

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

RULES AND REGULATIONS  
OF THE  
UNIVERSITY LIBRARIES

1917



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## RULES AND REGULATIONS

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### I. ORGANIZATION AND OFFICERS

1. The University Libraries are under the general charge of a Director, who is appointed by the Board of Trustees from the members of the University Faculties and who is, under the President, the chief executive officer of the Libraries.

2. The Associate Director is, under the President and Director, the chief executive officer in all the internal affairs of the Libraries, and acts for the Director in the absence of the latter.

3. Other Library officers are (a) The Library Advisers; (b) The Heads of the administrative departments of the Libraries, or Assistants in charge; (c) Librarians of the University Libraries, or Assistants in charge.

4. A Library Adviser is appointed for each department or group of departments by the President on recommendation of the department or departments concerned. The Director appoints a Library Adviser for the General Library.

Heads of the administrative departments are nominated to the President by the Director; Officers of the Departmental Libraries are nominated

to the President by the concurrent action of the Director and the Library Adviser of the department or departments concerned. Other members of the staff are appointed by the Director, or by him nominated to the President.

5. The Libraries of the University include:

- a) The General Library;
- b) The Departmental Libraries;
- c) The House Libraries.

They constitute the University Libraries under the general administration of the Director.

6. Departmental Libraries are formed and maintained under the following conditions:

- a) The Departmental Libraries severally contain books specially needed in connection with the work of investigation and instruction of a particular department, group of departments, school, or college of the University. In case of difference of opinion the field of each Departmental Library is defined by the Library Board. Libraries which require books outside their special field use the General Library or other Departmental Libraries and do not attempt the development of a general library. The collections of such libraries are confined to the subjects determined upon, and such reference books as are

needed frequently enough to warrant their duplication. Any Departmental Library may borrow books from the General Library and from other Departmental Libraries as needed.

- b) The books are placed in a single room, or connecting rooms with a single common entrance.
- c) A common author catalogue and, when practicable, a subject catalogue is made. Books are, so far as possible, catalogued and classified according to the system adopted for the University Libraries in 1911.
- d) An Adviser for each library is appointed by the President in consultation with the departments concerned.
- e) The Library Adviser of a Departmental Library representing a school or group of departments is ex-officio a member of the Board of Libraries.
- f) No Departmental Library changes its location without the permission of the Director.
- g) Departmental Libraries are subject to the general rules of the Libraries. Special rules proposed for any Departmental Library by the departments concerned are reported to the Board of Libraries through the Director for approval by the Board. In the intervals

between the meetings of the Board of Libraries such rules may be authorized by the Director.

- h)* The Library Adviser is the representative of the department or departments concerned in all relations to the Departmental Librarian or attendant, and is the adviser of the Director in all matters pertaining to the administration of the Departmental Library.

7. Departmental Libraries have been authorized and established for the following schools, groups, and departments:

- a)* The Divinity School (Oriental Languages and Literatures, New Testament and Early Christian Literature, Church History, Systematic Theology, Practical Theology, Comparative Religion);
- b)* The School of Education;
- c)* The Law School;
- d)* Philosophy;
- e)* Psychology;
- f)* The History and Social Science Group (Political Economy, Political Science, History, Sociology, Anthropology, Household Administration, Commerce and Administration);
- g)* The Classical Group (Sanskrit and Comparative Philology, Greek, Latin, History of Art);

- h)* The Modern Language Group (Romance, Germanic, English);
- i)* Mathematics and Astronomy (at the University);
- j)* Astronomy (at the Yerkes Observatory);
- k)* Physics;
- l)* Chemistry;
- m)* Geology, Geography, and Paleontology;
- n)* The Biological Group (Zoölogy, Anatomy, Physiology, Physiological Chemistry, Botany, Pathology, Bacteriology);
- o)* Public Speaking.

8. The Administrative Departments of the Libraries are three:

- a)* The Acquisition Department has charge of the acquisition of books and other publications for the Libraries of the University, whether by purchase, exchange, or gift; also of binding, and of the purchase of equipment and supplies.
- b)* The Cataloguing Department catalogues and classifies the books and other publications possessed or acquired by the University Libraries.
- c)* The Readers' Department is charged with the execution of all regulations relating to the use and circulation of books, and is responsible for the physical care of the books and other similar possessions of the Libraries.

## II. ACQUISITION OF BOOKS

9. Orders for the purchase of books are signed
  - a) in the case of the Departmental Libraries by a member of each department appointed by the department or by the head of the department;
  - b) in the case of the General Library by a person appointed by the Director.

10. Orders for books are in effect requisitions; they are approved by the Director of the Libraries, who in this matter acts as the deputy of the Committee on Expenditures of the Board of Trustees.

11. An order for a duplicate of a book already owned by the Libraries is returned to the person with whom it originated with information to this effect, and is taken up by the Director for approval only on information from the department that a duplicate is desired.

12. The Director refers to the Board of Libraries orders for duplicates of extensive collections of books, and other orders the filling of which is in his judgment of doubtful wisdom.

13. The Acquisition Department immediately notifies the proper departmental officer in case the funds on hand in the department are not sufficient to cover an order for books.

14. All books in all libraries of the University are the property of the University and belong to the

University Libraries. Books acquired by gift or exchange are assigned by the Director to the General Library or to a Departmental Library, subject, in the case of gifts, to the conditions under which they have been accepted from the donor. Appeal may be made from the decision of the Director to the Board of Libraries.

15. a) All books belonging to the Libraries are as far as practicable located where they are likely to be of most service, whether in the General Library or in a Departmental Library.

b) Books of interest to several departments, by whatever department recommended or to whatever account charged, are assigned by the Director to the General Library or other library in which it is judged that they will be of the greatest service. The department that has recommended the purchase is notified of the location of the book, provided it is assigned to another library. When catalogued, a printed or multigraphed card is supplied for the library of the department which has recommended the purchase. In no case of such diversion of a new book to a library other than the one from which the order came is the cost of the book charged against the appropriation of the department

originally ordering it, unless by agreement of that department.

- c) The first or only set of a given periodical, or of the reports, proceedings, or transactions of a society, institution, or government office, is not in general divided between libraries, but, after consultation with the libraries concerned, assigned as a whole to that library in which it is judged that it will be of the greatest service. In cases in which broken sets already exist, the Director has authority to locate them in the General Library or other library in which they are likely to be of the greatest service. Appeal from the Director's decision may be made to the Board of Libraries.
- d) Duplicates may be located in different libraries according to need. Different editions of the same book, different lives of the same individual, etc., are as far as possible shelved together. Only in special cases to be decided by the Director may lives of the same person or different editions of the same book be separated.
- e) Books no longer needed in a Departmental Library are returned to the General Library.
- f) Books are temporarily transferred from one library to another on agreement of the repre-

sentatives of the libraries immediately concerned, and approval by the Director, and charged as in the case of other loans. Permanent transfers are made through the Acquisition Department and record of them kept by that department, the catalogue and shelf-list records being changed by the Cataloguing Department.

16. The Acquisition Department keeps a list of libraries and other institutions to which the various official publications of the University, including dissertations, are regularly sent, and receives recommendations and instruction with reference to changes in this list.

17. The Acquisition Department keeps a record of all books and periodicals received by exchange and given in exchange, and co-operates with the Press in arranging for exchanges. All proposals for exchange of University publications for publications to be received by the Libraries are reported to the Acquisition Department before the arrangement is consummated.

### III. BINDING OF BOOKS

18. Binding orders for books in Departmental Libraries outside the General Library Building, including volumes of periodicals, are prepared by

the Departmental Library concerned, and are submitted with the book to the Acquisition Department; other binding orders are prepared by the Acquisition Department. Suggestions for binding may originate with any officer of the Libraries or of the department concerned.

19. Binding orders are in effect requisitions and are, as in the case of book orders, subject to the approval of the Director.

#### IV. USE OF THE LIBRARIES BY READERS

##### CLASSES OF LIBRARIES WITH RESPECT TO USE

20. The General Library is a reference and circulating library.

21. The Departmental Libraries are reference and research libraries designed primarily for the use of the members of the Faculties and of students doing advanced work. (For certain exceptions see 29.)

##### THE USE OF BOOKS IN THE LIBRARIES

22. The Reading-Room of the General Library and that of the Library of the School of Education are open to

- a) All members of the University;
- b) Former members of the Faculties and former students of the University.

So far as the limits of space permit they are also open to

- c) Members of other educational institutions in the vicinity, and residents of Chicago engaged in serious study;
- d) Scholars visiting Chicago;
- e) Employees of the University.

23. The Departmental Libraries are open, as reference libraries, to members of the Faculties of the University, to Trustees and administrative officers, and to students pursuing advanced studies in any department. Other persons of the classes named in 22 make use of them if permitted by the regulations of a particular library, or in special cases are granted the privilege by the Director or, in respect to a given Library, by the Adviser of that Library.

24. Any person making use of the Libraries may be called upon to register his name, residence, and occupation.

25. Marking or mutilation of books or other publications is forbidden.

#### THE CIRCULATION OF BOOKS: GENERAL RULES

26. No book, map, manuscript, periodical, pamphlet, print, or other article is taken from any Library, by any person, unless record of withdrawal is made at the time. Any person drawing a book

from the Libraries or having it charged against him for use in the Library is responsible for it until it has been returned to the attendant and due record of such return has been made.

27. General encyclopedias, dictionaries, and such other books as the Libraries deem necessary to withdraw from outside circulation are used in the Library only.

28. Unbound numbers of periodicals are used in the Library only, but other numbers than the last may be drawn for overnight use. Exceptions to this rule are made by departmental rules subject to the approval of the Board of Libraries. Bound volumes and duplicate copies of periodicals are subject to the general rules for bound books.

#### THE CIRCULATION OF BOOKS IN THE UNIVERSITY

29. Subject to the rules respecting circulation and the general regulations of the Libraries, members of the University (including Trustees, administrative officers, members of the Faculties, and registered students) and employees of the University have the privilege of drawing books from the General Library and the Libraries of the School of Education, the Divinity School, and the Classical Group, for use outside of the Libraries. Books belonging to other Departmental Libraries are

reserved for use in the Library, or circulate under the following rules (30-37).

30. No person not a member of the Board of Trustees or of the Faculties may hold on loan from any Circulating Library more than three volumes at one time, nor may the total number drawn and not returned at any time exceed six volumes from all Libraries of the University. This limitation does not apply to books drawn on Faculty order. In exceptional cases a student engaged in research may be allowed to exceed this number at the discretion of the officer in charge. For rules governing privileges of Fellows and advanced students see 35-36.

31. In respect to circulation, books are of four classes:

- A. General encyclopedias, dictionaries, and various other books are reserved for use in the Library only.
- B. Certain other books, retaining their regular place on the open shelves or in the stacks, are reserved for use in the Library during Library hours, but are loaned for home use overnight.
- C. Books temporarily withdrawn from their regular place on the shelves and reserved for use in connection with particular courses of instruction are given out for limited

periods for use during Library hours, and are loaned for home use overnight.

- D. Books not falling under any of the above classes are given out for home use at any hour.

The General Library has books of all four classes. Departmental Libraries assign their books to any one or more of the classes, as is deemed best.

32. Books of classes B, C, and D are drawn by students and other persons having like privileges, under the following rules:

- a) In the Library of the School of Education and in those Departmental Libraries not open after 6:00 P.M. reserved books (classes B and C) are given out at 5:00 P.M.
- b) In the General Library and in Departmental Libraries open in the evening (except the School of Education Library) reserved books (classes B and C) are given out at 9:00 P.M.: provided, however, that of books of which there are several copies all copies not required for evening use in the Library may be given out after 5:00 P.M., and that in Departmental Libraries having no books open to general circulation (class D) reserved books (class B) may be given out at 5:00 P.M.
- c) All books loaned for overnight use are returned the following morning within ten min-

utes after the close of the first lecture period, Sundays and holidays not being reckoned.

- d) Books open to general circulation (class D) may be drawn for two weeks. Any book so drawn is subject to immediate recall if needed in the Library for purposes of research.

33. The loan of books open to general circulation (class D) may not be renewed in any of the Libraries having such circulation, but extension of the period of loan may be granted.

a) In the General Library, by the assistant in charge of circulation.

b) In a Departmental Library, by the assistant in charge of the Library on approval of the Library Adviser.

In special cases the recommendation of the professor under whom the student is working may be required.

34. Trustees of the University and members of the Faculties have the privilege of drawing books of Class D (see Rule 31) from any of the libraries having such books and retaining them until the end of the current quarter. Books so drawn may be once renewed at the end of the quarter for another quarter, if not required by others having the same privilege; but another application for the book has prior claim over that of the person who has held it for 30 days. Anyone desiring to use in the Library a

book drawn out by an instructor notifies the officer in charge, who may then request the immediate return of the book to the Library. Near the end of each quarter each person drawing books under this rule receives a list of books charged to him, returns those drawn in a previous quarter, and either returns or renews those drawn in the current quarter. Books drawn after the sending of the notice are counted on the new quarter.

In this and the following rules the Autumn Quarter is understood to include the vacations in September and December, and the Winter Quarter to include the vacation in March.

35. Fellows have the privilege of drawing from their Departmental Library and from the General Library books open to circulation and of retaining them till the end of the current quarter. A book needed by another applicant may be recalled by the officer in charge. Each Fellow receives near the close of the quarter a list of books charged to him and returns the books before the end of the quarter. No book so returned can be redrawn by the same person till after three days. Books drawn after the quarterly notice are counted on the new quarter. The same privilege granted to Fellows in the drawing of books is extended to other resident students engaged in the preparation of theses or other research work of a similar advanced char-

acter at the option of the department concerned. A list of all students to whom this privilege is granted is kept where it may at any time be consulted by the Library attendants in the Departmental Library concerned.

36. On the recommendation of a head of a department of instruction a limited number of advanced students may be assigned special desks in the Departmental Reading-Rooms. Such students may draw books open to circulation under the following regulations:

- a) All books so drawn must be charged at the Delivery Desk of the Library from which they are drawn (in Harper, W31) and retained at the desk assigned to the student at all hours at which the Library is open.
- b) All books so drawn must be returned on or before the last day of each quarter.

37. A member of the Faculties may grant permission to draw books in his name from any Departmental Library whose rules do not forbid it on the following conditions:

- a) Such permission must be in writing over the autograph signature of the person granting it.
- b) Such permission is only for the particular book and person named, and is not operative against the rules of a particular Library; it does not apply to reference books (class A).

- c) The instructor granting such permission is personally liable in case the book is lost or injured.
- d) The time limit on such permission is two weeks unless otherwise stated by the instructor, and in no case extends beyond the end of the quarter in which it is drawn unless drawn in the last ten days of a quarter.
- e) The authority to issue such permission does not belong to the Fellows.
- f) Extension of loan may be granted at the end of the period named under the conditions stated in the previous sections of this rule and in rule 33, due regard being had for the claims of other applicants. No book drawn under this rule may be retained beyond the end of the quarter in which it is drawn, or be redrawn by the same person within three days.
- g) Any Departmental Library may, after consultation with the Director of the Libraries and approval by the Board of Libraries, curtail the privileges herein stated or shorten the periods named, but may not lengthen them.

38. Books may be withdrawn from Departmental Libraries for permanent keeping in laboratories or museums only when there are other copies retained in the Departmental Library. Such duplicates are removed to a laboratory or museum room

only when a locked case is there provided for shelving them. They are under the supervision of the instructor who has charge of the room, or someone designated by him, who also keeps the keys to the case. They are inspected regularly by the Head of the Readers' Department and the Departmental Librarian or Library Adviser. Such books are not withdrawn except upon written permission of the instructor in charge. Access to them is not denied to other instructors in any department.

39. Keys to a library room are given out only on the written order of the Library Adviser of the Library concerned, or other designated representative of the department concerned. In every case a record is kept of the name and address of the person to whom a key is issued. Such keys may be recalled at any time. No person to whom a key has been given shall lend his key or admit others to the Library with it.

#### CIRCULATION OF BOOKS AMONG PERSONS NOT MEMBERS OF THE UNIVERSITY

40. On recommendation of a member of the University, and payment to the Cashier's Office of a library fee of \$2.50 a quarter (or, on recommendation of a Dean or Head of a department of instruction of the University indorsed by the Director of

the Libraries, without fee), residents of Chicago, non-resident or visiting scholars, alumni, non-resident and former students of the University receive cards entitling the receiver to the privilege of drawing books from the General Library and other Libraries which permit general circulation (see 29), subject to the rules applicable to students of the University. Persons holding such cards are further granted the privilege of using the Departmental Libraries (subject to the rules of those Libraries) by authority of the Director, or, in respect to a given Library, by the Adviser of that Library. Cards issued without fee expire at the end of the quarter, but are subject to extension or renewal by the Director.

41. To scholars visiting Chicago complimentary cards, good for four weeks, are issued at the discretion of the Director. To members of the faculties of educational institutions in Chicago such cards may be issued good for one year.

42. The School of Education Library issues to teachers in the public schools of Chicago complimentary cards, giving the privilege of drawing books under the general rules of circulation.

43. The University Libraries loan books to other libraries so far as the demand of the University community makes this possible. Application must be made in writing addressed to the Director and signed by the librarian, or other like officer, of the

library requesting the loan. If granted the loan is made under the following conditions:

- a) The loan must be authorized by the department or Library concerned through the Adviser or some one appointed by him. The Associate Director is the Adviser of the General Library.
- b) Books so loaned may be retained for a period indicated by the Adviser, but not more than four weeks; except that students temporarily out of residence may with the written approval of the Adviser retain books so loaned three months. Renewals may be made at the discretion of the Adviser; but only in exceptional cases is a loan renewed more than once, and then only by the indorsement of the Director.
- c) The Library to which the book is loaned assumes responsibility for any loss.
- d) The borrower pays all transportation charges.
- e) Books are forwarded from and returned to the Delivery Room of the General Library.

44. Persons not connected with the University occasionally desiring the privilege of drawing books from the Libraries may make application through a local library. If approved the loan is made under the conditions named in rule 43. When loan through a local library is impracticable, application may be made,

- a) Through an officer of the University, said officer assuming full liability for any loss; or
- b) The application may be accompanied by a deposit of twice the value of the book or books desired.

#### RETURN AND RECALL OF BOOKS

45. For reasons deemed sufficient by the Library Adviser of the Library to which the book belongs, or by the Director, any book may be recalled at any time, and in such cases must be returned at once on receipt of notice.

46. The Library sends a notice in every case where a book is kept more than four days beyond the limit specified in these rules. At the request of the officer in charge, a notice is sent requiring immediate return of a book which it is deemed necessary to recall. These notices are issued for the General Library by the officer in charge of circulation; for the School of Education, by its Librarian; for the Law School, by its Librarian; for other Departmental Libraries, by the Head of the Readers' Department. Extreme cases arising in any Library are reported to the Head of the Readers' Department for further action.

47. Any book mutilated, lost, or not returned within a reasonable time after notice has been sent is either replaced within thirty days by the person in whose name the book has been drawn, or said

person pays into the hands of the Director twice the present value of the book, as estimated by the Director.

#### V. LIBRARY HOURS AND PERIODS OF SERVICE

48. The following are the regulations respecting the period of service of the staff:

- a) A week's work consists of forty to forty-two hours according to circumstances. Exceptions are made by special contract.
- b) A member of the staff who has rendered forty-eight weeks of service is entitled to four weeks of vacation on full pay; but pages have two weeks of vacation, or its equivalent in half-day service, after fifty weeks' service.
- c) After twenty-four weeks of service, vacation is credited *pro rata*. No vacation credit is given for less than twenty-four weeks' service, and vacation taken by a person leaving the service of the Libraries after less than twenty-four weeks is treated as absence without pay. Vacation is taken within the term of appointment.
- d) Members of the staff serving half-time or more, namely, twenty or more hours a week, except those on student service or service

scholarship, are entitled to vacation under this rule *pro rata*.

- e) Persons serving on less than half-time, and persons on student service or service scholarship, are paid for actual service rendered, without vacation credit or payment for holidays on which no service is rendered.
  - f) Days on which the General Library is closed (see 50) are holidays for all members of the staff. On other University holidays and on the half-days in which Quarterly Convocations are held, release from service without diminution of pay is given as far as in the judgment of the Director the interests of the service permit; but no extra compensation is given for service not exceeding full time.
  - g) The giving of a holiday on the Monday following a regular holiday when the latter falls on Sunday is subject to the general ruling of the University.
  - h) In the University vacations, at the end of December and March, half-holidays without diminution of pay are given at the discretion of the Director, but no extra compensation is given for service not exceeding full time.
49. a) On January 1, July 4, Labor Day, December 25, and on Sundays, the Libraries are closed throughout the day.

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- b) On other University holidays (February 12, February 22, May 30, and Thanksgiving Day) the General Library is open, stack service being provided, from 9 A.M. to 1 P.M.
  - c) In the University vacations in September, December, and March the General Library is open from 9 A.M. to 5 P.M.; but on Saturdays from 9 A.M. to 1 P.M.
  - d) On all other days of the year (including Convocation days) the General Library is open from 8 A.M. (or 15 minutes before the first regular lecture period) to 10 P.M.
  - e) The Departmental Libraries are, as a rule, closed on the University holidays, and in the vacations in September, December, and March, only the Law Library being open from 9:00 A.M. to 5:00 P.M.
  - f) Readers wishing to use books belonging to Departmental Libraries at times when these are closed and the General Library is open may, by giving notice in advance, have a reasonable number of such books transferred to the reading-room of the General Library for their use.
  - g) Variations from the general schedule are made by the departments concerned in consultation with the Director.

## VI. FINES AND PENALTIES

50. On books of class D (see Rule 31) a fine of 3 cents a day is charged on each volume not returned according to the terms of Rule 32 *d*). When a book has been retained beyond the prescribed time and a notice of the fact has been disregarded, a messenger is sent to secure the book and an additional fine of 25 cents is charged. No fine is to exceed the cost of book, and for this purpose the value of a book to the Library is not to be reckoned less than \$2.00.

51. On books of class C fines are levied according to the following schedule: For the first hour or fraction thereof after the time appointed for return, 15 cents; for each hour after the first, 5 cents; for each full day, 50 cents.

52. On books open only to overnight circulation (class B), and books drawn under Rule 37, fines are charged as follows:

- a) In the Law School Library, 25 cents for the first hour or fraction thereof, 10 cents for each succeeding hour.
- b) In other Libraries, 15 cents per day or fraction thereof.

53. a) For failure to return to the desk a book drawn for use in the room, the fine is 15 cents.
- b) For removing a book from any Library without making proper record of withdrawal according to the blanks provided, or for the

removal of a book not subject to loan from any Library Room, the fine is 25 cents for the first and 50 cents for each subsequent offense.

- c) For failure to return within 48 hours a book recalled under Rule 46, the fine is 50 cents per day or fraction thereof.

54. Students refusing or neglecting to pay fines due

- a) Do not receive credit for their courses until the fine is paid;
- b) Do not receive honorable dismissal from the University;
- c) Forfeit the privilege of using the Libraries until fine is paid.

55. No violation of the regulations of the Libraries will be excused on the plea of ignorance.

56. Any person violating these regulations may at the discretion of the Director be excluded from the privilege of using any or all of the Libraries of the University for a period not exceeding four weeks. Such exclusion may be made permanent by a vote of the Board of Libraries with the approval of the President.

## VII. PUBLICATION AND AMENDMENT OF RULES

57. These rules are printed and a copy is sent to each member of the Faculty. A copy is placed

in a conspicuous position in every Library of the University. Other copies are on distribution at the attendants' desks.

58. Each member of the Library staff is provided with a copy of these rules and is held responsible for acquaintance with them and conformity to them.

59. These rules may be amended by the Board of Libraries, subject to the approval of the Board of Trustees in matters involving finances or general policy. All modifications of the rules are at once reported to the Board of Trustees. In the intervals between the meetings of the Board of Libraries the Director may order necessary temporary modifications of the rules.

## INDEX

- Acquisition Department, 8a  
Acquisition of books, 9-17  
Administration of the Libraries, 1-8  
Administrative departments, 8  
Advanced students, Privileges of, 21, 23, 29, 30, 35, 36  
Adviser, 3-4, 6d-e, h  
Alumni, Privileges of, 22, 40  
Amendment of rules, 59  
Anthropology Library, 7f  
Appointments, 4  
Associate Director of the Libraries, 2  
Astronomy Library, 7i, 7j
- Binding of books, 18-19  
Biological Group Library, 7n  
Board of Libraries, 6e, 6g, 59  
Books, Acquisition of, 9-17  
—Binding of, 18-19  
—Drawn on Faculty order, 37  
—Extension of loan, 33-34, 43b  
—In laboratories, 38  
—Lost, 37c, 47  
—Loan of. *See* Circulation  
—Marking of, 25, 47  
—Mutilation of, 25, 47  
—Orders for, 9-13  
—Overdue, 46, 47, 50, 51  
—Overnight, 31B-C, 32, 52  
—Purchase of, 9-13, 15b  
—Recall of, 32d, 35, 45, 46  
—Reserved, 31, 32, 51, 53b  
—Return of, 26, 32c, 34, 35, 36b, 45-47, 50-53  
—Transfer of, 15f  
—Use of, 20-47  
Botany Library, 7n
- Cards, Complimentary, 40-42  
—Library, 40  
Cataloguing Department, 8b  
Chemistry Library, 7l  
Circulating libraries, 26-47  
Circulation, 26-47

Classical Group Library, 7*g*  
Commerce and Administration Library, 7*f*  
Complimentary cards, 40-42

Departmental Libraries, Catalogues of, 6*c*  
—Circulation of books in, 29-38, 43-44  
—Organization of, 6, 7, 21, 23  
—Use of, 21, 36-39  
—When open, 49*e-g*  
Dictionaries, 27, 31*A*  
Director, Associate, 2  
Director of the Libraries, 1  
Divinity School Group Library, 7*a*  
Donations, 14  
Duplicates, Location of, 15*d*  
—Orders for, 11-12

Education Library, 7*b*, 42  
Employees of the University, Privileges of, 22, 29  
Encyclopedias, 27, 31*A*  
Exchanges, 14, 16-17  
Extension of loan, 33-34, 37*l*

Faculty members, Privileges of, 23, 34  
Faculty order, Books drawn on, 37  
Fee, 40  
Fellows, Privileges of, 35  
Fines, 50-56

General Library, Organization of, 5, 20  
Geography Library, 7*m*  
Geology, Geography and Paleontology Library, 7*m*  
Gifts, 14  
Graduate students, Privileges of, 21, 29, 35-36, 40

Historical Group Library, 7*f*  
Holidays, 48*f-h*, 49  
Hours of Service, 48  
Hours at which Libraries are open, 49  
House Libraries, Organization of, 5*c*  
Household Administration Library, 7*f*

Inter-library loans, 43-44

Keys, 39

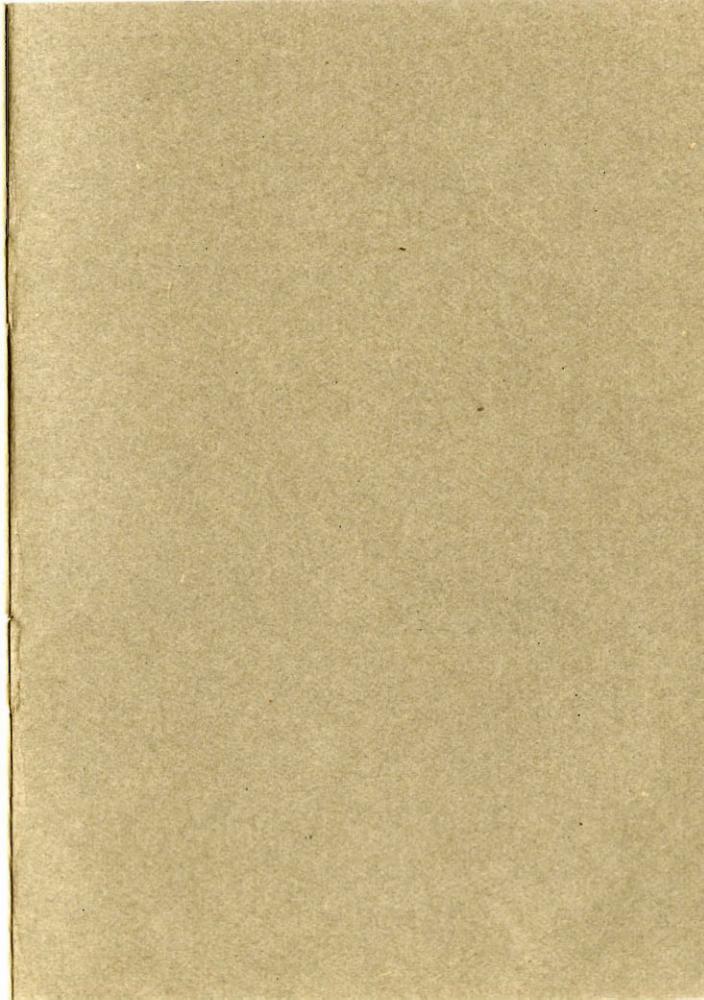
Laboratories, Books in, 38  
Law Library, 7*c*  
Leave of absence, 48*a-e*  
Libraries, Board of, 6*e*, 6*g*, 59  
—Director of the, 1  
—Organization of the, 1-8  
Library access, 22-23  
—Advisers, 3, 4, 6*d*, 6*e*, 6*h*  
—Cards, 40  
—Fee, 40  
—Hours, 49  
Library Privileges, 22, 29-37  
—Exclusion from, 56  
Loan of books. *See* Circulation  
Loans, Inter-library, 43-44  
—Renewal and extension of, 33-34, 37*f*, 43*b*  
Loss of books, 37*c*, 47

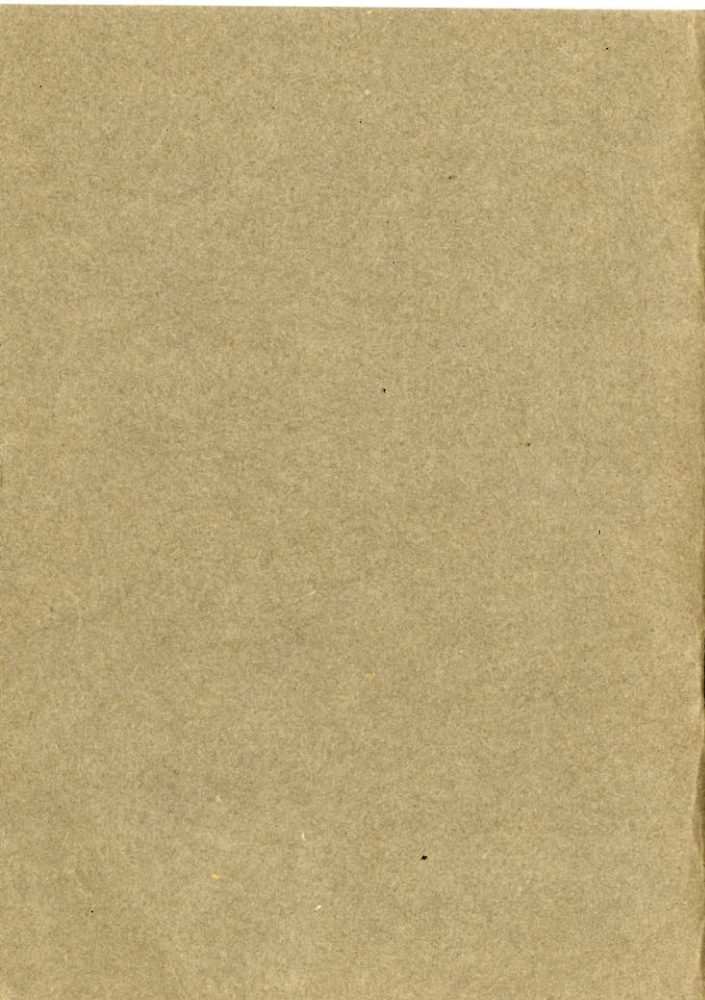
Marking of books, 25, 47  
Mathematics and Astronomy Library, 7*i*  
Modern Language Group Library, 7*h*  
Mutilation of books, 25, 47

Officers, 1-3  
Orders for books, 9-13  
Organization of the Libraries, 1-8  
Overdue books, 46, 47, 50, 51  
Overnight books, 31*B-C*, 32, 52

Pages, Vacations of, 48*b*  
Paleontology Library, 7*m*  
Penalties, 47, 50-56  
Periodicals, Circulation of, 26, 28  
—Location of, 15*c*  
Periods of service, 48  
Philosophy Library, 7*d*  
Physics Library, 7*k*  
Physiology Library, 7*n*  
Political Economy Library, 7*f*  
Political Science Library, 7*f*  
Privileges of Advanced Students, 21, 23, 29, 30, 35, 36  
—Of Alumni, 22, 40  
—Of Faculty members, 23, 34  
—Of Fellows, 35  
—Of Readers, 20-47  
—Of Trustees, 23, 29, 30, 34

- Psychology Library, 7*e*  
Public Speaking Library, 7*o*  
Purchase of books, 9-13, 15*b*
- Readers' Department, 8*c*  
Readers, Privileges of, 20-47  
Recall of books, 32*d*, 35, 45, 46  
Reference books, Rules governing circulation of, 27, 31*A*  
Registration, 24  
Regulations, Violation of, 55-56  
Renewal of loan, 33-34, 43*b*  
Reserved books, 31, 32, 51, 53*b*  
Return of books, 26, 32*c*, 34, 35, 36*b*, 45-47, 50-53  
Rules, Amendment of, 59  
—Publication of, 57  
—Violation of, 55-56
- School of Education Library, 7*b*, 42  
Service, Periods of, 48  
—Scholarships, 48*d-e*  
Sociology Library, 7*f*  
Student service, 48*d-e*  
Students, Advanced, Privileges of, 21, 23, 29, 30, 35, 36
- Transfer of books, 15*f*  
Trustees, Use of Library by, 23, 29, 30, 34
- University employees, Privileges of, 22, 29  
University holidays, 48*f-h*, 49  
Use of books, 20-47.
- Vacations, 48*a-e*  
Violation of rules, 55-56  
Visiting scholars, 41
- Zoölogy Library, 7*n*





LIBRARY STAFF

*May 1912*

Abbott, Ruth	<i>Expires Oct. 1, 1913 - 1200.</i>	Little, Clara Louise?
Ashmore, Edith	<i>June 30, 1912 - 720.</i>	Manchester, Earl Northrup <i>Sept 30, 1912 - 125. month</i>
Baker, Harriet Franc	<i>June 30, 1912 - 780.</i>	Merrill, Margaret Dean
Barrett, Storrs Barrows	<i>1914 - 1200.</i>	Mills, Sarah Ellen <i>June 30, 1912 - 800.</i>
Bass, Vera Kathryn	<i>From July 1, 1911 - 55. month</i>	Mitchell, Sarah Louise <i>Sept. 30, 1912.</i>
✓ Bengtson, Ida A.		Morgan, Ruth Edna <i>June 30, 1912 - 840.</i>
Burton, Ernest D.	<i>From July 1, 1910 - 1000.</i>	Morton, George H.
Dickinson, Emma Louise	<i>June 30, 1912 - 780.</i>	Nachman, Selma <i>June 30, 1913 - 1200.</i>
Dickinson, Julia Louise	<i>" " 720.</i>	Nairin, Grace Gladys
✓ Froning, Margaret E.		Von Noé, Adolf C.
Gettys, Cora Margaret	<i>June 30, 1912 - 1000.</i>	Norton, Margaret <i>June 30, 1912 - 900.</i>
✓ Geyso, Flora H. von		O'Brien, Myra Belle
Giffin, Beulah Emma	<i>From July 1, 1911 - 60. month</i>	Park, Marie
Groves, Charlotte Elizabeth	<i>June 30, 1912 - 1200.</i>	Patterson, Sarah Luella <i>June 30, 1912 - 840.</i>
<del>██████████, ██████████</del>		Perrine, Cora Belle <i>June 30, 1914 - 1200.</i>
Hanson, James C. M.		Perry, Claire Minne
Hardinge, Margaret Anne	<i>June 30, 1912 - 900.</i>	Potter, Alice Elizabeth
Harris, Rachel Agnes	<i>June 30, 1912 - 420.</i>	Robertson, Josephine C. <i>June 30, 1914 - 1400.</i>
Henry, Edward A.	<i>" - 600.</i>	Roe, Clara Strong <i>June 30, 1912 - 800.</i>
Hill, Albert Ellsworth	<i>" - 500.</i>	Runyan, Walter Leroy?
Hogan, Percy Anderson	<i>" - 600.</i>	Satterthwait, Ella
Hoyt, Mary Louise	<i>From July 1, 1911 - 60. month</i>	Schenk, Frederick W. <i>June 30, 1912 - 1800.</i>
Hygen, Dorthea Helene		Schmidt, Dorothea Charlotte <i>June 30, 1912 - 840.</i>
Jacobsen, Karl Theodor	<i>From Sept. 1, 1911 - 100. month</i>	Seeley, Marguerite
Lagergren, Anna Constance	<i>From July 1, 1911 - 50. month</i>	Shedd, Jessie Thomas
Lauren, Anna Emilia	<i>From July 1, 1911 - 50. month</i>	Stoddard, Florence Louise
Lawrence, Harriet Winifred	<i>From July 1, 1911 - 60. month</i>	



LIBRARY STAFF - 2.

. Stone, Elizabeth  
. Thompson, Helen Bowman  
. Titsworth, Helen Anna  
. Torrey, Clarence Almon  
. Tyler, Alice Nichols  
. Warren, Irene  
[E] White, Mabel Frances  
. Wood, Alice Amelia

1400.



*Harper Memorial Lib.*

February 13, 1912

HARPER MEMORIAL LIBRARY

Messrs. Shepley, Rutan & Coolidge,  
Chicago.

Gentlemen:-

In writing you February 8th our letter referred to the final completion. In further explanation would say that we expect to be practically through with the east tower and center portion April 1st and with the west tower May 1st and while there may be odds and ends to do after this time, believe we will without doubt be absolutely through before June 1st and you are perfectly safe in making arrangements for the convocation and dedication in June as desired. This of course is contingent on labor troubles but we are so far along that we do not anticipate any such.

Yours very truly,

WELLS BROTHERS COMPANY

Second Vice President

WGL..T

1234

*Harper Memorial Lib.*

Harper Memorial Lib.

February 13, 1912

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Messrs. Shepley, Rutan & Coolidge,  
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Yours very truly,

WELLS BROTHERS COMPANY

Second Vice President

WGL..T

1234

Harper Memorial  
Library

Burlon

February 5, 1913

*Library*  
**TO ALL MEMBERS OF THE FACULTIES:**

With a view to protecting the stacks of the Harper Memorial Library from persons who might not make legitimate use of them, while at the same time securing the freest practicable admission to all members of the University, the following arrangements will go into effect February 12, 1913.

1. Admission to the stacks may be had by the west elevator from 8 A.M. to 6 P.M., and by the east elevator from 8 A.M. to 12 M. and from 1 P.M. to 6 P.M. After 6 P.M. the stacks will be locked and admission to them can be obtained only by application at the desk on the third floor. Admission at the east end between 12 and 1 P.M. will also be from the desk on the third floor. Persons seeking admission to the stacks are requested to use the west elevator as far as practicable.

2. The elevator attendants are instructed to carry to the basement only persons whom they know to be members of the Faculty or of the Library staff, or who bear cards of admission to the stacks.

3. Cards admitting to the stacks will be issued by the office of the Associate Director on recommendation of a member of the Faculty. Professors desiring to secure admission for graduate students may obtain cards from Mr. Manchester in room M.24, from Miss Gettys at the west end of the main Reading Room, or in M.23. When signed by a Professor these cards should be presented by the student at Mr. Hanson's office,

M.23 or M.25

1 - 5 P.M.

M.23 or M.25, for his signature, between the hours of 9 - 12 A.M. and 1 - 5 P.M. Members of the faculty not personally known to the elevator attendants are recommended to make out such cards for themselves also when desiring to use the stacks, securing also Mr. Hanson's signature.

4. Such stack permits are available either for a single day or for a specified period, but all permits expire at the end of the quarter in which they are issued. For renewal, application should be made at Mr. Hanson's office.

5. Books must in no case be removed from the stack without first being charged. All charges must be made at the attendant's desk on the third floor in either tower. The stack room attendant will send the book up by the book lift and the applicant will call for it on the third floor.

6. Professors are requested to use caution in the recommending of stack permits, and with rare exception to limit them to graduate students doing research work.

7. All persons admitted to the stacks are requested to exercise the utmost care not to displace books on the shelves. Books removed from the shelves should not be replaced, but left on the tables provided in each tower for this purpose.

ERNEST D. BURTON

Director of the Libraries



The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

ROOM 1204, 134 SOUTH LA SALLE ST  
TELEPHONE FRANKLIN 214

Office of the Counsel and Business Manager

April 12, 1913.

My dear President:

I have a report from Mr. W.E. Angier, partner of Ralph Modjeski, on the cracks in the stone of Harper Library. He says that the stone itself does not form any large extent of the strength of the masonry, that from the appearances it seems to him that the cracks in this stone are largely due to its character (Bedford Limestone being subject to cracks unless it is seasoned before being laid) that it may partly be due, owing to the uneven settling of the floating foundations of the building.

He said he does not consider there is anything to cause any uneasiness; that individual stones, if cracking sufficient had to look objectionable, could be cut out and replaced.

Yours very truly,

Wallace Neckman  
H

President Harry Pratt Judson,  
The University of Chicago.

April 12, 1911.

My dear President:

I have a report from Mr. W. R. Angier, professor of English Literature, on the cracks in the stone of Henry Library. He says that the stone itself does not form any large extent of the strength of the masonry, that from the appearance it seems to him that the cracks in this stone are largely due to its character (Bedford Limestone being subject to weathering) and it is reasoned before being laid that it may partly be due, owing to the uneven settling of the floating foundations of the building.

We will be glad to have any suggestions or plans for strengthening any weakness, that individual stones, if breaking will be sent to look objectionable, could be cut out and replaced.

Yours very truly,

W. R. Angier

President Harry West Johnson,  
The University of Chicago.

4  
122

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

The University Libraries

OFFICE OF THE DIRECTOR

October 18, 1913.

*Library*

My dear Mr. President:

Mr. Arnett informs me over the telephone that \$500 has been, or is to be, appropriated for Celtic books to be ordered by Professor Cross.

I am reminded, however, that this is not the method of procedure which you some time ago indicated as that which was to be followed, and unless my memory fails me, your instructions were somewhat definite to the effect that I was not to act under appropriations made in this way. I of course only desire to carry out your wish in the matter, but I am a little perplexed by what seem to me to be contrary instructions. Will you kindly inform me how to proceed in this case and in future similar cases should any arise.

Very truly yours,

*Emmett R. Burton*

President E. P. Judson,

The University of Chicago.

EDB

The University of Chicago  
The University of Chicago  
The University of Chicago

October 10, 1912

My dear Mr. President:

Mr. Brewster informs me that the telephone number 5200 has been

my 15 to be, designated for certain books to be ordered by Professor

These

I am interested, however, that this is not the method of pro-

cedure which you have also indicated as that which was to be fol-

lowed, and unless of better, failing to, your instructions were somewhat

different to those which I was told to use when I was in the

in this way, of all matters only desire to say that this is the

method, but I am little surprised if you were to be so contrary

instructions. Will you kindly inform me how to proceed in this case

and in future affairs should any arise.

Very truly yours,

Franklin D. Roosevelt

President H. F. Johnson,  
The University of Chicago.

Chicago, October 22, 1913

Dear Mr. Burton:-

I have your favor of the 18th inst. This is a thoroughly exceptional case. The arrangement of an appropriation of \$500 for Celtic books was a part of the agreement by which Professor Cross was called here. That being the case, it had not occurred to me as being necessary to go through the ordinary routine. I do not think it likely that similar cases are likely to arise very often, as they come only in case of the establishment of new chairs.

Very truly yours,

H.P.J. - L.

Director E. D. Burton,  
The University of Chicago.

Chicago, October 22, 1912

Dear Mr. Burton:-

I have your favor of the 18th inst. This is a thoroughly exceptional case. The arrangement of an appropriation of \$500 for Celtic books was a part of the agreement by which Professor Gross was called here. That being the case, it had not occurred to me as being necessary to go through the ordinary routine. I do not think it likely that similar cases are likely to arise very often, as they come only in case of the establishment of new chairs.

Very truly yours,

H.P.J. - L.

Director E. D. Burton,  
The University of Chicago.

Bul on

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

The University Libraries

OFFICE OF THE DIRECTOR

Library

January 16, 1914

My dear Mr. Robertson:

Would it be possible for you to attend a meeting of the Library Advisers and Heads of Departments specially interested in reserve books on Monday, January 26, at four P.M. in the Director's office, room M. 27 Harper Memorial Library? The purpose of the meeting is to consider the extension of the plan for renting or selling to students full sets of the books prescribed for reading in connection with certain courses. The plan has been tried out on a small scale during the Autumn Quarter 1913 and has been found so satisfactory that it seems desirable to extend it so as to give all students willing to pay the required sum an opportunity to rent or purchase the books.

Trusting that you will be able to attend the meeting, I am,

Cordially yours,

Ernest D. Burton

Mr. David A. Robertson,

Department of English.

100/100

The University of Chicago  
The University of Chicago  
The University of Chicago

100/100

January 10, 1919

My dear Mr. Robertson:

Would it be possible for you to attend a meeting of the Library  
advisors and heads of departments specially interested in reserve books  
on Monday, January 28, at four P.M. in the Director's office, room N-27  
Harper Memorial Library? The purpose of the meeting is to consider the  
extension of the plan for renting or selling to students will sets of the  
books prescribed for reading in connection with certain courses. The plan  
has been tried out on a small scale during the Autumn Quarter 1918 and has  
been found so satisfactory that it seems desirable to extend it so as to  
give all students willing to pay the required sum an opportunity to rent  
or purchase the books.

Trusting that you will be able to attend the meeting, I am,

Cordially yours,

Charles A. Burdette

Mr. David A. Robertson,

Department of English.

Chicago, January 21, 1914

Dear Dr. Burton:

I shall be glad to attend a meeting in the Director's office, Monday, January 26th at four o'clock, to consider the extension of the lending library. May I mention, however, that a great many of the Faculty likely to be invited to this meeting are attending the lectures by Professor Abel Lefranc at four-thirty in the Harper Assembly Room?

Sincerely yours,

D.A.R.-D.

Dr. Ernest D. Burton  
The University of Chicago.

1891, January 21, 1891

Dear Mr. Brewster

I have the honor to acknowledge

the receipt of your letter of the 19th inst.

and in reply to inform you that the same

has been forwarded to the proper authorities

for their consideration.

I am, Sir, very respectfully,

Yours very truly,

Wm. Brewster

Secretary of the Interior

Washington, D.C.

Wm. Brewster  
Secretary of the Interior

Burton

The University of Chicago  
FOUNDED BY JOHN D. ROCKEFELLER  
The University Libraries

OFFICE OF THE DIRECTOR

October 29, 1914

My dear Mr. Robertson:

Replying to the question of your secretary respecting the list of Library employees whose names ought to be included in the University Address List about to be published, I beg leave to state that I think this list should include the Director, the Associate Director, the heads of departments of the Libraries and of the Departmental Libraries, and those members of the staff who have been given Faculty rank of Associate or higher. These lists somewhat overlap. Combined they include the following names:

- ✓ Mr. and Mrs. Ernest DeWitt Burton
- ✓ Mr. and Mrs. James Christian Meinich Hanson
- ✓ Mr. Clarence Almon Torrey
- ✓ Miss Cora Belle Perrine
- ✓ Mr. and Mrs. Earl Northup Manchester
- ✓ Miss Josephine Chester Robertson
- ✓ Mr. and Mrs. Frederick William Schenk
- Miss Winifred Kimball Winne -
- ✓ Miss Clara Louise Little
- ✓ Mr. Walter Leroy Runyan
- ✓ Miss Irene Warren
- ✓ Miss Cora Margaret Gettys
- ✓ Miss Clara Strong Roe



- ✓ Miss Sarah Ellen Mills
- ✓ Mr. and Mrs. Karl Theodor Jacobsen
- ✓ Miss Emma Louise Dickinson
- ✓ Miss Dorthea Helene Hygen
- ✓ Miss Eliza Lamb
- ✓ Miss Selma Nachman
- ✓ Mr. and Mrs. Edward Atwood Henry

This will exclude a number of names which have hitherto stood in the list, but the retention of them on any general principle would require the addition of some twenty or thirty more. The names that I have in mind are those of,

Miss Edith Ashmore  
 Miss Julia Louise Dickinson  
 Miss Margaret Anne Hardinge  
 Miss Rachel A. Harris  
 Miss Ruth E. Morgan  
 Miss Sarah L. Patterson

In the case of Miss Dickinson and Miss Hardinge, who have been employed in the Library for nearly twenty years and whose names were probably put on the list when the whole list of the Library staff was included, I think we might make an exception and retain them. I suggest therefore that to the list given above for inclusion you add the names of Miss Hardinge and Miss Julia L. Dickinson.

Very truly yours,



Mr. David A. Robertson,  
 Faculty Exchange.



*Librarian*

Chicago, March 15, 1915

Dear Mr. Burton:-

It seems to me unfortunate that a case like that reported on in the enclosed should arise. The present attitude of the young man, though not expressed by him, seems to be that it does not pay to adhere to library regulations because it is much simpler and more convenient and safer to use the very common system of removing books without record.

I have had Wolfner in class and know him to be absolutely reliable. I am afraid that his sense of justice, as well as his pride, has been hurt by the handling of the case. May I suggest that you have a brief interview with him to make him feel that the Director of the Library is always accessible for the purpose of interpretation?

Very truly yours,

D.A.R.-D.

Secretary to the President.

Dr. E. D. Burton  
The University of Chicago.

Chicago, March 12, 1912

Dear Mr. Brewster:

It seems to me unfortunate that a  
case like this should be in the hands of  
anyone. The present attitude of the public  
towards me is entirely wrong, and it is  
not to be expected in future. I am  
in such a position that I cannot  
and I am sorry to hear of your  
trouble.

I have had letters in which  
you have been so unkindly  
treated. I am sorry to hear  
that you are ill, as well as the  
fact that you are ill. I  
am sorry to hear that you are  
ill. I am sorry to hear that  
you are ill. I am sorry to hear  
that you are ill. I am sorry to  
hear that you are ill.

Sincerely,  
J. B. Brewster

J. B. Brewster

J. B. Brewster  
University of Chicago

Burton

Librarian

Chicago, May 5, 1915.

Dear Mr. Burton:-

May I add to the work of the already overburdened staff of the University libraries by the suggestion that when a man like Sir Walter Raleigh or Mr. G. M. Trevelyan lectures at the University an exhibit of his publications be placed on a special shelf in the main reading room, with appropriate notices on the bulletin boards calling attention to the same?

I should have sent you a copy of the expression of appreciation of Miss Gettys' efforts in connection with the University Orchestral Association announcements. I enclose a copy herewith. Although addressed to Miss Gettys who, I believe, was the one actually engaged in preparing the bibliography, the appreciation is of course of the work of the University libraries.

Very truly yours,

Dr. E. D. Burton  
The University of Chicago



*Library*

Chicago. April 19, 1916

Mr. George P. Brett,  
The Macmillan Company, 64-66 Fifth Avenue, New York City.

Dear Mr. Brett:-

Your favor of the 17th inst. is received. I have read your plan with much interest, and will bring it to the attention of members of our library staff and literary departments. I must confess at the outset serious doubts as to the practicability of the scheme. In the first place, it would be necessary for a large amount of time to be given to the work in question. I doubt whether it would be feasible for members of the staff to give so much time. Naturally of course they will be interested to a certain extent in books which fall in their respective fields, but to cover the ground comprehensively would involve much more than that. In the next place, I doubt whether different institutions would form the same judgment on the same material. In that case there would be a diversity of opinion, and the purpose would to a large extent fail of realization. I will write you again as soon as I get the judgment of my colleagues on the matter.

Very truly yours,

H.P.J. - L.

Chicago, April 19, 1916

Mr. George F. Brett,  
The Hamilton Company, 64-66 Fifth Avenue, New York City.

Dear Mr. Brett:-

Your favor of the 17th inst. is received.

I have read your plan with much interest, and will bring

it to the attention of members of our library staff and

library departments. I must confess at the outset serious

doubts as to the practicability of the scheme. In the

first place, it would be necessary for a large amount of

time to be given to the work in question. I doubt whether

it would be feasible for members of the staff to give so

much time. Naturally of course they will be interested

to a certain extent in books which fall in their respective

fields, but to cover the ground comprehensively would involve

much more than that. In the next place, I doubt whether

different institutions would form the same judgment on the

same material. In that case there would be a diversity of

opinion, and the purpose would to a large extent fail of

realization. I will write you again as soon as I get

the judgment of my colleagues on the matter.

Very truly yours,

H. P. L. - L.

attention of readers in our  
own library to new books  
of unquestioned interest &  
importance. But again  
that involves expenditure,  
an expenditure which may  
soon perhaps seem  
possible for you.

However, I am more  
perplexed by doubt as to the  
possibility of getting well balanced  
& judicious opinion (doubt, I  
say, not certainly). My own  
experience as an editor & as  
a reader of criticisms & book  
notes, has made me very  
skeptical, even when there  
is co-operation among  
reputable experts. Nothing seems  
much more unreliable than  
the book review, so it seems to  
me at least in moments of  
pessimism.

Still, when all is said,

April 29/16

My dear Mr. Burton

Mr Brett's suggestion  
is interesting; but I fear  
utterly impracticable. Certainly  
it is impracticable unless  
Universities deliberately engage  
men to do it & recommend. I  
am not sure that a University  
library force might <sup>not</sup> well  
undertake such a task; but the  
task involves great expense  
& a great deal of money is  
spent even in the exam-  
ination of a book for purpose  
of cataloguing it? I mean how  
much time - & hence expense -  
is involved in that necessarily  
superficial examination? A  
great deal of course.

Something more, than is  
done, might be done I  
think without great  
expense or calling the

attention of the other members  
 and that it was  
 of consequence, and  
 the committee  
 on the subject  
 would find it  
 possible for you.

Therefore, I am  
 prepared to doubt as to  
 possibility of doing well  
 (doubt). I  
 say, not content. I  
 expect on an order to  
 a series of orders, that  
 other, the order was  
 rejected, and under the  
 in consequence of  
 successful report, that  
 would not be  
 the best reason, so it  
 was not in command of  
 the committee.

April 1876

My dear Mr. Parker  
 The Board's report  
 is interesting, but I  
 find myself unable to  
 do it. I am  
 somewhat ill, and  
 have not been  
 able to do much  
 of late. I am  
 sorry to hear  
 of the illness of  
 the other members  
 of the committee.  
 I am, very  
 truly, your  
 friend,  
 Wm. Parker

I am inclined to believe  
that something like this  
will some time be done  
taking for an example, in  
a small field & in a  
small way, what is  
attempted by one or two  
men, almost without any  
substantial pecuniary reward,  
in the History Teachers Magazine

On the whole then  
I counsel, in my ignorance,  
expression of interest &  
sympathy, and purchase  
a willingness to consider  
in the future the feasibility  
of cooperation in such  
care under taking

Sincerely  
J. C. M. Fawcett

the number of  
of cooperation in that  
in the future the possibility  
a number of countries  
expanding and further  
reformers of interest to  
I cannot, in any degree,

Be the water then

in the history of the world  
substituted for money, instead  
of money, almost without any  
attempted by one or two  
small ways, which in  
a small field I am a

held for an example in

with various times to show

the same thing, the same

I am inclined to believe

James  
D. [Signature]

# The University of Chicago

## The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 24, 1916.

Memorandum to Dr. Burton:

Referring to letter to President Judson, April 17, 1916, from George P. Brett.

I have read the above-mentioned letter and President Judson's answer to the same, and beg to note herewith my firsthand impressions, not deeming it necessary to go into the subject unless the President should desire that further investigations be made.

Propositions similar to that presented by Mr. Brett have been brought forward from time to time and in different countries. Here and there sporadic attempts have been made to put the plans into actual operation. With the exception of the so-called A. L. A. Catalogue of 3000 Best Books for Small and Popular Libraries in the United States, published by the American Library Association, and the supplement to the same, the A. L. A. Bulletin, and occasional lists of so-called "best books" issued by library associations and individual libraries, little seems to have come of it. Attempts on a larger scale, such as Sonnenschein's 50,000 Best Books, have been unmercifully criticised for the selection, as has, for that matter, the A.L.A. Catalogue.

The difficulty seems to lie chiefly, as has already been pointed out by President Judson, in the different viewpoints of the specialists. In the work of evaluation by various experts for the American Library Association



enterprise in 1904, it frequently happened that two authorities would give diametrically opposite opinions on the same book; that is, the historian would condemn a given book, the economist would praise it.

The second main difficulty has also been pointed out by President Judson, viz. how men in academic work may be persuaded without special remuneration to give the necessary time to the evaluation of books and to continue the work indefinitely; also the difficulty of establishing a central and co-ordinating agency with sufficient means and power to organize the work and to keep it up. Unless some multi-millionaire should come forth and decide to devote ten or fifteen million dollars to the enterprise, I fail to see how anything very tangible can result. Clearly, it requires some Foundation like the Carnegie Institution or the Royal Society of London to guarantee results that shall <sup>really</sup> be worth while.

*J. Coomans*

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 tion like the Carnegie Institution or the Royal Society of London to guarantee  
 results that shall be worth while.

*J. G. Thompson*

The University of Chicago

Department of English

May 3 , 1918.

My dear Mr. Burton,

Mr. Brett's plan seems to me impracticable in its present form. Some general plan, however, for estimating current literature seems to me desirable, and if this letter could start the discussion of such a plan, it would serve a very useful purpose.

My idea of what is needed is:

1. A central organization with a fair endowment controlled by an association of universities, schools, libraries, etc.

2. The division of current literature into special fields, certain groups of books to be reported upon by the departmental faculties who would naturally keep in touch with this type of literature or by the faculties of professional schools. Reports on articles might be added.

3. Voluntary reports on literature from those whose judgment might be considered acceptable.

4. Provision for paid workers to supplement the reports and to summarize reviews, etc.

5. Publication of special lists, with generalizations or summaries from the reports, for both schools and general readers and of a general year book for library reference.

Very truly yours,

*C. R. Baskerville,*

May 3, 1912.

My dear Mr. Tarkenton,

Mr. Mead's plan seems to me impracticable in its present form. Some general plan, however, for collecting current literature seems to me desirable, and if this is the only way the discussion of such a plan, it would serve a very useful purpose.

My idea of what is needed is:

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Very truly yours,

C. R. Baskin

BOSTON  
CHICAGO  
DALLAS  
SAN FRANCISCO

**THE MACMILLAN COMPANY**  
**PUBLISHERS**

38  
LONDON  
TORONTO  
BOMBAY  
CALCUTTA  
MELBOURNE

PRESIDENT'S OFFICE

64-66 FIFTH AVE NEW YORK June 1/1916.

Dear President Judson:

The interest shown by the replies which I have received from almost all the persons to whom I sent my letter of April last on the subject of the distribution and reading of books leads me to make you this further communication on the matter.

I propose to show by extracts from the replies which I have received to my letter that the need for discrimination in book buying, and the desire of the public for information on new books are widely recognized; and I also propose to take notice of some objections which have been made by my correspondents to the plan submitted in my original letter, and to attempt to reply to these criticisms, at any rate in part.

I have been told that the Library Association is to give some attention to the plan suggested in my letter at its forthcoming meeting, and I am hopeful that some practical way will be suggested at that meeting for carrying out the idea of evaluating the new books and disseminating lists of the books selected.

Moreover, it seems well to put into this letter a suggestion as to the possibilities of cooperation with the plan by the publishers; for, while it is obvious that the publishers must influence neither the selection of the books to be recommended nor the criticism or notes which are published in the lists recommending these books, it is also plain that the publishers' ends cannot fail to be served by the work that is to be done, if the plan is adopted, and the lists distributed. So as far as it possible for the publishers to aid in the matter they should certainly be called upon to do so, even though the fact that they must in no way influence the selection or the criticism of the books will prevent them from regarding the lists as advertising mediums, and from giving them financial support.

My correspondents generally recognize the impossibility of publishers' having anything to do with the preparation of such lists in any manner whatever. One correspondent says: "Such a list could never

*Do Macmillan*

June 1/1915

Dear President Johnson:

The interest shown by the register which I have received from almost all the persons to whom I sent my letter of April last on the subject of the distribution and reading of books leads me to make you this further communication on the matter.

I propose to send by express from the register which I have received to my letter that the need for dissemination in book publishing and the desire of the public for information on new books are widely recognized; and I also propose to take notice of some suggestions which have been made by my correspondents to the plan submitted in my original letter, and to attempt to reply to these criticisms, as my rate in part.

I have been told that the library foundation is to give some attention to the plan suggested in my letter at its forthcoming meeting, and I am hopeful that some practical way will be suggested at that meeting for carrying out the idea of reviewing the new books and disseminating lists of the books selected.

However, it seems well to put into this letter a suggestion as to the possibility of cooperation with the plan by the publishers. For, while it is obvious that the publishers have influence in the selection of the books to be recommended on the criterion or basis which are published in the lists recommending these books, it is also plain that the publishers' lists cannot fail to be served by the fact that as soon as the plan is stopped, and the lists distributed. So as far as it possible for the publishers to aid in the matter they should certainly be called upon to do so, even though the fact that they must in no way influence the selection or the criterion of the books will prevent them from regarding the lists as advertising medium, and from giving them financial support.

My correspondents generally recognize the impossibility of publishers' having anything to do with the preparation of such lists in any manner whatever. One correspondent says: "Such a list could never

command public confidence if it were conducted by publishers or with publishers' money" and another, speaking of the reviews of books which appear in the current newspapers and magazines, even in those of the highest class, says: "In many cases publishers dictate the character of reviews, either directly or indirectly".

OPINIONS ON THE PLAN AS ORIGINALLY SUBMITTED

"I realize very keenly, and librarians generally are in a position to realize, the great difficulty of obtaining reliable information about the current publications. Your suggestions are admirable. I quite agree with you that a plan which would bring about cooperation between the libraries and the universities and cover the field as no single institution can possibly do, and thus make the work of all available for all, is exceedingly desirable".

"I have long felt the need of such lists for our students and frequenters of our library."

"The suggestions contained in your letter are most interesting. It is certainly most desirable that there should be some way of determining the best books as published from time to time.

With reference to your suggestions that the Extension Department or Publicity Department could further this good work I fully agree with you".

"The Library has welcomed the suggestions of Mr. Brett, and we pledge cooperation so far as our resources permit. The judgment of other teachers, readers and librarians would, I am sure as Mr. Brett proposes, fortify and enlighten more and more our purchases.

Mr. Brett's plan of wider cooperation and more authoritative issue would, therefore, be of real service to us. It seems to me, however, that its chief value would be to the general book buyer, and so perhaps aid in re-establishing the 'small book store', one of the means of popular education."

"I think it, i.e., the plan, worthy of large consideration. I wish sometime there might be a conference on this subject either at the meeting of the American Library Association or at some meeting of the Association of American Universities."

"I think it would be a great help if your plan could be adopted and I believe our library here would be willing to do its little share in such an enterprise".

"The plan in general seems to me a good one; I hope something may come of it".

"I am much interested in your suggestions which seems to me practicable and promising of good results".

"The idea is an excellent one in the way of service. I have often wished that universities might direct attention officially to good new books in all departments of thought".

"I agree most heartily with the ideas you express in your letter".



THE MACMILLAN COMPANY

SHEET NO. 3

"The plan you suggest has a great many things to commend it. I wish it were possible for I think that in no other way could we do a greater service to young people who read, often times, a vast amount of literature to little profit".

"We are always glad to recommend books which have merit. The difficulty is to know what books have merit".

"We all believe heartily in the plan and are ready to do our part".

"I am greatly interested in your letter of April 14th because you outline definitely there a plan that has been in my mind for several years.

We should be glad to cooperate with other colleges and with libraries in formulating lists".

"The matter of selecting good books to put before the young people of our country is so important that I should personally welcome any plan that would provide lists of excellent books for the young".

"I feel the importance of the question you raise, and think that there ought to be some real possibility of help in the directions you name. I am sure we should be glad to try to cooperate".

"Mr. Brett's premise is sound. There is no such medium for informing the general public as to the value of current books.

I agree thoroughly with Mr. Brett that it is a proper university of library function and would render a culturing service wholly out of proportion to the relatively small cost."

"The need for a list of books whose value bears the impress of recognized authority is great; the output of the book press is so tremendous and the wily ways of the advertiser are so misleading that the average book purchaser becomes confused and in the end discouraged.

The libraries have carried on the work of book selection independently of each other, paralleling much of the work which has been necessary. Such an organized effort as your plan contemplates would be of much value for them as well as for the general public".

The foregoing extracts are taken partly from letters from university presidents and professors and partly from letters from librarians of some of the largest libraries throughout the country.

The letters from which these extracts are taken in many cases go on to detail some means by which the plan could be carried out; and in some cases make suggestions not in the original plan, as, for instance, that the new books themselves be exhibited at the libraries and at the universities.

Some further extracts from my correspondents' letters are given below:

(1) "It would be necessary for a large amount of time to be given to the work in question. I doubt whether it would be

"The plan you suggest has a great many things to commend it. I wish it were possible for I think that in no other way could we do a greater service to young people who read, other than a vast amount of literature to little profit."

"We are always glad to recommend books which have merit. The difficulty is to know what books have merit."

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feasible for members of the staff to give so much time."

I think this gentleman, who is the president of one of the largest of our universities, fails to recognize the fact that the members of the faculty of his university and of other universities must, in any event, read the books pertaining to their special subjects. Whether these books are really worth while books, or are not of much value, so long as they are new it is necessary for the professor or teacher to make himself familiar with them, each with the books in his subject, and to determine their value. In any case then, no great additional amount of work would be required for the teacher or professor to write a short account of the book in question and give his opinion of its contribution to the knowledge of its subject.

(2) "I am inclined to think that the libraries must in some way supply the means by which the public may buy books also in smaller places. No agency of any sort has hitherto provided any guide to current books as good as the A.L.A. Booklist. It forms therefore the foundation on which to build. And I think it quite likely that the aid of the universities could be obtained quite as easily for the A.L.A. Booklist in order to make it more useful and also to bring it into use by the public generally as for any other form of guide to current literature.

I express my great pleasure that you are showing so much interest in an object which occupies so prominent a place in the librarians' desires."

The above suggestion in relation to the selling of books by libraries is one that is frequently made in my correspondents' letters and it is by no means impossible that in connection with the plan as originally suggested, such libraries as chose to do so could arrange with the publishers for the sale of books to their visitors and readers.

What is most to be desired in connection with this whole matter is that for the purposes of culture and education of the community as a whole, information about good new books should be disseminated as widely as possible among the people; the sale of books by libraries, under proper regulations, would undoubtedly tend to serve that end.

(3) "It seems to me the task would be a gigantic one and might require a life time to work out. There are so many different standards of valuation that it would be difficult to obtain a cooperative list with any degree of homogeneity. If anything of the kind should be undertaken you could depend on this Library to do its part."

Of course it would be difficult to work out the plan in question - most things worth while are difficult of attainment - but

Dear Mr. [Name]:

I think this gentleman, who is the president of one of the largest of our universities, fails to recognize the fact that the majority of the faculty of the university and of other universities must, in any event, read the books pertaining to their special subjects. Whether these books are really worth their price, or are not of much value, so long as they are so necessary for the professor or teacher to write himself familiar with them, such with the books in his subject, and to determine their value. In any case there is no great additional amount of work would be required for the teacher or professor to write a short account of the book in question and give his opinion of its contribution to the knowledge of his subject.

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Of course it would be difficult to work out the plan in question - most things worth while are difficult of attainment - but

there are, I am sure, no insuperable difficulties to overcome.

In any case, as I have pointed out above, the professors and teachers of the best class undoubtedly make themselves familiar now with all the books published on their own specialties; and these professors and teachers could in large part, I am sure, be relied upon to furnish notes or short accounts of all the new books that come before them for the use of a central committee which should have charge of the work of preparing the lists of new books in the manner suggested.

Moreover, as is pointed out by my correspondents, each of the large libraries, at any rate, and in many cases the smaller libraries also, attempt, through committees of readers and examination by librarians to determine what are the best of the new published books, so that the work which has to be done in connection with this plan is already being done in great part over and over again for the thousands of libraries scattered throughout the country; whereas, by proper cooperation, under the management of a central committee, the work could be done once for all by a very large body of readers so that the work for each individual member of this body would be very small indeed.

(4) "The popularizing of the A.L.A. Booklist and adapting it to general public use has often been suggested and might well be done. It seems to me that the practical solution of the difficulties you speak of may be in widening the scope of the Booklist to give the necessary information to the public at large".

(5) "It has been several times suggested that we should get out two editions of this A.L.A. Booklist, one to be for the general public. I wonder if this after all would not meet your suggestions. The editor of the A.L.A. Booklist now has the help and advice of university professors. If a book magazine could be issued each month in readable form for the general public but backed by the authority of the American Library Association and distributed by libraries, by library commissions, universities, publishers and booksellers, your requirements would perhaps be met. Of course publishers would have to face the possibility that some of their publications would not be approved or recommended with enthusiasm by the American Library Association. They ought still to play the game and not sour on the proposition, as I fear they would".

(6) "The real difficulty is of course two-fold in character. First, the difficulty of obtaining dependable reviews of new books; second, the difficulty of securing an opportunity to examine the books before purchasing. What is needed then is after all an opportunity for a personal examination of the book.

An arrangement might be made with the local library of the community which would undertake to exhibit books sent on approval for a certain length of time. Then the library would select

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(4) "The real difficulty is of course two-fold in character. First, the difficulty of obtaining dependable reviews of new books; second, the difficulty of securing an opportunity to examine the books before purchasing. What is needed then is also an opportunity for a personal examination of the books. An arrangement might be made with the local library of the community which would undertake to exhibit books sent on approval for a certain length of time. Then the library would select

such books as they chose to keep for their collections, and return the others".

These three correspondents recognize the fact that the basis for the work which has to be done in connection with the larger plan which I have suggested already exists, and that only cooperation between the universities and libraries is now necessary, and the appointment of a central committee in order to make the plan effective.

A few important criticisms of the plan have reached me, and I place these below, with some remarks noted on each objection, so that if I have understood the objection correctly you will be able to judge as to whether I have answered it adequately, and as to whether the objection in question is a real one to the plan as originally set forth.

(a) "It is impossible, I am sure, to induce university libraries, even a few of the best, to work together on the compilation, publication and distribution of such a book list as you suggest".

I do not know why my correspondent says that it is impossible for the universities to work in conjunction on such a plan. As I have pointed out, the members of the faculties already from the very nature of their positions, are in possession of the information which would make their work of contributing to the enterprise almost nil.

(b) "The librarians of the country, though united in an association of three thousand members, with headquarters at Chicago, cannot cooperate with you to produce the lists you have in mind; perhaps I should say that in my opinion they would not."

I have not suggested that the librarians should cooperate with the publishers; the publishers must be left strictly out of the matter. They are not concerned in it at all. If the work is to be undertaken it must be done because it is of benefit to the public and not because it would be of advantage to the publishers. It certainly will help the publishers of the best books by increasing the number of readers of good books throughout the country; but in no other way.

As has been pointed out above the librarians throughout the country, through their own staff and through their reading committees, are already doing their work a number of times over, and cooperation in the matter would not only save an enormous amount of time but would, on the whole, if properly systematized, probably produce better information and more reliable opinions on the new books than is now furnish-

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on the whole, if properly organized, probably produce better later-  
major and more reliable opinions on the new books than is now furnish-

ed the separate libraries.

(c) "My sugggstion is that the publishers write and ask a special committee of librarians or of a library association, either the national or the special, to produce for them at first a monthly, later if it proves a success, a weekly journal, to be called 'New Books: Expert and Unprejudiced Reviews: no Book Advertisements'".

No list of books which is prepared by the publishers or prepared under the direction of the publishers, or paid for by the publishers, will present unbiassed notes or reviews of books or make any proper selection of the good books from the poor ones, which are the main objects to be achieved. Any lists which the publishers have to do with in any way whatever will be unbiassed and subject to undue influence of all descriptions, as indeed, this correspondent recognizes when he says in another part of his letter, speaking of publishers' reviews - "They are partisan of course, and hence not reliable".

(d) "The most serious problem would be to have some organization or agency to secure the necessary cooperation from the universities and from the public libraries. Unless there is someone to organize this problem and see that it is handled systematically and regularly, very little can be accomplished. I believe that most universities and libraries would be willing to cooperate in a plan which would appear feasible".

This correspondent recognizes the only serious difficulty that there is with the plan, i.e., the securing of cooperation between the universities and their faculties on the one hand and the libraries on the other hand. The appointment of a committee representing these two bodies to discuss the matter would, I feel sure, be possible in order to carry out the plan, or such modification of the plan as seemed advisable and necessary after it had been fully considered and discussed. -

(e) "The difficulties in the way would be the lack of uniform standards, the difficulty of securing properly qualified readers, the duplication of work by the different universities engaged and the fact that few people would go to the trouble to search through a number of different lists to secure the information which they would contain".

There would be no duplication of work in connection with this matter excepting that it might be desirable occasionally to have books read by two or more readers so as to make sure of the value of the opinions submitted. This is already done in many cases by the libraries themselves and is, indeed, a common practice in the publishing



## THE MACMILLAN COMPANY

SHEET No. 8

offices where a manuscript is frequently read by two or three different readers in order to get a consensus of opinion on it.

(f) "Where will the universities secure the funds to finance the publication of the lists?"

"How do you propose to increase the revenue of libraries so that this additional work can be undertaken? This is the practical side of the question which must be considered before your very admirable idea could be put into execution".

These two correspondents present practical difficulties to the consummation of the idea from the financial standpoint and, frankly, I cannot answer their inquiries, knowing nothing of the resources of the libraries or of the universities, for utilization in support of such projects as this.

The work is, however, very important as I have already pointed out. Many thousands of new books are published each year and very often the public buys more of the "trash" which is published in a year than it does of the good books, and the public has good sense enough not to do this if it had a guide to point out the better books and those which it would be best worth while to read and possess.

However, I may perhaps point out to these two correspondents that the libraries are already doing this work, in great part in duplication, and that it would certainly cost no more to do it in cooperation with other libraries and the universities than it costs at present. The only additional expense which there would be, would be connected with the printing and the distribution of the lists; and here again the A.L.A. Board is already publishing a monthly list of new books and distributing it widely. To increase the list of books so that it would cover practically all of the current literature, and to provide for such distribution of this revised list to the public as would be necessary, would not entail a very great addition to the present expenditure; and the additional funds it seems to me, might be very easily provided by the universities acting together. They would distribute the lists, through their Extension and Publicity Departments, as would also the libraries themselves to their readers and other inquirers, the libraries being already, at any rate in the case of the larger libraries, at very considerable expense in connection with the distribution of special lists which they individually prepare and send out in considerable quantities.

The connection of the publishers with such a scheme should be limited to the submission of the books, without charge, for the use of the readers who examine the books for inclusion in the published lists, the publishers being obliged to submit to the committee having charge of the matter a copy of each new book as published, or if pos-



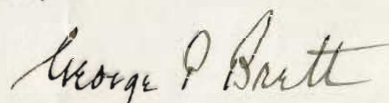
THE MACMILLAN COMPANY

SHEET No. 9

sible in advance of publication, so that there should be as little delay as possible in the inclusion of the book, if it were worthy, in the published lists.

Speaking of course, only for my own concern, I should be glad to go even farther than this, and agree to place on exhibition at each university and at each large library desiring it, a copy of each new book issued by my Company, with the understanding, of course, that proper regulations would be made for the handling and safe return of these books at proper intervals.

Very truly yours,

A handwritten signature in cursive script, reading "George P. Brett". The signature is written in dark ink and is positioned to the right of the typed name.

President Harry Pratt Judson,  
Chicago University,  
Chicago, Illinois.



Chicago, August 11, 1916

Dear Mr. Brett:-

Your favor of June 1st was received at a time when I was absorbed in the activities connected with our Quarter-Centennial anniversary. During July I have been in Canada. I am taking the liberty of enclosing to you comments by Professor Burton, Director of the University Libraries, and by Mr. Hanson, the Associate Director. I send these for what they are worth. It will be a decided advantage I am convinced if <sup>your</sup> ~~their~~ plan could be carried out. An estimate which would consist of a brief analysis showing the scope of the book in question and a judgment as to the value would be exceedingly useful. The weight of the judgment in question would depend upon its author. For that reason therefore I should like to have the name of the author of the review always published in connection with it.

Very truly yours,

H.P.J.-V.

Mr. George P. Brett

The MacMillan Company, 64-66 Fifth Avenue, New York City

Chicago, August 11, 1916

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Very truly yours,

H.P.L.-V.  
Mr. George F. Brett

The Macmillan Company, 64-66 Fifth Avenue, New York City

Chicago, November 9, 1916.

Dear Mrs. Morris:

At the suggestion of Mr. Swift I am writing to state what could be done if \$5,000. were made available at the beginning of the year for acquisition of books in American Literature.

I have conferred with President Judson, Dr. Burton, Director of the Library, and Professor Manly, the Head of the English Department, and am authorized to make this statement as endorsed by them.

Although the books desired are almost all out of print, the low prices at which they are held, in contrast to English publications of equal significance, make it likely that this sum of money, judiciously invested, could purchase from 1500 to 2000 volumes, of which perhaps one-tenth would need to be rebound. This re-binding might properly be borne by the fund, so that the books would be acquired and delivered to the library ready for cataloguing. An acquisition of this <sup>size</sup> would nearly double the number of volumes in American Literature now in the possession of the English department. Moreover, for the obvious reason that it would include mostly the more accessible material, the average price of books purchased in later years would probably be somewhat greater.

The present size and nature of the American literature collection would make it logical to undertake the work of expansion in terms of the following types of books:  
I. Books for which there is immediate need in current graduate courses, a list of two or three hundred, which it has not been possible to secure out of the departmental budget. (This would necessarily include some titles from each of the next three groups.)

Chicago, November 9, 1916.

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II. Books systematically selected to supplement and complete the works of, and biographies and criticisms of the leading forty or fifty American men of letters. There are large numbers of notable omissions in our present equipment.

III. Anthologies, collections, special histories of groups, organizations and literary centers, and also theses and monographs.

IV. Important current books particularly in the fields of Poetry, Drama and Criticism.

V. Periodical files.

The actual selection of material and some of the negotiations will need to be carried on under my immediate direction and will involve a good deal of clerical work by a qualified assistant who is an expert in American literature and possibly a small amount of travel. A sum not to exceed 5% of the gift, or \$250., would seem to be a legitimate expenditure for these purposes.

The University is prepared to enlarge the Library budget by approximately \$1,000., the amount required for the purchasing and cataloguing of these acquisitions.

I need hardly add that we all regard the possibility of such a gift as a matter of great importance to the strength of the Library and through it to the effectiveness of our expanding work in American literature.

Yours very truly,

Mrs. Edward Morris,  
4800 Drexel Boulevard,  
Chicago.

- II. Books systematically selected to supplement and complete the works of, and biographies and obituaries of the leading forty or fifty American men of letters. There are large numbers of notable omissions in our present equipment.
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The University is prepared to enlarge the library budget by approximately \$1,000.00, the amount required for the purchasing and cataloging of these acquisitions.

I need hardly add that we all regard the possibility of such a gift as a matter of great importance to the strength of the library and through it to the effectiveness of our expanding work in American literature.

Yours very truly,  
Mrs. Edward Morris,  
4800 Dixwell Boulevard,  
Chicago.  
In terms of the following types of books  
which for which there is immediate need in  
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to secure out of the departmental budget.  
(This would necessarily include some \$1000  
from each of the next three groups.)

## The University of Chicago

The University Libraries

January 9, 1917.

*Revised*

To the Members of the Modern Language Departments:

It is a matter of regret to the Library administration, but unavoidable, that the process of reclassification of the books in the Modern Language Group should to some extent interfere with the use of these books by members of the Faculty and students.

It has occurred to us that the difficulties of the matter might to some extent be reduced by a detailed statement to you of the processes through which the book passes in being recatalogued and of the ways in which books in process of cataloguing can be obtained in case of necessity.

1. As far as possible, books which are to be recatalogued are removed from the shelves by sections. A dummy is placed on the shelf or shelves from which sections have been removed, with statement to the effect that the books have been taken to the Cataloguing Department. The attendants at the delivery desk and in the stacks are notified as each section is taken, and a card is tacked up in M.21 stating the number of the truck and the initials of the cataloguer to whom the work has been assigned. As the truck passes on to the reviser, the initials are changed to facilitate search for books requested. Occasionally, for special reasons, only part of a section may be taken.

At present the books in Romance are being recatalogued. These books are represented in the catalogue by temporary cards with call numbers from R02 to R91.

*Bush*

The University of Chicago

The University Libraries

January 9, 1917.

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It is a matter of regret to the Library administration, but unavoidable, that the process of recataloging of the books in the Modern Language Group should to some extent interfere with the use of these books by members of the Faculty and students.

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At present the books in Romance are being recatalogued. These books are represented in the catalogue by temporary cards with call numbers from

ROS to REL.

2. When notified that a book is being recatalogued, or that it may

possibly be in the Cataloguing Department, or when unable to secure a book in the Romance classification, the applicant should fill out the regular slip used for tracing books that are temporarily misplaced or in use. These slips are to be found at the delivery desk in W.31.

3. Such slips are turned over to a member of the staff, who locates the book as soon as possible, and in case the applicant is a Faculty member, notifies him when the book is ready; in case the applicant is a seatholder in the Modern Language Reading Room, the book is charged and sent to the applicant at his seat; in case the applicant is not a seatholder, nor a Faculty member, a note that the book is ready and being held at the Information Desk is posted on the bulletin board in W.31, unless a stamped envelope is presented with the tracer slip, in which case the student is notified by mail.

4. In case the book cannot be found, the applicant is notified of that fact as soon as there is reasonable certainty that further search is useless.

5. In the Readers' Department, Mrs. Carver is assigned to search for books applied for on tracer slips. In the Cataloguing Department, Miss Lauren assists in the search. Books she is unable to find are referred to Miss Robertson, and books not found at all are reported to Miss Roe before the applicant is notified. Difficulties in obtaining Romance books may also be reported to Miss Lagergren.

6. Members of the Faculty and graduate students are requested to observe the above routine, as indicated in paragraphs 2, 3 and 4. If after a reasonable time no report is received, or if the report is unfavorable, application may be made to the Associate Director, Mr. Hanson.

amounts  
or desks

The University of Chicago

-2-

The University of Chicago

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3. Such slips are turned over to a member of the staff, who locates the book as soon as possible, and in case the applicant is a Faculty member, notifies him when the book is ready; in case the applicant is a student, the book is charged and sent to the applicant at his seat; in case the applicant is not a seatholder, nor a Faculty member, a note that the book is ready and being held at the Information Desk is posted on the bulletin board in W.31, unless a stamped envelope is presented with the tracer slip, in which case the student is notified by mail.

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7. Inasmuch as the number of books in transit, on trucks, shelves or desks, in the Acquisition and Cataloguing Departments not infrequently amounts to 5,000 volumes at a time, it must always be a matter of considerable labor and often involves delay to find a book which is called for. For this reason, books in process of cataloguing should not be asked for for trivial reasons. But the Library authorities are always ready to make the necessary search when the book is really needed.

*Ernest D. Burton*

Director of the Libraries

EDB-N

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*Emory B. Smith*

Director of the Libraries

EDS-N

# The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

October 20, 1919.

My dear Mr. President:

Mr. Hanson has mentioned to me a visit of certain members of the Board of Trustees to the stacks in Harper during my absence from the city and some questions which Mr. Donnelley, in particular, asked. It has occurred to me that you might like to have in your hands my answers to these questions.

The first of them was: "What additional space for stacks would be required for the probable growth of twenty-five years?" This, of course, can be figured out from my letter to you. But I am glad to give the answer in compact form. I estimate that the growth of the next twenty-five years will probably be from 800,000 to 1,000,000 volumes. Roughly speaking, this would call for stacks having a capacity of 400,000 cubic feet; in other words, a room 80 x 50 x 100 feet, or its equivalent.

Mr. Donnelley's second question was whether we ought not to take the buildings east and west of Harper wholly for stacks. My answer is that we should eventually occupy the whole of these buildings up to the third floor for stacks, but the third floor and above should be reserved for other library purposes, including reading rooms, seminar rooms and offices. In the letter which I wrote to you, I suggested that in building these buildings we should carry the stacks only through the basement and first floor, giving the second floor temporarily to classrooms. I made this suggestion because I thought that this arrangement would work out better for the general



interests of the University. But I have no objection at all, from the point of view of the Libraries, to the buildings being built from the outset with stacks up to, but not including, the third floor.

I may restate the matter thus: My letter proposed the following procedure:

1. Stacks in Classics basement . . . . . 80,000 vols.
2. Stacks in Modern Language building,  
basement and first story . . . . . 240,000 "
3. Convert South Divinity into office building.
4. Build Divinity School building with stacks for 110,000 "
5. Build History building with stacks in  
basement and first story . . . . . 310,000 "
6. Build stacks in first floor of Harper . . . . . 97,000 "
7. Convert Law School into library building  
with stacks for . . . . . 467,000 "
- 8(a). Convert second floor of Modern Language  
and History into stacks for . . . . . 340,000 "

An alternative plan would be:

1. Build stacks in Classics basement . . . . . 80,000 vols.
2. Build Modern Language with stacks in base-  
ment, first and second floors . . . . . 340,000 "
3. Convert South Divinity into office building.
4. Build Divinity School building with stacks for 110,000 "
5. Build History building with stacks in base-  
ment, first and second stories . . . . . 450,000 "
6. Build stacks on the first floor of Harper . . . . . 97,000 "
7. Convert Law School into library building  
with stacks for . . . . . 467,000 "

interests of the University. But I have no objection at all, from the point of view of the Librarian, to the buildings being built from the outside with stacks up to, but not including, the third floor.

I may mention the matter again: My father proposed the following

procedures:

1. Stacks in Classroom basement . . . . . 80,000 vote
2. Stacks in Modern Language building, basement and first story . . . . . 240,000 "
3. Convert South Divinity into office building.
4. Build Divinity School building with stacks for 110,000 "
5. Build History building with stacks in basement and first story . . . . . 310,000 "
6. Build stacks in first floor of Harper . . . . . 97,000 "
7. Convert law School into library building with stacks for . . . . . 427,000 "
- 8(a). Convert second floor of Modern Language and History into stacks for . . . . . 260,000 "

An alternative plan would be:

1. Build stacks in Classroom basement . . . . . 80,000 vote
2. Build Modern Language with stacks in basement, first and second floors . . . . . 240,000 "
3. Convert South Divinity into office building.
4. Build Divinity School building with stacks for 110,000 "
5. Build History building with stacks in basement, first and second floors . . . . . 420,000 "
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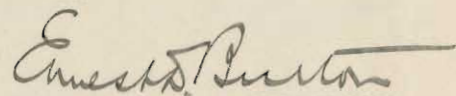
When these steps have been taken in whatever order may seem best, the University will have before it, as I pointed out in my previous letter, three possibilities:

- a) It may rebuild the dormitory buildings for book stacks.
- b) It may construct a library building, chiefly for stacks, west of Ellis Avenue.
- c) It may construct a stack building in Harper Court. This may be wholly underground, or partly underground and partly above ground.

As another generation will choose among these plans, with more light than any of us have today, it is not worth while to discuss their relative advantages.

If you think Mr. Donnelley would be interested in these answers to his questions, I should be glad to furnish you with a duplicate of this letter.

Very truly yours,



President H. P. Judson,

The University of Chicago.

EDB-N

When these steps have been taken in whatever order may seem

best, the University will have before it, as I pointed out in my previous

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- a) It may rebuild the dormitory buildings for such use.
- b) It may construct a library building, chiefly for  
use, west of Ellis Avenue.
- c) It may construct a stack building in Harper Court.  
This may be wholly underground, or partly under-  
ground and partly above ground.

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any of us have today, it is not worth while to discuss their relative

advantages.

If you think Mr. Donnelly would be interested in these matters

to his questions, I should be glad to furnish you with a duplicate of

this letter.

Very truly yours,



President H. P. Johnson

The University of Chicago

*The Auditor*  
?  
*H. P. J.*

The University of Chicago  
The University Libraries

OFFICE OF THE DIRECTOR

May 14, 1921.

My dear Mr. President:

Some weeks ago you remarked to me in your office that there could be no increase in the Library Budget for next year. Since that time, with the help of Mr. Hanson and the heads of the various departments of the Library, I have been making a careful study of our financial situation, in order to work out the best possible plans for the year beginning July 1st. I beg leave to submit the following statements.

On April 1st of the present year, we were paying monthly salaries at an annual rate of . . . . . \$115,114.00.  
The amount provided in the budget for salaries was . . . . . 85,504.00.  
The supplementary appropriation was . . . . . 20,500.00.  
We were able to use from the Card Fund for salaries . . . . . 1,800.00,  
making a total of . . . . . 107,804.00.

The explanation of the difference between the funds provided by the University and the salary scale of April is partly in the fact that we carried forward from last year a balance of . . . . . 1,759.33 and partly that the salary scale of the last half of the year is always higher than the average of the year, because of absences without pay and the increases of salary made within the year. Despite the difference, therefore, between these two figures, we are hoping to come out without a deficit at the end of the year. It remains, however, that



we are paying our present staff at the rate of \$115,000 a year.

It must also be borne in mind that, in the case of some of the younger members of the staff especially, small increases in salary are practically imperative.

On the assumption that the University would provide next year the same amount of money which it gave to the Libraries last year, the problem which was presented to us was to add to the \$115,000 the relatively small increases in the smaller salaries and then reduce this increased figure to \$107,804.

In order to accomplish this, we have studied every department with care. In some cases the head of the department has found it necessary to continue his study through several weeks in order to discover points at which readjustments could be made by which expenses could be reduced with the least possible impairment of the efficiency of the Libraries. The result of these studies is that by reducing somewhat the hours at which we shall give stack service, substituting student service for staff service at certain points, accepting resignations in other departments where it is possible to reduce the quantity of work without seriously impairing the quality, we have worked out a budget for next year of approximately \$109,000. This I regard as an entirely safe budget, on the assumption that the appropriations for the coming year will be the same as those of last. It is certain, upon the basis of past experience, that absences without pay will amount to \$1000.

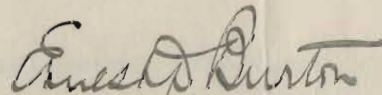
Will you permit me then to call attention to the fact that it



will be impossible to carry forward the Libraries on any materially smaller sum than was available last year without a serious impairment of their service. The supplementary appropriation which the Libraries have had for years in addition to the amount provided in the budget, has been, from our point of view, simply a part of our available resources. In the endeavor to give to the University efficient library service, we have found this total sum none too large, but have been obliged to watch expenses at every point and to hold salaries to the lowest point consistent with the securing of an efficient staff.

With keen appreciation of the problems which those who are responsible for the total budget are facing, I feel nevertheless that my responsibility requires me to put this situation before you as I have done above, and especially to emphasize the fact that the base line, so to speak, of the finances of the Libraries is not the amount contained in the budget, \$85,504, but the budget plus the \$20,500, namely, \$106,004, and that this figure cannot be reduced without seriously impairing the service which the Libraries render to the University.

Respectfully submitted,



President M. P. Judson,

The University of Chicago.



L 1

July 3, 1923

My dear Mr. Hanson:

I am not sure that I have ever answered yours of April 12. After four and a half months in my present office and reaching the beginning of a new university year, I see no reason to anticipate that I shall wish to make any change in the present state of affairs in the libraries within the year now beginning. Unless some unexpected situation develops affecting, perhaps, your health or mine, or some other change which I do not now anticipate, I shall expect you to continue as Associate Director, with about the same relation between us as has existed for the last three months.

Perhaps this is as far ahead as it is safe to predict. I hope, however, that you will have no sense of uneasiness in the matter but will be assured that whatever situation may develop you will be consulted and your wishes followed as far as possible.

May I inquire whether this arrangement is satisfactory to you and whether there are any changes in the routine which we have been following which you regard as desirable. I should be glad to consider any that you have to suggest.

Very truly yours,

Mr. J. C. M. Hanson  
Faculty Exchange

EDB:HP

July 3, 1923

My dear Mr. Hanson:

I am not sure that I have ever answered yours of April 12. After four and a half months in my present office and reaching the beginning of a new university year, I see no reason to anticipate that I shall wish to make any change in the present state of affairs in the libraries within the year now beginning. Unless some unexpected situation develops affecting, perhaps, your health or mine, or some other change which I do not now anticipate, I shall expect you to continue as Associate Director, with about the same relation between us as has existed for the last three months. Perhaps this is as far ahead as it is safe to predict. I hope, however, that you will have no sense of uneasiness in the matter but will be assured that whatever situation may develop you will be consulted and your wishes followed as far as possible.

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Very truly yours,

Mr. J. O. M. Hanson  
Faculty Exchange

RDB:MP

**The University of Chicago**

The University Libraries

*Library  
answered July 3-*

OFFICE OF THE ASSOCIATE DIRECTOR

April 12, 1923.

My dear Dr. Burton:

I have just received yours of April 10th.

I cannot sufficiently thank you for the kind words contained in that letter. It was a great relief to me to have this statement, setting forth the policy favored by yourself and Dr. Judson, viz., that a member of the teaching staff should act as Director of the Libraries. You have presented the matter in such a way that I have become much more reconciled to the situation than before.

There is one favor I would ask, and that is that you continue as Director. I believe that I could manage as Associate Director without referring to you more library problems than would ordinarily have to be submitted to the President's office. I believe also that the continuance of the present arrangement will result in less drain on your time than if another member of the teaching staff be now appointed to take up the duties of Director. The new man would for a year or two, at any rate, require constant instruction and guidance from you.

Another favor I would ask is that in case a new appointment must be made, you give me an opportunity to consider my own position. The present plan has worked out well for the last twelve years because of your unusual qualifications. I have said repeatedly to library colleagues and others, who have asked me how the University of Chicago

E.D.B.

plan has  
in

# The University of Chicago

The University of Chicago

April 12, 1928

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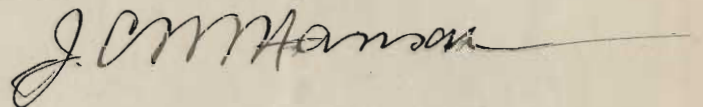
of your unusual qualifications. I have said repeatedly to library

colleagues and others, who have asked me how the University of Chicago

E.D.B. - 2.

plan has worked out in practice and how it might work in another institution, that in my opinion it would prove successful in any university, provided they had an exceptional man in charge, but that personally I knew of no other man than yourself with whom I could have worked with so little friction and with such satisfactory results. I trust therefore, should you and the Board of Trustees decide on another appointment, that I may be given an opportunity either to slip out quietly or to have my services utilized on the teaching staff in conducting courses and seminars in bibliography and the book sciences, while perhaps acting also in an advisory capacity on the Book Committee and assisting on difficult bibliographic problems likely to come up in connection with the administration of the Libraries.

Sincerely yours,

A handwritten signature in cursive script, reading "J. C. M. Hanson", followed by a long horizontal flourish.

President Ernest D. Burton,

The University of Chicago.

JCMH-N



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**The University of Chicago**

**The University Libraries**

OFFICE OF THE ASSOCIATE DIRECTOR

October 2, 1924.

My dear Mr. President:

In answer to yours of September 29th, may I state that I still hold the opinion expressed in my letter to you of October 24, 1923, that Mr. Henry's position deserves a substantial increase. I hope that the addition to his salary mentioned by you - \$300.00 - will enable him to devote himself more exclusively to problems of the University Libraries. You will recall that, in discussing the budget for 1924-25, this promotion was listed as desirable but not as pressing as some others and for that reason passed over. I assume therefore that if the increase is to be granted before July 1, 1925, it will mean an addition to the salary budget for the present year. I do not see how the \$300.00 can be taken from the salary allowance of the Readers' Department for the current year.

As for the new assistant in the Readers' Department at \$2000 to \$2400 a year, may I quote here from my annual report for 1923-24, written in June but not as yet submitted, as we are still waiting for certain figures from the Auditor's office and the Readers' Department:

"Recent visits to departmental libraries have impressed on me more forcibly than ever the need of a supervisor of these libraries, a man whose chief duty shall be to look after the problems and needs of the 15 departmental collections now so located that members of the General Library staff find it difficult to aid in their administration.

"When it is remembered that over one-half of the book resources of the University are housed in departmental libraries, that there is as yet no immediate prospect of greater centralization of these resources in the same or connecting buildings, it is felt that the selection and appointment of a supervisor of these collections must be one of our primary aims for 1925-26. The Social



Science Group, it is true, urges strongly the appointment of a Documents Librarian. The need of such an official, perhaps with one or more assistants, is recognized. It is doubtful, however, if the creation of such a position should take precedence over the appointment of a Supervisor of Departmental Libraries."

As you see, this matter has been on my mind for some time and I have discussed it with Mr. Henry and informed him why it would not be possible to secure such an assistant this year.

Yours very respectfully,

*J. C. Hansen*

President Ernest D. Burton,

The University of Chicago.

JCMH-N

Science Group. It is true, argues strongly the appointment of a  
Laboratory Director. The need of such an official, perhaps with  
one or more assistants, is recognized. It is doubtful, however,  
if the creation of such a position should take precedence over  
the appointment of a Supervisor of Experimental Apparatus.

As you see, this matter has been on my mind for some time and  
I have discussed it with Mr. Henry and informed him why it would not be  
possible to secure such an assistant this year.

Yours very respectfully,

LCM:Kanner

President Ernest D. Burton,  
The University of Chicago.

100-1

The University of Chicago

The University Libraries

October 11, 1924.

Li 1

My dear Dr. Burton:

Upon receipt of your letter of October 9 regarding books in the Rental Bureau I took up the matter with Miss Little and learn the following facts. Of course it is unnecessary to say that the phrase "Classics Library" was the blunder of the "Cub" Reporter. The alleged interview with me regarding fictitious signatures in Friday's Maroon is another splendid example of garbled misinformation.

The "Divine Lady" a novel by E. Barrington (a nom de plume) which is really a biographical sketch of Lord Nelson was bought in response to a rush letter from Dean Flint sometime in August asking Miss Little to be sure and have two copies ready on the opening day of the quarter.

"Jenny the Joyous" is by Cornelius Stratton Parker, an American Novelist, and was purchased at the request of Professor James Westfall Thompson. It has been very favorably reviewed.

The "Prancing Nigger" is by Ronald Fairbank, one of the best <sup>English</sup> novelists, who lived for sometime in Cuba. The title is the local nickname of the hero of the book. Really, it is a sort of take-off or satire on several recent novels and is considered one of the cleverest things which has appeared recently.

The "Eyes of Max" is a series of short stories, mostly detective stories, by Ernest Brahmah who is considered one of the greatest masters of style writing today.

While these titles appear rather frivolous, as a matter of fact the novels are much better literature than those that have been appearing during the last three or four years. In general they are free from salacious references and other undesirable

The University of Chicago

For University Libraries

October 11, 1934

My dear Dr. Burton:

Upon receipt of your letter of October 9 regarding books in the Rental Bureau I took up the matter with Miss Little and learn the following facts. Of course it is unnecessary to say that the phrase "Classical Library" was the blunder of the "Cub Reporter". The alleged interview with me regarding fictitious signatures in Friday's Nation is another splendid example of garbled information.

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"Jenny the Joyous" is by Cornelia Stratton Parker, an American Novelist, and was purchased at the request of Professor James Westfall Thompson. It has been very favorably reviewed.

The "Travelling Wagon" is by Ronald Paterson, one of the best novelists who lived for sometime in Cuba. The title is the local nickname of the hero of the book. Really, it is a sort of take-off or satire on several recent novels and is considered one of the cleverest things which has appeared recently.

The "Ties of War" is a series of short stories, mostly detective stories, by Hume. Hume who is considered one of the greatest masters of style writing today.

While these titles appear rather trivial, as a matter of fact the novels are much better literature than those that have been appearing during the last three or four years. In general they are free from egotistic references and other undesirable

characteristics.

In conclusion I might add that novels are purchased for the Rental Bureau on three different bases of selection. (1) At the request of a member of the faculty, in the vast majority of cases of the English faculty. (2) New novels by authors, the reading of all of whose works is required in certain English courses. (3) Novels which are favorably reviewed in the best literary magazines of the day.

Sincerely,

*Edward A. Henry*  
Head of the Readers' Department.

EAH\*LS

President Ernest D. Burton,  
University of Chicago.

Referred to \_\_\_\_\_

\_\_\_\_\_ 1924

Please

1. Dispose of as you think best.
2. Answer and retain in your files.
3. Answer and return with carbon of reply for our files.
4. Return with answer on President's stationery for him to sign.
5. Return
  - a) With information called for in writing.
  - b) With suggestion of answer in writing.
  - c) Comment in writing.
6. Return and arrange for personal interview.
7. Follow through—and report.
8. Initial and return (sent for information only).
9. Accept\_\_\_\_\_Decline.
10. Send to \_\_\_\_\_ with covering letter.
11. File under \_\_\_\_\_
12. Make \_\_\_\_\_ copies.  
Send to \_\_\_\_\_
13. Remarks.

17. **Reference:**

2nd to

13. **Where** \_\_\_\_\_ **subject**

14. **By whom** \_\_\_\_\_

collecting letter

10. **2nd to** \_\_\_\_\_ **with**

6. **yearly** \_\_\_\_\_ **Deputy**

8. **primary and secondary (sent for information only)**

3. **Letter (primary) — and about**

9. **primary and secondary for personal interview**

a) **primary in writing**

b) **primary collection of letters in writing**

c) **primary information sent for in writing**

2. **primary**

**for him to sign**

4. **primary with emphasis on primary, a secondary on this**

7. **primary and secondary with emphasis of letter for**

3. **primary and secondary in letter form**

1. **Primary of to him (link pass)**

**Please**

1014

**Reference to**

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

November 13, 1924.

My dear Mr. President:

I have read Mr. Henry's letter of October 18th. His title and salary for the coming fiscal year will depend somewhat on the attitude taken by yourself and the Board of Trustees toward the proposal for a re-grading of the force, soon to be submitted to you.

In this plan, based on the U. S. Reclassification Act of 1923, Professional and Scientific Grade 2 includes Assistant Librarian, \$2400-\$3000; Professional and Scientific Grade 3, Associate Librarian, \$3000-\$3600 - This is the grade in which Mr. Henry now belongs; Professional and Scientific Grade 4, given the title Librarian, \$3800-\$5000; followed by Grade 5, Senior Librarian, and Grade 6, Chief Librarian. These titles do not fit our present organization, but that is of minor importance.

Mr. Henry states that he is still teaching a minor in the University College, for which he is paid \$375 a year. He quotes Mr. Reeder, Assistant Librarian of Ohio State University and Mr. Price, our former stack assistant and Modern Language Librarian, now in Washington, and states in conclusion that while he appreciates the promotion received he feels that it is not a full measure of his service to the Library and he will expect further increase in the not too distant future.

An increase of the salary of the Head of the Readers' Department, corresponding to Assistant Librarian in many university libraries, to \$3600 would make the salary for this position compare favorably with that of

The University of Chicago

The University Library

UNIVERSITY OF CHICAGO LIBRARY

November 12, 1934

My dear Mr. President:

I have read Mr. Henry's letter of October 18th. His title and salary for the coming fiscal year will depend somewhat on the attitude taken by yourself and the Board of Trustees toward the proposal for a re-grading of the force now to be submitted to you.

In this plan, based on the U. S. Reorganization Act of 1923, Professional and Scientific Grade 2 includes Assistant Librarian, \$2500-\$3000; Professional and Scientific Grade 3, Associate Librarian, \$3000-\$3500 - This is the grade in which Mr. Henry now belongs; Professional and Scientific Grade 4, given the title Librarian, \$3500-\$5000; followed by Grade 5, Senior Librarian, and Grade 6, Chief Librarian. These titles do not fit our present organization, but that is of minor importance.

Mr. Henry states that he is still receiving a minor in the University College, for which he is paid \$250 a year. He quotes Mr. Beator, Assistant Librarian of Ohio State University and W. Price, our former chief assistant and former language librarian, now in Washington, and states in conclusion that while he appreciates the promotion received he feels that it is not a full measure of his service to the library and he will expect further increase in the not too distant future.

An increase of the salary of the head of the Readers' Department, corresponding to Assistant Librarian in many university libraries, to \$3500 would make the salary for this position compare favorably with that of

Assistant Librarian in most American university libraries. To illustrate:

Harvard has three Assistant Librarians, of whom one, Mr. Potter, Head of the Order Department, receives, I believe, \$4000. Mr Potter is an exceptional man, having been with the Harvard Library for nearly thirty years, and is, more than any other man, responsible for the development of the resources of the library during that period. Two other Assistant Librarians, Head Cataloguer and Head Reference Librarian, receive \$3000, unless there have been recent promotions.

Yale's Assistant Librarian receives \$5000. This is Mr. Barr, an exceptional case and an exceptional man who was for many years Assistant Librarian at the John Crerar Library, having graduated from the New York State Library School and served for a time in the Library of Congress.

The University of Wisconsin has two Assistant Librarians at \$3400 each, Dudley, who has been with the institution since 1893, and Burke, Head of the Readers' Department for some twenty years.

The University of Michigan has Mr. Goodrich as Assistant Librarian at \$3000, a graduate of the New York State Library School with many years of experience in university and reference libraries.

Ohio State University has two Assistant Librarians, each at \$3000. One of them, Reeder, has served since about 1900 and is a fine man of sterling character. The second one I have not met.

Cornell University pays its Librarian only \$3500. The University of Pennsylvania pays its Librarian only \$3000, but he has permission to do outside work, chiefly writing, during library hours and in this way increases his income to about \$4000 a year. Columbia pays its Assistant Librarian

Assistant Librarian in most American university libraries. To illustrate:

Harvard has three Assistant Librarians, of whom one, Mr. Foster,

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the resources of the library during that period. Two other Assistant

Librarians, Head Cataloguer and Head Reference Librarian, receive \$3000.

Unless there have been recent promotions.

Yale's Assistant Librarian receives \$2000. This is Mr. Barr, an

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Librarian at the John Crerar Library, having graduated from the New York

State Library School and served for a time in the Library of Congress.

The University of Wisconsin has two Assistant Librarians at \$2400

each, Dudley, who has been with the institution since 1893, and Burke, Head

of the Readers' Department for some twenty years.

The University of Michigan has Mr. Goodrich as Assistant Librarian

at \$2000, a graduate of the New York State Library School with many years of

experience in university and reference libraries.

Ohio State University has two Assistant Librarians, each at \$2000.

One of them, Woodson, has served since about 1900 and is a fine man of

stirling character. The second one I have not met.

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outside work, chiefly writing, during library hours and in this way increases

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EDB - 3.

\$3500, Stanford \$3000, California \$3600, University of Illinois \$2800.

The Head of the Readers' Department of the University of Chicago has a difficult position, in that he must supervise the departmental libraries and student service, collect fines, act in a sense as superintendent of the building, and have some supervision of stacks and equipment. It seems therefore obvious to me that the position should pay not less than \$3600. Moreover, a capable Assistant Head should be secured at a salary of \$2500 to \$3000 a year. The Head of the Readers' Department, being practically the Assistant Librarian, should also hold the rank of Assistant Professor in the Faculty. I believe that this rank has been allotted to Assistant Librarians in most American university libraries. Mr. Henry's letter is returned herewith.

Very truly yours,

*J C M Hanson*

President Ernest D. Burton,

The University of Chicago.

JCMH-N



# The University of Chicago

## The University Libraries

October 18, 1924.

My dear President Burton:

In reply to your generous letter of October 10th may I state that I had already partially anticipated it? When the work at the Y.M.C.A. Hotel started this fall, I declined a place in it. Now I have resigned the correspondence study work and have also laid aside two or three minor things, so that at the present moment my only standing responsibilities are the library and one minor of teaching work in the University College. May I state that last year as for several years recently my income was slightly over \$4,000. As a result of this process thanks to the \$300 increase which you promise me, I will earn this year \$3,300 from the library and \$375 from the University College which is as you see somewhat less than I have earned. I am glad to do this in order to give a larger proportion of my time, thought and energy to the library. I am doing this for two reasons. The first and chief of which is that I am very fond of my work in the library and am deeply interested in the solution of the problems which it offers. Secondly, and I am sure my course this fall proves that this is secondary, I am hoping for a larger recompense in the not too distant future.

May I in this connection make the sort of a statement which I rarely do make? Last Winter we had here as a graduate student Mr. C.W. Reeder, the Reference Librarian of the Ohio State University. He was interested in getting the scheme of our organization and when I drew it for him in graphic form he said, "Why Mr. Henry, you are not a Head of a Department you are an assistant librarian directing the activities of half the work of the entire library which should properly be considered as made up of three or four departments". This summer at Saratoga when Mr. Price was giving me the facts regarding the new Federal Classification he said, "Mr. Henry, with the variety of things which you are supervising

The University of Chicago

The University Librarian

October 18, 1934

My dear President Norton:

In reply to your generous letter of October 10th, may I state that I had already partially anticipated it! When the staff at the Y.M.C.A. Hotel started this fall, I declined a place in it. Now I have resigned the correspondence study work and have also laid aside two or three minor things, so that at the present moment my only remaining responsibilities are the library and one minor of teaching work in the University College. May I state that last year as for several years recently my income was slightly over \$4,000. As a result of this process thanks to the \$300 increase which you promise me, I will earn this year \$3,300 from the library and \$375 from the University College which is as you see somewhat less than I have earned. I am glad to do this in order to give a larger proportion of my time, thought and energy to the library. I am doing this for two reasons. The first and chief of which is that I am very fond of my work in the library and am deeply interested in the solution of the problems which it offers. Secondly, and I am sure my course this fall proves that this is secondary, I am hoping for a larger recompense in the not too distant future.

May I in this connection state the fact of a statement which I made to Robert H. H. H. we had here as a graduate student at the University of the Ohio State University. He was interested in getting the scheme of our organization and when I drew it for him in graphic form he said, "Why Mr. Henry, you are not a Head of a Department you are an assistant librarian directing the activities of half the work of the entire library which should properly be considered as made up of three or four departments." This summer at Carleton when Mr. Price was giving me the facts regarding the new Federal Classification he said, "Mr. Henry, with the variety of things which you are supervising

and directing if you were in Washington you would be in the \$5200 class".

In closing may I thank you for this offer which you have made me. I know something of the problems of finance which you are facing, and so while I feel that it is not a full measure of the value of my services to the library, still I am deeply appreciative of it.

Most sincerely yours,

*Edward A. Henry*  
Head of the Readers' Department.

EAH\*LS

President Ernest D. Burton,  
Office of the President,  
University of Chicago.

and directing if you were in Washington you would be in the \$2500 class".

In closing may I thank you for this offer which you have made me. I know something of the problems of finance which you are facing, and so while I feel that it is not a full measure of the value of my services to the library, still I am deeply appreciative of it.

Most sincerely yours,

Head of the Readers' Department

EARL'S

President Ernest D. Burton,

Office of the President,

University of Chicago.

The University of Chicago

The University Libraries  
OFFICE OF THE ASSOCIATE DIRECTOR

XI/17

1914

Memorandum to

The President

1. Miss Nichols and I are the only ones familiar with the tables as a whole. Heads of depts. consulted only with ref. to their own depts.
2. Tables by depts can easily be supplied if needed.

J. C. M. Hanson



# The University of Chicago

## The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

*Li*  
November 15, 1924.

My dear Mr. President:

I submit herewith tables requested in your letter received about two weeks ago. A key to the abbreviations in the left-hand column under the heading "Grade" is appended.

In Table II the figures for first, second and third years do not represent an exact increase of one-third for each year. Slight variations were found necessary in order to avoid awkward salary figures.

The salary for Director has been filled in under the New Scale at \$5000, assuming that the policy in force since 1910 will still hold and the Director will give only part of his time to the Libraries. In case the new scale goes into effect, the position of Associate Director would be graded as P.5, the minimum salary \$5200.

These estimates do not attempt to forecast the development of the Libraries beyond 1928 or 1929. With the reorganization completed, there should be a gradual reduction in the force of cataloguers, classifiers, printers, etc., so as to offset somewhat increases due to organization of new departmental or school libraries. This is based on the assumption that the annual accessions will not materially exceed 50,000 volumes and pamphlets. It assumes also that there will be no marked increase in the number of assistants, that promotions will in a measure be taken care of by normal changes of personnel, i.e., promotions within the force to vacancies caused by resignations.

The University of Chicago

Office of the President

Office of the President

November 12, 1934

My dear Mr. President:

I enclose herewith tables requested in your letter received about two weeks ago. A key to the abbreviations in the left-hand column under the heading "Grade" is appended.

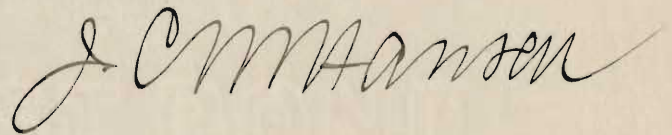
In Table II the figures for first, second and third years do not represent an exact increase of one-third for each year. Slight variations were found necessary in order to avoid unwieldy figures. The salary for Director has been filled in under the New Scale at \$3000, assuming that the policy in force since 1910 will still hold and the Director will give only part of his time to the library. In case the new scale goes into effect, the position of Associate Director would be graded as 7.5, the minimum salary \$2800.

These estimates do not attempt to represent the development of the libraries beyond 1935 or 1937. With the reorganization completed, there should be a gradual reduction in the force of cataloguers, classifiers, printers, etc., so as to offset somewhat increases due to organization of new departmental or school libraries. This is based on the assumption that the annual expenditures will not materially exceed \$5,000,000. It is assumed also that there will be no marked increase in the number of assistants, that promotions will be a measure to be taken care of by normal changes of personnel. The positions within the force to vacancies caused by retirements.

E.D.B. - 2.

Finally, I assume that the University will take care of additions to its budget occasioned by a possible extension of its pension system to library officials other than Director or Associate Director. Similarly, I have not attempted to make any estimate on expenditures for equipment and furniture likely to be called for.

Very truly yours,

A handwritten signature in cursive script, appearing to read "J. C. Mahan". The signature is written in dark ink and is positioned to the right of the typed name "J. C. Mahan".

President Ernest D. Burton,

The University of Chicago.

JCMH-N



Grading of Positions According to Reclassification  
of Departmental Service at Washington

Professional and Scientific Service

P.6	Chief Librarian	\$6000 - \$7500
P.5	Senior Librarian	5200 - 6000
P.3	Associate Librarian	3000 - 3600
P.2	Assistant Librarian	2400 - 3000

Subprofessional Service

SP.6	Senior Library Assistant	1860 - 2400
SP.5	Library Assistant	1680 - 2040
SP.4	Junior Library Assistant	1500 - 1860
SP.3	Under Library Assistant	1320 - 1680
SP.2	Minor Library Assistant	1140 - 1500
SP.1	Library Aid	900 - 1260

Clerical, Administrative, and Fiscal Service

CAF.7	Junior Administrative Assistant	2400 - 3000
CAF.3	Assistant Clerk-Stenographer	1500 - 1860
CAF.2	Junior Clerk; Junior Stenographer; Junior Operator (Office Devices); Senior Typist	1320 - 1680
CAF.1	Under Clerk; Junior Typist	1140 - 1500

Custodial Service

CU.2	Laborer	900 - 1140
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Schedule of Positions and Salaries in the  
University of Chicago Libraries, New Scale Based on  
Reclassification of U. S. Departmental Service, July 1, 1924.

Table I. New Scale by July 1, 1925.

Grade	Department	Position	Present Salary	New Scale
P.6	Admin.	Director		5000
P.5	Admin.	Associate Director	5000	5200
P.3	Admin.	Chief Bibliographer (3/4 time)	2025	2475
P.3	Acq.	Head	2100	3000
P.3	Cat.	Head	2200	3120
P.3	Class.	Head	2040	3000
P.3	Readers'	Head	3300	3600
P.3	"	Librarian-Law School	2400	3000
P.3	"	Librarian-School of Education	2100	3000
P.2	Acq.	Head-Div. of Duplicates & Maps	1920	2520
P.2	Cat.	Senior Reviser	2100	2580
P.2	"	" "	1860	2460
P.2	"	Junior "	1800	2400
P.2	"	" "	1800	2400
P.2	Classif.	Classifier	1920	2520
P.2	Card	Head	1800	2400
P.2	Readers'	First Reference Assistant	1920	2460
SP.6	Acq.	Assistant-Gifts & Exchanges	1620	2040
SP.6	"	Assistant-Orders	1620	2040
SP.6	"	Head-Binding Section	1530	1920
SP.6	Cat.	Senior Cataloguer	1680	1860
SP.6	"	" "	1620	2040
SP.6	"	" "	1620	2040
SP.6	"	" "	1560	1860
SP.6	"	" "	1560	1860
SP.6	"	" "	1560	1860
SP.6	Readers'	Librarian-Classics	1620	1860
SP.6	"	Superintendent of Stacks	1710	1920
SP.6	"	Second Reference Assistant	1560	1860
SP.6	"	Librarian-Com. & Adm.	1500	1860
SP.5	Cat.	Junior Cataloguer	1500	1680
SP.5	"	" "	1500	1680
SP.5	"	" "	1500	1680
SP.5	"	" "	1320	1680
SP.5	Class.	Head Shelflistier	1500	1680
SP.5	"	Assistant Classifier	1200	1680
SP.5	Card	Assistant	1380	1680
SP.5	Readers'	Supt. of Reserved Books	1440	1680
SP.5	"	Chief of Cir. Desk-School of Ed.	1440	1680

Schedule of Positions and Salaries in the  
University of Chicago Libraries, New Scale Based on  
Reclassification of U. S. Departmental Service, July 1, 1934.  
Table I. New Scale by July 1, 1935.

Grade	Department	Position	Present Salary	New Scale
P. 6	Admin.	Director		5000
P. 5	Admin.	Associate Director	3000	5200
P. 3	Admin.	Chief Bibliographer (3/4 time)	2025	2475
P. 3	Acq.	Head	2100	3000
P. 3	Ext.	Head	2200	3120
P. 3	Class.	Head	2040	3000
P. 3	Readers'	Head	3300	3600
P. 3	"	Librarian-law School	2400	3000
P. 3	"	Librarian-School of Education	2100	3000
P. 3	Acq.	Head-Mv. of Publications & Maps	1920	2220
P. 3	Ext.	Senior Reviewer	2100	2280
P. 3	"	"	1860	2460
P. 3	"	Junior	1800	2400
P. 3	"	"	1800	2400
P. 3	Classif.	Classifier	1920	2220
P. 3	Card	Head	1800	2400
P. 3	Readers'	First Reference Assistant	1920	2460
SP. 6	Acq.	Assistant-Bills & Exchanges	1620	2040
SP. 6	"	Assistant-Orders	1620	2040
SP. 6	"	Head-Binding Section	1730	1920
SP. 6	Ext.	Senior Cataloguer	1680	1860
SP. 6	"	"	1620	2040
SP. 6	"	"	1620	2040
SP. 6	"	"	1620	2040
SP. 6	"	"	1620	2040
SP. 6	"	"	1620	2040
SP. 6	"	"	1620	2040
SP. 6	Readers'	Librarian-Classics	1620	1980
SP. 6	"	Superintendent of Stacks	1710	1920
SP. 6	"	Second Reference Assistant	1560	1860
SP. 6	"	Librarian-Com. & Adm.	1500	1860
SP. 5	Ext.	Junior Cataloguer	1500	1680
SP. 5	"	"	1500	1680
SP. 5	"	"	1500	1680
SP. 5	"	"	1320	1680
SP. 5	Class.	Head Classifier	1500	1680
SP. 5	"	Assistant Classifier	1200	1680
SP. 5	Card	Assistant	1380	1680
SP. 5	Readers'	Supt. of Reserved Books	1440	1680
SP. 5	"	Chief of Gr. Book-School of Ed.	1440	1680

Table I. - Continued.

-2-

Grade	Department	Position	Present Salary	New Scale
SP.4	Acq.	Assistant in charge Per. Record	1320	1560
SP.4	"	Assistant	1200	1500
SP.4	"	"	1200	1500
SP.4	Cat.	Junior Cataloguer	1320	1500
SP.4	"	"	1260	1500
SP.4	"	"	1200	1500
SP.4	"	"	1140	1500
SP.4	"	" (Half-time)	570	750
SP.4	Readers'	First Stack Assistant	1380	1500
SP.4	"	Librarian-Geology	1200	1500
SP.4	"	" -Biology	1200	1500
SP.4	"	" -Divinity	960	1500
SP.4	"	Chief of Rental Bureau	1200	1500
SP.4	"	Chief of Circulation Desk-Gen. Lib.	1200	1500
SP.3	Acq.	Assistant	1050	1380
SP.3	"	"	1020	1320
SP.3	"	Periodical Clerk	900	1320
SP.3	Cat.	Apprentice	960	1320
SP.3	Class.	Shelflister	1140	1440
SP.3	"	"	1140	1440
SP.3	Readers'	Assistant in charge of Tracers	1140	1320
SP.3	"	Head-Periodical Room (4/5 time)	912	1056
SP.3	"	First Assistant-Reserved Books	1020	1320
SP.3	"	Librarian-Psychology	900	1320
SP.3	"	" -History Group	960	1320
SP.3	"	" -Mod. Lang. Group ( $\frac{1}{2}$ time)	600	660
SP.3	"	Night Supt. of Circulation ( $\frac{1}{2}$ time)	540	540 *
SP.3	"	Assistant-Geology ( $\frac{1}{2}$ time)	480	660
SP.3	"	" -Biology	840	1320
SP.3	"	" -Classics	900	1320
SP.3	"	" -Circulation Desk	900	1320
SP.3	"	" - " " "	960	1320
SP.3	"	" - " " " -School of Ed.	960	1320
SP.3	"	" -Com. & Adm.	840	1320
SP.3	"	" -Com. & Adm. (3/5 time)	576	792
SP.3	"	" -Yerkes ( $\frac{1}{2}$ time)	540	660
SP.3	"	Second Stack Assistant	1020	1320
SP.3	"	Assistant-Law School (7/8 time)	840	1155
SP.2	Acq.	Assistant-Binding	960	1200
SP.2	"	" " ( $\frac{1}{2}$ time)	480	600
SP.2	Class.	Apprentice	900	1200
SP.2	Card	Assistant	1080	1200
SP.2	"	"	1080	1200
SP.2	"	"	1080	1200
SP.2	"	Apprentice	900	1140

Grade	Department	Position	Present Salary	New Scale
SP. 4	Acc.	Assistant in charge Per. Record	1330	1350
SP. 4	"	Assistant	1300	1320
SP. 4	"	"	1300	1300
SP. 4	Gen.	Junior Carpenter	1320	1300
SP. 4	"	"	1320	1320
SP. 4	"	"	1300	1300
SP. 4	"	"	1140	1300
SP. 4	"	" (Half-time)	870	780
SP. 4	Reserve	First Stock Assistant	1380	1300
SP. 4	"	Librarian-Geology	1300	1300
SP. 4	"	" - Biology	1300	1300
SP. 4	"	" - Botany	920	1300
SP. 4	"	Chief of Dental Bureau	1300	1300
SP. 4	"	Chief of Circulation Desk-Gen. Lib.	1300	1300
SP. 3	Acc.	Assistant	1050	1380
SP. 3	"	"	1030	1320
SP. 3	"	Periodical Clerk	900	1320
SP. 3	Gen.	Apprentice	920	1320
SP. 3	Class.	Shelflayer	1140	1440
SP. 3	"	"	1140	1440
SP. 3	Reserve	Assistant in charge of Tracings	1140	1320
SP. 3	"	Head-Periodical Room (4 1/2 time)	912	1050
SP. 3	"	First Assistant-Reserve Books	1030	1320
SP. 3	"	Librarian-Psychology	900	1320
SP. 3	"	" - History Group	920	1320
SP. 3	"	" - Mod. Lang. Group (1/2 time)	600	620
SP. 3	"	Night Supt. of Circulation (1/2 time)	540	540
SP. 3	"	Assistant-Geology (1/2 time)	480	620
SP. 3	"	" - Biology	840	1320
SP. 3	"	" - Classics	900	1320
SP. 3	"	" - Circulation Desk	900	1320
SP. 3	"	"	920	1320
SP. 3	"	" - School of Ed. 920	920	1320
SP. 3	"	" - Com. & Adm.	840	1320
SP. 3	"	" - Com. & Adm. (3/2 time)	570	732
SP. 3	"	" - Veritas (1/2 time)	540	620
SP. 3	"	Second Stock Assistant	1030	1320
SP. 3	"	Assistant-law School (V 1/2 time)	840	1122
SP. 3	Acc.	Assistant-Binding	920	1200
SP. 3	"	" (1/2 time)	480	600
SP. 3	Class.	Apprentice	900	1200
SP. 3	Gen.	Assistant	1080	1200
SP. 3	"	"	1080	1200
SP. 3	"	"	1080	1200
SP. 3	"	Apprentice	900	1140

Table I. - Continued.

-3-

Grade	Department	Position	Present Salary	New Scale
SP.2	Readers'	Assistant-Circulation Desk	840	1200
SP.2	"	" - " " ( $\frac{1}{2}$ time)	480)	1140
SP.2	"	" - " " ( $\frac{1}{2}$ time)	360)	
SP.2	"	" -Law School ( $\frac{1}{2}$ time)	480	660
SP.2	"	" -Reserved Book Room	900	1200
SP.2	"	" " " "	840	1140
SP.2	"	" " " "	594	594 *
SP.2	"	" " " "	594	594 *
SP.2	"	" " " "	650	650 *
SP.2	"	" " " "	720	720 *
SP.2	"	Stack Assistant	720	720 *
SP.2	"	" " "	600	600 *
SP.2	"	" " "	540	540 *
SP.2	"	Summer Attendants-School of Education	550	550 *
SP.1	Cat.	Labeler	1020	1140
SP.1	Readers'	Apprentice-Rental Bureau ( $\frac{1}{2}$ time)	360	480
SP.1	"	Page	250	510
SP.1	"	"	245	510
SP.1	"	"	245	510
CAF.7	Admin.	Secretary	1800	2400
CAF.3	Readers'	Secretary-School of Education	1500	1500
CAF.2	Admin.	Secretary	1080	1320
CAF.2	Acq.	" ( $\frac{1}{2}$ time)	660	720
CAF.2	Card	Multigraph Operator	1140	1320
CAF.2	"	Printer	1320	1380
CAF.2	"	"	1260	1320
CAF.2	"	"	1260	1320
CAF.2	Readers'	Secretary-Readers' Dept. Office	1080	1320
CAF.2	"	" -Law School ( $\frac{1}{2}$ time)	600	600 *
CAF.1	Acq.	Typist	1020	1200
CAF.1	Readers'	Assistant-Readers' Dept. Office	840	1140
CU.2	Readers'	Stack Assistant-Cleaner	960	1020
		Margin for overtime	720	720
		Pensions	300	300
			<hr/> 135321	<hr/> 173566
				<u>135321</u>
		Associate Director	<hr/> 5000	38245
		Salary Budget for 1924-25	140321	
		Additional amount required for new scale	<u>38245</u>	
			178566	

\*Positions which can be filled without increase of salary scale.

Grade	Department	Position	Present Salary	New Scale
SP. 2	Readers	Assistant-Circulation Desk	860	1200
SP. 2	"	"	480	1140
SP. 2	"	"	360	660
SP. 2	"	-Law School	480	1200
SP. 2	"	-Reserved Book Room	900	1140
SP. 2	"	"	840	594
SP. 2	"	"	594	594
SP. 2	"	"	594	594
SP. 2	"	"	620	720
SP. 2	"	"	720	720
SP. 2	"	Stack Assistant	720	600
SP. 2	"	"	600	540
SP. 2	"	"	540	520
SP. 2	"	Summer Attendants-School of Education	520	1140
SP. 1	Cap.	Labeler	1020	480
SP. 1	Readers	Apprentice-Rental Bureau ( $\frac{1}{2}$ time)	360	210
SP. 1	"	Page	250	210
SP. 1	"	"	245	210
SP. 1	"	"	245	2400
CAP. V	Admin.	Secretary	1800	1200
CAP. 3	Readers	Secretary-School of Education	1500	1320
CAP. 2	Admin.	Secretary	1080	720
CAP. 2	Acc.	" ( $\frac{1}{2}$ time)	660	1320
CAP. 2	Card	Mitograph Operator	1140	1320
CAP. 2	"	Printer	1320	1320
CAP. 2	"	"	1800	1320
CAP. 2	"	"	1260	1320
CAP. 2	Readers	Secretary-Readers, Dept. Office	1080	600
CAP. 2	"	-Law School ( $\frac{1}{2}$ time)	600	1200
CAP. 1	Acc.	Typist	1020	1140
CAP. 1	Readers	Assistant-Readers, Dept. Office	840	1020
CU. 2	Readers	Stack Assistant-Cleaner	960	720
		Margin for overtime	720	300
		Pensions	300	
			13221	13221
			2000	3225
			14021	17856
			3225	
			17856	
			Additional amount required for new scale	
			Salary Budget for 1924-25	
			Associate Director	

\*Positions which can be filled without increase of salary scale.

November 12, 1924.

Schedule of Positions and Salaries in the  
University of Chicago Libraries, New Scale Based on  
Reclassification of U. S. Departmental Service, July 1, 1924.

Table II. New Scale by July 1, 1927.

Grade	Department	Position	Present Salary	July 1925	July 1926	July 1927
P.6	Admin.	Director		5000	5000	5000
P.5	Admin.	Associate Director	5000	5200	5200	5200
P.3	Admin.	Chief Bibliographer (3/4 time)	2025	2160	2340	2475
P.3	Acq.	Head	2100	2400	2700	3000
P.3	Cat.	Head	2200	2520	2820	3120
P.3	Class.	Head	2040	2400	2700	3000
P.3	Readers'	Head	3300	3400	3500	3600
P.3	"	Librarian-Law School	2400	2600	2800	3000
P.3	"	Librarian-School of Education	2100	2400	2700	3000
P.2	Acq.	Head-Div. of Duplicates & Maps	1920	2160	2340	2520
P.2	Cat.	Senior Reviser	2100	2280	2460	2580
P.2	"	" "	1860	2100	2280	2460
P.2	"	Junior "	1800	2000	2200	2400
P.2	"	" "	1800	2000	2200	2400
P.2	Class.	Classifier	1920	2160	2340	2520
P.2	Card	Head	1800	2000	2200	2400
P.2	Readers'	First Reference Assistant	1920	2100	2280	2460
SP.6	Acq.	Assistant-Gifts & Exchanges	1620	1800	1920	2040
SP.6	"	" -Orders	1620	1800	1920	2040
SP.6	"	Head-Binding Section	1530	1680	1800	1920
SP.6	Cat.	Senior Cataloguer	1680	1740	1800	1860
SP.6	"	" "	1620	1800	1920	2040
SP.6	"	" "	1620	1800	1920	2040
SP.6	"	" "	1560	1680	1770	1860
SP.6	"	" "	1560	1680	1770	1860
SP.6	"	" "	1560	1680	1770	1860
SP.6	Readers'	Librarian-Classics	1620	1710	1800	1860
SP.6	"	Superintendent of Stacks	1710	1800	1860	1920
SP.6	"	Second Reference Assistant	1560	1680	1770	1860
SP.6	"	Librarian-Com. & Adm.	1500	1620	1740	1860

Reclassification of U. S. Departmental Service, July 1, 1934.  
 University of Chicago Libraries, New Scale Based on  
 Schedule of Positions and Salaries in the

Table II. New Scale by July 1, 1937.

Grade	Department	Position	Present Salary	July 1935	July 1936	July 1937
P. 6	Admin.	Director		5000	5000	5000
P. 5	Admin.	Associate Director	5000	5200	5200	5200
P. 3	Admin.	Chief Bibliographer (3/4 time)	3025	3150	3240	3275
P. 3	Acq.	Head	3100	3400	3700	3000
P. 3	Cat.	Head	3200	3320	3320	3130
P. 3	Class.	Head	3040	3400	3700	3000
P. 3	Readers'	Head	3200	3400	3500	3600
P. 3	"	Librarian-law School	3400	3600	3800	3000
P. 3	"	Librarian-School of Education	3100	3400	3700	3000
P. 3	Acq.	Head-Inv. of Publications & Maps	1920	2150	2340	2320
P. 3	Cat.	Senior Reviewer	2100	2350	2450	2380
P. 3	"	"	1850	2100	2280	2460
P. 3	"	Junior	1800	2000	2200	2400
P. 3	"	"	1800	2000	2200	2400
P. 3	Class.	Classifier	1920	2150	2340	2320
P. 3	Cat.	Head	1800	2000	2200	2400
P. 3	Readers'	First Reference Assistant	1920	2100	2280	2460
Sp. 6	Acq.	Assistant-Gifts & Exchanges	1620	1800	1920	2040
Sp. 6	"	-Orders	1620	1800	1920	2040
Sp. 6	"	Head-Binding Section	1520	1680	1800	1920
Sp. 6	Cat.	Senior Cataloguer	1520	1680	1800	1920
Sp. 6	"	"	1420	1580	1700	1820
Sp. 6	"	"	1420	1580	1700	1820
Sp. 6	"	"	1320	1480	1600	1720
Sp. 6	"	"	1320	1480	1600	1720
Sp. 6	Readers'	Librarian-Classics	1520	1680	1800	1920
Sp. 6	"	Superintendent of Stack	1710	1880	1980	2100
Sp. 6	"	Second Reference Assistant	1520	1680	1800	1920
Sp. 6	"	Librarian-Gen. & Adm.	1520	1680	1800	1920

Table II. - Continued.

-5-

Grade	Department	Position	Present Salary	July 1925	July 1926	July 1927
SP.5	Cat.	Junior Cataloguer	1500	1560	1620	1680
SP.5	"	"	1500	1560	1620	1680
SP.5	"	"	1500	1560	1620	1680
SP.5	"	"	1320	1500	1590	1680
SP.5	Class.	Head Shelflister	1500	1560	1620	1680
SP.5	"	Assistant Classifier	1200	1320	1500	1680
SP.5	Card	Assistant	1380	1500	1600	1680
SP.5	Readers'	Supt. of Reserved Books	1440	1560	1620	1680
SP.5	"	Chief of Cir. Desk-School of Education	1440	1560	1620	1680
SP.4	Acq.	Assistant in charge Periodical Record	1320	1440	1500	1560
SP.4	"	Assistant	1200	1320	1440	1500
SP.4	"	"	1200	1320	1440	1500
SP.4	Cat.	Junior Cataloguer	1320	1380	1440	1500
SP.4	"	"	1260	1380	1440	1500
SP.4	"	"	1200	1320	1440	1500
SP.4	"	"	1140	1260	1380	1500
SP.4	"	" ( $\frac{1}{2}$ time)	570	630	690	750
SP.4	Readers'	First Stack Assistant	1380	1440	1500	1500
SP.4	"	Librarian-Geology	1200	1320	1440	1500
SP.4	"	" -Biology	1200	1320	1440	1500
SP.4	"	" -Divinity	960	1140	1320	1500
SP.4	"	Chief-Rental Bureau	1200	1320	1440	1500
SP.4	"	Chief of Circulation Desk-Gen. Lib.	1200	1320	1440	1500
SP.3	Acq.	Assistant	1050	1170	1260	1380
SP.3	"	"	1020	1140	1230	1320
SP.3	"	Periodical Clerk	900	1050	1200	1320
SP.3	Cat.	Apprentice	960	1080	1200	1320
SP.3	Class.	Shelflister	1140	1260	1380	1440
SP.3	"	"	1140	1260	1380	1440
SP.3	Readers'	Assistant in charge of Tracers	1140	1200	1260	1320
SP.3	"	Head-Periodical Room ( $\frac{4}{5}$ time)	912	960	1008	1056
SP.3	"	First Assistant-Reserved Books	1020	1140	1230	1320
SP.3	"	Librarian-Psychology	900	1050	1200	1320
SP.3	"	" -History Group	960	1080	1200	1320
SP.3	"	" -Mod. Lang. Group ( $\frac{1}{2}$ time)	600	600	660	660
SP.3	"	Night Supt. of Circulation ( $\frac{1}{2}$ time)	540	540	540	540*
SP.3	"	Assistant-Geology ( $\frac{1}{2}$ time)	480	540	600	660
SP.3	"	" -Biology	840	1020	1200	1320
SP.3	"	" -Classics	900	1020	1200	1320
SP.3	"	" -Circulation Desk	900	1020	1200	1320
SP.3	"	" " " " " "	960	1080	1200	1320
SP.3	"	" " " " " -School of Ed.	960	1080	1200	1320

Grade	Department	Position	Present Salary	July 1932	July 1933	July 1934
SP. 5	Cat.	Junior Cataloguer	1300	1250	1250	1250
SP. 5	"	"	1250	1250	1250	1250
SP. 5	"	"	1200	1200	1200	1200
SP. 5	"	"	1200	1200	1200	1200
SP. 5	"	"	1200	1200	1200	1200
SP. 5	Class.	Head Shelflifter	1200	1200	1200	1200
SP. 5	"	Assistant Classifier	1200	1200	1200	1200
SP. 5	"	Assistant	1200	1200	1200	1200
SP. 5	Card	Assistant	1200	1200	1200	1200
SP. 5	Readers	Supt. of Reserved Books	1440	1350	1350	1350
SP. 5	"	Chief of Circulation Book-School of Education	1440	1350	1350	1350
SP. 4	Acc.	Assistant in charge Periodical Records	1320	1240	1240	1240
SP. 4	"	Assistant	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	Cat.	Junior Cataloguer	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	"	"	1200	1240	1240	1240
SP. 4	Readers	First Stack Assistant	1200	1240	1240	1240
SP. 4	"	Librarian-Geology	1200	1240	1240	1240
SP. 4	"	"-Biology	1200	1240	1240	1240
SP. 4	"	"-Mineralogy	1200	1240	1240	1240
SP. 4	"	Chief-Reserve Bureau	1200	1240	1240	1240
SP. 4	"	Chief of Circulation Book-School of Ed.	1200	1240	1240	1240
SP. 3	Acc.	Assistant	1020	1170	1170	1170
SP. 3	"	"	1020	1140	1140	1140
SP. 3	"	Periodical Clerk	900	1050	1050	1050
SP. 3	Class.	Apprentice	960	1080	1080	1080
SP. 3	"	Shelflifter	1140	1260	1260	1260
SP. 3	"	"	1140	1260	1260	1260
SP. 3	Readers	Assistant in charge of Tracers	1140	1260	1260	1260
SP. 3	"	Head-Periodical Room (1/2 time)	912	980	980	980
SP. 3	"	First Assistant-Reserved Books	1020	1140	1140	1140
SP. 3	"	Librarian-Psychology	900	1020	1020	1020
SP. 3	"	"-History Group	960	1080	1080	1080
SP. 3	"	"-Mod. Lang. Group (1/2 time)	600	680	680	680
SP. 3	"	Night Supt. of Circulation (1/2 time)	540	640	640	640
SP. 3	"	Assistant-Geology	480	540	540	540
SP. 3	"	"-Biology	840	1020	1020	1020
SP. 3	"	"-Classics	900	1020	1020	1020
SP. 3	"	"-Circulation Book	900	1020	1020	1020
SP. 3	"	"	960	1080	1080	1080
SP. 3	"	"	960	1080	1080	1080
SP. 3	"	"	960	1080	1080	1080

Table II. - Continued.

-6-

Grade	Department	Position	Present Salary	July 1925	July 1926	July 1927
SP.3	Readers'	Assistant-Com. & Adm.	840	1020	1200	1320
SP.3	"	" -Com. & Adm. (3/5 time)	576	648	720	792
SP.3	"	" -Yerkes (1/2 time)	540	576	624	660
SP.3	"	Second Stack Assistant	1020	1140	1230	1320
SP.3	"	Assistant-Law School (7/8 time)	840	945	1050	1155
SP.2	Acq.	Assistant-Binding	960	1050	1140	1200
SP.2	"	" " (1/2 time)	480	525	570	600
SP.2	Class.	Apprentice	900	1020	1140	1200
SP.2	Card	Assistant	1080	1140	1200	1200
SP.2	"	"	1080	1140	1200	1200
SP.2	"	"	1080	1140	1200	1200
SP.2	"	Apprentice	900	960	1080	1140
SP.2	Readers'	Assistant-Circulation Desk	840	960	1080	1200
SP.2	"	" - " " (1/2 time)	480)	960	1080	1140
SP.2	"	" - " " (1/2 time)	360)			
SP.2	"	" -Law School (1/2 time)	480	525	570	600
SP.2	"	" -Reserved Book Room	900	1020	1140	1200
SP.2	"	" - " " " "	840	960	1080	1140
SP.2	"	" - " " " "	594	594	594	594 *
SP.2	"	" - " " " "	594	594	594	594 *
SP.2	"	" - " " " "	650	650	650	650 *
SP.2	"	" - " " " "	720	720	720	720 *
SP.2	"	Stack Assistant	720	720	720	720 *
SP.2	"	" " " "	600	600	600	600 *
SP.2	"	" " " "	540	540	540	540 *
SP.2	"	Summer Attendants-School of Education	550	550	550	550 *
SP.1	Cat.	Labeler	1020	1080	1140	1140
SP.1	Readers'	Apprentice-Rental Bureau (1/2 time)	360	390	450	480
SP.1	Readers'	Page	250	330	420	510
SP.1	"	"	245	330	420	510
SP.1	"	"	245	330	420	510
CAF.7	Admin.	Secretary	1800	2000	2200	2400
CAF.3	Readers'	Secretary-School of Education	1500	1500	1500	1500
CAF.2	Admin.	Secretary	1080	1200	1260	1320
CAF.2	Acq.	" (1/2 time)	660	680	700	720

Grade	Department	Position	Present Salary	July 1935	July 1936	July 1937
SP. 3	Receivers'	Assistant-Com. & Adm.	840	1030	1300	1330
SP. 3	"	" -Com. & Adm. (3/4 time)	378	648	730	743
SP. 3	"	" -Yorker (1/2 time)	540	578	634	650
SP. 3	"	Second Black Assistant	1030	1140	1330	1330
SP. 3	"	Assistant-Law School (7/8 time)	840	945	1050	1155
SP. 3	Adm.	Assistant-Binding	960	1050	1140	1200
SP. 3	"	" (1/2 time)	480	525	570	600
SP. 3	Class.	Apprentice	900	1030	1140	1200
SP. 3	Card	Assistant	1080	1140	1200	1200
SP. 3	"	"	1080	1140	1200	1200
SP. 3	"	"	1080	1140	1200	1200
SP. 3	"	Apprentice	900	960	1080	1140
SP. 3	Receivers'	Assistant-Communication Desk	840	960	1080	1200
SP. 3	"	" (1/2 time)	480	660	1080	1140
SP. 3	"	" (1/2 time)	360			
SP. 3	"	" (1/2 time)	480	525	570	600
SP. 3	"	-Law School (1/2 time)	900	1030	1140	1200
SP. 3	"	-Reserved Book Room	840	960	1080	1140
SP. 3	"	"	840	960	1080	1140
SP. 3	"	"	594	594	594	594 *
SP. 3	"	"	594	594	594	594 *
SP. 3	"	"	650	650	650	650 *
SP. 3	"	"	720	720	720	720 *
SP. 3	"	"	720	720	720	720 *
SP. 3	"	Black Assistant	600	600	600	600 *
SP. 3	"	"	540	540	540	540 *
SP. 3	"	"	550	550	550	550 *
SP. 3	"	Summer Attendants-School of Education				
SP. 1	Ext.	Labeler	1030	1080	1140	1140
SP. 1	Receivers'	Apprentice-Rental Bureau (1/2 time)	360	390	450	480
SP. 1	Receivers'	Page	350	370	420	510
SP. 1	"	"	345	330	420	510
SP. 1	"	"	345	330	420	510
CAP. 7	Admin.	Secretary	1800	2000	2200	2400
CAP. 3	Receivers'	Secretary-School of Education	1500	1500	1500	1500
CAP. 3	Admin.	Secretary	1080	1200	1320	1320
CAP. 3	Adm.	" (1/2 time)	680	680	700	720

Table II. - Continued.

-7-

Grade	Department	Position	Present Salary	July 1925	July 1926	July 1927
CAF.2	Card	Multigraph Operator	1140	1200	1260	1320
CAF.2	"	Printer	1320	1380	1380	1380
CAF.2	"	"	1260	1320	1320	1320
CAF.2	"	"	1260	1320	1320	1320
CAF.2	Readers'	Secretary-Readers' Dept. Office	1080	1200	1260	1320
CAF.2	"	" -Law School ( $\frac{1}{2}$ time)	600	600	600	600 *
CAF.1	Acq.	Typist	1020	1080	1140	1200
CAF.1	Readers'	Assistant-Readers' Dept. Office	840	960	1080	1140
CU.2	Readers'	Stack Assistant-Cleaner	960	960	1020	1020
		Margin for overtime	720	720	720	720
		Pensions	300	300	300	300
Salary Budget for 1924-25			140321	157807	169110	178566
				140321	140321	140321
Addition to Salary Budget of 1924-25 required for new scale . . . . .				17486	28789	38245

\*Positions which can be filled without increase of salary scale.

N.B. Only \$4000 was provided for a Director for the present fiscal year. By authority, this has been applied on other salaries. The addition of \$5000 for Director under the new scale is therefore in a sense an entirely new salary.

Grade	Department	Position	Present Salary	July 1935	July 1937
CAR. 2	Card	Typist Operator	1140	1180	1220
CAR. 2	"	Printer	1120	1160	1200
CAR. 2	"	"	1100	1140	1180
CAR. 2	"	"	1080	1120	1160
CAR. 2	Handers	Secretary-Handers, Dept. Office	1080	1120	1160
CAR. 2	"	" - Law School (4 time)	800	800	800 *
CAR. 1	Acc.	Typist	1020	1140	1200
CAR. 1	Handers	Assistant-Handers, Dept. Office	940	1080	1140
CU. 2	Handers	Stock Assistant-Cleaner	960	1020	1080
		Margin for overtime	720	720	720
		Pensions	300	300	300
Salary Budget for 1934-35					
140321	127807	140321	140321	140321	140321
Addition to Salary Budget of 1934-35					
	17488	28789	28789	28789	28789

\*Positions which can be filled without increase of salary scale.

H.B. Only \$4000 was provided for a Director for the present fiscal year. By authority, this has been applied on other salaries. The addition of \$8000 for Director under the new scale is therefore in a sense an entirely new salary.

Table III.

Additional Positions Considered Important or Desirable  
in Connection with the Development of the University Libraries  
During the Next Three or Four Years.

	Present Scale	New Scale
<u>Administration Department</u>		
Director or Librarian	-----	----- *
1 Assistant (Desirable	1080	1320
<u>Acquisition Department</u>		
1 Assistant for Documents	1500	1860
1 Assistant for general order work	1500	1860
1 Assistant for Periodical Record	900	1320
1 Stenographer ( $\frac{1}{2}$ time)	660	720
	4560	5760
<u>Cataloguing Department</u>		
1 Senior Cataloguer	1560	1860
1 Junior Cataloguer	1320	1500
Additional Student Service for labelling (no estimate)	2889	3360
<u>Classification Department</u>		
1 Classifier	1620	2040
1 Shelflister	1140	1440
	2760	3480
<u>Card Department</u>		
1 Assistant	900	1320
<u>Readers' Department</u>		
A. Important		
1 Assistant to Head of Department	2000	2500
Librarian in Divinity Library	1200	1500
1 Stenographer for Circulation & Ref. Section	1020	1320
1 Assistant for Rental Bureau ( $\frac{1}{2}$ time)	450	600
	4670	6220

\*Reclassification Act places Senior Librarian in  
Professional Grade 5 - \$5200-\$6000; Chief Librarian in  
Professional Grade 6 - \$6000-\$7500.

Table III.

Additional Positions Considered Important or Desirable  
in Connection with the Development of the University Libraries  
During the Next Three or Four Years.

Now Scale	Present Scale	
<u>Administration Department</u>		
1330	1080	Director or Librarian 1 Assistant (Desirable)
<u>Acquisition Department</u>		
1850	1500	1 Assistant for Documents
1850	1500	1 Assistant for general order work
1330	900	1 Assistant for Periodical Record
730	650	1 Stenographer (1/2 time)
5750	4550	
<u>Cataloguing Department</u>		
1650	1550	1 Senior Cataloguer
1500	1320	1 Junior Cataloguer
3350	3080	Additional Student Service for labeling (no estimate)
<u>Classification Department</u>		
3040	1620	1 Classifier
1440	1140	1 Shelfmarker
3480	2760	
<u>Circulation Department</u>		
1330	900	1 Assistant
<u>Readers' Department</u>		
2500	2000	A. Important 1 Assistant to Head of Department
1800	1500	Librarian in Divinity Library
1330	1020	1 Stenographer for Circulation & Ref. Section
800	650	1 Assistant for Rental Bureau (1/2 time)
6250	4870	

\*Reclassification Not placed Senior Librarian in  
Professional Grade 5 - \$2300-\$2600; Chief Librarian in  
Professional Grade 6 - \$2600-\$2900.

Table III. - Continued.

-9-

	Present Scale	New Scale
B. Desirable		
Librarian for School of Social Service	1200	1500
Librarian for Medical Library	1200	1500
1 Assistant in charge of Rare Books, Manuscripts, Coins, etc. (Not to be appointed until additional space becomes available in which to store material referred to.)	1200	1500
	<hr/> 3600	<hr/> 4500
Total for Readers' Department	8270	10720
Total (except Director)	20450	25960

New Scale	Present Scale	B. Desirable
1500	1200	Librarian for School of Social Service
1500	1200	Librarian for Medical Library
1500	1200	I Assistant in charge of Rare Books, Manuscripts, Coins, etc. (Not to be appointed until additional space becomes available in which to store material referred to.)
4500	3600	
10720	8270	Total for Readers' Department
22980	20450	Total (except Director)

*Mr. E. H.*  
*Librarian*

December One  
1 9 2 4

Mr. Edward A. Henry  
University Library

Dear Mr. Henry:

In response to your memorandum of November 26  
I suggest as follows:

(1) That the conclusion in your first paragraph, while it may be sound, is one which we are probably not warranted in setting as a conclusion in this form until after some finding as to all the pertinent facts. While in this instance it may make no difference, in general such a publication of a conclusion in advance of final determination on all the facts may cause some annoyance.

(2) The person mentioned has been of some use to the University in connection with a development project. This project, however, did not materialize and the matter is now closed.

(3) The explanation offered by the person mentioned in paragraph 3 may or may not be born out upon a full investigation. In any event I think she should be requested to come before the proper University authority for a conference and given an opportunity to explain fully the facts as found.

(4) I recommend that following such conference, the investigating officer make a recommendation for action, presumably to the President's office.

Yours very truly,

GQF:JW

TREVOR ARNETT

By G. O. Fairweather

December One  
1924

Mr. Edward A. Henry  
University Library

Dear Mr. Henry:

In response to your memorandum of November 28  
I suggest as follows:

(1) That the conclusion in your first paragraph, while it may be sound, is one which we are probably not warranted in setting as a conclusion in this form until after some finding has to all the pertinent facts. While in this instance it may make no difference, in general such a publication of a conclusion in advance of final determination on all the facts may cause some annoyance.

(2) The person mentioned has been of some use to the University in connection with a development project. This project, however, did not materialize and the matter is now closed.

(3) The explanation offered by the person mentioned in paragraph 2 may or may not be born out upon a full investigation. In any event I think she should be requested to come before the proper University authority for a conference and given an opportunity to explain fully the facts as found.

(4) I recommend that following such conference, the investigating officer make a recommendation for action, presumably to the President's office.

Yours very truly,

THOMAS ARNOLD

CCW:15

H  
G. C. Peirson

# The University of Chicago

## The University Libraries

November 26, 1924.

Memorandum to Vice-President Tufts

Dean Gray  
Mr. Hanson  
Mr. Flook  
Mr. Fairweather:

On the afternoon of Monday, November 17, a confidential tip was passed me that in the basement of the building at 5823 Dorchester Avenue there was a large collection of books bearing library labels and having the library cards in the backs proving that they had been taken from our shelves without charging, in other words that they were stolen from our open shelves.

The building in question is owned I am told by Miss Mae Owings who operates it as a rooming house. The following facts are significant. Miss Owings was for a number of years a teacher of Atlanta University, Georgia. Some three or four years ago she wrote me from Atlanta applying for student service. I gave her a place and she worked for me for some months while she was a student in the College of Education. Later she left here and I believe taught about a year at the College of Puget Sound. Returning here, she has struggled to write a masters thesis but, I am told, her thesis has been twice rejected by the college of Education authorities.

I immediately phoned Mr. Flook whom I located in Mr. Fairweather's office. I understand that Mr. Fairweather advised that accompanied by a plain clothes detective I go and see the books and then call on Miss Owings and demand their surrender. Early Tuesday morning, I went over and walked into the entirely open basement and saw the books. Then, meeting the plain clothes man I took him in to view them after which we called on Miss Owings. She professed absolute ignorance as to where the books came from. She said the janitor has recently sold a load of old books which had been left in lockers in the basement by roomers and because of trouble from this she had warned him not to sell them and that he was holding these for her to see. She had not yet had time to go down to see them. I left the detective to watch the books while I endeavored to get the press auto to pick them up. Failing that, I engaged a yellow cab and brought fifty-two books to my office. When my clerk came to list them, she found that one book bore the bookplate of Atlanta University, another bore the stamp of the College of Puget Sound, the two schools with which Miss Owings has recently been connected. The other fifty books had all been taken from open shelves in our School of Education Library and all are closely related to the rejected Thesis of Miss Owings.

Of course it is not within my power to rule the penalty to be inflicted upon Miss Owings. However I would like to suggest that whatever else may be done she be barred from any university privileges preferably By a note from the President's Office such as has been served on one or two other people recently forbidding them to enter upon University property or into any University building.

LATER -----

Since the above was dictated Miss Abbott of the School of Education who is checking through the books has informed me that several are so completely annotated in ink that they are utterly useless for library purposes and must be discarded. This raises the question as to



whether or not we should call upon Miss Owings to replace these books. I have no samples of her writing by which we could prove that the notes are hers. However it is not impossible that Dean Gray's office may have samples of her writing which could be used in investigation.

Very truly yours,

Head of the Readers' Department.

Miss O. did get a contact with a <sup>possible</sup> donor for the Development Comm. Nothing, however, has resulted.  
Matter still pending.

whether or not we should call upon Miss Otago to replace these books. I have no  
samples of her writing by which we could prove that the notes are hers. However it is  
not impossible that Dean Gray's office may have samples of her writing which could be  
used in investigation.

Very truly yours,

Head of the Readers' Department.

When I did get in contact with a person for the  
Development Comm. Meeting, however, for material  
I have this evening.

12  
fildm - M

# The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

December 9, 1924.

Dr. E.D. Burton, President,  
University of Chicago,  
Faculty Exchange,

Dear Mr. President:

You may recall that in your Report as Director of the Libraries for 1915-16, you included at my suggestion, the item, Interlibrary Loans. On investigation at the time I was able to secure figures for the years 1913-14 and 1914-15. The record for the first year, 1913-14, gives 625 vols. as loaned to other institutions. This number has now more than trebled, the vols. for 1923-24 being 2,162.

This figure makes little impression when cited in an Annual Report. It is, however, significant and you may care to make a reference to it in one of your addresses in which the various services rendered by the University are outlined. It means that the University of Chicago stands third, at present, among the libraries of the country, in its ability to loan books to other institutions, Library of Congress being first, Harvard University second.

The University of Chicago  
The University Libraries

December 7, 1955

Dr. E. E. Burton, President,  
University of Chicago,  
Kendall Square,  
Dear Mr. President:

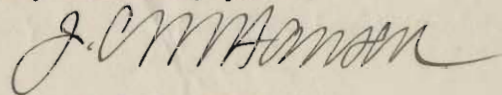
You may recall that in your report as Director  
of the Library for 1954-55, you indicated as a suggestion  
the step, preliminary to the study of the  
I was able to secure figures for the years 1913-14 and 1914-  
15. The record for the first year, 1913-14, shows 625 vols.  
as listed in other institutions. This number has not been  
since revised, the vols. for 1914-15 being 2,103.  
This figure makes it clear that the  
in annual growth. It is, however, significant that the  
to make a reference to it as one of your activities in 1954.  
The various studies referred to in the preceding paragraph  
is made that the University of Chicago has been able, at its  
most, to furnish the study, in the ability to have been  
to other institutions, library of Congress, being first, in  
University Library.

EDB

-2-

That the University of Chicago occupies so high a position in respect to this particular line of service, is due, I believe, first to the fact that it has a large number of books not readily accessible. <sup>elsewhere</sup> It is the exceptional book that is usually wanted, the ordinary book being found in local libraries. Secondly, it is the liberal policy adopted by the University of Chicago in the matter of loans which makes this service possible.

Very sincerely yours,



J. C. M. Hanson,

Associate Director.

JCMH:MS

100

Chicago, Ill. - 1900

That the University of Chicago considers as high  
a position in respect to this particular line of service, is  
due, I believe, first to the fact that it has a large number  
of books not readily accessible. It is the exceptional book  
that is usually wanted, the ordinary book being found in local  
libraries. Secondly, it is the liberal policy adopted by the  
University of Chicago in the matter of loans which makes this  
service possible.

Very sincerely yours,

J. C. M. Hanson,

Associate Director.

100:100

December 15, 1924.

My dear Mr. Hanson:

I thank you for your letter of December 9th with its figures in regard to Interlibrary Loans.

I shall be glad if opportunity occurs in which I can make use of this item of information.

Very truly yours,

Mr. J.C. M. Hanson,  
Harper Library.

December 15, 1924.

My dear Mr. Hanson:

I thank you for your letter of  
December 9th with its figures in regard  
to Interlibrary Loans.

I shall be glad if opportunity  
occurs in which I can make use of this  
item of information.

Very truly yours,

Mr. J.C. M. Hanson,  
Harper Library.

January 6, 1925.

Report on the Library Situation in June, 1924.

file

1st draft

I. Development, 1910-1924.

1. The University Libraries, Including Book Resources, Staff and Budget.

a) In June, 1910, the University had one General Library with ~~Ca~~ 70,000 vols. and 18 departmental libraries with about 219,000 vols. The exact total is given in the Annual Report for 1909-10 as 288,925 bound and accessioned volumes. There were in addition ~~some~~ 230,000 vols. in uncatalogued collections.

In June, 1924, there were, in addition to the General Library and the collections merged with it in Harper Library, containing ~~roughly~~ 500,000 vols., 9 departmental libraries with about 400,000 vols. In addition to the above, there are ~~approx~~<sup>approximately</sup> 80,000 vols. not yet catalogued and various collections of pamphlets, also awaiting cataloguing.

b) During the year 1909-10, circulation statistics of the General Library, with a total of ~~Ca~~ 70,000 vols., are given as 20,644 vols.

In 1923-24, the General Library, with about 500,000 vols., reported a circulation of 414,564 vols.

c) In 1909-10, 296 vols. were lent to other libraries.

In 1923-24, there were 2,162 vols. lent to other libraries.

d) In 1910 the library staff numbered about 23 persons.

In the current year the staff consists of 89 full time assistants and about 25 on part time, a total equivalent to about 104 full time persons.

e) In June, 1910, the salary budget of the Libraries amounted to \$21,710.00.

For the year 1924-25, the salary budget totals \$140,321.00.

January 8, 1933

Report on the Library Situation in June, 1932

I. Development, 1919-1932

1. The University Libraries, including Book Resources, Staff and Budget.

a) In June, 1932, the University had one General Library with 4,000

70,000 vols. and 15 departmental libraries with about 219,000 vols. The exact

total is given in the Annual Report for 1930-31 as \$28,925 bound and unbound

volumes. There were in addition 250,000 vols. in unclassified collections.

In June, 1932, there were, in addition to the General Library

and the collections merged with it in Harper Library, containing about 200,000

vols., 3 departmental libraries with about 400,000 vols. In addition to the

above, there are about 80,000 vols. not yet catalogued and various collections

of pamphlets, also awaiting cataloguing.

b) During the year 1930-31, circulation statistics of the General

Library, with a total of 4,000 vols., are given as 20,844 vols.

In 1931-32, the General Library, with about 200,000 vols.,

reported a circulation of 41,564 vols.

c) In 1930-31, 236 vols. were lent to other libraries.

In 1931-32, there were 2,162 vols. lent to other libraries.

d) In 1930 the library staff numbered about 23 persons.

In the current year the staff consists of 39 full time assistants

and 25 on part time, a total equivalent to about 104 full time persons.

e) In June, 1932, the salary budget of the libraries amounted to

\$21,710.00.

For the year 1932-33, the salary budget totals \$19,321.00.

Sub 1/6/25

f) In 1909-10, the expenditures for books amounted to \$28,164.50.

In 1923-24, the expenditures for books and binding were \$67,470.46.

2. Cataloguing and Classification Systems. Acquisitions. Reference Books.

a) Prior to 1910 there was no agreement between the Libraries in regard to systems of cataloguing and classification. There was no coordination between the General Library and departments or between individual departmental libraries. With the exception of the School of Education and in part the General Library, such cataloguing and classification systems as were found had been devised and applied by students and instructors without adequate professional training. The General Library had an Author Catalogue and a Classed Catalogue based on one of the older editions of the Dewey Decimal Classification. The departmental libraries had partial author catalogues, but, as a rule, no Shelflist or Classed Catalogue. The alphabetical subject catalogue, next to the author catalogue in importance, was found only in the School of Education.

The great national and subject bibliographies and the important printed catalogues were lacking for the most part, and those on hand were, with few exceptions, located in departmental libraries.

b) The period 1910-24 has witnessed important changes, as follows:

1) Unification and coordination of the library system of the University, in that all books, except for the Law School and Rush Medical College, are now purchased, catalogued, classified and bound under the direction of the central administration on a system which will compare favorably with that of any other university.

2) The new cataloguing and classification system inaugurated in 1911, incorporated on June 30, 1924, 917,898 volumes and pamphlets, to which

See 11/1/55

1) In 1909-10, the expenditures for books amounted to \$20,144.50.

In 1923-24, the expenditures for books and binding were \$27,470.44.

2. Cataloging and Classification Systems. Administrative. Reference Books.

a) Prior to 1910 there was no agreement between the libraries in

regard to systems of cataloging and classification. There was no coordination

between the General Library and departments or between individual departmental

libraries. With the exception of the School of Education and in part the General

Library, each cataloging and classification system as were found had been devised

and applied by students and instructors without adequate professional training.

The General Library had an Author Catalogue and a General Catalogue based on one

of the older editions of the Dewey Decimal Classification. The departmental

libraries had partial author catalogues, but, as a rule, no shelflist or General

Catalogue. The alphabetical subject catalogue, next to the author catalogue in

importance, was found only in the School of Education.

The present national and subject shelflists and the important

printed catalogues were lacking for the most part, and those on hand were, with

few exceptions, located in departmental libraries.

b) The period 1910-24 has witnessed important changes, as follows:

1) Unification and coordination of the library system of the

University, in that all books, except for the Law School and Rush Medical College,

are now purchased, catalogued, classified and bound under the direction of the

central administration on a system which will compare favorably with that of any

other university.

2) The new cataloging and classification system inaugurated

in 1911, incorporated on June 30, 1924, 217,898 volumes and pamphlets, to which

Sch. 2/6/25

there are added each year about 72,000. This system is so comprehensive and elastic, and the work has been done in such a manner, that it will not require expensive alterations or reorganization in the future. It is the system adopted by the Library of Congress as a basis for its future growth, which in that Library already covers 2,500,000 vols. The system should therefore stand regardless of any increase in book resources or possible changes in the policy affecting the centralization of books and libraries in fewer buildings than at present or their further decentralization in many buildings on or near the campus.

c) Special attention has been paid to the strengthening of specific classes and departments of source material, as follows:

- 1) Bibliographies and reference works.
- 2) Learned society publications and periodicals.
- 3) Government documents.
- 4) Manuscripts.
- 5) Newspapers of value for historical research.
- 6) Sources for historical study incorporated in the great Monumenta, Urkunden, Cartularia, series and other collections required for graduate research in the departments of History, Philology and Literature.
- 7) Special development of definite classes of books, e.g. American Literature and History, British Literature and History, Church History, Religion and Theology, Classical Archaeology and Philology, Egyptology, Mathematics, etc.

*Diplomatariat*

d) The staff, which in 1910 had professionally trained assistants in only one of the 19 libraries, has been gradually strengthened until it has now, especially in the Cataloguing and Classification Departments, a number of assistants who are graduates of leading library schools with long training in large university or reference libraries conducted according to the most approved system of modern library science.

Lib. 2/1/55

there are added each year about 75,000. This system is an comprehensive and elastic, and the work has been done in such a manner, that it will not require expensive alterations or reorganization in the future. It is the system adopted by the Library of Congress as a basis for its future growth, which in that library already covers 2,500,000 vols. The system should therefore stand regardless of any increase in book resources or possible changes in the policy affecting the centralization of books and libraries in fewer buildings than at present or their further decentralization in many buildings on or near the campus.

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- 1) Bibliographies and reference works.
- 2) Learned society publications and periodicals.
- 3) Government documents.
- 4) Manuscripts.
- 5) Newspapers of value for historical research.
- 6) Sources for historical study incorporated in the Great Moments, Urkunden, Geschiedenis, series and other collections required for graduate research in the departments of History, Philology and Literature.
- 7) Special development of definite classes of books, e.g. American literature and history, British literature and history, Church history, Religion and Theology, Classical Archaeology and Philology, Egyptology, Mathematics, etc.

Specialized

d) The staff, which in 1910 had professionally trained assistants in only one of the 13 libraries, has been gradually strengthened until it has now, especially in the Cataloguing and Classification Departments, a number of assistants who are graduates of leading library schools with long training in large university or reference libraries conducted according to the most approved system of modern library science.

## II. Present Problems.

### 1. Book Space in Harper.

Theoretically, the gross capacity of Harper Stackroom is a little over 400,000 vols., but as new books cannot be added to crowded shelves, its efficient working capacity for an active and growing library is not over 300,000 vols. (Most librarians feel that shelves should not be more than from two-thirds to three-fourths full in a growing library.) The holdings of the General Library today are about 500,000 vols., of which some 350,000 are shelved in Harper basement stackroom, 50,000 in the East Tower stacks, and 50,000 in various reading rooms and work rooms, and <sup>some</sup> 50,000 in Classics basement. This is a very unfortunate arrangement, because

a) Harper stackroom is seriously overcrowded. This means the frequent breaking of bindings in pulling books out and replacing them on crowded shelves; much loss of time in placing newly acquired books on the shelves, as not infrequently many shelves of old books have to be shifted to make space for a few new ones; it also often means serious displacements when it is simply impossible to crowd any more books into the section on a given subject, so that a part of the resources have to be shelved in a distant part of the room where a little space is available, but where the faculty or graduate students working upon the subject will never discover them.

b) A reader wanting one of the books shelved in Classics has to go to the third floor of Harper to look up the call number in the Public Catalogue, then go down, out of doors to Classics, climb the stairs to the third floor and ask for the book. If the particular one asked for happens to be in use, he must return to the third floor of Harper to look up others and go back to Classics to get them.

## II. Present Problems.

## 1. Book Space in Harper.

Theoretically, the gross capacity of Harper Stacks is a little over 400,000 vols., but as new books cannot be added to crowded shelves, the efficient working capacity for an active and growing library is not over 300,000 vols. (Most librarians feel that shelves should not be more than two-thirds to three-fourths full in a growing library.) The holdings of the General Library today are about 500,000 vols., of which some 350,000 are shelved in Harper basement stackroom, 50,000 in the East Tower stacks, and 50,000 in various reading rooms and work rooms, and 50,000 in <sup>new</sup> basement. This is a very unfortunate arrangement, because

a) Harper stackroom is seriously overcrowded. This means the frequent breaking of bindings in pulling books out and replacing them on crowded shelves; much loss of time in placing newly acquired books on the shelves, as not infrequently many shelves of old books have to be shifted to make space for a few new ones; it also often means serious displacements when it is simply impossible to crowd any more books into the section on a given subject, so that a part of the resources have to be shelved in a distant part of the room where a little space is available, but where the faculty or graduate students working upon the subject will never discover them.

b) A reader wanting one of the books shelved in basement has to go to the third floor of Harper to look up the call number in the Public Catalogue, then go down, out of doors to basement, climb the stairs to the third floor and ask for the book. If the particular one asked for happens to be in use, he must return to the third floor of Harper to look up others and go back to basement to get them.

This figure of 350,000 volumes in Harper stackroom is a very serious matter. We are adding to the General Library about 30,000 vols. per year. That means that by December 31, 1925, we will have 380,000 vols. on our shelves, an almost impossible number to handle in a stack with a gross capacity of only a little over 400,000. The only relief now in sight is the Theology Building, which will be ready for occupancy on October 1, 1925. Some 25,000 theology books will be moved from Harper to that building. The space thus vacated in Harper can be distributed equally throughout the stackroom at a labor cost of well over \$1,000.00 and a cost of wear and tear on books and bindings which cannot be estimated. The space thus made available will hardly suffice to carry us to October 1, 1926.

Stated concretely, we need 20,000 additional cubic feet of stackroom space at once in order to reduce the present crowding. The annual growth at the present rate will require at least 12,000 cubic feet each year, but to add this yearly will involve a \$1000 shift each year, so we ought to figure on adding at one time space for not less than five, and better ten years, growth. A single deck basement stack connecting Classics with Harper will make Classics basement an integral part of the Harper stack and add about 60,000 cubic feet. That will provide for the immediate need of expansion and some three additional years of growth at the present rate. The addition of a double deck stack on the first floor of that building would give us about ten years of growth.

This figure of 350,000 volumes in Harper stacks is a very serious matter. We are adding to the General Library about 30,000 vols. per year. That means that by December 31, 1935, we will have 380,000 vols. on our shelves, an almost impossible number to handle in a stack with a gross capacity of only a little over 400,000. The only relief now in sight is the Theology Building, which will be ready for occupancy on October 1, 1935. Some 25,000 theology books will be moved from Harper to that building. The space then vacated in Harper can be distributed equally throughout the stacks at a labor cost of well over \$1,000.00 and a cost of wear and tear on books and bindings which cannot be estimated. The space thus made available will hardly suffice to carry us to October 1, 1935.

Stated concretely, we need 30,000 additional cubic feet of stackroom space at once in order to reduce the present crowding. The annual growth at present rate will require at least 12,000 cubic feet each year, but to add this yearly will involve a \$1000 shift each year, so we ought to figure on adding at one time space for not less than five, and better ten years, growth. A single door basement stack connecting Clinch with Harper will make Clinch's basement an integral part of the Harper stack and add about 60,000 cubic feet. This will provide for the immediate need of expansion and more than three additional years of growth at the present rate. The addition of a double deck stack on the first floor of that building would give us about ten years of growth.

Sch. 7/6/25

## 2. Uncatalogued Books and Other Arrears.

A more detailed report on this subject will be found in a memorandum to President Burton dated November 5, 1924. A summary of this report is given here, as follows:

- a) Uncatalogued books on hand, about . . . . . 80,356 vols.
- b) Other collections provisionally catalogued but not  
as yet under the new system, about . . . . . 45,452 vols.
- c) Present salary budget of the Cataloguing,  
Classification and Card Departments . . . . . \$54,790.00
- d) Estimate of salary budget required to hold the  
present force . . . . . \$67,530.00.
- e) Additional force, estimated. . . . . \$21,870.00.

## 3. Increase of Salary Scale.

a) The average of salaries paid to the library staff ten years ago was about \$1000. This average has been increased slowly until it now stands at approximately \$1349. This average is as yet considerably lower than that of the majority of public and university libraries. Up to 1924 the Library of Congress, with a salary scale fixed about 24 years ago, showed even a lower average than the University of Chicago. Beginning with July 1, 1924, however, a new scale, established for the Government Service, has appreciably increased the average of salaries at the Library of Congress, so that it is now considerably higher than that of the University of Chicago Libraries. The result has been that the University of Chicago Libraries find it hard to hold their best assistants. There is an annual turnover of from 20% to 30%, which seriously interferes with the progress of the reorganization, because it is the assistant most competent to deal with the bibliographical problems involved whose services are especially sought for by other libraries.

Sub. 5/6/17

2. Uncatalogued Books and Other Materials

A more detailed report on this subject will be found in a memorandum to President Burton dated November 5, 1934. A summary of this report is given here, as follows:

- a) Uncatalogued books on hand, about 80,358 vols.
- b) Other collections provisionally catalogued but not as yet under the new system, about 45,452 vols.
- c) Present salary budget of the Cataloguing, Classification and Card Departments . . . \$24750.00
- d) Estimate of salary budget required to hold the present force . . . \$27330.00
- e) Additional salary required . . . \$2580.00
- f) Increase of Salary Scale . . .

a) The average of salaries paid to the library staff ten years ago was about \$1800. This average has been increased slowly until it now stands at approximately \$1300. This average is as yet considerably lower than that of the majority of public and university libraries. Up to 1934 the library of Congress, with a salary scale fixed about 14 years ago, showed even a lower average than the University of Chicago. Beginning with July 1, 1934, however, a new scale, established for the Government Service, has appreciably increased the average of salaries at the library of Congress, so that it is now considerably higher than that of the University of Chicago libraries. The result has been that the University of Chicago libraries find it hard to hold their best assistants. There is an annual turnover of from 20% to 30%, which seriously interferes with the progress of the reorganization, because it is the assistant most competent to deal with the bibliographical problems involved whose services are especially sought for by other libraries.

4. Some of the Duties which the University Libraries Have Been Required to Assume Recently, and Other Demands Which May Have to be Met in the Near Future.

a) Rush Medical College Library, with about 34,000 vols., to be reorganized. The University Library is already ordering and binding the books for Rush, but is not cataloguing and classifying them.

b) The erection of the new Medical buildings will involve new library problems, possibly a removal and consolidation of medical books now stored in several libraries. This may require new equipment and additional force.

c) Manuscript collections must be adequately catalogued, classified and cared for. The present equipment does not supply the proper shelving or ventilation.

d) Maps and musical scores are as yet in a large measure uncatalogued and unclassified.

e) Prints and photographs are not recorded nor arranged in a systematic manner.

f) Photostatic reproductions from books in the University Libraries and, vice versa, requests by our own Library for similar reproductions from books in other libraries to complete our defective copies or sets, are increasing year by year.

g) There is a possibility that the University may in the near future be requested to install a graduate school for librarians.

Some of the titles which the University Library have been requested  
to acquire recently, and other demands which may have to be met in the  
near future.

a) The Medical College Library, with about 35,000 vols., to be

reorganized. The University Library is already ordering and binding the books

for them, but is not cataloguing and classifying them.

b) The erection of the new Medical buildings will involve new

library problems, possibly a removal and consolidation of medical books now stored

in several libraries. This may require new equipment and additional force.

c) Manuscript collections must be adequately catalogued, classified

and cared for. The present equipment does not supply the proper shelving or

ventilation.

d) Maps and medical notes are now put in a large measure in a

loose and unclassified

e) Prints and photographs are not recorded nor arranged in a

systematic manner.

f) Photostatic reproductions from books in the University

libraries and, vice versa, requests by our own library for similar reproductions

from books in other libraries to complete our selective copies or sets, are

increasing year by year.

g) There is a possibility that the University may in the near

future be requested to install a graduate school for librarians.

7a

Sch. I/6/25

preparation

h) The Library has ready or in ~~prospect~~ copy for various bibliographical publications which the University should issue, e.g.

1) Catalogue of Reference Books, copy on cards at west end of Reading Room.

2) Huber Collection of Music. Author catalogue ready for all books, not for scores.

3) Eckels Collection. Author catalogue ready.

4) Sixteenth Century Books in the University. Catalogue of about 800 entries so far ready.

5) Catalogue of Frank Collection of Early Medicine, Anatomy and Physiology. Ready.

22

preparation

del. 1/1/12

- a) The library has ready or in prospect copy for various biblio-  
graphical publications which the University should have, e.g.
- 1) Catalogue of Reference Books, copy on cards at west end  
of Reading Room.
- 2) Numer Collection of Music. Author catalogue ready for  
all books, not for scores.
- 3) Science Collection. Author catalogue ready.
- 4) Sixteenth Century Books in the University. Catalogue of  
about 800 entries as far ready.
- 5) Catalogue of French Collection of Early Medicine.  
Anatomy and Physiology. Ready.

III. Demands on the University because of the situation outlined under I and II above.

1. Ultimate Demands.

a. Beginning with the fiscal year, 1925-26, it will be necessary to raise the salary scale. It should be the aim of the University to bring the salaries to the level of that now established at the Library of Congress. If this level cannot be attained in one year, the increase will have to be spread out over a period of 2 or more years.

b. Staff to be gradually increased so as to enable it to eliminate the arrears now on hand and also to take up new problems which will require solution.

c. Adequate working quarters to be provided for various departments, especially Cataloguing, Classification, Card and Acquisition Departments, in part also the Readers Department. Some of the Departments are now so congested that operations are materially slowed down.

It has been estimated that a cataloguer requires 100 square feet working space for maximum efficiency. It is doubtful if many of the cataloguers in Harper Library have now as much as 30-40 square feet per person.

d. If necessary to choose between increase of salaries, working space and equipment on the one side, and appropriations for books on the other, it will be well to curtail the latter in order to increase the former.

1. The Department of the University of the State of New York  
has been notified that the following information is being furnished to the  
Department of the University of the State of New York.

1. The Department of the University of the State of New York

2. The Department of the University of the State of New York

3. The Department of the University of the State of New York  
has been notified that the following information is being furnished to the  
Department of the University of the State of New York.

4. The Department of the University of the State of New York

5. The Department of the University of the State of New York

6. The Department of the University of the State of New York

7. The Department of the University of the State of New York

8. The Department of the University of the State of New York

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16. The Department of the University of the State of New York

17. The Department of the University of the State of New York

Mr?

9

Sch. I/6/25

If increase in salaries, room, equipment, and book appropriations can all be provided, it is recommended that the funds for books be expended as far as may be possible, in the purchase of sets, manuscripts, or definite items which shall fill gaps in existing collections and add to the value of the book resources for purposes of graduate study and investigation without burdening the Cataloguing Department with the care of a multitude of single books and pamphlets, each of which shall require separate and individual catalogue entries. In this connection it should be remembered that books already catalogued on printed cards by the Library of Congress, can be handled here much more economically than books not represented at the National Library.

9a. here.

2. Immediate Needs.

a. Arrears of approximately 80,000 vols. of books not catalogued at all, and about 47,000 vols. only provisionally catalogued, according to some old system, must be brought up to date. It is of importance that this be done if possible, inside of 3 years from July 1st, 1925. It is not likely that this task can be completed in the time mentioned if the books are added, as at present, at the rate of nearly 50,000 vols. a year, particularly as the available space for storage of books has so nearly been exhausted and there seems to be no immediate relief in sight.

3.4. 1/1/52  
P  
man  
If increase in salaries, room, equipment, and book expenditures can all be provided, it is recommended that the fund for books be so-  
rounded as far as may be possible, in the purchase of new, permanent,  
or obsolete items which shall fill gaps in existing collections and  
add to the value of the book resources for purposes of general study  
and investigation without burdening the Librarian's Department with  
the care of a multitude of single books and pamphlets, each of which shall  
require separate and individual cataloguing entries. In this connection  
it should be remembered that books already catalogued as printed cards  
by the Library of Congress, and as printed here with more economically  
than books not represented at the National Library.

## 2. Immediate Needs.

A. A review of approximately 8,000 vols. of books not catalogued  
at all, and about 67,000 vols. only provisionally catalogued, respecting  
the same old system, must be brought up to date. It is of importance  
that this be done as soon as possible, inside of 5 years from July 1st, 1952.  
It is not likely that this task can be completed in the time mentioned  
if the books are listed, as at present, at the rate of nearly 2,000 vols.  
a year, particularly as the available space for storage of books has  
so nearly been exhausted and there seems to be no immediate relief in

light.

Sch. I/6/25

The same holds true as regards additional working space, should money become available for an increase of staff. Unless several rooms in Harper Library now used as class rooms and offices can be vacated and assigned to library departments, there is no immediate prospect that adequate quarters can be provided for an enlarged staff.

b. Salaries of the present members of the staff must be raised in many cases. As it is, the most experienced and competent assistants, especially in the Cataloguing and Classification Departments, are receiving offers of \$300-\$400 more per year than they are now paid here. The resulting turn-over and necessity of constant instruction of new assistants, is seriously retarding the progress of the important work of reorganization centering in these 2 Departments.

Note. On January 3rd, 1925, one of the more promising cataloguers, now receiving \$1380 per year, was offered \$1700 by the University of North Dakota, with increase to \$1800 on July 1st, and further increase in alternate years. She accepted the offer as the University was not in a position to meet the terms mentioned. On the same day, a reviser, now receiving \$1800, was offered \$2000 by another university, with promise of material increase in the near future. She decided to remain here for family reasons.

#### IV. Recommendations.

1. As a first step, provide increase of salaries, to be based on the schedules submitted by the Associate Director on November 5th and 12th, 1924.



Sub. I/6/25

If the increase there recommended cannot be provided, the regular salary budget submitted on December 20th, must be considered.

2. Adopt for a period of 3 years, either a policy of retrenchment in book purchases in order to increase salaries and staff, or, if that does not seem desirable or necessary, a policy of a somewhat rigid selective purchasing with a view to reducing the cost of cataloguing. (See IV.1. ).

J. C. M. A. M. M. M.



# The University of Chicago

## The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

May 13, 1925.

My dear Dean Tufts:

The letter of April 14th, signed by Professors Allen, Nitze, Manly and Cross, was received yesterday. Adverse reports on the assistant in W.41 have been handed in by the Head of the Readers' Department and plans have been formulated for a change to take place during the Summer Quarter.

You may recall that in the report of the University Libraries for 1923-24 the need of a supervisor of departmental libraries was especially emphasized. The President and the Board of Trustees decided, however, that, in view of the Government Reclassification Act of 1923 and the resulting new scale of salaries at the Library of Congress which is having its effect in various parts of the country, the most pressing need for the next fiscal year would be a raise in the salary scale here, so that the best of the assistants, that is, those who were constantly receiving offers from other institutions, might be retained.

In a memorandum of April 14th to the President, I recommended that certain new positions be provided for, including one full-time position at \$1200 in the Readers' Department, also suggesting the possibility of using part of the money appropriated for increase of salaries for the appointment of a high-class assistant to be attached to the Administration Department, but to devote a considerable part of his time to inspection of departmental libraries. On April 22d the President answered that he did

The University of Chicago

The University of Chicago

May 13, 1933

My dear Dean Tolson:

The letter of April 14th, signed by Professor Allen, which

reached me yesterday, was received yesterday. I have been

in the hands of the Board of the University of Chicago and

plans have been formulated for a change to take place during the summer

vacation.

You may recall that in the report of the University Librarian

for 1932-33 the need of a supervisor of departmental libraries was suggested

emphatically. The President and the Board of Trustees decided, however, that

in view of the Government Reorganization Act of 1923 and the resulting new

scale of salaries at the Library of Congress which is having its effect in

various parts of the country, the most pressing need for the most liberal

year would be a raise in the salary scale here, so that the head of the

department, that is, those who were constantly receiving offers from other

institutions, might be retained.

In a memorandum of April 14th to the President, I recommended

that certain new positions be provided for, including one full-time position

at \$10,000 in the Special Department, also suggesting the possibility of

using part of the money appropriated for increase of salaries for the

appointment of a high-class consultant to be attached to the Administration

Department, but to have a confidentially given to him the task of

departmental libraries. In April 1933 the President decided that the

"not feel justified in increasing the staff. Vacancies can be filled and salaries can be raised on the basis of a gradual increase to the Library of Congress standard; perhaps also some emergency situations met." In my answer of April 27th, I recommended certain emergency appointments, including the one at \$1200 in the Readers' Department. As no answer has been received to this last communication, I assume that I may proceed with the three appointments noted, the one at \$1200 being the most important. It is hoped that the assistant whom we have in mind for this position -- a student of Pomona College, California, who has had work in French and German and four years' experience in a college library -- will be able to devote at least a part of his time to W.41.

I hope that members of the Modern Language Department all realize, and that they will impress the ~~same~~ fact on the minds of the graduate students of the department, that for the present the relief which the University Libraries can offer will be far from satisfactory. No adequately paid or trained assistant can do justice to the reference work of this department under present conditions. I wish to take this opportunity to emphasize the following points:

1. Graduate students in Modern Languages can have only a small part of their reference books and research material on the fourth floor.
2. W.31 is the center of information. Here are the catalogues, the two reference assistants, and, in the west end of the Reading Room, the bibliographical collections and reference books of primary importance for students of these departments.
3. On the second floor, particularly in M.21 and W.21, are

and feel justified in answering the staff. I remember now as I think and  
wondered can be raised on the basis of a general interest in the library  
in language education; perhaps also some necessary administrative  
my answer at April 1972, I recommended certain necessary administrative  
including the one at 11:00 in the morning, I remember. As in answer to  
your request for this last communication, I assume that I may provide  
also the three administrative notes, the one at 11:00 morning the next day  
perhaps. It is hoped that the administrative staff to have received the  
notice -- a student of Thomas College, California, who had said was in  
France and Germany was four years experience in a college library -- all  
to this in order to have a part of the library staff.

I hope that members of the library language department all  
noticed, and that they will agree on the state of the  
graduate students of the department, that the department will notice  
after the university library has after all the two administrative  
It is necessary to be able to answer to the staff in the following  
part of this department under general conditions. I want to say this  
urgently to respond to the following questions:

1. Which is the main problem in the library and how to solve it?
2. Which is the main problem in the library and how to solve it?
3. Which is the main problem in the library and how to solve it?
4. Which is the main problem in the library and how to solve it?
5. Which is the main problem in the library and how to solve it?
6. Which is the main problem in the library and how to solve it?
7. Which is the main problem in the library and how to solve it?
8. Which is the main problem in the library and how to solve it?
9. Which is the main problem in the library and how to solve it?
10. Which is the main problem in the library and how to solve it?

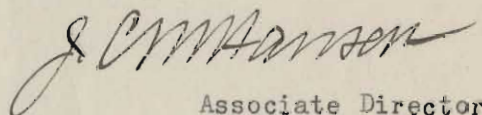
J.H.T. - 3.

other reference books which Modern Language students must consult in connection with their work. It should also be remembered that in the Cataloguing, Classification and Administration Departments on this floor are many of the most experienced assistants on the library force, those best qualified to assist graduate students in their investigations.

4. According to present plans, Mr. Rathke, now Librarian of Classics and who, I am informed, may take his doctorate in Romance in the course of the next two years, will remain as the librarian of both Modern Languages and Classics. Although I have not as yet seen any of the plans, the new building will, according to my understanding, have a reading room on the third floor. This will bring the graduate students of the Modern Language Department closer to W.31 and its catalogues than those of any other department. Their reference books will presumably be shelved in the reading room and will thus be supplemented by collections in Classics and in the Main Reading Room in Harper. There will also be readier access to the reference collections on the second floor. Until the Modern Language Library has been erected, Modern Language students must fall back chiefly on W.31.

The letter of April 14th from members of the Modern Language Department is returned herewith.

Yours very sincerely,

  
Associate Director

Dean J. H. Tufts,  
Faculty Exchange.

JCMH-N



The University of Chicago  
DEPARTMENT OF  
ROMANCE LANGUAGES AND LITERATURES

April 14, 1925

Dean James H. Tufts  
Faculty Exchange

Dear Dean Tufts:

We, the undersigned, strongly recommend that the University appoint a full-time assistant, adequately paid and trained, to be placed in charge of W41 of the Library. This is the Modern Language Reading Room, where most, if not all, of our graduate students pursue their research. The presence of such an assistant is urgently needed as regards both the library and the four departments concerned.

We recommend that such a person be appointed before the coming Summer Quarter in order that he or she may guide the many graduate students which we expect to have on hand at that time. If for budgetary reasons the University is unable at once to make a permanent appointment, it should, in our opinion, at least appoint a competent person for the coming Summer Quarter, and that person should be familiarized with the work as long beforehand as possible.

It seems to us futile to try to do graduate work in modern languages at the University of Chicago unless this step is immediately taken.

Very truly yours,

Philip S. Allen

Wm. A. Nitze

John M. Manly

Toussaint Cross

WAN:EPR

The University of Chicago  
DEPARTMENT OF  
ROMANCE LANGUAGES AND LITERATURE

April 14, 1935

Dear James M. Tullis  
Faculty Exchange

Dear Dean Tullis:

We are disappointed at the possibility  
that the University might not be able to  
pay and desired to be placed in charge of the  
Library. This is the Modern Language Reading Room, where  
most, if not all, of our graduate students pursue their  
research. The presence of such an assistant is urgently  
needed as regards both the library and the four depart-  
ments concerned.

We recommend that such a person be appointed before  
the coming summer quarter in order that he or she may  
guide the new graduate students which we expect to have  
on hand at that time. It is necessary to make a permanent  
staff is needed at once to make a permanent appointment.  
it should, in our opinion, at least appoint a competent  
person for the coming summer quarter, and that person  
should be familiar with the work of the four departments  
as possible.

It seems to us that to try to do graduate work  
in modern languages at the University of Chicago without  
this staff is immediately fatal.

Philip S. Allen

Wm. A. Katz

John W. Mather

Paul H. Poppel

U.S. 100

Edgar J. Goodspeed  
The University of Chicago

Li 1

April 6, 1925.

My dear President Burton:

Pursuant to your wish that we seek to keep the New Testament Department up to a high point of efficiency, we have made a survey of New Testament books published since 1914 and not in our libraries. I have a card list of something over one thousand titles, which though not needed in haste, ought as soon as possible to be added to the Library.

What is the most practical way for me to proceed in order to get these books purchased? My own suggestion would be to turn in cards for the whole number to the Library, with the request that they be bought as rapidly as the resources of the University permit. I should not think their average cost would

Edgar J. Goodspeed  
The University of Chicago

April 6, 1922

My dear President Wilson:

Pleasant to your wish that

we seek to keep the New Testament Department up to a high point of efficiency, we have made a survey of New Testament books

published since 1918 and not in our

library. I have a long list of some-

thing over one thousand titles, which

though not needed in haste, might be added

as possible to be added to the library.

What is the next procedure?

Way for me to present the matter to you

these books personally by our suggestion

would be to turn in under the title

number 12 the library, with the request

that they be bought or retained as the

resources of the University library.

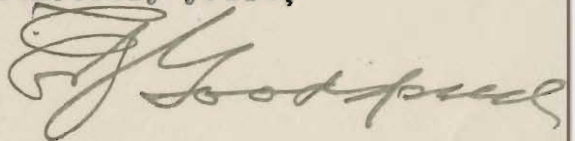
Thanking you for your interest and

Edgar J. Goodspeed  
The University of Chicago

-2-

be much over \$2.00.

Sincerely yours,

A handwritten signature in cursive script, reading "E. J. Goodspeed". The signature is written in dark ink and is positioned below the typed name "Edgar J. Goodspeed".

President Ernest D. Burton,  
Faculty Exchange.

EJG:S

Edgar J. Connelley  
The University of Chicago

-2-

be much over \$2.00.

Very truly yours,



President Thomas W. Horton,  
Faculty Exchange.

WJG:s

# The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

December 12, 1924. 915

Professor J.H. Tufts, Vice President,  
University of Chicago,  
Faculty Exchange.

Dear Professor Tufts:

On November 2nd, 1921, a notice was sent to heads of departments and also to individual instructors in the Departments of History, Social Science, Political Science, Political Economy, and the Modern Languages, to the effect that a Map Division had been organized in the University Libraries with Mr. H.O. Teisberg in charge. Because of his many other duties, care of Duplicates, Exchanges, and Public Documents, it was stated that Mr. Teisberg could give only a small part of his time to the work of the Map Division and a specific enumeration of the duties of this Division was accordingly included. (See copy of memorandum enclosed herewith.)

Since then the demand on Mr. Teisberg's time by members of the Faculty desirous of having maps installed in class rooms, moved from one room to another, for repairs, new fixtures, etc., has increased to such an extent that his other duties are seriously

The University of Chicago

The University of Chicago

OFFICE OF THE LIBRARY

November 11, 1931

Professor J. H. Telfer, Vice President,  
University of Chicago,  
Faculty Exchange.

Dear Professor Telfer:

On November 10, 1931, a notice was sent to heads  
of departments and also to faculty members in the de-  
partments of History, Political Science, Philo-  
sophy, and the Modern Languages, to the effect that a  
New Division had been organized in the University Libraries with  
Mr. H. C. Telfer in charge. Because of his many other duties,  
care of Publications, Manuscripts, and Printed Documents. It was stated  
that Mr. Telfer could give only a small part of his time to the  
work of the New Division and a specific enumeration of the duties  
of the Division was accordingly included. (See copy of memorandum  
enclosed herewith.)

Since then the demand on Mr. Telfer's time by members  
of the Faculty Committee at having been limited to class room  
work from the time he was elected, for example, new literature, etc.,  
has been added to such an extent that his other duties are somewhat

interfered with.

I have tried to secure some student help for the Map Division, but so far in vain. I may add that to the best of my knowledge much of the work now being done by the Map Division is in other universities, attended to by fellows and other students. I shall urge the President, if necessary, to increase the Student Service Fund for next fiscal year sufficiently to provide the needed assistance, possibly not more than 5 hours a week will be required.

My main suggestion is, however, that the President's office issue a memorandum or circular to all heads of departments and also to individual instructors in the departments mentioned above in re. maps and map furniture for class rooms. I suggest that this memorandum be worded somewhat as follows:

" 1. Maps are purchased through the Acquisition Department of the General Library, room W 21, Harper, expenditures being charged against the Book Fund.

2. The Map Division of the General Library, in charge of Mr. Teisberg, office M 26, Harper, will see that the maps, when received, are classified, recorded, and delivered to the department or instructor who has signed the order card. The same Division will also check up maps in class rooms near the beginning of each quarter

interfered with.

I have tried to secure some student help for the Map Division, but so far in vain. I may add that in the past of my knowledge much of the work now being done by the Map Division is in other universities, attended to by fellows and other students. I shall urge the President, if necessary, to instruct the Student Service Fund for next fiscal year sufficiently to provide the need of assistance. Possibly not more than 5 hours a week will be required.

My main suggestion is, however, that the President's office issue a memorandum or circular to all heads of departments and also to individual instructors in the departments mentioned above in regard and ask facilities for class rooms. I suggest that this memorandum be written somewhat as follows:

1. Maps are purchased through the Geographical Department of the General Library, Room 211, Harvard, and should be charged against the book fund.

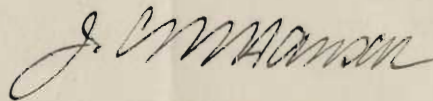
2. The Map Division of the General Library is charged with the task of classifying, recording, and delivering to the department of instruction as soon as possible the maps. The same Division will also check maps in class rooms and the recording of each quarter

and note maps missing or in need of replacement or repair.

3. Arrangements for purchase, installation, repair, or replacement of map furniture, e.g. brackets, rollers, stands, etc., for use of class rooms, must be made by each department with the Purchasing Department in care of Mr. Dinsmore, or with the Superintendent of Buildings and Grounds, Mr. Flock. The moving of maps or furniture from one class or lecture room to another will be attended to either by fellows or students of the Department, or by the Superintendent's force, e.g. the janitors. In the latter case, 24 hours notice should be given if possible."

I believe that a memorandum like the above, coming from the President's office, will be appreciated by members of the Faculty who are at present at a loss what to do in regard to fixtures, moving or installation of maps. It will relieve the University Libraries of duties which clearly do not come within its province.

Yours very sincerely,



J. C. M. Hanson,  
Associate Director.

JCMH:MS

and note upon meeting or in need of replacement or repair.

2. Arrangements for purchase, installation, repair, or re-

placement of any furniture, e.g. brackets, rollers, stands, etc., for

use of class rooms, must be made by each department with the purchasing

Department in care of Mr. Binmore, or with the Superintendent of Build-

ings and Grounds, Mr. Egan. The moving of maps or furniture from one

class or lecture room to another will be attended to either by fellows

or students of the Department, or by the Superintendent's force, e.g.

the janitors. In the latter case 24 hours notice should be given if

I believe that a reservation like the above, coming from the

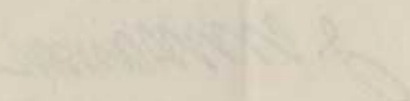
President's office, will be appreciated by members of the Faculty who are

at present at a loss what to do in regard to lectures, moving or installa-

tion of maps. It will relieve the University of charges which

clearly do not come within the province.

Yours very sincerely,



J. E. Binmore,

Assistant Director.

100-100

# The University of Chicago

CHICAGO, ILLINOIS

Office of the President

December 24, 1924.

Memorandum to members of the Departments of History, Social Science, Political Science, and the Modern Languages:

Some question having arisen from time to time as to the purchase, moving or installation of maps, it may be well to direct the attention of certain members of the Faculties to the following memorandum:

Arrangements for purchase, installation, repair, or replacement of map furniture, e.g. brackets, rollers, stands, etc., for use of class rooms, must be made by each department with the Purchasing Department in care of Mr. Dinsmore, or with the Superintendent of Buildings and Grounds, Mr. Flook. The moving of maps or furniture from one class or lecture room to another will be attended to either by fellows or students of the Department, or by the Superintendent's force, e.g. the janitors. In the latter case, 24 hours notice should be given if possible.

Ernest D. Burton

The University of Chicago

THE UNIVERSITY OF CHICAGO

OFFICE OF THE CHANCELLOR

413

December 12, 1934

Enclosed are copies of the Department of History, Social Science,  
Political Science, and the Modern Languages.

Some question having arisen from time to time as to the  
progress, timing or location of work, it may be well to direct  
the attention of certain members of the faculty to the following  
arrangements:

Arrangements for courses, instruction, reports, on  
placement of new teachers, etc. Special, Public, etc., etc.  
The use of study rooms, must be made up each department with the  
Department of History in care of Dr. Johnson, or with the Department  
of Political Science and Economics, Mr. Jones. The position of  
each of these departments has been agreed on and each will  
be attended to within the limits of the Department.  
or of the Department's course, etc. and subject, in the  
later case, to secure notice when it is possible.

Very truly,  
Robert A. Nathan