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Ward, Paul L. 1946 Aug-Dec

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8469 Piney Branch Court
Silver Spring, Maryland
August 1, 1946

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

My # 4 to Wuchang

Dear Dr. Bien:

As I expect to be writing at intervals during the next weeks to you and then to Dr. Wei, it may be well for me to start numbering my letters. I have already sent three. The first, under date of May 24 but mailed about June 3, was addressed to Dr. Taylor and had little more than a list of 1217 titles to be checked in the university's library. The second, dated July 9, was to you and outlined what I had been doing, with a further short list of titles for checking attached. The third, dated and mailed today, conveys the quotation from Arthur H. Thomas Co. on Biology and Chemistry equipment that Mr. Fowler acted upon on July 3rd. You may of course receive this last after receiving what I now write. After August 10th my letters to Wuchang will be addressed to Dr. Wei as a matter of form.

The purpose of this present letter is to give word of purchases forwarded to Wuchang as of ten days ago, when I last was in New York. I regret the delay, which was occasioned by the need to place certain orders and to put certain matters before Dr. Wei and Mr. Lyford, and I hope that the following news will be arriving in time. Within the week I hope to complete and send to you the reports on individual requisitions that I have promised to make up.

The first shipment by freight of articles purchased as part of my program was in the form of ~~five~~ cases shipped on the S. S. Samlorian, sailing from New York about July 1st, to American Church Mission at Shanghai for Dr. Richard Bien, Huachung College, Wuchang (according to a copy of the invoice for the shipment sent July 16 to Shanghai by the Shipping Department of 281 Fourth Ave.). Cases #1986A, #1986B, and #1986C contained the books on China purchased from the Orientalia Book store (my book order #5a) and listed in the enclosed copy of the store's invoice. Case #2000 contained the Physics and Mathematics textbooks that I listed briefly in the "Review of Expenditures" attached to my letter of July 9 to you (see my book orders #2-5). Cases #2008A-F (6 cases) contained the six typewriters (my equipment order #1) that in that letter and sheet I described as already shipped.

The Shipping Department at 281 has informed me that on July 16 another shipment addressed in the same way was sent to the dock in New York to be carried on the S. S. Grete Maersk, which was sailing shortly for Shanghai. The items for you in this shipment were two pianos and one radio set, my equipment orders #3 and #5 respectively; I enclose duplicate invoices for both of these purchases. For the information of the Physics Department I also enclose two sheets giving technical details of the radio set. If after looking at these you consider using it as a radio receiver, rather than simply for its parts and tubes, you may be interested to know that the large radio wholesale house in New York called Radio Wire Television Inc. can furnish for about \$22.00 a transformer with selenium rectifier (carrying 15 amp. and delivering 12-14 volts) with which, according to the firm's technical consultant, the set can be used most satisfactorily. Without instructions from you I am not ready to buy this, for I regarded the set simply as a bargain for its parts.

The A. B. Dick Company has promised to ship to Shanghai about August 1st the mimeograph and accessories (my equipment order #2). As far as I have yet heard, no other freight shipments are going out now.

In my letter of July 9th I wrote you that the Physics textbooks of my Book order #7 had been mailed to you by the store. The publishers from whom books have been ordered under my Book order #12 have been mailing to the university library. I have secured an extra copy of each of their invoices so that I might send it to you, but the expense of sending so many by airmail has made me wait and copy off all the ones with few titles. I am accordingly enclosing the invoices from Wiley and Reinhold and my copy of 38 others. My copy includes all details given that may help in identifying and checking the packages. This represents only the invoices received by the bookstore at 281 up to July 19th. I should like to know whether reporting the invoices to you in this way is worthwhile.

Mr. Fowler on July 26 ordered the steel book stacks for the library. The firm undertakes to ship in 90 days. In order that you may be able to visualize the stacks and plan for their use, I enclose a photograph with full details on the back of it.

Mr. Lyford's letter of July 24th to Mr. Coe has, I feel sure, made the general position of my work plainer in your mind. I need, however, to give you an explanation of the

Items marked "To be purchased soon in China" in the table on page 2 of that letter. The following (paragraphs a and b only) is the explanation I have given Mr. Lyford:

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 $\frac{1}{2}$ -allocation is \$1830, but to it should be added the 15% of purchase cost normally reserved for shipment costs (as not needed in this case), making \$2105 instead.

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".

On paragraph a I would comment that I have written out for Dr. Wei the scheme of allocations that he made up for me and I expect him to discuss it with those concerned when he arrives at Wuchang; he is of course free to increase or otherwise change this figure of \$2105 or any other figure in the scheme. On paragraph b I must say that in the full text of the second item quoted I do not understand the words "parts from abroad"; none of the articles named after the "e.g." is 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 you can make these, so much the better. Please note on pages 19 and 22 of the Arthur H. Thomas Co. quotation that we have bought a Biological calorimeter and a Bomb calorimeter for the Biology Department.

Since the decision in New York is that I should stay here until the end of October, I shall be able before I leave to see to the purchasing of articles that you or Dr. Wei may decide to requisition, after studying my reports on the requisitions that I have already received. I should, however, make it clear that my work schedule and my estimates of the amount of money that I shall spend before sailing have been made up on the assumption that no more requisitions for equipment and only a few more for books will be sent me from Wuchang in time for action before I leave. If this assumption turns out to be more than slightly incorrect, my proposed sailing date and my financial estimates may be affected.

For efficient purchasing, particularly after I sail, I feel it important that adequate catalogues and back files of periodicals containing book reviews be available to the staff at Wuchang. I shall do what I can on both these matters very soon. It may, however, be well for you and others to give some thought to the question at once, if from reviewing future needs you are likely to think of matters that I should investigate before I leave. You may, for example, wish me to investigate suppliers of a particular line of equipment to see which firm is best for our purposes, before asking for a catalogue. I may be able to run down back files of periodicals that are hard to pick up. So far I have secured by gift a file of the American Historical Review and am trying to secure back files of Physics and Biology periodicals as requested.

I am counting on my reports on the requisitions received to clear up most of the questions that are undoubtedly in your mind concerning my purchasing. I hope that preparations for the opening of the academic year are going well and regret that I shall not be on hand for some time to do my proper share of the academic work. My work for the university here will, I hope, compensate somewhat for my absence.

Sincerely yours,

EW

0524

8469 Pines Branch Court, Silver Spring, Maryland
August 5, 1946

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

my #5 to Wuchang

Dear Dr. Bien:

Having a minute ago reached the point in writing my reports on requisitions where I now have nearly an ounce of paper to send you, I am sending you at once all that I have done so far. ⁽¹⁻⁵⁾ As I have warned you of them, they need no special introduction.

You will find in them a number of references to my letter of July 31 to Mr. Slater of the CCUA. Although I sent him an extra copy and suggested that he might give it to Dr. Wei, I must explain the letter. On March 29th he sent to Dr. Wei a typed list of all the items that he found marked "CCUA" on the lists that you sent Dr. Wei on February 1st -- that is, on the copies of these that you sent him. Dr. Wei turned his list over to me, and I have been planning to give a full answer as soon as I knew what I was going to be able to purchase here. Mr. Slater wrote Mr. Ballou of the Associated Boards on April 10th: "I think it essential that our Universities make their immediate and urgent purchases in America." I have therefore tried to buy all items marked "1946" or "Immediate Need". My letter of July reported to Mr. Slater what I have done on his list in the same sort of detail that you will find in these reports.

My schedule for the next weeks will probably not permit my doing much more on the Physics equipment requisitions which still present difficulties, until about September 1st. Any comments that you wish to send me on these reports will be of course welcome, but I now ask that you look particularly at reports #39 and #40. The American Council gift is one that we must continue to claim through the list submitted, but I should like to be ready to supply further details on request, or to do the buying myself if that is necessary and possible.

I very much hope that few things in these reports will prove unintelligible.
Sincerely,

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August 5, 1946

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

Dear Dr. Ward:

Enclosed is a copy of the agreement regarding the purchase of books. You, no doubt, would like to have this for your files.

I sent on the book order #16 to the Book Store for their attention.

Am looking forward to seeing you on the eighth and will go over any other matters with you at that time.

With all good wishes.

Very sincerely yours,

(Miss) Elaine Olson
Secretary to Mr. Fowler

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8469 Piney Branch Court
Silver Spring, Maryland
August 5, 1946

Dear Mr. Lyford:

On Saturday afternoon I received the South Bend catalogue from you, and first thing this morning your letter of August 2nd enclosing the list entitled "Equipment for College Laboratory Machine Shop". I have talked to a number of government officials in the past hours by telephone and can report as follows:

The man on the China desk in the Office of the Foreign Liquidation Commissioner says that a number of the mobile machine shop units are up for disposal in China, but that no one can say here exactly what is at present available, for they have abandoned the attempt to keep an up-to-date catalogue of items for sale abroad, here in Washington. Any inquiry must be made to:

Brigadier Gen. B. A. Johnson,
Field Commissioner for China
Office of the Foreign Liquidation Commissioner
c/o The American Consulate General
Shanghai, China

Major Grefe, over ~~the~~ in the War Department, says that ~~there are~~ several of the seven types of Army ^{mobile} machine shop units, presumably available in China. I read to him, in condensed form, the list of equipment that you sent me. He answered that we apparently wanted the "general purpose" mobile machine shop, which is mounted in a GMC truck and has the lathe of our type, a drilling machine, etc. He promised to mail me today a copy of the statement of all that it includes, with price. I shall forward it to you on receipt.

My guess is that nothing further need be done here at present. Since it would be far better to buy in China, I am not trying to find out now how to buy here. Since in China Dr. Bien can investigate the other types of machine shop units, if the "general purpose" unit is sold out, I judge it unnecessary to ask for ~~all~~ information on the others. I shall, of course, study the component parts of this unit and compare them with what is on your list, so that if any question strikes my eye, I may call up Major Grefe again at once.

But if you wish me to ask more questions, please telegraph me (FLC is the usual abbreviation for Office of the Foreign Liquidation Commissioner). I'll put this in the mid-afternoon mail, and you may reach me before I take the train Wednesday evening. If your wire comes later, Catharine will have Major Grefe's telephone number and that of the FLC man. She will be leaving Thursday or Friday.

I enclose copies of a letter to Mr. Slater and two to Dr. Bien (of August 1). My current typing of reports on requisitions is going much slower than I should wish, particularly because the Physics equipment requisitions require so much detail -- 27 different reports on them. Tonight I shall put in the mail for you what reports I have done to date, and you may expect some 70 more reports as I get them done. The best that I could do ~~xxxxxx~~ for Dr. Wei was to mail him late Saturday evening the first 37 -- but that may be quite as much as he can read before he sees Dr. Bien's copies at Wuchang.

Thank you for the directions for reaching your house. Despite complexities we judge it wise to go through with plans for the vacation, even if I work all the time. One great pleasure will be visiting you. We'll notify you of the date in advance from Templeton.

Paul

Consult General Johnson
and complete purchase
Army machine shop units for
Shanghai. Stop call of
desire call price
available

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Mr. Fowler

August 9, 1946.

G. E. Steckert and Company,
31-37 East Tenth Street,
New York 3, New York.

Dear Sirs:

Att'n: Mr. Lubrecht;

In reference to the Encyclopaedia Britannica 11th Edition with supplementary volumes that make up the 12th and 13th edition, we would like the library size volumes, but will accept the handy volumes if the others are not available.

Please secure for us the above at not over \$50.00 in the handy volumes; or \$65.00 in the library volumes. If the price must be higher, let us know before you act.

Sincerely yours,

THE BOOK STORE.

PW/eh

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EQUIPMENT ORDER #12

August 9, 1946

Dear Mr. Fowler:

Father Swift has talked over with me the following passage about organs at Wuchang, in a letter to him from Miss Cox dated June 24th:

We will need 3 of the size we used to have at St. Hilda's -- I believe you have played on it -- when they are available. Until then, St. Hilda's can continue to use the small one we have, but what Boone and the College will do when we move ours out here to the country I don't know. Neither of them have any instruments of any kind, either piano or organ. Could we have two small ones shipped out for these two institutions for temporary use? After the larger ones are available they could be used for practice purposes, as Dr. Wei ~~has~~ suggested. The College and Boone have separate Chapel severvices every day, so both institutions need one.

My earlier decision on the organ was that I should not buy one, as Miss Cox wanted a model that is not available and as through the Bishop one will be bought when available for the one chapel that ~~serves~~ serves both Boone and Huachung. See my report #19 (on requisition) and paragraph 4 of memo #6 to Mr. Lyford.

On the basis of Miss Cox's present letter, I recommend that you assure Father Swift that he may go ahead and buy for Huachung the small organ requested by Miss Cox, and that you will meet the cost under my program -- the \$40,000 for equipment. He says that this small organ costs about \$100 from the Estey Company. As long as Miss Cox wants the chaplain's model, we have nor reason to hesitate, since Dr. Wei's request in March was not precise as to model and his explanation of the need and uses was exactly in line with what Miss Cox has written.

Saul Ward

0529

Templeton, Mass.
August 27, 1946

Mr. Fowler
Wei

Dr. Francis Wei, President
Huachung University, Wuchang, China

My # 6 to Wuchang

Dear Dr. Wei:

This is merely to transmit invoices of books being sent direct by the various firms to Wuchang, to permit a check on what arrives. But let me say first how glad I was last week to have your long letter from England before you left, and to hear yesterday from Mr. Fowler that you have arrived safely at Wuchang. I'll answer the letter more properly within the next day or two. I am staying at the above address with my parents for this week; it is good for the children and I can get as much done here right now as at Silver Spring. I'll spend next week at New York. Mail can be addressed to me at either 281 or my Silver Spring address.

Most of the enclosures herewith are invoices from the publishers for books ordered in my Book Order #12; they supplement the invoices, therefore, which I reported in my # 4 to Wuchang on August 1st. In that letter, to save postage, I copied off nearly all the invoices; this time, since I don't feel able to spare as much time in typing, I have copied only the shortest invoices and have left out in my copies whatever information seemed not needed at your end -- although I have noted whatever the invoice gave as indication of the manner of forwarding. Among the duplicate invoices (not copied by me), note that Oxford U.P. and Macmillan seem to have disregarded instructions and forwarded by freight; I hope that these two boxes will go through all right. Note that the Bureau of Educational Research and Service does not say that the items furnished were sent directly to Wuchang, although the charge of \$1.14 for postage and guarantee would suggest so; if these items were sent instead to 281 the bookstore will forward them, but you had better let us know if they do not arrive in reasonable time, just the same.

The other invoice is from Orientalia Inc. dated July 27th for books forwarded by registered book post in 24 parcels. This was an order prepared by Dr. Beaver (the second of the lists mentioned in paragraph 2 of my #3 to you of July 10, memorandum series) and is requisition BkChin La in the reports that you will be receiving in my next letter.

I shall not try to add any other business matters to this letter. I hope that the academic year is beginning well.

Sincerely,

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Templeton, Mass.
September 2, 1946

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

Dear Mr. Fowler:

For the sake of getting over a cold and of being surer of a bed for my nights this week in New York, I'm staying here yet one day longer. You may expect to see me Wednesday morning, and I'll stay through Friday.

In order to give Miss Weatherbee as much time as possible for the carding (as she finds free moments), I'm sending herewith the list of books that I picked up for Huachung during my "vacation". They total ~~197~~³⁰⁸ volumes, plus 22 periodical issues. As such things go, they represent a very careful selection, made on the basis of my lists for purchase. A total of 85 volumes that we otherwise would now be buying are included; 47 of the other volumes are in sets of authors of whose works we have felt able to buy only selected items; that leaves 69 volumes that I judged we wanted, and not more than 10 of these I accented rather more because they were to be had than because of their value.

I am not sure that Lichty's gift (part VI.) needs acknowledgement. It is five nice volumes, but he simply went into his house and brought them out, saying that they were duplicates and he thought they would be useful. In all other cases I went through the donors' books and asked for those we wanted, and I was given at least two-thirds of all I said we wished. To be sure, the Misses Wilson had me go through their brother's books and others that they had stored in the barn for the Church Periodical Club; the books of their own at which I looked were a few that they felt quite ready to part with. Well over half of their gift (part V.) might probably be considered a Church Periodical Club contribution, Bethel branch.

four

It is the other ~~three~~ donors that deserve, I think, acknowledgement with statement of the value of the gift for income tax purposes. I did not mention this last angle in asking for the books, by the way. My Aunt Helen's gift is small, but the books had some special sentimental value for her. Here is the information:

Miss Ellen A. Jarvis Barnard, Vermont	117 vols.	worth \$171.80
Mr. & Mrs. Robert E. Bundy Bethel, Vermont	19 vols.	worth \$31.35
Mrs. Helen A. Ward 119 Wood End Road Newton Highlands, Mass.	9 vols.	worth \$7.00
Dr. & Mrs. E. St. J. Ward Templeton, Mass.	33 vols. & 22 issues	worth \$52.90

If question is ever raised about these valuations, it should be recorded here that I have valued each book individually, consulting the list price on most of them and putting down the lowest figure that I think a second-hand store would now sell each for. In many cases the volumes are in new condition, in original wrappers; any such that I judge to be much in demand I have valued at 90% of list, but others ~~are~~ a bit worn or a bit outdated down to 70%. The few in poor condition or not in demand I've set at 25% ^(as many others are) of list.

Catharine is now packing these books in proper boxes for shipment.

Sincerely,
Paul

0531

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

Dr. Francis Wei, President
Huachung University, Wuchang, China

My # 7 to Wuchang

Dear Dr. Wei:

I have before me a copy of Mr. Lyford's letter to you of August 22nd, in which he reported the decision that I should prepare to sail about October 1. I am sorry to report that that proves impossible. Mr. Fowler, when I consulted him, said that he could not secure passage for me before the missionary ship now scheduled to sail on October 25th, the same date that I had tentatively hit upon in July as the date at which I could be ready. He rather expects that this sailing will be delayed, as all sailings have been hitherto. But he assures me that there is no alternative.

I have therefore not prepared a revised program. In lieu of it I shall be making up at the end of this week a statement of what I hope to get done before I sail, on the assumption that the sailing is October 25th -- for if it is delayed I may be able to do more. Next Monday begins the six week period, according to my schedule, in which I shall be spending over half my time on personal and family preparations for departure.

You will find enclosed my requisition reports #51-134 and a memorandum #7 to you covering related matters. I have not before this reported to Wuchang the periodicals that were ordered at the beginning of the summer and that therefore should now be arriving currently; for these see reports #81, #92, #108, #110, #115, #116-7, #122. Last week in New York I submitted my draft order for the periodicals covered by reports #67, #76, #89, #93, #117, and Mr. Gray's three for Church History (on which I will report at once); But I do not yet know how many of these can be handled through the Forth office and its agency, and how many will require special ordering. I have asked that all be furnished starting January 1, 1946 or as soon as possible thereafter (in order to pick up a few recent numbers where possible), except in the cases of the General periodicals (see #122) and the American Hist. Journal and Pacific Affairs (in these two cases we have the back numbers through July and March of this year respectively). By December 1st there may therefore be need to reorder for next year in some cases; it should be possible to tell which from the copies that have arrived. Please note also that the five periodicals published in China included in BkChin 4 (see #67) I have left aside as best ordered from Wuchang.

I am also enclosing invoices for the mimeograph machine (with supplies) and for the third and fourth pianos. The latter were shipped to Shanghai on the S.S. Princeton Victory (dock receipt dated August 16). I hope that the strike which is now tying up all American ports will lift soon, for last week in New York I found it possible to rush through the packing of the 2400 books and some 1400 periodical issues that had accumulated at General Theological Seminary, so that 35 cases are now ready for shipment.

I believe that I have by now answered most of the points in your letter of August 8 to me. I am going to do what I can on the fire extinguishers and file folders on my next trip to New York. No more book lists have yet arrived from Slater's office since those he sent me on July 5. I'll be writing him soon and shall inquire. I assume that your purchases of books in London has been out of the gift from Oxford, or at least out of funds that need not enter into my accounting.

I am rather distressed that the enclosed requisition reports did not go out at once upon completion September 2. But when I arrived in New York and found that packers and boxes were at the moment (perhaps because of the trucking strike also on) available, I chose to drop everything else to press through the packing of the GTS accumulation. Then as I drove my family back down here over the weekend our old car broke down twice in a sequence of mishaps that now seems humorous, stranding me in Philadelphia for two days. As I now get down to work peacefully at Washington, with so much all straightened up by completion of the requisition reports, I expect to get off many orders to Earl Fowler and one or two more letters to you in the next few days. I hope that you, too, are finding it possible to get much done and are enjoying life.

0532

SELECTION OF BOOKS AND EQUIPMENT FOR HUACHUNG

September 12, 1946

7

TO: Dr. Francis Wei

FROM: Paul Ward

SUBJECT: Current matters and problems

1. The initial series of requisition reports, upon which I have been working off and on for nearly two months, is now complete, and the last part is being sent to you. I hope that, taken individually, these reports prove intelligible and helpful, answering more questions than they raise.

a) Mr. Lyford, when I visited him ~~two~~^{three} weeks ago at Jaffrey, was quite properly anxious that I should not try to finish up these reports if this meant a significant delay in the purchasing. Because of other parts of my job that have had to interrupt completion of the reports, the amount of delay occasioned by them may seem to have been longer than it really was. My vacation period went (as planned) to long-deferred book-keeping work on the book requisitions -- eliminating duplications and clearing up petty problems. Four days of week before last is therefore about all that I put directly on the reports now sent.

b) My biggest reason for doing these reports was to let all those interested at Wuchang know exactly what I am trying to do and have done, and the delay in my sailing made this seem to me all the more important. Subsidiary reasons, aside from Mr. Lyford's general suggestion June 19th that I should keep everyone informed in detail, were to put myself in a position to answer satisfactorily the questions of others as to the cost and magnitude of the job done and to be done, to set down once for all the justification and explanation of each purchase (which I have otherwise felt obliged to write up with each draft order and again summarize to Wuchang), and to leave with 281 and Mr. Lyford a report of the discharge of my responsibilities that would also aid anyone cleaning up the work after I sail.

c) Working through the book requisitions one by one, I have estimated more carefully the cost and number of books for each. The resulting totals will, I think, prove lower than my earlier and less careful estimates.

2. In my memorandum #6 to you recording the scheme for the allocation of funds among departments, I failed to set down the principles by which I have been guided in dealing with the General book allocation. They were talked over in detail with you before you left this country.

A. The General allocation should cover, in addition to library "tools":

- 1) reference books of obvious value to three or more departments;
- 2) books for community use rather than academic use; and
- 3) books on subjects not now taught at Huachung.

B. I should make no attempt to use up the General allocation, for a surplus here, divided up among the departments, would be more wisely spent by the departmental specialists than it otherwise would be by the unspecialized administrator of the General allocation (at present, myself).

C. Persons making up requisitions for specific fields may well requisition a few related books for the General allocation (types A2 and A3 above).

This last principle was not discussed with you, except as you approved May 1 (?) Mrs. Allen's naming some music books and records for community use. But looking over Dr. Beaver's requisitions from Orientalia and the Missionary Research Library (BkChin 1&1a&2&3, #61-3 & 66) I have decided that a number of the titles belonged under the General allocation.

0533

With these and other adjustments, my requisition reports now show a total estimated cost of only \$1375 for Chinese History and Literature books, as opposed to the more than \$1830 reported in paragraph 2 of my #3 to you on July 10th. I am writing Dr. Beaver about this, for though it was no bar to his requisitioning more, the earlier calculation may have left him feeling that he had done as much as there was to do.

3. My memorandum #6 to you also failed to record how the allocation scheme applied to current subscriptions to periodicals. I felt that, although the cost of such subscriptions would come out of the book allocation in question, there might well be a limit placed on subscriptions since these would continue to be an expense after this year. You therefore decided upon 12 subscriptions as about right for a normal department, and I have made the appropriate change in this figure for each field not allocated the normal \$3660 -- e.g., 4 periodicals for a field allocated only \$1220. The four science departments are an exception, for your judgement that they did not need as much for books certainly did not apply to their need for periodicals.

4. With regard to the first point in your letter of August 8 to me, Miss Bleakley on July 30 wrote me as follows: "I have suggested that Donald Wang and the ? should make out a list of our minimum needs for class use in the immediate future. I hope such a list will be sent to you, which could be included in my "one third". I thought it wiser not to send up such a list myself (I sent suggestions on it to Donald Wang), as I was not quite sure what might be done by Walter Allen, nor did I know what might be the condition of our present stock of books for class use after their migration to Wuchang. It seemed better to leave the choice in the hands of the people on the spot."

5. The list of books sent me August 6 by Dr. Peter Akroyd, which is now labeled BkOldT 2 (see my report #88), is rather long, and also more scholarly and specialized than any other that I have received. Someone at 281 is now copying it off for me, so that I may without more delay send it to Wuchang for checking. It may be well for you to look over this copy when it arrives. Shall I: 1) try to buy them all, excluding duplications (as Dr. Akroyd says, many will prove unavailable), or 2) leave aside for the time being the French and German titles, bringing the number to be sought below 400 volumes, or 3), as Mr. Lichtenberger happened to suggest, ask Dean Taylor of ETS to select from the list a smaller number for first order? I am asking this question because the list is pretty big and, in default of special instructions from you, I must delay purchase anyway until it is checked in the Huachung Library. If you consider that I need not wait for the results of the check, you might cable "buy Akroyd books", which would clear that point and also answer my above question (as in 1). As Dr. Akroyd would like to try second-hand stores in England, and as you suggested August 8 that he make purchases for his list, I would use the following procedure: order the books in print from the publishers, take the list of the rest to Schulte's and one or two other stores specializing in religious books second-hand in New York, and let Dr. Akroyd know all titles that I had not thus secured, telling him to secure from Mr. Slater funds for whatever further he might find. Unless you write me otherwise, I shall assume that this procedure is all right. I hope that there will be time for me to do something on Dr. Akroyd's list before I sail.

6. Dr. Beaver August 5 sent me lists on Church History representing my BkChuH 2 (see my #94). The first point for you to consider is the need for having these checked at Wuchang (see 3c in #94). A copy of the books listed for first order (287 vols.) is being made now at 281, for me to forward to Wuchang; I am leaving aside the books listed for second and third order, since the others will bring the estimated total cost to over the \$1220 allocated for Church History, and since (here is the practical point) I must cut corners to increase the chances of purchasing some before I sail. The second point for you to consider is whether we here should try to buy the second-order, third-order, and German books (235 vols. in all) in due course. I shall be

sending a list of these to Wuchang for checking as soon as I can find a typist.

7. On August 14, Mr. G.E.S. Gray sent me, as you had urged him to do, a list of books that he would like to be in the Huachung Library for Church History. His forthcoming appointment perhaps changes the picture as to what I should do with the Church History lists prepared by Dr. Beaver. I shall at least send Mr. Gray for his information a copy of the books suggested by the latter for first order, at the same time that I send a copy to Wuchang, and later send him the list of Dr. Beaver's other suggestions, when that is copied. But should Mr. Gray, if he is to be in charge of the field, be asked to revise these lists to meet his own needs? Mr. Gray's own list is short, 23 books, and I shall type it up as soon as I can for checking in the Huachung Library.

8. Dr. Beaver and Mr. Gray have each requisitioned three periodicals for Church History. I have ordered subscriptions for all six, tacking Mr. Gray's onto my book order last week, when his letter reached me in New York. This is more than the budgeted 4 for the field, but I thought it quite possible that Theology (SPCK) could be charged to Systematic Theology and Christendom to General, or that some other adjustment could be made.

9. I failed to report two months ago that Dr. Beaver asked about Ancient History, saying that he had been told to make requisitions for books for that field. I replied then that I had not heard this, explained the little I had done for History, and suggested that he might write you about it or have me do so. He has presumably been too busy to give it another thought, but if you wish I can press the matter.

10. Dr. Beaver a month ago wrote me, "Have you ordered the Loeb Classical Library? There are a number of volumes in the series I would like to have, but since the Library should have the entire set it might be bought all at once. It could be charged to foreign literature, Ancient History, and in ~~xxx~~ a small part to Church History." This Loeb Library is, of course, more valuable where Greek and Latin are being taught, since the original text is given as well as the translation; the volumes of the series now in print number about 360 and at list price would cost \$900. I should be happy to order this scholarly series all at once if you decide that this should be done, but it would be a large order.

11. On BkPhil 1a (see #84), the pages from the Oxford price list, you checked the complete Oxford translation of Aristotle's works, and also Aristotle's Ethics and Metaphysics. I have put aside the latter two as duplications, particularly because the entries you checked were so brief as to be ambiguous, several editions and translations being listed under the name of Aristotle in the price list.

cc: Mr. Lyford
Mr. Fowler ✓

Mr. Fowler: This list seems to me in good shape for ordering when funds are available. I suggest you file this letter and list in your folder for my correspondence with China. I've noted that it will be available there. 17
PEW
Nov. 5th

Huachung University,
Wuchang, Hupeh,
China.
September 12, 1946.

*Order from
Chicago Apparatus Co
(Add Mr. Evans Care of Xiamen U.S.)*

Dr. Paul Ward,
281 Fourth Avenue,
New York 10, N.Y.,
U.S.A.

Dear Dr. Ward:

I am sorry that there has been a mix-up at this end when the order list was made and sent on to you from Hsichow. According to the Chemistry department, the Biology Chemicals list is theirs. I am checking the originals now, and shall be able to inform you in a week. But it really does not matter very much, as if it is true, it simply means Biology has spent less and Chemistry more near its allotment.

Enclosed is another long list of equipment for the Biology department which are urgently needed for instructional purposes. Dr. Hsiao omitted such orders in his original lists. The only possible source of money for Biology would be to take from their departmental reserve, and further sums in US dollars the department received from sale of microscopes. Replacement of microscopes will have to wait till more money available for distribution.

I have made contact with CNRRA people in Hankow, and got a list of the American Army or Navy complete machine shop. It costs 83,000 U.S. dollars, and weighs 60 metric tons, and certainly too large for any university to have, unless it has an engineering school. Mr. Coe and I have picked units that our machine shop may need, the total not over 5,500 US\$ with motors, and cutter tools not figured in. May I get quick word from you just what is presumably allowed for the machine shop out of the equipment money? I plan to make an order with CNRRA which will charge transportation extra for freight from Shanghai to Hankow, but will make a 20% discount on sales to educational or non-profit making institutions. But the difficulty is that we do not know what may be available, and what time delivery may be made. Ships full of machine shop equipment is said to be now outside the Hwang-pu river. I need an early reply on money available in order to make an early order.

I am happy to know that you are advancing your sailing date, and hope soon to be seeing you in Wuchang. This letter like the one sent yesterday is sent attention of Mr. Fowler, in case you find it impossible to attend to the ordering.

Sincerely yours,

Richard P. Bien
Richard P. Bien

0536

Chicago Apparatus Co.,
Biological Material, Catalogue, No.47.

1. Starfish Egg & Development - Whole Mounts.....per slide	\$.50
including (89804 (unsegmented))	
(89806 (Early segmentation))	
(89808 (Morula stage))	\$3.00
(89810 (Blastula))	
(89812 (Gastrula))	
(89816 (Mixed stages, whole mounts))	
89818 (Mixed stages, sectional).....	\$.75
2. Frog Embryos, serial Sagittal sections,	
including 89842, 89844, 89846, 89848, 89850, 89852,	
89854, 89856, 89858, 89860, 89862 ..per.slide.	\$2.00
3. Pig Embryos, Transverse (90070, 90072, 90074)	\$23.00
Sagittal serial (90052, 90084, 90086).....	\$14.00
3" Amphionus development, Pedestal series	\$54.00
4. Human Histology Slides:	
90140 Mitosis.....	\$ 1.00
90178 Decalcified Bone.....	.50
90190 Purkinje Tissue.....	1.00
90214 Cochlea.....	1.00
90252 Negro Skin.....	.50
90264 Developing tooth.....	.50
90266 Decalcified tooth.....	.50
5. Bacteriology:	
90406 Azobaiter.....	.50
90412 Closteridium botulinum.....	.60
90424 Salmonella enteridites.....	.50
91950 Mitosin Models.....	\$25.00

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Invertebrate

Slides:	88824 Amoeba sp.	\$ 1.25
	88826 Euglence viridis	.50
	88834 Paramecium, Conjugation	1.00
	88836 " fission	1.00
	88864 Leucosolinia	.60
	88894 Obelia	.50
	88896 Obelia Medusae	.60
	88910 Planaria	.65
	88908 Planaria, W.M.	.50
	89018 Earthworm	.65
	89028 Earthworm	.90
	89054 Clam Glochidia	.60
	89116 Zonea of Crab	.50
	89606 Amphioxus	1.00
	89608 Amphioxus	1.00
Preserve specimen:		
	83020 Grantia	.40
	83028 Leucosolinia	1.00
	83030 Hyalonema	3.50
	83110 Obelia Medusae	.60
	83122 Gonionemus	per doz. 2.00
	83130 Physalia	1.50
	83136 Aurelia Flavidula	5.00
	83158 Meandrina	1.25
	83152 Gorgonia acerosa	1.25
	83170 Metridium	3.25
	83188 Pleurobrachia	2.50
	83196 Planaria	.75
	83254 Necator Americanus	1.00
	83256 Sagitta sp.	.25
	83262 Bugulu turita	.25
	83266 Terebratulina sp.	.50
	83540 Chaetopleura apiculata	.25
	83656 Balanus sp.	.50
	83562 Crayfish	.20
	84540 King Crab	.75
	85002 Dolichoglossus sp.	1.50
	85004 Amaraecium constellatum	.50
	85006 Ciona tenella	.60
	85010 Cynthia	.20
	85034 Lamprey	1.50

0538

Materials for Plant Morphology Laboratory Use.

1. Preserved materials - 31.95
2. Microscopic preparations - 2 x 80.30

Plant Morphology**A. Preserved material:**

- 2 sets 87810 Type collection of the green (marine)
brown and red algae.
- | | | | |
|----|-----|------------------------|---------------------------------|
| 1 | " | 87814 | Chorda sp. |
| 1 | " | 87816 | Ectocarpus sp. |
| 1 | " | 87818 | Fucus sp. |
| 1. | " | 87820 | Laminaria sp. |
| 1 | " | 87822 | Sargassum sp. |
| 1 | " | 87830 | Bartrachospermum sp. |
| 1 | " | 87832 | Ceramium |
| 1 | " | 87834 | Coralina |
| 1 | " | 87836 | Dasya |
| 1 | " | 87838 | Nemalion |
| 1 | " | 87840 | Polysiphonia tetrashores |
| 1 | " | 87842 | Polysiphonia, male |
| 1 | " | 87844 | Polysiphonia, female |
| 1 | " | 87846 | Chondrus, crispus |
| 1 | " | 87852 | Fungus collection I. |
| 1 | " | 87854 | Fungus collection II. |
| 1 | " | 87858 | Type collection for slime molds |
| 1 | " | 87860 | Plasmodiophora brassicae |
| 1 | set | Spongospora Subteranla | 87862 |
| 1 | " | 87874 | Stemonotis fusca |
| 1 | " | 87906 | Exoascus |
| 1 | " | 87908 | Morchella |
| 1 | " | 87910 | Peroza sp. |
| 1 | " | 87912 | Sclerotina sp. |
| 1 | " | 87920 | Xylaria sp. |
| 1 | " | 87924 | Claviceps purpurea |
| 1 | " | 88060 | Pellia |
| 1 | " | 88062 | Pellia |
| 1 | " | 88064 | Pellia |
| 1 | " | 88066 | Pellia |
| 1 | " | 88068 | Porella |
| 1 | " | 88070 | Porella |
| 1 | " | 88072 | Porella |
| 1 | " | 88074 | Porella |
| 1 | " | 88076 | Authoceras |
| 1 | " | 88150 | Feru embryos |
| 1 | " | 88162 | Lycopodium |
| 1 | " | 88670 | Indian pipe (monotropa) |
| 1 | " | 88674 | Dodder (cuscuta) |

B. Microscopic preparations, two sets each:

- | | |
|-------|-------------------------------------------|
| 90566 | Pandorana |
| 90572 | Hydrodictyon |
| 90576 | Tetraspora |
| 90686 | Chaetophora |
| 90590 | Drapernaldia |
| 90596 | Coleocheate |
| 90640 | Chara |
| 90642 | Chara, Vertical Sections |
| 90644 | Chara, sections through the apical region |

- 90652 Ectocarpus, vegetative
- 90654 Ectocarpus, sporangia
- 90656 Ectocarpus, gametangia
- 90658 Fucus, conceptacles
- 90660 Fucus, antheridia
- 91662 Fucus, Oogonia and Antheridia
- 90672 Batrachospermum
- 90674 Nemalion
- 90676 Polysiphonia, antheridia
- 90678 Polysiphonia, cystocarps
- 90680 Polysiphonia, tetraspores
- 90700 Hemitrichia
- 90702 Stemonotis
- 90704 Lycogola
- 90706 Plasmodiophora brassical
- 90708 Plasmodiophora, spores
- 80712 Synchytrium
- 90714 Chrysophlyctis endobiotica
- 90716 Urophlyctis alfetfae
- 90760 Aspergillus
- 90762 Penicillium
- 90772 Microsphaera alni
- 90774 Exoascus
- 90782 Peziza
- 90784 Morchella
- 90812 Claviceps purpureae, ergat
- 90822 Ustilago, zeae
- 90824 Ustilago, zeae, winter spores
- 90826 Ustilago tritici
- 90828 Ustilago avenae
- 90830 Ustilago, Basidia and pasidiospores
- 90848 Gymnosporangium
- 90852 Clavaria
- 90854 Polyporus
- 90856 Lycoperdon
- 90900 Riccia, thallus section
- 90902 Riccia, archeogonia
- 90904 Riccia, antheridia
- 90906 Riccia, sporophytes
- 90930 Authoceros, L.S.
- 90932 Authoceros, C.S.
- 90934 Pellia, ana Krogyneous condition
- 90936 Pellia, sporophyte through foot
- 90938 Pellia, archeogonia
- 90940 Pellia antheridia
- 90978 Sphagnum, capsule
- 90980 Sphagnum, entire sporophyte
- 91008 Fern embryo
- 91010 Fern leaf
- 91012 L.S. of fern bud
- 91014 Pteris rhizome
- 91016 Adiantum rhizome
- 91018 Botrychium C.S. of root
- 91020 Polypodium C.S. of rhizome
- 91022 Osmunda C.S. of rhizome
- 91024 Marsilea C.S. of rhizome

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- 91052 Lycopodium stem
 91054 Lycopodium stropilu
 91056 Lycopodium, strobilus median
 91058 Lycopodium, strobilu L.S.
 91060 Selaginella, strobilus, median
 91062 Selaginella, strobilus, L. S.
 91072 Ginkgo, twig, C.S.
 91074 Ginkgo, ovule
 91076 Ginkgo, ovule, mature gametophyte
 91078 Ginkgo, seed
 91080 Ginkgo, auther
 91084 Zamia, Pollen
 91086 Zamia, ovule, young
 91088 Zamia, ovule, mature
 91090 Zamia, seed
 91120 Lily bud
 91122 Lily pollen
 91124 Lily ovule, early stage
 91126 Lily ovule, embryo sac. Stages from 2-8 nuclei
 91128 Lily ovule, embryo sac
 91332 Lily L.S. of stigma surface
 91140 Embryo, corn
 91142 Wheat, seed
 91154 Hetranthus, C.S. of young stem
 91156 Coleus, C. S. of stem
 91158 Geranium, C. S. of stem, young
 91160 Geranium C. S. of stem, older
 91162 Medicago
 91164 Menispermum
 91168 Cucuffit C.S. of stem
 91170 Cucurfit L. S. of stem
 91182 Basswood, C. S. of 1 year old stem
 91184 Basswood, C. S. of several years old stem
 91186 Basswood, L. S.
 91204 Corn, L.S. and C.S. of stem
 91212 Aloe, C. S. of stem.
 91226 Cabbage root
 91228 Secondary root
 91230 Root hairs L.S.
 91232 Maturation of plant tissues
 91234 Monocot root type
 91252 Ficus
 91254 Leaf hairs
 91256 Oleander
 91258 Castalia
 91260 Cat-tail
 91272 Mitosis
 91274 Mitosis
 91278 Mitosis
 91280 Mitosis

C. Botanical Models.

Central Scientific Company
(Catalogue 1934-36)

[71

	<u>Quantity</u>	<u>Price</u>
64060 Dissecting microscope	2	\$ 32.50
62020 Inclined Binocular Micro.	1	225.00
64010 Dissecting microscope	1	3.00
65050 Camera lucida	2	36.00
68210 Section razor	2	2.50
68310 Hone Yellow Belgian	1	2.75
68300 Hone, blue green	1	.65
10545 Stain solution bottles - capacity 30cc	20	.40
60cc	20	.50
48025 Staining dish	10	.40
48050 Coplin jar	30	.40
44170 Balsam bottle	4	.45
53060 Blowpipe	2	.25
53072 Bone cutters	2	5.00
53076 Bone cutters	4	1.10
53080 Bone saw	1	5.00
53084 Catilage knife	4	.50
53096 Catilage shears	1	4.25
53100 Forceps	2	1.50
53116 Forceps straight	2	.30
53120 Forceps curved	2	.35
53124 Forceps straight	2	.30
13490 Forceps large	3	1.60
53208 Needles - Half spear	3	.65
Full spear	3	.75
53308 Scapels grade B - A	5	.75
B	5	.75
53404 Scissors	5	.65
53412 Scissors	5	1.50
53420 Scissors	5	1.10
53008 Dissecting instrument	10 sets	2.50
53012 do	5 sets	8.50
50280 Injection outfit	2 sets	8.15
40010 Blood collecting tube	1 doz.	2.00
44555 Fermentation tube	30	.15
44560 do	20	.35
45000 Berkefeld medium filters A/B/C/D/E/	1 for each	24.95
(3.10, 3.75, 4.90, 6.00, 7.20)		
45015 Berkefeld med. filter cylinder A,B,C,D,E,	1 for each	20.50
(2.50, 3.00, 4.00, 5.00, 6.00)		
46410 Paraffin embedding bath	1	60.00
14022 Pencils, skin marking - Blue	1 doz.	1.50
Red	1 doz.	1.50
46600 Pipette serum transfer	10	.25
46640 Pipettes A,AA,B,C,D,E,F,	1 set	3.00
46650 Pipettes A,B,C,D,E,F,	1 set	2.00
46670 Pipette box	1	2.25 4.40
44360 Culture dishes, Dia. 75mm	50 pairs	.35
150mm	20 "	1.00
44390 Culture dishes, Dia. 200mm	3	3.30
44510 Culture tubes A,B,C,D,E,F,G,H,J,	20 each	
(.25, .3, .35, .45, .5, .7, .11, .11, .15)		

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44525	Culture Tube Roux	30	.12
53132	Forceps straight heavy	2	.30
66610	Forceps courglass	2	.70
11602	Centrifuge, electric, international Clinical, four-place 15c.c. Head for 110 volt A.C. & D.C. operation. Without glass tubes		55.00
11874	Centrifuge tube 15 cc.	8	.45
67100	Microtome, sliding	1	245.00

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8469 Piney Branch Court
Silver Spring, Maryland
September 14, 1946

Dear Mr. Lyford:

I was about to send you much of the enclosed material on Wednesday when I reflected that it would reach you when you would be busy with preparations for leaving New Hampshire. Your postcard since then confirmed my feeling that it would be better to send things to you at Englewood.

Please look first at the opening of my letter # 7 to Wuchang. I hope that it makes clear to you the main point that I have to report. You will probably talk about it with Mr. Fowler, if he hasn't himself written about it already to you.

The sheaf of requisition reports enclosed includes one last page on requisitions just received. There are a few more to report on, but I am clearing them out pretty well. The copies of book orders represent only a start on what I now can send to Earl Fowler for action, and I shall be sending you more copies of orders at the beginning of the week. I shall not sit back to sum up what is left to be done and what can't be done until I have completed those.

The breakdown of our car as we started across New Jersey early in the morning last weekend was a bit unfortunate, as it tied me up for two full days, as things turned out. This weekend, according to my July schedule, was to mark the end of my intensive purchasing work and the beginning of personal preparations, and I could well use two more days this week. But I feel some satisfaction that the packing of the books at G.T.S. -- which seemed the biggest single job to do -- is out of the way. Even on a strict two-days-a-week basis from now on, I think that it will be quite possible to tidy things up properly, although not of course to purchase all the books that are asked for in these latest requisitions.

I hope that your last weeks in New Hampshire were pleasant and that you find your house in good shape as you return to it. Please remember me to Mrs. Lyford and the others. Catharine and I remember our visit at Jaffrey with much pleasure.

SINCERELY,
Sincerely,

Paul Ward

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8469 Piney Branch Court
Silver Spring, Md.
September 14, 1946

Dear Earl:

This has been quite ~~of~~ a day of sending things off to you, and I feel as if I had barely begun. I hope that these orders take a minimum of your time, by being easy to understand as you glance them through.

It was very pleasant indeed having that afternoon visit with you and Dot. We found ourselves unable to get on to Philadelphia that evening, as we fell into a deep discussion of some family problems with my brother and sister at Chatham (N.J.). The aftermath was the next morning, as we hurried on for breakfast to Philadelphia -- the clutch ceased to work. My feeling for my schedule has been rather upset by the two days that I was tied down in garages in Philly getting the car fixed. Now it ~~is~~ is all fixed and Martha and Augie are here for the weekend to take it over and drive west in it to Springfield.

Augie has come to take me home, so I must stop now.

Sincerely,

Saul Ward

SEP 10 1946

J. EARL FOWLER

PAID CONTENT

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Handwritten: here letters to Dr. Ward

September 19, 1946

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

My dear Paul:

Your many orders and letters have all been received and have had immediate attention. Everything has been taken care of just as soon as it arrived with the exception of the Book Order #21, Report #135 on BkPsych 1, lists arranged by Dr. Lo. Miss Weatherbee has been at the General Convention for the past two weeks and will not be in until Monday. Inasmuch as she has to check this before the order should be placed I have had to wait until she comes back. I will try to get her to do it the first thing on Monday and then the order will be placed immediately.

I am very glad to hear that Martha and Augie have been cleared for China. It surely will be grand to have them out there so that you will have the opportunity of meeting once in a while.

I am glad you have finally gotten started on your packing and crating. If you need any money at any time, please do not hesitate to let me know. It was quite all right to go ahead and have everything cared for. I will be looking forward to seeing you on the 26th and 27th. Mr. Lyford was in yesterday for a few minutes and probably will be in tomorrow but I will be out of town attending a Japan Conference on Friday and Saturday.

Dot and I were very glad that you and Catherine and the children had a chance to see us. We enjoyed the visit very much. Thank Catherine for her card. Tell her I subscribe to the Shanghai Evening Post and Mercury but do not always read it very thoroughly. I skim over it. I am getting sick of spreading myself so thin. I would like to sit down and enjoy considerable reading.

Very cordially yours,

Handwritten signature: J. Paul Foster

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September 20, 1946

Mr. and Mrs. Robert E. Bundy
Bethel
Vermont

My dear Gladys and Bob:

This is to convey the thanks and appreciation of the National Council and the Board of Trustees of Huachung University for your kindness and generosity in contributing nineteen volumes of books through Dr. Paul Ward.

I have been advised that gifts of this nature are deductible from income tax. Dr. Ward has set a minimum and conservative value on each of the books estimated by his wide experience with dealing with second-hand book dealers. The total value of your gift according to his estimate is \$31.35. I mention this only so that you will be able to take advantage of the deduction on your income tax.

Dot and I had a visit from Paul and Katherine Ward last Saturday when they passed through New York en route home. We were very pleased to hear through them about Doris' marriage. Shortly after we also received the announcement. We hope that she is very happy and that you are as pleased with your son-in-law as we are with ours. Tom and Connie who have been living at Chapel Hill, North Carolina until the first of September have returned to New York. Tom is taking a year's graduate work at Columbia and Connie also plans to take some courses. They are living in the same apartment house with us. It is very nice having them so near.

It was greatly interested in your plans of possibly returning to China. No doubt, you have heard from Paul regarding my suggestion. If everything goes all right and I have an opportunity to talk with Bishop Gilman I will talk it over with him. The Bishop will be leaving here for the west coast on Sunday and sails the latter part of the month. He is looking fine but I am afraid he hasn't had much opportunity to rest during the short stay in this country.

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Mr. and Mrs. Robert E. Bundy

-2-

September 20, 1946

I envy all of your friends who have had an opportunity to visit Vermont during the summer. We would have loved to have joined you. The summer has been badly broken up. Jim unexpectedly came home early in August for a long leave. He has already re-enlisted for eighteen months and will report soon at the Counter-Intelligence School at Baltimore, Maryland. After about three months training he will go to Japan.

All join in very best wishes and kind regards.

Very sincerely yours,

J. Earl Fowler

JEF:O

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NOTE: This same letter was sent also to:

Mrs. Helen A. Ward, Newton Highlands, Mass.
Miss Ellen A. Jarvis, Barnard, Cermont

September 20, 1946

Dr. and Mrs. E. St. J. Ward
Templeton
Massachusetts

My dear Dr. and Mrs. Ward:

This is just a note to convey the thanks and appreciation of the National Council and the Board of Trustees of Huachung University for your kindness and generosity in contributing thirty-three volumes and twenty-two issues of books through Dr. Paul Ward.

I have been advised that gifts of this nature are deductible from income tax. Dr. Ward has set a minimum and conservative value on each of the books estimated by his wide experience with dealing with second-hand book dealers. The total value of your gift according to his estimate is \$52.90. I mention this only so that you will be able to take advantage of the deduction on your income tax.

With very best wishes and kind regards.

Very sincerely yours,

J. Earl Fowler

JEF:0

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Attachment to memorandum #9 to Mr. Lyford, October 10, 1946

LIST OF CURRENT REQUISITIONS, WITH COSTS

Report no.	Requisition	Orders placed		To be prepared
		Purchase	Shipment	Purchase
1, 145	EqGen 1 (typewriters)	\$675.27	\$75.78	
2, 146	EqGen 2 (mimeograph)	333.88	30.98	
3, 147	EqGen 3 (pianos)	755.00	445.78	
4, 148	EqGen 4 (office supplies)	180.70		
7	EqGen 5 (projector)	134.87		
8	EqGen 6 (athletic equipment)	432.45 est.		
9	EqGen 6a (soccer equipment)			\$175.00 est.
151	EqGen 6b (tennis racquets)			80.00 guess
10, 152	EqGen 7 (college radio)	560.00 est.		
11, 153	EqGen 8 (Geog. teaching eq't)			500.00 est.
12, 154	EqGen 9 (sick bay eq't)			300.00 guess
14	EqGen 10 (movie camera)			425.00* est.
15	EqGen 11 (pictures)			12.00
16, 155	EqGen 12 (clock)			60.00 guess
17	EqGen 13 (adding machine)			300.00 est.
19, 156	EqGen 15 (organ)	101.20		
157	EqGen 17 (file folders)			6.00 guess
158	EqGen 18 (fire extinguishers)			200.00 guess
159	EqGen 19 (movie projector)			225.00 est.
160	EqGen 20 (telephone exchange)			3,000.00 guess
21	EqChem 1 (apparatus & chemicals)	3,496.00		
22	EqChem 2 (Weidenhammer list)	650.00		
26, 161	EqPhys 1 (teaching apparatus)	1,502.77		450.00* est.
28, 162	EqPhys 1b (interferometer)	800.00		
29, 163	EqPhys 1c (gold leaf, oscill.)			80.00 est.
30	EqPhys 1d (misc. items)			36.40*
31, 164	EqPhys 1e (resistors, etc.)	125.99	25.70	
32	EqPhys 1f (radium)			25.00. guess
33	EqPhys 1g (projector)	79.04		
34, 165	EqPhys 1h (parts)			20.00 guess
35, 166	EqPhys 2 (war surplus lenses)	58.20		
36, 167	EqPhys 3a (monochromator)	1,830.00		
38	EqPhys 3c (vacuum system)			300.00*
40, 168	EqPhys 3j (metal sheets, etc.)			1,500.00 est.
41	EqPhys 3k (thermocouple)			76.80*
42, 169	EqPhys 3l (potentiometer)	599.50		
50, 172	EqPhys 6a (6 meters)	47.50		250.00 guess
53, 173	EqPhys 8 (tank radio)	80.08	16.40	
54	EqBiol 1 (apparatus)	3,155.79		
55	EqBiol 1a (motor)			71.50 est.
56	EqBiol 1b (projector)	165.60		
57	EqBiol 1c (haemostat etc.)			361.20 est.
59	EqBiol 3 (chemicals)	474.49		
60	EqBiol 4 (apparatus)	150.78		
174	EqBiol 5 (slides etc.)			1,138.32 est.
175	EqSci 1 (frigidaire)			200.00 est.

page 2 -- List of current requisitions, October 10, 1946

Report no.	Requisition	Orders placed		To be prepared
		Purchase	Shipment	Purchase
61	BkChin 1 (Orientalia bks)	\$333.35	\$49.43	
62, 176	BkChin 1a (2nd Orientalia)	231.00	14.00	
63, 196	BkChin 2 (Miss. Research)	539.83	38.38	} packing only
64, 197	BkChin 2a (Back periodicals)	108.03	11.82	
65, 198	BkChin 2b (Int. Rev. Missions)	76.24	7.75	
66	BkChin 3 (Further Wants)			\$555.00* est.
67, 199	BkChin 4 (periodicals)	75.00 est.		
68	BkWLang 1 (O'Neill bks)	12.00 est.		
69	BkWLang 2 (Hsichow list)	515.00 est.		
70	BkWLang 2a (class books)	103.75 est.		
71	BkWLang 3 (Miss Hutton)			20.00* est.
72, 177	BkWLang 4 (Walter Allen)	323.00 est.		877.00* est.
73	BkWLang 4a (Allen)	42.00 est.		33.00* est.
74, 75	BkWLang 5 & 5a (Miss Bleakley)	290.00 est.		
76, 200	BkWLang 6 (3 periodicals)	15.00 est.		
144	BkWLang 7 (Wuchang, textbooks)			300.00 est.
77, 135	BkPsych 1 (Prof. Lo)	300.00 est.		
78	BkHist 1 (PL Ward)	100.00 est.		600.00* est.
79, 80	BkHist 1a&b (Ward, supplements)	40.00 est.		140.00* est.
81	BkHist 2 (periodicals)	8.00 est.		5.00 est.
82	BkHist 3 (Geography, Dr. Tregear)	20.00 est.		115.00* est.
136	BkPsych 2 (Prof. Lo, periodicals)	33.50		
83-85	BkPhil 1&1a&b (Dr. Wei)	471.50 est.		
137	BkPhil 2 (Miss Cline list)			200.00 est.
86, 87	BkOldT 1 (Mr. Starratt)	5.50 est.		24.50 est.
88	BkOldT 2 (Mr. Akroyd)	6.50 est.		2,493.50 est.
89, 201	BkOldT 3 (Akroyd, periodicals)	20.00 est.		50.00 est.
91	BkNewT 1 (Mr. Starratt)	65.00 est.		885.00* est.
92	BkNewT 2 (Starratt, periodicals)	29.50 est.		
93, 202	BkChuH 1 (Dr. Beaver, periodicals)	15.00 est.		
94	BkChuH 2 (Dr. Beaver)			925.00 est.
138	BkChuH 3 (Dr. Gray, periodicals)	15.00 est.		
139	BkChuH 4 (Dr. Gray)			140.00 est.
95-97	BkSyTh 1&2&3 (Dr. Wei)	635.00 est.		30.00 est.
134	BkSyTh 4 (Dr. Wei)	1.37		
98, 99	BkRelEd 1&2 (Hsichow)	175.00 est.		80.00 est.
100	BkLitur 1 (Dr. Beaver)			525.00 est.
101	BkRelig 1 (Dr. Beaver)	25.00 est.		575.00* est.
102	BkChem 1 (Hsichow)	375.00 est.		
104	BkChem 3 (Dr. Weidenhammer)	50.00 est.		
105	BkChem 3a (Dr. Weidenhammer)			65.00 est.
178	BkChem 4 (Wuchang)			8.00* est.
106	BkPhys 1 (Hsichow)	628.30 est.	(2.48)	
107	BkPhys 1a (Hsichow, textbooks)	60.00	13.25	
108	BkPhys 2 (Hsichow, periodicals)	130.00 est.		
109	BkPhys 2a (Hsichow, back numbers)			420.00 est.
179	BkPhys 3 (Wuchang)			8.00* est.
110	BkBiol 1 (Hsichow, periodicals)	139.18		
111	BkBiol 1a (Hsichow, back vols.)			300.00 est.
112	BkBiol 2 (Hsichow)	445.00 est.		
180	BkBiol 3 (Wuchang)			55.00* est.

Report No.	Requisition	Orders placed		To be prepared
		Purchase	Shipment	Purchase
113/ 113	BkMath 1 1/2 (Hsichow)	\$35.00	est.	
114	BkMath 1b (Hsichow)	\$119.75	\$10.60	
115	BkMath 2 (Hsichow, periodicals)	27.25		
116, 203	BkSci 1 (Hsichow, periodicals)	98.00	est.	\$12.00 est.
118	BkEduc 1 (Hsichow)	175.00	est.	
119	BkMusic 1 (Mrs. Allen, bks)	240.00	est.	
120	BkMusic 2 (money to Mrs. Anderson)	405.00	est.	
121, 142	BkMusic 3 (bks for Mrs. Anderson)	8.00	est.	
140	BkMusic 4 (sheet music)	151.95		
141	BkMusic 5 (phonog. recordings)	133.00		130.00*
143	BkMusic 6 (community songbook)			20.00*
122	BkGen 1 (periodicals)	80.00	est. 50.00	
123	BkGen 2 (encyclopedias etc.)	325.00	est.	350.00* est.
124	BkGen 2a (misc. non-fiction)	50.00	est.	135.00* est.
125, 181	BkGen 2b (25 1/2 bks)	5.19		
126, 204	BkGen 2c (Nat'l Geog. maps)	17.75		
127, 182	BkGen 2d (Army maps)			12.50*
128, 183	BkGen 2e (1/2 atlases)	35.00	est.	
130, 183	BkGen 4 (bks for Geog. classes)			46.00* est.
131	BkGen 5 (cataloguing aids)			75.00* est.
132, 184	BkGen 6 (catalogues etc.)	310.00	est.	
185-188	BkGift 1-4 (GTS lot)		350.00 est.	

APPENDIX
 (other expenditures out of the \$100,000)

Expenditures in China

20, 205	EqGen 16 (power plant)	\$1,000.00
44, 206	EqPhys 4 (machine shop)	6,000.00
46, 207	EqPhys 4b (gas plant)	1,500.00
34, 165	EqPhys 1h (making apparatus)	1,000.00
	Chinese Hist & Lit books	2,105.00

Expenditures in New York after I leave (sums specifically reserved)

18	EqGen 14 (Psychology eq't)	1,000.00
19	EqGen 15 (chapel organ)	500.00 est. (inc. shipment)
	Psychology books (Prof. Lo)	1,496.50

Incidental expenses

	Library of Congress cards	50.00 est.
	Travel, assistance, postage, etc.	300.00 est. to date

Notes: 1) The \$3,500 being spent for the metal stacks (inc. shipment) has not been mentioned above because it is being met out of another part of the budget.
 2) In the column on the right figures marked with asterisks represent orders that I need only write out to submit to Mr. Fowler. I hope to submit these orders in the coming week.
 3) Figures entered in the shipment column are simply those few already reported to me, and none for freight shipments cover anything beyond shipment to Shanghai.

Huachung University
Wuchang (4), China

October 18, 1947

From Paul Ward

Received Oct 27

Dear Mr. Lyford:

It is about three months since I last wrote you. Dr. Wei has been reading to me letters from you outlining what reports you need and expect from me. Two weeks ago I prepared for you a long letter explaining how things stand in my "department", but Dr. Wei has put it to one side because, he says, he has not had time to think out what should be said about my problems. I quite agree that just as you address your letters to him, Dr. Wei should be the one to write you from here about college business.

But, all the same, I want to write you a personal note. This may be presuming upon the personal friendliness that you consistently showed to me last year, but in the long run it ^{may} make you easier in your mind about the difficulties created for you ~~for~~ now by treasurer's short-comings here, and my responsibility for them.

Aside from the all but frantic pressure of work, things are going well for me personally. Especially now that John Coe is so soon to return, I quite agree with Dr. Wei's decision, evident from the first weeks, that there is no necessity to whittle down the responsibilities which John Coe accumulated during the years, or to provide me with assistance. I agree, for I accept his tacit judgment that correspondence, checking accounts against the budget, ~~and~~ closing last term's books, and the like, can be left _{if necessary} until John Coe's return. I have, of course, caught myself many times wishing to reorganize the job so that I could do it efficiently, but it is after all John Coe's job and Dr. Wei, as my superior, has been kept fully informed of the state of affairs. It is a pleasure to work with Dr. Wei, such a pleasure that my times of discouragement — when Dr. Wei or others press new tasks on me when I feel particularly overloaded (and they know it) — are always short, even though fairly frequent these days.

I'm going to be interested to watch one thing when John Coe returns. Conditions of living and working here are so difficult that there is much less ^{in eight months} volunteering of help than in America. On only ~~two~~ three occasions, members of

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our college community (two, one Chinese and one American) ^{L2}
have volunteered to help when asking me to do an arduous
job, ~~for them~~ I feel especially warmly to those two. Ask-
ing for help similarly doesn't work, since people are so
hard pressed: only one of my ^{few} requests has borne fruit,
and that is Dr. Fulton's taking over just now the job of
acting secretary for the provisional Board of Directors.
My feeling is that things will go much better when a more
adequate administrative staff can be developed, to leave
administrative officers with a small margin of time for
^{voluntarily} helping out. I'm especially conscious of the general
[^] community problem, although I've noticed it in family-to-
family relationships, because the treasurer's office is
also the general business office in people's minds: for
mail, the college time (the one clock is erratic), major pur-
chases such as coal, use of college property, arrival of
personal shipments from abroad, and so on.

Since mid-summer I've been busy with the routine
of paying bills, collecting sums due, and the like at the
office, for Mr. Tan was first away on vacation and then
tied up in the complicated business of student registra-
tion and payments. In perhaps ten days from now he will
have things of that sort in order, and I will be able to
stop watching and assisting in the routine. Catharine is
expecting a child, our third, next month, and though we
now have a marvelously good and helpful cook, whose
wife is learning to care for the children, I may find my-
self without as much time for business. So it will go,
until the happy time when John Coe returns in January.

I must mention the matter of getting in money in CNC,
for every so often that dominates my life. It usually
takes several days of investigation, trips to Hankow,
and negotiation to get the money, and the present sharp
increase in inflation means more of this when I get
money early next ^{Oct 20} week. I certainly don't dislike this
or the other parts of the treasurer's job, but it certainly
will be a relief to turn over this responsibility to John
Coe, who can do it without strain as he does everything.

Catharine and the children had a particularly happy
and restorative time at Kuling, and our home has been
a happier place than ever, this fall. Feeling unable to
live longer with unopened boxes around, we have just now
taken the time to unpack our books, curtains, pictures, the
painting of furniture, and arrangement of our rooms up-
stairs all wait until I'm no longer treasurer, but we're

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already feeling very comfortable, especially since our unsatisfactory servant of last spring has been replaced by a cook who is highly skilled and dependable. Betsy has found her ideal play-mate in John Lo's daughter "May," and we consider at least that we have as many really congenial friends in this community as we have ever had before since our marriage. It's a privilege to be here. and on top of all this we have the pleasure of a prolonged visit by Catharine's sister and brother-in-law, who may have to be returning to America.

I'm enjoying two other parts of my life here. My one hour of Chinese instruction after early breakfast each day has been giving me what I haven't felt able to do without, the ability to get around by myself on errands and the sense of not being wholly a stranger. I am now teaching a course in my special subject, medieval history, with five students. Perhaps this is an unjustified use of my time, but to return to the academic scene and have nothing to do with my chosen work, for which I came here, would be too much. I shall do much better, when I take up full-time teaching, for this chance to adjust to the problems of teaching here.

with lecture-writing and treasurer's work, I manage only one social evening a week. I'm trying to do all I can on treasurer's work, but one month here proved enough, with late hours, to exhaust the reserves of health I gained at Kuling, and so I feel obliged to watch myself. Other people are, of course, working as hard. Mr. Tan, devoted and dependable, puts in about seven hours a day at the office, even though it is supposed to be only part-time, for he is also teaching in the Economics Department.

There is, let me say, no simple solution for the overload of administrative work due to these hard times and the constant exceptions and crises resulting from them. Mr. Tan, for example, shrinks from definite responsibility; I must frame all rules, decide on all exceptions to them, and enforce them vis-a-vis all except individual undergraduates - just as I must write all checks, endorse every draft or check received by students, and be the only one to know the combination to the safe. So each day is full of insistent duties.

I've written quite enough to give you the picture, I think, and certainly enough to let me feel that I'm not permitting you to labor under illusions about my activities. The

present state of the university's finances is another matter. ^{L4}
I hope and expect that Dr. Wei has been writing to you
enough to convince you that they are in good shape. Being
incurably an optimist, I hope before long to be sending
you some of the figures you need - but how soon depends
on how frequently this next week, for example, I am con-
fronted with over-riding crises.

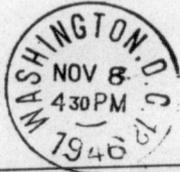
From your past dealings with me, I know that you
can see this letter of mine in perspective. It would not
have been written if the past two months of increasing
areas of work had not increased so much my feeling of
inadequacy as John Coe's temporary substitute, and as
one of those whom you trust. One of my weaknesses has
been my readiness, on the basis of my past experience, to
feel sooner or later adequate to each of my temporary
responsibilities taken singly. The pressure of so many
all together, physical tiredness, and the moments of confusion
because for days on end there is no time to put my papers
in order - these amount to a strain that is only temporary
and that is of no importance because over-balanced by
the interest of the work, the high quality of the persons
with whom I deal, and the deeply Christian character of
this work being done for our common Father.

But just because this is Christian work, I have felt
it right to spare no efforts to meet fairly and fully the
needs of those who daily turn to the treasurer's office here.
This is only, I believe, following out the high tradition
set by John Coe and the rest. You are also, as I see it,
one of those looking to the treasurer's office, and just as
I take time out here to explain adequately, from time
to time, why certain things have not been done as hoped
for, I've today taken the time to write you. A large part
of my reason for writing is, of course, my own subjective
state of mind. But if I've given you material for a
wiser understanding of conditions here, this has not
been just time spent selfishly.

So let me close by saying that it will be good
to have fuller news from John Coe of your health
and doings. Catharine and I hope that your eyes are
no longer troubling you, and that all the Lyfords are
having a good autumn. It has been a pleasure for me
to have business that has brought me, now and then, word
of your steady work for Huachung's aims. Sincerely, Paul

NOV 12 1946

J. EARL FOWLER



THIS SIDE OF CARD IS FOR ADDRESS



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

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on train, NY, NH, & It
November 7, 1946

Dear Earl

The following summarizes
my expenses for the purchasing
work since my last accounting
Oct. 1 to Nov. 6 inc.

Trips to N.Y.

(4 trips, 10 days)

Travel	50.94	
Bed	18.35	
Meals	<u>10.10</u>	79.39
Post, t. & t.	6.69	
Cards	<u>.15</u>	6.84

86.23

Balance from advance 2.60

Due now to me \$83.63

Thank you for the telegram
announcing the second post-
ponement of the Legnys. Our
trunks were closed and about
to leave, and for many reasons
we felt we should go out to
Springfield (Ill.) as planned,
but stay there until the 23rd.
Our best wishes. Paul

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Paul Ward

October 16, 1946

127628
Use made of \$200.00 advanced to me June 13 for my incidental expenses in connection with purchasing for Huachung University in the four months June through September 1946:

Trips to New York:	Travel (6 trips)	\$50.23	
	Bed (18 days)*	29.16	
	Meals (18 days)	<u>16.23</u>	
			\$95.62
Working expenses:	Assistance (c. 90 hrs)	59.15	
	Postage & Tel.	31.80	
	Supplies	<u>1.90</u>	
			92.85
Boxes for shipping gifts (books)			4.48
Purchase of 25¢ books (EqGen 2b)			<u>4.45</u>
			\$197.40

Balance of \$2.60, spent in October, will be accounted for later.

Note: similar expenses, accounted for earlier, in preceding three months, had totaled \$82.60 (5 trips to N.Y. covering 10 days \$59.45, assistance \$20.95, postage \$.60, supplies \$1.60).

Paul Ward

*chiefly expenses of travel to and from homes of relatives and friends who have been glad to put me up.

0562

October 16, 1946

MEMORANDUM FOR: Mr. Fowler

1. As of today, the rent allowance should be dropped from my salary check. This month's check should therefore have only \$33.50 for rent, and later checks should have nothing. Although we left Silver Spring nearly two weeks ago, we had to pay through the 15th.

2. My father has vaccinated us four today, and will in a day or so give the children their diphtheria-antitetanus booster. The immunization schedules will be completed and delivered to you next week, when the reactions to the vaccinations have been entered. They will carry nothing for yellow fever. My uncle, Medical Secretary of the ABCFM, showed me Monday a letter August 27th from the Associated Medical Office saying that the President Lines no longer required this; he let me see the Surgeon General's notice of last December which says that yellow fever immunization is needed only for Africa, within the Eastern Hemisphere; he and our Maryland doctor advised against these shots unless clearly required.

3. Two dental bills are attached. One, of June, Catharine is positive we failed by oversight to report before. The other covers work on a tooth of mine that supposedly was properly cared for last winter, but was not.

4. I have spent by now the \$200.00 I received June 13 to cover my incidental expenses in connection with the University purchasing. You will find attached an accounting through Sept. 30, with a balance then of \$2.60 which I will account for later.

Paul Ward

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PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

October 18, 1946

#10

TO: Mr. Oliver S. Lyford

FROM: Paul Ward

SUBJECT: Revision of financial summary in preceding memorandum

The upshot of our conversations today may be expressed as follows:

1. On the basis of information that has reached Mr. Fowler, the three of us have reluctantly agreed that the cost of moving freight from ship at Shanghai to the university at Wuchang is likely to be two or three times as great as the cost of shipping it to Shanghai, and that my allowance to cover shipping costs for equipment must be 50% of purchase price, rather than the 30% that I last proposed. Only experience will show whether this allowance is excessive or insufficient; I was told at the Associated Boards this afternoon that they have no information to help confirm or revise this estimate. The agreement on this new allowance means that to cover the cost of shipping articles of equipment already ordered we must set aside almost exactly \$7,000 more than I was setting aside for this up to last week. The tables below figure in the cost of shipment at this level of 50%.

2. In my last memorandum I suggested that we might stay within the sum allotted for science equipment by paring down the figures for expenditures at Wuchang. You judge, from letters received today from Wuchang, that \$7,000 should be allotted to the machine shop equipment. On the same basis it seems wise to hold to my first figures of \$1,000 for Physics apparatus to be made at Wuchang, and \$1,500 for the gas-generating plant. Adding in the \$1,000 for the compact power unit from Kunming, the total expenditure at Wuchang for equipment comes to ~~\$10,500~~ \$10,500, or \$4,500 more than I have been allowing for (see the figures in paragraphs 2 and 6 of my memo #8 to you of July 27th).

3. The third new element in the tables below is the sum of \$4000 available from the American Council on Education. Mr. Evans of the Associated Boards yesterday explained to me that the Council has given up the idea of making purchases itself and wishes instead to have receipted bills presented to it, on the basis of which it will simply pay over the money. Under present circumstances it seems necessary to give up any idea of securing more advanced Physics equipment (see my report #39, on EqPhys 3d-1) and to use this money to meet part of the increases explained in the two preceding paragraphs.

4. <u>Equipment.</u>	Purchase	Shipment	Total
Orders placed N.Y.: general	\$3,173.37	\$2,138.01*	\$5,311.38
science	18,215.74	9,107.87	27,323.61
Expenditures at Wuchang; general (power unit)			1,000.00
science (gas plant, Phys app.)			2,500.00
science (machine shop)			7,000.00
			<u>43,134.99</u>
-- deduct expected gift from Am. Council on Educ.			4,000.00
			<u>39,134.99</u>

*To allow for the high cost of shipping the pianos, this estimate is based in part on the known cost of trans-Pacific shipment.

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This is about enough to exhaust the \$40,000 for equipment. The requisitions already on hand for equipment, but not yet placed as orders, are:

	Purchase	Shipment	Total
To be prepared by PLW: general	\$2,259.00	\$1,129.50	\$3,388.50
science	4,559.22	2,279.61	6,838.83

(leaving out the telephone exchange)

Later in New York (psychology eq't & chapel organ) 1,700.00
11,827.33

~~xxxxing~~ Adding this total to the total on the preceding page (prior to deducting the expected gift), we have a total of \$55,062.32 as the estimated cost of all equipment requisitions received to date.

5. Proposal on Equipment. I shall assume that the budget figure of \$40,000 holds and that I am therefore not to place any further orders for equipment. I shall simply investigate availabilities and prices, in order to facilitate purchasing later when more funds become available. But when the American Council makes its gift, if that is before my departure, I shall order a few small items, within the margin that will then remain of \$865.01. I have in mind two or three of the items of Geography equipment that Dr. Tregear is expecting and the materials that Dr. Bien needs for making Physics instruments in the machine shop.

6. Books. Please refer to the table presented in paragraph 6 of my preceding memorandum to you, which needs no alteration. The total given is \$24,877.42, which for a more realistic estimate should be reduced to about \$21,000.00 to allow for the books that will prove unavailable. Even this figure is perhaps high.

7. Proposal on Books. Your decision to reduce the budgeted sum for books from \$60,000 to \$35,000, because of a cut in your budget, will of course not affect my working ahead on requisitions in hand. Since, however, the established figures for the departmental allocations are no longer valid, I shall regard the allocation scheme^a in abeyance. In line with Dr. Wei's most recent comments on the matter, I shall try to purchase whatever is properly requisitioned, without worrying about the amount requisitioned for any one field. When funds again are made available on sufficient scale, the allocation scheme may, I assume, be usefully revived.

cc: Dr. Wei^M
Mr. Fowler ✓
Mr. Greiner

0565

PURCHASE OF BOOKS AND EQUIPMENT FOR HUACHUNG

October 31, 1946

11

TO: Mr. Oliver S. Lyford

FROM: Paul Ward

SUBJECT: Procedures of purchasing after I leave

1. The time for my departure for the west coast is less than ten days away. This means that I can do little more preparing of orders and must turn my attention to closing down my activities. In order to minimize the danger of future misunderstandings I want to set down here what this involves, as I see it, for the University's purchasing program in this country.

2. It is understood that until such time as the United Boards may assume the purchasing function for the University, there is no one in this country to take over where I leave off. All the records, correspondence, and originals of requisitions now in my hands are therefore to go with me to Wuchang, where I shall turn them over to Dr. Wei and Dr. Bien. The requisition reports and draft orders furnished to Mr. Lyford and Mr. Kyle Fowler are, I assume, sufficient record of my activities for purposes here.

3. I assume that for each requisition Dr. Wei and Dr. Bien will find it possible to carry out at Wuchang -- and from Wuchang without calling on Mr. Fowler and Mr. Lyford -- the steps no. 1 to 5 (see my requisition reports) for which I have been responsible. I think it quite likely that a considerable increase in efficiency and speed of action will result. Especially with the improvement and lower cost of airmail correspondence, many advantages can be gained by centralizing decisions.

4. I assume that Mr. Lyford will inform Dr. Bien when funds again become available for purchasing equipment here for the University, and will also inform him of any increase or curtailment of the funds now available for purchasing. I suggest that to avoid confusion Dr. Bien be considered responsible for keeping within the sums available and that word of purchase orders normally reach Mr. Lyford in the form of a copy of each order as typed in Mr. Fowler's office. My thought is that Dr. Bien's estimate of the purchase and shipping cost might be noted on Mr. Lyford's carbon copy and that only where a relatively large sum is involved should Mr. Fowler delay sending off the order itself until Mr. Lyford shall have given approval.

5. I assume that as a general rule Mr. Fowler will be able to place only orders that are sent him in final form, that is, needing only to be copied off under his letterhead. Mr. Fowler will thus continue to place orders and see to the payment of the resulting bills. It will be necessary for Mr. Fowler's office to follow up orders that suffer from unexplained delays, and to see that 1) copies of all invoices paid and 2) notice of all other charges against funds for Huachung equipment and books are forwarded without delay to Dr. Bien, who

0566

will need them for his decisions on requisitions. I have suggested above that Mr. Fowler's office make for Mr. Lyford an extra copy of each purchase order, adding to it the cost data. Mr. Fowler's office will have to see to it that each requisition for books is checked against the card file now in Miss Weatherbee's care; Miss Weatherbee will report to Dr. Bien any titles that she may delete in making such check. Mr. Fowler's office is ready to serve as an intermediary in Dr. Bien's correspondence with firms, to make more efficient use of airmail to and from China.

6. I am now to write those faculty members in this country and England who may be requisitioning more books or equipment that their requisitions should henceforth be sent to Dr. Bien for his action. A possible exception is Professor Lo, who has been assured that he may requisition books and equipment for Psychology after I leave. If Mr. Fowler is willing to incur the extra trouble, a short cut may be possible in the case of his book requisitions, but his equipment requisitions must wait on the release of funds for equipment.

7. I shall send Dr. Bien some further indication of the requisitions on which I am not acting, so that during the period before I reach Wuchang he may ~~write~~ more readily send to Mr. Fowler any requisition that he feels cannot be delayed. To give him, however, through requisition reports and supplementary statements all the details that I think would help him make requisitions most efficiently, would probably take more days than remain to me and would become waste effort if I reached Wuchang before he needed to act.

cc: Dr. Wei
Mr. Fowler
Mr. Greiner ✓

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SEP 16 1946

Mrs. Paul L. Ward

8469 Piney Branch Court

Silver Spring, Maryland

Dear Earl: I assume there is a large and obvious "out" about trying for the sort of thing endorsed in this clipping, but I send it along just in case it's anything you want to see. Do you see that paper incidentally, published in NYC? We so much enjoyed the visit with you and Dot and the chance to see Connie and Tom last Saturday. Wish it could be done oftener. Now we are busy organizing our living around the Oct. 25 date. I've dug up the snapshot we have of the Shepherd house to show Paul and Bets and hope it's really in the books, for I remember it so affectionately, and $\frac{1}{2}$ of it would be about right for our household. Our car disintegrated on the way home, fortunately in Philadelphia where Marth

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Post Card

PLACE
ONE CENT
STAMP
HERE

and Augie could put Paul up while he waited impatiently for repairs. The children and I finished up by train and Paul got here Tuesday afternoon, having put out nearly \$80 in repairs! But it was the delay that bothered him most. Yesterday our passports arrived safely and the day before a large M Ward order with woolen underclothing and blankets and other household goods.

Thank you for taking time out with us — and do tell Miss Olsen that the China newsletter was here waiting for us when we arrived.

Affectionate greetings to you all, Catherine

0569

SEP 16 1946

J. EARL FOWLER

Post Card
F SPRING MD
9 PM
1946



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

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Tuesday the 17th, 6 pm

Mr. Paul L. Ward

8469 Piney Branch Court

Silver Spring, Maryland

Dear Earl,

P.S. This probably means that I'll be up by 2:31 - see 2:42 & 2:49: 2:10 - 2:15 you know. G.W.

The craters have just been here. It is a firm that does a lot of work for the Navy, & seems good. They will come & pack & take our freight (as on my list to you July 14) on Monday, and get it off to Lunham & Reeve later that week. Their rough estimate is \$250 for crating (the \$50 above my July figure is more than accounted for by the books, which I then planned to pack myself but at cost of days of my time I think now better used on Univ. purchasing). They estimate roughly less than my July figure of 3 tons avoirdupois. Most of our talk was on ways of reducing the cubic footage.

If you want us to hold things up for any reason, write us to reach here before Monday, or call us in the evening reversing charges (no. is Sligo 9514). Otherwise we go ahead. Best wishes, Saul

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Mr. and Mrs. Walter A. B. Nichols, of Nichols Chinese Rugs, Inc., fame, recently sailed from the West Coast for Shanghai aboard the Roseville, a Klaveness Line vessel. "Besides us," writes Mr. Nichols, "there are two other passengers from little old Tientsin—Mrs. Minnie Plath, of Frazer & Co., and Ian Howell, of Liddell Bros." The Roseville, he adds, "has just been refitted after serving as a U. S. transport throughout the war and she is spotless. The cabins are very nice with two beds in each and there are three fine large bathrooms for the 12 passengers. The stewardesses are all pretty girls from Vancouver and I recommend that Old China Hands intending to return to the Far East look up the agents of the Klaveness Line for accommodations."

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NEW YORK, N. Y., AUGUST 23,

ABMAC Director to



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1951-11-11

Paul L. Ward, Ph.D.

Name: Paul Langdon Ward
Address: 8469 Piney Branch Court, Silver Spring, Maryland
Date of Birth: February 4, 1911 (Age 34)
Church Record: Baptized: April 25, 1926
Confirmed: February 25, 1945
Parish: Trinity Church, Washington, D.C.
Education: Amherst College A.B. 1933
Harvard University A.M. 1934
Ph.D. 1940
Experience: Instructor and Tutor in History, Harvard and
Radcliffe 1938-41
Assistant Professor of History, Russell Sage
College (Troy, N.Y.) 1941-42
Leader (soccer, swimming) Camp Dudley,
Westport, N.Y. summers 1931-34
Research, Society of Fellows, Harvard, 1935-38
Secretary of Publication, Mediaeval Academy of
America, Cambridge, Mass. 1940-41
With Office of Strategic Services, Washington, D.C.
(Principally as Assistant Section Chief and as
liaison officer.) 1942-to date.
Leading and organizing student Christian activities
(experience 1934-39 in Student Christian Movement
of New England.)
Interviews: Personally known to Bishop Gilman and
Mr. J. Earl Fowler of the Overseas Department.

Dr. Ward is married and has two children.

History Dept

0574

Templeton, Mass.
November 5, 1946

Dr. Richard P. Bien
Huachung University, Wuchang, China

My # 8 to Wuchang

Dear Dr. Bien:

This will have to be my last letter to you from this country. Although my family and I shall not be sailing for more than two weeks, we have to start now on our way west, and I am tonight closing up the trunk containing my papers on this purchasing work. I'll look forward to a good talk with you upon our arrival at long last in Wuchang.

Mr. Lyford in his letter of October 23 to Dr. Wei enclosed Dr. Wei's copies of my memoranda # 9 and # 10 addressed to Mr. Lyford. I hope that you have seen these. I enclose herewith Dr. Wei's copy of my memorandum # 11 to Mr. Lyford. These three give the essential data concerning the present position of the purchasing work -- the shortage of funds and the halting of all equipment purchasing.

These developments, and difficulties that I have run into in getting my baggage to the boat, have kept me from following through the program that I laid out for myself. I am sorry not to have made up the requisition reports that would have brought my reporting up to date. You will find enclosed reports #135 to #144, which might well have been sent you earlier. In lieu of reports on the orders that I have placed recently, I enclose copies of my book orders # 24-29 and equipment orders # 12-15. If you need to figure out just where things stand, before I reach Wuchang, these may be of some help.

Invoices (duplicate copies on purchases made) have been accumulating in my folders for some time. Since packages of books are presumably arriving in Wuchang, I feel that these must be in your hands without more delay. The great reduction in the cost of air mail to China makes me feel free to send you the invoices as they come to me -- except that I have trimmed off with scissors a considerable amount of blank paper. The "invoices" on yellow paper, by the way, are the copies furnished me by the bookstore in cases where the publisher failed to furnish the requested five copies of his invoice. I am mailing along with this letter four other envelopes containing the invoices. The bookstore always puts the invoices in alphabetical order of the firms. So one envelope has the invoices from firms whose names begin A to G, the next the invoices from firms similarly H to N, the third the invoices from firms O to S, and the last the book invoices from firms U to Y plus a few miscellaneous invoices. These last include the invoices from 2 English firms that Dr. Wei wanted forwarded to him, and invoices on EqPhys 1 and EqPhys 1e.

For further ordering, beyond the orders that I have submitted to Mr. Fowler in the past months, there seems to me little point in my making suggestions or detailed explanations to you now. In the month or more that will elapse between the arrival of this letter and my own arrival you will of course act to fill emergency needs (without feeling, I hope, too much in the dark) according to your best judgment. But when my records are before you and you can ask me questions directly, you will be able, I think, to proceed more efficiently. I very much hope that it will soon be possible to provide or release funds for some of the equipment purchases that I was about to make four weeks ago.

It has been a great pleasure to me during the past months to become acquainted with the people and activities here that stand in close relation with Huachung. I am looking forward greatly to the opportunity to work at the center of things, at the University itself. I hope that the year is starting well.

Sincerely yours,

SW

P.S. The "long list of equipment for the Biology department" which you sent me on September 12th and described as "urgently needed for instructional purposes" I am leaving with Mr. Fowler, as I consider it in suitable shape for ordering without inquiries or asking for quotations. When funds become available Mr. Fowler can be asked to make the purchases from the two firms named. Let me note that the cost estimates in the list total \$1,138.32 and that on present assumptions the allowance for shipment would have to be 50% of that, or \$569.16; so over \$1,700 would have to be found for this purchase.

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Mr. Fowler:

For your information and files. B.L.W.
P.S. Since you have 2 more copies, one
might go to Wu-chang. I could carry it
or you could send it direct.

603 South Fifth Street
Springfield, Illinois
November 13, 1946

Mr. Evans
Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, N.Y.

NOV 15 1946
J. EARL FOWLER

Dear Mr. Evans:

You must be wondering what has happened to me, that the enclosed "acknowledgment of export order" has been so long in reaching you. In some unexplained way the copies of it which I assured you we had were mislaid, and the enclosed copy reached me only a few days ago, after I had packed up all my papers on the University business and started west.

A recent letter from Mr. Liggett informs us that Arthur H. Thomas Company is now preparing the order described in this acknowledgment. But we have not yet received any invoice, and until we do, this detailed acknowledgment remains the best evidence of what the University is purchasing from this firm.

When I talked with you about this, you agreed that this acknowledgment might appropriately be submitted by you to the American Council on Education, with the request that it grant to Huachung University the sum now offered, to pay for any part of this purchase that it may choose or, most simply, for the apparatus and chemicals for the Chemistry Department, which are itemized on pages 1-23 with purchase cost totaling \$4,040.35 (see page 23).

For your information, the order is made up as follows. The Chemistry Department in China requisitioned the apparatus on pages 6-14 and the chemicals on pages 15-23; a new appointee to that Department requisitioned for analytical and organic chemistry the supplementary list of equipment on pages 1-5. The Biology Department in China requisitioned the apparatus on pages 23-32, and accompanied their requisition with one for the chemicals on pages 32-40, which, I understand, will be shared with the Chemistry Department. These last two lists amount to \$8,288.61, making a total for the order of \$12,328.96. Aside from a small list of slides and specimens for Biology sent in just recently, this order represents all the equipment requisitioned for Chemistry and Biology at Huachung as part of the rehabilitation program.

I am sending a copy of this letter to Mr. J. Earl Fowler at 281 Fourth Avenue. I suggest that for anything further on this whole matter you get in touch with him. If he wishes to, he can reach me at any time up to the sailing of the Marine Lynx.

Thank you very much for your assistance on this American Council business. It has been a pleasure to see you as I have during the past months, and I shall look forward to meeting you again five years from now -- or sooner, if you come to China.

Very sincerely yours,

Paul L. Ward

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THE ONLY URGENT
ITEM IS 35, ON THIRD
PAGE.

NOV 22 1946

J. EARL FUWLL

603 South Fifth Street
Springfield, Illinois
~~October~~ Nov. 20, 1946

Dear Earl:

As I clean up my last correspondence here, I remember that on my last visit to 281 I failed to make any disposition of the few boxes of books over at G.T.S. I did call up and find out that the only gift books over there were the 3 medium-sized and 1 small boxes that Catharine and my parents packed at Templeton with the books we picked up in August from friends and relatives. These boxes my father later brought down and left at G.T.S. Since they are properly packed for overseas shipment, all that needs to be done is to have Mr. Diety arrange to have them picked up and shipped to Wuchang.

Among my papers now packed away and shipped ahead is a copy of the list of these books with notations indicating which box each was packed in. Mr. Diety has in the past, however, required of me only the number of volumes in each box and the estimated value ^{of them}. I'd guess, from what I remember, that each of the larger boxes has about 60 books in it and that the small one has about 25, and that these books can be valued at \$1.00 apiece.

But if Miss Olson can take the time to do a bit of figuring, and if you think it worthwhile, much more accurate figures can be ~~used~~ obtained from the list I left with you. The box marked "2" has all the Scott and Dickens volumes given by Miss Jarvis; the box marked "1" has the rest of Miss Jarvis's gifts. So ^{the} numbers of volumes, and value, for each of these boxes can be added up from the list. Our memory is not so good on the other two lists; box "4" ^(the small one) has, I think, the Bundy books and half the Wilson books (the other half, left over, we took to Washington and packed with our books); so box "3" has the three Ward lists and Lickty's. (Note: the boxes are marked

0577

"W-1" "W-2" etc., or something like that, rather than simply "1" "2" etc., but I remember only the numbers clearly.)

2) One other piece of unfinished business. I tried two or three times by telephone to get estimates of the value of the gift made by Miss Patty Washington. The magazine department of the H. W. Wilson Company (listed in Manhattan phone book) seemed the best source for valuations of the back files of the National Geographic and American Historical Review — and possibly also for the Annual Reports of the American Historical Association. The few books aside from these can safely be valued at \$.50 apiece, since she was going to throw them away and they're hardly worth much more. On my first call to H. W. Wilson Co. I was told that the head of its magazine division or department would be glad to advise us on the value of the above periodicals, but he was out of town. On my other attempts to reach him he was out of the office. I intended to ask him at the same time what kinds of scholarly periodicals (back volumes) we might order from his division — for we need this information and H. W. Wilson Co. is the best firm, I understand, to buy back numbers from.

So — if Miss Olson feels up to calling the H. W. Wilson Co., it might be worthwhile. Otherwise, ^{simply} from the typed list of Miss Washington's gift (which I assume can be found), some sort of estimate of value should be made up so that an acknowledgement can be sent her with word that she may deduct for income tax purposes. Her address is on the list, I think. I suppose that, as a guess, the National Geographics could be valued at \$2 a volume (12 issues) and the Amer. Hist. Reviews at \$2.50 a volume (4 issues), the "Writings on American History" at \$.60 a volume and the other A. H. A. Annual Reports at \$.20 a volume (they're all issued free by the G. P. O. but to a small list and are hard to come by, I think). But these guesses may be considerably wide of the mark, and any advice from H. W. Wilson Co., ^{taken together with my typed list} would be a much better basis for "income tax purposes".

I honestly think that this exhausts the unfinished business that I have to drop in your lap. Mrs. Allen³¹ was about to make up a further list of phonograph^{on} records for purchase, but I've written her at great length how to submit it to you, it's simply a sequel to the order I recently sent you and can be handled the same way, and the sum involved should be relatively small and comes out of the book funds, where there is much leeway left. I'm about to write John so similarly, since (as my last memo said) he will probably want to order Psychology books without writing out to Wuchang.

3) While I've been writing this your telegram has come, I've canceled our train reservations (which were to have been picked up tomorrow), and we've wired my family who are just about to drive out here with my brother (back from Syria) and, ^{who} now can see us. We're deeply appreciative of your prompt word. The fact that it spared us the wire of inquiry to you, which we were about to send, is the smallest part of it.

The reservations that I've now asked for are for the 1st, I am sorry to report. The ticket agent surprised me by saying that our tickets (30 day limit) can't be extended; on his advice I'm going to see the division passenger agent on Monday and argue, at least, that the one ticket we have that expires the third was dated four days early by mistake. But with the threat of a general cut in trains because of the coal strike I want to have ~~the~~ ^{some} sort of reservations.

I'm assuming that, as Martha reported, the sailing now depends on the ending of the strike. I hope the radio is right in implying that that's almost over. I'll ask the division passenger agent, of course, how we can get out of it most cheaply if the strike continues + I assume that the real trouble ^{will be} ~~is~~ that we've checked baggage ahead on our tickets. But I'll abide by your word of today, to arrive Frisco December sixth, until I hear again from you, and that means to me, since I want a few hours of a business day to see to our

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boxes going by freight, arriving early in the afternoon
of the 5th. ⁽⁴¹⁾
So if this reaches you by Friday, so that you
can get word to me Monday or so, before I see the
division passenger agent or at least before I go
off with my family for Thanksgiving reunion (per-
haps as long as Tuesday to Saturday), you may
feel like instructing me. If you can then say
that sailing ~~is~~ is set for a definite date, I'll have
more time to get reservations appropriate for it. If
you can say that sailing won't be until after the
8th, I'll arrange to arrive the 7th if the one ticket
dated by mistake can be fixed up - the others expire
the 7th and 8th. If you have any advice on this
problem of ticket expiration dates, I'd appreciate
that.

Does everyone of the 38 Lynx-ers cause you
as much trouble? You must be hardened to some
of this, though. I hope you're getting some lucky
breaks these days. You'll be hearing from us
again, at least to give you places and dates for our
^{possible} Thanksgiving trip when we know about that.

Thank you again for your telegram.

Sincerely,

Paul

P.S. My greetings to you and Dot -

The children and I are much enjoying this visit with
my mother. She is much better off in health than
I had expected. We are visiting all the Lincoln
country - his home is 3 blocks from ours -
& have most appreciated New Salem, the log
Cabin village reconstruction where Lincoln lived
in his store-tending law-reading early days.

Some day you & Dot should have a good
vacation out this far, just see it all for
yourself. Greetings from us all -
Catharine

0580

17
over

AIR MAIL

November 26, 1946

Dr. Paul L. Ward
c/o Mrs. Olive Lindsay Wakefield
603 South Fifth Street
Springfield, Illinois

My dear Paul:

Thanks for the copy of your letter to Mr. Evas. As you suggested in the note at the top I am sending you one copy of the list for you to take to China with you.

One question before I forget it! What have you done about the two watches that I asked you to get, one ladies watch and one man's watch. I have never made you any advance for money to cover these as I hoped you would let me know how much you needed after looking into the matter.

I will ask Mr. Dietz to pick up the four boxes of books at G. T. S. and have them shipped to the University. I do not think it necessary to make any investigation. We will tell him there are approximately fifty books in each of the larger boxes and twenty-five in the smaller and value them at fifty dollars and twenty-five dollars. As usual, I am still making as many short-cuts as possible.

We are roughly estimating the magazines and books contributed by Miss P. W. Washington, 1738 Lamont Street, N. W., Washington, D. C. at one hundred and ten dollars. I will write her regarding this matter.

The phonograph company has written me that they cannot pack the records for export and ship them. I have written them to send them here and we would take care of packing and shipping. Of course, Dietz will love this!

You will be interested to know I received a telegram last evening from the American President Line in which they confirmed

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Dr. Paul L. Ward

- 2 -

November 26, 1946

the date of December fifteenth for sailing of the MARINE LYNX. This would indicate that there is reasonable degree of certainty that there will be no further postponements. I hope my second telegram reached you in time to prevent you having made reservations to arrive in San Francisco for December sixth. You have been very much less trouble to me than most of the other passengers scheduled for the LYNX. Most of them are disgusted beyond words and take their spleen out on me even though they know I have no control over the actual departure of the ship.

I am enclosing a copy of a letter that has to do with the library stacks we ordered last summer. I hope you will have time to give me your opinion of this letter before you leave. If not, I will reply to it myself.

Thank Catherine for the postscript to your letter. Dot and I enjoyed greatly your brief visits. I am sorry to say Dot has been feeling miserable for the past two weeks so I have been chief cook and bottle washer. I am getting to be quite proficient at these domestic arts.

Dot joins me in love and very best wishes and we hope you have a grand trip and do not find the MARINE LYNX too unbearable. At least you will have lots of company in your misery if it turns out to be such.

Very cordially yours,

J. Earl Fowler
Assistant Secretary

JEF:O
Encls.

0582

LINDSAY HOUSE
603 SOUTH FIFTH STREET
SPRINGFIELD, ILLINOIS

December 4, 1946

Dear Mr. Lyford:

Your letter of the 11th reached me two weeks ago, since when we've had a memorable family reunion over Thanksgiving with my parents (and my brother just landed from Syria) at Esther and Bill's in Appleton, Wisconsin. I was sorry to read that life had been hectic again for you, and I hope things have gone more smoothly recently.

We've been having a real vacation here, because of the postponements of our sailing. Reading aloud instead of working in the evening, and spending hours instead of minutes with the children on excursions and in daily routine, have been great pleasures for me. We've seen to all the odds and ends of purchasing that previously escaped us, and we've had a good rest.

The trip to Appleton capped this vacation. The children enjoyed themselves greatly, especially

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with Peter, and it was a real satisfaction to visit properly with Esther and Bill. Esther⁽²⁷⁾ arranged for meetings with the best of their new friends. So we now have a good picture of their life there, and we do feel that they're in a spot that's just right for them.

Your letter asked about typewriters and adding machine, for Huachung. As I remember it, there were six typewriters ordered in March, and these were shipped in June. The report on this is one of the first of my requisition reports. To my knowledge, no more typewriters have been requested.

The report on the requisition of the adding machine is also on the first or second of my pages. Dr. Wei, as I recall it, said simply "a new-type adding machine with motor," for use in the classes on business methods, rather than in the college office. I can't add anything beyond this. The machine has not been bought, for I did not succeed in finding anyone competent to select a second-hand machine and Burroughs could offer no better than twelve-month delivery. Dr. Bieri's comment August 22 was "straight order from U.S. saves time, inquiry, and order."

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LINDSAY HOUSE
603 SOUTH FIFTH STREET
SPRINGFIELD, ILLINOIS

in Shanghai, as university has no resident agent in Shanghai. Necessity."

Mr. Fowler has sent me another order just received from Dr. Bien, inviting my comments. He rushed it to me before showing it to you in order to catch me before I left. You'll find herewith a copy of my memo to him commenting on it, for your information.

Next Monday, the 9th, we start for San Francisco, where we'll have three days before the boat sails the 15th. So this letter must carry Catharine's and my parting best wishes. We hope all the Luffords will have a merry Christmas and the best kind of New Year. Some time after January 1st you'll be hearing from us again about our arrival in Wuchang.

Sincerely,

Saul Ward

December 4, 1946

MEMORANDUM FOR: Mr. Fowler

SUBJECT: Large order for science books and equipment received from Dr. Elen in the last week of November

1. Contents. Since all my papers are packed and on the way and I am about to sail, this order can't be assimilated to the previous orders that I have handled or treated in the same way as they. I'll therefore refer to it simply as the November science order and assign a letter to each part of it, as follows:

- A. Books for Mathematics Dep't: 15 titles, 19 vols., est. \$75
- B. Books for Physics Dep't: 42 titles, 45 vols., est. \$200
- C. Books for Chemistry Dep't: 2 titles, 2 vols., est. \$9
- D. Books for Chemistry Dep't: 51 titles, 65 vols., est. \$275
- E. Back numbers of four American Chemical Society periodicals: 24 issues & 3 complete vols., est. \$60 (a guess)
- F. Books for Chemistry Dep't (inc. Organic & Indus. Chem.): 136 titles, 137 vols., est. \$550
- G. Apparatus for Chemistry Dep't (from Fisher catalog 1934): \$1956.36 list, \$2500 est.
- H. Chemicals for Chemistry Dep't (from Eimer & Amend's Chemicals and Drugs catalog 88-C): \$700 est. (pure guess, as price data in kgs and quantities in lbs)

2. Funds available. It is my understanding that no additional funds have become available for purchasing equipment. Therefore no action can now be taken on "November science order G & H"; these orders are, however, in shape for ordering when funds become available (addresses are lacking, but I think Eimer & Amend is in the Manhattan phone book, and they or the Associated Boards can furnish Fisher's address). Sufficient funds are available, as I understand it, for ordering the books (A-F above), with plenty of margin. Even the Chemistry book orders (C-F above total \$900 est., as against \$200 for Physics and \$75 for Mathematics) will, to the best of my memory, not run the expenditures for Chemistry books over the original allocation.

3. Problems of book ordering. The bookstore has shown such cooperativeness and enterprise in handling our past orders that I feel the book lists A-D & F above can be put in their hands for them to do what they can with them. But I judge that it should order only from publishers direct and not from Stechert, as our relations with Stechert may be jeopardized by giving them an order with titles not completely identified and checked -- and Stechert is very slow anyway. The back numbers (November science order E) might be ordered now from Stechert, ~~but~~ this order is on all fours with the order for Physics and Biology back numbers that is held up pending discovery (from H.W. Wilson Co. and others, see my last handwritten letter to you) of the best firms for each category of periodical back numbers.

4. Suggestions. I accordingly suggest that you give the book lists A-F (after having Miss Weatherbee check them) to the bookstore, asking it to 1) order what it readily can from lists A-D & F direct from the publishers only, 2) about January 1st make up a list of all titles not ordered (and reported out of print) for you to send them to Wuchang for preparation of an order in good form ~~for~~ for Stechert, 3) order the back numbers (E above) from Stechert to see what happens, and 4), if the bookstore feels able to, find out by trying H. W. Wilson Co. (perhaps also Mr. Fleischman for advice) what firms in New York and elsewhere are the best sources for the various kinds of scientific and scholarly periodicals in back issues and volumes.

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If this last can in fact be done, we'd probably save money and time if the bookstore would hold up on 3 and order the back numbers direct from the firm discovered to be the chief specialist in this particular kind; the information obtained, or the fact that it is not being obtained, should of course be sent to Wuchang.

5. Acknowledgement to Wuchang. In a letter of reply to Dr. Bien you will, I assume, tell him that because of lack of funds no action is being taken now on the lists of apparatus and chemicals for the Chemistry Department (G & H above). If you feel as I think you do, you might well add the following points: 1) It is necessary for you and Mr. Lyford to have sound estimates of the cost of each order to be placed; I have guessed that at present prices this apparatus list will come to about \$2500 and this chemicals list to about \$700, but since purchase must be delayed anyway you would appreciate receiving from Dr. Bien better estimates on each, or alternatively a request that you proceed to ask first for a quotation on each list. 2) It would save confusion, mistakes, and delay if book lists for purchase were sent in already sorted out according to the firms from whom the books should first be ordered. You understand from me that the university will shortly have the catalogs etc. that will make this possible. You have therefore asked the bookstore to order only what it can order without difficulty, and about four weeks from now you will send a list of the remaining titles to be worked over again before submission.

6. Book orders outstanding. A further and unrelated suggestion occurs to me as I write this. An estimate of where we stand on book purchases is difficult because of an accumulating "joker" -- the books ordered from Stechert that the firm has not yet found for us, but to the purchase of which we are committed. It seems to me that before too long this list of standing "wants" should be reviewed, for some of the money thus tied up may be better used in another direction, and some few of the books may be otherwise secured or become less needed. I suggest therefore that the bookstore ask Stechert to choose a date, as early next year as is convenient, when it can suspend purchasing from our want list long enough to allow us to review it. The bookstore should then ask Orientalia (and any other firm with whom we have a book order not yet filled) to suspend supplying our wants at the same date for the same reason, and should at that date ~~make~~ make sure that Wuchang knows of all most recent purchases and "out of stock" titles that are expected to come through. It would of course be helpful to have from the bookstore a list of all titles (each given as briefly as possible but identifiably) ^{remaining} on these want lists, but if my lists are in shape and all book-keeping done on them we could do without ~~the~~ it, and it would be quite a job to type up. It would simply give us a much better basis for reviewing and catching omissions, and would vastly simplify the necessary step of substituting for my original estimates of purchase cost the actual figures of expenditures for books plus estimates for what remains.

This is a suggestion that I had thought would best come from Wuchang. But I now realize that Stechert, with part of the buying being handled by its branch in London, might find it difficult to suspend buying on short notice, and that faced with a shortage of funds Dr. Wei and Dr. Bien may want to revise our commitments fairly soon after I report to them.

cc: Mr. Lyford ✓
PLW (for Wuchang)

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Paul L. Ward

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