

RICKETTS LABORATORY

South or Pathology Wing:-

1. (a) Laboratory rooms, two, Nos. 19 and 20.
- (b) Lecture room, No. 1 - shared with Bacteriology.
Recitation room - No.33.

Room 19 - holds 12 students.

"	20	-	"	50	"
"	1	-	"	109	"
"	33	-	"	30	"

Use - as scheduled for Winter Quarter.

2. Room 1 - Pathology 8:15-9:15

Room 19 - Used all the time by autopsy class who must have out materials and apparatus.

Room 20 - 10:45-12:45
1:30-3:30

Room 33 - 10:00-11:00
8:15-9:15

3. Cannot estimate this - distribution too irregular.

4. Room 1 - can be used by 100 students for lectures at all hours not used by Pathology and Bacteriology, i.e., about 5 hours per day.

Room 33 can be used by 30 students practically any hour but 9:15, i.e., 6 hours per day.

Room 20, Laboratory will be free 2 hours ^{on} 6 days, from 8:15-10:15, and 3 afternoons. *However, the students use it most of the time when work is not scheduled, making up back work or doing extra work.*

RICKETTS LABORATORY

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1. (a) Laboratory rooms, two, Nos. 19 and 20.
(b) Lecture room, No. 1 - shared with Bacteriology.
Recitation room - No. 33.

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Room 20 - 10:45-12:45
1:30-3:30

Room 33 - 10:00-11:00
8:15-9:15

3. Cannot estimate this - distribution too irregular.

4. Room 1 - can be used by 100 students for lectures at all hours not used by Pathology and Bacteriology, i.e., about 5 hours per day.

Room 33 can be used by 30 students practically any hour but 9:15, i.e., 6 hours per day.

Room 20, Laboratory will be free 2 hours 6 days from 8:15-

10:15, and 3 afternoons.

When the laboratory is not used, the time when work is not scheduled, making up back with a long extra week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:15	Room 1	Room 1	Room 1			Room 33
9:15			Room 33			Room 33
10:45	Room 20	Room 20	Room 20	Room 20	Room 20	Room 33
11:45	Room 20	Room 20	Room 20	Room 20	Room 20	
1:30	Room 20	Room 20				
2:30	Room 20	Room 20				

Note - Room 19 used at all times by Autopsy Class.

Monday Tuesday Wednesday Thursday Friday Saturday

8:15 Room 1 Room 1 Room 1 Room 33 Room 33

9:15 Room 23 Room 23 Room 33 Room 33

10:45 Room 20 Room 20 Room 20 Room 20 Room 20 Room 33

11:45 Room 20 Room 20 Room 20 Room 20 Room 20

1:30 Room 20 Room 20 Room 20

2:30 Room 20 Room 20 Room 20

Note - Room 19 used at all times by Autopsy Class.

The University of Chicago

The Medical Courses

OFFICE OF THE DEAN

Chicago, Nov. 9, 1915.

My dear Mr. Angell:-

Have answered your questions as well as I can. Difficult because the rooms are used differently on different days. Have made estimate on basis of winter quarter. In the spring there will be one more class in Pathology, leaving practically no time in which either laboratory is unoccupied. Recitation room 33 and the general lecture room, No.1, will be free about 5 hours per day each in the spring.

Yours very truly,

H. Gideon Wells

The University of Chicago

The Medical Center

OFFICE OF THE DEAN

Chicago, Nov. 9, 1915.

My dear Mr. Angell:-

Have answered your questions as well as I can. Difficult because the rooms are used differently on different days. Have made estimate on basis of winter quarter. In the spring there will be one more class in Pathology, leaving practically no time in which either Laboratory is unoccupied. Recitation room 33 and the general lecture room, No. 1, will be free about 3 hours per day each in the spring.

Yours very truly,

W. D. Miller

The University of Chicago

The Botanical Gazette

November 10, 1915.

Dean J. R. Angell,
Faculty Exchange.

My dear Mr. Angell:

In reply to yours of November 8th, I would make the following report:

1. (a) There are seven laboratory rooms; that is, rooms in which laboratory classes work. In addition to these we have a certain number of small research rooms equipped for 15 research students, and occupied continuously. In addition to these, each member of the staff has a small workroom.

(b) There are two lecture rooms.

The number of students that can be accommodated at one time in the class laboratory rooms and lecture rooms is as follows:

<u>Laboratory rooms</u>		<u>Lecture rooms</u>	
Undergraduate courses	Graduate courses	-	
(Room 11) 20	- 20	(Room 13) 120	
(Room 12) 24	- 24	(Room 23) 15	
(Room 21) 24	- 12		135
(Room 24) 24	- 12		
(Room 32) 24	- 12		
(Room 41) 16	- 16		
(Room 44) 8	- 8		
140	104		

2-4. It is impossible to answer these questions for the following reasons. When a laboratory is equipped with its apparatus, materials, etc., for a given class, it cannot be used by another class needing a different equipment. In addition to

Dean J. R. Angell,
Faculty Exchange.

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(c) There are two feature rooms.

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: ewo1103

by another class needing a different equipment. In addition to apparatus, materials, etc., for a given class, it cannot be used following reasons. When a laboratory is equipped with its

Dean J. R. Angell, continued.

this, the numerous conflicts in the schedules of students result in work going on all day in every laboratory. The instructors are in the laboratories at the hours assigned by the schedule, but the students are working in the laboratories at all hours of the day. This simply means that when a class takes possession of a laboratory, that room is never "unused throughout the day." In fact, a laboratory is "used" even were students not in it, by the character of the equipment, which cannot be removed each day.

Yours sincerely,

John M. Coulter

Dean J. R. Angell, continued.

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Yours sincerely,

John M. Angell

68

*Law Offices of
Parker & Carter
Suite 410, Marquette Building
Chicago*

FRANCIS W. PARKER
DONALD M. CARTER
FRANCIS W. PARKER, JR.

November 3, 1915.

Dr. Harry Platt Judson, President,
The University of Chicago,
Chicago, Illinois.

My dear Dr. Judson:

With regard to the use of our building, my thought was that we might by fixing certain classes at certain, not now used hours, then by duplicating office uses and the like, increase the effective use of our property. Of course, I am not in possession of the facts, and if you should get up a report for example like the one Arnett got up for use on the Quadrangle Club, I think it would be very illuminating.

Very truly yours,

*Francis W. Parker
C. W. J.*

FWP
EVF

CABLE ADDRESS ELECTRICITY

PATENTS AND TRADEMARKS

Law Office of
Parker & Carter
Suite 200, Municipal Building
Chicago

November 3, 1915.

FRANCIS W. PARKER
DONALD M. CARTER
FRANCIS W. PARKER, JR.

Dr. Harry Platt Judson, President,
The University of Chicago,
Chicago, Illinois.

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Very truly yours,

Francis W. Parker
D. M. Carter

FWT
EVT

Chicago, November 4, 1915

Dear Mr. Parker:-

Yours of the 3d inst. is received.

You are quite correct in the view of the use of the buildings. It is true that at certain hours the classrooms are all crowded. At others they are not, and as the number of classes increase we have been steadily increasing the use at these other hours. There is no doubt at all that we have room for a considerable number of classes yet in the lecture halls. The laboratories are on a somewhat different basis, especially in physics and chemistry and in some of the medical courses. I shall have a report ready in a short time.

Very truly yours,

H.P.J. - L.

Hon. Francis W. Parker,
1410 Marquette Bldg., Chicago.

Chicago, November 4, 1918

Dear Mr. Parker:-

Yours of the 24 inst. is received.

You are quite correct in the view of the use of the buildings. It is true that at certain hours the class-rooms are all crowded. At others they are not, and as the number of classes increase we have been steadily increasing the use at these other hours. There is no doubt at all that we have room for a considerable number of classes yet in the lecture halls. The laboratories are on a somewhat different basis, especially in physics and chemistry and in some of the medical courses. I shall have a report ready in a short time.

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Hon. Francis W. Parker,
1410 Marquette Bldg., Chicago.

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The University of Chicago
The Colleges of Arts, Literature, and Science

OFFICE OF THE DEAN

Spencer

November 9, 1920.

Mr. Edgar J. Goodspeed,
Secretary to the President,
Faculty Exchange.

Dear Edgar:

I am conveying herewith a letter from Mr. Clark to me regarding his disappointment at not being able to receive properly equipped headquarters.

Yesterday Mr. Judd, Mr. Marshall and I, discussing informally the room situation, agreed that it might be well to ask the President to appoint a committee of the Administrative Board to report on the use of all rooms in the University. We are convinced that the University is not using its space to the greatest advantage. Certain parts of the institution seem to be using rooms with an efficiency which amounts to ninety percent, most of the institution seems to be running about forty percent. In place of these opinions, however, it is desirable to have facts. It will then be desirable to determine on a policy with regard to further extension of the use of assembly halls and the adaptation of class rooms to the size of the classes. Indeed, in certain classes the traditional policy of the University in regard to the limitation of classes might well be modified. By this I mean that given a thoroughly good teacher, who can lecture and who can organize and supervise quiz sections, in charge of an efficient reader, it will be economical for the University to register very large sections, even Mandel Hall. Mr. Judd will make a motion with regard to such a survey at the next meeting of the General Administrative Board.

Very truly yours,

David C. Keenan

The University of Chicago
The College of Arts, Literature, and Science

OFFICE OF THE DEAN

November 9, 1933

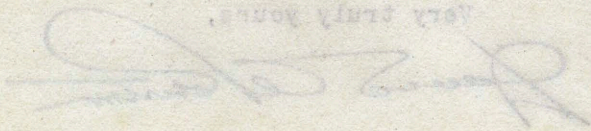
Mr. Edgar L. Goodspeed,
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such a survey at the next meeting of the General Adminis-
trative Board.

Very truly yours,



THE UNIVERSITY OF CHICAGO

DEPARTMENT OF PUBLIC SPEAKING
S. H. CLARK

CHICAGO Nov. 8, 1920

Professor David O. Robertson,
University of Chicago.

My dear Professor Robertson:-

I am bitterly disappointed with Mr. Flock's report that the Committee on Appropriations have decided not to make the necessary improvements in my new office.

In the first place when permission was granted me to use this office I took it for granted that such permission carried with it the tacit understanding that there would be an appropriation sufficient to make the new quarters habitable. I am sure that the noises in my part of the room are just as annoying to the Typewriting department as its noises are to us.

But there is another reason why I should like to have the matter reconsidered. For nearly thirty years I have been acting as director of my department. During that time I have used a stenographer, stationary and postage, to carry on many phases of departmental correspondence such as letters asking for information regarding the department, letters bearing upon our various affiliated contests and their manifold calls regarding judges contestants, and the like; I have sent telegrams, used telephones, etc., and for all this I should say I have expended no less than ten to fifteen dollars per annum: for this I

THE UNIVERSITY OF CHICAGO

Department of Chemistry
Chicago, Illinois

January 10, 1930

Professor J. H. Plesch
University of Cambridge

My dear Professor Plesch:-
I am very glad to hear of your
interest in the problem of the mechanism of the reaction of

hydrogen with nitric oxide. I have been thinking of this
problem for some time and I am sure that you will find it
very interesting. I have been thinking of this problem for
some time and I am sure that you will find it very interesting.
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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF PUBLIC SPEAKING
S. H. CLARK

CHICAGO

Professor D. O. R.--2

I have received no reimbursement-- in fact have never asked for any. Ought this not to weigh somewhat in the scale over against the expense of making the required changes?

Very truly yours,

S. H. Clark

THE UNIVERSITY OF CHICAGO

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CHICAGO

CHICAGO

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CHICAGO

CHICAGO

CHICAGO

CHICAGO

CHICAGO

Spencer
Autumn Quarter 1920

USE IN RELATION TO SEATING CAPACITY

This table shows (roughly) the number of times our rooms were used (1) over seating capacity, (2) one-half (or more) capacity, and (3) less than one-half capacity.

	Over Capacity	One-half Capacity	Less than one-half capacity	Uncertain
Cobb	7	92	77	2
Classics	4	17	17	5
Ellis	0	6	1	1
Lexington	0	9	0	0
Rosenwald	1	11	6	3
Haskell	0	7	22	1
Harper	5	29	18	0
Total	17	171	141	12

- Notes: 1. The figures in the second column include those in the first. There was not a single case where the over-crowding was necessary.
2. Such a table is not quite as significant as it seems, because we have a few very large rooms and a few very small rooms. Light is thrown on the significance of the table by the fact that 109 of these classes had 15 or fewer members.

Autumn Quarter 1930

USE IN RELATION TO SEATING CAPACITY

This table shows (roughly) the number of times our rooms were used (1) over seating capacity, (2) one-half (or more) capacity, and (3) less than one-half capacity.

	Over Capacity	One-half Capacity	Less than one-half capacity	Uncertain
Cobb	7	22	77	3
Classics	4	17	17	8
Ellis	0	8	1	1
Lexington	0	9	0	0
Rosenwald	1	11	8	3
Haskell	0	7	22	1
Harper	5	29	18	0
Total	14	141	141	13

- Notes: 1. The figures in the second column include those in the first. There was not a single case where the over-crowding was necessary.
2. Such a table is not quite as significant as it seems, because we have a few very large rooms and a few very small rooms. Light is thrown on the significance of the table by the fact that 109 of these classes had 15 or fewer members.

Space

PERCENTAGE USE OF CLASS ROOMS
in buildings specified, at hours indicated
for Autumn Quarter 1920

	8	9	10	11	1:30	2:30	3:30	4:30	All 8 hours
Cobb (26)	65	100	100	100	96	92	96	19	83
Classics (8)	63	63	88	100	50	88	37	0	61
Ellis (3)	0	100	33	67	67	0	0	0	33
Lexington (3)	0	100	33	100	33	33	0	0	37
Rosenwald (7)	14	57	29	29	29	57	57	14	36
Haskell (10)	50	20	70	40	20	60	40	20	40
Harper (10)	40	80	60	90	60	60	50	30	61
Total (67)	48	76	75	81	63	72	61	16	61

- Notes:
1. Percentages were worked out on basis of data collected by the President's office.
 2. The table presents the situation on the eight hour basis of 1920-21. It takes no account of evening hours and none of the extra hour (12:30) added for next year.
 3. The table does not include office rooms.
 4. If a room was used at a given hour for only one day per week it was counted as used for all days.
 5. The count of rooms in Harper includes Philosophy Seminar Room.

PERCENTAGE USE OF CLASS ROOMS
in buildings specified, at hours indicated
for Autumn Quarter 1920

	8	9	10	11	1:30	2:30	3:30	4:30	All 8 hours
Cobb (25)	68	100	100	100	98	98	98	19	88
Classen (8)	62	62	88	100	50	88	37	0	61
Ellis (3)	0	100	32	67	67	0	0	0	32
Lexington (3)	0	100	32	100	32	32	0	0	37
Hosmer (7)	14	57	32	32	32	57	57	14	38
Haskell (10)	50	30	70	40	30	60	40	20	40
Harper (10)	40	80	60	90	60	60	50	30	61
Total (67)	48	78	75	81	63	78	61	18	61

- Notes:
1. Percentages were worked out on basis of data collected by the President's office.
 2. The table presents the situation on the eight hour basis of 1920-21. It takes no account of evening hours and none of the extra hour (12:30) added for next year.
 3. The table does not include office rooms.
 4. If a room was used at a given hour for only one day per week it was counted as used for all days.
 5. The count of rooms in Harper includes Philosophy Seminar Room.

The University of Chicago

The University Libraries

May 4, 1925.

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

The enclosed letter from Dean Wilkins raises again a question which we have often discussed. Of course none of us have ever been satisfied with E 11 as a reserve bookroom. We have simply made the best of the facilities at our command. Michigan, Minnesota and most other libraries which provide undergraduate Reserve reading rooms never allow books to be taken from those rooms except overnight. We have tried to partially make up the lack of such a room by permitting students to take the books out on rather liberal schedule, using them in their own rooms, on the campus or elsewhere.

Much as I would like to supply some such reading room, I do not feel that M 11 will serve the need. I understand from the architects that the Theology building will be ready October 1. I understand also from Dr. Breasted's office that on that date the Haskell assembly room will be taken over for museum purposes, hence disappears from our list of available classrooms. Dean Mathews thinks that the assembly room in the Theology building might be used for late afternoon lectures, but the architects tell me that that room is much smaller than Harper M 11 and so will not seat nearly so many people, probably not over one hundred while M 11 seats about one hundred and seventy-five. It is also quite improbable that the Theology assembly room will be available for the solid schedule of classes which are assigned to M 11, usually five or six hours every day.

As you see, it is the taking over of the Haskell assembly room by the museum which makes Dean Wilkin's suggestion impracticable.

Very truly yours,

Edward A. Henry
Head of the Readers' Department.

EAH*1S

Copy sent to Mr. Ernest H. Wilkins

The University of Chicago

The University Libraries

May 4, 1935.

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

The enclosed letter from Dean Wilkins raises again a question which we have often discussed. Of course none of us have ever been satisfied with M. II as a reserve bookroom. We have simply made the best of the facilities at our command. Michigan, Minnesota and most other libraries which provide undergraduate reserve reading rooms never allow books to be taken from those rooms except overnight. We have tried to partially make up the lack of such a room by permitting students to take the books out on rather liberal schedule, using them in their own rooms, on the campus or elsewhere.

Such as I would like to supply some such reading room, I do not feel that M. II will serve the need. I understand from the architects that the Theology building will be ready October 1. I understand also from Dr. Brewster's office that on that date the Haskell assembly room will be taken over for museum purposes. Hence disappears from our list of available classrooms. Dean Mathews thinks that the assembly room in the Theology building might be used for late afternoon lectures, but the architects tell me that that room is much smaller than Harper M. II and so will not seat nearly so many people. Probably not over one hundred while M. II seats about one hundred and seventy-five. It is also quite impractical that the Theology assembly room will be available for the solid academic of classes which are assigned to M. II, usually five or six hours every day.

As you see, it is the taking over of the Haskell assembly room by the museum which makes Dean Wilkins' suggestion impracticable.

Very truly yours,

Head of the Reserve Department.

Copy sent to Mr. Ernest E. Wilkins

Office of the President

Referred to

J. A. Henry

1924

Please

1. Dispose of as you think best.
2. Answer and retain in your files.
3. Answer and return with carbon of reply for our files.
4. Return with answer on President's stationery for him to sign.
5. Return
 - a) With information called for in writing.
 - b) With suggestion of answer in writing.
 - c) Comment in writing.
6. Return and arrange for personal interview.
7. Follow through—and report.
8. Initial and return (sent for information only).
9. Accept _____ Decline.
10. Send to _____ with covering letter.
11. File under _____
12. Make _____ copies.
Send to _____
13. Remarks.

*In addition to considering
this from the point of view
of librarians, it would be
necessary to consult
the Schedule maker to
see whether the new
room would upset the
loss of Barker Hall.
the architect*

to know whether
 activity will be
 ready by Oct 1925
 Please inquire
 - report -
 EAD

13. Remarks

Send to

13. Make _____ copies

11. File under _____

collecting letter

10. Send to _____ with

0. Answer _____

8. Initial and return (sent for information only)

7. Follow through and report

6. Return and arrange for personal interview

a) Comment in writing

b) With suggestion of answer in writing

c) With information called for in writing

5. Return

for him to sign

4. Return with answer on President's stationery
 only file

3. Answer and return with carbon of reply for

2. Answer and return in your file

1. Dispose of as you think best

Please

1034

Referred to

Office of the President

Related to
Office of the Dean

The University of Chicago

The Colleges of Arts, Literature, and Science

OFFICE OF THE DEAN

April 13, 1925.

President Ernest D. Burton,
Faculty Exchange.

My dear President Burton:

As Dean of the Colleges of Arts, Literature, and Science, I am constantly made aware in many ways of the unsatisfactory character of the service rendered to undergraduate students through Ell in the Library.

The unsatisfactory character of these conditions has been made the more striking to me by contrast with the ample and very attractive provision for the reading of reserve books made possible in the libraries of the Universities of Michigan and Minnesota, which I have seen in recent months. In these libraries, as you are doubtless aware, a large and pleasant reading room is provided for the exclusive use of students wishing to consult books on reserve for undergraduate courses.

It occurs to me that we could approximate the conditions at Michigan and Minnesota (though we would still be far from equalling them) if Harper Mll might be released for just such a purpose and fitted up as an undergraduate reading room, the reserve books being shelved presumably at one end of the room, although it might be better to leave the books where they are and use the whole of Mll for reading room purposes.

It would seem to me that this use of Mll might be feasible beginning with the autumn quarter, in view of the feasibility of using Haskell Assembly Room and the new assembly room in the Divinity Building for such lectures as have previously been given in Harper Mll.

I am hoping that your study of this proposal may confirm its apparent validity, and that the great relief for the crowded library situation which it would offer may thus become possible.

Very truly yours,

Ernest H. Wilkins

Dean of the Colleges.

EHW Y

The University of Chicago

The College of Arts, Literature, and Science

OFFICE OF THE DEAN

April 15, 1928.

President Ernest D. Burton,

Faculty Exchange.

My dear President Burton:

As Dean of the College of Arts, Literature, and Science, I am constantly made aware in many ways of the unsatisfactory character of the service rendered to undergraduate students through ELL in the library.

The unsatisfactory character of these conditions has been made the more striking to me by contrast with the ample and very attractive provision for the reading of reserve books made possible in the libraries of the Universities of Michigan and Minnesota. What I have seen in recent months in these libraries, as you are doubtless aware, a large and pleasant reading room is provided for the exclusive use of students wishing to consult books on reserve for undergraduate courses.

It occurs to me that we could approximate the conditions at Michigan and Minnesota (though we would still be far from equaling them) if Harper Hall might be released for just such a purpose and fitted up as an undergraduate reading room. The reserve books being shelved presumably at one end of the room, although it might be better to leave the books where they are and use the whole of HII for reading room purposes.

It would seem to me that this use of HII might be feasible beginning with the autumn quarter, in view of the feasibility of using Hessel Assembly Room and the new assembly room in the Divinity Building for such lectures as have previously been given in Harper Hall.

I am hoping that your study of this proposal may confirm its apparent validity, and that the great relief for the crowded library situation which it would offer may thus become possible.

Very truly yours,

Ernest H. Williams

Dean of the College.

ENC. Y

May 6, 1925.

My dear Mr. Wilkins:

On April 13th you wrote to President Burton suggesting that Harper Hall be converted into an undergraduate reading room. The suggestion was referred by the President to Mr. Henry. I am enclosing a copy of his letter.

Mr. Tufts suggests that in the circumstances, the matter be left to rest as it is.

Very truly yours,

William E. Scott (signed)

Mr. Ernest H. Wilkins.

WES:S

May 11, 1910.

My dear Mr. Wilson:

By mail I have just sent to

President Wilson a copy of the

report of the

committee on the

subject of the

proposed

amendment to the

constitution.

Very truly yours,

Woodrow Wilson

President of the United States

St. Louis, Mo.

Dean Robertson
H.B.

The University of Chicago
The School of Commerce and Administration

November 22, 1922

(C)

President Harry Pratt Judson
The University of Chicago

My dear Mr. Judson:

This is just material for your information in case problems come to your attention which will require its use.

With respect to the use of the Quadrangle Club by Commerce & Administration and Social Service Administration, this rather interesting fact has developed. If we were to move into that building, all of the operating end of our plant, including the statistical laboratory and the library, we should fill it full, without having a single inch for class-rooms and without using any more square feet of space than we are now using.

Surely we want to arrange for at least three class-rooms in that building. Otherwise, we will not have secured any geographical unity at all. You will be interested in knowing how small a proportion of our registration three class-rooms will consume. Assuming that they are all three used every class-hour of the day, we could accomodate slightly more than one-third of our registration. The other two-thirds would have to be accomodated elsewhere.

The last sentence of the preceding paragraph has a very marked bearing upon a comment in your letter. You expressed a desire to move as much as possible into the Quadrangle building in order to free space elsewhere. Of course, I assent to that. I wish to point out, however, that nothing is accomplished for University space as a whole by having me fill the Quadrangle Club with facilitating devices and then have to go elsewhere for class-room space. It seems to me really essential to have three class-rooms in that building.

Specifically this means that it seems to me so desirable as to deserve the term essential that the statistical laboratory remain in Cobb Hall (especially since it is used by Arts students a fair amount) and that the library remain in its present fire-proof quarters in Harper.

R

The University of Chicago
The School of Commerce and Administration

November 23, 1932

President Harry Pratt Judson
The University of Chicago

My dear Mr. Judson:

This is just material for your information in case problems
come to your attention which will require the use.

With respect to the use of the Quadrangle Club by Commerce
Administration and Social Service Administration, this
rather interesting fact has developed. It was to move
into that building, all of the operating end of our plant,
including the statistical laboratory and the library, we
should fill it full, without having a single inch for class-
rooms and without using any more square feet of space than
we are now using.

Surely we want to arrange for at least three class-rooms in
that building. Otherwise, we will not have secured any good-
workable way at all. For will be interested in having now
small a proportion of our registration three class-rooms will
consume. Assuming that they are all three used every class-
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The last sentence of the preceding paragraph has a very mean-
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Quadrangle Club with facilitating devices and then have to go
elsewhere for class-room space. It seems to me really reason-
able to have three class-rooms in that building.

Specifically this means that it seems to me so desirable as to
deserve the term essential that the statistical laboratory re-
main in Cobb Hall (especially since it is used by first students
a fair amount) and that the library remain in its present free-
hold quarters in Harper.

The University of Chicago
The School of Commerce and Administration

President Harry Pratt Judson 2

As I said at the outset, this situation does not call for action, so far as I know, but I do wish to get the facts before you.

Yours very sincerely,

L O Marshall

LCM:R

The University of Chicago
The School of Commerce and Administration

President Harry Pratt Judson 2

As I said at the outset, this situation does not call for
action, so far as I know, but I do wish to get the facts
before you.

Yours very sincerely,

L. D. Macaulay

LOW:R

+ 8

The University of Chicago
The School of Commerce and Administration

November 28, 1922

Space

President Harry Pratt Judson
The University of Chicago

My dear Mr. Judson:

A matter which I wrote you about last week on purely informational grounds has now reached the stage where apparently I shall have to present a matter to you for decision.

Let me begin by saying, that I am quite clear that we ought to put in the Quadrangle Club all of the Commerce and Administration and Social Service Administration enterprises that we reasonably can. Before going ahead with plans for remodeling the building, I would like your decision on two important matters:-

1. Can the Commerce and Administration Library remain in its present fire-proof quarters in the West Tower of Harper? My reason for raising this issue is that the Philosophy Department seems rather anxious to move back from Classics into the quarters they once occupied in that Tower, and I am certainly anxious that their case should be fully considered. I may say in passing that Mr. Burton is considering the matter very carefully.
2. Can the Statistical and Accounting Laboratory remain in Cobb Hall, being moved down from the third floor to the second floor, and thus using the space now being used by the Mimeograph Department? I have raised this issue with Mr. Robertson, and he thinks that it ought to be presented to you for decision since the space to be allotted to Commerce and Administration is a matter which involves several buildings. I desire very much to have this laboratory remain in Cobb for these reasons:-
 - a) Historically considered, it is a Political Economy laboratory, though its main use is now admittedly that of serving Commerce and Administration students.
 - b) Although it accommodates more sections of Commerce and Administration students than it does of other divisions of the University, it will need to accommodate on the average about three sections per quarter of Arts Literature and Science students, and it seems to me inconsistent to try to accommodate them in the Quadrangle Club in view of the fact that
 - c) It is highly desirable that we have space in the Quadrangle Club for three class rooms; as I indicated in my earlier letter

The University of Chicago

The School of Commerce and Administration

November 28, 1932

President Henry Pratt Judson
The University of Chicago

My dear Mr. Judson:

A matter which I wrote you about last week on purely informational grounds has now reached the stage where apparently I shall have to present a matter to you for decision.

Let me begin by saying, that I am quite clear that we ought to put in the Quadrangle Club all of the Commerce and Administration and Social Service Administration enterprises that we reasonably can. Before going ahead with plans for remodeling the building, I would like your decision on two important matters:-

1. Can the Commerce and Administration Library remain in its present five-story quarters in the West Tower of Harper? My reason for raising this issue is that the Philosophy Department seems rather anxious to move back from Classics into the quarters they once occupied in that tower, and I am certainly anxious that their case should be fully considered. I may say in passing that Mr. Burton is considering the matter very carefully.
2. Can the Statistical and Accounting Laboratory remain in Cobb Hall, being moved down from the third floor to the second floor, and thus being the space now being used by the Mining Department? I have raised this issue with Mr. Robinson, and he thinks that it ought to be presented to you for decision since the space to be allotted to Commerce and Administration is a matter which involves several buildings. I desire very much to have this laboratory remain in Cobb for these reasons:-
 - a) Historically considered, it is a Political Economy Laboratory, though the main use is now admittedly that of serving Commerce and Administration students.
 - b) Although it accommodates more sections of Commerce and Administration students than it does of other divisions of the University, it will need to accommodate on the average about three sections per quarter of Arts Literature and Science students, and it seems to me inadvisable to try to accommodate them in the Quadrangle Club in view of the fact that
 - c) It is highly desirable that we have space in the Quadrangle Club for three class rooms, as I indicated in my earlier letter

The University of Chicago
The School of Commerce and Administration

President Harry Pratt Judson

-2-

these three class rooms will take care of only about one-third of our registration, and surely we ought to have enough students using the building to make it seem like somewhat of a headquarters for them. If the Statistical and Accounting Laboratory goes to the Quadrangle Club, neither Mr. Flook nor I can see anyway of getting more than two class rooms. Parenthetically, if the library were to go to the Club, I see no way of securing any class rooms in the Club.

Yours very sincerely,

L. C. Marshall

LCM:IL

The University of Chicago
The School of Commerce and Administration

-2-

President Harry Pratt Johnson

These three class rooms will take care of only about one-third of our registration, and surely we ought to have enough students using the building to make it seem like a department of a headquarters for them. If the Statistical and Accounting Laboratory goes to the Chamberlayne Club, neither Mr. Block nor I can see any way of getting more than two class rooms. Practically, if the library were to go to the Club, I see no way of securing any class rooms in the Club.

Yours very sincerely,

L. J. Marshall

LCM:IL

December 1, 1922.

My dear Mr. Marshall:-

In regard to your quarters may I suggest (1) that the library remain, as at present, in the West Tower of Harper; (2) that the statistical and accounting laboratory might properly remain in Cobb Hall. I understand it would occupy one room. (3) I wonder if the mimeographing work could be put in the basement of the Quadrangle Club. It makes more or less noise which it would be desirable to reduce to a minimum. (4) As for the number of rooms to be occupied by the laboratory I should think that might be a matter of adjustment between yourself and Mr. Robertson.

Very truly yours,

Mr. L. C. Marshall,
The University of Chicago.

HPJ:CB

December 1, 1932.

My dear Mr. Marshall:-

In regard to your quarters may I suggest (1) that the library remain as at present, in the West Tower of Harper; (2) that the statistical and accounting laboratory might properly remain in Opp Hall. I understand it would occupy one room. (3) I wonder if the mimeographing work could be put in the basement of the Quadrangle Club. It makes more or less noise which it would be desirable to reduce to a minimum. (4) As for the number of rooms to be occupied by the laboratory I should think that might be a matter of adjustment between yourself and Mr. Robertson.

Very truly yours,

Mr. L. O. Marshall,
The University of Chicago.

HLJ:CB

Spencer
CH

November 24, 1922

Dean L. C. Marshall
The University of Chicago
Chicago, Illinois

My dear Dean Marshall:

The President made me responsible only for the disposition of space in Cobb Hall, and established certain principles for the assignment of space in this very crowded building. These principles have been applied, except in the space of your own jurisdiction, where you have had an advantage enjoyed by no other department using the building--especially in the provision of space for instructors, although the instructors' offices are not used for consultation of students. My problem in Cobb Hall, therefore, can be met only after the President has ruled on the space assignment for Commerce and Administration--a matter which involves several buildings.

Since you ask my reaction, however, here it is: Ever since I have been responsible for the space in the building I have had earnest requests and increasingly insistent demands for relief from the following:

1. The graduate office which is the administrative heart of our graduate school, that portion of the University which makes Chicago a real University, is inadequately housed. The Dean of the Graduate School of Arts and Literature, and the Dean of the Ogden Graduate School of Science, are less adequately provided for than either you or myself. Both can be provided for in a re-adjustment after release of all of your Cobb Hall space.
2. Mr. Payne, for the office of the examiner and office of the recorder, has never received the space requested when the deans' offices were removed from the north end of Cobb Hall. Recently the Examiner very earnestly appealed for the space now occupied by Dean Talbot.
3. If Miss Talbot is to be removed from her present headquarters, adequate space must be provided for her elsewhere.
4. The Correspondence Study division is shockingly overcrowded in its present space. There is a possibility of adequately housing the department on the second floor--if all of the Commerce and Administration space in Cobb Hall is surrendered.

Dean Marshall

2

5. The modern language departments--Romance, German, General Literature, and English--with a far larger registration of students than Commerce and Administration, have never had adequate facilities for conference with students. This is especially true of the English department, which has had during the years 1919-20, 1920-21, and 1921-22, by far the largest number of registrations to care for. At present, for instance, there is only one room, the same size as that used by the Germanic department for three instructors, and by the Romance department for three instructors, for conferenced with all students in English 1 and English 3--conferences which involve at the present time, 20 sections of English 1, over 800 students, and 13 instructors.

I hope, therefore, that all work in Commerce and Administration may be removed from Cobb Hall, to afford some closed approximation to the administrative efficiency in the above mentioned groups.

Yours very truly,

DAR

Dean.

R

The University of Chicago
The Ogden Graduate School of Science

Folder
Assignment
2 Space

*Eggs
will everything be
in shape for
classes at the
beginning of
the quarter?*
yes

March twenty-seventh

1 9 2 3

Space

President E. D. Burton,
Faculty Exchange

Dear President Burton:

I present herewith a report of progress on work done by the Space Committee:

In accordance with your request, the Committee recommends discontinuation at once of rooms 16 and 18 in Harper as class rooms and the discontinuation of room 19 with the beginning of the Summer Quarter. We also recommend that the Office of the College Deans be moved from the first floor of Cobb Hall to the North end of the second floor of Cobb in the space freed by C. & A. It is recommended that Dr. Harvey's office be moved over from Ellis, freeing a room for recitation purposes in that building, and that Mr. Jones' office be moved from the first floor of Cobb to the north end of the second floor, freeing a recitation room. It is recommended that Miss Talbot's office be moved to Cobb 2B, and that Miss Cates' be moved to this room also. The space occupied by Miss Talbot is badly needed by the Examiner's Office. The room used by Miss Cates may be used as a small lecture room. These changes will involve a net gain of four class rooms on the first floor of Cobb and one in Ellis.

Class rooms will be lost on the upper floors of Cobb by giving more office space to the Departments of English and Romance. It is further recommended that the Correspondence Study Department be moved to the rooms on the north side of Ellis, west of the north entrance. The transfer of the Correspondence Department to Ellis Hall is contingent on the provision of space for the Football Tickets Committee in other quarters, possibly in the grand stand. Plans for this move are already under consideration by the Football Tickets Committee. An additional room now used as a ~~locker~~ room by the Department of Military Science and Tactics would be taken over by Mr. Mallory, and the Military Science Department would get the use of the room vacated by the Medical Offices. Three additional lecture

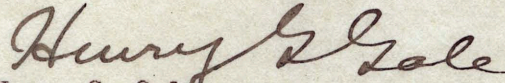
President E. A. Hart
Faculty Senate
Board of Trustees

I present herewith a report of progress in work done by the
Faculty Senate
The Committee on the Faculty Senate has been organized since
the last meeting of the Faculty Senate in 1912. It is
composed of the following members: The President, the
Vice-President, the Secretary, the Treasurer, and the
Members-at-Large. The Committee has been organized
to study the various questions which have been
presented to the Faculty Senate since its last
meeting. It has held several meetings and has
received many suggestions from the Faculty
Senate. It has also received many suggestions
from the President, the Vice-President, the
Secretary, and the Treasurer. The Committee
has been very busy in its work and has
made many suggestions to the Faculty Senate.
The Committee has also received many suggestions
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Secretary, and the Treasurer. The Committee
has been very busy in its work and has
made many suggestions to the Faculty Senate.

President E. D. Burton -2-

rooms may be regained in Ellis Hall if arrangements can be made to move the Y. M. C. A. Offices to 5824 Woodlawn Avenue. It is hoped that either the C. & A. accounting laboratory or the Alumni Offices can also be placed in this building. This will free one of the large rooms at the north end of Cobb Hall. This space is badly needed for consultation and office room by the instructors in the Junior College courses in English.

Very truly yours,

A handwritten signature in cursive script, reading "Henry G. Gale".

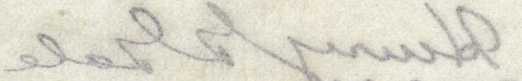
Henry G. Gale
Chairman

HGG:M

President W. D. Burton -S-

rooms may be regained in Ellis Hall if arrangements can be made to move the Y. M. C. A. Offices to 3834 Woodlawn Avenue. It is hoped that either the C. & A. accounting laboratory or the Alumni Offices can also be placed in this building. This will free one of the large rooms at the north end of Cobb Hall. This space is badly needed for consultation and office room by the instructors in the Junior College courses in English.

Very truly yours,


Henry G. Cobb
Chairman

HGC:M

The University of Chicago

Department of Latin

File

Dear Mr. Goodspeed,

The enclosure from Mr. Laing explains itself. Will you kindly reserve a room for Mr. Laing?

At present the only room available is Mr. Clark's office on the top floor, which Mr. Clark will not be using during Mr. Buck's absence.

As Mr. Laing is somewhat heavy to be traveling to the top floor I mentioned the fact that Mr. Shorey at present occupies two offices on the second floor, one of which he turns over to a graduate student, using it himself only as storehouse for a safe. I mentioned this fact to Mr. Laing and you will note his reaction. I leave you to use the facts as you see fit, but should be glad to hear your decision.

Cordially yours,

July 26/23 -

Henry M. Prescott

July 26/23

be glad to hear your decision.

Cordially yours,

Samuel Johnson

will note his reaction. I leave you to use the facts as you see fit, but should
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At present the only room available is Mr. Clark's office on the top
a room for Mr. Loring?

the enclosure from Mr. Loring explains itself. Will you kindly reserve
Mr. Goodspeed,

The University of Chicago
Department of Latin

COLUMBIA UNIVERSITY
NEW YORK CITY

July 23, 1923

Professor Henry W. Prescott
Chicago University
Chicago, Ill.

My dear Prescott:

The one Major arrangement for next summer will
suit me.

I think that it will be best not to speak to
Shorey about the office question. If there is a
vacant room on the fourth floor you might assign it
to me for next year.

With kindest regards,

Sincerely yours,

Gordon Lang

GJL:S

COLUMBIA UNIVERSITY

NEW YORK CITY

July 22, 1928

Professor Henry W. Prescott

Chicago University

Chicago, Ill.

My dear Prescott:

The only major arrangement for next summer will

exit me.

I think that it will be best not to speak to

Shorey about the office question. It seems in a

vacant room on the fourth floor you might assign it

to me for next year.

With kindest regards,

Sincerely yours,

Frederic Langford

611:2

Spam

August 21, 1923

Miss G. L. Chamberlin,
Chautauqua, New York

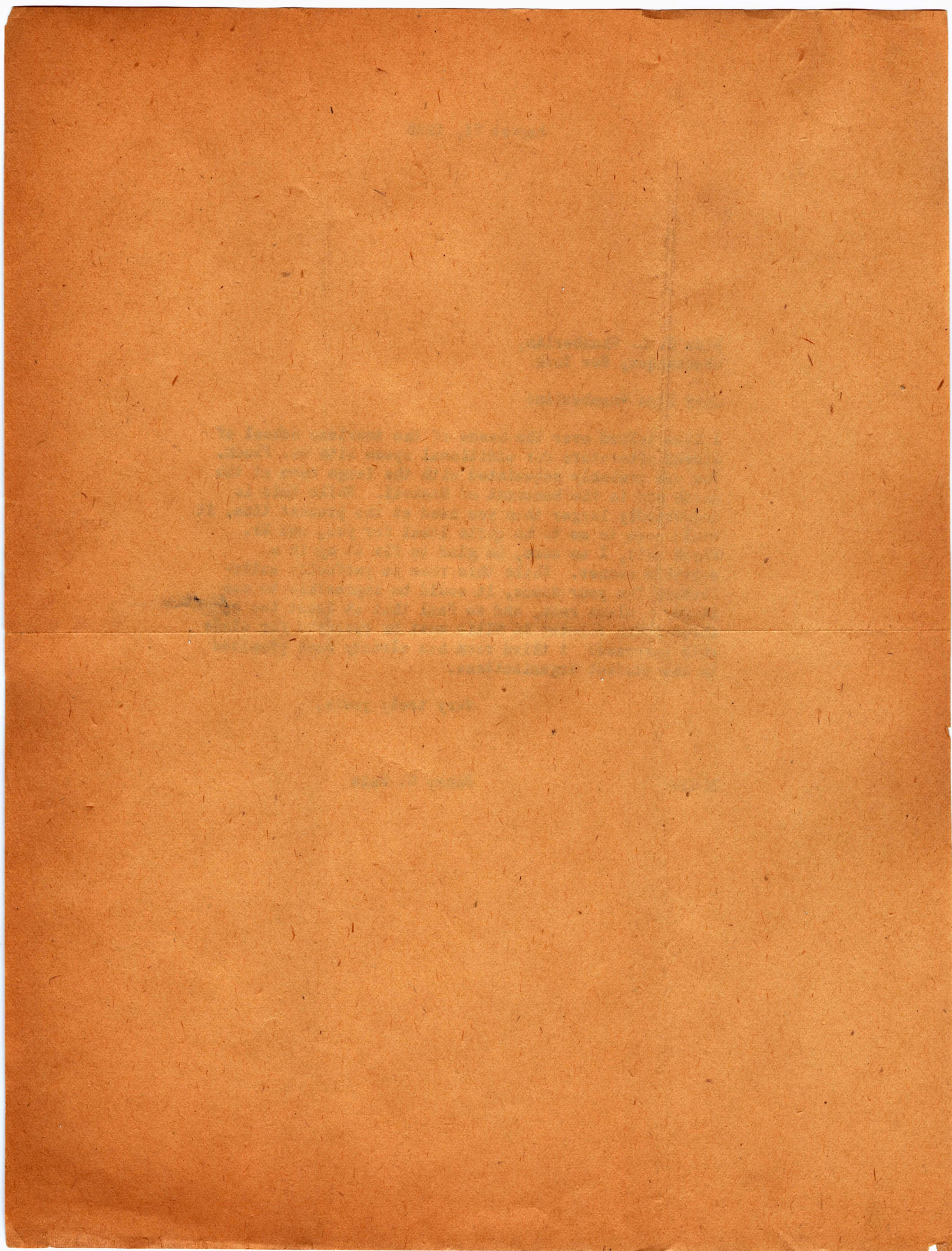
Dear Miss Chamberlin:

I have talked over the needs of the American School of Sacred Literature for additional space with Mr. Flook. You are probably acquainted with the large room at the north end in the basement of Haskell. While this is undoubtedly larger than you need at the present time, it would seem to me to be quite ideal for you, and Mr. Flook will, I am sure, be glad to fix it up in a suitable manner. While this room is perfectly satisfactory for your needs, it would be impossible to use it for a class room, and we feel that at least two ~~of the~~ three rooms vacated in Ellis must be reserved for class room purposes. A third room has already been promised to the student organizations.

Very truly yours,

HGG:M

Henry G. Gale



The University of Chicago

Office of the Auditor

Mr. E. J. Goodspeed
Space Low

August 3, 1923.

My dear Mr. Goodspeed:

I am inclosing herewith a letter from Miss Chamberlin with regard to space for the activities of the Institute of Sacred Literature. Undoubtedly this portion of her letter should have been addressed to you. I wonder if you have any way of meeting their needs.

Yours very truly,

W. D. Huntington

Mr. E. J. Goodspeed,
Faculty Exchange.

The University of Chicago

Office of the President

Miss Chamberlin
Faculty Exchange
Chicago, Ill.

August 3, 1923.

My dear Mr. Goodspeed:

I am inclosing herewith a letter from
Miss Chamberlin with regard to space for the
activities of the Institute of Sacred
Literature. Undoubtedly this portion of her
letter should have been addressed to you. I
wonder if you have any way of meeting their
needs.

Yours very truly,

Mr. E. L. Goodspeed,

Faculty Exchange.

The University of Chicago

The American Institute of Sacred Literature

FOUNDED BY WILLIAM RAINEY HARPER 1891
INCORPORATED IN THE UNIVERSITY OF CHICAGO 1905

July 30, 1923.

Mr. Nathan Plimpton
Auditor's Office
The University of Chicago
Chicago, Ill.

My dear Mr. Plimpton:

I have your report and am glad that we came out so well. I want to check up my own accounts closely with Mr. Russel on my return but I was under the impression that the deficit of last year was closed out by special payments and did not appear on our books this year. There were two; one of \$200 by Prof. Burton and one \$100 for stenographic service rendered by the American Institute of Sacred Literature in Chicago during the year to Chautauqua leaving a balance which was already due from Mr. Rockefeller of \$48.00. I had thought that although this was received after July 1st it was not counted in our receipts, but I really cannot check up anything here as I have had no report from the University Press as to their sales of Institute studies for the year and no detailed report of receipts from other sources. I will check it all up in September, however, and see if our records ~~will~~ correspond as they should.

Now I want to raise another question. The American Institute Office in Haskell will be inadequate for the ~~extension~~ ^{expansion} that we hope to make this year. It is all right as a head-quarters for ~~one~~ ^{use and for} secretary but it will not accommodate the extensive mailing work that we plan to do ~~when~~ ^{and} the storage of stock and literature of all kinds ~~come~~ ^{together} with our traveling libraries. We are inaugurating a series of 26 ministers' reading courses this Fall with small traveling libraries of five books ^{a piece}.

Now what we want is a good room where we can put a Dictaphone Operator and a mailing clerk with all her circular matter, libraries, etc. in the same room. We can also put our multigraph into that room. This will relieve the present congestion in our office and take care of the new business. Dr. Mathews tells me that the Y. M. C. A. is moving out of Ellis Hall. Is there a room there that could be used for this purpose? By making a campus telephone connection I could keep in close touch with everything in a mailing room and still keep my own office quite orderly for my own work in ~~handling~~ ^{in my own office} our literature and planning the general activities of the Institute, and could have my secretary with her typewriter. The correspondence is going to be so heavy this autumn that I need to train in a secretary to do independent correspondence as it is not necessary for me to dictate a good deal of the routine correspondence.

Mr. Mathews suggested that I take this up with you right away

Editing

The University of Chicago

The American Institute of Sacred Literature

FOUNDED BY WILLIAM KIMBLE MARSH 1891
INCORPORATED IN THE UNIVERSITY OF CHICAGO 1902

July 30, 1923.



Mr. Nathan Plimpton
Auditor's Office
The University of Chicago
Chicago, Ill.

My dear Mr. Plimpton:

I have your report and am glad that we came out so well. I want to check up my own accounts closely with Mr. Russell on my return but I was under the impression that the deficit of last year was closed out by special payments and did not appear on our books this year. There were two; one of \$200 by Prof. Burton and one \$100 for stenographic service rendered by the American Institute of Sacred Literature in Chicago during the year to Oshantung leaving a balance which was already due from Mr. Rockefeller of \$48.00. I had thought that although this was received after July 1st it was not counted in our receipts, but I really cannot check up anything here as I have had no report from the University Press as to their sales of Institute studies for the year and no detailed report of receipts from other sources. I will check it all up in September, however, and see if our records correspond as they should.

Now I want to raise another question. The American Institute Office in Haskett will be inadequate for the season that we hope to make this year. It is all right as a head-quarters for one secretary but it will not accommodate the extensive mailing work that we plan to do and the storage of stock and literature of all kinds ~~and~~ with our traveling libraries. We are inaugurating a series of 25 minutes' reading courses this Fall with small traveling libraries of five books a piece.

Now what we want is a good room where we can put a Dictaphone Operator and a mailing clerk with all her circular matter, libraries, etc. in the same room. We can also put our multigraph into that room. This will relieve the present congestion in our office and take care of the new business. Dr. Mathews tells me that the Y. M. C. A. is moving out of Bliss Hall. Is there a room there that could be used for this purpose? By making a campus telephone connection I could keep in close touch with everything in a mailing room and still keep my own office quite orderly for my own work in handling our literature and planning the general activities of the Institute and could have my secretary with her typewriter. The correspondence is going to be so heavy this autumn that I need to train in a secretary to do independent correspondence as it is not necessary for me to dictate a good deal of the routine correspondence.

Mr. Mathews suggested that I take this up with you right away

Editing

Mr. Nathan Plimpton

page 2

Ellis
before everything was taken in the building. He seemed to think that there might be a good room there that we could have. I think we are planning to accommodate a mailing room in the new Divinity Building in the basement but it will be sometime I think before we will have that building and I am anxious that nothing shall hinder the expansion which now seems possible. Will you let me know about this in order that if it is necessary for me to communicate with any other person in the University, I may lose no time in doing so.

Cordially yours,

G. H. Chamberlain

Mr. Nathan Plimpton

333
Everything was taken in the building. He seemed to think that
it be a good room there that we could have. I think we are
accommodate a mailing room in the new Divinity Building
but it will be sometime I think before we will have
anything and I am anxious that nothing shall hinder the expansion
possible. Will you let me know about this in order that
I may lose no time in doing so.

Cordially yours,

W. L. G. L.



The University of Chicago

Department of Latin

Dear Mr. Tufts, *Spae*

In response to your query regarding the use of Classics 16 by the Department of Art, I am instructed by the Classical Conference to express our approval of the reservation of this room for the Art Department if quarters elsewhere than in our building can be found for Mrs. Flint and Miss Wallace.

In addition I am requested by the Classical Conference to communicate the following memorandum:

In view of the approaching erection of a Modern Language Building the Conference suggests to the administration that ^{the} university, ~~should~~ on the erection of the Modern Language Building, should develop the Classics Building and the Modern Language Building as a unit for teaching and research in the languages and literatures. In that case the departments of Greek, Latin, and Comparative Philology should have first claim to all rooms in the Classics Building, the departments of Modern Languages a secondary claim, and suitable quarters outside the Classics Building should be found for the Departments of Art and of Philosophy at present accommodated in the Classics Building.

Cordially yours,

May 2, 1925

Henry M. Bassett.

The University of Chicago

Department of Latin

Dear Mr. Tuttle,

In response to your query regarding the use of Classics 16 by the Department of Art, I am instructed by the Classical Conference to express our approval of the reservation of this room for the Art Department if quarters elsewhere than in our building can be found for them.

Yours and Miss Wallace.

In addition I am requested by the Classical Conference to communicate

the following memorandum:

In view of the approaching erection of a Modern Language Building the Conference suggests to the administration that university quarters for the erection of the Modern Language Building should develop the Classics Building and the Modern Language Building as a unit for teaching and research in the languages and literatures. In that case the departments of Greek, Latin, and Comparative Philology should have first claim to all rooms in the Classics Building, the departments of Modern Languages a secondary claim, and suitable quarters outside the Classics Building should be found for the Departments of Art and of Philosophy at present accommodated in the Classics Building.

Cordially yours,

Wm. M. Bennett

May 2, 1922