

The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

May 3, 1929.

Mr. David H. Stevens,  
Assistant to the President,  
Faculty Exchange.

My dear Mr. Stevens:

In accordance with Mr. Woodward's request, as reported in your note of April 29, I have sent to the Auditor a requisition for \$300, covering certain expenses in connection with Library representation at the American Library Association Annual Conference held in Washington the week of May 13th. I have endorsed Mr. Schenk's request, as presented by him, covering railroad fare, pullman, and room. I have, further, by agreement with the three persons concerned, taken the railroad and pullman fares for two persons and divided it among three, allowing thus slightly less than railroad fare for each of the three. The rest I have assigned to my own expenses, which may or may not be thus covered.

It was not my desire that Dr. Dorf should go, but he has been going in the past, and I feel that I must lean over backwards in being fair to him at a time when his case is on review. Miss Lamb and Miss Ver Nooy are ever so deserving and I am sorry that they did not get a more adequate allowance. They and, therefore, we will be distinctly benefited by their attendance.

I have passed to the Auditor five bills for advance payment on the basis above recorded. I assume the Committee on Expenditures will act in time enough to make the money available to the travellers.

Yours very truly,

W. H. Ransom  
Director.

MLR:FLF

Mr. Schenk hopes he may leave his charges Monday or Tuesday  
WHR



The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

May 3, 1928

Mr. David H. Stevens,  
Assistant to the President,  
Faculty Exchange.

My dear Mr. Stevens:

In accordance with Mr. Goodwin's request,  
as reported in your note of April 22, I have sent to the Auditor  
a requisition for \$300, covering certain expenses in connection  
with library representation at the American Library Association  
Annual Conference held in Washington the last of May. I have  
have ordered Mr. Goodwin's request, as presented by him, covering  
travel, fare, baggage, and room. I have, further, by agreement  
with the three persons concerned, taken the railroad and airline  
tickets for two persons and divided it among the three, allowing them  
fifty dollars each railroad fare for each of the three. The total  
I have assigned to my own expenses, which may or may not be later  
covered.

It was not my desire that Mr. Goodwin should  
go, but he has been going in the past, and I feel that I must  
leave their bookkeeping in being left to him at the time when his case  
is on review. Miss Lamb and Miss Ver Hooy are ever so deserving  
and I am sorry that they did not get a more adequate allowance.  
They and, therefore, we will be distinctly benefited by their  
attendance.

I have passed to the Auditor five bills for  
advance payment on the basis above recorded. I assume the Committee  
on Expenditures will not in time enough to have the money available  
to the travelers.

Yours very truly,

W. L. R. Library  
Director.

Mr. Robert L. R. Library  
W. L. R.



April 29, 1929

My dear Mr. Roney:

Mr. Woodward has requested me to report as follows on the proposal regarding the meeting of the American Library Association in Washington the week of May 13. Unquestionably Mr. Schenck and yourself should be present on the basis proposed. Unless there are peculiar reasons for desiring a large representation at the meeting, it is requested that the total expense be kept within \$300. In the School of Education there is a practice of contributing a percentage toward travel expense to meetings at which a number of the staff are to be present. I hope that you can meet your general purpose on that basis. Please send a requisition for \$300 to the Committee on Expenditures, giving the division of the amount. If preferable, the money can be advanced to the persons indicated, and the itemized statements be turned in later on.

Very truly yours,

David H. Stevens

Assistant to the President

Mr. M. L. Roney, Director,  
The University Libraries,  
Faculty Exchange.

C Mr. N. C. Plimpton



CC

April 29, 1933

My dear Mr. Roney:

Mr. Woodward has requested me to report as follows on the proposal regarding the meeting of the American Library Association in Washington the week of May 18. Unquestionably Mr. Schenck and yourself should be present on the basis proposed. Unless there are peculiar reasons for desiring a large representation at the meeting, it is requested that the total expense be kept within \$300. In the School of Education there is a practice of contributing a percentage toward travel expenses to meetings at which a number of the staff are to be present. I hope that you can meet your general purpose on that basis. Please send a requisition for \$300 to the Committee on Expenditures, giving the division of the amount. If preferable, the money can be advanced to the persons indicated, and the itemized statements be turned in later on.

Very truly yours,

David H. Stevens

Assistant to the President

Mr. W. L. Roney, Director,  
The University Libraries,  
Reserve Exchange.

C Mr. W. C. Plimpton



ad  
"Urgent"

The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

April 28 '24

My dear Mr. Woodward,

This year's annual conference of the American Library Association is to be held in Washington the week of May 13.

I should like to have five members of the staff attend, as follows:

Mr. Eckert (President, Amer. Assoc. of Law Librarians, visiting at same time a place  
Railroad Pullman & Room

Dr. Dorf, Misses Lamb and Van Nooy  
Railroad and Pullman

Myself, all expenses

Total necessary (to be charged to the Library's S. & E. acct) about \$400.00

A prompt answer would be appreciated, as Pullman reservations should be reported to the local city committee by May 1.

Mr. Frederic Woodward  
Acting President

Very truly yours,

W. R. Ramey



The University of Chicago  
The University Libraries

April 28 24

OFFICE OF THE DIRECTOR

My dear Mr. Woodward

This year's annual conference of the American  
Library Association is to be held in Washington the week of May 13  
I shall like to have five members of the staff attend as follows:  
Mr. School (President), one more of his other staff to assist in  
conducting the business of the Association  
Dr. Cook, Mr. Johnson and Mr. May  
Mr. School and Mr. Johnson

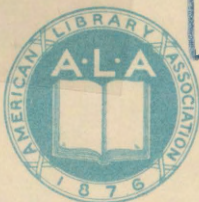
Very truly,  
your obedient servant

Best university (to be charged to the library) 2-E each - \$4.00  
a grant of money would be appreciated, as the association is  
so important to the field and committee of study!

Very truly,  
W. L. G. May

Mr. Theodore Woodward  
City of Chicago





# AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET CHICAGO

Fiftieth Annual Conference, West Baden, Indiana, May 28 to June 2

April 23, 1928

Dr. Frederick T. Woodward  
Chicago, Illinois

My dear Dr. Woodward:

May I express to you and through you to the University of Chicago our thanks for your courtesy to our guests, M. and Mme. Roland-Marcel.

The visit to the University was a delightful one, much enjoyed particularly by M. Roland-Marcel, but also by Madame.

Mr. Roland-Marcel has large ideas in regard to interchange of material and ideas between France and America.

It was a privilege to participate in his visit to you.

Yours cordially,

*Sarah C. N. Bogle*

Sarah C. N. Bogle  
Assistant Secretary

scnb-c



AMERICAN LIBRARY ASSOCIATION  
EXECUTIVE OFFICES, 22 EAST RANDOLPH STREET CHICAGO

British Annual Conference, West Baden, Indiana, May 25 to June 2



April 23, 1928

Mr. Frederick T. Woodward  
Chicago, Illinois

My dear Mr. Woodward:

May I express to you and through you to the  
University of Chicago our thanks for your courtesy to our  
guests, Mr. and Mrs. Roland-Marcet.

The visit to the University was a delightful  
one, much enjoyed particularly by Mr. Roland-Marcet, but also

Mr. Roland-Marcet has large ideas in regard  
to interchange of material and ideas between France and  
America.

It was a privilege to participate in his visit  
to you.

Yours cordially,

*Charles C. H. Boyle*

Charles C. H. Boyle  
Assistant Secretary

cc-10



ag-

Mr. Roland - Mrs. Marcel

Mr. Coleman Mrs. Woodward  
Mr. Roland - Mrs. Marcel  
Mr. Woodward Miss Bogel

Coleman

Mrs. ~~Roll~~  
Mrs. Jenkins  
Mrs. ~~Roll~~

Mr. Laing

Mr. ~~Roll~~  
Merrill

Mrs. Koch

Mr. Dorf

Mrs. ~~Laing~~  
Jenkins

Mr. Roden

Mr. Koch



88

Colonel. Vernal

Mr. Vernal  
Mrs. Vernal  
Miss Vernal  
Mr. Vernal  
Mrs. Vernal  
Miss Vernal

Mr. Vernal  
Mrs. Vernal  
Miss Vernal  
Mr. Vernal  
Mrs. Vernal  
Miss Vernal

Mr. King

Mr. King  
Mrs. King  
Miss King

Mrs. King

Mr. King

Mrs. King  
Miss King  
Mr. King

Mr. King

Mr. King



This note is to acknowledge your acceptance  
of Mr. Henry's invitation to meet the Director

This note is to acknowledge your acceptance  
of Mr. Henry's invitation to meet the Director of the Bibliothèque  
Nationale, Paris, at luncheon on Friday, April 20. M. and Mme.  
Roland-Marcel with their party will meet the members of the  
University in the Library of the Quadrangle Club at half past  
twelve. Luncheon will be served promptly at one o'clock.

~~To~~  
✓ Mr. Laing  
✓ Mr and Mrs. Coleman  
✓ Mr and Mrs Woodward  
✓ Mr. Merrill  
✓ Mr and Mrs Jenkins



The University of Chicago  
CHICAGO, ILLINOIS  
Office of the President



The University of Chicago

CHICAGO ILLINOIS

Office of the President

April 4, 1928.

99

My dear Dr. McLean:

Will you please report to Miss Wright whether or not you could use the stage instead of the private dining room on April 20 at the lunch hour. The Library people are planning to entertain the Director of the Bibliotheque Nationale and of course would prefer the better room unless you are having something more formal than a committee meeting.

Very truly yours,

David H. Stevens

Assistant to the President.

Dr. Franklin C. McLean,  
Faculty Exchange.

OK  
McLean  
Reported "OK"  
to Mrs. Henry's secretary,  
Apr. 6, 1928.







One o'clock - April 20 (Friday)

Henry (2) - 6  
Raney - 2  
Woodward (2) - 1  
Romance - 2

The University of Chicago  
The University Libraries

April 3, 1928.

Mr. Frederic C. Woodward,  
President's Office.

My dear Mr. Woodward:

Miss Bogle of the American Library Association has just phoned me to know if it may be possible to arrange a luncheon of which either you or Pres. Mason should be host, for M. and Mme. Roland-Marcel, the Director of the Bibliotheque Nationale in Paris, on April 20th when M. Roland-Marcel wishes to visit the campus and see the outstanding things both of the University as a whole and of the library in particular. I shall be glad to confer with you as to how much time we should ask the Committee to allow us for the University visit. The party from downtown will consist of M. and Mme Roland-Marcel, Librarian Koch of Northwestern University who is Pres. of the Chicago Library Club and hence the general host for the occasion and Miss Bogle representing the American Library Association. Of our group here Miss Bogle suggests that Mrs. Henry should be included to give special attention to Mme. Roland-Marcel and of course Dr. Raney should be present if he is in the city at that time and also Dr. Works since M. Roland-Marcel will be a controlling factor in the final disposition of the American Library School in Paris. It might also be well to invite some members of our Romance and possibly other departments.

Cordially yours,

*Edward A. Henry*  
Acting Director

EAH/AH



The University of Chicago

East Asiatic Museum

April 3, 1933.

Mr. Frederic C. Woodward,  
President's Office.

My dear Mr. Woodward:

Miss Bogie of the American Library Association has just phoned me to know  
if it may be possible to arrange a luncheon of which either you or Fred  
Kason should be host, for Mr. and Mrs. Roland-Marsel, the Director of the  
Bibliothèque Nationale in Paris, on April 20th when Mr. Roland-Marsel  
wishes to visit the campus and see the outstanding things both of the  
University as a whole and of the library in particular. I shall be glad  
to confer with you as to how much time we should ask the Committee to  
allow us for the University visit. The party from downtown will consist  
of Mr. and Mrs. Roland-Marsel, Librarian Koch of Northwestern University  
who is President of the Chicago Library Club and hence the general host for  
the occasion and Miss Bogie representing the American Library Association.  
Of our group here Miss Bogie suggests that Mr. Henry should be included  
to give special attention to Mrs. Roland-Marsel and of course Mr. Henry  
should be present if he is in the city at that time and also Mr. Kason  
since Mr. Roland-Marsel will be a controlling factor in the final disposal  
of the American Library School in Paris. It might also be well to  
invite some members of our Romance and possibly other departments.

Cordially yours,

John D. Kason  
Acting Director



Library  
Gq1

September 22, 1926

My dear Mr. Hanson:

Your recommendation that a tea be given to the delegates and representatives of the American Library Association, in case they visit the University, is approved. You are authorized to make whatever arrangements you deem advisable, and you will please send a memorandum of the expense to me.

Yours sincerely,

Frederic C. Woodward

Mr. J. C. M. Hanson  
Faculty Exchange

FCW\*L



September 22, 1933

My dear Mr. Hanson:

Your recommendation that a fee be given to the Executive and Representative of the American Library Association, in case they visit the University, is approved. You are authorized to make whatever arrangements you deem advisable, and you will please send a statement of the expense to me.

Yours sincerely,

Franklin D. Woodberry

Mr. J. C. M. Hanson  
Care of Hanson



The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

G 91

September 21, 1926.

My dear Mr. Woodward:

I have yours of September 18th, authorizing the expenditure of the sum of \$216.00 in connection with the Atlantic City meeting of the American Library Association.

On the return of Miss Perrine yesterday, I find that she will not be able to go to Atlantic City. The same holds true of Miss Melcher and Miss Lamb. Under the circumstances, I am venturing to apply the money as follows:

Mr. Schenk, the Law Librarian, railroad and Pullman expenses . . . . . \$65.68

Miss Ver Nooy, head of the information service in the Reading Room, railroad 47.28

The remainder, to be applied on the expenses of the undersigned . . . . . 103.04  
216.00

Sincerely yours,

*J. C. M. Hansen*  
Associate Director

Mr. F. C. Woodward, Vice-President,  
The University of Chicago.

JCMH-N



The University of Chicago

The University Librarian

Office of the Associate Director

September 21, 1926

My dear Mr. Woodward:

I have yours of September 18th, authorizing the expenditure of the sum of \$216.00 in connection with the Atlantic City meeting of the American Library Association. On the return of Miss Perrine yesterday, I find that she will not be able to go to Atlantic City. The same holds true of Miss Melcher and Miss Lamb. Under the circumstances, I am venturing to apply the money as follows:

|  |               |
|--|---------------|
| Palman expenses  | \$65.68       |
| Miss Ver. Neely, head of the information service in the Reading Room, railroad | 47.28         |
| The remainder, to be applied on the expenses of the undersigned                | 103.04        |
|  | <u>216.00</u> |

Sincerely yours,

Associate Director

Mr. F. C. Woodward, Vice-President,  
The University of Chicago.

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Li 1 under  
September 18, 1926

My dear Mr. Hanson:

In response to your letter of September 14 I wish to inform you that the Committee on Expenditures has authorized the payment of the expenses of two representatives at the Fiftieth Anniversary Conference of the American Library Association to be held at Atlantic City, October 4-9.

It is expected that you will be one of the representatives and that one or more heads of departments in the Library will make use of the balance of the appropriation. I suggest that you draw a requisition for \$216.00.

Sincerely yours,

Frederic C. Woodward

Mr. J. M. C. Hanson  
Faculty Exchange

FCW\*L

CC Mr. Plimpton



10/1/26

September 18, 1926

My dear Mr. Hanson:

In response to your letter of September 14 I wish to inform you that the Committee on Expenditures has authorized the payment of the expenses of two representatives at the Fiftieth Anniversary Conference of the American Library Association to be held at Atlantic City, October 4-9. It is expected that you will be one of the representatives and that one or more heads of departments in the library will make use of the balance of the appropriation. I suggest that you draw a requisition for \$216.00.

Sincerely yours,

Frederic C. Woodward

Mr. J. M. O. Hanson  
Faculty Exchange

FCW:L

CC Mr. Plimpton



**The University of Chicago**

**The University Libraries**

OFFICE OF THE ASSOCIATE DIRECTOR

September 16, 1926.

Dr. Frederic C. Woodward, Vice-President,  
University of Chicago,  
Faculty Exchange.

Dear Dr. Woodward:

According to your request of this morning, I submit memorandum on visit of official delegates from foreign countries to the fiftieth anniversary conference of the American Library Association.

The delegates, twenty-five in number, with perhaps five official representatives of the American Library Association and five to ten local librarians, thirty-five to forty in all, may visit the University on the afternoon of the second and last day of their stay in Chicago. In case all, or a considerable number come out to the University, I recommend that tea and other refreshments be provided, either in Ida Noyes Hall, the Quadrangle Club, or the Theology Building, to be served after the inspection of the Main Library and one or two departmental libraries. The cost will presumably not exceed \$35 and may run considerably lower. The visitors will arrive on or about October 20th, the date not as yet definitely determined. Among the delegates are Henry Guppy, Librarian of the Rylands Library, Manchester, leading



The University of Chicago

The University Libraries

THE ASSOCIATE DIRECTOR

September 16, 1933.

Dr. Frederic G. Woodward, Vice-President,  
University of Chicago,  
Faculty Exchange.

Dear Dr. Woodward:

According to your request of this morning, I submit memorandum on  
visit of official delegates from foreign countries to the fifteenth annual  
versary conference of the American Library Association.

The delegates, twenty-five in number, with perhaps five official  
representatives of the American Library Association and five to ten lo-  
cal librarians, thirty-five to forty in all, will visit the University  
on the afternoon of the second and last day of their stay in Chicago.

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recommend that tea and other refreshments be provided, either in  
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served after the inspection of the Main Library and one or two depart-  
mental libraries. The cost will presumably not exceed \$35 and may run  
considerably lower. The visitors will arrive on or about October 20th,  
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Henry Guppy, Librarian of the Rylands Library, Manchester, leading

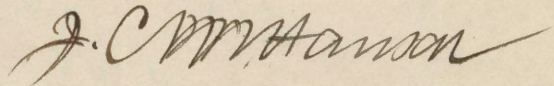


FCW

-2-

librarians of the British Museum and Bibliothèque Nationale, representative librarians from Spain, Italy, Switzerland, Czechoslovakia, Russia, China and Japan, also Dr. Isaac Collijn of Stockholm, Sweden, Dr. Drachman of Copenhagen and Dr. Hilsenbeck of Munich, Germany.

Very sincerely yours,

A handwritten signature in dark ink, appearing to read "J. C. M. Hanson", with a stylized, flowing script.

J. C. M. Hanson,

Associate Director.

JCMH:MS





-2-

Librarian of the British Museum and Bibliothèque Nationale, representative  
librarians from Spain, Italy, Switzerland, Czechoslovakia, Russia, China  
and Japan, also Dr. Isaac Collin of Stockholm, Sweden, Dr. Drachmann of  
Copenhagen and Dr. Hildebrandt of Munich, Germany.

Very sincerely yours,

*J. C. H. Hansen*

J. C. H. Hansen,

Associate Director.

JCH:MS



# The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

*Carbon 7 letters to  
Hans - Dr. [unclear]  
Rogers*

September 14, 1926.

My dear Mr. President:

The Fiftieth Anniversary Conference of the American Library Association is to be held at Atlantic City, October 4 - 9. Many foreign delegates are to be present, and there will also be special features because of the anniversary. For this reason I recommend that traveling and other expenses in connection with the Conference be allowed the undersigned, as follows:

|                             |             |
|-----------------------------|-------------|
| Railroad fare               | \$47.28     |
| Pullman                     | 18.40       |
| Meals and room for six days | 36.00       |
| Meals on train              | <u>6.00</u> |
|                             | \$107.68    |

I make this recommendation as I am to appear on the program as official representative of the Library Association of Norway, also on the program of the College and Reference Section, and am a member of several committees and also of the Council.

I also recommend that the following heads of departments - provided they wish to go - be allowed their railroad and Pullman expenses, a total of \$65.68 each: Miss Lamb, Head of Cataloguing Department; Miss Melcher, Head of Classification Department; Miss Perrine, Head of Acquisition Department. It is unlikely that all three will be able to go. But I should like to see the Library represented on this occasion by the heads of departments who can best be spared at the opening of the quarter and



# The University of Chicago

The University Librarian

Office of the Association

September 14, 1936

My dear Mr. President:

The Fiftyth Anniversary Conference of the American Library

Association is to be held at Atlantic City, October 4 - 9. Many

foreign delegates are to be present, and there will be a special

feature because of the anniversary. For this reason I recommend that

traveling and other expenses in connection with the Conference be

allowed the undersigned, as follows:

|                 |                             |
|-----------------|-----------------------------|
| \$47.28         | Railroad fare               |
| 18.40           | Palmer                      |
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| 6.00            | Meals on train              |
| <u>\$107.68</u> |                             |

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as official representative of the Library Association of Norway, also

on the program of the College and Reference Section and as a member of

several committees and also of the Council.

I also recommend that the following heads of departments -

provided they wish to go - be allowed their railroad and Palmer expenses,

a total of \$65.68 each: Miss Lamb, Head of Cataloguing Department; Miss

McIntosh, Head of Classification Department; Miss Perrine, Head of Acquisi-

tion Department. It is unlikely that all three will be able to go. But

I should like to see the Library represented on this occasion by the heads

of departments who can best be spared at the opening of the quarter and



M.M. 2.

who are most likely to profit from the Conference and its associations.

Presumably, the above items would be charged against the Supply and Expense Fund of the General Library.

As reservations for rooms should be made immediately, I shall greatly appreciate an early response.

Yours very respectfully,

*J. C. M. Mason*

Associate Director

President Max Mason,

The University of Chicago.

JCMH-N



Y. M. S.

who are most likely to profit from the Conference and its associations.  
Presumably, the above items would be charged against the Supply  
and Expense Fund of the General Library.

As reservations for rooms should be made immediately, I shall

greatly appreciate an early response.

Yours very respectfully,

*J. C. Williamson*

Associate Director

President Max Mason,

The University of Chicago.

JCM:W