

The ASTD Library Develops

by HUGH BOOTH, Chairman

ASTD Training Materials Exchange
and Library Services Committee

Definitions distinguish between Education and Training. Practices emphasize the inter relation of their functions.

No better illustration of this emphasis could be cited than the ASTD Library, sponsored by the Purdue University Libraries. Co-operated by the Inter Library Loan, ASTD Members and Purdue University, the ASTD Library did not just happen.

The Men

Nothing constructive just happens. Understanding! Good will! A desire to open another door of service for a great institution! Your institution! Something like that must have motivated Dr. C. H. Lawshe, Professor of Psychology, Purdue University and John H. Moriarty, Librarian, Purdue University Libraries.

The Problem

Anyway, when ASTD Directors told them that they had a problem, these men listened. The Training Materials Exchange Service operated by an ASTD Committee had thrown a load of inquiry and correspondence upon some of its members. The Committee had recommended that Purdue University be asked to house in its Library, for loan, a collection of members' more popular training materials. Then form letters advising inquirers of this arrangement

would replace the tedious routine of correspondence. Besides, no company could afford to stock enough extra copies to satisfy all the requests which it might have for a given program. The Library would assure a longer, more general circulation of sought-after programs.

The Materials

Three years these men and their staffs have struggled with, sorted, catalogued, mailed, received and mended the greatest conglomeration of materials, all sizes and shapes, that was ever assembled on a library shelf. Here truly were productivity paper patterns. Human relations portfolios! Some of them were masterpieces of editing, charting, illustrating and publishing. Others hectographed, multilithed, mimeographed, and multi-graphed. Some bound in regular book binding shops, others taped or stapled.

All of them had one common denominator. They had been sweated out of the front line experience of workers, supervisors and staff specialists in the office or the shop. All had one criterion, one objective—results. Results in men, in relations, in hours, in processes and in products.

Recognition

It is time we took official cognizance of the two men who developed the Library, friends of training in the Halls of Learning.



C. H. LAWSHE

C. H. Lawshe, known in training circles as "Chuck," received his Bachelor of Science and Doctor of Philosophy at Purdue in '29 and '40, his Master of Arts at Michigan in '35.

In addition to his professorship, he is Research Associate of the Statistical Laboratory, Purdue University; Staff Member of the Occupational Research Center, Purdue University; and consultant to management on personnel and industrial relations problems.

Chuck started in 1932 as teacher, then administrator, in Indiana Schools; in 1938-39 Research Fellow Engineering Experiment Station, Purdue University; 1939-41 Principal, Evansville Trade School and he has been at Purdue since June, 1941.

Dr. Lawshe served, during World War II, as Panel Member and Hearing Officer of the War Labor Board. He

has contributed over 40 articles to Personnel, Factory Management and Maintenance and the psychological journals. He is author of the McGraw-Hill publication, "Principles of Personnel Testing." He co-authored "The Psychology of Industrial Relations," McGraw-Hill.



J.H.M.—John Helenbeck Moriarty—Librarian—hails from Waterbury, Connecticut. He earned his degrees at Columbia University and Chicago University Library School. Back in 1926-33 he was office manager in the New York Telephone Company, Buffalo; Librarian at Cooper Union, 4 years; Assistant Director of Libraries, Columbia University, 2 years; Chief, Accessions Division, Library of Congress, 2 years, and Assistant Director of Acquisitions, 2 years.

In 1944, John Moriarty became Director of Libraries, Purdue University



J. H. MORIARTY

and Director of Libraries and the Audio-visual Center since 1950. He has lectured on library science at Columbia, Cooper Union, University of Illinois. He has served on various commissions—for the acquisition of foreign publications and for indexing combat films. He is active on and has chaired committees and round tables of the American Library Association, Special Libraries Association, American Association of University Professors, and the National Educational Association. A Presbyterian, Member of Torch and Rotary, he finds time for community services, as well as time to contribute articles to professional journals.

Thanks!

The ASTD Library is still in its infancy. The contribution it has made and will make to the progress of training is as unmeasurable as is the gratitude and appreciation of ASTD Members to Chuck Lawshe, J.H.M., and Purdue University.

World-wide Circulation

Interesting thing! Two highly educated men have faith in words tossed upon paper by work-a-day minds, laying claim not to erudition but mainly to practical experience. The pay-off of that faith, after three years, is that these shelves are harboring internationally sought-after training materials. England, Holland, Switzerland, Panama Canal Zone are represented. The shelves are unique. Nothing like them elsewhere in the States, Canada or the Continent.

The circulation of 501 items requested by over 70 firms during 1952, does not include—

- Students who have analyzed and reported on some of the programs;
- Members and others who have visited the Library for the express purpose of browsing through these shelves;
- Scores of delegates at Annual ASTD Conventions who have previewed some of the materials en route to the Library.

Stock The Library Now

The present is the time to stock the ASTD Library. Many of us are approaching the heavy end of our program year. Soon it will taper off. We will be developing new material. Come summer, we may be browsing for new ideas. We should stock the Library against that day.

Preparing Your Materials

In what shape should our training materials be when we file them in our departmental or company library or in the ASTD Library?

1. Generally speaking, 8½ x 11 is the best size for training materials and manuals.
2. Again excepting the exceptions, all pertinent program materials should be bound securely between one set of covers. You should make the accompanying charts to fold to an 8½ x 11 size and paste in or copy off carded materials, thought cards or slap-ons onto 8½ x 11 sheets.

3. Covers, binding and paper stock should be permanent.

4. You should strive for good editing, accepted standards of composition, logical arrangement, attractiveness and permanence. The tree is known by its fruit.

5. A page on evaluation should be the preface of every program. A program worth giving is worth putting into written form. If it is shape-worthy, it is *so-what* worthy. The training director owes it to himself, his company and his successor to leave that kind of record. When he requests the loan of a program, he hopes it will have just such a preface and evaluation himself.

6. Contents? Index? References? In the name of Training, its reputation and geography . . . yes!

Sending Your Materials

Having taken our programs off the shelf and shaped them up, we should package them and send them to:

Dr. C. H. Lawshe
Occupational Research Center
Purdue University
Lafayette, Indiana

Keep your programs flowing into the ASTD Library!

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The Catalogue of Training Materials in the ASTD Library, issued in December, 1952, may be obtained by sending \$1.00 to *The Journal of Industrial Training*, 160 East 48th Street, New York 17, N. Y.

THE PORTABLE LECTERN

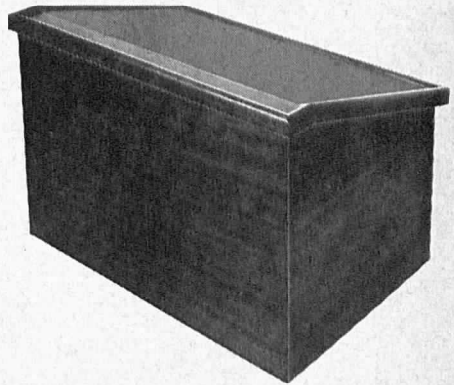
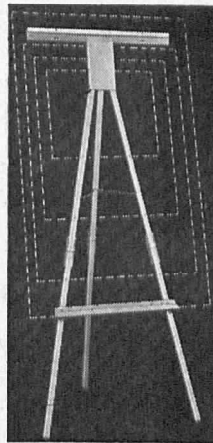


Table Model L 301. Folds flat as a book for easy portability or storage. Its dimensions are just right. Solid mahogany plywood in rich finish. Built for heavy duty.

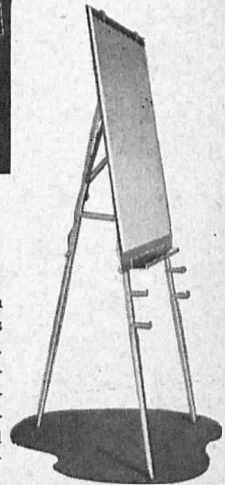
DUAL PURPOSE PORTABLE EASEL D-314

All aluminum. For turn-over charts or cardboard charts of almost any size at 4 different heights. Folds small for storage or carrying.



ALL PURPOSE PORTABLE EASEL A-302

Designed for use with the large paper pads—which we stock. Also ideal for cardboard charts or turn-over charts. All aluminum. Folds small in a jiffy for easy portability or storage.



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