

THE LIBRARY

General Library
ZELLA ALLEN DIXSON
Catalogue Department
JOSEPHINE C. ROBERTSON
CLARENCE ALMON TORREY
Loan Department
MINNIE JONES
Accession Department
CORA BELLE PERRINE
CHARLOTTE FLORENCE COE
Periodical Department
GUY WHEELER SHALLIES

THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

Dyson

CHICAGO, Mar. 6, '96.

Dear Pres. Harper:

The plan for the organization of a Bureau of Bibliography has received my careful and earnest consideration. Permit me to state at the outset that I am most heartily in favor of such an addition to the resources of the University of Chicago, and will give it my most loyal support.

Permit me to make the following suggestions in regard to it:

1. As in the past, all contributions to Bibliography have emanated from the library profession, as the libraries throughout the world are the workshops of bibliographers, and as the department of bibliography is necessarily closely connected with the cataloging department, I would suggest that greater success could be gained for the Bureau of Bibliography, if instead of making it a distinct division of the University, it be organized as a Department of the University Library, and that the head of the Bureau of Bibliography be a person familiar with technical library work, and be ex officio a regular member of the Library staff.

THE UNIVERSITY OF CHICAGO
LIBRARY
545 EAST 57TH STREET
CHICAGO, ILL. 60637
TEL. 733-4000
FAX 733-4000
WWW.CHICAGO.EDU

THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM H. HARRIS, PRESIDENT

CHICAGO

Dear Mr. Harper

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Bureau of Bibliography has received very careful
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be gained for the Bureau of Bibliography if instead of
overseeing it a distinct division of the University, it be
organized as a Department of the University Library
and the Bureau of Bibliography be a branch
of it with a small library staff and be an official
a regular member of the library staff.

2. As the Bibliography at present owned by the University is located partly at the General Library, and partly at the University Press, it would greatly facilitate the collection of bibliographical memoranda, and would lessen the increased expense of duplication of much-used authorities if all the Bibliography could be collected at the Bureau of Bibliography, and it be a required duty of this Department to furnish the University Press and members of the library staff with such bibliographical items as were needed for the Order and Cataloging Departments.

3. Much of the time of the Librarian at present is devoted to furnishing to graduate students bibliographical lists upon required thesis work. While this is a very important work and is cheerfully done by the librarian, it is too large a field to be attached to the regular work of any executive office. If a Bureau of Bibliography were established, all students would be able to procure an exhaustive, classified bibliography of the sources needed in the preparation of their theses. I would therefore suggest that all such work as is now being done for the students by the librarian, become in future a legitimate activity of the Bureau of Bibliography, and that the Librarian be at liberty to refer all such requests to this Department.

On the 13th inst. at 10 o'clock
a meeting was held at the
Library of the University of
Cambridge to discuss the
proposed alterations of the
Library of the University of
Cambridge. The meeting was
held in the Library of the
University of Cambridge, and
was attended by the following
members of the Library staff
and other persons interested
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3

In closing, will you permit me to say that I consider the real success of the Bureau of Bibliography will depend upon the individual selected to conduct its affairs. An individual with an inclination to adopt and adapt to his own use every novel and untried method, and who lacked good judgment as to the relation between the values of certain items of information and the amount of time required for their attainment, or who did not possess a more than usual degree of accuracy, would certainly make a failure of the Bureau of Bibliography.

As Mr. Hastings has supplied you only with the list of the bibliography at the Univ. Press, permit me to hand you enclosed a list of the more important bibliographical works belonging to the General Library.

Respectfully

Zella A. Dixon.

The University of Chicago.

January 4 - '97

Mr. Donaldson

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Dear President Harper:

I have been considering the proposition to combine all the biological libraries into one & to place it in the Zoological building. Apart from my own personal interest in the matter, I would regard this movement as a distinct calamity. One of the beautiful things about the laboratories of the Univ. of Chicago is the fact ~~that~~ that the work can be done in contact with the books. This pertains especially to research work, which must be sorely handicapped by any arrangement which makes the literature inconvenient. As an investigator and as an editor I find myself constantly hindered now by being compelled to go up stairs to my books & periodicals. If they were in another building a large percentage of my time would be consumed in going after books. In my work I am pulling down books all the time, & no foresight can tell me what book I may need the next movement. I must consult them, too, in the flush of my thought & purpose, or the thing is dissipated.

I honestly believe that any amount of library convenience

from the librarian standpoint cannot compensate for the great loss
to research ~~the~~ work. The whole of the taxonomic library is
likely to be called upon in a single day's work of several monog-
raphers, who will be at work here when the new building
is occupied. With us, it is simply a question of handicapping
our work, both in amount and in quality; the latter because
students will ^{often} neglect to look up that which is inconvenient.

It is all right for general laboratories + elementary classes +
for teachers who do not read.

We are the envy of our scientific brethren elsewhere because
of this very ~~inconvenience~~ convenience to our literature; & they would certainly
regard it as a distinctly backward step, more in the interest of
library management, than in the interest of the departments.
It is my ^{theory} ~~theory~~ that library management must adapt itself
to the convenience of departments, rather than the converse.

Yrs. sincerely,

John M. Coulter.

ADDRESS
UNIVERSITY OF CHICAGO,
CHICAGO, ILL.

FROM
HENRY H. DONALDSON,
PROFESSOR OF NEUROLOGY.

President W.B. Harper =

Dear Sir = The position of the Library in the Zoological Laboratory seems to me hardly open to the criticism of inconvenience - nor is the concentration suggested in the interests of library management. - We labor in making this move, under the the natural jealousies of departments which would not see zoology unduly emphasized by the possession of the library - nor see the library fall entirely under the direction of zoology because it was in their building. There is a great deal in favor of Professor Corti's view that the works on systematic botany should be beside the herbarium. Those books are of

least interest to the general biologist - on the other hand
the remainder of the botanical literature should in my
opinion be centralized with the rest of the books.
To most of us I may add the building in which the
library is housed is a matter of indifference - provided
only that ample working space and some care
be given to it. If we propose to unite the libraries
it is of course dangerous by way of precedent to make
any exception even in the case of botany - Still as we
can advance only by being inconsistent I should favor
doing it.
Yours very truly -
Henry H. Donaldson

Out beloved.

W
The University of Chicago.

Thomas

October 5, 1897.

Prof. Coues?
Will this be
Satisfactory
your?
M
President William R. Harper,

The University of Chicago.

My dear Sir:-- During your absence Dean Judson, after consultation with the heads of all the biological departments, appointed Dr. Jordan Library Adviser of the biological library for the Summer Quarter. May this appointment be considered as holding for the present quarter as well? Dr. Jordan has shown unusual interest in the work. If this is your wish will you kindly communicate with him, as no official communication has yet reached him on the subject--this having apparently been overlooked in the summer.

The spirit of the regulation combining the biological libraries has been abused by some heads of departments who have signed personally for large numbers of books, and even for whole sets of periodicals, keeping these permanently in their laboratories. Dr. Jordan has talked the matter over with me, and we suggest the following limitations to the withdrawal of books by officers of instruction:

1. Current numbers of periodicals and sets of periodicals shall not be withdrawn.
2. The Adviser shall prepare a list of books which shall not be withdrawn.
3. Not more than thirty volumes shall be held by any person at one time.

It is thought that thirty volumes will easily cover the laboratory manuals, etc. required in research work. If this limit is objected to an appeal can be made to the Board of Libraries. We merely want a definite basis for action.

Very respectfully,
W. J. Thomas

The University of Chicago.

October 5, 1897.

President William R. Harper,

The University of Chicago.

Handwritten notes:
Gave to
Mr. Jordan
in 1897
for the
Library
of the
Biological
Department

My dear Sir:-- During your absence Dean Hudson, after consultation with the heads of all the biological departments, appointed Dr. Jordan Library Adviser of the biological library for the Summer quarter. May this appointment be considered as holding for the present quarter as well? Dr. Jordan has shown unusual interest in the work. If this is your wish will you kindly communicate with him, as no official communication has yet reached him on the subject--this having apparently been overlooked in the summer.

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basis for action.

Very respectfully,
W. B. D. D. D.

Boulter

THE QUADRANGLE CLUB

Oct. 9 - '97

Dear President Harper:

I answer the enclosed somewhat fully, as I think it involves an important principle, viz.: whether the machinery of a library shall aid or obstruct university work.

I have no objection to Dr. Jordan as a ~~Laboratory~~ Library Adviser, of course; but if such an officer has the decision of library management and of the purchase of books from a general Appropriation for biology; then no ^{single} member of the biological faculties is competent to act wisely. Such important decisions

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should be made by a Committee containing representatives from every department concerned. If it is merely an executive provision, not a legislative one, then it is wise to have it in the hands of a single person.

As I have told you, I was compelled to withdraw certain sets under a higher law than any library law, namely, the need of my students. I see that this is complained of in the enclosed, as I expected it would be.

As to the three propositions offered, I would answer as follows:

1. Current periodicals are often the very numbers most needed in our research

work. Also, most of the botanical periodicals come in exchange for the Gazette, with the expectation that I shall see them promptly & comment upon them. Also, sets of periodicals are far and away the most valuable tools in research work. For example, I have a very important piece of work being done by 10 research students, & the whole set of a periodical (10 vols.) is full of it. Unless this set is where we can refer to it constantly we are handicapped.

2. If the Advisor has the power to prepare a list of books which shall not be withdrawn, without the consent of the departments concerned, it will

cause endless friction, & is in danger of great abuse.

3. The 30 vols. of "manuals required in research work" is an absurdity on the face of it. "Manuals" are not required in research work. Such a provision may do for elementary courses, but it is unthinkable in connection with research. I wish these three suggestions could have the candid opinion of Profs. Michelson, Chamberlain, & Nef; men not personally interested in this, but who know the needs of research. Is not this whole matter important enough to call together the heads of depts in the Ogden School, to discuss before you, not details, but the principles involved?

Of course you understand that I am speaking from the standpoint of what I regard as the greatest good of the University - Always Yrs - Jm Coulter

Thomas
The University of Chicago.

October 11, 1897.

President William R. Harper,

The University of Chicago.

My dear President Harper:--

When I recently transmitted to you recommendations from the adviser of the library of biology, I acted on the assumption that the arrangement governing this library which you outlined to me in the spring, and which I understood to be the agreement reached among the heads of the biological departments, was to be strictly adhered to. I therefore volunteered no criticism of the general policy adopted. I had no voice in the determination of this policy originally, and I wished simply to administer it as I understood it until it was questioned in some point by those who determined it. Coulter

But Professor A has now intimated that he proposes to dissent from the policy, and to raise some issues anew. Under these circumstances I wish to state that as an onlooker I am of the opinion that the four biological buildings cannot be regarded as one, except theoretically, and that some of the laboratories will not be able to carry on work satisfactorily divorced from their literature as at present. I believe that small research libraries must be connected with some, at least, of those laboratories located at some distance from the general biological library. The amount of duplication of literature, if any, involved in a satisfactory status, can, of course, be determined only by those capable of an expert judgment along these lines.

I offer this opinion in order that my previous communication relating to questions of detail may not be construed as an approval of the policy as I at present understand it.

Professor Coulter, as he informs me, will represent to you the disadvantages of the present system as applied to his department, but it ought to be considered that other departments will suffer more than botany in the fact that as editor of the "Botanical Gazette" the head of the department of botany has the privilege of receiving from the general library, and of holding for a certain time, all exchanges of this journal, and that botany is therefore really not bound by the regulation suggested to the effect that current periodicals shall not be drawn from the library of biology.

I may add that my reference to the fact that some heads of departments had not adhered strictly to regulations was not intended to imply censure. The biological library was not in a satisfactory condition this summer, and the action of the men referred to was doubtless in accordance with what they considered the legitimate demands of their work.

Very respectfully yours,

W. J. Thomas

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Very respectfully yours,

W. B. Mearns

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THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO

Dixson

Al

under Dixson

Estimates of Journals for 1897.

Anatomy.	\$ 110.00
Anthropology.	80.00
Astronomy.	21.00
Botany.	80.00
Chemistry.	105.00
Church History.	5.00
Class. Archaeology.	25.00
Classics. (Latin & Greek)	78.00
Comp. Philology.	30.00
Comp. Religion.	8.00
Gen. Biology.	53.00
Gen. Library.	45.00
Geol.,	27.00
German.	60.00
History.	60.00
Homiletics.	2.00
Mathematics.	125.00
Paleontology.	35.00
Political Economy.	14.00
English.	30.00

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Morgan Park	46.00
New Test.	12.00
Neurology.	115.00
Pedagogy.	30.00
Philosophy.	52.00
Physical Cult.	12.00
Physiology	95.00
Political Science.	70.00
Romance.	38.00
Semitics.	130.00
Sociology.	25.00
" (Divinity)	10.00
" (Folk. Psychol.)	18.00
Syst. Theol.	2.00
Zoology.	185.00
Physics	80.00
	\$ 1913.00

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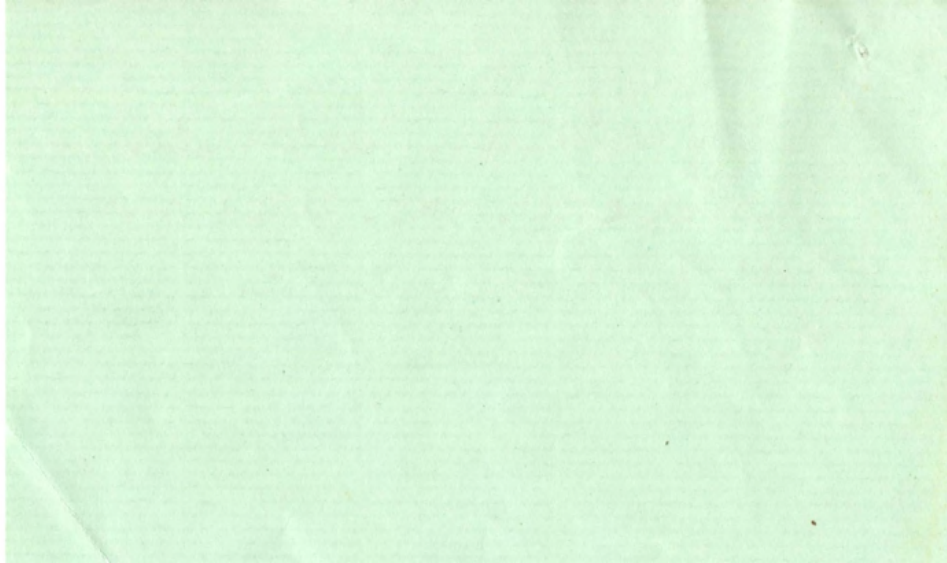
WILLIAM R. HARPER, PRESIDENT

CHICAGO

Comments are sent under
another cover with list of orders
made during the last fifteen
months. with under-estimates.

G. A. Dixon.

Librarian



OFFICERS

OF

THE BOARD OF TRUSTEES

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THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, *PRESIDENT*

CHICAGO

Feb. 26, 1897

OFFICE OF ...
THE SECRETARY

My dear Dr Harper:-

I wrote to Mrs. Dixson on November 19th as follows:

" I notice that an increasing number of departments have expended more than the appropriations made to them for books. We are under the most stringent directions of from the Board of Trustees not to pay bills in excess of the appropriations. We must depend upon you not to permit orders for books to be made in excess of the appropriations to any department. This must not be done on any plea whatever according to our instructions from the Trustees.

The time has come when it will be necessary for us to act upon the repeated direction of the Board and decline to pay bills if the appropriations are over expended. This matter is so very important and imperative that I write strongly."

Mrs. Dixson responded with a letter which I inclose dated November 19th. To her letter I made the following answer

"I have your letter of yesterday. You use the following words: 'Physics has also apparatus money which can be transferred whenever so desired. It is with the understanding with the department that this is to be done that the library consents to place orders for this department.'

"I ought to say in reference to this that the department of Physics cannot transfer money from one appropriation to another, nor can I do this, nor can anyone do it, the trustees alone excepted. It is now required that whenever such transfers are made they shall be submitted to the Trustees and only when approved by them, do they become authorized

THE BOARD OF TRUSTEES
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THE UNIVERSITY OF CHICAGO
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CHARLES L. HORTON, President
T. W. GOODRICH, Secretary
MARTIN A. STEWART, Treasurer

THE UNIVERSITY OF CHICAGO
FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, President

CHICAGO

Feb. 22, 1897

My dear Dr. Harper:-

I wrote to Mrs. Dixon on November 12th as follows:

"I notice that an increasing number of departments have expended more than the appropriations made to them for books. We are under the most stringent directions from the Board of Trustees not to pay bills in excess of the appropriations. We must depend upon you not to permit orders for books to be made in excess of the appropriations to any department. This must not be done on any plea whatever according to our instructions from the Trustees."

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HENRY A. RUST, *Comptroller*

THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO

2

and effective. It will not do therefore for us to proceed upon the assumption that because there may be unexpended money in one appropriation, another may be overdrawn in the confident expectation that it will be made good from the unexpended sums in the other. I am expecting every day that the Trustees will decline to make any further transfers for the present year and we who are entrusted with the expenditure of the appropriations cannot be too careful and conservative."

On February 20th 1897 I wrote again to Mrs. Dixon as follows:

"On November 19th I wrote you as follows:

'I notice an increasing number of departments have expended more than the appropriations made to them for books. We are under the most stringent direction from the Board of Trustees not to pay bills in excess of the appropriation. We must depend upon you not to permit orders for books to be made in excess of the appropriations to any department. This must not be done on any plea whatever, according to our instructions from the Trustees. The time has come when it will be necessary to act upon the repeated direction of the Board and to decline to pay bills if the appropriations are over expended.

'This matter is so very important and imperative that I write strongly.'

" I now find that since the date of this letter five more departments have been permitted to exceed their appropriations. The number has now reached 13. I suppose you understand that no further orders for books can be made by anyone except on the approval in writing of the Comptroller."

THE UNIVERSITY OF CHICAGO

WILLIAM R. HARPER, President

CHICAGO

2

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On February 20th 1887 I wrote again to Mrs. Dixon as follows:

"On November 18th I wrote you as follows:

"I notice an increasing number of departments have expended more than the appropriations made to them for books. We are under the most stringent direction from the Board of Trustees not to pay bills in excess of the appropriation. We must depend upon you not to permit orders for books to be made in excess of the appropriations to any department. This must not be done on any plea whatever, according to our instructions from the Trustees. The time has come when it will be necessary to act upon the repeated direction of the Board and to decline to pay bills if the appropriations are over expended.

This matter is so very important and imperative that I write

strongly."

"I now find that since the date of this letter five more departments have been permitted to exceed their appropriations. The number has now reached 18. I suppose you understand that no further orders for books can be made by anyone except on the approval in writing of the Comptroller."

THE BOARD OF TRUSTEES

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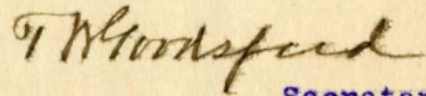
CHICAGO

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The statement of things existing in regard to books is substantially true also as to equipment and supplies. I have had the same experience with Mr. Simpson with ~~Mr. Simpson~~ as with Mrs. Dixon, having written to Mr. Simpson on November 19th the following letter:

" I find that although the year is not half over you have permitted some of the departments already to expend more for equipment and supplies than has been appropriated for the entire year. This greatly surprises us and I write to ask you under no circumstances whatever to make any orders that will overdraw the appropriations. We are under direction at this office not to pay bills in excess of appropriations. Do not permit yourself to send forward any order that will exhaust the appropriation made to any department."

Yours truly,



Secretary

THE BOARD OF TRUSTEES

MARTIN A. RYAN, President
T. W. GOODRICH, Secretary
CARL L. HUTCHINSON, Treasurer
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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

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Yours truly,

Secretary

THE LIBRARY

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THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO Nov. 19, 1896.

My dear Dr. Goodspeed:-

Your letter is very much of a surprise to me, as there has been no time in the last six months when the official statement from the Univ. Press showed so few Departmental libraries overdrawn.

You know that in these monthly statements the outstanding orders for each Department are deducted from the credit of that Department. This sometimes is forgotten in view of the statement of the Press making two separate items of outstanding orders, + money credited to the Department. Thus giving the impression that the outstanding orders are still to be deducted from the amount on hand. The red figures indicating the account overdrawn, include not only the actual money spent, but also all outstanding orders at their estimated prices.

In order to prevent the Departments actually spending money beyond their

appropriation, I keep these estimates much larger than the actual cost of the books, so that the results will represent less + not more money.

Of the Departments stated as overdrawn by the Press, nearly all have outstanding orders for books which cannot possibly be purchased within the next year, as they are out of market, + we must wait to pick them up through special sales. Among the list of overdrawn libraries is Botany, Music, Geology + Neurology all of which have money to their credit through the transfer of money originally appropriated for apparatus. Physics has also apparatus money which can be transferred, whenever so desired. It is ^{with} the understanding with the Department that this is to be done that the library continues to place orders for this Department.

Permit me to call your attention to one item of management at the Press which adds an element of confusion in the statement of overdrawn libraries. When bills are made for books delivered at the library, the bookkeeper charges the amount to the Department without waiting for the outstanding estimates to be relieved of the amount. Sometimes when bills

THE LIBRARY

General Library
ZELLA ALLEN DIXSON

Catalogue Department
JOSEPHINE C. ROBERTSON
CLARENCE ALMON TORREY

Loan Department
MINNIE JONES

Accession Department
CORA BELLE PERRINE
CHARLOTTE FLORENCE COE

Periodical Department
GUY WHEELER SHALLIES

THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO

come at the end of the month, both the bill itself + the outstanding estimates are included in the statement of the overdrawn library. It was the custom of the former bookkeeper to charge the Department with the bill only after it had received my signature, + the amount it represented in outstanding orders deducted from the estimates of outstanding orders. This change in the bookkeeping is largely responsible for the statements of libraries overdrawn when in reality they are not so. It also charges the bill to the Department before the library has had an opportunity to correct mistakes + cross off duplicate charges. Thus adding another element of confusion. It would seem to me the proper way to charge the bill to the Department only after it had been checked + signed at the library as correct.

Very sincerely,
Zella A. Dixson.
R.

THE UNIVERSITY OF CHICAGO
 LIBRARY
 540 EAST 57TH STREET
 CHICAGO, ILL. 60637
 TEL. 733-4131
 FAX 733-4131
 WWW.CHICAGO.EDU

THE UNIVERSITY OF CHICAGO

RECORDED BY JOHN D. ROCKEFELLER

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 element of confusion. It would seem to me the
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 only after it had been checked + signed at the
 library as correct.

Very sincerely,
 Felix A. Bismarck

Hale

The University of Chicago

Dictated.

Le Brary

Mr. Allen

Chicago, Ill. Oct. 14, 1898.

My dear President:—

I hope with all my heart that you will advocate an arrangement by which we may take advantage at once of the loss of a fellowship in the Department of Latin, to give the four allied departments assistants^{to} in the care of their Libraries. The difficulties under which we labor are very great, but no amount of care can remedy them until we have a person regularly in charge and devoted to the task. Our losses in books are very heavy. This would almost completely stop if there were some one there through the greater part of the day,—relieved by Fellows for a number of hours,—to see that no book was taken out without being charged.

It is true that fellowships that lapse cannot always be filled again. But you were willing to fill this three hundred and twenty (320) dollar fellowship in the present case, and, indeed, had made a formal appointment. Further, another fellowship (a tuition fellowship) has lapsed and not been filled at all. Besides this we completely and finally lost a fellowship last year. There is every reason then why we should not have the loss of this one this year.

Moreover, there has been a great reduction in the expenses of the Latin Department from last year. A two thousand dollar man and a twelve hundred dollar man have been replaced by two men at about eight hundred dollars each; so that there is a saving of about sixteen hundred dollars. Next year one of these eight hundred dollar

Dictated.

Chicago, Ill., Oct. 14, 1898.

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It is true that fellowships that lapse cannot always be filled again. But you were willing to fill this three hundred and twenty (\$20) dollar fellowship in the present case, and, indeed, had made a formal appointment. Further, another fellowship (a tuition fellowship) has lapsed and not been filled at all. Besides this we completely and finally lost a fellowship last year. There is every reason then why we should not have the loss of this one this year.

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The University of Chicago

men will be replaced by a twelve hundred dollar man, but there will still be a saving of twelve hundred dollars. This would seem then an excellent time to help us in our very pressing need.

Faithfully yours,

W. H. Hall

I speak of the gain in preventing the loss of books because the importance of this is so palpable. But we should also have better order in every way, and better cataloguing.

men will be replaced by a twelve hundred dollar man, but there will still be a saving of twelve hundred dollars. This would seem then an excellent time to help us in our very pressing need.

Respectfully yours,

W. A. P. Taylor

I speak of the sum in forwarding the
cost of books because the importance
of this is so palpable that we think
also have better order in every way
and better calculation.

Libraries

We, the undersigned, respectfully beg to submit as our opinion, that the interests of the biological departments will be best served by the consolidation of the biological libraries.

Economy of space and management, efficiency of control, the greatest convenience of the largest number of instructors and students and the union on common ground of those interested in kindred topics will all be most effectively achieved by such consolidation.

From the point of view of instructors not possessing large private libraries, and especially from the point of view of the student body would we urge the desirability of this action.

We would understand that laboratory manuals and very special

Laboratory

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works of reference (not periodicals) covering a limited field and
needed for daily reference should be retained by the departments
specially concerned.

Henry H. Donaldson =
C. O. Whitman

G. Baur

S. Doatase.

Edwin Q. Foster.

A. C. Engelshymer

C. M. Child.

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needed for daily reference should be retained by the departments
especially concerned.

P. Bone

Wm. L. Bone
C. O. Whitman

E. J. Foster
John D. Foster
W. C. Taylor
C. M. Child

The University of Chicago

February 25th, 1899.

My dear Pres. Harper:--

It seems to me that the time has now come when it is desirable that some definite action should be taken regarding the Biological Libraries. You will remember that the departments of botany and physiology retained, under the provisional arrangements, a considerable number of volumes. The difficulty of our present situation lies in the fact that we have not adopted either the system of concentration or that of dispersion. There is frequent complaint that there is no means of determining beforehand whether a given book or set of periodicals is to be found in the General Biological Library or in the departmental subdivision. With the growing use of the Library by students from outside of the biological departments this complaint is becoming more frequent and serious. I do not think that any half-way measure will be possible or desirable much longer. ~~Either~~ **A** All the books relating to one subject should be in either one place or the other. If it be decided to establish a separate library for each line of work I would urge that provision be made for the maintenance and care of the various sub-divisions. At present there is complaint that the rooms in which the two present partial departmental libraries are kept are not always open and are not provided with regular attendants. I

Mr. Condit
Did you receive
this & discuss
it with me.
I am sure you
can see your way
out of it.
M.B.

Jordan

Library

February 28th, 1898.

My dear Professor Harvey:

It seems to me that the time has now come when it is desirable that some definite action should be taken regarding the Biological Libraries. You will remember that the department of botany and physiology retained, under the provisional arrangement a considerable number of volumes. The difficulty of our present situation lies in the fact that we have not adopted either the system of concentration or that of dispersion. There is frequent complaint that there is no means of determining beforehand whether a given book or set of periodicals is to be found in the General Biological Library or in the departmental subdivision. With the growing use of the library by students from outside of the biological department this complaint is becoming more frequent and serious. I do not think that any half-way measure will be possible or desirable much longer. Between all the books relating to one subject should be in either one place or the other. If it be decided to establish a separate library for each line of work I would urge that provision be made for the maintenance and care of the various subdivisions. At present there is complaint that the rooms in which the two present partial departmental libraries are kept are not always open and are not provided with regular attendants. I

The University of Chicago

foresee that difficulties arising from sub-division would be increased after the introduction of the proposed pre-medical courses. Even under the present sub-division the literature needed for the courses in Comparative Anatomy, Embryology, Histology, Neurology and Bacteriology will be found in one place while that for Physiology will be in another.

If it seemed to you desirable to urge a complete concentration of the biological books I hope that this may be done on the grounds of economy and efficiency of administration. Owing to the fact that a certain amount of personal feeling was aroused by the discussion of this matter a year ago I should be glad if you would see fit not to involve me in the controversy which is likely to result from a reopening of the question. I am very sorry for this reason that the Library happens to be located in the Zoological Building, since this seems to give an undue advantage to those of us whose work is in that building.. If it were possible to transfer the Library to one of the other Biological Buildings some of this feeling might perhaps be obviated. I am, however, more desirous to see one method or the other definitely established than to insist upon the method of concentration. Both methods have obvious advantages and defects; a compromise system, however, seems to possess only the disadvantages.

Very truly yours,

Edwin D. Jordan

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It is tempting to you sometimes to urge a complete concentration
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one method or the other definitely established than to insist upon
the method of concentration. Both methods have obvious advantages
and defects; a compromise system, however, seems to possess only
the disadvantages.

Very truly yours,

William D. Foulke

The University of Chicago

November 17, '98.

My dear Pres. Harper:-

In accordance with your request of some weeks ago, I beg leave to present some statements and recommendations regarding the Biological Libraries. The amount paid for subscriptions to periodicals during the year 1897 is as follows:-

Anatomy	(13 periodicals)	- - - - -	\$101.94
Botany	(16 periodicals)	- - - - -	88.26
Neurology	(18 ")	- - - - -	96.55
Paleontology	(5 ")	- - - - -	29.99
Physiology	(19 ")	- - - - -	100.79
Zoology	(30 ")	- - - - -	201.42

In making out this list I have distributed the periodicals ordered for "General Biology" among the different departments, in accordance with the request of Mrs. Dixon and with the consent of the heads of departments.

That The large subscription list of the department of Zoology seems to be due in part to the inclusion of 9 periodicals (cost \$45.00) properly assignable to the work in Bacteriology and in part to the expensive character of many of the journals. Five alone of the chief zoological periodicals cost ~~me~~ over \$65.00.

November 17, 1911

My dear Prof. Huxley:

In accordance with your request of some weeks ago, I beg leave to present some statements and recommendations regarding the Biological Department. The amount paid for subscriptions to periodicals during the year just is as follows:

Anatomy	(12 periodicals)	\$101.04
Botany	(12 periodicals)	50.28
Neurology	(12 ")	28.25
Pathology	(12 ")	32.75
Physiology	(12 ")	100.75
Zoology	(30 ")	201.42

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The large subscription list of the Department of Zoology seems to be due in part to the inclusion of 6 periodicals (cost \$45.00) properly assignable to the work in bacteriology and in part to the expensive character of many of the journals. Five alone of the chief zoological periodicals cost over \$20.00.

The University of Chicago

II.

I would recommend (1) that each department be allowed sufficient library appropriation to enable it to purchase from \$100.00) \$150.00 worth of books each year. It does not seem fair that the department of Zoology, for example, should be penalized because of the expensive character of ^{it} ~~the~~ periodicals. For the last three or four years there has been practically no money available for the purchase of books, since the inevitably large expenditure for periodicals has swallowed up the whole appropriation. Cannot these ^c ~~fats~~ be recognized in the next budget ? ~~N~~

(2). That a yearly appropriation of ^{\$}25.00 be made for the purchase of library incidentals and supplies. At present much needless trouble is caused by the fact that a separate requisition has to be made out for every bottle of mucilage or package of catalogue cards that is needed, and by the fact that the cost of these small items has to be divided among the five departments. This naturally happens many times in the course of the year and leads to much unnecessary complication of accounts, etc.

(3). That an appropriation of \$25.00 be made to be expended at the discretion of the library adviser. This sum is to cover the purchase of books for which no one department seems to be willing to become responsible. There is, for example, no French dictionary although there is daily call for one. In such a matter no one department is more deeply concerned than another. Furthermore the general works on biology and the most important text-books should

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be recognized in the next budget?

(2). That a yearly appropriation of \$5.00 be made for the purchase of library periodicals and supplies. At present much need less trouble is caused by the fact that a separate publication has to be made out for every bottle of medicine or package of catalog cards that is needed, and by the fact that the cost of these small items has to be divided among the five departments. This naturally happens many times in the course of the year and leads to such unnecessary complication of accounts, etc.

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The University of Chicago

III.

be purchased as soon as they appear. Many of the departments, as you know, do not take special interest in the matter of provision for the general student. This is one respect in which more can be done for science in the University ["]than is now the case.

I am glad to be able to report that the use of the biological library is steadily increasing and that the plan of consolidation is working out most satisfactorily.

Very truly yours,

Edwin S. Jordan.

III.

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I am glad to be able to report that the use of the biological
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Very truly yours,

William D. Fisher

The University of Chicago

Jordan

Alt hough my former communications on this subject have not had much effect, I would again resptfully⁶⁶, but earnestly urge that our biological library be dealt with more liberally. I find that we are already winning an unenviable notoriety among graduate students in the country at large on a count of our shortcomings in this respect. Inevitable comparisons are made with other institutions, and in this respect almost always to our disadvantage. At Columbia University, for example, with their already large nucleus, from twenty to twenty-five thousand volumes are added annually to the University library, although the lines of work represented and the number of graduate students are hardly as numerous as with us.

I do not wish to be importunate in this matter, but by virtue of my position as library advisor I am the natural recipient of much complaint. I have already indicated in my former letters some respects in which, without great outlay, difficulties in the situation might be met. As regards the delay in periodicals, it does not seem to me that in this instance we have been fairly dealt with.

Very truly yours,

Edwin Q. Jordan

All through my former communications on this subject have not had much effect, I would again respectfully, but persistently urge that our biological library be dealt with more liberally. I find that we are already winning an unfavorable history among graduate students in the country at large on account of our shortcomings in this respect. Inevitable comparisons are made with other institutions and in this respect almost always to our disadvantage. At Columbia University, for example, with their already large nucleus, from twenty to twenty-five thousand volumes are added annually to the University library, although the limits of work represented and the number of graduate students are hardly as numerous as with us.

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Very truly yours,

Edwin L. Fisher

The University of Chicago

Jordan

March 13th, 1899.

Library

My dear Pres. Harper:--

It is certainly very satisfactory to have Prof. Coulter feel that the convenience of his own department, as well as that of the others, would be served by consolidation. I hope that it will be found possible now to make arrangements whereby all the biological books can be brought together. As Prof. Coulter suggests, it will be important to have a trained attendant in service for the whole day. Miss Luttrell has proved thoroughly competent and her work has done much to enhance the efficiency of the library. Her services certainly deserve recognition in some way.

Yours very truly,

Edwin Q. Jordan

OK

The University of Chicago

March 18, 1933.

My dear Pres. H. D.:

It is certainly very satisfactory to have

Prof. Condit feel that the convenience of his own department, as

well as that of the others, would be served by consultation. I

hope that it will be found possible now to make arrangements where-

by all the biological books can be brought together. As Prof.

Condit suggests, it will be important to have a trained assistant

in service for the whole day. Miss Jurell has proved thoroughly

competent and her work has done much to enhance the efficiency of

the library. Her services certainly deserve recognition in some

way.

Yours very truly,

Wm. L. Fisher

Wm. L. Fisher

REGULATIONS.

1. The Superintendent of Department Libraries shall have general oversight of the administration of departmental libraries, and shall recommend to the Board of Libraries, Laboratories and Museums measures whereby these Libraries may be made more serviceable.
 2. He shall examine all lists of books and periodicals proposed for purchase by departmental libraries, and when books or periodicals are not obviously appropriate to the department making the proposal he shall bring the matter to the attention of the heads of the departments concerned, and may then refer the proposal to the Board of Libraries, Laboratories and Museums.
 3. When a departmental library presents an order for books or periodicals already in another departmental library or in the general library, he shall arrange a transfer of the books or periodicals in question, approve the Order, or refer it to the Board of Libraries, Laboratories and Museums for approval.
 4. He shall confer with the editors in charge of University publications with reference to securing by exchange periodicals proposed for purchase by departmental libraries.
 5. He is authorized to order the removal from departmental libraries of books or periodicals which under existing regulations belong properly in the general library.
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needs more room because it is crowded & cramped as it is but Dr. Harper if by the change you simply transfer that state of things from Mr. ^{Mallory} to myself, where is the gain? In fact, no department of the entire University feels the pressure as we do & will to feel it even in the new quarters. Any thing that hurts or limits the energies of the library administration, weakens & harms every department of the University. My earnest opinion is, that you would do far less harm to every one connected with the interests of the University, if you closed this School of Correspondence than you would, to take from the library one more foot of shelving or cubic inch of floor space. In planning the new quarters for the Library I took the greatest pains to arrange the Librarian's office so that a large number of valuable books too frequently used to deposit in the basement of Haskell, might be shelved in this room & thus be under the watchful care of the Librarian. The books to be so shelved were carefully counted & the necessary shelving planned. In the same way, the work of the student-assistants, the purely mechanical work that always takes up so much room in a library, was planned with the exact floor space & the measured amount of shelving and assigned to the supply room where such work is usually done. To alter all this will take away from me the power to be the help I am planning to be in the work of the coming year. It will ruin our quiet Reading Room & add a multitude of problems & worries that will waste time & strength of valuable workers that should be saved for the library service. So, with many years of personal experience of your kind & considerate regard for the members of your faculty, I cannot feel otherwise than that you do not understand the position in which you must place the Library administration by such an arrangement. If this letter helps you

...to room because it is crowded & crowded as it is not St. Harper it is the
change you already transfer that waste of things from St. to myself, where is the
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To alter all this will take away time as the power to be the help I am planning to
be in the work of the coming year. It will take our quiet reading room & add a
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feel otherwise than that you do not understand the position in which you want
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4.
to do so, I shall have one more cause to be profoundly grateful for your uniform habit of consulting the officers who try to work for the University.

Respectfully,

Zella Allen Dixon.

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in the of consulting the officers who say to work for the University.
Respectfully,

John Oliver Brown