April 24, 1922.

Memorandum to Dr. Burton.

With reference to elementary school library.

Miss Abbott called this morning and stated that some time ago, arrangements were made for the withdrawal into a special collection of about twelve hundred volumes previously cataloged and classified by Miss Abbott as part of the School of Education Library. This meant that the books had to be charged to the Elementary School. Miss Abbott had also begun writing location symbols on the catalog cards.

Soon after the withdrawal of the above books, there came a demand for a special catalog, author and subject. As Miss Abbott did not have the time to compile this catalog, it seems that arrangements were made whereby Miss Thompson of the General Library staff did the work outside of regular hours, being paid by the Elementary School. Miss Abbott now asks for directions as to how this special catalog is to be kept up.
April 26, 1938

Memorandum to Dr. Burton

With reference to elementary school libraries,

We propose adding to the material now available that some time ago

installation made for the withdrawal into a separate cell

section of a room formerly used as book store of the

school library. The request that the door be opened to be

able to use the elementary school. We applaud the

paging system of the building.

Soon after the withdrawal of the doors opened,

there came a demand for a special cabinet, separate and

uninterrupted. As we propose to have the time to complete this cabinet,

it seems that installation were made already. The thought of

the general library need fill its share of the opening of

the elementary school. The access to the

first floor is for

Instructive as to how future access is at the pike.
I told her verbally that in my opinion, this should be taken care of by the department and paid for out of departmental funds. Printed cards could be ordered from Washington or entries might be typed or written by hand, whichever seemed most economical. Further, it seemed to me that Miss Abbott should continue to classify shelf list and make at least an author entry for books purchased for the Elementary School and charge the same to the above mentioned special collection.

I would not advise that location symbols be placed on catalog cards. The chances are that when the department finds itself crowded, they will ask the School of Education to take back the older and less used books and if these books are then only charged, the operation of return will be a relatively simple matter. If location symbols will have to be placed, they will have the same difficulties with which the General Library is now contending.

I recommend that either Dr. Judd or the head of the Elementary School be communicated with in regard to this matter and that it be made clear to them that care and maintenance
I wish to express my appreciation for your cooperation in the recent changes in the department. I fully agree with your suggestions regarding the improvement of working conditions and the need for more effective communication within the department.

I would like to emphasize the importance of maintaining a positive and cooperative atmosphere among all employees. It is crucial that we work together to achieve our goals and ensure the smooth operation of the department.

I look forward to continued cooperation and support from all members of the staff.

Sincerely,
[Signature]

[Title]
[Department]
of this extra catalog and library must not be placed on the already overburdened staff of the School of Education Library or on the General Library, but must be provided for by the department, as outlined above.
at the extreme eastern end of the campus at the edge of the eastern library
area, or the General Library, but must be brought to the
Department of Continuing Studies.