

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

Reception

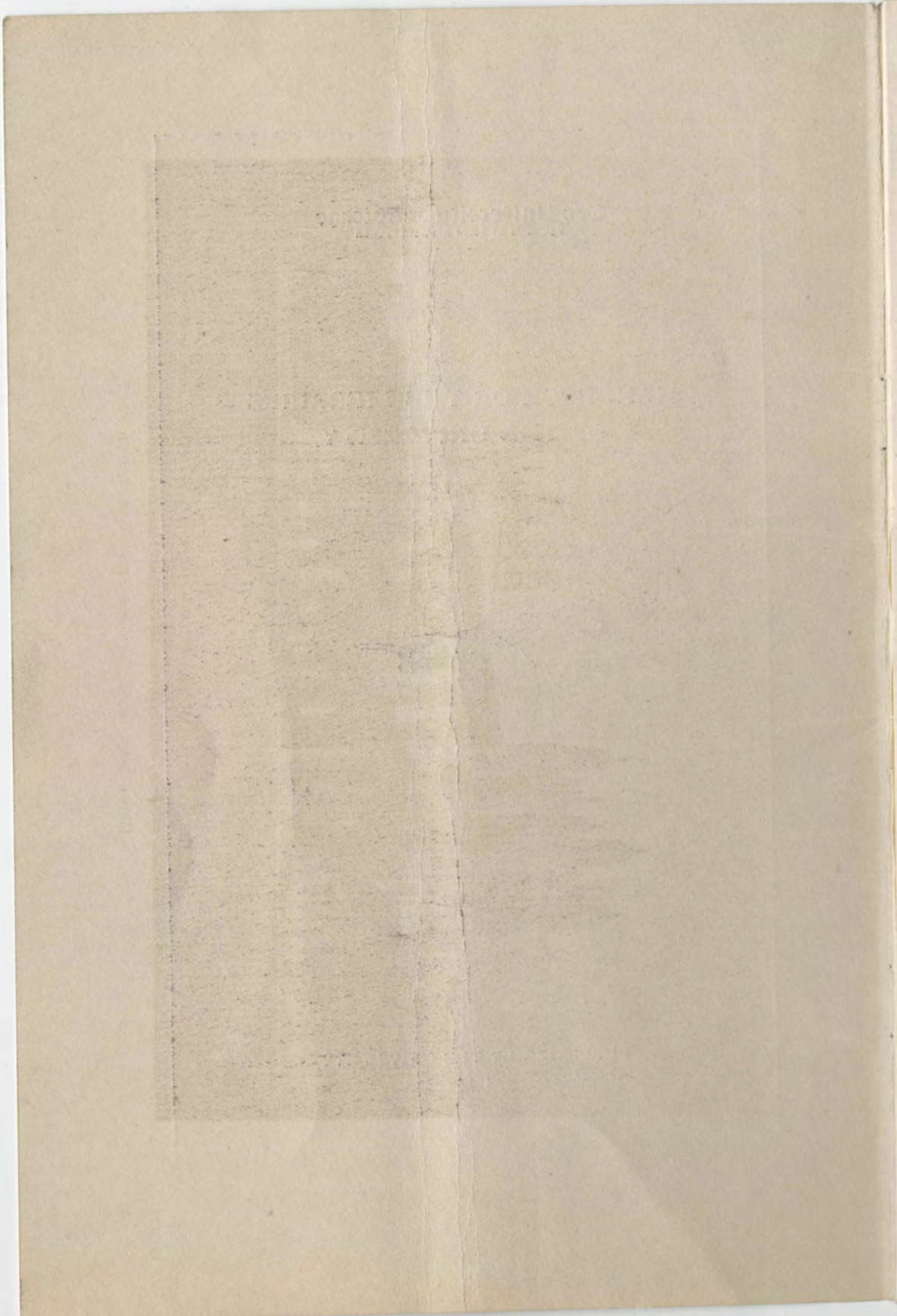
HANDBOOK OF THE LIBRARIES
OF THE UNIVERSITY

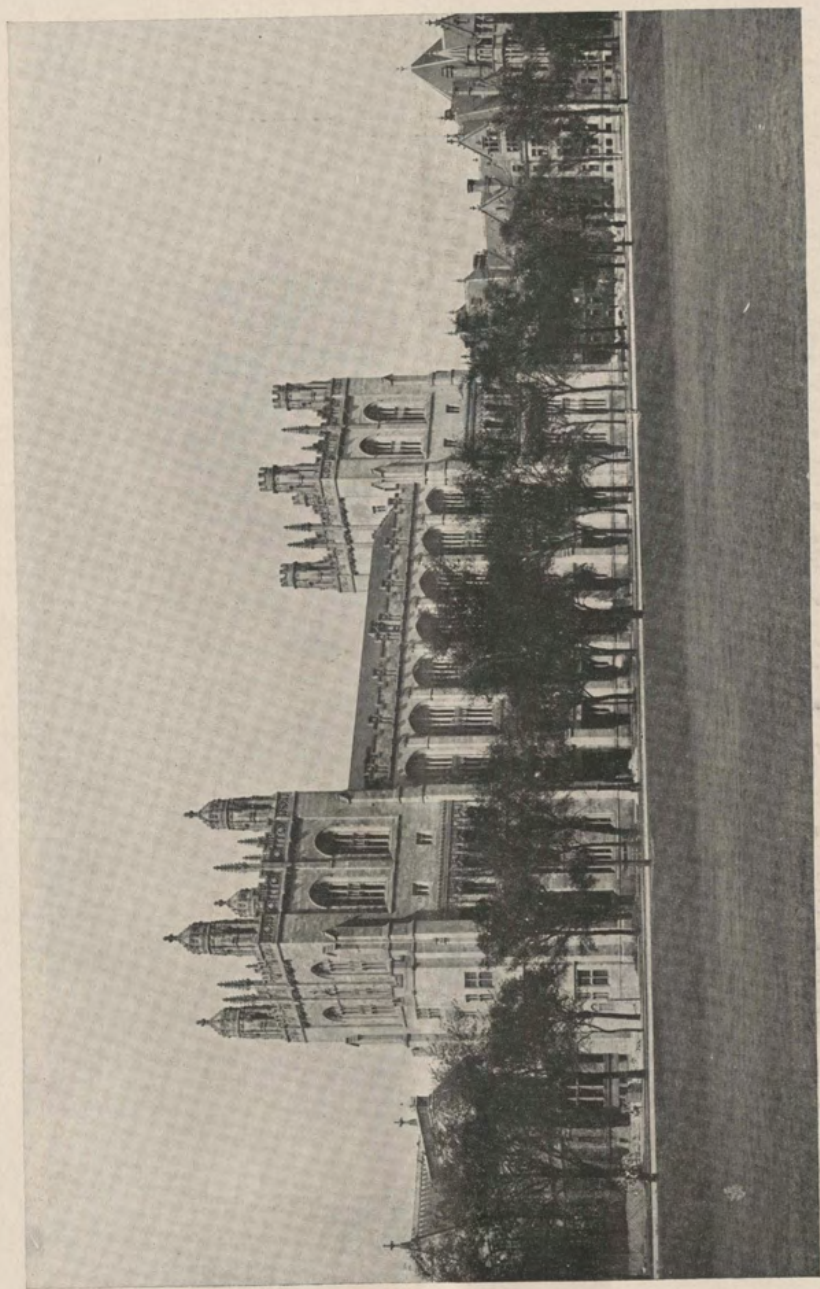
Dedication



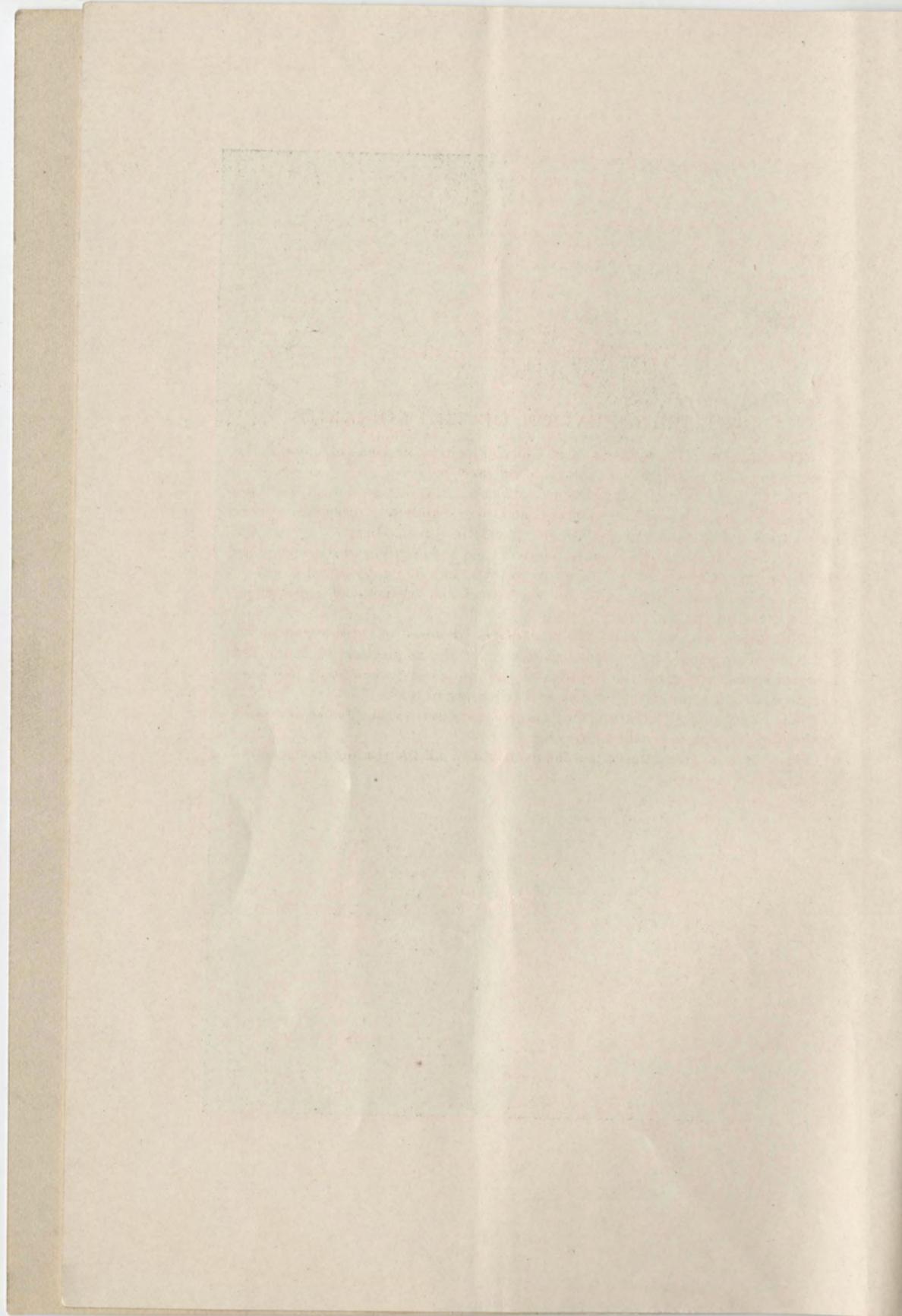
PUBLISHED BY THE UNIVERSITY

1912





HARPER MEMORIAL LIBRARY FROM THE SOUTH



I. THE ORGANIZATION OF THE LIBRARIES

The Libraries of the University of Chicago include the General Library, the Departmental libraries, and the House libraries.

The General Library is a reference and circulating library for all members of the University. Its reading-room is open also to members of other educational institutions and to residents of Chicago engaged in serious study.

The Departmental libraries are reference and research libraries designed for the use of the members of the Faculties and students doing advanced work.

A House library is intended for the use of the residents of a particular residence hall of the University.

The administrative work of the Libraries is organized in three departments.

The Acquisition Department has charge of the acquisition of books and other publications for all the libraries of the University, whether by purchase, exchange, or gift, and of the binding and rebinding of books.

The Cataloguing Department catalogues and classifies the books and other publications possessed by the Libraries.

The Readers' Department has the oversight of all the reading-rooms and of the circulation of books.

II. HISTORICAL STATEMENT

In accordance with a plan outlined by President William R. Harper in a Bulletin issued before the University opened its doors in 1892, in addition to the General Library a Departmental library was created for each department of instruction and located in close juxtaposition with the classrooms of the department. Experience demonstrating the advantage of a method of grouping closely related libraries, employed to some extent from the beginning, the Board of Libraries, Laboratories, and Museums appointed a committee in 1898 to consider the relations of the Departmental libraries with a view to further grouping, and in the following year several new groups were formed.

At present there exist Departmental libraries for the following schools, groups, and departments: The Divinity School, the School of Education, the Law School, the Historical Group, the Classical Group, the Modern Language Group, the Biological Group, the Geological and Geographical Group, the departments of Philosophy, Psychology, Mathematics, Astronomy, Physics, Chemistry, and the Scandinavian Seminaries.

There is as yet but one fully organized House Library. When Mrs. Charles Hitchcock built Charles Hitchcock Hall in memory of her husband, she included in this gift her husband's library, and provided in the plans of the building for a beautiful library room. Maintained until 1910 under the house administration, the library was in that year, at Mrs. Hitchcock's request, put in charge of the general administration of the Libraries.

From 1892 to 1902 the General Library of the University was housed in a temporary one-story building, which also gave accommodation to the University Press and the Gymnasium. This building stood where Hutchinson Court is now located. In 1902, on the completion of the University Press Building on the corner of 58th Street and Ellis Avenue, the Library accompanied the Press to the new location. Here also it remained ten years.

The first active steps toward the erection of a permanent central library building for the University were taken in the same year in which the Library was located in the Press Building. On June 24, 1902, on recommendation of President Harper, the Board of Trustees appointed a Library Commission which included, beside the President himself, three members of the Board of Trustees and six members of the Faculties. The report of this Commission, presented and adopted by the Board of Trustees in August of the same year, recommended that the main library building be made the central member of a group of nine buildings which should include buildings for the Divinity School, the Law School, the Historical and Social Science Group, the Philosophy Group, the Classical Group, the Modern Language Group, and the Oriental Group, that each of these buildings contain a Departmental library for the departments housed in it, and that the buildings be so constructed that the reading-room of each Departmental library should be on approximately the same level with that of the central building and in easy communication with it by bridge or otherwise. The Commission also recommended that the central library building be erected in the center of the

Midway frontage of the main quadrangle, flanked on the west by the buildings for Modern Languages and Classics, and on the east by those of the Historical and Social Science Group. The Haskell Oriental Museum had already been built. The Law Building was begun the following spring. The Divinity School was assigned space north of Haskell, and Philosophy and Psychology, north of the Law School.

Tentative plans for all the buildings of the Library Group as thus planned were drawn in connection with the preparation of the report of the Commission. Those of the Library itself were repeatedly restudied by the architects, Shepley, Rutan & Coolidge, in the next six years, and submitted for criticism not only to the Board of Trustees, but to many of the librarians of the country.

On the death of President Harper in January, 1906, there was a widespread feeling that there should be erected on the University Quadrangles some permanent and worthy memorial of the first President of the University, and it was soon decided that that memorial should take the form of a central library building erected in accordance with the plan which President Harper himself had taken part in shaping.

Mr. John D. Rockefeller promised to give three-fourths of whatever amount should be given for this purpose up to \$800,000. To meet this offer over \$200,000 was subscribed and duly paid by over two thousand individual givers. These gifts and the interest accumulated before and during the process of building yielded somewhat more than a million dollars. Of this sum approximately \$800,000 has been spent upon the building and its furniture, and over \$200,000 has been set aside as an endowment fund for the physical maintenance of the building.

Ground was broken January 10, 1910, on the fourth anniversary of the death of President Harper. The cornerstone was laid June 14, 1910. The building was completed in June, 1912, two years and five months from the breaking of ground.

III. THE HARPER MEMORIAL LIBRARY

A. MAIN FEATURES

The main features both of the Harper Memorial Library and of the whole group, of which it is the central member, were laid down in the report of the Commission of 1902.

The main reading-room is on the third floor of the middle section of the Harper Library. Adjoining it in the West Tower is the Public Catalogue and General Delivery Room. From this floor bridges lead immediately to the Libraries in the Haskell Oriental Museum and the Law Building. Eventually there will also be immediate communication with the reading-rooms of the other buildings of the group, which still remain to be built.

The general administrative offices and working-rooms of the Libraries are on the second floor. Other offices and rooms for special collections are provided in the fourth, fifth, and sixth stories of the two towers.

The book stacks rest directly on the ground and are carried independently of the building. The first floor, with the exception of the East Tower stack, is temporarily given up to classrooms and a suite of offices for the President of the University. With the exception of the space reserved for corridors this floor will eventually be wholly occupied by stacks.

The Historical and Social Science Group, whose building is eventually to be built just east of the Central Library Building, is for the present given space for a Graduate reading-room and departmental offices in the third, fourth, fifth, and sixth floors of the East Tower. The Departmental libraries of Philosophy and Modern Languages will be located in the West Tower until such time as more permanent quarters can be provided or the space is required for less specialized purposes. Seminar rooms are also provided for all these departments. The completion of the Library Group according to the plan indicated above will give all these departments space in buildings of their own, but in immediate connection with the General Library.

There are four entrances to the Harper Memorial Library: three from the north and one from the south. Access can also be had over the bridges that lead from the Haskell Oriental Museum and the Law Building. In each tower a passenger elevator and two stairways extend the whole height of the building. Electric book-lifts likewise run the whole height of both towers, from lower basement to sixth floor. Pneumatic tubes for the conveyance of book orders and charging cards connect various parts of the building. Speaking tubes and telephones facilitate viva voce communication.

The total number of rooms in the building is 81, besides 41 closets and minor rooms of various kinds. There will be office space for about fifty members of the staff and members of the Faculties, seats for about five hundred readers, and stack space for about one million volumes when all the stacks are installed.

The demand for beauty has been met mainly in the towers, the highest point of whose turrets is 135 feet above the ground, in the beautiful stone carvings,

both exterior and interior, and especially in the great reading-room. The subjects of the carvings have been carefully selected with a view to their appropriateness to the building. Among them are the printers' marks of many of the early printers, and the coats of arms of over sixty universities, American and foreign. The newly adopted coat of arms of the University of Chicago has been used in a number of places. In the main reading-room are the coats of arms of eight American and eight European and Asiatic universities.

The center court, bounded on the south by the Library Building, on the east by the Law School, and on the west by the Haskell Oriental Museum, will be known as the Harper Court, and eventually, it is expected, there will stand in the center of it a bronze statue of President Harper.

B. ARCHITECTURE

The Harper Memorial Library gives the University another illustration of English Gothic architecture of the collegiate type, inspired by the examples of King's College Chapel at Cambridge, and Magdalen College and Christ Church at Oxford. The Library is not copied from any particular building, but the features of its design have their origin in the motives of those ancient buildings and it is wrought in that style of architecture to meet present-day needs. It is believed that the result gives an atmosphere of dignity and charm to this important central building of the University.

C. INSCRIPTIONS AND SYMBOLIC DESIGNS

In the stone carvings, both exterior and interior, in addition to the traditional designs characteristic of the Gothic architecture, much use has been made of the coats of arms of European, American, and Asiatic universities, and of the printers' marks of the most famous European printers. The following is a list of the universities and colleges, whose coats of arms or seals are carved on the building, and of the inscriptions, arranged according to location:

I. ON THE SOUTH ELEVATION

Between the first- and second-story windows of the West Tower:

West side	Center	East side
Toronto	Williams	Dublin
McGill	Bowdoin	Edinburgh
	Amherst	
	Brown	

Over the third-story window of the West Tower, from left to right:

1. London	8. Berlin
2. Leyden	9. Salamanca
3. Göttingen	10. Leipzig
4. Upsala	11. Heidelberg
5. Aberdeen	12. Geneva
6. Brussels	13. Manchester
7. Paris	14. Vienna

Over the third-story window of the East Tower, seven Oxford shields and seven Cambridge shields as follows:

- | | |
|----------------------|-------------------------|
| 1. New College | 8. Cambridge University |
| 2. Christ Church | 9. Peterhouse |
| 3. Balliol | 10. Pembroke |
| 4. Oriel | 11. Kings |
| 5. Magdalen | 12. Trinity |
| 6. Trinity | 13. Emmanuel |
| 7. Oxford University | 14. St. Johns |

On the parapet over the central window of the Reading-Room:

The University of Chicago

II. ON THE NORTH ELEVATION

Over the third-story windows:

- | West Tower | East Tower |
|------------------|-----------------|
| 1. Harvard | 1. Wisconsin |
| 2. Northwestern | 2. Denison |
| 3. Indiana | 3. Cornell |
| 4. Johns Hopkins | 4. Columbia |
| 5. Minnesota | 5. Pennsylvania |
| 6. Michigan | 6. Vassar |
| 7. Princeton | 7. California |

Over the second-story windows above the main entrance to the West Tower:

- | | |
|-------------|---------------------------|
| 1. Yale | 3. Illinois |
| 2. Virginia | 4. Leland Stanford Junior |

Over the main entrance of the West Tower are the coats of arms of:

1. The University of Chicago
2. The United States of America

On the parapet over the Reading-Room are the coats of arms of:

The United States of America	
Annapolis	West Point

Over the central north entrance is the following inscription:

In Memory of
WILLIAM RAINEY HARPER
First President of the
University of Chicago

On the parapet over the center of the Reading-Room, north elevation, are the words:

Science, Art, Literature

III. IN THE ENTRANCE HALLS

On the south wall of the entrance to the West Tower the following inscription will appear on a brass tablet:

TO HONOR THE MEMORY OF
WILLIAM RAINEY HARPER
FIRST PRESIDENT OF THE UNIVERSITY OF CHICAGO
Born 1856 Died 1906
This Building was erected
By gifts of the Founder of the University
Members of the Board of Trustees and Faculties
Alumni Students and other Friends
A.D. 1912

In the entrance hall of the West Tower printers' marks are carved on the stone corbels supporting the oak beams of the ceiling. On the south side, they run from east to west, as follows:

1. The device of *Johann Froben*, Basle, the last years of the fifteenth century and the first quarter of the sixteenth. (Two hands holding upright a caduceus, on which is perched a bird. The two serpents are crowned.) *Froben*.

2. Device introduced by *Christopher Plantin* about the middle of the sixteenth century. (A pair of compasses directed by a hand.) The best known of several devices used by the famous Plantins of Antwerp, printers and publishers. *Labore et Constantia*.

3. Device of *Gerardus Wolsschatus*, Antwerp, first quarter of the seventeenth century. (An anchor held by two hands reaching from the clouds. The Greek letters Alpha and Omega—the beginning and the end—and Chi Rho, the first letters of the name of the Savior.) *Concordia*.

4. Device of *Marcus Amadorus*, Venice, 1569. (A stork.) *Vigilat nec Fatiscit*.

On the north side the same series is repeated in the same order from west to east.

On the stairway in the West Hall, half-way up the first flight, appears the coat of arms of:

The University of Chicago

IV. IN THE MAIN READING-ROOM ON THE THIRD FLOOR

On the screen at the west end are the coats of arms of the following universities of the Western Hemisphere:

Harvard
Yale
Johns Hopkins
Columbia

Michigan
Wisconsin
California
Chicago

Above the screen, on the wall of the gallery, is the following inscription, carved in the stone:

"Read not to contradict, nor to believe, but to weigh and consider."

On the screen at the east end are the coats of arms of the following universities of the Eastern Hemisphere:

Oxford
Cambridge
Paris
Berlin

St. Petersburg
Bologna
Tokyo
Calcutta

Above the screen, on the wall of the gallery, is the following inscription:

"Whatsoever things were written aforetime were written for our learning."

On the corbels supporting the ceiling arches are printers' marks arranged on the north side from west to east, and on the south side from east to west in the following order:

1. One of the devices used by the *Elzevirs* of Amsterdam. First used by Isaac Elzevir in 1620. (An elm tree over which a vine is growing; under it a hermit.) *Non Solus*.

2. Device of *William Caxton*, the first English printer, 1476-91.

3. Device of *Johannes Columbius*, Deventer, middle of seventeenth century. (An open book displayed on the breast of the Phoenix, and inscribed with the Greek letters Alpha and Omega.) *Renovabitur*.

4. Device of *Henning Grosse*, Leipzig, about the beginning of the seventeenth century. (Hercules with lion skin and club.) *Sic Itur ad Astra*.

5. Device of *Guillaume Rouille*, Lyons, 1545, to about 1590. (An eagle arising on a globe, two serpents.) *In Virtute et Fortuna*.

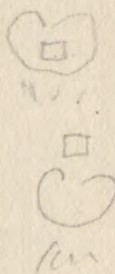
6. Device used by *Thomas Vantrollier*, London and Edinburgh, about 1565-1605; also by *John Norton*, London, beginning of seventeenth century. (An anchor held by a hand reaching from the clouds.) *Anchora Spei*.

7. Device by *Theodosius Rihelius*, Strasburg, third quarter of sixteenth century. (A winged woman.)

8. Device introduced by *Aldus Manutius*, in 1502, founder of the great Venetian house of Aldus, who published books from about 1495 to the opening of the seventeenth century.

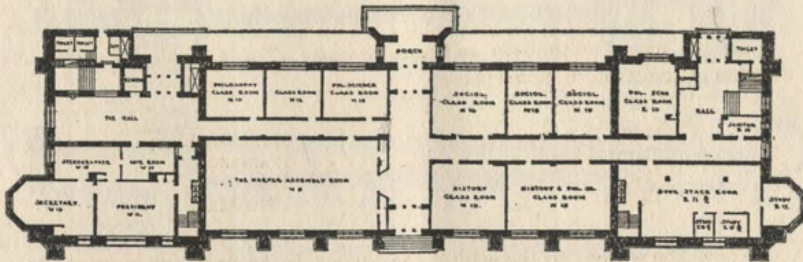
In the ceiling itself the coat of arms of the University of Chicago, and the monogram HML (Harper Memorial Library) are repeated.

Romans
15-4



D. FLOOR PLANS

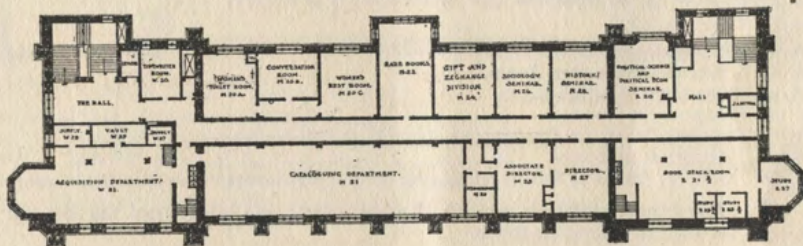
FIRST FLOOR



The rooms on the first floor are as follows:

- W. 11, 13, 15, 17. Offices of the President of the University and his Secretaries.
 M. 10, 12, 14. Seminar Rooms of the Modern Language Group, and classrooms of the Departments of Philosophy and Political Science.
 M. 13, 15, 16, 18, 19, E. 10. Classrooms of the Departments of History, Political Economy, Political Science, and Sociology.
 E. 11. Stack Room, containing also small study rooms for members of the Faculties.
 E. 17. Study Room, reserved for members of the Faculties and visiting scholars.

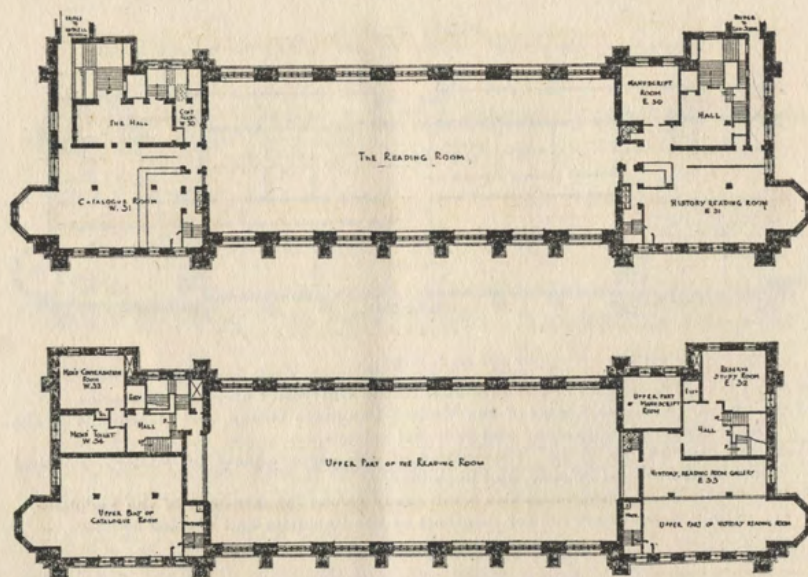
SECOND FLOOR



The rooms on the second floor are as follows:

- W. 20. Acquisition Department, Typewriting Room.
 W. 21. Acquisition Department, Purchase Division.
 M. 20, a, b, c. Women's Rest and Conversation Rooms.
 M. 21. Cataloguing Department.
 M. 22. Rare Book Room.
 M. 23. Stenographers' Room.
 M. 24. Acquisition Department, Gift and Exchange Division.
 M. 25. Office of the Associate Director of the Libraries.
 M. 26. Office and Seminar Room of the Department of Sociology.
 M. 27. Office of the Director of the Libraries.
 M. 28. Seminar Room of the Department of History.
 E. 20. Seminar Room of the Departments of Political Economy and Political Science.
 E. 21. Book Stack; containing also small study rooms for members of the Faculty.
 E. 27. Study Room reserved for visiting scholars.

THIRD FLOOR



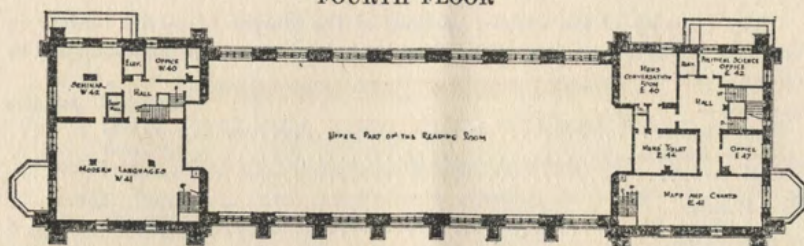
The rooms on the third floor and Mezzanine are as follows:

- W. 30. Cloak Room.
- W. 31. Public Catalogue and Delivery Room.
- W. 32. Men's Conversation Room.
- M. 30. The Main Reading-Room.
- E. 30. Manuscript Room.
- E. 31. Reading-Room for Graduate students in the Historical Group.
- E. 32. Historical Museum.
- E. 33. Gallery: Annex to Reading-Room for Graduate students in the Historical Group.

The Law School Library is reached by a passageway and bridge from the east end of the Main Reading-Room.

The Divinity School Library is reached by a similar passageway and bridge from the Public Catalogue Room in the East Tower.

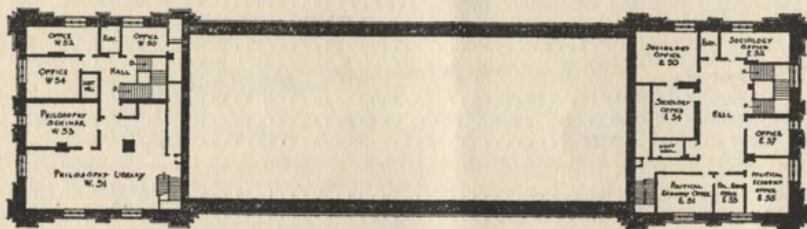
FOURTH FLOOR



The rooms on the fourth floor are as follows:

- W. 40. Reserved.
W. 41. Reading-Room for Graduate students in the Modern Language Group.
W. 42. Reading-Room for Faculty of the Modern Language Group.
E. 40. Men's Conversation Room.
E. 41. Maps and Statistics.
E. 42 and 47. Offices of the Department of Political Science.

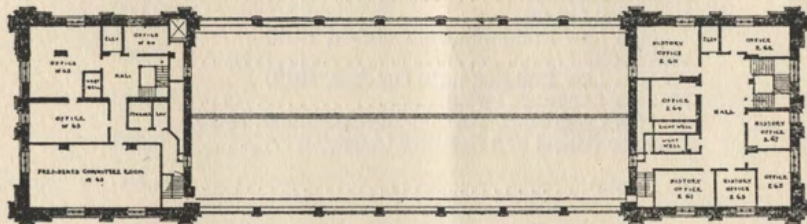
FIFTH FLOOR



The rooms on the fifth floor are as follows:

- W.50, 52, 54. Offices of the Department of Philosophy.
W.51. Reading-Room for Graduate students in Philosophy.
W.53. Seminar Room of the Department of Philosophy.
E.50, 52, 54. Offices of the Department of Sociology.
E.51, 53, 55, 57. Offices of the Department of Political Economy.

SIXTH FLOOR



The rooms on the sixth floor are as follows:

- W.60, 62, 63. Reserved.
W.61. President's Committee Room.

E. 60, 61, 62, 63, 65, 67. Offices of the Departments
of History and Sociology.

E. CAPACITY

The capacity of the various portions of the Harper Memorial Library in respect to books and readers, as fitted up for immediate use, is approximately as follows:

	Books	Readers
<i>Basement—</i>		
West Tower.....	50,000	...
Middle Section.....	125,000	...
East Tower.....	69,200	...
<i>First Floor—</i>		
East Tower Stack.....	32,000	8
<i>Second Floor—</i>		
Cataloguing Room.....	5,000	...
Rare Book Room.....	3,000	24
Seminar Rooms.....	...	36
East Tower Stack.....	32,000	8
<i>Third Floor—</i>		
Main Reading-Room.....	14,000	364
History Reading-Room.....	10,000	48
Manuscript Room.....	2,700	6
<i>Fourth Floor—</i>		
Modern Language Reading-Rooms.....	10,000	48
Maps and Statistics.....	1,000	12
Offices in East Tower.....	900	4
<i>Fifth Floor—</i>		
Philosophy Library.....	9,000	28
Philosophy Offices.....	1,500	4
Offices in East Tower.....	2,700	6
<i>Sixth Floor—</i>		
Rooms W. 60, 62, 63.....	9,000	30
Offices in East Tower.....	2,700	6
Total in Harper Memorial Library.....	377,500	632

By installing additional stacks in the basement, and in the space on the first and second floors temporarily devoted to classrooms and offices, this capacity may be increased to about one million volumes.

The books which will be installed in the Harper Memorial Library at its opening or soon thereafter are about as follows:

General Library.....	95,000
Historical Group.....	57,000
(In Law Building until October, 1912)	
Philosophy.....	5,000
(In Law Building until October, 1912)	
Modern Language Group.....	42,000
(In Cobb Hall, 4th floor, until October, 1912)	
Divinity School and Semitics (deposit).....	6,500
Total.....	205,500

IV. THE DEPARTMENTAL LIBRARIES NOT IN THE HARPER MEMORIAL LIBRARY

The Libraries of the University housed elsewhere than in the Harper Memorial Library and their approximate capacity, in respect to books and readers, are indicated in the following table:

	Books	Readers
Astronomy.....	2,349	20
Yerkes Observatory, Williams Bay, Wis.		
Biological Group.....	21,664	24
In Zoölogy Building, 1st floor, until October, 1912		
Chemistry.....	3,021	12
Kent Chemical Laboratory, 2d floor		
Classical Group.....	30,146	44
Cobb Hall, 2d floor		
Divinity School and Semitics.....	25,428	56
Haskell Oriental Museum, 3d floor		
Geology, Geography, and Paleontology.....	9,591	38
Walker Museum, 2d and 3d floors		
Hitchcock.....	1,422	10
Hitchcock Hall, first floor		
Law School.....	35,653	168
Law Building, 3d floor		
Mathematics and Astronomy.....	7,315	12
Ryerson Physical Laboratory, 4th floor		
Physics.....	3,405	10
Ryerson Physical Laboratory, 2d floor		
Psychology.....	1,149	16
Psychology Building, 2d floor		
Scandinavian Seminaries.....	1,377	20
Morgan Park, Ill.		
School of Education.....	27,924	203
Emmons Blaine Hall, 2d floor		
Total.....	170,444	633

V. LIST OF LIBRARIES AND DEPARTMENTS

Astronomy Library.....	Yerkes Observatory, Williams Bay, Wis. (See also Mathematics.)
Associate Director's Office.....	Harper Memorial Library, M. 25
Acquisition Department (Purchases).....	Harper Memorial Library, W. 21
Acquisition Department (Gifts, Exchanges, and Binding)	Harper Memorial Library, M. 24
Biological Group Library (Zoölogy, Anatomy, Physiology, Physiological Chemistry, Botany, Pathology, and Bacteriology).....	Zoölogy Building, 1st floor
Cataloguing Department.....	Harper Memorial Library, M. 21
Chemistry Library.....	Kent Chemical Laboratory, 2d floor
Classical Group Library (Sanskrit and Comparative Philology, Greek, Latin, and History of Art).....	Cobb Hall, 2d floor
Director's Office.....	Harper Memorial Library, M. 27
Divinity School Group Library (Semitics, Biblical and Patristic Greek, Church History, Systematic Theology, Practical Theology, Comparative Religion).....	Haskell Oriental Museum, 3d floor
General Library.....	Harper Memorial Library, 3d floor
Geology, Geography, and Paleontology Library	Walker Museum, 2d and 3d floors
Historical Group Library (Political Economy, Political Science, History, Sociology, Ecclesiastical Sociology, Anthropology, Household Administration, Commerce and Administration).....	Harper Memorial Library, E. 31 ¹
Historical Museum.....	Harper Memorial Library, E. 32
Hitchcock Library.....	Hitchcock Hall, 1st floor
Law Library.....	Law Building, 2d and 3d floors
Manuscript Room.....	Harper Memorial Library, E. 30
Maps and Charts.....	Harper Memorial Library, E. 41
Mathematics and Astronomy Library...	Ryerson Physical Laboratory, 4th floor
Modern Language Group Library (Romance, Germanic, English).....	Harper Memorial Library, W. 41 and 42 ²
Philosophy Library.....	Harper Memorial Library, W. 51 and 52 ¹
Physics Library.....	Ryerson Physical Laboratory, 2d floor
Psychology Library.....	Psychological Laboratory, 2d floor
Rare Book Room.....	Harper Memorial Library, M. 22
Readers' Department—Office.....	Harper Memorial Library, M. 24
Scandinavian Seminaries Library.....	Morgan Park, Ill.
School of Education Library.....	Emmons Blaine Hall, 2d floor

¹ In Law Building till October, 1912.² In Cobb Hall, fourth floor, till October, 1912.

VI. LIST OF STAFF WITH NUMBER OF ROOMS

Abbott, Ruth	Emmons Blaine Hall—Room 200
Ashmore, Edith	Harper Memorial Library—Room M.21
Baker, Harriet Franc	" " " " E. 31
Barrett, Storrs Barrows	Yerkes Observatory, Williams Bay, Wis.
Bass, Vera Kathryn	Harper Memorial Library—Room M.24
Burton, Ernest DeWitt	" " " " M.27
Dickinson, Emma Louise	Biology Library
Dickinson, Julia Louise	Harper Memorial Library—Room W.21
Gettys, Cora Margaret	" " " " M.30
Geyso, Flora Helen von	" " " " W.21
Giffin, Beulah Emma	" " " " M.21
Groves, Charlotte Elizabeth	" " " " M.21
Hanson, James Christian Meinich	" " " " M.25
Hardinge, Margaret Anne	" " " " W.21
Harris, Rachel Agnes	" " " " W.21
Henry, Edward Atwood	Haskell Oriental Museum—Room 35
Hogan, Percy Anderson	Law School—Reading-Room
Hoyt, Mary Louise	Harper Memorial Library—Room M.21
Hygen, Dorthea Helene	" " " " M.21
Jacobsen, Karl Theodor	" " " " M.21
Lagergren, Anna Constance	" " " " W.21
Lauren, Anna Emilia	" " " " M.21
Lawrence, Harriet Winifred	" " " " M.21
Little, Clara Louise	Cobb Hall—Room B.6
Manchester, Earl Northup	Harper Memorial Library—Room M.24
Mills, Sarah Ellen	Law School—Reading-Room
Mitchell, Sarah Louise	Emmons Blaine Hall—Room 117
Morgan, Ruth Edna	Harper Memorial Library—Room M.21
Nachman, Selma	" " " " M.21
Noè, Adolf Charles von	" " " " M.21
Norton, Margaret	" " " " M.21
O'Brien, Myra Belle	" " " " W.21
Patterson, Sarah Luella	" " " " W.21
Perrine, Cora Belle	" " " " W.21
Perry, Claire Minne	" " " " M.21
Potter, Alice Elizabeth	" " " " W.31 ¹
Robertson, Josephine Chester	" " " " M.21
Roe, Clara Strong	" " " " M.30
Runyan, Walter Leroy	Walker Museum, 2d floor
Satterthwait, Ella	Harper Memorial Library—Room M.21
Schenk, Frederick William	Law School Building—Room K
Schmidt, Dorothea Charlotte	Harper Memorial Library—Room M.21
Shedd, Mrs. Jessie Thomas	" " " " M.23

Stoddard, Florence Louise.....	Harper Memorial Library—Room M. 21				
Stone, Elizabeth.....	"	"	"	"	W. 31 ¹
Thompson, Helen Bowman.....	"	"	"	"	W. 20
Titsworth, Helen Anna.....	"	"	"	"	M. 21
Torrey, Clarence Almon.....	"	"	"	"	M. 24
Tyler, Alice Nichols.....	"	"	"	"	M. 21
Warren, Irene.....	Emmons Blaine Hall—Room 201				
Wood, Alice Amelia.....	Harper Memorial Library—Room M. 21				

¹ In Law School Reading-Room till October, 1912.

4500 seats

559

Goodspeed - for ap month exhibition.
N Co for faculty.

Maudester - Hist RR Library Staff

Gowns provided for Msa.

2 catalogs.

1. dictionary

2. Classed catalog

M. + Aides
 Guides
 Library Staff

9 - Maudel - count by chair
 Bills
 West Maudel's Club
 Graham - West Hall H.M.S.
 Paul - Harper St

1. Three women go diagonals to east tower,
 west thru corridor thru Assembly
 Room to west tower up to third floor
 (up only in West) to book delivery room
 thru souvenir committee, into Library
 past receiving line, - then free, at
 room east tower third floor. Elevators
 up only from third floor.

1. Over bridge to law
2. Up east tower, then over to law,
 fripper in law bldg., then down
 over to Haskell.

7:30 if possible visit R.R.
 8:00 certainly

Guides in Harp Ass Room
 M.A. Pres. office
 Lit. Group in Hist. R.R.

1st fl. Saw coffee sandwiches
 Haskell door } fripper
 1st

Off. Bulletin on Lib.

Refreshment 1st fl. Harper Pres
 2nd " cataloging room
 women rest room
 3rd hall up east tower
 Law School off door

MEMORANDUM CONCERNING A PLAN FOR EXERCISES IN CONNECTION WITH
THE DEDICATION OF THE HARPER MEMORIAL LIBRARY BUILDING.

The dedication of this building, the greatest single building yet erected for the University, will furnish an opportunity for the University to indicate its appreciation of what has been done for it by the citizens of Chicago, and to set forth before them in an impressive way the opportunity of further service which can be rendered in connection with the University. In spite of all the efforts of the University to make its work known there are doubtless not a few men and women in Chicago, including many who have wealth which they are desirous of bestowing where it will be serviceable, to whom the University is still practically unknown.

With a view to accomplishing both results, namely, of assuring the citizens of Chicago of its appreciation of their gifts and interest, and of still further stimulating such interest, the dedication of this building ought to be made a very great occasion, the greatest celebration in the history of the University thus far.

1. The dedication of the building will be in connection with the June Convocation, 1912. Even if the building is completed three or four months before this time it will scarcely be in perfect order much sooner than the middle of June. The weather, moreover, will not be such as to make possible the putting of the court in proper order at an earlier time.

2. The American Library Association will be invited to hold its annual meeting at the University in close connection with the dedication of the Harper Memorial Library Building.

3. The dedication will consist of two parts:

First: The formal exercises of dedication, at which addresses shall be delivered and other like exercises held. To this occasion as many of the prominent librarians of the country as possible should be brought, and invitations should be sent to all the great libraries of the world.

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Second: The Social Events. (See 6 - 14 below.)

4. The formal dedicatory exercises will be held in the Harper Court. The speakers' platform will be erected immediately in front of the center entrance and the audience be seated in the open air facing the Library building, which will itself furnish sufficient shade.

5. For the formal exercises there will be two sessions, one of which shall be the Convocation and the other the formal dedication, the two to include:

At the Convocation -- An address on LITERATURE AND THE UNIVERSITY or other like theme by some distinguished man of letters; for example, Lord Curzon of Kedleston.

At the formal dedication -- a) A brief historical statement by the President of the University.

b) An appreciation of President Harper by Nicholas Murray Butler or other distinguished representative of an American university.

c) An address on the FUNCTION OF A UNIVERSITY LIBRARY or other like theme by Herbert Putnam or some other librarian of distinction.

d) An address by Mr. Coolidge on UNIVERSITY ARCHITECTURE AS AN ELEMENT OF UNIVERSITY EDUCATION, the address to include some reference to the plan of the new building.

e) A brief dedicatory ceremony, the President of the Board of Trustees or the Chairman of the Buildings and Grounds Committee delivering the keys to the President of the University.

6. The social part of the program will include a dinner and a reception. These will take place on the evening preceding the formal dedicatory exercises, the dinner at 7 and the reception at 9 o'clock, the building to be open for inspection at 8.

7. A dinner will be given by the Board of Trustees to one hundred men of Chicago selected because of their interest in the University or because of the desirability that they should be interested. This dinner will perhaps be served in the Quadrangle Club.

Second: The Social Evening. (See 6 - 12 below.)

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At the formal dedication -- a) A brief historical statement by the President of the University.

b) An appreciation of President Harper by Richard Henry Butler or other distinguished representative of an

c) An address on the position of a University library or other like theme by Herbert Brown or some other librarian of distinction.

d) An address by Mr. Goodwin on UNIVERSITY ASSOCIATION AS AN ALIEN OF UNIVERSITY EDUCATION, the address to include some reference to the plan of the new building.

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Camp.

8. The reception will be held in the group consisting of the Library Building itself, the Law Building, and the Haskell Museum, all parts of these buildings and of the Harper Court being thrown open and illuminated.

9. The principal receiving party will be stationed in the great reading-room of the Harper Memorial Library, a portion of the tables in the center of the room being removed for this purpose. Other receiving parties will be placed in Haskell Museum and the Law Building.

10. A committee of one hundred members of the faculty will be appointed to assist in receiving.

11. One hundred guides, students and younger members of the faculty will be selected and placed under a captain who will detail them to guide parties through the building and explain its uses and purposes and the plan of the whole group as eventually to be carried out.

12. For the instruction of these guides, who should be trained some time in advance, a printed statement will be prepared containing all the matters on which they may be called upon to give information.

13. A large number of invitations, both to the formal exercises and to the reception, will be sent out. A special effort will be made to reach every citizen of Chicago who has rendered any service to the University, or whom it is desired to interest in the University.

14. Refreshments will be provided at the reception.

15. President Harper's name will be made duly prominent and special courtesy be shown to the members of the Harper family. Mrs. Harper will be invited to join the receiving party.

16. A special souvenir of the occasion will be printed and given to each guest who desires it. These souvenirs to include:

- a) A picture of President Harper.
- b) A picture of the Library from the south and from the north.
- c) A brief sketch of the history of the Library and a statement respecting the capacity of the building and the like.
- d) Perspective view of the whole main quadrangle, - Mr. Cobb's view brought up to date, showing buildings erected and buildings contemplated.

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 - d) Perspective view of the whole main quadrangle - Mr. Cobb's view brought up to date, showing buildings erected and buildings contemplated.

- e) Plan of the Library Group, with statement of cost of buildings already built and estimated cost of the buildings still to be erected.
- f) Pictures of the various buildings of the University given by citizens of Chicago.
- g) Statement of the gifts of Chicago people to the University; possibly not a list of givers, since this would be either too long or would draw the line with resulting offence to those who were omitted.
- h) A statement of buildings needed by the University in the near future.

17. Copies of this souvenir will be given to each guest at the dinner and to each member of the American Library Association. Piles of them will be placed on tables in charge of attendants who shall be instructed to give a copy to any guest asking for it, but to offer in each case to send the copy by mail to the address given. After the exercises are over copies will also be mailed to any citizen of Chicago in the list of invited guests whose name does not appear on the lists of those to whom copies were mailed. The object should be to see that a copy reaches each important guest.

16. The whole occasion will be a celebration of the transfer of the University to the citizens of Chicago, as contemplated in Mr. Rockefeller's ten-million-dollar gift, and will aim to give to the citizens of Chicago a sense of possessing the University and of being responsible for its future development.

19. If possible, the presence of Mr. John D. Rockefeller and Mr. John D. Rockefeller, Jr. will be secured.

- a) Plan of the Library Group, with statement of cost of building already built and estimated cost of the building still to be erected.
 - b) Pictures of the various buildings of the University given by officers of Chicago.
 - c) Statement of the gifts of Chicago people to the University, possibly not a list of gifts, since this would be either too long or would show the time with resulting offense to those who were omitted.
 - d) A statement of buildings needed by the University in the near future.
17. Copies of this report will be given to each guest at the dinner and to each member of the American Library Association. Piles of them will be placed on tables in charge of attendants who shall be instructed to give a copy to any guest asking for it, but to offer to send one to each the copy by mail to the address given. After the examination and other copies will also be mailed to any visitors of Chicago in the list of invited guests whose name does not appear in the list.
18. The whole committee is a subcommittee of the Library of the University of Chicago, and will aim to give to the citizens of Chicago a record of progress, the University and of being responsible for its future development.
19. It is possible, the presence of Mr. John D. Rockefeller and Mr. John D. Rockefeller, Jr. will be secured.

The University of Chicago Magazine

VOLUME IV

JUNE, 1912

NUMBER 7

THE DEDICATION POEM

"HOUSE OF THE WORD"

BY EDWIN HERBERT LEWIS, PH.D., '94

I

Awake, O harp and lute, the Psalmist cried,
In days when all were singers, and God stood
Daily in sudden sunrise to receive
The upward incense of men's lyric prayer,
Sweeter than grapeflowers, in Jerusalem.

Awake, cittern of gold, the Theban cried,
Proud that he shared it with divinities,
The muses violet-crowned, and with their king,
Apollo, worshiped in the Pythian glen
With lyric laughter and white whirling limbs.

But wake not, harp and lute and cithara,
To find your masters gone, and e'en the quill
Which plucked out music, sharpened to a pen
To blacken pages through a thousand years,
And tossed aside for strange machinery.
Least of the balladists, here let me take
Some rude thing like the homely dulcimore
Struck by the Tennessean mountaineer
High in his lonely hills, when the strong thought
Of things forgotten touches him to song,
And like him slowly beat out memories.

II

Among thy children, Mother most humane,
Are voices with young magic in their tones,
But youth unsaddened is unconsonant
To sing of scholars dead among their books,
And poets, young and old, the soon forgot.
Ah, one there was, our lauriger, for whom
The harp of Aeschylus rang unafraid
In times of hesitation; one in whom
Deucalion's stone men, groping, found a voice.
That one there was, who might have builded here
A front of song, memorial, stately, grave,
Such fame as Pindar for Agesias
Reared in Olympia. But him the breeze
Impassioned holds, a region breath, a faint
Diffused splendor of Promethean fire
Struck from the fennel on its way to earth.
Seek till ye find it, poets of the morn,
And breathing him, sing out your music free!
So shall ye dwell upon the lips of men
And live forever in the sounding air!

III

'Tis a vast room. Methinks a smaller place
Would lightly hold the great dead of the world,
Shrunk to books. This is the coral isle
Where every futile polyp leaves his bones,
Infinitesimals of permanence.
Here lie the chroniclers of trivial deeds,
And census-takers of defeated hosts,
And registrars of ragged heraldries.
These are the catacombs of tiresome saints,
Bad poets, wrong concluders, pedant scribes.
Philosophers are here, Icarian wings
That caught the iris of the upper air
And fell derided. Nay, but they who laughed,
The careful souls, the patient men of fact,
The cautious heroes of hypothesis,
Are folioed and forgot. Beside them, heaps
Of ashes from the beacon fires of hope,
And all dead-letters back to Amraphel.
Laws better never writ, but for the word
Ironic Ammon spoke to learned Thoth,
That letters dull the edge of memory,

And written evil is a lesser curse.

What might that god have uttered had he lived
 To see the cloistered pale calligrapher
 Wasting the sunshine of the Middle Age
 To paint initials? "Thoth is still the god
 Of this their Christian bibliolatry.
 For him they interlace these golden vines,
 Burnishing or and azure, and for him
 They rubrish breviaries which shall lie
 In some high hall with books of vanished hours,
 Unchanted psalters, missals clasped for aye."

IV

Yet still we read; still strain to focus here
 Eyes that were made to look with silent joy
 On the clean page of sky or sea or plain,
 The unwrit future and the unnamed God.
 No words unpack the heart. No words describe
 The light of evening on a little face,
 The breaker ere it falls, the ethereal cry
 The white-throat left unfinished when he passed,
 Questioning hearts in May. No words can save,
 Yet here are billions, hard words every one.
 Can these blind ciphers spell out life, or lend
 Wholeness of meaning to a tattered past
 Of dim lost Babylonian episodes?

Ask Babylon for bread, she only gives
 A wordy stone. Ask Egypt, and she sends
 What rushy marrow could escape the jaws
 Of hunger building Khafra's house of books.
 Ask Pergamum, she tosses the flayed skin
 Of victims offered to Asklepios
 Cozening the sick. And ye who grant today
 This stone pavilion and these heavy towers
 Of Babel or funereal silence, these—
 Twinned like the broken shrines of Halebid
 Above dead gods in pestilent Mysore—
 Why would ye pinnacle a roof eterne
 Above the book and volume of this death?

V

His name is here, you answer. Even now
 The long light finds it on the scripted wall
 While June is whispering a requiem

Beneath the oak trees. Ah, she wonders there
 That brows should be so pale beneath the locks
 Death could not silver. But his heart is here!
 No box of bronze, no precious relic-case
 Can hold the heart of him in little room.
 This is his reliquary, this, too small.
 If here we house but dust, then here he lies
 Splendid in still companionship of dust.
 As in Sheol the glimmering kings of eld
 Rose to receive their peer when he stood there
 Become as one of them, and he lay down
 Companioned largely in that oldest gloom,
 A king with kings, weak silence crowning all,
 So rests he with the best we had, the kings
 Whose pale sway holds us when we know it not.

VI

He gleams in shadowy gold, impersonal,
 A sculptured name. And shall no more be said?
 Shall one man make the choice of Hercules
 To dare all hardness so he may but serve,
 And grimly crush the stubborn years to months
 In agony of effort, till at last,
 Losing his life to gain it, on he sweeps
 Like some great eponym and word of power—
 Shall he do this unsung? What is the peace
 He sleeps in but the fellowship of thought?
 And what the undivided power of his life
 But the sweet burden of the reasoned word,
 Born of no single self, but like the light
 Into life trembling through the pulse of all?
 What else but that shall whiten the red page
 Of time's ensanguined book? Oh, wouldst thou sing
 The man himself, the great soul of this house,
 Impersonal with love of persons, sing—the Word!

VII

Soft and more softly, homely dulcimore,
 Lest, shrilling in this presence, we affront
 The high still courtesy of royal souls
 Whose greatness bides command. This is the place,
 The house of miracle, where waiting life,
 Chalice for ages like Gennaro's blood,
 Warms and is quickened. Lo, great Uriel

Whispers the morn to service on the earth,
 As if he gathered from the world of light,
 Beyond the light-years and mortality,
 Parental souls like sunbeams, bidding them
 Find a new hearthstone in their children's eyes.
 Open the books! What, is the world so young!

O race of scholars who laid down your lives
 With calm faith—deeper than the deepest creed—
 That naught is trivial; ye who would not write
 From memory alone one fair tyrannic *yod*;
 And ye who struck a haughty planet down
 From midmost grandeur to a whirling point,
 But in the atom's heart, a radiant world,
 Found out rich emperies of littleness;
 And all ye closed eyes which knew to scan
 The eoliths and dawnstones of the world,
 Lo, this is dawn!

VIII

Up from the dens of earth,
 Out from the dark Hercynian forests, down
 From sparse Iranian pastures come the hosts,
 Driven by hunger into fellowship,
 Driven by thirst to far-found wells of strife
 In Kadesh, and strange covenants of blood;
 Driven by God to interchange of gods
 And slow unwilling love of alien shrines.
 Warring or wandering, they bring—the Word.

Hark in the dawn the message weakly sent
 By wandering caravan and *kafila*
 When God upbringeth Syria out of Kir,
 Philistia out of Caphtor, Israel
 Out of Mizraim into Midian.
 In vain Urusalim sends forth her shards
 Quick-burned, to Egypt, crying for relief
 Against such blood-stained messengers of peace.

O fellowship of thought, immortal Word,
 Across the flood, with some Aegean star
 For guide and bashi through the friendly night,
 The ships of Tarshish were thy caravan,
 Bringing spread silver and smooth ivory
 Past white Minoa, wondering what strange speech
 Built up those palaces, and speaking fair

With kindly western words the passing prow.
 But they, borne westward by red Tyrian sails
 With Memphian wheat and linen, carry too
 Light byblus and the Memphian oracles,
 Beyond Gortyna to the Cyclades.

IX

O fellowship of thought, immortal Word,
 What brothers' voices longingly arise
 To frame thy mystery! In Ephesus
 Where rivers bring the fierce barbarians down
 To learn that laws are many, and to wish
 That none may bind them when the hot blood burns,
 Young Heraclitus sees the changing word
 Flow by him fiery, saddening his youth.
 In Athens, where the laughing waters break
 Against the marble, Plato stands. He smiles,
 With patient care dividing the swift mind,
 And from the hot disputes of wordy boys
 Lifts the pure fire. It burns Promethean,
 Spreading above them in white heavenly shapes
 That pattern justice and the city of God.

By Nile, wan priests ascetic, listening
 To thrice-great Hermes, lord of words confused,
 And wondering whither leads that shepherd's voice,
 But fearing Greeks who lightly name the name
 And have no magic. In Arabia
 Beside his tent gray Yusuf, marveling
 How word of promise should restrain his hand
 Against who sleeps within, the murderer
 Of Yusuf's only son. And then at last
 Look where a beam strikes back to Ephesus!

John stands where Heraclitus stood, with sweet
 Grave eyes uplifted, asking all,
 What of the Logos split and parceled now
 Throughout the world? If God himself should speak,
 Coming with water and blood to interblend
 The Reason and the Vow, what would He say?
 Would He unlock the magic of the skies
 With potent numbers, words omnipotent?
 Would He upraise our homely fellowship
 Above the need of fellowship, and touch
 The general tongue to high seraphic power?

Nay, heaven is homely. Hear the Living Word!
 A woman grieving for a vanished friend
 In a gray garden saw the gardener.
 He asked her why she wept, and she but wailed,
 "If thou hast borne him hence, tell me the place
 And I will take him." Then God slowly turned.
 "Mary!" he said. But she, "Rabboni—!"

X

O fellowship of thought, immortal Word,
 Creator in us of the glory named,
 Controller in us of the nameless dark!
 God is not fearful, and he ever dies
 To live again on lips that know him not,
 Gladly denied to do great justice here
 To whom he loves. The dawn is crimson yet,
 Reflecting battle-blood. But still the Word
 With sweet new accents whitens round the world,
 Sphering all souls in one. Beyond the rune,
 Beyond the hieratic syllable,
 Reckoned in numbers which the comets fear,
 Infinite, secular, it flashes on,
 Bowing the heavens o'er a common hearth.

Promise of God, deign to be spoken here!
 Here where the coral isle advances high
 With labors well forgot, and happy bones
 Limed in the sure foundations. Here at last
 Where all the nations send their hostages
 While the one morning lightens over all—
 Temple and tenement and ivied tower—
 Here where the varying tongues of brotherhood
 Seek for the great parole, the Word of Peace!

EVENTS AND DISCUSSION

Today, June 10, and tomorrow, June 11, the quadrangles await us with a special welcome. June 10 is Senior Class Day, with exercises

June Ten and Eleven from 10:30 till 4:00; and in the evening comes the President's reception, to which eighteen thousand invitations have been sent out. Even if they should all come who are asked, there would be room, for the campus is to be spread before them. June 11, in the morning, comes the dedication of the William Rainey Harper Memorial Library; in the afternoon, the Convocation exercises; at six, the dinners of the alumni (in the Commons) and of the alumnae (at the Quadrangle Club); at 7:45, the "sing" in the quadrangle of the Tower Group; at 8:45, the alumni and alumnae vaudeville in Mandel, with old favorites and new. The events of the day are in general charge of 1907, which is celebrating its fifth anniversary. Earl Hostetter is chairman for the occasion. The women's dinner will be managed by the executive committee of the Chicago Alumnae Club; the men's by J. F. Moulds, '07; the sing by Harold Swift, '07; the vaudeville by R. E. Mathews, '07, and Agnes Wayman, '07. The formal program for the two days follows:

MONDAY, JUNE 10

- 10:30 A.M.—Flag exercises, flag-pole.
- 11:00 A.M.—Class play.
- 12:00 M.—Senior frolic.
- 12:30 P.M.—Luncheon to Doctors of the University, Quadrangle Club.
- 1:00 P.M.—Senior luncheon.
- 2:30 P.M.—Class Day exercises, Senior bench.
- 8:30-10:30 P.M.—Convocation Reception, Harper Memorial Library.

Guests will enter by the east door and leave by the west door. In addition to the regular receiving party, there will be the following groups in Hitchcock, Haskell, Hutchinson, and Law: Law, Historical Group, Philosophy Group, Semitic Group, Divinity School, Language, Literature, Biological Sciences, General Science Group, Education.

TUESDAY, JUNE 11

- 10:00 A.M.—Dedication of Harper Memorial Library. Invocation, Rev. Frank Wakely Gunsaulus, D.D., LL.D., president of the Armour Institute of Technology.
- Historical Statement—The President of the University.
- Memorial Address—Professor Albion Woodbury Small, Ph.D., LL.D., Dean of the Graduate School of Arts and Literature.
- Address on behalf of the alumni—Donald Randall Richberg, A.B., '01, president of Chicago Alumni Club.
- Poem—Professor Edwin Herbert Lewis, Ph.D., '94.

OFFICE OF THE DIRECTOR AND
THE ASSOCIATE DIRECTOR

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

The University Libraries

January 17, 1911.

My dear Colleagues:

In the stone carving on the exterior of the Harper Memorial Library building the coats-of-arms, ^{or crests,} of some sixty universities have been used. I inclose herewith a list of these arranged by groups as they appear upon the building.

The plans of the building call also for sixteen such coats-of-arms on the interior of the great reading room. I should be glad of your assistance in the selection of these. On the assumption that the new list of sixteen can neither wholly be made up of the list of sixty, nor wholly exclude this list, will you (1) name a number of universities not included in the sixty which you think it would be desirable to include in the sixteen, and (2) name a number of universities that are included in the sixty which you think it desirable to include also in the sixteen. I assume that the New University of Chicago seal will be one of the sixteen.

Across each end of the great reading room there is to appear an inscription of about sixty letters. The characters will be 8 in. high and 4 in. wide. I should be very glad if you would suggest two inscriptions that you would deem suitable for such an inscription.

Very truly yours,

Ernest D. Burton

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

The University Libraries

OFFICE OF THE DIRECTOR AND
THE ASSOCIATE DIRECTOR

January 17, 1911.

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up of the list of sixty, nor wholly exclude this list, will you
(1) name a number of universities not included in the sixty which
you think it would be desirable to include in the sixteen, and
(2) name a number of universities that are included in the sixty
which you think it desirable to include also in the sixteen. I
assume that the New University of Chicago seal will be one of
the sixteen.
Across each end of the great reading room there is to ap-
pear an inscription of about sixty letters. The characters will
be 5 in. high and 4 in. wide. I should be very glad if you
would suggest two inscriptions that you would deem suitable for
such an inscription.

Very truly yours,

Shields used on the Harper Memorial Library Building.

On the South Elevation:

1. Between first and second story windows of west tower:

West Side

(2) Toronto
McGill

Center

Williams
Bowdoin
Amherst
Brown

East Side

Dublin
Edinburgh

2. Over the third story window, west tower, from left to right:

1. London	8. Berlin
2. Leyden	9. Pisa
3. Göttingen	10. Leipzig
4. Upsala	11. Basle
5. Aberdeen	12. Geneva
6. Brussels	13. Manchester
7. Paris	14. Vienna

3. Over the third story window, east tower, 7 Oxford shields, the University in the center, and 7 Cambridge shields, the University in the center: *the shields of the University in the center*

1. New College	8. Peterhouse,
2. Christ Church	9. Pembroke
3. Balliol	10. Kings
4. Oxford University	11. Cambridge University
5. Oriel	12. Trinity
6. Magdalene	13. Emmanuel
7. Trinity	14. St. John

4. On the parapet over the central window of the reading room:

University of Chicago, in design of foliage.

(1) On the North Elevation:

1. Over the third story window,

West Tower

1. Harvard
2. Northwestern
3. Indiana
4. Johns Hopkins
5. Minnesota
6. Michigan
7. Princeton

East Tower

1. Wisconsin
2. Denison
3. Cornell
4. Pennsylvania
5. Columbia
6. Vassar
7. California

2. Over the second story windows above main entrance to west tower:

1. Yale
2. University of Virginia
3. University of Illinois
4. Leland Stanford Jr. Univ.

3. Over main entrance of west tower:

1. University of Chicago
2. United States of America

4. On the parapet over reading room:

United States, flanked by Annapolis and West Point.

the South Elevation:

1. Between first and second story windows of west tower:

West Side	Center	East Side
McGill	Williams	Dublin
	Bowdoin	Edinburgh
	Amherst	
	Brown	

2. Over the third story window, west tower, from left to right:

1. London	8. Berlin
2. Leyden	9. Pisa
3. Bologna	10. Leipzig
4. Upsala	11. Basle
5. Aberdeen	12. Geneva
6. Brussels	13. Manchester
7. Paris	14. Vienna

3. Over the third story window, east tower, Oxford shields, the University in the center, and 7 Cambridge shields, the University in the center:

1. New College	8. Peterhouse
2. Christ Church	9. Pembroke
3. Balliol	10. Kings
4. Oxford University	11. Cambridge University
5. Trinity	12. Trinity
6. Emmanuel	13. Emmanuel
7. Trinity	14. St. John

4. On the parapet over the central window of the reading room:

University of Chicago, in design of foliage.

On the North Elevation:

1. Over the third story window,

West Tower	East Tower
1. Harvard	1. Wisconsin
2. Northwestern	2. Denison
3. Indiana	3. Cornell
4. Johns Hopkins	4. Pennsylvania
5. Minnesota	5. Columbia
6. Michigan	6. Vassar
7. Princeton	7. California

2. Over the second story windows above main entrance to west tower:

1. Yale	3. University of Illinois
2. University of Virginia	4. Leland Stanford Jr. Univ.

3. Over main entrance of west tower:

1. University of Chicago	2. United States of America
--------------------------	-----------------------------

4. On the parapet over reading room:
United States, flanked by Annapolis and West Point.

January 24, 1911.

Dear Mr. Burton;

For one of the inscriptions for the reading room of the Harper Memorial Library I suggest a sentence from President Harper's address on "The University and Democracy": "The University is the prophet, the priest, the philosopher of Democracy," (58 letters + 9 spaces); "The University is the Messiah of Democracy - its prophet, priest, philosopher," (66 letters + 11 spaces). The last sentence might read to exclude "the" and for the long word "philosopher" might be substituted a short synonym used by Dr. Harper, so that the sentence would read, "The University is the Messiah of Democracy - its Prophet, Priest, Sage." As soon as I can find another inscription, I shall be glad to report to you.

If the emblems of colleges directly associated with President Harper must be used in the interior of the Library, I suggest the following institutions which conferred degrees upon

January 24, 1911.

Dear Mr. Burton:

For one of the inscriptions for the reading room of the Harper Memorial Library I suggest a sentence from President Harper's address on "The University and Democracy": "The University is the prophet, the priest, the philosopher of Democracy," (58 letters + 9 spaces); "The University is the Messiah of Democracy - its prophet, priest, philosopher," (66 letters + 11 spaces). The last sentence might read to exclude "the" and for the long word "philosopher" might be substituted a short synonym used by Dr. Harper, so that the sentence would read, "The University is the Messiah of Democracy - its Prophet, Priest, Sage." As soon as I can find another inscription, I shall be glad to report to you.

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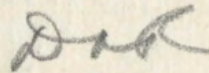
President Harper:

Muskingum College, A. B., 1870
Yale University, Ph. D., 1875, LL. D., 1901, Colby,
D. D., 1891
University of Nebraska, LL. D., 1893
Tulane University, LL. D., 1901
Johns Hopkins University, LL. D., 1902
Baylor University, LL. D., 1903
University of Wisconsin, LL. D., 1904
University of Toronto, LL. D., 1904

This list, however, is not a very thrilling one. I fear, therefore, that it is not the best.

Of the colleges not included in the list of sixty, I suggest Wellesley, because of the close association of Alice Freeman Palmer with that institution; and Glasgow. Is it desirable to include any of the oriental institutions like Cairo and the Imperial University of Japan, and other institutions of which you are the best judge? May I suggest also that certain libraries or learned societies might have crests or coats of arms that might be used?

Yours very truly,



Secretary to the President.

D. A. Robertson
Secretary to the President

Dr. E. D. Burton,

The University of Chicago.

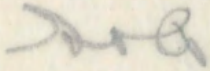
President Harper:

University of Toronto, M. D., 1904
University of Wisconsin, M. D., 1904
Baylor University, M. D., 1903
Johns Hopkins University, M. D., 1902
Tulane University, M. D., 1901
University of Nebraska, M. D., 1893
D. D., 1891
Yale University, Ph. D., 1875, M. D., 1901, Colby,
Muskogean College, A. B., 1870

This list, however, is not a very thrilling one. I fear, there-
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and the Imperial University of Japan, and other institutions of
which you are the best judge? May I suggest also that certain
libraries or learned societies might have crests or coats of
arms that might be used?

Yours very truly,



Secretary to the President.

D. A. Robertson
Secretary to the President

Dr. E. D. Burton,

The University of Chicago.

The University of Chicago
The University Libraries

March 3, 1911.

To the Members of the Senate:

I am requested by the President to ask the members of the Senate for their counsel respecting one feature of the decoration of the reading room in the Harper Memorial Library.

At the request of the architect, and with the approval of the Board of Trustees, there was furnished to him last summer a list of colleges and universities whose coats of arms or crests might be appropriately used in the decoration of the exterior of the building. The shields thus furnished to him have already been cut upon the exterior walls of the building. The list is as follows:

Williams, Bowdoin, Amherst, Brown, Toronto, Dublin, McGill, Edinburgh,
London, Leiden, Göttingen, Upsala, Aberdeen Brussels, Paris, Berlin, Pisa, Leipzig, Heidelberg, Manchester, Vienna;
Oxford; New College, Christ Church, Balliol, Oriel, Magdalen, Trinity, the University; Cambridge: the University, Peterhouse, Pembroke, Kings, Trinity, Emmanuel, St. Johns.
Yale, University of Virginia, University of Illinois, Leland Stanford, Jr.;
Harvard, Northwestern, Indiana, Johns Hopkins, Minnesota, Michigan, Princeton;
Wisconsin, Denison, Cornell, Columbia, Pennsylvania, Vassar, California;
University of Chicago, United States of America;
Annapolis, West Point, United States of America.

Subsequently the architect requested that a list of sixteen shields or crests should be furnished for the decoration of the main reading room of the building, these to be arranged in four groups of four each. After consultation with various members of the University and considerable study of the matter, the following list has been selected:

Oxford, Cambridge, Paris, Berlin, Moscow, Bologna, Tokyo, Calcutta;
Harvard, Yale, Johns Hopkins, Columbia, Michigan, Wisconsin, California, Chicago.

It will be observed that eight of these represent American, and eight European and Asiatic universities. It has been the intention to select those which are thoroughly representative and typical, geographical distribution being taken into account, but only as a secondary consideration.

Query: Should some continental university be substituted for one of the English universities in the above list? If so, what university, and for which of the two, Oxford or Cambridge?

It should be added that it is quite possible that at other points in the building, outside or inside, shields of other universities and colleges may be engraved. There will be opportunity for the consideration of this question and for the selection of the list at a later time. It should be borne in mind, however, that in any case the sixteen in the interior of the reading room will always occupy the most important positions, and that this list ought therefore to be thoroughly representative.

Two sentences are to be inscribed across the east and west ends of the main reading room respectively. It is necessary that these sentences be approximately sixty letters in length, a limitation which excludes many which might otherwise be eminently desirable. The following have been selected:

"Whatsoever things were written aforetime were written for our learning." (Paul).

"Read not to contradict, nor to believe, but to weigh and consider." (Bacon).

Over the main entrance to the west tower of the library there are engraved the coat of arms of the United States and that of the University of Chicago. It is desired to engrave around each of these an appropriate sentence. For the University of Chicago it is suggested that since its own motto already adopted by the Board of Trustees, viz.:

"Crescat scientia: vita excolatur".

Cannot appear upon the coat of arms itself for limitations of space, it be engraved about the shield.

For the coat of arms of the United States the following is suggested:

"Righteousness exalteth a nation".

The President joins me in requesting that you will give attention to these proposals, and at your earliest convenience express your opinion upon the wisdom of the selections, and offer any suggestions that occur to you.

Respectfully yours,

Ernest D. Burton

Director of the Libraries.

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONERS OF THE
LAND OFFICE
FOR THE YEAR
1897

CHICAGO
PUBLISHED BY THE
UNIVERSITY OF CHICAGO PRESS
1898

THE UNIVERSITY OF CHICAGO
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Memorandum to the Faculty Marshals.

The following general plan will be followed as closely as possibly in the management of the faculty procession for President Harper's funeral service:

Converge

1. The members of the general faculties will be directed to assemble on the second floor of the Reynolds Club.

Signs (?)

2. They will separate into groups according to rank at places indicated by signs.

3. The procession should be formed on the west side of the room facing south, as this will probably give more room for the formation of the procession than any other arrangement.

4. Count the number of persons in your group not later than 1:55 and report to messenger who will make the request.

5. It will undoubtedly be necessary to seat a certain number on the floor of the house because the stage will not hold all that will be in the procession. The man who heads the faculty procession will begin to fill the seats which will be reserved on the right of the center aisle as you go toward the stage (at a certain designated row which will be indicated later) and the men will fill the seats from that point forward toward the stage.

6. The recession will be in exactly the same order as the procession, that is, the men who file into the seats first will be the first ones to leave the seats and will head the recession out of the hall. Great care must be taken at this point to move slowly enough to allow the men to get out of their seats and form the recession in close order. The same points must be observed in getting the faculty off the platform to follow those who have been seated in the main part of the house. In this case too the procession should go off in the same order in which it went on, that is, men who occupy the rear seats on the platform should be the first to leave the stage.

Out

7. When the head of the recession has reached the tower entrance the procession should be brought to a halt and the line opened up so that the men face toward the center and form a lane through which the casket will be carried. It is probable that this line will have to be a double or even a triple one, in which case we will arrange it in the following way:

a) as soon as the procession fills the length of the corridor and has fallen back into open order the remainder of the procession will come through until it has reached the tower entrance when it will be halted and opened up as the first was;

Out

b) Care must be taken to insure having the honorary pallbearers in the inner part of this arrangement, that is, so that they are the ones closest to the casket as it is being carried through by the pall bearers.

8. Those in the procession should take off their caps as they pass the casket or whenever the casket is carried past them.

Memorandum to the Faculty Marshal.

The following general plan will be followed as closely as possible in the management of the faculty procession for President Harper's funeral service:

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2. They will separate into groups according to rank at places indicated by signs.

3. The procession should be formed on the west side of the room facing south, as this will probably give more room for the formation of the procession than any other arrangement.

4. Count the number of persons in your group not later than 1:15 and report to messenger who will make the request.

5. It will undoubtedly be necessary to seat a certain number on the floor of the house because the stage will not hold all that will be in the procession. The men who heads the faculty procession will begin to fill the seats which will be reserved on the right of the center aisle as you go toward the stage (at a certain designated row which will be indicated later) and the men will fill the seats from that point forward toward the stage.

6. The procession will be in exactly the same order as the procession, that is, the men who fill the seats first will be the first ones to leave the seats and will head the procession out of the hall. Great care must be taken at this point to move slowly enough to allow the men to get out of their seats and form the procession in close order. The same points must be observed in getting the faculty off the platform to follow those who have been seated in the main part of the house. In this case too the procession should go off in the same order in which it went on, that is, men who occupy the rear seats on the platform should be the first to leave the stage.

7. When the head of the procession has reached the lower entrance the procession should be brought to a halt and the line opened up so that the men face toward the center and form a line through which the casket will be carried. It is probable that this line will have to be a double or even a triple one, in which case we will arrange it in the following way:

a) as soon as the procession fills the length of the corridor and has fallen back into open order the remainder of the procession will come through until it has reached the lower entrance when it will be halted and opened up as the first way;

b) Care must be taken to insure having the honorary pallbearers in the inner part of this arrangement, that is, so that they are the ones closest to the casket as it is being carried through by the pallbearers.

8. Those in the procession should take off their caps as they pass the casket or whenever the casket is carried past them.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

Office of the President

June 6, 1912.

Mr. Henry G. Gale,

Faculty Exchange.

My dear Mr. Gale:-

Will it be possible for you to report for service in your capacity as Faculty Marshal at the following exercises in connection with the Eighty-third convocation?

1. The Convocation Prayer Service and the Religious Service, Sunday, June 9th, at 10:15 A. M., in the Haskell Assembly Room.
2. The Convocation Reception, Monday, June 10th, at 8:15 P.M., in the president's Office, first floor, West tower, Harper Memorial Library.
3. The Dedication of the Harper Memorial Library, Tuesday, June 11th, at 9:15 A. M., in the reception room of the Reynolds Club.
4. The Convocation, Tuesday, June 11th, at 2:15 P.M., in the reception room of the Reynolds Club.

In view of the elaborate character of the Convocation and Dedicatory exercises this June, it is particularly desirable that all the Faculty Marshals should be present. This is somewhat less important on Sunday morning than on the other occasions, but it is hoped that on Sunday also the Faculty Marshals may be well represented. Will you be good enough to let me know at once whether it is possible for you to serve on each of these different occasions?

Full academic dress will be worn at all the exercises.

Very sincerely yours,

Marshal of the University Congregation

The University of Chicago

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Full academic dress will be worn at all the exercises.

Very sincerely yours,

Marshal of the University Convocation

May 2, 1910..

Mr. David A. Robertson,
Secretary to the President,
The University of Chicago.

My dear Mr. Robertson:-

Confirming our conversation
this afternoon, I will plan to meet the candidates
for degrees on Wednesday, June 1st, at 10:30 a.m.,
to discuss various matters in connection with the
Spring Convocation.

Very sincerely yours,

Judson

Convocation

May 3, 1910

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Secretary to the President,
The University of Chicago.

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this afternoon, I will plan to meet the candidates
for degrees on Wednesday, June 1st, at 10:30 a.m.,
to discuss various matters in connection with the
Spring Convocation.

Very sincerely yours,

Convocation

Judson

University of Chicago

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

Office of the President

April 29, 1910.

Dear Dr. Raycroft:

I think it would be well to have a meeting of all the candidates for degrees and titles at the approaching Convocation. This will enable you to explain in full the duties of candidates in relation to the meetings in which you are interested and will enable me to coach them in regard to the various receptions which have occasionally puzzled them. When do you want such a meeting called and how much time will it take you to make clear to the candidates your idea of Convocation etiquette?

Yours very truly,

David A. Coe

Secretary to the President.

Dr. Joseph E. Raycroft,

The University of Chicago.

Dear Dave.

This was a good thing.

It should be repeated.

*Sh. present letter from the
Records office has much
to be said. J.E.R.*

7/3/11

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

Office of the President

April 22, 1910.

Dear Dr. Fayrer:

I think it would be well to have a meeting of all the candidates for degrees and titles at the approaching Convocation. This will enable you to explain in full the duties of candidates in relation to the meetings in which you are interested and will enable me to coach them in regard to the various receptions which have occasionally puzzled them. When do you want such a meeting called and how much time will it take you to make clear to the candidates your idea of Convocation etiquette?

Yours very truly,

Secretary to the President.

Dr. Joseph E. Fayrer,

The University of Chicago.

over 100.
This was a good thing.
It should be repeated.
of great value for
the future of the
university.

4/20

THE COMMERCIAL CLUB
OF CHICAGO

THE COMMERCIAL CLUB. ORGANIZED 1877
THE MERCHANTS CLUB. ORGANIZED 1896
UNITED 1907

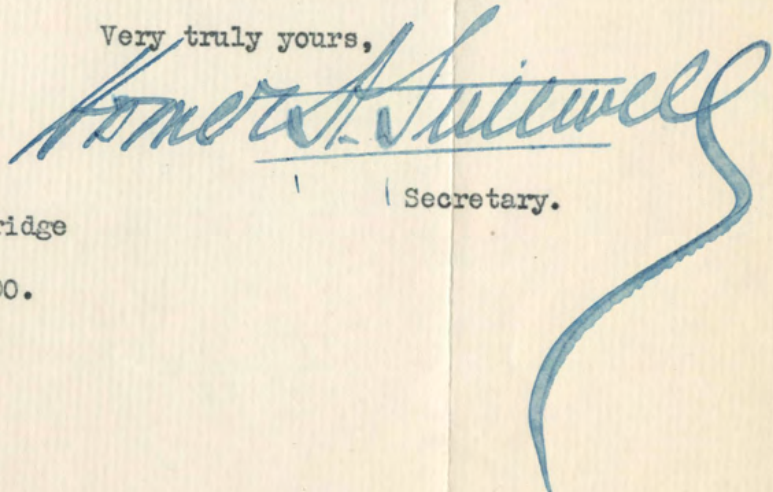
May 29th, 1909.

Mr. David A. Robertson,
Secretary to the President,
University of Chicago.

My dear Mr. Robertson:-

In reply to your favor of the 28th
inst. will advise that Mr. G. M. Osterholm of
Chandler, Hildreth & Company, Dearborn & Wash-
ington Sts., has been doing very satisfactory
engrossing for this Club for over two years.

Very truly yours,


Secretary.

Randolph Bridge
Franklin 500.

Central 5151

THE COMMERCIAL CLUB
OF CHICAGO

THE COMMERCIAL CLUB ORGANIZED 1887
THE MEMBERSHIP FUND ORGANIZED 1888
OFFICE 402

May 25th, 1902.

Mr. J. A. Robertson,

Secretary to the President,

University of Chicago.

My dear Mr. Robertson:-

In reply to your favor of the 10th

inst. will advise that Mr. G. H. Oakes of

Chicago, Illinois & Company, Boston & Wash-

ington D.C., has been doing very satisfactory

business for this Club for over two years.

Very truly yours,

Handwritten signature

Secretary

Handwritten signature

President

12/2/21

Duties of Convocation Committees.

1. Committee on Religious Exercises.

The Convocation Religious exercises include

- 1) The Prayer Service which follows a regular programme prepared by the University Chaplain, and
- 2) The Convocation Religious Service which also follows conventional lines.

Of these services a printed notice to members of the faculty, is, under the present routine, usually sent out by the President's Office. The programmes also are printed under the direction of the President's Office.

I do not see much use for a Committee on Religious Services unless,

- 1) to serve as a rally committee to get the members of the faculty to come,
- 2) To study and propose an entire change in the character of the service held on Convocation Sunday,
- 3) to plan for special courtesies to the participants in the programme.

No one of these appear very important to me, or at least so very important as to need a large committee.

2. Committee on the President's Reception.

The work of the President's Reception has seemed to divide itself into three parts,

a) That done by the President's Office including

- 1) the phrasing and ordering of invitations
- 2) the preparation of the list of those to be invited
- 3) the mailing of these invitations
- 4) the selecting of those who are to be in the line, and notifying such persons
- 5) the ordering of music, if any
- 6) the ordering of flowers and palms if desired

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 - 5) the ordering of music, if any
 - 6) the ordering of flowers and palms if desired

B. That done by Mr. Raycroft as Marshal.

- 1) Notification and direction of the Marshals
- 2) the management of the line
- 3) the general supervision of details of handling the crowd.

C. That done by the Committee

- 1) the planning of special features for special occasions
- 2) the arranging of decorations
- 3) the supervision of serving of refreshments
- 4) the extending of courtesies to distinguished guests
- 5) the arrangement and management of the cloak room (in connection with Superintendent MacLean)
- 6) the placing of the musicians

At the last reception there was a good deal of friction between Mr. Raycroft and the Committee. Mr. Sparks made his plans and gave his orders and then found everything set aside on order of Miss Wheeler, whom he did not know at all, and who appeared to work neither under the direction of Mr. Raycroft or Mr. Sparks. The duties and responsibilities of each person ought to be clearly defined, and then if anyone has suggestions to make they ought to be made through the chairman of the committee or through the Marshal, and not independently as last time. A good deal of confusion was occasioned by the giving of orders by too many people.

3. The Committee on Convocation Exercises.

- 1) To show all possible courtesies to the Convocation Orators
- 2) to study the Convocation procedure and suggest any changes if desired
- 3) to arrange the seating on the platform, and assume the responsibility (in co-operation with Mr. Raycroft) for the arrangement of the chairs
- 4) assume responsibility in decorating the platform
- 5) assume the responsibility of seeing that the Convocation chair and pulpit are in place.

4. The Convocation Entertainment Committee.

- 1) to take charge of any special dinners, and supervise the arrangement of the table
- 2) Selling of tickets
- 3) the decorations
- 4) Menu

It seems to me that the duties of this committee will be limited to a few occasions, whereas the other committees will have regular duties for each Convocation.

B. That done by Mr. Rycroft as Marshal.

- 1) Notification and direction of the Marshals
- 2) the management of the line
- 3) the general supervision of details of handling the crowd.

C. That done by the Committee

- 1) the planning of special features for special occasions
- 2) the arranging of decorations
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Report to the Senate of the special committee appointed
"to consider the question of the conduct of the Convocation
Exercises."

The following recommendations are unanimously made by
the committee:

1. That as a general rule the Convocation address in
March be given by the President of the University, in June by
some one not a member of the University, in August or
September by a temporary member of the teaching staff for the
summer quarter, and in December by a permanent member of the
teaching staff of the University; this general plan being
subject to modification from time to time at the discretion
of the President.

2. That the Head Marshal be requested to devise, if
possible, a plan for accelerating the process of conferring
associates' titles and bachelors' degrees.

3. That unless there be reasons to the contrary not
known to the committee, the services of the University Band
be dispensed with at all Convocation services and that in
lieu thereof music be furnished on the organ by an organist
to be secured for each occasion.

(Signed) F. B. Tarbell, for the
Committee

J. R. Angell

J. P. Hall

P. Shorey

G. E. Vincent

Report to the Senate of the special committee appointed
"to consider the question of the conduct of the Convocation
Exercises."

The following recommendations are unanimously made by
the committee:

1. That as a general rule the Convocation address in
March be given by the President of the University, in June by
some one not a member of the University, in August or
September by a temporary member of the teaching staff for the
summer quarter, and in December by a permanent member of the
teaching staff of the University, this general plan being
subject to modification from time to time at the discretion
of the President.
2. That the Head Marshal be requested to devise, if
possible, a plan for accelerating the process of conferring
associate, licent and bachelor's degrees.
3. That unless there be persons to the contrary not
known to the committee, the services of the University Band
be dispensed with at all Convocation exercises and that in
 lieu thereof music be furnished on the organ by an organist
to be secured for each occasion.

(Signed) F. H. Campbell, for the
Committee

F. H. Campbell

F. H. Campbell

F. H. Campbell

F. H. Campbell

THE CONVOCATION RELIGIOUS SERVICE.

December 18, Sunday

- A. Place- Mandel Hall.
- B. Time- 11:00 A.M. *Procession to be started about 11:28*
- C. Notice:
1. Calendar and Bulletin Boards
 2. Announcement cards with announcement of Prayer Service.
 3. Mention in special notes to Council
- D. Procession *Congregation + Head Marshal*
1. Marshal *J. E. Raycroft*
 2. Procession:
 - a. Order:
 - Associates
 - Bachelors
 - Candidates for Higher Degrees
 - Faculties
 - President's Party
- E. Arrangements in Mandel.
1. Seating of Candidates and Faculty on stage
 2. Assignment of seats to President's party.
 3. Reservation until eleven o'clock of two or three front rows on floor.
 4. Ushers in charge of ~~I. I. Jackson~~
- F. Programs. *by the off after*
1. Framed ~~Conference~~ *Miss* with Chaplain ~~Renderson, Miss Reider and Mr. Jones.~~ *Organist* *Choir leader*
 2. 1200 in number to be charged to Convocation
 3. To be distributed by ushers.
- G. Service.
1. Conducted by the President.
 2. Music by ~~Miss Reider~~ on organ and *by* choir ~~led by Mr. Jones.~~
 3. Invocation, Responsive Reading, Scripture reading, Prayer, conducted by the Chaplain.
 4. The Convocation Sermon- ~~The Reverend O. P. Gifford, D.D.~~ *Convocation Preacher*
 5. Closing Prayer and Benediction- ~~Mr. Gifford.~~ *Chaplain*
- H. Recessional. *March*
1. Order-
 - The President's Party
 - The Faculty
 - The Candidates for Higher Deg
 - The Bachelors
 - The Associates
- Choir*

THE CONSTITUTIONAL CONVENTION

December 11, 1913

1. The Convention shall meet at the
2. The Convention shall be held at the
3. The Convention shall be held at the

4. The Convention shall be held at the
5. The Convention shall be held at the
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29. The Convention shall be held at the
30. The Convention shall be held at the

PRAYER SERVICE.

Sunday, ~~December 18th~~

*Work out
Typical scheme.
Put in
Mrs. Davis hands*

② *Haskell Museum*

A. Place-① The Theatre in the Reynolds Club House
Chairs to be arranged by janitor.

B. Time- 10:30 A.M. - Procession *Starts about 10:35-40*
service about 10:45

C. Notice-
1. Announcement cards to Faculty and
candidates through Faculty Exchange
and Recorder respectively.

2. Special notes to Council *unwr.*

3. Calendar.

D. Rendezvous.

1. Time- 10:15 A.M.

2. Places:

a. Faculty, Club Library *or President's office*
b. Candidates, Club Drawing Room
Second Floor
or Cafe or
front of Club.

E. The Procession.

1. Marshal *Congregation + Head Marshal*
Joseph B. Raycroft

2. Order- Associates
Bachelors
Candidates for Higher Degrees
Faculties
President's Party

F. Programs

1. *Pres. off.* Arranged in conference with Chaplain

2. 200 in number to be distributed in
seats on morning of service by janitor.

G. Service.

1. Responsive reading led by President.

2. Anthem by choir.

3. Responsive reading led by President

4. Gloria

5. Collect.

TRAVEL GUIDE

Went to school
Friday
Saturday

1. Place - The theatre is the theatre of the town
2. Time - 10:30 A.M. - 1:00 P.M.
3. Notes - Given about 10:45
4. Location - The theatre is the theatre of the town
5. Special notes to Council
6. Calendar
7. Introduction
8. Time - 10:15 A.M.

At the theatre

1. Place - The theatre is the theatre of the town
2. Time - 10:30 A.M. - 1:00 P.M.
3. Notes - Given about 10:45
4. Location - The theatre is the theatre of the town
5. Special notes to Council
6. Calendar
7. Introduction
8. Time - 10:15 A.M.

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8. Time - 10:15 A.M.

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2. Time - 10:30 A.M. - 1:00 P.M.
3. Notes - Given about 10:45
4. Location - The theatre is the theatre of the town
5. Special notes to Council
6. Calendar
7. Introduction
8. Time - 10:15 A.M.

Prayer Service Continued.

6. Scripture Lesson, Mat.VI 31-34,
Eph.III, 14-21. The President.

7. Hymn 432

8. Prayer and Benediction. The Chaplain.

H. The Recessional.

The same order as in the Procession.

Walter Service Collection

61. Benjamin Franklin, 1757-1790
The President

62. 1790-1791

63. 1791-1792

64. The President

The first report on the President

THE MEETING OF THE CONGREGATION.

December 19, Monday

- A. Place- Congregation Hall, Haskell Museum
- B. Time- 4 o'clock
- C. Notice:
 - 1. Calendar
 - 2. Cards sent by Recorder.
- D. Rendezvous: Second Floor, Haskell Museum
- E. ~~Procession~~ ~~by~~ ~~Marshal~~ ~~Mr. Rayeroff~~ *by Marshal of Congregation.*
- F. Arrangements of chairs in hall by janitor. *under Marshal's direction*

organized

December 19, Monday, 8 P.M.

8 P.M. The Senior College Class Exercises.

Leon Mandel Assembly Hall

- A. Special announcement cards to be sent out with reception invitations.
- B. General arrangements in charge of Mr. Shepardson

December 12, Monday

- A. Place - suggested bill, Marshall House
- B. Place - suggested bill
- C. Place - suggested bill
- D. Place - suggested bill
- E. Place - suggested bill

December 13, Tuesday

- A. Place - suggested bill, Marshall House
- B. Place - suggested bill
- C. Place - suggested bill
- D. Place - suggested bill
- E. Place - suggested bill

December 14, Wednesday

December 15, Thursday

December 16, Friday

December 17, Saturday

December 18, Sunday

December 19, Monday

December 20, Tuesday

December 21, Wednesday

✓

THE CONVOCATION RECEPTION.

- A. Place- Hutchinson Hall
- B. Time- 9-11 P.M.
- C. Notice- *from Pres. off.*
 - 1. Calendar
 - 2. Invitation
 - a. Trustees of the University
 - b. Trustees of the Divinity School
 - c. The Faculties
 - d. Candidates
 - e. Donors residing in Chicago
 - f. Ministers of Hyde Park
 - g. The University Fellows
 - h. The Student Councils
 - i. The Marshals
 - j. Executive Committee of Alumni
 - k. Prize and Scholarship winners

D. Arrangements.

- 1. Decorations, *Supl. Bldg. & Hds*
- 2. Cloak-rooms, *Boylan*
- 3. Opening of Reynolds Club, *Saldwell*
- 4. Marshaling, *Mr. Beyerly*
- 5. Receiving Line:

The President and Mrs. Harper
Miss Addams *Always includes*
Mr. Gifford *Pres & Low Grator*
Mr. and Mrs. Ryerson *Pres Bd Trustees*
Miss Talbot *& special guests*
Mr. Pais

6. Refreshments:

- a. *Boylan Supl of Univ Comm.*
- b. \$50. Limit of Expenditure.

*In charge of
President, Miss
& Corp. Marshal*

THE CONSTITUTION

1.	President
2.	Vice President
3.	Secretary
4.	Treasurer
5.	Member at Large
6.	Member at Large
7.	Member at Large
8.	Member at Large
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48.	Member at Large
49.	Member at Large
50.	Member at Large

1.	President
2.	Vice President
3.	Secretary
4.	Treasurer
5.	Member at Large
6.	Member at Large
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50.	Member at Large

Handwritten notes:
 1. 1st
 2. 2nd
 3. 3rd
 4. 4th
 5. 5th
 6. 6th
 7. 7th
 8. 8th
 9. 9th
 10. 10th
 11. 11th
 12. 12th
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 14. 14th
 15. 15th
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 42. 42nd
 43. 43rd
 44. 44th
 45. 45th
 46. 46th
 47. 47th
 48. 48th
 49. 49th
 50. 50th

THE MATUTINAL.

December 20, Tuesday.

- A. Place- The President 's House
- B. Time- 12:30
- C. Notice.
 - 1. Calendar
 - 2. Invitations
 - a. Candidates for A.M., S.M.,
Ph.M., B.D., Ph.D., J.D., and
their wives.
 - b. Special guests:
Miss Talbot
Miss Addams
Mr. Gifford
Mr. Pais
- D. Arrangements:
 - 1. Menu- Boylan- \$1.00 a plate
 - 2. Place cards- Chandler arrange
 - 3. Flowers- arrange with Mrs. Harper

THE CONVOCATION.

December 20, Tuesday

- A. Place- Mandel Hall - *Hutchinson Court - or Bartlett*
- B. Time- ~~2 P.M.~~ *from Rec. off.*
- C. Notice
1. Calendar and Bulletin-boards
 2. Announcement cards with preliminary programs of Convocation week.
 3. *Candidates by Recorder's office.*
- D. Rendezvous.
1. Students- Hutchinson Hall - *Bartlett or Hutchinson*
 2. Faculty- 2nd floor, Reynolds Club.
 3. President's Party- Library, Reynolds Club.
- E. Procession
1. Order
 - a. Associates
 - b. Certificates from School of Edu.
 - c. ~~Bachelors of Law~~
 - d. Bachelors of Divinity
 - e. Masters
 - f. Doctors of Law
 - g. Doctors of Philosophy *Re-expected degree*
 - h. Members of the Faculties
 - i. The President's Party

*Conv. Marshal & Band
Band (under exercises in
Mandel)*

~~2. Marshal- J. E. Raycroft~~

- F. Arrangements in Mandel. *charge of Conv. Marshal*
1. Seats on the platform for the procession
 2. Reservation of seats in the front rows
 - a. 200 or 300 reserved seat tickets for families of faculties and friends of candidates *on platform*
 3. Assignment of seats to President's Party and indication by cards.
 4. Ushering ~~in~~ charge *of C. S. Jannison*

*in place when exercises
to be held.*

- a. ~~Platform in~~
- ~~Candidates~~
 - ~~Middle section in Mandel~~
 - ~~Front of platform in Bartlett~~
 - ~~A detached or plan~~
 - ~~Hutch. Court.~~
 - ~~Faculty Platform-Mandel~~
 - ~~re re~~

Programs.

1. To be framed with the President, *Dean of Faculty*
~~Mr. Judson~~ and the Recorder.
2. ~~2500~~ in number to be distributed by ushers.

~~Exercise~~ Program

1. Music, ~~Miss Reider~~ the organ.
2. The Prayer—Chaplain ~~Reider~~

December 20, 1904

1. The first of the year

2. The second of the year

3. The third of the year

4. The fourth of the year

5. The fifth of the year

6. The sixth of the year

7. The seventh of the year

8. The eighth of the year

9. The ninth of the year

10. The tenth of the year

11. The eleventh of the year

12. The twelfth of the year

13. The thirteenth of the year

14. The fourteenth of the year

15. The fifteenth of the year

16. The sixteenth of the year

17. The seventeenth of the year

18. The eighteenth of the year

19. The nineteenth of the year

20. The twentieth of the year

21. The twenty-first of the year

22. The twenty-second of the year

23. The twenty-third of the year

24. The twenty-fourth of the year

25. The twenty-fifth of the year

26. The twenty-sixth of the year

27. The twenty-seventh of the year

Cap. General & his family
(and family)

in the winter of
1905

in the winter of
1906

in the winter of
1907

Music
Announcement by Pres
of Schol. Prizes
to SE & BK

- The Conv. Order*
3. The introduction of ~~Miss Adams, Miss Talbot~~
 4. The ~~Address~~ ~~Miss Adams~~
 5. The Conferring of degrees
 - a. Presentation of candidates
The Recorder to notify deans
 - b. Associates- Dean Vincent
 Certificates from Sch. of Ed.
 Dean Locke
 Bachelors- Dean Shepardson
 Bachelors of Divinity
 Dean Hulbert
 Masters- Dean Small
 Doctors of Law- Dean Hall
 Doctors of Philosophy-
 Dean Judson

Order

Music

- b. Names to be pronounced
6. The President's Quarterly Statement
7. The University Song- "Alma Mater" ~~led~~
~~by Miss Jones~~
7. The Benediction:- Chaplain Henderson
~~at 12:00~~

8. Recession -
Order the reverse of procession, excepting that
both are led by the Marshals.

The Recessional-

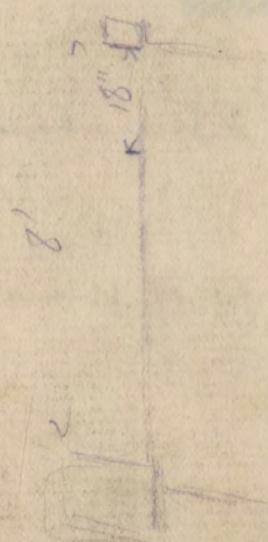
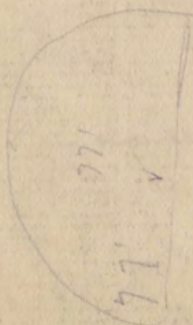
Conv Marshal Head Marshal

1. The President's Party
2. The Faculties
3. Doctors of Philosophy
4. Doctors of Law
5. Masters
6. Bachelors of Divinity
7. Bachelors
8. Certificates from School of Education
9. Associates

The Convocation Luncheon

Hedethumson

- Arr. made by Pres off with Left of Men's Commons*
- Complimentary tickets distributed to*
- a. Pres Secy to candidates
 - b. Conv man to m.p.a.



ESTIMATE OF EXPENSE OF THE DEDICATION

General invitations - 16,000	\$545.00
Chicago 8000	
Alumni 5000	
Candidates 1000	
Faculty 500	
Libraries 1500	

Invitations to universities - 300	60.00
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Mailing and Postage	375.00
(Buckley, Dement & Co. \$2.50 per M.)	

Programs - Dedication	30.00
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Programs - Convocation	60.00
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Handbooks of the Libraries	50.00
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Souvenirs - 10,000	600.00
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Music	200.00
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Flowers	100.00
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Programs of the week	220.00
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Speakers' Expenses	200.00
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Illumination	150.00
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Refreshments at Reception	250.00
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Trustees Dinner	200.00
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Platform in Harper Court	50.00
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Extra Janitor Service	100.00
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Police	100.00
--------	--------

Badges & Signs	25.00
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Miscellaneous	100.00
---------------	--------

3615.00

146⁰⁰ { Buckley Calendar
Pratt. Proj.
Daily margin

Too small

ESTIMATE OF EXPENSE OF THE DEDICATION

General Invitations - 10,000	
Chicago 8000	
Alumni 5000	
Candidates 1000	
Faculty 500	
Liberaries 1500	
	\$2425.00
Invitations to universities - 300	
	80.00
Mailing and Postage	
(Buckley, Dement & Co. \$2.50 per M.)	375.00
	30.00
Program - Dedication	
	60.00
Programs - Convocation	
	50.00
Handbooks of the Libreries	
	600.00
Souvenirs - 10,000	
	300.00
Music	
	100.00
Flowers	
	250.00
Programs of the week	
Speakers' Expenses	
	200.00
Illumination	
	150.00
Refreshments at Reception	
	250.00
Trustees Dinner	
	300.00
Platform at Harper Court	
	50.00
Extra Janitor Service	
	100.00
Police	
	100.00
Badges & Signs	
	25.00
Miscellaneous	
	100.00
	3615.00

{
 Books
 Stationery
 Flowers
 Music
 Souvenirs
 Refreshments
 Dinner
 Platform
 Janitor
 Police
 Badges
 Signs
 Miscellaneous

Two years

June 7, 1912

MEMORANDUM CONCERNING LIBRARY STAFF GUIDES:

Write Mr. Manchester. *on*

Write Mr. Gill *on*

Write Mr. Nelson *6K*

Have badges for all the members of the library staff for Mr. Gill at 7:30 P.M. in History Reading Room.

Notify all members of library staff.

Have list of members of staff for Mr. Gill, so he may check them off.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

Office of the President

June 7, 1912.

Memorandum Concerning Guides:

The Library Staff will act as guides within the Harper Memorial Library. They should not go out of the building. They will meet at 7:30 P.M. Monday evening in the Harper History Reading Room, reporting to Mr. Earl Manchester, who has charge of their distribution within the building. Mr. Bradford Gill, a Marshal, will assist Mr. Manchester and will distribute appropriate badges to the members of the staff. Mr. E. C. Nelson will also assist Mr. Manchester. Members of the staff will be assigned to their particular departments, as cataloguers to the cataloguing room, etc. Unassigned members of the staff will remain in the History Reading Room, to be sent out as requested with groups of guests to tour the building. Members of the library staff will be of particular assistance in explaining the architectural intricacies of the Library.

June 8, 1912.

Hotel Del Prado,

Chicago.

Dear Sirs:-

The following persons are official delegates to the University of Chicago during the coming Convocation and Dedication exercises, and may use the accommodations arranged for them, the expenses for their entertainment to be charged to the President's Office of the University of Chicago:

Prof. H. G. Keppel, University of Florida.
President Edward D. Eaton, Beloit College, Beloit, Wis.
President J. H. Harris, Bucknell University.
President T. C. Howe, Butler College, Indianapolis, Ind.
Prof. W. A. Heidel, Wesleyan University, Middletown, Conn.
Miss Mary Stewart, University of Montana.
Prof. Frank C. Brown, Durham, N. C.
President J. W. Cavanaugh, Notre Dame University, Ind.
Chancellor S. B. McCormick, University of Pittsburgh.
President Gustav Andreen, Augustana College, Illinois.
Mr. S. J. Brandenburg, Miami University, Ohio.
Dean M. A. Brannon, University of North Dakota.
Professor Henry Crew, Princeton University.
Mr. James T. Gerould, University of Minnesota.
Prof. W. T. Gooch, Baylor University, Waco, Texas.
Mr. G. W. Harris, Cornell University.
Prof. H. W. Hill, University of Nevada.
Prof. C. A. Huston, Leland Stanford University, Cal.
Mr. W. E. Jenkins, Indiana University.
Mr. S. E. Lambert, Lehigh University.
Mr. John W. Melody, Catholic University of America.
Mr. G. M. Morrison, University of Washington.
Mr. W. M. Smith, University of Wisconsin.

Probably many of these guests will not appear at the Del Prado, but the list includes, I believe, all those that are likely to have occasion to stay with you on our account. If there are any conflicts, will you let me know at once by telephone?

Sincerely yours,

D. A. R.

Secretary to the President.

HAL

June 5, 1912.

Hotel Del Prado,

Chicago.

Dear Sir:

The following persons are official delegates to the University of Chicago during the coming Convention Session, and they are the persons who are arranged for them, the expense for their maintenance to be charged to the President's Office of the University of Chicago:

Prof. H. C. Koppel, University of Florida.
President Edward H. Nelson, Beloit College, Beloit, Wis.
President J. H. Norris, Cornell University.
President E. T. Hove, Butler College, Indianapolis, Ind.
Prof. W. A. Lathrop, Wesleyan University, Middletown, Conn.
Miss Mary Stewart, University of Kansas.
Prof. Frank C. Brown, Boston, W. C.
President J. W. Cunningham, Notre Dame University, Ind.
President J. B. McDermott, University of Kentucky.
President Gustav Johnson, Augsburg College, Illinois.
Mr. J. J. Wendenburg, Miami University, Ohio.
Dean M. A. Brennan, University of North Dakota.
Professor Henry Crow, Princeton University.
Mr. James E. Gurnea, University of Minnesota.
Prof. W. T. Loomis, Baylor University, Waco, Texas.
Mr. C. W. Morris, Cornell University.
Prof. H. W. Hall, University of Nevada.
Prof. C. A. Nelson, Idaho State University, Col.
Mr. W. E. Jackson, Indiana University.
Mr. J. E. Lambert, Idaho University.
Mr. John E. Lathrop, Catholic University of America.
Mr. C. E. Morrison, University of Wisconsin.
Mr. W. M. Smith, University of Wisconsin.

Probably many of these guests will not appear at the Del Prado, but the list included, I believe, all those that are likely to have occasion to talk with you on our account. If there are any omissions, will you let me know at once by telephone.

Sincerely yours,

Secretary to the President.

HAI

MEMORANDUM CONCERNING A PLAN FOR EXERCISES IN CONNECTION WITH
THE DEDICATION OF THE HARPER MEMORIAL LIBRARY BUILDING.

The dedication of this building, the greatest single building yet erected for the University, will furnish an opportunity for the University to indicate its appreciation of what has been done for it by the citizens of Chicago, and to set forth before them in an impressive way the opportunity of further service which can be rendered in connection with the University. In spite of all the efforts of the University to make its work known there are doubtless not a few men and women in Chicago, including many who have wealth which they are desirous of bestowing where it will be serviceable, to whom the University is still practically unknown.

With a view to accomplishing both results, namely, of assuring the citizens of Chicago of its appreciation of their gifts and interest, and of still further stimulating such interest, the dedication of this building ought to be made a very great occasion, the greatest celebration in the history of the University thus far.

1. The dedication of the building will be in connection with the June Convocation, 1912. Even if the building is completed three or four months before this time it will scarcely be in perfect order much sooner than the middle of June. The weather, moreover, will not be such as to make possible the putting of the court in proper order at an earlier time.

2. The American Library Association will be invited to hold its annual meeting at the University in close connection with the dedication of the Harper Memorial Library Building.

3. The dedication will consist of two parts:

First: The formal exercises of dedication, at which addresses shall be delivered and other like exercises held. To this occasion as many of the prominent librarians of the country as possible should be brought, and invitations should be sent to all the great libraries of the world.

THE UNIVERSITY OF CHICAGO
THE UNIVERSITY OF CHICAGO

The dedication of this building, the greatest single building yet erected for the University, will furnish an opportunity for the University to indicate its appreciation of what has been done for it by the citizens of Chicago, and to set forth before the people in an appropriate way the opportunity of further service which can be rendered in connection with the University. In spite of all the efforts of the University to make its work known there are doubtless not a few people who are in doubt, including many who have heard which they are doubtful of believing that it will be successful. To show the University is still a university, and to show that it is still a university, is still a university.

During the winter of Chicago at the suggestion of the University and the University of all the University of Chicago, the dedication of this building will be made a very great occasion. The greatest celebration in the history of the University has been the first. The dedication of the building will be in connection with the June Convocation, 1915. Even if the building is completed only on four months before this time it will certainly be in perfect order much sooner than the middle of June. The weather, however, will not be such as to make possible the holding of the event in proper order at an earlier date.

The American Library Association will be invited to hold its annual meeting at the University in close connection with the dedication of the Harper Memorial Library Building.

3. The dedication will consist of two parts. First, the formal exercises of dedication, at which addresses will be delivered and other like exercises held. To these exercises as many of the prominent librarians of the country as possible should be brought, and invitations should be sent to all the great libraries of the world.

Second: The Social Events. (See 6 - 14 below.)

4. The formal dedicatory exercises will be held in the Harper Court. The speakers' platform will be erected immediately in front of the center entrance and the audience be seated in the open air facing the Library building, which will itself furnish sufficient shade.

5. For the formal exercises there will be two sessions, one of which shall be the Convocation and the other the formal dedication, the two to include:

At the Convocation -- An address on LITERATURE AND THE UNIVERSITY or other like theme by some distinguished man of letters; for example, Lord Curzon of Kedleston.

At the formal dedication -- a) A brief historical statement by the President of the University.

b) An appreciation of President Harper by Nicholas Murray Butler or other distinguished representative of an American university.

c) An address on the FUNCTION OF A UNIVERSITY LIBRARY or other like theme by Herbert Putnam or some other librarian of distinction.

d) An address by Mr. Coolidge on UNIVERSITY ARCHITECTURE AS AN ELEMENT OF UNIVERSITY EDUCATION, the address to include some reference to the plan of the new building.

e) A brief dedicatory ceremony, the President of the Board of Trustees or the Chairman of the Buildings and Grounds Committee delivering the keys to the President of the University.

6. The social part of the program will include a dinner and a reception. These will take place on the evening preceding the formal dedicatory exercises, the dinner at 7 and the reception at 9 o'clock, the building to be open for inspection at 8.

7. A dinner will be given by the Board of Trustees to one hundred men of Chicago selected because of their interest in the University or because of the desirability that they should be interested. This dinner will perhaps be served in the Quadrangle Club.

Second: The Social Evening. (See B - 14 below.)

4. The formal dedication exercises will be held in the

Harper Court. The speakers' platform will be erected immediately in

front of the center entrance and the audience be seated in the open

air facing the library building which will be illuminated with

stent lights.

5. For the formal exercises there will be two sessions, one

of which shall be the Commencement and the other the formal dedica-

tion, the two to be held at

At the Commencement -- An address of welcome will be given by the

other like those of some distinguished men

of letters; for example, Lord Carnarvon of

London.

At the formal dedication -- a) A brief historical retrospect by the

President of the University.

b) An appreciation of President Taylor

by Nicholas Murray Butler or other

distinguished representative of the

American university.

c) An address on the occasion of a

UNIVERSITY LIBRARY AND MUSEUM

by some of the members of the

other libraries of the University.

d) An address by Mr. Coolidge on the

UNIVERSITY AND THE COUNTRY AS A

MEMBER OF UNIVERSITY EDUCATION

and address to the library and

then to the plan of the new

building.

e) A brief dedicatory ceremony, the

President of the Board of Trustees

by the Chairman of the Building

and Grounds Committee delivering

the keys to the President of the

University.

f) The social part of the program will include a dinner and a

reception. These will take place on the evening preceding the

formal dedication exercises, the dinner at 7 and the reception at

8 o'clock, the building to be open for inspection at 8:30.

7. A dinner will be given by the Board of Trustees to the

invited men of Chicago selected because of their interest in the

University or because of the hospitality that they showed to

interested. This dinner will perhaps be served in the Green Room.

8. The

8. The reception will be held in the group consisting of the Library Building itself, the Law Building, and the Haskell Museum, all parts of these buildings and of the Harper Court being thrown open and illuminated.

9. The principal receiving party will be stationed in the great reading-room of the Harper Memorial Library, a portion of the tables in the center of the room being removed for this purpose. Other receiving parties will be placed in Haskell Museum and the Law Building.

10. A committee of one hundred members of the faculty will be appointed to assist in receiving.

11. One hundred guides, students and younger members of the faculty, will be selected and placed under a captain who will detail them to guide parties through the building and explain its uses and purposes and the plan of the whole group as eventually to be carried out.

12. For the instruction of these guides, who should be trained some time in advance, a printed statement will be prepared containing all the matters on which they may be called upon to give information.

13. A large number of invitations, both to the formal exercises and to the reception, will be sent out. A special effort will be made to reach every citizen of Chicago who has rendered any service to the University, or whom it is desired to interest in the University.

14. Refreshments will be provided at the reception.

15. President Harper's name will be made duly prominent and special courtesy be shown to the members of the Harper family. Mrs. Harper will be invited to join the receiving party.

16. A special souvenir of the occasion will be printed and given to each guest who desires it. These souvenirs to include:

- a) A picture of President Harper.
- b) A picture of the Library from the south and from the north.
- c) A brief sketch of the history of the Library and a statement respecting the capacity of the building and the like.
- d) Perspective view of the whole main quadrangle, - Mr. Cobb's view brought up to date, showing buildings erected and buildings contemplated.

9. The reception will be held in the group consisting of the Library Building itself, the law building, and the Haskell Museum. All parts of these buildings and of the Harper Court being there open and illuminated.

10. The principal receiving party will be stationed in the great reading-room of the Harper Memorial Library, a portion of the raised in the center of the room being reserved for this purpose. Other receiving parties will be placed in Haskell Museum and the law building.

11. A committee of one hundred members of the faculty will be appointed to assist in receiving. One hundred guides, students and younger members of the faculty will be selected and placed under a captain who will direct them to guide parties through the building and explain the same and pass out and the plan of the whole group as eventually to be received.

12. For the instruction of these guides, who should be furnished some time in advance, a printed statement will be prepared containing all the matters on which they may be called upon to give information. 13. A large number of invitations, such as the formal extensions and to the reception, will be sent out. A special effort will be made to reach every citizen of Chicago who has rendered any service to the University, or whom it is desired to interest in the University.

14. Refreshments will be provided at the reception. 15. President Harper's name will be made duly prominent and special courtesy be shown to the members of the Harper family. Harper will be invited to join the receiving party.

16. A special souvenir of the occasion will be printed and given to each guest who desires it. These souvenirs to include:

- a) A picture of President Harper.
- b) A picture of the library from the south and from the north.
- c) A brief sketch of the history of the library and a statement respecting the capacity of the building and the library.
- d) Perspective view of the whole main quadrangle.
- e) A plan view of the whole main quadrangle.

- e) Plan of the Library Group, with statement of cost of buildings already built and estimated cost of the buildings still to be erected.
- f) Pictures of the various buildings of the University given by citizens of Chicago.
- g) Statement of the gifts of Chicago people to the University; possibly not a list of givers, since this would be either too long or would draw the line with resulting offence to those who were omitted.
- h) A statement of buildings needed by the University in the near future.

17. Copies of this souvenir will be given to each guest at the dinner and to each member of the American Library Association. Piles of them will be placed on tables in charge of attendants who shall be instructed to give a copy to any guest asking for it, but to offer in each case to send the copy by mail to the address given. After the exercises are over copies will also be mailed to any citizen of Chicago in the list of invited guests whose name does not appear on the lists of those to whom copies were mailed. The object should be to see that a copy reaches each important guest.

16. The whole occasion will be a celebration of the transfer of the University to the citizens of Chicago, as contemplated in Mr. Rockefeller's ten-million-dollar gift, and will aim to give to the citizens of Chicago a sense of possessing the University and of being responsible for its future development.

19. If possible, the presence of Mr. John D. Rockefeller and Mr. John D. Rockefeller, Jr. will be secured.

1. List of the Library Group, with statement of need of building library and estimated cost of the building to be erected.

2. History of the various buildings of the University given by statement of Chicago.

3. Statement of the gifts of Chicago people to the University, possibly not a list of gifts, but the list with resulting effects of the gifts who were omitted.

4. A statement of buildings needed by the University in the near future.

5. Copies of this document will be given to each person at the

dinner and to each member of the American Library Association.

Plans of them will be placed on tables in charge of attendants who

shall be instructed to give a copy to any guest asking for it, but

to offer in each case to send the copy by mail to the address given.

After the exchange and over copies will also be mailed to any

persons of Chicago in the list of invited guests whose names have not

appeared on the lists of those to whom copies were mailed. The subject

should be raised that a copy be sent even if not requested.

6. The whole operation will be a celebration of the transfer

of the University to the University of Chicago, as contemplated in

Mr. Rockefeller's ten-million-dollar gift, and will aim to give to

the citizens of Chicago a sense of possessing the University and of

being responsible for its future development.

7. If possible, the presence of Mr. John D. Rockefeller and

Mr. John D. Rockefeller, Jr. will be secured.

Chicago, June 8, 1912.

My dear Mr. Felsenthal:

Members of the Board of Trustees are requested to meet for the formal exercises in connection with the Eighty-third Convocation as follows:

The Dedication of the Harper Memorial Library, Tuesday, June 11th, at 9:30 A.M. in the library of the Reynolds Club.

The Convocation, Tuesday, June 11th, at 2:30 P.M. in the library of the Reynolds Club.

Academic cap and gown will be worn on each occasion.

Between the morning and the afternoon exercises President Judson will be glad to have you and Mrs. Felsenthal take luncheon with him at Hutchinson Hall. Members of your party at the morning exercises will be given tickets.

I am enclosing six seats for a box at the Dedication and six seats for a box at Convocation.

Sincerely yours,

HAL

Secretary to the President.

Chicago, June 8, 1912.

My dear Mr. Tolson:

Members of the Board of Trustees are requested to meet for the formal exercises in connection with the thirty-third Convention as follows:

The Dedication of the Harper Memorial Library, Tuesday, June 11th, at 7:30 A.M. in the Library of the Reynolds Club.

The Convention, Tuesday, June 11th, at 3:30 P.M. in the Library of the Reynolds Club.

Seating map and gown will be sent to each member.

Between the morning and the afternoon exercises President Johnson will be glad to have you and Mrs. Johnson and the members with him at the Reynolds Club. Members of your party at the morning exercises will be given tickets.

I am enclosing six seats for a box at the Dedication and six seats for a box at Convention.

Sincerely yours,

Secretary to the President.

HAL

Chicago, May 13, 1912

The Buckley Dement Company,

85 W. Harrison St., Chicago.

Gentlemen:-

I am sending to you herewith a copy of the "Chicago Blue-Book", 1912, with the addresses marked of those to whom the general invitations of the University will be sent. The list begins on page 125, and continues through the south, north and west sides of the city to page 305, where begins the list of the hotels, in which more names are checked. In the club list please note pages 324, 325, 327, 328, 329, 330, 342, 490, 502, 506, 507. In the suburban list please note pages 764, 770, 771, 774, 775, 776, 780, 781, 786, 788, 789, 790, 792, 793, 794, 798, 799, 801, 802, 803, 805, 807, 808, 809, 814, 815, 817, 818, 819, 826, 827, 828, 832, 833. I understand that the large envelopes, the large form of invitation for universities to be enclosed in these envelopes, and the small reply cards have been delivered to you. You already understand that a list of 255 universities has been provided for the proper address-

Chicago, May 15, 1912

The Buckley Dement Company,

85 W. Harrison St., Chicago.

Gentlemen:-

I am sending to you herewith a copy of the "Chicago

Blue-Book", 1912, with the addresses marked of those to whom the

general invitations of the University will be sent. The list

begins on page 125, and continues through the south, north and west

sides of the city to page 305, where begins the list of the hotels,

in which more names are checked. In the club list please note pages

324, 325, 327, 328, 329, 330, 342, 490, 502, 506, 507. In the suburban

list please note pages 764, 770, 771, 774, 775, 776, 780, 781, 786,

788, 789, 790, 792, 793, 794, 798, 799, 801, 802, 803, 804, 807,

808, 809, 814, 815, 817, 818, 819, 826, 827, 828, 832, 833. I

understand that the large envelopes, the large form of invitation for

universities to be enclosed in these envelopes, and the small reply

cards have been delivered to you. You already understand that

a list of 255 universities has been provided for the proper address-

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ing and filling-in of this group of invitations. The remaining 45 names will be sent to you later. Please telephone me when the envelopes are ready for mailing, so that I may be sure that the work is satisfactory to the Committee.

Sincerely yours,

Secretary to the President.

D.A.R. - L.

-2-

ing and filling-in of this group of invitations. The remaining 47
names will be sent to you later. Please telephone me when the
envelopes are ready for mailing, so that I may be sure that the work
is satisfactory to the Committee.

Sincerely yours,

Secretary to the President.

D.A.R. - L.