

APPENDIX

THE VALUE OF THE ARCHITECT: REASONS FOR ENGAGING AN ARCHITECT

As formulated by

THE AMERICAN INSTITUTE OF ARCHITECTS

An Architect's services insure good design and good construction . . . convenience and comfort because of careful planning . . . ease in securing a mortgage loan at a good rate . . . money's worth in material and labor . . . low operating and maintenance cost.

I

A building designed and constructed under the supervision of an Architect is created to meet the specific desires and particular needs of the Owner. The Architect gives to it the benefit of years of intensive training and experience in a specialized profession.

II

The Architect supervises the entire construction to assure that all provisions of working drawings and specifications are faithfully and properly carried out.

III

He is coordinator on lighting, heating, plumbing, decorating, air conditioning and other specialties.

IV

As a businessman, he administers construction and financing details, guards against over-stepping on cost limitations, obtains estimates and advice on contractors.

V

From start to finish of a building operation, he is the Owner's professional adviser and representative, assisting in drawing contracts, clearing with building codes and lien laws, certifying construction charges, and seeing throughout that the Owner gets what he pays for.

VI

Architectural services are a small fraction of the total cost of the building. A good Architect often saves the Owner a sum much larger than his fee; even more often his contribution to the work enhances the value many times more than the amount of his charges.

A.I.A. Doc. No. 308 (Rev. 9/15/53)

THE SELECTION OF AN ARCHITECT

1. The Architect's relationship with his client will be satisfactory only if it is based on mutual trust, respect, and integrity.

Selecting an Architect by Direct Selection

2. The simplest and quickest way of engaging an Architect is by direct selection. Thereunder the prospective client engages his Architect directly in a written agreement for an agreed fee as soon as he is satisfied as to the Architect's good standing in his profession and community, his ability in design and competence in construction, and his practical efficiency, business capacity and good judgment.

Selecting an Architect by an Architectural Competition

3. An architectural competition is established whenever two or more Architects make available to a prospective client, or anyone acting in his behalf, any research on his project or conclusion based thereon or any drawing, model or sketch of any nature or any reproduction or copy thereof made for the project.

4. Sometimes, because of the exigencies of laws or other reasons, the prospective client cannot, or does not, desire to select his architect directly. In that event, he may use an architectural competition, but if he uses that method then he does not make the selection himself but delegates it to a competition jury and agrees to employ the Architect whom the jury designates the winner of the competition. The jury, however, cannot consider whether or not the Architect selected will be personally agreeable to the client nor take into consideration whether or not the Architect's professional experience will be satis-

factory to him, so the client should assure himself on these points either by limiting the competition to Architects of whose compatibility and professional qualifications he has assured himself or by making it a condition of the competition that any competitor who does not so qualify may or shall associate himself with an Architect who does.

5. Such a competition should be conducted under conditions that will attract architects of ability, be equitable to all concerned, provide a competent, fair and impartial judgment, and bring out the best results for the client. To accomplish these things, it is essential that the competition embrace a *professional adviser* to advise the client and conduct the procedure of the competition; a *written program* of the competition, constituting a contract between the client and the competitors; *anonymity* of submission; a *judgment* by an expert and unprejudiced jury; and, if the competition is for a definite project on a definite site and unless barred from doing so by law or legal restraint, an *agreement to employ* the winner of the competition as the Architect of the project to perform the architectural services described and to pay him the fee stated in the program.

6. The essentials stated above must be set out in the program of the competition and all conditions of the competition must be equitable to all concerned before members of The American Institute of Architects enter it. To assure that such is the case, The Institute will scrutinize the programs of architectural competitions that are to be held within its domain and come to its knowledge and will approve such thereof as it finds worthy and in compliance with the prescribed conditions. As soon as, but not before, such approval is given to a competition program members of The Institute may take part in the competition in any capacity, if invited.

THE STANDARDS OF PROFESSIONAL PRACTICE

The following provisions of the By-Laws of The Institute form the basis for all disciplinary actions taken under the Standards of Professional Practice:

Chapter 14, Article 1, Section 1 (c)

Any deviation by a corporate member from any of the Standards of Professional Practice of The Institute or from any of the rules of the rules of The Board supplemental thereto, or any action by him that is detrimental to the best interests of the profession and The Institute shall be deemed to be unprofessional conduct on his part, and ipso facto he shall be subject to discipline by The Institute.

1 Obligations of Good Practice

The profession of architecture calls for men of the highest integrity, judgment, business capacity, and artistic and technical ability. An Architect's honesty of purpose must be above suspicion; he acts as professional adviser to his client and his advice must be unprejudiced; he is charged with the exercise of judicial functions as between client and contractors and must act with entire impartiality; he has moral responsibilities to his professional associates and subordinates; he is engaged in a profession which carries with it grave responsibility to the public. These duties and responsibilities cannot be properly discharged unless his motives, conduct and ability are such as to command respect and confidence.

Planning, technical guidance, advice and counsel constitute the service of the profession. Given in verbal, written or graphic form, they are rendered in order that buildings with their equipment and the areas about them, in addition to being well suited to their purposes, well planned for health, safety, efficient operation and economical maintenance, and soundly constructed of materials and by methods most appropriate and economical for their particular uses, shall also have beauty and distinction.

In order to promote the highest standards of conduct in the practice of architecture, The American Institute of Architects has formulated the following basic principles for the guidance of the profession:

A. An Architect's relation to his client depends upon good faith. Before undertaking any commission he should explain the exact nature and extent of his

services, and of his compensation therefor. Where a fixed limit of cost is established in advance of design, the Architect must be given freedom in determining the character of design and construction needed to meet as nearly as feasible the cost limit established but should not be understood to guarantee the final cost which will be determined not only by the Architect's solution of the owner's fixed requirements but by the fluctuating conditions of the competitive construction market.

It is an important duty of the Architect to keep the owner informed, during the progress of the work, as to the probable cost of construction involved.

B. An Architect should consider the needs and stipulations of his client and the effect of his work upon the life and well being of the public.

C. An Architect may offer his services to anyone on the generally accepted basis of commission, fee, salary or royalty, as Architect, consultant, adviser, or assistant, provided that he rigidly maintains his professional integrity.

D. An Architect should not make use of services offered by manufacturers, suppliers of building materials, appliances and equipment, or contractors, which may be accompanied by an obligation detrimental to the best interest of the client.

E. An Architect's drawings, specifications and other documents should be complete, definite and clear concerning his intentions, the scope of the contractor's work, the materials and methods of construction to be used therefor, and the conditions under which the construction work is to be completed and paid for.

F. An Architect should guard equally the interests of the contractor as well as those of the client. The Architect will condemn workmanship and materials which are not in conformity with the contract documents, but it is also his duty to give every reasonable aid toward a complete understanding of those documents so that mistakes may be avoided. He will not call upon a contractor to make good omissions and errors in the contract documents.

G. An Architect in his investments and in his business relations outside of his profession must be free from financial or personal interests which tend to weaken or discredit his standing as an unprejudiced and honest adviser, free to act in his client's best interests.

H. An Architect should promote the interests of his professional organizations and do his full part of the work of those organizations. He should share in the interchange of technical information and experience with the design professions and the building industry.

I. An Architect should inspire the loyal interest of his employees, providing suitable working conditions for them, requiring them to render competent and efficient services, and paying them adequate and just compensation therefor.

J. An Architect should endeavor to provide opportunity for the professional development of those who enter the profession, by assisting them to acquire a full understanding of the functions, duties and responsibilities of Architects.

K. An Architect should seek opportunities to be of constructive service in civic affairs, and to the best of his ability advance the safety, health and well-being of the community in which he resides.

Finally, every Architect should do his part to forward justice, courtesy and sincerity in his profession. It is incumbent on him in the conduct of his practice to maintain a wholly professional attitude toward those he serves, toward those who assist him in his practice, toward his fellow Architects, and toward the members of other professions, and the practitioners of other arts. He should respect the distinction between professional practice and non-professional enterprise.

2 Mandatory Standards

1. **An Architect shall not accept any compensation for his services other than from his client or employer.**

2. **An Architect shall not render professional services without compensation.**

He shall neither offer nor provide preliminary services on a conditional basis prior to definite agreement with the client that if the contemplated project proceeds, he will be employed as its Architect.

3. **An Architect shall not knowingly compete with another Architect on a basis of professional charges, nor use donation as a device for obtaining competitive advantage.**

4. **An Architect shall not offer his services in a competition except as provided in The Institute's Competition Code.**

5. **An Architect who has been retained as a professional adviser in a competition shall not accept employment as an Architect for that project.**

6. **An Architect shall not render architectural services to non-professional enterprises connected with the building industry, except when**

(a) He does not either directly or indirectly solicit orders for the said enterprises.

(b) He is paid by salary, fee or royalty for his architectural services and does not participate in any profits of the aforesaid enterprises which would influence his professional integrity.

7. **An Architect shall not engage in building contracting.**

8. **An Architect shall not knowingly injure falsely or maliciously, the professional reputation, prospects or practice of another Architect.**

9. **An Architect shall not attempt to supplant another Architect after definite steps have been taken by a client toward the latter's employment.**

10. **An Architect shall not undertake a commission for which he knows another Architect has been employed until he has notified such other Architect of the fact in writing and has conclusively determined that the original employment has been terminated.**

11. **An Architect in soliciting work shall not divide fees except with professionals related to building design, and those regularly employed or known to be associated with his office.**

12. An Architect shall not use paid advertising nor use self-laudatory, exaggerated, or misleading publicity.

Factual materials, verbal or visual, which dignify the profession or advance public knowledge of the Architect's function in society may be presented through public communication media.

13. An Architect shall not solicit, nor permit others to solicit in his name, advertisements or other support toward the cost of any publication presenting his work.
14. An Architect shall conform to the registration laws governing the practice of architecture in any state in which he practices and he shall observe the standards of practice established by the local Architects' professional body.
15. An Architect shall at no time act in a manner detrimental to the best interests of the profession.

Conclusion

Since adherence to the principals herein enumerated is the obligation of every member of The American Institute of Architects, any deviation therefrom or from the broad principles of good practice as set forth in Section I, shall be subject to discipline in proportion to its seriousness.

The Board of Directors of The American Institute of Architects shall have sole power of interpreting these Standards of Professional Practice and its decisions shall be final subject to the provisions of the by-laws.

Document No. 330, Standards of Professional Practice, was originally approved and adopted by the seventy-ninth Convention in 1947. It was subsequently revised by the eighty-first Convention in 1949 and the eighty-third convention in 1951. The eighty-sixth Convention in 1954 adopted this revision.

BASIC SCHEDULE OF ARCHITECTURAL SERVICES

FOREWORD:

The Architectural Profession

The profession of architecture calls for men of high integrity, business, artistic and technical ability, and a capacity to analyze and solve an Owner's problems.

An Architect's honesty of purpose is paramount; he acts as professional adviser to his client and his advice is unprejudiced; he is charged with the exercise of judicial functions as between client and contractors and acts with entire impartiality; he has moral responsibilities to his professional associates and subordinates; finally, he is engaged in a profession which carries with it vital responsibility to the public. The proper discharge of these duties and responsibilities requires that the Architect's motives, conduct, attitude and ability be such as to merit respect and confidence.

Licensing and Registration Laws

Admission to the practice of Architecture is now regulated by law in each of the forty-eight states, the territories, and the District of Columbia.

The basis upon which the constitutionality of a licensing or registration law rests is the exercise by the state of the police power for the protection of life, health and the public welfare.

The various State Boards of Registration have set up the National Council of Architectural Registration Boards, whose aim is to standardize qualifications and to facilitate admission to interstate practice.

I. SELECTION OF AN ARCHITECT

An Architect should be chosen on the basis of his competence and integrity. Selection of an Architect on the basis of a competition in professional charges is contrary to the ethics of the architectural profession. An Architect seeking to secure employment on such basis should therefore be suspect as to his integrity and professional standing.

The following methods of procedure for the selection of an Architect are customary:

Direct Selection. Selection by the Owner through personal knowledge on the basis of reputation,

demonstrated ability, and the recommendations of others for whom the Architect has rendered service.

Comparative Selection. Selection from a group of Architects given opportunity to present evidence of their qualifications, the Owner acting with or without the advice of an Architect serving as a professional adviser.

Design Competition Selection. Selection according to the Architectural Competition Code Procedure of The American Institute of Architects.

II. THE OWNER'S RESPONSIBILITIES

1. Relations with Architect

The Owner will benefit in his relationship with the Architect if he thoroughly understands the responsibilities of each party in the cooperative endeavor. The Architect is the Owner's professional adviser and in certain matters as may be defined in writing acts as his agent.

The orderly and economical execution of the construction contract will be assisted by prompt action by the Owner on all questions, orders and certificates as submitted by the Architect and the giving of all orders to Contractors through him.

The Owner in his own interest should make sure that he understands fully the preliminary studies, as they will form the basis for the working drawings and specifications and changes in the drawings may be very expensive and a cause of delay.

2. Financial Limitations

The Owner should disclose fully to the Architect at the start, all financial limitations that may affect the project, and all present and probable future requirements that affect the design of the structure. If the cost of the project is controlled by a fixed limit this should be stated clearly in writing.

3. Information Furnished by Owner

The Owner shall, so far as the work may require, furnish the Architect with the following information: A complete and accurate survey of the building site, giving the grades and lines of streets, pavements,

and adjoining properties; the rights, restrictions, easements, boundaries, and contours of the building site, and full information as to sewer, water, gas and electrical service and other utilities. The Owner shall pay for borings or test pits and for chemical, mechanical, or other tests when required.

The Owner shall provide all legal advice and services required for the operation.

III. THE ARCHITECT'S SERVICES

The Architect's services include:

1. Preliminary Services:

Consultations needed to determine the problems of the project.

Preparation of schematic drawings showing recommended solutions until an agreement on a solution is reached.

Preparation of preliminary drawings of the approved solution and outline specifications describing materials to be used.

The furnishing of preliminary estimates of cost.

2. Working Drawings and Specifications:

Preparation of working drawings and specifications describing in detail the work to be done and the materials and workmanship to be used, including normal structural, plumbing, heating, electrical and other mechanical work.

Assistance in preparation of forms of proposal and contract documents.

3. During Execution of Work:

Assistance in securing proposals and in the award of contracts.

Preparation of additional large scale and full size detail drawings, as required.

General supervision of the work including necessary shop inspections and checking of samples and shop drawings submitted and made by contractors and subcontractors.

Issuance of orders for changes in the work approved by the Owner.

Checking of contractors' requests for payments and the issuance of certificates for payments, including final inspection of the work prior to issuance of final certificate.

IV. COMPENSATION

1. On Percentage of Construction Cost

Compensation for the normal architectural services outlined in III above and for Reimbursements and Extra Services, is as provided in the recommended schedule of charges, applicable for the location where the project is to be constructed.

The schedules represent fair minimum rates below which complete and adequate architectural service cannot be reasonably expected.

2. Fee Plus Costs

While the percentage method of charging for professional service is a usual procedure, the "Fee Plus Cost" system has been developed to meet special conditions of practice or individual preference. A form of Agreement, together with a Circular of Information describing the use of this system is issued by the American Institute of Architects for the general information of the profession and its clients.

The fee will be determined, in each case, by the type and character of the service required and the length of time and the responsibility involved. The expense involved will consist principally of that of drafting; other direct charges such as engineers, clerk-of-the-works, travel and blue printing, and indirect expense such as rent, stenographers and supplies. The direct expense will be charged as incurred. The indirect expense will be covered by adding a certain percentage to the drafting expense according, in each case, to the Architect's normal office experience.

The Architect will be paid monthly a stated portion of his fee and reimbursement of direct and indirect expense incurred during the previous month.

3. Other Systems

In some cases where the scope of the project and the extent of the service is well defined, or where the Owner requires the assurance of a definite limit of expense of architectural and engineering services, the Architect can be remunerated on the basis of an agreed lump sum to cover the Architect's expense as well as his fee.

Where the project is indefinite, as to magnitude and duration, payment can be on a per-diem or hourly rate for the Architect's personal service plus drafting and other expenses. It can also be on a basis of the Architect's technical personnel expense multiplied by an indirect expense factor and professional fee.

In all these cases the Architect's agreement with his client needs to be carefully drawn, defining the items of direct, indirect and reimbursable expense, the amount of the fee and the way in which it is paid. Monthly payments are proper for both the fee and the various expenses as they are incurred. In the case of a lump sum fee to cover the Architect's services, the scope of the project and the services required should be definitely set forth, and a provision included for an adjustment of the fee should there be material changes in the scope of the project and the services required.

V. COST OF THE WORK

The cost of the work as herein referred to means the final cost to the Owner, but it does not include any Architect's or Special Consultants' fees or reimbursements or special charges or the expense of a Clerk-of-the-Works. When labor or material is furnished by the Owner below its market cost the cost of the work shall be computed upon such market cost.

Estimates of cost by the Architect are not to be taken as guaranteed. If an Architect accepts a contract for services on a project for which there is a definite fixed limit of cost, either by the written statement of the client or due to a public appropriation, the client, whether an individual or a public agency, is entitled to expect him to make his drawings and specifications such as will permit their execution within the stated limit unless otherwise agreed in writing. If at any stage of his work the Architect becomes convinced this is not possible,

due to the Owner's stated requirements or developing trends in building costs, or otherwise, he should immediately inform his client and seek further instructions. In signing such a contract the Architect should be protected, in the terms of his agreement, against those external factors that are outside of his control.

VI. MISCELLANEOUS PROVISIONS

1. Ownership of Documents:

The drawings and specifications are instruments of service and the agreement between the Owner and the Architect should make clear this fact and that they are the property of the Architect whether the work for which they are made be executed or not and that they are not to be used on other work except by agreement with the Architect.

2. Successors and Assignments:

The Owner and the Architect, in any written agreement, may properly bind their respective partners, successors, legal representatives and assigns to its provisions, but otherwise should not assign, sublet or transfer their interest in the agreement without the written consent of the other.

3. Arbitration:

If any question arises it is desirable that it be submitted to arbitration in accordance with the Standard Form Arbitration Procedure of the American Institute of Architects.

THE AMERICAN INSTITUTE OF ARCHITECTS

The Octagon, 1735 New York Avenue, N. W.
Washington 6, D. C.

LIST OF PUBLICATIONS AND DOCUMENTS

PLEASE NOTE: Orders must be accompanied by remittance (except in the case of A.I.A. members or dealers). Minimum order to non-members, to cover handling and mailing—\$.10.

Contract Documents and Other Legal Forms

Agreement (Owner and Contractor—Stipulated Sum) ² (Sixth Edition)	(A. I. A. Form A1)	.15
General Conditions (Sixth Edition)	(A. I. A. Form A2)	.35
Agreement and General Conditions in Cover (Sixth Edition)	(A. I. A. Forms A1, A2, E1)	.50
Owners' Protective Bond (1951 Printing) ²	(A. I. A. Form B1)	.10
Form of Subcontract (Sixth Edition) ²	(A. I. A. Form C1)	.10
Letter of Acceptance of Subcontractor's Proposal (Sixth Edition) ²	(A. I. A. Form D1)	.10
Cover (heavy paper, with valuable notes) (Sixth Edition)	(A. I. A. Form E1)	.02
Complete set in cover (Sixth Edition)	(A. I. A. Forms A1, A2, B1, C1, D1, E1, 107)	.85
Short Form for Small Construction Contracts (Sixth Edition)	(A. I. A. Form 307)	.25
Performance Bond; Labor and Material Payment Bond	(A. I. A. Form 107)	.10
Form of Agreement Between Owner and Architect on the Percentage Basis, When Engineers' Fees are reimbursed to the Architect by the Owner (Sixth Edition)	(A. I. A. Doc. No. A-102)	.05
Form of Agreement Between Owner and Architect on the Percentage Basis, When Engineers' Fees are included in the Architect's Fee (Sixth Edition)	(A. I. A. Doc. No. B-102)	.05
Form of Agreement between Owner and Architect on the Fee Plus Cost System (Sixth Edition)	(A. I. A. Form 103)	.05
Circular of Information on Fee Plus Cost System (Owner-Architect)	(A. I. A. Doc. 185)	.03
Form of Agreement between Owner and Contractor (Cost plus Fee Basis) (Sixth Edition)	(A. I. A. Form 105)	.10
Circular of Information on Cost Plus Fee System (Owner-Contractor) (Sixth Edition)	(A. I. A. Doc. 143)	.06

Ethical and Service Documents¹

Standards of Professional Practice ¹ (Revised June 10, 1954)	(A. I. A. Doc. No. 330)	.02
How to Select an Architect by Direct Selection ¹	(A. I. A. Doc. No. 300)	.02
A Suggested Guide to Bidding Procedure (Rev. Nov. 1949)	(A. I. A. Doc. No. 333)	.05
The Value of the Architect (Eight Reasons for the Employment of an Architect) ¹	(A. I. A. Doc. No. 308)	.02
Arbitration Procedure, Standard Form ¹ (Second Edition 1949)	(A. I. A. Doc. No. 305)	Free
Functions of the Consultant	(A. I. A. Doc. No. 356)	.02
Basic Schedule of Architectural Services	(A. I. A. Doc. No. 177)	Free

¹ These documents free to corporate members of The Institute.

² The Content of the Fifth and Sixth Editions of these forms is identical.

Books and Pamphlets

Handbook of Architectural Practice (Sixth Edition 1951)		4.00
Circular on the Handbook of Architectural Practice	(A. I. A. Doc. No. 108)	Free
Architects' Specifications—How to Write them		5.00
Circular on Architects' Specifications—How to Write Them	(A. I. A. Doc. 341)	Free
Specification Work Sheets (Revised 1951)		5.00
Circular on the Specification Work Sheets	(A. I. A. Doc. No. 340)	Free
Standard Filing System and Alphabetical Index (1954 Edition)	(A. I. A. Doc. No. 172)	2.00
Circular on the Standard Filing System and Alphabetical Index	(A. I. A. Doc. No. 172A)	Free
Filing System for Architectural Plates and Articles (Second Edition)	(A. I. A. Doc. No. 261)	1.00
Circular on the Filing System for Architectural Plates and Articles	(A. I. A. Doc. No. 261A)	Free
One Hundred Books on Architecture (a list) Revised (2-53)	(A. I. A. Doc. No. 100)	.10
By-laws of The American Institute of Architects—To Corporate Members only	(A. I. A. Doc. No. 278)	Free
Chapter By-laws—Advisory Form of—To Corporate Members only	(A. I. A. Doc. No. 273)	Free
So you want to be an Architect		Free

Standard Accounting System

Circular and Price List	(A. I. A. Document No. 343)	Free
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Periodicals

Journal of The American Institute of Architects (Monthly) per year		3.00
(Single copies 35¢)		
Bulletin of The American Institute of Architects (Bi-monthly) per year		2.00
(Single copies 50¢)		
Memo from The Octagon (Bi-weekly), per year		2.50
(Single copies 10¢)		

Competitions

Architectural Competitions	(A. I. A. Doc. No. 213)	.10
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Membership Application Forms

Information Concerning Memberships (Revised December 1954)	(A. I. A. Doc. No. 274)	Free
Application for Corporate Membership (Revised 12-1-54)	(A. I. A. Form S1)	Free
Application for Chapter Associateship	(A. I. A. Form S18)	Free
Application for Chapter Junior Associateship	(A. I. A. Form S19)	Free
Application for Chapter Student Associateship	(A. I. A. Form S20)	Free

Special and Temporary Publications (As of 4-15-55)

School Plant Studies (a continuing series, some out of print)		.10
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Other Publications

Standard Questionnaire for Selection of Architects for School Building Projects	(A. I. A. Doc. No. 371)	Free
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Federal Agencies Contracting for Building Designs		.25
Facts About Architecture and Architects		.15
Cubic Contents of Buildings—A Standard Method of Calculation and Form of Statement ¹	(A. I. A. Doc. No. 239)	.02
Advertising Matter, A Circular Relating to the Size and Character of ¹	(A. I. A. Doc. No. 184)	.02
List of Institute Documents	(A. I. A. Doc. No. 110)	Free
Recommendations for Building Product Films ¹ (1951)	(A. I. A. Doc. No. 350)	.02
Circular of Information on Insurance Requirements ¹ (1951)	(A. I. A. Doc. No. 355)	.02
The American Institute of Architects and Its Reason for Being		Free
Why The AIA?		Free
The Octagon (History of the Mansion)		Free
You and the A. I. A.	for Members only	Free

Directory on International Cooperation

(List of Architects interested in helping foreign students) 1.00

Procedure for Ordering Documents

It is important to note that most dealers in architects' supplies handle *contract forms only*. All other documents, as well as contract forms, may be ordered from Washington.

NOTE: There will be a charge for all FREE documents when ordered in quantity, to cover costs.

Orders, communications and remittances should be sent to The American Institute of Architects, The Octagon, 1735 New York Avenue, N. W., Washington 6, D. C.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

For circulars of advice concerning junior or senior examinations, write to William L. Perkins, Secretary, NCARB, 736 Lucas Ave., Chariton, Iowa. Dates in parentheses next to each state indicate year in which law regulating the practice of architecture was originally passed. *** indicates part of title omitted.

1. ALABAMA (1931)

John M. Fuller, Secretary, Board for Registration of Architects, 1508 Cresthill Road, Birmingham.

2. ARIZONA (1921)

Rayma Neeb, Executive Secretary, State Board of Technical Registration, 128 N. 1st Avenue, Phoenix.

3. ARKANSAS (1939)

Yandell Johnson, Sec.-Treas., State Board of Architects, 113 East 9th Street, Little Rock.

4. CALIFORNIA (1901)

Richard A. Patrick, Executive Secretary, State Board of Architectural Examiners, Room 558, 1020 N. Street, Sacramento 14.

5. COLORADO (1909)

Thomas E. Moore, Secretary-Treasurer, State Board of Examiners of Architects, 1765 Sherman Street, Denver.

6. CONNECTICUT (1933)

Bradford S. Tilney, Secretary, Architectural Examining Board, 111 Whitney Avenue, New Haven.

7. DELAWARE (1933)

A. Burton Stanhope, Secretary, State Board of Examiners ***Architects, 902 Orange Street, Wilmington.

8. FLORIDA (1915)

Mellen C. Greeley, Sec.-Treas., State Board of Architecture, Room 502, 218 West Church St., Jacksonville.

9. GEORGIA (1919)

R. C. Coleman, Joint Secretary, State Examining Boards, State Board ***Architects, 111 State Capitol, Atlanta.

10. IDAHO (1917)

Margaret Gilbert, Director, Bureau of Occupational License, Department of Law Enforcement, State Capitol, Boise.

11. ILLINOIS (1897)

Fredric B. Selcke, Superintendent of Registration, Department of Registration and Education, (Architect Division), Springfield.

12. INDIANA (1929)

Pauline H. Shumack, Secretary, State Board of Registration for Architects, Room 412, State Library Building, Indianapolis.

13. IOWA (1927)

William L. Perkins, Secretary-Treasurer, Board of Architectural Examiners, 736 Lucas Avenue, Chariton.

14. KANSAS (1949)

C. F. Boucher, Secretary, State Board of Architectural Examiners, 1002 Brown Building, Wichita.

15. KENTUCKY (1930)

Edd R. Gregg, Sec.-Treas., State Board of ***Architects, Heyburn Building, Louisville.

16. LOUISIANA (1910)

Howard E. Adger, Director, Department of Occupational Standards, Louisiana State Capitol, Baton Rouge.

17. MAINE (1945)

Arthur R. Savage, Secretary, State Board of Architects, 283 Water Street, Augusta.

18. MARYLAND (1935)

T. Worth Jamison, Jr., Exec. Sec., Board of Examiners of *** Architects, 8 East Mulberry Street, Baltimore.

19. MASSACHUSETTS (1941)

John W. Peirce, Secretary, Board of Registration of Architects, State House, Boston.

20. MICHIGAN (1915)

Henry G. Groehn, Secretary, State Board of Registration for Architects ***, 705 Cadillac Square Building, Detroit.

21. MINNESOTA (1921)

Helen D. Carlson, Executive Secretary, Board of Registration for Architects ***, 316 New York Building, St. Paul.

22. MISSISSIPPI (1928)

Carl E. Matthes, Secretary-Treasurer, State Board of Architecture, P. O. Box 510, Hattiesburg.

23. MISSOURI (1941)

Clemmie V. Wall, Secretary, State Board of Registration for Architects ***, Box 184, Jefferson City.

24. MONTANA (1917)

H. C. Cheever, Secretary-Treasurer, State Board of Architectural Examiners, Montana State College, Bozeman.

25. NEBRASKA (1937)

Roy M. Green, Secretary, State Board of *** Architects, 210 Ferguson Hall, University of Nebraska, Lincoln.

26. NEVADA (1949)

Aloysius McDonald, Secretary-Treasurer, State Board of Architecture, 1420 South 5th Street, Las Vegas.

27. NEW HAMPSHIRE (1948)

Alfred T. Granger, Secretary, State Board of Registration of Architects, Brook Road & Granger Circle, Hanover

28. NEW JERSEY (1902)

Ernest H. Fougner, Secretary-Director, State Board of Architects, Suite 448, 1060 Broad Street, Newark.

29. NEW MEXICO (1932)

Kenneth S. Clark, Secretary, Board of Examiners of Architects, 118 Otero Street, Santa Fe.

30. NEW YORK (1915)

John W. Paige, Chief, Bureau of Qualifying Certificates and Professional Examinations, The State Education Department, Albany.

Harold T. Brinkerhoff, Secretary, State Board of Examiners of Architects, 339 Lexington Avenue, New York.

31. NORTH CAROLINA (1913)

Ross Shumaker, Executive Secretary, State Board of Architectural Examination and Registration, Box 5445, Raleigh.

32. NORTH DAKOTA (1917)

Robert Ritterbush, Secretary-Treasurer, State Board of Architecture, 209 N. 7th St., Bismark.

33. OHIO (1931)

R. C. Kempton, Executive Secretary, State Board of Examiners of Architects, 50 West Broad Street, Room 2750, Columbus.

34. OKLAHOMA (1925)

Leonard H. Bailey, Secretary-Treasurer, State Board of Examiners of Architect, 1217 Colcord Building, Oklahoma City.

35. OREGON (1919)

Mrs. Margaret Goodin Fritsch, Secretary, State Board of Architect Examiners, 602 Concord Bldg., 208 S. W. Stark Street, Portland.

36. PENNSYLVANIA (1919)

M. Edwin Green, Secretary, Bureau of Professional Licensing, Department of Public Instructions, State Board of Examiners of Architects, Education Building, Harrisburg.

37. RHODE ISLAND (1936)

Arthur Campopiano, Secretary, Board of Examination *** Architects, 170 Westminster Street, Providence.

38. SOUTH CAROLINA (1922)

Mrs. Margaret P. Ballenger, Exec. Secretary-Treasurer, State Board of Architectural Examiners, P. O. Box 5325, Columbia.

39. SOUTH DAKOTA (1925)

Prof. E. D. Dake, Secretary, State Board of *** Architectural Examiners, School of Mines, Rapid City.

40. TENNESSEE (1921)

Granbery Jackson, Jr., Secretary-Treasurer, State Board of Architectural *** Examiners, 1313 Nashville Trust Building, Nashville.

41. TEXAS (1937)

Harold E. Jessen, Secretary, State Board of Architectural Examiners, 2816 Hemphill Park, Austin.

42. UTAH (1911)

Frank E. Lees, Director, Department of Registration, Department of Business Regulation, 324 State Capitol, Salt Lake City.

43. VERMONT (1951)

Payson R. Webber, Secretary, Board of Registration and Examinations, Rutland.

44. VIRGINIA (1920)

Turner N. Burton, Director, Professional and Occupational Registration, Box I-X, Richmond.

45. WASHINGTON (1919)

Edward C. Dohm, Acting Director, Department of Licenses, Olympia.

46. WEST VIRGINIA (1921)

L. D. Schmidt, Secretary, Board of Architects, Professional Building, Fairmont.

47. WISCONSIN (1917)

W. A. Piper, Secretary, Registration Board of Architects ***, 1100 State Office Building, Madison.

48. WYOMING (1951)

Frederic H. Porter, Secretary, Wyoming State Board of Architects, 1009 East Lincolnway, Cheyenne.

DISTRICT

1. DISTRICT OF COLUMBIA (1924)

Thomas H. Locraft, Sec.-Treas., Board of Examiners *** Architects, 1740 Massachusetts Avenue, N. W., Washington, D. C.

TERRITORIES

1. ALASKA (1939)

Leo H. Saarela, Secretary, Territorial Board of *** Architect Examiners, Box 854, Anchorage.

2. HAWAII (1923)

William C. Furer, Ass't. Secretary, Board of Registration for Architects, 1909 Aleo Place, Honolulu.
Mr. James M. Dunn, Secretary.

3. PUERTO RICO (1927)

Joaquin Mereado Cruz, Secretary, Board of Examiners of Architects, Box 9156, Santurce.

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 215 Ryerson St., Brooklyn 5, N. Y.

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New York 3, New York

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Ray Faulkner, Exec. Head
Department of Art & Arch.
Stanford, California

SELECTED LIST OF JOURNALS ON ARCHITECTURE

For a comprehensive list of Journals on Architecture Art and City Planning, see Ulrich's Periodicals Directory. (Last Edition)

- AMERICAN BUILDER. (Catalog Directory) 1905. m. \$3.50. Simmons-Boardman Publishing Corp., 79 W. Monroe St., Chicago 3, Ill. charts. illus.
- AMERICAN HOME. 1928. m. \$3. American Home Magazine Corp., 444 Madison Ave., New York 22.
- AMERICAN INSTITUTE OF ARCHITECTS. Bulletin. 1947. bi-m. \$2. The Octagon, 1735 New York Ave., N.W., Washington 6, D. C. bibl. charts. illus. index.
- AMERICAN INSTITUTE OF ARCHITECTS. Journal. 1944. m. \$3. The Octagon, 1735 New York Ave., N.W., Washington 6, D. C. bk.rev. illus. index.
- ARCHITECT AND BUILDER; for architects, builders and quantity surveyors in South Africa and Rhodesia. 1951. m. 30s. Box 4591, Cape Town, S. A.
- ARCHITECT AND BUILDING NEWS. 1869. w. 55s. Iliffe and Sons, Ltd., Dorset House, Stamford St., London S.E.1. bibl. bk.rev. charts. illus.
- ARCHITECT AND ENGINEER. 1905. m. \$3. Architect and Engineer, Inc., 68 Post St., San Francisco 4, Calif. bk.rev. illus. index. stat.
- ARCHITECT'S JOURNAL. 1895. w. 50s. Architectural Press, Ltd., 9 Queen Anne's Gate, London S.W.1. bk.rev. charts. illus. index.
- ARCHITECTURAL ASSOCIATION JOURNAL. 1887. m. 2s.6d. per no. Architectural Association, 34 Bedford Sq., London W.C.1. bk.rev. charts. illus. index.
- ARCHITECTURAL CONCRETE. 1935. irreg. Price not given. Portland Cement Association, 33 W. Grand Ave., Chicago 10, Ill. charts. illus. index.
- ARCHITECTURAL DESIGN. 1930. m. 30s. Whitefriars Press, Ltd., 26 Bloomsbury Way, London W.C.1. abstr. bk.rev. charts. illus. index.
- ARCHITECTURAL DIGEST; a pictorial digest of outstanding architecture, interior decoration and landscaping. 1920. q. \$8.50. John C. Brasfield, 556 S. Harvard Blvd., Los Angeles 5, Calif. illus.
- ARCHITECTURAL FORUM. 1892. m. \$5.50. Time, Inc., 9 Rockefeller Plaza, New York 20. bk.rev. charts. illus. index.
- ARCHITECTURAL HANDBOOK: a national quarterly directory of architectural, building and decorative products of use to architects. 1951. q. \$2.50. R. Cron, 6013 W. Third St., Los Angeles 36, Calif. illus.
- ARCHITECTURAL RECORD. 1891. m. \$5.50. F. W. Dodge Corp., 119 W. 40th St., New York 18. bk.rev. charts. illus. index. cum.index: v.1-20 (1891-1906)
- ARCHITECTURAL REVIEW. 1896. m. 58s. Architectural Press, Ltd., 13 Queen Anne's Gate, Westminster, London S.W.1. abstr. bk.rev. charts. illus. index.
- ARCHITECTURE D'AUJOURD' HUI. 1919. bi-m. 4800 fr. 5 rue Bartholdi, Boulogne (Seine), France. bk.rev. charts. illus. index.
- ARCHITECTURE FRANCAISE; architecture, urbanisme, décoration. 1940. m. 4000 fr. 41 boul. de Latour-Maubourg, Paris (7^e). bk.rev. charts. illus. index.
- ARQUITECTO PERUANO. 1937. m. S/6.50. Apartado 2141, Lima, Peru. charts. illus.
- ARQUITECTURA. 1938. q. \$45. Paseo de la Reforma 503, Mexico, D. F. abstr. bk.rev. charts. illus. index.
- ARQUITECTURA. (Colegio nacional de arquitectos) 1933. m. Price not given. Infanta y Humboldt, Apartado de Correos No. 1948, Havana, Cuba. charts. illus.
- ARQUITECTURA PORTUGUESA E CERAMICA E EDIFICAÇÃO. 1908. bi-m. 40\$00. R. do Arco do Cego 88, Lisbon. charts. illus.
- ART AND INDUSTRY. 1922. m. 65¢ per no. Studio Publications, Inc., 432 Fourth Ave., New York 16. bk.rev. illus. index.
- ART ET DECORATION; la revue de la Maison. 1897. 6 times a year. 2000 fr. Librairie Centrale des Beaux-Arts, 2 rue de l'Echelle, Paris (1^{er}). bk.rev. illus. cum.index: v.1-24 (1897-1908)
- ARTS AND ARCHITECTURE. 1911. m. \$5. John D. Entenza, 3305 Wilshire Blvd., Los Angeles 5, Calif. bk.rev. illus.

- AUJOURD' HUI; art et architecture. 1955. bi-m. 4500 fr. 5 rue Bartholdi, Boulogne (Seine), France. bk.rev. illus.
- BAUEN UND WOHNEN. (Captions in several languages) 1946. m. DM.39. Lotzbeckstrasse 2 a, Munich 2, Germany. bk.rev. charts. illus. index.
- BAUKUNST UND WERKFORM; fur Alle Gebiete der Gestaltung. 1947. m. DM.7.40 (3 mos) Verlag Nurnberger Presse Drexel, Merkel & Co., Nurnberg, Germany. bk.rev. illus.
- BEAUX-ARTS INSTITUTE OF DESIGN. Bulletin. 1924. 6 times a year. \$2. (without reproductions) \$25. (with reproductions). 115 E. 49th St., New York 16. illus. index.
- BETTER HOMES AND GARDENS. 1922. m. \$3. Meredith Publishing Co., 1714 Locust St., Des Moines 3, Iowa. illus.
- BUILDER; a journal for the architect and constructor. 1842. w. 1s.3d. per no. Builder Ltd., 4 Catherine St., London W.C.2. bk.rev. charts. illus. mkt. index.
- BUILDING; for architects, builders and specialists. 1926. m. 35s. St. Margaret's Technical Press, Ltd., 33 Tothill St., London S.W.1. bk.rev. illus. index.
- BUILDING, LIGHTING AND ENGINEERING. (Master builders' federation of Australia; Illuminating engineering society of Australia N.S.W. section) 1907. m. 46s. Building Publishing Co. Pty., Ltd. 20 Loftus St., Sydney, Australia. illus. index.
- BULLETIN MONUMENTAL. (Société française d'archaéologie) 1834. q. Membership (non-members 1000fr.) Siège Social, 107 rue de Rivoli, Paris. bk.rev. illus. index.
- CASABELLA; rivista internazionale di architettura. (Summaries in English and French) No.199, Dec. 1953/Jan.1954. bi-m. L.4500. Via Monte di Pietà 15, Milan, Italy. charts. illus.
- COLLEGE ART JOURNAL. 1941. q. 432 Fourth Ave., New York 16. bk.rev. illus. index.
- COUNTRY LIFE. 1897. w. 11s.8d. Tower House, S. Hampton St., London W.C.2. bk.rev. illus. index.
- DOMUS; architettura arredamento arte. 1928. m. L.8000. Via Monte de Pietà 15, Milan, Italy. illus.
- GAZETTE DES BEAUX ART. 1859. 2 vol. per year. irreg. 5600 fr. 19 E. 64th St., New York 21.
- HABITAT ET HABITATIONS; documents d'architecture et d'urbanisme. 1944? m. 300 fr. Éditions Art et Bâtir, 47 rue Montagne-aux-Potagères, Brussels. charts. illus.
- HOME AND BUILDING. (N.Z. institute of architects) 1939. m. Price not given. The Magazine Press, Commercial Bank Bldg., Box 1356, Auckland, N. Z. illus.
- HOME BUILDING IN CANADA. 1920. bi-m. 25¢ per no. Walker's Publishing Co., Ltd., 2842 Bloor St. W., Toronto 18. charts. illus.
- HOME MODERNIZING. 1953. s-a. 50¢ per no. 82 W. Washington St., Chicago 2, Ill. charts. illus. tr.lit.
- HOUSE AND GARDEN. (In three editions) 1901. m. \$5. Condé Nast Publications, Inc., 420 Lexington Ave., New York 17. bk.rev. illus. index.
- HOSPITALS; Pub. by American Hospital Association. m. \$3. 18 E. Division St., Chicago 10, Ill.
- HOUSE AND HOME. 1952. m. \$6. Time Inc., 9 Rockefeller Plaza, New York 20. bk.rev. charts. illus.
- HOUSE BEAUTIFUL. 1896. m. \$5. Hearst Corp., 572 Madison Ave., New York 22. illus. Indexed: Biog.Ind. R.G.
- INGENIERIA Y ARQUITECTURA. (Facultad de ingeniería y de la asociación de ingenieros de la universidad nacional) 1939. bi-m. \$6. Ciudad Universitaria, Edificio de Ensayo de Materiales, Apartado de Correos 2582, Bogota, Colombia. charts. illus. index.
- KUNST UND DAS SCHONE HEIM; 1899? DM.50.40. Wittenborn & Company, 38 E. 57th St., New York 22. bk.rev. illus. index.
- MICHIGAN SOCIETY OF ARCHITECTS. Monthly bulletin, including National architect. (National council of architectural registration boards) v.27, 1953. m. Membership (non-members \$3) 120 Madison Ave., Detroit 26, Mich. illus.
- NORTHWEST ARCHITECT. (Minnesota society of architects) 1936. bi-m. Price not given. Bruce Publishing Co., 2642 University Ave., St. Paul 14, Minn. bk.rev. illus.
- PREFABRICATION MONTHLY; Prefabricated Home Manufacturers' Institute, 908 20th St., N.W., Washington, D. C.
- PROGRESSIVE ARCHITECTURE. 1920. m. \$5. Reinhold Publishing Corp, 430 Park Ave., New York 22. bk.rev. charts. illus.
- REVISTA DE ARQUITECTURA. (Sociedad central de arquitectos) 1913. irreg. \$120 for 6 nos. Paraguay 1535, Buenos Aires, Argentina. charts. illus.
- ROYAL INSTITUTE OF BRITISH ARCHITECTS. Journal. (Supplement: Building research station

- digest) 1893. m. 2s6d.per no. 66 Portland Pl., London W.1. bibl. bk.rev. charts. illus.
- RUIJTE; architectuur, urbanisme, binnenhuiskunst, beeldende kunsten. (Summaries in English, French and German) 1953. bi-m. 320 fr. n.v.Omega, Lamorinerstraat 67, Antwerp, Belgium. bibl. bk.rev. illus.
- SMALL HOMES GUIDE - Pub. (same) 1937. s-a. 70c. 82 W. Washington St., Chicago 2, Ill.
- SOCIETY OF ARCHITECTURAL HISTORIANS. 1941. q. Membership. University of Virginia Graduate School of Business Administration, Charlottesville, Va. bibl. bk.rev. illus. index. cum.index: v.4-7.
- SPAZIO; rassegna delle arti e dell'architettura. (Summaries in English, French and Spanish) 1950. 10 times a year. L.6300. Piazza Augusto Imperatore, Rome, Italy. illus.
- TECHNIQUES ET ARCHITECTURE. 1941? irreg. 4000 fr for 6 nos. 19 rue de Prony, Paris (17^e). bk.rev. charts. illus.
- U S A TOMORROW; . . . relating architecture, building and industry to community planning. 1954. m. \$9. 210 Fifth Ave., New York 10. bk.rev. illus. tr.lit.
- WERK; schweizer Monatsschrift fur Architektur, Kunst und Kunstlerisches Gewerbe. (Bund schweizer Architekten . . .) 1914. m. 33 fr. Winterhur AG, Technikumstrasse 83, Switzerland. bk.rev. charts. illus. index.

