The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
Office of the President

CHICAGO June 3,1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My Dear Mrs. Hitchcock:

I should be very glad to have your suggestions regarding the articles which should be placed in the corner-stone of Hitchcock Hall. There will be quite a good sized box.

Very truly yours,

MRS

The University of Chicago

Office of the President

CHICAGO June 3, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My Dear Mrs. Hitchcock:

I should be very glad to have your suggestions regarding the articles which should be placed in the corner-stone of Hitchcock Hall. There will be quite a good deal of it.

Very truly yours,

June 14th, 1901.

My dear Mrs. Hitchcock:

I am hoping that everything which you desire to have placed in the box has been arranged for. We desire to have the box contain just what you wish.

While we shall expect you to be at the President's house as early as a quarter of eleven, I can assure you that the laying of the corner-stone of Hitchcock Hall will not take place till the clock has struck twelve.

Very truly yours,

W. R. Harper

June 6th 1901.

Dr Harper:

Dear friend:

I enclose two lists of those I would like to have present when the corner stone of Hitchcock Hall is laid. One list is entirely complimentary. They are dear friends who are by distance, or business, or illness prevented from being present but I should like to have them know I wish they could be present. The other list is not complete but I could let you know how many I add to it.

In you "pressed down and running over" engagements of this busy time would you like me to assist in the general list? I could send my card like the one enclosed if you like or a similar imitation on small note-paper.

You can let me know over the telephone only if I am to have the general list you will have to return that half of the letter.

In regard to what shall go into the box I have a memorial of Mr Hitchcock's life with a portrait, also the journal of the Constitutional Convention of 1871 of which he was president. Mr Pulsifer will put in a drawing of the Hall. You can tell me what you think of these. I am, sincerely,

Your friend,
Annie Hitchcock

Sample only

Mrs Charles Hitchcock invites
you to the laying of the corner
stone of Charles Hitchcock Hall
at the University of Chicago
Tuesday afternoon.
June 15th at 11.30 a. m.

741 Greenwood Avenue

This looks pretty crowded
but I could write the
same on small note-
paper. unless you
have a printed form
you wish to use —

A. E. COLEMAN, Pres. and Treas.

JAMES E. LOW, Secretary.

Chicago Ornamental Iron Company

All agreements contingent upon strikes and other causes beyond our control.

Ornamental Iron, Bronze and Brass, Cast or Wrought ...of any desired finish..

OFFICE AND WORKS
37th ST. and STEWART AVE.
Phone, Yards 88

Building Work, Panels, Statues, Etc.

Chicago. October 9, 1902.

Mr. D. H. Perkins, Architect,
Steinway Hall, Chicago.

Dear Sir:

Replying to yours of October 7th relative to our workmen same has been given our foreman and he will see that they are informed of the invitation. Our men are all working however at this time of the year Saturday afternoons and some of them who were with us on that building are not in our employ at the present time and we cannot reach them as we do not know their address and for these reasons it may be that our representation will not be large and we explain the matter so that it will be understood.

Yours truly,

CHICAGO ORNAMENTAL IRON CO.

A. E. Coleman

Pres.

A. E. COLEMAN, Pres. and Treas. JAMES E. LOW, Secretary.

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Yours truly,

CHICAGO ORNAMENTAL IRON CO.

A. E. Coleman

Pres.

G. A. EDWARD KOHLER.
FRANKLIN W. KOHLER.

TELEPHONE HARRISON 322.

KOHLER BROTHERS

CONTRACTING ELECTRICAL ENGINEERS

LIGHTING - POWER - RAILWAYS.

1804-1806-1808-1810-1812 FISHER BUILDING.

CHAS. R. KREIDER, Business Manager.
CHAS. A. DRESSER, General Superintendent.
GEO. H. BINKLEY, Engineer Railway Dept.

ADDRESS ALL COMMUNICATIONS TO THE FIRM.

Chicago, October 9, 1902.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, City.

Dear Madam:-

We beg to thank you for your very kind invitation through Mr. Dwight Heald Perkins for our workmen who were employed on the electrical work in Hitchcock Hall to meet you for a tour of inspection on Saturday afternoon of this week. We are much pleased to know that our work is so satisfactory and it is our aim to always have it so. It gives us great pleasure to state that our Messrs. P. D. Swan and R. J. Langan, who were employed on this work, will, together with their wives, be present Saturday afternoon. We also wish to express the regrets of our Mr. J. A. Wayland, for his inability to be present, as he is now engaged on work for us in Sioux City, Iowa.

Again thanking you for your invitation and assuring you that it is deeply appreciated, believe us,

Sincerely yours,

Kohler Brothers,

C. R. Kreider

Business Manager.

C.R.K.-S.

October 9, 1902.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, City.

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Sincerely yours,

Kohler Brothers,

C.R.K.-S. Business Manager.

.. Davis Construction Co..

INCORPORATED 1897

STEAM AND HOT WATER HEATING
AND VENTILATION ENGINEERS

75 Michigan St.

TELEPHONE MAIN 383

Chicago, Ill., October 8th, 190 2.

Dwight Heald Perkins, Archt.,

City.

Dear Sir:--

We are in receipt of your letter of the 7th with the kind invitation from Mrs. Hitchcock to be present at the inspection of the new Hitchcock Hall Bldg., and we wish to express our thanks for your kind remembrance of us in the matter.

We will place the invitation before our men and trust we will be represented next Saturday afternoon. Again thanking you for your courtesy in the matter, we remain,

Yours respectfully,

Davis Construction Co.,
E. G. Capron

Davis Construction Co.

INCORPORATED 1897

STEAM AND HOT WATER HEATING
AND VENTILATION ENGINEERS

75 Michigan St.

TELEPHONE MAIN 384

Chicago, Ill. October 8th, 1902.

Dwight Heath Parkins, Arch't.

City.

Dear Sir:--

We are in receipt of your letter of the 7th with the kind invitation from Mrs. Hutchinson to be present at the inspection of the new Hutchinson Hall Bldg., and we wish to express our thanks for your kind remembrance of us in the matter.

We will place the invitation before our men and trust we will be represented next Saturday afternoon. Again thanking you for your courtesy in the matter, we remain,

Yours respectfully,

Davis Construction Co.

ESTABLISHED 1886 INCORPORATED 1901

Frederick P. Bagley and Company

Merchants and Workers in Marble

Eighteenth Street Viaduct

Chicago October, 9, 1902.

EXTERIOR AND INTERIOR CONSTRUCTION
GEORGIA MONUMENTAL MARBLE
IMPOSING STONES

D. H. Perkins,

Steinway Hall, city.

Dear sir:-

ANSWERING 7TH. OCTOBER.

Your favor of above date reached us this morning. The writer will be pleased to extend Mrs. Hitchcock's invitation to the workmen who were employed on Hitchcock Hall. The invitations will be sent by special delivery, as they should reach the men to-day, in order that they may be able to prepare to attend the reception. We will enclose with the invitation a return postal and we hope to be able to let Mrs. Hitchcock know to)morrow how many will attend.

This is the first time, to my knowledge that an invitation of this character has been extended by the owner of a Chicago building to the workmen who erected the building. I have always felt that a reception of this kind should be given upon the completion of a good piece of work and I am glad to know that there is an owner in Chicago who agrees with me.

Very truly yours,

Frederick P. Bagley

F. P. B.

Dear Perkins:
Extend my congratulations to Mrs. Hitchcock.
F.

Frederick H. Bagley and Company

Decorators and Workers in Marble

Eighteenth Street Viaduct

Chicago October, 9, 1902.

D. H. Perkins,

Steinway Hall, City.

Dear Sir:-

ANSWERING 7TH. OCTOBER.

Your favor of above date reached us this morning. The writer will be pleased to extend Mr. Hitchcock's invitation to the workmen who were employed on Hitchcock Hall. The invitations will be sent by special delivery, as they should reach the men to-day, in order that they may be able to prepare to attend the reception. We will enclose with the invitation a return postal and we hope to be able to let Mr. Hitchcock know to)morrow how many will attend.

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Very truly yours,

F. P. B.

Mr. Hitchcock
Letter in connection with the reception.

secure Dr Parker and his family to administer the East-End of "Hitchcock" seemed to solve the most difficult problem, and to insure the successful running of the three things that distinguish it from other halls: the library, the breakfast room, and the hospital.
Yesterday I was informed, that the Foot-Ball team were to have that particular end of the building.
I can but feel that will imperil the success, while there are other parts of the building especially fitted to meet the needs and tastes of the Ball Team. There is a fine Club-room in the west end of the building that is made for indoor sports, with smoking room open fire place, &c.

The middle section has the only door opening on 57th Street giving free ingress from "Marshall Field", and out to their special training table at all hours, without coming through the Campus.
They can have no interest in the breakfast room, but transient interest in the hospital, and but little taste for the quiet of the library.
I wish to place every book, picture and ornament, of not too perishable a nature, without reserve, in that library.
Have patience with this plea for the protection of my household gods.
Dr Parker said the other day he could not ask his fraternity there because they needed a private hall. There are three lower rooms in the west end section which could be made as private as desired while they are finishing the building. Does it not seem as if he would

be more firm in the respect of the young men, if he had his devoted fraternity with him. There is so much in the way a building is launched. If you will see to it that the innovations of the East End of Hitchcock Hall have a fair chance to succeed, you will gratify a host of friends who have longed to see them an inseparable part of student life. I am sure you are glad I wrote instead of calling. If you knew how many urgings to speak to you on other things I have resisted, you would perhaps think I had not exceeded my privilege of signing myself

Your very sincere friend,

Annie Hitchcock

Monday July twenty eighth
Nineteen hundred and two

4741 Greenwood Avenue.

C. R.

Mrs Crane

William R. Harper:

My dear friend;

You were kind enough to say you would be glad to see me at your office any day this week, but I think it will save your time, and also avoid any possible appearance of differing opinions if I write instead of calling. Of course the finishing of Hitchcock Hall, and the launching it on its career of usefulness, is of first importance these days, and I am busy perfecting my library and framing my pictures trying to have every thing ready in time.

The inspiration which led you to

employed to keep in order the distinctive features of the East end of the Hall.
If you would like to look over these rooms, with these changes in view, you could make an appointment with Mr Perkins or the Architect early in the week, or I would be glad to meet you in the Memorial library of the Hall next Wednesday.
I have written at this length to save you time and mine.
I hope to send all my books down next Wednesday. I am, very sincerely
Your friend
Annie Hitchcock.

4741 Greenwood Avenue.

September 26th/90

Dr Harper:
Dear friend:
You have received any suggestions from me so courteously that I am going to make one more, hoping it may help you in deciding on the administration of Hitchcock Hall.
I visited its kitchen for the first time today, and when I saw its great range, and the spacious unused room beyond the kitchen and the north entrance to the same, it seemed to me the easiest thing to have a restaurant run there, without disturbing the residents of Hitchcock Hall in the

least. If you could fit it up simply, with comforts if they wanted it so, and could rent it to that Mrs Ingrim, the mother of the plumber, who now runs the Chanty and commands the respect of all her clientelle, she would be glad to serve the regular residents of the Hall, via the dumb waiter, the servant of the Hall administering the food ~~there~~. I am told the food is well cooked and wholesome, and not too expensive for the poorer boys. I think Dr Parker might not like this idea at first, but I am sure the restaurant in the basement and the rest of the Hall could be kept absolutely apart, and in this way the breakfast room would be able to serve all the meals to the residents of the Hall, until the Commons are finished.

I have met both ~~Dr~~ Parker and his sister, and their ideas of making the hall a social centre are admirable. Miss Parker however does not assume any responsibility for the care of any but her own possessions. Is it possible to make her the superintendant of the hospital, breakfast room, and library on a moderate salary?

I found she felt it would be very desirable to have another maid

these disturbing assertions by a few facts from you; and, sometime, if I could have a little talk with you, I could have something less vague than I have at present. I will be coming down early in the week, and if, any morning, you could arrange over the telephone a fifteen minutes interview, either at Hitchcock Hall or your office, I will be glad to be present.

I assume your this note is the result of no plea on Miss Wheeler's or Mr Perkins part, but only out of my own disgruntled mind. I do not ask a written reply, only "think on these things", and, if possible, interpose your word to prevent the spoiling of an almost perfect enterprise. I am, always

Most sincerely
your friend
[illegible]

4741 Greenwood Avenue.

Dr W. R. Harper:

My dear friend:

Because you said you desired to consult me about the finishing and furnishing of "Hitchcock", I am writing this note as a means of saving your valuable time. Because I found there were not mere words, I abandoned all thought of journeys abroad, and have made these finishings and furnishings of Hitchcock Hall of first importance this summer. The architect has gone there daily and given his personal attention to the details to a very unusual degree. Miss Wheeler gave up her summer vacation for the same reason, and there have been any number of

in order that the result should be harmonious with exterior and the purposes of the building.
Of course we expected to modify the amount of expenditure according to your commands, but that seemed very possible when you told me the trustees had voted eight thousand dollars for the furnishing.
It was a tremendous surprise to us all when Major Rust sent a perfect stranger, from Carson & Pirie's mercantile house, to Mr Perkins with the off hand question: "What do you want to furnish Hitchcock Hall?"
To take it out of Miss Wheeler's hands when half the work is done: Estimates designs, color schemes &c. is to pay a

changed at this stage without destroying the perfection of the final building on the Campus.
Both Mr Perkins and Miss Wheeler have labored far more than money can compensate to produce the greatest perfection.
To let a stranger mar their work is too great a pity to let pass in silence, and I have faith to believe that you have not given your attention to this complete change of plan.
I have recently been visiting among North side people and have been painfully and surprised with the frequent expression of a certain distrust, almost hostility to the University of Chicago among them.
"No woman can be treated fairly there", has been repeatedly said in my presence.
I have been so happy to be able to reply "You are mistaken I have had ample justice and courtesy shown me always

[July 20?, 1902]

no date

---, ----, ----.

My dear Mrs. Hitchcock:-

I am glad to get your letter which was duly received, and I am glad that the letter as you suggest, is based upon vague information. It contains some information which is entirely new to me, namely, that Carson, Pirie, Scott & Co. had been asked to call upon you or anyone else. I am inclined to think that this is based entirely upon the business energy on their part. There certainly has not been any purpose to put a new person on the proposed work.

I am inclined to think that if women have no opportunity at the University, they have no opportunity anywhere. I am very tired hearing these statements because, as you know, they are absolutely unfounded.

I shall hope to see you some time Monday, and will call you up on the telephone in reference to it.

Yours very truly,

W. R. Harper

[July 30?, 1902]

My dear Mrs. Hitchcock:-

I am glad to get your letter which was duly received, and I am glad that the letter as you suggest, is based upon vague information. It contains some information which is entirely new to me, namely, that Carson, Pirie, Scott & Co. had been asked to call upon you or anyone else. I am inclined to think that this is based entirely upon the business energy on their part. There certainly has not been any purpose to put a new person on the proposed work.

I am inclined to think that if women have no opportunity at the University, they have no opportunity anywhere. I am very tired hearing these statements because, as you know, they are absolutely unfounded.

I shall hope to see you some time Monday, and will call you up on the telephone in reference to it.

Yours very truly,

W. R. Harper

1641 Greenwood Avenue

William R. Harper:

Dear friend

I cannot refrain from expressing to you my appreciation of the kind consideration which you have exercised toward me during the care-ful day of the Decennial. In attending to the great things you never failed also to do the helpful and kind things, and your daughter was your only rival in thoughtfulness.

I hope you will have the great reward of seeing the University of Chicago

has not only won a place in the admiration of the people but also in their love and devotion. I am, most sincerely

Your friend
Annie Hitchcock.

June 21st 1901.

[June 17, 1901]

The University of Chicago

The Trustees of the University request the pleasure of your company at dinner on Monday, June the seventeenth at six o'clock to meet Mrs. Rockefeller.

Green Hall.

Please reply

to

MISS TALBOT.

GREEN HALL,
UNIVERSITY OF CHICAGO.

Washington,
May 30, 1901

My dear Chas. Hitchcock

Your brother was one of my dearest friends, & if I could make an address at the laying of the corner stone of a building erected to his memory, I would willingly do so. But it is really impossible, & I have so written to President Harper.

I was pleased to hear from you & to know that Charles Hitchcock

was to be thus commemorated –

He was at the head of the bar in 1856, when I came to Chicago, & so remained until his untimely death – I frequently think of him, & never without regret that he was not spared until to-day –

Very sincerely yours

Melville W. Fuller

Melville W. Fuller
Chief Justice U. S. A.

August 7th, 1901.

Mrs. Annie Hitchcock,

4741 Greenwood Avenue, City.

My dear Mrs. Hitchcock:

Your letter has been received, and the statement concerning Mrs. Scammon seems to me to be entirely appropriate. It seems to express exactly the thought which we have all felt.

I note also what you say concerning Miss Synon. I have already had her case before me, and I hope that she may be successful.

Thanking you for your kind words, and hoping that you are pleased with the progress which the new building is making, I remain

Very truly yours,

W. R. Harper

August 7th, 1901.

Mrs. Annie Hitchcock,

4741 Greenwood Avenue, City.

My dear Mrs. Hitchcock:

Your letter has been received, and the statement concerning Mrs. Scammon seems to me to be entirely appropriate. It seems to express exactly the thought which we have all felt.

I note also what you say concerning Miss Symon. I have already had her case before me, and I hope that she may be successful.

Thanking you for your kind words, and hoping that you are pleased with the progress which the new building is making, I remain

Very truly yours,

W. R. Harper

1711 Greenwood Avenue.

William R. Harper:

Dear friend:

According to the request of the board of the Hospital School. I have tried to express their sense of loss in Mrs Scammon's death and enclose a copy for your approval. If you do not object I will send a copy of it to Miss Campbell for her to read at the next meeting in case I am out of town.

but I do not believe it is necessary having found you always ready to do the kind and helpful thing when your conscience would allow you to do so. I am, very truly

Yours friend

Annie Hitchcock.

August fifth

Nineteen hundred and one.

I received a call from a Miss Mary H. Flynn, who has just graduated from the University of Chicago and desires a place as teacher of History in Rockford Seminary.

Many years ago her grandfather was in the employ of my brother and was a capable, faithful and honest man. His family have steadily lived up to that standard in whatever they did, and if the young woman is as efficient as a teacher, will deserve a chance to work. I promised to call your attention to her

At the request of the Board of Directors for the Hospital School for Delicate Children I desire to express in some measure the deep sense of loss they sustain in the death of Mrs J. Y. Scammon. Her charming and sympathetic presence on the board, in her frequent visits to the school and among the friends she sought to interest to interest in the school cannot be replaced.

We who succeed her can only remember her example and seek to follow it with mingled love and duty.

Aug 1st 1901. Annie Hitchcock.

At the request of the Board of Directors for the Medical School for Girls we have to express our sincere thanks for the large sum of ten thousand dollars in the Bank of Montreal for the Medical School for Girls, the income from the same to be used for the benefit of the School in the discretion of the Board of Directors.

The Board of Directors are particularly anxious at the present time, in view of the recent action of the Medical Council of the Medical School for Girls, to be able to carry the School on in the most efficient way possible.

We trust the donor has some relatives who are equally able and willing to follow it with similar gifts.

Yours truly,

Thos. Wilkinson

Sept. 1st 1901.

May 28th, 1901.

gifts

My dear Professor Shorey:

It is the wish of Mrs. Hitchcock, and the University joins in the wish, that you will consent to speak a few words (say ten minutes) in connection with the laying of the corner-stone of the new Hitchcock Hall, on Saturday morning, June fifteenth. It was through your father that this gift was made to the University, and it is appropriate that, in his name, you should perform this service. Mrs. Hitchcock has written very strongly in the matter, and I am sure you will appreciate her desire.

I remain

Very truly yours,

H. P. Judson

May 28th, 1901.

Sighs

My dear Professor Shorey:

It is the wish of Mrs. Hitchcock, and the University joins in the wish, that you will consent to speak a few words (say ten minutes) in connection with the laying of the corner-stone of the new Hitchcock Hall, on Saturday morning, June fifteenth. It was through your father that this gift was made to the University, and it is appropriate that, in his name, you should perform this service. Mrs. Hitchcock has written very strongly in the matter, and I am sure you will appreciate her desire.

I remain

Very truly yours,

H. P. Judson

Dr William H. Harper
Politeness of Dwight Perkins

S. S. Pennsylvania
4741 Greenwood Avenue
June 8th 1900.

WOC

Dr Harper:

Dear friend:

Before I land at Cherbourg I am writing this note to you that Dwight Perkins may submit to you some suggestive plans for the Memorial Room of the Charles Hitchcock ~~Bldg.~~ I think you said you would be home the last of June and I will be very glad if you will

tell Mr Perkins if there would be any chance of my seeing the plans for the building if I am home by August sixteenth, or if I may linger until September without hindering any thing.

I fear the "labor question" still blocks the way for any decisive action on the part of the University.

Hoping you were greatly refreshed by your vacation journey, I am, most sincerely

Your friend

Annie Hitchcock.

Hitchcock

4741 Greenwood Avenue.

File

Dr Harper:

Dear friend:

Sympathizing with you in your strenuous efforts to deepen the financial foundations of the University of Chicago, and desiring to erect a Memorial in that institution to my husband: Charles Hitchcock, I am prepared to transfer to the University of Chicago my interest in La Salle Block, (Corner of La Salle & Madison Sts.) to the value of (200.000.00) two hundred thousand dollars, subject to the conditions already discussed between us.

Very sincerely your friend

Annie Hitchcock.

Dec 31st/99.

4741 Greenwood Avenue.

4741 Greenwood Avenue.

Dr Harper:

Dear friend:

I received the list of woman officers in the University, and make good use of it as I have opportunity. As the indefiniteness of the time for the laying of the corner stone of Hitchcock Hall continues, and must continue a little longer, I have grown to feel that it is most desirable to invite Paul Shorey to make the ten minute address on that occasion.

Mr Daniel Shorey was associated in school, in college, and in profession

with Mr Hitchcock, and was the first person to suggest to me that I should do something for the University, by will.

It would be an acknowledgment of this life long friendship, and also a recognition of Mr Shorey's services to the University, if his son were asked to make this address.

If you do not object, I would like to write a personal letter to Mr Paul Shorey asking him to perform this service for me. He would then have it in mind, and when you find the place for it in the many arrangements of the occasion you could easily call upon him.

I think it desirable for the trustees to especially invite Chief Justice Fuller Sec Lyman J. Gage and Mr S. M. Nickerson to the exercises, as citizens who have not had their formally recognized towards Chicago, although they reside elsewhere. I have Mr Hitchcock's address.

Very truly yours
Harry Pratt Judson

Written Monroe Doctrine.

May 9,1901.

Mrs. Chas. Hitchcock:

4741 Greenwood av. City.

We are beginning to plan the laying of the corner stone of the splendid building which by your kindness tha University will be permitted to erect. The ceremony will include two things;

the laying of the corner stone by yourself, and a brief address by some one who could appropriately express the thoughts in your heart and in the mind of the University. I am writing to ask whether there is some one whom you would like to suggest as the proper person to be invited to make this brief address ?

Hoping that I may hear from you, I remain,

Very truly yours,

W. R. Harper

May 9,1901.

Mrs. Chas. Hitchcock:

4741 Greenwood av. City.

We are beginning to plan the laying of
the corner stone of the splendid building which by your
kindness the University will be permitted to erect.
The ceremony will include two things;
the laying of the corner stone by yourself, and
a brief address by some one who could appropriately express
the thoughts in your heart and in the mind of the University.
I am writing to ask whether there is some one whom you
would like to suggest as the proper person to be invited
to make this brief address ?

Hoping that I may hear from you, I remain,

Very truly yours,

W. R. Harper

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
Office of the President

May sixth, Nineteen Hundred and One.

My dear Mrs. Hitchcock:

We are beginning to plan the laying of the corner-stone of the splendid building which, by your kindness, the University will be permitted to erect. The ceremony will include two things; the laying of the stone, by yourself, and a brief address by some one who could appropriately express the thoughts in your heart and in the mind of the University. I am writing to ask whether there is some one in particular whom you would like to suggest as the proper person to be invited to make this brief address?

Hoping that I may hear from you, I remain

Very truly yours,

William R. Harper

Mrs. Charles Hitchcock,
4741 Greenwood Avenue, Chicago.

The University of Chicago

May 31st 1901

My dear Mrs. Hitchcock:

I am very much touched and honored that you should select me as your representative at the laying of the corner stone of Charles Hitchcock Hall, and I shall regard it as a privilege to be allowed to say a few words on that occasion in your name, and in the name of the beautiful friendship that united my father and Mr. Hitchcock. I am about to leave town to give an address at the University of Kansas, but on my return will seek an opportunity of consulting you further in the matter.

Very sincerely yours

Paul Shorey.

File

Mem. re La Salle Block.

An undivided three-fifths of an undivided half to be conveyed at a valuation of $150,000. An annuity to be paid to the donor during her life in quarterly installments equal to an agreed annual rate of interest on the $150,000.

The $150,000., or so much thereof as may be necessary, to be expended within two years in the erection of a dormitory building to bear the name designated by the donor, which building shall contain a library and reading room to be perpetually maintained as such, in which shall be placed, at a time to be designated by the grantor, the books and pictures to be presented by her. Said building shall also contain a "commons" for the students of the University. If it shall not be necessary to use the entire amount of $150,000. in constructing the building, then any difference between the cost of the building and $150,000. shall be set apart as a fund the income from which shall be used toward the proper maintenance of the building.

2

Mem. re La Salle Block.

An undivided three-fifths of an undivided half to be conveyed at a valuation of $150,000. An annuity to be paid to the donor during her life in quarterly instalments equal to an agreed annual rate of interest on the $150,000.

The $150,000., or so much thereof as may be necessary, to be expended within two years in the erection of a dormitory building to bear the name designated by the donor, which building shall contain a library and reading room to be perpetually maintained as such, in which shall be placed, at a time to be designated by the grantor, the books and pictures to be presented by her. Said building shall also contain a "commons" for the students of the University. If it shall not be necessary to use the entire amount of $150,000. in constructing the building, then any difference between the cost of the building and $150,000. shall be set apart as a fund the income from which shall be used toward the proper maintenance of the building.

Charles Hitchcock Hall

There shall be a memorial room built to receive the books & pictures of my husband for which I wish to provide the cases.

There shall be a breakfast room where the young men may have the European breakfast (coffee & rolls) by paying extra and exercise the hospitality of a cup of tea, if they choose.

There shall be a infirmary with at least six beds for the use of sick boys in the University.

There shall be a housekeeper competent to be custodian of the library, to superintend the breakfast room and to care for the sick boys.

The little kitchen which the housekeeper would need for her own use, to prepare the coffee, and food for the sick should be in the basement, below the breakfast room & infirmary, with at least a dumb waiter running between the various stories.

These details will appear in suggestive plans.

Allerdock

4741 Greenwood Avenue.

65

Dr Harper:

Dear friend:

I think it best to write you some thoughts resulting from an interview with Mr Chas. Hutchinson yesterday.

He surprised me in many ways. He told me that it was at least three weeks too late with my suggestion of an architect; that Mr Coolidge would not consider, or allow you to consider, other plans with his own, that no other architect could honorably prepare suggestive sketches for me to submit to you without Mr Coolidge's permission.

Now let me state the other side of the question as briefly as possible:
In drawing up the contract you stipulated that you must have at least three years in which to complete the building, and I had no reason to suppose the architect was determined upon, and plans made past reconsideration.
I have been happy in the thought that I could anticipate my will, in helping the University of Chicago, erect a suitable memorial to my husband, and express my ideas of much needed reforms in boys' dormitories by one deed.
I have yielded the right of choice of site to your judgment of the needs of the University and thereby disappointed

many of Mr Hitchcock's friends.
I am prepared to exact from any architect that the building should harmonize, outside, with the general effect of the buildings, but I am not content that the building should be put up, and administered, and stand in the community as my expression of an adequate memorial for my husband, and my ideal of what a boy's dormitory should be, when I have not been consulted at all as to details, nor allowed to show, by a sketch, what is possible in the way of improvement.
I can hardly have you understand how many will be discouraged when they know that I have had no voice or choice in the way this memorial is

Now let me state the other side of the question as briefly as possible:
In drawing up the contract you stipulated that you must have at least three years in which to complete the building, and I had no reason to suppose the architect was determined upon, and plans made past recommendation.
I have been happy in the thought that I could anticipate my will, in helping the University of Chicago, erect a suitable memorial to my husband, and express my ideas of much needed reforms in boy's dormitories by one deed.
I have yielded the right of choice of site to your judgment of the needs of the University and thereby disappointed

is to be made. All of which
I submit to your kindly consider
ation. Sincerely

Your friend
Annie Hitchcock

January thirty first
Nineteen hundred.

Hitchcock

4741 Greenwood Avenue.

Dr Harper:

Dear friend:

I would like to still further simplify my letter to you about the Memorial building by striking out the first part of the first sentence.

You do not need sympathy in the premises, having abundant courage and enterprise to conquer obstacles. I wish whatever goes on record to be as brief and unostentatious as was the man I seek to commemorate.

Sincerely your friend

Annie Hitchcock.

Jan 1st/1900.

474 Greenwood Avenue

1

Dr Harper:

Dear friend:

I would like to still further simplify my letter to you about the Memorial building by striking out the first part of the last sentence.

I do not need sympathy in the work, having abundant courage and enterprise to conquer obstacles. Success whatever goes in record to be brief and modest monuments as was the one I seek to commemorate.

Sincerely your friend

Emma Hitchcock

Hitchcock, Mrs.

Dr Goodspeed

AGREEMENTS WITH REPRESENTATIVES OF THE UNIVERSITY OF CHICAGO,

IN CONFERENCE, JANUARY 6th., 1900.

X X X X X X X

10. "It is agreed that the proposed gift of Mrs. Chas. Hitchcock shall beaccepted by the University. This gift consists of a deed to the University of a one-half interest in Chicago real estate, the interest valued at $250,000. less a mortgage of $40000. and less $10000. cash to be repaid to Mrs. Hitchcock, making the net gift $200,000.

The conditions of this gift are that the University shall pay Mrs. Hitchcock, who is about 60 years of age, an income of $9000. per annum so long as she shall live; also that the University shall erect upon its campus a dormitory at a cost of not exceeding $100,000. to be called the "Hitchcock Dormitory". It is understood in this memorandum that the University will secure Mrs. Hitchcock's consent to use the balance of the fund in some form of endowment.

It is agreed that from the $2,000,000. fund Mr. Rockefeller will duplicate this gift of $200,000. less such sum as shall be mutually agreed upon under the advice of an actuary as representing the $9000. per annum to be returned to Mrs. Hitchcock during her life, the figuration to be based upon the average life of a person of Mrs. Hitchcock's age and an annual interest rate of four per-cent.

It is agreed that from the new "Rockefeller Fund 'F'", arranged for in the settlement of January 1, 1900, as above, $50,000. shall be invested in the purchase and cancellation of the mortgage on the Hitchcock property and in paying Mrs. Hitchcock $10,000. cash required and $100000. shall be used in the erection of a dormitory building on the campus to be called the Hitchcock Building"

AGREEMENTS WITH REPRESENTATIVES OF T[illegible]VERSITY OF CHICAGO,

IN CONFERENCE, JANUARY 6th., 1900.

X X X X X X X

10. "It is agreed that the proposed[illegible] Hitchcock shall be accepted by the Univers[illegible] of a deed to the University of a one-half [illegible] estate, the interest valued at $250,000. [illegible] $40000. and less $10000. cash to be repaid [illegible] the net gift $200,000.

[illegible] pay Mrs. Hitchcock, who is about 60 years [illegible] $8000. per annum so long as she shall liv[illegible] shall erect upon its campus a dormitory a[illegible] $100,000. to be called the "Hitchcock Dor[illegible] in this memorandum that the University wil[illegible] consent to use the balance of the fund in [illegible]

It is agreed that from the $2,00[illegible] will duplicate this gift of $200,000. less [illegible] mutually agreed upon under the advice of a [illegible] the $8000. per annum to be returned to Mrs [illegible] life, the figuration to be based upon the [illegible] of Mrs. Hitchcock's age and an annual inte[illegible] cent.

It is agreed that from the new "[illegible] arranged for in the settlement of January [illegible] $50,000. shall be invested in the purchase [illegible] mortgage on the Hitchcock property and in [illegible] $10,000. cash required and $100000. shall [illegible] of a dormitory building on the campus to [illegible] building"

[illegible] of Mrs. Chas. [illegible] This gift consists [illegible] at in Chicago real [illegible] mortgage of [illegible] Hitchcock. making [illegible] University shall [illegible] an income of [illegible] that the University [illegible] of not exceeding [illegible]. It is understood [illegible] Mrs. Hitchcock's [illegible] form of endowment.

[illegible] fund Mr. Rockefeller [illegible] sum as shall be [illegible] as representing [illegible] Hitchcock during her [illegible] life of a person [illegible] rate of four per-

[illegible] feller Fund "[illegible] [illegible]00, as above. [illegible] consummation of the [illegible] Mrs. Hitchcock [illegible] in the erection [illegible] the Hitchcock

February 17,1905.

Mrs. Anna Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

Mrs. Harper has shown me your letter, and I wish to thank you for the kind words it contains. It was very good of you to think of us at this time, and we appreciate it more than I can tell you. There has been no one who has given me more encouragement than yourself in these last years in the heavy burdens which I have been called upon to carry, and for all the trust and kindness you have shown in me and to me I wish to thank you from the bottom of my heart.

Yours very cordially,

W. R. Harper

February 17, 1905.

Mrs. Anna Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

Mrs. Harper has shown me your letter, and I wish to thank you for the kind words it contains. It was very good of you to think of us at this time, and we appreciate it more than I can tell you. There has been no one who has given me more encouragement than yourself in these last years in the heavy burdens which I have been called upon to carry, and for all the trust and kindness you have shown in me and to me I wish to thank you from the bottom of my heart.

Yours very cordially,

W. R. Harper

Mr Hutchins
from JMB

(810)

4741 GREENWOOD AVENUE

My dear friend:

I have taken some time before replying to your suggestion that I add a portrait of myself to the library of H Hitchcock. I feared to destroy the harmony of that room where every interest centres in the portrait which presides over the mantlepiece. I took my artist friend there today, and he

thinks he can so paint
and place my portrait
that there will be no
discord –
If he succeeds and you
should approve of it, that
will be a sufficient reason
for trying and I have
told him to begin as soon
as he likes. Wishing you
a Happy New Year, I am
always, sincerely,
Your friend
Annie Hitchcock

December 23d 1904.

November 18,1904

Mrs.Charles Hitchcock,

4729 Greenwood Avenue,

Chicago, Illinois.

My dear Mrs.Hitchcock:

I am very glad to receive the additional list of persons to be invited to the Hitchcock reception a week from Monday. The more of your friends who are invited, the better we shall like it.

You are very kind to suggest flowers for the mantel, but you are always increasing in pleasant ways like this the debt of gratitude which we owe you.

Yours very truly,

W. R. Harper

November 18,1904

Mrs.Charles Hitchcock,

4729 Greenwood Avenue,

Chicago, Illinois.

My dear Mrs.Hitchcock:

I am very glad to receive the additional list of persons to be invited to the Hitchcock reception a week from Monday. The more of your friends who are invited, the better we shall like it.

You are very kind to suggest flowers for the mantel, but you are always increasing in pleasant ways like this the debt of gratitude which we owe you.

Yours very truly,

W. R. Harper

No date

Mitchell
Hobbock

4711 Greenwood Avenue

Dr Harper:

Dear friend:

I am in receipt of your letter of May 12th in reference to the purchase of La Salle Block by the University of Chicago.

I am glad the question is still alive, and have

just telephoned Mr Allen the contents of your letter. He suggests that you confer with him alone instead of the Gallup interest. It is impossible to come up to their demands, but at last, I think, they can be managed.

If you choose to arrange a meeting with Mr Chas. Allen by telephone: Express 167. at any place or time convenient to you, he will confer with you about the matter.

Truly yours Friend
Minnie Pilchuck.

May 13th [1900]

4741 Greenwood Avenue.

Dr. Harper:

Dear friend:

I hope you have arrived home after an interesting and pleasant journey.

I have spent the time in thinking over the situation, and having the suggestive plans of the Memorial building drawn. I have taken comfort in your assurances that I should be satisfied about it, even to the point of having a clause added to the contract defining my right to be consulted about the plans so that no one could question it.

My attorneys have drafted such a clause covering the question, and submitted it to me, and will send you a copy of it today.

With it I will send the suggestions of added comforts which seem so desirable in the new dormitory, although many of them will appear in the plans. However a concise statement of them may be more convenient for use.
I shall be happy to show you the suggestive plans whenever and wherever you desire. Perhaps it would be better that my young friend should explain them, and come to you with his plans, or we could look over them in my library quite free from interruption.
I wish to save you time and trouble as much as possible.

Sincerely yours friend
Annie Hitchcock

[Feb. 11. 1900]

4741 GREENWOOD AVENUE.

no date

Filed

Dear friend:

I send by a messenger the letter that was to go to you tomorrow, and you will see perhaps, that, as I have not the amended contract to send with it, it might be well for you to wait until you have considered that, before you have a talk with me. I will be just as free tomorrow night as tonight if you think

Hitchcock

4741 Greenwood Avenue.

Kraus

President Harper:

Dear Sir,

Thank you for your kind note expressing interest in William G. Jordan.
His theories in regard to acquiring and making use of knowledge are very practical, and there are many who experienced their usefulness last winter, who would be glad if place could be made for a course of his

lectures in the University
Extension plans for the
Kenwood centre which
is just coming into existence.
Hoping the judges in whose
hands you have left the
matter may be favorably
impressed with its
importance, I am,

Sincerely your friend
Annie Hitchcock

Oct: 26th/92

CROSS REFERENCE SHEET

Name or Subject Hitchcock, Mrs. Charles

File No.

Regarding

Date

SEE

Name or Subject

File No.

Dormitories

Gifts

Harper's Correspondence Feb 24, 1900 Harper to Martin A. Ryerson

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

CROSS REFERENCE SHEET

Name or Subject Hitchcock, Mrs. Charles File No.

Regarding Date

SEE

Name or Subject File No.

Personal Files

Gifts

Papers Correspondence, Feb 27 - for Papers re Mrs. R Brown

4741 GREENWOOD AVENUE

November 17th 1904.

Mr Chandler:

Dear friend:

I received your note fixing the date of the reception in Hitchcock Hall: November 28th.

It will be quite as convenient for me but I fear it will prevent the devotees to the Literary Club among my friends from being with us.

However with the benign presence of Dean Parker with us we shall still have our thanksgiving —

As you suggested I will add the names of a few more friends on the next leaf —

I think probably the University professors are generally invited but if some special invitations are issued I would be glad if Dr & Mrs Breasted and Prof & Mrs Clyde Votaw are among the number –

I think I have taken advantage of your hospitality – and trust you will not include all these persons unless there is ample room on your list of guests for them –

I will furnish the mantel below the portrait with flowers – I am, always sincerely

Your friend

Annie Hitchcock

Mr & Mrs Clinch D. Grover Fine Arts Bldg
Mrs & Miss Gane 5533 Washington Ave
Mr & Mrs Leslie Lewis 5605 Madison Ave
Mr & Mrs Mathews Bradley 5603 Madison Ave
Mr & Mrs Dewhurst 5647 Madison Ave
Mr John Crosser "The Kenwood". 47th Street
Mr & Mrs J. W. Janney 4729 Greenwood Ave
Mr & Mrs Carlon 4923 Greenwood Ave
Judge & Mrs Waterman 40 Groveland Park
Mr & Mrs Donnelly 4609 Woodlawn Ave
Mr & Mrs J. C. Welling 4750 Greenwood Ave
Mr & Mrs Van Hook 4754 Greenwood Ave
Mr & Mrs Heckman 4505 Ellis Avenue
Judge & Mrs Freeman 5760 Woodlawn
Mr & Mrs Martin Ryerson 1851 Drexel Boulevard
" " Charles Hutchinson 2709 Prairie Avenue
Mr & Mrs Bartlett. 2720 Prairie Avenue

4741 GREENWOOD AVENUE

November seventh

Mr Chandler:

My dear friend:

It is very kind of you to ask the names of friends I would like included in the invitation to the home reception of Hitchcock Hall and I trust I shall not exceed the desired number, the names and addresses I will put on the next page — You name the date as Monday. Nov. 24 You must have had an October Calender by you, because Nov. 24. is Thursday. I quite hope that is the date — Sincerely your friend

Annie Hitchcock —

I did not intend making such large use of my privileges. I beg you to feel quite free to reduce the number to suit your convenience

Sincerely
Annie Hitchcock

January 12th, 1903.

My dear Mrs. Hitchcock:-

I am greatly obliged to you for your kind letter of January 7th, and I assure you that the request which it contains will be given the most careful consideration. I am sure that you will appreciate the fact that many things have to be taken into account in these matters, and I appreciate also the most beautiful and charming way in which you have presented the matter.

I am hoping that your trip abroad will be the most delightful of your life. If the feeling that one has done a great and noble deed can make one happy, surely you ought to be a most happy person.

With great appreciation of your kindness and courtesy to me personally, I remain

Yours most affectionately,

W. R. Harper

Mrs. Annie Hitchcock,

4711 Greenwood Ave., Chicago.

January 12th, 1903.

My dear Mrs. Hitchcock:-

I am greatly obliged to you for your kind letter of January 7th, and I assure you that the request which it contains will be given the most careful consideration. I am sure that you will appreciate the fact that many things have to be taken into account in these matters, and I appreciate also the most beautiful and charming way in which you have presented the matter.

I am hoping that your trip abroad will be the most delightful of your life. If the feeling that one has done a great and noble deed can make one happy, surely you ought to be a most happy person.

With great appreciation of your kindness and courtesy to me personally, I remain

Yours most affectionately,

W. R. Harper

Mrs. Annie Hitchcock,

4711 Greenwood Ave., Chicago.

(58)

4741 Greenwood Avenue.

January 7th 1903.

Doctor Harper,

Dear friend

You were so kind as to say, at our last interview, that any suggestions made by me would receive your kindly consideration. As I am setting my house in order to leave for an indefinite time, there is one thing I would be glad to have you think of: whether you can find place in your new law department for Mr Roger Sherman, of 4634 Lake Ave. Mr Hitchcock and I have been interested in him from his boyhood. His ability is acknowledged by both bench and bar. He has an enthusiasm for the Law, and an inspiring influence on all young men who

meet him.
He is of the firm of Judge "Church, McMurdy and Sherman", and Horace Henry knows him well.
If you should find it for the best interest of all concerned, to appoint him to some position now, with the view of promoting him to the Hitchcock Law Professorship when the surplus allows, my last wish in the administration of the Hitchcock fund will have been gratified.
I shall not make it a matter of grievance if you find it impossible but my hopes are on the wing, just now. I am, always,
Most faithfully, your friend
Annie Hitchcock.
January seventh - Nineteen hundred & three

December 20, 1902.

Mrs. Annie Hitchcock,

4741 Greenwood Ave.,

Chicago.

My dear Mrs. Hitchcock:-

I have received your letter of December 19th, and thank you for the same. It will give me great pleasure to present it to the Board of Trustees.

I remain,

Yours very sincerely,

W. R. Harper

December 20, 1902.

Mrs. Annie Hitchcock,

4741 Greenwood Ave.,

Chicago.

My dear Mrs. Hitchcock:-

I have received your letter of December 19th, and thank you for the same. It will give me great pleasure to present it to the Board of Trustees.

I remain,

Yours very sincerely,

W. R. Harper

Herrick, Allen, Boyesen & Martin,
Counsellors at Law,
23 Portland Block.

John T. Herrick,
Chas. L. Allen,
T. K. Boyesen,
Horace H. Martin.

Trustee

Chicago, Dec. 19th, 1902

My Dear Sir:

After different interviews I have had with you recently in connection with Hitchcock Hall, and the income that is and may be obtained, I venture to make the following suggestion for consideration of yourself and the Trustees of the University.

I assume from what you have said, that it is within the possibilities that during my lifetime, there will be a surplus of income from the Hitchcock Hall above the expenses of maintenance and the four and one-half per cent. on $150,000. which you are paying me, and after you discontinue such payments there will be considerable surplus. In view of the need of establishing scholarships in the University, cannot any surplus income from Hitchcock Hall be applied for that purpose ?

I do not understand the situation sufficiently to go into further details, but, if you consider it proper to have any action on the part of the University which may require my concurrence, you may call, in my absence, upon Mr. Charles L. Allen, Chicago, who understands my wishes in the matter, and is fully authorized to sign my name to any action of which he may approve.

Yours very truly,

Annie Hitchcock.

W. R. Harper, President,
University of Chicago,
City.

Harper, Allen, Stagman & Martin

Attorneys and Counsellors

50 Chicago Avenue

Chicago, Dec. 19th, 1903

My Dear Sir:

After different interviews I have had with you recently in connection with Hitchcock Hall, and the income that is and may be obtained, I venture to make the following suggestion for consideration of yourself and the Trustees of the University.

I assume from what you have said, that it is within the possibilities that during my lifetime, there will be a surplus of income from the Hitchcock Hall above the expense of maintenance and the four and one-half per cent. on $150,000, which you are paying me, and after you discontinue such payments there will be considerable surplus. In view of the need of establishing scholarships in the University, cannot any surplus income from Hitchcock Hall be applied for that purpose?

I do not understand the situation sufficiently to go into further details, but, if you consider it proper to have any action on the part of the University which may require my concurrence, you may call, in my absence, upon Mr. Charles L. Allen, Chicago, who understands my wishes in the matter, and is fully authorized to sign my name to any action of which he may approve.

Yours very truly,

W. R. Harper, President,

University of Chicago,

City.

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CHICAGO

October 10th, 1902,

Mrs. Chas. Hitchcock,

4741 Greenwood Ave., Chicago,

Dear Madam:-

We received from Mr. Perkins, your kind invitation to the tile setters who worked upon Hitchcock Hall.

We regret to say that as all these men are working for us out of town, they will be unable to avail themselves of your kindness.

Yours very respectfully,

Hawes & Dodd

October 10th, 1902.

Mrs. Chas. Hitchcock,

4741 Greenwood Ave., Chicago.

Dear Madam:-

We received from Mr. Perkins, your kind invitation to the tile setters who worked upon Hitchcock Hall.

We regret to say that as all these men are working for us out of town, they will be unable to avail themselves of your kindness.

Yours very respectfully,

PAT. JULY 14, 1896. TRADE HOLOPHANE MARK MADE IN NEW YORK, U.S.A.

GENERAL SALES AGENTS
HOLOPHANE GLASS CO.

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(INCORPORATED)
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V. R. LANSINGH, PRES.
C. A HOWE, 1ST V. PRES.
E. H. LOUREY, 2ND V. PRES.
H. D. HOWE, SEC'Y
W. F. MINOR, TREAS.

V.R.L./S.R.

CHICAGO. Oct. 9,1902.

Mr. Dwight Heald Perkins,

1200 Steinway Hall,City.

Dear Sir:-

Replying to your favor of the 8th., regarding the inspection of Hitchcock Hall by our workmen. We would state that we will be pleased to accept Mrs. Hitchcock's kind invitation, and there will in all probablity be four of our men on the date set.

Thanking you for the same, we remain

Very truly yours,

THE V. R. LANSINGH COMPANY

Van Rensselaer Lansingh

President.

THE V. R. LANSINGH COMPANY
(INCORPORATED)
ILLUMINATING AND ELECTRICAL ENGINEERS
19 EAST ADAMS STREET

V. R. LANSINGH, PRES.
C. A. HOWE, 1ST V. PRES.
E. H. LOURIEY, 2ND V. PRES.
H. C. HOWE, SEC'Y.
W. F. MINOR, TREAS.

GENERAL SALES AGENTS
HOLOPHANE GLASS CO.

V.R.L./E.H. CHICAGO. Oct. 9,1902.

Mr. Dwight Heald Perkins,
1200 Railway Hall,city.

Dear Sir:-

Replying to your favor of the 8th., regarding the inspection of Hitchcock Hall by our workmen. He would state that we will be pleased to accept Mrs. Hitchcock's kind invitation, and there will in all probability be four of our men on the date set.

Thanking you for the same, we remain

Very truly yours,

THE V. R. LANSINGH COMPANY

President.

243 East 39th st., City.

September 9, 1902.

Dear Dwight:--

Your letter of invitation was received. And I accept with thanks. Mrs. Bock will accompany me.

I have forwarded to Messrs. Beil & Mouch a copy of your letter with a request of them to communicate to you their acceptance.

Sincerely yours,

Richard M. Bock

243 East 39th st., City.

September 9, 1902.

Dear Dwight:--

Your letter of invitation was received. And I accept with thanks. Mrs. Rock will accompany me.

I have forwarded to Messrs. Ball & Nowell a copy of your letter with a request of them to communicate to you their acceptance.

Sincerly yours,

Frederick W. Rock

7520 Broad av

Oct 10. 1902

Mrs. Charles Ritchieck

Dear Madame

Replying to the form extended by you to the men in my employ - through Mr. Perkins, they will take pleasure in meeting you at Ritchieck Hall at 3.30 tomorrow. Mr. and Mrs. Mooghan, Mr. and Mrs. Oakes, Mr. and Mr. Collins, and Messrs Marks and Sutton will be present

Very truly yours

H. A. Pusey

7250 Elm St
Oct 10, 1925

Mr. Charles Laboratory
Van Nuys

Replying to the form
enclosed by you to the Pres in my
employ - letting Mr. Cochran, they
will talk phone in meeting you
at Laboratory Wed at 3:30 P.M.
Mr. Van Nuys Langdon, Mr. Van Nuys
Olds, Mr. Van Nuys Chas, Van Nuys
Frank, and Sutter were the members
Very truly yours
H. A. Cochran

4741 Greenwood Avenue.

Doctor Harper

My dear friend

Will you let this stick, wrought by the most cunning carver of bamboo in Japan, bring to you my holiday greetings. If you sometimes feel like using it, I will be pleased.

The blessings of the holyday time be yours.

Sincerely your friend

Dec. 20th 1902. Annie Hitchcock

4741 GREENWOOD AVENUE,
CHICAGO.

To the workmen and their families who came to the house-warming of Hitchcock Hall.

From the beginning of the University I have hoped to link the name of Charles Hitchcock to it in some way, to keep his memory green in this community which knew and loved him.

I thought of a professorship to be established after I was dead, then of a building with a memorial room which could only exist on the paper of my will. When it was made possible for me to have this

building grow under my living eyes, you may know it was the greatest comfort and satisfaction.

To have an architect who gave me the fruits of study and travel in perfecting his thought of what a young men's dormitory should be, to have the assistance of a sculptor who designed from the woods and fields about us and made the English Gothic into an American Gothic, to have an artist who reproduced the features of Charles Hitchcock on canvas has been a joy to me, but all these beautiful plans would never have reached completion to-day but for the faithful working out of each part by you all. It has seemed to me as I went about from time to time that you were enjoying doing good work and beautiful work - each man his part and I thought perhaps you would enjoy the finished whole with me to-day when I am having the crowning satisfation of thanking you.

Copied - September 13, 1916
M. E. R.

PP 85:21

G. A. EDWARD KOHLER.
FRANKLIN W. KOHLER.

TELEPHONE HARRISON 322.

KOHLER BROTHERS

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CHAS. A. DRESSER, GENERAL SUPERINTENDENT
GEO. H. BINKLEY, ENGINEER RAILWAY DEPT

ADDRESS ALL COMMUNICATIONS TO THE FIRM.

Chicago, Oct. 9, 1902.

Mr. Dwight Heald Perkins,

Steinway Hall, City.

Dear Sir:-

We have for acknowledgement your esteemed favor of October 7th containing invitation for our workmen who were employed on the electric wiring of Hitchcock Hall to meet Mrs. Hitchcock Saturday afternoon for an inspection of the building, for which please accept our thanks. It is a source of gratification to us to know that our work there is so well thought of. It is our aim to do nothing but the best of work and a letter such as yours is an incentive to continue this policy. Our Mr. P. D. Swan and Mr. R. J. Langan, together with their wives, will be pleased to accept Mrs. Hitchcock's kind invitation. Mr. J.A. Wayland, who was also on this work, is at present in Sioux City, Iowa, superintending a contract which we have inthat city, and we regret that he will accordingly be unable to be present.

Again thanking you for your kind letter and trusting you will also convey our thanks to Mrs. Hitchcock, we remain,

Very truly yours,

Kohler Brothers,

C. R. Kreider

Business Manager.

C.R.K.-S.

Oct. 9, 1903.

Mr. Dwight Heald Perkins,

Steinway Hall, City.

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We have for acknowledgement your esteemed favor of October 7th containing invitation for our workmen who were employed on the electric wiring of Hitchcock Hall to meet Mrs. Hitchcock Saturday afternoon for an inspection of the building, for which please accept our thanks. It is a source of gratification to us to know that our work there is so well thought of. It is our aim to do nothing but the best of work and a letter such as yours is an incentive to continue this policy. Our Mr. P. D. Swan and Mr. R. J. Langan, together with their wives, will be pleased to accept Mrs. Hitchcock's kind invitation. Mr. J.A. Wayland, who was also on this work, is at present in Sioux City, Iowa, superintending a contract which we have in that city, and we regret that he will accordingly be unable to be present.

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Very truly yours,

Kohler Brothers,

G.R.K.-S. Business Manager.

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
Office of the President

CHICAGO June 3rd, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

You will be glad to know that the Trustees today let the contract for the laying of the foundation and for the putting on of the corner-stone. The other contracts will be let as soon as it is possible to get the bids in. This settles everything for corner-stone day.

We are going to invite some friends to take luncheon in Foster Hall Saturday, June fifteenth, at one o'clock. I should like to ask you to suggest the names of some of your friends who will be present at the corner-stone laying, in order that we may send them invitations to this luncheon.

Yours very sincerely,

William R. Harper.

The University of Chicago

Office of the President

CHICAGO June 3rd, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

You will be glad to know that the Trustees today let the contract for the laying of the foundation and for the putting on of the cornerstone. The other contracts will be let as soon as it is possible to get the bids in. This settles everything for cornerstone day.

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Yours very sincerely,

William R. Harper

June 6th, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

I am very grateful to you for your kind letter of June fourth. I am sure that Chief Justice Fuller would have been present if it had been possible, and I am equally sure that in Mr. Shorey you willhave a most acceptable substitute.

Your understanding of the exercises is correct. Whenyou send me a list of friends we shall be glad to send them invitations.

Thanking you, I remain

Very truly yours,

W. R. Harper

June 6th, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

I am very grateful to you for your kind letter of June fourth. I am sure that Chief Justice Fuller would have been present if it had been possible, and I am equally sure that in Mr. Shorey you will have a most acceptable substitute.

Your understanding of the exercises is correct. Whenever send me a list of friends we shall be glad to send them invitations.

Thanking you, I remain

Very truly yours,

W. R. Harper

4741 Greenwood Avenue.

Dr Harper:

Dear friend:

The invitation to President Thwing will go tonight and my invitations to the laying of the corner stone are out - for Saturday June 15th at twelve, noon. I enclose a list of the Judges that were on the bench in 1881 - Classmen of Dartmouth - the partners of Mr Hitchcock, still living, members of the bar in 1881, and a few relatives and old friends.

I think it doubtful if the Judges can be present, and one of his partners is ill, but Mr Judah

is Mr Chas Hutchinson's brother in
law, and will, I am sure, be present
if in town, as will Mr Willard.
It will be just as convenient to have
another guest with President
Young, as I have two spare rooms,
and I would be glad to assist
you in your many cares if I can.
May I remind you that Mrs
Loring is a great friend of President
Wheeler, and will be glad of an
opportunity to meet him or do
any thing for him, as would I,
for I tasted their hospitality
when I was in Berkeley.
Must I send my card to the professors
whom I know, or will they be present

on the general invitation? I am I have
the honor of your presence?
I know you have 505 Oreary Cottage
to write at this time, as I am going
to buy to-morrow and attend to
things on the telephone. Send Brunden
will deliver tomorrow morning.
I am, always sincerely
Yours friend
Annie Fitchbeck

Annie Fitch.
Omitted Immediate and one.

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
Office of the President

June twelfth, 1901.

My dear Mrs. Hitchcock:

I am writing to ask you to come to the President's house on Saturday morning, June fifteenth, at a quarter before eleven. Carriages will take yourself, Mrs. Rockefeller, and other ladies, to points from which you will be able to hear the addresses in connection with the laying of the corner-stones of the Press Building and of the Charles Hitchcock Hall. At the proper moment, Mr. Judson, who has been appointed to be your special companion for the day, will escort you from the carriage

to the corner-stone, which, it is understood, you yourself will lay. After the laying of the corner-stone, you will go back to the carriage and be driven to Nancy Foster Hall, where a place has been arranged for you, with Mrs. Adams, Mrs. Rockefeller, and the other ladies, to hear the address of Mrs. Palmer. After the address luncheon will be served in Nancy Foster Hall.

It is possible that you have some particular friend whom you would like to have with you in the carriage during the morning. If so, will you kindly inform me, in order that we may make the necessary arrangements?

Hoping that this will be satisfactory to you and that I may have your acceptance

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

Office of the President

of these arrangements, I remain

Very truly yours,

William R. Harper

To

Mrs. Charles Hitchcock,
4741 Greenwood Avenue, Chicago.

June twelfth, 1901.

My dear Mrs. Hitchcock:

I am writing to ask you to come to the President's house on Saturday morning, June fifteenth, at a quarter before eleven. Carriages will take yourself, Mrs. Rockefeller, and other ladies, to points from which you will be able to hear the addresses in connection with the laying of the corner-stones of the Press Building and of the Charles Hitchcock Hall. At the proper moment, Mr. Judson, who has been appointed to be your special companion for the day, will excort you from the carriage to the corner-stone, which, it is understood, you yourself will lay. After the laying of the corner-stone, you will go back to the carriage and be driven to Nancy Foster Hall, where a place has been arranged for you, with Mrs. Adams, Mrs. Rockefeller, and the other ladies, to hear the address of Mrs. Palmer. After the address luncheon will be served in Nancy Foster Hall.

It is possible that you have some particular friend whom you would like to have with you in the carriage during the morning. If so, will you kindly inform me, in order that we may make the necessary arrangements?

June twelfth, 1901.

My dear Mrs. Hitchcock:

I am writing to ask you to come to the President's house on Saturday morning, June fifteenth, at a quarter before eleven. Carriages will take yourself, Mrs. Rockefeller, and other ladies, to points from which you will be able to hear the addresses in connection with the laying of the corner-stones of the Press Building and of the Charles Hitchcock Hall. At the proper moment, Mr. Judson, who has been appointed to be your official companion for the day, will escort you from the carriage to the corner-stone, which, it is understood, you yourself will lay. After the laying of the corner-stone, you will go back to the carriage and be driven to Henry Foster Hall, where a place has been arranged for you, with Mrs. Adams, Mrs. Rockefeller, and the other ladies, to hear the address of Mrs. Palmer. After the address luncheon will be served in Henry Foster Hall.

It is possible that you have some particular friend whom you would like to have with you in the carriage during the morning. If so, will you kindly inform me, in order that we may make the necessary arrangements?

Hoping that this will be satisfactory to you and that I may have your acceptance of these arrangements, I remain

Very truly yours,

W. R. Harper

To

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

Treasury Department,
Office of the Secretary.

Secretary Gage is honored by the invitation of Mrs Hitchcock to be present at the laying of the corner-stone of Charles Hitchcock Hall, University of Chicago, on Saturday, June 15th, and regrets that circumstances will render it impossible for him to attend.

June 13th 1901.

Dr Harper:

Dear friend:

I am going to ask you to let the laying of the corner stone of Hitchcock Hall be the last celebration on Saturday morning. I shall be sending my particulars to a lot of time friends. The finals will be over and I shall be free from the meetings. I shall be able to be present at the laying of the corner stone. I shall be able to be present about twelve, and I shall be able to be present at twelve noon.

June 13th, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

We are planning to have the corner-stone of Hitchcock Hall laid at twelve o'-clock Saturdaymorning, in accordance with your announcement. This is the proper hour and nothing will be done in connection with Hitchcock Hall until this hour has been reached. This, I think, covers the point raised in your letter just received. No change in the programme is necessary. The opening of Nancy Foster Hall will follow the Hitchcock Hall ceremonies.

Very truly yours,

W. R. Harper

Greenwood Avenue.

Harper:

Dear friend:

I am going to ask you to let the laying of the corner stone of Hitchcock Hall be the <u>last</u> celebration on Saturday morning.

I had to send my invitations to out of town friends & relatives, to the Judges, associates at the Bar and college class mates early in the week in order to give them a chance to get here.

I asked you the probable hour and you said about twelve, so I invited them for "twelve, noon".

If the carriage in which I am placed arrives at the corner before that hour I can withdraw from it, and, with Mr Sharey, await the old friends. As the address is only ten minutes, I can easily arrive at the Nancy Foster Hall in time for the address of Mrs Freeman Palmer.

I am sorry to have even a little difference in the time fixed, but as these old friends are many infirm in health, and almost all come long distances, I do not know how to do better than to hold this time, "twelve, noon". I am, very sincerely Your friend

Wednesday Eve. Annie Hitchcock

June 13th, 1901.

Mrs. Charles Hitchcock,

4741 Greenwood Avenue, Chicago.

My dear Mrs. Hitchcock:

We are planning to have the corner-stone of Hitchcock Hall laid at twelve o'-clock Saturdaymorning, in accordance with your announcement. This is the proper hour and nothing will be done in connection with Hitchcock Hall until this hour has been reached. This, I think, covers the point raised in your letter just received. No change in the programme is necessary. The opening of Nancy Foster Hall will follow the Hitchcock Hall ceremonies.

Very truly yours,

W. R. Harper

124 Greenwood Avenue

President Harper:

Dear friend:

I have to thank you for the full statement of my duties and pleasures on Saturday which reached me this morning.

I will be at your house when desired, and regret that I must ask that my corner stone be delayed until twelve, so that friends from a distance may arrive in time.

You were kind enough to think I might like some friend

to ride with me in the carriage, I know of no one I would enjoy more than Mrs Paul Thorey. Unless you send me word suggesting some one else, I will call for her and bring her with me. I will retain my carriage until I have speech with you, and see if it can serve you in any of your plans. I am,

Very sincerely your friend
Anne Hitchcock.

Thursday Evening
June 13th 1901.

June 14th 1901.

Dr Harper:

Dear friend.

I will be pleased to present myself at your house on Tuesday morning, and go with Mrs Rockefeller to hear the commencement addresses, as you suggest. I am

Most sincerely yours

Annie Hitchcock.

In answer to note just received, I make to say that Dr Goodspeed has arranged the contents of the box, as far as I am concerned, most satisfactorily. Yours truly W. R. H.

4741 Greenwood Ave
Oct 2nd 1905.

My dear friend:

I thank you for your note which I wrote for directions as to the usual course in regard to many little things about Hitchcock Hall. I did not however expect they would obtrude themselves upon Dr Harper at the hurried commencement of a term, and I feel very apologetic about asking questions at such a time.

I tried to find time to write you not to do any thing about

it, but I was not quick enough
to relieve you of the care.
With his usual kindness De Harpe
has interested himself in my small
affairs, and I hear that I am to
have a letter tomorrow - Please give
him my thanks, and tell him
that I desire to aid in any way
I may to the social life in the
Hall, and felt I must have his
approval before I took any de-
-cisive steps - Whatever we do
must be with the co-operation of
the residents of the Hall - I can only
start the preliminary inquiries now as
I am called away from home & will
not be back until Oct. 22nd but by
Nov. 1st I hope to pick up my duties -

I have an invalid friend in the house
and have not felt that I could leave
her or leave her at home when I should
call upon you - Hoping to see you very
soon after Day returns I am, very sincerely
Your friend
Annie Hotchkiss

November 1st, 1905.

Mrs. Annie Hitchcock,

4741 Greenwood Ave., Chicago.

My dear Mrs. Hitchcock:-

Your letter of October 28th came duly to hand. I have read it with great interest. The suggestions which it contains are, of course, very important. To be quite frank, I wish for myself that you did not desire to make the proposed change. It seems to me that a long professorship is one of the most dignified and one of the strongest things in a University, and that it would be a beautiful thing to have your husband thus memorialized. On the otherhand it seems to me that the matters which you suggest are things which in the end will take care of themselves if they are really demanded. I am inclined to think that without any question the breakfast room will support itself and I question the advisability of an endowment for that purpose. I should also wish to question the wisdom of a permanent

November 1st, 1908.

Mrs. Annie Hitchcock,
4141 Greenwood Ave., Chicago.

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Your letter of October 28th came duly to hand. I have read it with great interest. The suggestions which it contains are, of course, very important. To be quite frank, I wish for myself that you did not desire to make the proposed change. It seems to me that a long professorship is one of the most dignified and one of the strongest things in a University, and that it would be a beautiful thing to have your husband thus memorialized. On the otherhand it seems to me that the matters which you suggest are things which in the end will take care of themselves if they are really demanded. I am inclined to think that without any question the breakfast room will support itself and I question the advisability of an endowment for that purpose. I

fund of any considerable size to take care of the library. I think myself that this can be adjusted in connection with the General Library, and that the University itself ought to carry the necessary expense. The same thing is tfue of the hospital rooms. The University has already provided an office for its physician and a regular physician. The time will come when we ought to have a nurse, but I do not think that this ought to be charged to Hitchcock Hall. There never will be a time when sick students from Hitchcock Hall will be sufficient in number to justify the employment of a nurse. There will be a time when the men students in all the University will be sufficient to justify this.

In these few words I have indicated in general my own feeling. Having done this I wish to say that regardless of my own feeling, I will gladly present your request to the Board of Trustees if you think it desirable to have them presented, for above all things else I am anxious that you should yourself have carried out absolutely and exactly your own desires. It has been my greatest pleasure to assist in doing this in the past and I wish to continue it in the future. I am quite sure that you will understand me and appreciate the frankness of the statement which I have made. Thy should be glad if you would come down and talk this all over with me, in an interview. Can you not come

fund of any considerable size to take care of the library. I think myself that this can be adjusted in connection with the General Library, and that the University itself ought to carry the necessary expense. The same thing is true of the hospital rooms. The University has already provided an office for its physician and a regular physician. The time will come when we ought to have a nurse, but I do not think that this ought to be added to Hitchcock Hall. There never will be a time when sick students from Hitchcock Hall will be sufficient in number to justify the employment of a nurse. There will be a time when the men students in all the University will be sufficient to justify this.

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4741 Greenwood Ave
October 28th 1905

sometime soon?

Looking forward to the pleasure of seeing you,

I remain

Yours very sincerely,

W. R. Harper

Dear Harper

To save your time and strength I will be as [illegible] I would be glad to have your consent and approval in changing article 5th of the contract between me and the University. It now stands that the surplus over the building of Hitchcock Hall - which is $30.000 shall be at my death or "sooner if practicable" used for a professorship to be called the Chas. Hitchcock Prof. I wish to drop the professorship and have that $30.000 a fund to administer and keep in repair the Hall in all its departments.

Yours of 9th

sometime soon?

Looking forward to the pleasure of seeing you,

I remain

Yours very sincerely,

W. R. Harper

4741 Greenwood Ave
October 28th/1905

Dr Harper:

Dear friend:

To save you time and strength I will be as concise as possible. I would be glad to have your consent and approval in changing article 8th of the contract between me and the University. It now stands that the surplus over the building of Hitchcock Hall - which is $50.000 shall be at my death or "sooner if practicable" used for a professorship to be called the Chas. Hitchcock Prof. I wish to drop the professorship and have that 50.000 a fund to administer and keep in repair the Hall in all its departments.

arians on cataloging
hat the hospital and
cannot be administered
on those already fully
e I live I will gladly
y to the pupil librarian,
ake good any loss
ing the breakfast room
ial – but when I am
nt the library kept
. I want it kept in
added to in slow
a fund for its
I could call in charles
aving up that article

That would give about five hundred dollars a year to be spent in the salary of the pupil librarian & new books, & entering into music &c. selected at the discretion of the Dean – Two or three hundred dollars added to the salary of some one of the Medical faculty for putting in perfect order the hospital & administering that; and a like sum to make good any pecuniary losses in running the breakfast room –

Can you send me a message whether I can or cannot make this desired change – and whether I may have Mr Allen put it into form, and if you are able to have it submitted to you &c.

is very substantial, it must need something; and if there were a surplus over these small salaries - when it had accummulated sufficiently to raise the west corner tower another story it would but perfect the building as designed by Mr Perkins -

I hope I have not made too heavy a demand on your attention.

I do not feel like going forward with any thing without your approval and consent, Hoping and knowing you are sustained by the Almighty I am, always.

faithfully your friend
Annie Hitchcock

4741 Greenwood Ave
November 14th/1908

Dr Harper

My dear friend:

I had my interview with Mr Allen yesterday He thinks it a great pity to disturb the present agreement with the University to establish a professorship bearing Mr Hitchcock's name He thinks the trustees would be more than willing to guarantee the payment of two hundred a year to the Dean for the librarian & the repairs & addition to books in Hitchcock when I am no longer here to attend to it - He is preparing a letter to that effect, and I will either mail or bring it to you by Friday -

I wonder if I could call upon
you next Friday, at any hour
that suits you, and have a peck
about these matters —
Mrs Harper could telephone me
when I might come — If however
you are too busy this week, I will
mail Mr Allen's letter and wait
your convenience at some future
time — I am, always, faithfully
your friend
Annie Hitchcock

Hotel Eden, Munchen
July 28th 1906.

My dear friend:

It was most kind, most Christian for a busy man like you to take time to write to a "sick & afflicted" person in a far country. I hope you will never know the full value of such a letter by experiencing the condition but I am fitted to appreciate it, and treasure the kind thought of you and Mrs Judson in my heart of hearts.

I have indeed been most depressed physically and mentally, but while I was a veritable Mrs Gummidge so "bad in my mind", as soon as I gave up all struggle to have my own way, and accepted the inevitable

it was indeed marvelous how much sweetness became mingled with the bitter of disappointments. The hospital was a perfect bower of bloom, the care and quiet calmed my overstrained nerves, and to my quiet was added the welcome faces of the dear friends from the University - I've made a very slow recovery, but I trust I will not slip back any more, and in time be of some use in the world -

I wish you could be transported to this beautiful spot for your resting and this is the most perfect hotel I have experienced - From the balcony of my room I look down on Lac Lemay and its colors are blue and silver and pink - while the Mts. opposite are green velvet and gray mist, and white swans swim on the transparent colors, and the boats go by like larger birds -

It's a wonderful centre for hills, gentle excursions, and I am developing some enthusiasm for this encouragement - I am to leave Friday with me Albany the Penalty of Fame, Mrs. Van Sanderson, who then, probably, I pray get off to Paris where I have friends, and pray for Pray trained nurse good bye. "The Fates have fulfilled their very convenient, for I have to see other company since I came, good bye to Mrs. Ogden. I am glad you are at last in the Pocahontas House it seems as if the house would blow over in this storm. Thank you for telling me of a change - Dear Mamma - I trust you will be able to get a good night's rest - I'm so glad the hospitals suit me perfectly - I'm so glad it has cleared up - I'm so glad the rally of Am. Academy William is to address some day, I can imagine the pleasure of hearing Dr. Rice at Congregation. He is one of the foremost Baptist preachers, & the and Washington. Tell me what Dr. Rice discussed with Dr. Washington. Tell me of the Pleasure of hearing Dr. Rice, & I am

7

4741 GREENWOOD AVENUE,

December 18th
1908.

President Judson:

Dear friend:

I have been very sorry not to find myself equal to any of the Convocation exercises this week, to my own great loss, I am sure. I have however seen Dr Small University physician, as you have advised me to do.

I find me more than willing to advise in the refitting of the hospital in Hitchcock Hall, and when it is made ready for

use, he said "If I can have the key, I will be responsible for the hospital (contents) and admission. It is its highest usefulness." He said Smith about it being a need of a great University, and about its first letting having assisted in the hotel. They he ok, and he had gone at this redgment could come & go at the head without interfering with the work. He will furnish me with a list of wants for it, & asked us to my list of other things about the home, and I hope it will be possible for me to confer with you soon. Very much, and yours very sincerely and the sanitarium conference

with the head of the house.
I will not need more than a half hour
Would your office be a good place? The
time can be arranged by phone - I am
engaged Monday & Thursday morning until
ten but I can arrange any time if I know
the day before - Always sincerely
Your friend
Annie H Hitchcock

that you had inspected matters.

With cordial best wishes,

Yours,

H. P. Judson

January 18, 1909

My dear Mrs. Hitchcock:-

Your favor of the 16th inst. is at hand. The list of University Preachers was completed through the autumn, winter and most of the spring quarters at the time you spoke to me about Dr. Moore. I have been waiting therefore to see him at this meeting of the Association in the hope that a later arrangement might be made. I shall be very glad to have him here as soon as there is an opening, and regret that at the time of the Association meeting next month the Sundays are all filled.

I was very sorry not to see you at the house the other night, but fully understand that too many engagements are impossible. We had a pleasant little greeting for Mr. and Mrs. Ryerson and Mr. and Mrs. Hutchinson in view of their being about to go abroad. I am sure that you are pleased to know how useful the infirmary is in these days. Dr. Small told me that he had met you on Saturday, and

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With cordial best wishes,

Yours,

H. P. Judson January 18, 1909

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Mrs. Annie Hitchcock,
4741 Greenwood Avenue, Chicago.

that you had inspected matters.

With cordial best wishes,

Yours,

H. P. Judson

January 16, 1909

My dear Mrs. Hitchcock:-

Your favor of the 10th inst. is at hand. The list of University Preachers was completed through the autumn, winter and most of the spring quarters at the time you spoke to me about Dr. Moore. I have been waiting therefore to see him at this meeting of the Association in the hope that a later arrangement might be made. I shall be very glad to have him here as soon as there is an opening, and regret that at the time of the Association meeting next month the Sundays are all filled.

I was very sorry not to see you at the house the other night, Mrs. Annie Hitchcock, that too many engagements are impossible.

4741 Greenwood Avenue, Chicago.

We had a pleasant little gathering for Mr. and Mrs. Iverson and Mr. and Mrs. Hutchinson in view of their being about to go abroad. I am sure that you are pleased to know how useful the infirmary is in these days. Dr. Small told me that he had met you on Saturday, and

Hitchcock Hall

March 3, 1909

My dear Mrs. Hitchcock:-

Your favor of the 26th of February was duly received. I will send you a copy of the order for books as soon as I can get it transcribed. I am glad to know that you are going away for a rest. I hope that you will have a pleasan and profitable trip. Cast off your mind all cares and make it your business simply to breathe the air and be happy. Everything

I think, is going the right way.

With cordial best wishes, I am,

Very truly yours,

H.P.J.

H. P. Judson

Mrs. Annie Hitchcock,
4741 Greenwood Avenue, Chicago.

I think, is going the right way.

With cordial best wishes, I am,

Very truly yours,

H. P. Judson

H. P. Judson

Mrs. Annie Hitchcock,
4741 Greenwood Avenue, Chicago.

January 17, 1910

My dear Mrs. Hitchcock:-

Your kind note of the 13th inst. is received. I am having the question of the management of the Hitckcock Library looked into, with a view to seeing if we cannot make some better arrangement. Stude service is not satisfactory, of course. It doesn't look to me likely that we can get a competent librarian for the very small sum available for the purpose. As soon as I can have a reasonable suggestion I shall at once confer with you on the subject. I think we can solve the matter in some way.

January 17, 1910

My dear Mrs. Hitchcock:-

Your kind note of the 13th inst. is received. I am having the question of the management of the Hitchcock Library looked into, with a view to seeing if we cannot make some better arrangement. Stud service is not satisfactory, of course. It doesn't look to me likely that we can get a competent librarian for the very small sum available for the purpose. As soon as I can have a reasonable suggestion I shall at once confer with you on the subject. I think we can solve the matter in some way.

So far as the other matter is concerned, of course I never for a minute objected to Mrs. Small's having her afternoon tea in the Library on Sundays, nor as I said the last time we discussed the matter, do I wish to lay down any rules for Mrs. Small. I simply suggest that it would not be advisable to have anything on Sundays in any of the Halls approaching the nature of a "function", but of course within those limits Mrs. Small must judge quite for herself.

With cordial regards, I am,

Very truly yours,

H. P. J.

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Avenue, Chicago.

So far as the other matter is concerned, of course I never for a minute objected to Mrs. Small's having her afternoon tea in the Library on Sundays, nor as I said the last time we discussed the matter, do I wish to lay down any rules for Mrs. Small. I simply suggest that it would not be advisable to have anything on Sundays in any of the Halls approaching the nature of a "function", but of course within those limits Mrs. Small must judge quite for herself.

With cordial regards, I am,

Very truly yours,

H. P. Judson

H.P.J.

Mrs. Charles Hitchcock,
4741 Greenwood Avenue, Chicago.

34

7

Hitchcock

4741 GREENWOOD AVENUE,
CHICAGO.

President Judson: March 2nd 1910.

My dear friend:

I pray you patience while once more I consult you about the library in Hitchcock Hall.

Could not the student service be made more satisfactory, if one of the students who was to remain at the University longer than three months, should fit himself for the duties of librarian in chief: he being responsible for circulating the books, cataloging new books &c. open the cases at certain hours only when he was there & so earning the two hundred dollars stipulated in the bond?

Of course he could not take charge for hollow hours, but would need

4741 Greenwood Avenue, Chicago.

student help, who would administer the books of reference & periodical literature, and be on guard while the room was open — they could be paid by the hour as at present.

If the University undertake to select a fit student and give him the necessary instruction & the authority of chief librarian, so would the habit of handling the library be formed and I could hope that it could be useful and still be preserved.

Will you consider Young Baumgarten capable for that place? and may I let the librarian I have had at work for the last month, show him what the duties are & also what books are there? It is very desirable he should know what his prospects are for earning that two hundred dollars. The advantage of trying him is that he hopes to remain at the University for the next two years as a land student. I received an account of the endowment fund by which I see that four hundred dollars & more were estimated as costs of library. There will be enough, I think, to administer it, and there should every year be something spent in repairing books so that it will not depreciate. I will not weary you more, but I do want to see it cared for and useful at the same time. I am growing fearful the

4741 Greenwood Avenue, Chicago.

Mrs. Charles Hitchcock
4741 Greenwood

With best wishes. I am
well.
Gratefully.

Dear Mrs. Hitchcock:

Your note of the 24 inst. is at hand. Mr. Baumgartner's case was held in abeyance because we were not quite sure that he was going to come through on his school ship. A student assigned to one of these rooms has to walk about half a mile to get to the quarter. And then he has been duly designated to this work by the Department. I hope the arrangement will be satisfactory.

March 3, 1910

4741 GREENWOOD AVENUE,
CHICAGO.

March 2nd 1910.

President Judson:

My dear friend;

I pray you patience while once more I consult you about the library in Hitchcock Hall.

Could not the student service be made more satisfactory, if one of the students who was to remain at the University longer than three months, should fit himself for the duties of librarian in chief: he being responsible for circulating the books, cataloging new books &c. open the cases at certain hours only when he was there & so earning the two unearned dollars stipulated in the bond?

Of course he could not take charge for full hours, but would need

the University will regret that I ever put the library into memorial building. - I hoped it would add to the value of the gift.

Will you be kind enough to telephone me if I may let Miss Remmee give information to the librarian this week or next, before I go away.

I am afraid there is much importunity in this request but my time is very short now.

Hoping my suggestions will not be tiresome to you, I am

Your sincere friend
Annie Hitchcock.

The University will regard that
I sure put the library into Memorial
building. I noticed it would add
to the value of the gift.
Will you be kind enough to telephone
Prof. Bray at Prof. Remmer
your information to the librarian
this week or very, before I go away.
I am sorry there is such
opportunity in this regard
but I hope it may short-cut
to some day. My daughters will
not be disappointed to a man, I am
Your sincere friend
Annie Porter Blackford.

March 3, 1910

Dear Mrs. Hitchcock:-

Your note of the 2d inst. is at hand. Mr. Baumgartner's case was held in abeyance because we were not quite sure that he was going to come through on his scholarship. A student assigned to one of these positions has to maintain his standing. Apparently, however he is succeeding this quarter, and therefore he has been duly designated to this work and instructed to report to the young woman in charge of the cataloguing. I hope the arrangement will work well.

With best wishes, I am,

Very truly yours,

H. P. J.

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Avenue, Chicago.

March 3, 1910

Dear Mrs. Hitchcock:-

Your note of the 24 inst. is at hand. Mr. Baumgartner's case was held in abeyance because we were not quite sure that he was going to come through on his scholarship. A student assigned to one of these positions has to maintain his standing. Apparently, however he is succeeding this quarter, and therefore he has been duly designated to this work and instructed to report to the young woman in charge of the cataloguing. I hope the arrangement will work well.

With best wishes, I am,

Very truly yours,

H. P. Judson

Mrs. Charles Hitchcock,
4141 Greenwood Avenue, Chicago.

The University will regret that I have put the library into Memorial building. I hoped it would add to the value of the gift.

Will you send enough 25 telephone cards to Mrs Remmen? They will be useful.

Your information to the library was back or next, before I go away. I am afraid there is much importunity in this regard but my time is very short now. Hoping my suggestions will not be unwelcome to you, I am

Your sincere friend

Annie Godbey

October 31, 1910

e President from Dr. Goodspeed:

Mrs. Hitchcock

ty books from her own library for the Preacher's
Hall, and will send about as many more probably.
a list of books which she wishes to buy for this
which will be $50. They are to be upon Chicago
he would like the President to give an order to
nd her a check for this amount for the purchase
Dr. Goodspeed suggest that perhaps a requisition
her for the amount, which could then be charged
d.

-I. E. L.

October 31, 1910

Memorandum for the President from Dr. Goodspeed:

Mrs. Hitchcock

has sent over fifty books from her own library for the Preacher's room in Hitchcock Hall, and will send about as many more probably. She has selected a list of books which she wishes to buy for this room, the cost of which will be $50. They are to be upon Chicago and Illinois. She would like the President to give an order to the Auditor to send her a check for this amount for the purchase of these books. Dr. Goodspeed suggest that perhaps a requisition might be sent to her for the amount, which could then be charged to the proper fund.

-I. E. L.

4741 GREENWOOD AVENUE.
CHICAGO.

January 3d 1911.

President Judson;

My dear friend:

The Storey portrait was delivered to Mrs Martha Storey Miller a week ago, and, I was told, would be placed in Hitchcock Hall today.

I am writing to ask you to assume the responsibility of installing the picture with as much or little ceremony as you deem wise to show due respect to Mr Storey's memory, and to his

family, without any reference to me. I cannot take part in any thing outside my home owing to the mortal illness of an old friend, who is a great here.

I wish I could have had the portrait ready for the last Convocation, but I could not hasten it; and now I must leave it entirely in your hands.

Later I hope either to write or have speech with you about the library, but that must also wait.

I can only ask you to accept and approve of this portrait, if you can.

Sincerely yours ~~friend~~

Anne Hitchcock

January 5, 1911

My dear Mrs. Hitchcock:-

Your kind favor of the 3d inst. was duly received. I was distressed to read this morning the news of Mr. Sherman's death. Of course I know how your time and strength and sympathies have been absorbed during these weeks past. I have asked Mr. Robertson, my secretary, to confer with Dr. Small on the matter of the portrait, and of course when they are ready they will consult with you as to details. I shall be glad at any time you wish to talk

January 5, 1940

My dear Mrs. Hitchcock:-

Your kind favor of the 3d inst. was duly received. I was distressed to read this morning the news of Mr. Sherman's death. Of course I know how your time and strength and sympathies have been absorbed during these weeks past. I have asked Mr. Robertson, my secretary, to confer with Dr. Small on the matter of the portrait, and of course when they are ready they will consult with you as to details. I shall be glad at any time you wish to talk

to you about the library, and hope that all things are going well.

With sincere regards, and looking forward with interest to receiving this valuable addition to the resources of the Hall, I am,

Very truly yours,

H. P. J.

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Ave., Chicago.

to you about the library, and hope that all things are going well.

With sincere regards, and looking forward with interest to receiving this valuable addition to the resources of the Hall, I am,

Very truly yours,

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Ave., Chicago.

though they are now paid for by the Board he is prepared to get reduced rates or was the last I knew.
When in the library Dr Burton is replacing the books lost during the previous regime, out of the one hundred dollars to be expended on books (out of the fund) annually - & even Oscar the reluctant has succumbed to the spirit of the house and we are having energy & devotion in all departments that money cannot pay for
So I hope you will be cheered as I am, and if you feel as I do, & should show an appreciation of such service, as I have known you to do it would strengthen the usefulness of Hitchcock Hall much

4741 GREENWOOD AVENUE.
CHICAGO.

Dec. 19th 1911

President Judson,

My dear friend;

I am not quite as cheerful as I was last Sunday when you were here, for the doctor has just told me it will be some long weeks at least before I am free from this hurt arm limitation but this enforced quiet gives me time to think "long thoughts" about many things & when they concern Hitchcock Hall I count on your patient reading of some of them.

Happily I have no complaint to make of any one but Dr & Mrs Small have been so generous in administering the

All this if you approve of my kind of cheer. I would not dictate - Yours sincerely Annie Fletcher

affairs of the hall that I think I must tell you what you might never know. Many times when there were sick boys in the hospital who could not pay for night care he has nursed them himself thereby saving "the fund" and the constant usefulness of that hospital, I hope the whole University knows. It seems to me used to its capacity it might defer the building of a great hospital many years. Then the Sunday evening teas, from which the personal element, if it ever existed, has quite dropped out, & the hospitality connected with the preachers room being the first room of the University & the requests of the residents - & merging & entertaining you might call it, is so generously

by Dr Small

met. That I discovered there was a deficit last year - so I am going to ask that a certain sum of the fund for administering the Hall be set aside for the hospitality of the same to be used at the discretion of Dr & Mrs S. since it is quite impossible to exactly foresee what demands there may be - Then in the matter of repairs & the handling of new supplies, there is such prompt attention & such personal marking & disposing of linen and making of new curtains, as money cannot pay for: but I assume you there are no leaking faucets a month at a time as formerly - Then the social leading is fine eliminating "rough-housing" entirely & developing a personal interest in the house & its welfare most gratifying to me

Dr Small paid for the periodicals for two years out of his private purse &

Chicago, February 6, 1912

Dear Mrs. Hitchcock:-

My absence in Panama for a month prevented me from giving proper and prompt attention to your kind note of the 19th of December, which I believe I acknowledge before leaving the city. The Committee on Expenditures has made a suitable appropriation from the fund for the social uses of the head of the House. I am very glad that matters on the whole are going smoothly in the Hall, and am very sure that it has been handled excellent by the officers in charge.

Chicago, February 6, 1912

Dear Mrs. Hitchcock:-

My absence in Panama for a month prevented me from giving proper and prompt attention to your kind note of the 19th of December, which I believe I acknowledged before leaving the city. The Committee on Expenditures has made a suitable appropriation from the fund for the social uses of the head of the House. I am very glad that matters on the whole are going smoothly in the Hall, and am very sure that it has been handled excellently by the officers in charge.

With cordial regards and best wishes,

and thanking you always for your suggestions,

I am,

Very truly yours,

H.P.J.

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Ave., Chicago.

With cordial regards and best wishes,

and thanking you always for your suggestions,

I am,

Very truly yours,

H. P. Judson

Mrs. Charles Hitchcock,
4741 Greenwood Ave., Chicago.

Hitchcock

Chicago, January 15, 1913.

Mrs Charles Hitchcock,
℅ Messrs T.Cook & Sons,
Ludgate Circus,
London, E.C.

Dear Mrs Hitchcock,

The exquisite Christman book has just been received. The pleasure which Mrs Robertson and I have derived from it and from the beautiful cuvis de chavannes, St.Genevieve, I can only suggest but it has been very great.

Christmas morning twenty men in the House sat down to breakfast at 9 o'clock around the big table in the library and before a blazing fire. The library we had decorated with holly so that the room looked Christmassy in spite of the springlike outlook from the windows. The men seemed to enjoy the occasion staying even to 11 o'clock. I explained to them that we were acting on your behalf and that you had expressed your gratification on receiving the Thanksgiving Day letter . I told them of how you had spent the American holiday, and wished them on your behalf a happy Christmas.

As a part of the decoration of the library on Christmas morning we had two very large photographs which

we had made and framed. These are of the same subject which Mrs Robertson and I sent to you as our Christmas cards. The photographs were made in June, 1901, by a friend who kindly lent the negatives to me. It seemed to me that pictures so significant in the history of Hitchcock ought to be permanently in the House; therefore, the framed enlargements have been hung in the breakfast room.

The Autumn Quarter has been a very strenuous one, how much so Mrs Robertson and I did not realize until we summarized the results of the quarter's entertainment. There were twenty-three different functions at which 887 people were present as follows:-

Reception for Mr and Mrs Bartlett	200
Dance	150
Smoker	70
House Meeting	68
Football tea (after the Minnesota game)	35
Eight Tuesday 10 o'clocks	140
Ten Sunday teas	224

The Reception for Mr and Mrs Bartlett was held this year in the afternoon at the request of Mrs Bartlett. The President and Mrs Judson and a great many members of the Faculties were present, also a surprisingly large number of the men in the House. Mrs Robertson cleared the breakfast room of all save one table which she arranged on Mrs Judsons plan, seating a lady at each end to pour

coffee and chocolate respectively. Mr and Mrs Bartlett seemed to be much pleased with the afternoon.

The boys are already at work upon a venture which I hope will become an annual institution. During my last year as Head of Snell the members of that House instituted the so-called "Water Cooler", named after the famous water cooler which used to be trundled down six flights of stairs somewhere between two and three o'clock in the morning. The publication contained something about each member of the House and a record of the activities of the House during the year. The material for the "Hitchcock Annual" is very great. The ability of the men who are to edit the book is equally great, so that I hope ere many months you will receive a copy of the booklet.

You will be interested I am sure in the use of the library during the Autumn Quarter. One year ago sixty-two books were drawn during three months; during the quarter just closed 203 books were drawn from the library. I think the explanation is that we have used bulletins to announce new books. I have also secured from the general library the loan of books which have to do with the current theatre and opera, and art exhibitions. Likewise the Tuesday night discussions have emphasised certain books. You will be pleased to know also that some men have suggested new books for the

library and these have been secured. The circulation of these has at once justified the purchase. To supplement the work in modern languages and to enlarge the outlook of the men in the colleges I have thought it would be well to subscribe for a French and a German publication. We are already receiving the Illustrated London News. I have already induced the Reynolds Club to take in a French and a German weekly; the modern language classes have found them very useful. I am sure that similar subscriptions from our library fund will add to the tone and usefulness of the library.

The hospital has not been in use this last quarter. We had two or three cases of tonsilitis and bronchitis; the men, however, desired to remain in their own rooms rather than go to the quiet of the infirmary. I wonder if you received from the men in the House some 75 or 80 postcards conveying Christmas greetings which were mailed about ten days before Christmas. These were sent individually on the suggestion of Mrs Robertson, and the eagerness with which the men seized upon the idea would have pleased you greatly. I trust that some of the cards at least reached you. I trust also that the enlargement of the enclosed small photographs reached you. We sent them to your London address from which perhaps they were forwarded. I think that you have not prints of this negatives and, because they are a pictorial record of a

significant day in the relationship of all of us it has given Mrs Robertson and me great pleasure to send them to you.

We all trust that you continuing to fing greater and greater strength and happiness in your sojourn among the delights of France and Italy and that you will come back to Chicago feeling much better.

With kindest regards from Mrs Robertson and myself

Sincerely yours

DAR.C.

Hitchcock

Chicago, March 25, 1915

Dear Mrs. Hitchcock:-

While we were moving your letter was delivered to me. I am sorry that during the cataclysmic disturbances incident to moving I did not reach you on the telephone as you desired. We have no telephone as yet in our apartment, and I have been little in the office. I shall be more or less irregular during the next few days.

The future of Hitchcock Hall depends, it seems to me, on two persons -- apart from the Founder: the president of the University and the head of the house. Before I became head, and especially since I have held that position, I have been aware of how generously President Judson has cared for the hall. His interest is the best guarantee of the continuation and development of your plans. The other person is the head of the house. Before leaving for South Carolina, President Judson indicated to me his intent to have Mr. Gilkey act as head during the Spring Quarter. This will give the President

more time

more time to consider an appointment which means so much to the hall and to you personally.

Knowing Mr. Gilkey you will, I am sure, agree with me that he will maintain all that is best in the house life. Confidence in President Judson and in Mr. Gilkey enables me to emphasize the assured future of the house and the absence of any cause for uneasiness on your part.

Indeed, there is no reason, so far as I can see, why your much needed rest should in any way be interfered with by thought of a change of administration in the hall. I trust that it will not be so disturbed and that you may have a vacation at once restful and invigorating.

Very sincerely yours,

D.A.R.-D.

Mrs. Charles Hitchcock
4741 Greenwood Avenue
Chicago.

Mrs Hitchcock

4741 GREENWOOD AVENUE,
CHICAGO.

July 8th 1916

My
President Judson:

There are certain, proved ways of administering affairs in Hitchcock Hall that have passed from one head of the hall to another with increasing success until this year; when the many and rapid changes have allowed them to fall into disuetude.

As they were the result of many years experience, and had arrived at great degree of success & benefit under Mr & Mrs Robertson, it seems desirable to put into form for reference the most fundamental of these habits. As you suggest, I will enumerate a few, hoping Mr Robertson may add his experience to

mine in advising the new and more permanent head.
The passing of the books & magazines via the House Committee was Mr Walker's suggestion. He regarded it as conferring a dignity upon the committee which would increase their interest in the Hall.
Dr Boston is just cataloguing the library afresh, and accepts the suggestion of sending the used books to the Club room.-
Thanking you for giving your personal attention at this very busy time, I am always

Sincerely and faithfully, yours
Annie Hitchcock

Regulations for the Administration of
Edwards Hitchcock Hall

There are five sections in Hitchcock Hall the head resident having his suite of rooms at the library end of the building.

It has been found convenient for the Head resident, to invite or choose one man from each of the other four sections, to act with him on a House Committee - meeting once a month to consult with him as to the social needs and desires of the Hall.

This committee decides on the functions, if any of the month and secures the consent of the Dean of Women and the assistance of Miss Coburn if needed. It canvasses the residents to keep up the requisite number to make the breakfast a paying enterprise, not needing help from the Endowment fund. It arranges among its members to serve Sunday afternoon tea to the new residents & invites in its friends. An important addition to its duties, is to take the used books & periodicals from the hands of the librarian each month and place them in the new cases in the Club room, for the free use of the residents of the hall. The one condition imposed is that they shall not go out on to the Campus. When they are used up the house committee are to dispose of them outside the grounds in order that the contract with me, that all books, pictures & ornaments put by me in Hitchcock Hall shall be kept forever as a part of the memorial -

The University of Chicago
The University Libraries
OFFICE OF THE DIRECTOR

July 31, 1916.

My dear Mr. President:

I presume that all the matters with reference to Hitchcock Hall and Hitchcock Library were covered by you in your conference with Mrs. Hitchcock. I beg leave, however, to set down in writing one or two suggestions that will contribute to the smooth working of the library.

1. I beg leave to concur with Mrs. Hitchcock's suggestion that the outer doors of the several sections be locked at eleven or twelve each night, and that the janitors be instructed at the same hour to lock the doors leading to the library.

2. There has been considerable irregularity in the administration of the Library because of our failure to get promptly into touch with a new head of the house when he has been appointed. From the time at which Mr. Robertson was made head, it has been our custom to ask the head of the house to serve also as the head of the Library, proposing books for purchase and otherwise in important ways being responsible for matters, practically as a librarian. Would it be possible, whenever a new head is appointed by the President, to have him informed that this appointment carries with it the appointment to the headship of the library and to ask him to communicate with the Director of the Libraries with reference to his duties; or to notify the Director of the Libraries of the new appointment, that he may on his part get in touch with the newly appointed head?

I enclose herewith a copy of a letter which I am proposing hereafter to send to each new head of the house, as he is appointed. If there are any things in it which you desire to have modified, I should be glad to make the necessary changes.

Very truly yours,

Ernest D. Burton

President H. P. Judson,

The University of Chicago.

EDB-N

I enclose herewith a copy of a letter which I am proposing hereafter to send to each new head of the house, as he is appointed. If there are any things in it which you desire to have modified, I should be glad to make the necessary changes.

Very truly yours,

Harry Pratt Judson

President H. P. Judson,

The University of Chicago.

HPJ-M

The University of Chicago
The University Libraries
OFFICE OF THE DIRECTOR

July 7, 1916.

My dear Mr. ----------:

It has been customary for the Head of Hitchcock Hall to have the responsibility for the general oversight of Hitchcock Library. I write to request that in accordance with this custom you will accept the position of head of this library without salary, thus becoming an honorary member of the staff of the Libraries of the University. Mr. Manchester, Head of the Readers' Department, to which, technically speaking, you belong, will be glad to co-operate with you in making Hitchcock Library efficient, and I should be glad to have you communicate with him respecting any matters of detail. In this connection, may I call your attention to the following points:

1. The sum of $100 is available annually for the purchase of books and periodicals for the Hitchcock Library and for the rebinding of books that may need binding. The Director of the Libraries desires to look to you for the proposal of books and magazines and for the suggestion of books requiring binding. I enclose herewith a small number of order cards for this purpose and should be glad to furnish you more whenever needed.

2. The books in the Preachers' Room are a part of the Hitchcock Library. It is Mrs. Hitchcock's desire that these books shall be chiefly, or exclusively, books on Illinois and Chicago or by Chicago authors. I

should be glad therefore if you would keep this in mind, and in ordering books within these classes for the Preachers' Room indicate the fact on the card.

3. Mr. Torrey is in charge of the matter of binding books. When books need to be rebound, I should be very glad to have you send them to his office in Harper W.61, having the attendant keep record of the fact that they have been sent away for this purpose.

4. The entire collection of books in Hitchcock consists of three classes:

a) Those originally belonging to the library of Mr. Hitchcock and by Mrs. Hitchcock given to Hitchcock Hall.

b) Those subsequently purchased from a fund especially given by Mrs. Hitchcock for this purpose.

c) Books belonging to the Daniel Shorey Collection.

It is Mrs. Hitchcock's desire that the books of these classes shall be kept separate. In general, the books of the first class are shelved together in the original cases in the library room. Books of the second class are placed temporarily, when they are first received, on top of the bookcases in the library room and subsequently in the cases in the entrance hall, and when these are full, in the cases in the dining room. Books of the third class are kept in the library room in the cases immediately under Judge Shorey's picture.

5. The books of these different classes are distinguished in part by their system of classification and labeling. The books of class (a)

should be glad therefore if you would keep this in mind, and in ordering books within these classes for the Freemasonry Room indicate the fact on the card.

3. Mr. Torrey is in charge of the matter of binding books. When books need to be replaced, I should be very glad to have you send them to his office in Harper M.61, having the attendant keep record of the last time they have been sent away for this purpose.

4. The entire collection of books in Mitchcock consists of three classes:

a) Those originally belonging to the library of Mr. Mitchcock and by Mrs. Mitchcock given to Mitchcock Hall.

b) Those subsequently purchased from a fund originally given by Mrs. Mitchcock for this purpose.

c) Books belonging to the Daniel Torrey Collection.

It is Mrs. Mitchcock's desire that the books of these classes shall be kept separate. In general, the books of the first class are shelved together in the original cases in the library room. Books of the second class are placed temporarily, when they are first received, on top of the bookcases in the library room and subsequently in the cases in the entrance hall, and when these are full, in the cases in the dining room. Books of the third class are kept in the library room in the cases immediately under Mary Torrey's picture.

5. The books of these different classes are distinguished in part by their system of classification and labeling. The books of class (a)

are classified on what is called the Decimal classification, the books of classes (b) and (c) on the Library of Congress classification. Books of class (c) will have a special label to distinguish them from books of class (b).

6. All the cases in the reading room and in the entrance hall are provided with good locks. The library attendants are of course provided with keys. It is understood that the cases in the main reading room should be kept unlocked and open for the use of students when a library attendant is present and in charge of the room. But the cases in the corridor should be kept locked except when opened for the removal of books, and the cases in the reading room should be kept locked when no attendant is in charge of the room.

7. In accordance with Mrs. Hitchcock's wish and an agreement between her and the University, back numbers of periodicals are, as the new numbers arrive, transferred from the reading room to the club room at the west end of the building. Similarly, books of current purchase (but in no case books belonging either to the Charles Hitchcock collection or to the Daniel Shorey collection) are, when they have served their purpose in the reading room, transferred to the club room. When these magazines and these discarded volumes are no longer useful nor desired in the club room, they are by the authority of the House Committee to be distributed to such other libraries or institutions of the city of Chicago as may be selected for this purpose by the House Committee. Before parting with them, the House Committee is requested to remove the bookplates and to write or stamp on the inside cover of the book words to this effect: "Given

are classified on what is called the Dewey classification, the books of classes (b) and (c) on the Library of Congress classification. Books of class (c) have a special label to distinguish them from books of class (b).

6. All the cases in the reading room and in the entrance hall are provided with good locks. The library attendants are of course provided with keys. It is understood that the cases in the main reading room should be kept unlocked and open for the use of students when a library attendant is present and in charge of the room. But the cases in the corridor should be kept locked except when opened for the removal of books, and the cases in the reading room should be kept locked when no attendant is in charge of the room.

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by Hitchcock House of the University of Chicago to ----------." This is necessary because all the books have upon them the perforated stamp of the University of Chicago Libraries and unless marked to indicate that they have been properly disposed of, are liable to be claimed as stolen property. The cards for books given away should be returned to the Acquisition Department stamped "Given away by Hitchcock House Committee."

8. In accordance with the terms of Mrs. Hitchcock's gift, no books, pictures, or objects of art, are to be removed from Hitchcock Hall, except that by vote of the House Committee in their monthly meeting books and magazines purchased for the library may be disposed of as above indicated. The books of the library are, however, open to the use of any member of the University, but not for removal from Hitchcock Hall.

Very truly yours,

Director of the Libraries

EDB-N

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Enc-4

Chicago, November 18, 1916

Dear Mrs. Hitchcock:

Thanks for your kind note of the 17th inst. I will ask the Health Officer to give me a report on the possible use of the hospital. One difficulty we have found heretofore is the fact that while the hospital is well equipped, its practical usefulness depends on the constant provision for its care, including a nurse, and it is only occasionally that it is needed. The nurse therefore most

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With best regards, I am,

Very truly yours,

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4741 GREENWOOD AVENUE.
CHICAGO.

December 1st
1919.

President Judson:

My dear friend;

I am most appreciative of your sympathetic support in my struggle to stabalize the administration of Hitchcock Hall, that its ideals may be preserved, and all the accumulating of books and Art Treasures may "serve" the residents highest needs. This my heart-easy not only for the things already given, but desires the accumulation of gifts I hope to bestow before the close of the year. I have not been able to visit the hall as frequently as I would desire

but the young men have called
upon me and I have been told
there is a great pressure for rooms.
I am sure you would be reluctant
to change the arrangements that
I have so laboriously perfected,
as I am going to ask you, if you
will let me have a little talk
with you in your office tomorrow
morning; or if it is not possible
I will say that you have my
consent to reduce the hospital
space to a room for two emergency
patients leaving the equipment
intact. It seems presumptuous to
dictate, but you have given your
word that I should be consulted
and I wish to respond by being
as generous as I can be not to abandon
an important feature of the hall.

If I can have speech with you I will
be glad on the phone whenever do, & then
I am minded let the room to which I
should address a letter of the particulars
of the change, I will be glad, I could
smile to Mr Arnett or Mr Dickenson as
the chairmen of Building, the details
that I would not care to trouble you with
I hope you are able to hear the musical
burdens as gracefully as I have always known
you to do. And that your family are well. I must
not forget to send to have the
art of taking leave.

Faithfully yours friend
Anna T. Hitchcock.