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UNITED STATES DEPARTMENT OF AGRICULTURE

² U.S. Extension Service
⁵⁰ Washington 25, D. C.

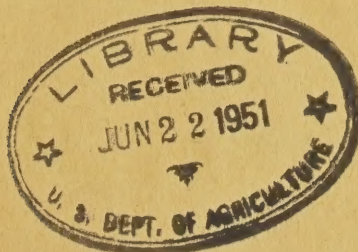
³ LIST OF PUBLICATIONS

ON THE

EFFICIENT UTILIZATION OF FARM LABOR

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This list of publications was assembled by the Division of Agricultural Economics, Extension Service, at the request of State representatives attending the Labor Utilization Conference held in Washington, D. C., March 7-9, 1951. It is confined to publications of recent years, and is further limited by including only those publications directly concerned with farm labor and its utilization. This point is further explained in the foreword on the opening page. The list is incomplete, but will serve to illustrate the type of material available at the present time. Some publications that are now "out of print" have been included because of their value for reference purposes. Most of these will be available in college libraries.

Copies of the State publications are not available from this office but can be obtained by writing direct to the State extension service in each State. Single copies of U.S.D.A. publications can be obtained by addressing your request to the Division of Extension Information, Extension Service, U. S. Department of Agriculture, Washington 25, D. C. Requests for 50 or more copies of any one publication should be submitted through your State publication distribution officer in the usual manner.



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FOREWORD

"Agricultural technology has made possible outstanding gains in productivity of farm labor. Compared with 40 years ago, a man hour of farm labor produces 200 percent more food grains, 100 percent more feed grains, 75 percent more fruits and tree nuts, 50 percent more truck crops and cotton, about 50 percent more milk and poultry products - in short, twice as much farm output for human use. Prospects are excellent in most parts of the economy for further gains in labor productivity." (U.S.D.A. Technical Bul. 1020 - Dec. 1950.)

The gains in productivity are primarily a result of:

- Larger volume of business.
- Higher rates of production.
- Proper balance of enterprises.
- Greater use of equipment.
- Better work methods.

Educational assistance to farmers along these lines has been a regular part of the Extension program of agricultural engineers, plant and animal scientists, and farm management specialists for many years. It will continue to represent an important part of our educational work having a direct bearing on future gains in the productivity of farm labor.

Labor Utilization

In recognition of the increasing significance of labor and equipment as a cost factor in farming, it is desirable to supplement these regular Extension activities in mechanization, science, and management with special attention to a more efficient "utilization" of the labor and equipment available to agriculture. This is particularly true during periods of a labor shortage. The experiences of the Extension Service during World War II demonstrated the possibility of substantially increasing output per worker through better utilization - without increasing volume of business, introducing new practices, shifting enterprises, or adding new machinery.

This area of educational work involves such things as:

- Work simplification.
- Job instruction for workers.
- Labor relations and management.
- Labor saving equipment and devices.
- Farm work planning and community cooperation.
- Housing and camp management.
- General farm labor information.

The following list of publications is confined to those areas of work directly related to labor utilization.

WORK SIMPLIFICATION STUDIES

(Publications of results of job analysis studies - based largely on the use of motion and time study techniques.)

- California - Raisin Grapes - Reduce Picking Operations and Speed Up Harvest. "California Agriculture," June 1949. (Library reference only.)
- Colorado - The Double-Edged Stationary Potato Cutting Knife. Bul. 493.
- Connecticut - Saving Minutes in the Dairy Barn. Ext. Serv. (Out of print.)
- Florida - Celery Harvesting Methods in Florida. Bul. 404.
- Indiana - Simplifying the Work and Management of Hog Production. Bul. 508.
- Simplifying Tomato Canning Factory Operations. Sta. Bul. 528.
- Operations in Retail and Wholesale Milk Routes. Bul. 556.
- Prepackaging Lettuce. S.B. 527.
- Work Simplification News Letter. Nos. 1 to 21. (Out of print.)
- Kentucky - It Pays to Prime and Cut Burley Tobacco Ripe. Circ. 483.
- Effect of Maturity and Priming of Burley Tobacco on Yield, Quality, and Labor Requirements of the Crop. Bul. 552.
- A Progress Report on Easier and Time-Saving Ways to Load Baskets of Burley Tobacco Onto Trucks in Kentucky Sales Warehouses. R.M. Rpt. No. 3.
- Time, Steps and Costs Can be Reduced in Dairying. Farm Ec. Ext. 39.
- Maine - Labor Efficiency in Harvesting Hay. Bul. 453.
- Maryland - Labor Utilization in Dairy Buildings. Bul. A-46.
- Massachusetts - Saving Labor on Poultry Farms. Leaflet 241.
- Michigan - Pen-Type Dairy Barns. Spec. Bul. 363.
- New Hampshire - Efficient Dairy Chore Practices. Sta. Circ. 72. (Out of print.)
- Chore Practices on Commercial Poultry Farms. Sta. Circ. 73. (Out of print.)
- Chore Practices on Commercial Poultry Farms. Part II. Pullet replacements. Sta. Circ. 79.
- Efficient Dairy Chore Practices. Part II. Rapid Milking. Sta. Circ. 76.
- Efficient Dairy Chore Practices. Part III. The Problem of Slow Milking Cows. Sta. Circ. 80.
- Harvesting and Marketing Cucumbers for Pickles Under Contract. Ag. Ec. Research Mimeo. No. 8.

New York

- Farm Service Letter - Results of Work simplification studies in dairy, poultry, etc.
- Labor in Dairy Barn Chores. Bul. 854.
- Labor Used and Cost of Harvesting Hay. Bul. 855.
- Time and Travel Requirements in Country Egg Receiving Stations. A.E. 741.
- Marketing of Dressed Chickens by New York Poultrymen. Bul. 863.

Pennsylvania

- Ways to Save Labor Caring for Layers. Circ. 262.
- Labor Saving on Small Pennsylvania Poultry Farms. Bul. 532-P.

Vermont

- Reducing Dairy Chores on a Vermont Farm. Pamphlet No. 14. (Out of print.)
- Labor Saving Through Farm Job Analysis. Dairy Barn Chores. Bul. 503.
- Labor Usage in Milking. Bul. 517.
- Hay Harvesting. Bul. 531.

U.S.D.A.

- An Evaluation of the Use of the Portable Platform Dial Scale for Weighing Operations in Cotton Warehouses. PMA Marketing and Facilities Research Branch.
- A Comparison of Two-Wheel Hand Trucks and Clamp-Type Industrial Trucks for Transporting Uncompressed Bales of Cotton from Blocked Area to Dinky Press. PMA Marketing and Facilities Research Branch.
- An Improved Method of Stacking Standard Density Bales of Cotton in "Cordwood" Arrangement. PMA Marketing and Facilities Research Branch.
- How Fresh Fruit and Vegetable Distributors Can Get More Out of Their Materials - Handling Equipment. PMA Marketing and Facilities Research Branch.
- The Check-Out Operation in Self-Service Retail Food Stores. PMA. AIB 31.

INSTRUCTION IN IMPROVED METHODS

(Publications for use in helping farmers adopt an improved work method for specific farm jobs.)

- Indiana - Simplifying Hog Chores. Leaflet 274.
 - Correct Milking Method. Ext. Bul. 326.
- Kentucky - Series on Tobacco Production - "Easier Ways to Do Farm Work."
 Pulling Tobacco Plants - Leaflet 90.
 Machine Setting - Leaflet 75.
 Priming - Leaflet 92.
 Cutting and Spearing - Leaflet 76.
 Cutting and Housing - Leaflet 79.
 Stripping - Leaflet 84.
 Taking Down, Bulking, Stripping and Pressing - Leaflet
 86. (Out of print.)
 Preparing for Market - Leaflet 103.
- Minnesota - Faster Milking. Ext. Folder 119.
- Montana - Fast Milking. Circ. 159.
- Rhode Island - Save Time and Labor Feeding Cows. Mimeo. Circ. 41.
- Vermont - Save Work in Haying. Brieflet 745.
 - Save Work in Feeding Cows. Brieflet 687.
 - Modern Milking Methods. Circ. 111.
- Wisconsin - Better Milking Saves Time. Spec. Circ.

TRAINING SEASONAL WORKERS

(Publications for use in training seasonal workers in "how to do" specific jobs - designed to help workers (1) earn more money, (2) make the job easier, (3) do better work.)

- Arizona - Picking More Potatoes Per Man. Farm Labor Folder No. 1.
 - Suggestions for Cotton Picking. Farm Labor Folder No. 2.
- California - "How to" series of training leaflets (No. 1 to
 No. 16) on various operations and commodities. (Out of
 print - only sample copies available.)
- Colorado - Instructions on Spacing and Thinning Sugar Beets. Ext.
 Circ. 133-A.
 - Job Instructions on Weeding Onions. Ext. Circ. 134-A.
 - How to Pick Canning Tomatoes. Ext. Circ. 136-A.
 - Instructions for Snapping Beans. Ext. Circ. 137-A.
 - Suggestions for Picking Peaches. Ext. Circ. 138-A.
 - How to Pick More Potatoes. Press Bul. 98.
 - Save Time and Energy Topping Sugar Beets. Ext. Circ. 139-A.

- Colorado
(continued)
- Earn More Money Picking Potatoes (San Luis Valley). Ext. Circ. 140-A.
 - How To Top Onions. Press Bul. 100.
 - Check Sheets for Efficient Methods on Beans, Beets, Cherries, Peaches, Potatoes, Tomatoes.
- Indiana
- An Easy Way to Peel Canning Tomatoes. Misc. Pub. 23.
 - Pointers on Tomato Picking. Ext. Bul. 337.
- Iowa
- How You Can Detassel Corn. Ext. Pamphlet 90. (Out of print.)
 - How You Can Harvest Asparagus for Canning. Ext. Pamphlet 103.
- Maine
- How to Pick Potatoes Faster and Easier. Ext. Circ. No. 229. (Out of print.)
- Michigan
- "How to" series of about 12 training leaflets on various commodities. (Mostly out of print - some being revised for 1951.)
- New York
- Suggestions on How to Pick Tomatoes. Bul. 655.
 - Suggestions on How to Pick Up Potatoes. Bul. 656.
 - Picking Beans. Bul. 677. (Out of print.)
- Ohio
- "How to" series of special circulars on key harvesting jobs.
- Utah
- Suggestions for Raspberry Pickers. Unnumbered publications.
 - How to Pick Canning Tomatoes. (Sample copies only.)
 - Suggestions for Thinning and Blocking Sugar Beets. (Sample copies only.)
 - Suggestions to Tomato Pickers. Vest pocket card.
 - How to Pick More Cherries.
- Vermont
- Pick Apples Carefully - Handle Them Like Eggs. Unnumbered publication.
- Washington
- Suggestions to Peach Pickers. Ext. Circ. 66.
 - Apple Picking Suggestions. Ext. Circ. 67.
 - Suggestions to Apple Thinners. Unnumbered publication.
 - Suggestions to Cherry Pickers. Unnumbered publication.
 - Suggestions to Raspberry Pickers. Ext. Circ. 77.
 - Suggestions to Strawberry Pickers. Unnumbered publication. (Out of print.)

LABOR RELATIONS AND MANAGEMENT

(Publications on labor management, work improvement, supervision, and training.)

- Alabama - How Do You Work?
- Arizona - Arizona Offers Good Wages - Long Seasons to Farm Workers. Agri. Ext. Serv.
- Farm Labor for Arizona Farms and Ranches. Ext. Folder W-40.
- California - Training Aid - Series of Commodity Crop Digests on operations and working conditions. Farm Labor Placement Service, Department of Employment, Sacramento.
- Connecticut - Making the Job Easier. Ext. Folder No. 12.
- Delaware - How Do You Work. Ext. Circ. 56.
- Illinois - Mr. Farmer Can You Use This Boy? Circ. 571
- Living and Working on a Farm.
- Indiana - Laborer-Operator Relationships on Indiana Farms. Sta. Bul. 546.
- Working in Indiana Tomato Fields. Ext. Bul. 328.
- Study Your Own Work Methods. Circ. 307.
- Iowa - The Right Way To Do Heavy Tasks.
- Michigan - Mr. Farmer - How About A Job? Ext. Folder F-80.
- How to Get the Farm Help You Need. Ext. Folder 70.
- Farm Labor Management. FM-359.
- Work in Michigan - Long Season - Good Wages. Ext. Folder 97.
- Montana - Pulling, Piling, Topping and Loading Sugar Beets. A Labor Training Manual. Bul. No. 235.
- How to Get Good Thinning Done.
- New Jersey - More Work With Less Effort. (Out of print.)
- New York - Training Employees for Farm Work. Ext. Bul. 646.
- Are You A Good Boss? Bul. 666.
- Ohio - How to Get the Most From Available Farm Labor. Spec. Circ.
- Oregon - The Farmer and His Help. Ext. Bul. 683.
- Harvest Labor Efficiency Series:
Cane Fruits - Inf. No. 337
Strawberries - Inf. No. 338
Sour Cherries - Inf. No. 340
Sweet Cherries - Inf. No. 341
Hops - Inf. No. 342
- Rhode Island - Take It Easy. Ext. Bul. 112.

- Utah
 - Farm Labor - How To Get and Keep It. M.S. 129.
 - How to Get and Hold Farm Labor. Ext. Bul. 161.
- Wisconsin
 - Making Work Easier. Circ. 365.
- U.S.D.A.
 - Training Farm Workers. Ext. Farm Labor Circ. 30. (Out of print.)
 - Basic Training in Labor Management - A kit of training materials. Ext. Serv. (Out of print.)

LABOR SAVING EQUIPMENT AND DEVICES

(Publications - mostly prepared during World War II period - for use in promoting labor saving ideas based largely on home-made equipment and devices developed by farmers.)

- Arkansas
 - Labor Saving Equipment and Devices. Ext. Plan No. 15.
- California
 - Labor Saving Devices for California Farms.
- Colorado
 - Home-Made Farm Equipment. Bul. 443.
- Idaho
 - Labor Saving Ideas. Ext. Bul. 158.
- Iowa
 - Shortcuts in Food Production. (Out of print.)
- Kansas
 - Labor-Saving Shortcuts. Circ. No. 188. (Out of print.)
- Kentucky
 - Farm and Home Time Savers. E.F.L. Leaflet. (Out of print.)
- Michigan
 - Labor Savers Pay. Ext. Folder 76.
- Montana
 - Labor Saving Equipment. Bul. No. 238.
- Nebraska
 - One Hundred Ideas that Save Time and Work. C.C. 81. (Out of print.)
- New York
 - Equipment to Save Labor on the Poultry Farm. Ext. Bul. 752.
- North Dakota
 - Labor Saving Devices for the Farm. Circ. 180. (Out of print.)
- Ohio
 - Labor Saving for Farm and Home. No. 272.
- Oklahoma
 - Farm Labor Saving Devices. Circ. No. 426. (Out of print.)
- U.S.D.A.
 - Labor Saving Shows - A kit of reference materials. Ext. Serv. (Out of print.)

FARM WORK PLANNING

(Publications on how to save labor in farming through over-all planning and organization of farm work.)

- Connecticut - Saving Labor on Dairy Farms.
- Illinois - More Food With Less Labor. (Out of print.)
- Making the Most of Available Labor.
- Indiana - Ways to Save Labor. Ext. Bul. 298.
- Kentucky - Doing Farm Work in Wartime. FE-3. (Out of print.)
- How to Use Farm Labor Effectively. Area Leaflets 36 to 40.
(Out of print.)
- Michigan - Improving Farm Labor Efficiency. Spec. Bul. 334.
- Missouri - Making Best Use of Labor on Missouri Farms. (Out of print.)
- New Hampshire - When to Hire and When to Own Farm Equipment on New England Dairy Farms. Ext. Circ.
- North Carolina - Save Time and Labor on the Farm. War Series Bul. No. 32
(Out of print.)
- South Carolina - Stretching the Supply of Farm Labor. Circ. 260.
- Tennessee - Meeting the Farm Labor Shortage on Tennessee Farms. Leaflet No. 9. (Out of print.)
- Balancing the Labor Load on Tennessee Farms. Pub. 264.
(Out of print.)
- Efficient Use of Farm Labor in Tennessee. Pub. 301.
- Farm Machinery Vs. Hand Labor. S.C. 374.
- U.S.D.A. - War and Farm Work. Misc. Pub. 492. (Out of print.)

COMMUNITY COOPERATION

(Publications on exchange of labor and equipment, machine custom work, and other joint uses of individually owned resources.)

- Illinois - Meeting Farm Labor Needs - A Community Challenge. Circ. 542.
- Kentucky - Cooperate with Neighbors for More Use of Farm Machinery. Leaflet 8.
- Minnesota - Custom Rates for Farm Operations. Ext. Pamphlet 134.
- New Hampshire - Farmers Cost and Returns for Doing Custom Work. Ext. Circ.

FARM LABOR HOUSING

(Publications on the design and construction of housing quarters for hired farm labor.)

- California - A Two-Man Bunkhouse.
 - A Six-Man Bunkhouse.
 - A Twelve-Man Bunkhouse.
 - Bunkhouse With Separate Rooms.
 - A Four-Man Canvas-Roof Cabin.
 - Arrangement of Labor-Camp Structures.
 - Labor-Camp Equipment.
 - A Farm-Labor Mess Hall With Kitchen.
 - A Two-Room Bathhouse for Men and Women.
 - Camp and Field Privies.
 - The Cost of Housing Help on the Farm.
- Idaho - Housing Farm Help. Ext. Bul. 156.
- Illinois - Housing Seasonal Farm Workers. F.L. 151.
- Michigan - Homes for Seasonal Farm Help. Farm Building Service Circ. 711.
- Montana - Housing and Sanitation for Farm Workers. Circ. No. 185.
 - Housing Farm Laborers. Bul. No. 219.
- New Jersey - A Solution for Your Seasonal Labor Housing Problems. Plan
 No. 101, Family House; Plan No. 102, Bunk House; Plan No.
 103, Wash House; Plan No. 104, Mess-Hall and Kitchen.
 (Out of print.)
- Ohio - Suggestions for Health and Sanitation in Farm Labor Camps.
- U.S.E.S. - Need Workers? You Have a Better Chance with Good Housing.
 Farm Placement Service.

CAMP MANAGEMENT

(Publications on the organized group activities of farmers, processors, and civic organizations in connection with the use of seasonal labor from outside sources.)

- New York - A System of Records for Farm Labor Associations. A.E. 556.
 - Business Management Suggestions for Farm Labor Associations.
 A.E. 580.
 - Farm Labor Associations in New York 1944-1948. A.E. 724.
- Ohio - Meal Planning Suggestions. Spec. Circ.
- Texas - Reception Centers for Migratory Farm Workers. Ext. Serv.
- U.S.D.A. - Association Management of Camps for Migratory Farm Workers.
 Ext. Serv. Mimeo. 778 (7-47). (Out of print.)

GENERAL FARM LABOR INFORMATION

- labor regulations and policies -

(Publications on the farm work force.)

- California - Labor and Material Requirements of California Vegetables.
- Florida - Man Hour and Material Requirements and Season of Operation for Selected Vegetable Crops by Areas. Exp. Sta. Sum.
- Labor and Material Requirements on Florida Irish Potatoes. Bul. 472.
- Labor and Material Requirements on Florida Tomatoes. Bul. 474.
- Illinois - Survey of Illinois Farm Labor in 1946. Bul. 528.
- Indiana - An Economic Study of Farm Labor in Indiana. Bul. 478.
- Migrant Farm Labor in Indiana. Bul. 543.
- Kansas - Kansas Farm Labor. Circ. 176.
- Kentucky - Farm Wage Workers in Central Kentucky. Exp. Sta. Bul. 522.
- Louisiana - Cotton Plantation Laborers. Exp. Sta. Bul. 328.
- The Sugar Cane Farm - A Social Study of Labor and Tenancy. Exp. Sta. Bul. 320.
- The Resident Laborer on the Sugar Cane Farm. Exp. Sta. Bul. 334.
- Average Labor Requirements for Louisiana Farm Enterprises. Mimeo. Circ. 66.
- Maryland - Farm Labor Requirements. Misc. Pub. 15.
- Nebraska - Income Levels of Contract Beet Workers in Nebraska. Bul. 335.
- New Jersey - Labor Laws at a Glance - Consumer League of New Jersey. 790 Broad Street, Newark.
- Migrant Labor Act.
- Migrant Labor Code.
- Digest, Migrant Labor Code - Migrant Labor Division, Department of Labor, Trenton.
- New Mexico - Labor Needs for Seasonal Operations on New Mexico Farms. Bul. 299.
- New York - Laws Affecting Seasonal Labor in New York State.
- Oregon - Man Labor Requirements for Harvesting Pole Snap Beans. Sta. Circ. 166.
- Man Labor Requirements for Apples and Pears in Hood River Valley. Sta. Bul. 420.
- Man Labor Requirements for Potatoes in Klamath County. Bul. 421.

- Washington - Labor Requirements for Selected Farm Enterprises. Bul. 432.
(Out of print.)
- Wisconsin - How Family Labor Affects Wisconsin Farming. Research Bul. 167.
- U.S.D.A. - Gains in Productivity of Farm Labor. Tech. Bul. No. 1020.
- Progress in Farm Mechanization. Misc. Pub. 630.
- Farm Wage Rates by States. Rev. 1910-1948. BAE.
- Farm Employment by Regions. Rev. 1931-1949. BAE.
- Farm Labor Requirements in the U. S., 1939-44. FM 59. BAE.
- The Hired Farm Working Force. 1948-1949. BAE
- Migratory Farm Workers in 1949. AIB 25.
- Preliminary Survey of Major Areas Requiring Outside
Agricultural Labor. Ext. Farm Labor Circ. 38. (Out
of print.)
- Agricultural Labor Forces in San Joaquin Valley in 1948. BAE
- Wages of Agricultural Labor in U. S. Tech. Bul. 895.
- Surveys of Wages and Wage Rates in Agriculture. Reports
Nos. 1 to 22. BAE.
- Agricultural Wage Stabilization in World War II. Agri.
Monograph No. 1.
- U.S.E.S. - Major Agricultural Migrant Labor Demand Areas. Farm
Placement Service.
- Farm Labor Recruiting Kit.
- Atlantic Coast Migration of Agricultural Workers.
- Wheat and Small Grain Harvest Map of the Great Plains States.
- Your Guide to Farm Jobs from the Gulf to Great Lakes.
- Your Guide to Farm Jobs in the Intermountain States.
- A Guide to Farm Jobs in the Far Western States.

EXTENSION FARM LABOR PROGRAM, 1943-47

(Publications that summarize farm labor program activities during
World War II.)

- California - A Report of the Emergency Farm Labor Project of the Agri-
cultural Extension Service. 1943-1945.
- Colorado - Farm Labor Program, 1943 and 1947. Agri. Ext. Serv.
- Georgia - What Georgia Did in 4 Years, 1943-1946. Emergency Farm
Labor Program.
- Iowa - Farm Labor Program. 1943-1947.
- Maryland - Farm Labor in Wartime. 1943-1947.
- Michigan - Emergency Farm Labor. 1943-1947. Ext. Bul. 288.

- Nebraska - Farm Labor, World War II. Agri. Ext. Serv.
- New York - The Farm Labor Program in 1946.
- New York's Harvest Labor. 1943-48.
- Ohio - How Ohio Met the Farm Labor Shortage in 1943. Spec. Circ.
- Pennsylvania - The Pennsylvania Farm Labor Program, 1943 to 1947. Agri. Ext. Serv.
- Texas - Farm Labor Program. 1943-1947.
- Virginia - Wartime Farm Labor in Virginia. Agri. Ext. Serv.
- Wisconsin - Farm Labor Program. 1943-1946. Ext. Circ. 371.
- U.S.D.A. - Labor Utilization Activities. Ext. Farm Labor Circ. 34. (Out of print.)
- Farm Work for City Youth. Program Aid No. 27. (Out of print.)
- Great Plains States - Wheat and Small Grain Harvest. 1943-1947. Ext. Farm Labor Program. (Out of print.)
- Guiding Migratory Workers to Western Jobs. Ext. Farm Labor Program. (Out of print.)
- Texas Mexicans in Sugar Beets. 1943-1947. Ext. Farm Labor Program. (Out of print.)