

PRINTING DEPARTMENT,  
144 MONROE STREET.

*Donnelly*

# The University Press of Chicago,

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 58th ST. AND ELLIS AV.

Chicago, ..... 1893

(1)

Had we not better go through the contract carefully, and see if we agree as to its interpretation? It has been so changed from the original that it may be susceptible of a different construction from that given it by Mr. Heath and myself. And, furthermore, will the present arrangement, even if made acceptable to the President, Faculty, and Board of The University, be satisfactory to The University Press? It seems to me this is the starting point; it is useless to discuss the services, if the remuneration is not satisfactory.

Then, is it within the bound of possibility to meet the demands of the Professors; to make the Publications grow in circulation and advertising patronage so they will be self-sustaining; and meet the economic views of the President and Board?

I think the service should be sufficient as well as efficient to accomplish the end desired by the President. And that the expenditure should be reasonably liberal, charging a good portion of it to expense in the different Departments of which the Journals are exponents. They are surely advertisers and "pushers" for these







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(2)

Chicago,.....1893

Departments as much as the "Quarterly Calendars" are for the Academy, College, or Graduate School, and should be treated as such.

Should the present status between The University and The University Press continue, what are the short-comings that will have to be over-come to satisfy President Harper?

In the Printing Department:

Is it a question of promptness?

Or, quality of the work?

Or, the prices charged?

In the Publishing Department:

Is it the small subscription lists of the Publications?

Or, the small amount of advertising patronage secured?

In the Book Department:

Do we fail to ~~perpetrate~~ procure the right editions and the proper bindings?

Or, are the prices paid for the books too high?

Or, is the management inefficient?

Is the plan we are trying to work out faulty, and should it be changed?

Or, will our past experience enable us to avoid dissatisfaction in future?

Or, has the fault-finding of the Professors(at times without foundation), and non-fulfillment of their unreasonable demands, fixed an unfavorable impression on the mind of the President?



# The University Press of Chicago

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO

1893

Chicago

UNIVERSITY BUILDING, 525 EAST 57TH ST.  
CHICAGO, ILL.

The University Press of Chicago is a body of men, organized as a corporation, and chartered by the State of Illinois, to print and publish for the University of Chicago, and to do such other printing and publishing as may be required by the University.

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PRINTING DEPARTMENT,  
144 MONROE STREET.

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PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

*Donnelly*

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 58th ST. AND ELLIS AV.

Chicago, ..... 1893

(3)

If the present plan is all right, but the administration has been inefficient, what changes will make it effectual?

If the plan has proved faulty, and a change is necessary, others two suggest themselves to me.

First: Let The University purchase the plant, and manage the whole concern as may appear best to them. In other words, let them own and run The University Press of Chicago.

Second: Let The University Press be simply the Book-store, publishing the Journals, and buying the Apparatus. And sell the Printing Plant to D. C. Heath & Company, R. R. Donnelley & Sons Company, or some satisfactory concern, and make contract with them to do the work of The University at stipulated prices, and according to the requirements of President Harper.



others



PRINTING DEPARTMENT,  
144 MONROE STREET.

*Donnelley*

# The University Press of Chicago,

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 58th ST. AND ELLIS AV.

Chicago, Aug. 4th, 1893. 1893

Dr. W. R. Harper,

Chautauqua, N.Y.

My dear Doctor:-

I am compelled to close the Printing Department of The University Press for want of money to pay the hands and go on with the work. I regret this very much as there are a number of periodicals and other work unfinished, but I do not feel justified in continuing the business without a certainty of paying the help. I am compelled to advance nearly three hundred dollars on the pay-roll to-morrow myself, and I assure you I am in no position to do this without great inconvenience. Nothing but the direst necessity would force me to take this step.

Yours truly,

R.R. Donnelley.



The University Press of Chicago

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO

Chicago, Ill., 4th, 1893.

Dr. W. R. Harper,

Christiansburg, N.Y.

My dear Doctor:-  
I am compelled to close the Printing Department  
of The University Press for want of money to pay the hands and  
go on with the work. I regret this very much as there are a  
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feel justified in continuing the business without a certainty  
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you I am in no position to do this without great inconvenience.  
Nothing but the direst necessity would force me to take this  
step.

Yours truly,

R. R. Donnelley.



PRINTING DEPARTMENT,  
144 MONROE STREET.

# The University Press of Chicago,

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

*Donnelly*

PAID 88130  
OCT 28 1893

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 38th ST. AND ELLIS AV.

Chicago, Oct. 26th, 1893. 1893

My dear Mr. Heath:-

Your favor of the 24th inst. received. I will send you to-day the Marder, Luse & Company bills for your approval.

The University are still delinquent in money matters. The only thing I have received is \$200 or \$300 from the bookstore of the University Press. Dr. Harper has made you sacred promises, and I have had a great many made to me, but they have failed to bring the money. At the last moment bills that are four or five months old, and which have been duplicated once or twice, are sent to have some items connected with them hunted up. In the meantime Dr. Harper leaves for the east. While he is gone the board that passes on bills meets, and of course these bills cannot be passed as they have not been OK'd by Dr. Harper and passed into the hands of Dr. Goodspeed. It is one continuous chapter of putting off, duplicating bills, hunting up evidence, finding fault with prices, or something that prevents the proper auditing and passing of our bills. I have been tired of this thing for a great while, but I am at last getting very tired. We shall have to get some money out of the University or I will have to stop the Press again. There is a \$1,000 Baker, Taylor & Company note due the 2nd of the coming month but we have no money in sight to meet it. I have tried to impress upon Mr. Chase that one important part of his duties is to follow up these bills and see that they are passed or find out the reason why and let us endeavor to surmount the difficulty, but he informs Miss Goss that he has nothing to do with these old matters,--that it is as much as he can do to take care of the new things. I do not feel satisfied with that attitude, and think that Mr. Chase is the man who should see after the collecting of the University bills. What was your understanding with Mr. Chase about such matters?

As I have stated before, I am not prepared to put any more money into the University Press until matters are straightened out. They owe me about \$3,000 or \$4,000 and that is about all the investment I can make until my bills are paid.

Yours truly,

*Donnelly*



Yours truly,

Investment I can make until my bills are paid. They owe me about \$2,000 or \$4,000 and that is about all the money into the University Press until matters are straightened out. As I have stated before, I am not prepared to put any more with Mr. Chase about such matters?

collecting of the University bills. What was your understanding tube, and think that Mr. Chase is the man who should see after the care of the new things. I do not feel satisfied with that attitude with these old matters,--that it is as much as he can do to take difficulty, but he informs Miss Goss that he has nothing to do or find out the reason why and let us endeavor to surmount the duties as to follow up these bills and see that they are passed tried to impress upon Mr. Chase that one important part of his coming month but we have no money in sight to meet it. I have There is a \$1,000 Baker, Taylor & Company note due the 2nd of the out of the University or I will have to stop the Press again. I am at last getting very tired. We shall have to get some money bills. I have been tired of this thing for a great while, but or something that prevents the proper auditing and passing of our duplicating bills, hunting up evidence, finding fault with prices, of Dr. Goodspeed. It is one continuous chapter of putting off, as they have not been W'd by Dr. Harper and passed into the hands passes on bills meet, and of course these bills cannot be passed Dr. Harper leaves for the east. While he is gone the board that to have some items connected with them hunted up. In the meantime months old, and which have been duplicated once or twice, are sent bring the money. At the last moment bills that are four or five and I have had a great many made to me, but they have failed to the University Press. Dr. Harper has made you sacred promises, only thing I have received is \$200 or \$300 from the bookstore of The University are still delinquent in money matters. The send you to-day the Mander, Lane & Company bills for your approval. Your favor of the 24th inst. received. I will

My dear Mr. Heston:-

Chicago, Oct. 28th, 1893.

The University Press of Chicago

PRINTERS AND PUBLISHERS  
THE UNIVERSITY OF CHICAGO

PRINTING DEPARTMENT  
UNIVERSITY OF CHICAGO



PRINTING DEPARTMENT,  
144 MONROE STREET.

*Donnelly*

# The University Press of Chicago,

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 58th ST. AND ELLIS AV.

*Chicago, Dec. 15th, 1893. 1893*

Dr. W. R. Harper,

President University of Chicago.

My dear Doctor:-

I regret my inability to comply with your request. I intended to pay this bill of Scribner's and some others of long standing out of the last money the University paid us. But Mr. Chase insisted upon my using the money to pay bills of recent date, and you wrote requesting me to do so and followed it up by personally telephoning me to same effect. As a result I was unable to pay this and other old bills, and fell short \$1,500 on a note given Kny & Company for apparatus. I was promised, if I used this money for recent bills, I would get \$1,500 to \$2,000 before the note matured. I did not get it and was compelled to draw on D.C. Heath & Company for \$750 and furnish a like amount ourselves.

Now Doctor, this letter of Scribner's is only a sample of many sent us, but which do not reach you. If we could get a settlement of our account as agreed and the money due us by the University promptly, we could pay all bills, and neither you nor ourselves would be humiliated in this manner.

The University now owe us \$10,000, and Mr. Goodspeed informs me that he cannot pay it till January. You must surely be wearied of this condition of things. I know we are, and I think something should be done to remedy it at once. I have been waiting for some time to go over our affairs with you, and I would esteem it a favor if you could make the appointment soon. Will you not telephone me on receipt of this when I can meet you?

Yours truly,

(1 Encllo.)

*W. R. Donnelly*



# The University Press of Chicago

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO

Chicago, Dec. 15th, 1893.

UNIVERSITY BUILDING, 100 N. W. 10th St.

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Yours truly,

(I Enclose.)



PRINTING DEPARTMENT,  
144 MONROE STREET.

*Donnelley*

# The University Press of Chicago,

PRINTERS AND PUBLISHERS TO  
THE UNIVERSITY OF CHICAGO.

PUBLICATION OFFICE:  
UNIVERSITY BUILDING, 38th ST. AND ELLIS AV.

Chicago, June 1st, 1894 1893

William Gardner Hale,

Head Professor, University of Chicago.

Dear Sir:-

You are probably aware that The University of Chicago Press has sold its interest in the Printing Department to The University of Chicago. By the conditions of sale The Press is compelled to pay all indebtedness now due, and therefore necessitated to collect all outstanding accounts.

My attention is called to the fact that the bill of \$68.37 for printing the pamphlet "The Greek Stage" is still standing on the books unsettled. When you gave us the order we understood that it was to be a credit of six months. It is now one year since the job was completed, and as we wish to close up these matters to the satisfaction of The University Trustees and present them with a clean sheet, we would esteem it a favor if you would send check for the above amount as soon as convenient.

Yours truly,

The University of Chicago Press.

*Donnelley*  
Treas.



# The University Press of Chicago

PRINTED AND PUBLISHED BY  
THE UNIVERSITY OF CHICAGO

Chicago, June 1st, 1894

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Yours truly,

The University of Chicago Press.

*Wm. Gardner Hale*  
Treas.



Chase

The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO

Thursday Evening,  
Feb. 15 1894

Good Mr. Karppe:  
Dear Dr. Karppe:

Your favor of the 13<sup>th</sup> inst. regard-  
ing "points in connection with the Biblical World" has  
my careful attention. I have not yet seen the letter pre-  
pared for the printer which you refer to, but will get a  
copy of it from Miss Cobb to-morrow.

Regarding the postal card, I would  
suggest that the return postal be used, and on the return  
half have printed an order for the World for 1894, so that  
the recipient will only have to sign his or her name and  
drop it in the mail. By this means the exact returns could  
be checked; and I think the experience of all journals is  
that a large percentage, by far, of responses is secured  
when the subscriber is saved the trouble of  
filling out an order, and inclosing it in an envelope.  
This may seem trivial, but I know it is a fact. The ex-  
pense for the whole thousand cards, printed, would be less  
than \$25., as against \$12. or \$13. for the single card; and  
I am confident the number of responses would be enough  
greater to abundantly warrant it.

You speak of arrangements being made  
for announcing the World in connection with your lectures  
in Kent and at the Memorial Church. I had not thought  
of working the Kent audience, as it has seemed so much  
a part of the family, and so thoroughly familiar with the







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# The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189 \_\_\_\_\_

World. But the audience at the Memorial has been thoroughly informed of the World's existence, and that your lectures would be published in it. At the second lecture I had 300 prospectuses distributed in the church, with <sup>subscription</sup> blanks inclosed; and at the top of the first page I had printed in red ink the announcement that your lectures would be published in successive issues, commencing with the January number. For the first four lectures the single numbers of the World were on sale, and an announcement to that effect, and that the representatives of the Press would receive subscriptions, was printed in large letters on a blackboard which stood between the two doors at the entrance to the body of the house, so that every one entering must see it. I only stopped sending a special messenger when the total gross sales did not cover the expense of the messenger, though I still have an arrangement with the representatives of the Extension Dept. to take subscriptions on a percentage. Consequently I think all has been done that could be done at the Church. I will try the Kent Audience Sunday.

I am getting arrangements made to form Clubs or secure Agents in the Seminaries.

Regarding the ministers in Chicago and other large cities, I would say that the prospectus has already been mailed to all the ministers in the Baptist, Congregational, Presbyterian and Methodist churches, who







CHICAGO, \_\_\_\_\_ 189 \_\_\_\_\_

according to the last year books of these denominations, have churches numbering over 50 persons. Envelopes are now being addressed to similar clergymen in the Episcopal Church, and a selected list will be tried in the Catholic Church, as we have found several subscribers there. I will see you further about this on your return.

You ask for the galley proof of the subscription list. Owing to the numberless errors that were constantly occurring under that system, and its expense, I changed it some three months ago, and wrappers are now addressed at the office from the subscription cards. This has proved much more satisfactory and less expensive.

I wish you would kindly consider whether there is any place where we can get more room. Dr. Henderson's little office is crowded to suffocation, and we have no room for our circular work. If I could only have a quiet place somewhere for my own desk and the subscription clerks, with room enough for an occasional helper, and for our working material, it would greatly facilitate the work, and enable me to accomplish a great deal more.

You will remember that sometime since I told you of the very uncertain status of some of the subscribers, they discontinued, and claiming that their subscriptions were paid in full, while the lists we received from New Haven showed a different state of affairs. We could rarely get any more information from Mr. Piddock than that the







# The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189 \_\_\_\_\_

date on the label was undoubtedly correct. As we could not bring the subscribers to take the same view of the case, ~~and~~ you agreed with me that we would better drop their names. Many subscriptions have recently expired, too, and the subscribers declined to renew for many reasons. With Prof. Goodspeed's approval, I have mailed the Jan. & Feb. copies to all this suspense list, and sent a prospectus with the inclosed additional circular to all ~~the~~ names on this suspense list. A subscription blank filled out, so that the recipient need only sign his name, was also sent to all. It seemed to me good business to get ~~as~~ many of them as possible in as subscribers for 1894, and drop the old & come if necessary, so that we can have a clean, paid up list.

I shall be glad to talk over these matters further at any time you may have leisure to consider them with me.

Very respectfully,

C. W. Chase







# The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, March 26, 189 4.

To The Trustees,

Of The University Of Chicago.

Gentlemen:-

On behalf of the Stockholders of the University of Chicago Press, I submit the following proposition for the sale of its belongings:

The University Press will turn over to the University the Printing Plant at the net cost (which is considerably below the present market price) less the wear and tear (which the University has already paid) and amounting January 23rd to about \$12,317.57. Since that date a little type has been added. I am unable at this writing to say just how much:

Stock in the Book Store (amounting January 23rd to about \$5058.12) at net cost to the Press. About \$500 worth of books have been added to the above amount since January 23rd in preparation for the next term.

In turning over the Plant at the above price we should expect the University to assume the lease of the present printing office, which has one year more to run; but Mr. Donnelley promises to use the floor, paying \$1,000 for it if you do not succeed in letting it for its full present rent, which is about \$1,700.

It is also further understood that all outstanding bills rendered to the University by the University Press should be paid



The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, March 28, 1894.

To The Trustees,

Of The University Of Chicago.

Gentlemen:-

On behalf of the Stockholders of the University of

Chicago Press, I submit the following proposition for the sale of

its belongings:

The University Press will turn over to the University the  
Printing Plant at the net cost (which is considerably below the  
present market price) less the wear and tear (which the University  
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Since that date a little type has been added. I am unable at this  
writing to say just how much;

Stock in the Book Store amounting January 23rd to about \$5052.12  
at net cost to the Press. About \$500 worth of books have been  
added to the above amount since January 23rd in preparation for the  
next term.

In turning over the Plant at the above price we should expect  
the University to assume the lease of the present printing office,  
which has one year more to run; but Mr. Donnelly promises to use  
the floor, paying \$1,000 for it if you do not succeed in letting  
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dered to the University by the University Press should be paid



# The University Press of Chicago

PUBLICATION,  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189\_\_\_\_\_

within a period not exceeding Ninety days, with interest on the same from the time it was due.

It is also understood that the titles "The University of Chicago Press" and the University Press of Chicago" shall become the property of the University of Chicago.

Also that the debts now due by the University Press shall be paid by the Press, the University being guaranteed against all liability for the same. In payment for the above the University Press agrees to accept notes of the University dated April 1st, 1894 and payable on or before April 1st, 1896 bearing interest at 6%.

*D. C. Heath*



The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

1892

CHICAGO

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same from the time it was due.  
It is also understood that the titles "The University of Chi-  
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Also that the debts now due by the University Press shall be  
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Press agrees to accept notes of the University dated April 1st,  
1892 and payable on or before April 1st, 1896 bearing interest at

5%.

*Bohannon*

*Pres. file -  
Chicago University ?  
Press*



# The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO,

3/28

1894

Pres. Harper,  
University.

Dear Dr. Harper:

At your request I would make the following suggestions regarding the change in the Press.

I do not know just what the Articles of Incorporation of the Press were, but they doubtless provided for such a change, and for the continued use of the title. The present change is practically equivalent to one of three partners in business buying out the interest of the other two, and continuing the same business. It seems to me that the name might now be changed to University of Chicago Press, or University of Chicago Book and Publishing Dept., though the latter is objectionable on account of its length.

It seems to me that the purchase of supplies and apparatus for the Chem. and Phys. departments might now be wholly separated from this department, and <sup>Mr. Williams</sup> deal with the University Direct. Mr. Williams has for a long time been more in the employ of the University than of the Press, and the most that has been done here has been to receive and pay the department bills.

I think a statement should at once be prepared under the suggestion of the legal adviser of the University, informing all debtors and creditors of the University Press of the change, and of the position of the University regarding the old accounts. It should also state who is authorized to make orders under the new arrangements, and that no others are so authorized. I do not see how any limit or close restriction can be put upon these orders, as is done in other departments by







## The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189 \_\_\_\_\_

the requirement of requisitions, &c. The judgment of the manager should be the protection in this work. If he is found to be too free in ordering he can be called to account from time to time. As I understand I am to continue in this position, my course for the last six months should be the guarantee for the future. I have in all cases tried to buy very conservatively, and have, as I have become acquainted with the characteristics of the orders of the different professors, not hesitated to prune their orders and estimates for books for class use. The result is that the general stock at this time is fully \$1500. less than at the same time a year ago. This I had purposed reducing still further during the coming quarter, by offering considerable of the stock that had accumulated, or was originally ordered in excess, at a very low rate, - and advertising such stock among the students.

I think it would also be best that the statement to the public, i. e. Creditors and debtors of the Press, should contain some information as to the time when accounts would probably be paid by the University. All book accounts are understood to be payable every 30 days, unless other arrangements are specifically made. Statements are rendered the first of each month for the purchases of the preceding month, and the amount of the statement is usually drawn for about the 10<sup>th</sup> of the month. A general statement as to when payments would probably be made would ward off these drafts. Of course such drafts if they



the requirement of registration, so the judgment of the  
 newspaper should be the criterion in this case. It is  
 found to be too late in coming to be taken to account  
 from time to time. As I understand it, to continue in  
 this position, my course for the last six months should be  
 the guarantee for the future. I have no other course than to  
 say very emphatically, and have, as I have been requested  
 with the characteristic of the mind of the efficient professor,  
 not hesitated to make this statement and estimate for both  
 for class use. The price is that the general price at  
 this time is fully \$500. Less than at the same time a  
 year ago. This I have proposed reducing still further in  
 my the coming quarter by offering considerable of the stock  
 that has accumulated, or was originally ordered in cash  
 at a very low rate, and accordingly has been among the  
 students.

I think it would also be best that the state  
 should to the public, a lecture and action of the class.  
 should contain some information as to the time when the  
 course would be held, as far as the University. The book  
 accounts are intended to be passed every 30 days, and  
 less other arrangements are especially made. I understand  
 the publisher the price of each month for the purchase of  
 the preceding month, and the amount of the statement  
 is usually shown for about the 10th of the month. I found  
 statement as to some payments were made by the  
 course was off the stage. Of course this stage of the



## The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189\_\_\_\_\_

Come must be paid, as the result would be very bad if they were allowed to go back unpaid, especially just at this time when the University is assuming the entire business.

I am at a loss so far to understand the relations to exist between myself and the Printing Department. There should be but one responsible head, and if that is to be the policy, then that head should have something to do with the employment of the force, foreman, &c. So far not a word has been said to me about this, although we are expected to be ready for work on Monday. All orders for the printing department, and all copy and proof, &c., should go through this office. I fear there will be trouble up here from the fact that everyone who is having any work done will run personally to the printer, and so there will be as many "bosses" as there are individual jobs. This should be clearly determined and announced in the start. Work should only be done on a job order from here. No one in the University has any just ground for complaint as to delays in transmission of copy or proof during the past six months. All delays have been in the office down town, where we have had no control over matters whatever, though we have been blamed as if we had. A definite and clearly outlined system should now be adopted, and announced to the heads of the departments; otherwise there must be lack of responsibility, confusion and unpleasant clashing.



Course, must be paid, as the present course is very low of  
they were allowed to go back unpaid, especially just as  
the time when the University is receiving the same  
income.

I am at a loss as to how to maintain the  
course to be a better one, and the University  
then, I think, as the one responsible for it, and of course  
to be the best, then that that course have something  
to do with the employment of the force, for instance, to  
not a word has been said to me about this, although we  
are expected to be ready for work in January. The whole  
for the printing department, and are very much  
summed up through the office. I fear there will be trouble  
up here from the fact that with our case in having any more  
have been from necessity to the printer, and so there will  
be no money down, as there are individuals for this  
should be clearly determined and announced in the future,  
that printed copy be done in a few days from now. The one  
in the University has any first ground for complaint as  
to delay in the University of copy or long during the  
hand his money. All delays have been in the office since  
then, where we have had no control in making alterations,  
though we have been blamed as if we had. It is difficult and  
clearly continued system should be adopted, and the  
responsible to the heads of the departments, otherwise there  
must be lack of responsibility, confusion and expense.

Closing.



# The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO, \_\_\_\_\_ 189\_\_\_\_\_

The book-keeping for the departments, &c., in connection with the Press, involves rather the question of the best course to pursue, than any difficulties to be overcome. I do not see how we can satisfactorily pursue any materially different course from the one that has been followed. The new Press will still be the Purchasing and Supply and Printing Department of the University. As such it will have to keep accounts with all the departments. This I should think would best be settled by a consultation.

I have had a moment's talk with Judge Henry Lewis beginning this letter, and he informs me the information I had as to what the University assumes was wrong, so that the onus of any notice, &c., will rest with the Old Press, and not with the University.

Very resp'y,

C. W. Chase



The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

CHICAGO 189

Mr. Geo. H. Roper, for the Department, etc., in connection  
with the Press, various parties the purchase of the Press  
to purchase, there any difficulties to be overcome. I do not  
the Press are now participating persons and institutions. I do not  
know however from the Press has been purchased. The Press  
there will be in the Department and Library and Printing  
Department of the University. The Press is now in the  
Department of the University. This I assume is the same  
Press as mentioned by a communication.

I have had a communication from Mr. H. Roper  
concerning this letter, and he informs me the information  
I have as to the Press is correct, and he says, as the  
the Press of the University has been purchased, and  
now with the University.

Very respectfully,  
J. W. Roper



Chase

The University Press of Chicago

PUBLICATION  
AND SALES DEPARTMENT

Press

CHICAGO, April 9 1894

14

Pres. W. R. Harper,  
University,

Dear Dr. Harper:

Prof. Bemis to-day handed me the accompanying letter from the Typo. Union of Chicago. My own impression was most decidedly that we wanted to have nothing to do with them. This afternoon I have talked with Mr. Donnelly, and his foreman, Mr. Day, who is a very experienced man, and has had 27 years experience here in Chicago. They both think that we may have some trouble with the Union for a time, and that if we do not go in, the Union will do all it can to injure us by advertising the fact of hostility (?), &c., in trade papers, and the Press. As ours will be for the immediate present somewhat of a family affair, I do not see that this can hurt us in anyway. They are both positive that if we go into the Union, it will not allow us to employ students, unless they become Union men. One foreman, Mr. Walker, and one two best men, are not Union men, and would have to go in, if it became a Union office. All seem to think that we shall have no trouble in securing all the extra help we want at any time outside the Union. Consequently I can see no reason for going in, except the one Prof. Bemis is interested in, and that is the extension of University Extension work in such Unions.

It seems to me that you might write a letter to the Pres. of the Union, stating that we have no hostility to it as an organization, and that we employ both Union and Non-Union men. But that as ours is such a small, and almost a family, office, it does not seem wise to go in. In other words, politically decline to have anything to do with it.

Please advise me in reference to this. My resp. W. R. Chase







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Boston Mass.

May 24th, 1894.

Dr. W. R. Harper,

Chicago, Ill.

My dear Doctor Harper:

I have just received the enclosed letter from Koehler's Antiquarium, and have written them that we have turned over the University Press to you and that you will hereafter purchase all supplies. I recommend them to you as they have so far as I know treated us very fairly. I made very low rates with them on German books and periodicals, making as you know, a special trip from London to Leipsig to meet Dr. Mall and to make terms with Koehler, and by the way, the expense of that trip I threw out of my expense bill handed to the University a long time ago, and this is one reason at least why the present pending bill charging for services given to the University Press should be paid.

You will remember that you and I and Mr. Donnelly talked over the matter of payment to him for looking after the printing department of the University Press and to me for looking after the publishing department. He was to have \$1,200 a year; I was to charge simply for any time I gave to it and that is all that I have done, and I have as above indicated given you four or five



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W.R.H.--2

hundred dollars' worth of that by taking it from a former bill.

The bill that is now pending should perhaps have been handed to the University Press and not to the University and the amount included with other salaries as Mr. Donnelly's was; but I preferred that the University should know precisely what the charge was for and therefore it was made in a separate form and is only for actual service rendered to the University Press in connection with one department and another. I made it the lowest amount possible and I feel sure that no business man or any other man on your Board of Trustees can for a moment question it, and I shall therefore expect the "passage of the bill" without further "fillibustering".

2  
And here perhaps is the place for me to speak of another bill which has been hung up for sometime, and that is the one making a charge for the expenses incurred in buying books. Let me say first that that bill is much larger than it should be: that is, we charged too large a proportion of salaries of the clerks in the bookstore to the department of book binding, as they first followed, I find, the estimate that was made with reference to a



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W.R.H.--3

proper division of salaries. That estimate was made when we were giving a great proportion of the time to the buying of books for the University libraries. After the first purchases were made, the time given to such book buying has been very slight indeed and yet they have charged to this department the proportion originally charged which you will at once understand to be too much; but whether it is too much or too little is in my judgment an unimportant matter; the question is, whether the expenses of the book buying were to be paid by the University. Our original contract specified that all expenses should be paid and 10% in addition. Some of the Trustees objected to the payment of foreign commissions claiming that that ought to be done by the University Press and I finally assented to that and suggested myself without any request on the part of any member of the Board of Trustees that the commission to the Press be 5% instead of 10% in view of the fact that we were finally to make a division of the percentage with the University, and the added fact that the division could be made at once as well as later as bills for books were to be paid in twenty days and therefore no capital being involved in the book buying and no interest on capital to be

*Dr  
M. H. Heath  
is mistaken*



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W.R.H.--4

taken out of the profits before a division was made.

The clause in the contract bearing on this question was intended to cover this point, and I did not discover that the word "expense" was in the contract. My memory of it was that the clause specified that when the division of the profits was made with the University, the profits on the bookstore were in no way to enter into the question and that the clause of the contract about the book buying was intended to cover simply this and nothing else. The word "expenses" should not have been in there and had it not been there no one would have been misled by the contract.

You will remember one day when the question came up I took the contract out and read it and discovered that it could be interpreted to mean that the Press should bear the expenses of the book buying, although the contract does not say so in so many words. It simply says that the receipts and expenses shall not be considered in determining the profits on the other part of the University Press business, and not that the expenses shall be paid by the Press. This astonished me as it was not my understanding and when the matter was referred to Mr. Ryerson you will remember that before he looked at the contract he said that my



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W.R.H. -- 5

interpretation was right. Afterwards, I believe, he decided differently, though I have heard nothing from him about the subject. I wrote him a long letter bearing on the point but he has never taken the trouble to answer it for some reason. I should certainly never have signed the contract if I had once supposed it was to be interpreted to mean that we were to bear the expense of the book selling. I should have preferred the old form of the contract which specified clearly that all the expense was to be paid by the University and 10% beyond that given to the Press. Beside we could very easily lose a good deal of money if the contract be so interpreted as we should be obliged to keep a force of clerks at the University for the purpose of book buying and there might not be books enough bought in a year to half pay the salaries of those clerks.

Now I am anxious to have this whole University matter cleared up as soon as possible and trust there will be further delay about the payment of these out standing bills.

There are quite anumber of invoices of books that have come through the Press and a good many more out of the last appro-



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W.R.H.--5

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W.R.H.--6

priation of books have not come through the Press that we should  
of course have commission on, but I for one am so anxious to get  
the matter closed up that I am willing to forego the commission  
on these if the pending bills are all passed, and I think I can  
get Mr. Donnelly to consent to the same arrangement.

Very truly yours,

D. C. HEATH.

R.



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W. R. H. -- 6

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Pres File  
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