

University of Chicago Library

Guide to the University  
of Chicago Library  
Office of the Director,  
Ernest Dewitt Burton  
and J. C. M. Hanson,  
Records 1910-1928



© 2007 University of Chicago Library

## Table of Contents

Descriptive Summary	3
Information on Use	3
Access	3
Citation	3
Historical Note	3
Scope Note	6
Related Resources	10
Subject Headings	10
INVENTORY	10
Series I: Jast-Hanson Classification	10
Series II: Office of the Director of the Associate Director	11
Series III: Other Libraries	13
Series IV: Library Science	14
Series V: Buildings and Grounds	14
Series VI: Policy	17
Series VII: Library Staff	21
Series VIII: Rules and Regulations	26
Series IX: Budget	27
Series X: Communication	30
Series XI: Acquisitions	31
Subseries 1: Miscellaneous	31
Subseries 2: Accession Logbooks, 1910-1928 (shelved separately, see Introduction)	36
Series XII: Cataloging and Classification	37
Series XIII: Conservation	41
Series XIV: Circulation and Reference	42
Series XV: Departmental Libraries	44
Series XVI: Miscellaneous	47

## **Descriptive Summary**

<b>Identifier</b>	ICU.SPCL.LIBRARY2
<b>Title</b>	University of Chicago. Library. Office of the Director. Ernest Dewitt Burton and J. C. M. Hanson. Records
<b>Date</b>	1910-1928
<b>Size</b>	26.5 linear ft. (47 boxes and 25 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>	The University of Chicago Library Records consist of material generated during the administration of Ernest DeWitt Burton (Director, 1910-1925) and J. C. M. Hanson (Associate Director, 1910-1927; Acting Director, 1927-1928). The records include budgets and annual reports to the President of the University; minutes of the Director's Conference and Library Board; administrative correspondence and memoranda; records of the Commission on the Future of the University Libraries (1922-1924); accession logbooks; personnel files; the Library Handbook; and scrapbooks.

## **Information on Use**

### **Access**

The collection is open for research.

### **Citation**

When quoting material from this collection, the preferred citation is: University of Chicago. Library. Office of the Director. Ernest Dewitt Burton and J. C. M. Hanson. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

### **Historical Note**

The second period in the history of the University of Chicago Library, comprising the joint administration of Ernest D. Burton and J. C. M. Hanson, was a time of rapid growth for the Library's staff and collections. In 1910, when Burton was appointed Director, the Library held 289,000 books with 100,000 more volumes unprocessed; by 1928, the Library's total holdings had increased to 799,000 volumes. The Library's staff, which numbered only 22 full-time members in 1910, had grown to 94 by 1914-1915 and to 116 by 1927-1928.

The administration which controlled the Library during this period was markedly different from that of Zella Allen Dixon during the University's first eighteen years (see University Library records, Series I). Immediately after Dixon's resignation was accepted by the Trustees in March 1910, Ernest D. Burton, Professor and Head of the Department of New Testament Literature, was asked to assume the position of Acting Director. By July 1910, it being understood that this post would be permanent, Burton began to negotiate with J. C. M. Hanson to accept the position of Associate Director. Hanson, then chief of the cataloging division of the Library of Congress, accepted the offer and assumed his duties in November 1910. Burton and Hanson had widely differing backgrounds. Burton's long tenure at the University and wide acquaintance with the faculty gave him a valuable sensitivity to the distinctive history and traditions of the University. Furthermore, he remained committed to the proposals of the Library Commission of 1902 he had chaired; the strengthening of the departmental library facilities around Harper Memorial Library. Hanson, by contrast, was a thoroughly trained cataloger whose experience at the Library of Congress led him to advocate the consolidation and centralization of library collections whenever possible. Despite these differences, Burton and Hanson worked well remarkably well. Burton retained his interest in the broadest aspects of Library policy and architectural planning, while Hanson was given general authority for the daily operations of the Library. After 1914, when Burton gave less of his time to the Library, and particularly after 1923, when he became the University's third President, Hanson assumed an even larger degree of administrative autonomy.

Hanson's first and most important contribution to the reorganization of the Library was the reclassification of the book collections begun in 1911. When Hanson arrived in Chicago, only half the Library's holdings were cataloged, with those in the General library under the Dewey decimal system and those in the departmental libraries under fourteen other classification systems. A faculty committee appointed in 1909 to study the problem had recommended that the Dewey classification be expanded to include all the Library's holdings. Hanson, however, compiled a lengthy report urging the adoption of the Library of Congress classification he had developed in collaboration with Charles Martel during his years in Washington. In April 1911, the committee reversed its decision, and in a unanimous written vote authorized the reclassification of all Library collections according to the Library of Congress system. Although reclassification was begun immediately, progress was impeded by the lack of existing catalog records and dispersion of titles and editions among many departmental libraries. During the course of the project, seven smaller libraries were consolidated with the General Library, leaving the University with seventeen departmental libraries. By 1928, reclassification was virtually complete, with the chaotic collections of 1910 reorganized under a single system of classification and all volumes in the Library accessible through a consolidated card catalog in the General Library.

The progress of the reclassification project made other reforms and innovations possible as well. In 1913, in the face of opposition from older faculty members, Hanson established the Library's first serial record, consolidating all serial holdings records in a single file. Hanson also introduced a program for selling the Library's printed catalog cards to subscribing libraries. This program, launched in 1913, followed the example of earlier systems at the Library of Congress, Harvard

University, and the John Crerar, and effectively defrayed the costs of printing cards for the Library's new consolidated catalog.

Despite advances in classification and cataloging, the Library was still hampered by the lack of adequate space to house all its collections and operations. Harper Memorial Library, dedicated in elaborate ceremonies in June 1912, and designed to serve the needs of the University for nearly a century, began to attract strong criticism within a year of its opening. Sumptuous and impressive though it may have been as a memorial to the University's first President, the Library was compromised from the beginning by the encroachment of non-library functions and offices. The completed building held the General book stacks, the General reading room, catalog room, and Library staff offices; but it also housed offices for the President and his secretaries, an assembly room, classrooms and offices for the Modern Language group and the departments of History, Political Economy, Political Science, and Sociology, and the departmental libraries of the Modern Language group, Philosophy, and History. The entire building, consisting of two basement levels, six floors, and a mezzanine, was served by two passenger elevators and a cumbersome system of lifts and pneumatic tubes required to page books from the underground stacks. Workspace for the staff was inadequate within three years, and by 1919 Burton concluded that usable book stack space had also been exhausted. The original plan for Harper was further hampered by the interruption of bridge connections between the buildings of the Harper group: the bridge to Haskell Hall was closed for several years, a link to Swift Hall was never built, and the Geology and Geography departments refused to permit the erection of a bridge between the Law School and Rosenwald Hall.

By December 1922, the general overcrowding of Harper Library and the need for coordinated planning caused President Judson to appoint the Commission on the Future Policy of the University Libraries. The Commission, headed by trustee Harold H. Swift, included in its membership trustees Martin A. Ryerson and Charles W. Gilkey, President Judson, and professors John M. Coulter, Albion W. Small, Leonard D. White, and Ernest D. Burton. Hanson was not made a member, due no doubt partly to the fact that his opposition to departmental libraries was already well known. The Commission, like its predecessor twenty years earlier, was charged with a comprehensive review of the Library's needs and the formulation of appropriate recommendations. Discussions among members, however, soon revealed a deep division of opinion. The Tentative Report of the Commission, released to the University community in 1924, contained not one but two separate proposals for the future direction of the Library: Plan I, which called for the erection of a new 10-story library building large enough to hold all the departmental libraries and located in the center of the main quadrangle; and Plan II, which called for the fulfillment of the plan of 1902, with modern language and social science buildings flanking Harper and a new Harper annex replacing Haskell Hall. Plan I, supported by Hanson and many librarians at other institutions who had been consulted by the Commission, promised greater centralization but threatened to dwarf the campus with a huge new building. Plan II, largely the work of Burton and E. A. Henry, the head of the Readers' Department, offered a less expensive solution more in keeping with the architectural scale of the quadrangles, yet insured the retention of the dispersed departmental system. While the Tentative Report was printed and distributed, and comments drafted. By

1924, large amounts of money had already been raised for the completion of the Harper group, and Swift and other University officials feared that any fundamental change in building plans would disrupt a successful campaign. Even if these difficulties could have been overcome, wide disagreement within the faculty on questions of Library policy would have made a compromise plan difficult, if not impossible, to achieve.

Following the retirement of President Judson in February 1923, Ernest D. Burton was named Acting President of the University. Five months later, the appointment was made permanent, although Burton continued to hold the title of Director of the Library. Hanson's elevation to the Directorship might have been expected in due course had it not been for his strong advocacy of centralization and the resulting tensions in his relations with some of the faculty. After Burton's death in 1925, a formal search for a new Director was initiated, while the Library Board was revived as an administrative body to supervise Library operations. In December 1926, M. Llewellyn Raney, librarian of Johns Hopkins University, accepted the position of Director with the understanding that he would devote the first year of his appointment to travel and the study of operations at other libraries. Accordingly, at Raney's request, Hanson was named Acting Director from July 1927 to February 1928, after which he joined the faculty of the Graduate Library School. Following several months during which E. A. Henry served as Acting Director, Raney assumed full control of the Library in July 1928.

In a special report to the Board of Trustees in 1925, shortly before Burton's death, Burton and Hanson summarized their achievements as an administrative team since 1910. "The last fourteen years," they wrote, "have witnessed important changes. The entire library system of the University has been harmonized and coordinated, so that nearly all books are now purchased, cataloged, classified, and bound under the direction of the central administration and on a system which will compare favorably with that of any other university." If the degree of centralization and coordination was not as complete as Hanson, the professional librarian, had hoped, he could take pride in the remarkable progress achieved under Burton's direction and could draw satisfaction from the fact that the University Library would in the coming years be led for the first time in its history by a Director who was also a professional librarian.

## **Scope Note**

The University of Chicago Library Records consist of material generated during the administration of Ernest DeWitt Burton (Director, 1910-1925) and J. C. M. Hanson (Associate Director, 1910-1927; Acting Director, 1927-1928). The records include budgets and annual reports to the President of the University; minutes of the Director's Conference and Library Board; administrative correspondence and memoranda; records of the Commission on the Future of the University Libraries (1922-1924); accession logbooks; personnel files; the Library Handbook; and scrapbooks.

## Series I: JAST-HANSON CLASSIFICATION

The materials in this series reflect the classification system developed by British librarian L. Stanley Jast in *A Classification of Library Economy and Office Papers* (London, 1907). Adapted by J. C. M. Hanson for use in organizing the Library's administrative records, the system consists of a two to four digit classification number on each document indicating its filing location within eleven main topical divisions. In order to give greater clarity to the scheme and indicate more clearly its relation to the structure of the University Library, the inventory of the records has been divided into sixteen divisions, which retain the numerical order of the Jast-Hanson classification.

## Series II: OFFICE OF THE DIRECTOR AND THE ASSOCIATE DIRECTOR

This series consists of an alphabetical series of general administrative correspondence followed by a group of topical files. The correspondence includes letters of Burton and Hanson, a copy of their joint report to the Board of Trustees on the development of the Library from 1910 to 1925, and correspondence from 1910 regarding Hanson's duties and title at the University of Chicago Library.

## Series III: OTHER LIBRARIES

This series contains miscellaneous records concerning interlibrary cooperation and statistical and administrative comparisons between the University of Chicago Library and other academic libraries.

## Series Iv: LIBRARY SCIENCE

This series includes records related to library instruction at other institutions, and orientation tours and exhibits at the University Library. This division also contains memoranda and correspondence concerning the creation of a graduate library school at the University of Chicago.

## Series V: BUILDINGS AND GROUNDS

Most of the records in the series concern Harper Memorial Library: its planning, dedication, decoration, mechanical services, and furnishings. Several folders contain material on departmental library buildings and on the problems created by the double level of underground book stacks beneath Harper Library and adjoining buildings.

## Series VI: POLICY

This division contains the minutes of the Director's Conference of senior Library staff members, the minutes of the Library Board, and correspondence concerning the Classification Committee's decision to adopt the Library of Congress system in 1911. The largest bodies of material are a series of annual reports of the Director or Associate Director from 1911 to 1928, and an alphabetical group of correspondence regarding the required submission of 100 printed copies of each University dissertation to the Library for purposes of exchange with other institutions. The division also contains extensive correspondence regarding the deliberations and Tentative Report of the Commission on the Future Policy of the University Libraries.

## Series VII: LIBRARY STAFF

These records concern Library personnel. The division concludes with minutes of the Library Council of senior staff members, the constitution and material related to the Order of the Grey Towers staff organization, and letters of recommendation.

## Series VIII: RULES AND REGULATIONS

This series contains copies of the Library's handbook of rules and regulations, correspondence concerning the possibility of allowing Harper Library to remain open on Sunday, and memoranda on the need to maintain order in the Harper Reading Room.

## Series IX: BUDGET

The total budget of the University Library grew from \$180,500 in 1911-1912 to \$378,000 in 1927-1928. This group of records includes administrative correspondence concerning budget appropriations and expenditures, memoranda and statistics used in the preparation of the annual budget, and files on specific funds and expenditures.

## Series X: COMMUNICATION

This series contains miscellaneous correspondence and brochures on mail, telephones, typewriters, and other forms of Library communication.



## Series XI: ACQUISITIONS

The records in this division consist of general reports on Library accessions, material on book recommendations and book purchases, and correspondence relating to gifts and book collections, including the Canal Collection, Cunther Collection, and Gunsaulus-Butler Collection. Twenty-five oversize accession logbooks recording accession numbers and titles of books accessioned from 1910 to 1925 are shelved separately and should be requested by volume number.

## Series XII: CATALOGING AND CLASSIFICATION

This division includes minutes of the regular meetings of the Library's catalogers, classifiers, and shelf listers, minutes of the meetings of cataloging revisers, correspondence concerning the printing and distribution of catalog cards, memoranda regarding cataloging equipment, correspondence on the reclassification of the Library's collections according to the Library of Congress system, and a partial classification schedule.

## Series XIII: CONSERVATION

Material in this division concerns labels, boxes, storage of maps and photographs, bindings, repairs of manuscripts and newspapers, and other matters related to physical conservation.

## Series XIV: CIRULATION AND REFERENCE

This series includes materials documenting loans, fines, reserve books, and complaints and suggestions. Three folders of correspondence deal with the Cameragraph and other photostat machines.

## Series XV: DEPARTMENTAL LIBRARIES

This series contains two main bodies of material. General correspondence, questionnaires, and the printed report of the Committee on the Relations of the Departmental Libraries and the General Library reveal some of the basic issues generated by the departmental organization of the Library's collections.

These folders are followed by an alphabetical series of administrative records devoted to each of the departmental libraries. Included are the records of several libraries, such as Athletics,

Hitchcock Hall, and Public Speaking, which were incorporated within the General Library collections.

#### Series XVI: MISCELLANEOUS

This series contains copies of various editions of the Handbook of the Libraries of the University, correspondence related to the General Catalogue of Incunabula and the National Union List of Serials, and material on the Renaissance Society, a group of faculty members organized in 1915 to develop "the artistic and esthetic side of the Libraries of the University." The division concludes with three scrapbooks compiled by the Library staff from 1911 to 1928.

### **Related Resources**

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

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

### **Subject Headings**

- Burton, Ernest De Witt, 1856-1925
- Hanson, J. C. M. (James Christian Meinich), 1864-1943
- Dixson, Zella Allen, 1858-1924
- Calvary, S., & Co., Berlin
- University of Chicago. Library-History
- University of Chicago. Library. Order of the Grey Towers
- University of Chicago. Library
- Academic libraries
- Librarians
- Academic librarians

## **INVENTORY**

### **Series I: Jast-Hanson Classification**

#### **Box 1**

##### **Folder 1**

Jast, L. Stanley, A Classification of Library Economy and Office Papers (London; Library Supply Co., 1907). Copy 1, annotated

#### **Box 1**

##### **Folder 2**

Jast, L. Stanley, A Classification of Library Economy and Office Papers (London; Library Supply Co., 1907). Copy 2, annotated

#### **Box 1**

**Folder 3**

Hanson, J. C. M. "Classification of Correspondence."

**Box 1**

**Folder 4**

Hanson, J. C. M. Second copy, annotated

**Box 1**

**Folder 5**

Hanson, J. C. M. Third copy, annotated

**Series II: Office of the Director of the Associate Director**

**Box 1**

**Folder 6**

General Correspondence, American Seating Co.-Arnesen, A.

**Box 1**

**Folder 7**

General Correspondence, Arnett, Trevor-Austen, W.

**Box 1**

**Folder 8**

General Correspondence, Badt-Westburg Electric Co.-Bickham, M.H.

**Box 1**

**Folder 9**

General Correspondence, Bishop, W. W.-Bixler, R. W.

**Box 1**

**Folder 10**

General Correspondence, Blackburn, B. F.-Burt, F. H.

**Box 2**

**Folder 1**

General Correspondence, Burton, E. D.-Buttrick, W.

**Box 2**

**Folder 2**

General Correspondence, Carlton, W. N. C.-Cutting, Glen W.

**Box 2**

**Folder 3**

General Correspondence, Dahlberg, G. A.-Dunlap, E. P.

**Box 2**

**Folder 4**

General Correspondence, Eckels, Edith O.-Evans, G.

**Box 2**

**Folder 5**

General Correspondence, Faculty Exchange-Fuller, R. E.

**Box 2**

**Folder 6**

General Correspondence, Gaebler, H.-Gurney, F. J.

**Box 2**

**Folder 7**

General Correspondence, Hachette & Co.-Hanson, J. C. M.

**Box 2**

**Folder 8**

General Correspondence, Harding, G.-Henderson, C. R.

**Box 3**

**Folder 1**

General Correspondence, Henry, E. A.-Institute of Administrative Technics

**Box 3**

**Folder 2**

General Correspondence, Jacobsen, A.-Judson, H. P.

**Box 3**

**Folder 3**

General Correspondence, Kaiser, J. B.-Kramer, M. F.

**Box 3**

**Folder 4**

General Correspondence, Laing, G. J.-Lyons, John F.

**Box 3**

**Folder 5**

General Correspondence, MacClintock, W. D.-Manchester, E.

**Box 3**

**Folder 6**

General Correspondence, Manker, P. A.-Moulton, H. G.

**Box 3**

**Folder 7**

General Correspondence, Parker, H. W.-Quadrangle Club

**Box 4**

**Folder 1**

General Correspondence, Ranck, S.-Robertson, J. C.

**Box 4**

**Folder 2**

General Correspondence, Roden, Carl B.-Schmidt, A. F. W.

**Box 4**

**Folder 3**

General Correspondence, Shepley, Rutan and Collidge-Strong, G.E.

**Box 4**

**Folder 4**

General Correspondence, Taggart, H. E.-Typewriting Office

**Box 4**

**Folder 5**

General Correspondence, Ummer, F. W.-Wygant, H. S.

**Box 4**

**Folder 6**

General Correspondence, Yale University Press-Yust, W. F.

**Box 4**

**Folder 7**

Associate Librarian position

**Box 4**

**Folder 8**

Correspondence, Lectures, speeches, literary work

**Box 4**

**Folder 9**

Correspondence, Societies and committees

**Box 4**

**Folder 10**

Correspondence, American Library Association

**Box 4**

**Folder 11**

Correspondence, American Library Association survey, 1925

**Box 5**

**Folder 1**

Correspondence, American Library Institute

**Box 5**

**Folder 2**

Correspondence, Bibliographical Society of America

**Box 5**

**Folder 3**

Correspondence, College Librarians of the Middle West

**Box 5**

**Folder 4**

Correspondence, Chicago Library Club

**Box 5**

**Folder 5**

Correspondence, Committee on Photographic Reproductions (L. C. cards)

**Box 5**

**Folder 6**

Correspondence, Commendations and criticisms of Library service

**Series III: Other Libraries**

**Box 5**

**Folder 7**

Copyright

**Box 5**

**Folder 8**

National and state libraries

**Box 5**

**Folder 9**

University and college libraries

**Box 5**

**Folder 10**

Library specialization

**Box 5**

**Folder 11**

Statistics, general and comparative, Burton, E. D.-Donnelley, T.E.

**Box 5**

**Folder 12**

Statistics, general and comparative, Gerould, J. T.-U. S. Bureau of Education

## **Series IV: Library Science**

**Box 5**

**Folder 13**

Instruction in library science

**Box 5**

**Folder 14**

Instruction to students in use of libraries

**Box 5**

**Folder 15**

University Extension

**Box 5**

**Folder 16**

Exhibitions

**Box 5**

**Folder 17**

Library schools

**Box 5**

**Folder 18**

Library schools, correspondence, Burton, E. D.-Josephson, A.

**Box 5**

**Folder 19**

Library schools, correspondence, Burton, Laing, G. J.-Works, G.A.

## **Series V: Buildings and Grounds**

**Box 6**

**Folder 1**

Harper Memorial Library, building plan

**Box 6**

**Folder 2**

Harper Memorial Library, building plan

**Box 6**

**Folder 3**

Harper Memorial Library, dedication

**Box 6**

**Folder 4**

Harper Memorial Library, interior changes

**Box 6**

**Folder 5**

Library buildings at other universities

**Box 6**

**Folder 6**

Library buildings, general

**Box 6**  
**Folder 7**  
Departmental library buildings, Billings-Geology  
**Box 6**  
**Folder 8**  
Haskell  
**Box 6**  
**Folder 9**  
Modern Language  
**Box 6**  
**Folder 10**  
Philosophy-Yerkes Observatory  
**Box 6**  
**Folder 11**  
Roads  
**Box 6**  
**Folder 12**  
Bridges  
**Box 7**  
**Folder 1**  
Tunnels  
**Box 7**  
**Folder 2**  
Floors and floor coverings  
**Box 7**  
**Folder 3**  
Doors, windows, and weather strips  
**Box 7**  
**Folder 4**  
Shields, coats of arms, and inscriptions  
**Box 7**  
**Folder 5**  
Shields, coats of arms, and inscriptions  
**Box 7**  
**Folder 6**  
Shields, coats of arms, and inscriptions  
**Box 7**  
**Folder 7**  
Shields, coats of arms, and inscriptions  
**Box 7**  
**Folder 8**  
Plans and descriptions of buildings  
**Box 7**  
**Folder 9**  
Rooms  
**Box 7**

**Folder 10**

Elevators

**Box 7**

**Folder 11**

Reading Room

**Box 7**

**Folder 12**

Graduate reading rooms

**Box 7**

**Folder 13**

Reserved Book Room

**Box 7**

**Folder 14**

Women's rest rooms

**Box 7**

**Folder 15**

Lunch Room

**Box 7**

**Folder 16**

Manuscript Room and Rare Books

**Box 8**

**Folder 1**

Storage rooms

**Box 8**

**Folder 2**

Lighting

**Box 8**

**Folder 3**

Committee on Lighting

**Box 8**

**Folder 4**

Furniture and other fittings

**Box 8**

**Folder 5**

Harper equipment

**Box 8**

**Folder 6**

Furniture and equipment inventory, 1911

- Harper Library inventory, 1914

**Box 8**

**Folder 7**

Stacks, general

**Box 8**

**Folder 8**

Stacks, general

**Box 8**



**Folder 9**

Stacks, correspondence, Burton, E. D.-Coolidge & Hodgdon

**Box 8**

**Folder 10**

Stacks, correspondence, Hanson, J. C. M.-Heckman, W.

**Box 8**

**Folder 11**

Stacks, correspondence, Judson, H. P.

**Box 8**

**Folder 12**

Stacks, correspondence, Koch, T. W.-Snead & Co.

**Box 8**

**Folder 13**

Stacks, equipment

**Box 8**

**Folder 14**

Moving

**Box 9**

**Folder 1**

Memoranda to janitor

**Box 9**

**Folder 2**

Buildings and Grounds Committee

**Series VI: Policy**

**Box 9**

**Folder 3**

Administration and service

**Box 9**

**Folder 4**

Director's Conference, minutes, 1920-1921

**Box 9**

**Folder 5**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
general

**Box 9**

**Folder 6**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
general

**Box 9**

**Folder 7**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
general

**Box 9**

**Folder 8**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
general

**Box 9**

**Folder 9**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
correspondence, Burton, E. D.

**Box 9**

**Folder 10**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
correspondence, Hanson, J. C. M.

**Box 9**

**Folder 11**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
correspondence, Swift, Harold H.

**Box 9**

**Folder 12**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
reaction of Departments to Tentative Report

**Box 9**

**Folder 13**

Commission on the Future Policy of the University Libraries (Library Commission), 1924,  
discussion by American Association of University Professors

**Box 9**

**Folder 14**

Commission on the Future Policy of the University Libraries (Library  
• Commission), 1924, other reactions and comments

**Box 10**

**Folder 1**

Dissertations, general policy

**Box 10**

**Folder 2**

Dissertations, correspondence, 1910-1915, Allison, W. H.-Moore, A.C.

**Box 10**

**Folder 3**

Dissertations, correspondence, 1910-1915, Allison, Olson, O. L.-Zeeb, F. B.

**Box 10**

**Folder 4**

Dissertations, correspondence, 1910-1915, 1916-1927, Adams, C.-Evans, H. F.

**Box 10**

**Folder 5**

Dissertations, correspondence, 1910-1915, Garwood, I.-Kingston, H. R.

**Box 10**

**Folder 6**

Dissertations, correspondence, 1910-1915, Lassals, L. J.-Osgood, W. H.

**Box 10**

**Folder 7**

Dissertations, correspondence, 1910-1915, Olson, O. L.-Preston, E.

**Box 10**

**Folder 8**

Dissertations, correspondence, 1910-1915, Reuter, E. B.-Stout, J.E.

**Box 10**

**Folder 9**

Dissertations, correspondence, 1916-1927, Tartar, H. V.-Tschan, F.J.

**Box 10**

**Folder 10**

Dissertations, correspondence, 1916-1927, Watson, A. C.-Zumbrunnen, A. C.

**Box 10**

**Folder 11**

Library Board, general

**Box 10**

**Folder 12**

Library Board, minutes, 1911-1926

**Box 10**

**Folder 13**

Library Board, minutes, 1927-1928

**Box 10**

**Folder 14**

Library Board, correspondence regarding meetings

**Box 10**

**Folder 15**

University Senate

**Box 10**

**Folder 16**

University Press Board

**Box 10**

**Folder 17**

Annual Reports, 1911-1912

**Box 10**

**Folder 18**

Annual Reports, 1912-1913

**Box 11**

**Folder 1**

Annual Reports, 1913-1914

**Box 11**

**Folder 2**

Annual Reports, 1914-1915

**Box 11**

**Folder 3**

Annual Reports, 1914-1915

**Box 11**

**Folder 4**

Annual Reports, 1915-1916

**Box 11**  
**Folder 5**  
Annual Reports, 1915-1916  
**Box 11**  
**Folder 6**  
Annual Reports, 1915-1916, Readers' Department  
**Box 11**  
**Folder 7**  
Annual Reports, 1916-1917  
**Box 11**  
**Folder 8**  
Annual Reports, 1917-1918  
**Box 12**  
**Folder 1**  
Annual Reports, 1918-1919  
**Box 12**  
**Folder 2**  
Annual Reports, 1919-1920  
**Box 12**  
**Folder 3**  
Annual Reports, 1919-1920, Readers' Department  
**Box 12**  
**Folder 4**  
Annual Reports, 1920-1921  
**Box 12**  
**Folder 5**  
Annual Reports, 1921-1922  
**Box 12**  
**Folder 6**  
Annual Reports, 1922-1923  
**Box 12**  
**Folder 7**  
Annual Reports, 1923-1924  
**Box 12**  
**Folder 8**  
Annual Reports, 1924-1925  
**Box 12**  
**Folder 9**  
Annual Reports, 1925-1926  
**Box 12**  
**Folder 10**  
Annual Reports, 1926-1927  
**Box 12**  
**Folder 11**  
Annual Reports, 1927-1928  
**Box 12**

**Folder 12**

Committee on Books for the General Library

**Box 12**

**Folder 13**

Classification Committee

**Series VII: Library Staff**

**Box 13**

**Folder 1**

Correspondence, Burton, E. D.-Lamb, E.

**Box 13**

**Folder 2**

Correspondence, MacIver, I.-Williamson, C. C.

**Box 13**

**Folder 3**

Lists of staff members

**Box 13**

**Folder 4**

Staff questionnaires

**Box 13**

**Folder 5**

Staff questionnaires

**Box 13**

**Folder 6**

Staff manual and announcements

**Box 13**

**Folder 7**

Retiring allowances and sick benefit fund

**Box 13**

**Folder 8**

Staff applications

**Box 13**

**Folder 9**

Applications from persons not on staff

**Box 13**

**Folder 10**

Applications from persons not on staff

**Box 14**

**Folder 1**

Applications from persons not on staff

**Box 14**

**Folder 2**

Applications from persons not on staff

**Box 14**

**Folder 3**

Applications from persons not on staff

**Box 14**

**Folder 4**

Applications from persons not on staff

**Box 14**

**Folder 5**

Applications from persons not on staff

**Box 14**

**Folder 6**

Inquiries concerning positions in general

**Box 14**

**Folder 7**

Student assistants, general

**Box 14**

**Folder 8**

Student assistants, general

**Box 14**

**Folder 9**

Student assistants, general

**Box 14**

**Folder 10**

Student assistants, general

**Box 14**

**Folder 11**

Pages and messengers

**Box 14**

**Folder 12**

Former staff members, correspondence, Burton, E. D.-

- Commager, Henry

**Box 15**

**Folder 1**

Former staff members, correspondence, Hanson J. C. M.-Henry, E.A.

**Box 15**

**Folder 2**

Former staff members, correspondence, Jacobsen, K. T.-Little, C.L.

**Box 15**

**Folder 3**

Former staff members, correspondence, Manchester, E. N.

**Box 15**

**Folder 4**

Former staff members, correspondence, Torrey, C. O.-Von Noé, A.C.

**Box 15**

**Folder 5**

Staff, extra

**Box 15**

**Folder 6**

Acquisitions Department

**Box 15**  
**Folder 7**  
Acquisitions Department

**Box 15**  
**Folder 8**  
Acquisitions Department

**Box 15**  
**Folder 9**  
Acquisitions Department

**Box 15**  
**Folder 10**  
Card Department

**Box 16**  
**Folder 1**  
Cataloging Department

**Box 16**  
**Folder 2**  
Classification Department

**Box 16**  
**Folder 3**  
Map Division

**Box 16**  
**Folder 4**  
Readers' Department

**Box 16**  
**Folder 5**  
Readers' Department

**Box 16**  
**Folder 6**  
Rules on cards

**Box 16**  
**Folder 7**  
Appointments, lists of staff

**Box 16**  
**Folder 8**  
Appointments, correspondence, Angell, J. R.-Hanson, J. C. M.

**Box 16**  
**Folder 9**  
Appointments, correspondence, Henry, E. A.-Thompson, C. J.

**Box 16**  
**Folder 10**  
Letters of appointment

**Box 16**  
**Folder 11**  
Salaries and payroll, general

**Box 16**

**Folder 12**

Salaries and payroll, general

**Box 16**

**Folder 13**

Salaries and payroll, general

**Box 16**

**Folder 14**

Salaries and payroll, general

**Box 16**

**Folder 15**

Salaries and payroll, general

**Box 16**

**Folder 16**

Salaries and payroll, general

**Box 17**

**Folder 1**

Salaries and payroll, correspondence, Arnett, Trevor

**Box 17**

**Folder 2**

Salaries and payroll, correspondence, Burton, E. D.

**Box 17**

**Folder 3**

Salaries and payroll, correspondence, Currier, T. F.-Lane, W. C.

**Box 17**

**Folder 4**

Salaries and payroll, correspondence, Manchester, E.-Plimpton, P.L.

**Box 17**

**Folder 5**

Salaries and payroll, correspondence, Raney, M. L.-Windsor, P.L.

**Box 17**

**Folder 6**

Staff, hours worked

**Box 17**

**Folder 7**

Staff, monthly wages, 1911-1915

**Box 17**

**Folder 8**

Staff, monthly wages, 1915-1918

**Box 17**

**Folder 9**

Salaries, special services

**Box 17**

**Folder 10**

Salaries, other institutions, comparative statements

**Box 18**

**Folder 1**



Salaries, other institutions, comparative statements

**Box 18**

**Folder 2**

Salaries, other institutions, comparative statements

**Box 18**

**Folder 3**

Salaries, other institutions, comparative statements

**Box 18**

**Folder 4**

Salaries, other institutions, comparative statements

**Box 18**

**Folder 5**

Hours, general

**Box 18**

**Folder 6**

Hours, monthly record, Durrett Collection

**Box 18**

**Folder 7**

Vacations

**Box 18**

**Folder 8**

Vacations

**Box 18**

**Folder 9**

Vacations

**Box 18**

**Folder 10**

Vacations

**Box 18**

**Folder 11**

Vacations

**Box 18**

**Folder 12**

Vacations

**Box 18**

**Folder 13**

Vacations

**Box 19**

**Folder 1**

Sick leave

**Box 19**

**Folder 2**

Holidays

**Box 19**

**Folder 3**

Scholarship records, reports

**Box 19**

**Folder 4**

Staff, tuition fees

**Box 19**

**Folder 5**

Staff, training and instruction

**Box 19**

**Folder 6**

Staff meetings

**Box 19**

**Folder 7**

Director's Conference and Library Council

**Box 19**

**Folder 8**

Order of the Grey Towers

**Box 19**

**Folder 9**

Testimonials

## **Series VIII: Rules and Regulations**

**Box 19**

**Folder 10**

Rules and regulations

**Box 19**

**Folder 11**

Rules and regulations

**Box 19**

**Folder 12**

Rules and regulations

**Box 19**

**Folder 13**

Rules and regulations

**Box 19**

**Folder 14**

Rules and regulations

**Box 19**

**Folder 15**

General announcements

**Box 19**

**Folder 16**

Sunday opening

**Box 19**

**Folder 17**

Admission cards, non-students

**Box 19**

**Folder 18**

Admission cards, Sunday entrance to building

**Box 19**

**Folder 19**

Stack cards

**Box 20**

**Folder 1**

Order in reading room

**Box 20**

**Folder 2**

Special regulations, subscriptions, solicitation

**Series IX: Budget**

**Box 20**

**Folder 3**

General University account balance

**Box 20**

**Folder 4**

Budget, correspondence, Angell, J. R.-Arnett, Trevor

**Box 20**

**Folder 5**

Budget, correspondence, Breedlove, J. P.-Burton, E. D.

**Box 20**

**Folder 6**

Budget, correspondence, Dickerson, J. S.-Grey, H. G.

**Box 20**

**Folder 7**

Budget, correspondence, Hanson, J. C. M.-Henry, E. A.

**Box 20**

**Folder 8**

Budget, correspondence, Judson, H. P.-Koch, Theodore W.

**Box 20**

**Folder 9**

Budget, correspondence, Manchester, E. N.-Miller, N.

**Box 20**

**Folder 10**

Budget, correspondence, Perrine, C. B.-Plimpton, N. C.

**Box 20**

**Folder 11**

Budget, correspondence, Robertson, J. C.-Windsor, P. L.

**Box 20**

**Folder 12**

Annual budget, 1910-1911

**Box 20**

**Folder 13**

Annual budget, 1911-1912

**Box 20**

**Folder 14**

Annual budget, 1912-1913

**Box 20**

**Folder 15**

Annual budget, 1913-1914

**Box 20**

**Folder 16**

Annual budget, 1914-1915

**Box 21**

**Folder 1**

Annual budget, 1915-1916

**Box 21**

**Folder 2**

Annual budget, 1916-1917

**Box 21**

**Folder 3**

Annual budget, 1917-1918

**Box 21**

**Folder 4**

Annual budget, 1918-1919

**Box 21**

**Folder 5**

Annual budget, 1919-1920

**Box 21**

**Folder 6**

Annual budget, 1920-1921

**Box 21**

**Folder 7**

Annual budget, 1921-1922

**Box 21**

**Folder 8**

Annual budget, 1922-1923

**Box 21**

**Folder 9**

Annual budget, 1923-1924

**Box 21**

**Folder 10**

Annual budget, 1924-1925

**Box 21**

**Folder 11**

Annual budget, 1925-1926

**Box 21**

**Folder 12**

Annual budget, 1926-1927

**Box 21**

**Folder 13**

Annual budget, 1927-1928

**Box 21**

**Folder 14**

Annual budget, memoranda

**Box 22**

**Folder 1**

Annual budget, memoranda

**Box 22**

**Folder 2**

Book appropriations, 1910-1915, Angell, J. R.-Henderson, C. R.

**Box 22**

**Folder 3**

Book appropriations, 1910-1915, Judd, C. H.-Williston, S. W.

**Box 22**

**Folder 4**

Book appropriations, 1916-1928, Allen T. G.-Dickerson, J. S.

**Box 22**

**Folder 5**

Book appropriations, 1916-1928, Expenditures, Committee on- Mathews, S.

**Box 22**

**Folder 6**

Book appropriations, 1916-1928, Nitze, W. A.-Young, J. W. A.

**Box 22**

**Folder 7**

Book appropriations, 1916-1928, Book fund pooling, 1920

**Box 22**

**Folder 8**

Appropriations, miscellaneous

**Box 22**

**Folder 9**

Appropriations, miscellaneous

**Box 22**

**Folder 10**

Carriage and importation

**Box 22**

**Folder 11**

Carriage and importation

**Box 23**

**Folder 1**

Carriage and importation

**Box 23**

**Folder 2**

Carriage and importation

**Box 23**

**Folder 3**

Carriage and importation

**Box 23**

**Folder 4**

Supplies and expenses

**Box 23**

**Folder 5**

Binding fund

**Box 23**

**Folder 6**

Sales of duplicate copies

**Box 23**

**Folder 7**

Sales of duplicate copies

**Box 23**

**Folder 8**

Sales of duplicate copies

**Box 23**

**Folder 9**

Sales of duplicate copies

**Box 23**

**Folder 10**

Inquiries regarding appropriations

**Box 23**

**Folder 11**

Methods of accounting

**Box 23**

**Folder 12**

Funds, disposal, and care

**Box 23**

**Folder 13**

Committee on Expenditures

**Box 23**

**Folder 14**

Insurance

**Box 23**

**Folder 15**

Stationery, supplies

**Box 23**

**Folder 16**

Bookplates

**Series X: Communication**

**Box 24**

**Folder 1**

Communication, correspondence

**Box 24**

**Folder 2**

Parcel Post for books

**Box 24**

**Folder 3**

Mail

**Box 24**

**Folder 4**

Telephones, telegraph

**Box 24**

**Folder 5**

Typewriters, Dictaphones

**Series XI: Acquisitions**

**Subseries 1: Miscellaneous**

**Box 24**

**Folder 6**

Accession reports, 1893-1920

**Box 24**

**Folder 7**

Accession reports, 1911-1920

**Box 24**

**Folder 8**

Acquisition Department, annual reports, 1921-1928

**Box 24**

**Folder 9**

Accession, conservation

**Box 24**

**Folder 10**

Accession, conservation

**Box 25**

**Folder 1**

Book selection

**Box 25**

**Folder 2**

Books on approval

**Box 25**

**Folder 3**

Catalogs

**Box 25**

**Folder 4**

Government publications

**Box 25**

**Folder 5**

Society publications

**Box 25**

**Folder 6**

Recommendations for books by staff

**Box 25**

**Folder 7**

Book Committee

**Box 25**

**Folder 8**

Duplicates

**Box 25**

**Folder 9**

Periodicals and serials

**Box 25**

**Folder 10**

Periodicals and serials, Committee on Periodicals

**Box 25**

**Folder 11**

Periodicals, staff

**Box 25**

**Folder 12**

Photographs, prints, lantern slides

**Box 25**

**Folder 13**

Coins, indexing, cataloging, and arrangement. Maps, atlases

**Box 25**

**Folder 14**

Manuscripts, preservation

**Box 25**

**Folder 15**

Museum material

**Box 25**

**Folder 16**

Purchase of books and supplies, correspondence, Altrocchi, Rudolph-Dinsmore, J. C.

**Box 25**

**Folder 17**

Purchase of books and supplies, correspondence, Faxon, F. W.-Huth, Carl F., Jr.

**Box 25**

**Folder 18**

Purchase of books and supplies, correspondence, Jenkins, T. A.-Lowengard, L.

**Box 26**

**Folder 1**

Purchase of books and supplies, correspondence, MacClintock, W.D.-Moulton, F. R.

**Box 26**

**Folder 2**

Purchase of books and supplies, correspondence, Nitze, W. A.-Price, Ira M.

**Box 26**

**Folder 3**

Purchase of books and supplies, correspondence, Rathke, W. R.-Young, J. W.



**Box 26**  
**Folder 4**  
Cooperative buying  
**Box 26**  
**Folder 5**  
Cooperative buying  
**Box 26**  
**Folder 6**  
Cooperative buying  
**Box 26**  
**Folder 7**  
Importation of books  
**Box 26**  
**Folder 8**  
Importation of books  
**Box 26**  
**Folder 9**  
Importation of books  
**Box 26**  
**Folder 10**  
Importation of books  
**Box 26**  
**Folder 11**  
Prices, inquiries  
**Box 26**  
**Folder 12**  
Order blanks and cards  
**Box 26**  
**Folder 13**  
Purchase, catalog cards  
**Box 26**  
**Folder 14**  
Purchase, new books  
**Box 27**  
**Folder 1**  
Secondhand books, offers of  
**Box 27**  
**Folder 2**  
Secondhand books, offers of  
**Box 27**  
**Folder 3**  
Secondhand books, offers of  
**Box 27**  
**Folder 4**  
Secondhand books, offers of  
**Box 27**

**Folder 5**

Secondhand books, offers of

**Box 27**

**Folder 6**

Secondhand books, offers of

**Box 27**

**Folder 7**

Collections of books

**Box 27**

**Folder 8**

Collections of books

**Box 27**

**Folder 9**

Collections of books

**Box 27**

**Folder 10**

Canal Collection

**Box 27**

**Folder 11**

Purchase, periodicals and newspapers

**Box 27**

**Folder 12**

Purchase, periodicals and newspapers

**Box 28**

**Folder 1**

Purchase, pictures and photographs, manuscripts

**Box 28**

**Folder 2**

Gifts, Adams, M. E.-Craigie, W. A.

**Box 28**

**Folder 3**

Gifts, Crawford and Balcarres, Earl-Hill, H. T.

**Box 28**

**Folder 4**

Gifts, Hines, E.-Nutt, T. P.

**Box 28**

**Folder 5**

Gifts, Parsons, F.-Ylvisaker, N. M.

**Box 28**

**Folder 6**

German book exhibit

**Box 28**

**Folder 7**

Gunther Collection

**Box 28**

**Folder 8**

Gifts, acknowledgement, Adams, J. Q.-Loomis, M. M.

**Box 28**

**Folder 9**

Gifts, acknowledgement, MacClintock, W. D.-Young, F. E.

**Box 28**

**Folder 10**

Requests for gifts

**Box 29**

**Folder 1**

Gifts, newspapers and periodicals

**Box 29**

**Folder 2**

Gifts, newspapers and periodicals, pictures, photographs, lantern slides

**Box 29**

**Folder 3**

Gifts, music

**Box 29**

**Folder 4**

Gifts, maps, atlases

**Box 29**

**Folder 5**

Gifts, manuscripts, Gunsaulus-Butler Collection

**Box 29**

**Folder 6**

Gifts, museum material

**Box 29**

**Folder 7**

Review books

**Box 29**

**Folder 8**

Exchanges, correspondence, Altand, E. A.-Laing, G. J.

**Box 29**

**Folder 9**

Exchanges, correspondence, Leach, H. G.-Munizaga-Varela, G.

**Box 29**

**Folder 10**

Exchanges, correspondence, Naon, R.-Roberts, J. E.

**Box 29**

**Folder 11**

Exchanges, correspondence, Salisbury, R. D.-Sundaram, V. S.

**Box 29**

**Folder 12**

Exchanges, correspondence, Taussing, F. W.-Wellman, H. C.

**Box 29**

**Folder 13**

Weeding out uncataloged collections

**Box 29**

**Folder 14**

Disposal of books, periodicals by sale, exchange or gift

**Box 29**

**Folder 15**

Disposal of books, periodicals by sale, exchange or gift

**Box 30**

**Folder 1**

Books missing, stolen, and mutilated

**Box 30**

**Folder 2**

Books missing, stolen, and mutilated

**Box 30**

**Folder 3**

Books missing, stolen, and mutilated

**Box 30**

**Folder 4**

Books missing, stolen, and mutilated

**Box 30**

**Folder 5**

Books missing, stolen, and mutilated

**Box 30**

**Folder 6**

Book statistics

**Box 30**

**Folder 7**

Book statistics

**Subseries 2: Accession Logbooks, 1910-1928 (shelved separately, see Introduction)**

**Volume 1**

Accession numbers 320001-330000

**Volume 2**

330001-340000

**Volume 3**

340001-360000

**Volume 4**

360001-380000

**Volume 5**

380001-400000

**Volume 6**

400001-420000

**Volume 7**

420001-440000

**Volume 8**

440001-460000

**Volume 9**

460001-480000 (Durett Collection)

**Volume 10**

480001-500000

**Volume 11**

500001-520000

**Volume 12**

520001-540000

**Volume 13**

540001-560000

**Volume 14**

560001-580000

**Volume 15**

580001-600000

**Volume 16**

600001-620000

**Volume 17**

620001-640000

**Volume 18**

640001-660000

**Volume 19**

660001-680000

**Volume 20**

680001-700000

**Volume 21**

700001-720000

**Volume 22**

720001-740000

**Volume 23**

740001-760000

**Volume 24**

760001-780000

**Volume 25**

780001-800000

**Series XII: Cataloging and Classification**

**Box 30**

**Folder 8**

Correspondence, Robertson, Josephine, 1912-1918

**Box 30**

**Folder 9**

Correspondence, Robertson, Josephine, 1919-1927

**Box 30**

**Folder 10**

Correspondence, Hastings, C. H.

**Box 31**

**Folder 1**

Cataloging, general

**Box 31**

**Folder 2**

Cataloging, general

**Box 31**

**Folder 3**

Cataloging, general

**Box 31**

**Folder 4**

Cataloging, general

**Box 31**

**Folder 5**

Cataloging rules, American Library Association committee

**Box 31**

**Folder 6**

Cataloging rules, American Library Association committee

**Box 31**

**Folder 7**

Cataloging rules, American Library Association committee

**Box 31**

**Folder 8**

Cataloging rules, American Library Association committee

**Box 31**

**Folder 9**

Cataloging rules, manuscripts, pamphlets, maps

**Box 31**

**Folder 10**

Indexes and indexing

**Box 32**

**Folder 1**

Want slips

**Box 32**

**Folder 2**

Subject headings

**Box 32**

**Folder 3**

Cataloging queries

**Box 32**

**Folder 4**

Printed cards

**Box 32**

**Folder 5**

Printed cards

**Box 32**

**Folder 6**

Printed cards  
**Box 32**  
**Folder 7**  
Printed cards  
**Box 32**  
**Folder 8**  
Printed cards  
**Box 32**  
**Folder 9**  
Printed cards  
**Box 32**  
**Folder 10**  
Printed cards  
**Box 33**  
**Folder 1**  
Printed cards  
**Box 33**  
**Folder 2**  
Printed cards  
**Box 33**  
**Folder 3**  
Printed cards  
**Box 33**  
**Folder 4**  
Printed cards  
**Box 33**  
**Folder 5**  
Printed cards  
**Box 33**  
**Folder 6**  
Printed cards  
**Box 33**  
**Folder 7**  
Analyticals  
**Box 33**  
**Folder 8**  
Analyticals  
**Box 33**  
**Folder 9**  
Catalogs  
**Box 34**  
**Folder 1**  
Catalogs  
**Box 34**  
**Folder 2**  
Catalogs

**Box 34**  
**Folder 3**  
Catalogs  
**Box 34**  
**Folder 4**  
Catalog statistics  
**Box 34**  
**Folder 5**  
Bibliographies on special subjects  
**Box 34**  
**Folder 6**  
Fittings and supplies  
**Box 34**  
**Folder 7**  
Fittings and supplies  
**Box 34**  
**Folder 8**  
Classification  
**Box 35**  
**Folder 1**  
Classification  
**Box 35**  
**Folder 2**  
Classification  
**Box 35**  
**Folder 3**  
Classification  
**Box 35**  
**Folder 4**  
Classification  
**Box 35**  
**Folder 5**  
Transfers  
**Box 35**  
**Folder 6**  
Shelf lists and shelf listing  
**Box 35**  
**Folder 7**  
Classification schedule, PJ-PM  
**Box 36**  
**Folder 1**  
Classification, under consideration  
**Box 36**  
**Folder 2**  
Classification, under consideration  
**Box 36**



**Folder 3**

Classification, under consideration

**Box 36**

**Folder 4**

Classification, under consideration

**Box 36**

**Folder 5**

Classification, under consideration

**Box 36**

**Folder 6**

Classification, under consideration

**Box 36**

**Folder 7**

Classification, under consideration

**Box 36**

**Folder 8**

Book numbers

**Box 36**

**Folder 9**

Book numbers

**Box 37**

**Folder 1**

Statistics and transfers

**Series XIII: Conservation**

**Box 37**

**Folder 2**

Shelving

**Box 37**

**Folder 3**

Labels

**Box 37**

**Folder 4**

Boxes for pamphlets; wrappers, binders

**Box 37**

**Folder 5**

Assignment of space on shelves

**Box 37**

**Folder 6**

Stock taking and inventories

**Box 37**

**Folder 7**

News cuttings, maps, photographs, prints, lantern slides

**Box 37**

**Folder 8**

Binding

**Box 37**

**Folder 9**

Binding

**Box 37**

**Folder 10**

Binding

**Box 37**

**Folder 11**

Repairs of manuscripts and newspapers

## **Series XIV: Circulation and Reference**

**Box 38**

**Folder 1**

Circulation, general

**Box 38**

**Folder 2**

Loans

**Box 38**

**Folder 3**

Access to shelves

**Box 38**

**Folder 4**

Charging

**Box 38**

**Folder 5**

Books not charged; books found

**Box 38**

**Folder 6**

Return of books

**Box 38**

**Folder 7**

Inter-library loans

**Box 38**

**Folder 8**

Loans for courses, rental collection, correspondence, Arnett, T.-Cutting, S. W.

**Box 38**

**Folder 9**

Loans for courses, rental collection, correspondence, Dickerson, J. S.-Lovett, R. M.

**Box 38**

**Folder 10**

Loans for courses, rental collection, correspondence, MacClintock W. D.-Plimpton, N. C.

**Box 38**

**Folder 11**

Loans for courses, rental collection, correspondence, Raney, M. L.-Wright, Chester W.

**Box 38**

**Folder 12**

Special loans, correspondence, Andrews, C. W.-Farnum, J. L.

**Box 38**

**Folder 13**

Special loans, correspondence, Jacobsen, K. T.-Wormer, G.

**Box 38**

**Folder 14**

Loans, reference books

**Box 38**

**Folder 15**

Fines

**Box 38**

**Folder 16**

Books lost or damaged, to be replaced

**Box 38**

**Folder 17**

Tracing, searching, inquiries

**Box 39**

**Folder 1**

Complaints, suggestions

**Box 39**

**Folder 2**

Complaints, suggestions

**Box 39**

**Folder 3**

Library fee

**Box 39**

**Folder 4**

Reference, general

**Box 39**

**Folder 5**

Service, delivery of books

**Box 39**

**Folder 6**

Reserve books

**Box 39**

**Folder 7**

Reserve books

**Box 39**

**Folder 8**

Reserve books

**Box 39**

**Folder 9**

Reserve books

**Box 39**

**Folder 10**

Inquiries for bibliographies

**Box 39**

**Folder 11**

Copying extracts

**Box 39**

**Folder 12**

Cameragraph, photostat, general

**Box 39**

**Folder 13**

Cameragraph, photostat, correspondence, Austen, W.-Jacot, A.

**Box 39**

**Folder 14**

Cameragraph, photostat, correspondence, Keogh, A.-Wormer, G.

**Box 39**

**Folder 15**

Traveling libraries

**Series XV: Departmental Libraries**

**Box 40**

**Folder 1**

Correspondence, Allahabab University-Green, C. R.

**Box 40**

**Folder 2**

Correspondence, Hallett, A. D.-Horton, M.

**Box 40**

**Folder 3**

Correspondence, Judd, C. H.-Overstreet, H. A.

**Box 40**

**Folder 4**

Correspondence, Parker, S. C.-Wyer, J. I., Jr.

**Box 40**

**Folder 5**

Replies to questionnaire on departmental libraries, 1915

**Box 40**

**Folder 6**

Committee on the Relations of the Departmental Libraries and the General Library, 1917

**Box 40**

**Folder 7**

Athletics

**Box 40**

**Folder 8**

Biology Library, general

**Box 40**

**Folder 9**

Biology Library, correspondence, Allee, W. C.-Bensley, R. R.

**Box 41**

**Folder 1**

Biology Library, correspondence, Burton, E. D.-Jordan, E. O.

**Box 41**

**Folder 2**

Biology Library, correspondence, Koch, H. C.-Wilkins, E. H.

**Box 41**

**Folder 3**

Classical Library

**Box 41**

**Folder 4**

Chemistry Library

**Box 41**

**Folder 5**

Commerce and Administration

**Box 41**

**Folder 6**

Divinity Library (including Hammond Library), correspondence, Beckwith, C. A.-  
Dickerson, J. S.

**Box 41**

**Folder 7**

Divinity Library (including Hammond Library), correspondence, Green, W. E.-Price, I.  
M.

**Box 41**

**Folder 8**

Divinity Library (including Hammond Library), correspondence, Runyan, W.-Votaw, C.  
W.

**Box 41**

**Folder 9**

School of Education

**Box 42**

**Folder 1**

School of Education

**Box 42**

**Folder 2**

School of Education

**Box 42**

**Folder 3**

School of Education

**Box 42**

**Folder 4**

School of Education

**Box 42**

**Folder 5**

School of Education

**Box 42**

**Folder 6**

School of Education

**Box 42**  
**Folder 7**  
School of Education

**Box 42**  
**Folder 8**  
Geology, Geography, and Palenotology Library

**Box 42**  
**Folder 9**  
History Library (including Economics and Sociology)

**Box 42**  
**Folder 10**  
History Library War Collection

**Box 43**  
**Folder 1**  
Hitchcock Library

**Box 43**  
**Folder 2**  
Hitchcock Library

**Box 43**  
**Folder 3**  
Law Library

**Box 43**  
**Folder 4**  
Mathematics Library

**Box 43**  
**Folder 5**  
Medical Library

**Box 43**  
**Folder 6**  
Modern Language Library

**Box 43**  
**Folder 7**  
Musical Library

**Box 43**  
**Folder 8**  
Oriental Institute Library

**Box 43**  
**Folder 9**  
Physics Library

**Box 43**  
**Folder 10**  
Philosophy Library

**Box 43**  
**Folder 11**  
Physiology Library

**Box 43**

**Folder 12**

Political Science Library

**Box 43**

**Folder 13**

Psychology Library

**Box 43**

**Folder 14**

Public Speaking

**Box 43**

**Folder 15**

Social Service Administration Library

**Box 44**

**Folder 1**

Yerkes Observatory, correspondence, Barrett, S. B.-Burton, E. D.

**Box 44**

**Folder 2**

Yerkes Observatory, correspondence, Douglas, C. M.-Frost, E. B.

**Box 44**

**Folder 3**

Yerkes Observatory, correspondence, Hanson, J. C. M.-Van Biesbroeck, M.

**Series XVI: Miscellaneous**

**Box 44**

**Folder 4**

Collections other than books

**Box 44**

**Folder 5**

University of Chicago Press publications

**Box 44**

**Folder 6**

Handbook of the Libraries of the University, general

**Box 44**

**Folder 7**

Handbook of the Libraries of the University, 2nd edition, 1913

**Box 44**

**Folder 8**

Handbook of the Libraries of the University, 3rd edition, 1916

**Box 44**

**Folder 9**

Handbook of the Libraries of the University, 4th edition, 1927

**Box 44**

**Folder 10**

Renaissance Society

**Box 44**

**Folder 11**

General Catalogue of Incunabula (Haebler), correspondence, American Institute of Graphic Arts-Koch, T. W.

**Box 44**

**Folder 12**

General Catalogue of Incunabula (Haebler), correspondence, Meyer, H. H. B.-Wyer, J. I.

**Box 44**

**Folder 13**

National Union List of Serials

**Box 45**

**Folder 1**

Library scrapbook, 1911-1916

**Box 46**

**Folder 1**

Library scrapbook, 1916-1924

**Box 47**

**Folder 1**

Library scrapbook, 1925-1928