Press Department:

I have yours of the 11th. I regret very much that you should feel that any injustice is done you in case I make arrangements with another publisher for School and Society. It does not seem to me in the least that I am taking advantage of any technicality or failure of a definite contract. I think the matter has been understood from the start—that we were both taking our chances, and that final arrangements depended upon the development of the situation.

If the Press had attended with promptness to the matter of the next edition, in all probability you would have had things in such shape before this time that I could not have taken advantage of the offer from McClure even if I had wanted to. Of course you will say that the Press was rushed with other work, like the Register, etc., but you must recognize that making an author dependent upon the limitation of your printing facilities, places him at such a disadvantage that you cannot blame him for if he makes an arrangement where he will not be at the mercy of such circumstances.

I had written to McClure before receiving your letter, making them a definite proposition. If they accept it, I shall feel bound to go on with them.

I may add that one thing that had some weight with me was the fact that the President had mentioned to me that some initial discussion had been started with the McClure Company regarding the latter acting as distributing agents for all the University publications. Some such arrangement would seem to me highly desirable, and possibly they could demonstrate through handling my book that they could make it worth while for University publications in general.

Yours truly,

[Signature]
June 28, 1905

My dear Dr. Hardy,

I enclose a copy of the letter I have sent Mr. Faily. It is, I think, definite, the Donnelly not urgent—9

and I cannot commit myself to any moral, legal, or other

view. Can it be true that the situation in regard to my release is true, and nothing done which could be construed as amounting to the protestation expressed by the Miller, as implied by

Major Rust, that I was not dealing fairly by the

University Press with arrangements made with me. Here

I have to point out that the statement made that I have

never been anything but true from the start to

indicate that the book was on any other than an

ordinary basis of business agreement, covering a

limited time determined at the pleasure of the party.

Also, whatever neglect there has been in the matter of

a signed contract does not rest with me.

Yours truly,

John Day.
President W. R. Harper,

The University of Chicago.

Dear Dr. Harper:—

I enclose herewith the correspondence which I had with Professor Dewey regarding his book. Some of it will be germane to your investigation of the matter and possibly one or two points will need explanation.

First: May I call your attention to the fact that the expense of the first edition, of $510.00, was borne by Mrs. Blaine. The edition was one thousand copies of which number two hundred and seventy-five were given away. For the balance, seven hundred and twenty-five, Mr. Dewey has received credit on our books for $326.25, at the rate of 45c per copy. You will note that the whole edition netted $43.50, which in view of the limited number printed and the necessary cost of advertising is a very good showing.

Second: The account of the second edition cannot be made up accurately at this time because of the many outstanding orders which we have with dealers "on sale". The following, however, is a close account of the copies distributed:

Total Edition 1500

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Sales</td>
<td>304</td>
</tr>
<tr>
<td>Wholesale</td>
<td>956</td>
</tr>
<tr>
<td>Bookstore Sales</td>
<td>38</td>
</tr>
<tr>
<td>Free &amp; Review</td>
<td>88</td>
</tr>
<tr>
<td>On Hand</td>
<td>53</td>
</tr>
<tr>
<td>To be Accounted for</td>
<td>1439</td>
</tr>
</tbody>
</table>

This is not an accurate statement but is very close to the facts. From these figures I think it is safe to say that of the edition of fifteen hundred minus eighty-eight free
Dr. Harper—

copies distributed, fourteen hundred and twelve can be accounted for as sold.

Mr. Dewey will receive for the fourteen hundred and twelve copies, according to our arrangement, at the rate of 45¢ per copy, $635.40. Our bill for printing the edition was $455.42, leaving a net profit to Mr. Dewey of $179.98.

If this book had been handled on the royalty basis allowing 10% royalty, the sales would have amounted, provided the price were 75¢ net, to $1,059.00. Allowing a royalty of 10%, which is fair to suppose would be the limit under the conditions existing with reference to the second edition, Mr. Dewey would have received $105.90.

You will see, therefore, that the amount which he actually does receive from us approaches very nearly 20%; I am not sure but that when the final account is in it would be fully 20%.

Third: Regarding Mr. Dewey's letter of June 12th, I would call your attention to the fact that he says, "If the Press had attended with promptness to the matter of the next edition, in all probability you would have had things in such shape before this time that I could not have taken advantage of the offer from McClure even if I had wanted to". You will note from my letter of April 23rd, that I called his attention to the advisability of taking up the question of a third edition. Soon after that he called at the office and we had a talk with reference to the question. Upon his suggestion we immediately gave him figures, which were revised June 19th in accordance with my letter of that date.

My idea, and it was in accordance with our verbal understanding, was that we were to take the matter up and proceed with it leisurely in accordance with the demands brought about by the rapidity of the sale of the second edition. We, of course, were fully informed as to our stock and knew about how long it would take for us to get out the third edition. We did not consider that we were in any danger of losing the book and consequently did not print it at the detriment of other work in the office in order to get the business. I was not informed that there was any strong likelihood of Mr. Dewey changing publishers until I received his letter of June 12th in response to my letter of the previous day, written after a talk with him in which he had told me of the contemplated plans with the McClure Company.

Fourth: Regarding the contention which Mr. Dewey will probably make as to the cost of printing, I would say that I consider the figures which we have given him to be reasonable in every respect. We made the book from
manuscript, which is considerably different from getting figures from another firm on a completed job and I am quite certain that our figures will stand the test of an investigation when all the facts are known.

I go into this matter in detail in order that you may have all the facts before you and I shall be pleased to give you further information as you may desire.

Sincerely yours,

[Signature]

Director.
Mr. Hopper:

I am sorry to have to write you in such a hurry, but I must get this off to you at once, as I have some important business to attend to. I am very busy, and I must get this letter out of the way.

I hope that you will see fit to grant me the leave of absence that I have requested. If you are able to do so, I would be very grateful.

I am looking forward to hearing from you as soon as possible.

Sincerely yours,

[Signature]
President W. R. Harper,

The University of Chicago.

Dear Dr. Harper:

Referring to the question of advanced cost in the printing of the University work, including both the Journals and all miscellaneous printing, I respectfully report:

First: The wages of employees in the printing office are practically the same as they were when I took charge nearly two years ago. The hours constituting a days labor have been reduced; instead of ten hours as was formerly the rule for a days work in the printing office, since November last nine hours constitute a days work. The standard rate of wages paid at the printing office is the same as paid at other printing offices in the city, and is regulated by an agreement between the employing printers and the allied printing trades. The basis of a journeyman's wages is $5.00 per day, of nine hours. There are four men in our employ who receive more than this rate, and there are several who receive less. The average would be about the schedule rate.

The cost of manufacturing a certain piece of work is, therefore, by the reduction of hours increased about 11%.

Second: The prices paid by the University for work done by Messrs. R. R. Donnelley & Sons Company has been increased about 14%. That is to say, the schedule agreed upon for
President Mr. Harper

The University of Chicago

Dear Mr. Harper:

I am writing to inform the University of the recent developments in the hourly wage rate of employees in the graduating office.

The wage of employees in the graduating office is currently $2.50 per hour. The wage rate has been increased by 25 cents to 30 cents per hour. This increase is effective immediately and applies to all employees in the graduating office.

The increase is in response to the rising cost of living and to maintain the competitiveness of the University's wages. There has been a significant increase in the cost of living, especially in the city of Chicago, and it is important to ensure that our employees are fairly compensated.

I hope this information is helpful. Please let me know if you have any questions.

Sincerely,

[Signature]
an increase of the price to be paid by the University, under the present scale, over and above the former scale, included an advance of about 11½ on work in which time was the main factor, and about 16% on work in which material largely entered. I will explain this by saying that press work, as we use the term here, includes the imposing or make-up of the form, making ready on the press, printing the sheets, ink and other items entering into the work. On this work the increase was about 16%.

The term binding includes the folding of the sheets, collating, sewing either with thread or wire, putting on the cover, and if necessary trimming. The increase in this work was if sewed with thread, 11½ and a fraction, and if wire sewed, 14% and a fraction.

Third: The cost of paper, over and above the cost less than one year ago, has been increased on the paper used by the University from 31 to 50 percent. The increase in price has not been the same on all grades of paper. For instance, one grade of paper which cost 4¢ is now increased to 5-1/4¢; another grade of paper which cost 3-3/4¢ is now increased to 5-1/2¢. This increase is on what are called book papers.

The average increase on the price of flat papers, and the very best grades of book paper has not been so great as on the medium grades; while the price of envelopes has been increased very much more.

Sincerely yours,

Theodore 2. Root
1.

The case of paper over and given the case less than
The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

2. The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

3. The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

4. The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

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9. The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

10. The case of paper over and given the case less than the one year ago, the poor increase on the lower need of the University from 38 to 60 because of the increase in price and

Steadfastly yours,

[Signature]
President W. R. Harper,

The University of Chicago.

Dear Dr. Harper:-

Referring to your inquiry, what is the approximate cost of the manufacture of the Journals now over one year ago, I beg leave to report, submitting figures that you may the better judge of the situation. I take one of the Journals, the School Review, as an example.

The June number 1899 contains 64 pages of text, 28 pages of "ads", with cover, and cost complete, $303.82; of this amount $15.50 was for alterations. The labor element at the University Printing Office, aside from the alterations, entered into the manufacture of this number of the School Review more than one-half, or $155.62. The balance of the cost was made up of press work, paper, binding, express, and mailing. This $155.62 included the regular percentage added for the cost of maintenance of plant, general salaries, and administration. There was some type set for this School Review that was not used in the current number, but was left over and used
The University of Chicago

April 1900

Treatment of the University

Dear Mr. Hawthorne,

Referring to your inquiry about the student who was not here, I regret to inform you of the unfortunate circumstances of the student. The student, who was a part of the junior class, passed away due to illness. The student's family is being supported by the school dialogue, and arrangements are being made to assist in the burial and final arrangements.

I understand that you were interested in the student's academic progress. The student was a hard-working individual with a bright future ahead. Their death has been a shock to the entire community.

I hope this information is helpful. Should you have any other questions or concerns, please do not hesitate to contact me.

Sincerely,

[Signature]
President Harper-2-

subsequently. There was no School Review published in the months of July or August.

The School Review for September was the same number of pages as the School Review for June; a counterpart of that number. Some of the leftover matter of the June number was printed therein. The cost was $275.08; of this amount $16.25 was for alterations, and the labor element of the University Printing Office entered into the manufacture, exclusive of the alterations, $122.78, a little less than one-half of the total cost.

The School Review for June of the present year, consisted of 64 pages of text, 24 pages of "ads", with cover, and cost $337.92; of this amount $15.05 was for alterations, and the printing office, exclusive of the alterations, participated in the cost in the sum of $119.97. The edition of the June and September numbers of last year was 2500 copies each. The edition for the June number of the present year was 3175 copies.

I have taken the School Review for an illustration simply because the number of pages was nearly the same in the three issues, and that it might further assist you in the information you desire as to the cost of the work in our printing office and the work done outside.

Now as to your inquiry, what is the approximate cost of manufacture over and above last year, I submit, first,
that while we are paying more for work than last year, owing to the reduced hours of work, we are doing the work at even less cost than before. That is to say, we are doing more work in a given day's time, for the same amount of money, than we did a year ago. It is fair, in this case, to average the cost between the June and the September School Review, and in making such average to include the cost for alterations, as they are practically the same in each of the three accounts. This would make the average cost of the June and September issues, $291.95, and taking this for a basis the cost for the June number is a trifle more than 15% over and above the average cost for the June and September numbers, with an increased edition of 675 copies.

I will also cite to you the Journal of Sociology for July 1899, consisting of 144 pages of text, 12 pages of "ads", with cover, 2000 copies, costing $492.78, in which the printing office participated, exclusive of alterations, $232.46. And the May number of the same Journal, the present year, consisting of 160 pages of text, 12 pages of "ads", with cover, 2000 copies, at a cost of $572.63. The cost for work done at the printing office amounted to $273.67 exclusive of alterations. With 16 pages more of text in the May number of the present year than in the July number of 1898, the cost was but a trifle more than 15% over the cost of May 1899.
I have also gone through a number of bills for miscellaneous work, like the programs, and I mean to say by this, not the large runs in the number of thousands of copies printed, but the average work at the office, and I think 15% increase over last year will cover the cost. Where the element of cost is largely outside of work done at this office, as for instance, the Correspondence Study Circular, the cost will be a little more. Where we pay from 31 to 50 percent more for paper, and paper comes largely into the cost of doing the work, it will, of course, be impossible to do the work for less than the elements that make up the cost. But where, as in the instance of the Journals, one-half or more of the entire cost is made up of University work and the increase in cost over last year is practically 11%, we can, I think with safety, say that the increase for the full cost of any one of the Journals will not exceed 15% over the estimates for last year.

Sincerely yours,

[Signature]
I have also some stronger a number of people for
incentive work. I take the program, and I mean to try to
make not the chance that in the number of businesses of course
brining' and the executive work of the office, and I think it is
increased now that there will cover the work. Where the element
of care in luxury offices or work gone at the office, so
for instance, the communication, such as, the care
will be a little worse. There we may put 40 to 60 percent
work for a little worse. Many have become necessary into the cost of
some for boxes, any have become necessary into the cost of
getting the work. It will of course, be important to go to the
work for four and the employees that make up the cost. But
where we in the insertion of the tonnage, in any way, we
are the entire cost to make up of the necessary work, in the
increased to scale our large part in business. If we can,
I think with caution, we find that the insertion, the first rate and
not only one of the businesses with our own. For one the
estimates for less work.

[Signature unreadable]
My Dear Dr. Harper,

Referring to our conversation and your request for information as to the cost of printing the journals, and other press work done outside the printing office, allow me to report:

I submitted sample copies of all our publications with requests for estimates on all the work combined in each—the University to furnish the copy and receive the finished product, to six printing establishments—Messrs. A. R. Barnes & Co., The Henry O. Shepard Co., The Blakey Printing Co., W. P. Dunn Co., Hack & Anderson, and W. F. Hall Printing Co. To this date replies have been received from three only—The Henry O. Shepard Co., W. P. Dunn Co., and W. F. Hall Printing Co. I have delayed my report to you thinking...
additional estimates might be forthcoming. In giving you the results, I compare the figures submitted with the prices prevailing at the Press, that you may the better comprehend their meaning.

For composition or setting the type of straight matter, or plain English, each firm charges 80 cents per one thousand words; the Press estimates its work and charges not to exceed 70 cents. For time work—this includes type-setting for tabular work, foreign languages, formulae, objectionable or complicated copy, advertising matter, alterations, making up, and anything necessary to be done from the receipt of the copy until the type is in page form ready for imposing—excepting such work as may be done by the thousand words or piece work, Demm charges 75 cents per hour, and the other two firms charge 70 cents per hour; the Press charges 50 cents per hour.

The prices quoted for printing, binding, and mailing can best be illustrated by giving the cost of one of our publications in comparison. The Journal of Sociology for July was made up of a com-four pages printed, four pages of advertise
of preceding text and eight pages of advertisements following text, and one hundred and forty-four pages of text. It was printed and billed out as to these items as follows: press work $87.72; binding and mailing $44.25.

The Shepard Co.'s price for the press work would be $100.45, binding and mailing $47.60. Dennis price, press work $107.52, binding and mailing $47.63.

Hall's price, press work $97.68, binding and mailing $44.68.

The figures I give above include the addition of ten per cent to the actual cost—the figures given in the bill included the usual ten per cent, and I added it to the prices quoted by the printers preparing estimates. The only item not included in the estimate is the one of expenses, which in the case of the Journal of Sociology for July amounted to $8.50, the cost of transporting the type to and from the city and delivering the printed journals to the Botany building, with the addition of the usual ten per cent.

I would further report that I have made a careful but general survey of the question of installing a plant for press work and binding at the
Pros, and with my present information I would advise a limited expansion in that direction. We really need one or two cylinder presses, with some other machinery and appliances, in order to do work economically. I would say that perhaps six or seven thousand dollars could be expended quite judiciously in this direction. With these additions we could not do all our work all the time. And to install a plant that would do all our work as at present arranged would require an expensive organization that in my opinion would cost more than the present system. With two presses and other limited appliances we could take care of quite all the miscellaneous weekly work and some of the journals, sending outside only what was necessary when two or more publications were ready for press at or about the same time. You will understand that by an organization I mean pressmen, feeders, binders, folders, and other employees not now known to us, and members of labor organizations who would perhaps dictate
Terms. With an increase of outside or special work, additions to the plant could be made; and with the work to do, the machinery could be installed and the organization taken care of.

I have not communicated with any machinery or supply men, but have gathered my information in a general way from printers who have recently purchased machinery and others who have such machinery as I considered necessary. And I have tried to do this so that yourself or other university officials might not be bothered or pressed by parties who have material to sell.

I trust you will consider me at your service in this as well as other matters in connection with my position.

Sincerely yours,

Theodore E. Root.
My Dear Dr. Harper,

Referring to our communication of recent date concerning my salary, permit me to say that when I was engaged there was an implied agreement that the term of employment was one year. The 1st of September is given as the date. Mr. Miller has given me to understand that I need not look for an increase in salary. Our communication, however, was subsequent to the one with Mr. Miller. Is it expected, understood, or desired, that I look for employment elsewhere? I expect to finish my vacation as soon as the office work will permit, and your ideas in the premises would be to my advantage. Thanking you for this and other favors, I am,

Sincerely yours,

Theodore L. Root.
February 16, 1901.

My Dear Mr. Root:

I have received your letter of the fourteenth inst. It seems to me that printing is getting to be a very expensive business. Of course $20.00 would have been an easier matter but even $20.00 with no type of setting included for a pamphlet thirty-one pages and three hundred copies is, in my opinion, too much.

We must see what can be done to reduce our expenses.

Very truly yours,

W. R. Harper
Dear Mr. Harper:

I have received your letter of the 15th. It seems to me that preliminary registering to be a very expensive business. Of course $30.00 would have been an extra matter but even $50.00 with no type of setting included for a hundred thousand pieces and those hundred copies to turn out in optimum, you must see just what can be done to reduce our experience.

Very truly yours,

W. R. Harper
Feb. 14, 1901.

President William R. Harper,
The University of Chicago.

Dear Dr. Harper:—

Replying to your favor of the 12th, and referring again to the question of the printing of 300 copies of an article in the last number of the American Journal of Semitic Languages and Literatures, permit me to report as follows:

In making an estimate for work I try to include in the estimated cost for any particular item the actual cost plus the percentage to be added under the rule laid down by the Press Board. February 4th I was asked by Dr. Burton for figures on the printing of 300 copies of the article in question, Dr. Goodspeed's "Thekla." This article makes 31 pages in the Hebraica; there were to be added a new title page and a cover. The estimated cost of the work was $30.75 and is divided as follows: At least $10.00 of this amount would have been saved to the University if the work had been done at the same time as the rest of the pages, setting new folic lines, proving the pages as they are taken from the boxes on the return from the printer, reading the proof to see that nothing has been pied or letters transposed in the process of transferring the type from the city to the printing office, and that no letters are broken, and that the pages appear identically with the pages printed in Hebraica; rewarping and getting ready for the press the second time.

Composition of title page and cover; time consumed in remaking the pages, setting new folic lines, proving the pages as they are taken from the boxes on the return from the printer, reading the proof to see that nothing has been pied or letters transposed in the process of transferring the type from the city to the printing office, and that no letters are broken, and that the pages appear identically with the pages printed in Hebraica; rewarping and getting ready for the press the second time 10.00
Presswork on text and cover, 2 forms of 16 pages each, with 1 form of cover, at the regular price for work of this character 12.00

Stock for text and cover, made up of 300 sheets of laid paper at a cost of practically 1¢ a sheet, and 80 sheets of cover 3.75

Binding 2 16's and a cover, at the regular rate 3.00

Express, that is the carrying of the type to and from the city, 3 boxes both ways, with one package of printed matter from the city to the University, at the regular rate 2.00

Total $30.75

I wish to say in this connection that I called Dr. Burton's attention to the fact that this job would not be a reprint from Hebraica in the sense that we could furnish reprints at an estimated price when the work was done in connection with the printing of the original journal. I called his attention to the fact that a part of the type was then in the printing office, having been returned from town, and that the extra cost of remaking, express, and possibly a part of one or two other items, would have been saved had we known that the reprint was to be made or had the reprint been ordered when the proof was returned to the Press O. K.'d by the editorial department. At least $10.00 of this amount would have been saved to the University could the work have been done at the same time the journal was printed.

You, of course, understand that should the manufacture be less than the itemized estimate I made at the time of the request, the bill would be reduced in proportion.

Sincerely yours,

Theodore W. Root
Superintendent.
I wish to say in this connection that Icartly

perceive a connection to the fact that those who won or not

were not the same who now are. The

process of selecting those who now are, because the

name of the city of London, the city of the

United Nations, and the city of the world. If the

names of the United Nations could be named on the

same time the commission was printed.

You are, of course, welcome to have the manuscript

be left in the temporary basket I wake of the time of the

request, the gift would be recognized in proportion.

Translation:

Drs. White-
February 19th, 1901.

My dear Mr. Root:

I do not criticise the title-page of the Settlement pamphlet because it lacks ornamentation. It seems to me that the right type was not selected. It is more than poor; it looks exactly like a job done in some country office.

You must not think that in any case of this kind your work meets my displeasure. The work of The Press is so uniformly good that it seems to me important, when we find a weak job, that attention be called to it. I agree entirely that the remainder of the pamphlet is excellent. It is only the title-page which seems to me to be weak.

Very truly yours,

W. R. Harper
M. B. Huddar

Dear [Name]*

I just wanted to ask if you would be interested in attending a meeting next week. There will be a few guest speakers discussing recent developments in our field. The meeting will be held at the [Location] on [Date] at [Time].

Please let me know if you are able to attend and I will forward you more information.

Best regards,

[Your Name]
President William R. Harper,

The University of Chicago.

Dear Dr. Harper:-

Returning herewith the University of Chicago Settlement pamphlet, covered by yours of the 14th and received at the office of the Press Saturday the 16th, permit me to say that this pamphlet was not issued by the Press in the sense of a publisher. It was simply manufactured by the Press; the Society uttered it or published it. The imprint of the Press as a manufacturer is on the fourth page of the cover.

It is considered good form by good printers in pamphlets of this character and even in bound books to make title pages plain. The title page in question is a statement of facts: that the University of Chicago Settlement is located at 4638 Ashland Avenue; that Miss Mary E. McDowell is the head resident, and that the pamphlet purports to emanate from Chicago in the present year. It was my idea that this statement of facts which appear on the title page should harmonize with the work itself. I had not thought it too plain. It would hardly permit ornamentation, and yet it would not have been out of place to have placed a rule around it; had that been done it would not look quite as bare as it does. A blank leaf between the title page and the cover would have been quite an
To the University of Chicago:

Dear Mr. Haynes,

I am writing to express my concern regarding the recent events at the University of Chicago. I believe it is important that the university take immediate action to address the concerns raised by members of the campus community.

I understand that the recent protests and demonstrations have been sparked by a number of issues, including faculty salaries, student housing, and budget cuts. As a member of the university community, I urge the administration to consider these concerns seriously and to work towards finding solutions that benefit all members of the university.

I am particularly concerned about the impact of these events on the academic community. It is essential that the university continue to provide a safe and respectful environment for all students, faculty, and staff.

I urge you to take action to address these concerns and to work towards creating a more inclusive and equitable campus environment.

Sincerely,

[Signature]
improvement. The cover itself is something of an attempt at ornamentation and this fact would really call for a plain title page.

It is my desire, and I believe you understand it to be so, that the work turned out by the Press shall be of the very best both in style of typography, quality of stock, ink and presswork. There are so many printers and so comparatively few first class printers that my sole aim is that the Press shall occupy a place on the very top rung. I know that my efforts have met with your most hearty approval, so that I exceedingly regret that in the present instance the work should meet with your displeasure.

I trust you will pardon me, but I can hardly refrain from saying that I have personally had very many words of commendation, from both the people connected with the Settlement and others, on the general good appearance of the pamphlet.

Sincerely yours,

[Signature]

Theodore L. Root
Superintendent.
If it is, please, and I believe you imperative to go on, just the work finishing and the press and to the very next part of the paragraph, during a few weeks. There may be with many people, it is the same with the press that it is often impossible to have a place on the very next time. I know that in that excellent manner with your most earnest and so that you now like, with your greatest interest to the press, and I must not help your appearance. I must now will everyone be. I am really able to now say that I have previously had many more of communication from the people connected with the government some others on the General Board presence of the Department.
My dear Mr. Miller:

I am returning the letter which you were good enough to send me in reference to advertising of the affiliated schools. It does not seem to me to be a well constructed letter. The first sentence is too abrupt, and the phrase "if possible" seems to be in the wrong place. The repetition of the word "that" in the latter sentence, and the commercial phrase "in the long run" both seem to me to be objectionable.

Cannot we make a better letter than this for the Deans of affiliated schools.

Very truly yours,
Mr. Geo. Miller

I am returning the letter which you wrote

I am sorry to hear you are unwell and it seems to me that you are not well enough to go on with your work. It seems to me that you are not well enough to go on with your work. The letter seems to me to be a very well composed letter. The letter seems to me to be a very well composed letter.

The repetition of the word "that" in the letter seems to me to be inappropriate.

Can I make a better letter than this for you?

Very truly yours.
President W. R. Harper,
The University of Chicago.

Dear Dr. Harper:-

I enclose herewith, by way of suggestion, a letter to the Deans of the affiliated schools. I think it would be a great advantage to us to handle all of the advertising which goes out not only from the University but from the affiliated schools, and I am willing to place it at actual cost. I am quite certain that we can get a better rate in the long run than could individuals, provided we handle the whole business.

Sincerely yours,

[Signature]
The University of Chicago Press

Corrections (July 8, 1907)

President M. W. Harper
The University of Chicago

Dear Mr. Harper

I enclose herewith a copy of the statement prepared as a result of your request to handle the financial matters of the University. I think it would be a great advantage to me to handle all of the financial matters which come our way only through the University and from the University. I am willing to place it at your disposal. If you find it convenient that we can get a better rate in the long run from certain financial institutions, bringing me more the whole profit.

Sincerely yours,

[Signature]
President William R. Harper,
The University of Chicago.

Dear Dr. Harper:—

I have your letter of November 4th with reference to the unsatisfactory appearance of the program entitled "The Fifteenth Educational Conference of the Academies and High Schools Affiliating or Cooperating with the University of Chicago". I hand you herewith a copy of the program in question together with a sample which was furnished us, with the copy, for style, etc. You will notice that, aside from the fact that the program this year contains more material than that of the sample, the style is practically the same.

I agree with you that the job is not as neat as it should be, but we were given to understand that they wished the style of 1896 duplicated, and aside from this, they wished the job rushed. A rush job of printing is very likely to be unsatisfactory to all parties concerned. The press work is likely to be faulty and attention cannot be given to the artistic details which every job should have if it is to be neat and tasty.

It is quite impracticable to place a requisition number on every job, for the reason that many of them have to be executed before the requisition is granted. We are, however, now printing our office number, together with the date and run, on each job.

Sincerely yours,
November 8, 1907

President William R. Harper
The University of Chicago
Dear Dr. Harper:

I have just received a copy of the program entitled "The Illustrious Educational Conference of the Vassarites and Widows." If I may, I should like to work with you in cooperation with the University of Chicago on this program which is to be given on...
3. The dependence of Greek upon Latin in the secondary schools.—Professor Edward Capps.

4. The following topics are brought before the conference for preliminary discussion. Committees will be appointed to report at length upon these topics at the next conference.
   (a) How can a larger knowledge of the ancient classical literature be insured to students in secondary school and college?
   (b) Current literature and events of interest to classical teachers in secondary schools.

**History**

Dr. R. C. Catterall
Cobb Hall, 9 C

Reports from committees will be presented and discussed, upon:
1. The chronological extent of the requirements in ancient history;
2. The use of "special topics;"
3. The possibility of devising better methods of examination;
4. The suggestion of particular text-books;
5. The question of combining the requirements 4a and 4b, 5a and 5b.

**Mathematics**

Assistant Professor H. E. Slaught
Ryerson Physical Laboratory, Room 36

1. Some modern methods and principles of geometry.—Associate Professor Heinrich Maschke.
2. Some respects in which the teaching of elementary and secondary mathematics needs improvement.—Dr. George W. Myers, Professor of the teaching of mathematics and astronomy, the School of Education.

**Physics.** There will be no conference in physics this year. The departments of physics and chemistry will hold conferences on alternate years.

Between the morning and afternoon sessions on Saturday the University will give an informal reception and luncheon in Haskell Oriental Museum to visiting teachers as its guests.

**William R. Harper, President.**

**IMPORTANT NOTICE.**

Arrangements have been made with the Western Passenger Association for a rate of fare and one-third for the round trip to Chicago for persons attending these conferences. Ask local agent for certificate of purchase of single fare. Present this to the Bureau of Information at the University of Chicago November 9. If one hundred or more such certificates are presented a return ticket can be obtained for one-third of the regular fare.

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**The Fifteenth Educational Conference of the Academies and High Schools Affiliating or Co-operating with the University of Chicago.**

**Friday and Saturday,**
**November 8 and 9, 1901.**

**FRIDAY.**

1:00 P.M. (President's House, cor. Lexington ave. and 59th street) President's Reception and Luncheon to visiting Deans and Principals, and to student delegates to the Contest in Declamation.

2:30 P.M. (Cobb Hall, Chapel)
Executive Session of Deans and Principals with the Board of Affiliations. The following programme of topics has been arranged by the committee appointed at the last Conference:
1. Report of committee appointed at last meeting to make suggestions for the practical carrying out of the plan of separation of students into sections upon the basis of scholarship. Committee: J. O. Leslie, I. B. Burgess, D. O. Barto, A. F. Nightingale, C. R. Barnes.
2. Report of committee appointed to consider the practical application of a resolution which was adopted at the last meeting favoring the abandonment of a course in General History, and the substitution therefor of a course in some important division of the subject. Committee: C. W. French, Henry Boltwood, A. A. Reed, A. W. Small, B. F. Buck.
4. The relative merits of the semester and quarter systems in secondary schools.—Briefs by Principal B. F. Buck, Lake View High School, and Superintendent J. Stanley Brown, Joliet Township High School.

5. Presentation of facts relative to the granting of advanced standing in the University of Chicago for work done by students in secondary schools.—F. J. Miller, Dean of University Affiliations.

2:30 P. M. (Kent Theater)

Preliminary hearing before the University Department of Public Speaking, of candidates for place in the Fourth Annual Contest in Declamation.

7:30 P. M. (Kent Theater)

Fourth Annual Contest in Declamation between representatives of affiliated and cooperating schools.

SATURDAY.

10:00 A. M. (Cobb Hall, Chapel). General Conference.

Topic for Discussion: Current Problems in Secondary Education.—Professor John Dewey.
The topic will be briefly discussed as follows:

1. From the standpoint of preparation for college, by Wayland J. Chase, of the Morgan Park Academy.

2. From the standpoint of administration, by George H. Rockwood, of the Austin High School.

3. From the social and moral standpoint, by William I. Crane, of the Steele High School, Dayton, Ohio.

4. From the standpoint of the Manual Training School, by Charles A. Bennett, of the Bradley Polytechnic Institute.

5. From the standpoint of the college, by Professor Nathaniel Butler.

2:00 P. M. Departmental Conferences.

Biology ............ Associate Professor Davenport (Lecture Room, Botany Building)

1. The ecology of a marine beach.
   a. Geology and Botany, by H. N. Whitford.

2. Comparison of the flora of the marine beach with that of Lake Michigan, by H. C. Cowles.


Chemistry . . . . Associate Professor Alexander Smith (Kent Laboratory, Room 28)

1. The treatment of the science of chemistry for instruction in secondary schools: is it becoming too academic? Discussion by Miss May M. Butler, the chairman, and others.


3. Experimental demonstrations by Messrs. C. E. Linebarger and M. S. Walker.

English . . . . . . . . . Associate Professor Herrick (Cobb Hall, Chapel)

A Report upon the High School Course in English—Robert W. Bruere.
The discussion of the report will be opened by Mr. Robert Herrick.

French . . . . . . . . . H. Parker Williamson (Cobb Hall, 8 B)

1. Composition, its place, use, and methods of presentation; by Miss Bertha Des C. Favard, of the Hyde Park High School.

2. What and how much French should be done in the first year of the college preparatory course? By Professor Monin, of the Armour Institute.

3. General discussion.

German (Cobb Hall, 10 B). . . . . . Dr. P. O. Kern

1. Report of the committee of five on the list of books prescribed for second-year reading.—Mr. Karl Seeligmann, of the Harvard School.

2. Should teachers of German aim at some acquaintance with the historical development of the German language and literature?

The discussion will be opened by short papers on:
   (a) The linguistic aspect of the question.—Dr. Kern.
   (b) The literary side.—Assistant Professor von Klenze.

Greek and Latin . . . . Associate Professor F. J. Miller (Cobb Hall, Lecture Hall)

1. The teaching of second year Latin.—Professor H. W. Johnston, of the University of Indiana.

2. Recent discussions on the teaching of Greek and Latin in secondary schools.—Assistant Professor W. B. Owen.

3. The laboratory notebook.—C. E. Boynton, North Division High School.

4. The High School Library.—Dr. J. B. Tingle.

Biology (i.e., Kent Chemical Laboratory). Asst. Prof. Jordan.

1. The advantages of the study of Biology in the secondary schools.—Prof. C. O. Whitman.

2. The nature and amount of biological work that can be profitably attempted in secondary schools.—B. M. Davis, The University of Chicago; Frank W. Rainey, Harvard School; Herbert E. Walter, North Division High School; Frank W. Darling, Oak Park High School.

Physiology and Geology . . . . Prof. Salisbury
(Walker Museum, second floor)

1. On what points should emphasis be laid in the teaching of Physiology and Geology in the secondary schools?

Astronomy . . . . . . . . . . . . . . E. R. Moulton
(35, Ryerson Physical Laboratory)

(This Conference will begin at 3 o'clock)

Time

1. A discussion of the time that can be devoted to the subject of Astronomy in high schools, and the topics that can profitably be taught.—Prof. James E. Armstrong, Englewood High School.

2. The parts important as a preparation for university work.

E. R. Moulton, University of Chicago.

3. A review and comparison of textbooks suitable for high school use.—T. C. Faze, The University of Chicago.

4. The variation of latitude.—Dr. Kurt Laves, The University of Chicago.

Entertainment over Friday night will be provided for as many as possible of those who come from out of the city. Between the morning and afternoon sessions on Saturday, The University will give an informal reception and luncheon in Haskell Oriental Museum to preparatory school teachers as its guests. In order that the necessary arrangements may be completed, those who intend to be present are asked to send their names before November 7 to Mr. William Hill, Chairman of Entertainment Committee.

William R. Harper, President.

Chicago, Oct. 31, 1896.
FRIDAY AFTERNOON.

COBB HALL — CHAPEL.

4:00 Introductory Addresses.
Abstract of the minutes of the Seventh Conference.
Address. The True Object of an Educational System from an Economic Point of View.—Prof. Edmund J. James, The University of Chicago.
Informal Reception.

SATURDAY FORENOON

9:00 to 12:00 Short papers and discussions upon the following topics:
1. How can the Faculty of the University of Chicago be brought into direct touch with the students of the High Schools and Academies affiliating or cooperating with The University?—Prof. C. B. Williams, Kalamazoo College.
2. Specialization of the work of teachers in the secondary schools.—Prof. I. B. Burgess, Morgan Park Academy.
3. The tendency of students to omit the college course that they may enter professional schools direct from the secondary schools.—Supt. A. F. Nightingale, Chicago.

SATURDAY AFTERNOON.

2:00 Departmental Conferences. (While individual teachers have been requested to prepare and read short papers upon the topics mentioned below, it is hoped that all who expect to attend will give these subjects previous consideration and be prepared to take part in the discussions.)

Latin and Greek ............... Asst. Prof. F. J. Miller
(Cobb Lecture Hall)
1. What are the essentials of Latin Grammar for the first two years?—Mrs. Emma M. James, Englewood High School?
2. Some notes on Vergil.—Edwin L. Miller, Englewood High School.
3. Criticisms upon classical papers and questions from the secondary schools.

4. The value of the study of the classics viewed from a psychological standpoint.—H. H. Manchester, Peoria High School.

German (Cobb Hall, 8 B) .......... Asst. Prof. Von Klenze
1. Is it possible to arrange our entrance requirements so as to make them uniform with those of other leading colleges and universities?
2. How should pronunciation be taught?

French (Cobb Hall, 10 B) .......... Dr. T. L. Neff
1. Explanation of requirements for admission in French 1
2) and 3).
2. (a) Is it desirable to have uniform requirements in French for admission to the leading colleges and universities? (c) If so, what should be the requirements?
3. (a) How much grammar should be taught in the first year's work. (d) How much prose composition?

English ....................... Asst. Prof. Herrick
(Haskell Oriental Museum, 1st floor)
1. The scope of the admission paper in English.
2. The relations of the study of English in the secondary schools with other branches.

History (Cobb Hall, 8 C) .......... Dr. Schwed
1. The requirements for admission in History to the University of Chicago.
2. The requirements for admission to other leading colleges.
—W. J. Chase, Morgan Park Academy.
3. The value of the "special topic" feature of the Greek and Roman history requirement.

Mathematics (36, Ryerson Physical Laboratory). Dr. Boyd
1. The geometrical method of reasoning.—Prof. C. B. Williams, Kalamazoo College.
2. The role of originals in teaching Geometry.—E. E. Hill, Hyde Park High School.
3. The role of geometrical constructions in Geometry.—Grace E. Rand, Lake View High School.

Chemistry (20, Kent Chemical Laboratory). Asst. Prof. Smith
1. Report of committee appointed Nov. 1895, to submit an outline of a high school course in Chemistry with special reference to laboratory work.—Messrs. Smith, Morse and Cornish.
July 12, 1902.

President William R. Harper,
The University of Chicago.

Dear Dr. Harper:-

Returning herewith the letters from Mr. Hatfield under date of July 7th and Mr. Arnolt under date of July 9th, permit me to advise:

I think the figures given by Mr. Arnolt are correct. I explained some things to you in person which the letter of Mr. Arnolt again brings to mind. If you care to have me I will give you a record of the days on which we received copy for the Register and also the days on which proofs were sent out and returned and will also show you the proofs. I do not suppose you care to know all the details of this work.

The make-up of the Register this year is quite a different proposition from what it has been heretofore. It is now practically divided into three parts, that is, the part which was put into the Graduate Circular, the part which was put into the College Circular and the part which was left over. During the period covered by Mr. Arnolt the College Circular was on the press, and I think you will see that it made some little difference with the make-up at that particular time.
Mr. President:

I have just received the letter from Mr. Battle.

I am very much interested in the matters discussed in your letter.

I think the figures given by Mr. Arthur are correct.

I have a rough idea of the figures we have received and I will give you a rough idea of the figures we have received.

I also give you an over-all picture of the figures we have received. You will receive a report on this subject. I am not supplying you with all the details of this report.

The report of the Registrar will be part of the

I am now going to report on what I have been hearing. I am now going to report on what I have been hearing. I am now going to report on what I have been hearing.
Dr. Harper-2-

So far as the Circular of the College of Commerce and Administration, directly referred to in both letters, I would say that the part of the copy for this matter which was included in the Register and later was a part of the Circular was not received in this office until the 30th of June, six days after I had promised you the Register complete. The Circular is now being put in type and made over, and proof will be sent out to-day.

Sincerely yours,

[Signature]
Superintendent.
So far as the Director of the College of Commerce

and Administration, promptly replies to the official letter, I

would say that the part of the copy for this matter, which was

mentioned in the Registrar and later was a part of the Grammar

was not received in this office until the 30th of June, 19...

Since then I have obtained no information of any kind.

The student who gave me this information will not,

for want of my ability, be able to give me the

complete and accurate information. However, I

have tried to make the best of the information I

have received.
My dear Mr. President:

I herewith return to you Mr. Hatfield's letter concerning the College of Commerce and Administration. Mr. Hatfield is quite correct in the date of the delivery of manuscript to this office. At the time when he delivered it June 7th, you were away and he told me that you did not want the material sent to the Press for composition before having been seen and approved by you. On June 14th it was sent to you for approval and returned by you on June 16th. At that time I asked whether it should have precedence over the Register and it was your opinion that it should wait until the Register was off the press. I must confess that the Press is very slow in sending page proofs of the Register. Up to date all the page proof that has been sent to this office amounts to 288 pages of which pages 196 to 288 are now in your hands for approval. The Press does not seem to be able to send more than 40 pages of page proof a day. What is now in your hands for approval is the accumulation of three days' work since you left town. The greater part of the Circular of the College of Commerce and Administration is contained on pages 102 to 106 of the Register and this part of the Register has been O K'd and should now be printed so that the type can be released without delay. I have this afternoon sent the copy of the Circular to the Press and I hope that in a few days we will be able to have the Circular printed.

Yours truly,

[Signature]

[Name]

[Title]
July 7 1902.

My dear president Harper:—

I turned in the mss. of the circular of the College of Commerce one month ago today. At last report it was being held pending the appearance of the Annual Register. It seems to me very important that the circular should come out as early as possible. Perhaps it has already gone to press, if not can it not soon go through.

Yours respectfully,

[Signature]

[Handwritten notes: 'Tell Mr. Annual Report the time']