Box 1:

Class notebook- Elementary Classification, 1898
Class notebook- Government and Service, 1898 (Includes sample rules for readers and library forms)
Class notebook- Founding and Government of Libraries, 1898-1899
Scrapbook- New York State Library School, 1897-1898, 1898-1899
Scrapbook of Library operational forms, 1899
Anna Johnson Davis, Letter, 1902
University Libraries Reprint, 1916

Box 2:

Correspondence, 1921, 1929, 1934
Chain Store Location, correspondence, B.H. Levy & K.H. Roberts, For students of Prof. Paul Converse, November-December 1929
Replies from Sears, Montgomery Ward, Penneys & others.
Committee of Nine Materials, 1931 [Includes letter asking for suggestions, summary list of suggestions, explanation of subcommittee structure and lists of members.
Committee of Nine- Suggestions, January-March 1931]
Committee of Nine- Subcommittee Reports-I, 1931 [Includes reports and proposals from the Subcommittees on Appointment, Promotion, and Tenure; on Education Program; on Graduate Work; on Physical Welfare; and on the Place of the Student in the University. Also includes a letter from J. Howard Beard, University Health Officer, 5/30/31, evaluating present courses in hygiene; and reading lists for Committee members]
Committee of Nine- Subcommittee and Other Reports-II, 1931 [Includes proposed minority report, 5/4/31; Chicago University reorganization plan discussed the university newspaper, 12/17/30; reports of subcommittees on the Relation of the Business Operation of the University to its Educational Functions; on Clerical and Secretarial Assistance; on Statutes and Rules for the Guidance of Undergraduates. Also, materials on the relation of religious foundations to the University.]
Committee of Nine- Subcommittee Reports and Letters-III, 1931 [Includes reports of Subcommittees on the Quarter System; on Registration; on the Relation of the Alumni and Former Students to the University. Also, memorandum on research in higher education; plea for committee unity made 3/3/31 by W. A. Oldfather; minutes of the University Senate, April-May 1931; letter from President Chase with suggestions for administrative reorganization, 1/23/31; and preliminary reports of an informal group of the faculty]
Committee of Nine- Tentative Recommendations, 1931-1932
Committee of Nine- Proposed Statutes, January-September 1931
Box 3:

Council of Administration, Regulations, 1908-1913
   Transfer of Credits, 1910
   Absences before and after vacation, 1909-1910
   Absences for the purpose of voting, 1908
   Dropping for absences (Rule 20), Revised reading of
   Foreign Languages, 1910
   Council Committees, 1909-1910
   Second Bachelor's degrees, 1908
   Evening Lectures and Entertainments, 1909
   Cheating in examinations, quizzes, et cetera, 1909
   Students Fined or Imprisoned by Civil Authorities, 1909
   Conditioned students, admission of in February, 1912
   Rule 41, 1909-1910
   Final Examinations for 1909-1910
   Non-Resident Students, 1907
   Change of study list, Not waiving fee for, 1912
   Rebate on fees, 1908
   Ten- Minute Intermission, 1909
   Scholarships in Household Science, 1910
   Daily Illini, 1910
   Probation Students, 1910
   Refund of Fees, Summer Session
   Registration by Proxy, Forbidden
   Students not permitted to register, 1911-1912
   Dropped students barred from summer session, 1912
   Conditioned Freshmen, Tutors, Light Schedules, 1911
   Registration, 1909
   Registration of Students dropped for poor work, 1909
   Students dismissed from other institutions, 1910
   Smoking at the University, 1909
   Rooms, Assignment of for the use of students, 1912
   Fraternity Houses, Persons not connected with University not permitted to live at, 1913
   Changing study lists, 1909
   University of Illinois Library School, Summer Session 1911, Students Record
   Credit in summer session, 1909
   Instruction in summer session, 1908
   Holidays not to affect the requirements of a course, 1912
   Half-Semester Studies, 1909
   Repeating a course, 1909
   Organization of the offices of the deans of undergraduates, 1909

Senate Committees:
Committee on Assistants, 1919
Committee on Conservation, Heat, light, etc., 1917
Constitution Committee (III), 1918 and 1923
Committee of Fifteen, 1931
Committee on the League of Nations, 1919
Committee on Library Administration, 1915
Committee, Memorial, 1919
Nine, Committee of, 1930-32
Committee on Organization, 1914
Committee on Scholarship, 1914, 1916-1917
Committee on School Libraries, 1915
Committee of University Policy as to Inventories, 1912-1913, 1924, 1926
Committee, Senate, 1918, 1920-1929
Committee on Survey of library conditions, 1913

Box 4:

Senate Committees (continued):
Committee on Size of University, 1923-1924
Committee, Senate survey, 1926-1927

Special appropriations and non-recurring expenditures (five folders), 1934-43
University Club, 1912-14, 1914-16, 1920-28, 1932, 1934
University Club Financial Reports, 1912-1914
"University Library and International Relations," 1920's
Checking Periodicals, 1907

Box 5:

Correspondence, 1930-32
Albert Harno
Finance Committee
Dean C. M. Thompson
Professor S. C. Staley
Governor Louis Emerson
Miss Mabel Prescott Bailey
Reverend H. C. Northcott
Professor A. P. Carman
Professor L. M. Larson
Re: Securities and directorship of Building and Loan Associate, H. P. Pearson,
Northwestern Class of '95.
Campus Drinking, 1935-37
Reports of drinking in fraternities, after-hour
Dating in sororities
Correspondence with members of Senate sub-committee on student discipline urging
consideration, admonishment of deans and administrators for their egg-nog teas as
poor examples to fraternity men.
Committee on Non-Recurring Appropriations, Brownfield Woods, 1934-1939
Committee on Non-Recurring Appropriations, 1936-1939
   Correspondence with A. C. Willard, C. S. Havens, V. E. Shelford, Miss Lelah Brownfield.
Committee on Non-Recurring Appropriations, 1940
   Correspondence--A. C. Willard, Deans of various colleges; re: expenditures for capital
   additions and improvements
Correspondence, 1938-42: Theodore Blegen, University of Minnesota; New York State Library
   School Alumni, preservation of covered, Carl M. White; A. C. Willard, friends and
   colleagues at other libraries, attendance list and telegrams, Windsor dinner, 1940
Correspondence and tributes, 1937-43, 1954, 1957: Biographical data, tributes from librarians
   and residents of Champaign-Urbana
Correspondence, 1958, 1964-1965
Disk Recording Transcript, April 7, 1949
Disk recording - April 7, 1949 (See disk recording file)
   "Building the University Collection," April 7, 1949
Side 1
   I have received too much credit.
   I came in 1909. James and a small group of faculty (Kinley, Greene, G.S. Ford,
   Forbes, Oldfather, Carmichael and Daniels) were interested in research. He
   built up the Library and the faculty. In 1934, 17 or 18 of us celebrated the
   25th anniversary of the 1909 group of faculty.
   Reads from a report of President James to the Trustees. The University of Illinois
   was located in a village 125 miles from any collection of books.
   I was Director of the Library for 31 years.
   "no attempt made to...build up a great research library." We brought
   books for those departments which were doing the most research.
   We ordered everything that Professor Garner requested.

Side 2
   Ricker, Forbes, Chemistry, Mathematics and History (especially South American
   and German) also got all the books they wanted.
   Some objected to this favoritism. We sent faculty to the Graduate School
   for money. If they were committed to the project, we would buy the
   books.
   We justified ourselves in this policy as helping our own faculty and
   incidentally, building a great research library. We bought 3 or 4
   German professors' libraries for from $4-12,000 each. They
   covered special fields.
   After 1925, we had purchased enough special libraries, and we began to
   order individual titles appearing in catalogs or requested by faculty.
   Miss Garner ordered the books.
   Difficulty of obtaining sets of publications of learned societies. Robertson and
   Fairlie also used many books.
   We have been active in stimulating gifts and arranging exchanges. Mr. Drury had
   started these activities.

Side 3
We had 1800 foreign and 1500 domestic exchanges. Public relations value of exchanges.

After World War I, we began our collection of Illinois newspapers. They still clutter up the shelves of our newspaper collection. History professors liked newspaper gifts.

I collected telephone directories from Bell Telephone Company.

We sought all Illinois publications including official county newspapers.

About 1935, Mr. Charles A. Dennison left us a $10,000 fund. Professor H. Fletcher wanted to spend $300 for a Milton book. Later this became a small amount to spend for a book.

Side 4

Melvil Dewey bought school textbooks at 5 cents each at the end of the year to reduce the cost per volume of purchase.

German history and Irish language collection were built for professors who left. "Initial enthusiastic interest of President James and President Kinley."

Serious reductions of Library appropriations were not considered.

James gave the best library talk to the Legislature that I ever heard.

Little used books may be of great value to researchers.

Tribute to Library staff.

Clippings and Obituaries, 1961-65

Box 6:

Northwestern University Syllabus, 1890
Northwestern University Syllabus, 1892
Northwestern University Syllabus, 1894
Northwestern University Syllabus, 1895
Photograph of Northwestern Class of '95, ca. 1940

Box 7:

Illinois State Library Advisory Committee, Minutes, 1942-1948
Illinois State Library Advisory Committee, Minutes, 1949-52
Illinois State Library Advisory Committee, Minutes, 1953-57
Illinois State Library Advisory Committee, Library Service Districts, 1947
Illinois State Library Advisory Committee, Brigham-Gosnell-Spaulding Survey, 1949-51
Illinois State Library Advisory Committee, Censorship, 1953-1954

Box 8:

Illinois State Library, Advisory Committee, Correspondence, 1947
Illinois State Library, Advisory Committee, Correspondence, 1948
Illinois State Library, Advisory Committee, Correspondence, 1949
Illinois State Library, Advisory Committee, Correspondence, 1950
Illinois State Library, Advisory Committee, Correspondence, 1951
Illinois State Library, Advisory Committee, Correspondence, 1952
Illinois State Library, Advisory Committee, Correspondence, 1953
Illinois State Library, Advisory Committee, Correspondence, 1954
Illinois State Library, Advisory Committee, Correspondence, 1955
Illinois State Library, Advisory Committee, Correspondence, 1956
Illinois State Library, Advisory Committee, Correspondence, 1957
Illinois State Library, Advisory Committee, Correspondence, 1958
Scrapbook, "Library Views," ca. 1850-1920
    Library Buildings. Exterior views, plans, etc.
    Arranged alphabetically by states and cities....," P.L. Windsor,
    Views, ca. 1850-1920