maestro  
Como Preparar Temas con Instruccion Programada  
Comprendamos la Arimetica  
Cuentas Claras  
Curso Para Implementadores sobre Seleccion de Medios y  
Desarrollo de Materiales para la Instruccion  
Cursos por Correspondencia - Ciencias Naturales  
Diseno de Instruccion No. 1: Primer Ano de E. Media  
Educacion y Orientacion Vocacionales  
Educational Campaigns: A Guide for Extension and Village  
Workers  
Educational Tours: A Guide for Extension and Village Workers  
El Nuevo Amigo -1: Spanish-in Action  
El Nuevo Amigo-1: Teacher's Guide  
El Nuevo Amigo-2: Spanish-in Action  
El Nuevo Amigo-2: Teacher's Guide  
El Tablero  
El Tren  
Escuela Unitaria: Lenguaje  
Escuela Unitaria Matematica  
Estudio de la Factibilidad de Producir Una Serie Integral  
de Materiales Instructivos para la Ensenanza Agropecuari  
a Nivel Tecnico-Vocacional en Latinoamerica  
Expresion Plastica: EGB Santillana 1, 2, 3, 4, 5  
Farm and Home Visits: A Guide for Extension and Village  
Workers  
Guia Didactica Para el Libro  
Guia para el Maestro 1er. Grado: Parcelacion, Desarrollo  
and Anexo (set of 3 books)  
Guia para el Maestro 2o. Grado: Parcelacion, Desarrollo  
and Anexo (set of 3 books)

Guia Didactica: Para el libro caritas alegres: Segunda Parte  
 Guia Didactica: Para el libro caritas alegres - Primera Parte  
 Hablemos Bien  
 Hagamos Matematica - 1  
 Hagamos Matematica - 1: Guia del Maestro  
 Head Start Strategy for Spanish Speaking Children  
 Helping Hands: Giving Volunteer Leaders a Place in the  
 Extension Program  
 How Teachers Make a Difference  
 Introduccion Al Algebra de Matrices  
 Introduction: Open Court Bilingual Foundation Program  
 Instruccion Audio Visual: Tecnologia, medios y metodos  
 Instruccion Audio Visual: Tecnologia, medios y metodos -  
 Manual de Ejercicios Intensivos  
 Instruccion Programada: Analisis de Cuadros Buenos y Malo  
 Instruccion Programada: Departamento Metodologia y  
 Tecnologia de la Educacion  
 La Clase Alegre: Sugerencias para dibujo y trabajo manual  
 La Educacion y el Futuro del Hombre  
 La Integracion Diferencial del Plantel Docente  
 La Vaca Que Queria Dormir  
 Language is for Communication  
 Lenguaje: Tercer grado  
 Manuel Santi: Agua Que No Has Debeber  
 Manuel Santi: Entre el Amor y la Esperanza  
 Ma Te Ma Ti Ca - 7<sup>o</sup> grado  
 Ma Te Ma Ti Ca - 7<sup>o</sup> grado: Guia Didactica  
 Matematica Actualizacion  
 Matematica para la Educacion Primaria - Libro 1  
 Matematica para la Educacion Primaria - Libro 2  
 Matematica para la Educacion Primaria - Libro 2: Guia del Maestro  
 Mi Mama la Maestra  
 Mis Amigos, Los Numeros  
 Mis Amigos, Los Numeros: Edicion para el Maestro  
 Modulos de Capacitacion y Formacion Professional Para Los  
 Centros de Recursos de Aprendizaje Para la Educacion  
 Comunitaria  
 Nuevos Amigos - 2  
 Nuevos Horizontes  
 Nuevos Horizontes: Numeros 1, 2, 5, 8, 10 and 11  
 O Livro Didatico: sua utilizacao em classe  
 Periodicos Rurales Mimeografiados: Informes y Trabajos  
 Sobre la Comunicacion Con Las Masas  
 PIIE: Parte I  
 PIIE: Parte II  
 Por la Senda de los Numeros 2: Guia Didactica  
 Programa Piloto de Educacion Basica: Ensayo Metodologico  
 de un Programa Educativo para Adultos, por Television  
 Programa Regional de Desarrollo Educativo: Manual del  
 Maestro  
 Programacion e Implementacion Pedagogicas  
 Proyecto Tres Centros de Recursos para la Docencia  
 Ministerio de Educacion de Venezuela-Educonsulta

Quesin, El Ratoncito Travieso  
Seeing is Believing: How To Conduct Convincing Result  
Demonstrations  
Showing How: The Demonstration Teaching Method  
Spanish Today - January 1977  
Spanish Today - March 1977  
Technical Note No. 2: Concientizacáo and Simulation/Games  
Technical Note No. 5: Ashton-Warner Literacy Method  
Technical Note No. 6: Letter Dice  
Technical Note No. 7: Number Bingo  
Tecnicas de Formulacion Objetivos Operacionales  
Television Educative: Guia para su Utilizacion Por  
Maestros y Administradores  
Temas - 1 and 2  
The Imp Still/Motion Film  
The Successful Teacher  
The Whistler  
Uso de la Grabadora en el Aula

#### HEALTH

A Consumer's Guide to Mental Health Services  
A Foreign Language Guide to Health Care  
A Handicapped Child In Your Home  
A New Audiovisual Educational Tool for Family Planning  
A Population Policy for Peru: IPPF/WHR News Service  
A Primer on Medicines  
A Silent Killer is Stalking Our Nation: Unseen, Unheard...  
An International Secretariat for IPPF: IPPF/WHR News Service  
Adopting Children: The Medical Aspects  
Adult Physical Fitness  
Amor del Bueno  
Answering Your Questions About Cancer  
At Your Service: Know Cancer's Warning Signals  
Body Language: How Your Body Warns You of an Impending  
Stroke. And What To Do about It.  
Brand vs. Generic Drugs: It's Only a Matter of Name  
Breast Self Examination  
Cancer: What To Know, What To Do About It  
Cancer Facts For Men  
Cancer Facts For Women  
Cancer of the Breast  
Cancer of the Lung  
Cancer of the Mouth  
Cancer of the Prostate  
Cancer of the Skin  
Cancer of the Stomach  
Cancer of the Uterus

Care for your Baby: An Aid to Extension and Village  
Workers in Many Countries  
Consumer Fact Sheet: Insomnia  
Consumer Memo: Quackery  
Contraception with IUD's  
Corazones en Conflicto  
Cuidado Prenatal  
Dispose of Wastes: An Aid to Extension and Village  
Workers in Many Countries  
Dos Familias  
Drink Safe Water: An Aid to Extension and Village Workers  
in Many Countries  
El Amancer  
El Cuidado de su Bebe  
Facts about Breast Cancer  
Facts about Leukemia  
Facts about Oral Cancer  
Facts about Skin Cancer  
Facts about Uterine Cancer  
Familias con solo uno de los Padres  
Films on Family Planning, Contraceptive Methods, Sex  
Education and Population  
First Aid: Safety Manual No. 3  
Flouride to Protect Your Children's Teeth  
Food for the Teenager During Pregnancy  
Hardening of the Arteries: Cause of Heart Attacks  
Hay Que Amar a los Hijos Antes de Tenerlos  
Headache: Hope through Research  
Hearing Aids Selected  
Hearing Loss: Hope through Research  
Heart Quiz  
High Blood Pressure: And How to Control It  
Hodgkin's Disease  
How to Cope with Arthritis  
How to Examine Your Breasts  
How to Prevent Suicide  
How to Stop Smoking  
Infant Care  
Insomnia: Consumer Fact Sheet - National Institute of  
Mental Health  
It's Good to Know About Mental Health  
Juan y Maria  
Know Cancer's Warning Signals!  
Leukemia...The Hopeful Side  
Listen to Your Body: "7 Signals That Can Save Your Life...  
If You See Your Doctor!"  
Los Hijos de Nadie  
Lucy  
Make Breast Examination A Health Habit  
Manejo del Hogar  
Manejo del Hogar: Como Controlar Plagas Caseras  
Manual de Ginecoobstetricia  
Metodo de la Ovulacion

Mixing Medicines? Have a Care!  
 National Family Planning Forum, Inc.: Newsletter -  
     An Invitation to Join  
 Natural Family Planning: Curriculum Outline  
 Ni Uno Mas  
 Nos Vamos a Casar  
 Nuestro Binestar  
 Para Mi Nino...lo Mejor  
 Paternidad Responsable  
 Patients as Partners in Health Care  
 Personal Cleanliness: An Aid to Extension and Village  
     Workers in Many Countries  
 Planificacion Familiar  
 Planificacion Familiar es Binestar  
 Planning Families: A Guide for Extension and Village  
     Workers  
 Poison Ivy, Poison Oak and Poison Sumac  
 Pollen Allergy  
 Population Facts  
 Population Reports  
 Por Que Somos Tantos?  
 Quackery: Current and Useful Information from the Food  
     and Drug Administration  
 RX For Sound Teeth  
 Reduce Your Risk of Heart Attack  
 Research Explores Canker Sores and Fever Blisters  
 Safeguards Against Cancer  
 Sense in the Sun  
 Seven (7) Warning Signals of Cancer  
 Sexually Transmitted Diseases  
 So You're Going to be a New Father?  
 Solo Para Hombres  
 Strokes: A Guide for the Family  
 Su Gran Error  
 The Decision is Yours: If you Smoke Cigarettes, Stop. If  
     You Don't Smoke, Don't Start  
 The Fitness Challenge...in the Later Years  
 The Heart and Blood Vessels  
 The Hopeful Side of Cancer  
 The Pocket Guide to Babysitting  
 The Right to be Well-Born  
 The Road to Development: A New Look At Foods  
 Train Practical Nurses to Become Registered Nurses:  
     A Survey of the PN Point of View - Research Report  
     No. 1 - Eleanor Gilpatrick  
 Un Adolescente En Su Hogar  
 Unless You Decide to Quit, Your Problem Isn't Going to  
     be Smoking; Your Problem's Going to be Staying  
     Alive  
 Un Nino Desventajado en su Casa

Up and Around: A Booklet to Aid the Stroke Patient in  
 Activities of Daily Living  
 Vaccines: An Update  
 Varicose Veins: What Can Be Done About Them  
 VA Nursing Service Instructional System for Nursing  
 Assistants and Other Health Workers - Instructor Guide  
 VA Nurse Asst. Obj.  
 Watch Your Blood Pressure!  
 What Every Woman Should Know About High Blood Pressure  
 When A Woman Smokes  
 When Your Baby is on the Way  
 WHO Panel Recommends Sexual Health Care - IPPF/WHR  
 News Service  
 Why Risk Heart Attack? Six Ways to Guard Your Heart  
 Women and Estrogens  
 Women and 'The Pill'  
 Word of Mouth  
 ...y los Adolescentes?  
 ...y los Niños?  
 Young Children and Accidents in the Home  
 Your Baby's First Year  
 Your Child from 1 to 6  
 Your Child from 3 to 4  
 Your Child from 6 to 12  
 Your Health is Your Business

#### HOME/PERSONAL

A Guide to Budgeting for the Family  
 A Primer for Dietary Minerals  
 A Primer on Four Nutrients: Proteins, Carbohydrates,  
 Fats, and Fiber  
 And Now a Word About Your Shampoo  
 Aperitivos Sencillos  
 Backpacking Gear: Shoes and Packs to Sleeping Bags  
 Belleza Practica  
 Calendario de Recetas Caseras - 1977  
 Can Your Kitchen Pass the Food Storage Test?  
 Carpet and Rugs  
 Child Development in the Home  
 Christmas Decorations Made with Plant Materials  
 Como Conocer el Vino Apropiado  
 Como Dominar tus Nervios: Las Depresiones  
 Como Hablar Con Tus Hijos del Sexo  
 Conserva y Cuida Tu Cabello  
 Conoce y Cuida tu Piel  
 Controlling Household Pests  
 Dietas Famosas  
 Dime Como Gastas...y te dire quien eres  
 El Alcoholismo  
 El Yoga

Encouraging the Use of Protein-Rich Foods  
 Energy and Kids  
 Fats in Food and Diet  
 Feeding Little Folks  
 Flores  
 Food and Nutrition Education in the Primary School  
 Food and Your Weight  
 Food for the Family: A Cost-Saving Plan  
 Food Guide for Older Folks  
 Food is More Than Just Something to Eat  
 Food Shopper Language  
 For Convenience Sake  
 Fred the Horse Who Likes Bread  
 Fun in the Making  
 Gimnasia 1 - siempre en forma!  
 Growing Flowering Perennials  
 Guide to Federal Consumer Services  
 Gussie Goose Introduces the Fruit and Vegetable Group  
 Home Security Starts at Your Door  
 How to Prevent and Remove Mildew  
 How to Wash Your Clothes: An Aid to Extension and Village  
     Workers in Many Countries  
 Industrias Caseras  
 Jaws  
 Keeping Food Safe to Eat  
 Keeping Records; What to Discard  
 Labor Saving Ideas  
 La Vida de las Plantas Verdes  
 Learning Better Nutrition  
 Let's Cook Fish!  
 Make Your Own Soap  
 Manejo del Hogar  
 Mary Mutton and the Meat Group  
 Meet Molly-Moo  
 Mil y Una Formas de Preparar Huevos  
 My Energy Book  
 Myths of Vitamins  
 Nutrimeter: For Choosing Foods That Provide Nutrients  
     You Need  
 Nutrition: Food at Work for You  
 Nutrition Education: For Young Children  
 Nutrition Labeling: Terms You Should Know  
 Outdoor Safety Tips  
 Packaging for Mailing  
 Plantas Interiores  
 Portable Humidifiers  
 Prepare and Serve Safe Meals: An Aid to Extension  
     and Village Workers in Many Countries  
 Que es un Nino Problems? Como Ayudarle  
 Removing Stains from Fabrics

Safe Brown Bag Lunches  
Salsas y Guarniciones  
Seasoning with Spices and Herbs  
Shopping for Credit Can Save You Cash  
Soaps and Detergents for Home Laundering  
Soybeans in Family Meals  
Storing Food at Home: An Aid to Extension and Village  
Workers in Many Countries  
Storing Perishable Foods in the Home  
Storing Vegetables and Fruits in Basements, Cellars,  
Outbuildings, and Pits  
Sweeteners  
Textured Plant Protein Products: New Choices for Consumers  
Tips for Energy Savers  
The Food Stamp Program  
The Thing the Professor Forgot  
This is a Food Bill? Let's Take Another Look  
Twenty Juegos Para un dia de Lluvia  
Vacuum Cleaners  
Vegetables in Family Meals  
Venta y Distribucion de Alimentos en Paises en Desarrollo:  
Segunda fase de la guerra contra el hambre  
Vitamin E: Miracle or Myth?  
Wash Dishes Right: An Aid to Extension and Village  
Workers in Many Countries  
What About Vitamin C?  
Where You Shop is as Important as What You Buy  
Your Money's Worth in Foods

#### ORGANIZATION AND MANAGEMENT

Adopters of New Farm Ideas  
Como Garantizar una eleccion Democratica de Directores  
en la Cooperativa  
Control de Gastos de Produccion  
Don Bonifacio y su encuentro con el P.A.E.  
Inosotras. Las Mujeres!  
Instruccion Programada  
Lo Que Deben Saber los Miembros de las Cooperativas  
Los Directores de Cooperativas Pueden Fortalecer las  
Relaciones con los Miembros  
Que es el ICA?  
Sistemas de Decision Financiera  
Teoria Basica de la Contabilidad Financiera  
Unidades de Introduccion a la Economia Sistema de  
Instruccion Personalizada

TECHNICAL/TRADE

Automotive Rust...Its Causes and Prevention  
Battery Hazards: Explosions and Jump Starting  
Boletín de Tecnología Educativa - Numero 1  
Books Produced in Chile on Vocational Education  
Car Care and Service  
Curso de Electricidad Basica por Instruccion Programada  
Everyday Hand Tools  
Fisica Fundamental  
How to Deal with Motor Vehicle Emergencies  
Motorcycle Safety  
Safety Tips on Use of Headlights  
Simple Plumbing Repairs: For the Home and Farmstead  
Tecnología Mecánica  
The Back-Yard Mechanic  
Tools and Their Uses

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ATTACHMENT NO. 1

(Continued) (Junit)

LRCE

Keep Clean - Stay Well

Healthy - 1  
English - 47B  
Spanish - 48B

CARE  
Body Hygiene - 6  
Prevention - 2

Age 12 + - 7

Color 16 mm. film - 32

\$ 34.00 - 5

36B  
39B

Public - 58  
U.S. - 59

National Audiovisual Center - 217  
(CoSA)  
Wash. DC. 20469

(Back)

Demonstrates how workers can carry out personal cleanliness in <sup>Migrant worker</sup> Camps. Shows relationship between keeping clean and keeping well. Intended to promote discussion of health in Camps, and responsibility of each group - workers, growers, and others.

1964

Producer - National Medical Audiovisual Center

Title No. - 002487

(Department of Health, Education and Welfare)

Ref. Cat. - US1

Agency No. - M-0933-SP

ATTACHMENT NO. 2

KEEP CLEAN - STAY WELL

LRCI

Health - 1

Body Care - 6

English - 47B

Spanish - 48B

Color 16mm Film - 32

Age: 12+ - 7

- 36B

- 39B

Cost: \$34.00 - 5

Public - 58

U. S. - 59

National Audiovisual Center - 217  
(GSA)

Washington, D. C. 20409

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Demonstrates how workers can carry out personal cleanliness in migrant worker camps. Shows relationship between keeping clean and keeping well. Intended to promote discussion of health in camps, and responsibility of each group - workers, growers, and others.

1964

Producer: National Medical  
Audiovisual Center  
(Dept. of Health,  
Education & Welfare)

9 minutes

Title No. - 002487

Agency No. M-0933-SP

Ref. Cat. #081

PRINT FORM (10)

M NO P QR S T UVW XYZ

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## MODEL INVENTORY CARD FILE

<u>SUBJECT CLASS</u>	<u>SUBJECT AREA/NO.</u>	<u>ENTRY NOS.</u>	<u>NUMBER OF ENTRIES</u>				
			<u>ENGLISH</u>	<u>SPANISH</u>	<u>BOTH</u>	<u>TOTAL</u>	
Health	Sanitation (105)	111 to 127	7	2	8	17	
	Body Care (106)	111 to 121	3	7	1	11	
	Dental Hygiene (107)	111 to 113	2	0	1	3	
	Mental Health (108)	111 to 115	3	1	1	5	
	Heart and Lung Dysfunctions (109)	111 to 123	13	0	0	13	
	Misc. Physical Dysfunctions (110)	111 to 124	9	1	4	14	
	First Aid (111)	111 to 118	8	0	0	8	
	Para-Medical (112)	111 to 113	2	1	0	3	
	Nursing (113)	111 to 122	10	1	1	12	
	Childbirth/Pre-Natal Care (115)	111 to 113	2	1	0	3	
	Infant Care (117)	111 to 118	3	2	3	8	
	Contraception/Sexual Functioning (118)	111 to 133	4	16	3	23	
	Family Relations (120)	111 to 121	2	1	8	11	
	Pest and Poison Control (121)	111 to 116	2	0	4	6	
	Safety (122)	111 to 121	10	0	1	11	
		Totals for Health -		<u>80</u>	<u>33</u>	<u>35</u>	<u>148</u>
	Home/Personal	Energy Saving/ Conservation (205)	111 to 114	4	0	0	4
		Consumer Protection (207)	111 to 112	2	0	0	2
		Food Preparation (208)	111 to 121	6	4	0	10
		Nutrition (209)	111 to 130	14	1	5	20
Misc. Homemaking (228)		111 to 120	5	5	0	10	
		Totals for Home/Personal -		<u>31</u>	<u>10</u>	<u>5</u>	<u>46</u>
Agriculture/ Forestry	Forestry (305)	111 to 114	3	0	1	4	
	Forestry Fire Pre- vention/Fighting (306)	111 to 115	3	0	2	5	
	Fertilizers (308)	111 to 114	2	1	1	4	
	Agriculture/Forestry (309)	111 to 117	7	0	0	7	
	Pest Control (311)	111 to 123	8	1	4	13	
	Land Use/Crop Rotation (313)	111 to 114	4	0	0	4	
	Farm Tools and Equipment (314)	111 to 116	6	0	0	6	
	Erosion, Watershed Management (315)	111 to 113	2	0	1	3	
		Totals for Agriculture/Forestry -		<u>35</u>	<u>2</u>	<u>9</u>	<u>46</u>

MODEL INVENTORY CARD FILE (CONT'D.)

SUBJECT CLASS	SUBJECT AREA/NO.	ENTRY NOS.	NUMBER OF ENTRIES				
			ENGLISH	SPANISH	BOTH	TOTAL	
Crops	Fruit and Citrus						
	Trees (410)	111 to 112	0	1	1	2	
	Coffee (413)	111 to 111	0	1	0	1	
	Cotton (416)	111 to 111	0	0	1	1	
	Soybeans (417)	111 to 111	0	1	0	1	
	Hay & Silage (419)	111 to 112	0	0	2	2	
	Tomatoes (421)	111 to 112	1	0	1	2	
	Misc. Crops (428)	111 to 115	2	2	1	5	
	Totals for Crops -			3	5	6	14
	Animal Products/ Husbandry	Dairy Products (505)	111 to 113	2	0	1	3
Cattle (506)		111 to 120	7	3	0	10	
Sheep/Goats (507)		111 to 113	0	1	2	3	
Hogs (509)		111 to 114	3	1	0	4	
Poultry (510)		111 to 116	5	1	0	6	
Fish (512)		111 to 111	1	0	0	1	
Horses (513)		111 to 111	0	1	0	1	
Prevention/Disease Control (526)		111 to 115	3	0	2	5	
Miscellaneous (528)		111 to 113	3	0	0	3	
Totals for Animal Products/Husbandry -			24	7	5	36	
Construction	Masonry (605)	111 to 116	6	0	0	6	
	Carpentry (606)	111 to 124	14	0	0	14	
	Plumbing (607)	111 to 112	2	0	0	2	
	Home Design/ Architecture (609)	111 to 115	5	0	0	5	
	Landscaping (611)	111 to 111	1	0	0	1	
	Heating (Installation) (612)	111 to 111	1	0	0	1	
	Waste Disposal/ Sewage (614)	111 to 112	1	0	1	2	
	Wells/Water Drilling (617)	111 to 112	2	0	0	2	
	Painting (618)	111 to 113	3	0	0	3	
	Roofing/Windows (619)	111 to 111	1	0	0	1	
	Totals for Construction -			36	0	1	37
	Technical/Trade	Gasoline Engines/ Motors (705)	111 to 111	0	0	1	1
		Motor Vehicles General (709)	111 to 118	7	1	0	8
Farm Equip. (711)		111 to 113	3	0	0	3	
Refrig. Equip. (712)		111 to 116	6	0	0	6	
Tool Use/Care (713)		111 to 112	2	0	0	2	
Safety (714)		111 to 113	2	0	1	3	
Totals for Technical/Trade -			20	1	2	23	

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MODEL INVENTORY CARD FILE (CONT'D.)

SUBJECT CLASS	SUBJECT AREA/NO.	ENTRY NOS.	NUMBER OF ENTRIES			TOTAL	
			ENGLISH	SPANISH	BOTH		
Organization and Management	Citizens Groups/Community						
	Action (807)	111 to 115	4	1	0	5	
	Farm Mgmt. (808)	111 to 115	2	3	0	5	
	Co-Op Mgmt. (809)	111 to 116	3	3	0	6	
	Leadership (810)	111 to 118	5	0	3	8	
	Small Business Mgmt. (811)	111 to 125	4	3	8	15	
	Totals for Organization and Management -			18	10	11	39
	Education	Teacher Training (905)	111 to 137	5	11	11	27
Educational Technology Systems (906)		111 to 122	6	5	1	12	
Media/Communication (907)		111 to 120	5	5	0	10	
Non-Formal Education (908)		111 to 120	5	5	0	10	
Literacy (910)		111 to 181	4	43	24	71	
Basic Concepts/Skills (911)		111 to 102	0	30	22	52	
Mathematics (912)		111 to 147	3	32	1	35	
Catalogs (913)		111 to 112	1	1	0	2	
Second Language (916)		111 to 149	4	3	32	39	
Totals for Education -			33	135	91	259	

Total Number of Entries in:

English - 280  
 Spanish - 203  
 Both - 165  
648 - Total number of entries in Card File

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