

OFFICERS  
OF

THE BOARD OF TRUSTEES

MARTIN A. RYERSON, *President*

ANDREW MCLEISH, *Vice President*

T. W. GOODSPEED, *Secretary*

HENRY A. RUST, *Business Manager*

CHAS. L. HUTCHINSON, *Treasurer*    TREVOR ARNETT, *Auditor*

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, *PRESIDENT*

OFFICE OF . . .  
THE SECRETARY

*File*

February 6, 1903

CHICAGO

My dear Mr. Shepardson:--

*For Mr. Shepardson*  
I send you a statement from Mr. Chitwood relating to the matters of which you wrote me day before yesterday.

We have already arranged to pay the postage due on letters received for the Professors in the Information Office, where they can get the same by paying the postage.

In regard to the matter of registered mail, it seems clear that the proper method is to have the mail carriers take the mail to their residences. This is simple and direct, and is in the line of the duty of the mail carrier.

In case of the absence of a Professor from the City on vacation, of course, it will be our duty to receive his mail and hold it for him.

Yours very truly,

*T. W. Goodspeed*

Secretary.



The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO, February 4, 1903.

Dr. T. W. Goodspeed,  
Faculty Exchange.

Dear Dr. Goodspeed:-

The following reasons prompted me to recommend that we discontinue receiving registered mail and mail upon which there is postage due:

(1) It has frequently happened that when instructors call for their mail at this office a line is formed at the window, and rather than wait their turn they insist on coming within the office. As you know, we frequently have large sums of cash exposed, and for that reason I desire as far as possible to have no one come into the office except those who are connected with it. I find it almost impossible to follow this rule with instructors who have received notice to call for registered mail or mail on which postage is due as they insist that their time is too valuable to be spent standing in line.

(2) It is necessary for us to give a receipt for each package of registered mail which we receive and we ought to have the receipt of the person to whom it is addressed given to us upon the delivery of the package. This, however, is impossible because in many cases instructors send students or others employed by them to procure their mail.

(3) In at least six cases during the past two months it has happened that instructors have been notified by the

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO, February 4, 1903.

Dr. T. W. Goodspeed,

Faculty Exchange.

Dear Dr. Goodspeed:-

The following reasons prompted me to recommend

that we discontinue receiving registered mail and mail upon

which there is postage due:

(1) It has frequently happened that when instructors

call for their mail at this office a line is formed at the

window, and rather than wait their turn they insist on com-

ing within the office. As you know, we frequently have

large sums of cash exposed, and for that reason I desire as

far as possible to have no one come into the office except

those who are connected with it. I find it almost impos-

sible to follow this rule with instructors who have received

notice to call for registered mail or mail on which postage

is due as they insist that their time is too valuable to be

spent standing in line.

(2) It is necessary for us to give a receipt for

each package of registered mail which we receive and we ought

to have the receipt of the person to whom it is addressed

given to us upon the delivery of the package. This, however,

is impossible because in many cases instructors send students

or others employed by them to procure their mail.

(3) In at least six cases during the past two months

it has happened that instructors have been notified by the

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

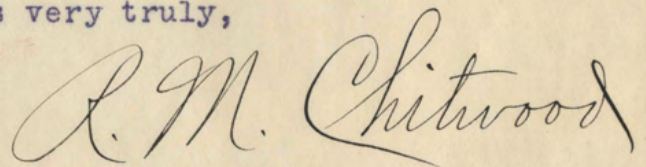
CHICAGO,

Dr.T.W.G. -2-

postman, or for some reason have called for their registered mail before our notice to call had reached them. Although they were given their mail on their promise that they would immediately return our notice, the notices were held and presented later for mail which had already been delivered. In each case the instructor refused to be convinced that he had already received the mail.

It is clear that there is a large element of responsibility in handling registered mail and for this reason it seems to me especially desirable that registered mail should be delivered by the post office authorities directly to the addressee. If the practice of receiving mail upon which there is postage due is to be revived, I would suggest that it be handled through the Faculty Exchange where all instructors call for their mail. I had many requests while the mail was being left at this office to send it through the Faculty Exchange, but could not do so on account of the unpaid postage. A capital of not exceeding twenty cents is sufficiently large for handling this class of mail.

Yours very truly,

A handwritten signature in cursive script, reading "R. M. Chitwood". The signature is written in dark ink and is positioned below the typed name "R. M. Chitwood".

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO,

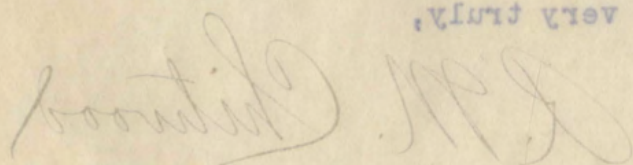
Dr. T. W. G. -2-

postman, or for some reason have called for their registered mail before our notice to call had reached them. Although they were given their mail on their promise that they would immediately return our notice, the notices were held and presented later for mail which had already been delivered. In each case the instructor refused to be convinced that he had already received the mail.

It is clear that there is a large element of respons-

ibility in handling registered mail and for this reason it seems to me especially desirable that registered mail should be delivered by the post office authorities directly to the addressee. If the practice of receiving mail upon which there is postage due is to be revived, I would suggest that it be handled through the Faculty Exchange where all instructors call for their mail. I had many requests while the mail was being left at this office to send it through the Faculty Exchange, but could not do so on account of the unpaid postage. A capital of not exceeding twenty cents is sufficiently large for handling this class of mail.

Yours very truly,



June 25th , 1904.

Mr. Clarke S. Jennison,  
Information Office.

My dear Clarke:-

I have been thinking over the matter of the Faculty Exchange, and wondering if it would not be well to bear in mind the following four points in managing it:

1) Pick out from among the applicants for student service the best men for the work in this department; their duties are more important than those of most of the other men doing student work, so <sup>that</sup> special care should be taken in selecting them.

2) Prepare a list of all persons entitled to mail in the Faculty Exchange and have it posted in a conspicuous place where it can easily be consulted.

3) Have the attendants plainly instructed to return all <sup>other</sup> ~~their~~ mail to the post office at once.

4) Make it the duty of the last man in attendance in the afternoon to see that all mail is cleared up before he goes away, either put into the proper boxes or returned to the post office.

With your experience you doubtless can make improvements

June 25th, 1904.

Mr. Clarke S. Tennison,  
Information Office.

My dear Clarke:-

I have been thinking over the matter of the Faculty Exchange, and wondering if it would not be well to bear in mind the following four points in managing it:

- 1) Pick out from among the applicants for student service the best men for the work in this department; their duties are more important than those of most of the other men doing student work, so special care should be taken in selecting them.
- 2) Prepare a list of all persons entitled to mail in the Faculty Exchange and have it posted in a conspicuous place where it can easily be consulted.
- 3) Have the attendants plainly instructed to return all <sup>their</sup> mail to the post office at once.
- 4) Make it the duty of the last man in attendance in the afternoon to see that all mail is cleared up before he goes away, either put into the proper boxes or returned to the post office.

With your experience you doubtless can make improvements

on these st  
vigorously

ML. C181K6  
on these suggestions, but we ought to take hold of the matter vigorously and see if we cannot make the Faculty Exchange more business like and effective than it has been.

Hoping you will let me know of any way in which I can help you in this matter, I am

Very sincerely yours,

W. R. Harper

June 25th, 1904.

on these suggestions, but we ought to take hold of the matter vigorously and see if we cannot make the Faculty Exchange more business like and effective than it has been.

Hoping you will let me know of any way in which I can

My dear Clarke:-  
help you in this matter, I am

I have been thinking over the matter of  
Very sincerely yours,  
the Faculty Exchange, and wondering if it would not be well to

bear in mind the following four points in managing it:

W. R. Harper

1) Pick out from among the applicants for student service

the best men for the work in this department; their duties  
are more important than those of most of the other men doing  
student work, so special care should be taken in selecting them.

2) Prepare a list of all persons entitled to mail in  
the Faculty Exchange and have it posted in a conspicuous place  
where it can easily be consulted.

3) Have the attendants plainly instructed to return all  
their mail to the post office at once.

4) Make it the duty of the last man in attendance in the  
afternoon to see that all mail is cleared up before he goes  
away, either put into the proper boxes or returned to the  
post office.

With your experience you doubtless can make improvements

OFFICERS  
OF  
THE BOARD OF TRUSTEES

MARTIN A. RYERSON, *President*

ANDREW MCLEISH, *Vice-President*

CHAS. L. HUTCHINSON, *Treasurer*

T. W. GOODSPEED, *Secretary*

WALLACE HECKMAN, *Counsel and Business Manager*

TREVOR ARNETT, *Auditor*

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, *PRESIDENT*

OFFICE OF  
THE SECRETARY

CHICAGO

June 15, 1906

My dear President Judson:--

Referring to Mr. Angell's letter on the new arrangement in the Faculty Exchange.

1. The change was made because of multiplied and continual complaints because men could not get their mail after the closing hour. It was often important, or felt to be important by the professor that he should be able to get at the contents of his box when the attendants were not there. Perhaps he could see in his box a letter that he would give dollars to get, but after hours it was absolutely inaccessible.

2. Under the present arrangement a professor can gain access to his mail at almost any hour of the day or night, on week days and Sundays alike. It makes no difference whether the attendant is there or not, whether it is before or after closing hours, - his mail is open to him. We have really done a very great service to the professors in making these changes.

3. At the same time no one is required to avail himself of the new advantages. No one is required to rent a box and get a key. His mail will be received and cared for, and handed out to him in the old way, if he doesn't wish to pay 25 cents a quarter, and if he prefers to enjoy the former disadvantages, for which he cursed us many a time and oft.

4. We are spending more than \$600. a year for maintaining the Faculty Exchange. It is a moderate convenience to the University and the University is willing to pay for the advantage it receives from it. It is not too much to say that it is a very great convenience to the professors and that it saves them in cash many dollars a year. Why any one should complain, particularly why

WILLIAM R. HARPER, PRESIDENT

THE BOARD OF TRUSTEES

MARTIN A. HARRISON, President

ALFRED MCLELLAN, Vice-President

CHARLES L. HENNING, Secretary  
T. W. GILMAN, Treasurer  
WILLIAM R. HARPER, President  
ALFRED MCLELLAN, Vice-President  
MARTIN A. HARRISON, President

CHICAGO  
June 15, 1906

My dear President Jackson:--

Referring to Mr. Angell's letter on the

new arrangement in the Faculty Exchange.

1. The change was made because of multiplied and continual

complaints because men could not get their mail after the closing

hour. It was often important, or felt to be important by the

professor that he should be able to get at the contents of his box

when the attendants were not there. Perhaps he could see in his

box a letter that he would give deliver to get, but after hours it was

absolutely inaccessible.

2. Under the present arrangement a professor can gain access to

his mail at almost any hour of the day or night, on week days and

Sundays alike. It makes no difference whether the attendant is there

or not, whether it is before or after closing hours, - his mail is

open to him. We have really done a very great service to the

professors in making these changes.

3. At the same time no one is required to avail himself of the

new advantages. No one is required to rent a box and get a key. His

mail will be received and cared for, and handed out to him in the old

way, if he doesn't wish to pay 25 cents a quarter, and if he prefers

to enjoy the former disadvantages, for which he could save many a time

and oft.

4. We are spending more than \$600. a year for maintaining the

Faculty Exchange. It is a moderate convenience to the University

and the University is willing to pay for the advantages it receives

from it. It is not too much to say that it is a very great conve-

nience to the professors and that it saves them in cash many

dollars a year. Why any one should complain, particularly any

-2-

any one should be indignant, over paying 75 cents or possibly \$1.00 a year for the conveniences given him, passes my comprehension. I find it difficult to believe that any considerable number are indignant or disposed to complain. I am sure the complaints are few and faint compared to what they were under the old regime.

Yours truly,

*T W Woodruff*

any one should be indignant, over paying 75 cents or possibly \$1.00  
a year for the convenience given him, passes my comprehension. I  
find it difficult to believe that any considerable number are  
indignant or disposed to complain. I am sure the complaints are  
few and faint compared to what they were under the old regime.

Yours truly,

*J. H. [illegible]*