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July 1, 1946

MEMORANDUM TO: Mr. Fowler

We are ready to order the first lot of books. As you know, the periodicals and all textbooks on the first lists have already been ordered, and my decision was to give priority to getting off to China the main list of books to be checked in China before ordering.

The titles to be purchased now are all on cards -- that is, they have been checked as far as possible against the Library of Congress card catalogue. Since your office cannot now do typing, Mr. Whitney decided that the bookstore should type up the lists for ordering from the cards. This has already started, although I have not much more than begun the final check of the titles for each publisher against the publisher's price list, so that the book store has not more than 50 titles now at most. My thought was to get them started on the typing last week while I was there to answer questions. Tomorrow I hope to check and send off to the bookstore the rest of the cards -- I'd better send them to you for Miss Olson to send downstairs. But since they can mail off some orders now, I first want this statement to be in your hands.

The following requisitions make up this lot of titles:

	<u>est. cost</u>
Lists from Dr. <del>Wai</del> Bien handed me by Dr. Wei Mar. 21	
Physics: 72 titles (about 85 volumes)	\$600.00
Chemistry: 56 titles (about 72 volumes)	425.00
Biology: 96 titles (about 100 volumes)	580.00
Mathematics: 25 titles (26 volumes)	110.00
Religious Education: 15 titles (15 volumes)	35.00
Particularly recommended by Dr. Wei in an early talk	
General: Enc. Brit. & Oxf. Eng. Dict. (14 volumes)	235.00
Lists given to Dr. Yuan by "Dean of Hua Chung"	
(these were reported to Dr. Wei)	
General: Enc of Rel & Eth, Enc of Soc Sci (15 volumes)	90.00
Religious Education: 49 titles (about 52 volumes)	140.00
Education: 87 <del>titles</del> (about 90 <del>titles</del> ) volumes)	200.00
(the joker here is the educational tests and they won't be ordered until I am next in New York)	
Western Languages: 57 titles (about 80 volumes)	325.00
Special request from China given me by Dr. Wei	
Western Languages: 4 books on O'Neill	12.00
From Mrs. Allen (Dr. Wei said no need to have China check)	
Music: 46 titles (about 75 volumes)	175.00
Books published since 1940 on lists prepared at Dr. Wei's request by Messrs. Starratt, Allen, Beaver, Tregear, and Ward	
Various: 97 titles (about 120 volumes)	500.00
Textbooks requested by Dr. Weidenhammer for her classes	<del>50.00</del>
Chemistry: 7 titles (19 volumes)	50.00
Total: 615 titles (about 800 volumes)	<u>\$3477.00</u>

All these titles were checked by Miss Weatherbee against her card file on June 26th and two duplications were removed.

You will find attached a draft of a memo from you to the bookstore. Miss Hunt kindly took it from my dictation on June 27th. As she did not make an extra copy for me, I'd appreciate a copy of what you send them. They have mimeographed a "notice" based on this draft, to be attached to each of their orders. You'd better ask for a copy. I've only glanced at it.

Sw

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8469 Piney Branch Court  
Silver Spring, Maryland  
July 2, 1946

Mr. J. Earl Fowler  
281 Fourth Avenue  
New York 10, N. Y.

Re: Book Order # 12

Dear Mr. Fowler:

I have just mailed to you, by first class mail and registered, the stack of cards giving the titles of books to be purchased now. This stack, together with the small group of cards that I left last week with the bookstore, represents the entire group of titles that I described yesterday in my memorandum to you headed Book Order # 12.

The stack is in two parts, each held by a rubber band. The larger comprises titles to be ordered from the publishers named on the cards, exactly as the bookstore began to order from the cards I left last week. The smaller group is made up of titles out of print, published abroad, or otherwise difficult to order direct. All these are to be ordered from G. E. Stechert.

Certain special directions are in order for this purchase from Stechert. I'll list them here, and attach a copy of this that you may give to the bookstore. I expect the bookstore to type up the list for Stechert after attending to the other orders, so that some titles that turn out to be out of print may be added to that list even before it is sent in.

I recommend that the bookstore in writing out its order to Stechert mention the following points:

1) The order is being placed in accordance with a conversation May 24th between Mr. Paul Ward and Mr. Otto Hafner (of Stechert, a partner). It is expected that a number of further orders of this sort will be placed during the coming weeks.

2) Stechert is asked to locate in second-hand bookstores as many as possible of the out-of-print books listed. In view of the rather common increase in book prices during the war years, and in order to avoid delays, Stechert may purchase such books for Huachung University at prices not exceeding 30% above original list price without referring the matter back. In all cases of prices higher than that, Stechert is asked to report the price to us for our decision. We shall rely upon Stechert to purchase, and recommend purchase, only at prices that seem reasonable in view of the state of the market.

3) The Encyclopedia Britannica, 11th ed. and supplementary volumes, is an exception. In this case we wish a quotation before Stechert acts, regardless of price's being below 130%.

4) Stechert is asked to supply titles from its London office and ship directly to China from there whenever this can be done more economically. Instructions for forwarding should be

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as for other firms, except that it will be well to add; if the number of books to be sent to the University becomes large enough to justify shipment by freight, we should prefer that they be packed and shipped insured by freight to Huachung University, in care of American Church Mission, (insert address) , Shanghai, China.

5) At Mr. Hafner's request, the titles are grouped by publisher; American publishers are in alphabetical order, and so are English and Continental publishers. It is hoped that the list is in good enough order to permit prompt action, for many of the books are urgently needed by the University.

I suggest that the bookstore copy for each title fuller information from the cards than is needed when ordering from the publishers: for example, edition, and series title (if any). This may avoid confusion and mistakes and will almost certainly increase the chances that Stechert will handle this rather troublesome order without extra delay and procrastination. As to the form of the list, I suggest that it may look well to put the publisher first, and indent under that the title or titles of that publisher.

For your information, the figure of 130% of list price was arrived at by reducing what Mr. Hafner recommended. He suggested that the maximum should be set at 150% and told us to expect an average of 125% -- this is on out-of-print books only, of course. By cutting it to 130% we protect ourselves but increase the delays and the chances that books will not be located. From my observation of the markups I have found on books in print, I am inclined to think 125% of prewar price the normal thing whenever there has been a markup -- and that is fairly often. Stechert is not a bargain house, by any means, but it can offer just the sort of service that we need.

Very sincerely yours,

Paul Ward

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July 3, 1946

Dr. Paul L. Ward  
8469 Piney Branch Court  
Silver Springs, Maryland

My dear Paul:

I am sorry not to have got around to take care of your memorandum before this morning. I have been completely swamped since returning to the office Monday. I sent the order off for the two pianos special delivery and hope that it will not be too late. I have also ordered from the North Radio Company, Inc., 172 Washington Street, New York 7, New York the wireless set #19, mark II. The order is going out to J.L. Haddock and to Arthur H. Thomas Company this afternoon.

I don't think that there is any comment necessary for me to make in regarding to your memorandum to Dr. Addison. I thoroughly approve of anything that you do.

We will be looking forward to seeing you early next week.

Hastily and cordially yours,

J. Earl Fowler

JEF:B

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PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 5, 1946

#6

TO: Mr. Oliver S. Lyford

FROM: Paul Ward <sup>SW</sup>

SUBJECT: Status of certain requisitions

1. On June 5th you and Mr. Fowler agreed in writing that I may spend \$3,500 for metal stacks. This was based upon prices furnished on May 14th by Sneed and Company's representative, and upon the decision reached by you and Mr. Fowler on June 5th that no more than 20,000 books would have to be shelved next year: 5-8000 already in Wuchang, about 3000 in gifts to be sent, and not over 5000 purchased and sent from here. This was half as many books as Dr. Wei in a letter of April 24th asked me to provide for, but Dr. Wei was presumably thinking of more than one year's need, and after a few month's use of the stacks in Wuchang a supplementary order can be sent in.

This order has not yet been placed. It seems advisable to investigate a cheap form of stack that Dr. Wei saw and recommended. My letter June 13th to Sneed and Company asking about this and other matters has had no answer, and I shall presumably have to visit Jersey City on my next trip to New York.

2. I have investigated with some care the question of sending books to China by registered bookpost or by insured freight and have reported to you that for new books the cost is roughly the same, because of the high cost of insurance. The advantage of insurance over mere registration is outweighed by the fact that no one firm selling us books is likely to have a large enough number for us -- the requisite number is somewhere between 180 and 300 volumes -- to make it willing to box the books and send by freight. We have no facilities available for grouping and packing books. You accordingly decided a month ago that all books purchased should be sent by registered bookpost where practicable, and otherwise by insured freight. Orders placed since have conformed to this ruling.

3. In your letter to me dated June 19th you reported that at a meeting of the Hua Chung Executive Committee "considerable doubt was expressed about the advisability of attempting to equip a machine shop in the College at present. In the first place the tools are useless until a gasoline engine or a Diesel unit is available to drive the tools; and in the second place such tools will be in great demand for every machine shop in the country, and until the Communist uprising is terminated such equipment may be forceably taken from our people." Until I have other instructions from you I shall do nothing further with the machine shop section of Dr. Bien's Physics equipment list.

4. In attempting to locate an organ for the chapel, as Dr. Wei asked me to do, I discovered that Bishop Gilman had forwarded a request from Miss Venetia Cox for three Estey organs, one for Baoc... Since this Estey organ was identical with what I was asked to secure, since Miss Cox is to handle the music for Huachung this coming year, and since Father Swift informed me that St. ... and ...

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Boone and Huachung use the same chapel facilities, I decided that this must be regarded as a case of duplication. You agreed that I should not try to buy an organ. To be sure, Father Swift also reported that the Estey people could not at present furnish the organ desired and that, since Miss Cox specifically asked for an Estey organ, he would report that to her and await an answer.

5. In laying Equipment Order #5 before Mr. Fowler, I recommended purchase of the war surplus tank radio "unless you judge that we should pass up any bargains at all not specifically covered by a request". I do not know yet whether Mr. Fowler felt that he could place this order; a series of competent advisers had convinced me that the various parts in this outfit, available at 7% of original cost, would be of considerable value to the Physics Department, judging from the interest shown by its list in just this type of equipment (which seems to be hard to find on the market). But the same issue may come up again in a similar case. I should like to know what you feel about it.

6. A letter from Mr. David Anderson in Scotland dated June 20th quotes a letter to him from Dr. Wei as saying: "Please write to Dr. Paul Ward ... that Mrs. Anderson has my permission to have U.S.\$400 allocated to her for her music books etc. Ask him to ask Mr. Lyford to attend to the remittance from America. This can be done by transfer from the C.C.U.A., if Lyford writes about it." Mr. Anderson comments that he feels that Mr. Slater is not very willing to transfer C.C.U.A. funds to the U.S.A.; I agree, as Mr. Slater wrote me on June 5th saying, "I think the right policy would be for us to spend it the money C.C.U.A. has for Huachung, chiefly from British firms rather on equipment obtainable in this country than on books." Mrs. Walter Allen has shown me a letter to her from Mrs. Anderson dated June 7th that says, "Ask Paul Ward to allot a sum of \$400 (U.S.) for purchase of materials in England and send it to me c/o London Missionary Society, 42 Broadway, Westminster, London S.W.1. I should then regard the £100 or thereabouts as for Hua Chung Music Department and spend it on suitable material over a period of 9 months, taking care not to duplicate your material."

Mrs. Allen has endorsed this request on showing me the letter June 27th. Although it will require quite a bit of careful correspondence to reduce to a minimum the chances of duplication, I am prepared to endorse the request also, since 1) Mrs. Anderson is the best person to select this material and 2) her plan of purchasing little by little over nine months, which seems sound, means that I shall be teaching in China long before she is through.

7. I have before me for urgent attention a similar request from Mr. T. R. Tregear, whose address is Newcomb, Winscombe, Somerset, England. The list of his teaching needs for Geography, made up at Dr. Wei's request and handed me by Dr. Wei, includes instruments, atlases and maps, and Books. The instruments he asks me to buy here; those of the books put out by British publishers he wishes to buy, but I shall write him to explain that it is simpler for me to buy them from New York houses who will have them shipped from England direct to China. It is the atlases and maps that he wishes to buy and I feel he should buy, to make sure that he has what he needs. His original letter gives the cost of these as £45; my arithmetic, adding up his individual prices, makes it £46/11/- . I recommend that he be sent a draft to the amount of the latter figure.

cc: Dr. Francis Wei  
Mr. John Greiner  
Mr. J. Earl Fowler ✓

PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 5, 1946

#5

TO: Mr. Oliver S. Lyford

FROM: Paul Ward <sup>sw</sup>

SUBJECT: Summary of progress made and of immediate plans

1. On June 5th you and Mr. Fowler agreed in writing on an increase in the sums that I am authorized to spend on this program, the new totals being:  
\$25,000.00 for equipment, and  
\$15,000.00 for books.

2. The attached "Review of expenditures and orders placed to date" shows the following totals for what I have done thus far:

\$17,244.83 for equipment,

5,610.40 for books, and

153.34 for expenses not yet allocated between the two.

The orders have been put before Mr. Fowler for action, and he may have felt obliged to defer acting on one or another of them. On the other hand, in nearly all cases I do not yet know the cost of shipment, so that this does not enter into the above totals. The total expenditure to which I have, so far as is within my sphere, committed the University is around \$26,000.00.

3. Because of the need at Wuchang, both practical and psychological, of receiving some substantial shipments as soon as possible, I have during the past month strictly confined myself to completing action on orders that 1) seemed of first importance for the University and 2) could be placed without much further negotiation and consideration. This is now done, and the orders placed are all covered in the attached "Review".

4. Reports to you and Dr. Wei, and essential correspondence with members of the faculty in China, England, and this country, have accordingly been deferred. These I propose to attend to immediately, deferring all further work on purchasing until I have done so. My reasons for taking this line strictly are: 1) Mr. Fowler will be going on his vacation before the end of the month, and, as you have indicated, my purchases will then have to be approved by you; 2) Dr. Wei's departure for China is little more than a month away; and 3) the faculty in China ends vacation August 1st, and shipments to Wuchang have at last begun. In order that you and the others may be able to see what this means for any particular steps that I am to take, I attach a copy of my personal work schedule for the next few weeks.

5. In your letter to me dated June 19th, you indicate that you and Mr. Fowler each should properly have duplicates of each of the lists and instructions under which I am working, and that Dr. Bien or Mr. Coe should have a full account of my activities. The lists which I have received have all been in single copies, and my instructions were given me orally by Dr. Wei, aside from several items conveyed to me incidentally in personal letters. I propose now to render you a systematic account of each requisition, or distinct part of a requisition, that I have received -- large or small -- providing a concise

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but essentially complete description of the requisition, and then detailing the action I have taken on it at each point for which I have responsibility. This type of accounting, kept up to date thereafter, will be far easier for me to prepare than copies of all the lists and instructions. It will be clearer and easier for you to consult. I shall send copies to Mr. Fowler, Mr. Greiner, Dr. Wei, and Dr. Bien, and all of them will, I think, find this accounting useful. It will, finally, be an excellent check against any confusion or mistakes on my part. If this does not correspond to what you wish from me, I hope that you will send me word at once to that effect.

6. In the same letter you also express concern to have copies of my correspondence with China. I shall proceed at once to copy for you the one letter that I have written to China, the letter accompanying the long list of books to be checked in the library there. I have had no letters from China with regard to purchasing; lists from there have reached me through Dr. Wei (and in one instance through Dr. Yuan, with Dr. Wei's approval). It is evident that you regard Dr. Bien or Mr. Coe as in the position of "works manager" in relation to me as "purchasing agent". I have acted on the assumption that Dr. Wei is my "works manager". To cover matters that should be "of record" I have written him two memoranda on the selection of books and equipment for Huachung, and I am about to write him another. Within the next few days I shall review my letters from him and make up a further memorandum of anything else worth recording. I shall send you copies of the two I am about to write and shall ask Miss Olson to send you the copies of the first two that I deposited with Mr. Fowler. A number of my instructions have come from members of the faculty in England and this country to whom Dr. Wei has delegated the making up of requisitions. I shall assume, unless you write otherwise, that in view of the accounting I shall give of individual requisitions you will not need copies of my letters to these persons.

7. I agree, of course, that I must now write to China. Up to July 1st six typewriters and some textbooks had been shipped. Now more shipments are, I hope, starting on their way. After writing Dr. Wei, I shall send off a preliminary letter to Wuchang, including a copy of the attached "Review". This will be followed shortly thereafter by copies of my statements on the single requisitions. Copies of these letters will go to you, Mr. Fowler, and Dr. Wei.

8. I have given to Mr. Fowler, and am sending herewith to you and Dr. Wei, copies of a memorandum which I laid last week before Dr. Addison. It is, I hope, self-explanatory. Since writing it, Catharine and I have been informed that Mr. Fowler's office is attempting to secure for us a sailing in September. Dr. Addison on June 26th, after discovering that I considered the "middle course" wisest, said that he agreed. Subject to a new decision, this means that I look forward to beginning, about the end of this month and not earlier (see my schedule), to devote part of my time to buying clothes and essential supplies and packing some away. In other words, the news that our sailing will not be before September has led me to postpone for a month any attention on the side to preparations for it. After you and the others have had an opportunity to look over my statements on the various requisitions, a decision may be easier to make.

cc: Dr. Francis Wei  
Mr. John Greiner  
Mr. J. Earl Fowler ✓

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July 4, 1946

REVIEW OF EXPENDITURES AND ORDERS PLACED TO DATE

		Purchase cost	Shipment cost
<b>Equipment Order</b>			
#1	6 Underwood standard typewriters (already shipped)	\$675.27	
#2	Mimeograph machine and accessories	385.00 est.	
#3	2 pianos (1 for recitals, 1 for practice)	465.00	
#4	Chemistry and Biology equipment	12,935.86	(inc. crating)
#5	1 war surplus radio outfit	78.50	
#6	Office supplies and stationery	194.20	
	10 steel files	622.52	
#7	Physics equipment	1,501.48	
#8	Projectors for Physics, Biology, & General	387.00 est.	
	<b>Total</b>	<u>\$17,244.83</u>	

<b>Book Order</b>			
#1	none of items available	.00	
#2-5	Physics and Mathematics textbooks (51 vols.)	\$140.55	
(#5a)	Books on China from second-hand store (157 vols.)	675.25	
#6	Theological books from " " " (2 vols.)	1.37	
#7	Physics textbook (25 copies)	60.00	13.25
(#8)	Periodicals for Sciences, Christian studies, History, and General (64 titles)	525.00 est.	-----
#9	National Geographic maps	17.75	
(#10)	Books & serials on China & Christianity (434 vols.)	545.71	
(#11)	Serials on China & Christianity	108.03	
#12	Books from various lists (about 800 vols.)	3,477.00 est.	
		<u>\$5,550.66</u>	<u>\$13.25</u>

<b>Expenses</b>			
	Library of Congress cards	\$38.47 est.	
	Boxing and shipping gifts from Washington	8.02	
	Other expenses (chiefly travel)	153.34	
		<u>\$199.83</u>	

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July 6, 1946

PERSONAL WORK SCHEDULE FOR THE NEXT THREE WEEKS

July

- 8 Preliminary letter to Wuchang
- 9 Letters to Tregear, Anderson, and Mrs. Lo
- 10 Memos to Dr. Wei
- 11 Inquiries: Central Scientific, on Physics and weather equipment  
Gaertner Scientific, on Physics equipment  
Wholesale Radio, on Physics equipment & college radio
- 12, 15-16 Statements on all requisitions
- 17-19 New York trip (this may be made earlier if Mr. Fowler so suggests)  
Preparing orders to: Spalding -- athletic equipment  
Snead -- book stacks  
Wholesale Radio, as above
- 22-23 Preparing and typing new list for checking in China (books)  
(covering at least all lists received by July 6th)
- 24-26 Preparing orders of books that can be purchased without such check

With the 29th I shall begin to devote part of my time to preliminary preparations for sailing, while I continue work on:

- Preparing for the purchase of the 1217 book titles on the list sent June 3rd to China for checking
- Running down more items of Physics equipment (and a few of Biology equipment)
- Attending to items of General equipment: movie camera, scales, etc.
- Handling lists of books and equipment received after July 6th
- Preparing for purchase of books on list to be sent China July 23rd
- Seeing to the packing and shipping of gifts and purchases heaped in the G.T.S. basement
- Ascertaining and allocating costs  
-- with such trips to New York as may be advisable

Note This schedule is more valid as a statement of the priorities I have assigned than as a complete listing. I can, I think, hold to the dates set down for the next three weeks if the mail does not bring many new demands on my time. The number of matters still to be seen to will be easily seen in full when I have completed my statements on all the requisitions. But the above order of priority is subject to change with any new developments or advice received.

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JUL 8 1946  
J. EARL FOWLER

8469 Piney Branch Court  
Silver Spring, Maryland  
July 6, 1946

Dear Mr. Fowler:

As the enclosed sheets show, I've turned from writing orders for you to place to giving an account of my activities. Sorry to keep flooding you with reading matter, but these memoranda deserve your attention also.

Mr. Lyford's letter of June 19th, reporting that you would be out for much of the summer and that I would have to rely upon him, exhibited so much distress over my failure to provide full reports that I almost called off my attempt to get out the orders that seemed to be about ready. I hope that he will be satisfied with these memoranda and my promise to prepare statements on each requisition. I can't feel confident that I can cover all the requisitions in three days plus a Saturday, but I've worked out a standard form for each statement and with a clear mind I ought to be able to type them right up. I haven't, frankly, felt obligated hitherto to report everything to China, but the time ~~is~~ has perhaps come, and if they have the full file of statements they'll be much better able to make suggestions and further requests.

Please note that my schedule now does not call for me to be in New York next week, as I've led you to expect. Will the 17th-19th be all right for you? If you'd rather have me come up earlier, for any reason, just let me know. If you have a single matter you'd like to discuss quickly, I suggest that you call me on the telephone in the evening, reversing the charges. We're almost certain to be in, but if we're not the call will not be accepted -- we'll instruct our sitters. The cost is only 65¢, and I can charge it to the sum you've advanced. Our telephone number is Sligo 9514.

Thank you for your note dated the 3rd that you had placed the orders. Because of Memorandum #5 # 6, paragraph 5, I'm mentioning in my personal notes to Mr. Lyford and Dr. Wei that you placed this order. I'll now write Liggett in Philadelphia about the shipment.

I certainly hope that you're feeling up to par. It is so good to know that you are on hand, keeping capably in hand all the diverse problems that pour into your office.

Sincerely,

Paul

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for Mr. Fowler

8469 Piney Branch Court  
Silver Spring, Maryland  
July 9, 1946

Dr. Richard Bien, Acting President  
Huachung University, Wuchang, China

Dear Dr. Bien:

I believe that Dr. Wei informed you that last spring he instructed me to see to the buying of books and equipment for the University. A month ago, following Dr. Wei's departure for England, Mr. Lyford wisely urged me to send you a report of my activities and of the shipments that were about to be made. Thinking it over, I decided to give priority to placing the orders that seemed essential and nearly ready, since the academic year would so soon be opening. Now that some orders have been placed and shipments will be made, I must no longer delay writing you. Please share this preliminary statement with Professor Coe and any others who may be concerned over the purchasing here.

You will find attached a sheet <sup>(Review attached to memo #1 to Lyford)</sup> summarizing the orders for which I have to date been responsible. My schedule calls for making up, within the next week, a detailed statement on each requisition that I have received. I shall send you copies, and from them you will be able to see in some detail the developments and progress on each.

On the attached sheet I have added some explanatory detail for the three items that are already sent. The six typewriters were ordered in March by Dr. Wei, and I learned recently that they had been delivered and shipped. The textbooks of book orders # 2-5 were to have been sent by the publishers, but a slip in placing the orders caused some delay in forwarding them. The textbooks of book order # 7 were sent directly to the University in your care. I have not yet heard from equipment order # 2, placed June 19th, and equipment orders # 3-8 were placed only last week. The books of book orders # 5a, 6, 9, 10, and 11 have to remain in the storage room lent us by General Theological Seminary until someone is found to pack them. Book order # 12 was placed last week.

My present practice is to have each order accompanied by instructions to ship directly to China, if at all possible, since the Shipping Department at 231 Fourth Avenue feels too hard pressed at present to be of assistance except in special cases. Publishers are asked to send by registered book post directly to the University Library at Wuchang; it is not feasible to try to form shipments large enough to justify freight. Suppliers of equipment are asked to ship to the University in care of the American Church Mission at Shanghai; the shipments, as I understand it, will have to be forwarded by Mr. Pickens there. All firms are asked to furnish four or five copies of each invoice; one copy will be sent upon receipt to you. The textbook orders were sent in before I realized the need for this.

The basic decisions on procedure in making the purchases were reached with Dr. Wei. For equipment, the decision was to select a well-established and reliable firm for each type of equipment and then to buy as far as possible from that firm only, relying for the most part upon its judgment of what would best satisfy the request. In every case I have tried to have at least one adviser more competent than I, but I quickly discovered in May that to get bids from different firms on a competitive basis, or to seek advice on each matter of doubt from several specialists, would involve me in judgments that I was not qualified to make alone or in an inordinate expenditure of time. Whenever, of course, I or someone else concerned questions the soundness of a purchase, I do try to get the best available advice. Let me add that, upon this basis, the two largest orders have been placed with Arthur H. Thomas Company (eq't order #4) and Central Scientific (eq't order #7).

For books, the decision was to buy as far as possible from the publishers, using the full trade discount available through the book store at 231 Fourth Avenue. Books not on American price lists are ordered from G. E. Stechert Company, which has agreed to canvass second-hand stores for out-of-print books. All publishers with connections in London are asked to have any books best supplied there sent directly from there to Wuchang; Stechert has also agreed to do this. The economy of securing the trade discount has outweighed in our minds the convenience of placing all orders with such a firm as Stechert; and the opposite policy of buying as much as possible from various second-hand stores was ruled out as requiring much too much time and compounding our packing problem. The

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procedure adopted for handling book requests takes time, but most of this time goes to verifying titles and eliminating duplications, which we could hardly expect a firm to do for us; this work has now been almost entirely taken over by my wife.

The principle behind all this is that reasonable care must be observed here in every particular to avoid wasting funds on duplications or poor quality. I regret deeply that the result seems to be that the University will start the year with little of what it needs from this country. Mr. Lyford and Mr. Fowler have assured me that delay in spending the funds available -- for example, for books -- will not place in any jeopardy the availability of these funds at a later date; they regard these funds as definitely allocated. Without such assurance I would have urged speedier (and presumably more wasteful) methods of purchase.

For your information let me review the way in which I have spent my time during the past weeks. Dr. Wei first wrote me about this work on February 16th, and he was first able to see me on March 21st. I went on half-time work for the mission April 1st and, resigning my Washington job, on full time May 1st. The first month of effective work, to May 15th, went largely to investigating the various possibilities of procedure, and of help from other sources, that Dr. Wei and various others brought to my attention. In the latter part of May I gave priority to preparing the list of books (recommended here for purchase) that was sent out to Dr. Taylor under date of May 24 to be checked against the University's holdings, according to Dr. Wei's directions; I felt that this checking represented the greatest single delay in purchasing. At the start of June Mr. Lyford suggested that I concentrate on buying equipment, and since then my emphasis has been on getting the orders into the hands of Mr. Fowler, who places all of them. Most of the remaining purchases have been partly lined up, but as I am now trying to provide some "progress reports" for all concerned, there will be few more orders placed this month.

A few detailed remarks and questions may be in order. I have been expecting more requests for books from the University; for example, books on Economics, for which a large allocation has been made but no requisitions at all have been received. My wife has by now nearly completed work on the book requisitions received, in preparing them for action. I hope before long to pack and send to you book lists and equipment catalogues that will make possible further orders. You will see the gaps much better when I send you my statements on requisitions in hand.

On your List A of Physics equipment ("Student laboratory equipment, and for demonstration"), Dr. Bien, the majority of the items are covered by equipment order # 7, but much remains to be secured. The last item, "Copper, glass tubings", has been passed over since CenCo cannot supply copper tubings and my advisers question whether you want Pyrex or lime glass. The item "Telescope city scales, 3 sets" could not be identified. For the Parr calorimeter, CenCo offered its # 23701 (peroxide fusion type) at \$122.00, but Dean Stanley Wilson said he felt sure you wanted instead its # 23719 (oxygen bomb type) at \$372.00 and recommended that I ask you first. He was so positive that the second would replace the first that I am not buying the first, even though I see that you list a bomb calorimeter elsewhere, not marking it for 1946 purchase. A biological calorimeter (improved Bio-Klett) at \$79.00 has been ordered for Biology. Other questions can wait, as most of them presumably can be answered here.

I hope that the piano problem can be attended to speedily. As I wrote Mrs. Allen shortly after placing equipment order # 3 with her assistance, the cost of buying a good practice piano in New York and shipping it to Wuchang comes to nearly \$300, the reported price at Hankow. According to my records, Dr. Wei instructed me to buy four pianos, one of them being for the auditorium. In New York next week I shall press for the shipment of the pianos already bought and find out what may have been decided by Mr. Lyford and Mr. Fowler.

I am enclosing a second list of titles for checking in the library, which my wife has been able to prepare. We are hoping for an answer soon on the first list.

You may be interested in our personal plans. Mr. Fowler is trying now to secure passage for us in September. The decision on our sailing date will of course be coupled with a decision as to how much more I am to do on this purchasing program. It may be well for you to address hereafter any letter to me in care of Mr. J. Earl Fowler at 281 Fourth Avenue, New York 10, N. Y.

We are of course looking forward very much to our arrival at Wuchang, and to meeting you and the others of the community. That will be a great day in our lives.

Sincerely, CW

0441

copy for Mr. Lyford

8469 Piney Branch Court  
Silver Spring, Maryland  
July 9, 1946

Dear Dr. Tregear:

I have before me your letter of May 5th to Dr. Wei, which he turned over to me, and your letter to me of June 20th, with identical lists of books and equipment attached. I owe you sincere apologies for failing to act sooner on your requests. During the month just past I have felt impelled, by the need to see that some significant and essential shipments reach Wuchang as soon as possible after the opening of the academic year, to concentrate exclusively upon those purchasing problems that could and should be attended to without delay. Since you have had a long talk with Dr. Wei, I need not explain further what I am trying to do.

To start with your equipment needs, the Chemistry Department's request for a "Barometer, precision, mercurial, Fortin principle" is being filled by Arthur H. Thomas Company by a "Barometer, Observatory, U.S. Weather Bureau pattern" at \$80.00. The Biology Department's request for a barometer at \$90.00 is being filled with a similar one; the Physics Department's request for a barometer for its teaching laboratory is being filled with a "Barometer 3500-7000 ft" at \$19.75 by Central Scientific Company. I assume that you will be able to use one of these, as you suggest. Also ordered are three epidiascopes. The Physics Department and the Biology Department each asked for one, and I explained to Dr. Wei that I felt the History Department and other college activities would have use for one in the same fashion as, and jointly with, the Geography Department. The one ordered for this general use is an American Optical Company delineascope for slides and opaque projection at \$182.40, minus a 25% discount. Following the example of Dean Wilson of Yenching, who has ordered five delineascopes, I ordered only one screen.

On your meteorological equipment I am waiting for a promised quotation from the Bendix Aviation Corporation, to which I was referred by Arthur H. Thomas Company. Day after tomorrow I shall, according to my schedule, inquire also of Central Scientific Company, which should also be able to supply the compasses and chains. I have no reason to think that any of these items will prove not readily obtainable; I have simply not been able to follow them up. If any prove unobtainable, I should be able to send you word to that effect before the end of this month. I shall of course inquire about the various items not marked by you as the essential minimum, but I shall not order them until I hear from Dr. Wei on the matter, since he has not to my knowledge passed on that additional \$400 or so of expenditure. I am writing him tomorrow.

Maps and atlases you should buy. From the prices that you quote, my arithmetic makes the total cost £ 46/14/-, rather than the £ 45 mentioned in your letter to Dr. Wei. I have asked Mr. Lyford, just recently, to see that the former sum is sent you.

The books you list are, I'm afraid, a different matter. I noticed that with your May letter some titles, about one third, were marked "American Publishers". This alone did not make me realize that you proposed to buy the rest yourself, especially as in the rest of my purchasing there are many titles by British publishers. I recognize the economy of purchasing them in England, and even wrote to Mr. Slater asking if the C.C.U.A. could help on this, which proved out of the question. My present procedure is as follows. In placing my orders, each publisher is asked, if he has connections in England who can supply the books better or more economically, to have them furnished and shipped directly from England to Wuchang. Books no longer in print and the relatively few British publications in print but not appearing on American publishers' trade lists are being ordered from G. E.

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Stechert Company, which has a London office. Stechert and Macmillan have agreed to do as I have just said. The others will agree equally readily, I hope. To a certain extent, therefore, this procedure is as economical as your buying in England, especially as we are assured here of full trade discounts, which you may or may not be able to secure.

At all events, before I received your letter of June 20th, with "American purchase" marked in red against the few titles, I had already verified the titles and put in orders for the six which, at least in the latest edition, have come out since 1940. On the rest, I feel compelled by my instructions to delay purchase until the titles have first been checked in Wuchang against the collection of books brought back from Hsichow. Since Dr. Wei gave me these particular instructions, you may wish to speak to him about this. I have felt able to order without such check books published before 1941 that were requested for class use, but none of your titles carries such a notation. This is, by the way, only one of the steps that I am regularly taking here to guard against duplication in purchases, all of which do take time.

In view of all this, I shall continue as I started, and order all the books here, unless I hear otherwise from you and Dr. Wei.

You deserve to know what is being bought on this side in the line of atlases and maps. For History, I myself have recommended Putnam's Historical Atlas (since Shepherd's is not available), J. T. Adams' Atlas of American History, and C. O. Paullin's and Wright's Atlas of the Historical Geography of the U.S. Dr. Wei asked me also to purchase atlases and maps under the "General" allocation. I therefore have ordered Goode's School Atlas, which was highly recommended to me by the best advisers and which I like. I have also ordered from the National Geographic Society for atlas purposes 5 maps, 17 indexes, and two volumes with pockets for these to fit into. With 14 N.G.S. maps given to the University, this will make a two-volume atlas comprising 17 maps with their indexes and 2 unindexed maps, representing the most useful and up to date of the maps done by the Society. I also ordered 4 linen maps for class-room walls (China, Bible Lands, Central Europe, and England) and 1 enlarged map of the world for a library wall or the like. I'll hold up further purchases until you have a chance to reply. I have in mind for the library a 12" globe emphasizing relief (so not the same as the slate globe that you request) and, from the U.S. Army Map Service, the following that I regard as very good maps (the first at \$9.00 and the rest at 25¢ per map):

- World 1:11,000,000, to cover a wall
- Europe and China-Burma-India, each at 1:6,336,000
- China in four parts at 1:2,000,000
- Italy and France, each at 1:1,000,000
- Wuchang region in two parts, at 1:1,000,000
- Japan and Korea in four parts, at 1:1,000,000

Lastly, Stechert can secure for us the Italian Touring Club atlas unbound, and possibly without index, for about \$25; the best U.S. Gov't map specialists call it the best atlas to date. I want your opinion <sup>especially</sup> on this last, but I can see no reason for hesitating on the others. Dr. Wei gave approval to all.

Now for a last look at your letter. I shall be grateful for Mrs. Tregear's list of medical requirements. I shall make inquiries about a small hand episcopo, but I have found none listed in the catalogues, and so am not optimistic of finding one. -- On reconsideration I find that your recent letter implies that you consulted Dr. Wei about your non-essential meteorological instruments and secured his approval. I shall mention the point to him but not wait for his word.

We very much look forward to seeing you in Wuchang. The present plan is for us to sail in September, but there may be further delays, of course.

Sincerely yours,

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July 10, 1946

Dr. Paul Ward  
8469 Piney Branch Court  
Silver Springs, Maryland

My dear Paul:

Again I am sorry in the delay in replying to your letter of July sixth. Your coming to New York July seventeenth to nineteenth is very much more convenient for me than it would have been at the beginning of the week. The end of the week is always much better than the first part.

The orders for Central Scientific Company and the Export Department, American Optical Company have been sent in.

I had a telephone call yesterday from Mr. Lyford. He was very much pleased to know that I am in much better health and will carry on until the latter part of this month. You might like to know that I will be away from the office from July twenty-sixth until August nineteenth. Miss Olson will be back by that time and she will be able to take care of your orders after they have Mr. Lyford's approval.

It is a very good idea for you to write out the draft form of the letter for the orders then there will be no mistake.

Mr. Lyford had not received the memos of which you sent me a copy when he called me yesterday. He seemed to be somewhat disturbed at not having a reply from his letter of June nineteenth. His one idea and obsession is Huachung University. He doesn't realize fully that other people have a few other things to attend to. I am completely swamped but will be ready to go into any business necessary when you are here the seventeenth.

With very best wishes and kind regards to both you and Katherine.

Very sincerely yours,

B

J. Earl Fowler

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SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 10, 1946

#3

TO: Dr. Francis Wei

FROM: Paul Ward

SUBJECT: Miscellaneous current questions

1. Mr. Lyford handed me a month ago your book lists for Theology and Philosophy. I have assigned the titles checked on the mimeographed reading sheets and on Scribner's Religion pages to Theology, and those on the Oxford pages and your handwritten sheets to Philosophy, without weighing each title separately. The Theology titles seem therefore to use up nearly all of the sum that you decided to spend here for Systematic Theology, leaving aside the one-third for later purchases; but the Philosophy titles amount to only about a quarter of the allocation. Since Miss Cline has not yet sent me the supplementary list on Philosophy, I'll have to speak to her in New York.

Catharine has completed carding the titles and eliminating the duplications. The following questions emerge:

a) In writing down Whitehead's Ideas and <sup>Process</sup> Reality, didn't you mean his Process and Reality?

b) You checked an item in a reading list called "Documents of the Madras, Oxford, Edinburgh, and Lausanne Conferences". There seems to be no such title. Can you describe what book or books you want under this heading, aside from the volumes published in connection with these conferences that you checked elsewhere?

c) In view of the disproportion right now between Theology and Philosophy titles, do you wish me to transfer the volumes by Hocking to the Philosophy allocation?

d) Are you confident that none of the titles on these lists is already in the Huachung Library, or do you want me to send out the lists to Wuchang for checking before purchasing?

2. I have at last received some lists from Dr. Beaver, with a promise that he will send me within the week lists in Church History and Theology. I have replied at once that I assume he means Church History and Liturgics, since that is what I had him down for and since you have supplied the list for Theology. The lists he sent are: (1) the books given by Franklin and Marshall, (2) books to be purchased now from Orientalia, part being held by Orientalia for us and part from its new catalogue, (3) a "Further Want List of Books on China, etc." to be placed with Orientalia for filling over the next several years as the titles show up, and (4) a list of periodicals on China and East Asia, 12 published in the West and 5 in China. His letter also reports:

"Mr. Fahs wrote to me saying that he had almost a complete file of the International Review of Missions for us, and then wrote again, sending me a list of odds and ends of China items. He was just about to go away for a vacation and wanted an immediate answer. I sent word that we would take the lot."

All this raised in my mind certain questions which I discussed in my letter to him but which are equally questions worth your consideration:

a) I pointed out to him that adding in his present lists (2, 3, and 4 above) the expenditures and requisitions for Chinese History and

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Literature have slightly exceeded the figure of \$1830 allocated to purchases here for that field. Probably in placing the 3rd list ("Further Want List") with Orientalia I should assume that not over a third of the books will be supplied in the next months. But the question still remains. Should I forget about the allocation figure in this instance, or reduce the \$1830 reserved for purchases for the field in China? Or should Dr. Beaver be asked to go slow in accepting more China items from Mr. Fahs and in his dealings with Orientalia, for the sake of treating all departments equally?

(see paragraph 13, page 4)

b) Purchase from second-hand bookstores is the simplest and quickest way of buying books. It adds to the pile gathering at G.T.S., but before I sail I hope to see to packing all those books --- Mr. Dietz can see no other way of doing it. But it is worth noticing that all the books for Chinese studies are being bought without any check against the library's holdings at Wuchang, and some of them (Mr. Fahs's list of odds and ends of China items) without any safeguard against duplication with gifts or other purchases. Do you agree that all this is not to be taken as a precedent for purchases for other departments but is to be regarded as an exception, justified by Dr. Beaver's standing and knowledge of the field? I have written him, "I think that it would be a good idea for you to write out your justification for short-cutting the usual checks and let me have it in two copies, so that I may pass it on to the people at 281 with your list for immediate purchase from Orientalia."

c) In my letter to Dr. Beaver April 23rd, I mentioned six as the appropriate number of periodicals for him to recommend for Chinese studies -- reserving half of the departmental 12 for selection in China. Should I now order the twelve Western periodicals that he suggests, and forward to China the names of the five published there (on his 4th list, as above)? I've asked him to pick out six of the twelve if he wishes me to put in orders before hearing from you.

3. I have at last written Mrs. Lo for her recommendations of books for Western Languages, as you suggested. This raises another problem of allocations, for in our original scheme Walter Allen was to recommend two thirds of the books for the field and one third was reserved for Wuchang and then reassigned to Miss Bleakley. When the list from China arrived you indicated that it should be fitted into Walter's two thirds. Miss Hutton's six books are no problem, but I should like to know what amount Mrs. Lo should be assigned. Should the one third reserved for Miss Bleakley be touched? If not, you see, I want to give Walter a chance to cut out of his list enough of the books that he included for the sake of general college reading to allow him freedom to recommend more of professional value to him. You may simply ask me to transfer to the General allocation these titles on his list that seem to be for general reading, but I would still then want to talk over many of them with him that I have some doubts about. Tastes differ. I need advice on this soon, for the answer from Wuchang on the list sent a month ago for checking may come in, and then these books in question should be bought.

4. A cordial letter recently arrived from Mr. David Anderson. He says, among other things, that he has seen the lists sent and that he doesn't think I should pay any attention to the list of books sent for Music. Since I have no such list, it is worth noting that I have received no book or equipment lists from anyone since you left aside from those mentioned above, except a few more titles from Mrs. Allen for Music and a few from Dr. Weidenhammer for her field of Chemistry, at your request, and yes, Dr. Weidenhammer's list of apparatus needed to supplement the list from Hsichow. I

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assume that I need not worry about any that have failed to reach me.

5. Dr. Weidenhammer, saying that you had asked her to do so, gave me a list of books amounting to seven textbooks (6 of them in 3 copies each) and, with duplications removed, eleven reference books. At her request I agreed that the textbooks should be ordered without checking the titles at Wuchang, and they have been ordered. You will note from the copy of my letter to Dr. Tregear that I have suggested he get in touch with you if he wishes the books he listed purchased without a prior check at Wuchang.

6. Some weeks ago a person I met in the State Department called me to say that upon instructions dated in March from China they were about to buy for Huachung some science books. She read me the list, and I easily persuaded her to delete the books that were already bought and sent from 281 and substitute others on the lists sent by Dr. Bien. I then removed from my lists the titles that the State Department is giving. I estimated their gift as amounting to about \$200.00.

7. To turn to Matters of equipment, let me say that the maximum expenditure for the items of General equipment that you have asked me to buy is, I estimate, less than \$6500. Even allowing for shipping costs, that is well under the \$10,000 allocated. So let me pass on to you Mrs. Allen's question: should we not be buying a good record player for concerts from records? You may have given me an answer on this before, but I do not recall it. (N.B.: the \$6500 does not include the organ -- see my memo #6 to Mr. Lyford, paragraph 4)

8. Dr. Tregear's original estimate of his needs for Geography worked out at \$165 since he counted in only the essential minimum of meteorological instruments. His last letter, to me, implies quite clearly that in his long talk with you you approved his full list of equipment, which means an additional \$400 or \$500. I shall proceed to get the quotations (see the end of my letter to him), and you will have time before I place the order to comment on the matter.

9. On the movie camera, Eastman Kodak simply refers us to their agent in China, but Bell and Howell, whose cameras and projectors are generally considered superior to Eastman's, has quoted me prices and offered us wholesale prices, with delivery probable in the fall. I still have to find an adviser who really knows cameras, but Mr. Dietz has been very helpful. Before acting I shall need your answers to the following questions:

a) Do you agree that so little use will be made of color film (because it is so much more expensive) that we do not need the magazine-loading feature that permits interchanging partly used reels? The better camera does not have this feature.

b) Do you consider \$400.00 too much to spend for a camera and outfit that would be most likely to yield consistently good and interesting films? Would you prefer to have \$240.00 or so spent now and the other accessories bought at some later date? Or is even this higher than you feel like going? The full \$400 would buy an outfit permitting close-ups and wide-angle shots with only a moment taken in each shift; without this feature any films of university events are likely, people agree, to be dull and uninteresting, or else, because of frantic moving the camera about, to be full of up-and-down motion and confusing shifts of point of view. The full outfit is apparently the professional news-reel outfit. (I'm using the list prices furnished me, for I don't know the discount available through the National Council).

10. On June 28th, the day after I ordered the two pianos (equipment order # 3) with the kind assistance of Dr. Sherman and Mrs. Walter Allen, I was shown at 281 a letter from Miss Venetia Cox (received the 28th) speaking of the urgent need for pianos and saying that the cost per piano at Hankow was \$300 up. I accordingly wrote Monday, July 1st, to Mrs. Allen reporting this and saying:

"\$300 ... is very little more than the cost to us of a \$160 piano here (with \$40 crating and \$80 shipping to Shanghai). Subject to correction, I assume that a piano like the Krakauer we bought is better than what could be ~~bought~~ picked up at Hankow for \$300. If you feel that we should think this over, you might see what Earl Fowler thinks ...", for I had left it that she and Dr. Sherman might pick out two more practice pianos at the same store and buy them through Mr. Fowler.

11. In the first week of June, while I was in New York, Dr. Weidenhammer spent an afternoon at 281 with me going over the science equipment lists, especially the Chemistry list, and the Arthur H. Thomas quotations on the Chemistry and Biology items. She told me that you had asked her to list the apparatus and chemicals that she would need, but that this was too big a job, since she had no access to a laboratory at the moment. She preferred to make up then and there, studying what had been requested from Hsichow, a supplementary list; she recognized that some items on her list might be on hand or available at Wuchang but she said that all she listed was the sort of thing that gets used up in a year or two. She estimated the cost of her additions at \$200, very roughly; when it proved to be \$650, I did not hesitate to place the order with Mr. Fowler but suggested that he might try to telephone Dr. Weidenhammer and let her know, to allow her to reduce quantities if she wished.

12. When we talked a month ago, Mr. Lyford and Mr. Fowler decided to defer any purchase of study units from Snead and Company on the grounds that 1) they were not first priority and 2) the equivalent could perhaps be built more cheaply. I have asked for prices on them, just as I have asked about the type of stacks with horizontal braces overhead (which is what I referred to in my memorandum #6 to Mr. Lyford as recommended by you).

13. As I close this long set of questions, Catharine telephones me that Dr. Beaver has written me a long and careful reply to the letter I wrote him two days ago (see paragraph 2 above). I shall probably have to write ~~him~~ you later about some detailed questions he raises, but I must add here what he says on each of my three points above:

a) He says that you told him to get all the books he could on China and try to build up the best possible collection of Western books on Chinese matters. This I accept as removing the limit on purchases for this field.

b) He says that you assured him that duplications in this field would not be as serious as in other fields and that we should not worry about them. He does not feel able to write out a justification for me, as he does not feel it to be his responsibility.

c) He suggests that you rule on the purchase and allocation of the periodicals. Here they are:

Journal of Am. Oriental Soc.	Harvard Journal of Asiatic Studies	Pacific Affairs
Journal of Royal Asiatic Soc.	Journal Asiatique (Paris)	Asia
Bulletin of Sch. of Oriental Studies	Revue des Arts Asiatiques (Paris)	Amerasia
Melanges Chinois et Bouddhiques (Belg)	Far Eastern Quarterly	China Monthly
and in China: T'oung Pao	Journal of the Royal Asiatic	
T'ien Hsia Monthly	Society, North China Branch	
Monumenta Serica	China Journal	

cc: Mr. Lyford and Mr. Fowler ✓

0448

SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 10, 1946

#4

TO: Dr. Francis Wei

FROM: Paul Ward <sup>SW</sup>

SUBJECT: Purchase of twenty-five cent books for the library

This is a rather small matter, but as a departure from my usual procedures it deserves to be laid before you for your approval or disapproval.

1. The twenty-five cent books in question are a new thing for the United States. They are reprints of modern classics and recent best-sellers, brought out in numbers now because of the trade war for this new twenty-five cent market. They are in each case complete, in clear print, and quite as satisfactory as the typical American 98¢ to \$1.49 reprint except in one respect: the binding and cover are not strong and will not last under steady use.

2. I recommend purchase in this format, when available, of titles desired for general reading under the General allocation, where the selection has been left to me, and under the Western Languages allocation, where the bulk of the selection has been assigned to Mr. Walter Allen. Mr. Allen, in conversation and in notes entered on his list, has requested me to buy the twenty-five cent editions where possible; this is consistent with his attempt to provide a broad initial coverage of Western literatures. I wish, under the General allocation, to buy in this format books that 1) I had earlier seriously considered buying but had decided were not quite important enough to justify the expense, and 2) worthwhile books by authors one or more of whose other works have already been requested, e.g., Booth Tarkington's Seventeen.

3. In the case of books which would otherwise presumably be otherwise bought in the standard trade edition, the argument for purchasing this cheapest edition runs as follows: a) None of these titles is a real "classic"; a good proportion will be outdated in another decade. b) These are just the sort of titles that I expect will come to Huachung by gift. c) As in the case of most purchases, we cannot be sure that any one will be much used or much needed. If consulted occasionally for reference only and read no more than once or twice a year, the binding will last for many years; if used frequently and worn out, a trade edition can be ordered with full assurance that it is needed, or, if that is out of print, the cheap edition can be rebound.

4. In the case of books which otherwise would not be bought, the argument is simpler. There is much more chance that the book will be used only for occasional reference, and yet the resources of the library will be increased.

5. The low cost of the books in this format makes me consider it unwise for me to hold to my regular procedure in purchasing them. Provided that I make sure that no more than one copy of a title is bought in this format, duplication is not serious, for the library can well use, I think, a cheap second copy of such popular items alongside a good copy. The trouble, and so ultimately the expense, of getting Library of Congress cards or the equivalent now, of checking titles against the library holdings in China, and of doing the same against Miss Weatherbee's file at 281 Fourth Avenue seems too great alongside the chance that

\* A few on Mr. Allen's list are real classics; I am telling him I feel they should be bought in everyman's editions.

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50¢ or 75¢ will be spent on duplicates of titles otherwise secured. My eye can catch nearly all duplicates if this risk is accepted. Moreover, the few cents discount on each of these books that the bookstore may be able to secure does not seem to me to warrant the trouble of placing orders for them through the office of Mr. Fowler and the bookstore, to at least three different publishers.

6. The expenditure proposed is, in fact, a very small one. Under the criteria set forth above in paragraph 2, it would be under \$15.00. I intend to secure up-to-date lists of the three main series and after looking them over I propose to send them to Wuchang, so that a community desire for mystery stories and lighter novels could, if there is a wish, be satisfied at this low price. There is, therefore, a point of policy here. But my present request for approval covers only a small sum.

7. I expect books in this format to go out of print much more freely than the regular trade editions. Being convinced of the soundness of the argument expressed above, I have just now spent \$3.25 (\$1.50 for books requested by Mr. Allen and \$1.75 for books that my wife and I have selected according to the criteria in paragraph 2) on thirteen books that are now available. Please feel free to rule that this whole procedure is in your opinion unsound, in 1) buying such books, or 2) buying them outside the regular channels, or 3) both; I can dispose of what should not have been bought and charge off the small loss to expenses. But if you approve, I shall look for more of these books, on the same basis, mail them off to Wuchang myself (easily done, since they are small and light), and account for the expense along with my expenditures for packing gift books and the like.

8. This is a rather elaborate memorandum for such a small part of my purchasing. But if you approve my recommendation, this full explanation will be on the record, and I shall want to send a copy to China so that when the packages arrive there will be no misunderstanding. I realize that this sort of informal buying with University funds is normally unwise.

cc: Mr. Lyford ✓  
Mr. Greiner  
Mr. Fowler

SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 10, 1946

#3

TO: Dr. Francis Wei

FROM: Paul Ward <sup>PW</sup>

SUBJECT: Miscellaneous current questions

1. Mr. Lyford handed me a month ago your book lists for Theology and Philosophy. I have assigned the titles checked on the mimeographed reading sheets and on Scribner's Religion pages to Theology, and those on the Oxford pages and your handwritten sheets to Philosophy, without weighing each title separately. The Theology titles seem therefore to use up nearly all of the sum that you decided to spend here for Systematic Theology, leaving aside the one-third for later purchases; but the Philosophy titles amount to only about a quarter of the allocation. Since Miss Cline has not yet sent me the supplementary list on Philosophy, I'll have to speak to her in New York.

Catharine has completed carding the titles and eliminating the duplications. The following questions emerge:

a) In writing down Whitehead's Ideas and ~~Reality~~<sup>Process</sup>, didn't you mean his Process and Reality?

b) You checked an item in a reading list called "Documents of the Madras, Oxford, Edinburgh, and Lausanne Conferences". There seems to be no such title. Can you describe what book or books you want under this heading, aside from the volumes published in connection with these conferences that you checked elsewhere?

c) In view of the disproportion right now between Theology and Philosophy titles, do you wish me to transfer the volumes by Hocking to the Philosophy allocation?

d) Are you confident that none of the titles on these lists is already in the Huachung Library, or do you want me to send out the lists to Wuchang for checking before purchasing?

2. I have at last received some lists from Dr. Beaver, with a promise that he will send me within the week lists in Church History and Theology. I have replied at once that I assume he means Church History and Liturgics, since that is what I had him down for and since you have supplied the list for Theology. The lists he sent are: (1) the books given by Franklin and Marshall, (2) books to be purchased now from Orientalia, part being held by Orientalia for us and part from its new catalogue, (3) a "Further Want List of Books on China, etc." to be placed with Orientalia for filling over the next several years as the titles show up, and (4) a list of periodicals on China and East Asia, 12 published in the West and 5 in China. His letter also reports:

"Mr. Fahs wrote to me saying that he had almost a complete file of the International Review of Missions for us, and then wrote again, sending me a list of odds and ends of China items. He was just about to go away for a vacation and wanted an immediate answer. I sent word that we would take the lot."

All this raised in my mind certain questions which I discussed in my letter to him but which are equally questions worth your consideration:

a) I pointed out to him that adding in his present lists (2, 3, and 4 above) the expenditures and requisitions for Chinese History and

0451

Literature have slightly exceeded the figure of \$1830 allocated to purchases here for that field. Probably in placing the 3rd list ("Further Want List") with Orientalia I should assume that not over a third of the books will be supplied in the next months. But the question still remains. Should I forget about the allocation figure in this instance, or reduce the \$1830 reserved for purchases for the field in China? Or should Dr. Beaver be asked to go slow in accepting more China items from Mr. Fahs and in his dealings with Orientalia, for the sake of treating all departments equally?

b) Purchase from second-hand bookstores is the simplest and quickest way of buying books. It adds to the pile gathering at G.T.S., but before I sail I hope to see to packing all those books --- Mr. Dietz can see no other way of doing it. But it is worth noticing that all the books for Chinese studies are being bought without any check against the library's holdings at Wuchang, and some of them (Mr. Fahs's list of odds and ends of China items) without any safeguard against duplication with gifts or other purchases. Do you agree that all this is not to be taken as a precedent for purchases for other departments but is to be regarded as an exception, justified by Dr. Beaver's standing and knowledge of the field? I have written him, "I think that it would be a good idea for you to write out your justification for short-cutting the usual checks and let me have it in two copies, so that I may pass it on to the people at 281 with your list for immediate purchase from Orientalia."

c) In my letter to Dr. Beaver April 23rd, I mentioned six as the appropriate number of periodicals for him to recommend for Chinese studies -- reserving half of the departmental 12 for selection in China. Should I now order the twelve Western periodicals that he suggests, and forward to China the names of the five published there (on his 4th list, as above)? I've asked him to pick out six of the twelve if he wishes me to put in orders before hearing from you.

3. I have at last written Mrs. Lo for her recommendations of books for Western Languages, as you suggested. This raises another problem of allocations, for in our original scheme Walter Allen was to recommend two thirds of the books for the field and one third was reserved for Wuchang and then reassigned to Miss Bleakley. When the list from China arrived you indicated that it should be fitted into Walter's two thirds. Miss Hutton's six books are no problem, but I should like to know what amount Mrs. Lo should be assigned. Should the one third reserved for Miss Bleakley be touched? If not, you see, I want to give Walter a chance to cut out of his list enough of the books that he included for the sake of general college reading to allow him freedom to recommend more of professional value to him. You may simply ask me to transfer to the General allocation those titles on his list that seem to be for general reading, but I would still then want to talk over many of them with him that I have some doubts about. Tastes differ. I need advice on this soon, for the answer from Wuchang on the list sent a month ago for checking may come in, and then these books in question should be bought.

4. A cordial letter recently arrived from Mr. David Anderson. He says, among other things, that he has seen the lists sent and that he doesn't think I should pay any attention to the list of books sent for Music. Since I have no such list, it is worth noting that I have received no book or equipment lists from anyone since left aside from those mentioned above, except a few more titles from Mrs. Allen for Music and a few from Dr. Weidenhammer for her field of Chemistry, at your request, and yes, Dr. Weidenhammer's list of apparatus needed to supplement the list from Hsichow. I

(see paragraph 13, page 4)

assume that I need not worry about any that have failed to reach me.

5. Dr. Weidenhammer, saying that you had asked her to do so, gave me a list of books amounting to seven textbooks (6 of them in 3 copies each) and, with duplications removed, eleven reference books. At her request I agreed that the textbooks should be ordered without checking the titles at Wuchang, and they have been ordered. You will note from the copy of my letter to Dr. Tregear that I have suggested he get in touch with you if he wishes the books he listed purchased without a prior check at Wuchang.

6. Some weeks ago a person I met in the State Department called me to say that upon instructions dated in March from China they were about to buy for Huachung some science books. She read me the list, and I easily persuaded her to delete the books that were already bought and sent from 281 and substitute others on the lists sent by Dr. Bien. I then removed from my lists the titles that the State Department is giving. I estimated their gift as amounting to about \$200.00.

7. To turn to Matters of equipment, let me say that the maximum expenditure for the items of General equipment that you have asked me to buy is, I estimate, less than \$6500. Even allowing for shipping costs, that is well under the \$10,000 allocated. So let me pass on to you Mrs. Allen's question: should we not be buying a good record player for concerts from records? You may have given me an answer on this before, but I do not recall it. (N.B.: the \$6500 does not include the organ -- see my memo #6 to Mr. Lyford, paragraph 4)

8. Dr. Tregear's original estimate of his needs for Geography worked out at \$165 since he counted in only the essential minimum of meteorological instruments. His last letter, to me, implies quite clearly that in his long talk with you you approved his full list of equipment, which means an additional \$400 or \$500. I shall proceed to get the quotations (see the end of my letter to him), and you will have time before I place the order to comment on the matter.

9. On the movie camera, Eastman Kodak simply refers us to their agent in China, but Bell and Howell, whose cameras and projectors are generally considered superior to Eastman's, has quoted me prices and offered us wholesale prices, with delivery probable in the fall. I still have to find an adviser who really knows cameras, but Mr. Dietz has been very helpful. Before acting I shall need your answers to the following questions:

- a) Do you agree that so little use will be made of color film (because it is so much more expensive) that we do not need the magazine-loading feature that permits interchanging partly used reels? The better camera does not have this feature.
- b) Do you consider \$400.00 too much to spend for a camera and outfit that would be most likely to yield consistently good and interesting films? Would you prefer to have \$240.00 or so spent now and the other accessories bought at some later date? Or is even this higher than you feel like going? The full \$400 would buy an outfit permitting close-ups and wide-angle shots with only a moment taken in each shift; without this feature any films of university events are likely, people agree, to be dull and uninteresting, or else, because of frantic moving the camera about, to be full of up-and-down motion and confusing shifts of point of view. The full outfit is apparently the professional news-reel outfit. (I'm using the list prices furnished me, for I don't know the discount available through the National Council).

10. On June 28th, the day after I ordered the two pianos (equipment order # 3) with the kind assistance of Dr. Sherman and Mrs. Walter Allen, I was shown at 281 a letter from Miss Venetia Cox (received the 28th) speaking of the urgent need for pianos and saying that the cost per piano at Hankow was \$300 up. I accordingly wrote Monday, July 1st, to Mrs. Allen reporting this and saying:

"\$300 ... is very little more than the cost to us of a \$160 piano here (with \$40 crating and \$80 shipping to Shanghai). Subject to correction, I assume that a piano like the Krakauer we bought is better than what could be ~~knocked~~ picked up at Hankow for \$300. If you feel that we should think this over, you might see what Earl Fowler thinks ...", for I had left it that she and Dr. Sherman might pick out two more practice pianos at the same store and buy them through Mr. Fowler.

11. In the first week of June, while I was in New York, Dr. Weidenhammer spent an afternoon at 281 with me going over the science equipment lists, especially the Chemistry list, and the Arthur H. Thomas quotations on the Chemistry and Biology items. She told me that you had asked her to list the apparatus and chemicals that she would need, but that this was too big a job, since she had no access to a laboratory at the moment. She preferred to make up then and there, studying what had been requested from Hsichow, a supplementary list; she recognized that some items on her list might be on hand or available at Wuchang but she said that all she listed was the sort of thing that gets used up in a year or two. She estimated the cost of her additions at \$200, very roughly; when it proved to be \$650, I did not hesitate to place the order with Mr. Fowler but suggested that he might try to telephone Dr. Weidenhammer and let her know, to allow her to reduce quantities if she wished.

12. When we talked a month ago, Mr. Lyford and Mr. Fowler decided to defer any purchase of study units from Snead and Company on the grounds that 1) they were not first priority and 2) the equivalent could perhaps be built more cheaply. I have asked for prices on them, just as I have asked about the type of stacks with horizontal braces overhead (which is what I referred to in my memorandum #6 to Mr. Lyford as recommended by you).

13. As I close this long set of questions, Catharine telephones me that Dr. Beaver has written me a long and careful reply to the letter I wrote him two days ago (see paragraph 2 above). I shall probably have to write ~~him~~ you later about some detailed questions he raises, but I must add here what he says on each of my three points above:

a) He says that you told him to get all the books he could on China and try to build up the best possible collection of Western books on Chinese matters. This I accept as removing the limit on purchases for this field.

b) He says that you assured him that duplications in this field would not be as serious as in other fields and that we should not worry about them. He does not feel able to write out a justification for me, as he does not feel it to be his responsibility.

c) He suggests that you rule on the purchase and allocation of the periodicals. Here they are:

Journal of Am. Oriental Soc.	Harvard Journal of Asiatic Studies	Pacific Affairs
Journal of Royal Asiatic Soc.	Journal Asiatique (Paris)	Asia
Bulletin of Sch. of Oriental Studies	Revue des Arts Asiatiques (Paris)	Amerasia
Melanges Chinois et Bouddhiques (Belg)	Far Eastern Quarterly	China Monthly
and in China: T'oung Pao	Journal of the Royal Asiatic	
T'ien Hsia Monthly	Society, North China Branch	
Monumenta Serica	China Journal	

cc: Mr. Lyford and Mr. Fowler

0454

8469 Piney Branch Court  
Silver Spring, Maryland  
July 11, 1946

JUL 15 1946

J. EARL FOWLER

Dear Mr. Fowler:

Here are some carbon copies for your files. You may find something of interest in them when you find time to glance them through.

I am looking forward to seeing you on the 17th, unless you should happen to wish me to come up sooner. Mr. Lyford writes that he will be down to talk with me on the 18th and 19th, I assume at your office as usual. In order to squeeze in the errands that I had been counting on doing, I'll hope to come up the evening of the 16th and appear at your office in the morning.

How have you been bearing up in this hot weather? Ceatharine wants me to send you her best regards. Her work in the Library of Congress has been going ahead rapidly, for she now has two girls to come in, but I'm afraid that it is tiring her a bit. I hope that Mrs. Fowler is well.

Sincerely,

*Paul*

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July 11, 1946

Dr. Paul Ward,  
8469 Piney Branch Court,  
Silver Springs, Md.

Dear Dr. Ward:

The enclosed book lists have just been received from Dr. Wei. He wishes that these be checked and mailed to him in Wuchang.

The following is an excerpt from Dr. Wei's letter, and the only mention of the book lists. It is not at all clear to me, but it may be to you:

"Slater has sent some book lists to Paul Ward informing him of the books I have bought here for the library, but Paul Ward is leaving for China soon. Who is attending to the purchase of books? I am enclosing two more lists to avoid duplication. More will come."

I have not kept a copy of these lists. If there is anything for me to do about them, you ought to bring them back with you when you come up next week.

Hastily and sincerely yours,

JEF:M

J. Earl Fowler

0456

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8469 Piney Branch Court  
Silver Spring, Maryland  
July 13, 1946

*Emergency Order*  
*Normal*

Dear Mr. Lyford:

Your cordial letter of July 11th raises in my mind a question that you may wish to mull over before we meet next Thursday.

You write, "I hope that practically all of the books and equipment will have been ordered before you leave and I will be glad to know whether you believe this possible." I'm afraid that I cannot answer this without first asking in reply, "Who will be taking over, when I leave, the work in this country of preparing the final orders?"

Let me explain. If, for any reason, there suddenly is no more money to spend in this country on books and equipment for the University, the purchasing of course will cease. But, barring this contingency, I expect purchasing for Huachung -- whoever does it -- to continue with gradual slackening into 1947; and I hope, of course, that it will not entirely stop then. Because of delays and the complexity of re-equipping the University, the program that was put in my hands will merge without much of a break into the normal program of maintaining and increasing the stock of library and laboratory items.

This is not so much true of equipment. Yesterday, to be sure, I received a long list of needed medical equipment, which promises to take quite a bit of time. But I do not expect more requisitions for equipment until the science faculty has an opportunity to spot gaps in what is being furnished them. On the requisitions in hand I feel that over half of the work has been done, even though the majority, in number, of the orders have yet to be finally placed.

But the requisitioning of books has only begun. One list reached me yesterday, and another today; five more have been specifically promised me, and Dr. Wei has requested others. Of the departments not covered by these lists, the Economics Department has not yet made any requisition, and I can hardly believe that the History and Education Departments do not wish to add to the 200 volumes requisitioned for each. I could estimate what remains to be done by anyone in my position only after an arbitrary decision that no requisition received after a certain date could be handled.

As I see it, the question is not when the placing of orders will be completed, but instead when I should turn over responsibility to another person or procedure. If the purchasing is of first importance, it is the capabilities of the person or procedure chosen that should determine when this takes place. I say "or procedure", since I have been performing a variety of preparatory and follow-up functions. These functions, leaving out what I have done to be helpful to the makers of lists, are outlined on the attached sheets, which I drafted as an outline for reporting on individual requisitions. Many of them -- and ideally all except seeing to shipment -- should be done where the faculty is assembled, at Wuchang. Perhaps in looking them over and singling out what must of practical necessity be done here, you can see who should do them in my place, or how they should be done -- and when this can start.

I am anxious only to help you in facing this large problem. It seems to me the most important matter to discuss when we meet, if any of my thoughts on it can be of help.

Yours sincerely,

*Paul Ward*

cc: Mr. Fowler

-Dr. Wei (not to be sent him until after we meet)

0457

Mr. Fowler - Please, if you  
can, look this over before Mr.  
Lyford arrives.

SLW

8469 Piney Branch Court  
Silver Spring, Maryland  
July 13, 1946

Dear Mr. Lyford:

Your cordial letter of July 11th raises in my mind a question that you may wish to mull over before we meet next Thursday.

You write, "I hope that practically all of the books and equipment will have been ordered before you leave and I will be glad to know whether you believe this possible." I'm afraid that I cannot answer this without first asking in reply, "Who will be taking over, when I leave, the work in this country of preparing the final orders?"

Let me explain. If, for any reason, there suddenly is no more money to spend in this country on books and equipment for the University, the purchasing of course will cease. But, barring this contingency, I expect purchasing for Huachung -- whoever does it -- to continue with gradual slackening into 1947; and I hope, of course, that it will not entirely stop then. Because of delays and the complexity of re-equipping the University, the program that was put in my hands will merge without much of a break into the normal program of maintaining and increasing the stock of library and laboratory items.

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As I see it, the question is not when the placing of orders will be completed, but instead when I should turn over responsibility to another person or procedure. If the purchasing is of first importance, it is the capabilities of the person or procedure chosen that should determine when this takes place. I say "or procedure", since I have been performing a variety of preparatory and follow-up functions. These functions, leaving out what I have done to be helpful to the makers of lists, are outlined on the attached sheets, which I drafted as an outline for reporting on individual requisitions. Many of them -- and ideally all except seeing to shipment -- should be done where the faculty is assembled, at Wuchang. Perhaps in looking them over and singling out what must of practical necessity be done here, you can see who should do them in my place, or how they should be done -- and when this can start.

I am anxious only to help you in facing this large problem. It seems to me the most important matter to discuss when we meet, if any of my thoughts on it can be of help.

Yours sincerely,

SLW

cc: Mr. Fowler ✓

Dr. Wei (not to be sent him until after we meet)

0458

July 16, 1946

FOREWORD TO SERIES OF REPORTS ON INDIVIDUAL REQUISITIONS

These reports, on individual requisitions, or parts of requisitions that have to be handled separately, are to be viewed as brief summaries best spaced out each on a separate sheet of paper. They are crowded together on these thin sheets to reduce the cost of mailing, and are designed to be cut apart along the horizontal lines for pasting on separate sheets. On any one requisition, a further report may be written before I finish covering all the requisitions in hand, and I expect to be making supplementary reports on nearly all as developments occur. The requisition number in the upper right-hand corner of each report is designed to facilitate assembling the reports once cut up and keeping them in an order that makes sense.

Until the number of reports on identical requisitions begins to make for confusion, it may be easier not to cut up the sheets. The number and date in the upper left-hand corner identify the particular report as it happens to be written. Below these, on the left, any second report on a requisition will refer by number to the earlier report; if, upon being noticed, this reference is looked up and in the left-hand margin of the earlier report a note is made of the number of the later report, there will be little danger of confusion from not cutting up the sheets. But cutting up and pasting would give room for notation of comments and incidental information.

For the sake of saving ~~my~~ time and mailing weight, I have held myself in these reports to the barest essentials ~~of~~. Aside from a summary description of the articles requisitioned, the reports cover only the steps taken (and to be taken) that I regard as my responsibilities. For the sake of orderliness and brevity, I here list these steps, and you are asked to use this list as a key to the individual reports:

- Key STEPS: 1) To make sure that the requisition is in order with respect to:
- a) character and scope; )in case of any
  - b) person who made it up; )doubt, securing Dr.
  - c) expense, in relation to the allocation in question.)Wei's (or Mr. L's) ruling.
- 2) To eliminate any ambiguities or insufficient descriptions.
- 3) To eliminate duplications with:
- a) other requisitions; )applies chiefly to reference books; on
  - b) prior gifts; )science equipment, I normally assume
  - c) book holdings at Wuchang. )need for the duplicate.
- 4) To determine what is available (where substitutions are necessary or recommended, securing approval from a qualified person connected with Huachung, the Associated Boards, or 281 4th Ave.).
- 5) To decide on the firm with which the order shall be placed (in case of any doubt securing approval of choice from qualified person as above).
- 6) To report to Mr. Fowler or Mr. Lyford the order to be placed (if possible, as a draft order, with full specifications).
- 7) To see that the purchases are shipped (with inventory and date of shipment and means of shipment sent separately to Wuchang<sup>and, in case of freight, to Shanghai</sup>).
- 8) To determine final cost and charge it to appropriate allocation or allocations.

Notes to key: a) Omission of any one of these steps from a report means that it was considered unnecessary.

- b) Reports using this same key will be made on certain gifts, since some of the same steps have had to be taken on them.

Two facts must be kept in mind while studying the reports. First, my records do not permit accuracy or fullness in all details equally. Lacking any office, file cabinet, or clerical help, I have received oral requisitions from Dr. Wei (rarely from others) without immediately typing and filing a record. If my memory has not failed me, these reports are accurate at all essential points. But certain details are vague and certain dates are queried with a "(?)" because I have no written record on the point.

Second, these reports are not as well thought out nor as clear as at first glance they may appear to be. By spending another four days in first drafting them, I could have them in better shape, but I feel my time is better used in completing purchases. have, in effect, made jottings under each heading as I have typed along, and clarifications that later seem needed will be added as supplementary reports. I trust that those in America who look at these reports will point out to me things of this kind.

Paul L. Ward

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0459

#1  
Aug. 2 DESCRIPTION: 6 standard typewriters (2 for Ec. Dep't, 4 for offices) EqGen 1  
STEPS: 1a&b) Dr. Wei took responsibility  
1c) Dr. Wei decided May 2 against separate allocation for Economics eq't  
4&5) Dr. Wei let Mr. Dietz decide; latter chose Underwood typewriters  
6) Order placed by Dr. Wei directly with Mr. Dietz March 21st  
7) Mr. Dietz shipped late June via AmChuMiss Shanghai (see my #4 to Wuchang)  
8) Purchase \$675.27, to Shanghai \$60.76, charged to General Eq't allocation

#2  
Aug. 2 DESCRIPTION: 1 Mimeograph machine with ink, stencils, etc. EqGen 2  
STEPS: 1) Dr. Wei requisitioned it orally April 14 (?)  
2&4&5) Mr. Dietz May 2 (?) advised what supplies needed & A.B. Dick Co.  
6) Draft order (#2) submitted June 12, with the details from Mr. Dietz  
7) Shipment to Shanghai by firm promised (July 9) for about Aug. 1  
REMAINING: 7&8) Final word of shipment & full cost (purchase est. \$385)

#3  
Aug. 2 DESCRIPTION: 4 upright 2nd-hand pianos: 1 for auditorium EqGen 3  
3 for Music Dep't practice  
STEPS: b) Dr. Wei requisitioned orally March 21 (?)  
1c) Dr. Wei decided May 2 (?) against separate allocation for Music eq't  
3) Letter from Miss Cox received June 28 said pianos available at Hankow @ \$300; I reported this to Mrs. Allen (July 1) and Dr. Wei (par. 10 of memo #3) (see also letter to Dr. Bien July 9); decision July 19 with Mr. Lyford & Mr. Fowler to buy all 4 here, since pianos here probably in better shape & since if Wuchang buys 1 or 2 that won't be too many.  
4) Dr. Sherman & Mrs. Allen June 26 selected 2 pianos; Mrs. Allen July 25 selected one more.  
5) Mr. Lyford & I investigated June 6; he approved Krakauer Bros. June 19.  
6) Draft order (#3) for first 2 pianos submitted June 27 with request that Mr. Fowler act on 2 more recommendations by Mrs. Allen.  
7) First 2 pianos sent to ship for Shanghai July 16 (see my #4 to Wuchang)  
REMAINING: 4&6) Mrs. Allen to select 1 more, Mr. Fowler to buy.  
7) Shipment of the 3rd & 4th pianos, and invoices to Wuchang  
8) Final cost charge to General Eq't (3 pianos crated at dock \$690)

#4  
Aug. 2 DESCRIPTION: Miscellaneous office supplies: (final list sent <sup>July 26</sup> Dr. Wei) EqGen 4  
ink powder typewr. ribbons mimeo paper  
pencils & erasers desk blotters & pads scratch paper  
clips & thumb tacks staplers & punch paper for typing  
date stamps manila envelopes (various kinds)  
STEPS: 1) Dr. Wei req'd orally May 3, looking through Hammett's catalogue and estimating minimum needs of 12 offices for 1 year; Mr. Dietz May 15 (?) recommended more mimeo paper; I accepted this increase, judging a slight overstock no serious matter.  
2&4) At Newark June 5 Mr. Dunlop of J.L. Hammett Co. went over list.  
5) Mr. Dietz had first recommended Hammett; friends called it a leading firm.  
6) Draft order (#6) submitted July 1.  
7) Arrangements made with Mr. Liggett of Arthur H. Thomas Co. to include the box in latter's shipment; Hammett sent Thomas almost all items July 25, remainder to follow.  
8) Quoted cost \$194.20, charged to General Eq't allocation.  
REMAINING: 7&8) Final word on shipment and cost.

#5  
Aug. 2 DESCRIPTION: 10 steel file cabinets with locks: 8 four-drawer EqGen 4a  
2 two-drawer  
STEPS: 1) Dr. Wei req'd orally May 3, looking through Hammett catalogue  
4&5) Mr. Dietz said difficult to secure; I found Hammett could obtain.  
6) Draft order (#6) submitted July 1 -- quoted cost \$622.52  
-- Hammett July 16 reported manufacturer declined to furnish.  
REMAINING: 4-8) starting all over again.

0460

#6  
July 16

DESCRIPTION: Air-mail envelopes: 400 ~~large~~ ordinary size  
100 large

EqGen 4b

STEPS: 1) Dr. Wei req'd orally May 3 (†), looking through Hammett catalogue  
4) JL Hammett Co. could not supply  
REMAINING: 4&5&6&7&8)

#7  
July 16

DESCRIPTION: 1 projector, for slides and opaque pictures

EqGen 5

REMAINING STEPS: 1) Requested for occasional use in Geography classes by Mr. Tregear in letter May 5th; recommended by PLWard for similar use in History and other classes; approved by Dr. Wei in May.  
3) Decision by PLW to consider this needed in addition to similar for Physics and Biology was based chiefly on Dean Stanley Wilson's statement that he was buying 5 projectors for Yenching and his approval of my choice of 3 types for different uses.  
4) Bausch & Lomb's prices had gone up, and American Optical offered 25% discount; Wilson strongly recommended the latter.  
6) Draft order (#8) submitted July 4th.  
7) To be shipped direct to Shanghai by firm.  
8) Cost \$192.10 -25%.  
REMAINING: 7&8) To finish up.

#8  
July 16

DESCRIPTION: Nets and balls (& pumps) for basketball, volleyball, and tennis

EqGen 6

STEPS: 1) Dr. Wei req'd orally May 3 (†), after making up list of office supplies; Mr. Fowler advised him on quantities.  
5) A.G. Spalding chosen since reputable and the firm from which the Associated Boards is buying athletic equipment.  
6) Spalding has quoted price of \$432.45 total with uncertain delivery date.  
REMAINING: 6-8)

#9  
July 16  
22

DESCRIPTION: Nets and balls for soccer

EqGen 6a

STEPS: 1) Dr. Wei req'd orally May 3 (†), with Mr. Fowler's advice  
5) Mr. Fowler recommended purchase in England, through Mr. Tregear; if upon seeing Spalding it proves possible, I shall suggest having Spalding here see to it through their London branch, to simplify handling of funds. - impossible; I wrote July 22 asking Tregear.  
REMAINING: 5-8)

#10  
July 16

DESCRIPTION: Good radio receiver for simultaneous playing as desired through speakers in 4 buildings

EqGen 7

STEPS: 1) Dr. Wei req'd orally May 25th.  
4) Radio Wire Television Inc. admits scarcity, but had June 28th one set (an HRO) that it would really recommend; written inquiry sent it.  
5) This firm before the war was considered by friends as best radio wholesale firm; Dr. Haynes (physicist at Bell Labs and my brother-in-law) so regards it now.  
REMAINING: 4-8) (price of the HRO set mentioned is about \$275.)

#11  
July 16

DESCRIPTION: 11 meteorological instruments  
7 items of apparatus for surveying  
instruments

EqGen 8

STEPS: 1) Mr. Tregear requested these in a letter May 5th to Dr. Wei, who turned the list over with approval May 23rd; important discrepancy between the "essential minimum" and the full list (cost not totaled in letter) taken care of by Tregear's letter June 20 and para. 8 of memo #3 to Dr. Wei.  
4) Inquiries sent July 12 to 2 Chicago firms; previously (no answer) to Bendix.  
REMAINING: 4-8) (cost estimated as nearly \$500)

0461

#12  
July 16

DESCRIPTION: Miscellaneous sick bay equipment and drugs  
STEPS: 1a) Three-page list received July 12th from Mrs. Tregear;  
Mr. Tregear writes that Dr. Wei asked her to make it up and  
has approved it (letters of June 20 & July 8).  
1c) Expense not yet even roughly estimated.  
2&4&5) Associated Medical Office may be able to give advice.  
REMAINING: 2-8)

EqGen 9

#13  
July 16

Description: 1 health scale, for physical examinations  
6 clinical thermometers  
STEPS: 1) Dr. Wei req'd orally May 3 ~~11~~, after going over Hammett's  
catalogue. & scale  
3) Thermometers will not be bought, as similar items appear  
on Mrs. Tregear's requisition (EqGen 9, see #12)  
~~4&5) Scale will be investigated along with above requisition~~  
REMAINING: 2-8)

EqGen 9a

#14  
July 16

DESCRIPTION: 1 motion picture camera, with accessories  
STEPS: 1) Dr. Wei req'd orally March 21 (?).  
2) Mr. Dietz gave some advice, and on June 26th concurred in the  
argument presented in para. 9 of memo #3 to Dr. Wei.  
4&5) Bell & Howell seems the best firm and probably can supply  
in the fall.  
REMAINING: 5-8)

EqGen 10

#15  
July 16

DESCRIPTION: Inexpensive reproductions of famous paintings  
(2 or 3 doz. if @25¢; 1 doz. if @ \$1; for walls)  
STEPS: 1) Dr. Wei req'd orally May 3rd.  
REMAINING: 2-8)

EqGen 11

#16  
July 16

DESCRIPTION: 1 standard clock, for the university office  
STEPS: 1) Dr. Wei req'd orally March 21st (?).  
2) I understand this to be a pendulum wall clock of the type  
generally replaced now by the electric wall clock.  
4) Hammett cannot supply.  
REMAINING: 4-8)

EqGen 12

#17  
July 16

DESCRIPTION: 1 new-type adding machine, with motor & accessories  
STEPS: 1) Dr. Wei req'd in writing March 21, for Dep't of Commerce  
4) Burroughs Adding Machine ~~apparently not interested in quoting;~~ *price of \$301.00 with 12 months delivery;*  
Cameron of Associated Boards says nearly all makers have agents  
now in China and that it might be better to purchase there in  
order to insure service.  
REMAINING: 2-8)

EqGen 13

#18  
July 16

DESCRIPTION: Psychology equipment (unspecified, \$1000)  
STEPS: 1) Dr. Wei May 1 (?) asked that the sum be reserved for such  
purchases by Prof. Lo when he is in this country.

EqGen 14

#19

DESCRIPTION: Organ (reed, foot-pump, one-keyboard) for chapel  
STEPS: 1) Dr. Wei req'd March 21 orally.  
2) Specifications as above in parenthesis worked out with him  
and Mrs. Allen.  
3) According to Father Swift June 5th Miss Cox has requisitioned  
through Bishop Gilman an organ for the chapel; so no purchase  
will be made by me (see para. 4 of memo #6 to Mr. Lyford).

EqGen 15

0462

#20  
July 16

DESCRIPTION: 1 power plant for the university  
STEPS: 1) Dr. Wei req'd March 21, but canceled this in letter April 24, since a letter dated March 23 from Mrs. Coe reported electricity on the campus.

EqGen 16

#21  
July 16

DESCRIPTION: Chemical Apparatus (4 $\frac{1}{2}$ -page list, headed "Apparatus", beginning with "Balance, Student Analytical ... 2" and ending with "Burners, Meker type ... 6")  
Chemicals (list so headed, 4 pages, beginning with "Acetanilide" and ending with "Nitrous acid")

EqChem 1

- STEPS: 1/a&b) Dr. Wei turned it over March 21 with other lists sent by Dr. Bian February 1; approval obvious.  
1c) Lists bore estimates totaling \$3450; Chemistry allocation.  
2) Dean Wilson of Yenching looked it through March 21 and judged everything in it quite clear; as the quantities of chemicals were, acc. to a note in ink, an estimate ~~for~~ for 20 students for 1 year, Dr. Wei April 14 (?) considered and approved the recommendation, also on the list in ink, that 3 times quantities be bought.  
3) As both lists carried note in ink "Immediate Need - Applied UNRRA", Mr. Menzies of the State Dep't (Cultural Affairs) April 3 gave authoritative assurance that any such grant by UNRRA through CNRRA was unlikely and at least many months away; inquiry in May of desk officer in UNRRA office Washington revealed that no details of anything given in China would be or could be known here.  
4) Lists placed May 1st with Wm. Liggett of Arthur H. Thomas Co.  
5) Thomas firm chosen on strong recommendation of Dean Wilson March 21 and often thereafter, backed by Associated Boards & others.  
6) Draft order (#4) submitted June 28th (with quotation from Liggett sent me in final form June 25); *quoted cost \$2409 (apparatus) & \$1087 (chemicals)*.  
7) Liggett will ship.

REMAINING: 7&8) Finishing steps *2-hole rubber stoppers, iron mortar*  
(N.B. Not available: ~~Mortar~~ & pestle, fuming sulphuric acid 60% & 30% SO<sub>2</sub>, methyl alcohols, pentanol & propen-1-ol alcohols, aldehydes, red aniline, dextrose, diacetone, 2-pentane, sodium sulfide (poly), nitrous acid; as Liggett stretched points to get for us all he could, these do not seem worth seeking here now)

#22  
July 16

DESCRIPTION: Equipment for analytical and organic chemistry  
STEPS: 1) Father Swift in letter May 31 said Dr. Weidenhammer "has been asked by Dr. Wei to send you a list of necessary chemistry equipment" but preferred to talk with me first; June 5 she wrote for me the list and estimated it would run to about a couple of hundred dollars. (see para. 11 of memo #3 to Dr. Wei)  
3a) She made out her list as a supplement to EqChem 1 (see #21) by studying the latter (with Liggett's pencilled quotations, which she judged all right)  
4) List placed at once with Liggett.  
5-6) Handled with EqChem 1 (equipment order #4)  
8) Quoted cost about \$650; discrepancy pointed out June 28 to Mr. Fowler so that he could consult Dr. Weidenhammer.

EqChem 2

REMAINING: 7&8) Finishing steps  
(N.B. The list is of miscellaneous expendable laboratory ware, the largest items being 66 graduated cylinders, 24 dessicators, and assorted glass bottles)

#23  
July 16

DESCRIPTION: Chemical apparatus (2 $\frac{1}{2}$ -page list, headed with note in ink "Old list order with Prof. Needham's Institute, no news of things coming at all")

EqChem 3

- STEPS: 1) Was included in lists handed me for action by Dr. Wei March 21, from Dr. Bian February 1.  
3a) Dean Wilson <sup>Dr. Wei</sup> agreed that in view of above note and fact that this, while smaller, duplicated EqChem 2 (see #22) it was for information only.

see  
#24

0463

#24 - Aug. 2 DESCRIPTION: Chemical Apparatus (for further identification, it EqChem 3  
begins with Griffin beakers & ends with small disp. balance)  
see  
#23 STEPS: 1&3a) reported in #23

3) This is also marked in ink "Total list to be applied British firms".  
On July 31 I wrote Mr. Slater saying that the decision here was not  
to purchase from it and adding: "If you wish to do anything with it,  
you may note that the following items are not on... EqChem 1 (see  
#21) and therefore are not being bought in this country:

Chart, periodic system, Hubbard, wall size 1  
Vacuum tubes, Nos. 27, 57, 24A, 30, 6 A7 1 each  
Electric cord 200 feet

The Type K potentiometer is also not on... EqChem 17, but one is  
being bought here for the Physics Department."

-- No further action on this requisition planned.

#25 DESCRIPTION: Chemical Apparatus (1½ page list, headed "Chemical EqChem 4  
Apparatus Catalogue No. 15B -- Griffin and Tatlock Ltd.",  
Aug. 2 and marked in ink "Total list to be applied British Firms";  
it begins with B 41-035 and ends with Paper beater)

STEPS: 1) Included in lists handed me for action by Dr. Wei March 21, from  
Dr. Bien February 1.  
3) Dr. Wei agreed April 14 (?) that this was for Mr. Slater's action;  
on July 31 I wrote to Mr. Slater: "I leave action on it to you, with  
the comment that the Leeds and Northrup potentiometer, Type K, is  
an American instrument and I am buying just this for the Physics Department."

#26 DESCRIPTION: Physics Articles, List A (2½ page list, marked "Immediate EqPhys 1  
Need"; described on another sheet as "Student laboratory  
Aug. 2 equipment, and for demonstration"; it begins with Weights  
and ends with note closing "electrometer in list here.")

STEPS: 1) Included in lists handed me for action by Dr. Wei March 21, from  
Dr. Bien February 1.

-- 2) An exact copy of the list, excluding the final note (treated  
separately as EqPhys 1h below), was furnished to 3 firms for their  
quotations; ambiguities which then appeared were discussed with Dean  
Wilson of Yenching and with my brother-in-law, Dr. J.R. Haynes,  
research physicist at the Bell Labs; the item "Telescope city scales"  
was referred back to Dr. Bien in my letter of July 9, along with the  
"Parr calorimeter" (at Dr. Wilson's suggestion) and the "Copper, glass  
tubings"; the item "Projector lamp 2" I took to mean extra bulbs for  
the Pointolite lamp just preceding.

4) At suggestion of Mr. Liggett of Arthur H. Thomas Co., list sent May  
21 to 3 Chicago firms: Central Scientific, Wm. M. Welch Mfg., & Chicago  
Apparatus; CenSci's quotation June 18 offered the most items; in addi-  
tion to items treated hereafter as EqPhys 1a-f ((see #27-32) the "Vacuum  
thermostat" was not offered in it, nor in the other 2 quotations, so  
that I decided to treat this as simply unavailable. Two substitutions  
(both approved by Dr. Haynes) in CenSci's quotation deserve note: for  
"Cd arc lamp" a Quartz Hg-Cd vapor arc at \$74.80, and for "Ne-tube 1 watt"  
(not available) a Neon spectrum tube at \$4.03.

3) List is headed "Submitted to UNRRA"; see #21 step 3 (EqChem 1).

5) Central Scientific Co. was chosen, on strong recommendation by Dean  
Wilson, supported by Dr. Haynes, Mr. Liggett, & all others consulted;  
its quotation was fullest and its prices on the whole best.

6) Draft order #7 submitted July 3 (quoted cost \$1501.48); draft letter  
modifying this submitted July 22 (added cost \$1.29).

7) Firm promises partial shipment in mid-August.

REMAINING: 7&8) Final word on shipment and full cost.

N.B. See reports #27-34 on EqPhys 1a-h for action on other parts of Physics List A.

0464

#27  
Aug. 3

DESCRIPTION: 1 Grassot's fluxmeter & 1 Compton electrometer  
-- from Physics List A (EqPhys 1, see #26)

EqPhys 1a

STEPS: 1&2&3) Reported in #26

- 4) None of the firms to which List A was sent could furnish the 2 items; Central Scientific offered Electrometer Cenco-Dershem at \$184, but Dr. Haynes June 28 consulted specialists and reported this not as sensitive or useful as the Compton electrometer; for this last I tried firms around New York in vain July 18; Dr. Haynes inquired further about both items.
- 5) On Dr. Haynes' advice I wrote to Mr. Slater July 31 asking him to secure these if possible and saying: "A physicist has looked into the matter for me and reports that neither of these items is available in this country but both are made in England. He says, moreover, that the Compton electrometer made by the Cambridge Instrument Company is much better than those that have been made by other firms."
- 8) I am assuming that if Mr. Slater can order these the cost will be met out of his funds, rather than out of my \$40,000 for equipment.

#28  
Aug. 3

DESCRIPTION: 1 Fabry-Perot interferometer  
1 Polarimeter (half field type)  
1 Nutting photometer

EqPhys 1b

-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) The 3 Chicago firms who quoted on List A offered help on only one of these, the interferometer; Chicago Apparatus offered this at \$890.00, which Dr. Haynes judged probably much too expensive; Central Scientific advised purchasing from Gaertner Scientific Corp.; I asked Gaertner July 13 for bid on this, and also as last resort on the other 2 items; Gaertner promises to mail quotation August 5.
- 5) I intend to order from Gaertner any of these offered; Dr. Haynes says that it is considered a very good firm.

REMAINING: 5-8)

#29  
Aug. 3

DESCRIPTION: 1 Gold leaf electrometer  
2 Audio oscillators 1000/sec

EqPhys 1c

-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) Central Scientific's quotation June 18 offered audio oscillators 10000/sec @ \$34 and on the electrometer said "quoted above"; with Dr. Haynes' approval I wrote July 12 asking the firm to clear up both points; I also asked Gaertner Scientific Corp. July 13 for bid.

REMAINING: 4-8)

#30  
Aug. 3

DESCRIPTION: 2 (each) Lenses 20, 37 $\frac{1}{2}$  cm focus, & 3.75 diam.  
50 cm. focus & 10 cm. diam.

EqPhys 1d

1 Ne tube 0.5 watts  
2 Panel galvanometers (moving needle)  $10^{-6}$  amp/div  
1 meter AC low voltage & current  
1 layer condenser with variable separation  
1 (each) aluminum foil 0.032 & 0.01 sq. ft.

-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) These are the items on Chicago Apparatus Company's quotation July 5 that were not on Central Scientific's of June 18; specifications above vary a bit from the requisition but Dr. Haynes approved these; on lenses, Central Scientific is furnishing only those of 5, 10, 50 cm. focus (3.75 diam.), and on neon tubes it is furnishing only a 2 watt lamp and the spectrum tube (see #26).
- 5) I am ready to order these from Chicago Apparatus; Mr. Liggett recommended it; Dr. Haynes & I judge it a good firm but prices a bit high.

REMAINING: 6-8) Quoted cost \$86.40

0465

#31  
Aug. 3

DESCRIPTION: Assorted resistors: metalized, wire-wound, carbon, & high EqPhys 1e  
Assorted potentiometers  
Assorted condensers: mica, paper, oil-filled, & electrolytic  
-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) The Chicago firms that quoted on List A referred me for these to a radio supply store; Radio Wire Television Inc. July 19 said they handled all except the wire-wound resistors at 10 watts (0.5, 1, 2 megohms) which are not being made).
  - 5) Decision to buy from this firm since recommended by Dr. Haynes, since I have known it for years as leader in its line, & since cost of items small (bids seemed not needed).
  - 6) Draft order (#10) submitted July 23 (estimated cost, from prices quoted, \$142.20)
  - 7) Firm will ship, but says items are in & out of stock overnight
- REMAINING: 7&8) Final word on shipment and cost.

#32  
Aug. 3

DESCRIPTION: Radium salts (a few hundred millie Curie) EqPhys 1f  
-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) None of the Chicago firms that quoted on List A could supply, but Central Scientific's note on the item was ambiguous; so I wrote the firm July 12 for definite answer; if this is negative I shall try the U.S. Radium Company.
- REMAINING: 4-8)

#33  
Aug. 3

DESCRIPTION: 1 Epidioscope EqPhys 1g  
-- from Physics List A (EqPhys 1, see #26)

STEPS: 1&2&3) Reported in #26

- 4) Although Central Scientific offered a Spencer Delineascope (Model B, which throws image over operator's shoulder) for \$82, Mr. Liggett and Dean Wilson said the makers would sell us the same for large discount; firm confirmed this June 17.
  - 2) Dean Wilson heartily approved choice of this model for Physics; I decided, with his approval, on buying one screen, usable with any of the 3 Delineascopes (see EqGen 5 and EqBiol 1b) but probably most needed with the Model B, to give square image; 220v chosen.\*
  - 5) American Optical Company (Spencer division); Dean Wilson was buying 5 projectors from them for Yenching.
  - 6) Draft order (#8) submitted July 4.
  - 7) Firm then reported 240 days' wait before delivery; letter to it July 17 urged earlier shipment if possible.
  - 8) Current price (including screen & extra bulb) is \$77.85, after deducting 30% discount.
- REMAINING: 7-8) Any further word on shipment and cost.

#34  
Aug. 3

DESCRIPTION: "US \$600-1000 for making demonstration apparatus and exp. apparatus parts from abroad in our own shop. e.g. Rotational Inertia, magnetometer, Nutting photometer calorimeter with stirrer gold leaf electrometer in list here." -- note at end of Physics List A (EqPhys 1, see #26) EqPhys 1h

- STEPS: 1) As reported in #26; Dr. Wei May 2 (?) agreed that such sums to be spent in China should come out of the \$40,000 for equipment. I have now called this to the attention of Mr. Lyford (para. 5b of memo #8 July 27) and Dr. Bien (page 2 of my #4 to Wuchang August 1).
- 2) To Dr. Bien I said, "I do not understand the words 'parts from abroad'."
  - 3) To Dr. Bien I also said: "none of the articles named after the 'e.g.' is being ~~being~~ purchased, for out of List A I have not been able to secure a Nutting photometer or a gold leaf electrometer and in my letter of July 9 I referred back to you the question of the Parr calorimeter."; if however I can buy the first 2 of these (EqPhys 1b&c), I shall.

0466

#35  
Aug. 3

DESCRIPTION: Assorted war surplus lenses and prisms  
(listed on my equipment order #11, a copy of which was  
sent to Dr. Wei July 26)

EqPhys 2

- STEPS: 1a) All but one item are described by firm as "finely ground and polished but edges slightly chipped or other slight imperfections that we guarantee will not interfere with their use"; Physics List A (EqPhys 1, see #26) requested 19 lenses & 2 prisms, but I have found only 13 lenses and 1 prism more or less as specified (see #30 on EqPhys 1d); the above were recommended to me as a rare bargain, and Dartmouth College is reportedly well satisfied with its purchase of them.
- 1b) Dr. Haynes (see #26) warmly recommended purchase of them, and then at my request June 28 marked those he thought we should have; I added 2 microscope sets and 1 big double concave lens afterwards, for he had been too rushed to look over all items; the principle of such purchasing of war surplus bargains was put before Mr. Lyford July 5 (my memo #6 to him, para. 5); decision on the draft order was left to Mr. Fowler.
- 1c) Order came to \$60.20, to be charged to Physics equipment allocation.
- 3) Possible duplication disregarded, as these were considered as bargains for the shelves, for special uses on occasion.
- 4) Firm July 23 reported what was still available.
- 5) Edmund Salvage Co., as repeated advertiser in reputable journals, was judged reliable; articles may or may not have been offered elsewhere.
- 6) Draft order (#11) submitted July 24.
- 7) Firm is to send to Arthur H. Thomas Co., which will include in its shipment.

REMAINING: 7-8) Final word of shipment and cost.

#36  
Aug. 3

DESCRIPTION: 1 monochromator ) or combined;  
1 quartz spectrograph ) with accessories

EqPhys 3a

- STEPS: 1) This is an item on page 1 of 3 $\frac{1}{2}$ -page list headed "Physics Department: Rehabilitation Equipment List", handed me for action by Dr. Wei March 21, from Dr. Bien February 1; it heads the section entitled "For Advanced Laboratory and Research" and is marked in ink "1946", meaning immediate need.
- 1c) List estimates cost at \$1500; Physics eq't allocation.
- 2) Mr. Liggett suggested for this the Beckman Photoelectric Quartz Spectrophotometer at \$1250, and Dean Wilson approved, but Dr. Haynes assured me that this is not a spectrograph and that I had better hold to what was requested, as really more useful.
- 4) Dr. Haynes investigated and reported June 27 that the instrument is made by Gaertner Scientific Corp.; I asked it for bid July 13.
- 5) I intend to buy if possible from Gaertner, as this is considered a good firm, as I hope to buy other things from it, and as I judge it better to buy an article from the makers when convenient.

REMAINING: 4-8)

#37  
Aug. 3

DESCRIPTION: 1 Hilger's spectrograph with accessories  
1 100 KV (or higher) X-ray outfit with tubes etc.

EqPhys 3b

- STEPS: 1) These are items on page 1 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section; but they are not marked "1946" and therefore not to be bought by me now, as Dr. Wei agreed April 14 (?).
- 3) Both are marked "CCUA" and so appear on the list of items so marked sent to Dr. Wei by Mr. Slater March 29; I accordingly wrote Mr. Slater July 31 that these, within the "For Advanced Laboratory" section, "remain as the only two items that I leave to you to secure if possible", as I expect to buy or secure the rest that are marked CCUA in this section.

-- I do not expect to do anything further on these two items.

0467

#38  
Aug 3

DESCRIPTION: 1 high vacuum system (either Hg or oil)  
with vacuum seals, traps McLeod gauge, etc.  
1 CENCO high vacuum backing pump  
1 cathode ray oscillograph with 9" linear axis

EqPhys 3e

- STEPS: 1) These are items on page 1 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section, and are marked "1946" in ink, meaning immediate need.
- 4) Central Scientific July 17 quoted a Cenco Vacuum Pump outfit (oil diffusion) with rheostat, rubber tape, vacuum trap, McLeod gage, and redistilled mercury at \$140 and an RCA Cathode Ray Oscillograph (5") at \$160; Dr. Haynes has approved, but if I can I shall have him look at these again.
- 5) It seems wisest to buy from Central Scientific.
- REMAINING: 4,6-8)

#39  
Aug. 3

DESCRIPTION: 1 glass blowing outfit  
1 complete photographic equipment  
1 beat-frequency oscillator  
2 storage battery systems (1 at 2000V, 1 at 100-110V)  
1 motor-generator set

EqPhys 3d-1

- STEPS: 1) These are items on pages 1<sup>2</sup> of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section, and are marked "1946" in ink, meaning immediate need.
- 1c) List carries cost estimates totaling \$2985
- 2) Eisler Engineering Co. June 26 reported inability to handle such an order for glass blowing outfit without detailed outline of what is wanted; my request to Eastman Kodak June 13 for recommendations for a complete photographic equipment brought reply referring me to their Shanghai associates; in view of what follows these have been my only efforts to eliminate insufficient descriptions, but I shall now be writing Dr. Bien to suggest more detail on these items.
- 3) On April 10 I discovered that the American Council on Education, from funds turned over to it by the government, was planning to make a gift to the China colleges that would amount to about \$3,000 for Huachung, and that each college had been asked to submit a list of books or equipment desired; because the requisitions for Physics equipment totaled much more in cost than the requisitions of any other department, I recommended (see my memo #2 to Dr. Wei, para. B2) and Dr. Wei approved May 2 (?) the assignment of items like the above to this gift; upon telephoned request from Mr. Evans of the Associated Boards, I submitted to him, for forwarding to the American Council, a list of the above items with no more than the few details given on the pages from Hsichow, for Mr. Evans assured me that need for fuller details could be met later; the American Council tells me that the uncertainties that have delayed the gift may be cleared up at a meeting August 6.
- REMAINING: 2-8) Since the American Council has funds for administering and transporting this gift, I hope that it will handle all these steps; if it does not, or if it is compelled to decide on making its gifts in the form of books only (a possibility), I must undertake them.

#40  
Aug. 5

DESCRIPTION: "Pt ribbon, Mo, Ni, sheets, Tantalum sheets, Pt wire  
W wire, from 3 mil to 80 or 100 mil, hard and soft glass  
tubing, pressure tubing, Dumet metal wires, 1 spot  
welding, 1 butt welding machine"

EqPhys 3j

- STEPS: 1) This is an item on page 1 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section, and is marked "1946" in ink, meaning immediate need.
- 1c) List estimates cost at \$1500.
- 2) The four or more competent scientists to whom I have shown this have judged it too imprecise for ordering; I asked the Internat'l Nickel Co. for advice and a catalogue June 18; it has not replied.
- REMAINING: 2-8) I have decided to refer this at once back to Dr. Bien

0468

#41  
Aug. 5

DESCRIPTION: 1 good Pt. Pt-Ir thermocouple

EqPhys 3k

- STEPS: 1) This is an item on page 1 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section, and is marked "1946" in ink, meaning immediate need.
- 2) Hoskins Mfg. Co. recommended June 18 a thermocouple of Engelhard standard, made of #24 gauge Platinum-Rhodium wire; Dean Wilson June 27 (?) recommended and Dr. Haynes July 18 approved this in the 30" length with 10' lead wires.
- 4) Bid as above by Hoskins; I also asked Central Scientific July 12 to quote, thinking to avoid problems of separate small shipment.
- 5) I intend to buy from one of these two firms; Hoskins was recommended by Mr. Liggett of Arthur H. Thomas Co.
- 8) Price (with lead wires) of recommended item is \$76.80, as quoted by Hoskins.

REMAINING: 4-8)

#42  
Aug. 5

DESCRIPTION: 1 Type K Potentiometer with galv.

EqPhys 3l

- STEPS: 1) This is an item entered in ink at the end of page 2 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section, and is marked "1946", meaning immediate need.
- 2) This is a Leeds & Northrup (of Phila.) item, my advisers say; on starting to order it July 24 from Arthur H. Thomas (to simplify shipping), I noticed that the cost (list estimates \$500) and the mention of galvanometer suggested that something like the complete H-ion outfit was meant; Dr. Haynes Aug. 3 answered my question by writing that the H-ion outfit was chiefly of interest to chemists and recommending as more useful to physicists another L&N outfit built around the Type K-2 Potentiometer (at \$300); Type K has been replaced, he writes, by Type K-1 and Type K-2.
- 3) The Type R Galvanometer, the storage cell, and the Eppley standard cell in the outfit last-named are recommended by Dr. Haynes in full knowledge of the others of these being ordered.
- 5) Dr. Haynes recommends buying from Leeds & Northrup directly.
- 8) Catalogue price of outfit recommended totals \$543.50, including lamp & scale, volt box, & multirange shut.

REMAINING: 4-8) I intend to talk it over with Dr. Haynes Aug. 8 before acting.

#43  
Aug. 5

DESCRIPTION: 1 concave grating (replica) 21 ft.

EqPhys 3m

- 1 high vacuum system (Hg Langmuir)  
1 liquid air producing outfit  
1 standard Pt. resistance thermometer  
1 total radiation pyrometer  
1 high temperature furnace
- STEPS: 1) These are items on page 1 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in "For Advanced Laboratory" section; none are marked either "1946" or "CCUA"; Dr. Wei agreed April 14 (?) that items on this list not marked "1946" are not to be bought by me now; the full list is, in fact, headed "For Replacements and Ten Year Plan Laboratory", apparently to explain "Rehabilitation Eq't".
- 1c) Cost estimates on list work out to a total of about \$3,400.

#44  
Aug. 5

DESCRIPTION: 1 6' lathe, 1 drilling machine, 1 planing machine,

EqPhys 4

- (all to be individually motor run)  
with vises tools, accessories. Also plus 2 small lathes made in China, 2 drilling machines made in China, tools vises, etc.
- STEPS: 1) These are items on page 3 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in section headed "For Reequipping Machine Shop", and are all marked "1946", meaning immediate need.
- 2) Advisers at once judged specifications insufficient; I delayed, trying to secure list with specifications promised April 19 by Mr. Darnell, State Department instrument specialist; he left for China in June, and Mr. Lyford kindly went into the matter July 19 (see his of 24th to ...)

DESCRIPTION: (cont.)

0469

#45  
Aug. 5

DESCRIPTION: 1 precision large lathe (9 ft. or 12 ft.)  
1 hydraulic press  
Carpenter shop tools, including 1 circular saw motor driven,  
1 planing machine motor driven

EqPhys 4a

STEPS: 1) These are items on page 3 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) in section headed "For Reequipping Machine Shop", but none is marked "1946" and therefore, under the ruling to which Dr. Wei agreed April 14 (?), I am not to buy them.

#46  
Aug. 5

DESCRIPTION: 1 gas-generating plant (for School of Science)

EqPhys 4b

STEPS: 1) This appears on page 3 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) at end of section headed "For Reequipping Machine Shop", and is marked "1946" in ink; since it is also marked in ink "to be built by staff", I have understood this to be a request for funds to be expended at Wuchang; Dr. Wei May 2 (?) agreed that such expenditures should come out of the \$40,000 for equipment. I have now called this to the attention of Mr. Lyford (para. 5b of memo #3 July 27) and Dr. Bien (page 2 of my #4 to Wuchang August 1).  
1c) The list estimates cost at \$1000; I am charging this to the School of Science, that is, deducting it from the \$30,000 before dividing this among the Departments of Physics, Chemistry, and Biology.

#48  
Aug. 5

DESCRIPTION: Machine tools reportedly available from the Machine Tool Control of the British Ministry of Supply

EqPhys 5

STEPS: 1) Letter dated April 13 from Dr. Bien received by Dr. Wei May 2 (?) and turned over to me with some discussion; judging the action required to be primarily a financial one, I turned over the letter to Mr. Lyford the same day, retaining only a copy of the list (a copy I made) for my files; as situation proved not quite clear, I wrote Mr. Lyford a memo June 5 explaining the matter as I saw it; Mr. Lyford wrote Dr. Bien July 1 explaining why no action taken.

#49  
Aug. 5

DESCRIPTION: 1 linear dividing machine  
... [52 lines]  
100 milligram Radium

EqPhys 6

STEPS: 1) This appears on page 3 of Physics Rehabilitation Eq't List (see #36 on EqPhys 3a) as section entitled "Primarily for Research"; except for the few items treated separately as EqPhys 6a&b (see #50 & #51) the items on this list are not marked "1946" or "CCUA", and accordingly, as Dr. Wei agreed April 14 (?), are not to be purchased by me now.

#50  
Aug. 5

DESCRIPTION: Meters: 2 micro-ampere (light spot type)  
2 PP54 or equivalent  
1 Compton electrometer  
1 vacuum tube voltmeter (up to a few hundred volts)

EqPhys 6a

STEPS: 1) Listed in Physics equipment section entitled "Primarily for Research -- see step 1 of #49 on EqPhys 6; these meters are marked "1946" in ink, meaning immediate need.  
2) Central Scientific Co. reported July 17 that the 2 PP54 could not be found in any catalogue; Dr. Haynes has suggested that I suggest to them that it may be an L&N galvanometer.  
3) After some consideration, I have decided not to buy the micro-ampere (light spot type) meters, since this is a duplication of the 2 Spot-light type Galvanometers (sensitivity: .0015 microampere per mm) being bought from CenSci under EqPhys 1 (see #26); I have similarly asked Mr. Slater to secure only 1 Compton electrometer (under EqPhys 1a, see #28).  
4) Central Scientific will offer Weston Model 669 Vacuum Tube Voltmeter.  
REMAINING: 2-8) on PP54 meters and voltmeter.

0470

#51  
Aug. 6

DESCRIPTION: 1 large electro-magnet: 20,000 to 30,000 gauss  
1 Simon (description method) cryogenic low temperature  
production outfit  
1 Set compressors (capacity, to match above, over 40 atmos.)

EqPhys 6b

STEPS: 1) Listed in Physics equipment section entitled "Primarily for Research" -- see step 1 of #49 on EqPhys 6; these three items are not marked "1946", and the second and third carry the explicit comment "(May omit in the 1st 3 years)"; the meaning of the comment "(necessary)" after the first is not clear; accordingly, as decided with Dr. Wei April 14 (?), I shall not buy these now; all three are, however, marked "CCUA", and I therefore wrote Mr. Slater July 31 that I was leaving them to him.

1c) The list estimates the first at \$500 and the other two at \$1000.

#52  
Aug. 6

DESCRIPTION: 1 chromium plating outfit  
... 23 lines  
Meters, rheostats, wiring, transformers, fuses, etc.

EqPhys 7

STEPS: 1) These appear on pages 3-4 of Physics Rehabilitation Eq't List (see #36 on EqPhys 6a) as section entitled "For Applied Physics Laboratory (Five year to complete by end of 10 year plan)"; none is marked "1946" (or "CCUA"); accordingly, as decided with Dr. Wei April 14 (?), I shall buy none of these now.

1c) The list estimates cost at \$3900.

#53  
Aug. 6

DESCRIPTION: War surplus short-wave wireless set #19, Mark II  
(technical specifications sent to Dr. Bien August 1, in my #4 to Wuchang)

EqPhys 8

STEPS: 1a) Made at cost of \$1100 for use in tanks by British & Russians; endorsed by technical consultant of Radio Wire Television Inc. (who could instead have pushed what his firm had to sell) as "a magnificent collection of parts" June 28; same consultant said that with a \$22 transformer it would work excellently as receiver, and EqPhys 7 calls for a good receiver set at \$300 (see #52).  
1b) Dean Wilson recommended it March 21, saying that he had bought one for Yenching; several others recommended it, and then Dr. Haynes did so June 27; in each case the argument was that, while a good set, it would be worth several times cost for its parts alone; I left decision up to Mr. Fowler in recommending purchase, and put the principle of buying such bargains before Mr. Lyford July 5 (my memo #6 to him, para. 5).  
1c) Cost was \$80.08, including 2% city tax; to be charged to Physics eq't alloc.  
3) Possible duplications disregarded, for tubes might be used in the set.  
4) & 5) Set was nearly sold out at North Radio Co., to which Dr. Haynes directed me; I knew that Gimbel's and Radio Wire Television had sold out their stock; there was not time or reason to look further.  
6) Purchase recommended (#5) June 28.  
7) Box sent to dock July 16 by Shipping Department at 281, for shipment to AmChuMiss Shanghai; word of this and invoice sent Wuchang August 1 (my #4 to Wuchang).

REMAINING: 8) Cost of shipment.

#54  
Aug. 6

DESCRIPTION: "Apparatus and Instruments for Teaching Purpose  
For the Dept. of Biology"

EqBiol 1

STEPS: 1) List (2 pages) headed as above, with comment "Applied UNRRA", turned over to me March 21 by Dr. Wei with other lists sent by Dr. Bien February 1; although not marked immediate need, the list seemed to me from the heading to be in that category.  
1c) List bore price estimates totaling \$8162.10 (one item not priced); although this (with \$640 estimated for EqBiol 3 & 4 -- see #59-60) was more than the Biology eq't allocation, Dr. Wei agreed with me that the Biology reserve fund would cover most of the excess, and

(continued)

0471

#54  
cont'd

EqBiol 1

I felt I had no grounds for selecting only part of this list for purchase now; since Mr. Lyford July 20 asked that I not count on using science reserve funds (see para. 4 of my memo #8 to him), this excess will for present cash purposes be met with what is not used out of Chemistry eq't allocation, and adjustment can be made later.

- 2) Dean Wilson of Yenching looked through the list March 21 and judged everything in it quite clear.
- 3) Possibility of duplication with UNRRA gift apparently ruled out -- see step 3 of #21 on EqChem 1.
- 4) List left May 1 with Mr. Liggett of Arthur H. Thomas Co., and picked up at his office June 3, with the firm's quotations entered in pencil; aside from items treated separately as EqBiol la&b&c, the firm could not supply:

- 1 invertebrate dissecting scissors
- 6 botanical press
- 10gm Entomological pins;

as Mr. Liggett stretched points to get for us all that he could, these I judged not worth seeking here now; the quotation showed many minor deviations in specifications and a few major ones, which meant considerable increase or decrease in price from the estimated cost; I had Dean Wilson look these over June 6 and he approved all, saying that I could trust the firm; I talked with him particularly about the Warburg manometer (offered at \$487.05); on June 5 I had Dr. Weidenhammer, as a member of the Science faculty, look over the quotations and she said they looked all right to her.

- 5) Thomas firm chosen on initial strong recommendation by Dean Wilson, backed by Associated Boards, Dr. Haynes, and others consulted.
- 6) Draft order (#4) submitted June 28, accepting whole of quotation sent me by Liggett in final form June 25; quoted cost \$8155.79 with price to follow on 6 items.
- 7) Liggett will ship.

REMAINING: 7-8) Final word of shipment; full cost of purchase & shipment.

#55  
Aug. 6

DESCRIPTION: 1 Motor, 110 volt AC or DC, 1 HP

EqBiol 1a

STEPS: 1) On Biology Teaching Apparatus List (EqBiol 1) as reported in #54.

1c) List estimated cost at \$71.50.

2-4) As reported in #54; I shall ask Central Scientific and Dr. Haynes for advice, since Arthur H. Thomas could not supply.

REMAINING: 4-8)

T

#56 -  
Aug. 6

DESCRIPTION: 1 Epidioscope for transparent and opaque projections

EqBiol 1b

STEPS: 1) On Biology Teaching Apparatus List (EqBiol 1) as reported #54.

1c) List estimated cost at \$45.

2) After securing quotations from firm and deciding on purchase of 3 projectors (see EqGen 5 and EqPhys lg, #7 and #33), I decided that it would be well to have three different models with different capabilities for the university, and that the Biology Department would have most use for micro-slide attachment; Dean Wilson, who was buying 5 projectors with similar distribution, heartily approved this June 27 (?); decision on 220V because of letter from Mrs. Coe.

4) Mr. Liggett recommended that I buy from the manufacturer and so marked his quotation "cannot supply"; firm quoted June 17, the cheapest model for opaque projection ~~being~~ being about \$160 list price.

5) American Optical Co. (Spencer Lens Division) offered 30% discount, while Bausch & Lomb's prices had gone up, Mr. Liggett said; Dean Wilson recommended the former.

6) Draft order (#8) submitted July 4.

7) Firm then reported delivery after 240 days; letter to it July 17 urged earlier shipment if possible; firm will ship.

8) Current price (including extra bulb) is \$161.61, after deducting discount.

REMAINING: 7-8) Any further word on shipment and cost.

0472

#57  
Aug. 6

DESCRIPTION: 1 Haemostat (Daland)  
1 Sphymograph, Dudgeon's

EqBiol 1c

- STEPS: 1) On Biology Teaching Apparatus List (EqBiol 1) as reported #54.  
1c) List estimated cost at \$1.20 for the first, \$360 for the second.  
4) Arthur H. Thomas Co. could not supply; Dean Wilson suggested that a medical supply house should be able to furnish these; attempt to get quotation from J. Sklar Mfg. Co., on recommendation of Dr. Forman of Christian Medical Council, brought negative answer August 2.
- REMAINING: 4-8)

#58  
Aug. 6

DESCRIPTION: "Apparatus and Instruments for Research"

EqBiol 2

- STEPS: 1) List (1/2 page) headed as above, with typed comment "(for C.C.U.A.)", included as page 3 with list carrying EqBiol 1 (see #54) among lists that Dr. Wei turned over to me for action March 21; I saw no reason to consider the items listed as needed immediately and so decided not to buy them here now; on July 31 I wrote Mr. Slater: "I leave them all to you: comparator, microscope... and chromometer".  
1c) List carries price estimates totaling \$1821.50.

#59  
Aug. 6

DESCRIPTION: "List of Chemicals (C.P.)"

EqBiol 3

- STEPS: 1) List (3 pages) headed as above, with typed comment "For C.C.U.A. Immediate Need 1946", followed lists carrying EqBiol 1 & 2 among the lists sent by Dr. Bion February 1 and turned over to me for action March 21.  
1c) List bears price estimates totaling \$473; to be charged to the Biology eq't allocation.  
2&4) List handled along with EqBiol 1 (see #54); Dr. Weidenhammer and Dean Wilson looked over the firm's penciled quotations on this as on that; the following chemicals could not be supplied: Ethyl absolute alcohol, Ethyl alcohol 5 gal., Arsenic trioxide 5 lbs.; as Mr. Liggett stretched points to get for us all that he could, I judge these not worth seeking out now.  
3) In writing to Mr. Slater July 31 of my purchases on this and EqChem 1 (see #21), I listed the chemicals not supplied and asked him to let me know if he should be inclined to do anything about securing them in England, as I might possibly have a chance to inquire again for them here before I sail.  
5&6) Thomas firm chosen and draft order (#4) submitted as on EqBiol 1; quoted cost \$474.49.

REMAINING: 7-8) Word of shipment by Thomas and cost of shipment.

#60  
Aug. 6

DESCRIPTION: Kjeldahl Digestion tube (no. A) (12)  
... [20 lines]  
Water Bath, Round Copper, (no. E) 1

EqBiol 4

- STEPS: 1) These items are listed without heading at the end (end page 3 and part of page 4) of the Biology Chemicals list (~~EqBiol 3~~ (EqBiol 3, see #59) and seemed to call for action in just the same way as that.  
1c) I roughly estimated cost at about \$170, under Biology eq't allocation.  
3) The firm apparently decided that the request for "Kjeldahl Digestion Apparatus with fume pipe" was an inadvertent duplication of the request under EqBiol 1 (see #54) for a Micro-Kjeldahl digestion apparatus and a Kjeldahl Nitrogen determination, digestion, and distillation apparatus; I saw no reason to question their decision.  
2-6) Action as reported for EqBiol 3 (see #59), except that all items (with exception of the one just mentioned) were supplied and quoted cost \$150.78.

REMAINING: 7-8) Final word of shipment and cost.

0473

#61  
Aug. 26

DESCRIPTION: List of books on Chinese subjects (176 vols.)

Mr. Fowler  
BkChin 1

- STEPS: 1b) Dr. Beaver at Dr. Wei's request; list made from proofs of the new catalogue of Orientalia Inc. and sent to me May 9.  
1c) Treated initially as chargeable to Chinese History & Literature allocation; noticing that second section was art etc., I allocated Aug. 23 all titles not on Hist. or Lit. to the General account.  
3b) Two titles deleted on checking with Miss Weatherbee's file.  
3c) Mr. Fowler agreed that because of the manner of buying, from advance proofs of second-hand catalogue, checking the list at Wuchang was not appropriate, for delay would mean losing out on books and, Dr. Beaver had said, books on China were scarce.  
5) Dr. Wei had approved buying from Orientalia.  
6) Instructions for the order (#5a) submitted May 13.  
7) Orientalia declined to ship but packed books (5 titles not available) and sent them to 281 4th Ave.; shipped in 3 cases late June to AmChumiss Shanghai; shipment reported with invoice to Dr. Bien in my #4 to Wuchang August 1st; 3 of the 5 unavailable titles furnished with the next lot bought from Orientalia, see BkChin 1a (#62)  
8) Purchase cost \$675.25, with \$48.93 shipment to Shanghai; with \$8.10 + .50 for the 3 books furnished later; these expenses tentatively assigned \$502.63 to Chin Hist & Lit and \$230.75 to General.
- REMAINING: 8) Final details only.

#62  
Aug. 26

DESCRIPTION: List of books on Eastern subjects (106 vols.)

BkChin 1a

- STEPS: 1b) Dr. Beaver at Dr. Wei's request; list selected at Orientalia and from its new catalogue, and sent to me July 6.  
1c) Aug. 23 I distributed titles, in part to General account.  
3a) 6 vols. on other requisitions in process; 10 vols. already bought here or by Dr. Wei in London.  
3b) No titles showed up in Miss Weatherbee's file of gifts.  
3c) In this field duplication is not as serious (see my #3 to Dr. Wei, paras. 2b & 13b); see also 3c in #61 (BkChin 1).  
5) Although over 1/4 of the books were in print, and so could be purchased at much better than Orientalia's 10% discount, I decided that the saving would not be large enough to justify the bother and delay.  
6) Instructions for the order (#15) submitted July 22.  
7) Shipment made by registered bookpost to Wuchang; invoice being sent with my #6 to Wuchang; shipment includes 3 books on BkChin 1 (see #61).  
8) Purchase cost \$229.50, shipment \$13.90; sum tentatively assigned \$113 to Chin Hist & Lit, \$47 to Religions, and \$83.40 to General.

#63  
Aug. 26

DESCRIPTION: Used books (246 volumes, plus 97 items free) and back issues of periodicals (about 500 items, some free), chiefly on China, available at Missionary Research Library.

BkChin 2

- STEPS: 1) List sent to me May 9; Dr. Beaver selected these items from the Missionary Research Library's stock of duplicates, asking Dr. Wei about all doubtful items; I have decided (Aug. 23) to distribute the cost among fields according to the titles.  
3) No duplications yet noticed, but no check was made since the books were all packaged before I was notified.  
6) As Dr. Beaver suggested, I wrote May 13th asking for the bill, which I later forwarded to 281 for payment; I did this in full consultation with Mr. Fowler. (I have treated this as order #10)  
7) The cartons are at General Theological Seminary, awaiting packing.  
8) Purchase cost \$539.83, with \$5.88 for forwarding to G.T.S.; sum tentatively assigned \$126.50 to Chin Hist & Lit, \$200.71 to Church History, \$31.50 to Religions, \$25.00 to Education, and \$162.00 to General.
- REMAINING: 7&8) Packing, shipment, and final costs.

Note: Dr. Beaver wrote me July 10 that "Dr. Wei told me to take everything that could be found at the Missionary Research Library"; I therefore judge there to be no reason -- not even a formal one -- for assigning costs of books selected there by Dr. Beaver to only the fields on which Dr. Beaver was asked to make up requisitions.

0474

#64  
Aug. 27

DESCRIPTION: 580 back issues of 11 periodicals, chiefly on China BkChin 2a  
STEPS: 1) Lists sent me June 14th by the Missionary Research Library with the explanation that the titles of the periodicals were "all chosen in conference between Drs. Wei and Beaver" and that the Library was asked to send as many issues under each title as it had in duplicate stock.  
2) No duplications yet noticed, but under the circumstances I made no check.  
3) I sent the bill June 17 to Mr. Fowler. (treated as my order #11)  
4) Cartons had already been sent to G.T.S.; they await packing.  
5) Cost \$108.03; allocated initially \$104.98 to Chin Hist & Lit and \$3.05 (1 periodical) to Education.  
REMAINING: 7&8) Packing, shipment, and final costs.

#65  
Aug. 27

DESCRIPTION: International Review of Missions: 27 full vols., 13 issues BkChin 2b  
STEPS: 1) Dr. Beaver wrote me July 6 saying that he had informed the Missionary Research Library "that we would take the lot" (as above); ~~6)~~ my doubts as to procedure were covered in my memo #3 to Dr. Wei, paragraphs 2 & 13.  
2) I submitted the bill (my order #14) to Mr. Fowler July 22.  
3) Cartons at G.T.S. awaiting packing.  
4) Cost \$76.24; allocated to Church History.  
REMAINING: 7&8) Packing, shipment, and final costs.

#66  
Aug. 27

DESCRIPTION: "Further Want List of Books on China" (130 vols.) BkChin 3  
STEPS: 1) Dr. Beaver July 6 sent it to me as a "list of books to be purchased as we can find them through the next several years, which should be placed with Orientalia".  
2) As Dr. Beaver has apparently considered himself responsible for requisitioning books "on China" for all departments, the expense will be in the end distributed among many departments; for the time being, however, I am assigning the estimated expense among only the fields for which Dr. Wei said Dr. Beaver would make up the lists, as follows: Chin Hist & Lit \$425, Religions \$65, General \$65 (books on art etc.); presumably, however, only part of the books will be secured within the next twelve months.  
3a) Dr. Beaver has seen to this, except for the ~~titles~~ duplications with what Dr. Wei has bought in London, amounting to 8 titles which I at once deleted (estimates in 1c do not include these 8).  
3b) Lists of books on China do not need checking at Wuchang (see my #3 to Dr. Wei, paragraph 13b).  
4) Order to be placed now with Orientalia, as suggested by Dr. Beaver; as this is a more expensive method of buying, I asked a Far East specialist who knew the books to pick out those that might be in print; out of 23 titles so picked out, only 3 proved to be in print in the last trade lists; these 3 will be ordered now from the publishers, and there would be nothing gained by ordering the rest from Stechert in usual fashion.  
REMAINING: 6-8)

#67  
Aug. 27

DESCRIPTION: List of 17 "Periodicals on China and East Asia" BkChin 4  
STEPS: 1) List sent me July 6 by Dr. Beaver.  
2) Since I expected to order only about 6 periodicals for Chin Hist & Lit, I asked Dr. Wei (my memo #3 to him, paragraph 13c, which lists them) and he answered July 18, "Order all if funds permit"; although this can be left until later at Wuchang, I shall ask Dr. Beaver whether any should be charged to other allocations; I estimate cost of the 12 to be ordered here (exclusive of back files) at \$75.  
3) List carries note, "We should have past files of these"; Missionary Research Library is furnishing past files of some; I shall work this out with Dr. Beaver.  
4) For the 12 Western periodicals, order will be placed for subscriptions through the Forth office at 281; I expect Wuchang to buy the 5 in China.  
REMAINING: 6-8) on current subscriptions, 2-8) on back files

0475

#68  
Aug. 28

DESCRIPTION: 4 books on Eugene O'Neill Bk#Lang 1  
STEPS: 1) Dr. Wei March 21 (?) gave me these four titles and said that they were urgently needed for a student about to finish thesis.  
5) Stechert picked, since a leading firm, able to secure second-hand books from other stores, and recommended for overseas shipment.  
6) Order submitted (#1) April 19; Stechert replied May 16 that none available; I discovered May 24 that bookstore should have asked Stechert to look beyond its own stocks of out-of-print books; included in my book order #12 July 2 for Stechert, after I had inquired at 4 second-hand stores for the books.

REMAINING: 7-8) if any are found.

#69  
Aug. 28

DESCRIPTION: Books, chiefly on English literature (about 250 vols.) Bk#Lang 2  
(12 page list beginning "IMMEDIATE AND URGENT NEEDS for Western languages Dept. Charles Dickens...." and ending "Keats. Colvin")

- STEPS: 1) List sent me April 28 by Dr. T.L. Yuan as one which, to quote him, "the Dean of Hwa Chung College sent to me before I left for this country"; I showed it to Dr. Wei May 1 (?).  
1c) Cost estimated about \$500; allocation Western Languages.  
2) Mr. Walter Allen has settled the points that seemed to me in doubt, and our decisions have been reported to Miss Bleakley July 13 for her information; her reply July 30 confirmed them, except that she suggested that all books for freshman class use should have been ordered "in large numbers"; her only specific suggestion (a book of ballads in 25 copies) had however already been made by Mr. Allen, and pending further instructions I shall buy only one copy of each of the poems of Masfield, Milne, Lucas, and Morris; on the books being bought "in large numbers" see report #70 (Bk#Lang 2a); in the GENERAL REFERENCE section I have not yet run down 2 titles.  
3a) Mr. Allen agrees that the requests for "Reference Books on Homer and Greek Dramatists" and "Ancient Classics" are being sufficiently met for the time being from his list (Bk#Lang 4).  
6) My order #12 covered about 80 vols., of which 16 have already been sent by publishers.

REMAINING: 6-8)

#70  
Aug. 28

DESCRIPTION: Books for English class use each in many copies Bk#Lang 2a

- STEPS: 1) covered by step 1 of #69 (Bk#Lang 2).  
1c) Further expense of not more than \$80; Western Lang. allocation.  
2) List from Den't in China (Bk#Lang 2) carries the item "Material for conditioned English classes in large numbers"; for this Mr. Walter Allen, having consulted his professor, recommended 5 of Michael West's New Method Readers, each in 25 copies, on June 27; noticing that 2 of these titles duplicated titles listed on Bk#Lang 2 just before the line quoted, I suggested and he agreed that the line referred to the 4 books there named; we agreed to buy the New Method Readers and also the 2 on Bk#Lang 2 that were not thus duplicated (in 20 copies each since one of them was asked for in that number); Miss Bleakley July 30 approved but suggested 5 more copies of Child's Garden of V.; she also suggested, as did Mr. Allen independently July 28, that the Book of Ballads be bought in 25 copies.

- 5&6) My order #16 submitted July 27 covered all except the 5 more copies of Child's G. and the Ballads; the edition of the 2 in 20 copies I had to leave, after much searching, to decision by the bookstore.

REMAINING: 6-8)

#71  
Aug. 28

DESCRIPTION: 6 books needed in connection with Miss Hutton's teaching Bk#Lang 3

- STEPS: 1) Father Swift May 21 sent me Miss Hutton's list at Dr. Wei's request.  
1c) Expense est. not over \$20; Western Lang. allocation.  
3c) Titles sent to Wuchang in my letter of July 9 for checking there.

REMAINING: 3-8)

0476

#72  
Aug. 28

DESCRIPTION: Books for general reading on Western literatures  
(876 titles; 864 chosen out of list called Good Reading  
prepared by the Nat'l Council of Teachers of English and  
12 others of more professional character)

BkLang 4

- STEPS: 1) At Dr. Wei's suggestion I wrote Mr. Walter Allen April 23 for his recommendations; Mr. Allen sent me May 19 this list in the form of a copy of Good Reading with check marks and some 59 slips.
- 1c) Mr. Allen estimated cost at \$1700; subtracting the duplications deleted to date and allowing for discounts I estimate about \$1200; Western Language allocation, with possibility of part to General later.
- 2) Library of Congress cards secured for nearly all.
- 3a) 52 titles deleted (because this list attempts to cover such a wide field I have not assigned any titles duplicated to it).
- 3b) 79 titles so far deleted because of gifts (chiefly books I have secured on the basis of this list).
- 3c) 746 titles (those printed before 1941) listed for checking at Wuchang in my letter sent June 3rd; no answer yet.
- 5) Most will be ordered from publishers & Stechert; but Mr. Allen preferred the 25¢ edition when there was one, to save expense; most that he so marked are out of print, but I may pick them up in good part at stores; others not so marked have lately been issued at 25¢ and I will buy these in the cheap format (see my <sup>memo</sup>#4 to Dr. Wei).
- 6) Only 8 titles post-1940 included in my book order # 12; 119 now ready.

REMAINING: 3c&6-8)

#73  
Aug. 28

DESCRIPTION: Books for Western Languages Department (30 titles)  
STEPS: 1) Selected by Mr. Allen to supplement BkLang 4 (see #72);  
29 slips handed me June 27, and one sent me July 10.

BkLang 4a

- 1c) Cost estimated \$75; Western Lang. allocation.
- 3) Only 1 title already bought; 15 titles must be sent to Wuchang to be checked before purchase.

REMAINING: 3c&6-8) Regular procedure (L of C cards, publishers & Stech., sent direct)

#74  
Aug. 29

DESCRIPTION: 22 titles (65 vols.) on Western literatures  
STEPS: 1) Miss Bleakley, on advice from Dr. Wei, sent me July 9 this list, quoting Dr. Wei's letter to her as authorization.

BkLang 5

- 1c) Cost estimated at \$110; Western Languages allocation.
- 3a) List made up to supplement the list sent from China (BkLang 2); e.g., has 7 ancient classics for class use.
- 3c) Miss Bleakley July 30 confirmed my assumption that she knows the holdings at Wuchang so well that checking there not necessary.

REMAINING: 6-8) Regular procedure (L of C. cards, publishers & Stech., sent direct)

#75  
Aug. 29

DESCRIPTION: 25 titles (145 vols.), chiefly for English class use  
STEPS: 1&3) Miss Bleakley sent me the list July 30 as a continuation of BkLang 5, which see (#74).

BkLang 5a

- 1c) Cost estimated at \$180; Western Languages allocation.
- 3a) The 24 copies of Ballads to be handled under BkLang 2a (see #70) since Mr. Allen's request for this reached me first.

REMAINING: 6-8) Regular procedure (publishers & Stech., sent direct), except that to save time I'm not using L of C cards (list gives all info.)

#76  
Aug. 29

DESCRIPTION: Periodicals on English: The English Journal  
Saturday Review of Lit.  
College English

<sup>w</sup>  
BkLang 6

STEPS: 1) Mr. Walter Allen sent me these titles July 28; Dr. Wei agreed April 14 that each person making up a list on his request might name journals.

- 1c) Cost estimated at \$15; this is well under the number of 8 journals that I suggested as limit in my letter to Mr. Allen April 23.

REMAINING: 6-8) Subscriptions will be placed through the Forth office at 281.

0477

#77  
Aug. 29

DESCRIPTION: List of books in the field of Psychology

BkPsych 1

STEPS: 1) Prof. Lo, named by Dr. Wei as the one to recommend in this field, assured me Aug. 9 that he would soon send me a list, which, since he is making it up on slips, will be arranged by publisher, to save me the trouble of getting & using cards.  
REMAINING: 1-8)

#78  
Aug. 29

DESCRIPTION: List of 200 volumes on History

BkHist 1

STEPS: 1a&b) On Dr. Wei's request Oct. '45, I sent him this list Dec. 19, 1945; Dr. Wei April 24 wrote me, "Your list... certainly ought to stand"; except for the minor changes here indicated the list is being ordered unaltered.  
1c) I now estimate cost at \$700; Western History allocation.  
2-8) L of C cards secured, purchase will be from publishers & Stech., books sent direct.  
3a) Ency. of Soc. Sci. assigned to General allocation (BkGen 2), as Dr. Wei agreed; since Dec. '45 I have made 8 deletions and 7 additions simply to improve the list within its own original terms.  
3c) 100 titles sent to Wuchang for checking June 3rd.  
6) 14 titles included my book order #12 July 1.  
REMAINING: 3c&6-8)

#79  
Aug. 29

DESCRIPTION: 30 vols. on Japan, SE Asia, and India (History)

BkHist 1a

STEPS: 1a&b) Dr. Wei asked me orally April 14 (?) to round out my first list to cover the Far East aside from China; in May, having drafted a short list, I had it revised and approved by Mr. C.B. Fahs, now of the Rockefeller Found. but then in charge of Far East research work in the State Dep't.  
1c) Estimated cost \$130; Western History allocation.  
2-8) Regular procedure (L of C cards, publishers & Stech., sent direct)  
3c) 10 titles sent to Wuchang for checking June 3rd (mixed in with those from BkHist 1 (see #78)).  
6) 13 titles included in my book order #12 July 1.  
REMAINING: 3c&6-8)

#80  
Aug. 29

DESCRIPTION: Minimum list on history of political thought (15 vols.)

BkHist 1b

STEPS: 1a&b) Dr. Wei May 24 (?) inquired about items on my list (BkHist 1) on political thought and said that more should be bought, agreeing with the few that I mentioned; I drew up the list thereafter.  
1c) Estimated cost \$50; I assume that this is on the History allocation.  
2-8) Regular procedure (L of C cards, publishers & Stech., sent direct)  
3c) 10 titles (entire list) sent to Wuchang for checking July 9.  
REMAINING: 3c&6-8)

#81  
Aug. 29

DESCRIPTION: Periodicals: American Historical Review, History, and Journal of Modern History

BkHist 2

STEPS: 1a&b) Dr. Wei in Oct. '45 asked me to name 3 periodicals for the History Dep't; I submitted these titles December 19 1945 with my main list (see #78, BkHist 1).  
1c) Estimated cost \$13; Western History allocation.  
5) Decision to use the facilities of the Forth office at 281 on Mr. Fowler's suggestion and because of Mr. Fleischman's helpfulness; this will hereafter be referred to as regular procedure (for periodicals).  
6) Included in my book order #8 May 23; agency could not order History and I shall order it directly from Macmillan's in my book order #18.  
REMAINING: 6&8)

0478

#82  
Aug. 29

DESCRIPTION: 49 books for courses in Geography

BkHist 3

STEPS: 1) Dr. Wei March 21 requested this list and Dr. Tregear sent it to him May 5; Dr. Wei turned it over to me with approval May 23.  
1c) I now estimate cost at \$135; Dr. Wei instructed me to divide the cost evenly among the History, Economics, & Education allocations.  
3a) Two titles deleted since on other requisitions; Dr. Tregear wrote me July 16 that he had "already ordered a number of books from English publishers" out of the list, and that duplication might be all to the good "as most of them will be in pretty constant demand"; July 22 I asked him all the same for a list of what he was buying; Aug. 3 he answered that in a week or two he would report what he had been able to secure (he expected it to be few).  
2-6) Regular procedure (L of C cards, publishers & Stech., sent direct)  
3c) 40 titles sent to Wuchang for checking July 9.  
6) 8 titles included in my book order #12 July 1. (these were post-1940)  
REMAINING: 3a&c&6-8)

#83  
Aug. 29

DESCRIPTION: 27 books on Philosophy (34 vols.)

BkPhil 1

(list in the form of titles checked in the Philosophy section of Good Reading -- see #72 on BkLang 4)  
STEPS: 1) Dr. Wei selected these titles in haste May 24 (?) in the copy of the pamphlet that I showed him then.  
1c) Cost estimated at \$50; Philosophy allocation.  
2-5) Regular procedure (L of C cards, publishers & Stech., sent direct)  
3a&b) Three books deleted as duplicates.  
3c) Dr. Wei assured me May 24(?) that he thought there was no need for checking the list at Wuchang.  
REMAINING: 6-8)

#84  
Aug. 29

DESCRIPTION: 54 books on Philosophy (67 vols.)

BkPhil 1a

7 Home University Library books of general character  
STEPS: 1) This list, in the form of titles checked in pages torn from an Oxford U.P. price list, was made up by Dr. Wei and delivered to me June 4 (?) by Mr. Lyford.  
1c) Cost estimated at \$200 for Philosophy & \$7.50 for General.  
2-5) Regular procedure (L of C cards, publishers & Stech., sent direct)  
3) July 18 Dr. Wei wrote me "As far as my memory goes, I put down titles not in Huachung, except where I wanted duplicates".  
REMAINING: 6-8)

#85  
Aug. 29

DESCRIPTION: 29 books on Philosophy (41 vols.)  
(handwritten list)

BkPhil 1b

STEPS: 1&3c&2-5) List made up by Dr. Wei before sailing in May to England and handled at all points like BkPhil 1a, which see (#84).  
1c) Cost estimated at \$150 for Philosophy.  
REMAINING: 6-8)

#86  
Aug. 29

DESCRIPTION: Books on Old Testament studies (about 75 vols.)  
(in form of check marks in Andover Newton's Theological Bibliographies)

BkOldT 1

STEPS: Dr. Wei April 14 (?) indicated to me that the Old Testament requisition would be prepared by Mr. Starratt; when the latter failed to understand my references to this task, I checked with Dr. Wei May 24 (?) and wrote Mr. Starratt June 19 that Dr. Wei wished some sort of list prepared to fill the gap until a man for the field was found; Mr. Starratt July 11 sent me the above, explaining that he had failed to get help at ETS and Harvard & so marked "books I know by personal acquaintance to be worthwhile".  
1c) Estimated cost of the few remaining (see below) \$30; Old Test. allocation.  
CONTINUED #87

0479

#87  
Aug. 29

DESCRIPTION: Books on Old Testament in Andover Newton's list  
STEPS: 1&1c) see #86 on this requisition.

BkOldT 1

- 3a) The arrival Aug. 12 of Mr. Akroyd's list (BkOldT 2, see #88) changed the picture, as Mr. Akroyd will have charge of the field; all but 9 of Mr. Starratt's list proved to be duplicated on the other list; I have decided to buy the remaining 9, especially since as books personally known to Mr. Starratt they should perhaps be available for his use, in connection with New Testament teaching.
- 3c) 7 titles will now be sent to Wuchang for checking.
- 2-5) Regular procedure (L of C cards, publishers & Stech., sent direct)
- 6) 2 titles ready for ordering.

REMAINING: 3c&6-8)

#88  
Aug. 29

DESCRIPTION: 519 reference books on Old Testament studies (637 vols.)  
STEPS: 1) Mr. Peter Akroyd wrote me Aug. 6 informing me of his appointment and saying that Dr. Wei had asked him to send me a list of books for his field; he enclosed the list.

BkOldT 2

- 1c) Estimated cost is \$200 for the 300 titles which Mr. Akroyd thinks is as many as can now be secured, especially as many (206 vols.) are French or German; I shall ask Dr. Wei about ordering all; if I do order all I should have to estimate cost at \$2500, which is more than double the allocation for the Old Testament field.
- 3a&b) I have already noted and deleted 35 du vols. that are being secured through other requisitions or gifts.
- 3c) Nearly all remaining titles will have to be sent to Wuchang for checking, since the list has very few recent books.
- 2) Procedure by L of C cards will be advisable.
- 4-5) Since Mr. Akroyd would like to try to get what I cannot secure here, it may be well for me not to order from Stechert but to try second-hand bookstores direct instead; I shall ask Dr. Wei.

REMAINING: 2-8)

#89  
Aug. 29

DESCRIPTION: 14 Periodicals including: Am. Journal of Semitic Languages (Chicago), Jewish Quarterly Review (Phil.), Journal of Society of Oriental Research.

BkOldT 3

STEPS: 1a&b) List of the 14 appended to Old Testament list (BkOldT 2, see #88) by Mr. Akroyd.

- 1c) The quota of periodicals set April 14 (?) tentatively by Dr. Wei for each field of Christian studies was 4, and the Expository Times (which is on this list) has already been ordered (BkNewT 2); pending instructions from Dr. Wei, I shall now order the 3 named above and leave aside the following:

Zeitschrift für die alttestamentliche Wissenschaft (Gießen)  
Zeitschrift der deutschen morgenländischen Gesellschaft (Leipzig)  
Orientalische Literaturzeitung (Berlin)  
Theologische Literaturzeitung (Leipzig) Syria  
Studia Orientalia (Helsingfors) Revue Biblique (Paris)  
Quarterly Statement of Palestine Exploration Fund

- 3a) The other 2 periodicals are accounted for on BkNewT 2 and BkChin 4.

REMAINING: 2-8)

#90  
Aug. 29

DESCRIPTION: Back numbers of periodicals for Old Testament studies

BkOldT 4

STEPS: 1) The letter Aug. 6 from Mr. Akroyd transmitting BkOld 2&3 (see #88) carries in ink the note, "If it is possible to get back numbers of any of these periodicals named in BkOldT 3 or complete sets, I should like to have them if money is available."

- 1c) I shall take no action until I have heard from Dr. Wei on the question of funds available for this field.

REMAINING: 2-8)

0480

#91  
Aug. 29

DESCRIPTION: Books for New Testament studies (about 250 vols.)

BkNewT 1

STEPS: 1) At Dr. Wei's request, Mr. Starratt made up this list and sent it to him April 22; Dr. Wei turned it over to me for action May 1 (?).  
1c) I estimate cost now at \$950, but a number of the titles, especially the German ones, will presumably not be available.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct)  
2) A number of ambiguities cleared up by correspondence with Mr. S. May 15.  
3a&b) 23 volumes deleted since covered by other acquisitions & gifts.  
3c) 172 titles listed for checking at Nuchang in my letter of June 3; 30 more July 9.  
6) 16 titles included in my book order #12 July 1 (they were post-1940).

REMAINING: 3c&6-8)

#92  
Aug. 29

DESCRIPTION: Periodicals for Christian studies:

BkNewT 2

Journ. of Biblical Lit.	Journ. of Theol. Studies
Harvard Theol. Review	Anglican Theol. Review
The Crozer Quarterly	The Expository Times
Journ. of Religion	Journ. of Bible & Religion

STEPS: 1) At my request for the titles of 4 periodicals for his field, Mr. Starratt May 15 sent me this list, assuming that some would be needed and assigned to other fields than his; Dr. Wei just before sailing for England looked over the list and noted how each should be assigned; those in the left column to New Testament (\$15 est.); the first 2 on the right to Systematic Theology (\$7.50 est.); the next to Old Testament (\$3.50); the last to Religious Education (\$3.50 est.).  
2-5) Regular procedure (via Forth office)  
6) Draft order for these (my #8) submitted May 23 with supplement June 17; bill for whole order approved for payment July 19.

REMAINING: 8)

#93  
Aug. 29

DESCRIPTION: Periodicals: Church History, Church Quarterly Review, and Revue d'histoire ecclesiastique.

BkChuH 1

STEPS: 1) Dr. Beaver on Aug. 5 sent me a Church History list (see BkChuH 2, #94) with these periodicals named at its head.  
1c) I estimate cost at \$15; Church History allocation.  
2-6) I shall follow regular procedure for subscriptions (via Forth office)

REMAINING: 2-8)

#94  
Aug. 29

DESCRIPTION: Books on: a) Church History in general, b) the Early Church to about 7th Century, c) the Eastern Churches, d) Reformation and Counter-Reformation, e) Later Church History, and f) American Church History, and g) books in German.

BkChuH 2

STEPS: 1) Dr. Beaver sent me on Aug. 5 the lists for a&b&c and a few days later those for e&f&g; a list for the Medieval period is coming; as he was designated by Dr. Wei to requisition for this field, I see no reason to delay purchase.  
2) With the immediately evident duplications removed, the lists total 287 volumes (\$925) for first order, 90 vols. (\$320) for 2nd order, and 95 vols. (\$235) for third order, with 50 vols. (\$125) of German books for purchase where possible (my figures here are all estimates, and probably low throughout); I propose to <sup>act</sup> buy only the vols. listed for first order, pending word from Dr. Wei on the matter of funds.  
2-5) Regular procedure seems advisable, except possibly for the German books.  
3) The duplications with gifts and other requisitions that I have spotted total 64 vols. for first order and 32 vols. for second order.  
3c) Dr. Beaver Aug. 2 wrote, "I do not think there would be any point in sending the lists in Liturgics and Church History to China for checking, since these subjects were not taught in the past, and the library was not concerned with them"; until I receive other instructions from Dr. Wei, however, I feel bound to make no purchases of pre-1941 books without such check.

REMAINING: 2-8)

0481

#95  
Aug. 30

DESCRIPTION: 57 books (88 vols.), chiefly on Theology  
(marked pages out of Scribner's price list)

BkSyTh 1

- STEPS: 1a&b) Dr. Wei made this selection in May just before sailing for England and Mr. Lyford delivered the sheets to me June 4 (?).  
1c) I now estimate \$100 for the Systematic Theology allocation (41 vols.) and \$35 for the Philosophy allocation (13 vols.); the latter is chiefly for 10 copies of Hocking's Types.  
3a&b) I have already removed 9 volumes from the list as duplications with other requisitions and gifts; I am holding aside the ante-Nicene Fathers and the Nicene and Post-Nicene Fathers (Series ~~XXX~~ I & II) since the Muller bequest and the Church Periodical Club have reportedly given us all these; but I shall make sure, if possible, that those gifts are complete and in the right editions. (see 3c on BkSyTh 2 #96)  
2-5) Regular procedure (L of C cards, publisher & Stech., sent direct)  
REMAINING: 6-8&3b)

#96  
Aug. 30

DESCRIPTION: 133 books on Systematic Theology  
(marked pages of mimeographed course reading lists)

BkSyTh 2

- STEPS: 1a&b) This reached me from Dr. Wei along with BkSyTh 1 (see #95).  
1c) I now estimate cost at \$400 (120 titles) for Systematic Theology and \$15 (4 vols.) for Philosophy; the latter are by Hocking, and Dr. Wei wrote me July 18 to assign all by him to Philosophy.  
2) One title reads "Documents of the Lausanne, Oxford, Edinburgh, and Madras Conferences"; Dr. Wei July 18 explained that he wished "volumes published in connection with the ecumenical conferences"; I shall look over the titles in the Lib of Cong and select about a dozen in addition to those included by title elsewhere in the list.  
3a&b) I have removed 9 titles as duplications with gifts and requisitions.  
3c) Dr. Wei wrote July 18 of the lists delivered to me June 4 (?) that "As far as my memory goes, I put down titles not in Huachung, except where I wanted duplicates"; where his lists have included titles on other requisitions (that have needed a check at Huachung), I have accepted this as basis for proceeding to buy, without waiting for reply from Huachung.  
2-5) Regular procedure (L of C cards, publishers & Stech., sent direct).  
REMAINING: 2&6-8)

#97  
Aug. 30

DESCRIPTION: 51 books (57 vols.) chiefly on Theology  
(handwritten list on two blue sheets)

BkSyTh 3

- STEPS: 1) Dr. Wei sent me this list July 22 for purchase.  
1c) I estimate now \$90 for Systematic Theology (34 vols.) and \$25 for Philosophy (9 vols.).  
3a&b) I have removed from the list 12 vols. as duplications with BkSyTh 1&2 (see #95&96) and 2 vols. as duplications with BkRelig 1.  
3c) See 3c in #96; I assumed that the same applies here.  
2-5) Regular procedure has been begun (L of C cards).  
REMAINING: 2&4-8)

#98  
Aug. 30

DESCRIPTION: 24 titles (1-page list typed in red, headed BOOK LIST, marked in ink before I received it "Religious Education & Guidance"; begins "1. H.S. Dismark" and ends "24. Smithies")

BkRelEd 1

- STEPS: 1) This was among the lists handed me for action by Dr. Wei March 21, from Dr. Bien February 1.  
1c) I now estimate cost at \$65; Religious Education allocation.  
2) Identification of the items has been difficult and some 5 remain unidentified, probably because of typographical errors (e.g., the Dismark above proved to be Dimock).  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3a) One title eliminated since also on BkRelEd 2 (see #99).  
6) 15 titles included in my book order # 12 July 1.  
7) 7 titles have been mailed, and invoices for them sent.  
REMAINING: 2-8)

0482

#99  
Aug. 30

DESCRIPTION: 66 titles (2-page typed list in seven sections; begins "I Pastoral Care 1. Colcord" and ends with "4. Dicks") BkRelEd 2  
STEPS: 1) ~~Among the lists sent me April 28 by Dr. T.L. Yuan (see #69 on BkLang 2) and shown to Dr. Wei May 1 (?) gave it to me; from Huachung.~~  
1c) I now estimate cost at \$190; Religious Education allocation, according to Dr. Wei's judgment May 2 (?).  
2) All titles identified in Lib of Cong despite typ. errors.  
3a) One title deleted as duplication with BkRelEd 1 (see #98).  
2-5) Regular procedure (L of C cards, publishers & Stech., sent direct).  
6) 49 titles included in my book order #12 July 1.  
7) 15 titles have been sent & their invoices reported.  
REMAINING: 2-8) cleaning up.

#100  
Aug. 30

DESCRIPTION: 106 titles (about 150 vols.) on Liturgics BkLitur 1  
STEPS: 1) Dr. Beaver Aug. 2 sent me this list; Dr. Wei designated him to requisition for this field.  
1c) I estimate cost at \$525; Liturgics allocation.  
3a) Dr. Beaver made up the list knowing the titles in the Muller bequest.  
3c) See 3c in #94 (on BkChur 2), which applies here also.  
REMAINING: 2-8) using regular procedure.

#101  
Aug. 30

DESCRIPTION: 144 titles (265 vols.) on History of Religions BkRelig 1  
STEPS: 1) List prepared by Dr. Beaver; Dr. Wei sent me it May 8 for action.  
1c) I now estimate cost at \$700 (213 vols.); Religions allocation.  
2-5) Regular procedure (L of C. cards, publishers & Stech., sent direct)  
3a) I have deleted 52 vols.; the bulk of these are encyclopedias being bought in the General allocation.  
3c) Titles sent to Huachung for checking: 129 on June 3, 3 on July 9.  
6) 6 post-1940 titles included in my book order #12 of July 1.  
REMAINING: 3c&6-8)

#102  
Aug. 30

DESCRIPTION: 61 titles (70 vols.) chiefly on Chemistry BkChem 1  
(A 4-page list beginning "BOOKS MATHEMATICS 1018 Margenau" and ending with "1374. Sachanen", obviously taken from ALA's recent printed list; also a 2-page list beginning "BOOKS 1. An Introduction" and ending with "19. The Kinetics", in which nos. 5, 13, & 14 have been crossed out in pencil)  
STEPS: 1a&b) This list followed EqChem 1 (see #21) among the lists turned over to me by Dr. Wei March 21 for action, sent by Dr. Bien Feb. 1.  
1c) I now estimate cost at \$375; Chemistry allocation.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3b) 5 titles (8 vols.) deleted as State Dent. ordered them June 25 as gift to Huachung; these titles are nos. 1018, 1025, 1102, & 1103 on list.  
6) Ordered as part of my book order #12 of July 1.  
7) 51 titles mailed and their invoices reported already.  
REMAINING: 8) final costs.

#103  
Aug. 30

DESCRIPTION: 108 "Reference Books for the Dyestuff Research Laboratory" BkChem 2  
(6-page typed list so headed, ending "2. A list..." and then pencilled note "Ullmann:...")  
STEPS: 1) This list followed BkChem 1 (see #102) among the lists I received March 21; I wrote Mr. Slater July 31, "None of these books... is being bought in this country from this list. The matter is left to you as related to work in which the British firms have been interested. Dr. Wei approved this decision."  
1c) List carries estimate \$350.

0483

#104  
Aug. 30

DESCRIPTION: 6 textbooks (18 vols.) and 1 desk book for Miss Weidenhammer's courses in Chemistry

BkChem 3

- STEPS: 1) When I met Dr. Weidenhammer June 5 (see #22, on BkChem 2), she told me that Dr. Wei had also asked her to give me a list of the books that she would need, and she handed me this and BkChem 3a (see #105).
- 1c) I estimate cost at \$50; Chemistry allocation.
  - 2-7) Regular procedure (cards, publishers & Stech., sent direct).
  - 3c) Mr. Fowler agreed that as these were textbooks no check at Wuchang.
  - 6) Included in my book order #12 July 1.
  - 7) All but 4 vols. mailed and their invoices reported already.
- REMAINING: 8) final cost

#105  
Aug. 30

DESCRIPTION: 17 titles (22 vols.) for reference on Organic Chemistry and Analysis

BkChem 3a

- STEPS: 1) List handed to me June 5 by Dr. Weidenhammer (see BkChem 3, #104).
- 1c) I now estimate cost at \$65 for 14 vols.; Chemistry allocation.
  - 3a&b) I have deleted 8 vols. as duplications with gifts & other requisitions.
  - 3c) Pre-1941 titles will be sent now to Wuchang for checking.
- REMAINING: 3c-8) using regular procedure.

#106  
Aug. 30

DESCRIPTION: 82 titles (about 99 vols.) on Physics  
(12-page list begins with "Kron, G. Tensor Analysis" and ends with "Wood, R.W., Supersonics")

BkPhys 1

- STEPS: 1) This list followed EqPhys 1 (see #26) among those turned over to me by Dr. Wei March 21 for action, sent by Dr. Bien February 1.
- 1c) I now estimate cost at \$450; Physics allocation.
  - 2) I have ordered Guillemin Communication networks and Siegbahn Spectroscopy of X-rays since the exact titles listed could not be found in Lib of Cong catalogue or publishers' lists (in latter case German lists); of the Handbuch der Physik I have ordered only the vols. 22-24 (2 aufl.) reprinted by Edwards Bros. (price totals \$83).
  - 3a&b) 9 titles deleted as duplications with BkChem 1 (see #102) or State Don't gift (Mott & Gurney, Page Electrodyn., Wilson Semi-conductors, & Pollard & Davidson).
  - 4) The two books by Saha were ordered (my book order #1 of April 19) from Stechert, which replied May 16 that they were not available; hoping that copies would be found through other stores, I have tried again (#12).
  - 2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).
  - 6) Darrow & Lindsay (I regarded as urgent textbook items) ordered on my book order #2 of April 19; all the rest included my order #12 July 1.
  - 7) Dar & Lind, because of a mistake, sent freight to Shanghai late June (reported to Wuchang July 9 & Aug. 1); of the rest, 35 titles have already been mailed and their invoices reported.
  - 8) Dar & Lind (7 vols.) cost \$28.50, with \$2.48 shipment to Shanghai.
- REMAINING: 7-8)

#107  
Aug. 31

DESCRIPTION: 6 titles (40 vols.) on Physics, apparently textbooks  
(slip beginning "Duff: Physics", last line "Lindsay: Physical Mechanics")

BkPhys 1a

- STEPS: 1) This typed slip was among the lists sent me April 28 by Dr. T.L. Yuan (see #69 on BkLang 2) and shown to Dr. Wei May 1 (?).
- 3a) All but the first title (25 copies of Duff) on this slip was clearly a copy of the last 5 titles on the 1st page of BkPhys 1 (see #106) and therefore to be disregarded as duplication.
  - 4-5) For the sake of speed and also economy (since Huachung has been given many copies of a good Physics elem. text), I found that Barnes & Noble could supply used copies <sup>of pp.</sup> in good condition; Dr. Wei approved May 24 (?) purchase of these.
  - 6) With Mr. Fowler's approval I ordered these (my #7) sent direct May 25.
  - 8) Cost \$60.00, mailing & reg. \$15.25. (mailing reported to Wuch. July 9)

0484

#108  
Aug. 31

DESCRIPTION: 22 periodicals for Physics (subscriptions)

BkPhys 2

STEPS: B) This list is on the lower half of the 2nd page of BkPhys 1, which see (#106); from Dr. Bien February 1.

- 1a) BkSci 1 (see #116) makes it clear that 9 of these periodicals are desired to implement the 10 year plan; in view of the normal limit of 12 periodicals per dept laid down by Dr. Wei April 14 (?), I suggested and Dr. Wei agreed that these 9 not be ordered now; by oversight, however, I did include in my order the Proceedings of Royal Society, Section A.
- 1c) Deleting 1 gift & adding the 2 copies ("back numbers") of R.C.A. Tube Manual, I estimate cost of subscriptions now at \$130 for Physics.
- 3b) The Bell System Technical Journ. will be sent again to Dr. Bien free as before the war; Dr. Haynes arranged for this July 18 and so assured me.
- 2-5) Regular procedure for periodicals (via Forth office), except R.C.A.
- 6) Subscriptions for 12 periodicals placed on basis my book order #8 May 23; copies & subsc. of R.C.A. included my order #12 July 1.

REMAINING: 8) final cost.

#109  
Aug. 31

DESCRIPTION: Back numbers of 22 Physics periodicals

BkPhys 2a

STEPS: 1b) This takes the form of entries in a right-hand column on BkPhys 2, which see (#108).

- 1a) I shall not know until I have inquired further whether any or many of the vols. desired can be secured; if all 46 vols. were available, I should estimate cost at \$420; Physics allocation.
- 2) I assume that "1945 on" means the same as "to begin this year" on BkSci 1 (see #116), and that no back numbers should be bought (without further instructions) of the 9 periodicals marked "1945 on".
- 3a) The copies of R.C.A. Tube Manual are covered by #108 (BkPhys 2).
- 3b) Through the kindness of Dr. Charles Brown, I have been able to study the inventory of periodical files assembled by the Am Library Association and the scheme by which these will be distributed to recipient countries; Reviews Modern Physics, Physical Rev., Applied Phys., J. of Optical Soc., & Zhurnal Rev. of Sci. Instruments will be sent to China in enough sets so that Huachung might possibly receive a set of one or more of these; Dr. Wei agreed May 3 (?) that I might best confine my efforts to the other periodicals; I shall look therefore for only the remaining 6.

REMAINING: 4-8)

#110  
Aug. 31

DESCRIPTION: "List of Journals", 21 in no., chiefly on Biology

BkBiol 1

(2-page typed list so headed; begins "\*Annual Rev. Bio-chemistry" & ends final note "if possible")

STEPS: 1b) This list followed EqBiol 3 (see #59) among the lists turned over to me by Dr. Wei March 21 for action, sent by Dr. Bien Feb. 1.

- 1a) On the basis of indication in BkSci 1 (see #116) that 10 of these journals (those asterisked on the list, meaning previously subscribed, plus Physiological Rev. make up the other 11) are to implement the 10 year plan, I am not ordering all -- compare 1a in #108 (on BkPhys 2); with Dr. Wei's approval I have limited myself to the 11 journals not under the 10 year plan.
- 2-5) Regular procedure for periodical subscriptions (via Forth office)
- 6) I submitted order (in my #8) for the 11 journals May 23.
- 8) Cost \$39.18; Biology book allocation.

#111  
Aug. 31

DESCRIPTION: Specific back volumes of 9 Biology journals

BkBiol 1a

STEPS: 1) Indicated with the titles on BkBiol 1 (see #110).

- 1c) If the 35 (?) vols. were secured, cost est. \$300 for Biology.
- 3b) See 3b in #109; on the same basis (chance of gift from ALA) I am leaving aside Ann. Rev. Biochem., Biol. Abstr., & Am. Naturalist.

REMAINING: 4-8)

0485

#112  
Aug. 31

DESCRIPTION: 104 titles (110 vols.) chiefly on Biology Bk Biol 2  
(5-page typed list all taken from ALA's printed list;  
begins with that list's #996, ends with #1271)

STEPS: 1) This list followed Bk Biol 1 (see #110) among the lists turned over to me by Dr. Wei March 21 for action, sent by Dr. Bien Feb. 1.  
1c) List bears total price of \$614.45; I now estimate cost at \$445; Biology book allocation.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3b) 7 titles (8 vols.) deleted since they have been ordered June 25 ~~am~~ by State Dent. as gift to Huachung: #s 1079, 1166, 1176, 1177, 1182, 1184, 1189.  
6) 96 titles ordered in my #12 of July 1; 1 title now to order.  
7) 74 books already mailed and their invoices sent to Wuchang.  
REMAINING: 8) final cost.

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#113  
Aug. 31

DESCRIPTION: 25 Mathematics books Bk Math 1  
(1-page typed list headed "Suggested List of Books for Mathematics"; begins "Know", ends "Kellog")

STEPS: 1) This was one of the lists turned over to me by Dr. Wei March 21 for action, sent by Dr. Bien Feb. 1.  
1c) I now estimate cost at \$85; Mathematics allocation.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
2) I have been unable to identify in the Lib of Cong "Young: Theory of Sets of Points", and shall not try further; Bocher's Intro. to higher algebra, as his "Modern alg." not found.  
6) Covered by my order #12 July 1.  
7) 18 books already mailed and their invoices sent to Wuchang.  
REMAINING: 8) final cost.

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#114  
Aug. 31

DESCRIPTION: 5 Mathematics textbooks (49 vols.) Bk Math 1b  
(1-page typed list headed "List of books urgently needed by the Mathematics dept. for textbooks for September 1946", with note in ink "Submitted UNRRA")

STEPS: 1) On sheet accompanying Bk Math 1 (see #113), sent by Dr. Bien Feb. 1; Dr. T. L. Yuan April 28 sent me (see 1 on #69, Bk Lang 2) another copy of the same brief list which, however, called for 10 rather than 5 copies of Peirce Short Table; I assumed that the 10 was correct.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3b) UNRRA possibility to be disregarded (see #21, on Eq Chem 1).  
6) All (as on original list) covered by my orders #3-5 April 19; the 5 additional copies of Peirce included in my #12 of July 1.  
7) The first order, because of a mistake, sent freight to Shanghai late June (reported to Wuchang July 9 and Aug. 1); the 5 of Peirce have been mailed and the invoice forwarded.  
8) Cost: \$112.25 plus \$9.80 to Shanghai, and for the Peirce \$7.50 plus 80% post.

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#115  
Aug. 31

DESCRIPTION: 3 Mathematics periodicals (subscriptions) Bk Math 1.2  
(list headed "Journals: suggested:" at foot of sheet carrying Bk Math 1, see #113)

STEPS: 1) see #113; sent by Dr. Bien Feb. 1.  
2-5) Regular procedure for periodical subscriptions (via Forth office)  
6) I submitted order (in my #8) for all May 23.  
8) Cost \$27.25; Mathematics allocation.

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#116  
Aug. 31

DESCRIPTION: Journals for Biology, Physics, Chemistry, School of Science, and Mathematics (1 1/2-page typed list with Math. entries in ink at the end; begins "Memorandum. Science School Journals have not...") Bk Sci 1

STEPS: 1) Turned over to me by Dr. Wei Mar. 21, sent by Dr. Bien February 1.  
2-5) Regular procedure for periodical subscriptions (via Forth office).  
1c) I now estimate cost at \$80 for Chemistry and \$30 for School of Science.

CONTINUED

0486

#117  
Aug. 31

DESCRIPTION: Journals for Sch. of Science and its departments (see #116) BkSci 1  
(subscriptions)

STEPS: 1) see #116

- 3a) I have disregarded the Biology, Physics, and Mathematics sections of this list as they are duplicates of BkBiol 1 (see #110), BkPhys 2 (see #108), and BkMath 2 (see #115) respectively.
- 5) For the School of Science, I could not secure "Comptes rendus hebdomadaires des seances de l'Academie des sciences" (Paris) through the regular channel, and shall order it now from Stechert.
- 6) Order placed (in my #8 May 23) for 7 Chemistry journals and Nature (The "Bureau of Standard Techn. Journ." was not ordered, by analogy with the Biol. & Phys. 10-year plan journals, but as Chemistry has fewer journals and no choice is necessary I shall now order it).

REMAINING: 6&8)

#118  
Aug. 31

DESCRIPTION: 46 books on "Guidance techniques" BkEduc 1  
about 43 tests of various types

(4-page typed list; first item "Allen R. D., Inor Group-" and last item "E. K. Strong, Jr. Change of Interest")

STEPS: 1) ~~This was one of the lists sent me April 28 by Dr. F. L. Yuan (see #69 on BkLang 2) and shown to Dr. Wei May 1 (?) gave it to me; from Huachang.~~  
<sup>No, I think</sup>

- 1c) I now estimate cost at \$175; Dr. Wei told me to assign this to the Education allocation May 2 (?).
- 2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).
- 2) Tests, except where number of copies was specified, were ordered in specimen set only; out-of-print tests I shall order from Stechert.
- 6) All ordered as part of my book order #12 July 1, but list of tests was not given to bookstore until July 19 after I visited the Psychological Corporation and got advice on where to buy them.
- 7) 33 items have already been mailed and their invoices reported.

REMAINING: 8) Final cost

#119  
Aug. 31

DESCRIPTION: 30 titles (47 vols.) on Music (sent me May 19) BkMusic 1  
22 titles (37 vols.) " " (sent me June 7)  
31 titles (33 vols.) on Music (given me June 27)  
(nearly all on Lib of Cong slips)

- STEPS: 1b) Mrs. Walter Allen, who was asked by Dr. Wei to requisition for the Music Dep't.
- 1c) I now estimate cost at \$240; Music allocation \$228, General \$12.
  - 2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).
  - 3c) Dr. Wei May 1 said that there was no need to check Mrs. Allen's selections at Huachang.
  - 6) About 75 vols. included in my book order #12 July 1.
  - 7) 29 titles already mailed and their invoices sent to Huachang.

REMAINING: 6-8)

#120  
Aug. 31

DESCRIPTION: \$400 for the purchase of music books & records in England BkMusic 2

- STEPS: 1) Mr. David Anderson June 20 wrote me this request, quoting endorsement of it by Dr. Wei (see para. 6 of my memo #6 to Mr. Lyford).
- 3) Mrs. Anderson and Mrs. Allen have undertaken to ensure that there is no duplication between their purchases on the two sides of the Atlantic; Mrs. Allen wrote Mrs. Anderson July 12 a full account of all her requisitions to date (see #119, BkMusic 1); I sent July 23 to Mrs. Anderson a list of the few titles in gifts and other requisitions that might be pertinent, and shall report to her any others I notice.
  - 6) July 19 I submitted as my book order #13 a request that a draft for \$400 should be sent to Mr. Anderson for Mrs. Anderson to use.
  - 8) In my letter of July 23 I requested that the Andersons give me reports on the use of the money; since Mrs. Anderson will presumably buy little before I leave for China, the reports will probably go to Dr. Wei.

REMAINING: 3)

0487

#121  
Aug. 31

DESCRIPTION: 2 books by B.H. Haggin for Mrs. Anderson's use

BkMusic 3

STEPS: 1) Mr. Anderson June 20, when sending me BkMusic 1 (see #120), asked me to buy these for Mrs. Anderson and send them to her; she would bring them to Wuchang with her other purchases (those under BkMusic 2), he wrote; I consider no special approval of this purchase needed from Dr. Wei or Mr. Lyford.  
1c) I estimate cost at \$5; Music allocation.  
3) One of the two, Music on Records, has already been bought under BkMusic 1 (#119) and sent to Wuchang; but Mrs. Anderson is to buy records for Huachung and I personally know of no keener judge of quality in music records than Mr. Haggin; I consider it obviously worthwhile for Mrs. Anderson to have a copy for her purchasing.

REMAINING: 6-8)

#122  
Aug. 31

DESCRIPTION: Periodical subscriptions of general character:

BkGen 1

N.Y. Times	Foreign Affairs	Times Literary Supplem.
Time (mag.)	Harrers	Manchester Guardian Wkly
Nation	Atlantic Monthly	Statesman & Nation
Readers Digest	National Geographic	Christian Century
Life	Fortune	Christianity & Crisis
Punch	Ladies Home Journal	

STEPS: 1a&b) I prepared this list at Dr. Wei's request and showed it to him May 2 (?); I expect it to be filled out by more requisitions from Wuchang.  
1c) Cost about \$80, plus \$30 postage (chiefly on NYTimes); Gen. allocation.  
2-5) Regular procedure for periodical subscriptions (via Forth office)  
6) Included in my book order #8 May 23; bill approved for payment July 19.

REMAINING: 8)

#123  
Aug. 31

DESCRIPTION: Encyclopedias (6), dictionaries (16), directories (6), and yearbooks (3) -- total 148 vols.

BkGen 2

STEPS: 1a&b) At Dr. Wei's request I assembled this list and talked it over with him, up to May 2 (?); the Ency. Soc. Sci. & Ency. Rel. & Ethics were requested on a slip transmitted from China by Dr. Yuan (see #69 BkLang 2); the Ency. Britannica 11th ed. and Oxford Eng. Dict. were recommended by the librarian of ETS to Dr. Wei who endorsed them; the New Schaff-Herzog Ency. of Rel. Knowledge & Jewish Encyclopedia & Catholic Ency. are the other big items; I secured Dr. Wei's approval of all items.  
1c) I estimate cost at \$675; General allocation.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3c) All titles pre-1941, not requested from China or suggested first by Dr. Wei, sent to Wuchang June 3rd for checking (15 titles); 1 more title sent July 9.  
6) 24 titles included in my book order #12 July 1.

REMAINING: 3c&6-8)

#124  
AUG. # 31

DESCRIPTION: 58 "public library" books on subjects not taught (special reference books & recent non-fiction)

BkGen2a

STEPS: 1) Dr. Wei asked me to select books for the General allocation; 7 of these I chose from the basic reference list in Shores' standard work on reference books; 43 I chose from the few hundred double-starred items in H.W. Wilson Co.'s Standard Catalog (basic list for a public library); all except 2 were cursorily reviewed by Dr. Wei.  
1c) I now estimate cost at \$185; General allocation.  
2-7) Regular procedure (L of C cards, publishers & Stech., sent direct).  
3c) 41 pre-1941 titles sent to Wuchang for checking June 3rd; 1 more to send now.  
6) 15 titles included in my book order #12 July 1; 1 more to order now.

REMAINING: 3c&6-8)

#125  
Sent. 2

DESCRIPTION: Not over 30 25/ books (assorted subjects) BkGen 2b  
STEPS: 1-7) My memo #4 to Dr. Wei asked that I be allowed to buy such informally as I found desirable titles, and explained in detail; Dr. Wei July 18 replied, "Please do what you consider wise, since the money involved is not much."  
1c) \$7.50; General allocation.  
5) From current price lists I find 24 titles that I can buy from 2 firms for this and BkLang 4 (see #74); I shall therefore order these by regular procedure through the bookstore at 281.  
REMAINING: 6-8)

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#126  
Sent. 2

DESCRIPTION: National Geographic Maps, indexes, & file volumes BkGen 2c  
STEPS: 1a) Taken together with N. G. maps given by Miss Washington, this amounts to 21 maps (4 of them linen) for wall use and a good atlas in the form of 2 volumes with maps and their indexes in the pockets; the latter can be easily revised as the N. G. Society puts out new maps in the coming years.  
1b) I selected these at the Society's headquarters, and talked the matter over fully with Dr. Wei.  
1c) \$17.75; General allocation.  
6) Covered by my book order #9 submitted June 12.  
REMAINING: 7-8) Material was to be sent to General Theol. Sem.

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#127  
Sent. 2

DESCRIPTION: U.S. Army Map Service maps, for walls & reference BkGen 2d  
STEPS: 1a&b) After I first mentioned to him the possibility of securing these, Dr. Wei reminded me at least once to see to it; the very big wall map of the world particularly interested Dr. Wei; I visited the headquarters in mid-June and selected 14 others; all these I described to Dr. Tregear July 9 and he approved July 16; further inquiries and correspondence resulted in his request Aug. 3 for a set of detailed maps on East China, which (I had warned him) will require my securing clearance from the Chinese Military Attache.  
1c) I estimate cost at \$17.50 (\$9 for the big map, \$3.50 for my selections).  
REMAINING: 4&6-8)

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#128  
Sent. 2

DESCRIPTION: 1 Italian Touring Club atlas BkGen 2e  
STEPS: 1a&b) I reported to Dr. Wei May 2 (?) that various top-flight map people in Washington praised this as the best atlas to date; Dr. Tregear July 16 concurred in purchase.  
1c) I now estimate cost at \$35; General allocation.  
4&5) Stechert May 24 told me that it could be ordered through them, although probably not bound; if gazetteer is not now available, I shall leave standing order with Stechert.  
REMAINING: 6-8)

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#129  
Sent. 2

DESCRIPTION: 3 atlases (8 vols.) BkGen 3  
13 maps or map sets for class use  
STEPS: 1a&b) Dr. Tregear sent the list along with BkHist 3 (see #82).  
1c) Dr. Tregear estimated £46.14.0 (\$190); General allocation since no special allocation for Geography, & maps etc. are General.  
5) I judged it best that Dr. Tregear buy these in England (see para. 7 of my memo #6 to Mr. Lyford).  
6) Dr. Tregear July 16 wrote that he had already ordered these; I submitted July 19 in my book order #13 a request that he be sent a draft to the above amount, but Mr. Fowler & Mr. Lyford July 23, noticing that Dr. Tregear had £50 for purchasing books, decided not to send the draft; notified of this, Dr. Wei Aug. 8 wrote, "Tregear's £50 is extra. I have written him that he may draw £47 from Slater for his purchases as agreed by you."

0489

#130  
Sept. 2

DESCRIPTION: 3 globes (1 world ordinary, 1 astronomical, 1 slate surface world for Geography teaching)

BkGen 4

- STEPS: 1a&b) Dr. Wei May 3 (?) suggested that I buy for the library an ordinary globe and an astronomical globe; Dr. Tregear June 20 added to his list of equipment needed the slate globe (12").
- 1c) The 2 globes are priced at \$40 total; General allocation.
- 2) I have decided, consulting the Mar Division of the Lib of Cong, that a 12" globe shows as much detail and is as useful as a larger one; I consider a cradle base (globe not attached) much handier for real use; Dr. Tregear Aug. 3 did not object to this.
- 4) In seeking out globes I have not run into any astronomical globe; pending further instructions I shall consider this unavailable.
- 5) Central Sci Co is willing to supply the other 2 globes (prices as above; slate globe is 16", since no 12" available).

REMAINING: 6-8)

#131  
Sept. 2

DESCRIPTION: List of 51 books and pamphlets for the cataloging department of a library (list prepared by Dr. Brown of the AmLibAss)

BkGen 5

- STEPS: 1) Dr. Wei May 23 (?) handed me this "Brief Bibliography" as a list of what I could buy; I was then hoping that a librarian would soon be appointed for Huachung and could decide on all that she would need; but I shall now act on this list.
- 1c) I estimate cost at \$75; General allocation.
- 2-5) As this involves no ambiguities or duplications, I propose to have the list put as it stands into hands of the 281 bookstore.

REMAINING: 6-8)

#132  
Sept. 2

DESCRIPTION: Catalogues and price lists to facilitate ordering of books and equipment from Wuchang.

BkGen 6

- STEPS: 1) I have mentioned the desirability of this to Dr. Wei and Mr. Lyford; Dr. Wei Aug. 8 wrote, "It is a good idea to send out to Wuchang all publishers' and second hand catalogues for future purchases of both books and equipment"; Mr. Fowler and Mr. Lyford have concurred in the advisability of buying the one very expensive item, H. W. Wilson Co.'s Cumulative Book Index, the big back volumes of which will permit efficient book ordering and also help in cataloging; most catalogs can be secured free; Dr. Wei has arranged for Blackwell's (Oxf.); I've asked the 281 bookstore to ask the American publishers to send, and I'll do the same for the big second-hand stores here; I have a number of equipment catalogs to send out and shall try to get Central Scientific's.
- 1c) I now estimate cost at \$400 (chiefly the CBI); General allocation.
- 6) One up-to-date bibliog. included in my book order #12 & already sent.

REMAINING: 4-8)

#133  
Sept. 2

DESCRIPTION: 42 titles, almost exclusively on the arts (3-page list, taken obviously from the ALA's printed list, headed "General Library", running from #716 to #774, with B. Russell's Hist. of Western Phil. added)

BkGen 7

- STEPS: 1) Dr. Wei in showing this to me May 23 (?) as just received from Huachung said that I probably had better not act on it; I commented that in my opinion the titles were too specialized for a school without a Department of Art, or until we have basic works in the field.

#134  
Sept. 2

DESCRIPTION: 2 books on Theology

BkSyTh 4

- STEPS: 1) Dr. Wei selected them from a new Schulte's (2nd-hand) catalog May 24.
- 1c) Cost \$1.57.
- 6) Request for purchase submitted May 25 as my order #6.

REMAINING: 7-8) The books are presumably at G.T.S.

0490

#135  
Sept. 14

DESCRIPTION: 71 books on Psychology (74 vols.)

BkPsych 1

STEPS: 1a&b) see #77 on this same requisition; Dr. Lo sent it to me Sept. 9.

1c) I now estimate cost at \$300; Psychology book allocation; Dr. Lo will order more but wishes these books to go out to Wuchang for use during the current year

2&4&5) Since on the list the titles are grouped according to publisher and seem accurately entered, I have decided, as I hoped I could, that there is no need to check them in the Lib Cong or in price lists; I am therefore not using cards, especially as most of the titles are recent and the out-of-print items, to go to Stechert, are not worth separating out initially.

3a&b) On simple inspection I find no duplications and shall rely on the check afforded by Miss Weatherbee's file.

3c) I assume Dr. Lo knows the holdings at Wuchang.

6) Submitted as my book order #21 Sept. 14.

7) Publishers are to send direct by registered book post.

REMAINING: 7-8)

see  
#77  
above

#136  
Sept. 14

DESCRIPTION: 6 Psychology periodicals (subscriptions):

BkPsych 2

Psych. Abstracts            Journal of Abnormal & Social Psych.

Psych. Bulletin            Am. Journal of Orthopsychiatry

Psych. Review              Mental Hygiene

STEPS: 1a&b) List sent me Sept. 9 by Dr. Lo together with BkPsych 1 (see #135).

1c) List bears prices totaling \$33.50; Psychology book allocation.

2) List recommends 2-year subscriptions; I decided on 1-year subscriptions since the other might raise difficulties under my present procedure and since the long-term handling of the University's subscriptions will have to be decided upon this fall anyway.

4-5) Regular procedure for subscriptions (via Forth office at 281)

6) Submitted as my book order #20 Sept. 14.

REMAINING: 8)

#137  
Sept. 14

DESCRIPTION: 91 Philosophy books

BkPhil 2

STEPS: 1a&b) Dr. Wei May 31 wrote me, "Miss Cline [Miss Myrtle A. Cline] of the library here [Union Theol. Sem.] is sending you a supplementary list of books on philosophy"; after I had managed to explain to her over the telephone what we wanted, in July (?), she sent me these titles Aug. 22 with some further advice.

1c) I now estimate cost at \$200; Philosophy allocation; as I remember it I suggested that she make up a much longer list; presumably this was all she had time to do.

3a) On first inspection I have deleted 28 titles as duplications with other requisitions, chiefly Dr. Wei's.

3c) I shall copy the list as it now stands for checking at Wuchang; Dr. Wei will thus have a chance to look at it and approve it.

REMAINING: 3c&2&4-8)

#138  
Sept. 14

DESCRIPTION: 3 subscriptions: Christendom, and Theology (SPCK), and International Review of Missions; and back volumes

BkChun 3

STEPS: 1a&b) Mr. G.F.S. Gray wrote me Aug. 14, "Dr. Francis Wei urges me to transmit to you a list of some suggested books that I should like to be in the CCC library"; his list included the above; I learned from Mr. Fowler Sept. 5 that Mr. Gray will be appointed (the letter said only that this was pending); Mr. Fowler approved action on the above.

1c) I estimate cost at \$15; Church History allocation, I assume.

3a) I shall report to Mr. Gray the purchase (see #65, BkChin 2b) of back vols. of the Int. Rev., and ask advice on the others.

4-6) Regular procedure for subscriptions (via Forth office at 281)

6) Included in my book order #17 Sept. 3

REMAINING: 8) on subscriptions and 4-8) on back volumes.

0491

#139  
Sept. 17

DESCRIPTION: 44 books on Church History BkChuH 4  
STEPS: la&b) Mr. Gray sent me this list Aug. 14 along  
with BkChuH 3, which see (#138).  
1c) I now estimate cost at \$140; Church History allocation.  
3b) I have already deleted 7 books (chiefly Muller bequest).  
3c) I shall list these titles (as they stand on Mr. Gray's  
list, to save time) for checking at Wuchang.  
REMAINING: 2-8)

#140  
Sept. 17

DESCRIPTION: Music, almost all for piano (118 items) BkMusic 4  
STEPS: la&b) List on 2 sheets dated Sept. 3 sent me by  
Mrs. Allen; Dr. Wei named her to requisition music;  
list includes 8 vocal items requested through her  
by Mrs. Anderson; Mrs. Allen made 3 changes Sept. 11.  
1c) Catalogue price totals \$151.95; Music book allocation.  
2-5) List was made up with care at Schirmer's; I saw  
no reason to doubt its accuracy or to think of buying  
elsewhere.  
6) Submitted as my book order #22 Sept. 14.  
7) Material to be sent by Schirmer registered bookpost.  
REMAINING: 7-8)

#141  
Sept. 17

DESCRIPTION: 20 albums of phonograph recordings BkMusic 5  
STEPS: la&b) Mrs. Allen sent me the list Sept. 11; Dr.  
Wei named her to requisition music (inc. General).  
1c) Catalogue prices total \$108 for Music book alloca-  
tion and \$22 for General (Gilbert & Sullivan albums).  
5) Mrs. Allen suggested ordering the 4 English albums  
in England; I shall ask Mrs. Anderson to do this; the  
rest can, I think, be bought most cheaply directly  
from Victor & Columbia; as Mrs. Allen plans to send me  
more titles, I'm delaying so as to have substantial orders.  
REMAINING: 6-8)

#142  
Sept. 17

see  
#121  
above

DESCRIPTION: 3 books for Mrs. Anderson's use now BkMusic 3  
STEPS: 1) On 2 of the books see #121 above on this requi-  
sition; Mrs. Allen Sept. 11 forwarded to me Mrs.  
Anderson's request for Stanley's Your Voice on the  
same basis (she will take it with her to Wuchang).  
1c) This changes my estimate of cost to \$8.  
6) Submitted as my book order #23 Sept. 17.  
REMAINING: 7-8) following up only.

#143  
Sept. 17

DESCRIPTION: 100 copies of the "Golden Book of Favorite BkMusic 6  
Songs" for community singing  
STEPS: la&b) Mrs. Allen req'd this in letter Sept. 11.  
1c) Catalogue cost is \$20; General book allocation.  
REMAINING: 2-8) I'll handle as part of next big book order.

#144  
Sept. 17

DESCRIPTION: 24 English Lit. books (360 copies total) BkWLang 7  
9 Eng. & Am. Lit. reference books  
STEPS: la&b) List forwarded by Dr. Bien Aug. 22, as just  
received from Miss Bleakley; marked in ink "New  
order 3 English Department"; Dr. Bien describes  
it as urgent, textbooks for next term. (Miss Bleakley's 1/3rd)  
1c) I now estimate cost at \$300; Western Languages alloc. ^  
REMAINING: 2-8) I plan to look for the first 24 at Barnes &  
Noble in New York, to get best cheap editions quickly.

0492



8469 Piney Branch Court  
Silver Spring, Maryland  
July 22, 1946

Dear Dr. Tregear:

Your letter of the 16th reached me this morning. I have not yet obtained any bids on three of the thermometers: grass minimum, solar radiation, and earth minimum. Are there possibly any other names for these by which they are better known in this country? All the other instruments seem available.

I talked to Mr. Lyford in New York two days ago about your purchase of maps and atlases, and he approved and forwarded my recommendation that you be sent directly the sum of \$47. You may expect to receive this before long. If, as your present letter suggests, you find that some of the maps and atlases are not to be had now, you may apply the balance to the purchase that I am going to ask you to make now -- my particular reason for writing you again so soon.

To continue, however, with your letter, the duplication between your purchases of books and mine will perhaps, as you suggest, work out well, since you say that most of the books you list will be in pretty constant demand. All the same, I should like to have a list of what you are getting. As I wrote you, I am holding forty of the titles on your list until I have a reply from China indicating which, if any, are in the library there. Any one of these can be deleted from my orders if you have already bought it. Next, I suggest that you look over your list and let me know of any that you would really like to have in more than one copy, whether for library or class use.

From my brief conversation with Dr. Wei on the subject, I have been assuming that all of the books bought would go into the University library and that there would be no departmental libraries apart from sections (by subject) of the University library. Dr. Wei agreed with my supposition that a large part of the textbooks needed by students could be found among the editions printed in China and presumably still available, but pointed out that any particular books required would best be bought in the West. Textbooks thus bought could be sold to the students, individually or one to a group of five or so students, or else held on reserve in the library's reading room for use by the class there.

I am offered for \$32.50 a 16" globe with slate surface and continents outlined in relief, pivoted on metal stand. Unless some other firm that is making a shipment for us comes forward with a 12" globe, I will buy that, for the greater surface seems likely to be an advantage to you.

I am not getting any wall maps of the Ancient World, aside from the National Geographic Society's map of Bible Lands. I have never used any historical wall maps, and have never seen any that really pleased me. There has been so much to do on other counts that since beginning this purchase work I have given no thought to the special needs of History.

The only detailed maps of the Hankow region available from the Army Map Service are the two that I am ordering, at 1:1,000,000. These belong to a set covering nearly all of China, and my thought was that these two would serve as samples of the set, so that you could later, if you wished, order more of the set. I remember noticing some of larger scale for stretches of

*Will write him  
to expect  
July 25th 1946*

0494

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the coast. I have just now called the Army Map Service and have been informed that these are 1:250,000 and are available only on application to Military Intelligence (described as merely a formality). --I have paused again and talked on the telephone with some people in Military Intelligence. They say that release of any of these will require approval of the Chinese Attache, which they think they can obtain but which I might get more speedily myself by approaching the Chinese Attache directly. I answered that before going to such lengths I should prefer to let you know exactly what these maps are, so that our request would be sounder and not need to be repeated. These are the maps:

China Proper 1:250,000

AMS L-531 & L-532 Northeast and Northwest -- a small strip  
(covering from the coast west into Shensi, part of Suiyuan)

AMS L-581 Southeast  
(covering the coast, from the above down to nearly Hainan)

AMS L-582 Southwest  
(covering 104°-112°, 20°-32°)

Each of these sets has of course a number of sheets, available (once the necessary approval is secured) from the Army Map Service at 25¢ a sheet. When you write me what you want of these, you may also indicate whether you wish any more of the 1:1,000,000 set (no approval of release needed); the two that I am today ordering would when fitted together have Wuchang almost in the center but one quarter down from the top -- i.e., one has Hankow in upper right and runs west, the other fits on to the east of it.

I'm glad that you have some GSGS maps; they cannot be released here. I'll order the Italian Touring Club atlas.

Now for the new request that I have to make of you. Mr. Fowler, since he once had charge of athletics at Wuchang, is my adviser on the purchase of athletic equipment. He feels that for soccer (Association football) better equipment is normally to be had more economically in England than here. He has suggested that I ask you to see if you can purchase the following:

- 12 soccer footballs (good average quality)
- 4 soccer footballs (better quality, for championship games)
- 16 bladders (extra, for the above)
- 2 pair of soccer goal nets

If you can buy them and have them sent to Wuchang, please let me know how much money I should send you. If you find that you cannot, for any reason, let me know and I shall buy them here.

I am sorry to hear that your hopes of sailing a month from now are disappointed. The news more or less coincides with the decision that I must plan on staying on here until the end of October, in order to complete the purchases that I have been asked to see to. You will still, in all probability, precede us to Wuchang. Catharine and I look forward greatly to seeing you when we arrive there. Thanks to this correspondence, we feel that we already know something of you. We hope that your weeks of waiting will be few and spent pleasantly and profitably.

Sincerely,

0495

Mr. Lyford. U.S.A.

Copy of letter sent to Cheeloo, Yenching, Hua Chung,  
Fukien, West China, Lingnan Universities, for your  
information.

25, Charles Street,  
LONDON. W.1

23rd. July. 1946.

Dear

Re: Equipment

You will, I feel sure, be wondering what we are doing about re-equipment. We are very busy with regard to this matter and are making two appeals, one to our 'Bulletin' constituency and one to industrial firms likely to be interested. Quite a fair number of readers of the Bulletin are responding and I hope that, within the next month or so, we may have a fairly considerable sum of money. So far, the response from the 'China-based' firms has been very small. These firms are faced with special difficulties at the present time. We are hoping, however, with a few days, to be able to send out appeals to a much wider group of firms, not necessarily China-based, but firms that will, in all probability, be interested in the China trade in the years immediately ahead. It has been quite impossible to get response in anything like time to enable you to rely on us for your immediate September needs. That means that you will already have bought quite a number of goods which were on your original lists which we have in this office. Under these circumstances, I am afraid the only course for us to take now is (1) to let you know as soon as possible in general, or in detail, the goods offered, (2) to hear from you as to the equipment and goods still needed, in order of priority. You may be able to refer to the lists already sent.

Two further points: (1) I am afraid that the possibility to which I referred in an earlier letter of getting goods from the Ministry of Supply and Ministry of Aircraft Production is not likely to come off. Priority has been given to Universities in this country and not to British linked Universities abroad. (2) One firm is prepared to offer 'reasonable quantities' of Borax and Boric Acid, such as is required by general and research laboratories, another, sample quantities of

Bichromate of Soda	Tin Oxide
Bichromate of Potash	Superphosphate
Sodium Chromate	Cadmin Sulphide
	Cadmin Oxide

This is only a very small beginning, but I shall be writing you, I hope, about many other and more valuable goods later, but please let me have a reply about these first.

We are purposely keeping money in this country in the meantime, so that we can purchase such goods as you require. If, however, you need money rather than goods, please let us know at once.

There are bound to be far greater delays here than in U.S.A. The needs for the replacement of goods damaged by the war are far greater and the supplies far smaller, but Firms are getting busier all the time and exports are increasing. Our staff here is very small and we may have to make special arrangements for the handling of what will I hope ultimately prove to be a big task, but one that will mean some substantially help to you. The appeal may continue for a long time.

Yours sincerely,

(signed) Noel B. Slater

COPY

*Answers letter  
of July 31*

0496

*Luca Ce V*

July 23, 1946

Mr. Oliver S. Lyford  
New Lease  
Jaffrey, New Hampshire

Dear Mr. Lyford:

I am very sorry I neglected to take care of the enclosed when you were here in the office this morning. Will you please endorse these and return two copies to me and keep one copy for yourself.

With kindest regards.

Very sincerely yours,

J. Earl Fowler

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JUL 26 1946

J. EARL FOWLER

8469 Piney Branch Court  
Silver Spring, Maryland  
July 24, 1946

Dear Mr. Fowler:

Here are two more orders, probably the last that you will look at before you go. The two or three others that are all ready to write out are small (a few dollars apiece) and offer no problems.

Thank you for forwarding the long letter from Dr. Wei. It is very good to hear at last from him in England. The receipt of his letter this morning led me to spend much of the morning writing a long letter to you which I was able to tear up when your own letter arrived this afternoon. I was thinking that you had perhaps not noticed what he said about my sailing in mid-September. It was good indeed to find that you not only had taken it in but also had been able to talk with Mr. Lyford about it and reach a decision. Catharine and I are grateful for this firm basis for planning out the weeks ahead.

The letter that I wrote out this morning was an outline of what could be done before a mid-September sailing, if you were going to instruct me to prepare for that. I sincerely hope that my inclination to get the present job done has not constrained you to decide against heeding Dr. Wei's request. My feeling of satisfaction over the visit to New York last week was in large part from feeling that I had talked out with Mr. Lyford and you what is to be done in enough detail and clearly enough for you two to make any such decision quite on its merits. After writing out the alternative, I am convinced that it makes more sense to see the job through before I leave.

Now I hope you and Mrs. Fowler will have a good vacation. You have settled so many of my problems and given me so much good advice by now that I think you need not worry about my getting into any difficulties while you are away. I think I shall visit New York once while you are gone, on our way up to New England, and then see you eight days after you return to work, rather than at the end of your first week back. But that will depend on how fast I get the book orders lined up. I'll have word waiting for you when you return to the office.

Sincerely,

Paul

0498

8469 Piney Branch Court  
Silver Spring, Maryland  
July 25, 1946

JUL 26 1946  
J. EARL FOWLER

Dear Mr. Fowler:

The enclosed draft perhaps deserves your scrutiny. What follows is only for your information, if you have time to look at it.

In hurrying off last night the two orders that were ready, I failed to answer your letter of Tuesday adequately. I wrote on Tuesday, airmail, to Mr. Anderson that the 100 £ was being transferred to his account with the Midland Bank, in accordance with his suggestion. I also wrote to Mr. Tregear to expect the ~~47~~ 47 odd £. I'll write again to him today to correct that statement -- I'm having quite a busy airmail correspondence with him. He is to report to me what he finds he has to spend for the soccer equipment, and I've asked for a list of the books that he is buying. Perhaps because he felt it was spilt milk, he wrote me that the duplication between his and my purchases from his short list might be all to the good, as the books are likely to be in steady demand. Since nearly all my buying <sup>is</sup> held up waiting for the reply from China, I urged him to give me the list and let me know, after consideration, which on it (his list of purchases) he really would want in two copies.

*Miss Olson* | Here is something that Miss Olson may be able to attend to soon. If J. L. Hammett has sent you invoices, or as soon as they come in, two copies (or three if you receive more than five) should be sent without delay to Mr. William Liggett of Arthur H. Thomas Co., unless the letter from Hammett indicates that they are not after all sending their material to Liggett for shipment as arranged. The same will be necessary when invoices arrive from the Edmund Salvage Company (see Equipment Order #11).

When Miss Weatherbee gets back, she should be informed that the bookstore has for her a copy of each invoice listing books purchased. They may or may not have sent the copies up to her for her carding.

Best wishes again for your vacation.

Sincerely,

*Paul*

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July 26, 1946

Dr. Paul L. Ward  
8469 Piney Branch Court  
Silver Springs, Maryland

My dear Paul:

I hate to put anything additional on your shoulders, but I am wondering if in your travels in looking for other equipment you or Catherine would be interested in trying to purchase a lady's wristwatch with some kind of a bracelet and a man's pocket watch, standard make, at about thirty-five dollars, (\$35.00), each. If necessary, we could go as high as fifty dollars, (\$50.00). This request is from Venetia Cox for two of their teachers at St. Hilda's School. The charge will be made against Miss Venetia Cox's salary account.

If you just can't take on this extra responsibility don't hesitate to let me know. I will probably ask you or someone else to take them out when they have been purchased.

I hope to clean everything up and get away today. Your recent orders have been received and taken care of. I had a telephone call from Krakauer this morning saying that Mrs. Allen had selected another piano and I gave them my approval of the order. Unfortunately, they only have one at this time. I told them we would like another one just as soon as possible and to keep Mrs. Allen informed so that she can test it as soon as possible after they have one. I have given them my O.K. for another one so that if one comes along in my absence it can be taken care of.

I hope you will be getting away soon for a couple of weeks rest.

Very sincerely yours,

J. Earl Fowler

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PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 26, 1946

#7

TO: Mr. Oliver S. Lyford

FROM: Paul Ward <sup>SW</sup>

SUBJECT: Decisions on my sailing date and schedule

1. In a letter to you dated July 13th, I suggested that the question of how much I could get done before leaving for China should be subordinated to the question of to whom I should then turn over my responsibilities. You and Mr. Fowler, during our conversations in New York the 18th, 19th, and 20th, made it plain that you know no person here to take over these responsibilities and that the only efficient procedure will be to continue to have the requisitions in final order when they reach New York for action by Mr. Fowler's office.
2. The conclusion we reached from this is that from the time that I cease work here the tasks of validating requisitions, eliminating ambiguities and duplications, determining what is to be had, and deciding on the firms to order from, will have to be done as far as possible at Wuchang. You and Mr. Fowler indicated that you will count on my experience in the past weeks to aid, once I am at Wuchang, in the preparations of requisitions there. I consider myself responsible, therefore, to see that all useful catalogues are sent to Wuchang; with good catalogues, indeed, the work of preparing requisitions can for the most part be done more efficiently at Wuchang than here. I also consider myself responsible for drawing up instructions to guide any faculty member in this country who will be preparing requisitions here after my departure. But at Wuchang my role, as I see it, will be to provide advice and information when I am asked, since the department chairmen and Dr. Wei can make all decisions; information from my file folders and card boxes, which I expect to carry out with me, will be needed no matter how full and clear my reports may succeed in being.
3. Since the requisitions already sent me have not been in form for ordering, according to the standards developed in the past weeks, and since to delay action on those not yet placed as orders by referring them to Wuchang would seem wholly unwarranted, you and Mr. Fowler have decided that I should complete work on these before preparing to sail. I have estimated tentatively for you that to do this, and to procure catalogues and pack gifts, will take me five weeks from this date. I have spent the past few days largely on preparing orders for Mr. Fowler to place before going on his vacation. The next few days I must spend in finishing my reports on all requisitions, upon completing which I will make a sounder estimate of the work ahead by totaling the work yet to be done on the requisitions taken separately.
4. For family and personal reasons it seems advisable for me to take my family to Massachusetts on a two-weeks vacation in the middle of August. I myself will spend half my time on clerical and book-keeping work that must be done if my final weeks of work are to go smoothly and that I expect to have no time to do, even if they could be deferred, on the boat or in the busy weeks of settling down to teaching and life at Wuchang. I expect also to have at least one leisurely talk

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with you, since I shall be near by, during my two weeks in New England. Mr. Fowler's vacation makes this a good time for suspending briefly my regular work.

5. The estimated five weeks of steady work, broken into by my two weeks away, are meant to bring the purchasing program to the point where I am myself no longer the bottleneck, as to put it frankly I have been and still am. I have said, and you have agreed, that from that point until date of sailing I should keep things moving in the purchasing program, seeing to new requisitions and completing action on others which have been held up by delays beyond my control. In other words, a part of my time should remain devoted to Huachung work, as occasion arises, at the same time that most of it is turned to personal preparations for the departure of myself and family. My wife and I have both been doing all in our power to speed up the purchasing, so that nearly all our personal preparations (except some family and personal affairs to be seen to in our vacation) will remain to be attended to when I have finally done all that can immediately be done on the purchasing. My estimate is that the three to four weeks for personal preparations must be increased to six weeks to allow for simultaneous work on requisitions and related matters up to the sailing date.

6. Adding together the three periods, of steady work, vacation, and personal preparations, I have estimated that I shall not be ready to sail until about the 25th of October, thirteen weeks from now. Before I left New York on Saturday, you and Mr. Fowler had both approved this estimate and the reasoning behind it. On ~~Wednesday~~ I received a letter from Dr. Wei saying that my departure should not be delayed beyond the middle of September, but the next mail brought a letter from Mr. Fowler saying that I must disregard this, since you and he had talked it over on Tuesday and were insistent on my staying to carry out the work in hand. I hope that when Dr. Wei receives his copy of this memorandum he will understand better the decision reached by you and Mr. Fowler. Until I have other instructions I shall proceed on the basis of what I have here put down for the record.

cc: Dr. Francis Wei  
Mr. J. Earl Fowler ✓  
Mr. John Greiner

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Mr. Fowler (17)

The Rt. Rev. H. St. George Tucker, D.D., Presiding Bishop and President

# NATIONAL COUNCIL + Protestant Episcopal Church

The Rev. Franklin J. Clark, D.D.  
Secretary

The Rev. James Thayer Addison, D.D.  
Vice-President

Lewis B. Franklin, D.C.L.  
Treasurer

CHURCH MISSIONS HOUSE, 281 FOURTH AVENUE, NEW YORK 10, N. Y.

## OVERSEAS DEPARTMENT

The Rev. James Thayer Addison, D.D., Director  
J. Earl Fowler, Assistant Secretary  
The Rev. A. Ervine Swift, Assistant Secretary

July 26, 1946

J. G. Vaughan, M.D., Medical Adviser  
150 Fifth Avenue, New York 11, N. Y.

Paul Ward tells me that shortly before leaving for England Dr. Wei asked him to arrange a small cooperative venture to see that certain toilet supplies reach members of the faculty of Huachung who are staying in China without any furlough or trip abroad. It seems to me that you may be one of those willing to help out in this venture, and I am, therefore, sending to you a copy of this letter which he has drafted for me.

Because of the customs barrier against bringing in toilet supplies, the only way to get such things to the faculty members who are staying on after returning from Hankow is, Dr. Wei said, for those who are going out to Hankow and Wuchang to take some extra along with them through the customs. Thinking over the various kinds of articles, Dr. Wei decided that the only ones clearly needed were toilet soap and tooth paste. He felt that equivalents for neither could be picked up locally, and that the lack of either would be in a sense serious.

The suggestion is, therefore, that you pick up an extra supply of toilet soap and tooth paste as you lay in your own supplies, and earmark the extra supply for the Huachung community pool. A dozen cakes of soap and half a dozen tubes of tooth paste would go a long way if each of those who are going in the next two or three months takes that much. But the amount that each shall take must be left to the individual circumstances. Several who have been in touch with those who have stayed on in China are undoubtedly already planning to take along extra supplies of these things, and the amount, added to what you will be taking along for yourself, cannot be more than can be inconspicuously distributed in different parts of your baggage.

It seems much simpler for you, if you can act on this suggestion, to buy the articles yourself and be reimbursed upon arrival. But

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Dr. Wei wanted it clearly understood that those who helped out in this venture should bear only the responsibility of carrying the articles. So when you buy them, please let me know what you have bought and the cost. Mr. Ward or I will send to Dr. Wei a report listing what each person has advanced, so as to insure that each is reimbursed. If anything happens enroute to what you have bought for this venture, you will be reimbursed just the same. Dr. Wei was specific on this point.

I hope that you will agree with me that this request by Dr. Wei is not much of an imposition and is well worth carrying out. Please send your reply to Dr. Paul Ward, 8489 Piney Branch Court, Silver Spring, Maryland.

Very sincerely yours,

J. Earl Fowler

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PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 26, 1946

#7

TO: Mr. Oliver S. Lyford

FROM: Paul Ward <sup>ew</sup>

SUBJECT: Decisions on my sailing date and schedule

1. In a letter to you dated July 13th, I suggested that the question of how much I could get done before leaving for China should be subordinated to the question of to whom I should then turn over my responsibilities. You and Mr. Fowler, during our conversations in New York the 18th, 19th, and 20th, made it plain that you know no person here to take over these responsibilities and that the only efficient procedure will be to continue to have the requisitions in final order when they reach New York for action by Mr. Fowler's office.

2. The conclusion we reached from this is that from the time that I cease work here the tasks of validating requisitions, eliminating ambiguities and duplications, determining what is to be had, and deciding on the firms to order from, will have to be done as far as possible at Wuchang. You and Mr. Fowler indicated that you will count on my experience in the past weeks to aid, once I am at Wuchang, in the preparations of requisitions there. I consider myself responsible, therefore, to see that all useful catalogues are sent to Wuchang; with good catalogues, indeed, the work of preparing requisitions can for the most part be done more efficiently at Wuchang than here. I also consider myself responsible for drawing up instructions to guide any faculty member in this country who will be preparing requisitions here after my departure. But at Wuchang my role, as I see it, will be to provide advice and information when I am asked, since the department chairmen and Dr. Wei can make all decisions; information from my file folders and card boxes, which I expect to carry out with me, will be needed no matter how full and clear my reports may succeed in being.

3. Since the requisitions already sent me have not been in form for ordering, according to the standards developed in the past weeks, and since to delay action on those not yet placed as orders by referring them to Wuchang would seem wholly unwarranted, you and Mr. Fowler have decided that I should complete work on these before preparing to sail. I have estimated tentatively for you that to do this, and to procure catalogues and pack gifts, will take me five weeks from this date. I have spent the past few days largely on preparing orders for Mr. Fowler to place before going on his vacation. The next few days I must spend in finishing my reports on all requisitions, upon completing which I will make a sounder estimate of the work ahead by totaling the work yet to be done on the requisitions taken separately.

4. For family and personal reasons it seems advisable for me to take my family to Massachusetts on a two-weeks vacation in the middle of August. I myself will spend half my time on clerical and book-keeping work that must be done if my final weeks of work are to go smoothly and that I expect to have no time to do, even if they could be deferred, on the boat or in the busy weeks of settling down to teaching and life at Wuchang. I expect also to have at least one leisurely talk

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with you, since I shall be near by, during my two weeks in New England. Mr. Fowler's vacation makes this a good time for suspending briefly my regular work.

5. The estimated five weeks of steady work, broken into by my two weeks away, are meant to bring the purchasing program to the point where I am myself no longer the bottleneck, as to put it frankly I have been and still am. I have said, and you have agreed, that from that point until date of sailing I should keep things moving in the purchasing program, seeing to new requisitions and completing action on others which have been held up by delays beyond my control. In other words, a part of my time should remain devoted to Huachung work, as occasion arises, at the same time that most of it is turned to personal preparations for the departure of myself and family. My wife and I have both been doing all in our power to speed up the purchasing, so that nearly all our personal preparations (except some family and personal affairs to be seen to in our vacation) will remain to be attended to when I have finally done all that can immediately be done on the purchasing. My estimate is that the three to four weeks for personal preparations must be increased to six weeks to allow for simultaneous work on requisitions and related matters up to the sailing date.

6. Adding together the three periods, of steady work, vacation, and personal preparations, I have estimated that I shall not be ready to sail until about the 25th of October, thirteen weeks from now. Before I left New York on Saturday, you and Mr. Fowler had both approved this estimate and the reasoning behind it. On Wednesday I received a letter from Dr. Wei saying that my departure should not be delayed beyond the middle of September, but the next mail brought a letter from Mr. Fowler saying that I must disregard this, since you and he had talked it over on Tuesday and were insistent on my staying to carry out the work in hand. I hope that when Dr. Wei receives his copy of this memorandum he will understand better the decision reached by you and Mr. Fowler. Until I have other instructions I shall proceed on the basis of what I have here put down for the record.

cc: Dr. Francis Wei  
Mr. J. Earl Fowler  
Mr. John Greiner

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PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 27, 1946

#8

TO: Mr. Oliver S. Lyford

FROM: Paul Ward

SUBJECT: Financial summary

1. The following brings up to date the "Review of Expenditures" dated July 4th and attached to my memorandum # 5 to you:

<u>Order no.</u>		<u>Purchase</u>	<u>Shipment</u>
<b>Equipment</b>	reported July 4, 1946	\$17,244.83	.00
(#1)	Typewriters to Shanghai		60.76
# 6	Steel files (firm cannot supply)	-622.52	
# 9	Athletics: basketb., volleyb., tennis	432.45	
# 10	Physics: resistors & condensers	142.20 est.	
# 11	Physics: war surplus lenses	60.20	
	Total	<u>17,257.16</u>	<u>60.76</u>
<b>Books</b>	reported July 4, 1946	5,550.66	13.25
# 2-5	Physics and Math. textbooks to Shanghai		12.28
(#5a)	Books on China from Orientalia, "		48.93
# 12	Various (as sample, the 1st 113 billed)		30.04
# 13	\$100 for music purchases in England	405.00 est.	
# 14	File of Int. Review of Missions	76.24	
# 15	Books on China from Orientalia	190.00 est.	
# 16	Books for conditioned English classes	85.00 est.	
		<u>6,306.90</u>	<u>104.50</u>
<b>Special (out of budget item for furnishings)</b>			
# 1	Steel book stacks for library	2,645.00	750.00 est.

2. I wish to confirm with the following table the estimate I gave you a week ago of the expected use of the \$100,000 for books and equipment:

	<u>Books</u>	<u>Equipment</u>
At New York to mid-October (PL Ward responsible)	\$21,739.00	\$25,000.00
shipment on these purchases	3,261.00	5,000.00
At Wuchang (see paragraph 5 below)	2,105.00	2,000.00
At New York next winter & later (Wuchang directing)	28,604.00	6,667.00
shipment on these purchases	<u>4,291.00</u>	<u>1,333.00</u>
	<u>60,000.00</u>	<u>40,000.00</u>

H.B. My special authorization for the purchase of steel stacks is not included in these figures; see last item in preceding table.

3. To cover shipment costs I am allowing 15% of purchase cost on books, and 20% of purchase cost on equipment. I am hoping that this will be sufficient, but

I cannot feel sure, especially as the costs of forwarding freight shipments from Shanghai to Wuchang will have to be fitted in here. My guess is that the 15% for books will be ample; from the invoices of the first 113 books billed by publishers as sent on Book Order #12, postage seems to have run to only \$30 on a purchase cost of about \$400, or 7½%. But in general I feel that having placed an order I should not risk underestimating the cost of shipping to which we are then obligated.

4. At your request I have removed from my figures for funds available the sums in reserve for the School of Science (see my memorandum #2 to you of April 27th, paragraph 2). This has the effect of making the expenditures for Biology equipment much larger than the allocation, but as the Chemistry Department has asked for much less than its allocation for equipment I shall assume that the Chemistry allocation can carry the excess for Biology in return for an equivalent transfer from Biology to Chemistry in the reserve funds account, which I assume you expect to unblock after a few months.

5. The sums to be expended at Wuchang (see second table above) deserve to be explained individually:

a) Dr. Wei had me set aside one half of the allocation for books on Chinese History and Literature for spending in China on books in Chinese. The ½-allocation is \$1830, but to it should be added the 15% normally reserved for shipment as not needed in this case, making \$2105.

b) Dr. Bien's list of Physics equipment required (sent February 1st), which I regard as to be covered as far as possible out of the \$40,000 for equipment, has the following item marked "1946": "1 gas-generating plant (for School of Science) to be built by staff \$1000.00". It also has in List A marked "Immediate Need" the following: "US \$600-1000 for making ... apparatus ... in our own shop".

In my next letter to Dr. Bien I shall say that I have called these items to your attention at last and that you will presumably be authorizing expenditure for these items at Wuchang.

6. The figures given in the second table for purchases in New York after my departure represent what is left. If your negotiations on the subject of machine shop equipment (for which you estimate \$4000) arrive at the point of purchase before I leave, the balance on the equipment side will be very small, especially as \$1000 of the balance is reserved for Psychology equipment to be selected by Professor Lo, who will, I assume, select no books or equipment until later in the academic year. A much larger sum will remain to be spent on books, but I assume that the faculty at Wuchang will not be sending in book lists of any size or in numbers until they have more catalogues and time to work through them.

cc: Dr. Francis Wei  
Mr. J. Earl Fowler  
Mr. John Greiner ✓

## PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

#8  
#8

July 27, 1946

TO: Mr. Oliver S. Lyford

FROM: Paul Ward

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shipment on these purchases	4,291.00	1,333.00
	<u>60,000.00</u>	<u>40,000.00</u>

N.B. My special authorization for the purchase of steel stacks is not included in these figures; see last item in preceding table.

3. To cover shipment costs I am allowing 15% of purchase cost on books, and 20% of purchase cost on equipment. I am hoping that this will be sufficient, but

0509

I cannot feel sure, especially as the costs of forwarding freight shipments from Shanghai to Wuchang will have to be fitted in here. My guess is that the 15% for books will be ample; from the invoices of the first 113 books billed by publishers as sent on Book Order #12, postage seems to have run to only \$30 on a purchase cost of about \$400, or 7½%. But in general I feel that having placed an order I should not risk underestimating the cost of shipping to which we are then obligated.

4. At your request I have removed from my figures for funds available the sums in reserve for the School of Science (see my memorandum #2 to you of April 27th, paragraph 2). This has the effect of making the expenditures for Biology equipment much larger than the allocation, but as the Chemistry Department has asked for much less than its allocation for equipment I shall assume that the Chemistry allocation can carry the excess for Biology in return for an equivalent transfer from Biology to Chemistry in the reserve funds account, which I assume you expect to unblock after a few months.

5. The sums to be expended at Wuchang (see second table above) deserve to be explained individually:

a) Dr. Wei had me set aside one half of the allocation for books on Chinese History and Literature for spending in China on books in Chinese. The ½-allocation is \$1830, but to it should be added the 15% normally reserved for shipment as not needed in this case, making \$2105.

b) Dr. Bien's list of Physics equipment required (sent February 1st), which I regard as to be covered as far as possible out of the \$40,000 for equipment, has the following item marked "1946": "1 gas-generating plant (for School of Science) to be built by staff \$1000.00". It also has in List A marked "Immediate Need" the following: "US \$600-1000 for making ... apparatus ... in our own shop".

In my next letter to Dr. Bien I shall say that I have called these items to your attention at last and that you will presumably be authorizing expenditure for these items at Wuchang.

6. The figures given in the second table for purchases in New York after my departure represent what is left. If your negotiations on the subject of machine shop equipment (for which you estimate \$4,000) arrive at the point of purchase before I leave, the balance on the equipment side will be very small, especially as \$1000 of the balance is reserved for Psychology equipment to be selected by Professor Lo, who will, I assume, select no books or equipment until later in the academic year. A much larger sum will remain to be spent on books, but I assume that the faculty at Wuchang will not be sending in book lists of any size or in numbers until they have more catalogues and time to work through them.

cc: Dr. Francis Wei  
Mr. J. Earl Fowler ✓  
Mr. John Greiner

SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 29, 1946

#6

TO: Dr. Francis Wei

FROM: Paul Ward <sup>EW</sup>

SUBJECT: Scheme for the allocation of funds among departments

1. The scheme of departmental allocations that I am currently using was made up first by you on March 21st, and filled out with the names of the persons asked to supply requisitions on April 14th. You revised it at a few points in the weeks before you left for England. I have assumed that further revisions would be needed, and you may by now have seen reason for some. Certainly when you reach Wuchang you should be in a position to explain the scheme and decide on changes, in talking with department chairmen. I accordingly am glad to carry out here Mr. Lyford's suggestion that I write out the scheme in detail for you, as it now appears on my work sheet.

2. I find it helpful to distinguish three purposes served by this scheme:

a) To indicate the size, in terms of financial cost, of the requisitions to be made by each faculty member asked, as a guide to the latter in making them. This simple purpose is served when the faculty member is informed of the size of the allocation, or of the part of it earmarked for him or her. I have, I believe, notified each of the faculty members in this country and in Britain who have been asked to make up requisitions. I have left to you all correspondence on this matter with the faculty at Wuchang. There may be something to be done on these lines when you arrive there.

b) To limit my responsibility of reporting the size of requisitions made, to cases where these are out of line with what you have indicated. For example, I recently reported (first three paragraphs of memo #3 to you) that the allocations for Systematic Theology, Chinese History and Literature, and Western Languages (aside from Miss Bleakley's portion) were about to be exceeded, and I have today reported (paragraph 4 of memo #5 to you) that the allocation for Old Testament Studies is being only about one-fifth covered by Mr. Starratt. I shall continue to report to you such developments, but shall not hold up purchasing because allocations are being exceeded, since in your letter of July 18th (specifically confirmed on this point by your letter of July 22nd) you say: "Since we can't get all the books in some departments we may well allow more for those the books for which are now available and make the adjustment later when allocation of funds is made again." This statement should not, I judge, free me from the slight task of estimating the cost of each requisition received, of keeping running totals for each allocation, and of reporting to you and the faculty members concerned cases where the totals are out of line with the scheme.

Note: Your letter of July 22nd puts the basic consideration most forcefully: "We have money but can't get books." I should like to make clear that the reason, above all, that we can't get books is that requisitions have not been made. Let me explain:

(1) Some books are now unavailable, but as we are starting, not completing, the rebuilding of the library we can afford to

0511

drop from consideration the 15% to 35% unavailable out of any department's needs and use the money available to buy further books desired. Here the two major bottlenecks in my procedure are in point: the fact that by a decision early in June I have since then concentrated on equipment and put only 2 or 3 days on book matters (my wife has done the spade work), and the delay in waiting for answers from Wuchang on the lists to be checked there (none yet on the list sent June 3rd). If it were not for the latter delay, I could have known some weeks ago roughly how much of Mr. Allen's list for Western Languages was unavailable, and my question of the possible exceeding of its allocation might well have been unnecessary.

(2) The regular procedure for purchasing books seems to be yielding good results. Of the roughly 800 volumes in Book Order #12, I determined that some 200 must be purchased abroad or in second-hand stores, and I judge that Stechert should be able to furnish some 50 of these at least. Of the remaining 600 it looks as if we shall get all but about 50. Invoices received by the time I last was in New York showed six reported out of print out of 144 ordered, and I estimate an additional six that are also out of print but not mentioned on the invoices. So the maximum number unavailable seems to be 25% of Book Order #12. Stechert should do somewhat better by us, and if it does not do as well I shall have to work out another procedure.

(3) My feeling is that the requisitions have been so slight for books (about \$15,000 in purchase cost to date) because the attempt has been to list the books most needed, rather than to select from lists of what is available what it would be good to have. The latter procedure, because of the need for the best possible collection in the field, has been followed in making up the requisitions for Chinese History and Literature. If, as you say, we can look forward to spending much more than the \$60,000 on books, the latter procedure should perhaps be followed for other fields. In this case should I not, besides sending out publishers' catalogues, arrange that for the next six months or so second-hand catalogues be sent air-mail to Wuchang upon issuance, for each of the fields in need?

c) To assure the faculty members that in the final reckoning the funds will have been equitably distributed to the various fields. Since we expect that more funds will be allocated later, this requires only that I keep detailed record of the cost of individual purchases. In the case of books, the entry of purchase cost and shipment cost on the back of each card takes some time, but it will permit shifting books from one allocation to another with almost no bother, and so make possible a really satisfying end result of the scheme of allocations.

3. The allocations made of the \$40,000 for equipment were as follows:

a) For General uses, \$10,000 was set aside. This covers not only equipment for the college offices and student life (e.g., athletic equipment) but also the small items of equipment for the various departments outside the School of Science. Aside from the \$1000 reserved for the Psychology Department, no fixed sums were allocated to specific departments out of this \$10,000.

b) The remaining three

b) The remaining \$30,000 was allocated to the Departments of Physics, Chemistry, and Biology. You decided in May that, because of the higher capital outlay required for Physics equipment, this should be divided on the basis of an 8:5:5 ratio. Indicating separately the two items for expenditure in China at Dr. Bien's request (on his Physics list of February 1st) and setting aside 20% within the rest for expert crating and shipment costs to China, these are the figures:

School of Science	\$1,000	(for gas-generating plant)
Physics (in U.S.)	9,908	-- about \$5,000 being spent* (not inc. machine shop)
" (in China)	1,000	
Chemistry (in U.S.)	6,713	-- \$4,145 being spent*
Biology " "	6,713	-- about \$10,000 being spent*
shipment from "	4,667	
	<u>\$30,000</u>	

It should be noted you agreed to help out further with the Physics equipment needs by assigning \$3000 of them to the gift to be made by the American Council on Education.

4. The \$60,000 for books is allocated as follows: (Reviewing the fields, you arrived at a total of  $14\frac{1}{4}$  normal departmental allocations; subtracting from the \$60,000 the 15% or \$7,826 for shipment I divided by  $14\frac{1}{4}$  and arrived at \$3660 as the normal departmental allocation.)

Field	Allocation	Person	To spend	
Chinese History & Literature	\$3660	Dr. Beaver	\$1830	-- largely accounted for*
Western Languages	\$3660	Faculty at W.	1830	+ 275 (since to buy in China)
		Miss Bleakley	1220	-- c. \$100 r'd so far*
		Mr. Allen, Miss Hutton, Faculty at W., & Mrs. Lo	2440	-- largely accounted for*
History	\$3660	Mr. Ward	1000	-- all lists in
		Dean Constantine	2660	-- nothing r'd*
Sociology	\$1830	Dr. Wei (?)	1220	-- " "
		Faculty at W.	610	-- " "
Economics	\$5490	Faculty at W.	5430	-- " "
		Dr. Tregear	60	-- list in*
Philosophy	\$1830	Dr. Wei	1830	-- c. \$450 r'd so far*
Psychology	\$1830	Prof. Lo	1830	-- nothing r'd*
Xy: Old Testament	\$1220	Mr. Starratt	1220	-- c. \$225 r'd*
New Testament	\$1220	Mr. Starratt	1220	-- practically filled*
Church History	\$1220	Dr. Beaver	1220	-- misc. items \$343*
Syst. Theology	\$1220	Dr. Wei	815	-- \$980 r'd so far*
Religious Educ.	\$1220	Faculty at W.	405	-- nothing r'd*
Liturgies	\$1220	Faculty at W.	1220	-- \$300 r'd so far*
Religions	\$3660	Dr. Beaver	1220	-- nothing r'd*
		Dr. Beaver	2440	-- c. \$1160 r'd so far*
		Faculty at W.	1220	-- nothing r'd*
Biology	\$1830	Faculty at W.	1830	-- c. \$750 r'd so far*
Physics	\$1830	Faculty at W.	1830	-- c. \$870 r'd so far*
Chemistry	\$1830	Faculty at W.	1830	-- c. \$600 r'd so far*
Mathematics	\$915	Faculty at W.	915	-- c. \$300 r'd so far*
Education	\$3660	Faculty at W.	3600	-- c. \$200 r'd so far
		Dr. Tregear	60	-- list in*
Music	\$1830	Mrs. Allen	1225	-- c. \$250 r'd so far*
		Mrs. Anderson	405	-- money sent her
General	\$7320	Mr. Ward		-- c. \$1100 r'd so far*
		Library tools list		-- c. \$65
		Mrs. Allen		-- c. \$25 r'd so far*

\* These comments on the right are current estimates, subject to change  
copy for Mr. Fowler

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JUL 31 1946

8469 Piney Branch Court  
Silver Spring, Maryland  
July 29, 1946

J. EARL FOWLER

Dear Miss Olson:

I have just now received from Professor Lo a letter asking about my movements in the next few weeks, since he wishes to see me before I sail. I would like to see him before I ~~going~~ go up to Massachusetts, since he may have information worth talking over with Mr. Lyford at Jaffrey ( $\frac{1}{2}$  hour north of my parent's home). Mr. Lo wrote that he was going to New York almost at once. On the chance that he may be at 281 before my letter of reply written just now can reach him, I must hurry to you a statement of my plans with dates.

Subject to news that it will not be convenient for my parents, of course, I now plan to take the two weeks of vacation from the 10th to the 25th of August. I plan to be at 281 on the 8th and 9th, and on the 26th and 27th and 28th. The latter is 2 or 3 days later than Mr. Fowler suggested, but I feel that I should have an order for books ready before I leave here next. Unless you hear from me again on this, you may expect me on these dates.

Thank you very much for the carbons of the letters placing the orders. They are the most satisfactory notification that the orders have gone in. When I come up I shall be interested to pick up details about the pianos bought since I last was in the office. You can tell Mr. Fowler that as I am to buy two lady's wrist watches for Dr. Wei, it will not be much extra trouble to buy the two watches ~~fx~~ requested by Miss Cox. I have looked forward to buying them if possible at Wanamaker's, with the discount, and as long as there is a chance that Catharine will do her shopping at Wanamaker's I'm waiting for her help in selecting. Our own purchasing waits until the purchasing load is lighter -- after September 13th by my present estimate -- but we may be able to free Catharine for a day's shopping before then, if the work on book lists goes well. So will you please select a date by which you think the two watches for Miss Cox should be bought?

Thank you for sending out the soap and tooth paste letter. You will find enclosed several things for Mr. Fowler's files and other minor matters. I hope that you are not swamped with work.

Sincerely,

Paul Ward

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SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 29, 1946

#5

TO: Dr. Francis Wei

FROM: Paul Ward <sup>pw</sup>

SUBJECT: Miscellaneous current matters

1. In your letter of July 18th you answer my questions of July 10th on the movie camera (paragraph 9 of memorandum #3 to you) by saying: "The movie camera is only for publicity. Get what is necessary for that purpose without spending too much on it."

I take this to be approval of my argument for the \$400 outfit, qualified by the need for economy. The only reason that I have been considering the expensive outfit is that it will be for publicity; an amateurish film with the usual defects is fine for old friends but useless, they tell me at 281, for publicity. Mr. Fleischman of the Forth office has suggested that I talk with a friend of his, a specialist in such movie work at Willoughby & Co. The buyer of photographic outfits in the promotion office assures me that I could not hope to get better advice elsewhere. When next in New York I shall see this man at Willoughby's and ask him whether the extra expense of getting the \$400 outfit will presumably pay for itself in better films for publicity. If he has any doubts on this, I shall order instead a cheaper outfit that he can recommend as an economical investment for us.

I find that the \$400 is retail price, whereas we are offered the wholesale price in buying through the National Council from Bell & Howell.

2. In paragraph 12 of my memorandum #3 to you, I mentioned that it was decided to defer purchasing any study units from Snead & Co. I now can report for your information that each study unit would cost \$100.00 and amount to 7 cubic feet boxed. I therefore estimate the cost per study unit delivered to Wuchang at nearly \$120.00.

3. Thank you for the lists of books that you have purchased in London for the library. Among the Far Eastern books, only four had already been bought from Orientalia, and some twelve appeared on lists for purchase here and could be deleted from these lists before I ordered. The list of E.P.M. books that you bought, sent me by Mr. Slater, unfortunately bears only abbreviated titles. I have tried to identify these, and Catharine has just now telephoned me from the Library of Congress that with one or two exceptions they prove impossible to identify. I think that very little duplication is likely to result.

4. Mr. Starratt sent me two weeks ago a list of books that he recommended for the field of Old Testament Studies. He had tried to get help from Dean Taylor of ETS and Dr. Pfeiffer of Harvard, but neither of them came through with any real help. The best that he could do was to indicate, as he said, "books I know by personal acquaintance to be worthwhile." His list amounts to about 75 books. In thanking him for it I said that it would help fill a gap until a specialist in the field joins the faculty.

5. On the 20th I called to Mr. Lyford's attention the line in your letter to me of April 24th that said: "Hold the power plant. Mrs. Coe ... says that there is electricity and running water on the college campus." Since then I have done nothing about securing a power plant, but Mr. Lyford may wish to raise the question anew.

cc: Mr. Lyford, Mr. Fowler ✓

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SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

July 10, 1946

#4

TO: Dr. Francis Wei

FROM: Paul Ward <sup>SW</sup>

SUBJECT: Purchase of twenty-five cent books for the library

This is a rather small matter, but as a departure from my usual procedures it deserves to be laid before you for your approval or disapproval.

1. The twenty-five cent books in question are a new thing for the United States. They are reprints of modern classics and recent best-sellers, brought out in numbers now because of the trade war for this new twenty-five cent market. They are in each case complete, in clear print, and quite as satisfactory as the typical American 98¢ to \$1.49 reprint except in one respect: the binding and cover are not strong and will not last under steady use.

2. I recommend purchase in this format, when available, of titles desired for general reading under the General allocation, where the selection has been left to me, and under the Western Languages allocation, where the bulk of the selection has been assigned to Mr. Walter Allen. Mr. Allen, in conversation and in notes entered on his list, has requested me to buy the twenty-five cent editions where possible; this is consistent with his attempt to provide a broad initial coverage of Western literatures. I wish, under the General allocation, to buy in this format books that 1) I had earlier seriously considered buying but had decided were not quite important enough to justify the expense, and 2) worthwhile books by authors one or more of whose other works have already been requested, e.g., Booth Tarkington's Seventeen.

3. In the case of books which would otherwise presumably be ~~otherwise~~ bought in the standard trade edition, the argument for purchasing this cheapest edition runs as follows: a) None of these titles is a real "classic";\* a good proportion will be outdated in another decade. b) These are just the sort of titles that I expect will come to Huachung by gift. c) As in the case of most purchases, we cannot be sure that any one will be much used or much needed. If consulted occasionally for reference only and read no more than once or twice a year, the binding will last for many years; if used frequently and worn out, a trade edition can be ordered with full assurance that it is needed, or, if that is out of print, the cheap edition can be rebound.

4. In the case of books which otherwise would not be bought, the argument is simpler. There is much more chance that the book will be used only for occasional reference, and yet the resources of the library will be increased.

5. The low cost of the books in this format makes me consider it unwise for me to hold to my regular procedure in purchasing them. Provided that I make sure that no more than one copy of a title is bought in this format, duplication is not serious, for the library can well use, I think, a cheap second copy of such popular items alongside a good copy. The trouble, and so ultimately the expense, of getting Library of Congress cards or the equivalent now, of checking titles against the library holdings in China, and of doing the same against Miss Weatherbee's file at 281 Fourth Avenue seems too great alongside the chance that

\* A few on Mr. Allen's list are real classics; I am telling him I feel they should be bought in Everyman's editions.

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50¢ or 75¢ will be spent on duplicates of titles otherwise secured. My eye can catch nearly all duplicates if this risk is accepted. Moreover, the few cents discount on each of these books that the bookstore may be able to secure does not seem to me to warrant the trouble of placing orders for them through the office of Mr. Fowler and the bookstore, to at least three different publishers.

6. The expenditure proposed is, in fact, a very small one. Under the criteria set forth above in paragraph 2, it would be under \$15.00. I intend to secure up-to-date lists of the three main series and after looking them over I propose to send them to Wuchang, so that a community desire for mystery stories and lighter novels could, if there is a wish, be satisfied at this low price. There is, therefore, a point of policy here. But my present request for approval covers only a small sum.

7. I expect books in this format to go out of print much more freely than the regular trade editions. Being convinced of the soundness of the argument expressed above, I have just now spent \$3.25 (\$1.50 for books requested by Mr. Allen and \$1.75 for books that my wife and I have selected according to the criteria in paragraph 2) on thirteen books that are now available. Please feel free to rule that this whole procedure is in your opinion unsound, in 1) buying such books, or 2) buying them outside the regular channels, or 3) both; I can dispose of what should not have been bought and charge off the small loss to expenses. But if you approve, I shall look for more of these books, on the same basis, mail them off to Wuchang myself (easily done, since they are small and light), and account for the expense along with my expenditures for packing gift books and the like.

8. This is a rather elaborate memorandum for such a small part of my purchasing. But if you approve my recommendation, this full explanation will be on the record, and I shall want to send a copy to China so that when the packages arrive there will be no misunderstanding. I realize that this sort of informal buying with University funds is normally unwise.

cc: Mr. Lyford  
Mr. Greiner  
Mr. Fowler ✓

8469 Piney Branch Court  
Silver Spring, Maryland  
July 31, 1946

Rev. Noel B. Slater  
China Christian Universities Association  
25 Charles Street  
London, W.I.

Dear Mr. Slater:

This is in reply to your letter of March 29th to Dr. Francis Wei, enclosing a list of the items marked as "C.C.U.A." on Dr. Richard Bien's lists of equipment and books needed for the School of Science at Huachung University. Dr. Wei turned that letter and your list over to me, and Mr. Earle Ballou furnished me with a copy of part of your letter of April 10th to him saying that all immediate and urgent purchases should be made in America. I might well have acknowledged earlier your kind letter of June 5th to me, answering my questions concerning books, but I felt that that could wait until I knew how I was coming out in the purchase of the equipment covered by your first letter.

I wish to proceed section by section through your list, but it will perhaps be best to mention first two items that are not on it. I should like to ask you to do what you can to secure the following:

- 1 Compton electrometer
- 1 Grassot's fluxmeter

These both appear on Dr. Bien's List A for Physics, "Essential Equipments and Books" (Immediate Need). A physicist has looked into the matter for me and reports that neither of these is available in this country but both are made in England. He says, moreover, that the Compton electrometer made by the Cambridge Instrument Company is much better than those that have been made by other firms. I therefore will write to Dr. Bien reporting this and saying that I have asked you to do what you can on the matter.

Now for your list headed "Equipment required by Hua Chung University". I assume that you retained in your files a carbon copy of it, but if you have only Dr. Bien's lists typed at Hsichow to refer to, you will still be able, I think, to understand the following.

#### I. PHYSICS DEPARTMENT: Rehabilitation Equipment List

##### A. For Advanced Laboratory and Research:

The monochromator and quartz spectrograph I am about to order here. The glass blowing outfit, the photographic equipment, the two storage batteries, and the motor-generator set have been requested of the American Council on Education, which plans to make a gift to the University very soon to the value of about \$3000.

The Hilger's spectrograph and the X-ray outfit remain as the only two items that I leave to you to secure if possible.

##### B. Primarily for Research:

I am doing nothing to secure the electro-magnet, the low-temperature production outfit, or the set of compressors. These I leave to you.

#### II. For the Dept. of Biology

##### A. Apparatus and Instruments for Teaching Purposes

All but one of the items here listed have been bought in this country by now; Dudgeon's spymograph I still hope to get. In a few

cases we have accepted substitutions that may possibly lead to re-orders from Wuchang. But for the moment you need not concern yourself with any item here.

- B. Apparatus and Instruments for Research (for C.C.U.A.)  
We are buying none of these items in this country. I leave them all to you: comparator, microscope, theodolite, planimeter, kymograph, photometer, and chromometer.
- C. List of Chemicals (C.P.) (For C.C.U.A. Immediate Need 1946)  
We have bought virtually all items on this list. The only ones not being supplied are:
- |                        |        |
|------------------------|--------|
| Alcohol, Ethylabsolute |        |
| Alcohol, Ethyl         | 5 gal. |
| Arsenic trioxide       | 5 lbs. |
- I consider these not worth making a special effort to obtain and ship. Unless you disagree, there is nothing on this list to concern you now.
- D. (apparatus, following the above, with no special heading)  
We have bought all these items (beginning with Kjeldahl Digestion tube and ending with round copper water bath) in this country.

### III. (CHEMISTRY DEPARTMENT)

- A. REFERENCE BOOKS FOR THE DYESTUFF RESEARCH LABORATORY  
None of these books (beginning with Georgievics and ending with Ullmann's Enzyklopaedie) is being bought in this country from this list. The matter is left to you as related to work in which the British firms have been interested. Dr. Wei approved this decision.
- B. Apparatus  
This particular list (beginning with Griffin beakers and ending with Small dispensing balance) was in the copy received from Dr. Bien marked in ink at the head: "(Old list order with Prof. Needham's Institute. No news of things coming at all)." Comparing this list with the second one below, which is much fuller and covers nearly all items on this list, I decided that Dr. Bien had sent in this list simply for our information, rather than for purchase. With Dr. Wei's approval, I accordingly set this list aside. If you wish to do anything with it, you may note that the following items are not on the second list below and therefore are not being bought in this country:
- |  |          |
|--|----------|
| Chart, periodic system, Hubbard, wall size | 1        |
| Vacuum tubes, Nos. 27, 57, 24A, 80, 6 A7   | 1 each   |
| Electric cord                              | 200 feet |
- The Type K potentiometer is also not on the second list below, but one is being bought here for the Physics Department.
- C. APPARATUS -- CHEMICAL APPARATUS CATALOGUE No. 15B (GRIFFIN & TATLOCK Ltd.)  
This list (beginning with B 41-035 and ending with Paper beater), with Dr. Wei's approval, I set aside as properly handled by your office. The copy received here from Dr. Bien has the note in ink: "Total List to be applied British firms." I leave action on it to you, with the comment that the Leeds and Northrup potentiometer, Type K, is an American instrument and I am buying just this for the Physics Department.
- D. APPARATUS (marked in ink Immediate Need)  
This list (beginning with Balances and ending with Burners) is almost entirely covered by a recent purchase in this country. The following

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items could not be supplied

Rubber stoppers, sulfur free, two hole: No. 6 2 lbs.  
No. 6<sup>1</sup>/<sub>2</sub> 2 lbs.

Mortars, iron, with pestles, outside diam. 6 inches 1 set  
As in a case above (II.C.) I consider these not worth a special effort to obtain and ship. Unless you disagree, there is nothing on this list for you to trouble yourself with.

#### E. CHEMICALS

We in this country have purchased almost all the items on this list (which begins with Acetanilide and ends with Nitrous acid). The following items are those that could not be supplied:

Acid, sulfuric, fuming, 30% SO <sub>2</sub> , c.p.	5 lbs.
Alcohol, 2 methyl 2 propanol, c.p.	1 lb.
Alcohol, 3 methyl 1 butanol, c.p.	1 lb.
Alcohol, 2 pentanol, c.p.	1 lb.
Alcohol, 2 propen-1-ol, c.p.	1 lb.
Aldehyde, butyraldehyde, c.p.	1 lb.
Aldehyde, heptaldehyde, c.p.	1 lb.
Aniline, red, crimson, techn.	1 lb.
Dextrose, powder, pure	1 lb.
Diacetone, techn.	1 lb.
2-pentane, pure	1 lb.
Sodium sulfide, poly, fused, c.p.	5 lbs.
Nitrous acid, c.p.	2 lbs.

Again I judge it not worthwhile to make a special effort to obtain and ship these items, for the firm supplying the rest of the list was making a special effort to pick up for us everything that could be obtained now.

I hope that you find this review understandable. I fully appreciate the clarity and accuracy of the list that you sent, and I rather regret that lack of time prevents me from typing out my report more fully.

Looking back, you will note that all of sub-lists I.B., II.B., III.A., and III.C., and two items on sub-list I.A. are left to your care. None of these were marked by Dr. Bien "1946" or "Immediate Need", or seemed to me in that category. The electrometer and fluxmeter mentioned at the start are, however, in that category, and I suggest that if funds are limited you at least try for these.

Of the odds and ends not supplied, the only items that I am likely to inquire further about are the chemicals listed above under II.C. and III.E. But I shall have no time to do so until early September. I shall assume that you are not inclined to do anything about them. If by chance you are, would you let me know? If I do inquire, it will not be with any great hope of finding them.

I hope that my failure to write this letter earlier has not troubled you. Dr. Wei has probably told you something of what I am doing. I am now hurrying this letter to you in the thought that it may provoke some question that you would like to put to Dr. Wei before he leaves for China.

I find that this is short enough to allow me to tuck in with it a carbon copy at no extra postal expense. I shall do so, for you may have use for a copy, or Dr. Wei would perhaps like to take it out to China with him, for Dr. Bien's information-although I am conveying nearly all the information above on my purchases to Wuehang in the form of reports.

Thank you again for your letter of June 5th answering my questions.

Very sincerely yours,

0520

8469 Piney Branch Court  
Silver Spring, Maryland  
July 31, 1946

Received  
Aug 2

Dear Mr. Lyford:

Your letter of the 29th arrived yesterday afternoon. Here are some more carbon copies for you. I hope that you find the statement on allocations as clear as you wished. The carbon of my personal letter to Dr. Wei, just finished, is for your information on the same basis as the copies that I have sent you of my letters to Dr. Tregear and Mr. Anderson; you may forward it to 281 to be added to the file in Mr. Fowler's office. I am inclined to err on the side of letting you see more than enough of my correspondence.

In connection with the L47 for Dr. Tregear, no action by you is necessary for the time being. When he reports to me what money he needs for the atlases and soccer equipment, I shall report to you.

I am glad to hear that your investigation of machine shop equipment has been going ahead well. I shall be glad to receive the information about which I am to make inquiries at the Army Ordnance Department. I expect it to arrive in time before I leave for New York a week from today.

Miss Vander Wende has sent me the carbons of your letter to Mr. Coe. I am very glad to have it. You were more generous in your references to my work than you should have been, but my chief feeling on finishing the letter was of the value of the careful drafting in long-hand of any such letter. I am sorry that in the rush of work I have felt it necessary to do all my writing directly on the typewriter, with an inevitable loss in clarity and in tone. Your letter seems to me quite a contrast to what I have been writing.

It is good to have word of Dr. Van Dusen's statement that we are fairly safe in continuing to send books and equipment to Wuchang.

I assume that thanks to our talk in New York and the memoranda since then you are now better informed than ever before on the state of my work. But I still look forward to the conversation that I promise myself with you at Jaffrey, for with leisure there may be several matters of importance to review and certainly some things not of purely business character. If all goes well, I shall have sent you the reports on the requisitions and shall have completed here some of the work on books and in New York some of the major errands just ahead.

Meanwhile I hope that part of your time is being spent pleasantly in vacation style. Catharine sends you her regards and is looking forward very much to meeting you and the family.

Sincerely,

*Saul*

0521