

Heath

D. C. Heath & Co.

D. C. HEATH
C. H. AMES
W. E. PULSIFER
W. S. SMYTH

*Publishers and Importers of Text-Books
for Schools and Colleges*

NEW YORK: 3 East 14th Street

5 Somerset Street and 19 Pemberton Square

CHICAGO: 86 Wabash Avenue

Boston Mass.

May 24th, 1894.

My dear Doctor Harper:

I write you another letter to-day bearing on the pending bills. There is no objection to your handing it to Mr. Rust so far as I know.

I write here to remind you of your promise to me that if I would sign the new contract you would see that all pending bills were passed. I hope you will attend to the matter and help us to close it up. We are going to lose in rent and through the Des Moines college, through losses in the Columbian Bank and other ways so much that we naturally want all that is due us, if you do not want to pay any more than that, and we are not asking it in asking for the payment of these outstanding bills. If the whole matter of these bills were left to arbitration I feel sure I could make a clear case and get the passage of the bills in that way, but I hope it will not be necessary to resort to that method.

I am obliged to you for kindly writing me about the article in "The Chicago Journal". I may ask you later to modify that letter a little. I want to talk it over with my partners. In the meantime I wish you would do me the very great favor to

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Dr.H.--2

write what I hardly ever asked for before in my life; namely, a statement as to the estimate held of me by the University trustees and others with whom I have had business relations. If this estimate is a bad one, of course it wont do me any good, but if it is anyway a good one, and I have inferred from what you have kindly said to me from time to time that it was at least fairly good, it will help a great deal. Some of my competitors in business have already referred to our giving up the University Press in such a way as to do our business some harm unless our agents have in their hands something to controvert any wrong statements that go out with reference to the matter. It was the fear of this that I had in mind when I asked you to kindly see that the statement that was made about the transfer of the University Press should be such as to be entirely fair to both sides and stop false rumors as to the reason for the transfer. It was best for you as well as for us that this should be done, and I hope therefore that you will do me the favor to write a statement that my partners and agents can use wherever and whenever this matter may come up in any offensive way.

Very truly yours,

R.

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July 1895?

Chase

~~Gold~~ Com

Mr. Chase

Press

In making this first report of the work of the University Press Division, covering the period since the Division became an organic part of the University (April 1, 1894, to June 30, 1895), it should be prefaced that the purpose of the establishment of the Press was not to make, but to save, money for the University - it, as an incorporated body, being precluded by the terms of its Charter from engaging in any business for the purpose of gain. The object of the Press therefore has been:

(1) as to the bookstore,

- a. to furnish books and stationery for the use of Professors and students at the lowest net cost price, adding only such a percentage as would cover the necessary expenses of doing the business;
- b. to make certain that the students could find in stock the special books they need for class use, as they would not find them in any general bookstore; and
- c. to provide an easily accessible place where all such books and supplies as are necessary for the students' work could be secured without the delay and expense involved in a trip to the

Vol. 185

Handwritten notes:
Mr. [unclear]
[unclear]
[unclear]

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G. 112

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city:

- (2) as to the purchase of books for the libraries and apparatus for the laboratories,
 - a. to procure books and apparatus at the lowest wholesale rates, without the profits of the "middlemen," and with the least possible delay;
 - b. to secure for the University the great advantage in prices which a central purchasing agency, acquainted with the values of books and apparatus as well as the best discounts allowed, can always get over the promiscuous purchasing by the several departments; and
 - c. to provide one central office for the care of the great details of accounts of such a business, as well as for the proper distribution of the books and supplies:
- (3) as to the Printing Department,
 - a. to make the periodicals, and furnish the University with its official publications, and the stationery and forms needed for the conduct of its business, at the lowest cost prices;
 - b. to do this with the greatest convenience to those who must furnish copy, read proof, etc.; and
 - c. by the employment of a few skilled men regularly on the same class of work, to secure the best and most uniform results, typographically, for the publications of the University.

Such being the purpose of the Press, it is not to be expected that this report of the work of the Division for the first fifteen months

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Such being the purpose of the Press, it is not to be expected that

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will show a profit such as business men would expect to see in similar reports of their business; as the aim has been so to fix prices on goods sold and work done, that the University shall be charged only what the goods and work have actually cost. If it shall be shown that the cost to the University, Professors and students has been continually decreasing, then the work of the Press must be pronounced successful, and the wisdom of its establishment as a Division of the University admitted.

The present force employed by the Press Division, with salaries, is as follows:

C. W. Chase, Director - - - - -	\$2500
W. H. M. Smith, book-keeper - - -	900
Anna Kayler, Asst. " - - - -	520
Adele Mathias, Stenographer & Sub'n Clerk - - -	624
Otto R. Ryerson, books (bookstore)	780
Warren Chase, Stationery (bookstore)	360
Guy Souerbry, Messenger - - - - -	<u>240</u> \$5924

All of these are classed as general salaries, except those of Mr. Ryerson and Warren Chase, all of which are charged to the bookstore; and 80% of that of Miss Mathias, which is charged to ~~that of~~ the several periodicals. The general salaries are divided as follows, in accordance with the instructions of the special Committee of your honorable board:

10% to the Bookstore,

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10% to the Bookstore,

- 25% to purchase of books,
 15% " " " Apparatus,
 5 50% " Printing and Publishing.

It is believed no change in the salary list of the Division will be necessary for the work of the next year, beyond what is already provided for.

THE BOOKSTORE.

The statement for the business for the fifteen months ending June 30, 1895, is as follows:

Dr.		Cr.	
Purchases - - - - -	19283.53	Sales - - - - -	23406.59
Stock April 1, '94 -	5722.82	Stock June 30,	
Salaries - - - - -	2247.59	'95 -	6606.46
General Expense - -	1460.55	Cash on hand -	177.78
Balance to Cr.	1476.34		
	<u>30190.83</u>		<u>30190.83</u>

Showing a balance to the credit of the department of \$1476.34

EXPENSES OF DEPARTMENT.

It should be noted that the bulk of the sales made in the bookstore are for very small amounts, as for pencils, pens, envelopes, erasers, etc.; and that as it requires just as much attention to make these small sales as those which bring in larger amounts, the expense of doing the business will necessarily seem large for the amount done. For the immediate work of the bookstore, two clerks are employed, one at a salary of \$780, and the other, of \$360 per year. In addition to these particular salaries, 10% of the general salaries as indicated above.

PRICES

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15¢ " " " Apparatus,

25¢ to purchase of books,

PRICES, &c.

Books for students use are purchased chiefly through the large Jobbing house of Baker & Taylor Co., in New York, as better rates can be made through them than with publishers direct. During the last winter recess the Director of the Press visited different Colleges in the East to learn of their methods of doing business of a similar nature, and also endeavored to make low rates with publishers. In no case, however, would a better offer than $1/3$ discount be made on general books, and from $1/8$ to $1/6$ on net books; while through Baker & Taylor we secure from 5% to 9% better terms on general books, and a uniform rate of $1/6$ on net books. At the same time it was learned that Columbia, Amherst, Williams, and (as it was stated in New York) Yale, got only $1/3$, and nothing better. The Harvard Cooperative Society, which is the largest buyer of books of the character used in a University, has a trifle better arrangement than we have with one publisher only; but in this case it is the quantities purchased (often 500 copies of one book) that determines the lower rate. The management of the Press is fully satisfied that we buy on as good terms as any institution in the country, and on better than all but two or three. The convenience to the students cannot be overestimated, as there is but one store in Chicago that could in any event supply their needs, and a half day would necessarily be consumed in making their purchases.

But little change has been possible in the general cost of books; but in the Stationery department, prices have been lowered very materially on the articles most used, both by the offices of

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INSTANCES OF REDUCED PRICES.

The business offices, professors and students use about 300,000 white linen envelopes in a year. Fifteen months ago these were costing us \$1.65 per m, and were retailed to students and professors at 10 cts. per package. In February an order for 100,000 was placed at a mill at the rate of \$1.00 per m printed; and another order has recently been placed for a like quantity at 95 cts. These are the best quality of commercial cream laid envelopes that can be secured in the city. They are now sold at a better per cent profit at retail for 5 cts per package, instead of 10 cts.

A proportionate amount of fine linen paper made into pads, with the University stamp, is sold. The stock used for this paper formerly cost 18 cents per lb., and it is now matched by an equally good paper at 14 cts. This same paper is used for the departmental letter heads throughout the University, and the saving on the stock is about 50 cents per thousand sheets. Over 250 reams of this paper at 24 lbs. have been used in this way, indicating a saving on this item alone of about 250. The professors and students also buy their pad of 50 sheets for 20 and 10 cents respectively for letter and note heads, instead of 25 and 15 cents as before.

The students use during the year from 1500 to 2000 Theme pads. These formerly cost them 20 cts., but are now sold for 15 cts., and

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The students use during the year from 1500 to 2000 these pads. These formerly cost them 20 cts., but are now sold for 15 cts., and

the quality of the paper has been distinctly improved.

The Director of the Press keeps the closest possible watch of the market both in stationery and books, with a view to securing the best goods at the lowest price; and it has been the policy of the department to give its public the advantage of lower and newer prices obtained.

Much complaint has been made from time to time by a few students that our prices were excessive; but the slightest investigation has proved the contrary; and it is a fact beyond dispute that 75% of all books used in the University are sold at from 5 to 10% less than they can be procured elsewhere. Frequently a book of a popular character is used in one of the departments which may be found in one of the Syndicate stores, and at a lower price than we can sell it; and this "find" is advertised freely among the students. But the other side of the case, where students pay their carfare and give their time to go to town and pay more than the Press price for a book, is never exploited at all. The student does not boast of it; and these cases are not infrequent.

THE PURCHASE OF BOOKS AND APPARATUS:

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THE PURCHASE OF BOOKS AND APPARATUS:

The statement of the business of this department for the 13 mos. is as follows:

Dr. Cr.

	Cr.	Dr.	
Apparatus purchased	51311.63	Apparatus sold to Depts.	51311.63
Books "	25291.69	Books " " "	25291.69
40% Gen'l Salaries		5% on 76603.32 allowed	
(Apparatus 15%-Books 25%)	1858.60	for expenses	3830.16
General Expense	1406.68		
Balance to Cr.	564.88		
	<u>80433.48</u>		<u>80433.48</u>

Balance to credit of Division on work of this department, \$564.88.

The purchase of Apparatus presents but few difficulties, the knowledge of the character of the goods, a wise selection of markets and watch on prices only being required. The purchase of books, however, is attended with many difficulties, as a good percentage of the books ordered are old, rare and out-of-print works, These old books are usually standard works, of limited circulation, but without which a library would not be complete. As there is only an occasional demand for a copy, new editions are not made. Consequently an agent must watch the market until one appears. Our books for departmental libraries are purchased in Leipzig, Paris, London, New York and Chicago. As Professors make orders for single books, and procure them from abroad by mail in about five weeks, it is difficult for them to understand why it takes from ten weeks to three months for the Press to secure books in Germany, Paris or London. As a fact, however, ten weeks is about as quick as an order can be filled and received here; and as there are on every order several of these rare and o. p. books, frequently it will be several months before a part of an order will be received. These two causes have given rise to many complaints,

Dr.	Cr.
Apparatus purchased	51311.63
Books	25291.69
40% Gen'l Salaries	5% on 758603.32 allowed
(Apparatus 15% - Books 25%)	1858.60
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which have generally been unjust and unreasonable. Up to July 1, 3603 titles had been ordered for the Department Libraries, and of this number 2866 titles, or $79 \frac{5}{9} \%$, are now in the library.

While in the East last winter the Director of the Press consulted Mr. Justin Windson, librarian of Harvard College, Mr. Baker, librarian of Columbia, and Mr. N. Murray, of Johns Hopkins University, as to their methods, time occupied in receiving books, and proportion of orders placed and received during a year. All reported about the same time for execution of orders, although their location is from ten days to two weeks in their favor. It should be noted that old and long-established libraries, like those of Harvard and Columbia, have on their shelves the rare standard books above referred to, and that a much larger proportion of their orders are for new and easily gotten books. Yet Mr. Windsor, who is undoubtedly the most widely known American librarian, both personally and as a librarian, buying in Europe, said he always felt at liberty to order books at least one-third in excess of the appropriation for that purpose for any year, as he never expected to get over two-thirds of his orders in; and Mr. Baker, of Columbia, placed his highest expectations at 70%; yet we have, as stated above, over $79 \frac{1}{2} \%$ of the books ordered in the last eighteen months on the shelves of the library now.

As to prices on domestic publications the statement made in reference to the purchases for libraries. On foreign purchases the only information obtained was from Columbia, which was paying

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which have generally been unjust and unreasonable. Up to July 1,

26c on the mark, and 22c on the franc; while our quotation is 22c and 19c respectively, and our invoices frequently figure less.

The agents of the Press are:

K. F. Koehler's Antiquarium, Leipzig, Germany;

H. Welter, Paris, France; and

H. Sotheran & Co., London.

Until recently Luzac & Co. have been the London agents; but a short experience has proved that Sotheran & Co. are much more successful in securing books wanted, and at lower rates. They have peculiar facilities for securing rare and o. p. books, as they are the largest buyers of libraries in London. Their stock of current books is also one of the largest in that city.

We believe these statements must convince your honorable board that this department is economically and successfully administered.

THE PRINTING AND PUBLISHING DEPARTMENT.

The statement of the work of this department is as follows:

Dr.	Cr.
Stock Purchased - - 15512.75	Jobs charged University - - -25342.57
Wages - - - - - 14751.23	" " Outside Work - - 2848.30
50% General Sal. 2323.25	Unfinished Work June 30 -'95 1870.98
General Expenses - 609.65	Stock on hand - - - - - 188.08
	5% on University Work - - - - 1267.13
	Insurance Rebate - - - - - 233.33
	Balance to Dr. - - - - - 1446.49
<u>\$33196.88</u>	<u>\$33196.88</u>
Balance to Debit of Department, \$1446.49.	

28c on the mark, and 32c on the franc; while our quotation is 22c and 12c respectively, and our invoices frequently figure less.

The agents of the Press are:
K. T. Koehler's Antiquarium, Leipzig, Germany;

H. Weiler, Paris, France; and
H. Sothman & Co., London.

Until recently Evans & Co. have been the London agents; but a short experience has proved that Sothman & Co. are much more successful in securing books wanted, and at lower rates. They have peculiar facilities for securing rare and o. p. books, as they are the largest buyers of libraries in London. Their stock of current books is also one of the largest in that city. We believe these statements must convince your honorable board that this department is economically and successfully administered.

THE PRINTING AND PUBLISHING DEPARTMENT.

The statement of the work of this department is as follows:

Dr.	
Stock Purchased -	15512.75
Wages -	14751.25
50% General Sal.	2323.25
General Expenses -	809.65
Stock on hand -	188.08
5% on University Work -	1267.13
Insurance Rebate -	233.83
Balance to Dr. -	1445.49
	<u>\$33136.88</u>
Balance to Credit of Department, \$1445.49.	
	<u>\$33136.88</u>
Jobs charged University -	23242.57
Outside Work -	2848.30
Unfinished Work June 30 - '95	1870.98
	<u>188.08</u>

General Statement of the three departments:

Balance to Cr. of Bookstore - - - - -	1476.34	
" " " " Books & Apparatus - - - - -	<u>564.88</u>	2041.22
Less " " Debit Printing Dept. - - - - -		<u>1446.42</u>
Leaving Total Balance to Cr. of Division on)		
work from April 1 - '94 to June 30 - '95) - - - - -		\$594.73

During the fifteen months 1021 distinct jobs of work have been turned out, varying in size from a printed card to a book of over 800 pages, and forty-five of these jobs represent Journals varying in size from 88 to 190 pages. The work of the department has presented many new questions, and developed many phases and conditions which could only be solved experimentally at first. It is needless to remark that the University of Chicago was the first to establish such a plant, though the example is being more and more followed each year by other Universities. It is in this department that the greatest saving to the University has been made. When the Press became a Division of the University, the Journal of Political Economy was paying $7 \frac{3}{4}c$ per lb. for its paper, against $4 \frac{1}{2}c$ now for a paper equally acceptable. The Biblical World was paying $6 \frac{1}{2}c$ for its paper against $4 \frac{7}{8}c$ now. The paper used in the Calendar and Register, of which more than nine (9) tons have been used during the last year, was costing $6 \frac{7}{8}c$, but is now matched for $5 \frac{1}{2}c$.

The comparative cost of some of the publications for the year previous to April 1, 1894, and the following year will illustrate the saving to the University. It should be noted that the comparative cost of making the Journal of Geology has been materially

General Statement of the three departments:

Balance to Cr. of Bookstore	1476.34
" " " Books & Apparatus	2041.22
" " " Debt Printing Dept.	1448.42
Leaving Total Balance to Cr. of Division on	
work from April 1 - '94 to June 30 - '95	\$554.78

During the fifteen months 1021 distinct jobs of work have been turned out, varying in size from a printed card to a book of over 800 pages, and forty-five of these jobs represent Journals varying in size from 25 to 120 pages. The work of the department has presented many new questions, and developed many phases and conditions which could only be solved experimentally at first. It is needless to remark that the University of Chicago was the first to establish such a plant, though the example is being more and more followed each year by other Universities. It is in this department that the greatest saving to the University has been made. When the Press became a Division of the University, the Journal of Political Economy was paying 7 3/4¢ per lb. for its paper, against 4 1/2¢ now for a paper equally acceptable. The Biblical World was paying 6 1/2¢ for its paper against 4 7/8¢ now. The paper used in the Calendar and Register, of which more than nine (9) tons have been used during the last year, was costing 8 7/8¢, but is now matched for 5 1/2¢.

The comparative cost of some of the publications for the year previous to April 1, 1894, and the following year will illustrate the saving to the University. It should be noted that the comparative cost of making the Journal of Geology has been materially

increased the last year by the free use of half tones and etchings, which had not been used to any extent until Prof. Chamberlin's papers on Greenland were begun. The other Journals now being published do not go back of the present year, so no comparison can be made .

mo.	Biblical World		Journ. of Pol. Econ.		Journ. of Geology	
	1893-4	1894-5	1893-4	1894-5	1893-4	1894-5
May	404.26	249.15			281.88	160.05
June	320.14	236.77	349.67	230.28	238.06	150.62
July	313.23	259.76			215.96	243.08
Aug.	295.36	249.85			198.83	166.66
Sept.	285.87	217.08	334.85	x 375.27	238.43	278.42
Oct.	261.48	225.50				
Nov.	253.74	256.60				
Dec.	238.74	229.62	450.13	267.35		
Jan.	284.80	304.37				
Feb.	277.33	276.24			344.09	278.58
March	281.75	313.35	415.88	312.10	273.28	264.44
April	274.09	244.08			269.53	288.32
	3490.79	3062.87	1549.93	1185.00	2060.08	1830.17
	3062.87		1185.00		1830.17	
Bal.in)	427.92		364.93		229.91	
favor of)	About 13%		over 25%		About 10%	
1894-5)			x \$61 for Electros.			
					Electros also added to recent Geology.	

As to the saving on Calendars, Registers, etc., it is impossible to make a comparative statement, as the number of pages, sizes of editions, and character of contents vary so materially. It is, however, fair to suppose that a relatively good showing would be made on these official publications, could such a statement be prepared.

The average cost of the last nine Calendars has been \$683.44, and the Registers have cost, Vol. I, \$1428.28; Vol. II, \$1580.75; Bills for Vol. III are not yet received.

The Periodicals published, with their paid circulation (exclusive of Exchanges and free lists) on June 30, 1895, were as follows:

increased the last year by the free use of half-tones and etchings, which had not been used to any extent until Prof. Chamberlin's papers on Greenland were begun. The other journals now being published do not go back of the present year, so no comparison can be made.

mo.	Biblical World 1893-4	Journ. of Pol. Econ. 1893-4	Journ. of Geology 1893-4
May	404.28	349.18	381.28
June	320.14	328.77	328.08
July	313.28	329.78	343.08
Aug.	323.28	349.88	368.88
Sept.	365.87	317.08	378.48
Oct.	361.48	325.50	
Nov.	353.74	356.60	
Dec.	323.74	329.88	
Jan.	384.80	304.37	
Feb.	377.35	378.24	378.28
March	381.75	313.55	384.44
April	374.08	344.08	368.28
	3490.72	3082.87	3080.08
	3062.87	1188.00	1830.17
	427.92	364.28	229.91
Bal. in favor of 1894-5 About 13% over 25% \$61 for Electro.			
Electro also added to recent Geology.			

As to the saving on Calendars, Registers, etc., it is impossible to make a comparative statement, as the number of pages, sizes of editions, and character of contents varies materially. It is, however, fair to suppose that a relatively good showing would be made on these official publications, could such a statement be prepared.

The average cost of the last nine Calendars has been \$683.44, and the Registers have cost, Vol. I, \$1488.28; Vol. II, \$1580.75; Bills for Vol. III are not yet received.

The Periodicals published, with their paid circulation (exclusive of exchanges and free lists) on June 30, 1895, were as follows:

The Biblical World - - - - -	1807
Journal of Geology - - - - -	364
" " Astrophysics - - - - -	349
" " Political Economy - - - - -	324
Hebraica - - - - -	300

During its existence as a Division of the University the Press has also published the following, the composition all having been done on the grounds:

FOR THE DEPT OF POLITICAL ECONOMY:

The Science of Finance, by Gustav Cohn, Tr. by Dr. T. B. Veblen. Large, 8vo. cloth, 12+800 pages. 1500 copies.

FOR THE GERMANIC DEPARTMENT:

Die Conjunktiv bei Hartmann von Aue, by Prof. S. W. Cutting. 8vo. pp. 54+24 insets of charts etc. 400 copies.

FOR THE DEPARTMENT OF SOCIAL SCIENCE:

Food as a Factor in Student Life, by Ellen H. Richards and Marion Talbot. 8vo. paper, pp. 28. 1000 copies.

FOR THE DEPARTMENT OF ANTHROPOLOGY:

Notes on Mexican Archaeology, by Prof. F. Starr, 8vo. pp. 16, 1000 copies.

FOR DR. E. H. LEWIS:

Thesis: History of English Paragraph, 8vo, pp. 200. 400 copies

FOR DR. EDMUND BUCKLEY,

Thesis: Phallicism in Japan, paper, 8vo. pp. 36. 300 copies.

FOR DR. F. I. CARPENTER:

Thesis: Metaphor and Simile in the Minor Elizabethan Drama. paper, 8vo. pp. 16+218. 400 copies.

FOR THE UNIVERSITY EXTENSION DIVISION

the Press has published the following new Syllabi during the term covered by this report, in addition to several reprints of previous publications:

		pp.	
Syllabi	(1000 cop.	Pt. I - -	23
47 Shepardson: Social Life in American Colonies	(500 "	" II - -	19
	(500 "	" Double	38
48 Kent: Hebrew Prophecy - - - - -	600 copies	- - - -	18
49 Wishart: Monks and Monasteries - - - - -	500 "	- - - -	16
50 Terry: Baron and King - - - - -	500 "	- - - -	26
51 Bemis: Monopoly and Taxation - - - - -	500 "	- - - -	24
52 Harper: Stories of Genesis - - - - -	1000 "	- - - -	52
53 McClintock: English Romantic Poetry 1780-1830	400 "	- - - -	36
54 Starr: Early Man in Europe - - - - -	200 -	" - - - -	14
55 Jones: Prophets of Modern Literature	1000 "	- - - -	15
56 Terry: Introduction to Study of History	400 "	- - - -	16
57 Shepardson: American Statesmen and Great His- toric Movements -	2000 "	- - - -	15
58 Webster: Making and Makers of our Republic	200 Pt. I	- - - -	15
	200 " II	- - - -	18
59 Raymond: Social Aspects of the Labor Movement	500 copies	- - - -	14
60 Bemis: Questions of Labor & Social Reform	500 "	Pt. I - -	25
	500 "	Pt. II -	18
	500 "	reprint	
61 Kent: Outlines of Hebrew History	1000 "	- - - -	24
62 Moulton: Studies in Shakespeare's Tragedies	2000 "	Pt I - -	12
	500 "	Double -	23
63 Taft: Painting and Sculpture of Our Times	500 -	- - - -	42
64 Thatcher: Mohammed, etc. - - - - -	500 "	- - - -	12
65 Clark: Poetry as a Fine Art - - - - -	1000 "	- - - -	53
66 Zeublin: Social Reform in Fiction - - - - -	1000 "	- - - -	15
67 McClintock: Studies in Fiction - - - - -	500 "	- - - -	14
68 Dahl: Social Studies in Bjornson & Ibsen	250 "	- - - -	14
69 Chapin: General Survey of Amer. Lit.	500 "	- - - -	16
61 Kent: Outlines of Hebrew History	200 "	reprint	24

The Press has also nearly ready,

The History of the Union Pacific R.R. large 8vo, about 175 pp.

term covered by this report. In addition to several reprints of

previous publications:

41 Kant:	Outlines of Hebrew History	300	"	reprint	24
42 Moulton:	Studies in Shakespeare's Tragedies	2000	"	Pt I - - -	18
43 Telf:	Painting and Sculpture of Our Times	500	"	" Double - - -	23
44 Thatcher:	Mohammed, etc.	500	"	" - - -	12
45 Clark:	Poetry as a Fine Art	1000	"	" - - -	23
46 Zephlin:	Social Reform in Fiction	1000	"	" - - -	15
47 McClintock:	Studies in Fiction	500	"	" - - -	14
48 Dahl:	Social Studies in Bjornson & Ibsen	250	"	" - - -	14
49 Chapin:	General Survey of Amer. Lit.	500	"	" - - -	18
50 Kant:	Outlines of Hebrew History	300	"	reprint	24
51 Remis:	Questions of Labor & Social Reform	500	"	Pt. I - - -	25
52 Raymond:	Social Aspects of the Labor Movement	500 copies	"	" II - - -	18
53 Webster:	Making and Making of our Republic	200 Pt. I	"	" - - -	15
54 Shepardson:	American Statesmen and Great His-	2000	"	" - - -	15
55 Terry:	Introduction to Study of History	400	"	" - - -	18
56 Jones:	Prophets of Modern Literature	1000	"	" - - -	15
57 Starr:	Early Man in Europe	200	"	" - - -	14
58 McGlinch:	English Romantic Poetry 1780-1830	400	"	" - - -	23
59 Harper:	Stories of Gemasie	1000	"	" - - -	23
60 Remis:	Monopoly and Taxation	500	"	" - - -	24
61 Terry:	Heron and King	500	"	" - - -	23
62 Wisner:	Monks and Monasteries	500	"	" - - -	18
63 Kant:	Hebrew Prophecy	500 copies	"	" - - -	18
47 Shepardson:	Social Life in American Colonies	500	"	" " Double - - -	28
48 Kant:	Outlines of Hebrew History	300	"	" - - -	23

The Press has also nearly ready.

The History of the Union Pacific R.R. large 8vo, about 175 pp.

The Indian Silver Currency,
for the Department of Political Economy.

Dr. Wood's Thesis on Verner's Law in Gothic.

In addition to the above the Press owns and has on sale the following books, the work on which, however, was done elsewhere:

Burton:	Moods and Tenses.
Harper:	Assyrian & Babylonian Letters.
Capps:	Vitruvius & Greek Stage.
Hale:	Anticipative Subjunctive, etc.
Buck:	Oscan -Umbrian Verb System
Wallace:	Constitution of Argentine Republic.

The sales of the above publications to June 30, 1895, have been as follows:

	Moods & Tenses	307 copies
Harper:	Assyrian & Babylonian Letters.	5 "
Wallace:	Constitution of Argentine Rep.	8 "
Capps:	Vitruvius & Greek Stage	10 "
Hale:	Anticipative Subjunctive	45 "
Lewis:	History of English Paragraph	30 "
Talbot:	Food as a Factor, etc.	27 "
Cohn:	Science of Finance	54 "
Buckley:	Phallicism in Japan	22 "
Starr:	Notes on Mex. Arch.	6 "
Buck:	Oscan-Umb. Verb System.	2 "
Cutting:	Germanic Studies	1 "

In considering these statements of the cost of work done, it should be remembered that the University has taken hold of the work at the point where the least saving can be made, i.e., in composition; as by far the largest profits of all printing houses is in the press-work, which we are still obliged to have done elsewhere. It is certainly a conservative statement that if we had at the University presses for large work, cutters and binders, so that all the work could be done on the premises, at least 20% additional could be saved on all our work.

The Indian Silver Currency,
for the Department of Political Economy.

Dr. Wood's Thesis on Verner's Law in Gothic.

In addition to the above the Press owns and has on sale the

following books, the work on which, however, was done elsewhere:

Waller:	Constitution of Argentine Republic.
Book:	Ocean-Umb. Verb System.
Waller:	Anticipative Subjunctive, etc.
Waller:	Vivian & Greek Stage.
Harper:	Assyrian & Babylonian Letters.
Waller:	Moods and Tenses.

Waller:	Germanic Studies	1
Book:	Ocean-Umb. Verb System.	2
Waller:	Notes on Mex. Arch.	6
Book:	Phallicism in Japan	22
Waller:	Science of Finance	24
Waller:	Food as a Factor, etc.	27
Waller:	History of English Paragraph	30
Waller:	Anticipative Subjunctive	43
Waller:	Vivian & Greek Stage	10
Waller:	Constitution of Argentine Rep.	8
Waller:	Assyrian & Babylonian Letters.	5
Waller:	Moods & Tenses	207

The sales of the above publications to June 30, 1895, have been

In considering these statements of the cost of work done, it should be remembered that the University has taken hold of the work at the point where the least saving can be made, i.e., in composition; as by far the largest profits of all printing houses is in the press-work, which we are still obliged to have done elsewhere. It is certainly a conservative statement that if we had at the University presses for large work, cutters and binders, so that all the work could be done on the premises, at least 20% additional could be saved on all our work.

In closing this statement the Press Division congratulates itself upon what it believes is the fact, that the feeling of antagonism which at one time existed between the faculty and students and it, has now very largely disappeared; and it is believed that to-day the relations between the parties are more harmonious, and the feelings more kindly, than they have ever been before. However perfect the conduct of the business of the Press it cannot be made wholly successful without the same co-operation of the other departments of the University, which they readily extend to each other. Many mistakes have been made during the past fifteen months, but it should be remembered that the details of the different departments of the work all under one head, are many, and of such a character that no experience could help one; but it is firmly believed that, with the courteous co-operation of the other divisions of the University, and with the experience of the past year as a help, the work of the Press Division will be such for the coming year that little reasonable ground shall exist for criticism.

Very respectfully submitted,

The University Press Division,

By

In closing this statement the Press Division congratulates itself upon what it believes is the fact, that the feeling of antagonism which at one time existed between the faculty and students and it, has now very largely disappeared; and it is believed that to-day the relations between the parties are more harmonious, and the feelings more kindly, than they have ever been before. However perfect the conduct of the business of the Press it cannot be made wholly successful without the same co-operation of the other departments of the University, which they readily extend to each other. Many mistakes have been made during the past fifteen months, but it should be remembered that the details of the different departments of the work all under one hand, are many, and of such a character that no experience could help one; but it is firmly believed that, with the courteous co-operation of the other divisions of the University, and with the experience of the past year as a help, the work of the Press Division will be such for the coming year that little reasonable ground shall exist for criticism.

Very respectfully submitted,

The University Press Division,

By

UNIVERSITY PRESS DIVISION

Q C. W. CHASE, DIRECTOR

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THE UNIVERSITY OF CHICAGO

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO,

May 8. 1895

Dear President Harper:

Your memo. on Mr. Fletcher's letter, which I return herewith, and the letter, have surprised me very much. The amount of trouble Mrs. Dixon can cause is simply amazing. I have been here now nearly two years, and have personally ordered all the books that have been bought during that period. Mr. Fletcher states that Mrs. Dixon's letter says that "the University, through its purchasing Agent, was constantly in the habit of importing books for the private use of members of the faculty free of duty, having them included in the boxes imported for the University itself, and so 'sworn in'." I beg to say that it seems to be so well understood that this is not permissible, that I have very rarely been asked to do it, and that I have in every case but two declined to do it. Mrs. Dixon once sent an order for a work of Freytag's for the History Department, and requested me to order a second set of the same work for her personally. As the amount involved was trifling, to oblige her I waived the objection, and ordered the two sets. Mr. Kellen gave me a private order for about \$4. worth of second hand books from a German catalogue, and I ordered them with our other books, as the amount was ~~trifling~~ small, and there was no duty accessible in any event. This is the extent of the "constant habit of importing books for the private use" &c. Mr. Buck uses a French work on Comparative Grammar by Hurry, and I have had an order for 12 copies of this book for class use come from Walter in a case for the University, although I do not think Mrs. Dixon knew of this, as the books did not go to the library. They were in French, and not subject to

CHICAGO

Dear Professor [Name]
[The text of the letter is extremely faint and largely illegible. It appears to be a formal communication, possibly a letter of introduction or a request for a favor. The handwriting is cursive and the ink is very light. The text is oriented upside down relative to the header information.]

UNIVERSITY PRESS DIVISION

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FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

CHICAGO,

duty. In two cases, I think, Walter inclosed a few books for Prof. Knapp, and recently he has inclosed two packages for Prof. Whitman, and one for Mr. Smith (?) of the Chemical department. Mrs. Crow also had sugar inclose some of her private purchases made in London last Summer with books bought for the department. These I believe are the only occasions when books other than those ordered for the University have ever come in; and only those for Mrs. Dixon, Mr. Seblun and Prof. Bush were ordered by us. I did not know in any case that the other books were coming until the cases were received here, opened, and the packages found inclosed.

I was also much surprised to receive the inclosed communication from Mrs. Dixon, with Mr. Lonsie's letter to her. I had supposed that the respective duties of the director of the Press and the librarian were clearly enough defined by the Trustees to prevent the latter's arrogating any of the duties of the former. But it would seem that they are not so understood. I would say that unless especially ordered by you to do so, I shall not prepare any list of books for the Agent Mrs. Dixon has seen fit to secure, as I have already sent abroad a partial list of the books that have been ordered for a long time, and asked for an immediate report; and am preparing a list of the balance to forward at once for a similar purpose. In the latter work I have been a little delayed by the sickness of the stenographer, who is the only one I can call upon for such special work; but it will doubtless all be ready by Saturday.

I also inclose the statement of books ordered and received for the different departments from Jan. 1. 1894 to date, which you requested me to prepare. Though many of these books

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WILLIAM R. HARPER, PRESIDENT

CHICAGO,

would not be due yet for six or eight weeks under any circumstances, since the schedule shows about 70% of all ordered already in the library. This is a better showing than the librarians of other Universities tell me they expect to make in any year; while if books ordered within the last 60 days were deducted, the percentage of books received would rise to over 80.

I will only add that I wish I could be relieved of Mrs. Dixon's persistent and long-continued efforts to be better the work of the Press, which are constantly placing me in a false light, and making it more difficult to do satisfactory work. To one who sees all the moves, the clearly defined purpose is very evident; but if it is the wish of the University that all purchases for the libraries should be made by the librarians, then it seems to me that the policy should be so defined and determined, and not that the effective working of any department should be hampered and negatived by misrepresentation and devious methods to secure that end. If the work of the library is looked into as closely as that of the Press is followed up, I believe it will be found that the results will not be such as to warrant Mrs. Dixon in taking upon herself the work of other departments.

Very respectfully,

C. W. Chase

CHICAGO.

I have only one thing to say in regard to the
 present state of the University Press. It is
 in a very satisfactory condition. The
 work of the Press is being carried on
 with great energy and efficiency. The
 books are being published in a timely
 manner, and the quality of the printing
 is of the highest order. I am sure
 that the University Press will continue
 to do its work in a most satisfactory
 manner.

W. R. Harper

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THE UNIVERSITY OF CHICAGO

Founded by JOHN D. ROCKEFELLER

WILLIAM R. HARPER, President

CHICAGO

Aug. 4, 1896

Dear Mr. President.

In reply to your letter of July 29, I beg leave to report.

Concerning bills for advertising I can say that as far as could be done, bills have been sent out. In some cases e.g. Biblical World I have no data to go on, until I & Mr. Dyerson have gone through the file of Mr. Chase's letters.

Dr. Bauer's bills have been sent out the same day on which I received the list.

Dean Phinney has taken care of the billing of the advertisements in the School Review, up to date. With the September issue, he will begin to employ a student to look after his advertisements. This student will send to the Press the list of advertisements to be billed out.

As far as I can find out, no bills have been sent out this year for advertisements in the Biblical World. To do this now, we must know about the contracts. I believe, it would be best to write to Mr. Chase and ask him to direct how and where we can find the contracts or data to enable the billing of these advertisements.

Concerning the accumulation of journals I beg to state that The Check sends them once a week in a lump by mail. It would, of course, be much more convenient for the Library to receive them day by day, but of this would be less convenient for our agent. Yet I should think that our convenience should be looked after.

UNIVERSITY PRESS DIVISION
C. W. BRADY, DIRECTOR
The University of Chicago
Resolutions should be made payable to
The University of Chicago

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

CHICAGO Aug. 1, 1896

Dear Mr. Brewster.

In reply to your letter of July 12, I beg to report.

Concerning bills for advertising I can say that so far as possible, bills have been sent out. In some cases, e.g. Biological Woods, I have no better report, until I for the printer have gone through the proof in Green's office. Dr. Brown's bills have been sent out the same day on which I received the last. Dr. Brown has taken care of the printing of the advertisement in the "Natural History" up to date. But the printer's return, as well as the supply of sheets, is not off for his advertisement. This student will send to the press the list of advertisements to be sent out. As far as I am confident, no bills have been sent out this year for advertisements in the "Biological Woods". As to this year, we must have about the same. I believe, it would be best to wait until there are not less than 1000 bills sent out when we can find the outside or later it would be better of these advertisements.

Concerning the advertisement of journals I beg to state that the last bills have been sent out in a lump by mail. It would of course be much more convenient for the printer to receive them by mail, but of this I would be less sure for our agent. Yet I should like that our advertisements should be looked after.

UNIVERSITY PRESS DIVISION

C. W. CHASE, DIRECTOR

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Founded by JOHN D. ROCKEFELLER

WILLIAM R. HARPER, President

2.

CHICAGO

in preference to that of our agent. I will write him and request
him to send the journals as soon as they arrive.

Respectfully

Wm. Arnold

UNIVERSITY PRESS DIVISION
C. W. GRAVE, Director
Contributions should be addressed to
The University of Chicago
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in preference to that of our agent. I will write him and request
him to send the journals as soon as they come
Directly to Mr. Graves

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