

University of Chicago Library

# Guide to the John Crerar Library Records 1856-1984



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## **Descriptive Summary**

<b>Identifier</b>	ICU.SPCL.JCL
<b>Title</b>	John Crerar Library. Records
<b>Date</b>	1856-1984
<b>Size</b>	206 linear feet (319 boxes, 186 volumes)
<b>Repository</b>	Special Collections Research Center University of Chicago Library 1100 East 57th Street Chicago, Illinois 60637 U.S.A.
<b>Abstract</b>	Records of the John Crerar Library from its establishment in 1894 through its move to the University of Chicago in 1984.

## **Acknowledgments**

The John Crerar Library Records were processed and preserved with support from the John Crerar Foundation.

## **Information on Use**

### **Access**

Series IX contains personnel documents to which access is restricted until 2027. The remainder of the collection is open for research.

### **Citation**

When quoting material from this collection, the preferred citation is: John Crerar Library. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

### **Historical Note**

The John Crerar Library was the first great privately endowed research library devoted to science, technology and later medicine. It was established in 1894 as a free public library under the will of John Crerar, one of the pioneers who helped build Chicago into a great industrial city.

Born March 8, 1827, Crerar was a native New Yorker who moved to Chicago in 1862 where he made his fortune in the railway supply business. Through his firm, Crerar, Adams and Company, and its manufacturing division, Adams and Westlake Company, he helped fill the burgeoning demands of the national railroad network which was centered in Chicago. He was one of the organizers of the Pullman Palace Car Company and also served as president of the Chicago and Joliet railroad. He was a director of the Illinois Trust and Savings Bank and the

Liverpool, London and Globe Insurance Company. An elder of the Second Presbyterian Church and one of the founders of the Commercial Club he was also fond of books and liked to read, from which developed his interest in the Chicago Literary Club and the Chicago Historical Society.

A lifelong bachelor, Crerar died on October 18, 1889 at the age of 62. On December 22, 1889, a great meeting was held in his memory at the Central Music Hall, which at that time was the main auditorium in the city. At the meeting Franklin MacVeagh, one of Chicago's leaders, said of Crerar, "He has set us an example of the right use of wealth, the great uses of wealth, the permanent uses of wealth and the final uses of wealth."

In his will, Crerar bequeathed some \$600,000 to his partners and friends and his mother's relatives; about \$1,000,000 to some eighteen religious, educational and charitable institutions, and \$100,000 "to be expended in the erection of a colossal statue of Abraham Lincoln." The bronze statue, designed by Augustus St. Gaudens, is mounted on a granite base within a great semi-circle flanked by two pylons in Grant Park opposite Van Buren Street. The architectural surroundings were designed by Stanford White.

In the final provision of his will, Crerar left the residue of his estate, some \$2,500,000 for the ". . . erection, creation, maintenance and endowment of a Free Public Library to be called The John Crerar Library and to be located in the City of Chicago, Illinois I desire the building to be tasteful, substantial and fire-proof and that a sufficient fund be reserved over and above the cost of its construction to provide, maintain and support a library for all time . . ."

Crerar's will further specified that the first president of the Library should be his friend Norman Williams, and that other friends such as Marshall Field, Robert Todd Lincoln, T.B. Blackstone and George A. Armour should be members of the first Board of Directors. The first meeting of that Board took place on November 23, 1894, at the Prairie Avenue residence of Marshall Field. Three years prior to that meeting, in July, 1891 the Crerar directors had been instrumental in the passage by the Illinois Legislature of an act to safeguard privately endowed libraries which was entitled "An Act to encourage and promote the establishment of free public libraries in cities, villages and towns of this State." The John Crerar Library was incorporated on October 12, 1894 under that act.

The will made no mention of relatives on his father's side. His father had died in 1827 and his mother had little if any acquaintance with his father's relatives. However, there were living Crerars and a great legal battle took place. The case was carried to the Illinois Supreme Court, where in 1893 the will was fully sustained.

Faced with the problem of starting a new public library when the city already had a thriving public library as well as the recently established Newberry Library, the directors sought the guidance of Professor Henry Crew of Northwestern University. Crew recommended "a library which has for its aim the cultivation of science." In the letter suggesting this, he concluded: "The Crerar Board, by complementing the Newberry and Public (libraries) may do as much or more for the various institutions of this city. No other body of men have, within their own hands, so much power to make Chicago, as through the next 30 years, a veritable scientific center, as these gentlemen to whom Mr. Crerar has entrusted this foundation." Thus, the Board of Directors decided the new library would be a research library devoted to science and technology.

During the year 1894 and later, conferences were held by representatives of the respective boards of the three libraries and the librarians in order to avoid competition and wasteful duplication. In 1895, the following plan of division was agreed to:

\*Chicago Public Library--"All wholesomely entertaining and generally instructive books, especially such as are desired by the citizens for general home use. Also, collections of newspapers, patents, government documents, books for the blind and in architecture and the decorative arts."

\*Newberry Library--"Literature, Language, History, Sociology, Philosophy, Religion, Fine Arts in part, Medicine."

\*The John Crerar Library--"Philosophy, the Physical and Natural Sciences; the Useful Arts (Technology); the Fine Arts in part; Sociology and Economics." (Ten years later, agreement was reached between the trustees of Newberry and the directors of Crerar for the transfer to Crerar of the medical collections which had been developed at Newberry, the central segment of which was the great collection of Dr. Nicholas Senn, a famous Chicago surgeon whose interests in military surgery and advanced surgical techniques were world renowned.)

As its first home, the Crerar Library rented the fifth and eventually the sixth floors of the Marshall Field store at Wabash Avenue and Washington Street. Building of the collection, and the recruitment of staff began immediately. The Library was opened to the public on April 1, 1897, with some 11,000 volumes and a staff of twenty-two.

The formal invitation to the opening read as follows:

The Board of Directors has the honor to announce the opening of The John Crerar Library, in its temporary quarters on the sixth floor of the Marshall Field & Company Building, 87 Wabash Avenue, Thursday, April 1, 1897. During the first three days, from 9 a.m. to 10 p.m.,

all the rooms will be open to the public for inspection, and the Librarian, with his staff, will take pleasure in showing visitors the Library. Thereafter, until further notice, the Library will be open to readers every day, excepting Sundays and legal holidays, from 9 a.m. to 6 p.m. Attention is respectfully called to accompanying circular, which will explain, in outline, the organization, scope and plan of the Library.

Chicago, March, 1897.

The Board initially hoped to erect the Library's permanent building in Grant Park, between Monroe and Adams Streets. However, the rather complicated laws protecting the integrity of the lakefront required approval of all abutting property owners--which was not granted. In due course, property thought to be adequate "for about 120 years" was acquired at the corner of Michigan Avenue and Randolph Street. Crerar's 15-story, modernized Romanesque building by Holabird and Roche was erected there, and was formally dedicated on May 28, 1921.

Since its incorporation at the end of the 19th century, it has been the policy of Crerar Library to acquire both current and historical materials in the sciences. This policy was proposed by the Library's first President, Norman Williams, who in a letter to the directors, wrote:

"I do not sympathize with the suggestion that only the newest and latest publications be selected. Such a library would have neither beginning nor end. The student, every student, requires and demands a knowledge of the history of the subject he pursues, and should have at hand the means of investigation from the beginnings."

By the time Crerar Library started its collections, more than three centuries of active publication had passed. Thus, an organized effort to acquire the most essential historical materials was made by the first librarian, Clement Walker Andrews. He compiled an extensive list of desired periodicals and concentrated on the acquisition, including the back issues, of titles on that list. By the time he retired in 1928, all such titles had, indeed, been acquired, including some where publication had first begun late in the 17th century. Many valuable older materials of major importance were obtained with the aid of gifts. In 1928, Jens Christian Bay assumed the position of librarian and led Crerar through the difficult years of the depression. Bay, an eminent bookman and bibliophile, continued to build the collections and brought the library to maturity as a traditional scholarly library before his retirement in 1947.

Because the collections were so strong in the history of science, Crerar Library functioned not only as a library for current but also for historical research. The history of man cannot be understood without some knowledge of the history of science. The breadth and depth of its collections in the history of science have been seen in the work of scholars and in exhibits. Two catalogs *Science Through the Ages* (1979) and *Nature Disclosed* (1984), revealed the richness of the rare book resources.



For perhaps the first 50 years in the history of Crerar, income from endowment was generally sufficient to maintain service programs and continue to build the collections. In the 1950s, it became apparent that new sources of support must be developed. Herman H. Henkle was selected as the new librarian. Under his bold leadership a membership program was established, encouraging individuals, institutions and corporations to share in the maintenance of the Library through annual contributions. Henkle also created specialized services and publications reaching out to industry. These provided pioneering examples which many libraries today follow.

During the first 40 years, substantial collections in philosophy, general history, economics and certain other subjects not closely related to the primary fields of interest were developed at Crerar. In 1951, the decision was made to eliminate these collections and devote the Crerar's resources to science, technology and medicine. This decision coincided with the explosive increase of scientific research and development in the United States during and following World War II. It enabled Crerar to concentrate on the acquisition of the rapidly increasing numbers of publications of scientific, technical and medical knowledge.

Crerar Library provided Chicago with a major repository of scientific knowledge attracting industry to this area in some instances because of the availability of such a resource. But not only Chicago benefited. Throughout the nation, very few other libraries were as famed for the richness and comprehensiveness of their scientific holdings. Scholars came to Crerar, and still do, from all over the United States and many foreign countries. William S. Budington, librarian from 1962 until 1984, made Crerar a leader in resource sharing. During his tenure, Budington brought the National Library of Medicine's resource network headquarters for the midwest to Crerar. Through such cooperative arrangements Crerar's resources became easily available to scholars and scientists wherever they might be located. In the realm of scientific learning, the name Crerar gained world-wide recognition.

Crerar was officially established as a public research library and remained strongly committed to serving the public. The character of its users frequently led the Library to play very much the same role with respect to research and education that is typical of a university library. In line with the request of the founder, who believed that the future depended largely upon the training of our youth, Crerar Library put considerable emphasis on making its facilities available to young people who were interested in science and medicine. Over the years well over half of all Crerar visitors were students or faculty of educational institutions. This trend accelerated in 1962 after Crerar had outgrown its old building and decided to relocate to the campus of the Illinois Institute of Technology. Chicago, with its great industrial base, required a steady increase in scientists and engineers and Crerar became an important factor in their education and training.

Because Crerar was a free public library, individual records were not kept of its users. However, through correspondence we do know of two major inventions that resulted primarily from study at Crerar. They were Lee De Forest's development of the vacuum tube--in a letter he stated "the

value of the Crerar Library to me could not be overestimated"--and the invention of the dry cell battery by Charles F. Burgess, who spent countless hours in the reading room. His biographer reported that Burgess felt a tremendous debt to Crerar because of the financial rewards that came to him as a result of his work there.

Some infamous types of studies also took place in the Crerar reading rooms. The Chicago Tribune in 1978 published a story on Henry Ferneker, a noted bank robber in the 1920's, who, according to the Tribune, robbed a score or more of banks. After being apprehended by the police, Ferneker was asked how he became so expert in the use of explosives. He replied that he had studied bomb manufacture at The John Crerar Library.

While outside support continued to grow, costs rose, especially during the 1970's, at a much faster pace than income and outside support.

Due to enormous changes in scientific information and continuing financial pressures, the Crerar Board of Directors for a number of years studied the available options for fulfilling its responsibility to sustain the institution founded by John Crerar. This matter was resolved on April 13, 1981, when Robert W. Reneker, Chairman of the Board of Trustees of the University of Chicago, and Oliver W. Tuthill, President of The John Crerar Library, signed a twenty-four page agreement which had previously been approved by each of the two boards.

The purpose of this agreement was stated in paragraph 1.01 as follows:

"The purpose of this Agreement is to provide for the establishment of a new research library on the campus of the University which will be devoted to the fields of science, medicine and technology, which will consist of a consolidation of the Crerar and University collections in these Fields, which will be known as 'The John Crerar Library' and which will be located in a new building having the same name."

Further, because the Crerar Will specifically called for a "free public library ... for all time," the agreement contained the following provision--under paragraph 7.02 "Public Access":

"In recognition of the fact that Crerar has always been a 'free public library' and that Crerar has been supported by many corporations and individuals, the University agrees that the new Library shall be open to that segment of the public which has historically used the services of Crerar and that user privileges will be extended to such segment of the public on terms reasonably comparable to those established by Crerar as in effect on the date of this agreement."

The agreement also stated that all of the Crerar assets, both tangible and intangible, with the exception of a relatively small amount, were to be conveyed to the University. This took place in connection with the move of the Library in 1984. The exception related to the creation of The John Crerar Foundation, whose purpose is to enhance the stature of the Library and perpetuate the memory of John Crerar.

Because the Library was originally organized under an 1891 act of the Illinois Legislature, it was necessary to get court approval for the transfer of its assets to the University. Accordingly, testimony was given by the Library, the University and the Illinois Attorney General in the Circuit Court of Cook County which resulted in a finding, dated October 26, 1981, which stated that regarding the move of the Library to the University, "The plan for the continuation of The John Crerar Library ... is consistent with the intention expressed in Article Fiftieth of the Will of John Crerar and that the Crerar directors had the authority to so act." Further, the decree stated that the transfer of the Crerar assets will become the absolute property of the University provided they "will be held subject to the terms and conditions of the Agreement, including the requirement of paragraph 7.02 of the Agreement that the Library be open to the public." Finally, the organization of the The John Crerar Foundation was approved by the court.

The merger of Crerar Library and the University's science and medical collections has created a library probably without equal, that neither library could maintain alone. It provides Chicago and the nation with the finest library of its kind, strengthening the Crerar's mission as it strengthens our nation's research community.

The decision to join with the University of Chicago achieved the fundamental objective of ensuring the continuity of a great intellectual and cultural treasure, a uniquely dimensioned resource of scientific, technical and medical information for use by the citizens of Chicago, of our country and of the world. The move also sustains and enhances the world-wide renown the Library has earned by providing bright opportunities for higher levels of service feasible with fast-changing technologies. Further, the institution will always be freely open to the public while continuing to be known as The John Crerar Library.

Oliver W. Tuthill, President, The John Crerar Foundation, March 1991

### **Scope Note**

The archival records of the John Crerar Library comprise 191.5 linear feet (323 boxes and 186 unboxed volumes) of material including board minutes, financial reports and accounting records, librarians' correspondence and memoranda, bibliographic records, scrapbooks, and memorabilia. Also preserved here are correspondence and documents from the life of the founder, John Crerar (1827-1889), and the personal and professional papers of the four Crerar librarians, Clement Walker Andrews (1858-1930), Jens Christian Bay (1871-1962), Herman

Henry Henkle (1908-1987) and William Stone Budington (1919- ). These records came to the University of Chicago when the John Crerar Library merged with the University of Chicago in 1984. Additional records were transferred and added to the collection in 1990.

The archival records of the John Crerar Library have been organized into nine series which reflect the administrative organization of the Library as well as the format of the materials. The series are:

I. John Crerar and his Legacies

II. Board of Directors

III. Finance

IV. Administration

V. Operations

VI. Secondary Materials

VII. Photographs, Oversized Items and Artifacts

VIII. Audio Tapes

IX. Restricted

### **Related Resources**

The following related resources are located in the Department of Special Collections:

<http://www.lib.uchicago.edu/e/spcl/>

University of Chicago. Library. Records

University of Chicago. Library. John Crerar Library. Records

Herman Fussler. Papers

### **Subject Headings**

- Crerar, John, 1827-1889
- Andrews, Clement W. (Clement Walker), 1858-1930
- Bay, J. Christian (Jens Christian), 1871-1962
- Henkle, Herman Henry, 1900-

- Budington, William S. (William Stone)
- John Crerar Library
- University of Chicago. Library
- Research libraries
- Research libraries -- Illinois -- Chicago -- History
- Science and technology libraries
- Scientific libraries -- Illinois -- Chicago -- History

## **INVENTORY**

### **Series I: John Crerar and His Legacies**

This series has been divided into four subseries devoted to the life of John Crerar, the settlement of his estate, and the implementation of his two major bequests: the commissioning of a statue of Abraham Lincoln, and the founding of a public library.

The records which have survived from the life of John Crerar are sparse. The largest body of material is correspondence between Crerar and his mother, Agnes Crerar Boyd, and step-father, William Boyd. Crerar's letters home reveal details of his personal and business affairs. This subseries also contains correspondence concerning Crerar's work with the Chicago Relief and Aid Society following the Chicago Fire of 1871, trade catalogs published by Crerar's railroad supply company, and memorial tributes written after his death.

The second subseries contains copies of John Crerar's will and documents which relate to the settlement of his estate. It also includes correspondence and documents about his burial next to his mother in Brooklyn, New York. In the course of the settlement of the estate, meticulous inventories were taken of Crerar's personal property and that of his company. A building which Crerar had owned at 91 John Street, New York City, was managed for a time by the estate's trustees and eventually sold. An investigation into Crerar's ancestry was commissioned, resulting in two volumes of genealogical data and supporting documentation. Copies of correspondence generated and received by the trustees while carrying out their responsibilities were preserved and bound in four volumes. The bulk of the material in this subseries is the financial record of the estate in the form of ledgers, vouchers, bank books and scrapbooks of cancelled checks.

Section 44 of the will of John Crerar set aside \$100,000 for "the erection of a colossal statue of Abraham Lincoln." The records for this portion of John Crerar's legacy have been grouped together in their own subseries. The so-called Crerar-Lincoln Trust entered into a contract with sculptor Augustus St. Gaudens on October 20, 1904, but it was not until Memorial Day, 1926, that the Lincoln statue was dedicated at its setting in Grant Park. Records include the original contract with St. Gaudens, four volumes of correspondence, receipts and newspaper clippings, account books, a scrapbook of cancelled checks, and a program from the dedication ceremony. The correspondence volumes are in only rough alphabetical order; the researcher should consult all four volumes. Undated plans and drawings for the statue's site are bound into the volume in Box 10, Folder 2, filed under the heading "photographs." A set of large, dramatic photographs of the statue is found in Volume 186 and in Box 275, Folders 1-2.

The last subseries contains documents pertaining to the process of establishing the John Crerar Library during the period 1889-1895. These materials include an incomplete set of documents from the court battles over John Crerar's will, and articles of incorporation for the Crerar Library as well as the Newberry Library. Correspondence and reports relating to the character and scope of the proposed Crerar Library were bound together in a single volume. This volume (Box 14, Folder 3) contains letters from leading Chicago citizens and members of the Crerar Library Board of Directors. It also contains a Dewey Decimal Classification table dating from 1896 and annotated by the librarians from Chicago's three largest libraries to show how they agreed to divide the city's bibliographic landscape.

## **Subseries 1: John Crerar Personal**

### **Box 1**

#### **Folder 1**

Personal correspondence, 1858-1878

- Cyrus W. Field to Crerar, 1875-1878
- Mrs. William Boyd (Crerar's mother) to Crerar, 1856-1872
- William Boyd (Crerar's step-father) to Crerar, 1858-1860
- Crerar to his step-father, 1858-1863

### **Box 1**

#### **Folder 2**

Chicago Relief and Aid Society, correspondence, 1871-1872 (see also Box 5, Folder 2)

### **Box 1**

#### **Folder 3**

Chicago Relief and Aid Society, broadside, [1871]

### **Box 1**

#### **Folder 4**

Crerar, Adams & Co., Illustrated Catalogue and Price List of Railway Supplies, 1873

### **Box 1**

#### **Folder 5**

Crerar, Adams & Co., Illustrated Catalogue and Price List of Railway Supplies, [1886?]

### **Box 1**

#### **Folder 6**

Second Presbyterian Church to John Crerar, receipt, 1888

### **Box 1**

#### **Folder 7**

Correspondence, 1889

- Telegrams inquiring about Crerar's last illness, 1889
- Letter of condolence to J. Russell Jones, September 2, 1889

### **Box 2**

#### **Folder 1**

Reports of funeral services for Crerar, New York City and Chicago, 1889

### **Box 2**

#### **Folder 2**

"Pioneer Manufacturers--No. 7," *Manufacturers' News* (May 15, 1913), pp. 1, 22

### **Box 2**

**Folder 3**

Thomas W. Goodspeed, "John Crerar," *The University Record* 6 (April 1920): 98-119

**Box 2**

**Folder 4**

Thomas W. Goodspeed, "John Crerar," second copy, with typescript reminiscences of Clement W. Andrews

**Box 2**

**Folder 5**

Thomas W. Goodspeed, *John Crerar, and the Will of John Crerar* (Chicago: The John Crerar Library, 1939)

**Volume 1**

Real estate at 91 John Street, New York, New York, abstracts of titles, appraisals, wills, plans, 1851-1892

**Box 2**

**Folder 6**

Herma Clark, "John Crerar," *The Record* (July 1942), pp. 14-15

**Subseries 2: Estate**

**Box 2**

**Folder 7**

Estate of John Crerar, probate court records, 1889-1890

**Box 2**

**Folder 8**

Will of John Crerar, [1889?]

**Box 2**

**Folder 9**

*The John Crerar Library: Will of John Crerar* (Chicago: The Board of Directors, 1922)

**Box 2**

**Folder 10**

Greenwood Cemetery, Brooklyn, New York, regulations and treasurer's report, 1889

**Box 2**

**Folder 11**

Greenwood Cemetery, Brooklyn, New York, documents, correspondence, grave site photographs and plans, 1849-1928

**Box 3**

**Folder 1**

Estate inventories, including transfer of stock to the John Crerar Library, 1874-1894

**Box 3**

**Folder 2**

B. F. Stevens, "Notes of Search in the Parish Registers of Dull, Kenmore and Weem for Crerars from 1637 to 1887 and for Livingstons and Stewarts 1833 to 1887...", 1891

**Box 3**

**Folder 3**

B. F. Stevens, "Notes of Search in the Parish Registers of Dull, Kenmore and Weem for Crerars from 1637 to 1887 and for Livingstons and Stewarts 1833 to 1887...", supporting documentation, photographs and sketches, 1891

**Box 4**

**Folder 1**

Record of meetings between Norman Williams and Huntington W. Jackson, executors and trustees of the estate, February 13, 1891

**Box 4**

**Folder 2-3**

Crerar estate, outgoing correspondence, 1889-1896

**Box 5**

**Folder 1**

Crerar estate, outgoing correspondence, 1896-1899

**Box 5**

**Folder 2**

Crerar estate, incoming correspondence, 1828-1892, includes inventory of the estate of John Crerar (the elder, died 1828) and correspondence to John Crerar (the younger) concerning financial matters and the Chicago Fire relief effort, 1871

**Box 5**

**Folder 3**

Real estate at 91 John Street, New York, New York, deeds and mortgages, 1851-1873

**Box 5**

**Folder 4**

Real estate at 91 John Street, New York, New York, correspondence and documents relating to management and sale, 1889-1892

**Box 5**

**Folder 5**

Crerar, Adams & Co., documents, inventory and appraisal of company holdings, 1877-1890

**Volume 1**

Real estate at 91 John Street, New York, New York, abstracts of titles, appraisals, wills, plans, 1851-1892

**Volume 2**

Crerar, Adams & Co., final balance sheet, December 31, 1889

**Box 6**

**Folder 1**

Crerar estate, statements, 1889-1904

**Box 6**

**Folder 2**

Crerar estate, accounts, 1897-1901

**Box 6**

**Folder 3**

Crerar estate, vouchers, 1889-1890

**Box 7**

**Folder 1-4**

Crerar estate, vouchers, 1890-1895

**Box 8**

**Folder 1**

Crerar estate, vouchers, 1895-1897



**Box 8**

**Folder 2-4**

Crerar estate, checkbooks, 1889-1897

**Box 8**

**Folder 5**

Crerar estate, bank books, First National Bank of Chicago, 1888-1897

**Box 8**

**Folder 6**

Crerar estate, bank books, Commercial National Bank, 1890-1894

**Volume 3**

Crerar estate, journal, 1889-1897

**Volume 4**

Crerar estate, ledger, 1889-1897

**Volume 5**

Crerar estate, cash, 1889-1894

**Volume 6**

Crerar estate, cash, 1894-1897

**Volume 7**

Crerar estate, trial balances, 1890

**Volume 8**

Crerar estate, trial balances, 1890-1893

**Volume 9**

Crerar estate, ledger index, no date

**Volume 10**

Crerar estate, voucher index, no date

**Volume 11**

Crerar estate, stock brokers' accounts, 1881-1897

**Volume 12**

Crerar estate, stock value register, 1890

**Volume 13**

Crerar estate, cancelled checks, 1889-1896

**Volume 14**

Crerar estate, cancelled checks, receipts and inventory of pictures, 1890-1895

**Box 9**

**Folder 1**

Crerar Estate, receipts from beneficiaries, 1890-1897

**Box 9**

**Folder 2**

Memorial tribute, Old People's Home, Chicago, May 17, 1892

- See also Box 275, Folder 3, memorial resolution, Chicago Home for the Friendless.

**Subseries 3: Crerar-Lincoln Trust**

**Box 9**

**Folder 3**

History of the trust and the Lincoln statue, newspaper clippings, receipts, and correspondence, 1890-1926

**Box 10**

**Folder 1**

Correspondence, vol. 1, H-M, 1890-1926

**Box 10**

**Folder 2**

Correspondence, vol. 2, N-Sa, 1890-1926

- BOX11

**Box 10**

**Folder 1**

Correspondence, vol. 3, So-W, 1890-1926

**Box 10**

**Folder 2**

Augustus St. Gaudens, contract and financial records, 1897-1930

**Box 10**

**Folder 3**

Chronological record, 1902-1913

**Box 10**

**Folder 4**

Dedication ceremony, invitation and program, May 31, 1926

**Box 10**

**Folder 5**

Account book, 1894-1917

**Box 12**

**Folder 1-2**

Account book, 1894-1926

**Volume 15**

Cancelled checks, 1894-1903

**Subseries 4: The John Crerar Library**

**Box 13**

**Folder 1**

Donald Crerar, et al. v. Norman Williams and Huntington W. Jackson, et al., Circuit Court of Cook County, argument on demurrer, January 18-January 21, 1892

**Box 13**

**Folder 2**

Donald Crerar, et al. v. Norman Williams and Huntington W. Jackson, et al., Circuit Court of Cook County, opinion of Hon. Murray F. Tuley, February 6, 1892

**Box 13**

**Folder 3**

Donald Crerar, et al. v. Norman Williams and Huntington W. Jackson, et al., Appellate Court of Illinois, First District, brief and argument for appellants, April 1892

**Box 13**

**Folder 4**

Donald Crerar, et al. v. Norman Williams and Huntington W. Jackson, et al., brief and argument for appellees, April 1892

**Box 13**

**Folder 5**

Donald Crerar, et al. v. Norman Williams and Huntington W. Jackson, et al., argument of John H. Mulkey, originally made before Circuit Court

**Box 13**

**Folder 6**

John Crerar Library, articles of incorporation, October 12, 1894

**Box 13**

**Folder 7**

John Crerar Library, articles of incorporation, October 12, 1894certified copy

**Box 13**

**Folder 8**

Will and Letters of Testamentary of Walter L. Newberry, [1870?]

**Box 14**

**Folder 1**

The Newberry Library, articles of incorporation, April 13, 1892, certified copy

**Box 14**

**Folder 2**

Report of Norman Williams and Huntington W. Jackson to the Board of Directors, November 23, 1894, on the character and scope of the John Crerar Library

**Box 14**

**Folder 3**

Report of Norman Williams and Huntington W. Jackson to the Board of Directors, correspondence and reports, 1894-1896

**Series II: Board of Directors**

Series II contains records which relate to the actions of the Crerar Board of Directors as a whole, Board action on buildings, committees of the Board, and information concerning individual Board members.

The first subseries documents the decisions and deliberations of the Board as a group; it also reflects the activities of the chairman of the Board as a shaper of Library policy. Official records include annual reports, lists of Board members, which were often published with the Library's by-laws, and minutes of Board meetings. The next group of records comprises correspondence between the Board and those outside the Library, among Board members, and between Board members (usually the chairman) and the librarian. The letters are arranged chronologically. Board correspondence which is limited to appeals for financial support follows the general correspondence. The reports and correspondence of outside consultants who advised the Board are grouped together and form the third major division within the subseries. Additional reports and correspondence of consultants are found in Series II with the records of their supervising committees, and in Series IV under the administrative function for which they were responsible.

The physical housing of the book collection as a matter of Library governing policy is the subject of the second subseries. Included are documents relating to the physical appearance and legal history of the various buildings and proposed sites of the Library. These records are arranged chronologically, starting with alterations to the Marshall Field & Company building in 1900-1913 and ending with the agreement signed with the University of Chicago in 1981.

Among the files are a group of documents assembled by H. P. Sedwick, chairman of the Board, concerning the decision to move the Library to IIT in 1962.

Additional information on Crerar Library buildings is located throughout the collection. The records of the Board's Buildings and Grounds Committee, which handled the details of building policy formation including planning, construction, and maintenance, are located in the Subseries 3, Committees. Documents relating to the commercial management of the Randolph Street building, a source of income for the library, are in Series III. Occasionally the librarian became involved in the operation and maintenance of the building; this is documented further in Series IV. Specifications for the Library's various buildings and the architect's program for the building at IIT are in this subseries; working blueprints of the buildings, however, are housed separately in the University of Chicago Archives architectural drawing collection. Photographs of buildings have been moved to the Archival Photofiles, except for two bound volumes of photographs of the Randolph Street building under construction, which are in Box 270.

The third subseries contains records of the committees of the Board. The records are arranged alphabetically by name of committee. For each committee, formal reports to the Board are placed first, in chronological order, followed by correspondence and memoranda relating to committee business. During most of the Library's history the four major committees were the Committee on Administration, the Committee on Books (after 1969 called the Committee on Collections), the Committee on Buildings and Grounds, and the Committee on Finance (after 1953 called the Investment Committee). Additional committees were created as the demands of Library governance changed.

Board committee records document some of the most important aspects of the Library's history. For example, the Special Committee to Consider the Industrial Development of the Crerar Library was convened to address issues which led to the creation of the Research Information Service in the mid-1940s, and as early as 1950 the Future Planning Committee considered moving the Library to a different location. The Committee records also contain detailed information about the operational aspects of the Library. During the first half of the Library's history the chairman of the Committee on Administration corresponded almost daily with the librarian on personnel matters, and during the financial crisis of the late 1940s the Committee on Books, supplanting the usual prerogatives of the librarian, made decisions on the purchase of individual titles for the collections.

The fourth subseries in Series II contains files on individual members of the Board of Directors, and includes biographical information, correspondence not related to their duties as directors, and newspaper clippings relating to the directors' careers. The directors were leading citizens in the city of Chicago and prominent members of their professions. Photographs of most directors are in the Archival Photofiles. A complete chronological list of the directors will be found in *The John Crerar Library*, a short commemorative volume published by the Board in 1984 (Box 269).

Oliver Tuthill's own set of annotated minutes and reports, correspondence, and notes concerning his work as a director are filed under his name in this subseries. Also included is a collection of documents relating to the move of the Crerar Library to the University of Chicago,

which Tuthill edited and presented to President Hanna H. Gray in 1982 (Box 46D, Folders 8-10).

### **Subseries 1: General**

**Box 15**

**Folder 1-3**

Annual Reports, nos. 1-21, 1895-1915

**Box 16**

**Folder 1-2**

Annual Reports, nos. 22-38, 1916-1936

**Box 16**

**Folder 3-4**

Annual Reports, 1961-1976/77

**Box 16**

**Folder 5**

Annual Reports, Reports to the Community, 1979-1983

**Box 16A**

**Folder 1-6**

Annual Reports, nos. 1-29, 1895-1923

**Box 16B**

**Folder 1-3**

Annual Reports, nos. 30-38, 1924-1936

**Box 16B**

**Folder 4-5**

Annual Reports, 1961-1976/77

**Box 17**

**Folder 1-2**

Composite Annual Reports, 1895-1930, vols. 1-2

**Box 18**

**Folder 1-2**

Composite Annual Reports, 1895-1930, vols. 3-4

**Box 19**

**Folder 1-2**

Officers, committees, by-laws, and record of organization, 1895-1916

**Box 19**

**Folder 3**

Officers, committees, by-laws, and record of organization, 1937-1961

**Box 19**

**Folder 4**

Officers, committees, by-laws, and record of organization, 1963-1971

**Box 19**

**Folder 5**

Lists of officers, directors and committees, 1933-1954

- 7

**Box 19**

**Folder 6**

Lists of officers, directors and committees, 1967-1983

**Box 19**

**Folder 7**

Lists of officers, directors and committees, retrospective lists of directors

- For a complete retrospective list of the directors of the Library see Box 269, Folder 9; for biographical information on individual directors see Boxes 43-46D, Individual Directors, and Boxes 75-76, Assistant Treasurer's Correspondence.

**Volume 16**

Notices of meetings, reports to the Governor, correspondence, 1895-1931

**Volume 17**

Notices of meetings, 1918-1925

**Volume 18**

Notices of meetings, 1932-1938

**Volume 19**

Notices of meetings, 1939-1941

**Volume 20**

Minutes of Board meetings, 1894-1933

**Volume 21**

Minutes of Board meetings, 1934-1942

**Box 20**

**Folder 1**

Minutes of Board meetings, 1897-1919 (incomplete)

**Box 20**

**Folder 2-9**

Minutes of Board meetings, 1920-1959

**Box 21A**

**Folder 1-7**

Minutes of Board meetings, 1960-1975

**Box 21B**

**Folder 1-6**

Minutes of Board meetings, 1976-1984

**Box 22**

**Folder 1-7**

Correspondence and memoranda, 1933-1955

**Box 23**

**Folder 1-8**

Correspondence and memoranda, 1956-1976

**Box 24**

**Folder 1-4**

Correspondence and memoranda, 1976-1984

**Box 24**

**Folder 5**

Reports to the Governor, 1934-1973

**Box 24**

**Folder 6**

Meeting agenda, 1949-1984

**Box 24**

**Folder 7**

Acquisition of commemorative items for directors, 1966-1968

**Box 24**

**Folder 8**

Lunch kitty, 1971-1984

**Box 25**

**Folder 1**

Membership and development efforts by directors, 1948-1956

**Box 25**

**Folder 2**

Membership and development efforts by directors, 1958-1959

**Box 25**

**Folder 3**

Membership and development efforts by directors, 1962

**Box 25**

**Folder 4**

Membership and development efforts by directors, 1964

**Box 25**

**Folder 5-6**

Membership and development efforts by directors, 1965-1966

**Box 25**

**Folder 7-9**

Membership and development efforts by directors, 1970-1984

**Box 26**

**Folder 1**

Membership and development efforts by directors, Lester Crown appeal, 1978-1979, correspondence

**Box 26**

**Folder 2**

Membership and development efforts by directors, Lester Crown appeal, mailing lists

- See also Box 40, Folders 7-9; Box 41, Folders 1-2; Box 43, Folder 1; Boxes 57-60, Librarian's monthly membership reports; Boxes 129B-144A, Membership and Development.

**Box 26**

**Folder 3**

Consultants, Business Research Corporation, 1945-1946, including "Report on Preliminary Survey," 1946

**Box 26**

**Folder 4**

Consultants, Business Research Corporation, 1949-1951, including "Extracts from Report on Survey of the John Crerar Library," 1949

**Box 26**

**Folder 5**

Consultants, Richardson Wood, 1946-1954, including "Report on the Utilization of Library Resources for the Benefit of Business and Industry in the Chicago Area," 1946, and "A Report to the Directors of The John Crerar Library on a Development Program," 1953

**Box 26**

**Folder 6**

Consultants, Touche, Niven, Bailey & Smart, 1950-1951

**Box 26**

**Folder 7**

Consultants, Dale Noble, 1969-1973

**Box 26**

**Folder 8**

Consultants, Robert H. Hayes and Associates, correspondence, 1973-1975

**Box 26**

**Folder 9**

Consultants, Robert H. Hayes and Associates, "The Development of a Strategic Plan for the John Crerar Library," 1973

**Box 26**

**Folder 10-11**

Consultants, Robert H. Hayes and Associates, "The Development of a Strategic Plan for the John Crerar Library," 1974

**Box 27**

**Folder 1**

Consultants, Robert H. Hayes and Associates, "The Development of a Strategic Plan for the John Crerar Library," 1974

**Box 27**

**Folder 2-4**

Consultants, Robert H. Hayes and Associates, "The Development of a Strategic Plan for the John Crerar Library," 1975

**Box 27**

**Folder 5**

Special Committee to Study Hayes Recommendations, 1975

- See also Box 40, Folder 9; Box 41, Folders 1-2; Box 43, Folders 9-10; Box 129A, Folder 3; Box 129B, Folder 3; Box 247, Folders 3-5.

**Subseries 2: Buildings**

**Box 28**

**Folder 1**

Marshall Field Building, alterations, Shepley, Rutan & Coolidge, specifications, 1900-1913

**Box 28**

**Folder 2**

Marshall Field Building, alterations, Shepley, Rutan & Coolidge, schedule of bids and correspondence, 1909-1913

**Box 28**

**Folder 3**



Marshall Field Building, alterations, Shepley, Rutan & Coolidge, contracts, 1909-1912

**Box 28**

**Folder 4**

Marshall Field Building, electrical fixtures, 1909

**Box 28**

**Folder 5**

Marshall Field Building, furnishings, correspondence and bids, general, 1909-1912

**Box 28**

**Folder 6**

Marshall Field Building, furnishings, correspondence and bids, Art Metal Company, 1909-1910

**Box 28**

**Folder 7**

Marshall Field Building, furnishings, correspondence and bids, Library Bureau, 1909-1911

**Box 28**

**Folder 8**

Marshall Field Building, alterations, Holabird & Roche, specifications, 1915

**Box 28**

**Folder 9**

Proposed Grant Park site, "In the matter of the Location of The John Crerar Library on the Lake Front," brief, Lyman, Busby & Lyman, 1901

**Box 28**

**Folder 10**

Proposed Grant Park site, "An Act Concerning Free Public Libraries in Public Parks," May 14, 1903, certified copy

**Box 28**

**Folder 11**

Proposed Grant Park site, Montgomery Ward v. Field Museum et al., Superior Court of Cook County, documents, 1907

**Box 29**

**Folder 1**

Proposed Grant Park site, Montgomery Ward v. Field Museum et al., Supreme Court of Illinois, documents, 1909

**Box 29**

**Folder 2**

Property at corner of Randolph Street and Michigan Avenue, deeds, opinions on title, and survey, 1888-1912

**Box 29**

**Folder 3**

Property at corner of Randolph Street and Michigan Avenue, reports and correspondence of the Special Committee on Site, 1910-1912

**Box 29**

**Folder 4**

Property at corner of Randolph Street and Michigan Avenue, John P. Wilson, opinion relating to taxation, December 5, 1913

**Box 29**

**Folder 5**

Property at corner of Randolph Street and Michigan Avenue, correspondence with Holabird and Roche and various contractors, 1913-1924

**Box 30**

**Folder 1**

Property at corner of Randolph Street and Michigan Avenue contracts and financial statements, 1919-1921

**Box 30**

**Folder 2**

Property at corner of Randolph Street and Michigan Avenue, lighting, ventilation and air conditioning alterations, undated, and serial record card file plans, 1952

**Box 30**

**Folder 3**

Property at corner of Randolph Street and Michigan Avenue, documents relating to sale of property to the George F. Harding Museum, 1961

**Box 30**

**Folder 4**

Illinois Institute of Technology, proposals and supplements, reports of committees and librarian, 1958-1959

**Box 31**

**Folder 1**

Illinois Institute of Technology, construction and leasing agreements (drafts) and correspondence, 1958-1961

**Box 31**

**Folder 2**

Illinois Institute of Technology, construction and leasing agreements, signed copy, June 28, 1961

**Volume 22**

Illinois Institute of Technology, "The Program for the John Crerar Library," Skidmore, Owings & Merrill, ca. 1961

**Box 32**

**Folder 1**

Illinois Institute of Technology, specifications, April 28, 1961

**Box 32**

**Folder 2**

Illinois Institute of Technology, specifications for bookstack equipment, November 15, 1961

**Box 32**

**Folder 3**

Illinois Institute of Technology, specifications for furniture, 1962-1963

**Box 32**

**Folder 4**

Illinois Institute of Technology, memorandum and exhibits relating to the relocation of the Library, assembled by H. P. Sedwick, July 1961

**Box 33**

**Folder 1**

Illinois Institute of Technology, memorandum and exhibits relating to the relocation of the Library, another copy with additional documents, 1958-1970

**Box 33**

**Folder 2**

Illinois Institute of Technology, lease, August 1, 1962

**Box 33**

**Folder 3**

Illinois Institute of Technology, documents relating to termination of lease, 1979-1981

**Box 33**

**Folder 4**

Illinois Institute of Technology, Lease Termination Payment Agreement, decree of Judge Scotillo, and Transition and Lease Amendment, 1979-1981

- For more information on the Library's relationship with IIT see also Box 42, Folder 4; Box 46D; Boxes 109, 113-114, 121-122, and 125B, Librarians' correspondence; and Box 145C, Folders 6-7.

**Box 33**

**Folder 5**

University of Chicago, agreements, April 13, 1981, and June 12, 1981

- See also Boxes 39-40, Committee on Buildings and Grounds; and Boxes 172-176, Building.

**Subseries 3: Committees**

**Box 34**

**Folder 1**

Multiple committees, reports to the Board of Directors, 1895-1930, including Committees on Finance, Administration, Buildings and Grounds, Books, and Executive Committee

**Box 34**

**Folder 2**

Committee on Administration, appointment of first librarian, letters and applications, 1889-1931

**Box 35**

**Folder 1-4**

Committee on Administration, reports to the Board of Directors and minutes, 1895-1975

**Box 36**

**Folder 1-2**

Committee on Administration, correspondence and memoranda, 1934-1946

**Box 36**

**Folder 3**

Committee on Administration, correspondence and memoranda, appointment of Herman H. Henkle, Librarian, 1947 (see also Box 118, Folder 4)

**Box 36**

**Folder 4-7**

Committee on Administration, correspondence and memoranda, 1947-1963

**Box 37**

**Folder 1-2**

Committee on Administration, correspondence and memoranda, 1964-1983

**Box 37**

**Folder 3**

Advisory Survey Committee (long term planning), correspondence, memoranda, and minutes, 1954-1956

**Box 37**

**Folder 4**

Committee on Books, reports to the Board of Directors and minutes, 1895-1931

**Box 38**

**Folder 1-3**

Committee on Books, reports to the Board of Directors and minutes, 1931-1969

**Box 38**

**Folder 4**

Committee on Books, agreement with Newberry Library on medical collection, 1906

**Box 38**

**Folder 5**

Committee on Books, correspondence and memoranda, 1916

**Box 38**

**Folder 6-9**

Committee on Books, correspondence and memoranda, 1947-1963

**Box 39**

**Folder 1-4**

Committee on Buildings and Grounds, reports to the Board of Directors and minutes, 1895-1968

**Box 39**

**Folder 5-6**

Committee on Buildings and Grounds, correspondence and memoranda, 1935-1957

**Box 40**

**Folder 1-3**

Committee on Buildings and Grounds, correspondence and memoranda, 1958-1968

- See also Boxes 28-33 and Volume 22, Buildings; Boxes 172-176, Library Administration, Building; Series III, Library Finance.

**Box 40**

**Folder 4**

Committee on Collections, reports to the Board of Directors and minutes, 1969-1974

**Box 40**

**Folder 5**

Committee on Collections, correspondence and memoranda, 1972-1976

**Box 40**

**Folder 6**

Dedication Committee, correspondence and memoranda, 1962-1963

**Box 40**

**Folder 7**

Committee on Development, reports to the Board of Directors and minutes, 1963-1969

**Box 40**

**Folder 8**

Committee on Development, correspondence and memoranda, 1947-1979

**Box 40**

**Folder 9**

Committee on Development, correspondence and memoranda, Charles R. Feldstein and Company, 1965-1967

- See also Boxes 25-26, Membership and development efforts by directors; Box 43, Folder 1; Boxes 129B-144A Membership and Development.

**Box 41**

**Folder 1-2**

Development Review Committee, correspondence and memoranda, 1978-1980, including correspondence with consultant Michael Einisman

**Box 41**

**Folder 3**

Executive Committee, minutes and correspondence, 1948-1983

**Box 41**

**Folder 4**

Committee on Executive Staffing, correspondence and memoranda, 1971-1973

**Box 41**

**Folder 5-8**

Committee on Finance, reports to the Board of Directors and minutes, 1895-1953

**Box 41**

**Folder 9**

Committee on Finance, correspondence and memoranda, 1942-1953

- See also Box 42, Folders 5-9; Boxes 144B-146, Finances; and Series III.

**Box 42**

**Folder 1**

Future Planning Committee, correspondence and memoranda, 1949-1951

**Box 42**

**Folder 2**

Future Planning Committee, correspondence and memoranda, 1972-1974

**Box 42**

**Folder 3**

Future Planning Committee, working papers nos. 1-4, 1972, and Illinois Institute of Technology financial statements, 1961-1971

**Box 42**

**Folder 4**

Committee on Interinstitutional Relations, correspondence and memoranda, 1977-1978

- For more information on the Library's relationship with the Illinois Institute of Technology see Boxes 30-33; Box 46D; Boxes 109, 113-114, 121-122, and 125B, Librarians' correspondence; and Box 145C, Folders 6-7.

**Box 42**

**Folder 5-6**

Investment Committee, reports to the Board of Directors and minutes, 1954-1975

**Box 42**

**Folder 7-8**

Investment Committee "Changes in Investment Securities," 1973-1984

**Box 42**

**Folder 9**

Investment Committee, correspondence and memoranda, 1956-1980

- See also Box 41, Folders 5-9; Boxes 144B-146, Finances; and Series III.

**Box 43**

**Folder 1**

Committee on Membership, reports to the Board of Directors, 1950-1953

- See also Boxes 25-26, Membership and development efforts by directors; Box 40, Folders 7-9; Boxes 57-60, Librarian's monthly membership reports; Boxes 129B-144A, Membership and Development.

**Box 43**

**Folder 2**

Committee on Nominations, nominations, 1972-1983

**Box 43**

**Folder 3-4**

Committee on Nominations, correspondence and memoranda, 1971-1983

**Box 43**

**Folder 5**

Committee on Publicity, minutes, correspondence and memoranda, 1947-1949

- See also Boxes 128-129A, Publicity; for examples of articles which resulted from the Library's publicity efforts see Boxes 267A-267B.

**Box 43**

**Folder 6**

Committee to Search for an Executive Secretary of the Crerar Library Associates, 1953-1954

**Box 43**

**Folder 7**

Committee on Services, correspondence and memoranda, 1972

**Box 43**

**Folder 8**

Special Committee to Consider the Industrial Library Development of the Crerar Library, reports to the Board of Directors, correspondence and memoranda, 1945-1946

**Box 43**

**Folder 9**

Special Committee to Review Financial Procedures and the By-Laws, reports and correspondence, 1953

**Box 43**

**Folder 10**

Special Committee to Review Financial Procedures and the By-Laws, reports of Arthur Andersen & Co., 1953

**Box 43**

**Folder 11**

Visiting Committee, reports to the Board of Directors, correspondence and memoranda, 1950-1951

**Subseries 4: Individual Directors**

**Box 43**

**Folder 12**

A-B

- Anderson, Roger E.
- Armour, George A.
- Bishop, Henry W.
- Blackstone, Timothy B.
- Blatchford, Eliphalet W.

**Box 43**

**Folder 13**

B

- Borland, Chauncey B.
- Budd, Britton I.

**Box 44**

**Folder 1**

B-C

- Busby, Leonard A.
- Campbell, James A., M.D.
- Casey, Samuel B., Jr.

**Box 44**

**Folder 2**

C

- Caton, Arthur J.
- Chandler, Marvin
- Clark, John M.
- Clough, S. Dewitt

**Box 44**

**Folder 3**

C

- Coggeshall, Lowell T., M.D.
- Compton, Arthur H.
- Corteloy, John R., C.M.

**Box 44**

**Folder 4**

C-D

- Crown, Lester
- Dammann, J. Frank
- David, Edward E., Jr.

**Box 44**

**Folder 5**

D

- Davis, Abel
- Dick, Albert B., Jr.
- Dickinson, William R., Jr.
- Dixon, Wesley M., Jr.

**Box 44**

**Folder 6**

F

- Field, Marshall, I
- Field, Marshall, V
- Field, Stanley

**Box 44**

**Folder 7**

F-G

- Forsyth, Robert
- Gale, Henry G.

**Box 44**

**Folder 8**

G

- Gibson, Robert L., Jr.
- Gradle, Harry S., M.D.

**Box 44**

**Folder 9**

G

- Grosscup, Peter G.
- Gunness, Robert C.

**Box 44**

**Folder 10**

H

- Hall, Charles R.
- Heald, Harry T.
- Hektoen, Ludvig, M.D.

**Box 44**

**Folder 11**

H-I

- Holabird, John A.
- Hughitt, Marvin
- Ivy, Andrew C., M.D.

**Box 45**

**Folder 1**

J

- Jackson, Huntington W.
- Johnson, Frank S., M.D.
- Jones, George R.

**Box 45**

**Folder 2**

J-K

- Jones, Thomas C.
- Kahler, William V.
- Keith, Edson

**Box 45**

**Folder 3**



K-L

- Kettering, Eugene W.
- Kribben, Earl B.
- Lake, Charles W., Jr.

**Box 45**

**Folder 4**

L

- Larned, Sherwood J.
- Lincoln, Robert T.

**Box 45**

**Folder 5**

Logan, John O.

**Box 45**

**Folder 6**

L-M

- Logelin, Edward C.
- Luerssen, Frank W.
- Mason, Edward A.

**Box 45**

**Folder 7**

M

- Mason, Edward G.
- McDougall, Dugald S.
- McGaw, Foster G.
- McIlvaine, William B.

**Box 45**

**Folder 8**

M-N

- McPherson, Simon J.
- Mitchell, John J.
- Nebenzahl, Kenneth

**Box 45**

**Folder 9**

O-R

- Oldberg, Eric, M.D.
- Rawson, Frederick H.

**Box 45**

**Folder 10**

R

- Regnery, Henry
- Reid, Bryan S., Jr.
- Reneker, Betty C.

**Box 45**

**Folder 11**

Reneker, Robert W.

**Box 46A**

**Folder 1**

R

- Rettaliata, John T.
- Robinson, Theodore W.

**Box 46A**

**Folder 2**

Ryerson, Edward L., Jr., general

**Box 46A**

**Folder 3**

Ryerson, Edward L., Jr., orchestra tickets

**Box 46A**

**Folder 4**

- SSalisbury, Rollin P.
- Schanck, J. Thomas
- Searle, John G.

**Box 46A**

**Folder 5**

- SSedwick, Herbert P.
- Sherrod, Theodore R., M.D.

**Box 46A**

**Folder 6**

Smith, Solomon B.

**Box 46A**

**Folder 7**

S

- Smith, Walter B.
- Spacek, Leonard P.
- Sprague, Albert A., II

**Box 46A**

**Folder 8**

S

- Stevens, Eugene M.
- Stockton, Joseph D.
- Taylor, E. Hall

**Box 46A**

**Folder 9**

Tuthill, Oliver W., general

**Box 46A**

**Folder 10**

Tuthill, Oliver W., published articles, 1961-1970

**Box 46B**

**Folder 1**

Tuthill, Oliver W., Board minutes, 1967-1971

**Box 46B**

**Folder 2**

Tuthill, Oliver W., "Brief Memoranda," 1967-1971

**Box 46B**

**Folder 3**

Tuthill, Oliver W., notes and correspondence, 1967-1971

**Box 46B**

**Folder 4**

Tuthill, Oliver W., publicity, 1967-1971

**Box 46B**

**Folder 5**

Tuthill, Oliver W., correspondence, general, 1962-1971

**Box 46B**

**Folder 6**

Tuthill, Oliver W., correspondence, about budget, salaries, organization, and security, 1962-1971

**Box 46B**

**Folder 7**

Tuthill, Oliver W., Center for Research Libraries, 1962-1971

**Box 46B**

**Folder 8**

Tuthill, Oliver W., systems analysis of library operations, 1962-1971

**Box 46C**

**Folder 1**

Tuthill, Oliver W., Board committees, administration, 1967-1971

**Box 46C**

**Folder 2**

Tuthill, Oliver W., Board committees, buildings and grounds, 1967-1971

**Box 46C**

**Folder 3**

Tuthill, Oliver W., Board committees, development, 1967-1971

**Box 46C**

**Folder 4**

Tuthill, Oliver W., Board committees, nominations, 1967-1971

**Box 46C**

**Folder 5**

Tuthill, Oliver W., Board committees, collections and services, 1967-1971

**Box 46C**

**Folder 6**

Tuthill, Oliver W., Board committees, contributors, 1961-1970

**Box 46C**

**Folder 7-8**

Tuthill, Oliver W., Board meetings, minutes, agendas, correspondence, reports, 1961-1967

**Box 46C**

**Folder 9**

Tuthill, Oliver W., "Review of Service Programs," January 6, 1969

**Box 46C**

**Folder 10**

Tuthill, Oliver W, yearly financial statements, 1965-1967

**Box 46C**

**Folder 11**

Tuthill, Oliver W, by-laws, 1960-1969

**Box 46C**

**Folder 12**

Tuthill, Oliver W, Investment Committee, meetings, 1967-1971

**Box 46C**

**Folder 13**

Tuthill, Oliver W, Investment Committee, summary bank statements, 1967-1971

**Box 46D**

**Folder 1**

Tuthill, Oliver W, Investment Committee, total return investment program, 1967-1971

**Box 46D**

**Folder 2**

Tuthill, Oliver W, Investment Committee, correspondence, 1967-1971

**Box 46D**

**Folder 3**

Tuthill, Oliver W, Illinois Institute of Technology, correspondence with Thomas L. Martin, Jr., 1975-1976

**Box 46D**

**Folder 4-7**

Tuthill, Oliver W, Board meeting minutes and correspondence, 1979-1986

**Box 46D**

**Folder 8-10**

Tuthill, Oliver W, "The John Crerar Library at the University of Chicago: A Collection of Documents Relating to the Move of the John Crerar Library to the University of Chicago," edited by Tuthill, photocopy of original presented to Hanna Gray, 1982

**Box 46D**

**Folder 11**

W

- Warner, Rawleigh
- Williams, Norman
- Wright, Joseph S.

### **Series III: Finance**

The third series documents the institution's financial operations. Spending was controlled directly by the Board and supervised by an officer of the Board, the treasurer. In 1963 the position of executive director was created, and the executive director became responsible for preparing budgets and for financial planning and development.

There are eight subseries in Series III. The first contains budgets of the Library for the years 1951-1984. Additional information on budgets and spending can be found in the reports and minutes of the Committee on Finance in Series II and the "appropriations, authorizations and expenditures" account book (Volume 62).

Subseries 2, Reports to the Board comprises several types of financial summaries, including cash reports (1915-1940) and more substantive quarterly reports (1895-1983) issued by the treasurer, annual reports of the auditors (1895-1984), and quarterly and monthly reports of the comptroller (1954-1984). Beginning in 1970, monthly reports by the librarian and executive director were included with the comptroller's reports, which condensed financial information even further and tracked membership income.

Subseries 3, Account books, includes journals (1895-1953), general ledgers (1895-1954), cash ledgers (1895-1953), audited voucher records (1895-1941), trial balances (1895-1941), bills collectible (1896-1941), appropriations (1927-1941), income (1895-1916), maintenance (1921-1941), real estate (1927-1934), supplies (1934-1939), and the librarian's account (1925-1941). All account books received at the time of the merger have been retained.

Four boxes of vouchers from the years 1895-1896, 1912, 1940-1941, and 1965 have been retained in Subseries 4 as a sample to illustrate the way these Library records were kept. Vouchers were used to verify the expenditure of Library funds; attached to each is a bill of sale or similar document from the party to be paid. Throughout the Library's history both the librarian and the chairman of the Committee on Administration signed each voucher before a check was written by the treasurer. Information from the vouchers was summarized in the account books and the treasurer's and comptroller's reports to the Board.

Subseries 5, Office of the Treasurer contains resolutions relating to the service rendered by two Crerar treasurers. Since the treasurers of the Library were officers of the Board and were outside of the administrative hierarchy, their correspondence has not survived.

Correspondence of the assistant treasurer, Thomas R. Orr, between roughly 1916 and 1941, forms Subseries 6. Orr's files were bound on two different occasions: the first group contains his files "prior to 1933" while the second spans 1933 to 1941, the year in which he left the library. His files contain correspondence with suppliers, building management and maintenance firms, Library directors, and companies in which the Library had made investments. Also included here are tables and financial records on various Crerar investments.

Subseries 7 contains leases with various tenants who occupied the income-producing rental space within the Library building at Michigan and Randolph. The files have been arranged in alphabetical order by the name of the other party to the lease, although some leases were bound together in such a way as to make a complete alphabetical arrangement impossible. Among the leases is one granted to the Library in 1961 by the George F. Harding Museum, purchaser of the Crerar Library building, for the storage of books while the Library was moving to its new building at IIT. Additional leases are shelved with the oversized items (Volumes 181-184), including the lease granted by Marshall Field & Company for the Library's first quarters on Wabash Street.

The final subseries contains monthly statements of receipts and expenditures issued by G. R. Bailey & Company, a real estate management firm used by the Library between 1954 and 1961. The reports originally included the invoices from suppliers and service companies; in the interest

of space these invoices have been discarded except for those of the last two years, which were kept as a sample.

### **Subseries 1: Budgets**

**Box 47**

**Folder 1-3**

Fiscal years 1951-1984

### **Subseries 2: Reports to the Board**

**Box 47**

**Folder 4-5**

Treasurer's cash reports, 1915-1940

**Box 47**

**Folder 6**

Quarterly reports of the treasurer, 1895-1911

**Volume 23**

Quarterly reports of the treasurer, 1911-1922

**Volume 24**

Quarterly reports of the treasurer, 1922-1927

**Volume 25**

Quarterly reports of the treasurer, 1928-1931

**Volume 26**

Quarterly reports of the treasurer, 1931-1935

**Box 48**

**Folder 1-2**

Quarterly reports of the treasurer, 1929-1935

**Box 49**

**Folder 1-4**

Quarterly reports of the treasurer, 1936-1939

**Box 50**

**Folder 1-6**

Quarterly reports of the treasurer, 1938-1949

**Box 51**

**Folder 1-6**

Quarterly reports of the treasurer, 1950-1983

**Box 51**

**Folder 7**

Audits, 1895-1909

**Box 52**

**Folder 1-5**

Audits, 1910-1960

**Box 53**

**Folder 1-6**

Audits, 1961-1984

**Box 53**

**Folder 7**

Comptroller's quarterly reports, 1954-1956

**Box 54**

**Folder 1-4**

Comptroller's quarterly reports, 1957-1968

**Box 55**

**Folder 1-4**

Comptroller's monthly reports, 1954-1965

**Box 56**

**Folder 1-3**

Comptroller's monthly reports, 1966-1968

**Box 57**

**Folder 1-3**

Comptroller's quarterly and monthly reports, 1968-1970

**Box 57**

**Folder 4-7**

Comptroller's quarterly and monthly reports, Librarian's monthly fiscal reports, monthly membership reports, 1970-1973

**Box 58**

**Folder 1-7**

Comptroller's quarterly and monthly reports, Librarian's monthly fiscal reports, monthly membership reports, 1973-1977

**Box 59**

**Folder 1-7**

Comptroller's quarterly and monthly reports, Librarian's monthly fiscal reports, monthly membership reports, 1977-1980

**Box 60**

**Folder 1-7**

Comptroller's quarterly and monthly reports, Librarian's monthly fiscal reports, monthly membership reports, 1981-1984

**Subseries 3: Account Books**

**Volume 27**

Journal, 1895-1904

**Volume 28**

Journal, 1904-1911

**Volume 29**

Journal, 1912-1919

**Volume 30**

Journal, 1919-1926

**Volume 31**

Journal, 1926-1933

**Volume 32**

Journal, 1933-1939

**Volume 33**

Journal, 1940-1953

**Volume 34**

Ledger, 1895-1904

**Volume 35**

Ledger, 1904-1914

**Volume 36**

Ledger, 1915-1923

**Volume 37**

Ledger, 1924-1930

**Volume 38**

Ledger, 1931-1954, including accounts previously in separate books such as cash, bills collectible, and stocks and bonds, also book funds, endowment, and other accounts

**Volume 39**

Cash, 1895-1904

**Volume 40**

Cash, 1904-1912

**Volume 41**

Cash, 1913-1918

**Volume 42**

Cash, 1919-1924

**Volume 43**

Cash, 1924-1929

**Volume 44**

Cash, 1929-1935

**Volume 45**

Cash, 1935-1941

**Volume 46**

Cash, 1941-1949

**Volume 47**

Cash, 1949-1953

**Volume 48**

Audited voucher record, 1895-1904

**Volume 49**

Audited voucher record, 1904-1911

**Volume 50**

Audited voucher record, 1911-1916

**Volume 51**

Audited voucher record, 1916-1921

**Volume 52**

Audited voucher record, 1921-1925

**Volume 53**

Audited voucher record, 1925-1930

**Volume 54**

Audited voucher record, 1930-1935

**Volume 55**

Audited voucher record, 1936-1941

**Volume 56**



Trial balances, 1895-1904  
**Volume 57**  
Trial balances, 1904-1914  
**Volume 58**  
Trial balances, 1915-1931  
**Volume 59**  
Trial balances, 1931-1941  
**Volume 60**  
Bills collectible record, 1896-1929  
**Volume 61**  
Bills collectible record, 1929-1941  
**Volume 62**  
Appropriations, authorizations and expenditures, 1927-1941  
**Volume 63**  
Security, income and collection record, 1895-1916  
**Volume 64**  
Security, income and collection record, 1917-1926  
**Volume 65**  
Security, income and collection record, 1927-1934  
**Volume 66**  
Security, income and collection record, 1935-1941  
**Box 61**  
**Folder 1**  
Securities, "worthless"  
**Box 61**  
**Folder 2**  
Stocks, ca. 1929  
**Box 61**  
**Folder 3-4**  
Accumulation and amortization schedules, 1898-1941, A-Z  
**Box 61**  
**Folder 5**  
Portfolio summaries, 1977-1979  
**Box 61**  
**Folder 6**  
Total return investment program, working papers, 1970-1976  
**Box 61**  
**Folder 7**  
Mortgages, 1915-1930  
**Box 61**  
**Folder 8**  
Furniture and fixtures, purchases, 1895-1937  
**Box 62**  
**Folder 1**  
Furniture and fixtures, vendors' accounts, 1895-1937  
**Box 62**

**Folder 2-4**

Maintenance and operation, 1921-1923

**Box 63**

**Folder 1-8**

Maintenance and operation, 1924-1931

**Box 64**

**Folder 1-6**

Maintenance and operation, 1932-1937

**Box 65**

**Folder 1-4**

Maintenance and operation, 1938-1941

**Box 66A**

**Folder 1**

Maintenance and operation, 1941

**Box 66A**

**Folder 2-3**

Real estate, 1927-1934

**Box 66A**

**Folder 4**

Leases and rents, 1934-1938

**Box 66A**

**Folder 5**

Real estate commissions, 1920-1947

**Box 66A**

**Folder 6**

Book funds and real estate, 1929-1933

**Box 66A**

**Folder 7-8**

Supplies, 1934-1939

**Box 66A**

**Folder 9**

Librarian's account, 1925-1941

**Subseries 4: Vouchers**

**Box 66B**

Nos. 1-412, 1895-1896

**Box 66C**

Nos. 11107-11409, 1912

**Box 66D**

Nos. 44500-44720, 1940-1941

**Box 66E**

Nos. 82101-82550, 1965

**Subseries 5: Treasurer**

**Box 67**

**Folder 1**

Resolutions, 1926-1929

## **Subseries 6: Assistant Treasurer's Correspondence**

### **Box 67**

#### **Folder 2-4**

1916-1932, A-Ca, general

### **Box 68**

#### **Folder 1**

1916-1932, Ce-Ch, general

### **Box 68**

#### **Folder 2**

1916-1932, Continental Illinois Bank and Trust Company

### **Box 68**

#### **Folder 3**

1916-1932, Ci-D, general

### **Box 69**

#### **Folder 1-2**

1916-1932, E-H, general

### **Box 69**

#### **Folder 3**

1916-1932, Illinois Merchants Trust Company

### **Box 70**

#### **Folder 1**

1916-1932, I, general

### **Box 70**

#### **Folder 2**

1916-1932, Fred. S. James & Co.

### **Box 70**

#### **Folder 3**

1916-1932, J, general

### **Box 71**

#### **Folder 1-3**

1916-1932, K-R, general

### **Box 72**

#### **Folder 1-2**

1916-1932, John T. Shayne & Co.

- 3-4: 1916-1932, S-Z, general

### **Box 73**

#### **Folder 1-3**

1916-1932, Albert H. Wetten & Co.

### **Box 74**

#### **Folder 1**

1933-1941, A-B, general

### **Box 74**

#### **Folder 2**

1933-1941, Audit Company of New York

**Box 74**

**Folder 3**

1933-1941, Baltimore & Ohio Railroad Company

**Box 74**

**Folder 4**

1933-1941, Bay, J. Christian

**Box 74**

**Folder 5**

1933-1941, C-E, general

**Box 74**

**Folder 6**

1933-1941, Central Michigan Avenue Association

**Box 74**

**Folder 7**

1933-1941, Chicago, City of

**Box 74**

**Folder 8**

1933-1941, Chicago, Rock Island & Pacific Railway Company

**Box 74**

**Folder 9-12**

1933-1941, Continental Illinois Bank and Trust Company

**Box 75**

**Folder 1**

1933-1941, Continental Illinois Bank and Trust Company

**Box 75**

**Folder 2**

1933-1941, directors, Borland, Chauncey B.

**Box 75**

**Folder 3**

1933-1941, directors, Budd, Britton I.

**Box 75**

**Folder 4**

1933-1941, directors, Butcher, Paul C., Treasurer

**Box 75**

**Folder 5**

1933-1941, directors, Davis, Abel, and Dick, Albert B., Jr.

**Box 75**

**Folder 6**

1933-1941, directors, Field, Stanley

**Box 75**

**Folder 7**

1933-1941, directors, Gale, Henry G., Hektoen, Ludwig, M.D., and Holabird, John A.

**Box 75**

**Folder 8**

1933-1941, directors, McIlvaine, William B.

**Box 75**

**Folder 9**

1933-1941, directors, Robinson, Theodore W., and Ryerson, Edward L., Jr.

**Box 75**

**Folder 10**

1933-1941, directors, Smith, Walter B.

**Box 76**

**Folder 1**

1933-1941, directors, Stevens, Eugene M.

**Box 76**

**Folder 2**

1933-1941, directors, Sprague, Albert A., II

- For additional information on directors, see Boxes 43-46D, Individual Directors.

**Box 76**

**Folder 3**

1933-1941, Educational Buyers Association

**Box 76**

**Folder 4**

1933-1941, F-L, general

**Box 76**

**Folder 5**

1933-1941, R. W. Hosmer & Co.

**Box 76**

**Folder 6**

1933-1941, Illinois Department of Labor

**Box 76**

**Folder 7**

1933-1941, Levy, Maurice C.

**Box 76**

**Folder 8**

1933-1941, M-P, general

**Box 76**

**Folder 9**

1933-1941, Mission Corporation

**Box 76**

**Folder 10**

1933-1941, Modern Coal Burner Co.

**Box 76**

**Folder 11**

1933-1941, National Steel Corporation

**Box 76**

**Folder 12**

1933-1941, North Central Business District Association

**Box 76**

**Folder 13**

1933-1941, Pullman Trust & Savings Bank

**Box 76**

**Folder 14**

1933-1941, R-U, general

**Box 76**

**Folder 15**

1933-1941, United States, Department of Agriculture

**Box 76**

**Folder 16**

1933-1941, United States, National Recovery Administration

**Box 76**

**Folder 17**

1933-1941, United States, Social Security Act

**Box 77**

**Folder 1**

1933-1941, V-Z, general

**Box 77**

**Folder 2-7**

1933-1941, Albert H. Wetten & Co.

**Box 78**

**Folder 1-2**

1933-1941, Albert H. Wetten & Co.

**Subseries 7: Leases for Randolph Street Property**

**Box 78**

**Folder 3**

American Committee for World Citizenship

**Box 78**

**Folder 4**

Theodore Ascher Company; The Ascher Company; Kermans Inc.

**Box 78**

**Folder 5**

Bramson, Inc.

**Box 78**

**Folder 6**

Cassels, Edwin H. ; L. L. Cook Company

**Box 78**

**Folder 7**

Fort Dearborn Photo Company

**Box 78**

**Folder 8**

George F. Harding Museum (lease to the John Crerar Library)

**Box 78**

**Folder 9**

Robert H. Harvey

**Box 78**

**Folder 10**

Institute of Medicine of Chicago

**Box 78**

**Folder 11-13**

Kerman Stores Company (see also volume 183)

**Box 78**

**Folder 14**

Kontos Food Shop

**Box 78**

**Folder 15**

L-P

- Library of International Relations
- Livingston, Callard
- Mandeville, Paul
- Pan-American Council

**Box 78**

**Folder 16**

Pixley and Ehlers

**Box 79**

**Folder 1-5**

John T. Shayne & Co., 1920-1941

**Box 79**

**Folder 6**

C. A. Taylor Trunk Works (see also Volume 184)

**Box 79**

**Folder 7**

Western Electric Company, Inc.

**Box 79**

**Folder 8**

W

- Wezeman, Frederick H.
- Wodlinger, Mark H.
- World Citizens Association
- See also Volumes 181-184.

**Subseries 8: Real Estate Management**

**Box 79**

**Folder 9-10**

G. R. Bailey & Company, monthly statements of receipts and expenditures, 1954-1957

**Box 80**

**Folder 1**

G. R. Bailey & Company, monthly statements of receipts and expenditures, 1958-1959

**Box 80**

**Folder 2-3**

G. R. Bailey & Company, monthly statements of receipts and expenditures, and invoices, 1960-1961

**Series IV: Administration**

Series IV contains documentation concerning the activities of the librarian, the executive director, and assistant and associate librarians. These activities included carrying out the directives of the Board, originating and implementing new programs, managing the growth and organization of the Library, raising funds through membership and development programs, publicizing the Library, engaging in cooperative efforts with other libraries, and handling personnel matters. Acquisition of books and journals, which was handled directly by the librarian during the first 50 years of the Library, is documented more fully in Series V.

Series IV is arranged in 31 subseries. The first is composed of reports to the Board from the librarian. Through 1963 these took the form of annual reports; after that date reports were issued in various forms including "monthly reports," "occasional reports," and "brief memoranda." Additional reports and memoranda produced by the librarian for the Board on specific issues are filed in Series II, either with the Board of Directors correspondence and memoranda or in the files of the particular committee for which the report was produced. Some of the memoranda and reports are part of the official minutes of the Board or its committees. The librarian's monthly fiscal reports and membership reports to the Board are filed with the comptroller's quarterly and monthly reports in Series III.

Subseries 2-16 contain the administrative correspondence of each of the four librarians followed by their personal and professional papers.

The office correspondence of Clement W. Andrews was destroyed when it became inactive, with the result that little documentation of Andrews' career survives. The material which has been preserved here was mainly acquired through the efforts of Herman H. Henkle in 1955-1956 (see Box 102, Folder 6). Correspondence from the Chicago Public Library, Harvard University, the Library of Congress, and the United States Army's Surgeon General's Library was acquired on microfilm and has been photocopied onto paper. Andrews' letters to Michael Bauer, a page, were preserved by Bauer and presented to the Library in 1963. The guarantees covering loan of books and all of the articles by and about Andrews were preserved by the Library.

Although J. C. Bay became Crerar librarian in 1928, the files of his administration before 1934 were discarded by the Library. Because of this, 1934 is the beginning point for most record groups in Series IV and V.

Bay's administrative correspondence is arranged alphabetically by the last name of the correspondent. In most cases letters are filed together under the name of the individual rather than the name of an institution. Bay was a conservative librarian suspicious of new ideas being promoted by an increasingly professionalized occupation. He once told his friend J. C. M. Hanson, "The only defense against all half-baked schemes is to keep one's library at its highest peak of benevolent activity and to point out the connection between this fact and the safe and tried methods by which the result has been reached." Bay corresponded extensively with other librarians, including W. W. Bishop, James B. Child, William S. Merrill, Jerome K. Wilcox and P. L. Windsor. Bay's extensive correspondence concerning the acquisition of materials for the Library is filed in Series V along with other documents relating to acquisitions, gifts, and exchanges.



In addition to being a rich source of information about library operations and issues, Bay's personal and professional papers document activities outside of the Library and reveal his attitudes toward professional matters, avocations, ethnic heritage, and world politics. Bay was an avid collector of Western Americana and Scandinavian folklore, and his personal papers include correspondence with collectors Herbert M. Evans, Joseph Halle Schaffner, C. H. Thordarson, and John Wilson Townsend, as well as booksellers Roger Boutell, Charles P. Everitt, Charles F. Heartman, A. S. W. Rosenbach, and Henry F. Schuman, among others. Bay was also active in the affairs of the Danish-American community, serving as chairman of the Dan-America Archives in Aalborg, Denmark, and as a director of the American National Park in Rebild, Jutland. His views on world affairs are expressed throughout his personal, professional, and business correspondence.

The final group of files in this subseries contains copies of Bay's numerous publications. The first items are manuscripts, including Bay's critical summary of events at the Library following his retirement in January 1947 (Box 90, Folder 10). The manuscripts are followed by published articles and essays on a wide variety of subjects, arranged in chronological order. Some of these pieces appeared in journals, others were published by the author himself, and others were reprints published by Bay. Articles about Bay and his activities are arranged chronologically following his publications. The final box in the subseries (Box 93) contains 46 small books published by Bay between 1920 and 1959 as Christmas keepsakes, some of which contain essays written by Bay. A few of the other publications in this subseries may also have been Christmas gifts, but they were not published in the same format as the "Christmas books" in Box 93.

The most complete body of extant administrative correspondence is from the tenure of Herman H. Henkle. These files are divided into four uneven segments, 1947-1954, 1955-1961, 1962-1965, and 1966-1968, following the divisions in which they were maintained. In contrast to the files of J. C. Bay, correspondence in this section is filed under the names of institutions rather than the individuals writing the letters. In a few instances files for a particular institution were brought together and an entry made in the inventory to indicate the inclusive time period (e.g., Box 96, Folder 2, "Engineering Societies Library promotion effort, 1953-1955"). Henkle was in the habit of using the verso of incoming correspondence for the carbon copy of out-going correspondence, so researchers should be careful not to overlook the backs of letters.

The administration of the Library became more diversified under Henkle's direction than it had been under Bay. The associate librarian and other assistants handled much of the correspondence which the librarian had traditionally handled himself. The correspondence of the librarian is interfiled with that of his assistants in this subseries. There are no separate correspondence files for Henkle's subordinates except for Ann Davis Henkle, the manager of the Research Information Service, and Viola Gustafson, head of the acquisition department. These records are in Series V.

During Henkle's administration the Library retained extra copies of all out-going correspondence and filed them in chronological files, one for each administrator. None of Henkle's own chronological files are found here, but some of those for his subordinates, William S. Budington and Ammiel Prochovnick, were preserved. These chronological files are located at the end of each of the four correspondence groups.

Henkle's professional and personal papers are arranged in one alphabetical sequence following the administrative correspondence. They are much less extensive than Bay's. Most of Henkle's correspondence involves professional activities and organizations. Among his papers are an evaluation of the Elmhurst College Library (Box 117, Folder 5) and correspondence with the U.S. State Department about his service in the Executive Reserve (Box 118, Folder 6). Copies of Henkle's articles and addresses are arranged chronologically after the personal papers.

The correspondence from the administration of William S. Budington, the last executive director and librarian of the Crerar Library, is arranged in two groups, 1969-1973 and 1974-1984, in a manner similar to that of Henkle's. Several of the files in the 1974-1984 group concern the merger with the University of Chicago, and the litigation which followed the discovery made in December 1982 that a number of the Library's rare books had been stolen. Chronological files of Budington's correspondence from 1974 to 1984 are located in Boxes 125F-125H.

Budington's personal correspondence is at the end of this subseries. General correspondence is arranged chronologically in two folders. Much of the remainder of his personal papers concerns committee assignments for professional organizations and other library-related interests; this material has been arranged alphabetically by the name of the organization.

The materials in subseries 17-31 of Series IV, include various groups of general administrative material, drawn from the administrations of all four librarians. Subseries 17 begins with one folder of correspondence between the librarians and various members of the Crerar family from 1908 to 1966. Next are files which contain documents relating to public relations efforts, including correspondence with members of the print media. The articles which resulted from these exchanges are found in Series VI. Folders labelled Library Use include a comprehensive users survey made in 1957-1958 (Box 129B, Folders 2-3). Other studies which were conducted independently for academic projects or theses are located in Series VI.

More than eleven linear feet of files are devoted to membership records. Probably the first effort to raise money to supplement the Library's endowment and real estate income was the 1924 appeal to businesses for contributions to keep the Library open evenings, and this is documented by a scrapbook of correspondence, receipts, and memorabilia (Volume 68). The Crerar's membership program began in 1949 and soon became a major administrative activity. Membership records begin with lists of members in various forms, including a 1965 study by Herman Henkle of the Library's membership efforts which listed all of the members up to that point (Box 131A, Folder 4). Following the lists of members are files on specific membership campaigns, correspondence to prospective members, examples of form letters used for membership purposes, information on advisory panels set up by the Library, and correspondence with the members themselves. The membership correspondence is divided into three sections: individuals, corporations, and societies and newspapers. Corporate member files form the bulk of the records and include correspondence from 1950 to 1984.

Crerar Associates was formed as a support group which sponsored speakers and financed special acquisitions. One folder documents its activities in the years 1954-1956. The group was revived in 1969, and these boxes contain minutes of the Crerar Associates Council, annual reports, and files for semi-annual meetings.

Development files document other efforts to obtain outside funds. Although corporate members made significant contributions through their membership "fees" (which were not fixed), in the 1970s the Library actively began to seek grants from the government and from private foundations. In 1977 the Library received a challenge grant from the National Endowment for the Humanities which sparked an intensive three-year fund drive.

The group of records concerning finances in this series relates to the involvement of the librarians themselves in money matters. Included here are general files on various topics, and files on particular book funds. Summary financial reports issued monthly by the librarian between 1970 and 1984 are in Series III (Boxes 57-60).

Files on interlibrary cooperation are extensive, and include correspondence, reports, and minutes of meetings. Records on the various organizations with which the Crerar Library was involved are arranged in alphabetical order, and include, among others, the Association of Research Libraries (Boxes 147-151A), the Illinois State Library (Box 153A), and the Midwest Inter-Library Corporation, later renamed the Center for Research Libraries (Boxes 154B-160). The John Crerar Library was a leader in early efforts to encourage cooperation among libraries.

Records pertaining to employees, prospective employees, and personnel policy in general are arranged in the next four groups. The first group contains information on personnel matters and policy generated by the librarian's office. Included in this section are the Administrative Memoranda, which announced various administrative and personnel procedures, and the Librarian's Newsletter, issued periodically between 1947 and 1959 to communicate the librarian's activities to the staff. Also found in this section are policy and procedure manuals, lists of employees, information on salaries and benefits, and records of staff councils and committees.

Records on individual employees are in two groups. The first consists of a card file containing names, titles, dates of employment, and salaries for all library staff members from 1890 to 1946. The second includes letters of recommendation, resignations, and other correspondence from the administration of J. C. Bay, 1934-1946, and selected correspondence and biographical information for professional librarians and administrators from 1946 to 1970.

The final category of records concerning personnel contains all letters of application received between 1934 and 1959, and those received in the search for a chief science librarian in 1969. This correspondence has been arranged chronologically.

The librarian's records on buildings include general correspondence and memoranda, correspondence with the Library's management firm, G. R. Bailey & Co., correspondence with tenants of the Randolph Street building, documents about the planning, construction, and move to the campus of the Illinois Institute of Technology, and correspondence about insurance policies. Additional information about the Crerar buildings can be found in Series II and III.

The next group of files contains information concerning equipment and supplies for the Library, particularly in reference to photoduplication machines. The following group, Administrative Procedures and Forms, contains general directives relating to office procedures and examples of

bookplates, letterheads, and forms used by the librarian and different departments within the Library.

The final group contains administrative publications issued by the Library. Serials are listed first, including *The JCL Quarterly*, a staff news sheet; *These Are New*, a list of new titles received by the Library; and *Crerar Current*, a short newsletter distributed to members of the Library and to the public. Following these are dedication and anniversary programs, exhibit catalogues, and pamphlets issued for general information, publicity, or development. At the end are brochures from two related organizations, the Midwest Health Science Library Network, which was based at the Crerar Library, and the Crerar Associates, the Library's support group. Publications which are more bibliographic in nature will be found at the end of Series V (Boxes 258-265). Publications about the Library's history will be found in Series VI (Boxes 268-269).

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- "James Lane Allen: Strange Love. Avtoriseret Oversaettelse med Indledning af J. Christian Bay," 1903
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- "Rare and Beautiful Imprints of Chicago," 1922

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- "Henry Lewis," 1923
- "Robert Burns: A Poem by Holger Drachmann," 1925

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- "Hans Navn var Jens Larsen," 1926
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- "Kilden i Urskoven," 1929
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- "An Introductory Lecture on the Necessity and Value of Professional Industry, by Daniel Drake," 1937
- "Bibliophili Epistola, Tertia," 1937
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- "Bibliophili Epistola, Quinta," 1939
- "Dr. Christian Fenger, The Man and His Work," 1940
- "Christian Jensen," 1940
- "Dr. Clement Walker Andrews," 1940 (reprint of 1930 article)

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- "Private Book Collectors of the Chicago Area: A Brief Review," 1942
- "Mester Niels Peter Thomsen i Holstebro," 1942
- "Western Life and Western Books," 1942
- "Sequoia and Washingtonia In History and Bibliography," 1946
- "Some Vital Books in Science: 1848-1947," 1948

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- "Der Kommer en Drom," 1949
- "Bibliographical Reminiscences and Prophecies," 1955
- "George Washington, Citizen and Farmer," 1956
- "A Century of Science Books," 1956 (reprint of 1947 article)

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**Folder 4**

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Illinois Institute of Technology, library, 1974-1982

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**Folder 9**

Illinois Institute of Technology, Martin, Thomas Lyle, President

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**Folder 1**

Medical Digest, Inc.

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**Folder 2**

Merger deliberations, 1978-1979

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Merger deliberations, "Chicago Metropolitan Research Library," proposed merger of  
Crerar, Newberry, and Chicago Public Library, 1972-1977

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Theft

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Visitors from abroad, 1974-1983

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**Folder 1-6**

Chronological correspondence file, 1974-1979

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**Folder 3**

Association of Research Libraries, Membership Committee on Nonacademic Libraries, 1981-1982

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Chemical Abstracts Service, Advisory Board, 1976-1979

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Chicago Engineering and Science Center, Inc., Board of Directors, 1973

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**Folder 1**

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Engineering Index, Inc., Board of Trustees, 1970-1975

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**Folder 3**

Engineering Index, Inc., Trustees Advisory Committee on Document Access, 1975-1976

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Illinois Regional Library Council, Nominating Committee, 1979-1980

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Johnson, Donald W., 1972-1973

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Who's Who in America, board of advisors, 1971-1973

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**Folder 6**

Paper, "'To Enlarge the Sphere of Human Knowledge': The Role of the Independent Research Library," 1976

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**Folder 7**

Curriculum vitae, 1976

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**Folder 8**

Secondary sources on Budington

- For articles relating to Budington and the Crerar Library see Boxes 267A-267B.

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Correspondence, 1908-1966

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Correspondence, 1931-1961

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Correspondence, Neil T. Regan, 1977

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Commerce magazine article, correspondence and drafts, 1980

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Examples from other institutions, 1948-1953

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**Folder 3**

Fredman, Herbert, correspondence, 1947-1953

**Box 129A**

**Folder 4**

Internal memoranda and working papers, 1948-1953

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**Folder 5**

Midwest Engineer, Notes and News column, correspondence and drafts, 1950-1958

**Box 129A**

**Folder 6**

75th anniversary, correspondence and promotional materials, 1969

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75th anniversary, dinner, October 12, 1969

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**Folder 10**

75th anniversary, Industry Recognition Dinner, October 30, 1969

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75th anniversary, Seminar for Educators, November 22, 1969

- See also Box 43, Folder 5; Boxes 224-225, Research Information Service; Box 247, Folders 3-5; for examples of articles which resulted from the Library's publicity efforts see Box 267A-267B.

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**Folder 2**

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Users survey, working papers, 1957-1958

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Users survey, Illinois Bell, 1970

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### **Box 130**

#### **Folder 4**

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Lists of members, 1966-1980

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#### **Folder 3**

Lists of members, past members prior to 1968

### **Box 131A**

#### **Folder 4**

Lists of members, "Review of Contributions and Memberships, 1946-1964/65"

### **Box 131A**

#### **Folder 5**

Lists of members, progress reports, 1949-1974

### **Box 131A**

#### **Folder 6**

Lists of members, signed membership forms, 1948

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#### **Folder 7-8**

Lists of members, renewal records, 1950-1964

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#### **Folder 10-11**

Meeting of science and technology societies, 1958-1959

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Solicitations to banks, 1964

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**Folder 1**

Membership campaign, 1965-1966

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Solicitations to medical libraries, 1968

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**Folder 3**

Solicitations to electronics firms, 1969

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- See also Boxes 143M-143N.

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**Folder 6**

Prospects, lists, 1955-1959

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**Folder 7-10**

Prospects, correspondence, 1948-1958, A-Z, and miscellaneous lists

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Prospects, 1956 mailing

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**Folder 1**

Prospects, letters to foundations, 1957

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**Folder 2**

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Prospects, correspondence, 1964-1968

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**Folder 1-2**

Prospects, correspondence, 1968-1969

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**Folder 3**

Company prospects, general, 1970-1971

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**Folder 4-12**

Company prospects, follow-ups, 1970-1977

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**Folder 1**

Company prospects, follow-ups, 1978

**Box 135**

**Folder 2**

List of lawyers, undated

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**Folder 3**

Summary fiscal reports to members, 1956-1957

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Office procedures, forms, etc.

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**Folder 5**

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Form letters, 1949-1980

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**Folder 17**

Advisory panels, 1972

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**Folder 18**

Advisory panels, patent lawyers, 1970

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**Folder 19**

Advisory panels, services to industry, 1964

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**Folder 20**

Advisory panels, acquisitions policy committee, 1975

- See also Box 247, Folders 6-10.

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**Folder 21**

Contributions, 1967-1974

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**Folder 1**

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**Folder 2**

Individual members, correspondence, 1958-1961

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**Folder 5-8**

Correspondence and membership records of corporate members, 1950-1984, A-Am,  
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**Folder 1-2**

Correspondence and membership records of corporate members, 1950-1984, An-Az,  
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**Folder 3**

Correspondence and membership records of corporate members, 1950-1984, Abbott  
Laboratories

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**Folder 4**

Correspondence and membership records of corporate members, 1950-1984, ABEX  
Corporation

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Correspondence and membership records of corporate members, 1950-1984, Admiral  
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**Folder 6**

Correspondence and membership records of corporate members, 1950-1984, Alberto-  
Culver Company

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Correspondence and membership records of corporate members, 1950-1984, Allen-  
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Correspondence and membership records of corporate members, 1950-1984, Amoco  
Foundation, Inc.

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**Folder 11**

Correspondence and membership records of corporate members, 1950-1984, Armour and  
Company, "Report on a Survey of Information Services for Armour and Company," 1964

**Box 138**

**Folder 1**

Correspondence and membership records of corporate members, 1950-1984, Armour  
Research Center Library

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Correspondence and membership records of corporate members, 1950-1984, B, general

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Correspondence and membership records of corporate members, 1950-1984, Illinois  
School of Professional Psychology

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**Folder 1**

Correspondence and membership records of corporate members, 1950-1984, International  
Harvester Company

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Correspondence and membership records of corporate members, 1950-1984, International  
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Correspondence and membership records of corporate members, 1950-1984, J, general

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Correspondence and membership records of corporate members, 1950-1984, P-Pq,  
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**Box 143E**

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Correspondence and membership records of corporate members, 1950-1984, S-Sn, general

**Box 143F**

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Correspondence and membership records of corporate members, 1950-1984, So-Sz,  
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Correspondence and membership records of corporate members, 1950-1984, Suburban  
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**Folder 1**

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**Folder 6**

Correspondence and membership records of corporate members, 1950-1984, membership cancellations, network caused

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Correspondence and membership records of societies and newspapers which were members, 1951-1970, A-Z, general

- See also Boxes 25-26, Membership and development efforts by directors; Box 43, Folder 1; Boxes 57-60, Librarian's monthly membership reports.

**Subseries 21: General Administration, Crerar Associates**

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Council, minutes and correspondence, 1972-1984

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**Folder 9**

Council, membership committee, 1975-1977

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**Folder 10**

Meeting, January 19, 1969

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Meeting, June 22, 1982

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**Folder 10**

Fundraising Study, questionnaires, circa 1980

- See also Box 144A, Folder 3, and Box 180, Folder 9.

**Subseries 22: General Administration, Development**

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**Folder 1-3**

National Endowment for the Humanities challenge grant, 1974-1984

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**Folder 4-5**

National Endowment for the Humanities challenge grant, campaign, 1979-1981

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National Endowment for the Humanities challenge grant, contributions, 1978-1980

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National Endowment for the Humanities challenge grant, solicitations to foundations, 1979-1984

**Box 143N**

**Folder 1-3**

National Endowment for the Humanities challenge grant, solicitations to foundations, 1979-1984

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**Folder 4**

National Endowment for the Humanities challenge grant, solicitations to foundations, Amoco Foundation, Inc.

**Box 143N**

**Folder 5**

National Endowment for the Humanities challenge grant, solicitations to foundations, Inland Steel-Ryerson Foundation

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National Endowment for the Humanities challenge grant, solicitations to foundations, Joyce Foundation

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Illinois Engineering Council, 1973-1978

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Coordination of efforts with the University of Chicago, 1980-1984

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**Folder 10**

Background information on library for development purposes

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**Folder 1**

Board solicitation, 1978

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**Folder 2**

Board questionnaires, 1978

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Crerar Associates questionnaires, 1978

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**Folder 4**

Michael Einisman, "How to Raise Funds for the John Crerar Library," 1978

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**Folder 5**

Michael Einisman, correspondence and miscellaneous, 1978

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**Folder 6**

Michael Einisman, staff solicitation plan

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**Folder 7**

Michael Einisman, campaign kick-off, May 24, 1979

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**Folder 8**

Michael Einisman, Crerar notecards, May-June 1979

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**Folder 9**

Michael Einisman, development newsletters, 1978-1979

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**Folder 10**

Michael Einisman, Midwest Newsclip, Inc., 1978-1980

- See also Boxes 25-26, Membership and development efforts by directors; Box 40, Folders 7-9; Box 41, Folders 1-2; Boxes 57-60, Librarian's monthly membership reports.

**Subseries 23: General Administration, Finance**

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Accounts uncollectible, 1948-1954

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**Folder 2**

Analysis of income and expenses, 1971-1975

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**Folder 3**

Auditors, correspondence, 1954-1964

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Auditors, correspondence, 1970-1984

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**Folder 5-8**

Budget, working papers, 1946-1961

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Budget, working papers, 1975-1980

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**Folder 10**

Comptroller, cash reports, 1961-1964

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Comptroller, memoranda, 1954-1965

**Box 144C**

**Folder 1**

Continental Illinois Bank, correspondence, 1971-1984

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**Folder 2**

Continental Illinois Bank, financial matters related to closing accounts, 1983-1984

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**Folder 3**

Fines, 1963-1970

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Grants and contracts, list, 1973

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**Folder 5**

Grants and contracts, Chicago Community Trust, development program, 1978-1981

**Box 145A**

**Folder 1-9**

Grants and contracts, Regional Medical Library, 1971-1982

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Grants and contracts, Regional Medical Library, proposal, 1979

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**Folder 4**

Grants and contracts, Regional Medical Library, cooperating institution agreement with University of Illinois, 1981-1982

**Box 145B**

**Folder 5**

Grants and contracts, union catalog study, 1973-1978

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Grants and contracts, "Sense of Service" project, 1979-1981

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Grants and contracts, capitalized and non-expendable equipment, 1976-1981

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Grants and contracts, U.S. Office of Education, HEA Title II-A, 1973-1984

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Grants and contracts, U.S. Office of Education, HEA Title II-C, Fiscal Year 1978 proposal

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Grants and contracts, U.S. Office of Education, HEA Title II-C, Fiscal Year 1979 proposal

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Grants and contracts, U.S. Office of Education, HEA Title II-C, Fiscal Year 1981 proposal

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**Folder 5**

Grants and contracts, U.S. Office of Education, HEA Title II-C, Fiscal Year 1982 proposal

**Box 145C**

**Folder 6**

Illinois Institute of Technology, joint operating budget, 1959-1960

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**Folder 7**

Illinois Institute of Technology, contract payments, 1961-1966

- For information on the library's relationship with IIT see also Boxes 30-33; Box 42, Folder 4; Box 46D; Boxes 109, 113-114, 121-122, and 125B, Librarians' correspondence; and Box 145C, Folders 6-7.

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**Folder 8**

Price Waterhouse and Company, reports on internal accounting procedures and controls, 1970-1975

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**Folder 10**

Treasurer, correspondence, 1948-1953

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**Folder 11**

Book/Memorial funds, general, 1942-1968

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Book/Memorial funds, American Cancer Society

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Book/Memorial funds, Belfield, Dr. William T.

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Book/Memorial funds, Chicago Community Trust/Bertha Evans Brown Fund A

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**Folder 1**

Book/Memorial funds, Gradle, Harry S., gifts

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Book/Memorial funds, Gradle, Harry S., memorial fund

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**Folder 3**

Book/Memorial funds, Lane, Michael A.

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Book/Memorial funds, MacKay, Dr. Roland Parks

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Book/Memorial funds, Richardson, Dr. Maurice L.

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**Folder 6-7**

Book/Memorial funds, Salmonsens, Ella M., correspondence, 1966-1971

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**Folder 8**

Book/Memorial funds, Salmonsens, Ella M., list of donors, press releases

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**Folder 9**

Book/Memorial funds, Salmonsens, Ella M., solicitation correspondence, 1966-1967,  
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Book/Memorial funds, Salmonsens, Ella M., solicitation correspondence, former members  
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**Folder 11**

Book/Memorial funds, Salmonsens, Ella M., solicitation correspondence, names from  
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**Folder 12**

Book/Memorial funds, Sedwick, H. P.

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Book/Memorial funds, Sonnenschein, Dr. Robert

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Book/Memorial funds, Sprague, Otho S. A.

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Book/Memorial funds, Sullivan, Joseph W.

- See also Box 41, Folders 5-9; Box 42, Folders 5-9; and Series III.

**Subseries 24: General Administration, Interlibrary Cooperation**

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**Folder 1**

Associated Colleges of the Midwest, 1971-1976

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**Folder 2**

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Association of Research Libraries, general, 1934-1966

**Box 148**

**Folder 1-3**

Association of Research Libraries, general, 1967-1970

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Association of Research Libraries, general, 1975-1979

**Box 149**

**Folder 1**

Association of Research Libraries, general, 1980-1984

**Box 149**

**Folder 2**

Association of Research Libraries, exchange of personnel study, 1948

**Box 149**

**Folder 3-5**

Association of Research Libraries, Farmington Plan, 1947-1970

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Association of Research Libraries, semi-annual meetings, 1965-1970

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Association of Research Libraries, board meetings, 1965-1970

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Association of Research Libraries, board meetings, 1975-1981

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**Folder 5**

Association of Research Libraries, newsletter, 1965-1970

**Box 150**

**Folder 6-8**

Association of Research Libraries, Committee on National Needs, 1951-1954

**Box 150**

**Folder 9**

Association of Research Libraries, Office of Management Studies, 1977-1982

**Box 151A**

**Folder 1-2**

Association of Research Libraries, academic library statistics, 1964-1974

**Box 151A**

**Folder 3**

Association of Research Libraries, academic library statistics, 1980-1982

**Box 151A**

**Folder 4-5**

Association of Research Libraries, Annual Salary Survey, 1968-1979

**Box 151A**

**Folder 6**

Association of Research Libraries, Bibliographic Control of Materials on Microform, reports, 1980

**Box 151A**

**Folder 7-9**

Association of State Library Agencies/Regional Medical Libraries Network, meetings, 1974-1979

**Box 151A**

**Folder 10**

Council of National Library Associations, 1942-1951

**Box 151B**

**Folder 1**

Council on Library Resources, general, 1968-1973

**Box 151B**

**Folder 2-4**

Council on Library Resources, newsletter, 1962-1971

**Box 152**

**Folder 1**

Council on Library Resources, newsletter, 1971-1973

**Box 152**

**Folder 2**

Illinois Board of Higher Education, 1970-1971

**Box 152**

**Folder 3-8**

Illinois Regional Library Council, general, 1969-1981

**Box 152**

**Folder 9**

Illinois Regional Library Council, newsletter, 1972-1974

**Box 153A**

**Folder 1-2**

Illinois Regional Library Council, newsletter, 1975-1981

**Box 153A**

**Folder 3**

Illinois State Library, correspondence, 1974-1978

**Box 153A**

**Folder 4**

Illinois State Library, correspondence, shared cataloguing project, OCLC users meeting reports, 1976-1983

**Box 153A**

**Folder 5-6**

Illinois State Library, contracts, 1974-1984

**Box 153A**

**Folder 7**

Illinois State Library, contracts, Midwest Health Science Library Network, 1977-1984

**Box 153A**

**Folder 8**

Illinois State Library, contracts, OCLC Services, 1977-1984

**Box 153A**

**Folder 9**

Illinois State Library, ILLINET membership, 1979

**Box 153A**

**Folder 10**

Illinois State Library, Illinois Health Services Libraries Serial Holding List, 1979-1980

**Box 153A**

**Folder 11**

Illinois State Library, interlibrary loan monthly reports, 1974-1984

**Box 153B**

**Folder 1-2**

Independent, Privately-Supported Research Libraries, conference, 1970-1972

**Box 153B**

**Folder 3-6**

Independent Research Libraries Association, general, 1972-1978

**Box 154A**

**Folder 1-2**

Independent Research Libraries Association, general, 1979-1984

**Box 154A**

**Folder 3**

Independent Research Libraries Association, minutes, 1971-1983

**Box 154A**

**Folder 4-5**

Independent Research Libraries Association, statistics, 1973-1983

**Box 154A**

**Folder 6-8**

Medical library cooperation, general, 1949-1952

**Box 154A**

**Folder 9**

Middle western library cooperation, 1947-1948



**Box 154B**

**Folder 1**

Midwest Inter-Library Corporation (Center for Research Libraries), "A Midwest Inter-Library Program" by E. W. McDiarmid, undated

**Box 154B**

**Folder 2-7**

Midwest Inter-Library Corporation (Center for Research Libraries), correspondence, 1948-1957

**Box 155**

**Folder 1**

Midwest Inter-Library Corporation (Center for Research Libraries), correspondence, 1958-1961

**Box 155**

**Folder 2-7**

Midwest Inter-Library Corporation (Center for Research Libraries), correspondence, 1964-1977, 1984

**Box 155**

**Folder 8**

Midwest Inter-Library Corporation (Center for Research Libraries), acquisitions and purchase proposals, 1950-1952

**Box 156**

**Folder 1-5**

Midwest Inter-Library Corporation (Center for Research Libraries), acquisitions and purchase proposals, 1953-1969

**Box 156**

**Folder 6**

Midwest Inter-Library Corporation (Center for Research Libraries), acquisitions and purchase proposals, 1974-1982

**Box 156**

**Folder 7-8**

Midwest Inter-Library Corporation (Center for Research Libraries), Advisory Committee, agenda, minutes, and reports, 1955-1964

**Box 157**

**Folder 1-3**

Midwest Inter-Library Corporation (Center for Research Libraries), assessment of service charges, 1950-1983

**Box 157**

**Folder 4**

Midwest Inter-Library Corporation (Center for Research Libraries), by-laws, 1949-1974

**Box 157**

**Folder 5**

Midwest Inter-Library Corporation (Center for Research Libraries), Chemical Abstracts project, 1953-1956

**Box 157**

**Folder 6**

Midwest Inter-Library Corporation (Center for Research Libraries), deposit program, medical, 1959-1960

**Box 157**

**Folder 7**

Midwest Inter-Library Corporation (Center for Research Libraries), deposit program, receipts, 1952-1961

**Box 157**

**Folder 8-11**

Midwest Inter-Library Corporation (Center for Research Libraries), minutes, 1949-1953

**Box 158**

**Folder 1-7**

Midwest Inter-Library Corporation (Center for Research Libraries), minutes, 1953-1965

**Box 159**

**Folder 1-7**

Midwest Inter-Library Corporation (Center for Research Libraries), minutes, 1966-1984

**Box 160**

**Folder 1**

Midwest Inter-Library Corporation (Center for Research Libraries), "Index to the Publications, Minutes, and Proceedings . . . 1956-1963"

**Box 160**

**Folder 2-4**

Midwest Regional Medical Library, general, 1967-1974

**Box 160**

**Folder 5**

Midwest Regional Medical Library, "Analysis of the Midwest Medical Union Catalog," 1974 and 1975

**Box 160**

**Folder 6-7**

National Committee on Libraries and Information Science, general, 1972-1974

**Box 160**

**Folder 8**

New York Metropolitan Reference and Research Library Agency, Inc., newsletter, 1970-1973

**Subseries 25: General Administration, Personnel**

**Box 161**

**Folder 1-2**

Administrative Memoranda, nos. 1-183, 1947-1962

**Box 161**

**Folder 3**

Administrative Memoranda, no. 122a, index to first series and new series

**Box 161**

**Folder 4-5**

Administrative Memoranda, new series nos. 1-41, 1962-1981

**Box 161**

**Folder 6**

Memos to staff, 1954-1969

**Box 162**

**Folder 1-2**

Memos to staff, 1970-1983

**Box 162**

**Folder 3**

Policy and procedure manual, original version, 1977

**Box 162**

**Folder 4**

Policy and procedure manual, updated

**Box 162**

**Folder 5**

Policy and procedure manual, updates

**Box 162**

**Folder 6-10**

Librarian's Newsletter, 1947-1959

**Box 162**

**Folder 11**

Staff newsletter, memoranda, 1977

**Box 163A**

**Folder 1**

Lists of employees, 1948-1981 (see also Box 161, Folders 1-5)

**Box 163A**

**Folder 2**

Organization charts

**Box 163A**

**Folder 3-4**

General correspondence and memos, 1922-1981

**Box 163A**

**Folder 5**

Job descriptions, general, 1946-1948

**Box 163A**

**Folder 6**

Job descriptions, maintenance staff, 1950

**Box 163A**

**Folder 7-8**

Job descriptions, 1978-1979

**Box 163A**

**Folder 9**

Job postings, 1967-1980

**Box 163A**

**Folder 10**

Internships, 1957-1979

**Box 163A**

**Folder 11**

Affirmative action program, ca. 1975

**Box 163B**

**Folder 1**

Illinois Fair Employment Practices Commission, reports, 1973-1979

**Box 163B**

**Folder 2**

Minimum wage, 1975-1976

**Box 163B**

**Folder 3**

Salaries, correspondence, 1947-1948

**Box 163B**

**Folder 4**

Salaries, working papers and memoranda, 1946-1947

**Box 164**

**Folder 1**

Salaries, working papers and memoranda, 1948-1955

**Box 164**

**Folder 2**

Salaries, working papers and memoranda, 1969-1977

**Box 164**

**Folder 3-4**

Retirement, 1941-1955

**Box 164**

**Folder 5-8**

Salaries, 1965-1982

**Box 165**

**Folder 1**

Salaries, 1983-1984

**Box 165**

**Folder 2-3**

Salaries, grades 1-4, groups A and B, 1984

**Box 165**

**Folder 4**

Salaries, TIAA-CREF plan, 1966-1983

**Box 165**

**Folder 5**

Termination and severance benefits, 1983-1984

**Box 165**

**Folder 6**

Workman's compensation, 1966-1981

**Box 165**

**Folder 7**

Health insurance, Equitable Life Assurance Society proposal, undated

**Box 165**

**Folder 8**

Health insurance, TIAA proposal, 1971

**Box 165**

**Folder 9**

Health insurance, Blue Cross/Blue Shield, 1966-1974

**Box 165**

**Folder 10**

Health insurance, New York Life, 1971-1974

**Box 165**

**Folder 11**

Health insurance, John Hancock, correspondence, 1974-1984

**Box 165**

**Folder 12**

Health insurance, John Hancock, memos to employees, 1974-1984

**Box 165**

**Folder 13**

Health insurance, John Hancock, working papers, 1974

**Box 165**

**Folder 14**

Health insurance, John Hancock, policy, 1974

**Box 165**

**Folder 15**

Health insurance, John Hancock, amendments and supplemental agreements, 1974-1984

**Box 166**

**Folder 1**

Health insurance, John Hancock, plans, 1974-1983

**Box 166**

**Folder 2**

Life insurance, Hosmer proposal

**Box 166**

**Folder 3**

Travel expenses, 1947-1954

- For more information on personnel policy see Boxes 34-37, Committee on Administration.

**Box 166**

**Folder 4-8**

Staff council, 1900-1926

**Box 167A**

**Folder 1**

Department chiefs council, minutes, 1949-1953

**Box 167A**

**Folder 2**

Department chiefs council, notes, 1947-1951

**Box 167A**

**Folder 3-5**

Administrative Council and Department Chiefs meetings, minutes, 1977-1984

**Box 167A**

**Folder 6**

Administrative Council and Department Chiefs meetings, memos, 1975-1977

**Box 167A**

**Folder 7**

Acquisitions committee, 1948

**Box 167A**

**Folder 8**

Special staff committee to study public services, 1949

**Box 167A**

**Folder 9**

Public relations committee, 1953

**Box 167A**

**Folder 10-11**

Personnel council, 1948-1950

**Box 167A**

**Folder 12**

Staff association, 1963

**Box 167A**

**Folder 13**

Joint committee on matters involving IIT and Crerar, 1964

**Box 167B**

**Folder 1**

Staff advisory committee on personnel evaluation, 1977-1979

**Box 167B**

**Folder 2**

Staff advisory committee on orientation, 1978

**Box 167B**

**Folder 3**

Staff development committee, 1980

**Box 167B**

**Folder 4**

Liberty bonds and war savings stamps sold to staff members, 1917-1919

**Box 167B**

**Folder 5**

CARE donations, 1952-1955

**Box 168**

**Folder 1**

Community Fund, 1953

**Box 168**

**Folder 2**

Crusade of Mercy, 1955-1968

**Box 168**

**Folder 3**

University of Chicago scholarship program, 1939-1949

**Subseries 26: General Administration, Individual Employees**

**Box 169**

Card file of employees, ca. 1890-1946

**Box 170**

**Folder 1-5**

Correspondence and biographical information, A-Z, general

**Box 170**

**Folder 6**

Correspondence and biographical information, Bay, J. Christian

**Box 170**

**Folder 7**

Correspondence and biographical information, Brooks, Charles L.

**Box 170**

**Folder 8**

Correspondence and biographical information, Dewey, Harry

**Box 170**

**Folder 9**

Correspondence and biographical information, Fagerhaugh, Kenneth H.

**Box 170**

**Folder 10**

Correspondence and biographical information, Henkle, Ann Davis

**Box 170**

**Folder 11**

Correspondence and biographical information, Henry, Mildred I.

**Box 170**

**Folder 12**

Correspondence and biographical information, Josephson, Aksel G. S.

**Box 170**

**Folder 13**

Correspondence and biographical information, Josephson, Aksel G. S. collected works, 1900-1930

**Box 170**

**Folder 14**

Correspondence and biographical information, Josephson, Aksel G. S. works (1901-1923) and paper on Josephson (1971)

**Box 170**

**Folder 15**

Correspondence and biographical information, Martin, Roger M.

**Box 170**

**Folder 16**

Correspondence and biographical information, Salmonsens, Ella M. [see also Box 146]

**Subseries 27: General Administration, Applicants**

**Box 171**

**Folder 1-3**

1934-1939

**Box 171**

**Folder 4-6**

1943-1959

**Box 172**

**Folder 1**

Chief science librarian, 1969

- See also Boxes 34-37, Committee on Administration.

**Subseries 28: General Administration, Building**

**Box 172**

**Folder 2-5**

Correspondence and memoranda, 1934-1959

**Box 172**

**Folder 6**

Correspondence and memoranda, 1962-1967

**Box 172**

**Folder 7**

G. R. Bailey & Co., correspondence, 1954-1961

**Box 172**

**Folder 8**

G. R. Bailey & Co., real estate report, 1954

**Box 172**

**Folder 9**

Tenants, general, 1952-1957

**Box 172**

**Folder 10**

Tenants, American Nuclear Society, 1958-1960

**Box 173A**

**Folder 1**

Tenants, Library of International Relations, 1935-1948

**Box 173A**

**Folder 2**

Tenants, research offices, 1956-1957

**Box 173A**

**Folder 3**

Use by outside groups, 1934-1946

**Box 173A**

**Folder 4**

Book conveyors, 1957

**Box 173A**

**Folder 5**

Scribner and Co., property appraisal, 1959

**Box 173A**

**Folder 6**

Illinois Institute of Technology, proposal, 1958

**Box 173A**

**Folder 7**

Illinois Institute of Technology, proposal, 1959

**Box 173A**



**Folder 8**

Illinois Institute of Technology, planning, 1959-1962

**Box 173A**

**Folder 9-10**

Illinois Institute of Technology, construction memos and correspondence, 1959-1962

**Box 173A**

**Folder 11**

Illinois Institute of Technology, construction budgets, 1961-1962

**Box 173B**

**Folder 1**

Illinois Institute of Technology, weekly progress reports, 1962

**Box 173B**

**Folder 2**

Illinois Institute of Technology, job memoranda, 1959-1962

**Box 173B**

**Folder 3**

Illinois Institute of Technology, move, 1960-1962

**Box 173B**

**Folder 4-5**

Insurance, general, 1957-1966

**Box 174**

**Folder 1-2**

Insurance, general, 1967-1983

**Box 174**

**Folder 3-4**

Insurance, Corroon & Black of Illinois, Inc., 1971-1982

**Box 174**

**Folder 5-6**

Insurance, Lamb, Little & Co., 1970-1984

**Box 174**

**Folder 7**

Insurance, Thomas A. Walsh, 1971-1983

**Box 174**

**Folder 8**

Insurance, summaries of coverage, 1916-1930

**Box 175**

**Folder 1**

Insurance, summaries of coverage, 1930-1943

**Box 175**

**Folder 2-7**

Insurance, policies

**Box 176**

**Folder 1-5**

Insurance, policies

**Box 176**

**Folder 6**

Security, 1977-1983

- For more information on the administration of the Crerar buildings see also Boxes 28-33 and Volume 22, Buildings; Boxes 39-40, Committee on Buildings and Grounds; Boxes 67-80, Assistant Treasurer's Correspondence and Leases.

## **Subseries 29: General Administration, Equipment and Supplies**

### **Box 176**

#### **Folder 7-8**

General, 1934-1954

### **Box 176**

#### **Folder 9**

General, 1947-1954

### **Box 177**

#### **Folder 1**

General, 1955-1971

### **Box 177**

#### **Folder 2**

Photoduplication and microfilm equipment, 1952-1961

### **Box 177**

#### **Folder 3**

Equipment sold, 1953-1962

### **Box 177**

#### **Folder 4**

Equipment moved to University of Chicago, 1982-1984

## **Subseries 30: General Administration, Administrative Procedures and Forms**

### **Box 177**

#### **Folder 5**

Office procedures, 1950-1965

### **Box 177**

#### **Folder 6**

Bookplates

### **Box 177**

#### **Folder 7**

Letterhead, no name of librarian

### **Box 177**

#### **Folder 8**

Letterhead, Andrews

### **Box 177**

#### **Folder 9**

Letterhead, Bay

### **Box 177**

#### **Folder 10**

Letterhead, Henkle, old style

### **Box 177**

**Folder 11**

Letterhead, Henkle, new style

**Box 177**

**Folder 12**

Letterhead, Budington

**Box 177**

**Folder 13**

Letterhead, Treasurer's office

**Box 177**

**Folder 14**

Business cards, Randolph Street

**Box 177**

**Folder 15**

Notices of meetings to Directors

**Box 177**

**Folder 16**

Forms, acquisitions

**Box 177**

**Folder 17**

Forms, acquisitions, new letterhead style

**Box 177**

**Folder 18**

Forms, gift acknowledgements

**Box 177**

**Folder 19**

Forms, cataloging

**Box 178**

**Folder 1**

Forms, printed cards orders

**Box 178**

**Folder 2**

Forms, interlibrary loan

**Box 178**

**Folder 3**

Forms, photoduplication

**Box 178**

**Folder 4**

Forms, readers' services

**Box 178**

**Folder 5**

Forms, payroll and personnel

**Box 178**

**Folder 6**

Forms, exhibit labels, general memos, etc.

**Box 178**

**Folder 7**

Forms, Treasurer's forms

**Box 178**

**Folder 8**

Signs from building

**Subseries 31: General Administration, Publications, Brochures and Pamphlets**

**Box 178**

**Folder 9**

"JCL Staff Association News," nos. 1-30, 1923-1930

**Box 178**

**Folder 10-12**

"The JCL Quarterly," formerly the JCL Staff Association News, vols. 2-18, 1930-1947

**Box 178**

**Folder 13**

"These Are New," 1950-1951

**Box 179**

**Folder 1-2**

"These Are New," 1951-1955

**Box 179**

**Folder 3**

"Crerar Current," 1954-1959

**Box 179**

**Folder 4**

Dedication invitations and programs, 1921-1982

- For accounts of dedications see Box 267A.

**Box 179**

**Folder 5**

Anniversary programs and publications

- The John Crerar Library: Papers in Honor of the 75th Anniversary, 1971
- 90th Anniversary Dinner Honoring the Directors, 1984

**Box 179**

**Folder 6**

Exhibit catalogs

- Books for Engineers, 1952
- Research for Progress, 1955
- Hospitals for Children, 1958

**Box 179**

**Folder 7**

Exhibit catalogs

- Modern Fine Binding by Cuneo, 1965
- Twenty-five Pioneers in the History of Medicine, 1969
- Science Through the Ages, 1978-1979
- For additional information on Library exhibits see also Boxes 249-250B; for photographs of Library exhibits see Box 271B, and the University Archival Photofiles.

**Box 179**

**Folder 8**

General information, 1897

**Box 179A****Folder 1**

General information, "The John Crerar Library Handbook," 1907 and 1913

**Box 179A****Folder 2**

General information, "The John Crerar Library Handbook," 1913

**Box 179A****Folder 3**

General information, "The John Crerar Library Handbook," 1929

**Box 179A****Folder 4**

General information, "The John Crerar Library Handbook," 1940

**Box 180****Folder 1**

General information, distributed when the Library was in the Randolph Street building

**Box 180****Folder 2**

General information, "'For All Time': The Story of a Gift to Chicago," 1947

**Box 180****Folder 3**

General information, "For Economy in Research," Research Information Service, 1949-1955

**Box 180****Folder 4**

General information, Readers' Bulletin, 1949-1954

**Box 180****Folder 5-6**

General information, distributed when the Library was in the IIT building

**Box 180****Folder 7**

General information, University of Chicago building

**Box 180****Folder 8**

Midwest Health Science Library Network, 1976-1980

**Box 180****Folder 9**

Crerar Associates, 1954-1980

- For copies of publications about the Library's collections see Boxes 257-265.

**Series V: Operations**

Series V: Operations contains records which pertain most directly to the daily operations of the Library. This series has been divided by department or function, and has been organized thematically following the process of book acquisition and information dissemination. The first subseries contains four folders of reports issued by departments to the librarian during the

tenure of J. C. Bay and the first few years of Henkle's administration, and an additional folder of memoranda distributed to several departments simultaneously on operational matters.

Subseries 2-8, documenting Library Acquisitions, comprise approximately 26 linear feet of materials. The subseries begin with memoranda and reports, followed by correspondence divided into six uneven time segments. The next group, covering the period 1895-1914, contains the surviving records from the administration of Clement W. Andrews, documenting four special buying trips or relationships and consisting of documents which have been bound together. The second group contains the extensive acquisitions correspondence of the Bay administration for the period 1934-1946. A primary emphasis during this time was collection development, and the correspondence documents the efforts that were made to obtain library materials at reasonable prices. Most of the correspondence was sent out over the signature of the librarian, although it was generated by other members of the staff. This group has been further divided into sixteen categories based on the type of correspondent: individuals, booksellers, publishers, periodicals, governments, the Pan American Union and United Nations, Chambers of Commerce, trade and industrial organizations, private companies, unions and workers organizations, advocacy organizations, learned societies and professional organizations, hobbyists and enthusiasts, associations of associations, institutions, and subscription agencies.

Subseries 5 and 6 contain acquisitions correspondence for the periods 1947-1954 and 1955-1961, each filed in alphabetical sequence. The third group includes six folders relating to the sale of books to H. P. Kraus (Box 206, Folder 6-Box 207, Folder 3). Additional correspondence about the sale of Crerar holdings to academic libraries will be found in the correspondence of the Henkle administration in Series IV (Boxes 94-101).

The seventh subseries contains the correspondence of Viola Gustafson, assistant librarian for acquisitions, for the period 1950-1959. The correspondence is arranged alphabetically, followed by an additional copy in chronological order.

Subseries eight includes 39 bound volumes of book orders, dated 1895-1949, which usually took the form of carbon copies of letters to book sellers.

Subseries 9: Serials contains two folders retained as a sample of a much larger group of records. One is a collection of memoranda and reports concerning serials from the period 1947-1949; the other is an example of the records which the library kept between ca. 1898 and 1941 to document its serial holdings.

Subseries 10: Cataloging begins with memoranda and reports from the period 1948-1980, and cataloging statistics for 1948-1954. Additional cataloging statistics can be found in the reports of the librarian (Boxes 81-82). The main body of the cataloging subseries is composed of 66 volumes of accession records. These large volumes contain entries for each title accessioned by the Library between 1895 and 1939. Each entry, arranged in accession number order, contains the book's call number, author, title, publisher, date of publication, number of pages, size, binding description, source, order number and cost. The Library's withdrawal records, in two-and-a-half boxes, are at the end of this subseries.

The next four subseries contain memoranda and correspondence relating to the activities of the circulation/public service, business, medical and technical, and reference departments. The files for the reference department are more comprehensive than those of the other three and include correspondence on the Library's Arabian horse book collection as well as general correspondence for the period 1969-1984.

Records generated during the operation of the Research Information Service (RIS), the Library's innovative fee-based research service, form Subseries 15-18. Almost 12 linear feet in length, it has been divided into four groups, including general correspondence and files on specific administrative functions; job files concerning specific searches for clients, selected from a much larger group of files to illustrate the nature of the work conducted by RIS; prospects files generated in the process of publicizing the service; and files on translators of technical articles, who provided one of the services of RIS.

RIS also participated in the publication of bibliographic publications which contained abstracts similar to those they provided to industry. These publications included Abstracts of Bioanalytical Technology (ABT), Crerar Metals Abstracts, Leukemia Abstracts, and Reynolds Aluminum Abstracts. Copies of these publications are part of the general book collections of the Crerar Library.

The next subseries is composed of records of the Special Libraries Association Translations Center, renamed the National Translations Center in 1968 when funding through the Special Libraries Association ended. The Center did not produce translations, but rather acted as a central clearinghouse for the storage and indexing of translations executed by other organizations and individuals. Records include general correspondence and memoranda, inquiries and orders, and fiscal reports and summaries, followed by other reports of various types and materials from efforts to publicize the center during the period 1970-1972. The subseries ends with records relating to the advisory board the Library established after it assumed control of the Center.

Two subseries on Special Collections and Rare Books contain materials produced primarily during the tenure of Herman H. Henkle. These include descriptions of special subject collections in the Crerar Library, dealers' quotes on rare books with annotations regarding the Library's holdings, and Henkle's notes on the collections.

During the administrations of Henkle and Budington the Library engaged in an active exhibit program. Folders containing ideas for exhibits are grouped at the beginning of the next subseries, followed by files on particular exhibits. Catalogs for some of these exhibits will be found in Series IV, Box 179. Photographs of exhibits are filed in Box 271B and in the University of Chicago Archival Photofiles.

Subseries on the production of catalog cards and the binding department contain only one folder each. Following these are records of the photoduplication department, including monthly reports and related materials.

The next subseries, Production and Distribution of Publications, contains correspondence and memoranda which were generated in the course of producing bibliographic publications

to disseminate information to the public. This subseries is divided into two groups. General correspondence, mostly requesting information about Crerar publications, is arranged in chronological order, followed by correspondence on particular publications arranged in alphabetical order by title.

A small subseries on Printers contains three folders of correspondence with the Crerar Printing Office, which was established during the administration of Clement W. Andrews in Oquawka, Illinois, and operated until 1947. There are also two folders of correspondence with other printers.

The final subseries in Series V contain publications of a bibliographic nature published by the Library. Administrative publications such as brochures, pamphlets and exhibit catalogs are in Series IV. The six subseries include: bibliographies of books, 1900-1959; bibliographies of serials and periodicals, 1897-1942; Crerar cataloging rules; various lists and guides, including Reference Lists, 1930-1945, Bibliography Series, 1953-1956, Special Bibliographies, 1950, and Guides to the Collections, 1954-1968; reprints of books in the Crerar collections; and a set of Library publications bound together as "Minor Publications," which include administrative publications and annual reports as well as bibliographies.

### **Subseries 1: Multi-Departmental Reports and Memoranda**

#### **Box 181**

##### **Folder 1-4**

Quarterly reports from departments, 1936-1949

- For departmental reports as presented to the Board of Directors by the Librarian, see Boxes 81-82, Reports to the Board.

#### **Box 181**

##### **Folder 5**

Multi-departmental memoranda, 1952-1970

### **Subseries 2: Acquisitions, Gifts and Exchanges**

#### **Box 181**

##### **Folder 6**

Acquisitions policy, internal memoranda, reports and drafts, 1948-1953

#### **Box 181**

##### **Folder 7**

Memoranda, acquisitions, 1947-1973

#### **Box 181**

##### **Folder 8**

Memoranda, gifts and exchanges, 1950-1955

### **Subseries 3: Acquisitions Correspondence, 1895-1914**

#### **Box 182**

##### **Folder 1**

Boston Book Company, 1895-1899

#### **Box 182**



**Folder 2**

"Books Collected... by Berthold Laufer, 1908-1910"

**Box 182**

**Folder 3**

Cooperative buying trip to Europe, 1911

**Box 182**

**Folder 4**

Sverre E. Mortensen, Leipzig Book Fair, 1914

**Box 182**

**Folder 5**

Individuals, 1884

**Subseries 4: Acquisitions Correspondence, 1934-1946**

**Box 183**

**Folder 1-9**

Individuals, A-S, general

**Box 184**

**Folder 1**

Individuals, T-Z, general

**Box 184**

**Folder 2**

Booksellers, A, general

**Box 184**

**Folder 3-5**

Booksellers, Edw. G. Allen & Son, Ltd., 1933-1946

**Box 184**

**Folder 6-7**

Booksellers, B-C, general

**Box 184**

**Folder 8**

Booksellers, Chicago Medical Book Co.

**Box 184**

**Folder 9**

Booksellers, D, general

**Box 184**

**Folder 10**

Booksellers, Edwards Brothers

**Box 185**

**Folder 1-2**

Booksellers, F-H, general

**Box 185**

**Folder 3-7**

Booksellers, Otto Harrassowitz, 1931-1938

**Box 186**

**Folder 1**

Booksellers, Otto Harrassowitz, 1939

**Box 186**  
**Folder 2-3**  
Booksellers, Boghallen Alfred G. Hassing, 1933-1939

**Box 186**  
**Folder 4-8**  
Booksellers, Walter M. Hill, 1934-1939

**Box 187**  
**Folder 1**  
Booksellers, Walter M. Hill, 1941-1946

**Box 187**  
**Folder 2**  
Booksellers, I-K, general

**Box 187**  
**Folder 3**  
Booksellers, H. P. Kraus

**Box 187**  
**Folder 4**  
Booksellers, Kroch's Bookstores, Inc.

**Box 187**  
**Folder 5-9**  
Booksellers, L-Sho, general

**Box 187**  
**Folder 10**  
Booksellers, John D. Sherman, Jr.

**Box 188**  
**Folder 1**  
Booksellers, Librairie M. Slatkine

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**Folder 2-4**  
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- For additional circulation statistics see Box 181, Multi-Departmental Reports; Boxes 81-82, Reports to the Board.

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- For more information on efforts to publicize RIS see Boxes 128-129A, Publicity; examples of newspaper articles which resulted from those efforts are in Box 267A-267B; RIS brochures are in Box 180, Publications, Brochures and Pamphlets.

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- For more information on Library personnel policies, individual employees and applicants see Boxes 161-172, Personnel.

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- For information on other efforts to publicize the Library see Box 43, Committee on Publicity; Boxes 128-129A, Publicity; examples of newspaper articles which resulted from those efforts are in Boxes 267A-267B.

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**Folder 1**

Notes on rare books, general

**Box 249**

**Folder 2**

Notes on Hannah Glasse

**Subseries 22: Exhibits**

**Box 249**

**Folder 3**

Exhibit ideas, general, 1947-1961

**Box 249**

**Folder 4**

Exhibit ideas, dinosaur prints, 1953

**Box 249**

**Folder 5**

Exhibit labels, 1947-1961

**Box 249**

**Folder 6**

Exhibits, butterflies, no date

**Box 249**

**Folder 7**

Exhibits, balloons, no date

**Box 249**

**Folder 8**

Exhibits, Books for Engineers, 1952

**Box 250A**

**Folder 1**

Exhibits, Books for Engineers, guest book, 1952

**Box 250A**

**Folder 2**

Exhibits, Office of Naval Research, 1955

**Box 250A**

**Folder 3**

Exhibits, paper making, 1970

**Box 250A**

**Folder 4**

Exhibits, Science Through the Ages, correspondence, 1978-1979

**Box 250A**

**Folder 5**

Exhibits, Science Through the Ages, Field Foundation Grant, 1977-1978

**Box 250A**

**Folder 6**

Exhibits, Science Through the Ages, Celebration of Science Day, November 1, 1978

**Box 250A**

**Folder 7**

Exhibits, Science Through the Ages, tours, 1978

**Box 250A**

**Folder 8**

Exhibits, Science Through the Ages, public relations plans

**Box 250A**

**Folder 9**

Exhibits, Science Through the Ages, posters, signs, outdoor advertising

**Box 250A**

**Folder 10**

Exhibits, Science Through the Ages, radio and television contacts

**Box 250B**

**Folder 1-2**

Exhibits, Science Through the Ages, press releases, 1978-1979

- For catalogues issued for these exhibits see Box 179, Publications; for photographs of exhibitions see Box 271B, and the University Archival Photofiles.

**Subseries 23: Production and Distribution of Catalog Cards**

**Box 250B**



**Folder 3**

General, 1934-1945

**Subseries 24: Binding Department**

**Box 250B**

**Folder 4**

General, 1948-1954

**Subseries 25: Photoduplication Department**

**Box 250B**

**Folder 5-6**

Monthly reports, 1950-1954

**Box 251**

**Folder 1-2**

Monthly reports, 1955-1962

**Box 251**

**Folder 3**

Monthly reports, 1980

**Box 251**

**Folder 4**

Cost study, 1950-1951

**Box 251**

**Folder 5**

Report, 1963

**Box 251**

**Folder 6**

Sales, 1977

**Box 251**

**Folder 7**

General reports, 1947-1953

**Box 251**

**Folder 8**

Procedure manuals, 1952-1959

**Box 251**

**Folder 9-10**

General, 1948-1965

**Subseries 26: Production and Distribution of Publications**

**Box 251**

**Folder 11**

Correspondence, 1936

**Box 252**

**Folder 1-7**

Correspondence, 1936-1941

**Box 253**

**Folder 1-6**

Correspondence, 1941-1945

**Box 253**

**Folder 7**

Correspondence, "The John Crerar Library, 1895-1944," 1945

**Box 254**

**Folder 1**

Correspondence, "The John Crerar Library, 1945

**Box 254**

**Folder 2-5**

Correspondence, 1946-1954

**Box 254**

**Folder 6-7**

General orders, 1953-1965

**Box 254**

**Folder 8**

Acquisitions policy, 1953-1954

**Box 255**

**Folder 1**

Acquisitions policy, 1954

**Box 255**

**Folder 2**

"Bibliography on Infantile Paralysis," 1946

**Box 255**

**Folder 3**

"The Classified Catalog," 1955-1969

**Box 255**

**Folder 4-9**

"Crerar Current," 1954-1957

**Box 255**

**Folder 10**

"Crerar Food Bulletin," 1948

**Box 256**

**Folder 1**

"Dissemination of Information for Scientific Research and Development," 1954-1955

**Box 256**

**Folder 2**

Great Fire memento, 1966

**Box 256**

**Folder 3**

"Guide to Metals Literature," 1968

**Box 256**

**Folder 4**

"The John Crerar Library," 1984

**Box 256**

**Folder 5**

"Leukemia Abstracts," 1953-1984

**Box 256**

**Folder 6**

"... a library for all time," draft, n.d.

**Box 256**

**Folder 7**

"List of Books on the History of Science," reprint, 1965-1967

**Box 256**

**Folder 8**

"Oil, Paint and Drug Reporter," microfilm reproduction, 1948-1957

**Box 256**

**Folder 9**

"Science Reporter," radio program, 1946-1947

**Box 256**

**Folder 10**

"Serial Slants," 1952-1955

**Box 256**

**Folder 11**

"Survey of Industrial Expansion," 1948

- For examples of Library publications see Boxes 178-180, Publications; Boxes 257-265, Bibliographic Publications; Boxes 268-269.

**Subseries 27: Printers**

**Box 256**

**Folder 12**

John Crerar Library Printing Office, correspondence and memoranda, 1934-1940

**Box 257**

**Folder 1-2**

John Crerar Library Printing Office, correspondence and memoranda, 1940-1949

**Box 257**

**Folder 3-4**

Other printers, 1937-1958

**Subseries 28: Bibliographic Publications, Bibliographies of Books**

**Box 257**

**Folder 5**

"A List of Books in the Reading Room", 1900

**Box 257**

**Folder 6**

"A List of Books in the Reading Room", 1909

**Box 258**

**Folder 1-2**

"A List of Bibliographies," 1902

**Box 258**

**Folder 3**

"A List of Cyclopedias and Dictionaries," 1904

**Box 259**

**Folder 1**

"A List of Books Exhibited . . . Including Incunabula and Other Early Printed Books in the Senn Collection," 1907

**Box 259**

**Folder 2-3**

"A List of Books on the History of Science," 1911

**Box 259**

**Folder 4-5**

"A List of Books on the History of Science," supplement, 1917

**Box 259**

**Folder 6**

"A List of Books on the History of Science," supplement, parts I-IV, 1942-1946

**Box 259A**

**Folder 1**

"A List of Books on the History of Science," 1966 reprint

**Box 259A**

**Folder 2-3**

"A List of Books on Industrial Arts," 1904

**Box 259A**

**Folder 4**

"A List of Books on the History of Industry and Industrial Arts," 1915

**Box 259B**

**Folder 1**

"A List of Books on the History of Industry and Industrial Arts," 1966 reprint

**Box 259B**

**Folder 2**

"A List of Books on the History of Science," supplement, 1917; Supplement 2, pt.1, General Science, 1942-1946, on single microfilm reel

**Box 259B**

**Folder 3**

"A List of Books on the History of Science," Plus Supplement No. 2 pts. 2-6, on single microfilm reel

**Box 260**

**Folder 1**

"A Selected List of Books on Military Medicine and Surgery," 1917

**Box 260**

**Folder 2**

"A Catalogue of French Economic Documents from the Sixteenth, Seventeenth and Eighteenth Centuries," 1918

**Box 260**

**Folder 3**

"A List of Books, Pamphlets and Articles on Cremation," 1918 and 1940

**Box 260**

**Folder 4**

"Catalog of the Clifford G. Grulee Collection on Pediatrics," 1959

## **Subseries 29: Bibliographic Publications, Bibliographies of Serials and Periodicals**

### **Box 260**

#### **Folder 5**

"List of Serials and Series Analyzed," undated

### **Box 260**

#### **Folder 6**

"List of Current Periodicals," preliminary edition, 1897

### **Box 260**

#### **Folder 7-8**

"A List of Current Periodicals in the Reading Room," 1902

### **Box 261**

#### **Folder 1**

"Supplement to the List of Serials in Public Libraries of Chicago and Evanston," 1906

### **Box 261**

#### **Folder 2**

"A List of Current Periodicals," second edition, 1924

### **Box 261**

#### **Folder 3**

"A List of Current Periodicals," second edition, annotated copy

### **Box 261**

#### **Folder 4-5**

"A List of Current Periodicals," third edition, 1930

### **Box 261A**

#### **Folder 1-2**

"A List of Current Periodicals," fourth edition, 1938

### **Box 261A**

#### **Folder 3-4**

"A List of Current Medical Periodicals and Allied Serials," 1909

### **Box 261A**

#### **Folder 5-6**

"A List of Current Medical Periodicals and Allied Serials," second edition, 1913

### **Box 261A**

#### **Folder 7**

"Titles Received Currently by the John Crerar Library as Given in the List of Periodicals Abstracted by Chemical Abstract, 1936 and the Supplementary List of 1942"

## **Subseries 30: Bibliographic Publications, Cataloguing Rules**

### **Box 261A**

#### **Folder 8**

"Cataloguing Rules," 1916

### **Box 261A**

#### **Folder 8**

"Tables for the Social Sciences as Used by the John Crerar Library," 1904

## **Subseries 31: Bibliographic Publications, Lists and Guides**

**Box 262**

**Folder 1-7**

Reference lists, nos. 1-41 (no. 3 lacking), 1930-1938

**Box 263**

**Folder 1-3**

Reference lists, nos. 42-56, 1938-1945

**Box 263**

**Folder 4**

Bibliography Series, nos. 1-2, 1953-1956

**Box 263**

**Folder 5**

Special Bibliographies, 1950

**Box 263**

**Folder 6**

Guides to the Collections, nos. 2-4, 1954-1968

**Box 263**

**Folder 7**

List of publications, ca. 1946

**Subseries 32: Bibliographic Publications, Reprints of Books**

**Box 263**

**Folder 8**

Daniel Drake, "Some Account of the Epidemic Diseases Which Prevail at Mays-Lick, Kentucky," 1908 (Chicago: The John Crerar Library, 1941)

**Box 263**

**Folder 9**

Robert Fulton, "Torpedo War and Submarine Explosions," 1910 (Chicago: Swallow Press, 1971)

- For copies of Crerar administrative publications, brochures and pamphlets see Boxes 178-180; for historical accounts of the Library published by the Library see Boxes 268-269; for documents relating to the publication and distribution of publications see Boxes 251-256.

**Subseries 33: Bibliographic Publications, "Minor Publications"**

**Box 264**

**Folder 1-3**

1895-1910

**Box 265**

**Folder 1**

1911-1915

**Box 265**

**Folder 2**

Miscellaneous publications, 1895-1905

**Series VI: Secondary Materials**

Secondary materials about the history of the Library have been grouped together in Series VI for the convenience of the researcher. The series begins with seven scrapbooks compiled by the staff of the Library for most of the Library's history, 1889-1960. These scrapbooks, particularly the early volumes, contain an eclectic array of information, some of it only incidentally related to the Library. Following the scrapbooks are miscellaneous clippings and articles, arranged chronologically, and press releases issued by the Library. Most of the press releases are without dates, and are arranged topically. The final group in the series consists of books, theses, papers, and pamphlets which deal with aspects of the history of the Library. These are arranged chronologically.

### **Subseries 1: Scrapbooks**

**Box 266**

**Folder 1-2**

1889-1891

**Volume 176**

1889-ca. 1903

**Volume 177**

1904-1911

**Volume 178**

1912-1948

**Volume 179**

1948-1956

**Volume 180**

1957-1960

### **Subseries 2: Clippings and Articles**

**Box 267A**

**Folder 1**

Bibliography, ca. 1975

**Box 267A**

**Folder 2**

Undated articles and unidentified fragments

**Box 267A**

**Folder 3-10**

1896-1973

**Box 267B**

**Folder 1**

1973-1983

**Box 267B**

**Folder 2**

Articles and books crediting the Crerar Library, 1914-1981

### **Subseries 3: Press Releases**

**Box 267B**

**Folder 3**

Board members

**Box 267B**

**Folder 4**

Collections

**Box 267B**

**Folder 5**

Exhibits

**Box 267B**

**Folder 6**

Illinois Institute of Technology

**Box 267B**

**Folder 7**

Publications

**Box 267B**

**Folder 8**

SLA Translations Center/National Translations Center

**Box 267B**

**Folder 9**

Staff

**Box 267B**

**Folder 10**

Miscellaneous

**Subseries 4: Books, Theses, Papers and Pamphlets**

**Box 268**

**Folder 1**

Clement W. Andrews, "The John Crerar Library . . . 1894-1901," 1902

**Box 268**

**Folder 2-3**

Clement W. Andrews, "The John Crerar Library . . . 1894-1905," 1905

**Box 268**

**Folder 4**

American Library Association, "The Library Survey Questionnaire," annotated, 1924

**Box 268**

**Folder 5**

George A. Curtis, "A Statistical Survey of the Services of the John Crerar Library," 1951

**Box 268**

**Folder 6**

The John Crerar Library, "Dissemination of Information for Scientific Research and Development, With Special Reference to the Work of the Research Information Service," 1954

**Box 268**

**Folder 7**

Roger M. Martin, "Report of an Internship Served at the John Crerar Library," 1958

**Box 268**

**Folder 8**



Jesse H. Shera and Margaret E. Egan, "The Classified Catalog: Basic Principles and Practices," draft copy, 1954

**Box 268**

**Folder 9**

Jesse H. Shera and Margaret E. Egan, "The Classified Catalog: Basic Principles and Practices," 1956

**Box 269**

**Folder 1**

American Chemical Society, "Chemical Literature in Crerar and Other Chicago Libraries," 1956

**Box 269**

**Folder 2**

Janet Ayers, "The John Crerar Library," 1957

**Box 269**

**Folder 3**

Emmett Bernard McGeever, "A Study of Use of a Classified Catalog," 1958

**Box 269**

**Folder 4**

Frank George Jacobs, "An Analysis of Reference Inquiries in a Technical Library," 1959

**Box 269**

**Folder 5**

Margaret A. Notheisen, "A Study of the Use of Serials at the John Crerar Library," 1960

**Box 269**

**Folder 6**

Warren H. Evins, "The John Crerar Library," 1960

**Box 269**

**Folder 7**

Oliver J. Szilagyi, "The Responsibility for the Selection and Acquisition of Rare Books on Science Subjects in University and Research Libraries," 1961

**Box 269**

**Folder 8**

Kamil Y. Avdich, "A History of the John Crerar Library," 1963

**Box 269**

**Folder 9**

"The John Crerar Library," 1984

## **Series VII: Photographs, Oversized Items and Artifacts**

Series VII. Photographs, Oversized Items and Memorabilia contains material in non-standard or non-paper formats. Oversized items include large items on paper, mostly leases and addenda to leases. Most photographs of the Crerar Library, its staff, exhibits, and events were transferred to the Archival Photofiles; however, two bound volumes of photographs of the Crerar Library building under construction on the corner of Randolph Street and Michigan Avenue, and a set of large format photographs of the statue of Abraham Lincoln erected in Grant Park with money from the John Crerar estate, are shelved in this series. There are also slides of an exhibit presented at the Chicago Public Library's Cultural Center in 1978-1979, and slides for audio-visual presentations on the library. Memorabilia include several Director's nameplates, a

medallion which was the first impression made from the die of the Library seal (Volume 185), an embossing die with the image of an open book used for a publicity brochure in the 1960s, and the scissors used in October 1984 to cut the ribbon at the new Crerar Library building on the campus of the University of Chicago.

## **Subseries 1: Leases**

### **Volume 181**

Leases

- American Library Association, 1925
- American Stintering Company, 1922
- Bay State Refining Company, 1920
- His Britannic Majesty's Government, 1920
- Elgin National Watch Company, 1919
- Marshall Field & Company, 1916
- Moses L. Ottenheimer and Frederick L. Ottenheimer, 1921
- W. F. Quarry & Company, 1921

### **Volume 182**

Leases

- Bryant & Stratton Business College, 1909
- Hyland Brothers Company, 1910
- Western Casket and Undertaking Company, 1909

### **Volume 183**

Kerman Stores, 1931

### **Volume 184**

C. A. Taylor Trunk Works, 1919

## **Subseries 2: Photographs**

### **Volume 185**

Photographs, statue of Abraham Lincoln, Grant Park, n.d.

### **Box 270**

#### **Folder 1-2**

Photographs, construction of the building on the corner of Randolph Street and Michigan Avenue, 1919-1921

### **Box 270**

#### **Folder 3**

Photographs, Library seal and bookplate

- All other photographs of the Crerar Library, its directors and employees were transferred to the University Archival Photofiles.

### **Box 271A**

#### **Folder 1**

Slide-tape presentation for schools, correspondence and requests, script, 1969-1975

### **Box 271A**

#### **Folder 2-4**

Slide-tape presentation for schools, slides

- For tape, see Box 275, Folder 1.

**Box 271B**

**Folder 1-14**

Slides, "Science Through the Ages," exhibit of rare books at the Chicago Public Library Cultural Center, 1978

- See also Box 179, Folder 7, and Boxes 250A-250B.

**Box 271C**

**Folder 1-16**

Slides, staff, facilities, and tours, 1978-1979

**Box 272**

**Folder 1**

Informational presentation, May 24, 1979, agenda and preliminary script for remarks by William Budington

**Box 272**

**Folder 2-4**

Informational presentation, May 24, 1979, slides

- For tape, see Box 275, Folder 10.

**Box 273**

**Folder 1**

Photographs, statue of Abraham Lincoln, Grant Park, n.d. (duplicates of two photographs in Volume 185)

**Box 273**

**Folder 2**

Photographs, statue of Abraham Lincoln, Grant Park, presented to Patricia Swanson by Oliver Tuthill and Crerar Foundation at Christmas luncheon, 1986

**Box 273**

**Folder 3**

Memorial resolution concerning bequest of John Crerar, Chicago Home for the Friendless, 1892

**Box 273**

**Folder 4**

Silhouette portrait, of John Crerar Family(?), 1839(?)

**Box 274**

**Folder 1**

Directors' nameplates, ca. 1930

**Box 274**

**Folder 2**

First impression of medallion from die of Library seal, 1966

**Box 274**

**Folder 3**

Embossing die, open book, used in development booklet, 1968

**Box 274**

**Folder 4**

Scissors used to cut ribbon of Crerar Library at the University of Chicago, 1984

**Volume 186**

Die of Library seal for medallion, 1966

## **Series VIII: Audio Tapes**

### **Box 275**

#### **Folder 1**

Slide-tape presentation for schools, 1969, reel-to-reel tape

### **Box 275**

#### **Folder 2**

75th anniversary evening, speech by Charles A. Berry, M.D., October 12, 1969, reel-to-reel tape

### **Box 275**

#### **Folder 3**

"Portfolio" radio broadcast, WGN; panelists Edward C. Logelin, Oliver W. Tuthill, and William S. Budington, interviewed by Virginia Gale, October 26, 1969, reel-to-reel tape

### **Box 275**

#### **Folder 4**

75th anniversary industrial recognition dinner, speech by Don Swanson, October 30, 1969, reel-to-reel tape

### **Box 275**

#### **Folder 5**

Crerar Associates meeting, welcome by Oliver W. Tuthill, introduction by Betty Reneker, speech by Robert P. Mayo, December 6, 1970, reel-to-reel tape

### **Box 275**

#### **Folder 6**

"Stock Market Observer" radio broadcast, WCIU-TV, with guest William S. Budington, April 14, 1971, reel-to-reel tape

### **Box 275**

#### **Folder 7**

Crerar Associates meeting, introductory remarks by Betty Reneker, Oliver W. Tuthill, William S. Budington, speech by Joseph C. Shipman, November 30, 1972, reel-to-reel tape

### **Box 275**

#### **Folder 8**

Crerar Associates meeting, speech by Casey Logan, Spring 1974, reel-to-reel tape

### **Box 275**

#### **Folder 9**

C.L.A. meeting at Crerar Library, speech by Dr. Peter Wyllie, "Earthquake Prediction," May 23, 1977, reel-to-reel tape

### **Box 275**

#### **Folder 10**

Informational presentation, remarks by William Budington, May 24, 1979, cassette

### **Box 275**

#### **Folder 11**

Special Libraries Association, Illinois Chapter, speeches by Jonathan Fanton and William S. Budington, April 13, 1982, cassette

### **Box 275**

#### **Folder 12**

Crerar Associates meeting, speech by Joseph Weizenbaum, June 1982, cassette

**Series IX: Restricted**

This series contains budget and personnel materials to which access is restricted until 2027.

**Box 276**

**Folder 1**

Personnel documents, 1972-1977