

University of Chicago Library

Guide to the University
of Chicago Library
Office of the Director, M.
Llewellyn Raney, Ralph
A. Beals and Allen T.
Hazen, Records 1894-1959



© 2008 University of Chicago Library

Table of Contents

Descriptive Summary	3
Information on Use	3
Access	3
Citation	3
Historical Note	3
Scope Note	4
Related Resources	6
Subject Headings	6
INVENTORY	6
Series I: Office of the Director	6
Series II: Office of the Associate Director	11
Series III: Departments and Divisions	12
Series IV: Finances	13
Series V: Library Survey, 1930-1933	14
Series VI: Facilities, Equipment and Supplies	17
Series VII: Staff Information	17
Series VIII: Publications and Guides	17

Descriptive Summary

Identifier	ICU.SPCL.LIBRARY3
Title	University of Chicago. Library. Office of the Director. M. Llewellyn Raney, Ralph A. Beals and Allen T. Hazen. Records
Date	1894-1959
Size	12 linear feet (24 boxes)
Repository	Special Collections Research Center University of Chicago Library 1100 East 57th Street Chicago, Illinois 60637 U.S.A.
Abstract	This collection contains administrative records of the University of Chicago Library from its early years through the mid-twentieth century, but most closely documents the years 1928-1948, a span of time when the position of library director was held by M. Llewellyn Raney, Ralph A. Beals and Allen T. Hazen.

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. M. Llewellyn Raney, Ralph A. Beals and Allen T. Hazen. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

Historical Note

The period when Ernest D. Burton and J.C.M. Hanson each served as Director of the Library brought the construction of Harper Library, and a formal review and planning process for the library system. Despite these efforts, the University of Chicago Library remained decentralized and administratively unstable for much of the first half of the twentieth century.

The long and often conflicted process of evaluation and planning continued under M. Llewellyn Raney, who assumed the position of Director of the Library in 1928. In the early 1930s, Raney led an effort to comprehensively survey the library. In the process, faculty and administrators were solicited for their evaluations and suggestions in terms of the effectiveness of the library's service to the departments, divisions and schools of the university. The results of the Library

Survey were published as part of a multi-part series of administrative reports that surveyed the University of Chicago as a whole.

Beginning around the same time, Associate Director A.F. Kuhlman began a project to aggressively search and acquire "fugitive materials" for library collections - resources needed by researchers in the humanities and social sciences, but difficult to acquire and manage in library collections. "Fugitive materials" were defined in intentionally broad terms: Annual reports, newspapers, government documents, archives and manuscripts, organizational records, maps, audio-visual material, and print ephemera are just a few of the types of materials that Kuhlman considered as part of the collecting scope. While Kuhlman's project required a major dedication of staff time and resources over several years, it helped build many of the library's collections of non-book materials, and contributed to cooperative acquisitions efforts with other institutions.

The struggle to centralize the library system and unify its operations continued through the end of Raney's directorship. Departmental libraries, often managed independently and without operational relationships with the larger library system, persisted through their value and convenience for faculty.

Raney was succeeded by Ralph A. Beals, who served as director from 1942-1946. The position was then held by Allen T. Hazen from 1946-1948. With the directorship of Herman H. Fussler (1948-1971), the library began to manifest the lessons learned from a long period of evaluation, experimentation, administrative debate and uncertainty.

Scope Note

This collection contains administrative records of the University of Chicago Library from its early years through the mid-twentieth century, but most closely documents the years 1928-1948, a span of time when the position of library director was held by M. Llewellyn Raney, Ralph A. Beals and Allen T. Hazen.

Series I: Office of the Director, contains correspondence, reports, minutes, and collection development material. Records of the administrations of J.C.M. Hanson and Herman H. Fussler are included along with larger amounts of material from the era of Raney, Beals and Hazen. This series is organized chronologically by administrator. This series contains correspondence regarding the development of several book and manuscript collections, as well as files on private collections that the university did not acquire. Material on library committees, such as the Staff Advisory Committee (which advocated for the needs of librarians and other library staff) are also included in this series, as is a set of files related to Raney's interest in the then-emerging technology of microphotography.

Series II: Office of the Associate Director, contains material from the office of A.F. Kuhlman. Much of the material in this collection relates to Kuhlman's project to evaluate and expand the library's collection of "fugitive materials" - mainly published and near-print documents of governments and public institutions. Documentation of this project includes correspondence, reports, financial records, and lists of materials held or needed for the library. Much of the correspondence is routine in nature, including copies of thousands of requests to organizations for information about published material. This series also contains smaller amounts of routine administrative documents regarding facilities and personnel.

Series III: Departments and Divisions, contains administrative records of the many administrative units below the Director. This series is arranged alphabetically by administrative unit. Much of the material in this series relates to the ongoing management of library collections, including cataloging, preservation and acquisitions. The Catalog Department and Preparations Division are best documented in this series; records from departments such as Acquisitions and Serials are also included, as is a small amount of material related to the administration of departmental libraries.

Series IV: Finances, contains budgets, ledgers, statements and other financial records of the library. Material in this series spans the years 1917-1943, but most completely documents the years 1930-1933, during the administration of M. Llewellyn Raney, when both the Library Survey and Kuhlman's fugitive materials project were underway.

Series V: Library Survey, 1930-1933, includes drafts of Raney's report of the survey, published as part of a multi-part series that evaluated the university as a whole. It also contains correspondence, reports, and other material related to collection development and management, as well as the university community's evaluations of the library. These evaluations, in the form of correspondence and formal statements, are organized alphabetically by department, division or school. A small number of evaluations of individual library collection are also found.

Series VI: Facilities, Equipment and Supplies, contains material related to renovation and maintenance of buildings, and the selection and acquisition of library equipment and supplies.

Series VII: Staff Information, contains bulletins, newsletters, directories used primarily for the information of internal staff at the library.

Series VIII: Publications and Guides, contains informational material for the university community and administration, as well as the general public. This series includes library documents such as annual reports, handbooks and collection guides, as well as university publications, reports and press releases that relate to library activities and services.

Related Resources

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

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

Fussler, Herman H. Papers

University of Chicago. Library. Records

Subject Headings

- Beals, Ralph Albert, 1899-1954
- Fussler, Herman Howe, 1914-
- Hanson, J. C. M. (James Christian Meinich), 1864-1943
- Hazen, Allen T.
- Kuhlman, A.F.
- Raney, M. Llewellyn (McKendree Llewellyn), b. 1877
- University of Chicago. Library
- Academic libraries
- Academic librarians

INVENTORY

Series I: Office of the Director

Box 1

Folder 1

M. Llewellyn Raney, 1914-1942

Box 1

Folder 2-3

M. Llewellyn Raney, bindery procedure, 1928-1935

Box 1

Folder 4-6

M. Llewellyn Raney, microphotography, Vernon D. Tate work at Library of Congress, 1936-1942

Box 1

Folder 7

M. Llewellyn Raney, microphotography, 1937-1938

Box 1

Folder 8

M. Llewellyn Raney, microphotography, Committee on Scientific Aids to Learning, 1937-1940

Box 2

Folder 1

M. Llewellyn Raney, "The Library Plan - A Rejoinder," undated

Box 2

Folder 2

M. Llewellyn Raney, Hutchins inauguration exhibitions, 1929

Box 2

Folder 3

M. Llewellyn Raney, Dewey & Dewey film projectors, 1936

Box 2

Folder 4

M. Llewellyn Raney, catalog card exchanges, 1930-1940

Box 2

Folder 5

M. Llewellyn Raney, Board of Libraries, 1929-1942

Box 2

Folder 6

M. Llewellyn Raney, Bibliothèque Nationale, Catalogue Générale, 1928-1929

Box 2

Folder 7

M. Llewellyn Raney, National Historical Publications Commission, 1939

Box 2

Folder 8

M. Llewellyn Raney, Archibald MacLeish, 1938-1940

Box 2

Folder 9

M. Llewellyn Raney, patron privileges, 1930-1942

Box 2

Folder 10

M. Llewellyn Raney, Union Catalog of Books Published before 1800, 1940-1941

Box 2

Folder 11

M. Llewellyn Raney, "The H.W. Wilson Company's System of Scale Pricing, A Critical and Constructive Examination," 1941

Box 2

Folder 12

M. Llewellyn Raney, acquisitions orders placed through University Press, 1928-1929

Box 2

Folder 13

M. Llewellyn Raney, book selection policy, 1929

Box 2

Folder 14

M. Llewellyn Raney, Yale University Press collection, 1933

Box 2

Folder 15

M. Llewellyn Raney, Thomas G. Thrum collection, 1933

Box 2

Folder 16

M. Llewellyn Raney, Edward L. Stone collection, 1937

Box 2

Folder 17

M. Llewellyn Raney, Frederick Starr collection, 1936

Box 2

Folder 18

M. Llewellyn Raney, Gerald Birney Smith collection, 1930

Box 3

Folder 1

M. Llewellyn Raney, Lavinia A. Small collection, 1939-1942

Box 3

Folder 2

M. Llewellyn Raney, James Whitcomb Riley collection, 1932

Box 3

Folder 3

M. Llewellyn Raney, Charles Mason Remey collection, 1939

Box 3

Folder 4

M. Llewellyn Raney, Charles W. Oker collection, 1928-1930

Box 3

Folder 5

M. Llewellyn Raney, Niessen Theatre collection, 1930

Box 3

Folder 6

M. Llewellyn Raney, H.A. Monday collection, 1930

Box 3

Folder 7

M. Llewellyn Raney, McCormick family collections and gifts, 1930

Box 3

Folder 8

M. Llewellyn Raney, John M. Manly manuscript selections, 1929- 1933

Box 3

Folder 9

M. Llewellyn Raney, manuscript collections, 1916-1931

Box 3

Folder 10

M. Llewellyn Raney, Hamlin Garland manuscript collection, 1939- 1940

Box 3

Folder 11

M. Llewellyn Raney, William H. English collection, 1927-1928

Box 3

Folder 12

M. Llewellyn Raney, Charles Ellet collection, 1930-1936

Box 3

Folder 13

M. Llewellyn Raney, Lawrence E. Dicke collection, 1936

Box 3

Folder 14

M. Llewellyn Raney, Oliver R. Barrett Lincolniana collection, 1940- 1942

Box 3

Folder 15-19

M. Llewellyn Raney, annual reports, 1928-1933

Box 4

Folder 1-2

M. Llewellyn Raney, annual reports, 1928-1930

Box 4

Folder 3

M. Llewellyn Raney, personnel, 1930-1931

Box 4

Folder 4

M. Llewellyn Raney, Carolyn Wells collection of Walt Whitman, 1936

Box 4

Folder 5

M. Llewellyn Raney, catalog card stock supplies, 1933-1938

Box 4

Folder 6

Ralph M. Beals, 1944-1945

Box 4

Folder 7

Ralph M. Beals, collection surveys, undated

Box 4

Folder 8

Ralph M. Beals, Oskar Teichman collection, 1945

Box 4

Folder 9

Ralph M. Beals, Catalog Department, 1942-1943

Box 4

Folder 10

Ralph M. Beals, book orders placed through bookstore, 1946

Box 4

Folder 11

Ralph M. Beals, Alien Property Custodian, 1940-1945

Box 4

Folder 12

Ralph M. Beals, University of Pennsylvania library survey, 1942- 1945

Box 4

Folder 13

Ralph M. Beals, Latin-American publications, 1943

Box 4

Folder 14

Ralph M. Beals, Education Library, 1943-1944

Box 5

Folder 1

Ralph M. Beals, College Library, 1944-1945

Box 5

Folder 2

Ralph M. Beals, Billings Library, 1943-1946

Box 5

Folder 3

Ralph M. Beals, Sherwood Anderson Papers, 1943-1944

Box 5

Folder 4

Ralph M. Beals, map collections, 1931-1944

Box 5

Folder 5

Allen T. Hazen, Board of the Library, 1947

Box 5

Folder 6

Allen T. Hazen, cooperative acquisitions programs, 1946-1948

Box 5

Folder 7

Allen T. Hazen, war propaganda collection, 1947-1948

Box 5

Folder 8-10

Allen T. Hazen, Staff Advisory Committee, 1946-1949

Box 5

Folder 11-12

Allen T. Hazen, staff bulletins and newsletters, 1946-1948

Box 5

Folder 13

Allen T. Hazen, administrative organization of library, 1947

Box 5

Folder 14

Allen T. Hazen, exchange and de-duplication programs, 1945-1946

Box 5

Folder 15

Herman H. Fussler, 1948

Box 5

Folder 16

Herman H. Fussler, newspaper microfilming, ca. 1948

Box 5

Folder 17

Herman H. Fussler, A.G. Spaulding collection, 1958-1959

Box 5

Folder 18

Herman H. Fussler, dormitory libraries, 1948-1950

Box 5

Folder 19

Herman H. Fussler, German Books, 1948-1950

Series II: Office of the Associate Director

Box 6

Folder 1-11

Collection development and administration, ca. 1927-1935

Box 7

Folder 1-7

Collection development and administration, ca. 1927-1935

Box 8

Folder 1-6

Collection development and administration, ca. 1927-1935

Box 9

Folder 1-6

Collection development and administration, ca. 1927-1935

Box 10

Folder 1-6

Collection development and administration, ca. 1927-1935

Box 11

Folder 1-6

Collection development and administration, ca. 1927-1935

Box 12

Folder 1-6

Collection development and administration, ca. 1927-1935

Box 13

Folder 1-4

Collection development and administration, ca. 1927-1935

Box 13

Folder 5

Newspapers, collection development policy, 1930-1931

Box 13

Folder 6

Committee on Fugitive Materials, 1931-1936

Box 13

Folder 7-8

Public documents, collection development, 1932-1933

Box 14

Folder 1-2

Public documents, collection development, 1934-1935

Box 14

Folder 3

Social sciences, collection management, 1929-1932

Box 14

Folder 4

Survey of government publications acquisitions, 1942

Box 14

Folder 5-6

Personnel, 1934

Box 14

Folder 7

National Youth Administration, 1934-1940

Box 15

Folder 1

B. Login & Son, medical periodicals, 1930-1931

Box 15

Folder 2

Map collections, 1931

Box 15

Folder 3-4

Dissertations, acquisitions and processing, 1930-1931

Box 15

Folder 5

Facilities, 1931

Box 15

Folder 6

Education Library, 1931

Box 15

Folder 7

William H. English collection, 1929-1931

Box 15

Folder 8

Dime novels collections, 1931

Box 15

Folder 9

Medical Library Association, 1933

Series III: Departments and Divisions

Box 15

Folder 10-12

Acquisitions Department, 1943-1948

Box 15

Folder 13-19

Catalog Department, 1914-1947

Box 16

Folder 1-2

Catalog Department, 1928-1949

Box 16

Folder 3

Circulation Department, 1936-1937

Box 16

Folder 4

Departmental libraries, 1922-1948

Box 16

Folder 5

Dissertations Department, 1928

Box 16

Folder 6

Dormitory libraries, 1931-1945

Box 16

Folder 7

Order Department, 1938-1947

Box 16

Folder 8

Personnel, undated

Box 16

Folder 9-18

Preparations Division, 1930-1948

Box 16

Folder 19

Serials Department, 1944-1947

Series IV: Finances

Box 17

Folder 1-8

1917-1930

Box 18

Folder 1-6

1930-1931

Box 19

Folder 1-5

1931-1933

Box 20

Folder 1-4

1933-1943

Box 20

Folder 5-9

Budgets, 1927-1932

Box 21

Folder 1-7

Budgets, 1932-1939

Box 21

Folder 8

Staff appointments, 1929-1931

Box 21

Folder 9

Staff salaries, 1930-1931

Box 21

Folder 10

Rosenwald Fund, undated

Box 21

Folder 11

Unidentified notes

Series V: Library Survey, 1930-1933

Box 21

Folder 12-14

Organization and preliminary work

Box 22

Folder 1-2

Drafts

Box 22

Folder 3

Collection policy surveys

Box 22

Folder 4

Statistical reports

Box 22

Folder 5

Biological Sciences, Anatomy

Box 22

Folder 6

Biological Sciences, Bacteriology and Hygiene

Box 22

Folder 7

Biological Sciences, Botany

Box 22

Folder 8

Biological Sciences, Clinics

Box 22

Folder 9

Biological Sciences, Health Services

Box 22

Folder 10

Biological Sciences, Home Economics

Box 22

Folder 11

Biological Sciences, Obstetrics and Gynecology

Box 22

Folder 12

Biological Sciences, Pathology

Box 22

Folder 13

Biological Sciences, Pediatrics

Box 22

Folder 14

Biological Sciences, Physiological Chemistry and Pharmacology

Box 22

Folder 15

Biological Sciences, Physiology

Box 22

Folder 16

Biological Sciences, Psychology

Box 22

Folder 17

Biological Sciences, Surgery

Box 22

Folder 18

Biological Sciences, Zoology

Box 22

Folder 19

Business School

Box 22

Folder 20

College

Box 22

Folder 21

Divinity School

Box 23

Folder 1

Graduate Library School

Box 23

Folder 2

Humanities Division, Art

Box 23

Folder 3

Humanities Division, Classics

Box 23

Folder 4

Humanities Division, English

Box 23

Folder 5

Humanities Division, Germanic Languages and Literatures

Box 23

Folder 6

Humanities Division, Music

Box 23

Folder 7

Humanities Division, Oriental Languages and Literatures

Box 23

Folder 8

Humanities Division, Philosophy

Box 23

Folder 9

Humanities Division, Romance Languages and Literatures

Box 23

Folder 10

Law School

Box 23

Folder 11

Physical Sciences Division, Astronomy

Box 23

Folder 12

Physical Sciences Division, Chemistry

Box 23

Folder 13

Physical Sciences Division, Geography

Box 23

Folder 14

Physical Sciences Division, Geology

Box 23

Folder 15

Physical Sciences Division, Mathematics

Box 23

Folder 16

Physical Sciences Division, Physics

Box 23

Folder 17

Physical Sciences Division, Rush Medical College

Box 23

Folder 18

School of Social Services Administration

Box 23

Folder 19

Social Sciences Division

Box 23

Folder 20

Social Sciences Division, Economics

Box 23

Folder 21

Social Sciences Division, History

Box 23

Folder 22

Maps collection

Box 23

Folder 23

Serials collection

Box 23

Folder 24

History of science collection

Series VI: Facilities, Equipment and Supplies

Box 23

Folder 25

Supply samples, ca. 1920s-1940s

Box 23

Folder 26

Building renovations, ca. 1930s

Box 23

Folder 27

Typewriters, ca. 1920s

Box 23

Folder 28

Hours of service, 1942-1948

Series VII: Staff Information

Box 24

Folder 1

Notices, ca. 1940s

Box 24

Folder 2

Position descriptions, ca. 1940s

Box 24

Folder 3

Staff lists and directories, 1933-1947

Series VIII: Publications and Guides

Box 24

Folder 4-5

Annual reports of the Director of the Libraries, 1912-1931

Box 24

Folder 6

Guide to Historical Literature, ca. 1930s

Box 24

Folder 7

University publications, 1894-1912

Box 24

Folder 8

Friends of the Library newsletter and by-laws, ca. 1940s

Box 24

Folder 9

Handbook of the Libraries of the University, 1912-1927

Box 24

Folder 10

Tentative Report of the Commission on the Future Policy of the University Libraries,
1924

Box 24

Folder 11

Clippings, ca. 1940s

Box 24

Folder 12

Library and collection guides, ca. 1900s-1940s

Box 24

Folder 13

Report on Air Conditions in Harper Memorial Library, 1917-1918

Box 24

Folder 14

Press releases, 1938-1949