

Document 7 June 28, 1925

Copies to Dr. Puffer
Mr. Arnett
Mr. Swift
Mr. Filling
Mr. Cartwright
Mr. Henry

(Proposed covering letter for Library School plan)

June , 1925

My dear Dr. Keppel:

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.

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 among 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

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Copies to
Mr. Kappel
Mr. Henry
Mr. Burton
Mr. T. F. Kelly
Mr. C. F. Johnson
Mr. J. H. Johnson

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

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

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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 portion 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

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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,

Dr. F. P. Keppel,
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522 Fifth Avenue, New York City.

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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

- 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, 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 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;
- 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, and public librarian, and on the other hand, the specialization required by the medical, theological, engineering, law and business librarian.

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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.
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

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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 Study Department through which the various faculties give or direct

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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.

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. 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-DIRECTOR 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 WORKROOM 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) 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. 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 item, 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 headquarters 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 -----	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.
	<hr/>
	10,000 sq. ft.
2. At the Downtown University College Center -----	
a) Office and conference rooms -----	500 sq. ft.
b) Workroom for advanced students -----	1500 sq. ft.
c) Reading room for special collections -----	1500 sq. ft.
d) Stack space -----	500 sq. ft.
	<hr/>
	4000 sq. ft.

VI. LOCATION.

The administrative offices of the Library School, together with suitable classroom and workroom space, should be immediately adjacent to it 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 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) Stack -----	1000 sq. ft.
e) Technical laboratory -----	1000 sq. ft.
f) Conference and research rooms -----	600 sq. ft.
<hr/>	
10,000 sq. ft.	
2. At the Downtown University College Center -----	
a) Office and conference rooms -----	800 sq. ft.
b) Workroom for advanced students -----	1500 sq. ft.
c) Reading room for special collections -----	1500 sq. ft.
d) Stack space -----	500 sq. ft.
<hr/>	
4000 sq. ft.	

BUDGET MEMORANDUM 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.	Budget Memo. C.	(No memo.)	(No memo.)	Budget Memo. D.
Administration	Director	Director	Director	Director	Director
	Secretary	Vice-Director	Vice-Director	Vice-Director	Vice-Director
	Stenographer	Secretary	Secretary	Secretary	Secretary
		Asst. Secy.	Asst. Secy.	Asst. Secy.	Asst. Secy.
Instruction		Stenographer	Stenographer	Stenographer	Stenographer
		Stenographer	Stenographer	Stenographer	Stenographer
	Research Prof.	Professor	Professor	Professor	Professor
	Research Asst. (Prof.)	Associate Prof.	Assoc. Prof.	Assoc. Prof.	Assoc. Prof.
Deficit Budget Admin. & Instr.		Assistant Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.
		Spec. & Sum. Instr.	Spec. & Sum.	Spec. & Sum.	Spec. & Sum.
		Assistant	Assistant	Assistant	Assistant
		Assistant	Assistant	Assistant	Assistant
	\$38,100.00	\$49,850.00	\$38,850.00	\$42,350.00	\$42,350.00
Space	At Univ.	2000 sq. ft.	5000 sq. ft.	6000 sq. ft.	8000 sq. ft.
	Cost	\$ 2,500.00	\$ 6,250.00	\$ 7,500.00	\$10,000.00
	Downtown	-----	1000 sq. ft.	2000 sq. ft.	3000 sq. ft.
	Cost	-----	\$ 3,000.00	\$ 6,000.00	\$ 9,000.00
Space budget	\$ 2,500.00	\$ 9,250.00	\$13,500.00	\$19,000.00	\$24,500.00
Total Budgets	\$40,600.00	\$59,100.00	\$52,350.00	\$61,350.00	\$66,850.00

For ultimate maximum budget see Budget Memorandum E.

BUDGET MEMORANDUM A.

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

	First Year (No instruction) (1st year of instruction)	Second Year (No instruction)	Third Year (No instruction)	Fourth Year (No instruction)	Fifth Year (No instruction)
Administration	Director Secretary Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographer	Director Vice-Director Secretary Asst. Secy. Stenographer
Instruction	Research Prof. Research Asst. (Prof.)	Professor Associate Prof. Assistant Prof.	Professor Associate Prof. Assistant Prof.	Professor Associate Prof. Assistant Prof.	Professor Associate Prof. Assistant Prof.
Deficit Budget Admin. & Instr.	\$38,100.00	\$49,850.00	\$38,850.00	\$42,350.00	\$42,350.00
At Univ. Space Cost	2000 sq. ft. \$2,500.00	5000 sq. ft. \$6,250.00	6000 sq. ft. \$7,500.00	8000 sq. ft. \$10,000.00	10,000 sq. ft. \$12,500.00
Downtown Cost	1000 sq. ft. \$3,000.00	1000 sq. ft. \$3,000.00	2000 sq. ft. \$6,000.00	3000 sq. ft. \$9,000.00	4000 sq. ft. \$13,000.00
Space Budget	\$2,500.00	\$9,250.00	\$12,500.00	\$19,000.00	\$24,500.00
Total Budgets	\$40,600.00	\$59,100.00	\$51,350.00	\$61,350.00	\$66,850.00

For ultimate maximum budget see Budget Memorandum B.

BUDGET MEMORANDUM 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	
	<hr/>	18,100.00
2. Supplies, etc.		
a) Supplies and miscellaneous	4,000.00	
b) Equipment	6,000.00	
c) Reference collection	5,000.00	
d) Travel	3,000.00	
e) Printing and publishing	1,000.00	
f) Contingent fund	1,000.00	
	<hr/>	20,000.00
3. Total administration, etc.		38,100.00
4. Housing 2000 sq. ft. at \$1.25 **		2,500.00
		<hr/>
		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 MEMORANDUM B.

First year (before school opens for students)

I. 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
	<hr/>

18,100.00

II. Supplies, etc.

a) Supplies and miscellaneous	4,000.00
b) Equipment	6,000.00
c) Reference collection	2,000.00
d) Travel	3,000.00
e) Printing and Publishing	1,000.00
f) Contingent fund	1,000.00
	<hr/>

20,000.00

38,100.00

2,500.00

40,600.00

3. Total administration, etc.

4. Housing 2000 sq. ft. at \$1.25 **

* This item has been kept at a minimum, partly because it is anticipated that Professor Galters' 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 MEMORANDUM G.

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

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

1. Administration -----	\$16,200.00
2. Instruction	
a) specialized -----	28,000.00
b) non-specialized	
(1/2 of total cost) -----	12,150.00
Total -----	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 -----	6,000.00
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 -----	\$ 9,250.00
9. Total budget for second year -----	\$59,100.00

*For comment on this item see covering letter.

BUDGET MEMORANDUM 2.

Provisional budget for the second year (first year of instruction) with provision for an average of fifty resident students during the academic year and one hundred fifty students during the summer quarter.
(For distribution of administration and instruction costs see Memorandum 1.)

1. Administration	-----	\$16,200.00
2. Instruction		
a) specialized	-----	28,000.00
b) non-specialized	-----	12,150.00
(1/2 of total cost)	-----	40,150.00
Total	-----	
3. Supplies and miscellaneous, including occasional publications	-----	2,000.00
4. Additional expenses for second year only		
a) balance of furniture and other equipment	-----	8,000.00
b) balance of reference collection	-----	2,000.00
Total	-----	11,000.00
5. Total for administration, instruction, equipment, etc.	-----	\$42,250.00
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	-----	\$19,750.00
8. Housing		
a) on campus - 5000 sq. ft. at \$1.25	-----	\$6,250.00
b) downtown - 1000 sq. ft. at \$2.00	-----	2,000.00
Total housing	-----	\$8,250.00
9. Total budget for second year	-----	\$59,100.00

For comment on this item see covering letter.

BUDGET MEMORANDUM 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 -----	\$16,200.00
2. Instruction	
a) specialized -----	31,500.00
b) non-specialized	
(1/3 of total cost) -----	12,150.00
Total -----	43,650.00
3. Supplies and miscellaneous, including occasional publications ---	5,000.00
4. Total for administration, instruction, etc. -----	\$64,850.00
5. Estimated 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 -----	\$66,850.00

*For comment on this item see covering letter.

BUDGET MEMORANDUM 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	15,500.00
2. Instruction	
a) specialized	31,500.00
b) non-specialized	
(1/2 of total cost)	12,150.00
Total	43,650.00
3. Supplies and miscellaneous, including occasional publications	2,000.00
4. Total for administration, instruction, etc.	64,850.00
5. Estimated average income from student fees, 500 registrations at \$25.00	12,500.00
6. Part of budget to be provided through outside agencies	52,350.00
7. Housing	
a) On campus - 10,000 sq. ft. at \$1.25	12,500.00
b) Off-campus - 4,000 sq. ft. at \$3.00	12,000.00
Total housing	24,500.00
8. Total budget for the fifth year	86,850.00

For comment on this item see covering letter.

BUDGET MEMORANDUM 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.

1. Administration - 50% increase -----	\$24,300.00
2. Instruction - 75% increase -----	76,387.00
3. Supplies and miscellaneous - 50% increase -----	7,500.00
4. Total for administration, instruction, etc. -----	\$108,187.00
5. Estimated average income from student fees - 100% increase ----	45,000.00
6. Part of budget to be provided through outside agencies -----	\$ 63,187.00
7. Endowment needed at 5% -----	\$1,263,740.00

8. Housing

In addition to the above estimates of endowment for instruction and maintenance, the following estimate of the value of the space upon the University quadrangles or downtown which would be used by the school is submitted for completeness of the total provision contemplated, although it is not assumed that the provision for housing will be financed by the Carnegie Corporation.

a) On campus - 15,000 sq. ft. Endowment needed for building, equipment and maintenance -----	456,000.
b) Downtown - 6,000 sq. ft. Endowment needed for building, equipment and maintenance -----	289,440.
c) Total for housing -----	\$745,440.00
9. Total endowment for all purposes -----	\$2,009,120.00

BUDGET MEMORANDUM E.

-13-

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	-----	76,387.00
3. Supplies and miscellaneous - 50% increase	-----	7,500.00
4. Total for administration, instruction, etc.	-----	\$108,187.00
5. Estimated average income from student fees - 100% increase	-----	42,000.00
6. Part of budget to be provided through outside agencies	-----	\$ 63,187.00
7. Endowment needed at 5%	-----	\$1,283,740.00

8. Housing

In addition to the above estimates of endowment for instruction and maintenance, the following estimate of the value of the space upon the University quadrangles or downtown which would be used by the school is submitted for completeness of the total provision contemplated, although it is not assumed that the provision for housing will be financed by the Carnegie Corporation.

a) On campus - 15,000 sq. ft. Endowment needed for building, equipment and maintenance	-----	426,000.
b) Downtown - 6,000 sq. ft. Endowment needed for building, equipment and maintenance	-----	389,440.
c) Total for housing	-----	815,440.00
8. Total endowment for all purposes	-----	\$2,009,180.00

BUDGET MEMORANDUM F.

(Showing distribution of items in Budget Memorandum C.)

1. Administration

a) Director ($\frac{2}{3}$ of \$8,000.) -----	\$6,000.00
b) Vice-Director ($\frac{1}{3}$ of \$6,000.) -----	3,000.00
c) Secretary and Assistant to Director -----	2,500.00
d) Assistant secretary and workroom attendant -----	2,000.00
e) Stenographers (2) -----	2,700.00
	<u>\$16,200.00</u>

2. Instruction (specialized)

a) Director and Chairman of Dept. of Library Science ($\frac{1}{2}$ of \$8,000.00) -----	\$ 2,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6,000.) -----	3,000.00
c) Professor of Library Science -----	6,000.00
d) Associate Professor of Library Science -----	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, Revisers (2) -----	4,000.00
	<u>\$28,000.00</u>

3. Instruction (non-specialized)

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

Fifty per cent of this item should, however, be charged against the University of Chicago budget on the assumption that part of the students could be distributed without necessitating the organization of additional classes.

Net charge against library school budget ----- \$12,150.00

BUDGET MEMORANDUM V.

(Showing distribution of items in Budget Memorandum C.)

I. Administration

a) Director (1/2 of \$8,000.)	\$4,000.00
b) Vice-Director (1/2 of \$8,000.)	4,000.00
c) Secretary and Assistant to Director	2,500.00
d) Assistant secretary and workshop attendant	2,500.00
e) Stenographers (2)	2,700.00
	<u>\$16,200.00</u>

2. Instruction (specialized)

a) Director and Chairman of Dept. of Library Science (1/2 of \$8,000.00)	\$4,000.00
b) Vice-Director (1/2 of \$8,000.)	4,000.00
c) Professor of Library Science	6,000.00
d) Associate Professor of Library Science	4,500.00
e) Assistant Professor of Library Science	3,500.00
f) Special lecturers and visiting instructors in summer quarter	2,000.00
g) Assistants, reviewers (2)	4,000.00
	<u>\$28,000.00</u>

3. Instruction (non-specialized)

This instruction should be provided through departmental offerings in the College of Arts 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 fifteen students (this is somewhat above the present average in the Graduate School of Arts and Literature and in the Graduate School of Social Service Administration), it would be necessary to provide thirty classes at an approximate cost of

\$24,300.00

Fifty per cent of this item should, however, be charged against the University of Chicago budget on the assumption that part of the students could be distributed without necessitating the organization of additional classes.

Not charge against library school budget \$12,150.00

The University of Chicago

The University Libraries

March 16, 1925.

*Original
Memo
on School*

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 moment. 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

*Original
March 18, 1933*

The University of Chicago

The University Libraries

March 18, 1933

Memorandum to Dean Loring:

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 moment. The document handed you herewith is the result of some fifteen months of work by President Burton, Associate Director Hanson, Dean Flibbey 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,

William A. Flibbey

14-12

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

SUGGESTIONS AND RECOMMENDATIONS.

I. OBJECTIVES.

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

To be more specific, there is needed a school

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

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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.

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

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

II. TYPE OF SCHOOL NEEDED

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

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

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

2) which shall offer correspondence study courses, organized and carried out according to well established standards.

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

3. The four quarter system at the University of Chicago makes it very easy for an active librarian to come in for any twelve week period of specialization along any line in which he wishes to improve himself. It also makes it possible for a student by either continuous quarters or any series of the necessary number of quarters to obtain either the Master's or the Doctor's degree. The University has had many students who have earned degrees in Education and in other fields by successive 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 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

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

V. SUGGESTED ORGANIZATION AND FACULTY MEMBERSHIP

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

d) Give a part of the work leading to a higher degree, the general regulations covering such instruction being uniform throughout the University.

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

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would be obliged to seek additional funds to provide necessary buildings and

equipment 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--

a)	Administrative and instructional offices----	2900 Sq. Ft.
b)	Workroom-----	3000 Sq. Ft.
c)	Classroom-----	1800 Sq. Ft.
d)	Stacks-----	1000 Sq. Ft.
e)	Technical laboratory-----	1000 Sq. Ft.
f)	Conference and research rooms-----	600 Sq. Ft.
		<hr/>
		10,000 Sq. Ft.

2. At the Downtown University College Center--

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

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

I. At the University--

a) Administrative and instructional offices-----	2200 Sq. Ft.
b) Workshop-----	3000 Sq. Ft.
c) Classroom-----	1800 Sq. Ft.
d) Studio-----	1000 Sq. Ft.
e) Technical laboratory-----	1000 Sq. Ft.
f) Conference and research rooms-----	600 Sq. Ft.
	<u>10,000 Sq. Ft.</u>

2. At the Downtown University College Center--

a) Office and conference rooms-----	800 Sq. Ft.
b) Workshop for advanced students-----	1800 Sq. Ft.
c) Reading room for special collections-----	1800 Sq. Ft.
d) Stack space-----	<u>500</u>
	4000 Sq. Ft.

BUDGET MEMORANDUM A.

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

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

BUDGET MEMORANDUM A.

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

1. Administration - - - - - \$16,800.00

2. Instruction

a) specialized (37 classes, 12.5 students) 80,000.00
b) non-specialized (30 classes, 15 stu-
dents) 24,300.00

3. Housing - Rental charge for space to be pro-
vided in University College - - - - - 12,000.00

4. Supplies and miscellaneous including occasion-
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 - - - - - 87,800.00

8. Total annual income from student fees - 200
registrations @ \$25.00 - - - - - 22,500.00

9. Part of annual budget to be provided through
outside agencies - - - - - 65,300.00

BUDGET MEMORANDUM B.

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

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

BUDGET MEMORANDUM B.

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

1. Administration - 50% increase - - - - -	\$24,800.00
2. Instruction - 75% increase - - - - -	28,025.00
3. Supplies and miscellaneous - 50% increase - - - - -	7,500.00
4. Total items 1, 2, and 3 - - - - -	126,825.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	81,825.00
7. Housing - - - - -	

a) Downtown - - - 6,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - \$250,000	
b) At the University - 15,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - \$450,000	
c) Total for housing - - - - -	716,800.00
8. Endowment to cover item 6 - @ 5% - - - - -	1,646,500.00
9. Total endowment for all purposes - - - - -	2,362,800.00

BUDGET MEMORANDUM C.

1. Administration

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

Total for Administration- - - - \$16,200.00

2. Instruction (specialized)

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

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

3. Instruction (non-specialized)

a) This instruction should be provided through departmental offerings in the College of Arts and Literature and in the various professional Schools of the 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

I. Administration

a) Director (1/2 of \$8000)	\$4,000.00
b) Vice-Director (1/2 of \$8000)	3,000.00
c) Secretary and assistant to the Director	2,500.00
d) Assistant secretary and workroom attendant	2,000.00
e) Stenographers (two)	2,700.00
Total for Administration	\$14,200.00

2. Instruction (specialized)

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

3. Instruction (non-specialized)

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March 17, 1925.

My dear Mr. Keppel:

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

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

Any attempt to predict the ultimate size or the time required to develop a Library School at the University of Chicago would be extremely hazardous. Careful estimates based upon other library schools now in existence and other professional schools in the University indicate that the type of advanced Library School here proposed might reasonably attract, within the first three to five years, approximately fifty students for each of the three quarters of the academic year plus some one hundred fifty students for instruction during the Summer Quarter. This number might reasonably be doubled within a period of five to ten years. The budget items included in the present proposal are based upon the minimum and maximum 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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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, 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 vacated 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 reckon roughly at 10% of the cost of the building and maintenance-endowment which we find runs about 50% of the building cost. I am looking for some one to build this building but have not yet found him.

The problem at the University
The happiest solution would doubtless be to build a
new building, in close connection with the
Harper Memorial Library, which would ade-
quately provide for the ultimate needs of the
school, either directly or by releasing space
for it in Harper. If the Carnegie Corpora-
tion could see its way to build the provide
this building, on the ground that an
approximately half the
space thus provided would be needed
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open up a clear path before us. If this
is unworkable we should continue

think it is
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from the report

The building problem has its difficulties

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 MEMORANDUM 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.

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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 purpose 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.

Very truly yours,

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The building problem is ^{not without its} difficult ~~is~~ -
~~for~~ Our ^{prolonged} study of the matter has convinced
us that it will be necessary ^{as soon as possible} to provide
space for the school ^{partly} at the University
and ^{partly} downtown. ~~at~~ The space at the
University ought to be ~~in~~ as close as
possible to the Harper Memorial Li-
brary. ^{the space} ~~Downtown~~ ~~it~~ should be in
connection with our University
College, ~~and~~ ultimately in a ~~the~~ Uni-
versity of Chicago building, which
would provide for all our down-
town ~~in~~ activities, administrative
& educational, but probably for several
years ^{to come} yet in rented quarters.
~~On our part at least~~ ~~At the University~~ We are as you know
desperately in need of more space for
the work we are now doing - ~~if~~ I
presume that we can manage some way

figures out of prob

to find room for the ~~preliminary~~ work of the
School in its preliminary stage, say for
a year or two - But the building problem
will be urgent from the first - ~~You~~
will see that ^{perhaps the best} ~~One way~~ ~~method~~ ^{of relief}
would be to build the east wing of
Harbor extending to Fort. The cost ^{of the} ~~of the~~
building here would probably be ~~about~~
\$900,000, ~~possibly~~ ^{possibly} ~~including~~
~~the building itself~~ ~~including~~ ~~including~~ ~~including~~
the building itself, equipment, which we
reckon roughly at 10% of building cost
and ~~equipment~~ ~~into~~ maintenance
endowment, which we find runs at about
50% of building cost. ~~of the~~ The space
eventually needed by the school would be
about 45% of the whole building. ~~about~~
~~like this~~ I am looking for someone to
build this building. I should be delighted
to know that the Carnegie Corporation
would do this on the ground that 45%
of the space is it - or equivalent space else.

624' acc

322,000

When would ~~be~~ eventually be needed
for the Library School + that a consid-
~~erable~~ ^{small} party the remainder would
be used for library purposes.

Another method of dealing with
providing the space for ^{the school would}
be to reconstruct ^{or one of the existing buildings} Foster Hall for the
purpose, and ~~then~~ provide a new ^{residence} ~~school~~
Hall ^{for women} across the midway. ^{to take its place} ~~The Foster~~
~~Hall~~ ^{our residence} ~~corner~~ ^{later} ~~Hall~~
will have to be converted to educa-
tional ^{and buildings provided in their new location} purposes. But when this is
done, we ~~are~~ shall be obliged both
in the interest of our student
body + in justice to the donors to
build ~~a new~~ ^{new} ~~Foster~~ ^{residence} Hall across
the midway ^{keeping an old name}. ~~On this plan we~~
~~should seek~~ ^{elsewhere}. ~~On this plan, Foster~~
~~would be immediately joined to the~~
~~campus by the East wing which was soon~~

SUMMARY OF BUDGET MEMORANDA.

Appropriation needed 1st year (Budget Memo A) \$ 58,450.00

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

Appropriation needed 3rd, 4th and 5th years
(Budget Memo B) (includes rental of downtown space) 67,000.00

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

a) operating deficit

b) building endowment

(This summary does not include

\$ 85,325.00 endow. 1,706,500.
\$ 745,440.00 745,440.
2,451,940.

endowment needed for permanent space either at the
University or downtown

SUMMARY OF BUDGET MEMORANDA.

Appropriation needed 1st year (Budget Memo A) \$ 28,450.00

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

Appropriation needed 3rd, 4th and 5th years (Budget Memo B) (included in 1st year's appropriation) 67,000.00

Appropriation needed subsequent years (Budget Memo C) 22,325.00

85,325.00
 743,440.00
 5,421,840.00

(This summary does not include)
 (a) operating deficit
 (b) building fund
 (c) building fund
 (d) building fund
 (e) building fund
 (f) building fund
 (g) building fund
 (h) building fund
 (i) building fund
 (j) building fund
 (k) building fund
 (l) building fund
 (m) building fund
 (n) building fund
 (o) building fund
 (p) building fund
 (q) building fund
 (r) building fund
 (s) building fund
 (t) building fund
 (u) building fund
 (v) building fund
 (w) building fund
 (x) building fund
 (y) building fund
 (z) building fund

BUDGET MEMORANDUM A.

First Year (before school opens for students)

1. Administration

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

2. Supplies etc.

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

\$ 20,000.00

in University College building
3. Housing (3000 sq.ft. at \$3.00)

9,000.00

\$ 58,450.00

First Year (before school opens for students)

1. Administration

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

2. Supplies etc.

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

\$ 20,000.00

2,000.00

\$ 22,000.00

3. Housing (2000 sq. ft. at \$3.00)
in University College building

BUDGET MEMORANDUM B.

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

1. Administration - - - - -	\$ 16,200.00	
2. Instruction		
a) specialized (37 classes, 12.2 students)	32,000.00	
b) non-specialized (30 classes, 15 students) - - - - -	24,300.00	
3. Housing - Rental charge for space to be provided in University College - - - - - (2400 sq. ft. @ \$5.00) - - -	12,000.00	
4. Supplies and miscellaneous including occasional publications - - - - -	5,000.00	
5. Total annual expenditure during ^{earlier} 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) balance of equipment	6,000.00	
b) balance of reference collection	5,000.00	
		11,000.00

BUDGET MEMORANDUM B.

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

1. Administration	-----	\$ 16,300.00
2. Instruction		
a) specialized (37 classes, 12.5 students)	-----	25,000.00
b) non-specialized (30 classes, 12 students)	-----	24,300.00
3. Housing - Rental charge for space to be provided in University College	-----	12,000.00
4. Supplies and miscellaneous including occasional publications	-----	5,000.00
5. Total annual expenditures during first years of the school - items 1, 2, 3, and 4	-----	\$2,500.00
6. Total annual income from student fees - 200 registrations at \$25.00	-----	\$2,500.00
7. Part of annual budget to be provided through outside agencies	-----	\$7,000.00
8. Additional expenditures 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 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 ----- \$250,000	
b) At the University - 15,000 sq.ft. Endowment needed, for building, ** equipment and maintenance ----- 456,000.00	745,440.00
c) Total for housing - - - - -	716,300.00
8. Endowment to cover item 6 - at 5% - - - - -	1,706,500.00
9. Total endowment for all purposes - items 7+8 - - - - -	2,422,800.00
	\$ 2,415,940.00

* This is the on a tax free basis
 ** This is the estimated cost of one floor (5600 sq. ft. of usable office space plus corridors, toilets, etc.) in proposed downtown University of Chicago building. ~~tax free~~.
 This is the estimated ~~cost of one floor~~ this amount of proposed space in the 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 academic year and three hundred students during the summer quarter.

1. Administration - 50% increase - - - - -	\$4,300.00
2. Instruction - 75% increase - - - - -	\$8,250.00
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

V. Housing -

a) Down town - 6,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - - -	\$289,440.00
b) At the University - 15,000 sq. ft. Endowment needed, for building, equipment and maintenance - - - - -	\$456,000.00
c) Total for housing - - - - -	745,440.00
8. Endowment to cover item 6 - at 5% - - - - -	1,706,500.00
9. Total endowment for all purposes - - - - -	2,451,940.00

This is the estimated cost of the building plus furniture, etc. (estimated at \$500 sq. ft. of usable floor space plus corridors, etc.)

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BUDGET MEMORANDUM D.

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

1. Administration

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

Total for Administration \$16,200.00

2. Instruction (specialized)

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

Total for Specialized Instruction 32,000.00

3. Instruction (non-specialized)

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

BUDGET MEMORANDUM B.

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

1. Administration

a) Director (1/2 of \$8000)	4,000.00
b) Vice-Director (1/2 of \$8000)	4,000.00
c) Secretary and assistants to the Director	2,500.00
d) Assistant secretary and workshop attendant	2,000.00
e) Stenographers (two)	2,700.00

Total for Administration \$15,200.00

2. Instruction (Specialized)

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

Total for Specialized Instruction \$28,000.00

3. Instruction (non-specialized)

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

Alternative Summary of Budget Memoranda

	Operating deficit	down town rental	Total
Appropriation needed 1st year (Budget Memo A)	49,450.00	9,000.00	58,450.00
Appropriation needed 2nd year including balance of equipment etc. (Budget Memo B)	66,600.00	12,000.00	78,000.00
Appropriation needed 3rd, 4th & 5th 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 covered with sufficient clearness to permit permanent capitalization of the necessary expenditures. Rough estimates of ~~the~~ the capital necessary appear in Budget Memo C.

It will be noted that the ~~the~~ figures ^{shown above} include no ~~estimate of~~ 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 it is imperative that suitable permanent space ^{should} be provided at the University ~~within~~ for occupancy ^{within} the first year of ~~the school~~, class room work.

Options on Summary Sheet

Summary of Budget Memoranda

Appropriation needed 1st year (Budget Memo A) \$58,450.00

Appropriation needed 2nd year (Budget Memo B)

a) Operating ^{deficit} \$67,000.00
b) Balance equipment etc. \$11,000.00 ~~\$78,000.00~~

Appropriations needed annually 3rd, 4th and 5th years (Budget Memo B) \$67,000.00

(The above figures all include actual rental cost of downtown space ^{used} but no figure for space on the campus)

Appropriations needed for subsequent years (Budget Memo C)

a) Operating deficit \$85,325.00
b) Downtown rental if
underment provided 6000 sq. ft. @ \$3.00 18,000.00
\$103,325.00

~~It is to be hoped that by the fifth year the downtown space~~

None of the figures above provide any space on the main quadrangles. About 10,000 square feet will be needed in the earlier years and at least 15,000 square feet in later years. One ~~method~~ of providing that is indicated in the covering letter.

2/27/72
14
500

Summary of Budget Memoranda

Appropriation needed last year (Budget Memo A) \$18,450.00

Appropriation needed 2nd year (Budget Memo B)

(a) Operating \$17,000.00
(b) Reserve equipment \$11,000.00
\$28,000.00

Appropriation needed annually 3rd year and 4th

years (Budget Memo C) \$17,000.00

The above figures all include actual maintenance and repair costs for the year
Appropriation needed for outlay of year

(Budget Memo C)
(a) Operating deficit \$17,000.00
(b) Equipment needed \$11,000.00
\$28,000.00

\$103,552.00

~~With regard to the 1st year the maintenance~~
None of the figures above provide any year for
the main guardrails. About 10,000 years will be
needed in the earlier years and about 10,000 years
for in later years. The ~~total~~ ^{needed} providing that is indicated
in the covering letter.

10/1/54

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO
SUGGESTIONS AND RECOMMENDATIONS.

I. OBJECTIVES.

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

To be more specific, there is needed a school

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

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

II. TYPE OF SCHOOL NEEDED

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

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

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

- 1) Chicago is 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 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

3. The four quarter system at the University of Chicago makes it very easy

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

V. SUGGESTED ORGANIZATION AND FACULTY MEMBERSHIP

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

1. For administration

- a) A Director and Chairmen 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.
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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 classroom and workroom space should be immediately adjacent to if not under the same roof with the General Library of the University. However, there should always be

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.

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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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desire to carry occasional courses in the Library School

The University of Chicago, it selected as the location of the library school

would be obliged to seek additional funds to provide necessary buildings and

equipment 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--

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-----	<u>600 Sq. Ft.</u>
		10,000 Sq. Ft.

2. At the Downtown University College Center--

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

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

I. At the University--

a) Administrative and instructional offices	2500 Sq. Ft.
b) Workroom	2000 Sq. Ft.
c) Classroom	1500 Sq. Ft.
d) Stacks	1000 Sq. Ft.
e) Technical laboratory	1000 Sq. Ft.
f) Conference and research rooms	500 Sq. Ft.
	<u>10,000 Sq. Ft.</u>

2. At the Downtown University College Center--

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

SUMMARY OF BUDGET MEMORANDA.

Mch. 19 - ed.

	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.

March 19 - 22

SUMMARY OF BUDGET MEMORANDA.

Total	Downtown rental	Operating deficit	
			Appropriation needed first year.
\$ 28,450.00	\$ 2,000.00	\$48,450.00	(Budget memo A)
			Appropriation needed second year, including balance of equipment, etc.
78,000.00	12,000.00	66,000.00	(Budget memo B)
			Appropriation needed third, fourth and fifth years.
67,000.00	12,000.00	25,000.00	(Budget memo B)
			Appropriation needed for subsequent years.
103,350.00	18,000.00	28,350.00	(Budget memo C)

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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.

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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.

BUDGET MEMORANDUM A.

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

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

BUDGET MEMORANDUM A.

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

1. Administration - - - - - \$18,200.00

2. Instruction

(a) specialized (37 classes, 12.5 students) 30,000.00
 (b) non-specialized (30 classes, 15 students) 24,200.00

3. Housing - Rental charge for space to be provided in University College - - - - - 12,000.00

4. Supplies and miscellaneous including occasional publications - - - - - 8,000.00

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 - - - - - 87,800.00

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 - - - - - 65,300.00

BUDGET MEMORANDUM B.

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

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

BUDGET MEMORANDUM B.

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

1. Administration - 50% increase - - - - -	\$24,500.00
2. Instruction - 75% increase - - - - -	35,025.00
3. Supplies and miscellaneous - 50% increase - - - - -	7,500.00
4. Total items 1, 2, and 3 - - - - -	126,525.00
5. Income from tuition - - - - -	45,000.00
6. Total deficit - - - - -	81,525.00
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 - - - - -	\$450,000
c) Total for housing - - - - -	716,500.00
8. Endowment to cover item 6 - @ 5% - - - - -	1,638,500.00
9. Total endowment for all purposes - - - - -	2,382,800.00

BUDGET MEMORANDUM C.

1. Administration

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

Total for Administration- - - - \$16,200.00

2. Instruction (specialized)

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

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

3. Instruction (non-specialized)

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

BUDGET MEMORANDUM C.

I. Administration

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

E. Instruction (specialized)

a) Director and Head of Department of Library Science ($\frac{1}{2}$ of \$8000)	-\$4,000.00
b) Vice-Director ($\frac{1}{4}$ of \$8000)	-\$2,000.00
c) Professor of Library Science	-\$6,000.00
d) Associate Professor	-\$4,500.00
e) Assistant Professors (two)	-\$7,000.00
f) Special lecturers and visiting instructors for the summer quarter	-\$8,000.00
g) Research Assistants and Fellows	-\$2,500.00
Total for Specialized Instruction	-\$30,000.00

F. 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

Personal Copy

Final form as sent East

*1 copy to Dr. Keppel
1 " to Mr. Milam in N.Y.
1 " to A.L.A. files
1 " to President's file.
1 " E.A.H.*

(no more made)

March 19, 1925.

Library School
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

Personal Copy
 Trial form as sent last
 1 .. To Mr. Kappell
 1 .. To Mr. Williams in N.Y.
 1 .. To R. S. Files
 1 .. To President file
 1 .. E. G. H.
 (Various marks)

March 19, 1925.

Handwritten: Lippincott

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in the attached statement should be supplemented by reference to Mr. Adam Strom's article in the American Library Association Bulletin, Page 25.

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

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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 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 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 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 MEMORANDUM 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 Corporation 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 and educational, but probably for several years yet to come in rented quarters.

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-5-

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.

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LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

SUGGESTIONS AND RECOMMENDATIONS

I. OBJECTIVES.

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

To be more specific, there is needed a school

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

LIBRARY SCHOOL AT THE UNIVERSITY OF CHICAGO

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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 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

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 essentials" 8) which shall train teachers

a) for library school facilities
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

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 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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books and libraries to people of varied class, racial and national types.

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

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

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- 5) For a number of years various facilities of the University of Chicago have specialized in a technique for gathering materials

of instruction, moulding them into mimeographed sheets, later into "material books" and finally into text books published by the University of Chicago Press. There is every reason to believe that a Library School at the University of Chicago could take advantage of this well-developed technique and produce the needed professional literature including text and reference books.

- 6) The University of Chicago has strong Graduate Schools of Art, Literature and Science which offer advanced research courses in languages and literatures, the social and political sciences, history, philosophy, the biological and physical sciences, etc., all of which would be open to properly qualified students in the library school.
- 7) Through cooperation with various other departments, a Library School at the University of Chicago could offer many helpful courses such as training in the laws affecting libraries, the legal and business aspects of the control and use of endowment, the making and control of budgets and the various problems of accounting involved in library work.
- 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 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 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.

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- 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 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:

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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.
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	10,000 sq. ft.

2) At the Downtown University College Center:

a) Office and conference rooms	500 sq. ft.
b) Workroom for advanced students	1500 sq. ft.
c) Reading room for special collections	1500 sq. ft.
d) Stack Space	500 sq. ft.
	<hr/>
	4,000 sq. ft.

1) At the University:

a) Administrative and instructional offices ...	2900 sq. ft.
b) Workshop	3000 sq. ft.
c) Classroom	1800 sq. ft.
d) Stacks	1000 sq. ft.
e) Technical laboratory	1000 sq. ft.
f) Conference and research rooms	800 sq. ft.
<hr/>	
	10,000 sq. ft.

2) At the Downtown University College Center:

a) Office and conference rooms	500 sq. ft.
b) Workshop for advanced students	1800 sq. ft.
c) Reading room for special collections	1800 sq. ft.
d) Stack Space	500 sq. ft.
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	4,000 sq. ft.

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.

SUMMARY OF BUDGET MEMORANDA.

Total	Downtown rental	Operating deficit
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Appropriation needed first year,

(Budget memo A)	\$49,450.00	\$ 9,000.00	\$ 58,450.00
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Appropriation needed second year,
including balance of equipment, etc.

	\$6,000.00	12,000.00	78,000.00
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(Budget memo B)

Appropriation needed third, fourth
and fifth years.

(Budget memo B)	\$5,000.00	12,000.00	\$7,000.00
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Appropriation needed for subsequent
years.

(Budget memo C)	\$5,325.00	18,000.00	103,325.00
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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

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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.

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 Director	2,500.00
d) Stenographers (two) (12 mos.)	2,700.00
e) Professor of Library Science (9 mos) ...	4,500.00
f) Associate Professor of Library Science (6 mos.)	2,250.00
g) Assistant Professors (two) of Library Science (6 mos.)	3,500.00
	<hr/>
	\$ 29,450.00

2. Supplies, etc.:

a) Supplies and Miscellaneous	\$ 4,000.00
b) Equipment	6,000.00
c) Reference collection	5,000.00
d) Travel	3,000.00
e) Printing and Publishing	1,000.00
f) Contingent fund	1,000.00
	<hr/>
	\$ 20,000.00

3. Housing in University College Building:

a) 3000 sq.ft. at \$3.00	\$ 9,000.00
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Grand Total \$ 58,450.00

BUDGET MEMORANDUM A

First Year
(before school opens for students)

1. Administration:

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

2. Supplies, etc.:

a) Supplies and Miscellaneous	4,000.00
b) Equipment	6,000.00
c) Reference collection	5,000.00
d) Travel	2,000.00
e) Printing and Publishing	1,000.00
f) Contingent fund	1,000.00
	<hr/>
	\$ 20,000.00

3. Housing in University College Building:

a) 2000 sq.ft. at \$2.00	\$ 4,000.00
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Grand Total \$ 53,450.00

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) specialized (37 classes, (12.2 students,	32,000.00	
b) non-specialized (30 classes, (15 students,	24,300.00	
3. Housing - Rental charge for space to be provided in University College (4000 sq.ft. at \$3.00)	12,000.00	
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..	<u>5,000.00</u>	11,000.00

BUDGET MEMORANDUM B.

Estimated Budget 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) specialized (37 classes, 12.2 students,	\$2,000.00
b) non-specialized (30 classes, 12 students,	\$4,200.00
3. Housing - Rental charge for space to be provided in University College (4000 sq. ft. at \$3.00)	\$12,000.00
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	\$ 29,200.00
6. Total annual income from student fees 200 registrations at \$25.00	\$2,500.00
7. Part of annual budget to be provided through outside agencies	\$7,000.00
8. Additional expenditure needed for second year only:	
a) Balance of equipment	\$ 6,000.00
b) Balance of reference collection	<u>\$ 5,000.00</u>
	\$11,000.00

BUDGET MEMORANDUM C.

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

1. Administration - 50% increase	\$ 24,300.00
2. Instruction - 75% increase	98,525.00
3. Supplies and miscellaneous - 50% increase ...	7,500.00
4. Total items 1, 2 and 3	130,325.00
5. Income from tuition	45,000.00
6. Total deficit	85,325.00
7. Housing -	
a) Downtown - 6,000 sq.ft. endowment needed, for building, equipment and maintenance	*\$289,440.00
b) At the University - 15,000 sq.ft. Endowment needed, for building equipment and maintenance	**\$456,000.00
c) Total for housing	\$745,440.
8. Endowment to cover item 6 at 5%	1,706,500.
9. Total endowment for all purposes - items 7 and 8	2,451,940.

*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 academic year and three hundred students during the Summer Quarter.

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

a) Downtown - 6,000 sq. ft.
 endowment needed for building
 equipment and maintenance

b) At the University - 15,000 sq. ft.

c) Endowment needed for building
 equipment and maintenance

d) Total for housing

8. Endowment to cover item 6 at 5%

9. Total endowment for all purposes - items 7 and 8

*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 D.

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

1. Administration

a) Director ($\frac{1}{2}$ of \$8000)	\$ 6,000.00
b) Vice-Director ($\frac{1}{2}$ of \$6000)	3,000.00
c) Secretary and Assistant to Director	2,500.00
d) Assistant Secretary and workroom attendant.	2,000.00
e) Stenographers (two)	2,700.00

Total for Administration \$16,200.00

2. Instruction (specialized)

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

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

I. Administration

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

B. Instruction (specialized)

a) Director and Head of Department of Li- brary Science (1/2 of \$8000)	\$ 4,000.00
b) Vice-Director (1/2 of \$8000)	3,000.00
c) Professor of Library Science	6,000.00
d) Associate Professor	4,500.00
e) Assistant Professor (two)	7,000.00
f) Special lecturers and visiting instruc- tors for the summer quarter	5,000.00
g) Research assistants and fellows	2,500.00
h) Assistant (reviewer)	2,000.00
Total for Specialized Instruction...	\$32,000.00

C. 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 less 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

March 19, 1925.

My dear Miss Bogle:

Herewith I hand you a carbon copy of the complete document which has gone on to Dr. Keppel. Of course, the covering letter is really a personal letter from the President 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.

Hastily,

March 19, 1935.

My dear Miss Bogie:

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

Hastily,

March 19, 1925.

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
appreval of Mr. Swift, secured only last night. I hope it may
help you to make some real progress.

Hastily,

March 19, 1928.

My dear Mr. Wilson:

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Summary Schmitt

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 disapproves 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 LIBRARIANSHIP

Report of recommendations regarding degree to be conferred on completion of library curriculum, adopted unanimously November 1934 by the Association of American Universities on the recommendation of its committee on Academic and Professional Higher Degrees

Dr. A. O. Lunsford, Chairman of this committee, reported the Report to a conference with the Board in Berkeley, California, March 2, 1935

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

If provisionally approved 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 normally constituting a major

If disapproved the degree 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 as evidence of ability to write accurately and cohesively

It questions the advisability of planning at present beyond the master's degree and suggests that students seeking higher degrees may attain them in other 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 LIBRARIANSHIP

(CONFIDENTIAL - Not to be Printed)
(For discussion only)

PROVISIONAL MINIMUM STANDARDS

FOR

JUNIOR UNDERGRADUATE LIBRARY SCHOOL

SENIOR UNDERGRADUATE LIBRARY SCHOOL

PROFESSIONAL LIBRARY SCHOOL

GRADUATE SCHOOL OF LIBRARIANSHIP

CHICAGO
1925

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.

JUNIOR UNDERGRADUATE LIBRARY SCHOOL

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: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

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

¹Effective after September 1927

²Teaching 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

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

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 ADMISSION¹

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

¹The 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

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 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 shall have professorial rank, one at least being a full professor. 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: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

¹Effective after September 1927

²Teaching 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

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

SENIOR UNDERGRADUATE LIBRARY SCHOOL

ORGANIZATION

A senior undergraduate library curriculum of 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. General administrative matters shall be handled by the library and other records

INSTRUCTIONAL STAFF

Library

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

Qualifications:

1. Academic preparation
Degrees 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 librarians 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 selected 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 1957

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 in one who teaches at least 2 class hours per semester. It is desirable that the staff shall have had varied preparation including library experience

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

¹The 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

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

	Semester Hours	
	1st Sem.	2d Sem.
<u>Required courses:</u>		
(Students presenting satisfactory equivalents may substitute a corresponding number of hours from the elective group)		
Book selection and allied topics.....	2-3	2-4
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.....	2-3	
Field work, observation and visits (108 clock hours minimum).....	1	
Library work as a profession.....	1	1
Public speaking (if not presented on entrance).....	1	
<u>Elective courses:</u>		
Cataloging, classification, etc. ¹	2	2
Field work, observation and visits.....	1	1-2
Children's literature.....		3
Library work with children.....	2	
Story telling ²		1
Medium-sized public libraries.....		2
Small public libraries.....		2
School libraries.....		2
Special libraries (including hospital, medical, etc)		2
	19-21	24-27

SPECIMEN PROGRAM SELECTED FROM THE SUGGESTED CURRICULUM

	Semester Hours	
	1st Sem.	2d Sem.
<u>Required courses:</u>		
Book selection and allied topics.....	3	2
Reference and bibliography.....	3	3
History and administration of libraries.....	2	
Field work (general).....	1	
Library work as a profession.....	1	1
<u>Elective courses:</u>		
Cataloging, classification, etc.....	2	2
Field work (children's rooms and story telling).....	1	1
Children's literature.....		3
Library work with children.....	2	
Story telling ²		1
School libraries.....		2
	15	15

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

UNIVERSITY CURRICULUM
If semester hours of work (three of which may be field work) to be selected each semester, an approval of the faculty will be required. Students may be admitted to additional courses as auditors.

Semester Hours
for each course

Required courses:
(Students pursuing satisfactory equivalents may substitute a corresponding number of hours from the elective group.)

3-5	1
3	2
3	3
3-5	4
1	5
1	6
1	7

Book collection and allied topics
Children's literature (for the general reader)
Reference and bibliography
Cataloging, classification, subject headings, etc.
History and administration of libraries
Field work, observation and visits (100 hours)
Library work as a profession
Public speaking (15 and presented as a presentation)

Elective courses:

3	8
1-3	9
3	10
4	11
4	12
4	13
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4	98
4	99
4	100

Cataloging, classification, etc.
Field work, observation and visits
Children's literature
Library work with children
Story telling
Medium-sized public libraries
Small public libraries
School libraries
Special libraries (law, hospital, medical, etc.)

STANDARD PROGRAM SELECTED FROM THE UNIVERSITY CURRICULUM

Semester Hours
for each course

3	1
3	2
3	3
3	4
3	5
3	6
3	7
3	8
3	9
3	10
3	11
3	12
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3	97
3	98
3	99
3	100

Required courses:
Book collection and allied topics
Reference and bibliography
History and administration of libraries
Field work (general)
Library work as a profession

Elective courses:

Cataloging, classification, etc.
Field work (children's books and story telling)
Children's literature
Library work with children
Story telling
School libraries

May be substituted for required courses as approved by the faculty.
May be substituted for Public Speaking by students specializing in Children's or School Work.

PROFESSIONAL LIBRARY SCHOOL

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-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 shall have professorial rank, one at least being a full² professor. 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. The development of varied curricula should involve the addition of further full-time 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

¹Effective after September 1927

²Teaching 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

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

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

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

¹The 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

PROFESSIONAL LIBRARY SCHOOL (Continued)

FINANCIAL STATUS

The financial provision for the school shall be such as to guarantee a facility adequately related and reflected 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 ADMISSION

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. Applicants 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.

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

PROFESSIONAL LIBRARY SCHOOL

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

Required courses:	Semester Hours	
	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
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.....	2-3	
Field work, observation and visits (108 clock hours minimum).....	1	
Library work as a profession.....	1	1
Public speaking (if not presented on entrance).....	1	
<u>Elective courses:</u>		
Cataloging, classification, etc. ¹	2	2
Cataloging for the university and scholarly library.....		2
Field work, observation and visits.....	1	1-2
Advanced work in courses already named.....		3
Children's literature.....		3
Library work with children.....	2	
Story telling ²		1
Medium-sized public libraries.....		2
Small public libraries.....		2
School libraries		2
Special libraries (including hospital, medical, etc.)...		2
College and university libraries.....		2
	<u>19-21</u>	<u>31-34</u>

SPECIMEN PROGRAM SELECTED FROM THE SUGGESTED CURRICULUM

Required courses:	Semester Hours	
	1st Sem.	2d Sem.
Book selection and allied topics.....	2	3
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.....	2	
Field work (general).....	1	
Library work as a profession.....	1	1
Public speaking.....	1	
<u>Elective courses:</u>		
Cataloging for university and scholarly libraries.....		2
Field observation (catalog departments).....		1
College and university libraries.....		2
	<u>14</u>	<u>15</u>

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 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 Hours		Required courses:
1st Sem.	2d Sem.	
		(Students presenting satisfactory equivalents may substitute a corresponding number of hours from the elective group)
2-3	2-3	Book selection and allied topics.....
	1	Children's literature (for the general worker).....
3	3	Reference and bibliography.....
3	3	Cataloging, classification, subject headings, etc.....
	2-3	History and administration of libraries.....
	1	Field work, observation and visits (100 clock hours minimum).....
1	1	Library work as a profession.....
	1	Public speaking (if not presented on entrance).....
		Elective courses:
3	3	Cataloging, classification, etc. ¹
3		Cataloging for the university and scholarly library.....
1-2	1	Field work, observation and visits.....
3		Advanced work in courses already named.....
3		Children's literature.....
	2	Library work with children.....
1		Story telling.....
3		Medium-sized public libraries.....
3		Small public libraries.....
3		School libraries.....
3		Special libraries (including hospital, medical, etc.).....
3		College and university libraries.....
12-15	12-15	

SPECIFIC PROGRAM SELECTED FROM THE SUGGESTED CURRICULUM

Semester Hours		Required courses:
1st Sem.	2d Sem.	
3	3	Book selection and allied topics.....
	1	Children's literature (for the general worker).....
3	3	Reference and bibliography.....
3	3	Cataloging, classification, subject headings, etc.....
	3	History and administration of libraries.....
	1	Field work (general).....
1	1	Library work as a profession.....
	1	Public speaking.....
		Elective courses:
3		Cataloging for university and scholarly libraries.....
1		Field observation (catalog department).....
3		College and university libraries.....
12	12	

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

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 curriculum³ or its equivalent

DEGREES⁴

M. A. or M. S. for the satisfactory completion of one year of professional study strictly graduate in character⁵

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

¹The 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

²A 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

³It is desirable that such a curriculum be offered at the university

⁴See recommendations of the Association of American Universities

⁵It is desirable that courses be so offered that the degree may be obtained also by attendance at summer sessions only

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 INSTITUTIONAL STANDARDS

The standards observed in the other graduate schools of the university should apply as to educational qualifications, professional experience, and in teaching, research, and service. It is highly desirable that the same be followed in the school of librarianship.

FINANCIAL STATUS

The financial provision for the school shall be such as to ensure that the library adequately selected and equipped in order to give the student to ensure an appropriate environment for graduate study and research in most developments in the library profession.

LIBRARY FACILITIES

Library facilities adequate for research.

REQUIREMENT FOR ADMISSION

Graduation from an approved college or university and in addition the position of an approved one-year professional curriculum of the university.

DURATION

M. A. or M. S. for the satisfactory completion of one year of professional study satisfactorily graduate in character. Ph. D. to be conferred under the university regulations governing the degree 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, however no salary, research and study are needed for the organization of such courses as may be under consideration. A school should reserve the right to refuse to admit an applicant who does not meet the requirements, but who has not had successful library experience or who has not demonstrated his ability to carry the work properly. The school should admit an applicant who does not fully meet the requirements but who has the faculty that in the course of work shows a lowering of standards. It is desirable that such a curriculum be offered at the university. The 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.