My dear Doctor Harper:

I write you another letter to-day bearing on the pending bills. There is no objection to your handing it to Mr. Rust so far as I know.

I write here to remind you of your promise to me that if I would sign the new contract you would see that all pending bills were passed. I hope you will attend to the matter and help us to close it up. We are going to lose in rent and through the Des Moines college, through losses in the Columbian Bank and other ways so much that we naturally want all that is due us, if you do not want to pay any more than that, and we are not asking it in asking for the payment of these outstanding bills. If the whole matter of these bills were left to arbitration I feel sure I could make a clear case and get the passage of the bills in that way, but I hope it will not be necessary to resort to that method.

I am obliged to you for kindly writing me about the article in "The Chicago Journal". I may ask you later to modify that letter a little. I want to talk it over with my partners. In the meantime I wish you would do me the very great favor to
My dear Mr. Harran:

I write you another letter to beg permission to go on the benefits of the benefit

pitts. There is no objection to your belonging it to Mr. Richardson so

I capitalize to remind you of your promise to me that I

would try the new contract, you would see that all benefit

pitts were necessary. I hope you will attend to the water and take

me to those it is. We are going to lose in rent and thorough the

new company, the company loses in the government bank and

it offers ways so much that we naturally want to make one as it

you do not want to pay an extra five years and you do not think

I am making for the payment of these outstanding pilze. It

the whole matter of these pitts were less to expiration I feel

when I could make a clear case and get the pleasure of the pitts

in that way, but I hope it will not be necessary to report at

this moment.

I am obligated to you for kindly writing me short the

articles to the Chicago company. I may see you letter to-night

after writing a letter. I want to talk it over with my parents.

In the meantime, I wish you would go in the very best year to
Dr. H.—2

write what I hardly ever asked for before in my life; namely, a
statement as to the estimate held of me by the University trustees
and others with whom I have had business relations. If this
estimate is a bad one, of course it won't do me any good, but if
it is anyway a good one, and I have inferred from what you have
kindly said to me from time to time that it was at least fairly
good, it will help a great deal. Some of my competitors in busi-
ness have already referred to our giving up the University Press
in such a way as to do our business some harm unless our agents
have in their hands something to controvert any wrong statements
that go out with reference to the matter. It was the fear of this
that I had in mind when I asked you to kindly see that the
statement that was made about the transfer of the University
Press should be such as to be entirely fair to both sides and
stop false rumors as to the reason for the transfer. It was
best for you as well as for us that this should be done, and I
hope therefore that you will do me the favor to write a statement
that my partners and agents can use wherever and whenever this
matter may come up in any offensive way.

Very truly yours,

D. C. HEATH.
Dr. H.-J.

I write with a heavy heart to express my sincere regret at the University's decision to cease publication of the newsletter.

I fully understand the need for change, and I have been following the developments closely. It is my hope that a new initiative will emerge to continue the tradition of providing valuable information to the community.

I have been a loyal reader of the newsletter for many years, and I have enjoyed its insightful and informative content. I believe that it has played a significant role in fostering a sense of community and sharing knowledge.

I would like to express my gratitude to all those who have contributed to the newsletter and to those who have been involved in its publication. Your dedication and commitment have been invaluable.

I trust that the decision will be made in the best interests of the University and its students. I wish the best for the future and hope that the新的 initiative will be as successful as the previous one.

With every good wish,

Yours sincerely,

[Signature]

Publisher
In making this first report of the work of the University Press Division, covering the period since the Division became an organic part of the University (April 1, 1894, to June 30, 1895), it should be prefaced that the purpose of the establishment of the Press was not to make, but to save, money for the University — it, as an incorporated body, being precluded by the terms of its Charter from engaging in any business for the purpose of gain. The object of the Press therefore has been:

(1) as to the bookstore,

a. to furnish books and stationery for the use of Professors and students at the lowest net cost price, adding only such a percentage as would cover the necessary expenses of doing the business;

b. to make certain that the students could find in stock the special books they need for class use, as they would not find them in any general bookstore; and

c. to provide an easily accessible place where all such books and supplies as are necessary for the students' work could be secured without the delay and expense involved in a trip to the
city:

(2) as to the purchase of books for the libraries and apparatus for the laboratories,

a. to procure books and apparatus at the lowest wholesale rates, without the profits of the "middlemen," and with the least possible delay;

b. to secure for the University the great advantage in prices which a central purchasing agency, acquainted with the values of books and apparatus as well as the best discounts allowed, can always get over the promiscuous purchasing by the several departments; and

c. to provide one central office for the care of the great details of accounts of such a business, as well as for the proper distribution of the books and supplies:

(3) as to the Printing Department,

a. to make the periodicals, and furnish the University with its official publications, and the stationery and forms needed for the conduct of its business, at the lowest cost prices;

b. to do this with the greatest convenience to those who must furnish copy, read proof, etc.; and

c. by the employment of a few skilled men regularly on the same class of work, to secure the best and most uniform results, typographically, for the publications of the University.

Such being the purpose of the Press, it is not to be expected that this report of the work of the Division for the first fifteen months
as to the purpose of procuring for the benefit of any association,

or the Permanent"

of the "magnificent", and with the facet

beautifying faculties.

as to secure for the unarticulated the great advantage in being

with a central transparent organ, communicating with the various

of the same and supernatant as well as the past accounts already

can stare but one the impressive preference of the several

departments: and

- - to provide one central office for the care of the great ge-

lable of resources of such a business as well as for the pro-

bar gratification of the people and supersede:

(2) as to the printing department

- - to make the participations and summarize the University with the

official publications, and the associations and forms needed for

development of the business of the lower part; but

- - to give the time with the greatest consideration to those who need

'mainly upon a new buck, etc., and

can the employment of a few skilled new mechanics on any scale

afte of work to secure the past and worst situations,

important and for the propagation of the University. It is not to be expected that

some part of the business of the press, for the great liberal association

the report of the work of the division for the Great Liberal

the
will show a profit such as business men would expect to see in similar reports of their business; as the aim has been so to fix prices on goods sold and work done, that the University shall be charged only what the goods and work have actually cost. If it shall be shown that the cost to the University, Professors and students has been continually decreasing, then the work of the Press must be pronounced successful, and the wisdom of its establishment as a Division of the University admitted.

The present force employed by the Press Division, with salaries, is as follows:

C. W. Chase, Director - - - - $2500
W. H. M. Smith, book-keeper - - 900
Anna Kayler, Asst. " - - - 520
Adele Mathias, Stenographer &
    Sub'n Clerk - - 624
Otto R. Ryerson, books (bookstore) 780
Warren Chase, Stationery (bookstore) 360
Guy Souerby, Messenger - - - 240 $5924

All of these are classed as general salaries, except those of Mr. Ryerson and Warren Chase, all of which are charged to the bookstore; and 80% of that of Miss Mathias, which is charged to that of the several periodicals. The general salaries are divided as follows, in accordance with the instructions of the special Committee of your honorable board:

10% to the Bookstore,
The present force employed by the Finance Division, with their salaries, is as follows:

- C. W. arice, Director: $500
- W. M. Smith, Book-keeper: $200
- Anne Karter, Assistant Manager: $250
- Adelaide Mather, Stenographer: $250
- Cashier: $300
- Office: $400
- Warden, Office, Secretary: $300
- Total: $1,800

All of these are classified as regular employees, except those of Mr. Heron and Mr. Watson, who are on special contract to work solely as photostats, with the remainder of their time divided between the two. The following are the details of this arrangement, in accordance with the instructions of the Board of Trustees of the Board of Directors of the Board of Trustees:

For the Secretary
25% to purchase of books,
15% " " Apparatus,
5 50% " Printing and Publishing.

It is believed no change in the salary list of the Division will be necessary for the work of the next year, beyond what is already provided for.

THE BOOKSTORE.

The statement for the business for the fifteen months ending June 30, 1895, is as follows:

<table>
<thead>
<tr>
<th>Dr.</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases - - - - 19283.53</td>
<td>Sales - - - 23406.59</td>
</tr>
<tr>
<td>Stock April 1,'94 - 5722.82</td>
<td>Stock June 30, '95 - 6606.46</td>
</tr>
<tr>
<td>Salaries - - - - 2247.59</td>
<td>General Expense - - 1460.55</td>
</tr>
<tr>
<td>General Expense - - 1460.55</td>
<td>Cash on hand - 177.78</td>
</tr>
<tr>
<td>Balance to Cr. 1476.34</td>
<td></td>
</tr>
<tr>
<td>30190.83   30190.83</td>
<td></td>
</tr>
</tbody>
</table>

Showing a balance to the credit of the department of $1476.34

EXPENSES OF DEPARTMENT.

It should be noted that the bulk of the sales made in the bookstore are for very small amounts, as for pencils, pens, envelopes, erasers, etc.; and that as it requires just as much attention to make these small sales as those which bring in larger amounts, the expense of doing the business will necessarily seem large for the amount done. For the immediate work of the bookstore, two clerks are employed, one at a salary of $780, and the other, of $360 per year. In addition to these particular salaries, 10% of the general salaries as indicated above.
To the Department of Finance.

For the purchase of books.

Apparatus.

For printing and stationery.

It is desirable to purchase in the next fiscal year at the discretion of the Department, where necessary for the work of the next year, paying out of the Appropriation, the purchase of books and stationery to be made as necessary for the work of the Department.

The Stock.

The statement for the business for the first year ending June 30, 1892, is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Expenditure</td>
<td>$37,000.00</td>
</tr>
<tr>
<td>Balance on hand</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Cash on hand</td>
<td></td>
</tr>
<tr>
<td>Merchandise</td>
<td></td>
</tr>
<tr>
<td>Book Stock, 1st of July</td>
<td>$224.25</td>
</tr>
<tr>
<td>Book Stock, 30th of June</td>
<td></td>
</tr>
<tr>
<td>Sales, 30th of June</td>
<td></td>
</tr>
<tr>
<td>PURCHASES</td>
<td>$19,889.25</td>
</tr>
<tr>
<td>SALES</td>
<td>$19,806.63</td>
</tr>
<tr>
<td>Net Profit</td>
<td>$82.62</td>
</tr>
</tbody>
</table>

Showing a balance to the credit of the Department of $37,000.00.

Expenditure of Department.

It is hereby ordered that the work of the Department be continued according to the provisions of the law, and the necessary supplies for the same be purchased as soon as funds are available.

The amount of $37,000 is set aside for the purchase of books and stationery necessary for the work of the Department.

The immediate work of the Department, including the employment of clerks, is to be continued as necessary, subject to the approval of the General Estimator as to the necessity for the expenditure of $37,000 for the purchase of books and stationery.

FRANCES
PRICES, &c.

Books for students use are purchased chiefly through the large jobbing house of Baker & Taylor Co., in New York, as better rates can be made through them than with publishers direct. During the last winter recess the Director of the Press visited different Colleges in the East to learn of their methods of doing business of a similar nature, and also endeavored to make low rates with publishers. In no case, however, would a better offer than 1/3 discount be made on general books, and from 1/8 to 1/6 on net books; while through Baker & Taylor we secure from 5% to 9% better terms on general books, and a uniform rate of 1/6 on net books. At the same time it was learned that Columbia, Amherst, Williams, and (as it was stated in New York) Yale, got only 1/3, and nothing better. The Harvard Cooperative Society, which is the largest buyer of books of the character used in a University, has a trifle better arrangement than we have with one publisher only; but in this case it is the quantities purchased (often 500 copies of one book) that determines the lower rate. The management of the Press is fully satisfied that we buy on as good terms as any institution in the country, and on better than all but two or three. The convenience to the students cannot be overestimated, as there is but one store in Chicago that could in any event supply their needs, and a half day would necessarily be consumed in making their purchases.

But little change has been possible in the general cost of books; but in the Stationery department, prices have been lowered very materially on the articles most used, both by the offices of
the University and the students, and in some cases the quality has at the same time been improved.

INSTANCES OF REDUCED PRICES.

The business offices, professors and students use about 300,000 white linen envelopes in a year. Fifteen months ago these were costing us $1.65 per m, and were retailed to students and professors at 10 cts. per package. In February an order for 100,000 was placed at a mill at the rate of $1.00 per m printed; and another order has recently been placed for a like quantity at 95 cts. These are the best quality of commercial cream laid envelopes that can be secured in the city. They are now sold at a better per cent profit at retail for 5 cts. per package, instead of 10 cts.

A proportionate amount of fine linen paper made into pads, with the University stamp, is sold. The stock used for this paper formerly cost 18 cents per lb., and it is now matched by an equally good paper at 14 cts. This same paper is used for the departmental letter heads throughout the University, and the saving on the stock is about 50 cents per thousand sheets. Over 250 reams of this paper at 24 lbs. have been used in this way, indicating a saving on this item alone of about 250. The professors and students also buy their pad of 50 sheets for 20 and 10 cents respectively for letter and note heads, instead of 25 and 15 cents as before.

The students use during the year from 1500 to 2000 Theme pads. These formerly cost them 20 cts., but are now sold for 15 cts., and
INSTRUCTIONS FOR RECORD FORM

The presence of a person, by stating any conclusion, must not be taken as conclusive evidence of any conclusion. All persons are hereby informed that the following information is to be recorded:

- The nature and extent of any injuries sustained.
- The date and time of the incident.
- Any witnesses present and their statements.

Note: This record form is to be used for all incidents involving injuries. It is to be completed within 24 hours of the incident. Any questions regarding the completion of this form should be directed to the departmental supervisor.
the quality of the paper has been distinctly improved.

The Director of the Press keeps the closest possible watch of the market both in stationery and books, with a view to securing the best goods at the lowest price; and it has been the policy of the department to give its public the advantage of lower and newer prices obtained.

Much complaint has been made from time to time by a few students that our prices were excessive; but the slightest investigation has proved the contrary; and it is a fact beyond dispute that 75% of all books used in the University are sold at from 5 to 10% less than they can be procured elsewhere. Frequently a book of a popular character is used in one of the departments which may be found in one of the Syndicate stores, and at a lower price than we can sell it; and this "find" is advertised freely among the students. But the other side of the case, where students pay their fare and give their time to go to town and pay more than the Press price for a book, is never exploited at all. The student does not boast of it; and these cases are not infrequent.

THE PURCHASE OF BOOKS AND APPARATUS:

The statement of the business of this department for the 15 mos. is as follows:

Dr.  
Cr.
The difficulty of life paper has been slightly improved.

The discussion of the paper reads the closest paper for what one would be

The paper both in executive any papers with a view to economize

The paper lies of the lower prices and if the seen the bottle of

The agreement to give the diploma the advantage of lower may never

Price of paper

Now compound the paper wage from time to time of a few new.

Without any price wage existence; put the slightest importance.

Now pass through the government and in a state passing existence that

Any of the pages need in the University and so of them is to be for

Practically a book of a book that can be broken therefore. Practically a book of a book that can be broken therefore.

Book of a book for a book that can be broken therefore. Practically a book of a book that can be broken therefore.

The purchase of books and apparatus:

The acceptance of the principles of this agreement for the I.
Apparatus purchased 51311.63  Apparatus sold to Depts. 51311.63
Books " 25291.69  Books " 25291.69
40% Gen'l Salaries 1852.60  5% on 76603.32 allowed
(Apparatus 15% - Books 25%) 1306.68 for expenses 3830.16
General Expense 1406.68
Balance to Cr. 564.88
Balance to Cr. 80433.46
80433.48

Balance to credit of Division on work of this department, $564.88.

The purchase of Apparatus presents but few difficulties, the
knowledge of the character of the goods, a wise selection of mar-
kets and watch on prices only being required. The purchase of
books, however, is attended with many difficulties, as a good per-
centage of the books ordered are old, rare and out-of-print works,
These old books are usually standard works, of limited circulation,
but without which a library would not be complete. As there is
only an occasional demand for a copy, new editions are not made.
Consequently an agent must watch the market until one appears.
Our books for departmental libraries are purchased in Leipzig,
for single books, and procure them from abroad by mail in about
five weeks, it is difficult for them to understand why it takes
from ten weeks to three months for the Press to secure books in
Germany, Paris or London. As a fact, however, ten weeks is about
as quick as an order can be filled and received here; and as there
are on every order several of these rare and o. p. books, frequent-
ly it will be several months before a part of an order will be re-
cieved. These two causes have given rise to many complaints,
Reference to Oriel Division on Work of the Department.

The purpose of Apparatus purchases and new installations extends to the purchase of equipment.

Knowledge of the character of the goods, price, expression of terms,

Failure to meet the provisions or prices of the purchase order.

The purchase or prices of the goods, price, and order for a purchase.

The purchase of the goods according to the prices and order for a purchase.

There of the purchase or prices of the goods, price, and order for a purchase.

Without which a purchase would not be complete.

Only as occasion or demand for a copy, or as in the act of measure.

Consequently an error may warrant the market until any appearance

Our books are not permitted to be purchased in quantity.

Fame, London, New York, and Chicago. As provinces we make others

For single books and brochures from which pamphlets are to be bought.

The more it is difficult to turn to advantage, why it is more

From few weeks to eight months for the purpose to become books in

The two cameras have given rise to many complaints.
which have generally been unjust and unreasonable. Up to July 1, 3603 titles had been ordered for the Department Libraries, and of this number 2666 titles, or 79 5/9 %, are now in the library.

While in the East last winter the Director of the Press consulted Mr. Justin Windsor, librarian of Harvard College, Mr. Baker, librarian of Columbia, and Mr. N. Murray, of Johns Hopkins University, as to their methods, time occupied in receiving books, and proportion of orders placed and received during a year. All reported about the same time for execution of orders, although their location is from ten days to two weeks in their favor. It should be noted that old and long-established libraries, like those of Harvard and Columbia, have on their shelves the rare standard books above referred to, and that a much larger proportion of their orders are for new and easily gotten books. Yet Mr. Windsor, who is undoubtedly the most widely known American librarian, both personally and as a librarian, buying in Europe, said he always felt at liberty to order books at least one-third in excess of the appropriation for that purpose for any year, as he never expected to get over two-thirds of his orders in; and Mr. Baker, of Columbia, placed his highest expectations at 70%; yet we have, as stated above, over 79 1/2 % of the books ordered in the last eighteen months on the shelves of the library now.

As to prices on domestic publications the statement made in reference to the purchases for libraries. On foreign purchases the only information obtained was from Columbia, which was paying
With, have generally been much and recommend.

Also, little has been offered for the Department Libraries, and of.

This number, there is little of the kind to the firm.

What is the exact number to the firm of

Mr. William, President of Harvard College, Mr. Baker.

Preparation of Guarantees, and Mr. Mather, of Brown Hopkins University.

To as to prepared manner, time occupied in receiving books, and pro-

portion of other places and receiving charge a year. All reported.

spent the same time for execution of objects, although their focus.

from 1 to 2 weeks in their turn. It should be

noting that one and long-awaited improvement, the type of her-

narrated, and no longer referred to, and that a much larger proportion of their or-

here were for new and early letters. Yet Mr. Wilson, who is

importantly less work with many thousand American Impress, book review-

only was as interpreted, printing in Europe, with the others, if at

imported to other books at least one-third in excess of the oppo-

Please the important objective of Nov. And we have, as stated.

spare, even 1 of the books arranged in the last alfresh.

worse on the service of the firm, we.

As to precise or complete preparations, I, the firm will make in

reference to the businesses for Impress, - No further preparations,

the only information available was from Colleagues, whom we believe
26c on the mark, and 22c on the franc; while our quotation is 22c and 19c respectively, and our invoices frequently figure less. The agents of the Press are:

K. F. Koehler's Antiquarium, Leipzig, Germany;
H. Welter, Paris, France; and

Until recently Luzac & Co. have been the London agents; but a short experience has proved that Sotheran & Co. are much more successful in securing books wanted, and at lower rates. They have peculiar facilities for securing rare and o. p. books, as they are the largest buyers of libraries in London. Their stock of current books is also one of the largest in that city.

We believe these statements must convince your honorable board that this department is economically and successfully administered.

THE PRINTING AND PUBLISHING DEPARTMENT.

The statement of the work of this department is as follows:

<table>
<thead>
<tr>
<th>Dr.</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Purchased</td>
<td>- 15512.75</td>
</tr>
<tr>
<td>Wages</td>
<td>- 14751.23</td>
</tr>
<tr>
<td>50% General Sal.</td>
<td>2323.25</td>
</tr>
<tr>
<td>General Expenses</td>
<td>609.65</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The arrangements of the Work of the Printing and Proofing Department is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department's Expenses</td>
<td>$6,300.00</td>
</tr>
<tr>
<td>General Expenses</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Book Development</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Materials</td>
<td>$500.00</td>
</tr>
<tr>
<td>General Expense</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Labor</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$500.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

Balance to before Department $3,300.00
General Statement of the three departments:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance to Cr. of Bookstore</td>
<td>-</td>
<td>1476.34</td>
<td></td>
</tr>
<tr>
<td>&quot; Books &amp; Apparatus</td>
<td>-</td>
<td>564.88</td>
<td>2041.22</td>
</tr>
<tr>
<td>Less &quot; Debit Printing Dept.</td>
<td>-</td>
<td>1446.32</td>
<td></td>
</tr>
<tr>
<td>Leaving Total Balance to Cr. of Division on</td>
<td>-</td>
<td>$594.73</td>
<td></td>
</tr>
<tr>
<td>work from April 1 '94 to June 30 '95</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the fifteen months 1021 distinct jobs of work have been turned out, varying in size from a printed card to a book of over 300 pages, and forty-five of these jobs represent Journals varying in size from 88 to 190 pages. The work of the department has presented many new questions, and developed many phases and conditions which could only be solved experimentally at first. It is needless to remark that the University of Chicago was the first to establish such a plant, though the example is being more and more followed each year by other Universities. It is in this department that the greatest saving to the University has been made.

When the Press became a Division of the University, the Journal of Political Economy was paying 7 3/4c per lb. for its paper, against 4 1/2c now for a paper equally acceptable. The Biblical World was paying 6 1/2c for its paper against 4 7/8c now. The paper used in the Calendar and Register, of which more than nine (9) tons have been used during the last year, was costing 6 7/8c, but is now matched for 5 1/2c.

The comparative cost of some of the publications for the year previous to April 1, 1894, and the following year will illustrate the saving to the University. It should be noted that the comparative cost of making the Journal of Geology has been materially
increased the last year by the free use of half tones and etchings, which had not been used to any extent until Prof. Chamberlin's papers on Greenland were begun. The other Journals now being published do not go back of the present year, so no comparison can be made.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>204.26</td>
<td>249.15</td>
<td>230.28</td>
<td>230.28</td>
<td>231.88</td>
<td>160.05</td>
</tr>
<tr>
<td>June</td>
<td>320.14</td>
<td>236.77</td>
<td>349.67</td>
<td>230.28</td>
<td>238.06</td>
<td>150.62</td>
</tr>
<tr>
<td>July</td>
<td>313.23</td>
<td>259.76</td>
<td>215.96</td>
<td>243.08</td>
<td>238.96</td>
<td>166.66</td>
</tr>
<tr>
<td>Aug.</td>
<td>295.36</td>
<td>249.85</td>
<td>198.83</td>
<td>243.08</td>
<td>198.83</td>
<td>166.66</td>
</tr>
<tr>
<td>Sept.</td>
<td>285.87</td>
<td>217.08</td>
<td>334.85</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td>Oct.</td>
<td>231.48</td>
<td>225.50</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td>Nov.</td>
<td>253.74</td>
<td>256.60</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td>Dec.</td>
<td>233.74</td>
<td>229.62</td>
<td>450.13</td>
<td>297.35</td>
<td>344.09</td>
<td>278.58</td>
</tr>
<tr>
<td>Jan.</td>
<td>234.80</td>
<td>304.37</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td>Feb.</td>
<td>277.33</td>
<td>276.24</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td>March</td>
<td>231.75</td>
<td>313.35</td>
<td>415.43</td>
<td>312.10</td>
<td>273.28</td>
<td>264.44</td>
</tr>
<tr>
<td>April</td>
<td>274.09</td>
<td>244.08</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
<tr>
<td></td>
<td>3420.79</td>
<td>3662.87</td>
<td>1549.93</td>
<td>1185.00</td>
<td>2660.08</td>
<td>1830.17</td>
</tr>
<tr>
<td></td>
<td>3362.37</td>
<td>1185.00</td>
<td>x</td>
<td>375.27</td>
<td>238.43</td>
<td>278.42</td>
</tr>
</tbody>
</table>

As to the saving on Calendars, Registers, etc., it is impossible to make a comparative statement, as the number of pages, sizes of editions, and character of contents vary so materially. It is, however, fair to suppose that a relatively good showing would be made on those official publications, could such a statement be prepared.

The average cost of the last nine Calendars has been $683.44, and the Registers have cost, Vol. I, $1428.28; Vol. II, $1580.75; Bills for Vol. III are not yet received.

The Periodicals published, with their paid circulation (exclusive of Exchanges and free lists) on June 30, 1895, were as follows:
The variance of the seal from the coordinates was due to...

The participation, expressed with clear, bold notation, was...

To the variance's cause, the seal's...
The Biblical World - - - - - - - - - - - - - 1807
Journal of Geology - - - - - - - - - - - - - - - - - 364
" " Astrophysics - - - - - - - - - - - - - - - - 349
" " Political Economy - - - - - - - - - - - - - - 324
Hebraica - - - - - - - - - - - - - - - - - - - - - 300

During its existence as a Division of the University the Press has also published the following, the composition all having been done on the grounds:

FOR THE DEPT OF POLITICAL ECONOMY:

The Science of Finance, by Gustav Cohn, Tr. by Dr. T. B. Veblen. Large, 8vo. cloth, 12+600 pages. 1500 copies.

FOR THE GERMANIC DEPARTMENT:

Die Conjunktitiv bei Hartmann von Aue, by Prof. S. W. Cutting. 8vo. pp. 54+24 insets of charts etc. 400 copies.

FOR THE DEPARTMENT OF SOCIAL SCIENCE:

Food as a Factor in Student Life, by Ellen H. Richards and Marion Talbot. 8vo. paper, pp. 28. 1000 copies.

FOR THE DEPARTMENT OF ANTHROPOLOGY:

Notes on Mexican Archaeology, by Prof. F. Starr, 8vo. pp. 10, 1000 copies.

FOR DR. E. H. LEWIS:

Thesis: History of English Paragraph, 8vo, pp. 200. 400 copies

FOR DR. EDMUND BUCKLEY,


FOR DR. F. I. CARPENTER:

FOR THE UNIVERSITY EXTENSION DIVISION

The Press has published the following new Syllabi during the term covered by this report, in addition to several reprints of previous publications:

<table>
<thead>
<tr>
<th>Syllabi</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>47 Shepardson: Social Life in American Colonies</td>
<td>(1000 cop, Pt. I)</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 Kent: Hebrew Prophecy</td>
<td>600 copies</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 Wishart: Monks and Monasteries</td>
<td>500</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 Terry: Baron and King</td>
<td>500</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51 Bemis: Monopoly and Taxation</td>
<td>-500</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52 Harper: Stories of Genesis</td>
<td>-1000</td>
<td>52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53 McClintock: English Romantic Poetry 1780-1830</td>
<td>400</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54 Starr: Early Man in Europe</td>
<td>-200</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55 Jones: Prophets of Modern Literature</td>
<td>1000</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 Terry: Introduction to Study of History</td>
<td>400</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57 Shepardson: American Statesmen and Great Historical Movements</td>
<td>2000</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58 Webster: Making and Makers of our Republic</td>
<td>200 Pt. I</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59 Raymond: Social Aspects of the Labor Movement</td>
<td>500 copies</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Bemis: Questions of Labor &amp; Social Reform</td>
<td>500 Pt. I</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500 Pt. II</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500 reprint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61 Kent: Outlines of Hebrew History</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500 Double</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63 Taft: Painting and Sculpture of Our Times</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64 Thatcher: Mohammed, etc.</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 Clark: Poetry as a Fine Art</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66 Zeublin: Social Reform in Fiction</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>67 McClintock: Studies in Fiction</td>
<td>-500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>68 Dahl: Social Studies in Bjornson &amp; Ibsen</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>69 Chapin: General Survey of Amer. Lit.</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61 Kent: Outlines of Hebrew History</td>
<td>200 reprint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Press has also nearly ready,

The History of the Union Pacific R.R. large 8vo, about 175 pp.
The Pennsylvania State University

For the University Extension Division

The Press is preparing the following new syllabi and mimeograph forms:

- 1000 copies: "Heirship: The Heirs Property Act in American Colonial Law"
- 500 copies: "Introduction to Study of History of Education" by Mary A. Torrey
- 500 copies: "The South: A History of Southern Life and Thought"
- 500 copies: "The Future: Tomorrow, America"
- 500 copies: "Social Science in Knowledge and Action"
- 500 copies: "Syllabus of General Survey of American Life"
- 500 copies: "Outline of American History"

Reprints:

- 200 copies: "What Is a Good Government?"
- 200 copies: "The Power of Monopoly and the Theory of the Public Interest"
- 200 copies: "The Progress of the Social Sciences"
- 200 copies: "The Future: Tomorrow, America"

Reprints published by:

- 50 copies: "Heirship: The Heirs Property Act in American Colonial Law"
- 50 copies: "Introduction to Study of History of Education" by Mary A. Torrey
- 50 copies: "The South: A History of Southern Life and Thought"
- 50 copies: "The Future: Tomorrow, America"
- 50 copies: "Syllabus of General Survey of American Life"
- 50 copies: "Outline of American History"

The Press also anticipates:

- "The Future: Tomorrow, America" by Mary A. Torrey
- "Syllabus of General Survey of American Life"
- "Outline of American History"

Reprints published by:

- 100 copies: "Heirship: The Heirs Property Act in American Colonial Law"
- 100 copies: "Introduction to Study of History of Education" by Mary A. Torrey
- 100 copies: "The South: A History of Southern Life and Thought"
- 100 copies: "The Future: Tomorrow, America"
- 100 copies: "Syllabus of General Survey of American Life"
- 100 copies: "Outline of American History"

Reprints published by:

- 30 copies: "Heirship: The Heirs Property Act in American Colonial Law"
- 30 copies: "Introduction to Study of History of Education" by Mary A. Torrey
- 30 copies: "The South: A History of Southern Life and Thought"
- 30 copies: "The Future: Tomorrow, America"
- 30 copies: "Syllabus of General Survey of American Life"
- 30 copies: "Outline of American History"
The Indian Silver Currency, 
for the Department of Political Economy.

Dr. Wood's Thesis on Verner's Law in Gothic.

In addition to the above the Press owns and has on sale the following books, the work on which, however, was done elsewhere:

Burton: Moods and Tenses.
Capps: Vitruvius & Greek Stage.
Hale: Anticipative Subjunctive, etc.
Buck: Oscan-Umbrian Verb System
Wallace: Constitution of Argentine Republic.

The sales of the above publications to June 30, 1895, have been as follows:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burton</td>
<td>Moods &amp; Tenses</td>
<td>307</td>
</tr>
<tr>
<td>Harper</td>
<td>Assyrian &amp; Babylonian Letters</td>
<td></td>
</tr>
<tr>
<td>Capps</td>
<td>Vitruvius &amp; Greek Stage</td>
<td></td>
</tr>
<tr>
<td>Hale</td>
<td>Anticipative Subjunctive</td>
<td></td>
</tr>
<tr>
<td>Lewis</td>
<td>History of English Paragraph</td>
<td></td>
</tr>
<tr>
<td>Talbot</td>
<td>Food as a Factor, etc.</td>
<td></td>
</tr>
<tr>
<td>Cohn</td>
<td>Science of Finance</td>
<td></td>
</tr>
<tr>
<td>Buckley</td>
<td>Phallicism in Japan</td>
<td></td>
</tr>
<tr>
<td>Starr</td>
<td>Notes on Mex. Arch.</td>
<td></td>
</tr>
<tr>
<td>Buck</td>
<td>Oscan-Umb. Verb System</td>
<td></td>
</tr>
<tr>
<td>Cutting</td>
<td>Germanic Studies</td>
<td></td>
</tr>
</tbody>
</table>

In considering these statements of the cost of work done, it should be remembered that the University has taken hold of the work at the point where the least saving can be made, i.e., in composition; as by far the largest profits of all printing houses is in the press-work, which we are still obliged to have done elsewhere. It is certainly a conservative statement that if we had at the University presses for large work, cutters and binders, so that all the work could be done on the premises, at least 20% additional could be saved on all our work.
In closing this statement the Press Division congratulates itself upon what it believes is the fact, that the feeling of antagonism which at one time existed between the faculty and students and it, has now very largely disappeared; and it is believed that to-day the relations between the parties are more harmonious, and the feelings more kindly, than they have ever been before. However perfect the conduct of the business of the Press it cannot be made wholly successful without the same co-operation of the other departments of the University, which they readily extend to each other. Many mistakes have been made during the past fifteen months, but it should be remembered that the details of the different departments of the work all under one head, are many, and of such a character that no experience could help one; but it is firmly believed that, with the courteous co-operation of the other divisions of the University, and with the experience of the past year as a help, the work of the Press Division will be such for the coming year that little reasonable ground shall exist for criticism.

Very respectfully submitted,

The University Press Division,

By
Dear President Harper:

Upon my return from Mr. Hitchcock's letter, which I received herewith, and the letter, have surprised me very much. The amount of lumber Mr. Dickens can save is vastly surprising. Have been here now nearly two years, and have personally ordered all the books that have been brought during that period. Mr. Hitchcock states that Mr. Dickens' letter says that the University, through its purchasing agents, was constantly in the habit of importing books for the private use of members of the faculty for of duty, having them included in the books imported for the University, chiefly, and as "drawn up." I beg to say that it seems to be as well understood that this is not permissible, that I have very rarely been asked to do it, and that I have no every care but two declines to do it. Mr. Dickens has written an order for a work of Freycinet for the botany department, and requested me to order a second set of the same work for her personally. As the amount involved was trifling, I asked him I waived the objection, and ordered the two sets. Mr. Webster gave me a private order for about 4. worth of second hand books from a German catalogue, and I included them with other books, as the amount was trifling, and there was no duty. Accessible in any event. This is the result of the constant habit of importing books for the private use of. Mr. Buck was a French work on Comparative Grammar by Henry, and I have had an order for 12 copies of this work for classes out from Oxford in a loan for the University, although I do not think they have. Denis knows of this, as the books did not go to the library. They were in French, and not ergaged to
Chicago,

In two cases, I think, Willie inland a few books for Prof. Krapp, and apparently he has received two packages for Prof. Waitman, and one for Mr. Smith (1) of the Chemical department. Mr. Emes also had begun some of his private purchases made in London last summer with books bought for the department. These I believe are the only occasions when books other than those ordered for the University have ever come in; and only three for Mr. Drexel, Mr. Nelen and Prof. Busb were ordered by me. I did not know in any case that the other books were coming until the cases were received here, opened, and the packages found included.

I was also much surprised to receive the enclosed communication from Mr. Drexel, with the letter letter to me. I had supposed that the respective duties of the director of the Press and the librarian were clearly enough defined by the statutes to prevent the latter arrogating any of the duties of the former. But it would seem that they are not so understood. I would say that unless especially ordered by you to do so, I need not prepare any list of books for the agent Mr. Drexel has ever yet to receive, as I have already sent abroad a partial list of the books that have been ordered for a long time, and asked for an immediate report, and am preparing a list of the balance to proceed as soon for a similar purpose. In the latter work I have been a little delayed by the absence of the engravers, who is the only one I usually employ for such special work, but it will proceed all during the week.

I also enclose the statement of books ordered and received for the different departments from Jan. 1, 1874 to date, which you requested me to prepare. Though many of these books
CHICAGO
CHICAGO,

would not be due yet for six or eight weeks under any circumstances, since the schedule shows about 75% of all orders already in the library. This is a better situation than the librarians of other universities tell me they expect to make in any year; while if books ordered within the last 60 days were deducted, the percentage of books received would rise to over 50.

I will only add that Dorcas I could be pleased of Mrs. Dowson's persistent and long-continued efforts to the little work of the Press, which are constantly pleasing me in a false light, and making it seem difficult to do satisfactory work. If one can see all the more, the clearly defined purpose is very evident; but if it is the work of the University that all purchases for the libraries should be made by the librarian, then it seems to me that the policy should be so defined and determined, and not that the effective working of any department should stand be hampered and regulated by misrepresentations and diverse methods to secure that end. If the work of the Press is looked into as closely as that of the Press is followed up, I believe it will be found that the results are not so much as to warrant Mrs. Dowson in taking upon herself the work of other departments.

Very respectfully,

C. W. Chase
Dear Mr. President,

In reply to your letter of July 29, I beg leave to report.

Concerning bills for advertising, I can say that as far as could be done, bills have been paid out. In some cases, e.g., "Biblical World," I have no data to go on, until I or Mr. Rejison have gone through the files of Mr. Chase's letters.

Dr. Bruce's bills have been paid out the same day on which I received the bill.

Dean Proctor has taken care of the billing of the advertisements in the School Review, up to date. With the September issues, he will begin to employ a student to look after his advertisements. This student will send to the Press the list of advertisements to be billed out.

As far as I can find out, no bills have been sent out this year for advertisements in the "Biblical World." To do this now, we must knew about the contracts. I believe it would be best to write to Mr. Chase and ask him to direct how and where we can find the contracts or dates to enable the billing of these advertisements.

Concerning the accumulation of journals, I beg to state that the best sends them once a week in a lump by mail. It would, of course, be much more convenient for the library to receive them day by day, but if this would be less convenient for our agent. Yet I should think that our convenience should be looked after.
Dear Mr. President,

I wish to express my gratitude for the opportunity to serve as a member of the Committee on the Privileges of the Senate. I have found the experience both rewarding and challenging.

As a member, I have had the chance to learn much about the workings of our government and the importance of maintaining the principles of democracy. The atmosphere of the Senate has been one of respect and mutual respect, which has been a refreshing experience.

I have also had the opportunity to work with some of the most distinguished men in the country, all of whom have demonstrated a deep commitment to the nation's welfare. I have been humbled by their example and have gained a new appreciation for the importance of public service.

I am confident that my time in the Senate will have a lasting impact on my life and career, and I am grateful for the chance to contribute to the betterment of our country.

Sincerely,

[Signature]
in preference to that of our agent. I will write to him and request him to send the journals as soon as they arrive.

Respectfully,

[Signature]

Chicago