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The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

file

January 19, 1925.

My dear Mr. President:

I submit herewith two drafts/^{of report} on the Library situation, the first by Dr. Dorf, who has had some journalistic experience and to whom I showed your letter suggesting changes in the first draft; the second a draft dictated by myself on the basis of the first, a sort of compromise between Dr. Dorf's statement and the one first submitted. Between the two you may be able to find something which can be used both for donors and for the Trustees. In your original instructions I had overlooked the fact that in this case you desired something more readable, of a somewhat more popular character than our ordinary statement of the annual budget and needs.

All members of the library staff with whom I have discussed the stack problems, agree that within the next two or three years the most immediate and practical relief would come through: 1) extension of the basement stacks to the first floor - possible only in case satisfactory quarters can be provided in adjoining buildings for the President's offices and classrooms; 2) stack construction connecting Harper and Classics. If both plans could be carried out, there would be room for expansion and consolidation of existing collections for many years to come. However, I quite agree with your suggestion that the erection of the entire building connecting Harper with Classics would be far preferable, because it would not only provide the sorely needed connection between Harper and Classics

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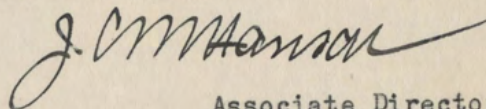
E.D.B. - 2.

and the additional stack space required, but it would also solve the immediate problems of the Delivery and Circulation Room and, in part, of the Acquisition and Cataloguing Departments.

In case the first alternative suggested by the staff should be carried out, i.e., extension of the basement stacks to the first floor of Harper, the west portion of the stack should be partitioned off for rare books and manuscripts not kept in the Manuscript Room on the third floor.

I find it a little difficult to advise on these matters of construction, as I have not recently been in close touch with the building plans of the University.

Yours very sincerely,

A handwritten signature in dark ink, appearing to read "J. C. M. Hanson", with a long, sweeping horizontal stroke at the end.

Associate Director

President Ernest D. Burton,

The University of Chicago.

JCMH-N

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J. M. M. M.
Associate Director

President Ernest B. Burton,
The University of Chicago.

JOHN-H

The University of Chicago
Office of the President

Mr. President -

File

Mr. Milam is now in
New York. Mr. Henry would
like you to consider this as soon
as possible

Wes

The University of Chicago

Office of the President

File

Mr. President

Mr. [illegible]

Dear Mr. [illegible]

I am very glad to hear that you are

so favorable

Yours

American Library Association



President, H. H. B. Meyer, Library of Congress, Washington, D. C.; First Vice-President, Margaret Mann, Engineering Societies Library, 29 W. 39th St., New York City; Second Vice-President, John Adams Lowe, Public Library, Brooklyn, N. Y.; Treasurer, Edward D. Tweedell, The John Crerar Library, Chicago

Secretary, Carl H. Milam

Assistant Secretary, Sarah C. N. Bogle

Assistant to the Secretary, Eva M. Ford

Executive Offices

86 East Randolph Street, Chicago

Executive Board: The President, Vice-Presidents, Treasurer and Charles F. D. Belden, William W. Bishop, Charles H. Compton, Anne M. Mulheron, Ernest J. Reece, Carl B. Roden, Frank K. Walter, James I. Wyer

March 14, 1925.

Mr. E. A. Henry
University of Chicago
Chicago, Illinois

My dear Mr. Henry:

I promised yesterday to send you some figures from the Board of Education for Librarianship's estimates of what a Graduate Library School might cost.

For a preliminary year, according to the Board's estimates, you would need the following staff:

Director professor	-	-	-	-	-	\$8,000
Professor	-	-	-	-	-	6,000
Professor	-	-	-	-	-	6,000
Associate Professor	-	-	-	-	-	3,500
Associate Professor	-	-	-	-	-	3,500
Assistant Professor	+	-	-	-	-	3,000
Instructor	-	-	-	-	-	2,400
Instructor	-	-	-	-	-	2,200
Assistant (reviser)	-	-	-	-	-	2,000
Assistant or extra services	-	-	-	-	-	1,600
Secretary	-	-	-	-	-	1,800
Stenographer	-	-	-	-	-	1,500
Stenographer	-	-	-	-	-	1,500
Librarian of school library	-	-	-	-	-	(On library budget)
						42,900

To this the Board would add the following figures which are, of course, subject to extensive revision if adapted to the situation in any particular university:

Expense for quarters	-	-	-	-	-	\$10,000
Book fund	-	-	-	-	-	5,000
Printing and publishing	-	-	-	-	-	1,000
Travel	-	-	-	-	-	1,000
Supplies	-	-	-	-	-	1,000
Contingent fund	-	-	-	-	-	2,000
Summer conferences	-	-	-	-	-	2,500
Equipment	-	-	-	-	-	

22,500
65,400

American Library Association



Secretary, Carl H. Milam

Assistant Secretary, Sarah C. N. Boggs Assistant to the Secretary, Eva M. Ford

Executive Officers

86 East Randolph Street, Chicago

Executive Board: The President, Vice-President, Treasurer and Charles F. D. Holden, William W. Bishop, Charles H. Compton, Anne M. Mahoney, Ernest J. Reese, Carl R. Egan, Frank K. Walker, James J. Wynn

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Associate Professor	-	-	-	-	-	3,500
Assistant Professor	+	-	-	-	-	3,000
Instructor	-	-	-	-	-	2,400
Instructor	-	-	-	-	-	2,300
Assistant (reviser)	-	-	-	-	-	2,000
Assistant or extra services	-	-	-	-	-	1,800
Secretary	-	-	-	-	-	1,800
Stenographer	-	-	-	-	-	1,500
Stenographer	-	-	-	-	-	1,500
Librarian of school library	-	-	-	-	-	1,500

(On library budget)

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Equipment	-	-	-	-	-	2,500

Mr. E. A. Henry.

My own comment on some of these items is:

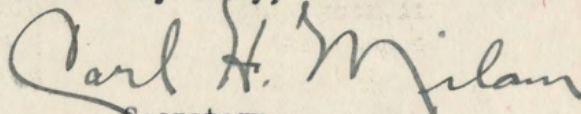
Travel ought to be much larger if the members of the faculty in the preliminary year are to be allowed reasonably generous privileges.

The summer conference item could be eliminated.

As you said yesterday it will be entirely appropriate, I should think, to take into account the fact that some of the members of the staff cannot possibly be employed for the full year. If the Director begins in the first month, it is quite probable that the others on the average would begin at least three or four months later.

I had a very pleasant interview with President Burton this morning and I am grateful to you for having arranged it.

Yours very truly,


Secretary.

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gw

Mr. E. A. Henry.

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Yours very truly,

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Secretary.

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gw

The University of Chicago

The University Libraries

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Subsequent

March 6, 1925

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

Attached is material bearing upon the proposed Library School together with a letter from Mr. Henry which indicates procedure in placing this matter before certain committee representatives in Chicago before it is referred to Dr. Kepple. In our judgement, pages one to eight might well be referred to the local committees, but later budget memoranda should be presented only to Mr. Kepple.

Very truly yours,

EF/EL

Dean *Ernest J. Kelley*

The University of Chicago

The University Libraries

March 6, 1933

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Very truly yours,

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The University of Chicago

The University Libraries

March 4, 1925.

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

This letter will go to you with the draft of the Library School plan upon which Mr. Filbey, Mr. Hanson and myself have been working. As a result of suggestions that have come to me from various people in the American Library Association office, I would like to suggest that the following use be made of the proposal. (1) That it be multigraphed and ten copies sent to the Board of Education for Librarianship (this will be one for each member of the Board and its secretaries and a couple of extra copies for the files). (2) That five or more copies be sent to Mr. Roden who is chairman of the library school committee of the Chicago Library Club. This committee as I recall it is made up of Mr. Roden, Chairman, Dr. Andrews of the John Crerar Library, Mr. Utley of the Newberry Library, Dr. Koch of Northwestern University Library and Mr. Hanson of our own Library. Mr. Roden is anxious to call this committee together and endeavor to get a recommendation of the committee regarding the report. While of course he did not commit himself in our conference, I am quite sure that he is satisfied that we can put up a plan strong enough to win the cordial endorsement of this committee. The fact that Dr. Koch is a member of the committee will probably settle any possible conflict with Northwestern University in case our plan is approved.

Mr. Carl H. Milam, the executive secretary of the American Library Association, is going to New York on the 17th. He has been asked to discuss the whole problem with the officers of the Carnegie Corporation while he is in New York. We all feel that it might be advantageous for you to have a conference with Mr. Milam before he goes east. I have taken up this matter with Mr. Scott and he thinks that the 14th may be a possible date with you (I am sure he will write you directly about this).

Mr. Milam would like to have the recommendation of this Chicago committee behind him when he goes east and he feels that this will be possible if we can get our documents before Mr. Roden early next week.

One other suggestion from Mr. Milam is cordially approved by Mr. Filbey and myself. In a word it is this. The possible growth of the school is so difficult to determine that Mr. Milam feels very strongly that the Carnegie Corporation should be asked to appropriate by October, 1925 sufficient money to employ the faculty and get them to work organizing curriculum, etc. during the 1925/26 school year with the assurance that an appropriation will be available in the fall of 1926 for the financing of the school itself and that the school should operate on annual appropriations for about five years before a final determination of the necessary capital grant should be made.

The University of Chicago

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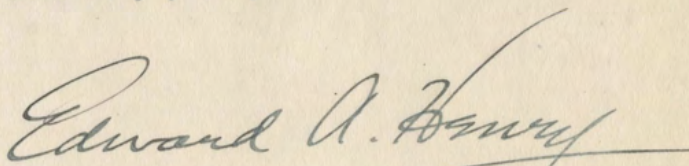
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Of course we want your criticism and revision of this document before we turn it over to Mr. Roden. I would also like to raise the question whether we should submit it to Dr. Keppel at that time and in that form or await a possible revision in the light of the discussion by the Chicago Library Club committee.

Sincerely yours,

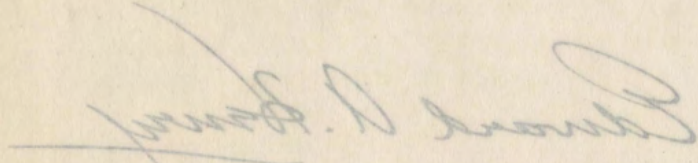
A handwritten signature in cursive script, reading "Edward A. Henry". The signature is written in dark ink and is positioned above the typed name and title.

Head of the Readers' Department.

EAH*LS

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Head of the Readers' Department.

EAH*12

March 6, 1925.

My dear Mr. Kepple:

For your information I am enclosing a copy of suggestions and recommendations which bear upon the establishment of a Library School at the University of Chicago. This statement has grown out of a number of conferences with members of our University staff and with leading librarians. The document should be thought of as representing a tentative proposal subject to revision following the final report of the Board of Education for Librarianship of the American Library Association.

The very brief statement of objectives has been splendidly supplemented by Adam Strom's preliminary report published in Volume 19, Number 1, American Library Association Journal, Pages 15-18. Special attention is directed to the research phase of the work proposed, but at the same time we should not lose sight of the fact that it will be necessary to maintain a complete school in which it will be possible to secure foundational training on all levels with major emphasis upon professional courses in advance of those now available in most of our schools for librarians. Here again the brief material presented in the attached statement should be supplemented by reference to Adam Strom's article in the American Library Association Journal, Page 23.

Any attempt to predict the ultimate size or the speed with which a Library School at the University of Chicago would develop is extremely hazardous. Careful estimates based upon other library schools now in existence and other professional schools in the University would indicate that the type of advanced Library School here proposed might reasonably attract, within the first three to five years, approximately fifty students for each of the three quarters of the academic year plus some one hundred fifty students for instruction during the Summer Quarter. This number might reasonably be doubled within a period of five to ten years. The budget items included in the present proposal are based upon the minimum and maximum registrations here indicated.

In providing for the administration of a Library School it is deemed advisable to secure an adequate administrative staff for organization and administrative purposes during the early period. Because of the relatively large administrative burden to be carried during the first years of the school, it would appear that the relative increase in administrative cost might be somewhat reduced by the time the school attains its maximum development. All instructional costs have been estimated on the basis of actual costs in the present Graduate Professional Schools of the University including the salary schedules for instructional officers of the ranks indicated in the proposal.

While it is desirable that the central administrative office for the Library School be located at the University in close proximity to the University General Libraries, it is important that the school maintain a downtown center including work rooms for advanced students who are employed and who desire to continue their professional

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study during late afternoon or evening hours. Such a center should also be of service to students engaged in research work in the downtown district.

It is assumed that the Library School should ultimately be provided with a permanent home through endowment to cover the fractional cost of construction, equipping and maintaining the space occupied. The budget items included in the present proposal represent estimates based on present building and maintenance costs. It has been assumed that the downtown Library School branch would be located in a downtown University of Chicago building, which would be devoted almost exclusively to educational purposes. The Library School at the quadrangles would share a building with the proposed School of Politics or with the Social Science Departments.

Since it is impossible to predict in advance the actual needs of the Library School, it is suggested that the School be financed for the first five years on the basis of an annual appropriation to meet the prospective deficit incurred by the University of Chicago, with the expectation that, at the end of the five year period, the school will be permanently financed.

It is further suggested that no attempt be made to start active class instruction until the Autumn Quarter of 1926 but that the Director for the School, his secretary, and such other members as, in the judgment of the Director, are immediately needed, be appointed as early as October, 1925, in order that instructional and research materials may be prepared. Such preliminary provision for the development of the school would necessitate a budget of approximately \$35,000.00 for the year 1925-26. This should include fractional appropriation for items 1, 2, 3, 4, 5, and 6 of budget memorandum A.

Very truly yours,

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Very truly yours,

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO
SUGGESTIONS AND RECOMMENDATIONS.

I. OBJECTIVES.

Recent study of the Library situation in America has shown the urgent need for a school of library science of a somewhat different type from those already in operation, a school of high standing and standards, one in which men and women who look to a library career may find the opportunity for academic, as well as professional training and education, and where those already in the profession may be given opportunities for general or specialized courses which shall fit them for higher and more valuable service.

To be more specific, there is needed a school

- 1) which shall in its administration, faculty, curriculum, and requirements, correspond to the graduate professional schools of our leading universities.
- 2) which shall offer the best possible opportunities for acquiring the necessary cultural development and educational background and at the same time the professional, technical, and bibliographical training and experience required in libraries of scholarly character and in administrative positions of public libraries; also the training required in libraries of a specialized character, e.g. engineering, law, high schools, etc.
- 3) which shall offer to librarians the same opportunities for research work of high order, leading to advanced degrees, now open to advanced students in other learned professions.
- 4) which shall offer facilities for research on the part of

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

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- 4) which shall offer facilities for research on the part of

both faculty and students and leading in special cases to the issue of bibliographical contributions and professional handbooks.

- 5) which shall offer correspondence study courses, organized and carried out according to well established standards.
- 6) where advanced residence instruction may be given on a part-time basis to experienced librarians employed in the immediate vicinity of the school.
- 7) which shall direct special courses and research "in absentia".
- 8) which shall train teachers
 - a) for library school faculties,
 - b) for instruction in library science in normal schools, schools of education, teachers' colleges, etc..

II. TYPE OF SCHOOL NEEDED

- 1) The needs briefly summarized above seem to warrant the establishment of an advanced library school of the highest type, which shall offer thorough courses in library science and bibliography, while affording also on the one hand, the best possible opportunities for that broad cultural development needed by the college, university, reference, and public librarian, and on the other hand, the specialization required by the medical, theological, engineering, law, and business librarian.
2. The requirements for admission to such a school should be similar in quantity and quality to the requirements in other leading professional schools.

III. ADVANTAGES AFFORDED BY THE CITY OF CHICAGO AS A CENTER FOR A SCHOOL OF THE TYPE PROPOSED.

If the above objectives are to be realized, it is imperative that

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III. ADVANTAGES AFFORDED BY THE CITY OF CHICAGO AS A CENTER FOR A SCHOOL OF THE TYPE PROPOSED.

If the above objectives are to be realized, it is imperative that

special attention be given to the location of the proposed Library School. In this connection the following facts should be considered in favor of Chicago as a desirable center

- 1) Chicago is a great center of business, transportation, and education, and every indication points to the continued growth of these interests.
- 2) Chicago is a very important library center with all types of libraries represented ^{including} ~~from~~ the great Chicago Public Library, to the smaller libraries of such cities as Evanston, Oak Park, Gary, and Joliet, two great university libraries, two of the leading reference libraries of the country, several large theological libraries, three museum libraries, the libraries of the American Medical Association, the Chicago Law Institute, the Western Society of Engineers, a number of club libraries, several bank libraries and many scores of special business libraries. These working libraries offer opportunity for observation and for specialization in any one of many phases of library work.
- 3) Chicago is the headquarters of the American Library Association, of the midwinter meetings of the Council of the American Library Association with its various sectional meetings, and is also the home of the Chicago Library Club with some five hundred members including specialists in many phases of library work.
- 4) Chicago is a cosmopolitan, commercial, and industrial city, expanding rapidly and offering exceptional opportunities for adult education and for the many other

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socializing activities of a public library. It presents, perhaps, the greatest social laboratory in the country for the study of the relation ~~of the relation~~ of books and libraries to people of varied class, racial and national types.

IV. ADVANTAGES OFFERED BY THE UNIVERSITY OF CHICAGO AS A LOCATION FOR SUCH AN ADVANCED LIBRARY SCHOOL.

1. The University of Chicago has a number of graduate professional schools with the highest standards both for admission and graduation, hence offers the necessary background for a Library School of similar standards.
2. The University of Chicago has the fourth largest university library in America and owns one of the best reference and bibliographical collections in the Middle West.
3. The four quarter system at the University of Chicago makes it very easy for an active librarian to come in for ~~any~~ twelve week period of specialization along any line in which he wishes to improve himself. It also makes it possible for a student by either continuous quarters or any series of the necessary number of quarters to obtain either the Master's or the Doctor's degree. The University has had many students who have earned degrees in Education and in other fields by ^{successive} consecutive summer quarters of work.
4. The University of Chicago through its various faculties is so constantly engaged in research of many kinds that the spirit of research permeates the entire institution. With this spirit and with the opportunities offered by various libraries of Chicago, a Library School here would naturally lay great emphasis on research.

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4. The University of Chicago through its various facilities is so constantly engaged in research of many kinds that the spirit of research permeates the entire institution. With this spirit and with the opportunities offered by various libraries of Chicago, a library school here would naturally lay great emphasis on research.

5. For a number of years various faculties of the University of Chicago have specialized in a technique for gathering materials of instruction, moulding them into mimeographed sheets, later into "material books" and finally into text books published by the University of Chicago Press. There is every reason to believe that a Library School at the University of Chicago could take advantage of this well-developed technique and produce the needed professional literature including text and reference books.
6. The University of Chicago has a well-established Correspondence Study Department, through which the various faculties give or direct home-study instruction. A Library School located at the University of Chicago could through this department very advantageously
 - a) give advanced courses for librarians who could not get away for residence work at the University, and
 - b) give a part of the work leading to a higher degree. ~~The~~ The general regulations covering such instruction are uniform throughout the University.
7. In addition to the extension courses offered through the Home Study Department, the University of Chicago supports a downtown department in which residence courses are offered during late afternoon and evening hours for professional workers who are employed in Chicago or in nearby cities. It should be expected that this service would be extended to include training and research in library work.
8. Through cooperation with the School of Education of the University of Chicago every possible facility for the training of teachers could be offered. Such cooperation would

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also be of importance in the training of librarians for service in schools.

9. Through cooperation with various other departments, a Library School at the University of Chicago could offer many helpful courses such as training in the laws affecting libraries, the legal and business aspects of the control and use of endowment, the making and control of budgets and the various problems of accounting involved in library work.

V. SUGGESTED ORGANIZATION AND FACULTY MEMBERSHIP

The Library School might well be organized as a division of the Graduate School of Arts and Literature just as the new Medical School is to be a division of the Ogden Graduate School of Science. The following administrative and instructional officers should be provided to accommodate 50 students during each of the three quarters of the academic year and 100 students during the Summer Quarter:

1. For administration

- a) A Director and Chairman of the Department of Library Science, the major portion of whose time would be occupied with the task of coordinating the Library School with other departments of the University and arranging the proper correlation of courses given by members of other faculties. Upon this director also will rest the responsibility of meeting, approving, and advising with the students regarding their work. He should teach not over two majors per year.
- b) A Vice-Director of the Library School who will assist the director in all administrative matters and assume responsibility for coordinating the research work, both in residence and "in absentia", of candidates for the advanced degrees. The Vice-Director should teach not over three majors during the year.

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- c) A Secretary and Assistant to the Director who will handle the routine of registration, keep all school records, manage the school office, but do no teaching. This secretary should be qualified to care for much of the school's correspondence.
- d) An Assistant Secretary and Workroom Attendant who will represent the Library School in the downtown University College and assume responsibility for such assistance as students may need in the workroom.
- e) Stenographers and Clerks

2. For instruction (specialized)

- a) One Professor of Library Science
- b) One Associate Professor of Library Science,
- c) Two Assistant Professors of Library Science,
- d) Special lecturers and visiting instructors for Summer Quarter instruction, as needed,
- e) In addition to the above instructional officers, provision should be made for research assistants and fellows in order that important researches may go forward uninterruptedly.

VI. LOCATION

The administrative offices of the Library School together with suitable class room and workroom space should be immediately adjacent to if not under the same roof with the General Library of the University. However, there should always be in the University College building downtown a home room and headquarters for such students as might be carrying on research in connection with the various downtown libraries. Such a downtown center should also provide for employed students who desire to carry occasional courses in the Library School.

The following provision should be made:

1. At the University -

c) A Secretary and Assistant to the Director
who will handle the routine of registration,
keep all school records, manage the school
office, but do no teaching. This secretary
should be qualified to care for much of the
school's correspondence.

d) An Assistant Secretary and Workroom Attendant
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carrying on research in connection with the various downtown libraries.
Such a downtown center should also provide for employed students who
desire to carry occasional courses in the Library School.

The following provision should be made:

1. At the University--

a)	Administrative and instructional	
	offices-----	2900 Sq. Ft.
b)	Workroom-----	3000 Sq. Ft.
c)	Classroom-----	1500 Sq. Ft.
d)	Stacks-----	1000 Sq. Ft.
e)	Technical laboratory-----	1000 Sq. Ft.
f)	Conference and research rooms-----	600 Sq. Ft.
		<u>10,000 Sq. Ft.</u>

2. At the Downtown University College Center--

a)	Office and conference rooms-----	500 Sq. Ft.
b)	Workroom for advanced students----	1500 Sq. Ft.
c)	Reading room for special collec-	
	tions-----	1500 Sq. Ft.
d)	Stack space-----	500
		<u>4000 Sq. Ft.</u>

1. At the University--

a)	Administrative and instructional	-----	2500	Sq. Ft.
b)	Offices	-----	3000	Sq. Ft.
c)	Workroom	-----	1500	Sq. Ft.
d)	Classroom	-----	1000	Sq. Ft.
e)	Stacks	-----	1000	Sq. Ft.
f)	Technical laboratory	-----	600	Sq. Ft.
	Conference and research rooms	-----	10,000	Sq. Ft.

2. At the Downtown University College Center--

a)	Office and conference rooms	-----	500	Sq. Ft.
b)	Workroom for advanced students	-----	1500	Sq. Ft.
c)	Reading room for special collections	-----	1500	Sq. Ft.
d)	Stack space	-----	500	
		-----	4000	Sq. Ft.

BUDGET MEMORANDUM A.

Estimated budget for first three to five years with provision for fifty resident students during the academic year and one hundred and fifty students during the Summer Quarter.

1. Administration - - - - -	\$16,200.00
2. Instruction	
a) specialized (37 classes, 12.2 students)	30,000.00
b) non-specialized (30 classes, 15 students) - - - - -	24,300.00
3. Housing - Rental charge for space to be provided in University College- - - - -	12,000.00
4. Supplies and miscellaneous including occasional publications- - - - -	5,000.00
5. Equipment- - - - -	12,000.00
6. Initial expenditure for reference collection for school use - - - - -	10,000.00
7. Total annual expenditure during first years of school - items 1, 2, 3, and 4- - - - -	87,500.00
8. Total annual income from student fees - 900 registrations @ \$25.00 - - - - -	22,500.00
9. Part of annual budget to be provided through outside agencies - - - - -	65,000.00

BUDGET MEMORANDUM A.

Estimated budget for first three to five years with provision for fifty resident students during the academic year and one hundred and fifty students during the summer quarter.

1. Administration -	\$16,300.00
2. Instruction	
a) specialized (37 classes, 12.5 students)	30,000.00
b) non-specialized (30 classes, 15 students)	24,300.00
3. Housing - Rental charge for space to be provided in University College-	12,000.00
4. Supplies and miscellaneous including occasional publications-	5,000.00
5. Equipment-	12,000.00
6. Initial expenditure for reference collection for school use -	10,000.00
7. Total annual expenditure during first years of school - items 1, 2, 3, and 4 -	87,500.00
8. Total annual income from student fees - 300 registrations @ \$25.00 -	22,500.00
9. Part of annual budget to be provided through outside agencies -	65,000.00

BUDGET MEMORANDUM B.

Estimated permanent endowment needed for a Library School at the University of Chicago with provision for one hundred resident students during the academic year and three hundred students during the Summer Quarter.

1. Administration - 50% increase - - - - -	\$24,300.00
2. Instruction - 75% increase- - - - -	95,025.00
3. Supplies and miscellaneous - 50% increase - -	7,500.00
4. Total items 1, 2, and 3 - - - - -	126,825.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	81,825.00
7. Housing -	
a) Downtown - - 6,000 sq. ft.	
Endowment needed, for building,	
equipment and maintenance - -	\$250,000
b) At the University - 15,000 sq. ft.	
Endowment needed, for building,	
equipment and maintenance - -	\$456,000
c) Total for housing - - - - -	716,300.00
8. Endowment to cover item 6 - @ 5%- - - - -	1,636,500.00
9. Total endowment for all purposes- - - - -	2,352,800.00

BUDGET MEMORANDUM B.

Estimated permanent endowment needed for a library
School at the University of Chicago with provision for one
hundred resident students during the academic year and three
hundred students during the summer quarter.

1. Administration - 50% increase - - - - -	\$24,300.00
2. Instruction - 75% increase - - - - -	25,025.00
3. Supplies and miscellaneous - 50% increase - - - - -	7,500.00
4. Total items 1, 2, and 3 - - - - -	56,825.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	11,825.00

7. Housing -

a) Downtown - - - 8,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - \$250,000	
b) At the University - 15,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - \$456,000	
c) Total for housing - - - - -	716,300.00
8. Endowment to cover item 6 - - - - -	1,636,300.00
9. Total endowment for all purposes - - - - -	2,352,800.00

BUDGET MEMORANDUM C.

1. Administration

a) Director ($\frac{3}{4}$ of \$8000)- - - - -	\$6,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Secretary and assistant to the Director- -	2,500.00
d) Assistant secretary and workroom attendant	2,000.00
e) Stenographers (two)- - - - -	<u>2,700.00</u>

Total for Administration- -\$16,200.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science ($\frac{1}{4}$ of \$8000) - - - - -	\$2,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Professor of Library Science - - - - -	6,000.00
d) Associate Professor- - - - -	4,500.00
e) Assistant Professors (two) - - - - -	7,000.00
f) Special lecturers and visiting instructors for the summer quarter - - - - -	5,000.00
g) Research Assistants and Fellows- - - - -	2,500.00

Total for Specialized Instruction- - -\$30,000.00

3. Instruction (non-specialized)

a) This instruction should be provided through departmental offerings in the College of Arts and Literature and in the various professional Schools of the Uni- versity. Assuming that 50% of the in- struction would be of this type and that classes would average fifteen students, (this is somewhat above the present average in the Graduate School of Arts and Literature and in the School of Social Service Administration) it would be necessary to provide thirty classes at an approximate cost of- - - - -	-\$24,300.00
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BUDGET MEMORANDUM C.

1. Administration

a) Director (1/2 of \$8000)	\$8,000.00
b) Vice-Director (1/2 of \$8000)	3,000.00
c) Secretary and assistant to the Director	2,500.00
d) Assistant secretary and workroom attendant	2,000.00
e) Stenographers (two)	2,700.00
Total for Administration	\$16,200.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science (1/2 of \$8000)	\$2,000.00
b) Vice-Director (1/2 of \$8000)	3,000.00
c) Professor of Library Science	6,000.00
d) Associate Professor	4,500.00
e) Assistant Professors (two)	7,000.00
f) Special lecturers and visiting instructors for the summer quarter	5,000.00
g) Research Assistants and Fellows	2,500.00
Total for Specialized Instruction	\$30,000.00

3. Instruction (non-specialized)

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Original

March 6, 1925

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

Attached is material bearing upon the proposed Library School together with a letter from Mr. Henry which indicates procedure in placing this matter before certain committee representatives in Chicago before it is referred to Dr. Kepple. In our judgement, pages one to eight might well be referred to the local committees, but later budget memoranda should be presented only to Mr. Kepple.

Very truly yours,

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March 4, 1925.

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

This letter will go to you with the draft of the Library School plan upon which Mr. Filbey, Mr. Hanson and myself have been working. As a result of suggestions that have come to me from various people in the American Library Association office, I would like to suggest that the following use be made of the proposal. (1) That it be multigraphed and ten copies sent to the Board of Education for Librarianship (this will be one for each member of the Board and its secretaries and a couple of extra copies for the files). (2) That five or more copies be sent to Mr. Roden who is chairman of the library school committee of the Chicago Library Club. This committee as I recall it is made up of Mr. Roden, Chairman, Dr. Andrews of the John Crerar Library, Mr. Utley of the Newberry Library, Dr. Koch of Northwestern University Library and Mr. Hanson of our own Library. Mr. Roden is anxious to call this committee together and endeavor to get a recommendation of the committee regarding the report. While of course he did not commit himself in our conference, I am quite sure that he is satisfied that we can put up a plan strong enough to win the cordial endorsement of this committee. The fact that Dr. Koch is a member of the committee will probably settle any possible conflict with Northwestern University in case our plan is approved.

Mr. Carl H. Milam, the executive secretary of the American Library Association, is going to New York on the 17th. He has been asked to discuss the whole problem with the officers of the Carnegie Corporation while he is in New York. We all feel that it might be advantageous for you to have a conference with Mr. Milam before he goes east. I have taken up this matter with Mr. Scott and he thinks that the 14th may be a possible date with you (I am sure he will write you directly about this).

Mr. Milam would like to have the recommendation of this Chicago committee behind him when he goes east and he feels that this will be possible if we can get our documents before Mr. Roden early next week.

One other suggestion from Mr. Milam is cordially approved by Mr. Filbey and myself. In a word it is this. The possible growth of the school is so difficult to determine that Mr. Milam feels very strongly that the Carnegie Corporation should be asked to appropriate by October, 1925 sufficient money to employ the faculty and get them to work organizing curriculum, etc. during the 1925/26 school year with the assurance that an appropriation will be available in the fall of 1926 for the financing of the school itself and that the school should operate on annual appropriations for about five years before a final determination of the necessary capital grand should be made.

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My dear Mr. Kepple:

For your information I am enclosing a copy of suggestions and recommendations which bear upon the establishment of a Library School at the University of Chicago. This statement has grown out of a number of conferences with members of our University staff and with leading librarians. The document should be thought of as representing a tentative proposal subject to revision following the final report of the Board of Education for Librarianship of the American Library Association.

The very brief statement of objectives has been splendidly supplemented by Adam Strom's preliminary report published in Volume 19, Number 1, American Library Association Journal, Pages 15-18. Special attention is directed to the research phase of the work proposed, but at the same time we should not lose sight of the fact that it will be necessary to maintain a complete school in which it will be possible to secure foundational training on all levels with major emphasis upon professional courses in advance of those now available in most of our schools for librarians. Here again the brief material presented in the attached statement should be supplemented by reference to Adam Strom's article in the American Library Association Journal, Page 23.

Any attempt to predict the ultimate size or the speed with which a Library School at the University of Chicago would develop is extremely hazardous. Careful estimates based upon other library schools now in existence and other professional schools in the University would indicate that the type of advanced Library School here proposed might reasonably attract, within the first three to five years, approximately fifty students for each of the three quarters of the academic year plus some one hundred fifty students for instruction during the Summer Quarter. This number might reasonably be doubled within a period of five to ten years. The budget items included in the present proposal are based upon the minimum and maximum registrations here indicated.

In providing for the administration of a Library School it is deemed advisable to secure an adequate administrative staff for organization and administrative purposes during the early period. Because of the relatively large administrative burden to be carried during the first years of the school, it would appear that the relative increase in administrative cost might be somewhat reduced by the time the school attains its maximum development. All instructional costs have been estimated on the basis of actual costs in the present Graduate Professional Schools of the University including the salary schedules for instructional officers of the ranks indicated in the proposal.

While it is desirable that the central administrative office for the Library School be located at the University in close proximity to the University General Libraries, it is important that the school maintain a downtown center including work rooms for advanced students who are employed and who desire to continue their professional

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Of course we want your criticism and revision of this document before we turn it over to Mr. Roden. I would also like to raise the question whether we should submit it to Dr. Keppel at that time and in that form or await a possible revision in the light of the discussion by the Chicago Library Club committee.

Sincerely yours,

EAH*LS

Head of the Readers' Department.

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EAH*12

study during late afternoon or evening hours. Such a center should also be of service to students engaged in research work in the downtown district.

It is assumed that the Library School should ultimately be provided with a permanent home through endowment to cover the fractional cost of construction, equipping and maintaining the space occupied. The budget items included in the present proposal represent estimates based on present building and maintenance costs. It has been assumed that the downtown Library School branch would be located in a downtown University of Chicago building, which would be devoted almost exclusively to educational purposes. The Library School at the quadrangles would share a building with the proposed School of Politics or with the Social Science Departments.

Since it is impossible to predict in advance the actual needs of the Library School, it is suggested that the School be financed for the first five years on the basis of an annual appropriation to meet the prospective deficit incurred by the University of Chicago, with the expectation that, at the end of the five year period, the school will be permanently financed.

It is further suggested that no attempt be made to start active class instruction until the Autumn Quarter of 1926 but that the Director for the School, his secretary, and such other members as, in the judgment of the Director, are immediately needed, be appointed as early as October, 1925, in order that instructional and research materials may be prepared. Such preliminary provision for the development of the school would necessitate a budget of approximately \$35,000.00 for the year 1925-26. This should include fractional appropriation for items 1, 2, 3, 4, 5, and 6 of budget memorandum A.

Very truly yours,

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Very truly yours,

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

SUGGESTIONS AND RECOMMENDATIONS.

I. OBJECTIVES.

Recent study of the Library situation in America has shown the urgent need for a school of library science of a somewhat different type from those already in operation, a school of high standing and standards, one in which men and women who look to a library career may find the opportunity for academic, as well as professional training and education, and where those already in the profession may be given opportunities for general or specialized courses which shall fit them for higher and more valuable service.

To be more specific, there is needed a school

- 1) which shall in its administration, faculty, curriculum, and requirements, correspond to the graduate professional schools of our leading universities.
- 2) which shall offer the best possible opportunities for acquiring the necessary cultural development and educational background and at the same time the professional, technical, and bibliographical training and experience required in libraries of scholarly character and in administrative positions of public libraries; also the training required in libraries of a specialized character, e.g. engineering, law, high schools, etc.
- 3) which shall offer to librarians the same opportunities for research work of high order, leading to advanced degrees, now open to advanced students in other learned professions.
- 4) which shall offer facilities for research on the part of

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both faculty and students and leading in special cases to the issue of bibliographical contributions and professional handbooks.

- 5) which shall offer correspondence study courses, organized and carried out according to well established standards.
- 6) where advanced residence instruction may be given on a part-time basis to experienced librarians employed in the immediate vicinity of the school.
- 7) which shall direct special courses and research "in absentia".
- 8) which shall train teachers
 - a) for library school faculties,
 - b) for instruction in library science in normal schools, schools of education, teachers' colleges, etc..

II. TYPE OF SCHOOL NEEDED

- 1) The needs briefly summarized above seem to warrant the establishment of an advanced library school of the highest type, which shall offer thorough courses in library science and bibliography, while affording also on the one hand, the best possible opportunities for that broad cultural development needed by the college, university, reference, and public librarian, and on the other hand, the specialization required by the medical, theological, engineering, law, and business librarian.
2. The requirements for admission to such a school should be similar in quantity and quality to the requirements in other leading professional schools.

III. ADVANTAGES AFFORDED BY THE CITY OF CHICAGO AS A CENTER FOR A SCHOOL OF THE TYPE PROPOSED.

If the above objectives are to be realized, it is imperative that

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If the above objectives are to be realized, it is imperative that

special attention be given to the location of the proposed Library School. In this connection the following facts should be considered in favor of Chicago as a desirable center

- 1) Chicago is a great center of business, transportation, and education, and every indication points to the continued growth of these interests.
- 2) Chicago is a very important library center with all types of libraries represented from the great Chicago Public Library to the smaller libraries of such cities as Evanston, Oak Park, Gary, and Joliet, two great university libraries, two of the leading reference libraries of the country, several large theological libraries, three museum libraries, the libraries of the American Medical Association, the Chicago Law Institute, the Western Society of Engineers, a number of club libraries, several bank libraries and many scores of special business libraries. These working libraries offer opportunity for observation and for specialization in any one of many phases of library work.
- 3) Chicago is the headquarters of the American Library Association, of the midwinter meetings of the Council of the American Library Association with its various sectional meetings, and is also the home of the Chicago Library Club with some five hundred members including specialists in many phases of library work.
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IV. ADVANTAGES OFFERED BY THE UNIVERSITY OF CHICAGO AS A LOCATION FOR SUCH AN ADVANCED LIBRARY SCHOOL.

1. The University of Chicago has a number of graduate professional schools with the highest standards both for admission and graduation, hence offers the necessary background for a Library School of similar standards.
2. The University of Chicago has the fourth largest university library in America and owns one of the best reference and bibliographical collections in the Middle West.
3. The four quarter system at the University of Chicago makes it very easy for an active librarian to come in for any twelve week period of specialization along any line in which he wishes to improve himself. It also makes it possible for a student by either continuous quarters or any series of the necessary number of quarters to obtain either the Master's or the Doctor's degree. The University has had many students who have earned degrees in Education and in other fields by consecutive summer quarters of work.
4. The University of Chicago through its various faculties is so constantly engaged in research of many kinds that the spirit of research permeates the entire institution. With this spirit and with the opportunities offered by various libraries of Chicago, a Library School here would naturally lay great emphasis on research.

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5. For a number of years various faculties of the University of Chicago have specialized in a technique for gathering materials of instruction, moulding them into mimeographed sheets, later into "material books" and finally into text books published by the University of Chicago Press. There is every reason to believe that a Library School at the University of Chicago could take advantage of this well-developed technique and produce the needed professional literature including text and reference books.
6. The University of Chicago has a well-established Correspondence Study Department through which the various faculties give or direct home-study instruction. A Library School located at the University of Chicago could through this department very advantageously
 - a) give advanced courses for librarians who could not get away for residence work at the University, and
 - b) give a part of the work leading to a higher degree (the general regulations covering such instruction are uniform throughout the University).
7. In addition to the extension courses offered through the Home Study Department, the University of Chicago supports a downtown department in which residence courses are offered during late afternoon and evening hours for professional workers who are employed in Chicago or in nearby cities. It should be expected that this service would be extended to include training and research in library work.
8. Through cooperation with the School of Education of the University of Chicago every possible facility for the training of teachers could be offered. Such cooperation would

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9. Through cooperation with various other departments, a Library School at the University of Chicago could offer many helpful courses such as training in the laws affecting libraries, the legal and business aspects of the control and use of endowment, the making and control of budgets and the various problems of accounting involved in library work.

V. SUGGESTED ORGANIZATION AND FACULTY MEMBERSHIP

The Library School might well be organized as a division of the Graduate School of Arts and Literature just as the new Medical School is to be a division of the Ogden Graduate School of Science. The following administrative and instructional officers should be provided to accommodate 50 students during each of the three quarters of the academic year and 100 students during the Summer Quarter:

1. For administration

- a) A Director and Chairman of the Department of Library Science, the major portion of whose time would be occupied with the task of coordinating the Library School with other departments of the University and arranging the proper correlation of courses given by members of other faculties. Upon this director also will rest the responsibility of meeting, approving, and advising with the students regarding their work. He should teach not over two majors per year.
- b) A Vice-Director of the Library School who will assist the director in all administrative matters and assume responsibility for coordinating the research work, both in residence and "in absentia", of candidates for the advanced degrees. The Vice-Director should teach not over three majors during the year.

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- c) A Secretary and Assistant to the Director who will handle the routine of registration, keep all school records, manage the school office, but do no teaching. This secretary should be qualified to care for much of the school's correspondence.
- d) An Assistant Secretary and Workroom Attendant who will represent the Library School in the downtown University College and assume responsibility for such assistance as students may need in the workroom.
- e) Stenographers and Clerks

2. For instruction (specialized)

- a) One Professor of Library Science
- b) One Associate Professor of Library Science,
- c) Two Assistant Professors of Library Science,
- d) Special lecturers and visiting instructors for Summer Quarter instruction, as needed,
- e) In addition to the above instructional officers, provision should be made for research assistants and fellows in order that important researches may go forward uninterruptedly.

VI. LOCATION

The administrative offices of the Library School together with suitable class room and workroom space should be immediately adjacent to if not under the same roof with the General Library of the University. However, there should always be in the University College building downtown a home room and headquarters for such students as might be carrying on research in connection with the various downtown libraries. Such a downtown center should also provide for employed students who desire to carry occasional courses in the Library School.

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4. An Assistant Secretary and Workshop Attendant who will represent the Library School in the downtown University College and assume responsibility for such assistance as students may need in the workshop.

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Director

1. At the University--

a)	Administrative and instructional offices-----	2900 Sq. Ft.
b)	Workroom-----	3000 Sq. Ft.
c)	Classroom-----	1500 Sq. Ft.
d)	Stacks-----	1000 Sq. Ft.
e)	Technical laboratory-----	1000 Sq. Ft.
f)	Conference and research rooms-----	600 Sq. Ft.
		<u>10,000 Sq. Ft.</u>

2. At the Downtown University College Center--

a)	Office and conference rooms-----	500 Sq. Ft.
b)	Workroom for advanced students-----	1500 Sq. Ft.
c)	Reading room for special collections-----	1500 Sq. Ft.
d)	Stack space-----	500
		<u>4000 Sq. Ft.</u>

1. At the University--

a)	Administrative and instructional	-----	2500	Sq. Ft.
b)	Offices	-----	3000	Sq. Ft.
c)	Workroom	-----	1500	Sq. Ft.
d)	Classroom	-----	1000	Sq. Ft.
e)	Stacks	-----	1000	Sq. Ft.
f)	Technical laboratory	-----	600	Sq. Ft.
g)	Conference and research rooms	-----	10,000	Sq. Ft.

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c)	Reading room for special collections	-----	1500	Sq. Ft.
d)	Stack space	-----	4000	Sq. Ft.

BUDGET MEMORANDUM A.

Estimated budget for first three to five years with provision for fifty resident students during the academic year and one hundred and fifty students during the Summer Quarter.

1. Administration *	\$16,200.00
2. Instruction	
a) specialized (37 classes, 12.2 students)	30,000.00
b) non-specialized (30 classes, 15 students)	24,300.00
3. Housing - Rental charge for space to be provided in University College-	12,000.00
4. Supplies and miscellaneous including occasional publications-	5,000.00
5. Equipment-	12,000.00
6. Initial expenditure for reference collection for school use	10,000.00
7. Total annual expenditure during first years of school - items 1, 2, 3, and 4-	87,500.00
8. Total annual income from student fees - 900 registrations @ \$25.00	22,500.00
9. Part of annual budget to be provided through outside agencies	65,000.00

BUDGET MEMORANDUM A.

Estimated budget for first three to five years with provision for fifty resident students during the academic year and one hundred and fifty students during the Summer Quarter.

1. Administration	\$16,300.00
2. Instruction	
a) specialized (37 classes, 12.5 students)	30,000.00
b) non-specialized (30 classes, 12 stu-	
dents)	24,300.00
3. Housing - Rental charge for space to be pro-	
vided in University College	12,000.00
4. Supplies and miscellaneous including occasion-	
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5. Equipment	12,000.00
6. Initial expenditures for reference collection	
for school use	10,000.00
7. Total annual expenditures during first years of	
school - items 1, 2, 3, and 4	87,600.00
8. Total annual income from student fees - 900	
registrations @ \$25.00	22,500.00
9. Part of annual budget to be provided through	
outside agencies	65,000.00

BUDGET MEMORANDUM B.

Estimated permanent endowment needed for a Library School at the University of Chicago with provision for one hundred resident students during the academic year and three hundred students during the Summer Quarter.

1. Administration - 50% increase - - - - -	\$24,300.00
2. Instruction - 75% increase- - - - -	95,025.00
3. Supplies and miscellaneous - 50% increase - -	7,500.00
4. Total items 1, 2, and 3 - - - - -	126,825.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	81,825.00
7. Housing -	
a) Downtown - - 6,000 sq. ft. Endowment needed, for building, equipment and maintenance - -	\$250,000
b) At the University - 15,000 sq. ft. Endowment needed, for building, equipment and maintenance - -	\$456,000
c) Total for housing - - - - -	716,300.00
8. Endowment to cover item 6 - @ 5% - - - - -	1,636,500.00
9. Total endowment for all purposes- - - - -	2,352,800.00

BUDGET MEMORANDUM II.

Estimated permanent endowment needed for a library school at the University of Chicago with provision for one hundred resident students during the academic year and three hundred students during the summer quarter.

1. Administration - 30% increase	-----	\$24,300.00
2. Instruction - 75% increase	-----	95,025.00
3. Supplies and miscellaneous - 10% increase	-----	7,500.00
4. Total items 1, 2, and 3	-----	126,825.00
5. Income from tuition	-----	45,000.00
6. Total deficit	-----	\$81,825.00

7. Housing -

a) Downtown - 6,000 sq. ft.	-----	
Endowment needed, for building	-----	
equipment and maintenance - \$250,000	-----	
b) At the University - 18,000 sq. ft.	-----	
Endowment needed, for building	-----	
equipment and maintenance - \$450,000	-----	
c) Total for housing	-----	\$718,300.00
8. Endowment to cover item 6 - 8 1/2%	-----	\$1,636,500.00
9. Total endowment for all purposes	-----	\$2,354,800.00

BUDGET MEMORANDUM C.

1. Administration

a) Director ($\frac{3}{4}$ of \$8000)- - - - -	\$6,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Secretary and assistant to the Director- -	2,500.00
d) Assistant secretary and workroom attendant	2,000.00
e) Stenographers (two)- - - - -	<u>2,700.00</u>

Total for Administration- -\$16,200.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science ($\frac{1}{4}$ of \$8000) - - - - -	\$2,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Professor of Library Science - - - - -	6,000.00
d) Associate Professor- - - - -	4,500.00
e) Assistant Professors (two) - - - - -	7,000.00
f) Special lecturers and visiting instructors for the summer quarter - - - - -	5,000.00
g) Research Assistants and Fellows- - - - -	2,500.00

Total for Specialized Instruction- - -\$30,000.00

3. Instruction (non-specialized)

a) This instruction should be provided through departmental offerings in the College of Arts and Literature and in the various professional Schools of the Uni- versity. Assuming that 50% of the in- struction would be of this type and that classes would average fifteen students, (this is somewhat above the present average in the Graduate School of Arts and Literature and in the School of Social Service Administration) it would be necessary to provide thirty classes at an approximate cost of- - - - -	-\$24,300.00
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BUDGET MEMORANDUM C.

1. Administration

a) Director (1/2 of \$8000) - \$4,000.00
 b) Vice-Director (1/2 of \$8000) - \$4,000.00
 c) Secretary and assistant to the Director - \$2,800.00
 d) Assistant secretary and workroom attendant - \$2,000.00
 e) Stenographers (two) - \$2,700.00
 Total for Administration - \$15,500.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science (1/2 of \$8000) - \$4,000.00
 b) Vice-Director (1/2 of \$8000) - \$4,000.00
 c) Professor of Library Science - \$6,000.00
 d) Associate Professor - \$4,800.00
 e) Assistant Professor (two) - \$7,000.00
 f) Special lecturers and visiting instructors for the summer quarter - \$5,000.00
 g) Research Assistants and fellows - \$2,800.00
 Total for Specialized Instruction - \$30,000.00

3. Instruction (non-specialized)

a) This instruction should be provided through departmental offerings in the College of Arts and Literature and in the various professional schools of the University. Assuming that 50% of the instruction would be of this type and that classes would average fifteen students, (this is somewhat above the present average in the Graduate School of Arts and Literature and in the School of Social Service Administration) it would be necessary to provide thirty classes at an approximate cost of - \$34,300.00

March 17, 1925. Li 1

My dear Mr. Keppel:

For your information I am enclosing a copy of suggestions and recommendations which bear upon the establishment of a Library School at the University of Chicago. This statement has grown out of a number of conferences with members of our University staff and with leading Librarians. The document should be thought of as representing a tentative proposal subject to revision following the further report of the Board of Education for Librarianship of the American Library Association. This proposal is in general terms. Details including curriculum are left to be determined by the Director and his associates when they are chosen.

The very brief statement of objectives has been splendidly supplemented by Mr. Adam Strom's preliminary report published in Volume 19 Number 1, American Library Association Bulletin, Pages 15-18. Special attention is directed to the research phase of the work proposed, but at the same time we should not lose sight of the fact that it will be necessary to maintain a complete school in which it will be possible to secure foundational training with major emphasis upon professional courses in advance of those now available in most of our schools for librarians. Here again the brief material presented in the attached statement should be supplemented by reference to Mr. Adam Strom's article in the American Library Association Bulletin, Page 23.

Any attempt to predict the ultimate size or the time required to develop a Library School at the University of Chicago would be extremely hazardous. Careful estimates based upon other library schools now in existence and other professional schools in the University indicate that the type of advanced Library School here proposed might reasonably attract, within the first three to five years, approximately fifty students for each of the three quarters of the academic year plus some one hundred fifty students for instruction during the Summer Quarter. This number might reasonably be doubled within a period of five to ten years. The budget items included in the present proposal are based upon the minimum and maximum registrations here indicated.

In providing for the administration of a Library School it is deemed advisable to secure an adequate administrative staff for organization and administrative purposes during the early period. Because of the relatively large administrative burden to be carried during the first years of the school, it would appear that the relative increase in administrative cost might be somewhat reduced by the time the school attains its maximum development. All instructional costs have been estimated on the basis of actual costs in the present graduate professional schools of the University including the salary schedules for instructional officers of the ranks indicated in the proposal.

While it is desirable that the central administrative office for the Library School be located at the University in close proximity to the University General Libraries, it is important that the school maintain a downtown center including workrooms for advanced students who are employed and who desire to continue their professional

March 17, 1925.

My dear Mr. Kappel:

For your information I am enclosing a copy of suggestions and recommendations which bear upon the establishment of a Library School at the University of Chicago. This statement has grown out of a number of conferences with members of our University staff and with leading librarians. The document should be thought of as representing a tentative proposal subject to revision following the further report of the Board of Education for Librarianship of the American Library Association. This proposal is in general terms. Details including curriculum are left to be determined by the Director and his associates when they are chosen.

The very brief statement of objectives has been splendidly supplemented by Mr. Adam Strom's preliminary report published in Volume 19 Number 1, American Library Association Bulletin, Pages 15-18. Special attention is directed to the research phase of the work proposed, but at the same time we should not lose sight of the fact that it will be necessary to maintain a complete school in which it will be possible to secure foundational training with major emphasis upon professional courses in advance of those now available in most of our schools for librarians. Here again the brief material presented in the attached statement should be supplemented by reference to Mr. Adam Strom's article in the American Library Association Bulletin, Page 23.

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While it is desirable that the central administrative office for the Library School be located at the University in close proximity to the University General Libraries, it is important that the school maintain a downtown center including workrooms for advanced students who are employed and who desire to continue their professional

study during late afternoon or evening hours. Such a center should also be of service to students engaged in research work in the downtown district.

It is assumed that the Library School should ultimately be provided with a permanent home, ~~through endowment to cover the fractional cost of construction, equipping and maintaining the space occupied.~~ The ~~Budget~~ items included in the present proposal represent estimates based on present building and maintenance costs. It has been assumed that the downtown Library School branch would be located in a downtown University of Chicago building, which would be devoted almost exclusively to educational purposes. The Library School at the quadrangles would presumably share a building with some other departments.

Since it is impossible to predict in advance the actual needs of the Library School, it is suggested that the School be financed for the first five years on the basis of an annual appropriation to meet the prospective deficit incurred by the University of Chicago, with the expectation that, at the end of the five year period, the school will be permanently financed. See Budget Memoranda B, C and D.

It is further suggested that no attempt be made to start active class instruction until the Autumn Quarter of 1926 but that the Director for the School, his secretary and such other members as, in the judgement of the Director, are immediately need, be appointed as early as possible in the year 1925/26. A suggested budget for this first year is appended as Memorandum A.

If it is the opinion of the Board of Education for Librarianship and the library profession, as it is ours, that a school of this general type is needed, and that the University of Chicago is the place for it, we shall be glad to establish it as soon as the matter can be financed.

Very truly yours,

by means
for which
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to
secure
a sum
that will
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tenance.

[Handwritten signature/initials]

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LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

SUGGESTIONS AND RECOMMENDATIONS.

I. OBJECTIVES.

Recent study of the library situation in America has shown the urgent need for a school of library science of a somewhat different type from those already in operation, a school of high standing and standards, one in which men and women who look to a library career may find the opportunity for academic, as well as professional training and education, and where those already in the profession may be given opportunities for general or specialized courses which shall fit them for higher and more valuable service.

To be more specific, there is needed a school

- 1) which shall in its administration, faculty, curriculum, and requirements, correspond to the graduate professional schools of our leading universities.
- 2) which shall offer the best possible opportunities for acquiring the necessary cultural development and educational background and at the same time the professional, technical, and bibliographical training and experience required in libraries of scholarly character and in administrative positions of public libraries; also the training required in libraries of a specialized character, e.g. engineering, law, high schools, etc.
- 3) which shall offer to librarians the same opportunities for research work of high order, leading to advanced degrees, now open to advanced students in other learned professions.
- 4) which shall offer facilities for research on the part of both faculty and students and leading in special cases to the issue of bibliographical contributions and professional handbooks.

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- 5) which shall offer correspondence study courses, organized and carried out according to well established standards.
- 6) where advanced residence instruction may be given on a part-time basis to experienced librarians employed in the immediate vicinity of the school.
- 7) which shall direct special courses and research "in absentia".
- 8) which shall train teachers
 - a) for library school faculties
 - b) for instruction in library science in normal schools, schools of education, teachers' colleges, etc.

II. TYPE OF SCHOOL NEEDED

- 1) The needs briefly summarized above seem to warrant the establishment of an advanced library school of the highest type, which shall offer thorough courses in library science and bibliography, while affording also on the one hand, the best possible opportunities for that broad cultural development needed by the college, university, reference, and public librarian, and on the other hand, the specialization required by the medical, theological, engineering, law and business librarian.
- 2) The requirements for admission to such a school should be similar in quantity and quality to the requirements in other leading professional schools.

III. ADVANTAGES AFFORDED BY THE CITY OF CHICAGO AS A CENTER FOR A SCHOOL OF THE TYPE PROPOSED.

If the above objectives are to be realized, it is imperative that special attention be given to the location of the proposed Library School. In this connection the following facts should be considered in favor of Chicago as a desirable center:

- 1) Chicago is an important geographical center of business, transportation, and education, and every indication points to the continued growth of these interest. It is situated within a night's ride(500 miles) of half the population of the United States.
- 2) Chicago is a very important library center with all types of libraries

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represented including the great Chicago Public Library, the smaller libraries of such cities as Evanston, Oak Park, Gary, and Joliet, two great university libraries, two of the leading reference libraries of the country, several large theological libraries, three museum libraries, the libraries of the American Medical Association, the Chicago Law Institute, the Western Society of Engineers, a number of club libraries, several bank libraries and many scores of special business libraries. These working libraries offer opportunity for observation and for specialization in any one of many phases of library work.

- 3) Chicago is the headquarters of the American Library Association, of the midwinter meetings of the Council of the American Library Association with its various sectional meetings, and is also the home of the Chicago Library Club with some five hundred members including specialists in many phases of library work.
- 4) Chicago is a cosmopolitan, commercial, and industrial city, expanding rapidly and offering exceptional opportunities for adult education and for the many other socializing activities of a public library. It presents, perhaps, the greatest social laboratory in the country for the study of the relation of books and libraries to people of varied class, racial and national types.

IV. ADVANTAGES OFFERED BY THE UNIVERSITY OF CHICAGO AS A LOCATION FOR SUCH AN ADVANCED LIBRARY SCHOOL.

1. The University of Chicago has a number of graduate professional schools with the highest standards both for admission and graduation, hence offers the necessary background for a Library School of similar standards.
2. The University of Chicago has the fourth largest university library in America and owns one of the best reference and bibliographical collections in the central states.

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3. The four quarter system at the University of Chicago makes it very easy for an active librarian to come in for any twelve week period of specialization along any line in which he wishes to improve himself. It also makes it possible for a student by either continuous quarters or any series of the necessary number of quarters to obtain either the Master's or the Doctor's degree. The University has had many students who have earned degrees in Education and in other fields by successive summer quarters of work.
4. The University of Chicago through its various faculties is so constantly engaged in research of many kinds that the spirit of research permeates the entire institution. With this spirit and with the opportunities offered by various libraries of Chicago, a Library School here would naturally lay great emphasis on research.
5. For a number of years various faculties of the University of Chicago have specialized in a technique for gathering materials of instruction, moulding them into mimeographed sheets, later into "material books" and finally into text books published by the University of Chicago Press. There is every reason to believe that a Library School at the University of Chicago could take advantage of this well-developed technique and produce the needed professional literature including text and reference books.
6. The University of Chicago has strong Graduate Schools of Art, Literature and Science which offer advanced research courses in languages and literatures, the social and political sciences, history, philosophy, the biological and physical sciences etc. all of which would be open to properly qualified students in the library school.
7. Through cooperation with various other departments, a Library School at the University of Chicago could offer many helpful courses such as training in the laws affecting libraries, the legal and business aspects of the control and use of endowment, the making and control of budgets and the various problems of accounting involved in library work.

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- 8) Through cooperation with the School of Education of the University of Chicago every possible facility for the training of teachers could be offered. Such cooperation would also be of importance in the training of librarians for service in schools.
- 9) The University of Chicago has a well-established Correspondence Study Department through which the various faculties give or direct home study instruction. A Library School located at the University of Chicago could through this department very advantageously
 - a) give advanced courses for librarians who could not get away for residence work at the University, and
 - b) give a part of the work leading to a higher degree, the general regulations covering such instruction being uniform throughout the University.
- 10) In addition to the extension courses offered through the Home Study Department, the University of Chicago supports a downtown department in which residence courses are offered during late afternoon and evening hours for professional workers who are employed in Chicago or in nearby cities. It should be expected that this service would be extended to include training and research in library work.

V. SUGGESTED ORGANIZATION AND FACULTY MEMBERSHIP.

The Library School might well be organized as a division of the Graduate School of Arts and Literature just as the new Medical school is to be a division of the Ogden Graduate School of Science. The following administrative and instructional officers should be provided to accommodate 50 students during each of the three quarters of the academic year and 150 students during the Summer Quarter:

1. For administration

- a) A DIRECTOR AND CHAIRMAN of the Department of Library Science, the major portion of whose time would be occupied with

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in the University College building downtown a home room and headquarters for such students as might be carrying on research in connection with the various downtown libraries. Such a downtown center should also provide for employed students who desire to carry occasional courses in the Library School

The following tentative provision should be made for the school during its development period:

1. At the University-----

- a) Administrative and instructional offices----- 2900 Sq. Ft.
- b) Workroom----- 3000 Sq. Ft.
- c) Classroom -----, 1500 Sq. Ft.
- d) Stacks ----- 1000 Sq. Ft.
- e) Technical laboratory ----- 1000 Sq. Ft.
- f) Conference and research rooms ----- 600 Sq. Ft.

10,000 Sq. Ft.

2. At the Downtown University College Center ----

- a) Office and conference rooms ----- 500 Sq. Ft.
- b) Workroom for advanced students ----- 1500 Sq. Ft.
- c) Reading room for special collections-----1500 Sq. Ft.
- d) Stack Space ----- 500

4000 Sq. Ft.

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d) Stack Space -----	500
	4000 Sq. Ft.

SUMMARY OF BUDGET MEMORANDA.

Appropriation needed 1st year (Budget Memo A)	\$ 58,450.00
Appropriation needed 2nd year (Budget Memo B)	78,000.00
Appropriation needed 3rd, 4th and 5th years (Budget Memo B)	67,000.00
Appropriation needed subsequent years (Budget Memo C)	85,325.00

SUMMARY OF BUDGET MEMORANDA.

Appropriation needed 1st year (Budget Memo A)	\$ 28,450.00
Appropriation needed 2nd year (Budget Memo B)	78,000.00
Appropriation needed 3rd, 4th and 5th years (Budget Memo B)	67,000.00
Appropriation needed subsequent years (Budget Memo C)	82,325.00

BUDGET MEMORANDUM A.

First Year (before school opens for students)

1. Administration

a) Director (12 mos.) - - - - -	\$ 8,000.00
b) Vice-Director (12 mos.) - - - - -	6,000.00
c) Secretary and Assistant to the Director (12 Mos.) - - - - -	2,500.00
d) Stenographers (two) (12 mos.) - - - - -	2,700.00
e) Professor of Library Science (9 mos.) -	4,500.00
f) Associate Professor of Library Science (6 mos.) - - - - -	2,250.00
g) Assistant Professor of Library Science(2) (6 mos.) - - - - -	3,500.00
	\$ 29,450.00

2. Supplies etc.

a) Supplies and miscellaneous -----	\$ 4,000.00
b) Equipment -----	6,000.00
c) Reference collection -----	5,000.00
d) Travel -----	3,000.00
e) Printing and Publishing -----	1,000.00
f) Contingent fund -----	1,000.00

\$ 20,000.00

3. Housing 3000 sq.ft. at \$3.00

9,000.00

\$ 58,450.00

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1. Administration

a) Director (12 mos.)	8,000.00
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g) Assistant Professor of Library Science (9 mos.)	3,500.00
	\$ 28,450.00

2. Supplies etc.

a) Supplies and miscellaneours	4,000.00
b) Equipment	6,000.00
c) Reference collection	2,000.00
d) Travel	3,000.00
e) Printing and Publishing	1,000.00
f) Contingent fund	1,000.00
	\$ 20,000.00

3. Housing 3000 sq. ft. at \$3.00

9,000.00

\$ 58,450.00

BUDGET MEMORANDUM B.

Estimated budget for second to fifth years with provision for fifty resident students during the academic year and one hundred and fifty students during the Summer Quarter.

1. Administration - - - - -	\$ 16,200.00	
2. Instruction		
a) specialized (37 classes, 12.2 students)	32,000.00	
b) non-specialized (30 classes, 15 students) - - - - -	24,300.00	
3. Housing - Rental charge for space to be provided in University College - - - - -	12,000.00	
4. Supplies and miscellaneous including occasional publications - - - - -	5,000.00	
5. Total annual expenditure during first years of school - items 1, 2, 3, and 4 - - - - -		89,500.00
6. Total annual income from student fees - 900 registrations at \$25.00 - - - - -		22,500.00
7. Part of annual budget to be provided through outside agencies - - - - -		67,000.00
8. Additional expenditure needed for second year only		
a) balance of equipment	6,000.00	
b) balance of reference collection	5,000.00	
		11,000.00

BUDGET MEMORANDUM B.

Estimated budget for second to fifth years with provision for fifty resident students during the academic year and one hundred and fifty students during the Summer Quarter.

1. Administration - - - - -	\$ 16,300.00
2. Instruction	
a) specialized (37 classes, 12.5 students)	\$2,000.00
b) non-specialized (30 classes, 12 students) - - - - -	\$4,300.00
3. Housing - Rental charge for space to be provided in University College - - - - -	\$2,000.00
4. Supplies and miscellaneous including occasional publications - - - - -	\$,000.00
5. Total annual expenditure during first years of school - items 1, 2, 3, and 4 - - - - -	\$9,600.00
6. Total annual income from student fees - 900 registrations at \$25.00 - - - - -	\$22,500.00
7. Part of annual budget to be provided through outside agencies - - - - -	\$7,000.00
8. Additional expenditure needed for second year only	
a) balance of equipment	\$,000.00
b) balance of reference collection	\$,000.00
	\$11,000.00

BUDGET MEMORANDUM C.

Estimated permanent endowment needed for a Library School at the University of Chicago with provision for one hundred resident students during the academic year and three hundred students during the Summer Quarter.

1. Administration - 50% increase - - - - -	\$ 24,300.00
2. Instruction - 75% increase - - - - -	98,525.00
3. Supplies and miscellaneous - 50% increase ---	7,500.00
4. Total items 1, 2 and 3 - - - - -	130,325.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	85,325.00
7. Housing -	
a) Downtown -- 6,000 Sq.ft. Endowment needed, for building, equipment and maintenance -----	\$250,000
b) At the University - 15,000 sq.ft. Endowment needed, for building, equipment and maintenance -----	456,000
c) Total for housing - - - - -	716,300.00
8. Endowment to cover item 6 - at 5% - - - - -	1,706,500.00
9. Total endowment for all purposes - - - - -	2,422,800.00

BUDGET MEMORANDUM C.

Estimated permanent endowment needed for a library School at the University of Chicago with provision for one hundred resident students during the academic year and three hundred students during the Summer Quarter.

1. Administration - 50% increase	\$ 24,300.00
2. Instruction - 75% increase	98,525.00
3. Supplies and miscellaneous - 50% increase	7,500.00
4. Total items 1, 2 and 3	130,325.00
5. Income from tuition	45,000.00
6. Total deficit	85,325.00
7. Housing -	

a) Downtown - 6,000 sq. ft.	
Endowment needed, for building,	
equipment and maintenance -----	\$250,000
b) At the University - 12,000 sq. ft.	
Endowment needed, for building,	
equipment and maintenance -----	450,000
c) Total for housing	710,000.00
8. Endowment to cover item 6 - at 2% -	1,706,500.00
9. Total endowment for all purposes	2,422,800.00

BUDGET MEMORANDUM D.

(Showing distribution of administration and instruction costs in
Memorandum B.)

1. Administration

a) Director ($\frac{3}{4}$ of \$8000) - - - - -	\$ 6,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Secretary and assistant to the Director -	2,500.00
d) Assistant secretary and workroom attendant	2,000.00
e) Stenographers (two) - - - - -	<u>2,700.00</u>

Total for Administration \$16,200.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science ($\frac{1}{4}$ of \$8000) - - - - -	\$ 2,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000) - - - - -	3,000.00
c) Professor of Library Science - - - - -	6,000.00
d) Assistant Professors (two) - - - - -	7,000.00
e) Associate Professor - - - - -	4,500.00
f) Special lecturers and visiting instructors for the summer quarter - - - - -	5,000.00
g) Research Assistants and Fellows - - - - -	2,500.00
h) Assistant (reviser) - - - - -	2,000.00

Total for Specialized Instruction 32,000.00

3. Instruction (non-specialized)

- a) This instruction should be provided through departmental offerings in the College of Arts and Literature and in the various professional Schools of the University. Assuming that 50% of the instruction would be of this type and that classes would average fifteen students, (this is somewhat above the present average in the Graduate School of Arts and Literature and in the School of Social Service Administration) it would be necessary to provide thirty classes at an approximate cost of - - - - - \$ 24,300.00

*to be interchanged
in final copy*

BUDGET MEMORANDUM D.

(Showing distribution of administration and instruction costs in
Memorandum B.)

1. Administration

a) Director ($\frac{1}{2}$ of \$8000)	\$ 4,000.00
b) Vice-Director ($\frac{1}{2}$ of \$8000)	3,000.00
c) Secretary and assistant to the Director	2,500.00
d) Assistant secretary and workshop attendant	2,000.00
e) Stenographers (two)	2,700.00
Total for Administration	\$16,200.00

2. Instruction (specialized)

a) Director and Head of Department of Library Science ($\frac{1}{2}$ of \$8000)	\$ 4,000.00
b) Vice-Director ($\frac{1}{2}$ of \$8000)	3,000.00
c) Professor of Library Science	6,000.00
d) Assistant Professors (two)	7,000.00
e) Associate Professor	4,500.00
f) Special lecturers and visiting instructors for the summer quarter	5,000.00
g) Research assistants and fellows	2,500.00
h) Assistant (reviewer)	2,000.00
Total for Specialized Instruction	\$28,000.00

3. Instruction (non-specialized)

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the task of coordinating the Library School with other departments of the University and arranging the proper correlation of courses given by members of other faculties. Upon this director also will rest the responsibility of meeting, approving, and advising with the students regarding their work. He should teach not over two majors per year.

- b) A Vice-Director of the Library School who will assist the director in all administrative matters and assume responsibility for coordinating the research work, both in residence and "in absentia", of candidates for the advanced degrees. The Vice-Director should teach not over three majors during the year.
- c) A Secretary and Assistant to the Director who will handle the routine of registration, keep all school records, manage the school office, but do no teaching. This secretary should be qualified to care for much of the school's correspondence.
- d) An Assistant Secretary and Workroom Attendant who will represent the Library School in the downtown University College and assume responsibility for such assistance as students may need in the workroom.
- e) Stenographers and Clerks

2. For instruction (specialized)

- a) One Professor of Library Science,
- b) One Associate Professor of Library Science,
- c) Two Assistant Professors of Library Science,
- d) Special lecturers and visiting instructors for Summer Quarter instruction, as needed,
- e) In addition to the above instructional officers, provision should be made for research assistants and fellows in order that important researches may go forward uninterruptedly.

VI. LOCATION

The administrative offices of the Library School together with suitable classroom and workroom space should be immediately adjacent to if not under the same roof with the General Library of the University. However, there should always be

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- a) One Professor of Library Science,
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COMMITTEE ON LIBRARY SCHOOL IN CHICAGO

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The Committee of the Chicago Library Club on a Library School in Chicago has examined with care and interest the plan drawn up at the University of Chicago.

The Committee believes that this plan in its general outlines embodies satisfactorily a way of meeting the needs of the library profession, and hopes that such a school may be established in Chicago.

14 March, 1925.

Chairman of the Committee.

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