CROSS REFERENCE SHEET

Name or Subject  Suggestions  File No.

Regarding  Date

SEE

Name or Subject  File No.

Haupt, Paul

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."
January 4th, 1901.

Mr. E. E. Smith,

6010 Jefferson Avenue, Chicago.

My dear Mr. Smith:

I do not know that there is anything to be suggested in reference to the question raised in your recent letter. I do not have in mind any definite information we should like to have, and I do not think it would be best to take any steps toward announcing the advantages of the University. At all events, the matter seems so indefinite that I am hardly in a position to pass judgment on the question.

Thanking you very much indeed for your courtesy, I remain

Very truly yours,

W. R. Harper
Mr. K. R. Herbert

6079 Teller Avenue, Chicago

Dear Mr. Herbert:

I do not know what to say at the moment to the question raised in your recent letter. I do not have in mind any definite information we should like to have; and I do not think it would be fair to take any steps to remedy momentarily the situation at the University.

At all events, the matter seems so incredible that I am hardly in position to bear judgment on the case.

Yours truly,

[Signature]

W. R. Herbel
6010 Jefferson Ave.,
Chicago, Ill., Dec 28, 1900.

Mr. W. R. Harper,
City.

Dear Dr. Harper:-

The enclosed picture may recall me to your mind as
forming, with yourself, Mr. D. C. Heath and Mr. R. R. Donelly, the origi-
nal stockholders of THE UNIVERSITY PRESS. Previously I had been a profes-
sor in Purdue University. For thirteen years I was business Manager for
two of our largest publishing houses. I am now doing editorial work. So
much for indicating something of my standing and training.

I am thinking of going to the Philippine Islands. It has occurred
to me that Chicago University might desire certain information from the
islands which I am qualified to obtain; also that possibly it might de-
sire to have its advantages made known there, especially if this could
be done and the information obtained at a merely nominal expense.

I know you are a very busy man. I have no desire to take up your
time except to some purpose. So I have taken the shortest way I know to
say that I will be pleased to talk this matter over with you at your con-
venience if you feel sufficient interest to take it up with me.

With best wishes,

Yours very truly,

E. E. Smith

Please return the picture.
G010 Telephone Ave.
Office, III, 28, 1200

Dear Mr. Harper,

The enclosed picture may recall me to your mind as a tourist with your new "O. G. Natural and H. B. General" from the coast of the University Press. Frankly, I have seen a plague not acceptable of THE UNIVERSITY PRESS. Previously I have been a performer for the Philippine University. For further years I was business manager for two of our largest commercial houses. I am now solely an artist in work. So much for the artistic side of my being. However, I am striking a blow for the Philippine Islands. It is my opinion to write to the Philippine Islands. If the government desires to write, I am sure that the possibilities are great. I also feel confident that my work to which the administration makes known that they especially in the coming years and Gone may be the possibility of obtaining a major nominal expenditure. I hope that you read the news paper. I have no desire to take up my study of the picture. So be kind enough to forward any matter over with your own con-

W. R. Harper

Yours very truly,

P.S. Please return the picture.
January 9th, 1901.

Mr. E. E. Smith,
6010 Jefferson Avenue, Chicago.

My dear Mr. Smith:

I have read your letter with much interest. I agree with you in both points. It would not be possible, however, at this time for the University to take a step in this matter. We have no funds that we could set apart. I agree with you that the time will come when it will be worth while to establish a preparatory school.

Very truly yours,

W. R. Harper
October 27, 1962

Mr. J. E. Smith

2100 Jefferson Avenue, Chicago

Mr. George E. Smith:

I have read your letter with much interest. I agree with you in part. However, at the same time I feel that the University should take a step to improve the matter. We have no Income that we cannot use. I agree with you that the time will come when it will be worth while to establish a departmental research.

Very truly yours,

W. R. Harper
6010 Jefferson Ave.,
Chicago, Ill., 1/8/1901.

Dr. W. A. Harper,
Univ., City.

Dear DR. HARPER:-

I have your kind reply to my recent letter. I note
your inquiry as to wherein the University might profitably invest in
work in the Philippines.

Information gained from former pupils who have been there—one as
co-representative for a large daily; from friends in the army (one of my neph-

ews is stationed there); and from extensive reading, leads me to the follow-
ing conclusions:

I. The time is now or very soon will be ripe for the University to
establish a branch Academy there, for the instruction of the stronger young people; because of the antagonism to and the tendency to drift
away from the Church of Rome. The time to throw a plank to a man
in danger is when he feels that he is drowning.

This would, in itself, be planting seed in good ground; in addition it would give Chicago University a hold upon the best and the ablest, as well as those of most means, who desire higher education. It puts you in the lead.

Do not misunderstand me, however, to favor engaging in wrangles
and creating antagonisms. My policy would be just the reverse.

II. There is just now a great opportunity to gather facts as to government, laws, customs, beliefs, mode of life, language, industries, as also to obtain weapons, tools, implements, utensils, animals, photographs, at first hand, intelligently, before too many changes have taken place. All of these would be of great value to the members of your faculty and to your museum.

My thought had been to begin upon the second work first, leaving the
question of the Academy to be determined by conditions which could be re-
ported to you after a careful investigation of conditions and prospects.

If there does not seem to you to be sufficient advantage to the Univer-
sity, in the preliminary work, to justify paying salary and expenses, I
might be willing to undertake it for little more than actual expenses, it being understood that I should be at liberty to use a part of my time otherwise, so as to support my family during my absence.

I believe that I am making a valuable suggestion as well as an un-
usually advantageous offer. It is for you to decide how far my judgment
is correct.

Yours very truly,

E. E. Ault.

Twenty years' experience in the classroom and as
institute instructor, with ten years' experience in handling
the business side of educational work, ought to give
me some fitness for the work proposed.
I have your kind letter to my recent letter, I now reply to the University's most cordial request to your Injury at the University with a reply, to quote:

"I am gratified to know that you have been treated in the University hospital, and I am sure that your stay there will be a time of rest and healing."

I hope to hear from you soon and to learn of your progress. If you have any further news, please let me know. I remain, yours very truly,

[Signature]
January 17th, 1901.

Mr. E. E. Smith,

6010 Jefferson Avenue, Chicago.

My dear Mr. Smith:

I am afraid I am preparing for you another "inscription"; but really the matter stands just as it did. I do not know where the University could find a thousand dollars with which to do the work proposed. Our plans are made out months in advance, all the money that we have is appropriated, and we are not able to add to our work unless we have planned it some time ahead. Furthermore, I am not clear in my own mind that the University wishes to undertake the work of propaganda which would be involved in this arrangement. I am hoping that this is clear; but if not, I should like to have a talk with you on the subject.

Very truly yours,
W. R. Harper,
Chicago, University, City.

Dear Dr. Harper:—

I am not acquainted with Hebrew or Sanscrit, but I sometimes think I read inscriptions written—not in the characters of these ancient tongues, but in no letters or characters at all!

To explain. A letter was written to the head of Chicago University suggesting that certain work of advantage to the University might be done in the Philippines.

The head of Chicago University replied, indicating that he might undertake the work, but did not see clearly what the author of the letter referred to. If a definite plan were suggested, the University might consider it, or words to that effect.

The aforesaid letter-writer thereupon proceeded to go into detail and unfold his two plans.

The head of Chicago University thereupon replied that they both met with his approval and were not unwisely thought out; but the University did not feel that it had—say $1000—at its disposal with which to carry out the plans which ought to be worked to results now.

Thereupon, reflecting upon the circumstances, the said letter-writer concluded that the said head of the University was in doubt whether the letter-writer aforesaid had the requisite educational qualifications and experience as a teacher and a business man to execute those plans to the credit and advantage of the University. And this the writer concluded was partly if not wholly his fault. Wherefore he writes:

I. That he is in the prime of life and in good health of mind and body, so far as he knows.

II. That he is a college graduate, a teacher of more than thirty years experience in educational work, and a writer of articles and books.

III. That he has taught the common schools, has superintended schools, has been fourteen years in college faculties—five years in his Alma Mater and nine years in Purdue University, holding the chair of English and History, and has been an institute instructor for twelve years of his life. Also that he has been twelve years either Manager or editor for publishing houses, the duties of these positions leading him to visit and observe the work of schools and colleges in every section of the United States. Which training, on the side of the teacher and on the side of the business man and critical writer, ought to fit him well for the work he proposed.

IV. He can furnish testimonials from men in and out of Chicago University giving satisfactory evidence of his character as a man and as a Christian gentleman.

All of which is respectfully submitted with the statement that he should not have suggested the work if he had not felt that Chicago University would be getting a very fine opportunity to secure services at very small cost that would be a decided benefit to the Institution.

Yours very truly,

E. E. Smith
COPY.

NATIONAL EDUCATIONAL ASSOCIATION

Secretary's Office, Winona, Minn., Jan. 16, 1901.

To Whom it may concern:

This certifies that I have known Mr. E. E. Smith, of Chicago for many years and am pleased to say that he is a scholar of liberal attainments and a teacher of long experience and marked success. Recently he has been engaged in editorial work in connection with the preparation of school text-books. In whatever position he has held, he has been devoted to his work and has won the entire confidence of all who know him.

He has been almost continually a member of the National Educational Association since 1894 and has been an active member since that class of members was organized in 1895.

I do not hesitate to commend him to the favorable regard of all educators whose acquaintance or favor he may have occasion to seek.

(Signed) IRWIN SHEPARD,
Secretary.

COPY.

UNITED STATES SENATE,
Jan. 6, 1901.

I take pleasure in recommending to your favorable consideration Professor E. E. Smith, of Chicago. Mr. Smith was formerly an Indiana man. For nine years he was connected with Purdue University, for six years with the University of Kentucky, and for many years he has been a member of the National Teachers' Association. He is well known as a writer and his reputation as an educator is recognized in many of the states of the Union.

I sincerely hope you will find it agreeable to associate him with your work.

(Signed) very sincerely, ALBERT J. BEVARD
I take pleasure in recommending to your consideration

[Signature]

[Name]

[Position]

[Institution]
COPY.

Columbus, O., 10/25/1900.

Prof. E. E. Smith was connected with Purdue University for several (6) years when I was President of the Institution. He was an excellent teacher and organizer, and I can commend him most heartily to your confidence. He has, in my judgment, high qualifications as an educator and manager.

In various positions he has shown that he possesses unusual executive ability, and as an organizer he will serve you most efficiently. Whatever he undertakes to do, will be done with marked efficiency.

(Signed) Most truly yours, E. E. WHITE.
Copy

Company: 001031561200

Very E. M. Smith was connected with the University for seven
years when I was President of the Institution.

He was an excellent teacher and organizer, and I can commend him most heartily to your confidence. He has, in my judgment, helped

difficulties as an educator and manager.

In various positions he has shown first rate business acumen.

continue ability and as an organizer he will secure your most entire

interest. Whatever re requirements to go, will be gone with married to-

In every (most) trustworthy & E. M. WTH.
Chicago, August 19, 1913

My dear Mr. Smith:—

Your letter of August 16th with enclosure, addressed to President Judson, is received in the absence of the President in Europe. In the meantime your letter has been referred to Mr. Nathaniel Butler who, perhaps more than anybody else, represents us in the Chicago Association of Commerce.

Sincerely yours,

Secretary to the President

D.A.R. - L.

Mr. E. H. Smith,
1359 E. 57th St., Chicago.
My dear Mr. Smith:

Your letter of letters which

accordingly, addressed to President Franklin, to receive

in the absence of the President in Washington. In the

meantime, your letter has been referred to Mr. Harlan,

Barker, who, together with other members of the Board

see in the Chicago Association of Commerce.

Sincerely yours,

Secretary to the President.

D.H.

Mr. W. H. Smith

1899 N. Evan St., Chicago.
I359 E. 57th St.,
Chicago, Ill., Aug. 23, 1913.

Prof. Nathaniel Butler,
Chicago Univ., CITY.

Dear Prof. Butler:

I must confess that I read your letter with some sense of disappointment. It appears to me -- not an answer to my inquiries, but an evasion of them. As you are doubtless aware, I am not connected with any institution and am in a position to be absolutely impartial. I know the history of Chicago University, I helped to found the University of Chicago Press, I have in mind the immense amounts of money that have gone into the University coffers, and I am not wholly favorable to the "Vocational Movement", as I understand it. But I do feel that it devolves upon the Institutions here to show that they contribute to the Commercial Development of Chicago. My letter has gone to a dozen different institutions. It is not extravagant. It is not foolish. It deserves a frank and thoughtful reply -- such as I am sure you can give and such as I should like to see come from Chicago University. READ MY SUGGESTIVE QUESTIONS AGAIN. Look at them from the world's side as well as from the teacher's side. Send me your catalogue -- and write me again.

Very truly,

E. E. Smith.
Dear Mr. Butter: I must confess that I read your letter with some
some of discomfort. It appears to me—not as an answer to your
question as an answer of the same. As you are honest and
able to be absolutely impartial, I know the position of Chicago
University. I referred to Chicago University as the place
where I am not satisfied. I have been going to the University
of Chicago for some time. I have in mind the immense amount of money that
I have given to the University college and I am not satisfied with the
"vocational movement" as I understand it. But I do feel that it is
very much to the advantage of the University college to have the
institution here to show that they continue to the Commercial
Development of Chicago. My letter was done to a good attendance in the
room. It is not extravagant. It is not foolish. It seems a thank you

Thank you. Thank you as I am sure you can give me more as I should.
I take this opportunity to express my appreciation for your help.

Please look after your health, and may I have your latest news.

Very truly yours,

[Signature]
August 21st, 1913.

Mr. F. H. Smith,
1359 57th St.,
Chicago.

My dear Mr. Smith:

Your letter of August 18th, addressed to President Judson, has in his absence been referred to me. Your letter and your list of questions touch upon matters of very great present interest. As a general introduction to anything I may say in reference to your specific questions, I hardly need call your attention to the fact that most of these questions seem to be framed directly with reference to institutions which are more strictly "vocational" in character than a general College or University. The University of Chicago does not undertake to be a direct intermediary between persons desiring industrial or commercial employment, on the one hand, and on the other industrial and commercial concerns. With this preliminary I beg to say: (The numerals indicate that the sentence applies to the corresponding question)

1.) The University maintains a division of instruction in Commerce and Administration. There is also a Commercial Association for students carried on by themselves before whom commercial leaders of the city and elsewhere appear from time to time to give practical talks and advice upon commercial matters.

2.) The answer to this question must be sought in the office of the editors of the telephone directory.

3.) Our students are under the direct care of Deans, who give them every opportunity for individual conference and advice.

4.) This question would seem to be answered in what I said in my preliminary paragraph in my answer to No. 4.

5.) The University of Chicago has no department of Technology or Engineering. This is not because the administration is not in sympathy with that instruction, but because thus far the University has had no funds available for the development of a school of this sort.

7.) The University is well provided with a department of Physical Culture, including medical inspection, courses in sanita-
tion, and the usual activities of a thoroughly developed modern department of Physical Training.

I shall be very glad to assist you further in getting answers to your inquiries if I am able to do so.

Sincerely yours,

Mr. George Smith.
I359 E. 57th St.,
Chicago, Ill., Aug. 18, 1913.

Pres. H. P. Judson,
Chicago Univ., City.

Dear Sir:

Having filled a chair in a state university, I was very much interested, on attending the last meeting of the Chicago Association of Commerce, to hear an address by the Dean of the State University on the subject of "University Extension Work". He indicated that this was in two lines—Agricultural Development and Improvement in Education. In neither of these did he show to me the direct bearing of the work done upon the commercial development of Chicago—the subject in which this body of men is most deeply interested. He asked for suggestions.

You know and I know that there is an immense amount of money being spent in the educational work of this city. It seems to me that it is devolving upon those engaged in that work to show to the most influential body of men in this city the exact relation of its educational to its commercial development. Hence the enclosed list of suggestive questions. I should be pleased to have your views briefly in writing.

Very truly,

E. E. Smith.
Dear Sir:

Having filled a chair in the State University, I was very much interested in attending the last meeting of the Chicago Alumni Association interested in getting the best men for the State University. I believe it was here that the proposal to form a committee was made to choose a representative to speak before the Board of the State University on the subject of "University Extension Work." I hastened to set about making arrangements to appear in Washington at the same time you would be there, in order that we might present our views to the committee of five proposed to be sent to the Senate on the subject of the matter.

You know and I know that there is an immense amount of money being spent in the State University work. This work is necessary, and it is necessary to the highest interest of the State and the country. Now, therefore, I am anxious to know when you propose to make your application to the Department of Commerce and Labor, and I would be glad to have you send me your application as soon as possible.

Very truly,

[Signature]
SUGGESTIVE QUERIES.

1. What relation has your work to the commercial development of Chicago?
2. Are you doing aesthetic or culture work only?
3. There is no such heading in the Telephone Directory as "Educational Institutions": is this because it is believed all such institutions in Chicago have only a financial object in view?
4. How far do your teachers study the peculiar aptitudes or adaptabilities of pupils or students, so as to advise them WISELY
   A. What line or lines of work they are best fitted for?
   B. Whether they can do best DIRECTIVE or OPERATIVE work?
5. Can employers come to you or to your teachers WITH CONFIDENCE to find out whether a certain proposed employee can be trusted to direct others, or is fitted only to carry out instructions?
6. What are you doing in the way of Mechanical Instruction so that manufacturers may be sure of getting properly trained employes?
7. What are you doing in the way of instruction in Health--so that employes may be in the best condition to execute whatever work is assigned to them?
8. Can you suggest other lines in which your work is directly helpful in building up the Commerce of Chicago?

Very truly,

E. E. Smith.
SUGGESTIVE CURRICULUM

1. What experience have you had in or to the commercial development of Chicago?

2. Are you having satisfactory or efficient work only?

3. Have you no more desire to represent or represent as "Representative" to the expense of the Telephone Directory or such institution?

4. How can you go your teachers about the becoming of the institution or such institution?

5. What, if any, experience of any you have been trained to work in the office of a student or in the manufacture of work and that type the best fitting part?

6. Whether these can be real products of any institution.

7. Can you employ the same in your or your teachers with continued to find out whether a certain product of any institution can be trained to graduate office or to list only to carry out instruction?

8. What are you going in the way of mechanical instruction at that mean?

9. What may be in the past condition to execute whatever work at earning to part in the Commerce of Chicago.

Very truly,

[Signature]

33
September 2nd, 1913.

My dear Mr. Smith:

This is my first opportunity to reply to your letter of August 23rd. I regret that my former answer caused you disappointment and regret further that I am obliged to say that what I wrote in my letter of August 21st is really the best I can do in response to your inquiries. I am referring your letter back to the office of the President to whom your first letter was addressed. It may be that they will refer it to some other office of the University who can reply to your questions more to your satisfaction.

Cordially yours,

N.B.-S

Mr. E. E. Smith,
1359 E. 57th St.,
Chicago.
September 19, 1913

My dear Mr. Smith:

This is the first opportunity to reply to your letter of August 29th. I regret that my former answer caused you disappointment and regret further that I am obliged to say what I wrote in my letter of August 29th is exactly the best I can do in response to your indorsement. I am therefore forwarding your letter back to the office of the president to whom your letter was addressed. It may be that some will be able to make more use of the University who can reply to your letter.

Copy of your note.
Considerations regarding the organization of an 
Graduate School of Biblical Pedagogy.

I. Advantages of having such a School as a part of the University.
   a. The rounding out of the equipment of the University on the re-
      ligious side.
   b. The fact that the University has already several departments from
      which instruction could be drawn to help in the equipment of the
      new department.
   c. Whatever similar schools might be organized in the west or south
      as well as the east, the department at the University would natur-
      ally be the logical center, and the best students attracted by the plan
      operated in any part of the country would sooner or later find their way
      here.

2. Disadvantages.
   a. Would there not be friction between the Divinity School and the
      proposed department?
   b. Would not the work prosper better on a separate foundation, able
      thus to unite in its interest all those who believe in the idea,
      but might object to its being fostered by the University on account
      of denominational or theological prejudices?
   c. The difficulty of co-ordinating the proposed department with the
      Springfield institution; and yet some such arrangement seems the
      only proper thing under the circumstances.

3. Other considerations.
   a. The needs of the proposed department cannot be met by the various
      departments of the University as now manned. In the Biblical de-
      partment there would be no difficulty. That is important. The same is
      true of such lines as Church History and Sociology. But in the two most
      important departments aside from the Biblical, those of Psychology and
      Pedagogy the University has no instructors who would fit into the plan.
      The same is true of the department of Biology, which stands very closely
Committee report on the organization of the Graduate School of Diplomatic Relations.

The advantage of having such a school as a part of the University lies in the close relationship of the departments of the University and the University Press. The departments of the University have already several departments that are well established in the field of international relations. The faculty of the University and the Department of the University Press are closely connected with the departments and the faculty of the University. The close relationship of the departments of the University and the University Press is also a matter of pride.

The proposed department of the University Press would be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press. The proposed department of the University Press would also be an additional advantage to the University, as it would enable the University to have a more direct contact with the universities and the Department of the University Press.
connected with that of Psychology. I refer of course to the personal element required in an instructor for such a department, not to his technical skill in his departmental work. The latter is taken for granted. The former is, however, of equal value in the work of such a department as is here considered. It must demand the interest, and I should also say, the serious and Christian interest, of the men who give instruction in, even though it might be quite possible that their first duties should lie in other departments. Moreover the instruction now given in Missions is of the scantiest character, and in what might be called Methodology, or plans for Christian work of various kinds, there is of course nothing.

b. It would be found of great importance to maintain a close connection with the various lines of Christian work now being done in the city, especially the Settlements. Hull House, the Commons, and the University Settlement would furnish laboratories for many of the students who want to know of that phase of things. Men like Graham Taylor would cooperate heartily, and they would add greatly to the effectiveness of the enterprise.

c. Is the University prepared to take such steps as these?

d. Would this plan be carried out in any case, without reference to what the Springfield people may do?

e. The plan already outlined solves my financial problem much more satisfactorily than I could have hoped to have it solved for several years with my work arranged here as it now is. This side of the matter, both as to position and salary should be somewhat definitely understood. It also provides for a portion of my expenses while abroad this winter, in the form of partial salary while doing work in line with my future teaching, and maturing the plans for the scheme to be put into operation partly at once and partly after my return.

4. Hints toward a plan that would accomplish the purpose proposed, without injustice to the scheme outlined by the Springfield people.
Let the system of Biblical Pedagogy outlined by them be carried out in the widest form, with special emphasis upon the eastern division, for the present, keeping it at Springfield, or removing it to New York: then as soon as possible extending the work through the west and south.

b. Let the University organize the proposed department, just like any other department in the University.

c. Let the general system spoken of recognise the department of the University as its Chicago department, and attempt no other organization here. The University in its official statements need not recognise any connection of any kind, nor need there be one further than the bond of a common work. The general system however could publish its official statements of all the divisions in various parts of the country and include the courses of that department of the University as a cooperating work. This would make no claim to organic connection, but would be of advantage to both.

d. My work could then be here, as indeed it is now planned that it shall be, while at the same time I could plan the lines of work of the other divisions, and keep in touch with them, chiefly to be certain as to the character of instruction and instructors.

\[Signature\]

\[Notes\]

- October 4th
- July-Aug. Summer Assembly (Northfield)
- October - begin work in Chicago
- Dawson St.
set the system of didactic purposes outlining py frame be carried
cut the width tier with special emphasis upon the center.

for the present "keeping at spirit level" or remaining to new
work then as soon as possible examine the work through the west and

south

p. let the University organize the proposed department.... just like a

etc. let the department in the University

etc. let the general system spoken of recognize the department of

the University as the Chicago department and accept no other

organization here. the University in the official statements need not
recognize any connection of any kind, you need there be one further

place of a common work. the general system however conlly the

official statements of all the divisions in various parts of the country

and induce the coming of the department at the University as a cooper

et al. this would make no claim to academic connection but merely personal

of advantage to both

my work could then be done as laged it to now planning that if

et al. while at the same time I could play the part of
the other division, and keep in touch with them entirely to be certain

as to the operation of instruction and instruction

10th, October 1922 - H.

[Signature]
Circular of Information.

The Graduate Schools

The Graduate Schools of
Christian Methods
Biblical Training
Christian Work
of
The University of Chicago
Circumference of Information
The Graduate Schools
The Graduate School
Christian Methods
Spiritual Training
Spiritual Work
of
The University of Chicago
Officers of Instruction.

Dean

The Department of Biblical Literature.


Ernest DeWitt Burton, DD., Head Professor of New Testament Literature and Interpretation.

Shailer Mathews, A.M., Professor of New Testament History and Interpretation.

Ira Maurice Price, Ph.D., Associate Professor of the Semitic Languages and Literatures.


Herbert Lockwood Willett, Ph.D., Instructor in the Semitic Languages and Literatures.

The Department of Psychology.

James Hayden Tufts, (Dawson) Associate Professor of Philosophy of Psychology.

James Hayden Tufts, Ph.D., Associate Professor of Philosophy.

Jacques Loeb, M.D., Associate Professor of Physiology.

The Department of Pedagogy.

(Peasg) of Pedagogy.
Office of Instruction

Professor of Philosophy

William Rainey Harper, Ph.D., President

Professor of New Testament Interpretation

Theodore M. Bent, Ph.D., D.D., D.D. LL.D., Head Professor of the Semitic Languages and Interpretation

Professor of New Testament History and Interpretation

Gilbert Mather, A.M., Professor of New Testament History and Interpretation

Professor of New Testament Interpretation

Ernest Price, Ph.D., Associate Professor of the Semitic Languages and Interpretation


Harriet Lockwood Willett, Ph.D., Professor in the Semitic Languages and Interpretation

The Department of Psychology

James H. Tittle, Ph.D., Associate Professor of Psychology

Robert C. Peabody, M.D., Associate Professor of Psychology

The Department of Pedagogy

[Signature]

Josephine C. B. 039
Sunday School Methods.

1. Introduction.

In addition to the Graduate School of Arts, Literature and Science, and the Graduate Divinity School, the University has established a Graduate School of ________________

Students may register therein for the Summer Quarter, 1899, and thereafter.

The purpose of the new school is to fit men and women to become (a) teachers of the Bible in Colleges, Academies, Churches and Sunday Schools (b) competent Christian workers in missionary fields, both home and foreign.

The course of instruction includes the departments of Biblical Literature, with a study of the essential elements of the
January 4, 1938

Julie M. Buckley, Ph.D., Associate Professor of Religion

The Department of Sociology

Alice Woodbury Small, Ph.D., Head Professor of Sociology

Charles Richmond Henserson, A.M., D.D., Professor of Sociology

George Stephen Goochpeck, Ph.D., Professor of Comparative Religion

School of Religion

1. Introduction

In addition to the Graduate School of Arts, Literature and Science, and the Graduate Divinity School, the University has also established a Graduate School of

The purposes of the new school are to fit men and women to become

(a) teachers of the Bible and college, Academy, Church and

(b) competent Christian workers in missionary fields

both home and foreign.

The course of instruction includes the departments of

first foremost, a study of the essential elements of the
Biblical Languages, though the work will, for the most part, be done upon the basis of the English version; Psychology based upon a study of the elements of Psychology, Pedagogy, and Sociology, with the addition of appropriate courses in Comparative Religion, Missions, and Methodology.

11. Registrations for the Graduate School of __________

1. Candidates for a Degree. The student who is a candidate for a degree is required to present the diploma of an accepted college, certifying that he has received a Bachelor's degree, or to give evidence that he has done work equivalent to that required for a Bachelor's degree.

2. Unclassified Students. Students not candidates for a degree may be admitted to the courses of instruction without examination, provided that they give evidence that they are prepared to undertake the subjects, and that maintain a standing which will warrant their continuance.

3. Degrees Conferred. The Graduate School of __________ offers courses leading to the degrees of Master of Arts and Doctor of Philosophy. During the first two years the curriculum is the same for all students. Differentiation for the two degrees begins with the third year.

4. Work of the first two years includes eighteen Major$ or their equivalent, and is distributed as follows:

The Department of Old Testament Literature and Interpretation: 4.
II. Registration for the Graduate School of Mission and Methodology

1. Candidate for a Degree. The student who is a candidate for a degree must meet the requirements of the College's curriculum and must be recommended for the degree by the faculty of the College. The student must have completed all required courses and have maintained a standing which will warrant their continuation.

2. Unqualified Students. Students not candidates for a degree may be admitted to the course of instruction without examination, provided that they give evidence that they are prepared to undertake the studies and that they maintain a standing which will warrant their continuation.

The Graduate School of Mission and Methodology offers courses leading to the degrees of Master of Arts and Doctor of Philosophy. Students must take the first two years of the curriculum at the same time. All students begin with the third year. Work of the first two years includes strict preparation of the Department of Old Testament Literature and Interpretation.
The Department of New Testament Literature and Interpretation, 4.
The Department of Psychology, 3.
The Department of Pedagogy, 2.
The Department of Sociology, 2.
The Department of Comparative Religion, 1.
The Department of Missions, 1.
The Department of Methodology, 1.

5. Election of Degrees. On the completion of eighteen
Majors distributed as above stated, each student of the Graduate School will elect whether he will be a candidate for the degree of A. M., or that of of Ph.D., and will make application to the faculty in writing to be enrolled as such.

6. Requirements for the Degree of A. M.
Third Year. The student who having accomplished eighteen Majors is accepted as a candidate for the degree of A. M., must accomplish nine additional Majors. Of these, four and a half must be in departments of the Graduate School of distributed according to the election of the student; the remaining four and one-half may be selected from courses in the Senior Colleges or the graduate Schools.

The student is required to prepare a thesis upon some subject connected with the work of the school. He must also pass an examination upon the two subjects in which he has done the largest amount of work.
The Department of New Testament Literature and Inter-

ested in.

The Department of Papyrology

The Department of Peshitta

The Department of Euc.

The Department of Comparative Religion

The Department of Mission

The Department of Methodology

6. Election of Degree. On the completion of eighteen

months, attributed as above stated, each student of

the Graduate School will elect whether

he will be a candidate for the degree of A.M. or

the date of Ph.D., and will make application to the

faculty in writing to be enrolled as such.

6. Requirements for the Degree of A.M.

Third Year. The student who having accomplished

eighteen months is accepted as a candidate for the

degree of A.M. must accomplish nine additional

months of the Graduate School of

attributed. According to the election of the student;

the remaining year and one-half may be selected from

courses in the Senior College or the Graduate Schools.

The student is expected to prepare a thesis upon some

subject connected with the work of the school. He must also

pass an examination upon the two subjects in which he has gone

the greater amount of work.
Requirements for the degree of Ph.D.

The candidate for the degree of Ph.D. must have completed a Bachelor's course equivalent to that required for the Bachelor's degree in the University of Chicago. He must have completed eighteen Majors as above stated. Having been by vote of the faculty accepted as a candidate for the degree of Ph.D., he must continue in residence at least two years longer, and accomplish work equivalent to at least eighteen Majors. Of this work two-thirds shall be taken in one department of the School, in which the student does his principal work. The remaining one-third may be taken in not to exceed two departments either of the School, the Divinity School or of the Graduate School, it being understood that the work of the student during these two years shall be under the direction of the head of the department in which the principal work is done.

He must have a reading knowledge of French and German.

Each student is required to prepare a thesis upon some question connected with his principal subject.

After presentation and acceptance of his thesis, the candidate is required before taking his degree to pass an examination in the departments in which he has done his principal and secondary work.
Old Testament.

Beginner's Course in Hebrew.
Survey Course.
prophecy.
Legislation, Wisdom or Psalms.


Course in Greek Exegesis.
Life of Christ.
The Apostolic Church.
Matthew, John or Romans.
Old Testament

Beginner's Course in Hebrew

Survey Course

Prophecy

Postillation, Wisdom or Psalms

New Testament

Course in Greek Exegesis

Life of Christ

The Apostolic Church

Matthew, John or Romans
Psychology.
Child Study.
Social Psychology.

Pedagogy.
Philosophy of Education.
Application of Psychological Principles in Teaching.

Sociology.
Introduction.
Christianity as a Social System.

Comparative Religion.
Relation of Christianity to the Ethnic Religions.

Missions.
The History of Christian Missions.
Missionary Fields and forces.
Medical Training of the Missions.

Sunday Schools.
Organization and Methods.
Primary Work. Field Work.
The Training of the Sunday School Teacher.
Psychology

Christian Study

Social Psychology

Psychology

Philosophy of Education

Application of Psychological Principles in Teaching

Sociology

Introduction

Christianity as a Social System

Comparative Religion

Relation of Christianity to the Early Religions

Mission

The History of Christian Missions

Missionary Ethics and Forces

Method of Training of the Missionary

Sunday School

Organization and Methods

Primary Work. Field Work

The Training of the Sunday School Teacher
The terms of proposition suggested by the Trustees of the University of Chicago, as a plan of co-operation with the Bible Normal College of Springfield, Mass:

1. The University of Chicago will create a graduate school of Biblical pedagogy (the name may be modified) co-ordinate with its graduate schools of Art, Sciences, Divinity, Law, Medicine and Technology. This school will not be under the direction of either of these schools, but will be co-ordinate with them, and be a new school of the University.

2. It shall be organized with a Dean and faculty. The three departments of the school as now organized at Springfield shall constitute the model for the new graduate school of the University, viz: Biblical Literature, Psychology and Pedagogy.

3. The instructors shall consist of those who are especially fitted for these departments, who may be selected from the list of the faculty in the University of Chicago, and in case of necessity, where the right material is not to be found in the faculty, new men shall be selected as heads of the departments. In other words, the Dean and the heads of the three departments shall be men directly associated with the Bible Normal College idea, and the remainder of the faculty shall be made up from members of the faculty of the University of Chicago who can be used to good advantage in the idea.

4. The full equipment of the University of Chicago is placed at the disposal of the new school. The libraries, museums and apparatus of every description, which bear upon the work of the proposed school, may be fully utilized. The school will conduct its work in the Haskell Oriental Museum, the seat of all the Biblical instruction in the University of Chicago, until such time as another building may be erected for this particular purpose, if such a building shall ever be needed.

5. The University promises to co-operate in the support of the men provided for the new school, in so far as they are needed in addition to
The formation of a graduate school of the University of Chicago is a plan to cooperate with the Phipp Institute College of Chicago, as a plan to cooperate with the Phipp Institute College of Chicago, as a plan to cooperate with the Phipp Institute College of Chicago.

The University of Chicago will create a graduate school of Chicago.

The University of Chicago will create a graduate school of Chicago. The name will be in collaboration with the graduate school of the University of Chicago. This school will be made up of the graduate school of the University of Chicago, the graduate school of the University of Chicago, and the graduate school of the University of Chicago.

The name of the school as a graduate school of the University of Chicago will be made up of the graduate school of the University of Chicago, the graduate school of the University of Chicago, and the graduate school of the University of Chicago.

The name of the school as a graduate school of the University of Chicago will be made up of the graduate school of the University of Chicago, the graduate school of the University of Chicago, and the graduate school of the University of Chicago.

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The name of the school as a graduate school of the University of Chicago will be made up of the graduate school of the University of Chicago, the graduate school of the University of Chicago, and the graduate school of the University of Chicago.
the present faculty; this co-operation of support, however, not to exceed practically one-third of their support. These details can be arranged satisfactorily. One of the advantages, however, will be the very small proportion of new men needed to equip the school after the heads of the departments, those who control the policy of the school, have been selected.

6. The University in planning for the new school would take into consideration the closest connection between the said school and the religious and philanthropic forces in the city, such as the Social Settlements and other forms of Christian activity, which would be virtually laboratories for the work of its students, and it would provide in addition the fullest facilities for medical missionary training, and would secure wherever needed special instructors and lecturers eminent in particular lines of Christian work.

7. The school would be under the general direction of the University trustees, but would have an advisory board or board of control, to be chosen by the trustees of the Bible Normal College, or by its President and Executive Committee, this board to be made up of representative men in Chicago and elsewhere, who would serve the best interest of the Institution, and to be presided over by the President of the Bible Normal College system, exercising in this capacity practically full control of the policy of operation of the proposed school, controlling the operations of the heads of departments, and thus while using the full machinery of the University for the advancement of the school, retaining full direction of its operations.

Other divisions of the Bible Normal College system located through the country, east or west, will sustain a close relation with the central department at Chicago, and may be connected as regular affiliated schools or have an entirely independent existence, at the option of the Board of Trustees of the Bible Normal College system of instruction.
The academic council shall be composed of the president, the deans, the faculty representatives, and the student representatives. These representatives shall be elected by their respective groups and shall serve for two years. The academic council shall meet at least twice per semester and shall have the power to make recommendations to the Board of Trustees on matters pertaining to the academic program of the College.

The Board of Trustees shall consist of fifteen members, nine of whom shall be elected by the alumni association, and six of whom shall be appointed by the governor of the state. The President of the College shall be an ex-officio member of the Board.

The Board of Trustees shall have the power to make policies, approve budgets, and appoint the院长, who shall serve as the chief executive officer of the College.

The College shall be located in the heart of the city, with easy access to transportation and cultural events. It shall offer a wide range of academic programs, including liberal arts, sciences, and professional studies. The College shall strive to provide a learning environment that fosters critical thinking, creativity, and social responsibility.

The College shall be committed to diversity and equity in all aspects of its operations. It shall provide opportunities for all students, regardless of race, gender, or socioeconomic status. The College shall work to create a campus community that is welcoming and inclusive for all.

The College shall be a center for learning and innovation, providing students with the tools and resources they need to succeed. It shall be a beacon of knowledge and excellence, preparing students for success in their chosen fields.

The College shall be a leader in environmental sustainability, demonstrating its commitment to protecting the planet and promoting a greener future. It shall incorporate environmentally friendly practices into all aspects of its operations, from transportation to waste management.

The College shall be a hub of community engagement, fostering partnerships with local organizations and businesses. It shall provide opportunities for students to engage in meaningful service projects and to make a positive impact on their communities.

The College shall be a source of inspiration and motivation, encouraging its students to reach for their dreams and to never give up. It shall provide a supportive and encouraging environment that empowers students to overcome challenges and to achieve their goals.
MEMORANDUM OF AN AGREEMENT

BETWEEN

H. L. WILLET AND WILLIAM R. HARPER.

Mr. Willett agrees

1st. To undertake in connection with the University of Chicago the deanship of a school which shall be of the general nature of a graduate School for Christian Workers, provided such school shall be established. And in case the school is not established, he agrees to do work in connection with the University of the kind proposed, in connection with such arrangement as may be found possible.

2d. He agrees to return from Europe on or before May 20, and to give the time intervening between that date and July 1st to the work of making arrangements for a proposed school of the kind suggested, which shall develop at the University during the summer quarter of 1899.

3d. He agrees on and after July 1st, 1899, to do the full work of an instructor in the University in such department as may be arranged in connection with the proposed school, or in connection with the Disciples, Divinity House, or in connection with the Graduate Divinity School.

William R. Harper agrees

1st. To provide the sum of $500.00 to be provided for Mr. Willett, this sum of $500.00 to be in return for his services in May or June, 1899. This sum shall be paid in payments of $100.00 each, beginning Nov. 1st.
CHICAGO, ILLINOIS

TO WHOM IT MAY CONCERN:

This letter is in connection with the University of Chicago.

The University has decided to establish a new department for the study of cooperation. We believe that this department will be of great significance for the advancement of knowledge in this field.

In connection with this, we wish to make an appeal to all friends of the University to contribute to the support of this new department.

We are confident that the University will be able to attract to this new department the most distinguished scholars in the field of cooperation.

We trust that you will be as generous as possible in supporting this endeavor.

Yours sincerely,

[Signature]

WILLIAM J. MILLER, President
2d. He agrees to recommend to the Trustees the appointment of Mr. Willett to an Assistant Professorship, to date from July 1st, 1899, with salary of $2,000. He agrees to recommend the appointment of Mr. Willett to the deanship of said school at a salary of $500.00 a year, provided such school be organized. But in case the school should not be definitely organized, he agrees to arrange for the payment of $500.00 for general administrative work, to be performed by Mr. Willett in connection with the University of Chicago.

3d. He agrees still further to make a strong endeavor to increase the compensation further as it may be possible.

It is understood that this arrangement is entered into for a period of four years from July 1st, 1899.

Herbert L. Willett.
Office of the President

The University of Chicago

POUNDED BY JOHN D. ROCKEFELLER

CHICAGO,

1933, with urgency. In this year, the College of Law, the Graduate School of Business Administration, and the School of Social Service were established. The University was also the beneficiary of a bequest of $1,000,000 from Mr. Harry A. Weill, on whose name the Weill Library is named. The University has also given substantial aid to the University of Chicago Press, which was founded in 1908.

The most recent addition to the University is the new Library, which was completed in 1934. The Library contains over one million volumes and is considered one of the finest in the world.

Yours truly,

[Signature]

[Initials]
I. General Considerations.

1. One of the clearly recognized functions of a University consists in making itself the center of a widely ramifying system of communicating channels through books and periodicals which are received with more or less regularity. The materials thus centering in the University are selected and classified by various departments of research subjected to criticism, are combined with each other and with original results of laboratory and seminar into new or more accurate hypotheses and conclusions. The knowledge thus organized from a multiplicity of sources is through students, publications, etc. sent out from the University as a center into the intellectual world. The efficiency of a University in rendering this function depends primarily upon the personnel of the staff of instruction, but also, in a very large degree, upon the available machinery for doing the merely mechanical and routine work.

2. The whole tendency of modern times, not only in the industrial but in the intellectual tasks, is toward division of labor and specialization of workers. The volume of literature flowing into a University is so great that the examination of it and the selection of materials from it imposes too great a burden upon the investigator and student, whose time should be occupied with the working
SUGGESTED PLAN FOR THE ORGANIZATION

OF

A DEPARTMENT OF PHILOSOPHY

IN THE UNIVERSITY OF OXFORD

I. General Considerations.

One of the primary functions of a university is to maintain intellectual centers of a mobility that is rare in the United States. The system of communication operates through books and pamphlets, which are received with more or less regularity. The materials in these centers of the university are selected and organized by various departments of research, and subjected to criticism and discussion with each other and with outside readers of importance and reputation. The knowledge gained from a multiplicity of sources is often made original in a multiplicity of forms. The intellectual life of the University as a center into the intellectual world is a reflection of a University in its relation to the arts of the nation. In a very large degree, it is a means of measurement for the mental and physical work.

The whole tendency of modern times is not only in the intellectual but in the intellectual work. The volume of work is so great that the examination of it by any selection of materials from it imposes a burden upon the investigators and students whose time should be occupied with the work.
over of this material and the carrying on of original research. The time has come for the differentiation of bibliographical work from the other tasks of the University teacher and student.

3. The collecting of bibliographies in American Universities may be criticised in the following respects:

(a) Bibliographical works, especially weekly and monthly book lists, are seldom secured with anything like completeness.

(b) The bibliographical sources are too often scattered through libraries, instead of being assembled in one division or alcove.

(c) New books reach the libraries usually after long delays and in a more or less hap-hazard way.

(d) Instead of comprehensive lists of books and articles bearing upon whole departments, students and instructors collect materials in narrow fields and for special purposes. These is consequently neglect of many important publications.

(e) In the absence of a definite plan of work, there is much duplication, loss of time and waste of energy.

(f) The first work of making bibliographies is largely a routine task which requires knowledge and intelligence, but is not in itself scholarship.

(g) Of the service as a whole, it may be said to be lacking in systematic organization, in promptness, in economy of time and effort, in comprehensiveness of scope, and in the stimulation which it ought to impart to the work of all departments.
The collection of publications is an American University's
publication system that may be considered in the following respects:
(a) It is a research paper work, especially weekly and monthly.
(b) It is a research paper work, especially with synchronizing the com-
promotion.
(c) The publication parece are too often scattered.
(d) It is an important feature of an assembly in one
promotional or social area.
(e) It is a research paper work, the importance usually after long-
he.
(f) It is a research paper work, the importance usually after long-
all.
(g) The importance of an assembly is to promote and stimulate
(b) It is an important feature of an assembly in one
promotional or social area.
(h) It is an important feature of an assembly in one
promotional or social area.
(i) It is an important feature of an assembly in one
promotional or social area.
(j) It is an important feature of an assembly in one
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(n) It is an important feature of an assembly in one
promotional or social area.
(o) It is an important feature of an assembly in one
promotional or social area.
(p) It is an important feature of an assembly in one
promotional or social area.
II. An Ideal System.

There is an obvious advantage in having an ideally complete scheme, even though it can be realized only approximately or in part. Such a Bureau of Bibliography should comprise the following general functions:

1. The assembling in one room or group of rooms of all publications which give lists of books and articles, and the regular receipt of all periodical publications of this character. These are the materials with which the Bureau is to deal. Also access to periodicals and new books.

2. A staff of intelligent and trained workers under the charge of a specialist in Bibliography. The personnel of the Bureau would be of vital importance.

3. The division of work into departments in harmony with the organization of the University. The Bureau should be adjusted directly to the needs of the various subjects of instruction and research.

4. The constant, daily cataloguing of books and articles under the headings of the University departments with such subordinate classification as might be determined upon in consultation with instructors.

5. The issuing of a weekly, fortnightly, or monthly bulletin to each department announcing the results of classification and cataloguing for the period.

6. The printing of such bulletins and the sending of them to individual subscribers, colleges and various institutions.

7. The working over by students and instructors of lists of books and articles and the return with brief comment as to scope and value to the Bureau of Bibliography.

8. The publication of these edited lists, either through
There is no apparent structure in the text, thus it is difficult to extract meaningful information. The text appears to be a list of sentences without clear organization or context. It seems to be discussing various points, possibly related to education or administrative procedures, but the specific details are not clear.
University journals or a special bibliographical periodical, or in annual volumes of considerable bulk.

9. The preparation on special orders of bibliographies on any narrow division of a subject, i.e. the working over of the bibliographical material in any specific case.

10. The receipt immediately on publication of books from foreign and American publishers which shall be put in a special alcove subject to examination and order by students and instructors. Books not purchased within a given period to be returned.

10. The giving of a course of instruction in bibliographical sources and methods with required practice in the use of sources.

II. The Advantages of the System.

1. The relief of instructors and students from a great burden of routine, "hack" work.

2. The constant stimulation of various departments by the regular, systematic presentation of material upon which they would be compelled to pass judgment.

3. Through instruction students would in a few hours gain a more comprehensive grasp of bibliographical work than by long periods of hap-hazard, undirected work in libraries.

4. The plan would familiarize students with bibliographies and so accustom them to depend upon such material that their standards of scholarship would be raised.

5. The University undertaking work of this kind would be regarded as a center of stimulus and influence by other universities, colleges, and many intelligent individuals. A large part of the intellectual work of the country would tend to organize itself about the University which rendered this service regularly and efficiently.
II. The Advantages of the System

1. The legal or institutional and substantial from a great point.

2. The general principle of the "flow" or flow, which will

3. The complete circulation or the movement of material know to.

4. The partial or partial presentation of the material to know.

5. The partial or partial presentation of the material to know.

6. The plan would familiarize its self with the knowledge of the

7. The University immediate work of this kind would be

8. The University immediate work of this kind would be

9. The University immediate work of this kind would be

10. The legal or institutional and substantial from a great point.
IV. A Partial and Practical Application of the System.

While it is obvious that the entire scheme which has been outlined could not be successfully inaugurated in any University at present, yet it is equally clear that a part of the scheme could be put into operation in the University of Chicago at once. The feasible features are the following:

1. The collection in one place (probably the general library) although ultimately the Bureau of Bibliography ought to be closely related with both the press room and the general library) of all available bibliographical materials, (For present condition of sources in the University libraries and a list of those still required, see appended statement of Mr. Hastings.)

2. The appointment of a thoroughly competent person who shall devote his entire time to the work of the Bureau. There should also be at the outset two or three paid and regularly employed assistants. The use of graduate students should be reduced to the minimum and as soon as possible given up entirely. The detached and half-hearted work of those who are working out tuition fees and fellowships would seriously hamper the work of a Bureau the success of which depends upon thorough organization and systematic, accurate service.

3. The publication of monthly, mimeographed lists for each department of the University. The difficulties of this labor would not be so great if it were carried on steadily from day to day, instead of allowing materials to accumulate for long periods. The beginning would have to be made with contemporary literature and leisure time could be spent in working back over past years in response
A Particular Application of the System

While it is obvious that the entire scheme which has been outlined could not be successfully implemented in any university, yet it is equally clear that a part of the scheme could be put into operation in the University of O.C. and others in the following.

The essential features are the following:

1. The collection in one place (preferably the Senate room) of

   register of all available publications.

   (No previous compilation of sources in the University

   register has as yet been studied in detail - the volume

   of material is large.)

   state them at.

2. The appointment of a departmental committee between who

   shall elect the committee to the work of the bureau.

   There shall also be at the outset two or three people

   and research employees, as soon as

   able to view the material.

3. The transmission to the state and work of the bureau the

   public's work will carry out the work of the bureau for

   success of which depends upon continuous organization and

   systematic service.

4. The preparation of monographs, pamphlets, etc. for each

   department of the University. The difficulties of this

   problem would not be great if it were carried on slowly.

   In view of the vast amount of material to be

   summarized for local boards. The beginning would have

   to be made with comparatively little expense and leisure time

   county as part in working paper over bent knees in resear...
to special demands.

4. The arrangement for the receipt of new books direct from the publishers is perfectly feasible. The plan has been in successful operation at Johns Hopkins for several years. Instead of hearing about books through reviews several months after publication, instructors and students could find them on these shelves, set aside for new books. Instructors could order for their departments or for personal use such books as met with their approval, and at stated intervals the others could be returned to the publishers.

5. All periodicals and new books* should pass into the University libraries through the Bureau of Bibliography. Under this system it would be impossible for literature to get into the institution without being systematically called to the attention of instructors.

6. The various journals of the University offer a natural means of publishing bibliographies. The editors can work over the large lists submitted by the Bureau and sift them as seems best. Eventually, possibly at an early date, a special bibliographical bulletin might be issued by the University and sent to subscribers, of which there would be a large number of colleges and smaller universities. By doing this work at once and with unprecedented completeness, the University of Chicago would occupy a position of prominence and importance, and be able to render a conspicuous service to the intellectual progress of the United States.

7. While undertaking this work in independence of other
other institutions, the University ought, through its Bureau of Bibliography, to take part in some of the collective tasks which have been undertaken by the American Library Association, etc.

8. The work should be begun by asking all departments to furnish to the Bureau such bibliographies as they have collected in order that from the beginning the labor of the past might be utilized and put in systematic form as a nucleus of constantly growing bibliographies.

9. The Bureau ought to be in organic and intimate relations with the Press department through which it has access to the outside world, and with the Library which it aims to render more and more active factor in the life of the University by systematically calling attention to its resources.

10. In an appended statement Mr. Hastings has made a rough estimate of the expense involved in equipping the Bureau, which he places at approximately $2000. The expense of maintenance ought to be at the minimum $2500 or $3000 a year. The experiment cannot be successfully made in a cheap way, with cheap labor. It will fail to receive the support of the Faculty on which its success will so largely depend, unless, from the very outset, it gives evidence of intelligence and efficiency. The work proposed for this Bureau seems of such fundamental importance to the whole usefulness of the University that it ought not to be undertaken in any spirit short-sighted economy.
V. Details of Organization and Administration.

It is not the purpose of this prospectus to enter into details of classification, cataloguing, etc. which belong to the library specialists. The success of the plan would depend upon the employment of devices in some cases new, in others merely modifications of plans already in use. These details do not, however, present any unsurmountable difficulties, and can be readily worked out if the plan as a whole meet with the favor of the authorities of the University.

Submitted to President Harper, Feb. 15, 1896. by
V. Details of Organization and Administration

If in not the purpose of this proceedings to enter into details of organization, cataloguing, etc., which is beyond the scope of the plan, would be the important expectations. The success or the plan would be many toward the employment of resources in some cases new, in others, more modifications of plans already in use. These details can be readily worked out if the plan as a whole meets with the favor of the authorities of the University.

Submitted to President Krueger, Map. 15,1926.
PRELIMINARY REPORT AND ESTIMATE AS TO THE PRINCIPAL WORKS NEEDED.

The work of such a department may be divided into: (1) Tracing out and locating definitely any book published; that is, when either date, author, or publisher is known, to supply the other necessary facts including price. (2) To furnish information as to the character of books. These two requirements necessitate two corresponding classes of books. First, publications containing approximately complete lists of all books published. Secondly, publications devoted to the review and analysis of books as they appear. And, since it is desirable, in order to promote the review work which is being done by the Journals published in the University, to have the earliest information possible as to new publications, the first class will require two kinds of publications. (a) Those giving lists of books as soon as they appear. (b) Those which condense such information for long periods.

The general publications which cover the ground designated above are as follows:-(When prices are affixed, it indicates that the books are not now in the University. Prices enclosed in brackets are merely estimates.)

For Current Information:-

United States-- Publishers' Weekly.

Great Britain-- Publishers' Circular. (weekly) --------------------$2.50

France------- Bibliographie de la France. (weekly) --------------------- 4.50

Germany------- Woehentliches Verzeichniss. ----------------------------- 2.00

Italy------- Biblioteca Nazionale. (bi-weekly) ----------------------[3.00]

These are indispensable if we wish to keep up with the literature of the times.

We have at present only the Publishers' Weekly.

Corresponding monthly publications are taken by most large libraries. They are practically condensations of the four weekly issues. Expenditure for them is justified because the user looks in one place only for a book whereas in the weekly he would have to look in four. These publications are:--

United States-- None.

Great Britain-- The Bookseller. ----------------------------------- 2.00

France------- Bulletin Mensuelle de la Libraire. --------------------- 1.00

Germany------- Monate-Register. (A supplement to Woehentliches Verzeichniss) 0.00

Italy------- (The bi-weekly Biblioteca Nazionale has to serve.)

We have none of these. The cost is small and would be saved many times over.

Annual Publications:-

United States-- The Publishers' Annual.

Great Britain-- The English Catalogue.

France------- The annual supplement to the Bibliographie de la France.------ 0.00

Germany------- Hinrichs, Bücher Verzeichniss. (half-yearly.)

Italy------- Annual supplement to the Biblioteca Nazionale.----------------- 0.00

They have in the Press Room the Annuals for United States, England and Germany.

Publications Covering Long Periods:-

United States-- Leypoldt's American Catalogue, covering American literature down to 1890, 7 vols. There is a copy of this in the Press Room and also one in the General Library. This is brought down to date by 5 vols. of the Publishers' Annual. These also are in the Press Room.

Great Britain-- The London Catalogue, including titles of books published in London from 1814-1855, 2 vols. -------------------------------[15.00]


This is brought down to date by 6 vols. of the annual English Catalogue. All in Press Room.

France ------- Querard, La France Litteraire, 1700-1839, 11 vols. ------------[50.00]

This should be brought down to date by the bound vols. of the Bibliographie de la France, 6 vols. ---------------------------- 30.00

Germany-------- Heinsius, Allgemeines Bucher-Lexicon, covering German literature from 1700 to 1892, 19 vols. These are in the Press Room excepting the last vol., 1888-1899
----------------------------------------------------------------------------- [6.00]

This should be brought down to date by Kayser, Vollstandiges Bucher-Lexicon, 2 vols
----------------------------------------------------------------------------- [8.00]

This is covered in the Press Room, after a fashion by 14 half-yearly vols. of Hinrichs.

Italy-------- Biblioteca Nazionale, 1886-1894, 9 vols. ------------------- [25.00]

For Tracing Books by their Publishers:-

United States-- Last vol. of the Publishers' Annual Catalogue. In the Press Room. Also collections should be made of the complete catalogues gotten out occasionally by the leading publishers.

Great Britain-- Last vol. of the Publishers' Reference Catalogue and collections of catalogues as in the case of United States.

Germany------- Buch-und Kunst-Katalog des Deutschen Buchhandels, covering German literature down to 1892, 24 vols. -------------------------------- [50.00]

France------- A work similar to that of Germany is in course of compilation. Until this appears a collection of catalogues would have to suffice.

Italy-------- A collection of catalogues.

Review Publications, for Estimating the Character of Books:-

For the second purpose mentioned at the beginning, viz, furnishing estimates as to the character of books, we must rely on reviews of such works as they appear. For these we must go (1) To the back numbers of the magazines devoted to the special science of which the book treats, (2) To the leading publications devoted to reviews of all classes of literature. The former are being collected in the Department Libraries, the latter, both current numbers and back numbers, would be indispensable to the work of a bibliographical department. The following are the most important:

United States-- Nation. Current numbers now received. We have also about 10 or 12 vols. of the back numbers. Cost of balance-------------------------- [75.00]

Critic. Current numbers now received. Back numbers, 15 vols.-------------- [40.00]

Dial. Current numbers now received. Back numbers, 8 vols.---------------- [20.00]

Great Britain-- Current numbers now received. Back numbers, nearly a complete set in the General Library, partly unbound. Cost of completing and binding---------- [30.00]

Academy. Current numbers now received. We have also part of the back numbers.

Cost of completing the set.------------------------------------------------- [50.00]

France------- Polybiblion, Revue Bibliographique Universelle. Current numbers not received, per year------------------------------------------ [3.20]

Back numbers, 72 vols.------------------------------------------------------ [120.00]

Germany-------- Litterarisches Centralblatt. Current numbers now received by the German Department. Back numbers, 48 vols.--------------------- [180.00]

Italy-------- Italian Publications are noticed in Litterarisches Centralblatt.
Other more or less General Bibliographical Works:

Besides the two classes of works above mentioned there is another class intermediate between the general works required in the Press Room and the handbooks of bibliography technical to the work of the different Departments. These, although very important and useful, are likely to be the particular care of no one. Examples are:

- Hickcox, Monthly Catalogue of the Publications of the U. S. Government, per year—$5.00
- Bound Vols of the same, 1884-95,----------------------------------$40.00
- Ames, List of Congressional Documents from 1st to 51st Congress-----------------[2.00]
- Ames, Finding List for United States Documents-------------------------------[[1.50]
- Ford, Materials for the Bibliography of the Publications of the Continental Congress ---------------------------------- [1.00]
- Sabin, Dictionary of Books Relating to America, 30 Vols.-------------------[750.00]

This is a high priced set of books, but it is indispensable to the work of graduate students in the political, economic and social life of the United States.

Royal Society, Catalogue of Scientific Papers. This set is in course of publication 10 Vols. thus far published. The first 8 Vols. are in the Biological library. The set should be kept up and made available to the students of more than one department.

- Muhlbracht, Allgemeine Bibliographie der Rechts-und Staatswissenschaften, 27 Vols.—[45.00]

This contains titles of the most important books in Political Science, Economics and Sociology of all countries.

Bibliographies of Theses:

- United States — I know of nothing so far. To compile a catalogue would be good work for the Graduate Students Association.

- Great Britain— The published records of Oxford, Cambridge and the other great universities of Great Britain would contain considerable information on this point.

- France——-Maire, Catalogue des theses des sciences, 1810-1890------------------[[2.00]

- Germany——-Bibliographische Monatsberichte über neu erschienen Schriften und Universitatschriften, —per-year--------------------------------------[2.00]

- Jahresverzeichniss der an den Deutschen Universitaten erschienenen Schriften, 1886-1895, 3 Vols.--------------------------[18.00]

- Italy———- I have heard of no Catalogue for Italy.

All possible information should be collected and made readily available to graduate students. As to a collection of these, an idea advanced in a recent number of Science should be carried out. There should be a national collection at Washington from which under proper restraints theses relating to any topic could be borrowed.

For Information as to Journals:

- Scudder, Catalogue of the Scientific Serials of all Countries. [1.50]
- Laudier, Annuaire des Journaux. -------------------------------[1.00]
- Sperling, Adressbuch der Deutschen Zeitschriften. -----------------------[[1.50]

Catalogs of Second Hand Books:

- Clear, Directory of Second Hand Booksellers-------------------------------[1.00]

Communications should be opened direct with all the leading second-hand booksellers and a complete collection of their latest catalogues kept ready for use. In this way broken sets of books and periodicals in the libraries could be advantageously completed and the needs of the Departments promptly met.
To whom it may concern:

I hereby transfer to General Philip B. Stein of Fort Worth, Texas, the property described below:

- Property Description:
  - (Details of property description)

I, the undersigned, hereby certify that the transfer of property is in accordance with all applicable laws and regulations.

[Signature]
[Date]

Please provide the necessary documents to complete the transfer of property.
Estimate as to the Cost of Equipping a Bibliographical Department:-

The room for bibliography should be in the General Library or closely connected with it, as many of the books can be advantageously used in common. It ought also to be in close communication with the Press Room. Assuming that the large sets of books in the Press Room could be transferred, the cost of fitting up such a department would be something as follows:-

Total of estimates given above---------------------------------------------------[$888.70]
Add for minor works on general bibliography -----------------------------[$200.00]
For duplicates and works technical to the different Departments ---------[$200.00]
Add cost of type-writing, depending of course on amount of work done, say -------[$500.00]
If the large sets in the Press Room had to be duplicated[$250.00] would have to be added.

From the above it will appear that, save for the very important omission of any catalogue of French books for the years 1880-96 and of Italian books altogether, the Press Room is fairly well equipped and has the foundation for a collection of standard books on bibliography. But owing to the crowded condition of the room they are kept where almost no one would ever find them. It is doubtful if a hundredth part of students know of their existence in the University. As to current information, we are very badly off. For the intermediate class of books mentioned above we are in a half-way condition. No attempt is made in this report to look into the bibliography of each of the Department Libraries.

Desirable Ends that might be Obtained:-

1. To have a place in the University that shall be the final source of information as to any book that was ever published.
2. To aid the work of the Press Department and of the General Library by furnishing information not readily accessible.
3. To assist instructors and graduate students in securing all possible information as to work thus far done, in what libraries materials for further investigation may be found, and how it may be obtained.
4. To keep close watch of the field of bibliography in order to determine along what lines we may specialize to the greatest advantage.
5. To furnish the editors of the different Journals of the University with such lists of books and magazine articles to print.
6. To publish, as representing the work of the department of bibliography that kind of bibliographical work which is most needed and most practicable. E.g., A supplement to Poole's Index covering articles in the leading European periodicals.
7. To take an active part in furthering cooperative bibliographical work such as Poole's Index now represents.
8. To establish a bureau of correspondence and furnish information as to the literature of any subject at a normal price.
9. To furnish editors of the Journals with the earliest possible information in regard to recent publications.
10. To see to it that between the special handbooks placed in each Department Library and the books in the bibliographical room the literature of each department is kept well in hand.
11. To furnish the Heads of Departments with lists of important new books.
12. To give every student and instructor access to a good collection of bibliographical works, with the understanding that the one in charge is ready at any time to explain their use.
13. Familiarity with such books should be part of the equipment of every graduate student, for it is likely to save him weeks of time in his future work.
1 Park Row, Room 606, Chicago, Illinois.
December 2nd, 1904.

Dr. W. R. Harper,
President of The University of Chicago,
Chicago.

My dear Sir:—

In further reference to your esteemed letter dated November 21st, I beg leave to submit herewith a rough draft of a prospectus of a plan which, as it seems to me, would enable the University of Chicago to create a Bureau of Bibliography, with practically no expense whatsoever.

My investigation of this subject has been made from purely impersonal motives; yet I think now I would be willing to consider a proposition to use a portion of my time in the work and its promotion. The accompanying prospectus provides sources of income which might easily meet all requirements. I have reason to believe that several large libraries would immediately support the project by subscribing for facsimiles.

Being a member of the South Congregational Church, Fortieth Street and Drexel Boulevard, I can give, as personal references, among others, the names of the Pastor, the Rev. Willard B. Thorp, 3977 Drexel Boulevard, and of Mr. E. H. Scott, 4216 Ellis Avenue, of Messrs. Scott, Foresman & Co., publishers, and Mr. Clement L. Clapp, 3941 Ellis Avenue, President of the Sewell-Clapp Mfg. Co.

My present qualifications are, I believe, sufficient to enable me properly to attend to the details of a Bureau of Bibliography. I have done more or less bibliographical work, and the editor of the London Notes and Queries has courteously thrown open his columns to me during the last two years. I have formed a valuable acquaintance by correspondence with American and foreign scholars. If I should engage in the work, it would be my purpose to identify myself closely with all bibliographical affairs, in general.

With respect, my dear Sir, I remain,

Very truly yours,

Eugene F. McPike
The University of Chicago.
Founded by John D. Rockefeller.

BUREAU OF BIBLIOGRAPHY.

SPECIAL ANNOUNCEMENT
OF
RESEARCH WORK.

Inedited American Bibliographical contributions Solicited.
The University of Chicago

Convened by John D. Rockefeller

MURMURS OF PHILOSOPHY

SPECIAL ANNOUNCEMENT

OF

RESEARCH WORK

Interior America Philosopher

confidential collection colleague
The University of Chicago, appreciating the importance of American bibliographical research, has inaugurated a Bureau of Bibliography whose object, for the present, will be confined to the collection and preservation of original bibliographical monographs. If the Bureau meets with the support expected, the successful development of its work may, perhaps, result in the organization of a fully equipped Institute of Bibliography, though some time must elapse before the accomplishment of that desideratum can actually be said to be in prospect.

The Bureau of Bibliography is affiliated with the Institut International de Bibliographie, Brussels, the Concilium Bibliographicum, Zurich, and with other similar institutions and societies, as well American as foreign. Bibliographers and investigators throughout the world, who are willing to contribute, are invited to cooperate in the work undertaken. The scope of the Bureau of Bibliography is without limit, but American topics are preferred.

Manuscripts should invariably be rolled, never folded. As the plan adopted contemplates the photographic reproduction of monographs received, the original manuscripts should be written legibly, with India ink, on tissue paper known as onion-skin, eight and one-half inches by ten and one-half inches in size, leaving a margin of about one inch on all sides. Better typographical results can be attained by using a typewriter in drawing up the manuscripts. A new and clean, black record ribbon, so-called, with a sheet of reversed, black semi-carbon paper, under the onion-skin, gives two writings, one over the other in perfect juxtaposition, which causes thus the requisite degree of opaqueness or density for photographic reproduction by direct contact-printing. Two facsimiles will be made of each original manuscript presented to the Bureau of Bibliography (if prepared as above described;) one of which will be sent to the author and the other filed in the General Library of the University of Chicago, where it will thereafter be accessible to all who are entitled to the privileges of that library.

Lists will be issued occasionally of the bibliographical contributions received by the Bureau, which reserves the right to sell, at such prices as it may deem proper, facsimiles of the original manuscripts to librarians or others desirous of acquiring them.

Those who do not wish to subscribe regularly for facsimiles of all the bibliographies issued by the Bureau, may, upon the payment of the sum of two dollars, annually, in advance, have the privilege of borrowing any one facsimile they may desire, the same to be transmitted by, and returned to, the Bureau, at the borrower's expense of carriage. Not more than one facsimile will thus be loaned to a single borrower, at any one time, but he may obtain access, in this way, successively, to as many as he may require for the pursuit of his own study. The said annual payment of two dollars will secure, also, the services of the Bureau in making endeavors to obtain, if possible, special bibliographies to meet individual needs. All letters of inquiry should be accompanied by return postage.

The work of the Bureau of Bibliography will be conducted exclusively by correspondence, until further notice.

Address

The Director
of the Bureau of Bibliography,
of the University of Chicago,

Chicago, Illinois, U.S.A.
The work of the Bureau of Bibliography will be continued during 1937.

The importance of Chicago's bibliographical work, and the University of Chicago's concern with the collection and study of material relating to the history and development of the city, will continue to be emphasized. The Bureau intends to continue its activities in this field, and to publish a series of bibliographical guides and handbooks.

In addition, the Bureau will continue to publish the "Bibliographical Quarterly," a bi-monthly publication containing bibliographical and historical articles.

The Bureau will also continue its activities in the field of bibliographical research, and will publish a series of bibliographical monographs.

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By dear Sir:-

In reference to bibliographical matters: I venture to submit a few notices to show the numerous ways in which a bibliographical index can be of service.

Examine, if you please, for example, the third classification of the second notice, to wit:—016:9(75) "1779, Oct. 26," which, literally, is equivalent to the following caption:—"Bibliography: History: U.S.A.: 1779, October 26." There is, obviously, no limit whatever to the exactness of such classification.

An American bibliographical institute would be of incalculable assistance in the promotion of educational work in this country. I can imagine no concentration of labor, no union of strength, which could do so much, or would more truly exemplify our national motto.

The Institut International de Bibliographie, Brussels, has now on file some millions of subject-notices, all regularly classified and readily accessible. Its publications are open to the world. The numerous bibliographical issues of that institution (among which is the Bibliographia Bibliographica) merit the collaboration of an American bibliographical institute. The latter, thus assisted and economizing its labors, could directly pursue its own work and become quickly a potent factor in the diffusion of knowledge. Under proper supervision, it would speedily secure the respect, co-operation and support of librarians and educators throughout the United States. If I have presented the prospect in hazy colors, the enthusiasm born of serious consideration of the subject must be my excuse.

With respect, my dear Sir, I remain,

Yours, very truly,

Eugene F. McPike
Member of the Institut International
de Bibliographie, Brussels

Dr. W. A. Harper,
President of the University of Chicago,
Chicago
In reference to your previous letter, I venture to mention a few points to draw the attention of the.

Para 1.

Para 2.

Para 3.

Para 4.

Para 5.

Para 6.

Para 7.

Para 8.

Para 9.

Para 10.

Para 11.

Para 12.

Para 13.

Para 14.

Para 15.

Para 16.

Para 17.

Para 18.

Para 19.

Para 20.

Para 21.

Para 22.

Para 23.

Para 24.

Para 25.

Para 26.

Para 27.

Para 28.

Para 29.

Para 30.

Para 31.

Para 32.

Para 33.

Para 34.

Para 35.

Para 36.

Para 37.

Para 38.

Para 39.

Para 40.

Para 41.

Para 42.

Para 43.

Para 44.

January 20th, 1905.

Mr. Eugene F. McPike,
1 Park Row, Chicago.

My dear Sir:

I am in receipt of your letter of January 17th together with the copy of the London Notes and Queries. I shall read the note referred to with much interest.

With many thanks, I remain

Yours very truly,

W. R. Harper
Mr. Eugene X. Veryon
1 Park Row, Chicago

My dear Sir:

I am in receipt of your letter of January 27th together with the copy of the London Notes and Queries. I am flattered to receive such an interest in my work and shall refer to it with much interest. With many thanks I remain

Yours very truly,

W. R. Hacket
1 Park Row, Room 606, Chicago, Illinois.

January 17th, 1905.

Dear Sir:-

I am taking the liberty of sending you herewith a copy of the London Notes and Queries for Dec. 3, 1904, in which appears (page 453) a note of mine dealing with a scarce book in my possession, containing an interesting tale of how Protestantism was at last firmly placed upon the English throne.

I remain,

Yours, very truly,

Eugene F. McIver

Dr. W. R. Harper,
President,
University of Chicago,
Chicago.
Dear Sir:

I am writing the liberty of sending you herewith a copy of the Report made by me of the meeting of the Board of Trustees held Oct. 5, 1927, at which occasion (page 159) a vote of War Guaranty was taken. Your statement, made at the conclusion of your presentation, was at least

Dear Sir,

Your very truly,

[Signature]

President, University of Chicago.