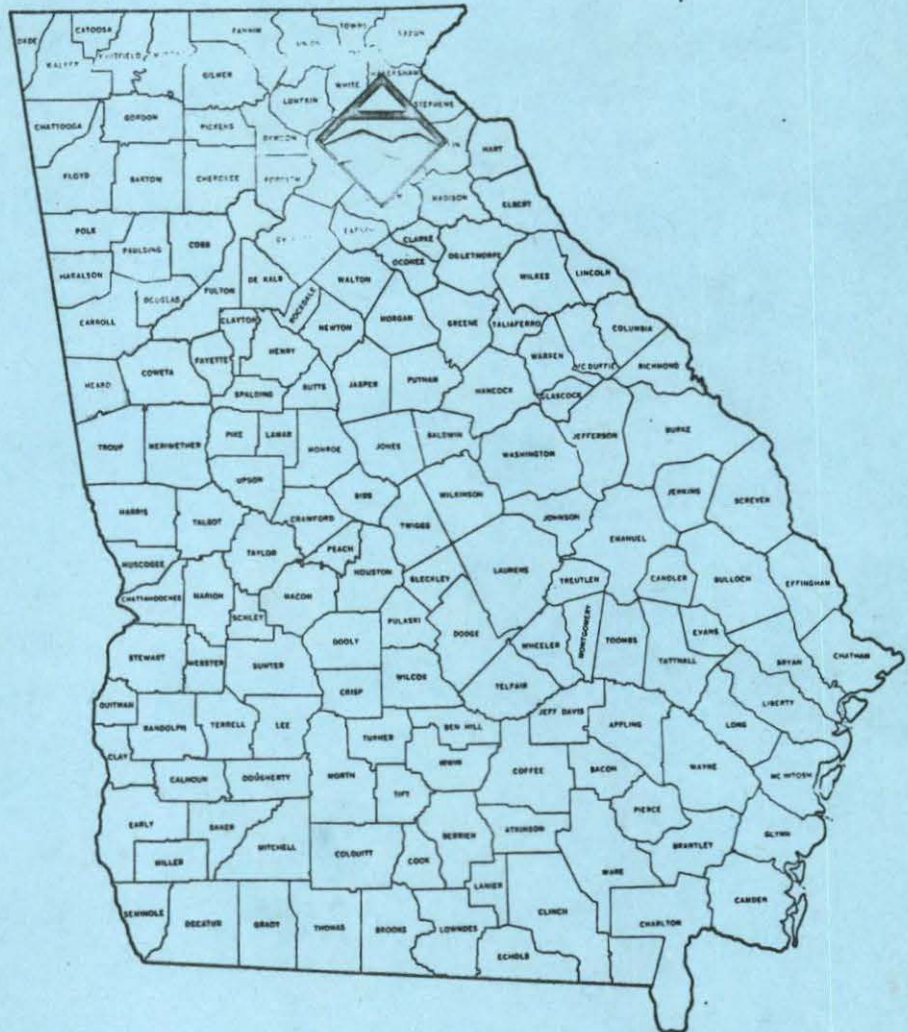




The Interrelating of Public Library and Basic Education Services for Disadvantaged Adults

PROGRESS REPORT (Demonstration Project)

NORTHEAST, GEORGIA



APPALACHIAN
ADULT
EDUCATION
CENTER

NORTHEAST GEORGIA
REGIONAL LIBRARY-ABE
PROJECT

HABERSHAM

RABUN

STEPHENS

WHITE

I N T E R I M R E P O R T

January, 1974

NORTHEAST GEORGIA REGIONAL LIBRARY-ABE PROJECT
Clarkesville, Georgia

An Appalachian project interrelating Libraries and Adult Basic Education
Services for Disadvantaged Adults.

I N T E R I M R E P O R T

January, 1974

Contracting Agency:

Morehead State University
Bureau of Research and Development
Appalachian Adult Education Center

Funding Agency:

USOE-Bureau of Li-
braries and Learning
Resources
HEW - Title 2B

Submitted by:

Frances L. Milhizer, Project Director
Northeast Georgia Regional Library
Clarkesville, Georgia

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Foreward

The Project Staff; Mrs. Brenda Thurmond, Mrs. Glenner Benfield, Mrs. Eloise Harris, and I would like to express appreciation to the following people who have made this report possible:

- to Morehead State University Staff at the Appalachian Adult Education Center for serving as contracting agency for the project and for their continued leadership and concern for the Northeast Georgia Area.

- to Northeast Georgia Regional Library Board for Project Approval

- to Mrs. Emily Anthony, Regional Library Director, for without her efforts the project would not be a reality

- to Georgia State Department of Education both the Public Library Division and Adult Education Division for their cooperation and support of the project

- to the many administrators, librarians, and ABE Instructors in the Northeast Georgia Area for their encouragement and assistance to the project

These people have been an inspiration to us at the project. It has been rewarding to work with them in an effort to implement the Northeast Georgia Regional Library-ABE Project.

We would also like to thank Mrs. Jo Ann Forrester, project secretary, for typing of this report and to the CESA Unit at Ellijay, Georgia for printing.

The Northeast Georgia Regional Library-ABE Project was made possible by a federally funded grant from the:

USOE Bureau of Libraries and Learning Resources

HEW - Title 2B

This interim report is an attempt to assess project progress after the first six months in operation.

Most sincerely,

Frances L. Milhizer
Project Director

P R O J E C T O V E R V I E W

NORTHEAST GEORGIA REGIONAL
LIBRARY-ABE PROJECT
CLARKESVILLE, GEORGIA

Interim Report
Frances Milhizer, Project Director
January, 1974

PROJECT OVERVIEW:

Interrelating libraries and Adult Basic Education is now a reality in the rural Northeast Georgia Area through the Northeast Georgia Regional Library-ABE Project. The project is working hard to accomplish its design, to upgrade public libraries and Adult Basic Education Services.

The Library-ABE Project operates under the assumption that cooperation can be feasibly and mutually enriching between two distinct educational agencies; Adult Basic Education and Public Libraries, and that this cooperation can mean more effective utilization of resources.

There are already visible benefits for both Public Libraries and Adult Basic Education Programs. Sometimes both groups just need that little push or encouragement allowing them to expand their realm of influence; and the Northeast Georgia Regional Library-ABE Project is dedicated to expanding services.

A major focus of this Library-ABE Project has been its involvement in an active public relations program. Efforts have been made to make the public more aware of both the libraries and Adult Education Programs of the area.

For example, the Library-ABE Project Staff in contacting the civic organizations in Rabun County found that the President of the Clayton Woman's Club was Mrs. Lee. She was also the wife of Carroll Lee and together they owned and operated the Radio Station WGHC. The Library-ABE Project Director and one of her staff appeared on Mrs. Lee's Public Affairs Program, at which time they made a plea for the improvement of the visual environment of the Rabun County Library. The library is located in a little white building adjacent to the Clayton Elementary School. Badly in need of paint, adequate lighting, carpeting, and depending upon a black pot-bellied stove as the main source of heat, it was all but impossible to encourage wider library use.

However, Mrs. Lee a very able, civic-minded person, shared the concern of the project staff for improving the visual environment of the Library. As a result of this concern, the Clayton Woman's Club and also the Junior Woman's

Club took the Rabun Library as their special project for improvement. They gave a tea at the Rabun Library to raise money and to enable the citizens to take a closer look at their library. People in Rabun County became concerned. "Friends of the Library" was organized. Businesses, industries, and organizations were contacted for donations. Rabun County citizens are striving to improve their library and its services. The total community effort is resulting not only in improved visual atmosphere, but also positive feelings and attitudes toward the library are being reflected.

The Library-ABE Project has actively participated in recruitment of Adult Learners to the Adult Basic Education Program. They have contacted industries and civic organizations, published and distributed announcements of classes, prepared and disseminated an ABE Handbook for industries and the Adult Learners. This handbook was designed to inform the community about the Basic Education Program and encourage participation. But most important, the Library-ABE Project Staff have worked to secure volunteers that will promote the Library and Adult Basic Education Programs. They have involved organizations such as ministerial associations, chamber of commerces, and industrial groups.

The Library-ABE Project has worked in many other ways to assist Adult Basic Education and interrelate library services. They have worked with administrators and instructors of Adult Basic Education Programs to identify deterrents to their program and have helped them seek creative solutions.

A case in point is, in Habersham County the Adult Education Class had difficulty in finding a suitable location for Adult Classes. Formerly classes had been located in an elementary school. Some adult learners felt this was demeaning and the facility was not functional for the adult learner. After consultation with the administrator for the ABE Program, the instructor, and regional library director, it was decided to hold the classes in the Regional Library in Clarkesville. The results were staggering.

Class enrollment was overflowing. Sister Mary Bean, the instructor, enrolled twenty-five adult learners and placed others on a waiting list. There was also other benefits. Students became more familiar with the library. Resource materials were readily available for use. The students became library

users. Many Adult Learners were surprised at the different services and materials the library could supply them. This certainly was in accordance with the Library-ABE Project Objectives which included providing library orientation for all ABE Students. Library cards were issued to all students. The librarians and project staff constantly work to secure materials to meet the specific need of these students.

The librarians, the Adult Basic Education Administrators, ABE instructors, and Adult Learners are getting to know a little more about each other and how they can serve and work together. In an effort to get better acquainted, to know what is going on in the libraries and Adult Education Programs, the Library-ABE Staff publishes a monthly newsletter, "Keynotes," which includes Key Resources in the area, Key News, something about Key People, deals with Key Issues, Key Ideas, Key Professional Materials and Key Dates.

At mid-point in this 1973-74 demonstration project, it is impossible to assess the far reaching results; however, the project staff and many of the people in the Northeast Georgia Area are pleased and encouraged by the immediate benefits of this project.

P A R T O N E

PROJECT OBJECTIVES
NORTHEAST GEORGIA REGIONAL
LIBRARY-ABE PROJECT
CLARKESVILLE, GEORGIA

Interim Report

Frances Milhizer, Project Director

January, 1974

PROJECT OBJECTIVES

→ Objective No. 1:

To develop holdings of library multi-media materials that will help the ABE Student answer any questions about everyday life situations.

- Activities:
- a. Assess the present library holdings.
 - b. Use every available source to aid in selection, evaluation, and acquisition of additional materials, including information gained from 1971-72 Appalachian Project Studies.
 - c. Assess the useable materials at the end of the project year.

Documentation: Predata - Listing of present holdings
Postdata- Sources used and problems in locating and acquiring materials
Holdings at end of project year

Comment: The guideline of the AAEC definition of coping skills will be used in assessing library holdings. It is understood that the library materials will be available throughout the region and will be freely circulated through all libraries, bookmobile, etc. to the community users.

Progress:

The present holdings at the Northeast Georgia Regional Library have been assessed using the AAEC Coping Skill Guidelines. Some needed material in regard to the Adult Learner has been identified and efforts are being made to secure these materials.

Areas needing additional materials are as follows:

Insurance	Relocation Skills	Retirement	Jobs
Taxes	Law	Aging	(Employment benefits, training programs, & unions)

Problems:

Lack of money for purchase of equipment. Limited material available for ABE Class Instruction.

Expected Outcome:

It is expected that the Libraries will know the material available which is of interest to the Adult Learner. An effort will be made to expand the collection in the Coping Skill Area and encourage its use.

It is anticipated that the library could develop a resource center, with samples of different teaching programs available.



Objective No. 2:

Explore ways to offer for sale at cost books especially paper backs that ABE Students would want to own.

- Activities:
- a. Check into legality of the library and local dealers' point of view.
 - b. Books that ABE students wanted to own would be made available for purchase upon request to students.
 - c. If cannot be done through the library, explore ABE teachers doing with library help.

Documentation: Listing of books purchased by students.

Progress:

The library is allowed to purchase books and expects to purchase books when and if requested. At this point no books have been requested for purchase. The project Staff purchased and arranged displays of paperbacks which

was placed in each Adult Learning Center.

Problem:

At this time no books have been requested for purchase.

Expected Outcome:

It is hoped that the displays will encourage purchases requested for books by the Adult Learner.

Objective No. 3:

→ To develop and disseminate a selected bibliography of materials for adults in the coping skills area.

Activities: Holdings will be listed with complete bibliographic information, including cost and source of material

Documentation: a. The bibliography
 b. A log of time spent and problems encountered in compiling such a bibliography
 c. Try to develop student feedback systems.

Progress:

Completion of a selected bibliography is being delayed in order to obtain the reaction of students.

This reaction is needed to obtain interesting and useful materials in the coping skills area. Some materials have been purchased for students in this area using the recommendations of the National Multimedia Center for Adult Education, the Morehead University Appalachian Adult Education Center, and other qualified sources relating to Adult Education.

Problems:

There has been some difficulty in obtaining specific addresses causing a delay in securing materials.

Expected Outcome:

It is anticipated that a selected bibliography of recommended Adult Learning materials will be available to all librarians and Adult Education Personnel in the area.

Objective No. 4:

To provide library cards for ABE Teachers, ABE students, and their family members. ←

Activities: ABE teachers and students will be requested to apply for library cards for themselves and their family members through their ABE Classes at the Learning Centers, where the cards will be made available.

Documentation: A record will be kept of all cards issued to ABE students within the special number series.

Progress:

Library cards have been issued to all ABE teachers and ABE students and their families.

Problem:

None

Expected Outcome:

Obtaining library cards for the Adult Learners will hopefully reflect an increased library use of the Adult Learners and their families.

Objective No. 5:

→ To provide library and bookmobile service to all ABE students.

- Activities:
- a. The bookmobile will schedule visits to all classes and learning centers. This will include evening and daytime classes.
 - b. Bookmobile home stops will be scheduled for students involved in a home study program.
 - c. Multimedia programs, such as slide-tape programs, book-talks, films, with appropriate displays, will be a part of the bookmobile visits to the classes and learning centers.
 - d. Attempt a change of hours to evenings and or weekends in branches.

- Documentation:
- a. Predata - bookmobile routes and hours, 1972-73
Postdata- bookmobile routes and hours, 1973-74
 - b. Predata- Circulation figures, 1972-73
Postdata- Circulation figures, 1973-74

Progress:

The bookmobile has continued to maintain its regular schedule. No additional service has been added at this time.

Problem:

Bookmobile funding has been curtailed.

Expected Outcome:

This objective will depend upon additional allotment of funds. If these funds are not forthcoming this objective will be abandoned.

Objective No. 6:

→ To continuously recruit undereducated adults to ABE and to public library services through volunteers and Project Staff.

- Activities:**
- a. Locate volunteers and sources of referral interested in recruiting project such as: Industry, Civic Organizations, Family & Children's Services, Head Start Program, churches, Farm Extension Services, Mental Health
 - b. Train project, volunteer, and ABE-related recruiters
 - c. Make home visits to prospective ABE-library clients
 - d. Use the AAEC multimedia recruitment kit and Georgia recruitment materials

- Documentation:**
- a. 1972-73 enrollment figures for the four counties in the region.
 - b. Hours spent in recruitment training and problems encountered.
 - c. Time spent, contacts made and problems encountered in recruitment. Number of recruiters used.
 - d. 1973-74 enrollment and retention figures.

Progress:

In an effort to implement an on-going successful recruiting program the following have been contacted and asked to serve as volunteers for the ABE Programs:

Industries	Family & Children Services
Civic Organizations	Health Department
Chamber of Commerce	Farm Extension Service
Housing Authority	Ministerial Association
Neighborhood Service Center	Welcome Wagon

Personal contacts and home visits have been made.

The project has been unable to locate the AAEC Multimedia Recruitment Kit. Therefore, the project has developed much of its own material used for recruitment. Check appendice for recruitment figures.

Problems:

Problems encountered with home visits was lose of time due to difficulty of locating persons and prospective Adult Learners not at home when visit was made.

Key volunteer recruiters too busy for formal training sessions.

Industries with own training program taking priority.

Expected Outcome:

Excellent cooperation has been obtained by volunteer recruiters asked to help with the program. It is expected that the total community will be more aware of the Adult Learning Program. Industries have referred persons to us who could benefit from the program. We expect increased concern and anticipate going into the industries to discuss the ABE Program with prospective Adult Learners.

Objective No. 7:

→ To provide library orientation to ABE students to encourage library usage.

- Activities:
- a. Adapt AAEC script and field test a slide-tape presentation introducing the libraries, bookmobile, and staff members in the region. Emphasis on the fact that these facilities belong to every person in the community, with a friendly, capable staff eager to be of service. Show as simply as feasible how library is set up, and what kinds of services and information are available. Issue an invitation for a personal visit. Emphasis will also be given to method of presentation. The field test will include alternative methods of presentation and systems of feedback.
 - b. Arrange field trips to visit central or branch libraries. School superintendents will be approached for the loan of school buses and drivers.
 - c. Plan library displays aimed at interests of students for each visit to library.

d. Field test the AAEC Library Orientation Kit.

- Documentation:
- a. A narrative of record of each slide-tape presentation, including number of students, response, questions, etc.
 - b. Log of field trips, participants, activities, and reactions, including descriptions of displays, objectives, materials used, and response.
 - c. Circulation figures at times of field trips.
 - d. Narrative of what is included in slide-tape presentation, time spent on it, problems encountered.
 - e. Circulation figures from arranged display.

Progress:

The AAEC script and slide-tape is in the process of being field tested and every effort is being made to provide library orientation.

Library display of materials have been placed in all Adult Learning Instruction Centers. The Habersham Adult Learning Class is using the library as their instruction center. In Stephens County the Library Field Trip was a combination of Library Orientation and a Christmas Party. Participation was excellent and the scheduled time was extended to allow the adult learners to fully explore the library and its resources. As a result of this experience increased library use has been noted.

Problems:

Lack of time for some classes to schedule Library Tours.

Expected Outcome:

Complete field testing of the Library Orientation Kit will hopefully reveal strengths and weakness, effective ways of utilization, and reaction of the Adult Learner.

Arranging Library Field Trips is expected to make the Adult Learners more aware of the opportunities and resources the libraries have to offer.

Objective No. 8:

To acquaint ABE staff with library materials and services and library staff with ABE needs.

- Activities:**
- a. ABE teachers and staff will be interviewed to ascertain what materials they feel they need for:
 1. Referral to community agencies
 2. Instruction
 3. Individual student's use.

 - b. A joint meeting-workshop will be held at the Headquarters library for library staff, project staff, and ABE personnel. The following matters will be considered:
 1. The background of the project, especially the advantages to the ABE teacher, and students, and the concept of coping skills.
 2. Indepth discussion of available and planned multimedia library materials, with time for suggestions and requests from ABE personnel, questions about needs, use of materials, and other problems.
 3. Procedure to be used by ABE personnel in requesting materials.
 4. To define ways in which library/bookmobile materials may be included in ABE curriculum; activities which would involve students in library assignments, how library and project staff may assist.
 5. Individual or County meetings with ABE teachers, librarians, and project staff will be conducted.

Documentation:

- a. Number of persons attending workshop.
- b. Evaluation sheet from each person attending.
- c. Request form for materials/assistance.
- d. Narrative report of workshop (overall)
- e. Narrative report of county meetings.

Progress:

The Library-ABE Joint Meeting was planned by a Joint Planning Committee.

Mrs. Emily Anthony, Director of the Northeast Georgia Regional Library selected another librarian, Mrs. Tyre, to serve with her on the Planning Committee. Mr. Wall, Chairman of the Advisory Board, appointed Sister Mary Bean to serve on the Planning Committee. These people met with the Project Staff to plan for this joint meeting. It was decided to include the following topics for discussion:

1. Background of the Project
2. Advantages of the Project
3. Coping Skills
4. Needs and use of materials for ABE Programs
5. Procedures for requesting materials
6. Special activities of the project
7. How the bookmobile materials and other library materials can be effective in ABE Programs.

The Library-ABE Joint Meeting for ABE Personnel and Adult Basic Education Personnel was held at the Northeast Georgia Regional Library November 20, from 3:00 - 5:00 p.m. with twelve persons in attendance.

The Library-ABE Project and objectives were reviewed. Available library services and Adult Basic Education needs were discussed. More materials to fit the Adult Learner, especially for Adult Classes and Learning Centers were needed. Areas identified as having the greatest need for additional material were:

1. Consumer Education
2. Insurance
3. Taxes
4. Consumer Buying (especially shopping for food)
5. Retirement
6. Career Development - Getting and Keeping a Job

Other suggestions included:

A. Encouraging the use of the Educational TV Channel 8. Placing students on the mailing list to receive viewing of schedule would make students more aware of this educational opportunity.

B. Encouraging library use by making students more aware of the wide variety of services offered by the Public Library. Important to encourage the greater utilization of the library were:

1. Knowing the interests of adults
2. Being able to make suggestions as to materials, and
3. Being met by a helpful supportive person upon entering the library.

C. The Library-ABE Project Staff would work with ABE instructors to determine interest inventory on students; in turn, these would be given to the librarians so they would have the background information for helping the Adult Learner in the library.

The Library-ABE Project Staff would also check to make the Channel 8 viewing schedule available for the adult learner.

Problems:

Lack of attendance due to finding a time that would be suitable for everyone involved.

Expected Outcome:

Feedback was in general terms such comments as, "it was helpful to get together and help each other know something about our program." However, no plans were made for other joint meetings. Planning of additional meetings will depend upon expressed needs and interests of participants.

Objective No. 9:

To provide community agency referral services as an aid to ABE students through the public library and the ABE Centers. ←

- Activities:
- a. AAEC Referral Guides and other referral handbooks will be studied to aid in developing a Community Referral Service for this region.
 - b. The handbooks will be duplicated and delivered personally with an explanation for use, to each ABE Center, teacher, and library staff member, selected community agencies, and gathering places.
 - c. Development of advocacy to back up referral.
 - d. Experiment with one ABE Class with students gathering information for handbook.

- Documentation:
- a. Referral forms
 - b. Compilation of referral data
 - c. Time spent in collecting information for handbooks, together with any difficulties encountered.

Progress:

Agencies have been contacted, referral forms have been sent to the agencies. The Project Staff has studied other referral handbooks and the project is in the process of developing the handbook.

Problems:

Slow response in returning Referral Forms and some difficulty encountered in obtaining a specific information. However, project staff finds telephone calls an excellent follow-up for obtaining needed information.

Expected Outcome:

To provide a Community Handbook which will be available to adults in finding community agencies which would be ready and willing to help them with problems.

We anticipate completing the Handbook in order to secure some feedback from the Adults.

Objective No. 10:

→ To identify library materials needs and interests of the ABE learner through the use of reader's profiles.

Activities: a. The ABE teachers and Project Staff will be asked to complete a reader's profile on each of their students, showing name and address, ABE Center, approximate age, level, and interests. Interests may be added as each student is contacted by a member of the project or library staff.

Any changes in expressed interest should be communicated to the director of the project, together with any other information which would enable service to each student to be further individualized.

Documentation: a. Tabulation of interest areas found on the profile cards, by age, sex, and reading level.

b. Feedback on the appropriateness of the material for the students. A bookmark designed to provide this feedback will be placed with material for specific students.

Progress:

The ABE Instructors have been encouraged to consider each individual in developing their instructional program, thus taking advantage of information they secured through the use of the Reader's Profile.

Problem:

Additional time involved for instructor in filling out the Reader's Profile.

Expected Outcome:

Through use of the Reader's Profile persons working with the Adult Learner will be in a position to offer more help and assistance to the Adult Learner.

The ABE Instructor will be more aware of students interest when selecting instructional material.

Librarians will have knowledge regarding what the Adult Learner would like to read.

Objective No. 11:

To develop alternatives to the traditional handling and housing of materials to fit the adult new reader. ←

- Activities:
- a. Interfiling of adult non-fiction
 - b. Alternatives to pamphlet file
 - c. Alternatives to Traditional shelving

Documentation:

Narrative Report

Progress:

Both the fiction and the non-fiction in the Regional Library and White County Branch were interfiled in November.

Not only has this benefitted the ABE students but has helped regular library users also. One commented on the fiction, "I didn't realize the library had this many interesting books."

An ABE student remarked about the handicraft section, "Look how simple these directions are! I believe I'm going to try this."

The librarians and aides are pleased because having all the subjects filed together saves time in shelving books and gives them an idea which section needs more books ordered for it.

An ABE Teacher remarked that it saves ABE students the embarrassment of having to go to the Juvenile section to check out a book.

To date there have been no problems whatsoever in the interfiling. Both the library and ABE have been very pleased with the results of this objective!

Problems:

Additional time in interfiling has been offset by time saved in shelving and in finding materials.

Expected Outcome:

Increased circulation is anticipated.

Objective No. 12:

To develop a professional newsletter for interested persons in the four-county area.

- Activities:
1. Collect current information regarding library and ABE activities.
 2. Publish newsletter
 3. Circulate newsletter

Documentation:

Newsletter

Progress:

The project staff began to publish a newsletter in October. To date the October, November, and December issues have been published. Entitled "Keynotes" the publication includes:

Key Resources in the area

Key News

Key Ideas

Key People

Key Professional Material

Key Issues

Key Dates

Problems:

None

Expected Outcome:

The Project Staff expects to continue with the publication. They have been pleased with the results. The Adult Learner has been using the publication for reading material. Industries were interested in finding out about people completing their GED Program and extension librarians thought the newsletter was excellent public relations.

P A R T T W O

SPECIFIC QUESTIONS

NORTHEAST GEORGIA REGIONAL

LIBRARY-ABE PROJECT

CLARKESVILLE, GEORGIA

Interim Report

Frances Milhizer, Project Director

January, 1974

A. Geographic Scope

1. Have there been any changes in the geographic scope of your project?

There have been no changes in the geographic changes of the geographic scope of the project. The project serves a total four-county area covering about 1,000 square miles with a population of 57,091.

2. Why?

No changes have been indicated.

3. Based on the above, what recommendations would you and your staff make to other library or school systems attempting a similar project?

The geographic scope of the project is good. The spread is large enough to be effective and not too large to be inefficient. However, more advanced time for planning would be desirable.

One recommendation would be to explore the possibility of joint planning sessions with state and area leadership personnel including: State Library Director, State Adult Education Director, Regional or Project Area Library Directors, Morehead State University Personnel and their Project Director. A planning session of this type could be helpful in developing a complete understanding of the project, roles, and responsibilities of participating agencies. At this point a contract for the participating agencies stating responsibilities of each might prove to be helpful tool for successful project implementation.

B. Orientation

1. Who was involved? When and where held?

Adult Basic Education Personnel, Adult Learning Classes, Library personnel and Project Staff personnel have all been involved in Orientation activities held at the Northeast Georgia Regional Library.

2. Specific Orientation Activities.

<u>PROGRAM</u>	<u>MONTH</u>	<u>CONSULTANT</u>	<u>NOT USEFUL</u>	<u>USEFUL</u>	<u>VALUABLE</u>
The Library Point of View	August	Mrs. Emily Anthony		x	
ABE Point of View	August	Mr. William Patterson		x	
The Library-ABE Project History	August	Mrs. Thelma Orr		x	
Multi-media Material	August	Mrs. Nell Hallford		x	
Effective Working With Adult Learners	August	Sister Mary Bean		X	
Tour of Learning Centers	August	White County		x	
Tour of Learning Centers	August	North Georgia Tech		x	
Joint Library & ABE Meeting	Nov.				x
Library Tour	Dec.				X

3. What has been the reaction of extension librarians to your project?

The extension librarian has helped gather needed information for the project and has been generally helpful in many other ways.

C. Advisory Board

1. Who are the Advisory Board?

Mr. Phil Burrell	Superintendent of Schools, Rabun County
Mr. Edwin Stowe	Superintendent of Schools, Stephens County
Mr. Russell Smith	Superintendent of Habersham County Schools
Mr. Horace Fitzpatrick	Superintendent of White County Schools

Ms. Betty Stansel	Former ABE Student, Present Instructor White Co. Adult Education Learning Center
Ms. Elizabeth Cole	Education Program Consultant Division of Public Library Services State Department of Education
Sister Mary Bean	Teacher, ABE Program, Habersham County
Ms. Margaret Walker	Coordinator, ABE State Department of Education
Ms. Teresa New	Northeast Georgia Regional Library Bd. of Trustees
Ms. Janie Fry	Northeast Georgia Regional Library Bd. of Trustees
Mr. Lester Wall	Principal, South Rabun Elementary School Tiger, Georgia
Ms. Nancy Doss	Member, Board of Commissioners, Stephens County
Mrs. Janie Henderson	Habersham County ABE Student
Ms. Bonnie Dyer	White County ABE Student
Mr. Stan Hefner	Communications Skills Instructor North Georgia Technical & Vocational
Mr. Hoyt McMaster	Supervisor of Training Coats and Clark, Toccoa, GA
Mr. Anthony Roberts	Manager Ames Textile Corporation Cleveland, Georgia
Mr. David E. Terrell	Minister, Cornelia Christain Church Cornelia, Georgia
Ms. Thelma Orr	AAEC Regional Board of Directors Nicholson, GA
Mr. John Dillon, Jr.	Instructor, Supervisor of Night Classes
Mr. Harry King	State ABE Consultant

2. What was the reaction of the Advisory Board to your project?

The reaction of the Advisory Board has been very favorable toward this project. They have expressed a desire to have a better understanding of the project and its objectives. The Advisory Board has helped with the program

in securing materials and working for improvement of the ABE Program. The Advisory Board has been concerned with the community being aware of the program's opportunities.

3. What recommendations have your Advisory Board made?

Efforts are being made to get industry more concerned with Adult Education Programs. Continue to motivate students to enroll in Adult Learning Program and continue to furnish publicity for Adult Education Programs. List students completing GED Programs in Keynotes.

4. What action has been taken toward carrying out these recommendations?

A meeting was planned in which the Advisory Board involved industry. The focus of the meeting was ways in which education and industry could work together. The ABE Project plans to be available upon request to go into the various industries and talk with the employees about the opportunities available through the Adult Basic Education Program and the advantages to the individuals of participating in the program.

5. How do you and your staff judge the effectiveness of your Advisory Board?

The Advisory Board is a good representative cross-section of persons with many special talents and capabilities which they have been willing to use to insure the project's success. They have helped secure instructional materials for ABE Programs have been active in planning, and have offered many helpful suggestions for project improvement.

D. Reaction to Project

1. What has been the reaction of your public library board to your project and its activities?

The project staff has had no contact with the Library Board as a group, at this time. Therefore, they are unable to assess reaction.

2. What has been the reaction of the public library staff to your project?

Public Library Staff reaction has been favorable. A good relation exists between Public Library Staff and Project Staff. Library Staff have been helpful in securing materials and in helping get library cards for Adult Learners.

3. What has been the reaction of branch librarians to your project?

Branch librarians have expressed interest in the project and reaction has been favorable.

4. ABE Reaction?

(a) State Department- The State Department of Education expresses a willingness to cooperate with project to implement project objectives, however, to date there appears no visible evidence of support.

(b) Local coordinators- A good working relationship has been established with local coordinators

(c) Teachers- Teachers have been most cooperative.

E. Staff

1. Project staff consists of the following personnel:

Director- Frances Milhizer Establishment of Project Design in accordance with project objectives. Coordination of entire project to fulfill project responsibilities. Serves as project staff consultant to White County.
(Full Time)

Secretary- Jo Ann S. Forrester Typing all correspondence and project materials. Typing of Keynotes Publication. Assisting Project Staff with any field work. Helping with assessment of new book collection. Serving as secretary to Advisory Board. Keeping office running smoothly.
(Full Time)

Project Staff-Brenda Thurmond Main Project Responsibility Habersham County.
2/3 Time

Eloise Harris Main Project Responsibility Stephens County.

Glenner Benfield Main Project Responsibility Rabun County.

Over-all project staff responsibilities are the following:

Staff will work with all ABE teachers to:

Determine reading level of students
Determine interest level of students
Help with selection of materials
Help with implementation of special interest projects
Collect items of interest for newsletter

Staff will arrange for Library Tour & Library Card for Adult Learner

Staff will work with librarians to:

Assess present library materials in relation to the coping skills area
 Interpret needs of the adult learner
 Display, select, and secure special material for the adult learner

Staff will work to recruit:

Underestimated adults
 Volunteer recruiters
 Volunteer tutors

Staff will maintain records of:

Adult learners contacted
 Log of activities
 Report of mileage
 Documentation of objectives 1 - 11

Staff will promote publicity of:

Library-ABE Project, Library and ABE Programs, and Activities within the four counties.

2. Other Cooperative Staff

The librarians in the area and the ABE Instructors have worked cooperatively with Project Staff in implementing project. Mrs. Emily Anthony, Regional Library Director, has worked diligently to assist and administer the project. Other helpful staff are:

Mrs. Virginia Tyre- Librarian	Northeast Georgia Regional Library
Mrs. Ruby Jarrard- Acquisition	"
Mrs. Katherine Cave- Audio-Visual	"
Mrs. Dorothy Beck- Bookmobile	"

Mrs. Eloise Tench - Librarian	Cornelia Branch Library
Mrs. Wanda Beck- Librarian	Rabun Branch Library
Mrs. Mary Reynolds- Librarian	White Branch Library
Mrs. June C. Mize- Librarian	Stephens Branch Library
Sister Mary Bean- Instructor	Adult Basic Education, Advisory Board
Mrs. Betty Stansel- Instructor	White County Learning Center
Mrs. Wilhelmina Woodruff- Instr.	Stephens County

3. Volunteers

Mrs. Henry Mae Brown- Director Neighborhood Service Center	Stephens County
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Helped with establishment of ABE
Classes.

Sister Catherine Concannon- Instructor

Helped with instruction of ABE Classes

4. Resource People

Each person on the Advisory Board served as a resource person in his specific areas of competencies to the project.

5. Consultants

Mrs. Ann P. Hayes- Chief Investigator- Morehead State University

Miss Elizabeth Cole- Consultant, Division of Public Library Services, State
Department of Education

Mr. Harry King- Consultant, Adult Basic Education, State Department of Education

2. Please list specific activities Pre-Service and In-service.

A. Pre-Service Activities

Prior to assuming project responsibilities, the project administrator and project director participated in a Library Project Training Workshop at the Appalachian Adult Education Center, Morehead State University, which included the following topics:

Library-Orientation Presentation
 Planning for Library-Wide Training Programs
 Development of Training Sequence
 Assessment- Community Needs and Community Resources
 Public Relations
 Staff Selection and Utilization

Project staff participated in meetings prior to officially beginning work with project. They were present for review and rewriting of the project July 16, 17, 1975.

B. In-Service Activities

At the beginning of the project work staff received one day of field training. In addition the project staff engaged in the following Orientation Program:

9:00 - 10:30	Welcome "Library-ABE Project A Closer Look"	Frances Milhizer
10:30 - 10:45	Break	
10:45-11:30	Project: "The Library Point of View"	Emily Anthony

11:30-12:30 _____ Lunch _____

12:30-1:45 _____ Project: "The ABE Point of View" _____
 William Patterson

1:45-2:00 _____ Break _____

2:00-3:15 _____ "A Glance Backward- A Look Into the Future" _____
 Thelma Orr

Tuesday, August 7, 1975

9:00- 10:30 _____ Multi-Media Material _____
 "The How and Why" Nell Hallford

10:30-10:45 _____ Break _____

10:45-11:30 _____ "Working with ABE Students, An Effective Approach" _____
 Sister Mary Bean

12:00- 1:00 _____ Luncheon, Holiday Manor - Cleveland _____

1:30 - 2:30 _____ Individual Instructional Materials _____
 White County Center Betty Stansel

2:30 - 3:00 _____ Evaluation _____

Weekly staff meetings are held and considered to be a vital in-service activity. These meetings are informal and include the following:

Priorities for Work are Established
Progress is Assessed
Course of Action Determined
Materials Reviewed

Joint Library-Adult Basic Education Meeting contributed to understanding and professional growth. Detailed report included under project objective eight.

Small group or individual activities and discussions have been very effective with librarians, Adult Instructors, and adult learners. These sessions have contributed to our knowledge and scope of the project work.

Project Director has participated in State and National Adult Education Conferences.

3. List additional areas of training you and your staff feel are needed by staffs undertaking Library-ABE Coordinated Services:

The Project Staff feels they could benefit from a wider, more personal contact with the other Appalachian Project and their staff. Therefore, recommended are:

A training session planned and conducted by the Appalachian Adult Education Center, not only for directors, but also for other project staff personnel.

An exchange field-study trip to another Appalachian Project having similar project objectives and other related factors.

F. Travel

1. Instate

A. Has your travel time during project business been worth the money spent on it?

Yes.

- B. Could you have accomplished your purpose without traveling and been as effective?

No.

- C. Please explain what benefits resulted from your travel?

In the opinion of the director, the effectiveness of any project which involves "changed values" is in direct proportion to extent of personal contact. A project committed to interrelating library services and Adult Basic Education can only accomplish its objectives when working with other agencies and to develop similar understandings and commitments. Thus, good working relationships, rapport, respect for ideas and values are only achieved through personal contact. Cooperative efforts of many people are necessary for a project to have an impact upon the area.

2. Out of State Travel

In the following areas the NAPCAL-ABA Conferences was:

	<u>VALUABLE</u>	<u>USEFUL</u>	<u>NOT USEFUL</u>
a. Dissemination of project	X		
b. Learning about ABE from:			
Other Project Staff	X		
Conference Presentation	X	X	
Other Professional	X		
c. AAEC Booth Activities	X		
d. Personal Growth		X	
e. Informal Professional Contact		X	

3. Do you have any suggestions for improving our agenda for the conference activities?

Considering that the NAPCAL-ABA Conference had planned a full schedule, it was difficult to participate in staff sessions, meet the booth schedule,

and take full advantage of the conference. However, all activities were important, helpful, and enriching.

G. Materials

1. Source of Information Used for Selection and Acquisition of Materials:

<u>Source of Information</u>	<u>Valuable</u>	<u>Useful</u>	<u>Not Useful</u>
National Multi-media Center Upper Montclair, N. J. Abstracts	X		
Lyman Research		X	
Annotated Bibliography of Adult Basic Education & Related Library Materials Texas Education Agency	X		
State of Georgia Recommended Listing of Adult Basic Education		X	
Consumer Product Information Washington, D. C.		X	
Eric Report Educational Resources Information Center Washington, D. C.	X		

2. The following is a listing of material ordered by this project:

SUMMARY
OF
COPING SKILLS MATERIALS

<u>COPING SKILL</u>	<u>No. of Pieces in Print</u>	<u>Non-Print</u>
Advocacy	8	
Aging	6	
Children	7	
Community	7	
Consumer Economics	69	2
Education	258	14
Family	25	
Health	36	
Housing	23	
Insurance	5	1
Jobs	12	4
Leisure	24	
Relating to Others	13	
Relocation Skills	6	
Self	12	
Taxes	4	
Transportation	5	
	---	---
TOTALS	510	21

* See Appendice B for Listing of titles in Coping Skills Area.

3. Please list by Coping Skills areas the specific subjects or titles the materials requested by:

a. Adult Learners	Materials Requested
	Insurance Law
	Taxes Fiction
	GED Books (educational)
	Math (money management)

b. ABE Staff	Vocabulary Development
	(Communication)
	Easy Reading
	(Leisure)

4. Do adult learners ask for nonprint materials?

No.

5. Do ABE Staff ask for nonprint materials?

Yes.

Staff have expressed an interest in having tapes and films. At present time, no equipment for use of nonprint materials is available at some locations.

6. Have any new materials been developed by your staff or others so far in this project? Describe.

Promotional and recruitment materials have been developed. Materials which announce and describe the Adult Basic Education Program in the area are the main materials which have been developed such as the ABE Handbook. Also an informational newsletter is published by the project.

7. What kind of print seems to be most popular with your ABE Clients?

Paperbacks and pamphlets

8. Did you have appropriate materials to fill interest area expressed verbally or on the reader's profiles? Do You Now?

Consumer materials, insurance, taxes, and law were the areas most requested. We did not have materials sufficient to meet all expressed interests. We have purchased materials and we are still in the process of securing needed materials.

H. Methods of Service

1. What kinds of activities have ABE staff from the community initiated in connection with this project?

The ABE staff have initiated and developed a closer relationship with industries in connection with recruitment of Adult Learners. The ABE Staff have been instrumental in working to secure additional supplies needed for the ABE Programs. One Adult Education Center was redecorated with the help of a local industry.

2. What kinds of activities have the library staff from the community initiated in connection with this project?

There has been a growing concern for securing additional materials in the Coping Skills area and for more efficient organization of materials. Interfiling of adult fiction and non-fiction have been completed at the Northeast Georgia Regional Library and the White County Branch.

In some instances library hours have been extended in an effort to facilitate library users.

Improved visual environment and greater community involvement has been evident at the Rabun Branch Library.

3. How much time does each of your project staff members spend teaching Basic Skills to individual students?

None.

4. How does this teaching in 3 above further the information-gathering skills on the part of all of your ABE Clients?

Not Applicable

5. What have you and your staff found to be the most useful specific techniques for introducing print and non-print to:

a. ABE Clients

Using expressed interest of ABE Clients, a display of materials is then organized. It is helpful for the ABE Clients to have some choices from which to make selections of materials. Informal discussions of materials or sharing sessions and offering suggestions of reading materials on the one to one relationship basis has worked most effectively.

b. ABE Staff

Showing examples of new materials, making these materials available for review, and informal discussion of this material has been helpful.

6. What do you and your staff feel are the most necessary services you extend or could extend ABE Learners?

Securing a collection of materials in the Coping Skills area

Facilitating the use of materials especially the nonprint.

Establishing concern for the ABE Learner as a person and concern for the ABE Program in general.

Encouraging expanding learning experiences for ABE students which offers some alternative to the formal structured approach.

7. What recruitment methods have been used? Which are most effective?

<u>RECRUITMENT METHODS USED</u>	<u>DEGREE OF EFFECTIVENESS</u>		
	<u>Much</u>	<u>Some</u>	<u>Little</u>
Newspapers	X		
Radio	X		
Posters		X	
Handbook		X	
Personal Contact	X		

8. When person-to-person recruiting was used, what kind of person was most effective as a recruiter?

Other students and ABE Staff

9. Approximately what percentage of your time do you spend on paperwork?

a. with libraries _____ 5%

b. with ABE Staff _____ 5%

c. with Adult Learner _____ 3%

d. Other (explain)

General project organization and paper work 65%

10. What problems have you had with reader's profiles?

Many times student interest is expressed in general terms; however, there has been no problems with reader's profile

11. What are alternate solutions to your problems with reader's profiles?

Individual conferences would be helpful in connection with reader's profiles.

12. Has there been an obvious trend to any particular interest area?

Interests are:

Fiction (Easy reading, fast moving particularly western)

Consumer Information (Marketing and Buying)

Law (Local, State, and Concerning Industry)

Insurance

i. Methods of Cooperation

1. Describe joint activities of library and ABE personnel at:

a. Local Level

An ABE Class is using the library as facility for their ABE Class. Increased useage of the library by the adult learner has been observed. A library field trip was planned for Adult Learners. Librarians worked with ABE instructors in securing materials and Joint Library-ABE Meeting has been helpful.

b. state level

State level support for the project has been expressed.

2. What do you and your staff feel are the most necessary areas of coordinated services for ABE or other disadvantaged adult clientele?

Bookmobile service and extending awareness of the service.

Instructional materials in sufficient quantities at the beginning of ABE Class organization

3. What kind of local or state financial or in-kind support other than AAEC support have been?

At this time there has been no other support. There is a possibility of additional State Library Funds.

J. Spread

What groups or individuals have asked for information about your project?

Industries	Civic Organizations
Ministerial Associations	Housing Authority
Director of Mountain Planning	Other Libraries
Administrators of Adult Education	Director of Neighborhood Service Center
Director of Cooperative Library Survey for Southeastern Library Association	
College & University Personnel	

K. Outcomes - First Six Months

1. Can you document a significant increase in library useage by ABE students?

A significant increase in library use has been evident. One ABE Class of twenty-five students meet in the library twice a week for classes. There is increasing demand for library materials and service.

2. How many borrowers cards have been issued?

70 cards

(Some adults enrolled in the program already had library cards. All others were issued cards.)

3. How useful do you and your staff judge the Community Referral Handbook to be?

The handbook is in the process of development and has not been distributed.

4. Do you and your staff have examples of ABE Curriculum changes brought about by your project?

This interim report has attempted to reflect some of the changes that have occurred as a result of this project. The director and the project are pleased with the increased understandings of the ABE Program, wider library use, additional material secured and utilized, and expanded service resulting from the project.

We anticipate the final project report will contain evidence of further project progress.

A P P E N D I C E S

NORTHEAST GEORGIA REGIONAL
LIBRARY-ABE PROJECT
CLARKESVILLE, GEORGIA

Interim Report
Frances Milhizer, Project Director
January, 1974

ADULT BASIC EDUCATION
ENROLLMENT

YEARLY ENROLLMENT

<u>COUNTIES</u>	(1969-70)	(1970-71)	(1971-72)	(1972-73)	(1973-74)
HABERSHAM	65	44	86	97	25
RABUN	130	38	0	0	0
STEPHENS	63	0	0	0	12
WHITE	26	28	153	98	22

* Years (1965-73) reflect cumulative yearly totals.
1973-74 reflect ABE enrollment of November 1, 1973.

LIST OF MATERIALS PURCHASED BY PROJECT

Coping Skill-Advocacy

"About Law" (4)
"State and Local Government Coordination"
"Handbook of Everyday Law"
"Walking Tall"
"American Government Like It Is"

Aging

"Job Hunting After 40" (4)
"How to Collect from Social Security (at any age)" (2)

Children

"Child Health"
"Be Not Afraid"
"Children's Books"
"Johnny Horizons Children's Kit"
"How Children Fail"
"To Sir With Love"
"Angel Unaware"

Community

"Foundations of Citizenship"
"Closing Circle"
"Your Chance to Live"
"You and Your Community"
"Past the End of the Pavement"
"How to Protect Yourself Today"
"Silent Spring"

Consumer Economics

"Use Credit Properly"
"Become a Better Buyer"
"Comparison Buying Food" (4)
"Discount Store Buying"
"Mail Order Catalog Buying"
"Money Management Installment Buying"
"Consumer Rights"

"Comparison Buying-Furnishings and Accessories"
 "Getting Your Money's Working"
 "Accent Consumer Education" (4)
 "Consumer Education Teaching Guides" (4)
 "Why Did They Name It"
 "Using Money Series Book 4"
 "The Bank Book"
 "Appliance Service"
 "Buying By Mail"
 "Buying on Time"
 "Guarantees and Warranties"
 "Sales Contracts"
 "Truth in Lending"
 "Savings"
 "Shopping for Food"
 "What is a Better Business Bureau"
 "Consumer's Buying Guide"
 "Ralph Nader; Man and Movement"
 "Dishwashers"
 "Microwave Oven Radiation"
 "Room Air Conditioners"
 "Toasters"
 "Vacuum Cleaners; Their Selection"
 "Washers and Dryers"
 "All Weather Protection: Anti-freeze/coolant"
 "Automobile Batteries: Their Selection and Care"
 "Cost of Operating an Automobile"
 "The Hazards of Mixing Tire Types"
 "Safety Belts in '72; A Step Closer to Automatic Crash Survival"
 "Studded Tires"
 "Tires: Their Selection and Care"
 "Clothing and Fabric Care Labeling"
 "Clothing Repairs"
 "Fibers and Fabrics"
 "Look for That Label"
 "Removing Stains from Fabrics"
 "Sanitation in Home Laundering"
 "Consumer Education Bibliography"
 "Consumer News"
 "Don't Be Gyped"
 "Fair Credit Reporting Act"
 "FDA Consumer"
 "Forming Consumer Organizations"
 "Guide to Federal Consumer Services"
 "How the Consumer can Report to the Food and Drug Administration"
 "Mail Fraud Laws"
 "Mail Order Insurance"
 "Protection for the Elderly"
 "Quackery"
 "Truth in Lending"
 "Consumer Guide to Product Safety"

"Users Guide to Protection of Environment"
 "Wonderful World of Money-Better Buyer Credit and You"

Education

"Reader's Digest Readings (Books 1, 2, 3, 4, 5, 6) (24)
 "Cambridge ABE Services"
 "How to Teach Reading" (4)
 "Acquiring Arithmetic Skills" (1)
 "Programmed Math" (8)
 Teacher's Manual
 "Vocabulary"
 Number Puzzle
 Tally & Diff
 Multifax & Quotient
 Block It
 Positive Primes
 Math Bowl
 Fraction Dominoes
 Tic Tac Divide
 Divide & Conquer
 Hexapawn
 "Manual for the Volunteer as a Teacher"
 "Teaching Basic Reading, Computation" (4)
 "How to Become a Successful Student" (4)
 "Remembering Made Easy" (4)
 "Falcon Books Condensed Best Sellers" (4)
 "Useful Arithmetic" (40)
 "Teachers Key" (2)
 "All About the Hall Family" (15)
 "Read and Do with Professor Riddle"
 "Operation Alphabet I, II (2)
 "HSE General Math Ability"
 "66 Readers Digest ABE Adapted Articles" (66)
 "Patterns of American English"
 "Quotations"
 "Set of Basic Adult Basic Education Monographs"

Cassettes: Basic Vocabulary Builder
 Intermediate Vocabulary Builder
 Advanced Vocabulary Builder
 Let's Talk Metric

Family

"Controlling Household Pests"
 "Growing Flowering Perennials"
 "Landscaping For Living"
 "Safe Use of Pesticides"
 "Selecting & Growing House Plants"
 "Trees For Shade and Beauty"
 "Consumers All"

"Federal Benefits for Veterans and Dependents"
 "How to Prevent and Remove Mildew"
 "Home Canning of Fruit and Vegetables"
 "How to Make Jellies, Jams and Preserves at Home"
 "Vegetables in Family Meals"
 "Home Freezing of Poultry"
 "How to Buy Meat for Your Freezer"
 "Standards for Meat and Poultry Products"
 "Low-Income Life Styles"
 "Rotten Years"
 "Home Management and Food Preparation"
 "Safety Planning"
 "Home Management Decorating"
 "Soup'n Sandwich Get Togethers"
 "Primer Of Home Laundry Planning"
 "Money Saving Main Dishes"
 "Family Fare"

Health

"Minibikes"
 "Prenatal Care"
 "Toy Safety"
 "Toys Banned by the Food and Drug Administration"
 "Watch Out for Lead Paint Poisoning"
 "Calories and Weight"
 "Facts About Nutrition"
 "Family Fare"
 "Food and Your Weight"
 "Food Guide for Older Folks"
 "Nutrition Sense and Nonsense"
 "Nutritive Value of Foods"
 "How to Buy Dairy Products"
 "Answers to Most Frequently Asked Questions About Drug Abuse"
 "Cancer, What to Know, What to Do About It"
 "Cause of Heart Attacks"
 "Hearing Aids"
 "First Facts About Drugs"
 "Medicines"
 "Self-Medication"
 "Nutrition" (4)
 "Pollution"
 "Birth and Genetic Defects" (4)
 "Disease Information"
 "Prenatal Care"
 "Pesticides and Environment"
 "Genetic Counseling"
 "Licit and Illicit Drugs"
 "The Medical Messiah"
 "Overcoming Drugs: Program for Action"

Housing

"Cooperative vs. Condominiums"
 "Designs for Low Cost Wood Homes"
 "Fair Housing U. S. A."
 "House Construction"
 "Making Basements Dry"
 "Wise Home Buying"
 "Home Heating"
 "7 Ways to Reduce Fuel Consumption in Household Heating"
 "Paint and Painting"
 "Planning Bathrooms"
 "Planning Your Home Lighting"
 "Protecting Your Home Against Termites"
 "Simple Plumbing Repairs"
 "Wood-Colors and Kinds"
 "Christmas Safety"
 "Wood Decay in Houses"
 "Glass Door Injuries and their Control"
 "Safety of Cooking Utensils"
 "How to Decorate with Photographs"
 "Furniture Care"
 "Mobile Homes"
 "Home Buyer's Guide"
 "Home Improvements"

Insurance

"Life Insurance" (4)
 "The Injury Industry"
 Cassette: "Buy Insurance"

Jobs

"Careers in Programming"
 "Homestudy for Civil Service" (4)
 "Resumes that Get Jobs (4)
 "Getting and Holding a Job"
 "Work for Everyone"
 "Summer Job Tips from Manpower, Inc."

Filmstrips: Job Interview
 Employment Application

Cassette: Telling Your Story on Employment Application
 Your Job Interview

LEISURE

"Egg-Carton Matic"
 "Finishing with Gold Leaf"
 "Cooking with Crystal Flowers"
 "The Art of Decoupage"
 "Antiquing the Easy Way"
 "Magic With Marbles"
 "So You Think you Know TV"
 "Great Radio Heroes"
 "Glorious Decade"
 "Twenty-two Ideas to Help you Light Up for Christmas"
 "Things to Make & Do"
 "Quilting as a Hobby"
 "Dark Gondola"
 "Conjure Wife"
 "Shivering Sands"
 "Miracle at St. Brunos"
 "Fiddler on the Roof"
 "King of Castle"
 "Niddams Stories"
 "Protege"
 "Mine Eyes Have Seen the Glory"
 "Born Free"
 "Goodbye Mr. Chips"
 "Dark Star"
 "Legend of Deadly Doll"
 "Alzheimer"
 "Stormhaven"
 "Gone with the Wind"
 "Jonathan Livingston Seagull"
 "A Man Called Peter"
 "Christy".
 "Wunnerful, Wunnerful!"

Relating to Others

"Ethnic Studies"
 "American Indian Week"
 Change in Rural Appalachia
 "Beautiful Country, Beautiful People" (5)
 "Blues for Mr. Charlie"
 "In White America"
 "Martin Luther King"
 "Three Who Dared"
 "Peter Principle"

Relocation Skills

Housing (4)
 "Moving"
 Family Guide to Successful Moving

Self

"Art of Living in the World Today"
"Steps to New Personal Power"
"Daily Power for Joyful Living"
"Nobody Knows my Name"
"Black on Black"
"Black Like Me"
"Black Soldier" (2)
"A Choice of Weapons"
"Loneliness of Long Distance Runner"
"Peter Prescription"
"Tough-Minded Optimist"

Taxes

"Official Internal Revenue Guide to Federal Income Tax" (4)

Transportation

"Highway Safety"
"Motorists Bedside Book" (4)