

Li 1

April 22, 1925.

My dear Mr. Hanson:

I am returning you herewith the letter of Mr. ^{you} Hodnefield. As I stated to over the telephone recently, the demands upon the budget for next year are such that I do not feel we are 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. But in general I feel that we must proceed upon the principle of maintaining our present staff, making substitutions where there resignations, and taking a distinct step toward reaching the Library of Congress scale. Beyond that, in accordance with what I understand to be the action of the Library Board, I would so direct the purchases for the next year as to reduce the cataloguing of new books as much as possible, and direct our energies as far as possible to the clearing up of arrearages.

If in any respect this letter seems to you to recommend an impossible policy I should be glad to confer with you personally. I am sorry not to have done so sooner.

Very truly yours,

Mr. J.C.M. Hanson.

12
April 22, 1925.

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It in any respect this letter seems to you to recommend an impossible policy I should be glad to confer with you personally. I am sorry not to have done so sooner.

Very truly yours,

Mr. J.C.M. Hanson.

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 14, 1925.

My dear Mr. President:

May I have an opportunity to discuss with you increases in salaries and staff outlined on the enclosed sheet?

I have gone over the individual positions with the heads of departments and there is general agreement that it would be better for the Libraries if some of the money to be appropriated for increase of salaries for the next fiscal year could be applied instead on certain new positions urgently needed for the Cataloguing, Classification and Readers' Departments, possibly also a new appointment of a high class assistant to be attached to the Administration Department.

In explanation of the figures submitted, may I state that the change from \$12,500, as given in my report to you of November 15, 1924, to \$11,320 under the head of "New Scale," is due to changes in the staff since that time. In addition to increases recommended, \$7784, and the \$1620 representing Mr. Mueller's salary, there are the following new items: \$245 in the Cataloguing Department for the purpose of raising a half time position of \$570 to a full time position at \$80 per month from October 1, 1925, to June 30, 1926; a full time position at \$960 a year in the Classification Department; and a full time position at \$1200 a year in the Readers' Department.

There would remain then of the \$14,120 to be allowed for increase of salaries the sum of \$2311. Before deciding definitely whether to apply

The University of Chicago

The University Librarian

OFFICE OF THE ASSOCIATE DIRECTOR

April 14, 1935.

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salaries and staff outlined on the enclosed sheets?

I have gone over the individual positions with the heads of departments and there is general agreement that it would be better for the libraries if some of the money to be appropriated for increase of salaries for the next fiscal year could be applied instead on certain new positions urgently needed for the Cataloguing, Classification and Readers' Departments, possibly also a new appointment of a high class assistant to be attached to the Administration Department.

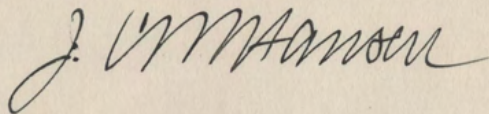
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There would remain then of the \$14,120 to be allowed for increase of salaries the sum of \$2311. Before deciding definitely whether to apply

E.D.B. - 2.

all or a part of this amount on further increases of salary, I beg leave to submit to you an application with accompanying letters. The applicant cannot be secured for \$2311, but may come for \$2500 or \$2600. I should greatly appreciate your advice after glancing over the papers in the case.

Yours very sincerely,

A handwritten signature in cursive script, appearing to read "J. V. M. Mason". The signature is written in dark ink and is positioned below the typed closing "Yours very sincerely,".

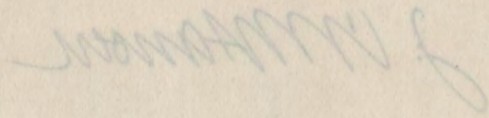
President Ernest D. Burton,

The University of Chicago.

JCMH-N

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to submit to you an application with accompanying letters. The applicant
cannot be secured for \$2311, but may come for \$2500 or \$2600. I should
greatly appreciate your advice after glancing over the papers in the case.

Yours very sincerely,



President Ernest B. Burton,

The University of Chicago.

10MB-N

April 14, 1925.

Library Budget 1925-26

Department	Increase of Salaries Listed under 1st Year of New Scale	Increases Proposed	
		Salary	Staff
Administration	655	270	---
Acquisition	1875	1160	---
Cataloguing	2580	2360	(1620 (Mueller) (245
Classification	900	610	960
Card	800	600	---
Readers	4260	2784	1200
Pages	250	---	---
11320		7784	4025
		<u>4025</u>	
		11809	

April 14, 1935

Library Budget 1935-36

Department	Amount of Salaries Listed under last year of New Series	Amount of Salaries Listed under last year of Old Series	Amount of Salaries Listed under last year of New Series
Administration	855	850	850
Acquisition	1675	1550	1550
Cataloguing	2550	2350	2350
Classification	250	250	250
Cards	800	600	600
Readers	4500	4785	4785
Other	250	---	---
	11320	7785	7785
		<u>4035</u>	<u>11800</u>

Li 1

April 21, 1925.

My dear Mr. Hanson:

With reference to your various communications on Book Funds and the like

1) I am informed by Mr. Plimpton that he has secured an additional appropriation of \$3,000 to continue the binding for the remainder of the year.

2) I see no course to pursue in reference to book orders except to limit them absolutely to the balance of the Emergency Fund. This would not, I suppose, exclude the placing in June of orders the bills for which would not fall due until the first of July. But we cannot, as I see it, incur any expense for books falling within the present fiscal year in excess of the balance available in the Emergency Fund.

You will, of course, relieve the situation whenever practicable by purchases on the Loan Library Account.

Very truly yours,

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

EDB:CB

12

April 21, 1928.

My dear Mr. Hanson:

With reference to your various communications

on Book Funds and the like

1) I am informed by Mr. Plimpton that he has secured

an additional appropriation of \$2,000 to continue the

binding for the remainder of the year.

2) I see no course to pursue in reference to book

orders except to limit them absolutely to the balance of

the Emergency Fund. This would not, I suppose, exclude

the placing in June of orders the bills for which would

not fall due until the first of July. But we cannot, as

I see it, incur any expense for books falling within the

present fiscal year in excess of the balance available

in the Emergency Fund.

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

EDB:CB

The University of Chicago

The University Libraries

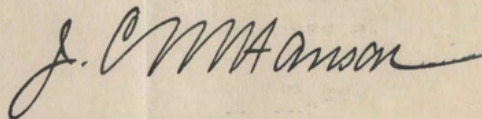
OFFICE OF THE ASSOCIATE DIRECTOR

April 14, 1925.

MEMORANDUM TO THE PRESIDENT'S OFFICE.

The situation as to Binding was outlined in my memorandum to the President of February 10th, 1925, in which I pointed out the need of an additional appropriation of \$3000 for the present year. In my letter of February 25th I further stated that the suggestion made by the Auditor that the money be taken from the book appropriation, could not be followed, in view of the fact that the book appropriation was nearly exhausted.

Since then a critical situation has arisen. The Binding Fund is about gone. The binding must go on, both on account of the Library and on account of the Press. May I ask that a meeting be called of representatives of the President's Office, the Auditor, University Press, and the Library, in order that the situation may be discussed? This meeting should be called, if possible, not later than Friday or Saturday of this week.



J.C.M. Hanson,

Associate Director.

JCMH:MS

April 14, 1935

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The situation as to binding was outlined in my memorandum to the President of February 10th, 1935, in which I pointed out the need of an additional appropriation of \$3000 for the present year. In my letter of February 25th I further stated that the suggestion made by the Auditor that the money be taken from the book appropriation could not be followed in view of the fact that the book appropriation was nearly exhausted.

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J. C. M. Hanson,
Associate Director.

JCM:MS

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 15, 1925.

MEMORANDUM TO THE PRESIDENT'S OFFICE.

The Emergency Fund of \$3990 referred to in the President's letter of November 3, 1924, is, as pointed out by Mr. Plimpton in his letter of April 10th, 1925, a remainder from a Special Fund set aside in December, 1922, for the purpose of filling gaps in periodical sets. Mr. Plimpton in his letter of April 10th, states that the Library may charge against the balance remaining of this Fund, certain books most urgently needed for the Spring Quarter. Sixty-three such orders are now held, amounting in all to about \$225. There are in addition, 979 regular order cards not marked "In Haste" in this office. Miss Perrine calls attention to the fact that she has no means of knowing what bills may be received from Gottschalk and other dealers before the end of the fiscal year, chargeable against the special appropriation referred to. However, as I gather from Mr. Plimpton's statement that the balance of the Special Fund now remaining is the only money available for books between now and July first, I shall proceed and charge against this Fund all the books most urgently needed, e.g. the sixty-three orders referred to above, \$225;

The University of Chicago

The University Librarian

OFFICE OF THE ASSOCIATE DIRECTOR

April 15, 1935

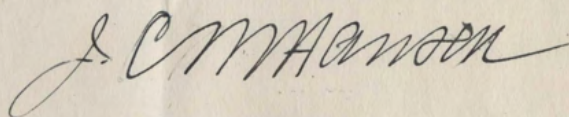
MEMORANDUM TO THE PRESIDENT'S OFFICE

The Emergency Fund of \$3990 referred to in the President's letter of November 3, 1934, is, as pointed out by Mr. Plimpton in his letter of April 10th, 1935, a remainder from a Special Fund set aside in December, 1933, for the purpose of filling gaps in periodical sets. Mr. Plimpton in his letter of April 10th, states that the Library may charge against the balance remaining of this Fund, certain books most urgently needed for the Spring quarter. Sixty-three such orders are now held, amounting in all to about \$325. There are in addition, 278 regular order cards not marked "In Haste" in this office. Miss Ferrine calls attention to the fact that she has no means of knowing what bills may be received from Gottschalk and other dealers before the end of the fiscal year, chargeable against the special appropriation referred to. However, as I gather from Mr. Plimpton's statement that the balance of the Special Fund now remaining is the only money available for books between now and July first, I shall proceed and charge against this Fund all the books most urgently needed, e.g. the sixty-three orders referred to above, \$325.

also additional orders received which in my judgment cannot be held. Should bills from Gottschalk and Harrassowitz, covering periodicals ordered on the Special Fund, come in before July first and exceed the balance of the Fund then remaining, I see no other way than to choose one of the following alternatives, viz:

1. Hold the Gottschalk and Harrassowitz bills which cannot be paid from the Special Fund until July first and charge against appropriations of 1925-26.
2. Charge against the appropriations of 1925-26, certain books needed for the Summer Quarter courses, the bills for which may be received before July first.

Trusting that the above procedure will meet with your approval,



J.C.M. Hanson,

Associate Director.

JCMH:MS

also additional orders received which in my judgment cannot be held.
Should bills from Gottschalk and Hartmanowitz, covering periods
ordered on the Special Fund, come in before July first and exceed the
balance of the Fund then remaining, I see no other way than to choose
one of the following alternatives, viz:

1. Hold the Gottschalk and Hartmanowitz bills which cannot be paid
from the Special Fund until July first and charge against appropriations
of 1933-34.

2. Charge against the appropriations of 1933-34, certain books needed
for the Special Fund, the bills for which are not yet received but
are due July first.

Trusting that the above procedure will meet with your approval,

[Handwritten signature]

L. G. W. Benson

Associate Director

100-100

The University of Chicago

Office of the Auditor

April 10, 1925.

My dear Dr. Burton:

I beg to return herewith Mr. Hanson's letter of April 2 with reference to additional funds for library purchases:

1. With regard to additional funds for the balance of the year, may I say that the only source is from General Reserve, which in my opinion we should conserve for the purpose of underwriting such part of the budget for next year as we cannot provide otherwise, and also to provide funds for the Committee on Development.

2. May I say that I do not think it feasible to draw on the following year's appropriation. The Emergency Fund mentioned appears to be a duplication of an item mentioned in my letter to Mr. Hanson under date of October 10. The total charges thus far against this special appropriation amount to \$2,146. The balance remaining is \$1,844., from which should be deducted any outstanding orders. I see no reason why the library should not use such balance as remains of this special appropriation. With respect to the charging of extra copies of books against departmental appropriations, by which I assume Mr. Hanson means laboratory appropriations, may I say that these appropriations are all required for the work of the laboratories?

Some relief may be found by purchasing books under the loan library arrangement and renting them to students.

The University of Chicago

Office of the Librarian

April 10, 1932.

My dear Mr. Burton:

I beg to return herewith Mr. Hanson's letter of April 2 with reference to additional funds for library

purposes:

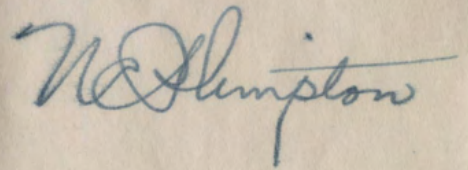
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I have a request to present to the Committee on Expenditures next week for \$1,000. for this purpose, and am prepared to recommend to the Committee, the provision of that amount.

In his letter of April 9 Mr. Hanson emphasizes the contents of his letter of April 2. These two letters are returned herewith. Generally speaking, I think the library should undertake to spread its appropriations through the year to the end that the amounts limited by the Board of Trustees will provide for the purchases during the year. I desire to point out that there seems to be a disposition through the University to ignore the limits of the budget appropriations. This attitude is one that is bound to make a great deal of trouble for us later on unless the departments are required to arrange their expenditures within the limits of the appropriations.

Yours very truly,

A handwritten signature in dark ink, appearing to read "W. D. Huntington". The signature is fluid and cursive, with a large initial "W" and a long, sweeping underline.

Dr. E. D. Burton,
Harper Library.

I have a request to present to the Committee on Extension of the Library Act for this purpose, and am prepared to recommend to the Committee the provision of that amount.

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W. B. Burton.

Major Library.

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 2, 1925.

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

Dear Mr. President:

Miss Perrine reports that the regular book appropriation is now exhausted. As orders for reserve books wanted "In haste" or "In great haste" are constantly coming in, may I ask your advice as regards these possible solutions of the difficulty:

1. Ask the Auditor if any additional funds for books can be secured at this time. From \$4,000 to \$6,000 should carry us through June.

2. If no additional funds are available, I shall have to recommend one of the following alternatives:

a) Draw on next year's appropriation.

b) Order one copy for the Library and charge against the Emergency Fund. (\$1500 to \$2000 remaining) Inform the Department that extra copies must be bought on departmental appropriations. *Libr.?*

c) Purchase extra copies requested for Rental Collection and allow students to rent them for limited periods. The latter method has been proposed to many professors recently. In some cases they approve, in others they object on the ground that only copies on reserve in the Departments will answer their needs. This hold true especially of

N.C.P.

*Is there
money in
Rental
fund?*

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 2, 1925

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University of Chicago,
Faculty Exchange.

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- b) Order one copy for the library and charge against the Emergency Fund. (\$1500 to \$2000 remaining). Inform the Department that extra copies must be bought on the regular appropriation.

- c) Purchase extra copies requested for Rental Collection and allow students to rent them for limited periods. The latter method has been proposed to many professors recently. In some cases they approve, in others they object on the ground that only copies on reserve in the Department will answer their needs. This holds true especially of

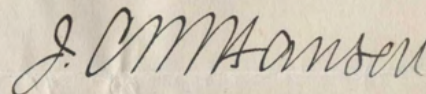
EDB

-2-

Rosenwald, Education, and certain other libraries not connected with Harper. I am certain, however, that copies in the Rental Collection will prove of great help in all cases where the Library has only one or two copies.

As Miss Perrine is anxious to place a number of book orders now on hand, an early decision will be greatly appreciated.

Yours very sincerely,

A handwritten signature in dark ink, reading "J. C. M. Hanson". The signature is written in a cursive style with a horizontal line extending to the right.

J. C. M. Hanson,

Associate Director.

JCMH:MS

1111

Research, and certain other libraries not connected with
Harvard. I am certain, however, that copies in the Harvard Collection
will prove of great help in all cases where the library has only one

or two copies.

As Miss Fortine is anxious to place a number of book orders now
on hand, an early decision will be greatly appreciated.

Yours very sincerely,

W. L. G. Fortine
Harvard University

1111

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

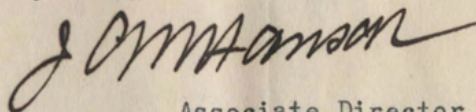
April 9, 1925.

To the President's Office:

In a letter to the President dated April 2d, I asked for an early decision on certain proposals submitted because the regular book fund for the year has been totally exhausted. As the pressure from various departments for certain reserve books is increasing day by day, may I ask if the President's Office and the Auditor will authorize me to order some of the books most urgently needed for present courses and charge the expenditure either against next year's appropriation or against what remains of the Emergency Book Fund, about \$1500 to \$2000.

I should greatly appreciate an early ruling on this matter.

Yours very truly,



Associate Director

JCMH-N

The University of Chicago

The University Librarian

OFFICE OF THE ASSOCIATE DIRECTOR

April 9, 1935

To the President's Office:

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has been totally exhausted. As the pressure for

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books most urgently needed for present and all charge

the expenditure rather against next year's appropriation

or against what remains of the Emergency Book Fund, about

\$1500 to \$2000.

I should greatly appreciate an early reply on

this matter.

Yours very truly,

J. C. Mansueti

Associate Director

LCM-W

April 21, 1925.

My dear Mr. Plimpton:

I have received a requisition
for chairs for the Psychology Library.
Will you kindly inform me whether according
to precedent this is a Library Supply and
Expense charge, or should it be carried on
the general furniture account of the
University?

Very truly yours,

Mr. N. C. Plimpton,
Office of the Auditor.

EDB:CB

April 21, 1935.

My dear Mr. Plimpton:

I have received a requisition

for chairs for the Psychology Library.

Will you kindly inform me whether according

to precedent this is a library supply and

expense charge, or should it be carried on

the general furniture account of the

University?

Very truly yours,

Mr. N. C. Plimpton,
Office of the Auditor.

EDB:CB

Office of the President

Referred to _____

1924

Please

April 11, 1925.

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.

5-27-25

Miss Nichols informs me that new chairs were not purchased, but that B & G. furnished some that were satisfactory
(WES)

Very truly yours,

JCMHanson

Associate Director

President Ernest D. Burton,

The University of Chicago.

JCMH-N

OFFICE OF THE ASSOCIATE DIRECTOR

My dear Mr. Pres

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1930

That we have been
 100% in the same
 field, and that
 we have made our
 own decisions with
 2-23-32

13. Remarks:

14. Date: _____ copies: _____

15. The subject: _____

16. Date: _____ with: _____

17. Address: _____

18. Purpose: _____

19. Name: _____

20. Name: _____

21. Name: _____

22. Name: _____

23. Name: _____

24. Name: _____

25. Name: _____

26. Name: _____

27. Name: _____

28. Name: _____

29. Name: _____

30. Name: _____

31. Name: _____

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 11, 1925.

My dear Mr. President:

I return herewith the letter of April 6th from Professor Kingsbury, in which he proposes an expenditure of \$240 to replace chairs in the Psychology Library, this expenditure to be charged against library funds.

In this connection may I state that, according to Mr. Henry's reports, there is at least one other departmental library, Biology, in which the chairs and tables are in sore need of repair or replacement. Unfortunately, there are no library funds against which this expenditure can be charged. The Supply and Expense Fund would be the logical one, provided the appropriation for the year should be sufficient to carry these additional items. It is my understanding that the University has, or at any rate has had, a Furniture Fund. If that has been exhausted for the present year but is to be renewed for the next fiscal year, perhaps the cost of chairs and tables for departmental libraries may be charged against it, Mr. Dinsmore to secure estimates during May and June. If I am wrong in assuming that there is, or will be during the next fiscal year, a furniture fund, then I see no way but to have our carpenters repair the present equipment as best they can in order to make the chairs and tables do until money becomes available for their replacement.

Very truly yours,

President Ernest D. Burton,

The University of Chicago.

JCMH-N

JCMHanson
Associate Director

The University of Chicago

The University Librarian

OFFICE OF THE ASSOCIATE DIRECTOR

April 11, 1932

My dear Mr. President:

I return herewith the letter of April 5th from Professor

Elmhurst, in which he proposes an expenditure of \$250 to replace chairs

in the Psychology Library. This expenditure to be charged against

library funds.

In this connection may I state that, according to Mr. Henry's

reports, there is at least one other departmental library, Biology, in

which the chairs and tables are in sore need of repair or replacement.

Unfortunately, there are no library funds against which this expenditure

can be charged. The library fund would be the logical one.

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these additional items. It is my understanding that the University has

or at any rate has had, a Reserve Fund. If that has been exhausted for

the present year but is to be renewed for the next fiscal year, perhaps

the cost of chairs and tables for departmental libraries may be charged

against it. Mr. Elmhurst's request is for \$250 and \$250. If I

am wrong in assuming that there is, or will be during the next fiscal year,

a Reserve Fund, then I see no way but to have our department repair the

present equipment as best they can in order to make the chairs and tables

do until money becomes available for their replacement.

Very truly yours,

J. C. McManis

President Ernest B. Burton

Associate Librarian

The University of Chicago

100-1

The University of Chicago

Auditor's No. _____

THE COMMITTEE ON EXPENDITURES

Chicago_____192_____

Charge to appropriation for

Please authorize the

Auditor

Purchasing Agent

Superintendent of Buildings and Grounds } to enter the following order:

University Bookstore

University Press

(Cross out four)

to enter the following order:

PLEASE DETACH SHEET ONLY AT THE PERFORATION

ORIGINAL

30 Chairs (special) for Psychological Library @ 800

COST

Estimated

Actual

240 20

Approved by _____

Approved by Committee on Expenditures

Director

Curator

Dean of Faculties

Business Manager

Secretary

This requisition is not effective unless approved by the Committee on Expenditures.

The University of Chicago

By _____

Department

Certified for - - - \$_____

- 19 -

Purchasing Agent
Superintendent Buildings and Grounds
For the Bookstore
For the Press

The University of Chicago

The University of Chicago

Department of Psychology

April 6, 1925

President Ernest DeWitt Burton,
Director of Libraries,
The University of Chicago.

Dear President Burton:

At the suggestion of Mr. J. C. Dinsmore, Purchasing Agent of the University, I enclose a requisition for thirty chairs for the Psychological Department Library, and am asking whether, as Director of Libraries, you can approve carrying for this from the general library funds, instead of having it charged to the department of Psychology.

The reason that this seems to me to be properly chargeable to general funds is because our departmental library has never, I am informed, made a claim on general university funds for this item. The present chairs (and this is true of a large part of the other furniture in our building) represent a heterogeneous assortment, some of them having been put in the building when the department first occupied it, and others having been added from time to time from furniture discarded by other buildings, and patched up to make it usable. They have been frequently repaired, but those which have not entirely gone to pieces are now in a condition of dilapidation which makes it dangerous to use them any longer. Of their appearance, the less said the better. Mr. Greenum, Assistant Superintendent of Buildings and Grounds, says it is not possible to put them in good condition except at exorbitant expense, and that no more second-hand chairs are available. Both he and Mr. Dinsmore agree that a complete supply of new chairs is an imperative present need.

During the past three years the capacity of the library has been increased about 60%, at the sacrifice of our only seminar room. The number of readers has increased almost, if not quite, as much. During the coming summer the library will undoubtedly be crowded to capacity. It is important, therefore, that we shall have a new set of chairs before that time. The style which Mr. Dinsmore recommends, and which we are requesting, is a specially made, very substantial chair, which it will take about six weeks to supply. It is the same style which has recently been procured for the University Coffee Shop and for the Honor Commission's office, and which Mr. Dinsmore desires to make one of a few stock styles for general university use.

Very respectfully yours,

Forrest A. Kingbury
Adviser, Psychological Library

The University of Chicago

Department of Psychology

April 6, 1925

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Director of Libraries,
The University of Chicago.

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Very respectfully yours,

Advisee, Psychological Library

The University of Chicago
The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

Li 1 *File* ✓
February 10, 1925.

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

My dear Mr. President:

Under date of February 5th, 1925, the Auditor called my attention to the fact that expenditures for binding up to the end of December aggregated \$8, 832.49, which is considerably more than half the appropriation for the year. He adds, "I am relying on you to see that the appropriation of \$15,000 is not overdrawn."

In this connection it will be necessary to lay before you certain facts which may help decide whether or not an addition to the binding appropriation for the present year, and possibly also for next, should be asked for.

1. In 1922-23, the appropriation for binding was \$15,000, of which \$13,077.74 was expended, a saving therefore, of \$1922.26. In 1923-24, with the same appropriation, \$13,494.00 was expended, a saving of \$1,506.00, total saving 1922-24, \$3,428.26.

This saving was due, not to decrease in the cost of binding, but to the fact that the Press was short-handed and could not deliver more than 7,917 volumes in 1922-23, and 8,490 volumes in 1923-24.

The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

February 10, 1933

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

My dear Mr. President:

Under date of February 5th, 1933, the Auditor called my attention

to the fact that expenditures for binding up to the end of December
aggregated \$8,832.49, which is considerably more than half the ap-
propriation for the year. He adds, "I am relying on you to see that the
appropriation of \$15,000 is not overdrawn."

In this connection it will be necessary to lay before you certain
facts which may help decide whether or not an addition to the binding
appropriation for the present year, and possibly also for next, should
be asked for.

1. In 1932-33, the appropriation for binding was \$15,000, of
which \$13,077.49 was expended, a saving therefore, of \$1,922.51. In
1933-34, with the same appropriation, \$13,496.00 was expended, a
saving of \$1,504.00, total saving 1932-33, \$3,425.01.
This saving was due, not to decrease in the cost of binding,
but to the fact that the Press was short-handed and could not deliver
more than 7,214 volumes in 1932-33, and 8,630 volumes in 1933-34.

During the first six months of the present fiscal year, or July to December 1924, the Press has delivered 5,925 volumes, thus catching up on the arrears for the two preceding years. Furthermore, in March, 1924, the Press presented a new and increased scale of prices for all binding, which accounts in part for the heavy expenditure of the last months.

2. The arrangement with the Press calls for a delivery by the University Libraries, of 180 volumes per week. Should the Libraries fail to deliver its quota, the Press will have to be warned in advance so that the force may be cut down.

Reduction in the present quota would be regrettable for various reasons, viz. a) There is no storage space in Harper for books and periodicals awaiting binding. The space in the West Extension is taken up by government documents and the Billings Library. b) The departments of instruction need the books now being bound for courses or for research purposes. c) Old newspapers of great value and other official publications are being collated and prepared for binding. If left unbound

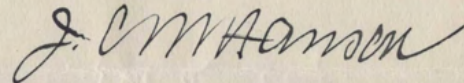
During the first six months of the present fiscal year, or
July to December 1934, the Press has delivered 2,825 volumes,
thus catching up on the arrears for the two preceding years.
Furthermore, in March, 1934, the Press presented a new and
improved table of prices for all binding, which amounts in
part for the heavy expenditure of the last months.
2. The arrangement with the Press calls for a delivery by
the University Libraries, of 180 volumes per week. Should the
Libraries fail to deliver its quota, the Press will have to be
warned in advance so that the force may be laid down.
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the books now being bound for courses or for research purposes.
c) Old newspapers of great value and other official publications
are being collected and prepared for binding. It is not unbound

EDB

-2-

they will deteriorate and become, in some cases, a total loss. Moreover, these publications must be bound and added to their respective classes in order to make room for other shipments, partly on the way, or bargained for. I recommend that the above facts be laid before the Committee on Expenditures and an extra appropriation for binding of \$3,000 be asked for the present fiscal year.

Very sincerely yours,

A handwritten signature in dark ink, appearing to read "J.C.M. Hanson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

J.C.M. Hanson,

Associate Director.

JCMH:MS

they will deteriorate and become, in some cases, a total loss.
Moreover, these publications must be bound and added to their
respective classes in order to make them more valuable.
partly on the way, as bargained for. I recommend that the above
be laid before the Committee on Expenditures and an extra
\$5,000 be added to the present

Very sincerely yours,

L. B. Nichols

L. B. Nichols

Associate Director



JOHN M. S.