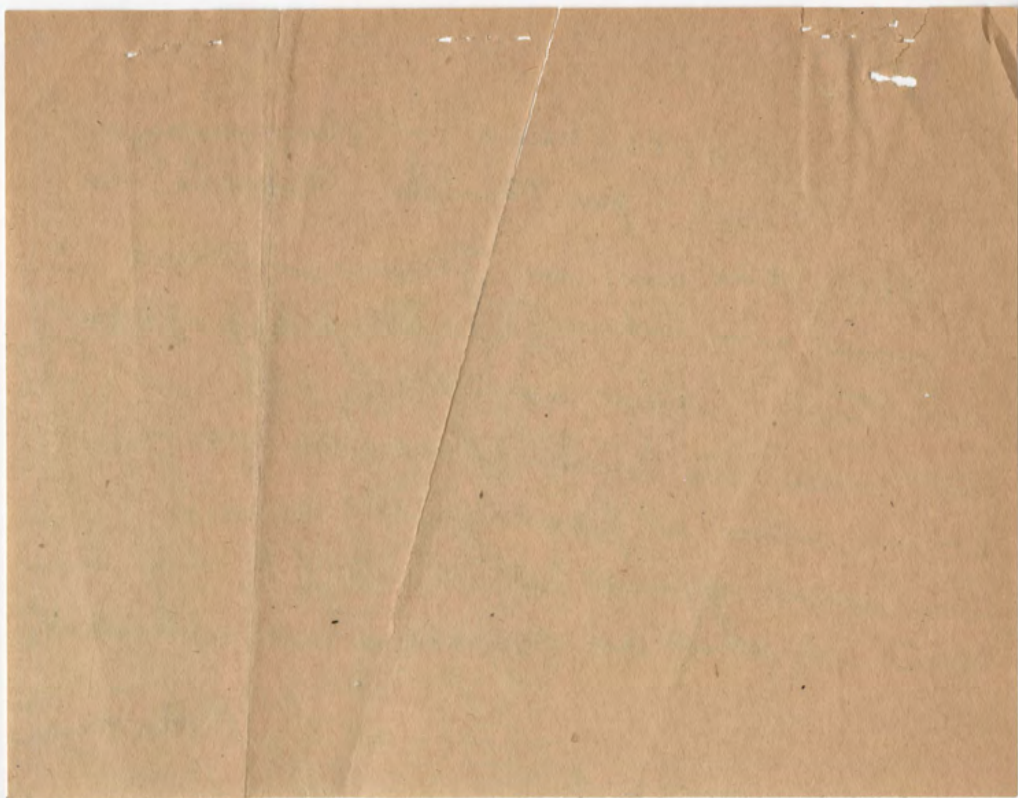
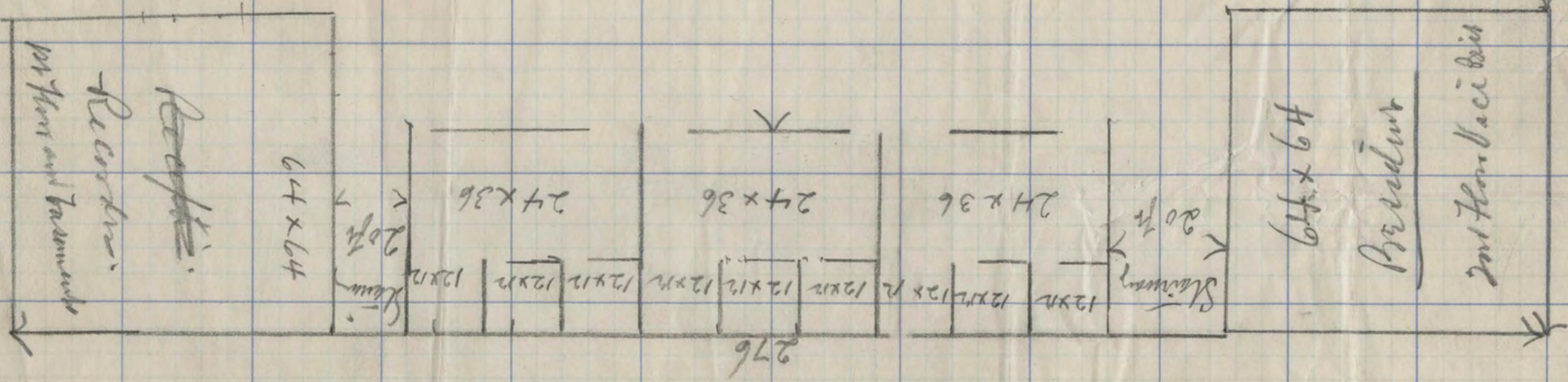
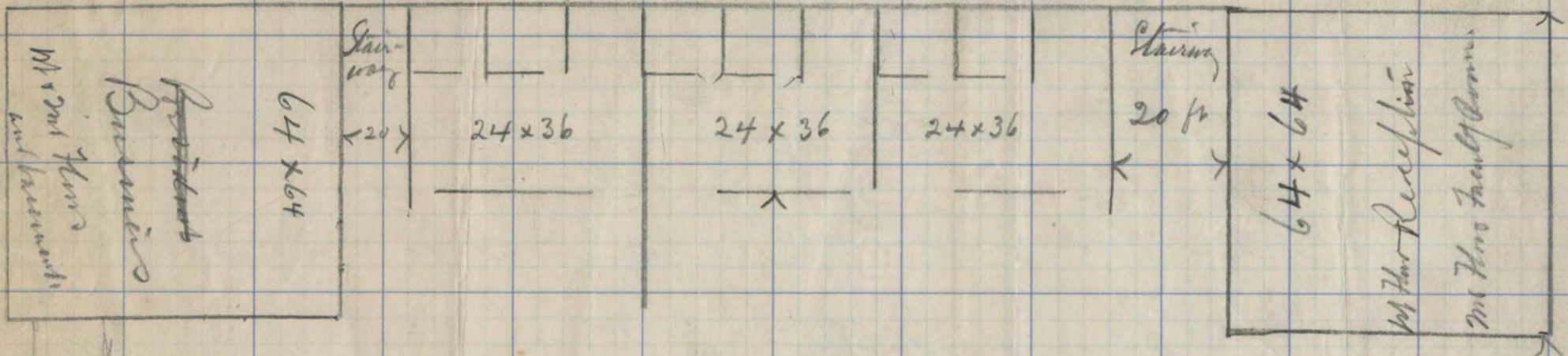


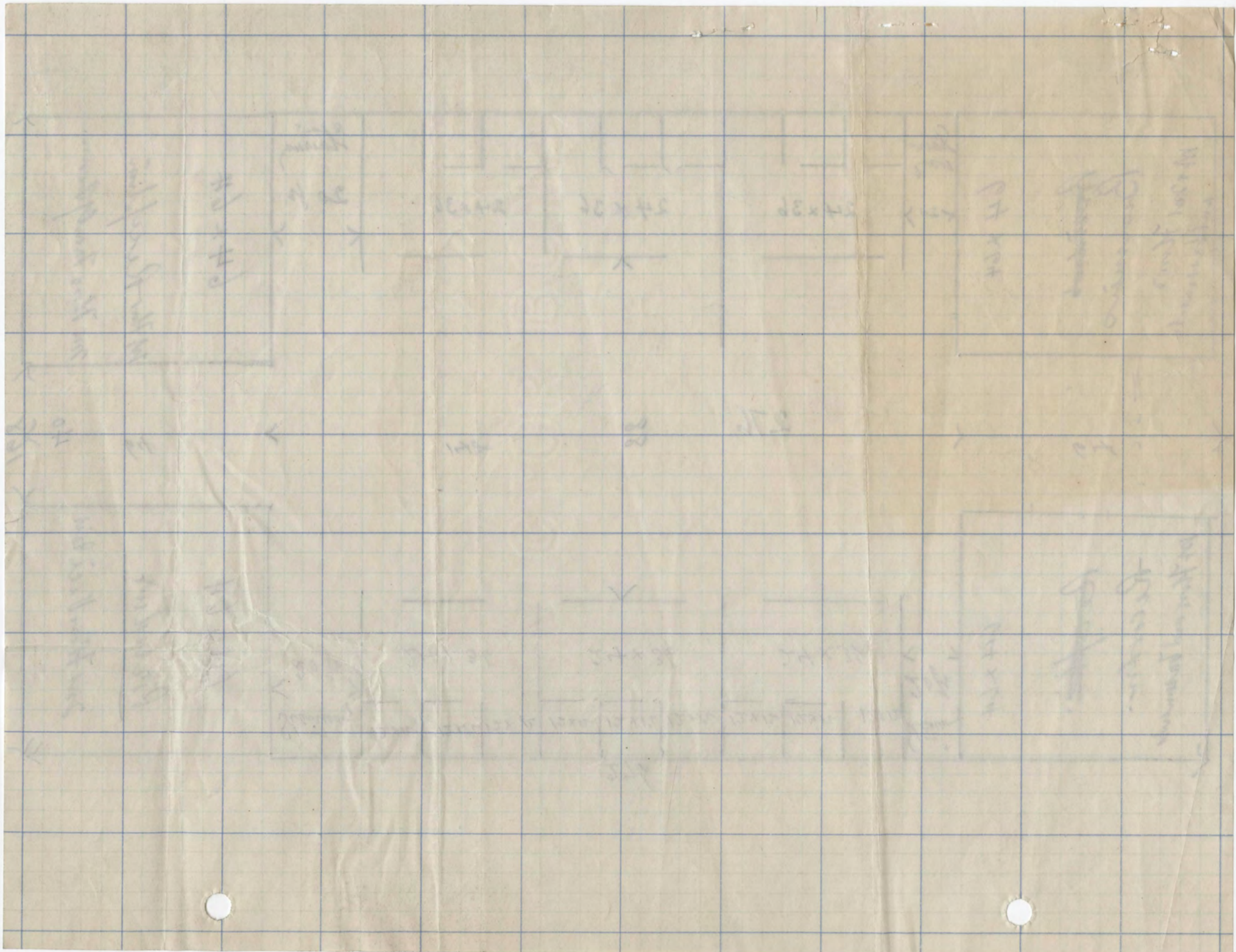
Dr. Pinal: -

Spaces back of stairways
can be used for vaults, toilets, or
office rooms, as stair will not
require any where the length of space
allotted. Am working up a
scheme to install vault for micro-
scopes, also a passage to connect
cashiers office with B + G. by this
method it is coming out splendidly

CM Douglas







Small

The University of Chicago

The Graduate School of Arts and Literature

OFFICE OF THE DEAN

7

January 4, 1914.

My dear Colleague:

The President has appointed a commission to present a preliminary report on the subject of an administration building. Of course this does not mean that there is any immediate prospect of such a building, but as the matter came up in the General Administrative Board, the President desires to have it studied as thoroughly as possible by the administrative officers.

In order that material may be in shape for study by the members of the commission, will you kindly report to me as soon as possible

1. Whether in your judgment your administrative work should be done, in whole or in part, in a central administrative building;
2. What amount of floor space your work would require;
3. What details should be considered in satisfying the requirements of your work in addition to the mere item of space;
4. Any suggestions which you can make in advance of the collating of these replies as to the general demands upon an administrative building.

Instead of adapting this note to such knowledge as I have of the particular requirements of each administrative officer, I am making this an identical note, which will account for its framing of the questions in a way which would in some cases either make the questions answer themselves, or be almost entirely inappropriate.

Sincerely,

Albert Small

The University of Chicago
The Graduate School of Arts and Sciences

January 4, 1914.

My dear Professor:

The President has appointed a commission to present a preliminary report on the subject of an administration building. Of course this does not mean that there is any immediate prospect of such a building, but as the matter came up in the General Administrative Board, the President desires to have it studied as thoroughly as possible by the administrative officers.

In order that material may be in shape for study by the members of the commission, will you kindly report to me as soon as possible:

1. Whether in your judgment your administrative work should be done, in whole or in part, in a central administrative building;
2. What amount of floor space your work would require;
3. What details should be considered in satisfying the requirements of your work in addition to the mere item of space;
4. Any suggestions which you can make in advance of the collating of these replies as to the general demands upon an administrative building.

Instead of adapting this note to such knowledge as I have of the particular requirements of each administrative officer, I am making this an identical note, which will account for the framing of the questions in a way which would in some cases either make the questions answer themselves, or be almost entirely inappropriate.

Sincerely,



Chicago, March 10, 1915

Dear Mr. Small:-

Your letter of January 4th regarding an administration building has remained unanswered until now.

Whatever suggestions I can offer would probably come under the fourth heading. In view of the fact that you have already gathered a great deal of material, I suppose my contribution might be more useful in conference or in review of the other suggestions.

Very truly yours,

Secretary to the President.

D.A.R.-D.

Dean A. W. Small
The University of Chicago.

Chicago, March 12, 1912

Dear Mr. Bailey:-

Your letter of January 4th regarding
an advertisement building has remained unanswered
until now.

However, suggestions I can offer
would probably come under the fourth heading. In
view of the fact that you have already gathered a
great deal of material, I suggest my contribution
might be more useful in connection with a review of
the other suggestions.

Very truly yours,

Professor in the University

J. A. B. D.

John A. B. D.
The University of Chicago

Chicago, June 23, 1915.

My dear President Judson:-

I have found Mr. Chamberlin's recommendations with regard to the Administration Building and have sent them to Mr. Hutchinson at the Corn Exchange Bank. Mr. Angell is in Ann Arbor to-day. On his return to-morrow I shall secure from him an estimate of the floor space needed. I shall secure at once the information also from Mr. Payne, and hope to be able to forward this to-morrow.

I have not found in your file any other information concerning the Administration Building. Small must have received a great deal of material in connection with the work which you and the Administrative Board directed him to do in anticipating the plans for such a building. On his return to the University to-morrow I shall secure whatever I can from him.

Mr. R

city to-day, an

He is to sail f

July 3rd. He

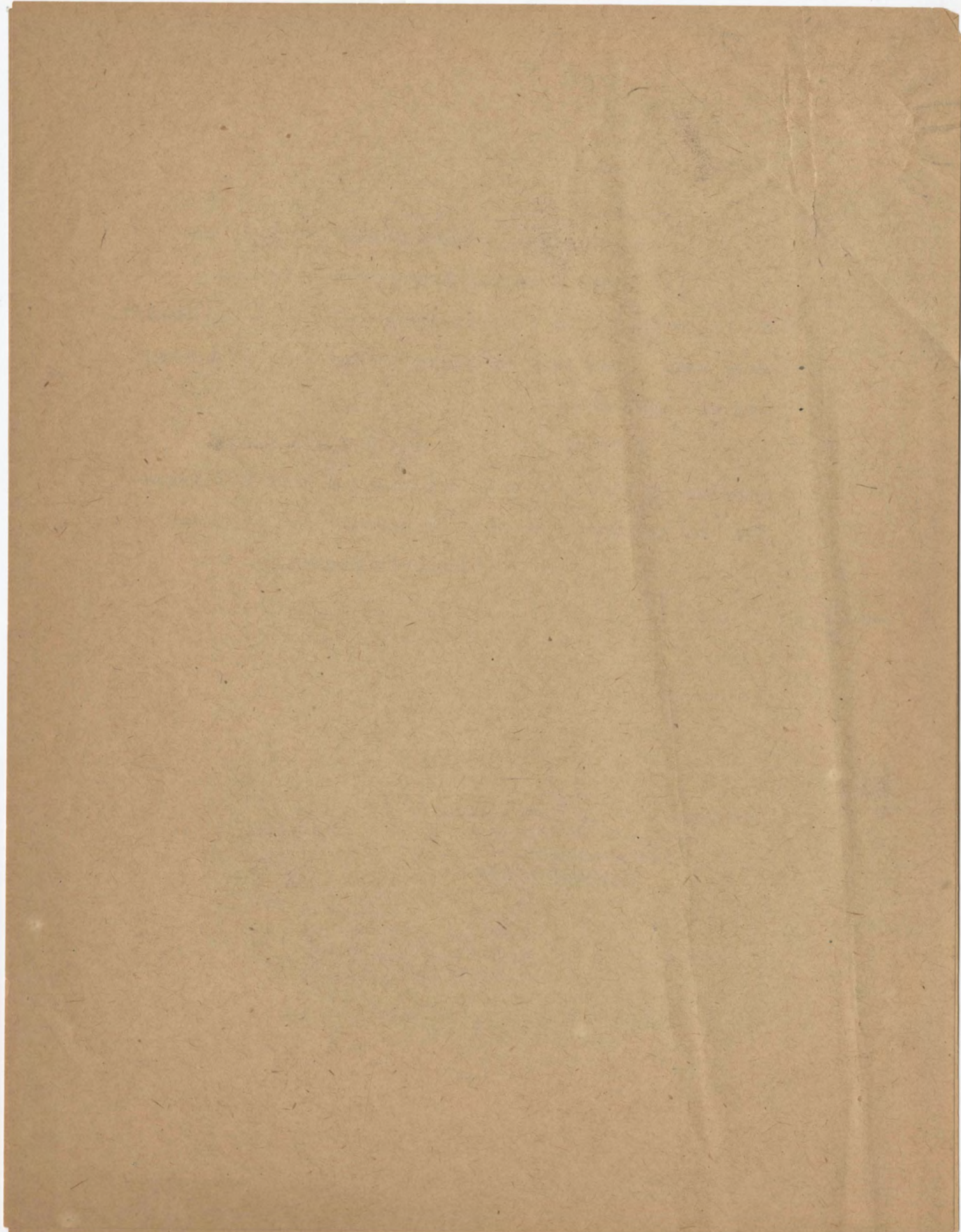
Mr. Roger S. Greene passed through the city to-day, and took the typewriter with him. He is to sail from San Francisco on the "S. S. Korea", July 3rd. He is very sorry indeed to miss seeing you and Mrs. Judson.

I trust that you have had a pleasant reunion at Williams and that you may have a successful and enjoyable meeting in Maine.

Sincerely yours,

D.A.R.-D.

President Harry Pratt Judson
Greylock Hotel
Williamstown
Massachusetts



The University of Chicago
The Graduate School of Arts and Literature

OFFICE OF THE DEAN

276
128
404

Administration
Building

176
84
260

June 24, 1915.

Professor D. A. Robertson,

Faculty Exchange.

My dear Mr. Robertson:

The material which I collected in connection with the study of the administration building problem is in a very chaotic condition because several of the men, whose demands must be rather central in the whole calculation, have reported after their first reply that they would want to represent their needs in a very much more particular and extended way in case there were serious thought of an administration building. This for instance is the case with Mr. Mould's department, and the Recorder's. The rough sketches that I have made are based on the calculation that there are now fifteen deans who require office space with reception rooms attached. The other unit of calculation from which I started was the present floor space of the President's office group, and also the demands of Mr. Arnett's department. I figured on these as likely to determine in a general way the necessary size of the corner spaces provided anything of the nature of my plan were used. As is seen in my pencil sketch and in the large drawing corresponding to it, I have provided for twelve deans' offices together with a stenographer's space with outside light in the office of each pair of deans, the offices themselves being 12x12, the waiting room attached to each of these triple offices being 24x36. The corner spaces which I have indicated tentatively as claimed on the first floor by the

The University of Chicago
The Graduate School of Arts and Sciences

OFFICE OF THE DEAN

June 24, 1918.

Professor B. A. Robertson,

Faculty Exchange.

My dear Mr. Robertson:

The material which I collected in connection with the study of the administration building problem is in a very chaotic condition because several of the men whose names have been mentioned in the whole collection, have requested after their visits that their names be removed from the material. In a very much more particular and extended way in case there were sections of an administration building. This is the instance in the case with Mr. Smith's department, and the President's. The rough sketches that I have made are based on the collection that there are now fifteen names who require office space with reservation were attached. The other half of collection from which I started was the present floor space of the President's office group, and also the building of Mr. Smith's department. I thought on this as likely to determine in a general way the necessary size of the other space provided against the future of my plan was made. It is now in my mind to select and in the large drawing corresponding to it, I have provided for a large space together with a separate space with a view to the future office of one or two of them, the office themselves being likely to be willing to attend to each of these office space needs. The country space which I have indicated tentatively as claimed as the first floor of the

The University of Chicago
The Graduate School of Arts and Literature

OFFICE OF THE DEAN

President, the Recorder, the Business Offices, and general reception rooms, are 64x64. Mr. Arnett said that he should want in the rough 5000 square feet of space, that is 50ft. x 50ft. on each of two floors and the corresponding space in the basement. Because it appeared likely that these dimensions would not quite satisfy the demands of all the offices that would want these larger spaces, I made the dimensions 64x64. There would thus be, in accordance with this sketch, omitting now the corner spaces and referring only to the small offices, room for twelve deans with six stenographers on the first floor, and an equal number on the second floor.

This sketch of mine, if carried out, would construct a horrible looking edifice, something of the armory type. It would accomplish two things that seem to all the administrative officers very necessary. Namely, in the first place, it would reduce to a minimum the distance from the ground of all the Deans' work. The desideratum is to have as much work as possible done on the ground floor. If the building were carried out on something like the scale that I have drawn, it would satisfy another demand; namely, for a great concourse space in which on certain occasions a considerable assemblage could be accommodated. That is, there would be according to the usual rate of calculation, on the main floor of the building and in the galleries standing room for 5200 people, and seating room for something over 3000 people, if chairs were installed.

My comment on Professor Chamberlin's scheme is that it means a maximum of architecture, and a minimum of administrative efficiency. It is a type of building that would never be chosen from the standpoint of the administrative officers who have to deal with a large number of students.

President, the Recorder, the Business Offices, and general reception rooms.
Mr. Foster said that he should want in the rough 1000 square feet
of space, that is 50 ft. x 20 ft. on each of two floors and the corresponding
space in the basement. Because it appeared likely that these dimensions would
not quite satisfy the demands of all the offices that would want these larger
spaces. I made the dimensions 60 ft. x 20 ft. There would thus be, in accordance with
this sketch, consisting now the corner spaces and relating only to the small
offices, room for twelve desks with six stenographers on the first floor, and
an equal number on the second floor.
This sketch of mine, if carried out, would constitute a horrible lack-
ing edifice, something of the army type. It would necessitate the things that
seem to all the administrative officers very necessary. Namely, in the first
place, it would reduce to a minimum the distance from the ground to all the
desks' work. The consideration is to have as much work as possible done on the
ground floor. If the building were carried out on something like the scale
that I have drawn, it would actually smother the desks; namely, for a great con-
siderable space in which on certain occasions a considerable number of people could be
accommodated. That is, there would be according to the usual rate of accom-
modation, on the main floor of the building, in the hallways, stairways, and
for 1000 people, and seating places, and other things, and other things, it seems
were installed.
The demand on Professor Chamberlain's report is that it be a
maximum of architecture, and a minimum of administrative efficiency. It is
a type of building that would never be chosen from the standpoint of the
administrative officers who have to deal with a large number of students.

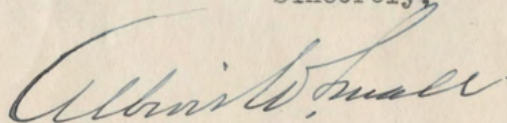
The University of Chicago

The Graduate School of Arts and Literature

OFFICE OF THE DEAN

I have not had my mind on the figures involved in these calculations for so long that I do not feel competent to express a judgment as to their approximate reliability. I do not feel either that the sort of barn shaped proposition, into which I organized the figures which were given to me in response to my inquiries, is the best thing that can be proposed as an assembling of the administrative demands. The President suggested something in the nature of a quadrangle with cloisters on the inside, thus avoiding the tremendous roof that would be required to cover the armory which I have sketched. I have not tried to carry out that suggestion, but it appears to me as possibly containing something very much preferable to either my rough idea or Professor Chamberlin's elaborate design.

Sincerely,

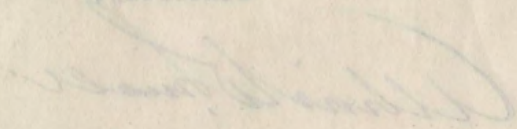
A handwritten signature in cursive script, appearing to read "Albert B. Small".

AWS-JI.

I have not had a word on the figures involved in these calculations for so long that I do not feel competent to express a judgment as to their approximate reliability. I do not feel either that the sort of data supplied in the past which I organized the figures which were given to me in response to my inquiries, is the best thing that can be proposed as an assembly of the administrative demands. The President suggested something in the nature of a compromise with officers on the inside, thus avoiding the tremendous cost that would be required to cover the survey which I have sketched. I have not tried to carry out that suggestion, but it appears to me as possibly containing some very much profitable to either my rough idea or Professor Chamberlain's

approximate design.

Sincerely,



W-B-11

G15
X

C O P Y .

GENERAL EDUCATION BOARD

New York, February 18, 1924.

Administration Building

Dr. J. Spencer Dickerson,
Secretary, University of Chicago,
Chicago, Illinois.

My dear Spencer:

I have read over your report entitled "Business Administration Offices - Needs - Recommendations", and am impressed with the clear way in which you have described the conditions and needs of the several departments which the report embraces. The report calls vividly to one's mind the rapid changes which a few years at the University have brought about. The growth ordinarily is unobserved from day to day, but in looking over a period of years it is obvious. I think your recommendations are good and I heartily concur in them.

I hope that you are very well and that everything is going nicely with you.

With cordial regards, I am,

Yours very truly,

(Signed) Trevor Arnett.

612
X

C O P Y .

GENERAL EDUCATION BOARD

New York, February 18, 1934.

Johnnie G. ...

Dr. J. Spencer Dickerson,
Secretary, University of Chicago,
Chicago, Illinois.

My dear Spencer:

I have read over your report entitled "Business Administration Offices - Needs - Recommendations", and am impressed with the clear way in which you have described the conditions and needs of the several departments which the report embraces. The report calls vividly to one's mind the rapid changes which a few years at the University have brought about. The growth ordinarily is unobserved from day to day, but in looking over a period of years it is obvious. I think your recommendations are good and I heartily concur in them.

I hope that you are very well and that everything is going nicely with you.

With cordial regards, I am,

Yours very truly,

(Signed) Trevor Arnett.

Business Administration Offices

Needs. Recommendations.

Report of Special Committee Appointed by the Committee on Buildings and Grounds

Last August the Board of Trustees, acting on a report of the Auditor which called attention to the inadequacy of the facilities for convenience and efficiency of the various administrative offices, referred the report to the Committee on Buildings and Grounds. The committee in turn, at its meeting of October 10, 1923, instructed the Business Manager and the Secretary to investigate the situation and to report their recommendations. It perhaps ought to be said that as the Secretary is more intimately related to the several administrative departments involved the responsibility for the views expressed in the following report is chiefly his, although both members of the committee are agreed upon the general conditions and the recommendations made.

When the Press Building was occupied in 1903 to the University libraries was given the entire second floor. After Harper Library was completed and the books were removed that part of the first floor where the Auditor's department first found space was filled by the Cashier's department including the Housing and Employment Bureaus, and while the Auditor's office moved up stairs. After the bookstore was crowded out of the Press Building the Faculty Exchange, the Information Office and the Employment Bureau were moved into the vacated space. Practically the only additional space for administrative purposes afforded by the removal of the library and the bookstore is something more than half the area of the second floor. This space is now crowded even after capturing some of the book-storage space.

Much of the Press Building in which the business administration now centers is inconveniently and unsystematically arranged and has reached the limits of expansion.

Publication and Manufacturing Departments of the Press.

The Press departments of publication and manufacturing need to expand in room as they have in volume of business. Printed books are now stored in three different places. The Publication Department requires 1,100 square feet more room. The Manufacturing Department requires more space for storage of plates and paper stock. If the Publication Department continues to increase its sales in the near future as in the past three years enlargement of the press-room will be necessary as no additional presses can be installed in the space now available.

The Cashier's Office.

The Cashier's department, which received in 1902-03 \$480,261 in students' fees, in 1922-23 received \$2,196,300, besides

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\$650,000 in students' deposits and \$255,486 in rents for University houses and apartments. In 1902-03 4,463 students were registered, in 1922-23 12,748. As most of these students must pay their tuition and laboratory fees in person as well as make arrangements for dormitory or other housing facilities in the Cashier's offices, the crowding is, at times, almost indecent. At all times of registration there are inconvenient, disagreeable and unsanitary conditions.

In order to cash their salary checks into the main office by the hundred come the Buildings and Grounds and press-room operatives, in their work clothes unavoidably soiled by their useful and honorable labor. Here, too, students make and withdraw their deposits. In winter the ventilation is bad (notwithstanding the installation of an expensive ventilating apparatus) and in summer young women have fainted while waiting in the small congested space in front of the tellers' cages. The bottle-neck shape of the Cashier's main office and its relation to the public entrance to the building render it impossible to "route" the incoming and outgoing registering students expeditiously or comfortably.

In this office, also, are cashed professors' salary and student checks, as well as employees' wage checks. For such purposes \$1,615,000 was disbursed during the year. When the first-of-the-quarter pressure comes it is necessary to remove the Housing Bureau from the Cashier's office to another part of the Press Building and at the opening of the Summer Quarter to Haskell Hall.

The Cashier summarizes the situation as follows: "In work of this kind where nearly every transaction means a personal call of the individual to be served at the office, the situation is considerably different from what it would be if a considerable part of the work were of a mail order type. Although each individual transaction is of comparatively small amount the necessity of meticulous care in handling every case and the large responsibility involved in the aggregate is perhaps not sensed by those not actually familiar with the work of the office. Our students from whom we collect over two million dollars in fees per year are, of course, our real 'customers' and I am sure that all of us are anxious to be in a position to take care of them in the best possible manner."

Auditor's Office.

When the medical schools begin to function there will be need of more clerks in the Auditor's office. At present there is no spot on which to place another desk. If extra clerks are to be employed during the financial campaign they, too, must find desk-room elsewhere than in the Auditor's office. The Assistant Auditor and the Chief Accountant are obliged to sit where much of the time artificial light must be used. So many clerks are seated next to windows that even with window ventilators the ventilation is poor and sometimes bad.

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The vault now used by the Auditor and the Secretary, which is not fire-proof, is much too small. The account books, vouchers and letter-books crowd the shelves and even when the older records are stored in an inconvenient basement of Cobb Hall the available shelf room, extending from the floor to the ceiling twelve feet above, is practically filled by records in current use. The shelf space now used by the Secretary's records (including the complete set of minutes of the meetings of the Board of Trustees since the incorporation of the University and certain minute books of the Theological Union and the old University of Chicago) is thirty linear feet instead of the ten required when the present Secretary was elected. As these records are of the utmost importance they cannot well be stored elsewhere. Moreover, they are in constant use.

Buildings and Grounds Office.

The situation in the case of the telephone operators is little short of disgraceful. The room (10 x 12) is in use both day and night, four operators being on duty from 7:30 a.m. or 8:30 a.m. to 5:00 p.m. and one operator thereafter and until 7:30 a.m. Of the 10 feet x twelve feet space 5 feet x 10 feet is required for the switchboard so that the actual room for the four day operators is only 5 feet x 12 feet. The chairs on which they sit almost touch the lounge on which they rest when off duty. There is only one window. The room is always disagreeable and in summer intolerable.

Furthermore, the switchboard has about reached its capacity. The Superintendent of Buildings and Grounds reports that a new switchboard at least sixteen feet long (twice the present length) is needed besides a separate rest-room for operators with a kitchenette. Compare the conditions with the facilities provided in telephone exchange buildings of the Chicago Telephone Company, and the wonder is that the University is able to secure operators.

This department stores the valuable microscopes (worth \$100 each on an average). The vault space for the storage of this apparatus, the total value of which exceeds \$55,000, is wholly inadequate. Delicate-adjusted instruments are frequently piled on the floor. Twice the amount of vault space is needed in the opinion of the Purchasing Agent who has general oversight of this material.

Toilet arrangements are not up to date. There is no rest-room for women clerks. The toilet room for men is used promiscuously by students, express messengers, errand boys besides University officers and clerks. There is a little more privacy than that of the proverbial gold-fish, but the promiscuous use of the one room is not conducive to the cleanliness and neatness of the room or the self-respect of the officials. There is need of another toilet room on the first floor.

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The situation in the case of the telephone operators is little short of disastrous. The room (10 x 12) is in use both day and night. Four operators being on duty from 7:30 a.m. to 8:30 a.m. to 5:00 p.m. and one operator thereafter and until 7:30 a.m. Of the 10 feet x 12 feet space 5 feet x 10 feet is required for the switchboard so that the actual room for the four day operators is only 5 feet x 12 feet. The chairs on which they sit almost touch the lounge on which they rest when off duty. There is only one window. The room is always disagreeable and in summer intolerable.

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This department stores the valuable microscopes (worth \$100 each on an average). The vault space for the storage of this apparatus, the total value of which exceeds \$25,000, is wholly inadequate. Delicate-adjusted instruments are frequently piled on the floor. Twice the amount of vault space is needed in the opinion of the Purchasing Agent who has general oversight of this material.

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The Secretary's Office.

The Secretary, although he may not deserve it, has the most pleasant office in the building. It is not conveniently located for callers including the two or three hundred people who each quarter are obtaining student free tuition vouchers. But for the Secretary isolation may be regarded as an advantage. It might be larger in order the better to provide for filing cabinets and book-cases but it will answer its purpose for years.

The vault, in which the official records are stored, as has been stated in a former paragraph, is wholly inadequate, inconvenient as to location and interior arrangement. If a serious fire should break out the contents of the vault would almost inevitably be destroyed. If, however, the Auditor's office can adjust its needs to the increasing space requirements of the Secretary's material, the vault may be left as it is even when the additional space in the Press Building for administrative offices is provided.

In General.

There are employed in the administrative offices in the Press Building including those of the Press (omitting pressmen, compositors, binders, etc.) ~~seventy~~ ^{eighty-six} officers, clerks and other employes. The number has been multiplied by four since 1903, while the space available for offices has not been proportionately increased. Offices too crowded are an uneconomical as offices too large or poorly correlated.

Reports from the several departments supporting the statement of conditions and needs here set forth are on file in the Secretary's office.

For the Future.

The solution most to be desired, of course, is the construction of an administration building into the offices of which would be assembled the Auditor's staff, the Secretary's office, that of the Buildings and Grounds Department, the telephone exchange and the Cashier's (with subsidiary bureaus) and Recorder's clerks. Here, too, there would be offices for some, if not all, the increasing number of deans now scattered over the quadrangles in confusing situations. The removal of deans from Cobb Hall would provide much needed class-room space. When the erection of the Billings Hospital causes the removal of Ellis Hall the bookstore might remove again to the Press Building if the new administration building is completed or provision, preferably, be made in the new administration building which would then become the administrative center.

When Lexington Hall is razed to clear the way for access to the University chapel, or when it drops to earth from senile exhaustion, the type-writing office, the Bureau of Recommendations together with the Correspondence Study Department now in

The Secretary's Office.

The Secretary, although he may not reserve it, has the most pleasant office in the building. It is not conveniently located for callers including the two or three hundred people who each quarter are obtaining student free tuition vouchers. But for the Secretary's association may be regarded as an advantage. It might be larger in order the better to provide for filing cabinets and book-cases but it will answer its purpose for years.

The vault, in which the official records are stored, as has been stated in a former paragraph, is wholly inadequate, inconvenient as to location and interior arrangement. It is a serious fire should break out the contents of the vault would almost inevitably be destroyed. It, however, the Auditor's office can do just its needs to the increasing space requirements of the Secretary's material, the vault may be left as it is even when the additional space in the Press Building for administrative offices is provided.

In General.

There are employed in the administrative offices in the Press Building including those of the Press (omitting pressmen, compositors, binders, etc.) ~~several~~ officers, clerks and other employees. The number has been multiplied by four since 1903, while the space available for offices has not been proportionately increased. Offices too crowded are an uneconomical as offices too large or poorly correlated.

Reports from the several departments supporting the statement of conditions and needs here set forth are on file in the Secretary's office.

For the Future.

The solution most to be desired, of course, is the construction of an administration building into the offices of which would be assembled the Auditor's staff, the Secretary's office, that of the Buildings and Grounds Department, the telephone exchange and the Cashier's (with subsidiary bureaus) and Recorder's clerks. Here, too, there would be offices for some, if not all, the increasing number of persons now scattered over the quadrangles in confusing situations. The removal of desks from Cobb Hall would provide much needed class-room space. When the erection of the Billings Hospital causes the removal of Ellis Hall the bookstore might remove again to the Press Building if the new administration building is completed or provision, preferably, be made in the new administration building which would then become the administrative center.

When Lexington Hall is razed to clear the way for access to the University chapel, or when it drops to earth from a fire-expansion, the type-writing office, the Bureau of Recommendations together with the Correspondence Study Department now in

Ellis Hall would doubtless find refuge in the new administrative building.

The survey of the University now being made by representatives of the General Education Board will, doubtless, refer to the necessity for administrative concentration. One of these representatives has made a tentative suggestion to which attention may be called. The large increase of capacity for producing heat and light when the hospital and chapel are completed will, unquestionably, necessitate the building of a new power plant. Why not, he asks, use the present power plant site, utilizing all the space, placing the boilers and dynamos one or two stories below ground, as in modern skyscrapers, the coal to be supplied by gravity-moved cars through a tunnel from the housed stock on the land owned by the University on Harper Avenue and the Illinois Central right of way. A well constructed and good looking wall on the Avenue would presumably secure permission for such use of the lots from the Zoning Commission. The coal supply stored at Harper Avenue would permit the use of all the space on the half block of the power plant, no coal piles being required larger than a day's supply; wasteful, open-air storage, so distasteful to neighbors thus being discarded. The private alley, east of the present plant, no doubt, could also be used if more room is demanded.

building Superimposed upon the sunken power-plant let the proposed administration be erected. The two frightful-looking smoke stacks would be superseded by a tower through which the chimneys would extend as in the Woolworth Building, New York. Such a building, constructed of brick, would, when the need arises, readily lend itself to the construction of additional floors without excessive cost.

Thus utility, economy, efficiency, beauty would be encouraged. The value of land west of the power plant would undoubtedly increase if coal piles, coal dust and architectural ugliness could be removed from the face of the earth.

For the Present.

The present urgent need is for an addition to the Press Building to occupy all or part of the vacant lot 64 feet x 52 feet at its northwest corner. Therein much needed storage room could be obtained below ground. The Cashier's office could be arranged so as to permit entrance and exit from separated doors and the disposal of tellers' cages and other student facilities somewhat after the plan at Columbia.

The Press office force could move northward, the Auditor's force move westward, the University move onward.

This committee suggests that the Committee on Buildings and Grounds report to the Board of Trustees recommending that to relieve the situation of the business administration an architect (Coolidge & Hodgdon were architects of building) be employed to

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make sketches of an addition to the Press Building of two or three or four stories as the committee may decide, with estimates of cost and that the Auditor be requested to report the possible source of funds.

Committee.

W. B. + J. J. J.

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Committee.

Bliss & Green

October 3, 1924

Dean E. H. Wilkins,
Faculty Exchange

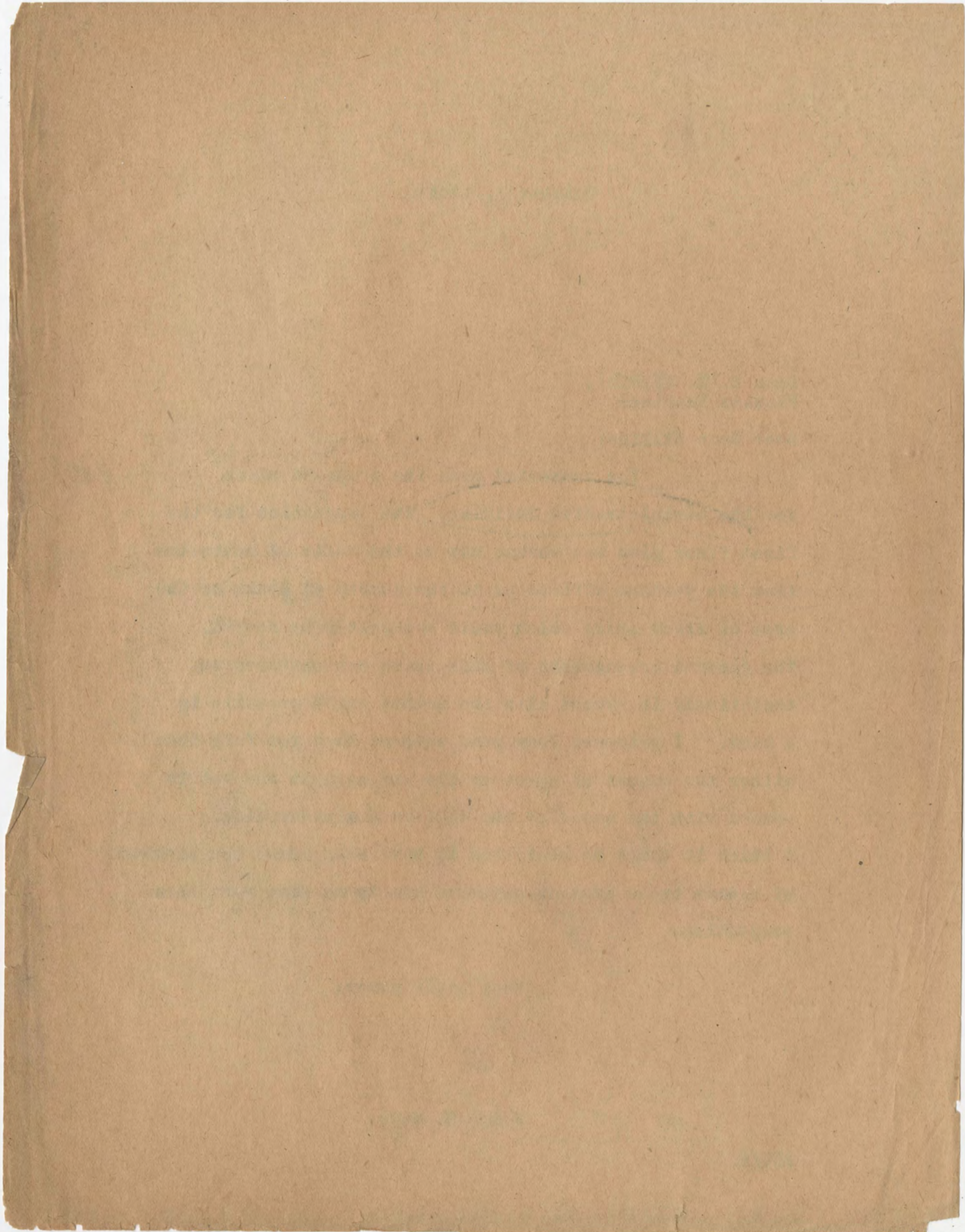
Dear Dean Wilkins:

You commented upon the proposed plans for the Administrative Building. The suggestion for the first floor plan was worked out on the basis of estimates from the various offices as to the number of desks or the area of floor space which would apparently be needed. The general arrangement of this space was sketched out tentatively in accord with the method which prevails in a bank. I gathered from your comment that you felt that either the amount of space or the arrangement was not in accord with the needs of the College Administration. I think it would be desirable to have your views now although of course these present sketches are in no wise more than suggestions.

Very truly yours,

James H. Tufts

JHT/H



The University of Chicago

Office of the Vice-President and Business Manager

ROOM 1838, 230 S. CLARK ST.
TELEPHONE DEARBORN 9312

September Ten
1 9 2 4

*File
New Heading
Needs of the Univ.
Development Plans
Admin Bldg
Sal. Bldg.*

See 86

My dear Mr. Tufts:

Mr. Flook has sent me a sketch of the Administration Building, showing how the space of the first floor could be worked out. As I understand the matter, the reason for making the drawing of the Administration Building and calculating its contents is for the purpose of enabling the architects to lay out simple floor plans in sufficient detail to develop the elevation which is desired by the Committee on Development.

Have you any further suggestions to offer before the plans as drawn by Mr. Flook are sent to the architects for the purpose indicated?

Do you wish to take any further action with regard to the proposed Home Economics Building, about which Mr. Flook wrote you on August 23rd? Do the Committee on Development wish for an elevation of this building also?

Very truly yours,

Trevor Arnett
Trevor Arnett

Mr. James H. Tufts
The University of Chicago

TA:EB

The University of Chicago

Office of the Vice-President and Business Manager

ROOM 1206, 500 S. CHASE ST.
TELEPHONE: HARVARD 3411

September Ten
1934

My dear Mr. Tuttle:

Mr. Block has sent me a sketch of the Administration Building, showing how the space of the first floor could be worked out. As I understand the matter, the reason for making the drawing of the Administration Building and calculating its contents is for the purpose of enabling the architects to lay out simple floor plans in sufficient detail to develop the elevation which is desired by the Committee on Development.

Have you any further suggestions to offer before the plans as drawn by Mr. Block are sent to the architects for the purpose indicated? Do you wish to take any further action with regard to the proposed Home Economics Building, about which Mr. Block wrote you on August 23rd? Do the Committee on Development wish for an elevation of this building also?

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Mr. James A. Tuttle
The University of Chicago

TA:TB

Aug. 30th, 1924

Mr. Trevor Arnett:

ADMINISTRATION BLDG.

Dean Tufts referred to me a statement of needs which he has received from the various departments in connection with the Administration Building. I am attaching herewith a memorandum regarding this building, giving floor areas and suggested locations for the various departments.

I am also handing you a sketch indicating how this could be worked out on the first floor.

This is not in great detail but I presume that it will be sufficient for the architects to lay out simple floor plans in sufficient detail to develop the elevation which we now desire.

Will you kindly indicate the next step if I can be of further assistance in this matter?

Yours very truly,

L. R. Flook
Superintendent

LRF/JK

CC President Burton ✓

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CC President Burton

C O P Y

MEMORANDUM

8-29-24

ADMINISTRATION BUILDING

The needs for an Administration Building are definitely established, as follows:

1. President's Office: (Letter Aug. 28th, 1924 by Mr. Scott)

Office space to be provided for the President, two Vice Presidents, two Assistants, two Secretaries, seven Clerks, and one Statistician:

President's Office:	approximately	600	sq.ft.
	Outer Office for Secretaries		
	and Reception Room.....	400	" "
Vice Presidents:	two private offices, each....	250	" "
Assistants:	two private offices, each....	200	" "
Statistician:	private office.....	250	" "
Clerks & Secretary:	space for eight desks.....	250	" "
Conference Room:	to be used by anyone.....	400	" "
	Total.....	2350	" "

Filing space:	cupboards and current files	71	Lin.ft.
Bookshelves:	for official publications	200	" "
Storage cupboards:	could be transferred from present quarters	45	" "
	Total	316	Lin.ft.

2. Dean's Office: Assuming the present space in Cobb Hall

- | | | |
|---|------|---------|
| (a) <u>Graduate Dean's Office</u> (now in Room 10 $\frac{1}{2}$ -A)-- | 744 | sq. ft. |
| (b) Dean of Colleges (now in Cobb, 3,4,5-B) -- | 2340 | " " |
| (c) Medical Dean (now in Cobb 7 and 8) -- | 937 | " " |
| (d) School of Education Deans: | | |

Graduate Office for an advisor of graduate students in Education; space for the Dean of Colleges in Education, two Assistant Deans, and two Secretaries to advise students who are registered in the College of Education as well as students in the Colleges of Arts, Literature and Science. (Administration Office in Blaine to be retained.)

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space for eight desks.....	250	" "
to be used by anyone.....	400	" "
Conference Room:		
Clerks & Secretary:		
Statistician:		
Assistants:		
Vice Presidents:		
Total.....	2350	" "

Tiling space:		
Bookshelves:		
Storage cupboards:		
could be transferred from		
present quarters	45	" "
cupboards and current files	200	" "
for official publications		
Total	316	lin. ft.

2. Dean's Office: Assuming the present space in Gobb Hall

(a) <u>Graduate Dean's Office</u> (now in Room 105-A)---	744	sq. ft.
(b) Dean of Colleges (now in Gobb, 3, 4, 5-B) --	2340	" "
(c) Medical Dean (now in Gobb 7 and 8) --	937	" "
(d) School of Education Deans:		

Graduate Office for an advisor of graduate students in Education; space for the Dean of Colleges in Education, two Assistant Deans, and two Secretaries to advise students who are registered in the College of Education as well as students in the College of Arts, Literature and Science. (Administration Office in Blaine to be retained.)

8-29-24

3. Recorder and Examiner's Office: (Letter Aug. 21, 1924
by Mr. Smith)

(a) List of people using desks in the Office of the
Recorder and Examiner:

The Recorder and Examiner, Mr. Payne
The Assistant Recorder, Mr. Gurney
The Recorder's Secretary, Miss Moore
Recorder's Assistant in charge of editing of
University documents, Miss Miller
Assistant Recorder's Secretary, Mrs. Durfee
Stenographers: Miss Neff, Mrs. Rohrke
Chief Clerk Permanent Records: Miss Gibson
Clerks: Miss Baker, Miss Harpel, Miss Mills,
Miss Johnson, Miss Walker
Chief Clerk Temporary Records: Miss Ott
Clerks: Miss Freeman, Miss Garlick, Miss Notter,
Miss Vieberts
Filing Clerk: Miss Jenks
Mimeograph operator: Miss Rislow
The Assistant Examiner, Mr. Smith
Assistants to the Examiner, Miss Anderson, Miss
Hoyt, Miss Nelson, Miss Pickens
Statistical and Co-operating Work: Mr. Scates,
Miss Stephenson
General Correspondence Bureau: Miss Page, (Clerk
to be engaged).
Stenographers: Miss Eastman, Miss Magnus
Clerks: Miss Graham, Miss Peck, Miss McAuley

(b) Space is needed in the Recorder's Office for at
least four extra people, as from four to six clerks
from other offices are almost continuously at work
in this office.

(c) Space for filing in the offices of the Recorder and
Examiner for permanent file (at present 111,670
students have been admitted in the University, each
one requiring a permanent record, adding at the
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8-29-24

(d) Provide two card-filing cabinets, several large supply cupboards, and a catalog cupboard for 1300 University catalogs.

(e) Space needed in Recorders Office for permanent and temporary records, and space, etc., is about equal to that required in the Examiner's Office.

(f) Additional space needed for signing of diplomas at the end of each quarter. Present space in Cobb Hall --

	2104 sq.ft.
Space used by Examiner's Office --	1496 " "
Total	3600 " "

4. Alumni Office: Present quarters in Cobb Hall consist of one private office and one general office, total 1323 sq. ft. Mr. Pierrot states this should be increased about 50%, providing two small offices and one large office.
5. Board of Recommendations: Now housed in Lexington Hall, would occupy 1254 sq. ft., which includes a large office, two private offices, two general offices, and two other small conference rooms, Dr. Hoyt suggests 75% increase. This space should be easily divided into private conference rooms and waiting room space, also to have ample provision for filing of records.
6. Mimeograph and Typewriting: Now housed in Lexington Hall, 454 sq. ft. This space is a minimum under the best arrangement and probably should be increased at least 50%. Should this work not be reorganized so as to take care of the bulk of the typing and stenographic work from the first floor offices?

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8-29-24

7. Home Study Department: In a letter from Mr. Mallory, he states that the present area of 1700 sq. ft. should be increased to 2500. Present arrangement -- provide for two private offices, two small examining rooms and a vault with a large general office and a small reception room.
8. Cashier's Office: Now occupies the area, first floor, Press Building, 2120 sq. ft. Should now provide three small offices, one for cashier, and for assistant cashier, and one for Secretary and three desks, three student fee tellers, two Business-Managers office tellers, and two desks for student fees, bookkeeper, with stenographic requirements for five additional desks.

For the rush period at the beginning of each quarter, this should be expanded to provide for an additional desk for the Secretary, 9 additional windows for student fees tellers, 2 additional desks for student fees bookkeepers, and 2 additional stenographers.

Cashiers Office -- approximately 90 sq. ft. needed for a letter and card file and for student records at least 10 by 15 ft. having an open center space for the over night storage of office carts.

9. Information Office: Present area of Information Office, Faculty Exchange and Housing Bureau, in the Press Building is 1347 sq. ft. This should now be divided providing for the Information Office in a central booth in the large corridor, providing three desks on the first floor for the Housing Bureau, one of which is enclosed for the Employment Office, and for three desks.

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9. Information Office: Present area of Information Office, Faculty Exchange and Housing Bureau, in the Press Building is 1547 sq. ft. This should now be divided providing for the Information Office in a central booth in the large corridor, providing three desks on the first floor for the Housing Bureau, one of which is enclosed for the Employment Office, and for three desks.

8-29-24

For the rush period at the beginning of each quarter the Employment bureau should have two additional desks, the Information Office should be doubled in size and the Housing Bureau expanded by the addition of 13 desks. This will make it necessary that the Housing Bureau be moved to an area on the mezzanine floor.

10. Faculty Exchange: The Faculty Exchange or Post Office now on the first floor of the Press Building should have approximately 40 ft. of lobby frontage and a space behind the exchange boxes of not less than 140 sq. ft. Federal Board students, two desks.

Post Office, separate recommendation is being made utilizing some of the Faculty Exchange space for the U.S. Post Office but adding facilities for the installation of a complete sub-station.

11. Superintendent's Office: We should provide one small office and one large office -- the small office to be approximately 12 by 15 ft., -- the large office to accommodate seven desks, (Assistant Superintendent, Chief Clerk, Order Clerk, Cost Clerk, Stenographer, Draftsman, and Office Boy). Drafting room to be 12 by 22 ft.
12. Purchasing Department: This department should consist of small office say, 10 by 12 ft., a large outer office for Buyer, Chief Clerk, Order Clerk, Billing Machine, Stenographer and Office Boy, and shelving for trade catalogs.
13. Real Estate Renting Office: (Mr. Petzel) One desk and table.

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8-29-24

Present space in the Press Building, Superintendent's Office, Purchasing Agent, Real Estate, 1812 sq. ft.

14. Auditor's Office: The present space occupied by the Auditor, 1586 sq. ft., consists of 20 desks and one private office. In the immediate future three additional desks, or a total of 23 desks, are necessary. Provision for expansion for 7 more desks would probably take care of expansion for many years. Additional space should be provided for the joint use of the Auditor, Secretary of the board, in a total area of not less than 10 ft. wide by 20 ft. long.

There should also be one private office, and space in the large office, a corner of which must be provided for one mimeograph machine and the noisier parts of the work probably being separated by a silent partition.

15. Secretary's Office: This should be a suite of three offices for the Secretary, Assistant Secretary, and the third room for two stenographers. The third and larger office should be in the center of the receiving room and have a partition for files and bookcases and an extra typewriting desk. Space for nine or twelve vertical files and two bookcases should be provided.

Space in the Auditor's Office provided for mimeograph storage of stationary, etc., used jointly by the Secretary, the Secretary required about 25 ft. of running shelving room for stationary.

16. Commons Office: Space in lexington now used, 600 sq. ft., probably should provide twice this amount.

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8-29-24

GENERAL: The Administration Building is intended to house the Administration functions now performed in various buildings so that there will be a central point for students to transact business and for the University advisors severally or in groups to transact the University's business.

The first floor should contain offices most used, in order to avoid climbing of stairs and undue use of the elevator. The following departments are tentatively located on the ground floor:

1. Information Office
2. Examiner's Office
3. Dean's Office
4. Cashier's Office
5. Bureau of Records
6. Faculty Exchange
7. Housing Bureau
8. Employment Bureau
9. Federal Board

On the mezzanine floor are tentatively located:

Bureau of Records
Mimeograph and Typewriting Office
Central Stenographic Office
Auditor's Office
Secretary of the Board
Bureau of Recommendations

On the second floor are located tentatively: the President's suite, including reception room housing Secretary to the President, offices of the President, Vice President, and Assistants to the President, Alumni Office, the Superintendent of Buildings and Grounds, the Purchasing Agent, the Real Estate Renting Office, and Commons Office.

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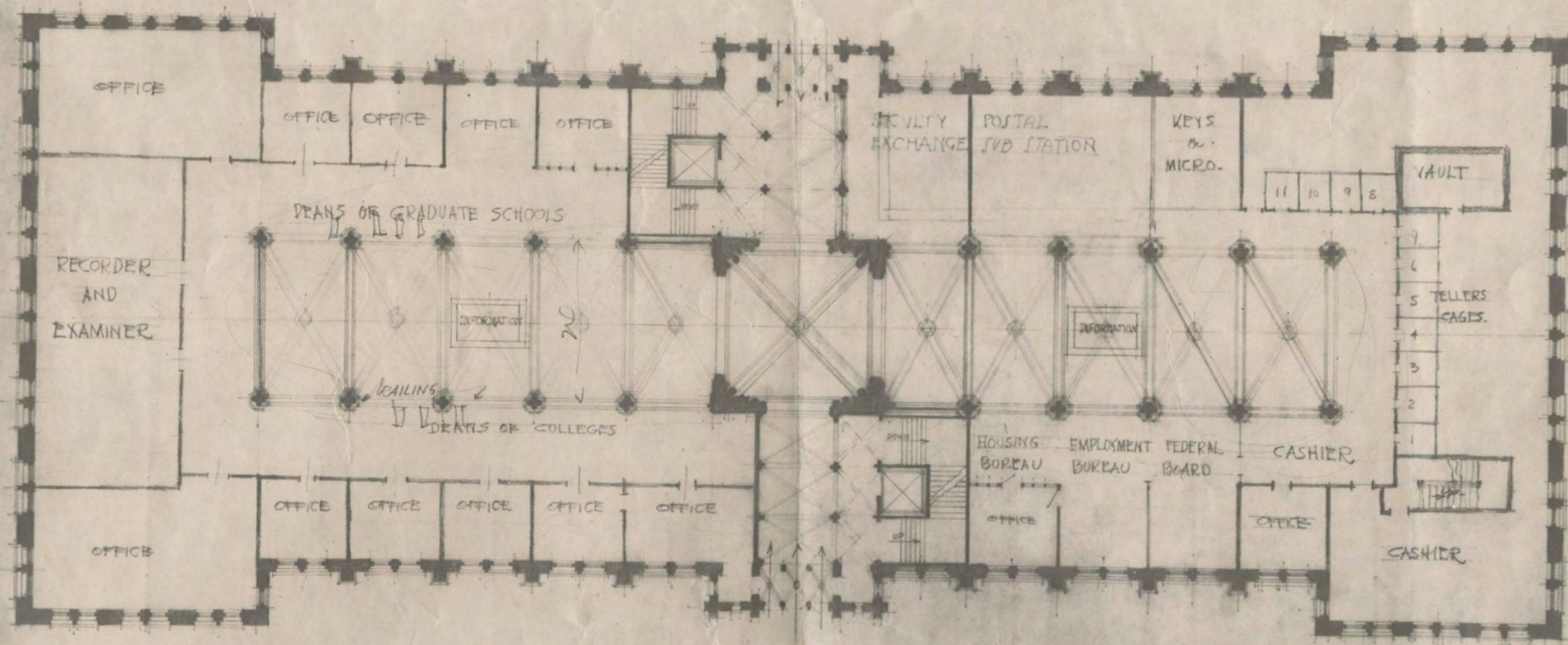
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8-29-24

On the third floor is located tentatively, the Home Study Department, Telephone Exchange, and probably a large assembly or senate chamber room.

8-29-24

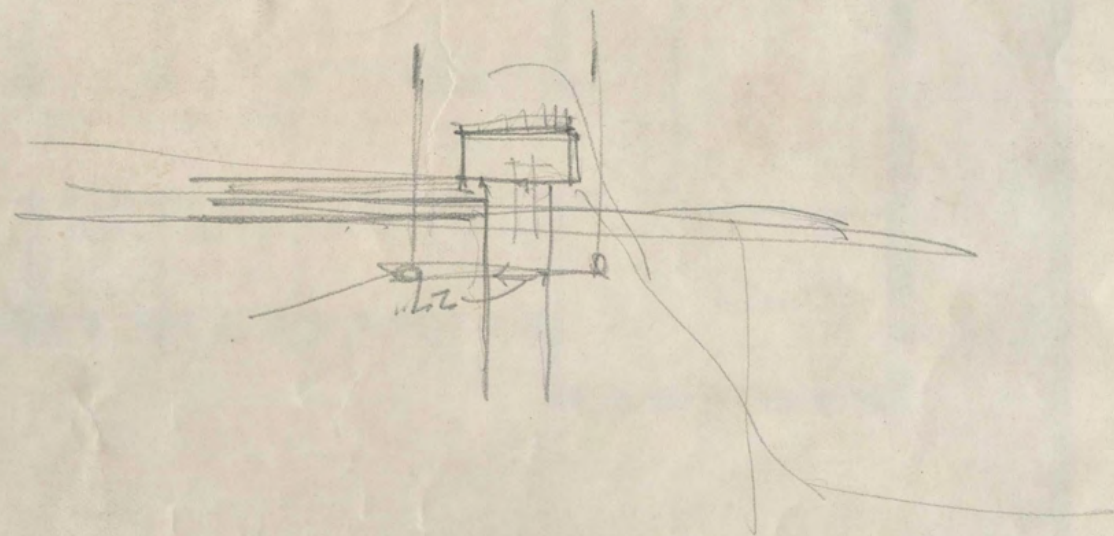
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GROUND FLOOR PLAN
Scale $\frac{1}{8}$ " = 1 ft.

Scale. ft.
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

STUDY FOR AN ADMINISTRATION BUILDING



The University of Chicago

Office of the Vice-President and Business Manager

ROOM 1838, 230 S. CLARK ST.
TELEPHONE DEARBORN 9312

September Twenty Two
1 9 2 4

My dear President Burton:

Mr. Tufts tells me that you would like to take up consideration of the proposed plans for an Administration Building and for an Home Economics Building. I have asked Mr. Flook to send to you today material on these subjects, for your information.

Very truly yours,

Trevor Arnett
Trevor Arnett

President Ernest D. Burton
The University of Chicago

TA:EB

The University of Chicago

Office of the Vice-President and Administration

September Twenty Two
1918

ROOM 1000, 520 E. CLARK ST.
TELEPHONE CERRAH 8112

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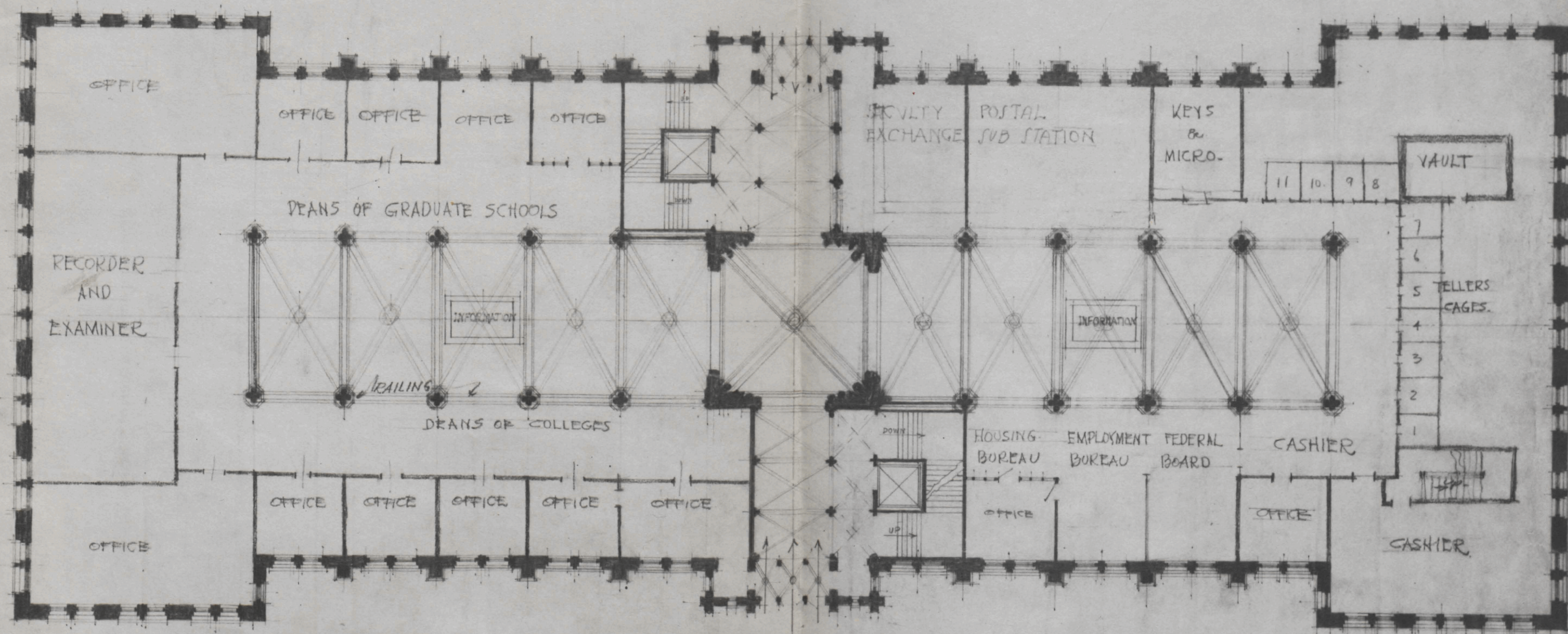
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Very truly yours,

Frederick A. Mott

President Ernest B. Burton
The University of Chicago

TA:EB



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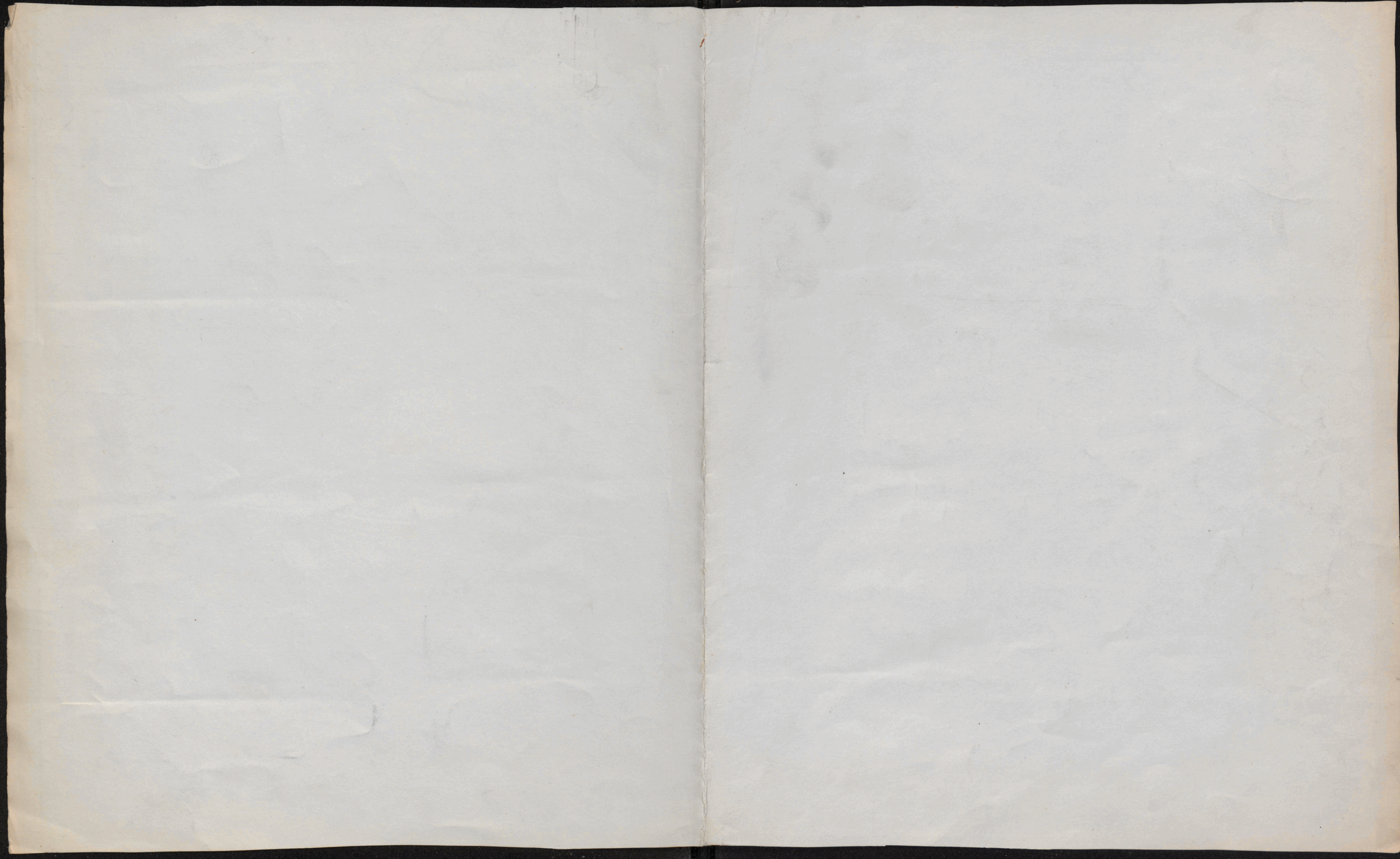
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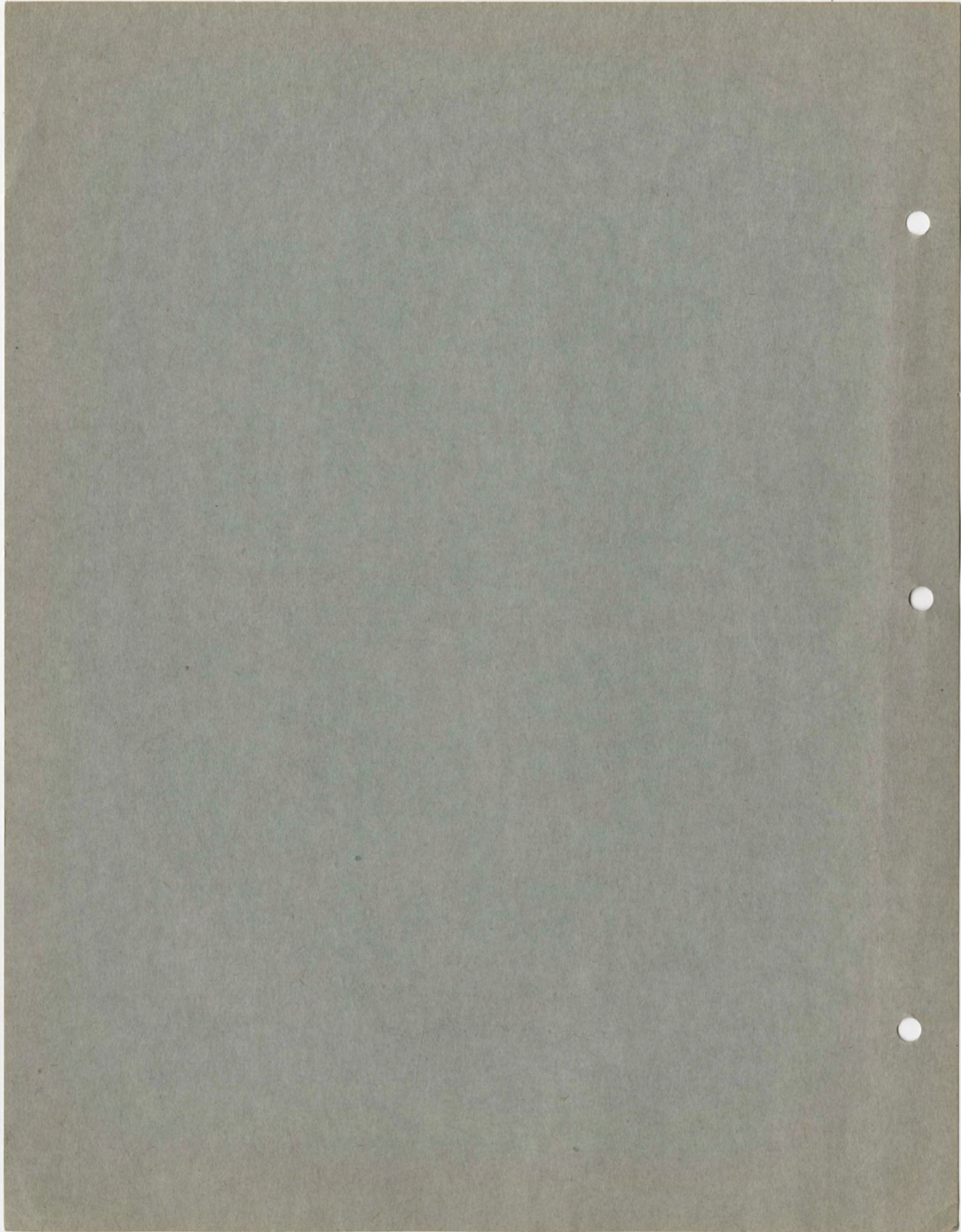
STUDY FOR AN ADMINISTRATION BUILDING

THE UNIVERSITY OF CHICAGO
B&G Dept.

Aug. 26, 1924.



THE NEED FOR A GENERAL ADMINISTRATION BUILDING
AT THE UNIVERSITY OF CHICAGO



THE NEED FOR A GENERAL ADMINISTRATION BUILDING
AT THE UNIVERSITY OF CHICAGO.

Prepared by
THE UNIVERSITY OF CHICAGO
For the Attention of

THE NEED FOR A GENERAL ADMINISTRATION BUILDING
AT THE UNIVERSITY OF CHICAGO.

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The Need for a General Administration Building at the University of Chicago.

One of the outstanding needs of the University of Chicago is a General Administration Building. With the phenomenal growth of the University in its career of thirty-three years, there has come a consequent overcrowding of its academic and business administrative forces. Offices are scattered through as many as seven buildings over the Quadrangles. No centralized place exists to handle its great governing activities.

With the assets of the University growing from \$17,000,000 in 1903, to over \$54,000,000 in 1925, and its student body in the same period having increased from 4,580 to approximately 14,000, more strain has been put each year upon its administrative facilities. As the years have gone along new offices have been put into buildings wherever room could be found, always making worse a congestion already bad enough.

In none of the academic or business offices is there room conveniently to accommodate the administrative load of the University of Chicago today. With further demands as a result of the University's

The Need for a General Administration Building at the University of Chicago.

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In none of the academic or business offices is there room conveniently to accommodate the administrative load of the University of Chicago today. With further demands as a result of the University's

present Development Program of \$17,500,000, the situation will become even more acute. Make-shift administrative working quarters can no longer serve the University's uses.

Having University administrative activities so widely separated has tended to waste much of the time and energy of University executives. Academic heads who require prompt communication with the business departments now must spend time in going back and forth between the 35 offices on the Quandrangles. Business executives encounter inconvenience from the separation of their own departments, all closely concerned with the administration of University affairs.

Again, the congestion in every one of the administrative departments, both academic and business, has been such as to operate against the highest efficiency of the working staffs.

How the Departments are Scattered

An idea of the way in which the administrative departments are scattered over the Quandrangles and of the space occupied by the 35 offices now used by them may be had from the following:

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An idea of the way in which the administrative departments are scattered over the Quadrangles and of the space occupied by the 35 offices now used by them may be had from the following:

Table Showing Present Areas of
Administrative Offices Scattered over the
University of Chicago Quadrangles.

Academic Departments

<u>Purpose</u>	<u>Location</u>	<u>Present Square Feet</u>
President's Offices	Harper Memorial Library	1,502
Vice-presidents' offices	Harper Memorial Library	1,054
Assembly Room now used for Faculty Meetings	Harper Memorial Library	1,900
Dean of Graduate School of Arts and Literature	Cobb Hall	372
Dean of Ogden Graduate School of Science	Cobb Hall	372
Dean of College of Arts, Literature, and Science	Cobb Hall	2,043
Dean of Graduate School of Social Service Administration	Cobb Hall	288
Dean of University College	Cobb Hall	714
Dean of Pre-Medical Students	Cobb Hall	939
Secretary to Board of Trustees	University Press Building	276
Alumni Council and Alumni Secretary	Cobb Hall	1,323
Recorder and Examiner	Cobb Hall	3,600
Undergraduate Council and Student Honor Commission	Cobb Hall	288
Students' Publications	Ellis Hall	928
Home Study Department	Ellis Hall	<u>2,210</u>
		17,809

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Academic Departments		
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Vice-president's offices	Harper Memorial Library	1,054
Assembly Room now used for Faculty Meetings	Harper Memorial Library	1,200
Dean of Graduate School of Arts and Literature	Cobb Hall	272
Dean of Ogden Graduate School of Science	Cobb Hall	272
Dean of College of Arts, Literature, and Science	Cobb Hall	2,042
Dean of Graduate School of Social Service Administration	Cobb Hall	288
Dean of University College	Cobb Hall	714
Dean of Pre-Medical Students	Cobb Hall	922
Secretary to Board of Trustees	University Press Building	276
Alumni Council and Alumni Secretary	Cobb Hall	1,322
Recorder and Examiner	Cobb Hall	2,000
Undergraduate Council and Student Honor Commission	Cobb Hall	288
Students' Publications	Wells Hall	328
Home Study Department	Wells Hall	2,210
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Business Departments

<u>Purpose</u>	<u>Location</u>	<u>Present Square Feet</u>
Auditor's office	University Press Building	1,586
Cashier's offices including tellers' cages	University Press Building	2,120
General information office, Faculty Exchange and Housing Bureau	University Press Building	1,347
Superintendent of Buildings and Grounds	University Press Building	906
Business Manager's Rental office	University Press Building	500
Purchasing Agent	University Press Building	906
Telephone Exchange	University Press Building	120
Bureau of Recommendations	Lexington Hall	1,254
Mimeographing and type-writing offices for faculty and students	Lexington Hall	1,254
Director of Commons	Lexington Hall	<u>600</u>
	Total, business offices	10,593
	Total, academic and business offices	28,402

* These figures do not include 557 square feet in Blaine Hall utilized by the Branch Book Store and 4,440 square feet in Ellis Hall now occupied by the Main Book Store.

Business Departments

<u>Purpose</u>	<u>Location</u>	<u>Present Square Feet</u>
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General information office, Faculty Exchange and Housing Bureau	University Press Building	1,347
Superintendent of Buildings and Grounds	University Press Building	906
Business Manager's Rental office	University Press Building	500
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Total, business offices		10,593
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* These figures do not include 537 square feet in Blaine Hall utilized by the Branch Book Store and 4,440 square feet in Ellis Hall now occupied by the Main Book Store.

Adding twenty per cent for the building space occupied by corridors, about 34,000 square feet of floor space is now used by the academic and business administrative departments at various locations on the campus. Much of this space, which ought to be devoted to urgent academic needs in buildings originally designed for other than administrative purposes, must early be released for necessary expansion in academic work. A central Administration Building is proposed as the obvious solution.

Instances of Congestion

Instances of overcrowding, inadequate working facilities, and difficulty in coordination existing in the University's administrative departments are evident in every office and every building in use.

The offices of the President on the ground floor of Harper Memorial Library where the President, his assistant, four secretaries and a stenographer occupy three rooms, are typical of the over-crowded conditions in the academic executive branch. All available space has been utilized in these circumscribed quarters and yet there is not room enough. The two Vice-Presidents with their secretaries and stenographers and the University's Public Relations Office, share four congested rooms on the same floor.

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With the deans of the graduate schools on four different floors of Cobb Hall, the dean of the College of Education at Blaine Hall, four blocks away, and the dean of the School of Commerce and Administration at the old Quadrangle Club, 58th Street and University Avenue, there are no general offices where they may meet for conferences. The deans' offices at Cobb Hall are so crowded that several heads of the graduate schools are obliged to share rooms together, with their secretaries. Glass-paneled partitions separate the offices. These quarters afford little privacy and, at best, are only temporary.

The University Recorder and Examiner and his two assistants are in isolated, separated offices in Cobb Hall, though they should, of course, be together. The Alumni Council offices, representing the seven alumni associations, on the top floor of Cobb Hall, are remotely removed from the other branches of academic administration; they are difficult of access by alumni, and they are unattractive when contrasted with alumni quarters at other institutions. The office of the Secretary to the Board of Trustees, in the University Press Building, is also at present not near other administrative offices.

Problem in Last Decade

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been particularly acute. This is pointedly emphasized in the Auditor's office which was established in 1912 on the second floor of the University Press Building. The operating expenses under the budget of the University in that year were \$1,475,000. For the year ending June 30, 1924, these expenses, reflecting the expansion of the University, had grown to \$3,629,000 - an increase of \$2,154,000, or 146 per cent, over 1912. In spite of this growth in the University's expenses and consequently in its activities, there has been no increase whatever in the space available for the services performed by the Auditor's office. Further expansion of the Auditor's staff is necessary to handle the growing volume of business, but no room can be provided without a new building.

In the same way other business departments in the University Press Building are working under handicaps that threaten efficiency. The Cashier's office on the ground floor has long since had insufficient quarters. The Tellers collected \$1,310,645 in students' fees during the 1923-24 term, an increase of ten per cent over the year before. Each year the pressure grows greater, with no possibility of expansion of the staff in their present quarters.

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One effect of the crowded condition is the difficulty in handling the telephone service, now in the University Press Building. Four operators occupy a room 8 x 12 feet, at a board overloaded with work. The exchange serves 450 telephone connections on the Quad-rangles with 19 incoming and 26 outgoing trunk lines. The University's exchange, Midway 0800, needs a larger switchboard and room for more operators if the future telephone demands of the University are to be handled efficiently.

University Press Crowded Out

The business office in the University Press Building is not alone in its lack of adequate space. It has crowded the organization of the University Press itself, an outstanding educational activity of the University, out of much-needed room. More than one-fourth of the Press Building has for years been occupied by business administrative offices, including practically the entire ground floor and half of the second floor.

The University Press stands in the front rank among all the university presses in the country. It is the oldest and the largest among them. It publishes many of the books written by members of the University faculty, as well as the books of others, and also various scientific journals. Its business since the founding of the University has shown a steady growth. Dur-

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ing 1924 it aggregated approximately \$1,000,000.

The University Press must have additional space for its mechanical departments, as well as room for stocking book plates and books. It needs another cylinder press, supplementing the five in use, but it has not the room in which to place it. Its book storage facilities have been extended to buildings outside the Press Building, involving much inconvenience in handling. In short, the University Press needs for its own purposes all of the building erected for it originally.

Library Facilities Affected

Another striking instance of how the crowded condition of the administrative departments has affected the University's facilities is shown at Harper Memorial Library. Originally built entirely for library purposes, the Library now contains not only the offices of the President and Vice-presidents with their staffs, but also the faculty offices of the Social Science group, which includes the departments of History, Sociology, Political Economy, Political Science, and Philosophy. In addition the Library contains some class rooms. The Library greatly needs all its room for the shelving of books and for cataloging many thousands of volumes that cannot be put into

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circulation until the cataloging is done. When the proposed Social Science Building is completed under the 1925 Development Program, the twenty-one offices and five class rooms in the Library now used by the Social Science group will be vacated. But that will give the Library only a part of the stack room and cataloging space it requires.

The stack room of Harper Memorial Library has a working capacity of about 250,000 volumes. Since the General Library collection amounts to over 400,000 volumes, it has been necessary to remove to the basement of Classics all the books on art, music, military and naval science, as well as the newspaper files, and the general library collections on zoology, anatomy, physiology, bacteriology and medicine. The sub-basement stacks of the Library are filled. The wide scattering of books is an extreme disadvantage to those using the Library. When the new Wieboldt Hall to house the Modern Language group is erected between Harper Memorial Library and Classics provision will be made for additional book stacks but will not relieve the office needs of the Library. That situation will be solved, at least in part, only by the vacation of the executive offices on the ground floor of Harper.

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No Accommodations for Visiting Educators

Still another place of congestion in the administrative departments is found in the Bureau of Recommendations at Lexington Hall, a temporary one-story structure soon to be razed to make way for the new University Chapel. Here principals from high schools, teachers and other school executives come at all times of the year and especially in summer, seeking teachers from among the listed University graduates. So limited are the facilities at the Bureau of Recommendations that there is not enough room for the visitors to sit while waiting for conferences.

The offices of the Director of Commons, from which are directed the operations of the ten refectories, dining rooms, and cafeterias on the Quadrangles, are in restricted quarters at Lexington Hall. These offices handle a business running to \$232,000 a year. Eight thousand meals a day are served under their supervision. They should be closer to the other business administra-

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And so, in all of the administrative departments, there is evidence of an acute crowded situation and a separation of activities which, in the interest of efficiency, must be met at once.

New \$1,150,000 General Administration Building

The University Board of Trustees has stated that a General Administration Building is one of the most important items in the University's present Development Program. Such a building, when funds for it are provided, would be one of the dominant structures in the University's imposing architectural assembly. For this building, its equipment and permanent maintenance, \$1,150,000 is needed, and this item forms a part of the fund of \$17,500,000 now sought by the University.

Architecture

Of impressive Gothic style, the General Administration Building will stand out distinctively as one devoted to the business affairs of the University. Of large size and with an air of solidity, it will be differenti-

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Gateway to the University

The Administration Building will be erected on the axis of the main Quadrangle, at Fifty-eighth Street and either University or Ellis Avenue. It will be 225 feet in length, 85 feet in width and three and one-half stories in height. It will be built of subdued gray stone with a massive central tower and two minor pointed towers over each end wing. It will form the gateway to the heart of the great expanse of University grounds with their rich Gothic Halls of learning rising on either hand.

An impressive pointed archway, deeply recessed and with a carved canopy surmounting it, will comprise the entrance to the General Administration Building, fashioned in character somewhat after the great portal of a Norman Castle. In effect, it will suggest the strong entrance motifs of structures in the middle ages. Carved panels will flank either side of the archway, terminating in the delicate tracery which will lose itself in

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the shortened shade of the gray stone. The buttressed towers at the end wings will lend to the whole effect of solidity.

Arrangement of Offices

Architects, in planning the General Administration Building, have given thought to the most effective and convenient distribution of the academic and business offices. Those coming in closest contact with the students will be located on the ground floor, where they may be most easily reached. Economy of time and steps will be foremost in the interior arrangement.

Academic offices will occupy one wing of the ground floor and business departments the other, separated by a colonnade foyer two stories in height, of imposing architectural effect. From the foyer will run two aisles, 24 feet in width, extending, at the left of the main entrance to the academic offices and, at the right, to the business offices. Information Bureaus will be located in each wing.

Deans of the several graduates schools and colleges will have offices on the ground floor so that they may be easily accessible to students. The students' registration, employment and housing bureaus, the Cashier's offices and those of the Recorder and Examiner and of

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Academic offices will occupy one wing of the ground floor and business departments the other, separated by a colonnade foyer two stories in height, of imposing architectural effect. From the foyer will run two aisles, 34 feet in width, extending, at the left of the main entrance to the academic offices and, at the right, to the business offices. Information Bureaus will be located in each wing.

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the Faculty Exchange will be on the same floor. In connection with the Faculty Exchange, the University Trustees have made provision for a postal sub-station which the Government has offered to establish, affording much quicker handling of the University's tremendous volume of mail.

There will be twelve private offices for deans or other academic administrative heads, besides the business offices. Eleven tellers' cages will be installed to handle more expeditiously the transactions. Aside from their private offices, the deans will have desks within enclosed railings for convenience in conferring with students during rush periods.

A mezzanine floor, opening upon the huge foyer, will accommodate the Secretary to the Board of Trustees, the Auditor, the Recorder and Examiner, the Bureau of Records, the Bureau of Recommendations and also the mimeograph and stenographic rooms.

President's Office on Second Floor

On the main, or second floor, will be the offices of the President of the University, the Vice-Presidents, the business offices, Superintendent of Buildings and Grounds, Purchasing Agent and Director of Commons. On this floor also, it is probable, there will be a Senate or Assembly Chamber.

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On the third floor there will be more commodious offices for the Alumni Council, offices of the Home Study Department, and of student activities. The telephone exchange, a radio station, and conference rooms will be located there as well. The basement will also be used.

The General Administration Building will be of highest-type of fire-resisting construction with a stone interior, and its office equipment throughout will be in keeping with the dignity of the building itself.

Symbol of University's Spirit

Planned to provide for the University's future expansion even beyond the vision of today, the Administration Building will be capable of housing its business activities for many years to come. With its massive aspect and great dignity, it cannot fail to impress the visitor to the Midway as a symbol of the University's whole inspiring educational scheme.

The opportunity now exists for some generous friend of education to erect, at the University of Chicago, an Administration Building which will be the keystone of the entire plant of this great institution. But it is an opportunity to do more. It is an opportunity to create one of the great university memorials of the world - an opportunity to place upon the most important building on the Chicago campus a name which shall be remembered for all time.

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