Espies to Dr. Pufts

(Proposed covering letter for Library School plan)

June , 1925

Mr. Swift
Mr. Swift
Mr. Fillbay
Mr. Cartishight
Mr. Hawy

My dear Dr. Reppel:

On March 17 last, President Burton submitted to you a proposed plan for a Library School at the University of Chicago. Early in April he consulted with you regarding the matter. Upon his return to Chicago, he called Mr. Henry upon the phone and asked him to be prepared to go over the whole plan with him in the near future. Upon April 20 he sent on to Mr. Henry your memorandum of April 14 which commented upon certain points in our plan and promised an early conference. Then came his illness. The accompanying revision of our plan is made wholly in the light of your criticisms and of further developments at the University. Because of the fact that we have not had the advantage of President Burton's report of that conference and his suggestions for revision, we invite your frankest criticism. This new document should still be considered a tentative proposal.

The very brief statement of objectives is well supplemented by the Annual Report of the Board of Education for Librarianship which reached us too late to be used except in the final editing of our proposal.

referred to in footnote (3) on page 25, the following statement as to the general policy of the University may be in point.

Faculty that we should strengthen still more the emphasis upon our advanced work, whether professional or non-professional, and that in the professional work, as well as in the non-professional, the emphasis should be increasingly upon research and the advancement of knowledge. As regards undergraduate work, the policy will be to improve its quality but not to increase the number of students. As regards

Bournant of June 20, 1023 - Copies to Br. Preper the Br. Preper Descript

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with reference to the matter of "professional courses" such as are referred to in footnote (3) on page 25, the following statement as to the general policy of the University may be in point.

There is at this time a very strong feeling many members of our faculty that we should strengthen still more the emphasis upon our advanced work, whether professional or non-professional, and that in the professional work, as well as in the non-professional, the emphasis should be increasingly upon research and the advancement of knowledge. As regards undergraduate work, the policy will be to improve its quality but not to increase the number of students. As regards

professional work in Librarianship such as is contemplated in the first year of graduate work as set forth in the Annual Report of the Board of Education, this would mean, I think, that the University of Chicago would not wish to emphasize this year, or to compete with other schools organized primarily to give this work. It understands that it might be necessary to offer this year of work for two classes of students -

- a) Students taking their Bachelor degree at the University of Chicago who may desire to press on toward the advanced school, and are therefore desirous of taking this professional year, not for itself alone, but as preliminary to the advanced work:
- b) Students who enroll primarily in the Advanced Graduate School, but may need to take one or more courses of this professional work which had not been properly covered in the candidates' previous training.

In other words, the emphasis should be upon the Advanced Graduate School, and the Director must assume the responsibility of so regulating the registration, or admission, as to maintain a proper perspective in the relation of this first year to the main purpose of the school, namely, the advanced graduate work.

It may be in point to refer to the Medical School now being organized, in which the emphasis will be primarily not upon the training of medical practitioners, but upon the development of research in the medical sciences with a view to the understanding and prevention of disease.

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 Oraduate Library School here proposed might reasonably attract, within the first

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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 from five to ten years. The budget items included in the present proposal are based upon the minimum and maximum registration 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 of the Library School be located at the University in close proximity to the University General Libraries, it seems necessary that the school maintain some work space at the downtown University College building to serve as working space for students who are engaged upon research in connection with the various downtown libraries. This same space could be used during late afternoon and evening hours for courses in Library Science offered by University College under the general direction of the Library School. The housing costs shown in the various Budget Memoranda (except Memorandum E) are actual rental costs. It is assumed that these charges will cease as soon as the University has available space in its own buildings which will be assigned to the Library School. We are hoping to secure funds this year for a Social Science building. The completion of this building - by the end of 1926 we confidently hope - will make available to the Library School the entire

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fourth, fifth and sixth floors of the east tower of Harper Memorial Library and so cancel this housing charge. Plans for a University building downtown are not in such immediate prospect, but we are working upon them and hope to realize them in the not too distant future. Completion of this building will eliminate from the Library School budget the rental charge for downtown space.

Budget Memorandum E shows in addition to the direct costs of administration and instruction, the actual capitalization necessary to provide, equip and maintain the contemplated space in tax-free, university owned buildings both on the campus and downtown. Though we are not looking to the Carnegie Corporation to provide it, we thought it wise to keep this charge in the picture in order that the total cost of the proposed school might appear in the proposed budgets. This same thing is true of the item for non-specialized instruction in Budget Memorandum F. The item shows the actual cost of the assumed amount of instruction. The University proposes to carry as a contribution to the Library School that part of this instruction which can be provided without organizing special classes for Library School students. It is estimated that this would amount to one half the total cost of non-specialized instruction. We are consequently including in the Library School budget only that pertion of this cost which represents sections made necessary in order to provide for Library students. It should also be noted that no item for instruction in University College is included in the proposed budget. This will be financed independently, just as is other instruction for employed adults who come to the College for part-time study.

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 fourth, fifth and sixth floors of the east tower of Harper Memorial Library and so cancel this housing charge. Plans for a University building downtown are not in such immediate prospect, but we are working upon them and hope to realize them in the not too distant future. Completion of this building will eliminate from the Library School budget the rental charge for downtown space.

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that period the school would be permanently financed. See Budget Memoranda.

It is further suggested that no attempt be made to begin actual class instruction until the autumn quarter of 1926, but that the Director of the school, his secretary and such other members as, in the judgment of the Director, are immediately needed, be appointed as early as possible in the year 1925/26. A suggested budget for this first year is shown in Budget Memorandum B.

If it is the opinion of the Carnegie Corporation, 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 cooperate in the establishment of such a school just as soon as financial support can be provided.

Very truly yours,

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LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO SUGGESTIONS AND RECOMMENDATIONS

I. OBJECTIVES.

Recent study of the library situation has shown the urgent need for a school of library science which shall not devote itself primarily to the training of librarians, as do all existing library schools, but which shall set as its goal research in the many complex aspects of library work in America, which shall endeavor to arrive at new standards and to discover new ways of enriching scholarship through the service that libraries might render; a school that will receive as students graduates of all library schools now in existence and offer to them and to librarians in service, opportunities for advanced study and research. The Board of Education for Librarianship, after a two year study of the problem, has classified all library schools now in existence as Junior Undergraduate, Senior Undergraduate or Graduate, and has sounded a vigorous call for what it calls an Advanced Graduate Library School which shall promote research and offer courses in advance of any now offered.

To be more specific, there is needed a school

- 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, library administration in public schools, etc.

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- 3) which shall offer to librarians the same opportunities for research work of high order, leading to advanced degrees, which are 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;
- 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 parttime 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;
- 9) which shall exert an influence toward high bibliographic standards throughout the universities of the country.

II. TYPE OF SCHOOL NEEDED.

1) The needs briefly summarized above seem to warrant the establishment of an advanced graduate library school of a higher type
than any now in existence, 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,
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2) The requirements for admission to such a school should be similar in quantity and quality to the requirements in other leading graduate 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 interests. 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 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

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- 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 GRADUATE 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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 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

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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 sither 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, 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.
- 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
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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.
- 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. Such work would, of course, be financed by the University College, but its courses and standards would be controlled by the Library School.

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 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

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- students regarding their work. He should teach not over two majors per year.
- b) A VICE-BIRECTOR of the Library School who will assist the director in all administrative matters and assume the 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 WORKHOOM ATTENDANT who will represent the Library School in the downtown quarters and assume responsibility for such assistance as students may need in the workroom.
- e) STEHOGRAPHERS 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. This item, however, is to be cared for outside of the proposed budget of the library school.

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- 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. This lites, however, is to be cared for outside of the proposed budget of the library school.

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 be in the University College building downtown a home room and head-quarters for the students who are carrying on research in connection with the various downtown libraries.

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

1.	At the University a) Administrative and instructional offices b) Workroom c) Classroom d) Stacks e) Technical laboratory f) Conference and research rooms	3000 1500 1000 1000	sq.	ft. ft. ft.
		10,000	sq.	ft.
2.	At the Downtown University College Center a) Office and conference rooms b) Workroom for advanced students c) Reading room for special collections d) Stack space	1500		ft.
		4000	Bq.	ft.

VI. LOCATION.

The administrative offices of the idbrary 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 be in the University College building downtown a home room and headquarters for the students who are carrying on research in connection with the various downtown libraries.

The following tentative provision should be seem for the wence during its development period:

.01	sq.	2900 3000 1500 1000 1000	the University Administrative and instructional offices Ulaseroom Stacks Technical laboratory Conference and research rooms	(a) (b) (c) (c)	1.
.32	.pa	000,01			
12.	.pa	1500	the Downtown University College Center Office and conference rooms Workroom for advanced students Reading room for special collections Stack space	(a) (b) (d)	. 82
.52	.pa	4000			

BUDGET MEHORANIAM A.

Summary of budgets and chart of the prospective development of the school.

	First year (No instruction)(Second year (1st year of instruction)	Third year	Fourth year	Fifth year
	Budget Memo. B.	The state of the s	(No memo.)	(No memo.)	Budget Meme. D.
Administration	Director Secretary Stenographer	Director Vice-Director Secretary Asst. Becy. Stenographer Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographer Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographor Stenographor	Director Vice-Director Secretary Asst. Secy. Stenographer Stenographer
Instruction Deficit Budget	Research Frof. Research Asst. (Frof.	Professor Associate Prof. Assistant Prof. Spec. ASum. Instr. Assistant Assistant	Asst. Prof.	Professor Assoc. Prof. Asst. Prof. Asst. Prof. Spec. & Sum. Assistant Assistant	Professor Assoc. Prof. Asst. Prof. Asst. Prof. Spec. A. Sum. Assistant Assistant
Admin. & Instr.	\$38,100.00	849,850.00	*38,850.00	242,350.00	142,350.00
Space Cost Downtown Cost	2000 sq. ft. \$ 2,500.00	5000 sq. ft. \$ 6,250.00 1000 sq. ft. \$ 3,000.00	6000 sq. ft. 8 7,500.00 2000 sq. ft. 8 6,000.00	8000 sq. ft. 810,000.00 3000 sq. ft. 8 9,000.00	10,000 sq. ft. \$12,500.00 4000 sq. ft. \$12,000.00
Space budget	\$ 2,500.00	0 9,250.00	\$13,500.00	019,000.00	\$24,500.00
Total Dudgeto	240,600.00	(59,100.00	92,350.00	61,350.00	066,850.00

For ultimate maximum budget see budget benorandum E.

BUDGET MESORABIUM A.

Summary of budgets and chart of the prospective development of the school.

					PER LINE TO SERVICE STREET
Fifth year	Fourth year	Third year	Second year (lat year of lastruction)	First year (No instruction)	
Budget Mone. D.	(No memo.)	(No memo.)	Rudget Memo. C.	Budget Messo. B.	
Director Vlos-Pirector Sucretary Asst. Secy. Stenographer Stenographer	Olrector Vice-Director Secretary Asst. Secy. Otenographer Stonographer	Nirector Vice-Director Georgiary Asst. Secy. Stemographer Stemographer	Director Vice-Director Secretary Asst. Secy. Stenographer Stenographer	Director Secretary Stenographer	Administration
Professor Asso. Prof. Asst. Prof. Asst. Prof. Epsc. A.Sum. Assistant Assistant	Professor Asso. Prof. Asst. Prof. Asst. Prof. Asstatant Asstatant	Asst. Frot.	Associate Frof. Assistant Prof. Spec.ASum.Instr. Assistant	Research Frof. Research Asst. (Frof.	Instruction Deficit Sudget
00.008.350	048,350.00	038,850.00	849,850.00	#28,100.00	Adula. & Instr.
10,000 eq. ft. 112,500.00 4000 eq. ft. (12,000.00	\$1.98 0008 \$10,000.00 \$3000 sq. ft. \$9,000.00	\$7,500.00 \$7,500.00 \$000 sq. ft.	\$6,250.00 \$6,250.00 1000 eq. ft. \$3,000.00	\$2,500.00 \$ \$,500.00	Space Cost Downtown Cost
84,500.00	(19,000.00	113,500.00	00.088,00	00.000.00	Space budget
00.588,000	861,880.00	00,080,80	(59,100.00	240,600,00	Total Indgeto

for ultimate maximum budget see Sudget seminam stantifur To

BUDGET MEMGRANDUM B.

First year (before school opens for students)

1.	*Administration	12 mos.	
	a) Director (12 mos.)	8,000.00	
	b) Secretary and Assistant to the Director (12 mos.)	2,500.00	
	c) Stenographer (12 mos.)	1,350.00	
	d) Research Professor (9 mos.)	4,500.00	
	e) Research Assistant Professor (6 mos.)	1,750.00	
			18,100.00
2.	Supplies, etc.		
	a) Supplies and miscellaneous b) Equipment c) Reference collection d) Travel e) Printing and publishing f) Contingent fund	4,000.00 6,000.00 5,000.00 3,000.00 1,000.00	
			20,000.00
3.	Total administration, etc.		38,100.00
4.	Housing 2000 sq. ft. at \$1.25 **		2,500.00
			40,600.00

^{*} This item has been kept at a minimum, partly because it is anticipated that Professor Charters' work will materially assist in the planning of a curriculum and developing instructional materials, thus considerably increasing the productive capacity of the school staff.

^{**} So great is the congestion on the University campus at present that no space is available for any new project. This figure is what will have to be paid for rented space until space is available in a university building.

BUDGET MEMORASIDUM B.

First year (before school opens for students)

	ll mos.	1. *Administration
	00.000,8	a) Director (12 mos.)
	2,500.00	b) Secretary and Assistant to the Director (12 mos.)
	1,350.00	c) Stenographer (12 mos.)
	4,500.00	d) Research Professor (9 mos.)
	1,750.00	e) Research Assistant Professor (6 mes.)
	-	
18,100.00		
	The tries	2. Supplies, etc.
	4,000.00	a) Supplies and miscellaneous
	6,000.00	b) Equipment
	5,000.00	d) Reference collection
	3,000.00	e) Frinting and publishing
	1,000.00	f) Contingent fund
20,000.00		The take that the engine of the contract of th
38,100.00		B. Total administration, etc.
2,500.00		4. Houning 2000 eq. ft. at 31.25 **
00 000 01		
40,600.00		

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as great is the congestion on the University compus at present that no space is available for any new project. This figure is what will have to be paid for rented space until space is evallable in a university building.

BUDGET MEMORANDUM C.

Provisional budget for the second year (first year of instruction) with provision for an average of fifty resident students during the acadesic year and one hundred fifty students during the Sugger Quarter.

(For distribution of Administration and Instruction costs see Memorandum F.)

1.	Administration	\$16,200.00
2.	Instruction a) specialized	40,150.00
3.	Supplies and miscellaneous, including occasional publications	5,000.00
4.	Additional expense for second year only a) balance of furniture and other equipment 5,000.00 b) balance of reference collection 5,000.00 Total	11,000.00
5.	Total for administration, instruction, equipment, etc.	\$72,350.00
6.	Estimated average annual income from student fees, 900 registrations at \$25.00	22,500.00
7.	Part of budget to be provided through outside agencies	(49,850.00
8.	*Housing a) On campus - 5000 sq. ft. at \$1.25 6,250.00 b) Downtown - 1000 sq. ft. at \$3.00 3,000.00 Total housing	0 9,250.00
9.	Total budget for second year	(59,100.00

For comment on this item see covering letter.

BUDGET HEMOGRAPHM Q.

Provisional budget for the second year (first year of instruction) with provision for an average of fifty recident students during the academic year and one hundred fifty students during the Summer Guarter.

(For distribution of idministration and instruction costs see Memorandum F.)

- 016,800.00	1. Administration	
- 40,150.00	2. Instruction (a) specialised	
5,000.00	3. Supplies and miscellaneous, including occasional publications	
11,000.00	d. Additional expense for second year only a) balance of furniture and other equipment 5,000.00 b) balance of reference collection 5,000.00	
00.085,390.00	5. Total for administration, instruction, equipment, etc.	
ec.coz.ss	6. Intimated average amount income from student fees, 900 registrations at \$25.00	
149,850.00	7. Part of hadget to be provided through outside agencies	
00.085.0 4	8. "Housing a) On campus - 5000 sq. ft. at 01.25 4,250.00 b) Downtown - 1000 sq. ft. at 03.00 3,080.00 Total housing	
(59,100.00	9. Total budget for second year	

For composit on this item see covering letter.

BUDGET MEMORAHIME D.

Provisional budget for the fifth year of the library school with full quota of faculty, space and other factors for a well-developed graduate research institution, with an average of fifty students during the academic year and one hundred and fifty students during the summer, many members of both faculty and student body being engaged upon advanced research problems.

1.	Administration	016,200.00
2.	Instruction a) specialized	43,650.00
3.	Supplies and miscellaneous, including occasional publications	5,000.00
4.	Total for administration, instruction, etc.	064,850.00
5.	Fatimated average income from student fees, 900 registrations at \$25.00	22,500.00
6.	Part of budget to be provided through outside agencies	\$42,350.00
7.	*Housing a) On campus - 10,000 sq. ft. at \$1.25 12,500.00 b) Downtown - 4,000 sq. ft. at \$3.00 12,000.00 Total housing	24,500.00
8.	Total budget for the fifth year	866,850.00

For comment on this item see covering letter.

O MEHARONAN THROUGH

Provintenel budget for the fifth year of the library school with full quote of faculty, space and other factors for a well-developed graduate research institution, with an average of fifty students during the sendent year end one hundred and fifty students during the sensor, many members of both faculty and student body being engaged upon advanced research problems.

00.003.50	Maintaintain noitantainint
43,650.00	Instruction a) specialized 31,500.00 b) non-specialized (d) of total cout) 18,150.00 Total
5,000.00	. Supplies and miscellaneous, including occessional publications
164,850.00	. Total for administration, Ametrucation, etc
22,500.00	. Estimated average income from ctudent foos,
042,250.00	. Fart of budget to be provided through outside agencies
24,500.00	a) On camping - 10,000 sq. ft. at \$1.25 12,000.00 b) Pornterm - 4,000 sq. ft. at \$3.00 12,000.00 co. Setal housing
00.020,080	. Total budget for the fifth year

Wor comment on this item see covering letter.

BUDGET MEBGRAHUUM E.

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.

)		Administration - 50% increase	\$24,300.00
		Instruction - 75% increase	76,387.00
**	3.	Supplies and miscellaneous - 50% increase	7,500.00
4	١.	Total for administration, instruction, etc.	\$108,187.00
**	5.	Estimated average income from student fees - 100% increase	45,000.00
-	5.	Part of budget to be provided through outside agencies	\$ 63,187.00
*	7.	Endowment needed at 5%	1,263,740.00
	3.	In addition to the above estimates of endowment for instructional maintenance, the following estimate of the value of the space upon the University quadrangles or downtown which were be used by the school is submitted for completeness of the total provision contemplated, although it is not assumed the provision for housing will be financed by the Carnegie Corporation.	ald

- a) On campus 15,000 sq. ft.
 Endowment needed for building, equipment
 and maintenance ----- 456,000.

BUDGET MERORAHUM R.

Estimated permanent andoment acceded 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 Sunner (usrter.

9. Total endousent for all purposes --

00.081,000,81

BUDGET MEMORANDUM F.

(Showing distribution of items in Budget Memorandum C.)

1. Administration	
a) Director (% of 08,000.)	\$6,000.00
b) Vice-Director (of \$6,000.)	
c) Secretary and Assistant to Director	
d) Assistant secretary and workroom attendant	
e) Stenographers (2)	
	016,200.00
2. Instruction (specialized)	
a) Director and Chairman of Dept. of Library Scient	0 2,000.00
b) Vice-Director (% of \$6,000.)	3,000.00
c) Professor of Library Science	6,000.00
d) Associate Professor of Library Ccience	4,500.00
e) Assistant Professor of Library Science	3,500.00
f) Special lecturers and visiting instructors in summer quarter	5,000.00
g) Assistants, Sevisers (2)	4,000.00
	\$28,000.00
This instruction should be provided through depart offerings in the College of Arts and Literature and various graduate and professional schools of the Unitessuming that 50% of the instruction would be of this that classes would average fifteen students (this is above the present average in the Graduate School of Literature and in the Graduate School of Social Servistration), it would be necessary to provide thirty an approximate cost of	in the liversity. is type and s somewhat Arts and vice Admin- classes at
Net charge against library school budget	12,150.00

BUDGET MEMORAHDUM F.

(Showing distribution of items in Budget Memorandum C.)

	1. Administration	
00.000.00	a) Director (8 of 88,000.)	
3,000,00	b) Vice-Director (± of 06,000.)	
00.008,8	c) Secretary and Assistant to Director	
00,000,8	d) Assistant secretary and workross standant	
2,700.00	e) Stemographers (2)	
116,200.00		
	S. Instruction (specialized)	
	a) Director and Chairman of Dept. of Idbrary Science	
00.000,8	(00.000,81 to b)	
3,000.00	b) Vice-Director (g of (6,000.)	
00.000,0	c) Professor of Library Colence	
4,500.00	d) Associate Professor of Library Colonce	
3,500.00	e) Assistant Professor of Library Solemon	
5,000.00	f) Special lecturers and visiting instructors in number quarter	
4,000.00	g) Assistante, Novisers (2)	
00.000,853		
00.000,000	3. Instruction (non-specialized) This instruction should be provided through departmental effectings in the College of Aris and Literature and in the various graduate and professional schools of the University. Assuming that 50% of the instruction would be of this type and that classes would average lifteen students (this is semeshed above the present average in the Graduate School of Aris and Literature and in the Graduate School of Social Cervice Addinterature and in the Graduate School of Social Cervice Addinterature and in the Graduate School of Social Cervice Addinterature and an approximate ocet of	
00.001,819	Fifty per cent of this item should, however, be charged against the University of Chicago budget on the annumption that part of the students could be distributed without necessiteting the organization of additional charges. Ret charge against library school budget	

The University of Chicago

The University Libraries

March 16, 1925.

Dignol Setor

Memorandum to Dean Laing:

In order that you may be aware of matters under consideration, I am handing you herewith a proposal for a Library School to be located at the University of Chicago. I might add that the present demand for such a School arose through a resolution passed by the Chicago Library Club some four years ago, asking the Carnegie Corporation of New York to consider the possibility of establishing a Library School in Chicago. More recently the American Library Association has appointed a Board of Education for Librarianship which has submitted a provisional report indicating that there is very great need for a Library School which shall offer opportunities for research and work toward higher degrees. There is no such school in the country at the present mement. The document handed you herewith is the result of some fifteen months of work by President Burton, Associate Director Hanson, Dean Filbey and myself. This document has been submitted to a committee of the Chicago Library Club and to the members of the Board of Education for Librarianship and, with a few slight revisions resulting from these discussions, will probably be sent by President Burton to the Carnegie Corporation in the near future.

Very truly yours;

Edward a. Henry

EAH*LS

The University of Chicago

March 16, 1925.

tend to be index at the University of Chicago, I might add toned search and foward bigher degrees. There is no much school in the and at different demand, The document handed you he mental is the Director Homeon, Dean Pilbey and myself. This decreent has been spinished Burton to the Carmegle durporation in the mear future.

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

- 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.

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO SUGGESTIONS AND PROCESSIONS.

I. OBJECTIVES.

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 - 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 atudents and leading in special cases to the issue of bibliograph-

- 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 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

- 5) which shall offer correspondence study courses, organised and carried out cocording 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.
 - "alineads ni" dorsecer bas secreto laloega toerib Liada doldw (T
 - 8) which shall train teachers
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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.

- 5) 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 OFFFRED 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.

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 - 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 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 a well-established Correspondence Study
 Department through which the various faculties give or direct homestudy instruction. A Library Schoool 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

- 5. 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.

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- b) give a part of the work leading to a higher degree, the general regulations covering such instruction being 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 also be of importance in the trainof 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 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

- b) give a part of the work leading to a higher degree, the general regulations covering such instruction being 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 also be of importance in the train-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 -as escaled bus lagel et the laws affecting libraries, the legal and business as peots 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 Ogdan 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 scademic 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

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 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

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The University of Chicago, if selected as the location of the library school would be obliged to seek additional funds to provide necessary buildings and endowment but would hope to do so successfully.

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The University of Chicago, if selected as the location of the library school would be obliged to seek additional funds to provide necessary buildings and sudowment but would hope to do so successfully.

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

1. At the University --

2)	Administrative and instructional offices	2900	Sq.	Ft.
b)	Workroom	2000	Sq.	Pt.
0)	Classroom	1500	Sq.	Pt.
4)	Stacks	1.000	Se.	Pt.
6)	Technical laboratory	1000	Sq.	Bt.
2)	Conference and research rooms	600	Sq.	Pt.
		10,000	Sq.	Ft.

2. At the Downtown University College Center --

a)	Office and conference rooms	500	Sq.	Pt.
b)	Workroom for advanced students	1,500	Sq.	Ft.
0)	Reading room for special collections	1500	Sq.	Ft.
ā)	Stack space	500		
		4000	Sa.	Ft.

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

.1	JA	the University		
	(a) (a) (b) (b) (c) (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d	Workroom 2000 Classroom 1500 Stacks 1000 Technical laboratory 1000	8000000	Et.
		20,000	.pB	et.
.8	3A	the Downtown University College Center-		
	(0	Office and conference rooms 500	. p8	rt.
	(d	Workroom for advanced students 1800	Sg.	Ft.
	(0	Reading room for special collections 1500	89.	.ou
	(5)	Stack space500		

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)	20,000.00
	b) non-specialized (30 classes, 15 students)	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- al 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 MEMORABUM A.

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

- 816,800.00	moistratainimbA	+.
	noitourteal	.8
80,000.00	a) apodialized (37 classes, 12.8 students) b) non-apodialized (30 classes, 15 atu- dents)	
- 18,000.00	Housing - Rental charge for space to be pro- vided in University College	5.
- 8,000.00	Supplies and miscellaneous including cocesion-	۵.
- 18,000,00		.8
- 10,000.00	Initial expenditure for reference collection for school use	. 0
- 87,800.00	Total annual expenditure during riret years of school - items 1, 2, 5, and 4	.7
- 28,800.00	Total annual income from student fees - 900 registrations @ \$25.00	.8
00.000.88 -	Part of annual budget to be provided through	

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.

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
1. 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
S) Total for housing 120,000000
8. Endowment to cover item 6 - @ 5% 1,636,500.00
9. Total endowment for all purposes 2,352,800.00

EUDGET MEMORANDUM B.

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

	hundred students during the Summer Quarter.
00.008,820	1. Administration - 50% increase
95,025.00	2. Instruction - 75% increase
7,800.00	5. Supplies and miscellaneous - 50% incresse
00.338,351	1. Total items 1, 2, and 3
45,000.00	5. Income from taition
81,885.00	6. Total deficit
V16,800.00	a) Downtown 6,000 eg. ft. Endowment needed, for building, equipment and maintenance \$250,000 b) At the University - 15,000 eq. ft. Endowment needed, for building, equipment and maintenance \$456,000 c) Total for housing
686,500.00	8. Hadowment to cover item 6 - 0 65 1.

9. Total andownent for all purposes - - - - - 2.352.800.00

BUDGET MEMORANDUM C.

1. Administration

a) Director (2 of \$8000)	\$6,000.00
b) Vice-Director (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)	2.700.00
	11 000 00

Total for Administration- - - \$16,200.00

2. Instruction (specialized)

a)	Director and Head of Department of Library	
	Science (2 of \$8000)	\$2,000.00
b)	Vice-Director (of \$6000)	3,000.00
0)	Professor of Library Science	6,000.00
	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 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

BUDGET MEMORAWDUM C.

I. Administration

86,000.00	a) Director (& of \$8000)
8,000.00	(0008@ to #) notperid-solv (d
8,500.00	- rotorid ent of juststess bus vistoroes (o
00.000.8	d) Assistant secretary and workroom attendant
00.007.8	e) Stenographers (two)
00.008,816	Total for Administration

TO THE OWNER AND

'S. Instruction (specialized)

	a) Director and Head of Department of Library	
00.000.88	Solence (& of \$8000)	
3,000.00	b) Vice-Director (of \$6000)	
6,000.00	e) Professor of Library Science	
4,800.00	d) Associate Professor Tosseror etaloosak (b	
7,000.00	e) Assistant Professors (two)	
	f) Special lecturers and visiting instructors	
00.000,8	restrang remana ent rol	
2,800.00	e) Research Assistante and Fellows	
00.000.088	molitourianI bestlateed Tol fajoT	

S. Instruction (non-specialised)

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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 regision 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 registration 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

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batter word man wil The building problem is not without its difficulties. Our prolonged study of the matter has convinced us that it will be necessary to Muny provide space for the school, partly at the University and partly downtown. The space downtown should be in connection with our University College, ultito to mately in a University of Chicago building which would provide for all our downtown activities, administrative and educational, but probably for several years yet to come in rented quarters. The space at the University ought to be as close as possible to the Hatper Memorial Library. We are, as you know, greatly in need of more space for the work we are now doing and planning to do. We could undoubtedly find room for the work of the school in the preliminary stages, say for a year or two. But the building problem will require early attention. One way, perhaps the best, would be to build the east wing of Harper extending to Foster and then provide for the School either in this east wing or in the east tower rooms which could then be wacated for the purpose. The cost of this east wing would probably be not far from \$900.000.00 including the building itself, equipment which we recken roughly at 10% of the cost of the building and maintenance-endownent which we find runs about 50% of the building cost. I am lacking for some one to build this building but have not yet found him. Thehopiet souther would don below to to have a new building, welove connection with the Karber munnal library, wonth works adequotely provide for the ultruste needs of the source, wither directly or by & releasing thrace fort in Harber. If the Carnegie Corpora-From could see to way to built the provide the building, on the trong that a Share thus provided word be need hart the musicular words be and for abony howhere, This world open what clear hack befores this

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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.

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 MEMORANDE 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 needed, be appointed as early as possible in the year 1925/26. A suggested budget for this first year is appended as MEMORANDUM A.

The building problem is not without its difficulties. Our prolonged study of the matter has convinced us that it will be necessary to provide space for the school, partly at the University and partly downtown. The space downtown should be in connection with our University College, ultimately in a University of Chicago building which would provide for all our downtown activities, administrative and educational, but probably for several years yet to come in rented quarters. The space at the University ought to be as close as possible to the Harper Memorial Library. We are, as you know, desperately in need of more space for the work we are now doing. I presume that we could manage some way to find room for the work of the School in its preliminary stages, say for a year or two. But the building problem will be urgent from the first one way, perhaps the best, would be to build the east wing of Harper extending to Foster. The cost of a building here would probably be not far from \$900,000. possibly \$1,000.000. including the building itself, equopment which we reckon roughly at 10% of building cost and maintenance endowment, which we find runs about 50% of building cost. The space eventually needed by the School would be about 45% of this whole building. I am looking for some one to build this building. I should be delighted to know that the Carnegie Corporation would do it, on the ground that 45% of the space in it- or equivalent space elsewherewould eventually be needed for the labrary School and that a considerable part of the remainder would be used for library purposes.

Another method of providing space for the School would be to reconstruct Foster Hall or one of the residence halls on the west side of the campus for the prupose and provide a new residence hall across the Midway to take its place. Sooner or later our residence halls will have to be converted to educational purposes and buildings provided in their places elsewhere. But when this is done, we shall be obliged, both in the interest of our student body and in justice to the donors, to build new residence halls across the Midway bearing the old names.

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.

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by to number for the Hall for the that Some what to take a new totales will have to be comparted for Entrement of done in me shall brobly both & in an interest four strateut body of in justice to the donors to build wany and the thall a and shower well closer On this plan, Forter would be an metally prince to the thater by the East wing wo as soon

on was for property land yourse Butter mucho to be her parties The former in the first the And the second s made by the following the File

SUMMARY OF BUDGET MEMORANDA.

Appropriation needed 2nd year (Budget Meno A) \$ 58,450.00

Appropriation needed 2nd year (Budget Meno B) 78,000.00

Appropriation needed 3rd, 4th and 5th years (Budget Memo B) (includes rental fidorutterms posses 67,000.00

Appropriation needed subsequent years (Budget Memo C) 85,325.00

a) operating deficit \$ 85,325,00 circlow 1,706,500, 6) building randownsant \$745,440.00 745,440,00 745,440,00 2,451,940, 100, 100,000

SUMMARY OF BUDGET MEMORANDA.

\$ 58,450.00	Appropriation needed let year (Budget Mame A)
78,000,00	Appropriation needed 2nd year (Budget Mas o B)
67,000.00	Appropriation meeded 3rd, 4th and 5th years (Budget Heme B) (mether make hiden terraperes.
242,2260 engloss 1,421,440	Appropriation needed subsequent years (Budget Home a) openating defect (The Common day met well at the subsequent of the procession of the procession of the common of the procession of the common of

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
e) Professor of Library Science (9 mos.) -	4,500.00
f) Associate Professor of Library Science	2,250.00
g) Assistant Professors of Libr ry Science (6 mos.)	3,500.00
The state of the s	29,450.00

2. Supplies etc.

a) b) c) d) e) f)	Supplies and miscellaneous Equipment Reference collection Travel Printing and Publishing Contingent fund	\$ 4,000.00 6,000.00 5,000.00 3,000.00 1,000.00
	in university College building	\$ 20,000.00
3. Housi	ng (3000 sq.ft. at \$3.00)	9,000.00
		58,450.00

BUDGET MEMORANDUM A.

First Year (before school opens for students)

1. Administration 00.000,8 8 a) Director (12 mos.) - - - - - - (a) 6,000.00 b) Vice-Director (12 mom.) - - - - - - - ods of instalest bas yestered (o 8,500.00 Director (12 Mos.) ---d) Stenegraphers (two) (12 mos.) - - - -2,700.00 4,500.00 o) Professor of Library Seience (9 mos.) f) Associate Professor of Library Science 2,250.00 ------(. mom.) g) Assistant Professor of Libr ry Sciences 3,500,00 29,450,00 2. Supplies etc. 4,000.00 a) Supplies and miscellaneous ------6,000.00 b) Equipment .----5,000,00 c) Reference collection -d) Travel ------ foverT (b 3,000.00 o) Printing and Publishing I,000.00 1,000.00 2) Contingent fund

\$ 20,000.00

00.000.8

in Juniarait College builting 3. Housing (2000 sq. st. at \$3.00)

\$ 55,450.00

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) b) non-specialized (30 classes, 15 students)	32,000.00 24,300.00
3. Housing - Rental charge for space to be provided in University College 2700032/1-6/3)	12,000.00
4. Supplies and miscellaneous including occasional publications	5,000.00
5. Total annual expenditure during first years of the 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) belance of equipment b) belance of reference collection	6.000.00 5.000.00
	11,000.00

BUDGET MEMORAMPUM B.

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

	16,200.00	Adainistration	I.
		Instruction	.s
	32,000.00 24,300.00	a) specialized (37 classes, 12.2 students) b) non-specialized (30 classes, 15 students)	
	13,000.00	Housing - Kentel charge for space to be provided 133	.8
	00.000.0	Supplies and miscellaneous including eccasionsl	
- 89,500,00		Total annual expenditure during first years of the school - items 1, 2, 3, and 4	5.
22,500.00		000 - acel justuate mort emcont Leunna LajeT	.0
67,000.00		Part of annual budget to be provided through outside agencies	7.
		Additional expenditure needed for second year only	.8
	6,000.00 5,000.00	a) belance of equipment b) belance of reference collection	
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, *289.440.00 equipment and maintenance
8. Endowment to cover item 6 - at 5% 1,706,500.00
9. Total endowment for all purposes _tame 7+8
tre onatax frae basis
retinated costs of one floor (5600 sq. ft of weable Thee space plus corridors, toilets, etc.)
sposed downtown university & lices building typice.
oposed downtown university of chicago building the proposed in is the stimulated with this amount of proposed this amount of proposed this amount of the past wing of
per.

BUDGET MEMORANDUM C.

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

00.000,00	1. Administration = 50% increase = = = = = = = =
96,515,00	2. Instruction - 75% incress
7,500.00	3. Supplies and miscellaneous - 50% increase
130,325.00	4. Total Stems 1, 2 and 3
45,000,00	5. Income from tuition = = = = = = = = = = = = =
00.325.00	8. Total delicit
	7. Housing -

- Endowment needed, for building, and continuence contin
- 8. Endowment to cover item 6 at 5g - - - 1,906,500.00
- 9. Total endowment for all purposes treue 178 -- 2: 12: 100.00.

in the mater preclaim of the wealth this space plus coniders tited, atc.)
in proposed downtown luminoity of chicago building the server.
This is the satisfactor of the content of this amount of the proposed.

BUDGET MEMORANDUM D.

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

1. Administration

a)	Director (2 of \$8000) \$	6,000.00
b)	Vice-Director (of \$6000)	3,000.00
	Secretary and assistant to the Director -	
d)	Assistant secretary and workroom attendant	2,000.00
0)	Stenographors (two)	2,700.00

Total for Administration \$16,200.00

2. Instruction (specialized)

	a) Director and Head of Department of Library	
	Science (of \$8000) \$ 2,000	.00
	b) Vice-Director (of \$6000) 3,000	.00
	c) Professor of Library Science 6,000	.00
+ =	d) Assistant Professors (two) 7,000	.00
(Composit	e) Associate Professor 4,500	000
	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)

BURGET MEMORARDINE D.

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

1. Administration

\$ 6,000.00	(0008) to 5) respected (a
3,000.00	(dood to t) referrid-enty (d
2,500.00	o) Secretary and assistant to the Director
00.000.S da	d) Assistant secretary and workroom attender
2,700.00	e) Stenographers (two)

Total for Administration \$16,200.00

2. Instruction [specialized)

	a) Director and Head of Department of Library
2,000.00	Science (t of (8000) = = = = = = = = 6
3,000.00	(0000) to () referrid-only (d
6,000.00	c) Professor of Library Schonce
7,000.00	fout's amount tout that and th
4,500.00	Commoporate Professor
	f) Special lecturers and visiting instructors
5,000,00	for the summer quarter
2,500.00	
00.000,8	(nosiven) instalesA (d

Total for Specialized Instruction 32,000.00

3. Instruction (non-specialized)

a) This instruction should be provided through departmental effectings in the College of Arts and Literates and in the Various professional Schools of the Unitariaty. Assuming that 50% of the Unitariaty. Assuming that 50% of this instruction would be of this type and that classes would average fifteen students.

(this is comount above the present average in the Graduate School of Arts and Literature and in the School of Arts and Literature and in the School of Arts Social Service and in the School of Arts to necessary to provide thirty charses at an approximate cost of - - - - - - - - 1 24,300.00

alternation Summary O Budget Monoranda Operating deficit sometom appropriation maded 1st year (Budget Mano 4) Total 58,450,00 49, 450,00 9,000.00 appropriation needed 2 nd year including balance of Egupment ate. (Budget Mens B) 66, 800,00 78,000.00 12,000,00 67,000,00 12,000.00 appropriation needed 3 rd, 4th 4 5 th years 55,000.00 appropriation meded for subsequent years (Budget mano C) 85, 325.00 18,000,00 103,325,00 It is to be hoped that by the fifth year the needs of the school will be devaled with sufficient clearness to primit permanent capitalization of of the necessary expenditures. Rough estimates of MAN The capital necessary appear in Budget Maries C. Showatore Strill be noted that the and figures molude nothing the item covering space needed on the wiverity latter and a rough estimate of capitalization in shown in Budget Mamo C. Tor the affection davelopment of the school it is inspective that anitable perment space or provided at the living the first year of class room work.

alternatury Servenary 1) apreling defeat scomton propriation worded lat year (Budget Marino A) 33, 450,00 49, 450,00 9,000,00 brokeration needed 2nd year induling ble 600,00 78,000.00 12,000,00 67,000,00 operation readed 3 M. 4th & 5th years 55,000.00 prestion maded for autocopies of years 80, 326,00 (Budget Mechino C) The week of the belook will be herealed not diest chames to promit permanent talegation of the necessary expenditions. Margh retirents of the Mill The capital incorrang appear in Budget Maries C. It will be noted that the south promer probable the atten covering splace marked an deller and a rough estimate of capitalization is also in Budys mano C. Torthe elpotin davelopment

Option of Section of the Summary of Budget Mamoranda appropriation needed 1st year (Budget Zamo. A) \$58,450.00 a) Operating \$67,000.00

6) Balance egupinent etc. \$11,000.00 \$78,000.00 appropriations neededannually 3rd, 4th and 3th years (Budget Mamo B) \$67,000.00 appropriations maded for subsequent years spread on the campus (Budget Manno C) a) Operating deficit \$85,325,00 andormant Frot provided 600029, ft. 18,000.00 \$103,325.00 It to be legal that by the fifth year the down town represent none of the figures above provide any space on the main quadranglas. about 10,000 square feet will be narded in the earlier years and attact 15,000 square fart in later years. Our mothers providing that is indicated in the covering latter.

Summary of Bridges Merideranda appropriation walled 1 st year (Budget Muco. A) 25.20.00 Georgenstein needed 2 nd year (Budget Burness) a) aprinting \$ 69,000.00 \$78,000,00 appropriation readed annually 3rd 1 to and 5th years (Bulget Thomas B 267,000,00 (The above figures all include actual arctation to desire course, out is fugure to lipropriation readed for antengers and (Birdget Hanno C a) Operating deficient 185, 315,00 andonney Francisco Cover L. 00,000,21 \$103,325.00 nows of the figures above provide any space on The main qualronglas, about 10,000 appears pat In Il be world in the carlin warm and atleast 75, 000 ppense test in later years. One watered providing that is incliented The covering latter,

Edition of Mich. 10, 1925 Rav. meh. 19, 1925

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.

Edition of male 10, 1025

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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 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

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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 Middle West.

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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 a well-established Correspondence Study
 Department through which the various faculties give or direct homestudy instruction. A Library Schoool 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

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s) 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.
- 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 also be of importance in the trainof 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 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

- b) give a part of the work leading to a higher degree, the general regulations covering such instruction being uniform throughout the University.
- 7. In addition to the extension courses offered through the Home Study
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- L. For administration
- a) A Director and Chairman of the Department of Library Science.

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 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

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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 University of Chicago, if selected as the location of the library school would be obliged to seek additional funds to provide necessary buildings and endowment but would hope to do so successfully.

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

1. At the University --

a)	Administrative and instructional offices	2900	Sq.	Ft.
b)	Workroom	3000	Sq.	Ft.
0)	Classroom	1500	Sq.	Ft.
a)	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 S	1. Ft.
b)	Workroom for advanced students	1500 S	l. Ft.
c)	Reading room for special collections	1500 Sq	. Ft.
đ)	Stack space	500	
		4000 80	Wt.

The following tentative provision should be made for the achool during its developmental period:

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Ft.	.08	8000	Workroom	(d
, 37%	Sq.	TEGO	Classoom	(0
Dt.	.pe	1000	adost8	(I)
.对任	.pg	1.000		(0
Pb.	.pa	600	Conference and research rooms	(2
400	-15	000 07		

2. At the Downtown University College Center --

Pt.	Sq.	500	Office and conference rooms	(a
Ft.	80.	1500	Workroom for advanced students	(d
Pt.	89.	1500	Reading room for special collections	(0
		500	Stack spaceStack	(1)
.3%	sa.	4000		

Mch. 19 - ed.

	Operating deficit	Downtown rental	Total
Appropriation needed first year, (Sudget memo A)	\$49,450.00	\$ 9,000.00	\$ 58,450.00
Appropriation needed second year, including belence of equipment, etc.	66,000.00	12,000.00	78,000.00
(Budget memo B) Appropriation needed third, fourth and fifth years.			
(Budget memo B)	55,000.00	12,000.00	67,000.00
Appropriation needed for subsequent years.			
(Budget memo C)	85,325.00	18,000.00	103,325.00

It is to be hoped that by the fifth year the needs of the school will be revealed with sufficient clearness to permit permanent capitalisation of the necessary expenditures. Rough estimates of the capital necessary appear in BUDGET MEMO C.

It is to be noted that the figures shown above include no item covering space needed on the University compus. This is discussed in the covering letter and a rough estimate of capitalization is shown in BUDGET MEMO C. For the effective development of the School, suitable space should be provided at the University for occupancy within the first year of classroom work.

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LeisT	Pount own Louise	galiareq0 delieb	
			Appropriation needed first year,
0 50,650.00	00.000.0 8	049,650.00	(A owner fegball)
90.000.87	12,000.00	00-000,88	Appropriation meeded second year, including belonce of equipment, etc.
			(Hodget mean B)
			Appropriation needed third, fourth and fifth years.
60.000.70	12,000.00	55,000.00	(Budget memo B)
			Appropriation meeded for subsequent years.
103,325.00	18,000.00	00.385.88	(Budget meno C)

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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) b) non-specialized (30 classes, 15 students)	30,000.00 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- al 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 MUMORANDUM A.

Attwarsey svir of sends tarth not segand betamited

rear oldebase and garrant admends tashiner toll rol moistvorg and one hundred and fifty students during the Summer Quarter. S. Instruction 00.000,08 (ajmebuta S.SI ,sesselo VE) bestlatoega (a b) non-specialized (30 classes, lb students - - - - - - - - - - - - 24,300.00 5. Housing - Rentel charge for apage to be provided in University College - - - - - - - - - - 12,000.00 4. Supplies and miscellaneous including coossion-6,000.00 5. Montroment- - - - - - - - - - - - - 12,000.00 6. Initial expenditure for reference collection tor school use - - - - - - - - - - - - - - - 30,000.00 To stary jeril animub equilibreque faunne fatoff . ?

cohool - items 1, 2, 3, and 4- - - - - - - - 87.500.00

65,000.00

8. Total annual income from student fees - 900

9. Fart of samual budget to be provided through

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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
2. Instruction - 75% increase 95,025.00
3. Supplies and miscellaneous - 50% increase 7,500.00
1. 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.

a Library	Estimated permanent endowment needed for	
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soud three	recy olumbace odd guirob sinebute inchiser be	hundr
	ed students during the Summer Quarter.	nundr

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7,800.00	-	-	45	-	BI	107	tno	×	60		01	006	HILD	LE	901	eio	n I	пв	84	LLe	Egg	Su	.8
126,826.00		-	-	4	-	-		-	-	-	-	8	1 1	ma		a ,	1	nos	ed.	t .	Cat	oT	.2
45,000.00	-		700	-	-	-		-	-	-	-	-		-01	10	† Ai	ad	mo:	rit	81	000	mI	.a
81,885.00	-		-	-	(90	-				-		*	*		-	-	-0.						6.
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- o) Total for housing- - - - 716,500.00
- 8. Endowment to cover item 6 0 55 - - - 1,686,500.00
- 9. Total endowment for all purposes - - 2.552.800.00

BUDGET MEMORANDUM C.

1. Administration

a)	Director (3 of \$8000)	\$6,000.00
	Vice-Director (2 of \$6000)	3,000.00
	Secretary and assistant to the Director -	2,500.00
d)	Assistant secretary and workroom attendant	2,000.00
e)	Stenographers (two)	2.700.00
	Motel for Administration	RTA 200.00

2. Instruction (specialized)

a)	Director and Head of Department of Library	
	Science (2 of \$8000)	\$2,000.00
b)	Vice-Director (of \$6000)	3,000.00
	Professor of Library Science	6,000.00
d)	Associate Professor	4,500.00
	Assistant Professors (two)	7,000.00
f)	Special lecturers and visiting instructors	
- 6	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 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

BUDGET MEMORANDUM C.

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3,000.00	(0008 to #) rotoer10-ecty (d
2,500.00	o) Secretary and assistant to the Director -
	instructs moorarow has graderoes instalash (b
00.007.3	e) Stenographers (two)
00.008.808	Total for Administration

E. Instruction (specialized)

	a) Director and Head of Department of Library
\$8,000.00	Solence (% of \$8000)
3,000.00	b) Vice-Director (& of 96000)
6,000,0	o) Professor of Library Boismos
4,500.00	d) Associate Professor
7,000.00	e) Assistant Professors (two)
	r) Special lecturers and visiting instructors
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March 19. 1925.

Personal Copy 1 copy to Dr. Kappel (nomore made)

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

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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 registration 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
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trative 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.

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 END D.

It is further suggested that no attempt be made to start active class instruction until the Autumn Quarter of 19 26 but that the Director of the School, his secretary and such other members as, in the judgment of the Director, are

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immediately needed, be appointed as early as possible in the year 1925/26. A suggested budget for this first year is appended as MENORANDUM A.

The building problem is not without its difficulties in view of our great need of space for the work we are now doing and planning to do. We could undoubtedly find room for the work of the school in the preliminary stages, say for a year or two.

But the building problem will require early attention.

The happiest solution of the problem at the University would doubtless be to build a new building in close connection with the Harper Memorial Library, which would adequately provide for the ultimate needs of the School, either directly or by releasing space for it in Harper. If the Carnegie Corporetion could see its way to provide this building, on the ground that approximately half the space thus provided would be needed by the School and that a large part of the remainder would be used for library purposes, this would open up a clear path before us. If this is impracticable we should continue our search for some other donor for this building.

The space downtown which the report shows, will also be necessary, should be in connection with our University College, ultimately in a University of Chicago building which would provide for all our downtown activities, administrative am educational, but probably for several years yet to come in rented quarters.

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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,

Dr. F.P. Keppel, Carnegie Corporation, 522 Fifth Avenue, New York. 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 pines for it, we shall be glad to establish it as soon as the matter can be financed.

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Dr. P.P. Keppel.
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SUGGESTIONS AND RECOMMENDATIONS

I. DBJECTIVES.

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 specialised character, e.g., engineering, law, high schools, etc.
- 5) 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 libraries, and on the other hand, the specialization required by the medical, theological, engineering, law and business libraries.

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

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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 interests. 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 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.
- 5) Chicago is the headq warters 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

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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 Central states.
- 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 betain 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

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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.
- 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:

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- 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 PACULTY 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 fifty students during each of the three quarters of the academic year and one hundred fifty 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.

- 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.

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

- 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.
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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	Bq.	ft.
	d) Stack Space 500	sq.	ft.
	4,000	sq.	ft.

		1) At the University:
.12	·pa	0002 Seol'lo lanoitourient bus evitarielnimbA (s
. # %	*pa	b) workroom 5000
.32	*pa	o) Glassroom 1500
.52	*20	d) Stagks 1000
. 22	*p8	e) Technical laboratory 1000
. 12	. ps	f) Conference and research rooms 600
.22	*98	10,000
		2) At the Downtown University College Center:
*#2	*94	a) Office and conference rooms 500
.02	*pa	b) Workroom for advanced students 1500
. #2	*pa	c) Reading room for special collections 1500
. 32	*98	d) Stack Space 500
. 22	Bq.	4,000

SUMMARY OF BUDGET MEMORANDA.

	Operating deficit	Downtown rental	Total
Appropriation needed first year,			
(Budget memo A)	\$49,450.00	\$ 9,000.00	\$ 58,450.00
Appropriation needed second year, including balance of equipment, etc.	66,000.00	12,000.00	78,000.00
(Budget memo B)			
Appropriation needed third, fourth and fifth years.			
(Budget memo B) .	55,000.00	12,000.00	-67,000.00
Appropriation needed for subsequent years.			
(Budget memo C)	85,325.00	18,000.00	103,325.00

It is to be hoped that by the fifth year the needs of the school will be revealed with sufficient clearness to permit permanent capitalization of the necessary expenditures. Rough estimates of the capital necessary appear in BUDGET MEMO C.

It is to be noted that the figures shown above include no item covering space needed on the University campus. This is discussed in the covering letter and a rough estimate of capitalization is shown in BUDGET MEMO C. For the effective development of the School, suitable space should be provided at the University for occupancy within the first year of classroom work.

Total	Downtown rentel	Operating deficit	
			Appropriation needed first year,
\$ 58,450.00	00.000,8 \$	849,450.00	(A omem degbuE)
90,000,87	12,000.00	00,000,55	Appropriation needed second year, including belance of equipment, etc.
			(B udget mem B)
			Appropriation needed third, fourth and fifth years.
-00×000×70-	12,000.00	55,000,00	(B emen tagbud)
			Appropriation needed for subsequent years.
103,325.00	18,000,00	85,325,00	(Budget memo C)

Leones end to absent the fifth year the needs of the capitalization of the revealed with sufficient clearness to permit permanent capitalization of the necessary expenditures. Rough estimates of the capital necessary appear in BUDGET MEMO C.

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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
0)	Secretary and Assistant to Director	2,500.00
d)	Stenographers (two) (12 mos.)	2,700.00
01	Professor of Library Science (9 mos)	4,500.00
2)	Associate Professor of Library	
	Science (6 mos.)	2,250.00
g)	Assistant Professors (two) of Library	
	Science (6 mos.)	3,500.00

\$ 29,450.00

2. Supplies, etc.:

	a)	Supplies	and	Mis	ce	llan	801	ıs	 	3	4,000.00
	b)	Equipment							 		6,000.00
	e)	Reference	col	100	ti	on .			 		5,000.00
Ì	4)	Travel							 		3,000.00
	e)	Printing	and	Pub	11	shin	8 .		 		1,000.00
	2)	Contingen	it fu	nd					 		1,000.00
										1.0	

\$ 20,000.00

3. Housing in University College Building:

a) 3000 sq.ft. at \$3.00 \$ 9,000.00

Grand Total \$ 58,450.00

BUDGET HEHORABDUM A

First Year (before school opens for students)

1. Administration: 00.000.8 8 ... a) Director (12 mos.) 6,000.00 b) Vice-Director (12 mos.) (d o) Secretary and Assistant to Director 2,500.00 2,700.00 d) Stenographers (two) (12 mos.) 4,500.00 e) Professor of Library Science (9 mos) ... f) Associate Professor of Library 2,250.00 Solence (6 mos.) g) Assistant Professors (two) of Library 3,800.00 Science (6 mos.) \$ 29,450.00 2. Supplies, etc.; a) Supplies and Missellaneous 8 4.000.00 6,000.00 b) Equipment tnemqiupE [d 5.000.00 o) Reference collection 5,000.00 d) Travel (b e) Printing and Publishing 1,000.00 f) Contingent fund 1,000.00 \$ 20,000.00 3. Housing in University College Buildings a) 5000 sq.ft. at \$5.00 \$ \$.000 (a

Grand Total 8 58,450.00

BUDGET MEMORANDUM B.

Estimated Budge for second to fifth year with provision for fifty students resident during the academic year and one hundred and fifty students during the Summer quarter.

1.	Administration \$ 16,200.00	
2.	Instruction	
	a) specialised (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 (4000 sq.ft. at \$3.00)	
4.	Supplies and miscellaneous including occasional publications 5,000.00	
5.	Total annual expenditure during earlier years of the 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 Budge for second to fifth year with provision for fifty students resident during the academic year and one hundred and fifty students during the Summer quarter.

	\$ 16,200.00	Administration nolinistrately	1.
		Instruction	.2
	82,000.00	a) specialised (37 classes, (12.2 students,	
	24,800.00	. b) non-specialized (50 classes.	
	12,000.00	Housing - Rental charge for space to be provided in University College (4000 sq.ft. at \$5.00)	5.
	5,000.00	Supplies and miscellaneous including coccasional publications	4.
\$ 89,500.00		Total annual expenditure during earlier years of the school - items 1, 2, 5, and 4	.8
22,500.00		Total annual income from student fees 900 registrations at \$25.00	.0
67,000.00		Part of annual budget to be provided through outside agencies	7.
		Additional expenditure needed for second year only:	.8
	00.000.00	a) Balance of equipment	
11,000.00		b) Balance of reference collection	

BUDGET MEMORANDUM C.

- a) Downtown 6,000 sq.ft.
 endowment needed, for building.
 equipment and maintenance *\$289,440.00
- b) At the University 15,000 sq.ft.

- 9. Total endowment for all purposes items 7 and 82,451,940.

*This is the estimated cost on a tax free basis for one floor in the proposed downtown University of Chicago building . **This is the estimated cost of this amount of space in the proposed east wing of Harper.

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 scademic year and three
hundred students during the Summer Quarter.
1. Administration - 50% increase 24,300.00
2. Instruction - 75% increase 98,525.00
5. Supplies and miscellaneous - 50% increase 7,500.00
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6. Total deficit dicited Lafor .0
7. Housing -
a) Downtown - 6,000 sq.ft. eddownent needed, for building. squipment and maintenance *\$289.440.00 b) At the University - 15,000 rq.ft. ol Madaiment needed, for building equipment and maintenance**\$456,000.00
8. Endowment to cover item 6 at 5%

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745,440.

706,500.

^{*}This is the estimated cost on a tex free basis for one floor in the proposed downtown University of Chicago building . **This is the estimated cost of this amount of space in the proposed east wing of Harper.

BUDGET MEMORANDUM D.

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

1. Administration

al	Director (# of \$8000)	\$ 6,000.00
04	Secretary and Assistant to Director Assistant Secretary and workroom attendant.	2,500,00
	Stenographers (two)	2,700.00
	Total for Administration	016,200.00

2. Instruction (specialized)

a)	Director and Head of Department of Li-		
	brary Science (of \$8000)	\$	2,000.00
	Vice-Director (of \$6000)	We.	3,000.00
0)	Professor of Library Science		6,000.00
	Associate Professor		4,500.00
	Assistant Professors (two)		7,000.00
2)	Special lecturers and visiting instruc-		
	tors 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 thru 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

BUDGET MEMORARDUM D.

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

1. Administration

00.000 8 8	a) Director (2 of 88000)
00 000 2	(0008) TO TO TOTALL TO
2 500 00	to begregary and Assissant of Director
2,000.00	desistant Secretary and workroom attendant.
2,700.00	e) Stenographers (two)

Total for Administration \$16,200.00

2. Instruction (specialized)

	a) Director and Head of Department of Li-
8,000.00	vide-Director (c of 86000)
6,000.00	ol Froressor of Library Science
4,500.00	d) Associate Professor (two)
6,000.00	f) Special lecturers and visiting instruc-
2,500.00	g) Research assistants and Fellows

Total for Specialized Instruction ... \$32,000.00

S. Instruction (non-specialized)

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My dear Miss Bogle:

Herewith I had you a carbon copy of the complete document which has gone on to Dr. Keppel. Of course, the cevering letter is really a personal letter from the Fresident to Mr. Keppel so should be used with discretion. I sent a copy of it to Mr. Milam also. The budget items also are not for general circulation.

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My dear Mr. Milam:

Herewith I am hading you a carbon copy of the Library School proposal which goes to Dr. Keppel in the same mail. It has been the product of a lot of close work ending with the approval of Mr. Swift, secured only last night. I hope it may help you to make some real progress.

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Hantily,

American Library Association BOARD OF EDUCATION FOR LIBRARIANSHIP

Digest of recommendations regarding degrees to be conferred on completion of library curricula, adopted unanimously November 1924 by the Association of American Universities on the recommendation of its committee on Academic and Professional Higher Degrees

Dr. A. O. Leuschner, Chairman of this committee, approved the Digest in a conference with the Board in Berkeley, California, March 3, 1925

The Association of American Universities recommends

- (a) four years of academic work, with a major in any humanistic or scientific subject, leading to the degree of Bachelor of Arts or Bachelor of Science as a prerequisite for admission to a professional library curriculum
- (b) two years of professional study leading to the degree of Master of Arts or Master of Science; the first year to include professional courses in library science or an equivalent experience for which a certificate should be granted; the second year to be organized and conducted on a strictly graduate basis, for which a master's degree should be granted
- It provisionally approves the degree of Bachelor of Arts or Bachelor of Science (with or without the qualifying phrase "in library science") for four years of undergraduate work including a major (approximately one year) in library science provided this major is organized and conducted on a par with academic or professional advanced work usually constituting a major
- It disapprove the degrees of Bachelor of Library Science and Master of Library Science
- It states that the master's degree does not stand primarily for research, but is appropriate for scholarly work on a graduate basis even without a thesis, although a thesis may often be desirable simply as evidence of ability to write accurately and constructively
- It questions the advisability of planning at present beyond the master's degree, and suggests that students seeking higher degrees may attain them in scholarly fields
- It recommends that the requirement of advanced degrees for the members of the faculties of library schools should be postponed no longer than necessary

American Library Association BOARD OF EDUCATION FOR LIBRARIANCETP

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Dr. A. O. Lourshner, Chairman of this committee, approved the Digost in a conference with the Deard in Merkeley, California, March 5, 1925

The Association of American Universities recommends

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American Library Association BOARD OF SOUCATION FOR LIBRARIANSKIP

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PROVISIONAL MINISTER STANDARDS POR

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American Library Association BOARD OF SUUCATION FOR LIBRARAUMILE

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PROVISIONAL MINIMUM STANDARDS

PREFATORY STATEMENT

Library schools are classed in three groups: Undergraduate, Professional and Graduate.

Undergraduate schools (Junior and Senior) differ chiefly in requirements for admission. They should prepare students to be administrators of small libraries and professional assistants in medium-sized and large libraries.

Professional schools require a college degree for admission. They should give to students a training for service in higher professional positions and a sound foundation for further study.

Graduate schools should prepare for positions calling for the highest administrative and scholarly qualities.

The curricula for the different types of schools are provisional, as an investigation of the needs of the library service will be conducted during the coming year.

The Board of Education for Librarianship will recommend to the Council from time to time any changes in the minimum standards for the different types of library schools which may be desirable to meet the changing needs of the profession.

The Board will adopt from time to time lists of approved colleges, universities and libraries in accordance with the policies of other accrediting agencies.

In determining the standing of a school, consideration will be given to the character of the curriculum, the efficiency of instruction, the standards observed in granting certificates and degrees, the success of the institution in equipping students with technical knowledge and social understanding to meet the requirements of the profession.

PROVENCHAL MEMBEUR STANDARD

THE STATE VEGYANTERS

Professional and Creductor

Undergraduits administration (Junior and Series) differ chiefly in construction to be constructed and construction of anticonnection of anticonnection professional exclamants in medium chief and large libraries

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ORGANIZATION

A junior undergraduate library curriculum or school shall be connected or affiliated with an approved library, college or university

ADMINISTRATION

The executive officer shall have sufficient authority, delegated from the governing body, to administer the school in accordance with the general policies of the institution

Secretarial assistance shall be available for keeping adequate personnel and other records

INSTRUCTIONAL STAFF1

Number:

For a school of thirty to fifty students, four full-time² teachers. For a school of less than thirty, three full-time² teachers. (The executive officer may be included in this number if full time is given to the school.) The majority of these teachers in academic institutions shall have professorial rank, one at least being a full professor, and in other institutions shall rank with heads of departments. In addition there shall be an adequate number of part-time² teachers, and the necessary assistants to cover the revision of student work and other duties

Qualifications:

1. Academic preparation

Degree representing four years of work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship

2. Professional preparation

Completion of one year of work in an approved library school, or an equivalent acceptable to the Board of Education for Librarianship

3. Experience

All of the teachers shall have practical knowledge of their subjects, and show evidence of efficiency in teaching

FINANCIAL STATUS

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research, and to ensure an environment which shall meet the approval of the Board of Education for Librarianship

Effective after September 1927

3It is desirable that the staff shall have had varied preparation including library experience

Teaching schedules should not exceed 15 class hours per week per instructor, the laboratory hours for cataloging and classification to count as class hours. A part-time teacher is one who teaches at least 9 class hours per semester

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ORGANIZATION

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L. Academie proparation

Degree Tuprescating four years of work in an approved college of university, or an equivalent ecopolable to the Board of Education for Lithrantaments.

Completion of one year of work in an approved library school, or an equivalent acceptable to the Pourd of Education for

3. Emericano

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JUNIOR UNDERGRADUATE LIBRARY SCHOOL (Continued)

LIBRARY FACILITIES, QUARTERS AND EQUIPMENT

Library facilities, quarters and equipment shall meet the approval of the Board of Education for Librarianship

The school shall be situated where various types of libraries are readily accessible for practical work and observation, thus making possible the proper correlation of theory and practice

REQUIREMENTS FOR ADMISSION

One year of work acceptable for admission to the sophomore class of an approved college or university, evidenced by a transcript of the college record

At least two months of satisfactory general experience in an approved library, or its equivalent

Aptitude and personal qualifications for library work and demonstrated ability to pursue profitably the curriculum

LENGTH OF CURRICULUM
One academic year

CERTIFICATE

Certificate for the satisfactory completion of the curriculum

The school should reserve the right to refuse to admit an applicant who meets the first two requirements but who fails in the third; and the right to admit an applicant who does not meet the first requirement but who satisfies the faculty that he can carry the work without a lowering of the standards of instruction

JULYUR INDERNIADURTE LIBRARY SCHOOL (Continued)

TREATH PROBLETIES, QUARTERS AND HARISMONS

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SENIOR UNDERGRADUATE LIBRARY SCHOOL

ORGANIZATION

A senior undergraduate library curriculum or school shall be connected with an approved degree-conferring institution

ADMINISTRATION

The executive officer shall have sufficient authority, delegated from the governing body, to administer the school in accordance with the general policies of the institution

Secretarial assistance shall be available for keeping adequate personnel and other records

INSTRUCTIONAL STAFF

Number:

For a school of thirty to fifty students, four full-time teachers. For a school of less than thirty, three full-time teachers. (The executive officer may be included in this number if full time is given to the school.) The majority of these teachers shall have professorial rank, one at least being a full professor. In addition there shall be an adequate number of part-time teachers, and the necessary assistants to cover the revision of student work and other duties

Qualifications:3

1. Academic preparation

Degree representing four years of work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship

2. Professorial preparation

Completion of one year of work in an approved library school, or an equivalent acceptable to the Board of Education for Librarianship

3. Experience

All of the teachers shall have practical knowledge of their subjects, and show evidence of efficiency in teaching

FINANCIAL STATUS

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research, and to ensure an environment which shall meet the approval of the Board of Education for Librarianship

Effective after September 1927

Teaching schedules should not exceed 12 class hours per week per instructor, the laboratory hours for cataloging and classification to count as class hours. A part-time teacher is one who teaches at least 9 class hours per semester

It is desirable that the staff shall have had varied preparation including library experience

SERIOR THERESEADURTE LIBRARY SCHOOL

CREATIZATION

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ADMINISTRATION

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for Librarianship

2. Professorial proparation

Completion of one year of work in an approved library school, or an equivalent acceptable to the Board of Education for Librarionship

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SENIOR UNDERGRADUATE LIBRARY SCHOOL (Continued)

LIBRARY FACILITIES, QUARTERS AND EQUIPMENT

Library facilities, quarters and equipment shall meet the approval of the Board of Education for Librarianship

The school shall be situated where various types of libraries are readily accessible for practical work and observation, thus making possible the proper correlation of theory and practice

REQUIREMENTS FOR ADMISSION1

Three years of work acceptable for admission to the senior class of an approved college or university, evidenced by a transcript of the college record

At least two months of satisfactory general experience in an approved library, or its equivalent

Aptitude and personal qualifications for library work and demonstrated ability to pursue profitably the curriculum

DEGREE

B. A. or B. S. (with or without the qualifying phrase "in library science") for the satisfactory completion of a one-year professional curriculum

The school should reserve the right to refuse to admit an applicant who meets the first two requirements but who fails in the third; and the right to admit an applicant who does not meet the first requirement but who satisfies the faculty that he can carry the work without a lowering of the standards of instruction

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UNDERGRADUATE LIBRARY SCHOOLS (Junior and Senior)

SUGGESTED CURRICULUM

15 semester hours of work (three of which may be field work) to be selected each semester; on approval of the faculty full-time students may be admitted to additional courses as auditors

Demined		r Hours
Required courses: (Students presenting satisfactory equivalents may substitute a corresponding number of hours from the elective group)	1st Sem.	2d Sem.
Book selection and allied topics	2-3	2-4
Reference and bibliography	3 3	3
Cataloging, classification, subject headings, etc History and administration of libraries	3 2 - 3	3
Field work, observation and visits (108 clock hours minimum	1	
Library work as a profession	1	1
Elective courses:		
Cataloging, classification, etc.1	2	2
Field work, observation and visits	2	1-2
Library work with children	2	1
Medium-sized public libraries		2
Small public libraries		2
School libraries		2
Special libraries (including hospital, medical, etc)		2 2 2
,	19-21	24-27

SPECIMEN PROGRAM SELECTED FROM THE SUGGESTED CURRICULUM

Semeste	r Hours
1st Sem.	2d Sem.
3	2
3	3
2	
1	
1	1
2	2
1	1
	3
2	
	1
	2
15	15
	1st Sem. 3 3 2 1 1

May be substituted for required course on approval of the faculty
May be substituted for Public Speaking by students specializing in Children's
or School Work

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ORGANIZATION

A professional library curriculum or school shall be connected with an approved degree-conferring institution

ADMINISTRATION

The executive officer shall have sufficient authority, delegated from the governing body, to administer the school in accordance with the general policies of the institution

Secretarial assistance shall be available for keeping adequate personnel and other records

INSTRUCTIONAL STAFF1

Number:

For a school of thirty to fifty students, four full-time teachers.

For a school of less than thirty, three full-time teachers. (The executive officer may be included in this number if full time is given to the school.) The majority of these teachers shall have professorial rank, one at least being a full professor. In addition there shall be an adequate number of part-time teachers, and the necessary assistants to cover the revision of student work and other duties. The development of varied curricula should involve the addition of further full-time teachers

teachers Qualifications: 3

1. Academic preparation

Degree representing four years of work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship

2. Professional preparation

The majority of the teachers shall have completed two years of work in an approved library school, or an equivalent acceptable to the Board of Education for Librarianship. Graduate study and training in research equivalent to that required for the doctor's degree are urgently recommended⁴

3. Experience

All of the teachers shall have practical knowledge of their subjects and show evidence of efficiency in teaching

Effective after September 1927

It is desirable that the staff shall have had varied preparation including library experience

Teaching schedules should not exceed 12 class hours per week per instructor, the laboratory hours for cataloging and classification to count as class hours. A part-time teacher is one who teaches at least 9 class hours per semester

⁴ Compliance with this recommendation should not present difficulities if the plan for a graduate school of librarianship (see p. D) is made effective

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PROFESSIONAL LIBRARY SCHOOL (Continued)

FINANCIAL STATUS

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research, and to ensure an environment which shall meet the approval of the Board of Education for Librarianship

LIBRARY FACILITIES, QUARTERS AND EQUIPMENT

Library facilities, quarters and equipment shall meet the approval of the Board of Education for Librarianship

The school shall be situated where various types of libraries are readily accessible for practical work and observation, thus making possible the proper correlation of theory and practice

REQUIREMENTS FOR ADMISSION1

Graduation from an approved college or university, evidenced by a transcript of the college record

At least two months of satisfactory general experience in an approved library, or its equivalent

Aptitude and personal qualifications for library work and demonstrated ability to pursue profitably the curriculum

CERTIFICATE

Certificate for the satisfactory completion of the professional curriculum of the first year

DEGREE

M.A. or M.S. (with the qualifying phrase "in library science") for the satisfactory completion of a second year of professional study strictly graduate in character

¹ The school should reserve the right to refuse to admit an applicant who meets the first two requirements but who fails in the third; and the right to admit an applicant who does not meet the first requirement but who satisfies the faculty that he can carry the work without a lowering of standards

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SUGGESTED CURRICULUM FOR FIRST YEAR

12 to 15 semester hours of work (three of which may be field work) to be selected each semester; on approval of the faculty full-time students may be admitted to additional courses as auditors

	Semester	
equired courses:	1st Sem.	2d Sem
(Students presenting satisfactory equivalents may substitute a corresponding number of hours from the elective group)		
Book selection and allied topics	2-3	2-4
	7	7
Reference and bibliography	3 3	3
Cataloging, classification, subject headings, etc History and administration of libraries Field work, observation and visits (108 clock hours	2-3	3
minimum)	1	
Library work as a profession	1	1
Public speaking (if not presented on entrance)	1	
Cataloging, classification, etc. 1	2 1 2	2 2 1-2 3 3
Story telling ² Medium-sized public libraries Small public libraries School libraries Special libraries (including hospital, medical, etc.) College and university libraries		1 2 2 2 2 2 2
	19-21	31-34

SPECIMEN PROGRAM SELECTED FROM THE SUGGESTED CURRICULUM Semester Hours Required courses: 1st Sem. 2d Sem. Book selection and allied topics..... Children's literature (for the general worker)...... 1 Reference and bibliography..... 3 3 Cataloging, classification, subject headings, etc 3 3 History and administration of libraries..... Field work (general)..... 1 Library work as a profession..... 1 1 Public speaking..... Elective courses: Cataloging for university and scholarly libraries..... Field observation (catalog departments)..... 1 College and university libraries...... 14

¹ May be substituted for required course on approval of the faculty
2 May be substituted for Public Speaking by students specializing in Children's
or School Work

SUGGESTED GUERICURUM FOR FIRST YEAR

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		Elective courses:
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		and the state of t
-		Cataloging for the university and scholarly library
9 69 FE 55 50		Field work, observation and visita
		Advanced work in courses already named
8		Children's literature
	2	Library work with children
		Story telling Synthes work
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GRADUATE SCHOOL OF LIBRARIANSHIP

ORGANIZATION

A graduate school of librarianship should be an integral part of a university which is a member of the Association of American Universities

ADMINISTRATIVE AND INSTRUCTIONAL STAFF1

The standards observed in the other graduate schools of the university shall apply as to educational qualifications, professional experience, efficiency in teaching, numerical strength, titles of positions and rights and privileges. It is highly desirable that the dean be relieved from any other responsibilities

FINANCIAL STATUS

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research; to ensure an appropriate environment for graduate study and otherwise to meet developments in the library profession

LIBRARY FACILITIES

Library facilities requisite for research

REQUIREMENT FOR ADMISSION2

Graduation from an approved college or university and in addition the completion of an approved one-year professional curriculum or its equivalent

DEGREES4

M. A. or M. S. for the satisfactory completion of one year of professional study strictly graduate in character

Ph. D. to be conferred under the university regulations governing the granting of this degree

PROGRAM OF STUDY

A student will choose a program of study, subject to faculty approval, along the line of his special interest from courses offered in preparation for administrative and executive positions in libraries of various types, for expert bibliographic work and for teaching in library schools

The faculty shall be on salary for at least one year in advance of the opening of the school, inasmuch as travel, research and study are needed for the organization of such courses as may be under contemplation

A school should reserve the right to refuse to admit an applicant who meets this requirement, but who has not had successful library experience or who has not demonstrated his ability to carry the work profitably; and the right to admit an applicant who does not fully meet the requirement but who satisfies the faculty that he can carry the work without a lowering of standards

³ It is desirable that such a curriculum be offered at the university 4 See recommendations of the Association of American Universities

It is desirable that courses be so offered that the degree may be obtained also by attendance at summer sessions only

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The faculty shall be on salary for at least one year in advance at the epicaling one rate sensors are speak the demant forest on forestal forest and to being from the contract of the section to a local traction to alles adone one Superiore on State of confer or during out everer Circle Locate A and lete to supplie the control intersection and one and one due decimalists and decimalists of decimal to a an look did but I become trying only been which dry nout only impellings an timbe

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