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COLLEGE FILE 6
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Huachuq
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Ward, Paul L. 1948 Jun -
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June 8, 1948

L. C. Roy, Chief of School Service
National Geographic Society
Washington 6, D. C.

My dear Sir:

I am enclosing a letter written to you by Mr. T. R. Tregear, of the Department of Economics and Commerce, Huachung University, Wuchang, Hupeh, China, which he has asked me to forward to you with my letter of explanation.

Will you please take care of this order for Mr. Tregear, sending the material to him as soon as possible, by the safest and most expeditious manner. I am enclosing the cost of this order \$7.14, by check drawn on the National Council.

Please contact Mr. Tregear direct regarding the questions he asks in the last paragraph of his letter, but if there are any other requestions regarding the order enclosed, or any further charges, please contact me at the above address.

Many thanks for taking care of this for us.

Very truly yours,

J. Earl Fowler
Associate Secretary

jef/chh

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June 9, 1948

Dr. Paul L. Ward
Huachung University
Wuchang, China

My dear Paul:

This will acknowledge your letter of May 28th with the various books orders. These have all been placed through the bookstore with the exception of the order for the Psýchological Corporation, and the National Geogra_hic Society. We have sent these direct ourselves.

Your letter of May 31st has just arrived today and I have passed it on to Mrs. Holloway to take care of. We have had one or two changes in the bookstore since you were here and I hope the present encumbent will be able to check back through the records and get the information that you need.

I am glad that you are finding Mark Tseng so helpful. He ought to be a valuable right-hand man. He has had considerable experience and training in this country. He graduated from the Library Course at Huachung in the early '30s. He was a former student of mine, so please give him my very best regards and best wishes.

With the exception of Dot, the Fowler's are all in tip-top form. She has been feeling miserable for sometime, in fact she has never fully recovered from the operations that she had sometime ago. I hope that before long the doctors will find out what is ailing her.

"Skipper" (Edward F) is just about the finest thing that ever happened. He was Christened Sunday afternoon at 4:00 by the Presiding Bishop in the Seabury House chapel. He was a perfect angel and slept all through the service. I presume this was because the Presiding Bishop was especially gentle and did not drown him when he applied

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Dr. Paul L. Ward

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June 9, 1948

the water. I hope that Stephen is being just as considerate as Skipper. We are terribly sorry that Connie and Tom are leaving us this week. They have an apartment in a very large, new housing development just a ten minute walk from the office, called "Stuyvesant Town". It is a case of taking it when you can get it, or not having at all, so they are taking their apartment. We had hoped they would be spending the Summer with us in Greenwich. They have been on the list for over two years, so we ought to be thankful.

I probably told you that Jim was married last Autumn. He and Mary are expecting the latter part of August or early September.

Very best wishes and kind regards.

Cordially yours,

J. Earl Fowler
Associate Secretary

JEF:chh

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CHICAGO APPARATUS COMPANY

ESTABLISHED 1908

1735 NORTH ASHLAND AVE. . . . TELEPHONE BRUNSWICK 4630

MANUFACTURERS & DISTRIBUTORS

OF SCIENTIFIC INSTRUMENTS,
APPARATUS, SUPPLIES AND
CHEMICALS FOR LABORATORIES
OF PHYSICS, CHEMISTRY AND
BIOLOGY.

CHICAGO 22, ILLINOIS

July 16, 1948

Mr. J. Earl Fowler
The National Council
Church Missions House
281 Fourth Avenue
New York 10, New York

JUL 19 1948

J. EARL FOWLER

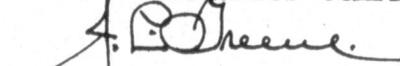
Dear Mr. Fowler:

On January 30th you wrote, enclosing a copy of an order for the Huachung University, requesting us to furnish an estimate as to the costs. Subsequently on May 5th we received an order from the University for this material.

As you know, there has been a considerable change in the costs of this material and the prices shown on their order would no longer apply. We would appreciate it if you will advise us whether this order can be filled on the basis of current prices at the time of delivery, and in view of the difficulty in securing all the various items, whether it would be agreeable if partial shipments could be made on this order so as to minimize the delay.

Yours very truly,

CHICAGO APPARATUS COMPANY



J. L. Greene

JIG * MR

cc - Huachung University
Wuchang, China



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ORDER

To: CHICAGO APPARATUS COMPANY

1735-43 N. ASHLAND AVE.

CHICAGO, ILLINOIS

Gentlemen: Please ship the following items:

CHARGE TO

Name of Inst. Board or District.

Name and Title of Individual to whom bill should be sent.

P. O. Street No. R. F. D. or Box No. and State

SHIP TO

Name

Shipping Point

County and State

Signed by _____

Official Position _____

SM 1-47

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE
	10		GRAMS ACID CARMINIC #2	3.63
	25		GRAMS ALIZARINE #9	1.82
	10		GRAMS ALIZANINE RED S #10	.91
	10		GRAMS ALIZARINE BLUE S H-112 HARLECO	.90
	10		GRAMS ALUM CARMINE #15	1.21
	25		GRAMS ANILINE BLUE-SP #19	1.82
	10		GRAMS AZO BLUE #29	.61
	25		GRAMS BERLIN BLUE #40	1.21
	10		GRAMS BISMARK BROWN #42	.61
	10		GRAMS BORAX CARMINE #48	1.21
	10		GRAMS BORDEUX RED #49	.61
	10		GRAMS BRILLIANTALIZARINE BLUE AZO BLUE	.61
	10		GRAMS BRILLIANT GREEN #50	.91
	10		GRAMS CARMINE #51	.61
	25		GRAMS CONGO RED #65	.91
	10		GRAMS CRYSTAL VIOLET #70	.91
	10		GRAMS DAHLIA #72	.91
	25		GRAMS EOSIN Y #77	1.82
	1		LB. ARSENIC PENTAOXIDE TECH.	.52
	1		LB. ANILINE OIL	.61
	1		LB. BALSUM, CANADA NEUT.	4.42
	4		OZ. BERGAMOT OIL	2.00 8.00
	1		LB. CEDAR WOOD OIL IMMERSION	3.30
	1		LB. CLOVE OIL	3.00
	1		LB. CASTOR OIL	.65
	1		LB. GUM, ARABIC, WHITE	1.10
	1		LB. GUM, DAMAR	.80
	10		LB. NAPHTHALINE FLAKES	1.30 2.60
	1		PT. OLIVE OIL	1.60
	1		QT. PARAFFIN OIL, WHITE	.80
	5		LB. PARAFFIN, 47-490c	.40 2.00
	5		LB. PARAFFIN, 50-520c	.40 2.00
	5		LB. PARAFFIN, 53-550c	.40 2.00
	1		LB. METOL	3.60
	5		LB. SODIUM THIOSULPHATE	.75
	1		LB. WINTER GREEN OIL	.81

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10M 8-10-43

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE
5			LB. CORN STARCH	1.50
5			LB. POTATO STARCH	2.55
3			LB. TURPINTINE (VENICE)	1.00
2			LB. HYDROQUINONE	1.35
10			GRAMS FAST GREEN #528	.61
10			GRAMS ACID FUCHSIN #3	.91
10			GRAMS GENTIAN VIOLET #90	.91
1			GRAM GIEMSA STAIN #91	1.82
10			GRAMS HAEMATEIN CP #95	6.36
10			GRAMS HAEMATEIN ALUM #519	2.73
25			GRAMS HAEMOTAXYLIN CP #338	6.36
10			GRAMS JANUS BLUE	CANNOT SUPPLY
10			GRAMS JANUS RED	CANNOT SUPPLY
10			GRAMS LEUCO METHYL VIOLET #108	1.09
10			GRAMS LIGHT GREEN S.F. #111	.91
10			GRAMS LYONS BLUE #442	.91
10			GRAMS MAGENTA RED #112	.91
10			GRAMS METHYL BLUE #116	.91
10			GRAMS METHYL ORANGE #117	.43
10			GRAMS METHYLENE BLUE (BLOOD) #132	.91
10			GRAMS METHYLENE GREEN #135	.91
10			GRAMS NEUTRAL RED #143	.91
10			GRAMS NIGROSINE B #144	.61
10			GRAMS ORANGE #152 G	.91
10			GRAMS PICO-CARMINE #157	1.21
25			GRAMS PRUSSIAN BLUE #617	1.21
10			GRAMS SAFRANIN A #170	.91
10			GRAMS SCARLET R #175	.91
10			GRAMS SUDAN III #184	.91
10			GRAMS SUDAN II #183	.91
10			GRAMS SUDAN I #182	.91
10			GRAMS TRYPAN BLUE #404	.91
10			GRAMS WRIGHT STAIN #199	2.42
10			GRAMS NEW METHYLENE BLUE #130	.91
4			LB. CHLOROFORM U.S.P.	.65
1			LB. CHLORAL HYDRATE U.S.P.	2.60
5			LB. COLLODIUM, U.S.P.	1.48
1			LB. CREOSOTE NF	2.75
5			LB. DEXTROSE PURE GRAN.	1.50
2			LB. ETHER U.S.P.	1.50
10			LB. GLYCERINE U.S.P.	.77
2			LB. GELATIN FLAKES	10.25
5			GALS. ABSOLUTE ALCOHOL (DENATURED)	1.35
				2.70
				8.75

TOTAL CHEMICALS & STAINS.....\$ 142.92

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10M 8-10-43

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE
1		89630	SCALE	.60
1		89632	SCALE	.60
1		89634	SCALE	.60
1		89804	STARFISH, CLEAVAGE	.65
1		89806	STARFISH, CLEAVAGE	.65
1		89808	STARFISH, CLEAVAGE	.65
1		89810	STARFISH, CLEAVAGE	.65
1		89812	STARFISH, CLEAVAGE	.65
1		89816	STARFISH, CLEAVAGE	.65
1		89842	FROG, EMBRY, SER S.	2.50
1		89844	FROG, EMBRY, SER S.	2.50
1		89846	FROG, EMBRY, SER S.	2.50
1		89848	FROG, EMBRY, SER S.	2.50
1		89850	FROG, EMBRY, SER S.	2.50
1		89852	FROG, EMBRY, SER S.	2.50
1		89854	FROG, EMBRY, SER S.	2.50
1		89902	FROG EMBRY, TYP. XS	1.00
1		89904	FROG EMBRY, TYP. XS	1.00
1		89906	FROG EMBRY, TYP. XS	1.00
1		89908	FROG EMBRY, TYP. XS	2.50
1		89924	CHICK EMBRY W.M.	1.50
1		89926	CHICK EMBRY W.M.	1.50
1		89928	CHICK EMBRY W.M.	1.50
1		89930	CHICK EMBRY W.M.	1.50
1		89932	CHICK EMBRY W.M.	1.50
1		89934	CHICK EMBRY W.M.	1.50
1		89936	CHICK EMBRY W.M.	1.50
1		89938	CHICK EMBRY W.M.	1.50
1		89940	CHICK EMBRY W.M.	1.50
1		89942	CHICK EMBRY W.M.	1.50
1		90042	CHICK EMBRY, INJ	3.50
1		90050	CHICK EMBRY, INJ	3.50
1		90058	CHICK EMBRY, INJ	3.50
1		90070	PIG EMBRY, TRAN. S. (SERIAL)	7.50
1		90072	PIG EMBRY, TRAN. S. (SERIAL)	7.50
1		90074	PIG EMBRY, TRAN. S. (SERIAL)	20.00
1		90090	PIG EMBRY, TYP. XS	3.75
1		90092	PIG EMBRY, TYP. XS.	5.00
1		90094	PIG EMBRY, TYP. XS.	5.00
1		90096	PIG EMBRY, SAG. TYP.	1.25
1		90098	PIG EMBRY, SAG. TYP.	1.25
1		90100	PIG EMBRY, SAG. TYP.	1.50
1		89664	FROG SKIN	.60
1		89666	FROG SKIN	.60
1		89822	FROG, CLEAVAGE	.75
1		898240	FROG, CLEAVAGE	.75
1		89826	FROG, CLEAVAGE	.75
1		89828	FROG, CLEAVAGE	.75

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10M 8-10-43

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE
1	1	89830	FROG, CLEAVAGE	.75
1	1	89832	FROG, CLEAVAGE	.75
1	1	89834	FROG, CLEAVAGE	.75
1	1	89856	FROG EMBRY. SER. X.S.	2.00
1	1	89858	FROG EMBRY. SER. X.S.	2.00
1	1	89860	FROG EMBRY. SER. X.S.	2.00
1	1	89862	FROG EMBRY. SER. X.S.	2.00
1	1	89872	FROG EMBRY. TYP. SAG. S	1.25
1	1	89874	FROG EMBRY. TYP. SAG. S	1.50
1	1	89876	FROG EMBRY. TYP. SAG. S	1.50
1	1	89878	FROG EMBRY. TYP. SAG. S	1.56
1	1	89880	FROG EMBRY. TYP. SAG. S.	2.00
1	1	89890	FROG EMBRY. TYP. SAG. S	2.50
1	1	89892	FROG EMBRY. TYP. SAG. S	3.25
1	1	89952	CHICK EMBRY. SER. X.S.	2.50
1	1	89954	CHICK EMBRY. SER. X.S.	2.50
1	1	89956	CHICK EMBRY. SER. X.S.	3.00
1	1	89958	CHICK EMBRY. SER. X.S.	3.00
1	1	89960	CHICK EMBRY. SER. X.S.	3.00
1	1	89962	CHICK EMBRY. SER. X.S.	3.00
1	1	89964	CHICK EMBRY. SER. X.S.	3.00
1	1	89968	CHICK EMBRY. SER. X.S.	3.00
1	1	89970	CHICK EMBRY. SER. X.S.	3.50
1	1	90002	CHICK EMBRY. TYP. X.S.	2.50
1	1	90004	CHICK EMBRY. TYP. X.S.	2.50
1	1	90006	CHICK EMBRY. TYP. X.S.	2.50
1	1	90008	CHICK EMBRY. TYP. X.S.	2.50
1	1	90012	CHICK EMBRY. TYP. SAG.	1.50
1	1	90016	CHICK EMBRY. TYP. SAG.	1.50
1	1	90018	CHICK EMBRY. TYP. SAG.	1.50
1	1	90020	CHICK EMBRY. TYP. SAG.	1.50
1	1	90022	CHICK EMBRY. TYP. SAG.	1.50
1	1	90024	CHICK EMBRY. TYP. SAG.	2.50
1	1	90026	CHICK EMBRY. TYP. SAG.	1.50
1	1	90028	CHICK EMBRY. TYP. SAG.	1.50
1	1	90148	MESOTHELIUM	1.25
1	1	90150	ENDOTHELIUM	1.00
1	1	90156	GOBLET CELLS	.65
1	1	90158	OLF. EPTH.	.75
1	1	90192	NERVE TRUNK	.75
1	1	90196	NERVE FIBERS	1.00
1	1	90212	NERVE ENDING	1.25
2	2	90214	COCHLEA	2.50
1	1	90216	EYE	.75
1	1	90218	RETINA	.75
1	1	90246	PEYER'S PATCHES	.75

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10M 8-10-43

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE
1		90232	BONE MARROW	.65
2		90254	SCALP, VERT. SECT	.75 1.50
2		90256	SCALP, TRAN. SECT.	.75 1.50
2		90260	LUNG	.75 1.50
2		90264	DEVELOP. TEETH	.75 1.50
2		90274	ESOPH. & STOMACH	.75 1.50
2		90276	FUNDUS	.75 1.50
2		90278	PYLORUS	.75 1.50
1		90286	COLON	.75
1		90290	APPENDIX	.75
1		90294	SECRETORY GLANDS	.75
1		90296	SECRETORY GLANDS	.75
1		90298	SECRETORY GLANDS	1.25
1		90300	SECRETORY GLANDS	.75
1		90302	SECRETORY GLANDS	.75
1		90304	SECRETORY GLANDS	.75
1		90306	SECRETORY GLANDS	.75
1		90308	SECRETORY GLANDS	.75
1		90330	REPRODUCTIVE SYST.	.75
2		90332	REPRODUCTIVE SYST.	.75 1.50
1		90328	REPRODUCTIVE SYST.	.75
2		90334	REPRODUCTIVE SYST.	.75 1.50
1		90336	REPRODUCTIVE SYST.	.75
2		90354	REPRODUCTIVE SYST.	.75 1.50
2		90356	REPRODUCTIVE SYST.	.75 1.50
1		90358	REPRODUCTIVE SYST.	.75
1		90360	ENDOCRINE GLANDS	.75
1		90362	ENDOCRINE GLANDS	.75
1		90364	ENDOCRINE GLANDS	.75
1		90366	ENDOCRINE GLANDS	.75
1		90368	ENDOCRINE GLANDS	.75

TOTAL MICROSCOPIC SLIDES.....\$ 227.76

2		75742A	DOZ. MUSEUM JARS	.90 1.80
2		75742B	DOZ. MUSEUM JARS	.90 1.80
2		75742C	MUSEUM JARS DOZ.	1.10 2.20
2		75742D	DOZ. MUSEUM JARS	1.15 2.30
2		75742E	DOZ. MUSEUM JARS	1.35 2.70
2		75742F	DOZ. MUSEUM JARS	1.45 2.90
2		75742G	DOZ. MUSEUM JARS	1.75 3.50
2		75744A	DOZ. MUSEUM JARS	.65 1.30
2		75744B	DOZ. MUSEUM JARS	.90 1.80
2		75744C	DOZ. MUSEUM JARS	1.15 2.30
2		75744D	DOZ. MUSEUM JARS	1.45 2.90
2		75744E	DOZ. MUSEUM JARS	1.65 3.30
2		75744F	DOZ. MUSEUM JARS	1.75 3.50

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10M 8-10-43

ITEM NO.	QUANTITY	OUR CATALOG NO.	DESCRIPTION	PRICE	
2		94508	BOTANICAL PRESS	3.50	7.00
100		94510	SH. DRIERS		2.70
100		94520	SH. MOUNTING SHEETS		3.25
100		95522	SH. MOUNTING SHEETS		1.50
1		94662A	DOZ. RIKER MOUNTS	.40	4.80
1		94662B	DOZ. RIKER MOUNTS	.55	6.60
1		94662C	DOZ. RIKER MOUNTS	.60	7.20
1		94662D	DOZ. RIKER MOUNTS	.80	9.60
1		94662E	DOZ. RIKER MOUNTS	1.00	12.00
1		94682A	INSECT BOX		1.50
1		94682B	INSECT BOX		2.00
5		94696	LB. PKG. DICHLORACIDE		1.65
1		36210	ANIMAL CAGE		7.50
1		36215	ANIMAL CAGE		17.50
2		73910	RUBBER GROOVE -- NO. 7	.65	1.30
2		73910	RUBBER GROOVE -- NO. 8	.65	1.30
4		36405	1 GAL. AQUARIUM	3.50	14.00
2		36405	2 GAL. AQUARIUM	5.00	10.00
1		36405	4 GAL. AQUARIUM		7.50
1		80590B	1 GAL. AQUARIUM		4.00
1		80590A	3/4 GAL. AQUARIUM		2.50
2		94046	AQUARIUM PIPETTE	.75	1.50
6		75630B	MUSEUM JAR, CYLINDRICAL	1.50	9.00
12		75630C	MUSEUM JAR, CYLINDRICAL	1.75	21.00
12		75630D	MUSEUM JAR, CYLINDRICAL	2.00	24.00
6		75630E	MUSEUM JAR, CYLINDRICAL	2.50	15.00
6		75630F	MUSEUM JAR, CYLINDRICAL	2.75	16.50
12		75630G	MUSEUM JAR, CYLINDRICAL	2.75	33.00
6		75630H	MUSEUM JAR, CYLINDRICAL	3.00	18.00
6		75630K	MUSEUM JAR, CYLINDRICAL	4.00	24.00
2		76955	SECTION RAZOR	7.50	15.00
4		76974	SLIDE BOX (FOR 100 SLIDES)	1.50	6.00
2		59310	BLOOD LANCET, AUTOMATIC	2.10	4.20
12		65800B	SECTION LIFTER	1.75	21.00
1		65745B	KNIFE-PROSECTIONING		4.25
1		96714	SHEAR, PRUNNING		.75
4		65490	ARTERY FORCEPS	1.75	7.00
1		65510	FORCEPS, DRESSING TYPE		6.50
1		96425	RESPIRAMETER, GANONG		7.50
4		96400	LIGHT SCREEN	1.75	7.00
2		95508	BOX ACE STAMPLE	1.00	2.00
1		95634D	STORAGE CABINET		65.00
4		95658	SET INDEX GUIDE	.30	1.20
2000		95660B	INDEX CARDS 3X5	2.00	4.00
2		73840	GLASS CUTTER	.55	1.10
1		95902B	SYRINGE 30 CC		3.75
1		95908	DOZ. GUAGE 18 NEEDLES	.25	3.00

TOTAL LAB. EQUIP. & MAT.....\$478.95

PM

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July 19, 1948

Dr. Paul Ward
Huachung University
Wuchang, China

My dear Paul:

I have just received the following letter from the Chicago Apparatus Company, 1735 North Ashland Avenue, Chicago, 22, Illinois, dated July 16, 1948:

"On January 30th you wrote, enclosing a copy of an order for the Huachung University, requesting us to furnish an estimate as to the costs. Subsequently on May 5th we received an order from the University for this material. As you know, there has been a considerable change in the costs of this material and the prices shown on their order would no longer apply. We would appreciate it if you will advise us whether this order can be filled on the basis of current prices at the time of delivery, and in view of the difficulty in securing all the various items, whether it would be agreeable if partial shipments could be made on this order so as to minimize the delay." "Signed J. L. Greene".

I have written them to send me an estimate on current prices without delay, and that I would send it to you for your approval before notifying them what they should do. We will send this estimate to you as soon as we receive it, and will you then please let us have your instructions as to method of payment, etc.

Very best wishes and kind regards.

Cordially yours,

J. Earl Fowler
Associate Secretary

JEF:chh

cc: Mr. John L. Coe
Wuchang, China

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July 19, 1948

Chicago Apparatus Company
1735 North Ashland Avenue
Chicago 22, Illinois

Gentlemen:

Attention: J. L. Greene

I am in receipt of your letter of July 16th regarding the biology order for Huachung University which we placed with you on January 30th for an estimate.

We have received no estimate from you at all covering this order, and would appreciate your sending us an itemized estimate of the order that you received direct from the University on May 5th, showing current prices. As soon as we receive this we will forward it to our China authorities for their approval and will then notify you accordingly.

Many thanks for sending us this information at the earliest date possible.

Very truly yours,

J. Earl Fowler
Associate Secretary

JEF:chh

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CHICAGO APPARATUS COMPANY

ESTABLISHED 1908
1735 NORTH ASHLAND AVE. . . . TELEPHONE BRUNSWICK 4630

MANUFACTURERS & DISTRIBUTORS
OF SCIENTIFIC INSTRUMENTS,
APPARATUS, SUPPLIES AND
CHEMICALS FOR LABORATORIES
OF PHYSICS, CHEMISTRY AND
BIOLOGY.
CHICAGO 22, ILLINOIS

July 29, 1948

Mr. J. Earl Fowler
Associate Secretary
The National Council
Protestant Episcopal Church
Church Missions House
281 Fourth Avenue
New York 10, New York

Dear Sir:

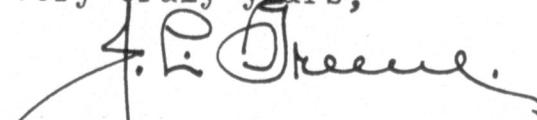
In accordance with your letter of July 19, we are submitting an estimate on the order for Hauchung University. This estimate is based on current prices and export packing usually runs about 10% of the material cost.

You are probably familiar with the delivery situation on many items on todays market and we experience the same condition with our various suppliers. For this reason, we suggest that in placing the order you permit us to make partial shipment in order to avoid delay.

No copy of the estimate has been sent directly to the Hauchung University as we presume that you will forward them a copy and secure their approval as it is our understanding that you will arrange payment at New York.

We regret the delay in forwarding you this estimate and assure you that any future correspondence will receive our prompt attention.

Very truly yours,



J. L. Greene
Assistant to the President

JLG/tv

(Enclosure)



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August 4, 1948

Dr. Paul Ward
Huachung University
Wuchang, China

My dear Dr. Ward:

Mr. Fowler is away on vacation, but the order which was placed with Chicago Apparatus Company, about which we wrote to you on July 19th, has come in, giving us an estimate. I enclose the same herein for your approval and instructions. Will you please return it to me as soon as possible, so that I may instruct Chicago Apparatus Company?

Very best wishes and kind regards.

Cordially yours,

Secretary to Mr. Fowler

chh

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Huachung University
Wuchang (4), China
September 23, 1948

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

SEP 29 1948

J. EARL FOWLER

Dear Earl:

Here is a rush order for you to send down to the bookstore to be handled in the usual way. It consists of 13 copies of 4 Concord series songbooks, eight music scores (each in 2 copies), 4 books (one in 2 copies), and 10 music manuscript pads. Total cost is estimated at \$67.00, to be charged to current operating funds of Huachung.

I mustn't stop for personal news, for this represents two orders turned in by the Music Department around July 1st that I didn't manage to get out, and that they are most anxious to have rushed. Thanks for the letter to Catharine that just arrived. We hope that you and Dot and the family are all well.

Sincerely yours,

Saul

Paul L. Ward

Approved:

J. Earl Fowler
Treasurer

Order # 77 1

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September 30, 1948

Dr. Paul L. Ward
Huachung University
Wuchang 4, China

My dear Paul:

Your letter of September 23rd enclosing the order for the Music Department at Huachung has been received and I have today placed the order through our bookstore with the request that they expedite it and ship it out to you just as soon as possible.

Very best wishes and kind regards.

Cordially yours,

J. Earl Fowler

JEF:chh

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Huachung University
Wuchang (4), China
October 3rd, 1948

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

OCT 13 1948

J. EARL FOWLER

Dear Earl:

I have three orders here for you that were prepared in June and that I think present no problems.

80
1) A list of periodicals for the School of Education: 20 are simply renewals out of the list of 28 sent to you by Dr. Bien on December 23rd, 1946; the 21st is a new periodical. I assume that Mr. Fleischman and the Franklin Square Agency will handle this list like its forerunner of December 1946. We shall be glad to have Mr. Fleischman's comments, if any, as in that case. As a guess I should estimate that this will run to \$100.00 in cost, to be charged to our operating funds.

2) A 2-page list of 60 titles, arranged according to publisher, to be ordered through the bookstore in the usual way for the library. Cost is estimated at \$190.00, including postage, to be charged to our library rehabilitation funds.

3) A list of pamphlets and books on "consumer's cooperation", most conveniently ordered together from the Cooperative League of 167 West 12th St., N.Y.C. Cost is estimated from their catalogue as \$21.00, including postage, to be charged to our library rehabilitation funds. I enclose two copies of the list to save typing on your end, whether your office sends in the order or whether you ask the bookstore to see to it.

I hope to get up to date in the next few days. I'm just out of bed after a few days of coming to terms with the cold that hit me after I got the family down here safely on the 19th. Johnny has been gone over exhaustively by the doctors and seems to be getting slowly stronger after his summer's siege in bed; at least he does not have rheumatic fever, which was the fear. Stephen is over 20 pounds and healthy as they come. We have at last the services of a new set of servants all of whom are starting off well. Catharine is feeling much better about the household and family problems, as she finds more time and energy thanks to their help. Martha's word from Changsha was of a comfortable trip down ~~ka~~ and a happy stay with YMCA friends; now if Augie gets her to Shaoyang through that bumpy day-long jeep ride "in one piece" we'll all feel easier about the nearness of her term. We hope that Jim and Mary have presented you with a new grandchild in good order and that he or she by now is doing well. And we certainly hope that Dot has had a good summer. The best of luck to you two.

Sincerely,
Paul
Paul L. Ward

Approved:

John L. C. C.
Treas.

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October 6, 1948

(17)

TO: Mr. J. Earl Fowler and the National Council Bookstore

FROM: Paul L. Ward, Huachung University

SUBJECT: Procedures in ordering books for Huachung University Library

The services rendered to Huachung University by the National Council Bookstore in the past thirty months in purchasing books have proved so valuable that I do not like to risk their being impaired through any misunderstanding. Mr. Fowler's letter of June 9th mentions personnel changes in the Bookstore. For the past twenty months there has been no chance at Huachung to reconsider the arrangements that I made in New York in 1946 or even to review systematically here the books received and expenditures made on the several orders sent in; but an opportunity has now come to put records in order and make such a review. The Librarian of Huachung University will soon, we hope, be free to take over the task of supervising orders. For all these reasons it seems advisable to review the situation and secure answers to the various questions that have come to mind.

For the sake of clarity, at this distance, I will try to set down in full detail my understanding of the procedures involved, and I will also indicate explicitly all the questions that need answering.

1. Arrangements as worked out in 1946

It was agreed that book orders for Huachung should have titles arranged according to publisher.

- a) Is there any further rule that could be observed here in typing up orders that would make for convenience of handling at Church Missions House, either in Mr. Fowler's office or in the Bookstore?
- b) Could we start numbering our orders consecutively, so that the Bookstore could use the same number after a new master number to identify the order in writing to publishers, for convenience of identification for later enquiries both here and at Church Missions House?

The Bookstore put into use a mimeographed slip not only indicating how the books were to be sent but also asking for five copies of the invoice, and attached it to each order sent to a publisher. Of the five copies, three were sent upstairs to Mr. Fowler, one being for his files, one for Miss Weatherbee (who was keeping a check file of books sent to Huachung), and one for me and the Huachung records. This may not have been the exact distribution, but the point I need to emphasize is that that one copy of all invoices was being furnished to Huachung, forwarded by Mr. Fowler's office, as a convenient substitute for a detailed report on each order. Since the publishers' replies were not always in the form of invoices in duplicate, the Bookstore made hasty notations (but complete ones) of invoices that lacked duplicates and of replies that, for example, said that the book was not available.

- c) Is the Bookstore still regularly requesting five (or at least more than one) copies of each invoice?
- d) If it is not, does it consider that there is some more convenient way of furnishing Huachung with a full report of prices charged, books sent, books "temporarily out of stock" waiting, and books canceled?

duplicate

*Always
3 copies
never
not always
missing*

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Snyder It was agreed that any book that proved out of print, or otherwise unobtainable from publishers, should be ordered at once automatically from Stechert-Hafner, Inc. It proved difficult in practice for the bookstore to report systematically these re-orders; a simple procedure, in line with the other arrangements, would have been for the Bookstore to make an extra carbon of each such re-order, in fact of any order sent in to a firm other than the one indicated on Huachung's order, and then simply lump these extra carbons in with the duplicate invoices being forwarded to Huachung; but I did not think of this way of eliminating the extra notations needed to keep Huachung informed.

- e) Are "out of print" books still being ordered automatically from Stechert-Hafner?
- f) If they are, would it be convenient to adopt this procedure of an extra carbon of each order to a firm different from that specified from here?
- g) Can the Bookstore suggest any better way of securing out-of-print books, at the least possible trouble to itself? Publishers were at times unwilling to forward books directly by post to China and would send them instead to Church Missions House. It was agreed that they could be left to accumulate until there were enough to justify boxing and shipping by freight by the Shipping Department. Some such books have since arrived by post from 281, and mail has proved a far better, faster, and cheaper way of forwarding.
- h) Are there any such books bought for Huachung waiting at the Bookstore now?
- i) If there are, or if some come in, can the Bookstore send them out in small parcels by mail?

2. Possible Alternatives such as offered by the Henry M. Snyder Co.

No book invoices, such as Mr. Fowler's office used to send, have been received here for many months. I have not noticed any parcels recently from Stechert-Hafner. I received directly from the Henry M. Snyder Co. a copy of their letter of December 19th to Mr. Fowler at the Bookstore, and I have received catalogues from that company. The service offered by that company seems so well tailored to our needs that, for this reason alone, I have supposed that you have been about to abandon the arrangements worked out in 1946 and put our orders through the Snyder people instead. The letter of December 19th says that they have processed "order No. O 1201 of Huachung University"; but it promises that a copy of their monthly statement and invoices will be sent to China at the same time as to you -- and we have never to my knowledge received these.

- a) To what extent are our book orders now being placed with Henry M. Snyder & Co.?
- b) If you are using Snyder, is there any reason why we should not make up our orders to their specifications, i.e., a separate sheet (in duplicate) for their firms, indicating quantity and list price specifically for each title, etc.?
- c) Is there any drawback to using Snyder that we might get around by different scheduling of our orders?
- d) Is there any reason to suppose that Snyder's statements and invoices, in the copy sent us directly, will not fully meet our needs for being informed of the outcome of our orders?

I realize that the number of firms represented by Snyder is limited, and I know that even orders made up by us specifically for available for the Huachung Library are limited. I would be reluctant to do this unless the Bookstore had first taken steps to cancel all out-

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Snyder should always be sent to you as in the past. I am, however, much interested in saving you trouble, because only if the procedures are easy for you to handle can we expect to receive the prompt and complete service that the Bookstore has given us in the past.

I was surprised, therefore, to receive from Mrs. Hancock (acting for Mr. Fowler) a letter dated January 29 forwarding two reports on orders that we had sent in, one a long English order and another a long Biology order. Except that there was no indication of prices charged (the totals to be compared with the money we have set aside are of course all that we need to have currently), these reports were just exactly what we need on all orders. My feeling on seeing them was what my feeling had been in 1946: that to make up such reports is so much of a job that the Bookstore cannot well manage to do it systematically. Let me just note that I have not received any such reports on any subsequent orders, nor even any follow-up reports on these two orders, to show what action has been taken since. The confused collection of invoices and notations that we used to receive is something, I believe, that with student help here we can digest to give us a clear picture; the clear report like the two sent in January ~~xxx~~ saves us all the trouble at the expense of much more work by the Bookstore -- except to the extent that the Snyder people do the work.

- e) Do you consider it feasible to give us such reports systematically hereafter?
- f) If you do, would it be possible to add figures that would allow us to see how much the order has cost to date? And also to follow up each report two or three months later (and again if necessary) to cover further actions?

Let me emphasize that if all this is possible it would help us enormously here in cutting down the work.

3. The Problem now of straightening out past orders

Members of the faculty are constantly asking about books that have been included in past orders but have not arrived. On May 31st I sent to the Bookstore via Mr. Fowler a memorandum in three parts asking about a few such books; Mr. Fowler on June 9th acknowledged having passed this on to the Bookstore, and no further reply has yet come. This reinforces my feeling that it is too much to ask the Bookstore to look up specific items of this sort in their files, except in the most important instances.

- a) How difficult is it, frankly, to run down and report on a title when I give only the date of the order which covered it?

I will try as quickly as possible to arrange all the invoices and notations that I received, by order number (Bookstore's), so that I can answer some of the questions. But my file is far from complete, I'm sure.

- b) Are there any accumulations of duplicate Huachung invoices in the Bookstore that could be sent to me now?
- c) Would it mean depriving Mr. Fowler of anything of value if the copies of Huachung invoices that were in his files were sent out here on the chance that a number of my gaps would be filled?

The expense of mailing by sea mail even a large package would probably be small in comparison with the chance of assembling a file that could be easily referred to.

The alternative would be for us here to go ahead and simply order again all missing books that we still need. Because the funds available for the Huachung Library are limited, I would be reluctant to do this unless the Bookstore had first taken steps to cancel all out-

standing orders placed with firms before, say, February 1st, 1948.

d) Do you consider it feasible to cancel past orders in this fashion, "across the board"?

In my last memorandum to Mr. Fowler before I left America, on December 4, 1946, I suggested in numbered paragraph 6 ~~ixsuggested~~ "that the Bookstore ask Stechert to choose a date...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 ..., and should at that date make sure that Wuchang knows of all most recent purchases and 'out of stock' titles that are expected to come through." This moratorium was suggested as a drastic way to permit straightening out past orders, pruning old lists, and getting sound estimates for the amount of money tied up in outstanding orders. Mr. Fowler on January 3, 1947 replied simply that when he could take the time he would take care of this suggestion.

e) Has anything been done since that time to suspend or cancel the orders outstanding with Stechert or Orientalia?

As I look ~~at~~ at it, a moratorium would be just as difficult as a simple cancelation, and these orders have been outstanding so long that they are not likely to be of any further use as they stand.

f) Do you see any advantages in suspending old orders, as contrasted with simply canceling them?

In all this, I am asking for advice and information as to how Huachung's book purchasing can be put on a sound and more business-like basis without asking any special work of the Bookstore. One reason that I am reluctant to re-order, simply, the books that did not come through is that it would probably mean sending in orders full of faulty titles, "out of print" titles, and the like. But such orders could be sent, following the cancelation "across the board", to some book store with a search service rather than to the National Council Bookstore.

g) Do you have any opinion as to the advisability of this step? ~~xxxxxx~~ Can you recommend any bookstore that would be better than Stechert-Hafner?

I must now apologize for the length of this memorandum. It amounts simply to an outline for a discussion, but the discussion has to take place across the ocean. If the 22 questions marked by letters can each be given some sort of answer, I am sure that we here will be able to move ahead much better. And I must emphasize in closing that the promptness which has brought needed books here within two months of my mailing the order, and the care which all our orders have received at Church Missions House, have meant a very great deal to us at Huachung University.

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Approved
J. Coe

Huachung University
Wuchang (4), China
October 6, 1948

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

OCT 13 1948
U.S. POST OFFICE

Dear Earl:

Here are three small matters to go across your desk:

1) I enclose a memorandum for the bookstore ordering a few books for the English Department; let me note here that they comprise two titles by Pearl Buck, one by Bradbrook, and one (in ten copies) by Whitman. Cost, including postage, I estimate at \$45.00, to be charged to our operating funds, please.

2) I enclose a letter to Mrs. Brown of the Church Periodical Club, which I should like you to glance through and then simply forward around the corner to her. As the letter says, I should like you to be in a position to talk the matter over if my long delay in straightening up the book business causes any difficulties over this C.P.C. gift.

3) Now here are two draft orders requested by John Coe; total estimated cost is \$30.00 including postage, to be charged to our operating funds:

- a) A. B. Dick Company
720 West Jackson Blvd.
Chicago 6, Illinois

Dear Sirs:

In August 1946 we purchased from you, for shipment to Huachung University in China, a # 90 Duplicator with supplies. This machine arrived in China in good condition and has been giving excellent service. To keep it in operation the university has now asked me to order from you the following:

Two (2) impression rollers # 2105

Five (5) dozen ink pads # 781

Please forward these items by parcel post, insured if possible, to Huachung University, Wuchang (4), Hupeh, China. It may be helpful if you will mark the parcel or parcels "School Supplies".

I should appreciate four copies of your invoice. Please mark your reply for my personal attention.

- b) The following purchase is so small that, come to think of it, you may be able to see to it informally downstairs, or through a nearby stationers. The item needed is:

One dozen spools of stapling wire for the Bates Stapler (Model B).

The staplers we have were bought initially from the J.L. Hammett Company of Newark (N.J.); they are made by the Bates Manufacturing Company of Orange (N.J.). You may write an order, of course, to either of these firms, but it is a very small purchase.

If all goes well, I'll have another letter off to you before the week is out, principally on periodicals for the library. Meanwhile the weather is perfect and the term seems off to a smooth start. The absence of any difficulties in obtaining or handling money is a great boon, making life much easier and making ~~it~~ time all around for getting things done. The Ward family today rejoices in a bathroom at last transformed by *Mr. Kemp from unpainted dinginess to bright red and blue!* Best wishes, *Paul*

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Huachung University
Wuchang (4), China
October 18, 1948

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

OCT 25 1948
J. EARL FOWLER

Dear Earl:

The enclosures, which probably will strike you as formidable, represent what I've been working on for the past two weeks:

1) The comprehensive magazine order, which should have been made up last spring, of course, and sent to you then. Please glance it over and if it looks all right send both copies up to Mr. Fleishman for his action. I hope that it is clear. Dr. Taai just got back from a meeting at Soochow; hence the one addition in ink at the end. I've tried to get all the subscriptions on a uniform annual basis to eliminate confusion; but Richard Bien made a particular point of wanting ELECTRONICS (the next to last) ordered ahead for 3 years to save \$5.00 a year. Perhaps we really should do more of that sort of thing. --- I estimate the total cost at \$850.00, to be charged to our operating funds for this year.

2) An order for three textbooks (26 copies) to be sent down to the bookstore for handling in the usual way. I estimate cost at \$110.00, on the pessimistic assumption that the cheaper Business Geography book will not be available; to be charged to our Library Rehabilitation funds.

3) The last enclosure is a long memorandum, in two copies, for your consideration. Please do nothing about it until you find some time to take it home and look it through at your leisure. Then, if it seems all right to you, you might let the bookstore have the second copy and schedule a conference with them to run through my questions. The memorandum amounts to a long informal agenda for such a meeting to consider what, from the practical standpoint, can best be done to keep us informed about our book orders, so that we can answer the departments' questions about their expenditures and the chances that delayed books will come through. It is a long memorandum, but I wrote it in the hope that using it you could straighten everything out in one session -- and in the knowledge that you know how to cut Gordian knots.

I'm going to take life a little easier starting tomorrow, but there will be more business to write you about before long. Things are going smoothly in the Ward household, though Johnny has just had a mild recurrence of his unexplained trouble. Inflation seems on its way again, and the political outlook is rather dark at the moment as a consequence. But the college activities are untroubled, and within the compound this seems quite the best term we've yet had since I arrived. We especially enjoyed having the Mark Li's in to dinner last Tuesday, for he seemed completely recovered from his long-standing troubles.

But I mustn't try to give you a news-sheet. We hope that you and Dot are getting along all right, and that your desk is not too deep with work these days. Our best to you.

Sincerely,
Paul
Paul L. Ward

Approved *Jae*

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October 20, 1948

Dr. Paul Ward
Huachung University.
Wuchang 4, China

My dear Paul:

This will acknowledge your letters of October 3rd and October 6th enclosing orders which have been taken care of. In your letter of October 6th you mentioned if all goes well, you will have another letter off to me before the week is out, principally on periodicals for the library. This has not been received to date. I am mighty sorry to hear that you have been under the weather and hope that you have been able to throw off the cold that you acquired after the family returned from Kuling. The Fall weather in China, which I consider the best of the year, is generally such that one should not be incapacitated by colds. I hope that you have a long, lovely Autumn season. In past years I have known it to last until New Year's Day. Although sometimes it can become cold by November.

I am glad that Johnny is slowly getting stronger and hope that he will not have any further trouble. We are all fine and Dot joins me in love and very best wishes.

Cordially and hastily yours,

J. Earl Fowler
Associate Secretary

JEF:chh

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October 26, 1948

MEMORANDUM:

To: Bookstore
From: J. Earl Fowler

Enclosed is a letter I have just received from Mr. Paul Ward, Huachung University, Wuchang, China, regarding procedures for ordering books for the University. I would appreciate your reading this report carefully, and when you have decided upon a set procedure and plan which we can submit to Mr. Ward, I would like you to come to my office and go over it with me.

JEF:chh

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October 27, 1948

Dr. Paul L. Ward
Huachung University
Wuchang, China

My dear Paul:

Your letter of October 18th with the orders enclosed for the bookstore and Mr. Fleischman, has been received and I have turned them over to these departments as requested.

I have also gone over your other memorandum regarding the procedure for ordering books through the bookstore and the proper manner to keep everyone informed of the progress of these orders. I have turned this over to the bookstore for their comment and consideration, with the request that they have a conference with me when they have come to a decision about the most efficient manner in which to handle this problem. I shall write you as soon as possible regarding it, in detail.

Very best wishes and kind regards.

Cordially yours,

J. Earl Fowler.
Associate Secretary

JEF:chh

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November 1, 1948

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

I gave one copy of your memorandum of October sixth, "Procedure for Ordering Books for Huachung University Library", to the Book Sotre with the suggestion that they make a study of each question and prepare to have an interview with me to settle this. Miss Erikson came up to talk it over with me and as she seemed to have all the answers in order and to save me time I suggested she write to you direct. This seemed the most satisfactory method. I am so frightfully busy I am sure I would have left out some of the details which she may be able to give you.

As you know, we are turning over all of the finances and former work of the Huachung Board of Founders to the United Board for Christian Colleges in China. They have the organization and means of handling all of your orders, perhaps in a much more efficient manner than we can handle them here. We will carry on and finish up all of the orders that are in process and I will at all times be perfectly willing to do anything that you folks ask me to do. Therefore, all future orders received by me will be turned over to the United Board just as soon as Mr. Lyford and Mr. Greiner have turned over the complete accounts. The Huachung Committee of the United Board for Christian Colleges in China passed a resolution to carry out this transfer before June thirtieth. Due to many reasons, one of which was the poor health of Mr. Lyford, a personal agreement was had between himself and Mr. Evans, the Associate Treasurer of the United Board, that we would carry on as formerly until it was convenient to make the transfer.

Our Huachung Committee met at 10:30 a.m. on October 28th and instead of having the meeting at "281" or Calvary House, we met at the United Board headquarters. Mr. Corbett and his secretary took all the notes so I am relieved of taking minutes. Funny enough, they will be submitted to me for any corrections and approval before final mimeographing and sending out. This will merely give

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November 1, 1948

me a chance to check back records and make a few additions which will be necessary. I only have one reluctance at making this transfer. I hope that my close personal touch with you and Dr. Wei and John Coe will not cease. I feel somebody besides the United Board ought to have the personal touch and interest. I know of nobody else that has the background except myself to keep up. Somebody has to be a fighter for Huachung in, not only committee meetings, but trustee meetings and the general meetings. As you know, there are something like two hundred or more individuals on the Board of Trustees of the United Board for Christian Colleges, the majority of which know nothing about Huachung except its name. I am sure you can have absolute trust and confidence in the Executive Officers. Dr. McMullen and the rest are a mighty fine crowd. There is only one fly in the ointment. Mr. Evans, the Treasurer, is due to retire in the very near future. Also, Mr. Corbett who is the "workhorse" of all trades over there. Our Dr. Franklin has retired from the National Council as of October 15, 1948. I miss him perhaps more than anybody else in the building. I have to find money almost every day and I have been handcuffed for the last few weeks. This following is strictly confidential. The Treasurer of the United Board, Mr. McBride, is eighty-five years of age and has to give up. Even though Dr. Franklin will be seventy this next month I have proposed his name and I think they may ask him to be the Treasurer if he will accept. He is also on the St. John's Committee and on the Finance Committee of the United Board and is one of the prime men in handling their investments. There is nobody in the world any more clever along this line than he is. Mr. Evans, the Associate Treasurer will do all detailed work. He will just be consulted on policy and other advice which he could give by being present once a week or so.

The prime reason for all this tirade is that after you get a well-organized plan for placing orders like you have worked out with our Book Store you ought to make the same suggestion to the United Board. I have already spoken to them and if it is your desire they will continue to place your orders for books through our Book Store and it will only mean that they pay the bill instead of the Finance Department. However, you should decide on this matter. I am not certain we get any better discount than they can get. They get the regular publisher's discount and I presume that is what we have been getting.

I am mighty sorry to hear that Johnny has had a recurrence of his unexplained trouble. I hope that it wont be long before you get to the bottom or source of the difficulty. I can sympathize with you as Dotty has been having trouble ever since her thyroid operation and nobody seems to be able to find out what is wrong. She has been miserable now for almost three years. I am greatly concerned regarding her.

I am also greatly concerned regarding conditions in China from all the reports we have here. These are as bad or worse than they ever have been before. I am looking forward to hearing from John

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Dr. Paul L. Ward

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November 1, 1948

or somebody else with their opinion and judgment of the present situation.

Our very best wishes and kind regards to you all.

Very cordially yours,

J. Earl Fowler
Associate Secretary

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0700

THE NATIONAL COUNCIL BOOK STORE
281 Fourth Avenue
New York 10, New York

November 2, 1948

Dear Dr. Ward:

Enclosed you will please find reports covering all orders through September 1948, with the exception of the 1946 order. This order is being taken care of by Mrs. Cavagnare who will give you a report as soon as is possible.

Re. your letter to Mr. Fowler, dated October 6th, 1948:

1. Arrangements as worked out in 1946
 - a) Yes. If possible, we would greatly appreciate your having the book orders typed up in duplicate, one copy for Mr. Fowler, and one copy for the book store.
 - b) Yes. We believe your numbering your orders would be quite helpful to all concerned.
Five copies of each invoice are requested from each publisher; Two copies for you, one for Mr. Fowler, one for Finance, and one for the book store.
 - c) Yes. However, they are not always received.
If we are short of copies, we try to give at least one copy to you at Huachung.
 - d) Please see note at the close of this letter.
 - e) "Out of Print" books have been cancelled on all latest orders.
 - f) Yes, an extra copy of Stechert-Hafner, or any different firm orders can be typed when ordering.
 - g) No.
 - h) No.
 - i) We have been sending the books out as soon as they arrived, not waiting for them to accumulate.
2. Possible Alternatives such as offered by the Henry M. Snyder Co.

We sent our orders to H.M.Snyder, but were receiving bills and notices from both the individual publishers and the H.M.Snyder Co., covering the same items. We found we were less confused and received faster service by ordering direct from the respective publishers.

 - a) At present we are ordering direct from the respective publishers.
 - b) -
 - c) -
 - d) -
 - e) Yes.
 - f) This would not be too difficult with the new stencilled forms. However, it would take considerable time to obtain the figures from orders already billed.
3. The Problem now of straightening out past orders.
 - a) We have approximately ten orders for Huachung. I have all in my file, except the first large one from 1946. This is with Mrs. Cavagnaro.

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3. The Problem now of straightening out past orders (cont'd.)
- b) Yes.
 - c) I have given Mr. Fowler your copies, which he is forwarding to you under separate cover.
 - d) Yes, once you have received the reports on all previous orders.
 - e) -
 - f) No.
 - g) Yes, I believe Huachung might send all their orders for "Out of Print" books direct to Stechert, once they have received our reports.

NOTE: We have had forms made up as per attached sheet. These could be filled in as the bills come in from the various publishers. At the end of about every two weeks we could mail these in to you, with the corresponding copies of the publishers invoices attached. (With the figure column on the sheet, perhaps you would not have need of the publisher's invoice copy.)

Since the reports have been written, you may have received a few books which have not been marked off. These will be entered on the new forms and sent in to you in a few weeks,

I hope this is agreeable with you, and that the new "report method", if accepted, will prove helpful to you.

Thanking you for your kindness and patience, I remain,

Sincerely yours,

The Book Store

Enc.

Miss J. Erickson

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*Huachung - Library
with Paul
Ward*

THE NATIONAL COUNCIL
Protestant Episcopal Church

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

COPY

COPY

November 5, 1948

Re purchase order #91

Dr. Paul Ward
Huachung University Library
Wuchang, China

Dear Dr. Ward:

This will acknowledge receipt of your list of subscriptions to periodicals for Huachung University Library which has been passed on to the Franklin Square agency, which in the past has handled your orders, with the suggestion that they pay particular attention to the detailed instructions given.

I have had sufficient copies of the opening statement regarding the Library situation mimeographed and have asked the agency to have one copy attached to the order mailed to each publication.

In explanation, may I add that with few exceptions, magazines are not able to back-date subscriptions and as a general practise, renewals are credited from the current expiration date. This may explain why there is a gap in the Library file for some of your periodicals. New subscriptions, especially for libraries, are entered for the calendar year or with the new volume number unless there would be too great a lapse of time to accomplish this.

You note that the Library still is receiving copies on some subscriptions which have lapsed. This may be due to the fact that they were paid in advance, probably on gift orders entered by friends.

Information as received will be passed on to you through Mr. Fowler. Also, invoices which may come through in installments because of delay in handling foreign and certain technical periodicals will be sent to Mr. Fowler for checking and payment.

Do not hesitate to write if you have any particular problems or comments to make on the report received from the agency.

Sincerely yours,

THE NATIONAL COUNCIL

f:n

For FORTH Magazine

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D R A F T letter to be sent out by Mr. J. Earl Fowler (281 4th Ave. N.Y. 10)
[-- prepared by P.L.Ward for Huachung University Dec. 8, 1948]
JEW

H. W. Wilson Company
950 University Avenue
New York City

Dear Sirs:

On behalf of the Huachung University Library, Wuchang, China, I wish to order the five-year volume of your Cumulative Book Index covering the years 1928-1932. If this is out of print and also unavailable, as I understand in fact that it is, I wish to order instead an extra copy of each of the two five-year volumes since 1938. Since you have followed the policy of charging Huachung University a very low rate for your publications priced "on a service basis", I believe that you should have the following explanation in full.

In 1946, when the Huachung University Library was being reconstituted after the war, you supplied to it, on an order from our bookstore in this building, a complete file of your Cumulative Book Index beginning with the United States Catalog of January 1928, excepting only the out-of-print volume for 1928-1932. On your advice, the University's representative here then made every effort to secure this missing volume from such firms as Stechert-Hafner, but his efforts and also those of the University's friends since then have proved fruitless. For cataloging and purchasing work the Library at Wuchang has found the Cumulative Book Index of first importance, and the gap in its file has been a major handicap. Now the University has discovered a copy of the 1928-1932 volume on the working shelves of the Lutheran Missions Bookstore in nearby Hankow and not in frequent use. In view of the University's need, this Bookstore has kindly agreed to relinquish the volume in return for payment in kind, although on its own it was fully intending to bring up to date its file which had lapsed only because of the war. The University, because this volume seems virtually irreplaceable, would like to give the Bookstore in return the two volumes covering 1938-1942 and 1943-1947.

I am therefore asked to make one further attempt to secure from you the 1928-1932 volume and, failing that, to order the two five-year volumes since 1938 as extra copies. The Library at Wuchang has not yet received a copy of the 1943-1947 volume for its own file and supposes that this may not yet have been published. In that case, will you please let me know when you expect it to become available, so that I may at that time order from you a copy for the Bookstore in addition to the one for the Library?

Expense is always to be considered in making a purchase for a mission institution. If the combined purchase cost of the two volumes destined for the Bookstore will run significantly above \$100.00, will you please defer action on this present request until I have been notified and can reply?

The volume or volumes should be sent by registered bookpost directly to
Huachung University Library
Wuchang, China

I should appreciate four copies of your invoice. Please address any reply to my personal attention.

Very truly yours,

Approved:

John L. Coe, Treasurer, Huachung University

NOTE: On the copy of this draft furnished to the Bookstore Mr. Coe's signature will serve ^{loan of} as temporary receipt for the 1928-1932 volume.

0704

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

FEB 21 1949

J. EARL FOWLER

Church Guest House, Hong Kong
Februar 13, 1949; Sunday afternoon

Ward

Dear Earl:

This is a belated acknowledgement of your good letter of January 26th, with copy of your letter of December 31st, which came in about ten days ago. With your usual clarity you set our minds quite at rest about our financial arrangements. When I see Arthur Allen later in the week I'll show him your letter just as a matter of routine to make sure he's informed.

It is tomorrow morning that we take the train out of Kowloon, and Wards and Starratts are packing and making last arrangements. Al takes the evening service at the cathedral, on top of two services already earlier today; Catharine and I simply go to the Dean's for supper. At this moment we're not very happy about the separation, but your letters show that you fully understand our feelings. Your news from Dr. Wei and others is more complete than ours here; so I'll simply express my feeling that the scare at Hankow about Feb. 3rd and the money difficulties following it are just the beginning of the difficulties through which the people at Peiping and Tientsin have already gone, and that there is not the slightest reason either for us to think of taking the families back up now that a lull is reported or for us men to hesitate about going back up for the beginning of the next term.

It was pleasant to see Bishop Bentley on the 4th and to try to show him something of the city, talking a lot about China. I can fully understand how much work must have descended on your shoulders since he left. It's a shame that your Christmas season was spent largely in the hospital, and Catharine and I very much hope that you will continue to feel better now. We hope that Dot has stayed well through this time. That was a nice letter that you wrote Catharine earlier here after her arrival at Hong Kong.

Although we have not raised the question directly with Bishop Hall, it seems clearly understood that the Wards and Starratts are fully welcome here just as long as may be desirable on the basis of waiting out the crisis. In fact I should say that our families are being treated rather as honored guests than otherwise. The Wards, with much struggling by the management, have ten days ago been moved out of the basement to a sunny centrally located room, and everything possible is done to make living comfortable. Stephen just a week ago was having several days of low fever, with the arrival of his four molars, but all the children now are in the most vigorous of health, Stephen just now crawling happily about behind me at the other end of this living room. Catharine reminds me to mention especially that we feel reassured about Johnny; he was still tiring easily and seeming fretful when I arrived, but the doctor prescribed ~~xxx~~ two injections of liver extract, and the abounding energy that he has shown ever since has cleared our minds of any fear that he was suffering from any underlying trouble worse than anemia.

In the light of the word from the United Board, there may be no need for me to pursue my conversations with Samuel Seng about the Library School, but I will have to write you at once a short business letter which I should have sent before I came down here. It will include the following order, which is for my new course next term (we have only two copies now, and I was stupid to think I might possibly find some in this city):

0705

Macmillan

CJH Hayes POLITICAL & CULTURAL HISTORY OF MODERN EUROPE

(2 vols)

two copies

If the turning over to the United Board and other considerations allow you to put this order through before my formal letter arrives, that would be all to the good, for the students should not be cramped for textbooks, at least when examination time comes. This is, of course, a bare minimum order; Constantine approved my ordering more, but the atmosphere hasn't been conducive to spending money.

It will be very good to see Dr. Wei and the rest again. This has been a real vacation, and I hope that it hasn't softened me up too much for the days ahead. What I've been conscious of is a great lift from the absence of daily emergencies and uncertainty, plus the mounting pleasure of seeing the family in good shape and enjoying their company. So, as a matter of fact, I've spent my leisure moments (when watching the children and the like) in getting accomplished one major stage in formulating my ideas about history for possible future publication; nothing may come of it, quite possibly, but it is surprisingly good to ^{have it} sketched out exactly after many years in my head.

Now I close with especial thanks to you for the help that you've been to all of us. We hope that 1949 is proving a good year for you, and will go on being one.

Sincerely,

Paul

Paul L. Ward

← First fold here →

Sender's name and address :-
Ward
Church Street House
Hong Kong

← Second fold here →

Mrs. Earl Fawcett
Church Mission House
281 Fourth Avenue
New York 10, N.Y.
U.S.A.

BY AIR MAIL
AIR LETTER
IF ANYTHING IS ENCLOSED
THIS LETTER WILL BE SENT
BY ORDINARY MAIL.

HONG KONG

HONG KONG
14 FEB 1949

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0706

Huachung University
Wuchang (4), Hupeh, China
February 26, 1949

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

MAR 9 1949

J. EARL FOWLER

Dear Earl:

Your several letters to me on my personal affairs were waiting here at Wuchang when I arrived uneventfully ten days ago. Referring to one of them, you wrote Jan. 26th that you hope you won't always have to start a letter by apologizing. Perhaps you are too modest about your considerable tact. It is definitely easier for me to write you, as now, with a frank apology for my delay. These past ten days have been as busy as I could make them, and I am not out of the woods yet: errands as courier from Hong Kong, planning and getting under way two new courses, starting in on half-time language study and catching up with the class I've joined, catching up on miscellaneous duties lapsed since January, and replenishing stocks of money and food against the possible return of crisis, all have added up to plenty to do. Under these circumstances one part of my conscience has overcome the other part, and I'm writing now a preliminary letter, leaving until later a properly thought-out answer to you and the bookstore on the matters covered so well in letters I've received. The following matters are either urgent or else preliminary.

order 126
1) The urgent book orders enclosed (one copy for you and one for the book store) are both to be charged to current operating funds, please. The first is the small order for history textbooks (estimated cost \$18.00 including postage) that I mentioned to you in my letter of February 13 from Hong Kong; so if you acted on that request without waiting, please mark this order off the sheet you send to the bookstore. The ~~first~~ second is a list of books for Walter Allen's courses this term; cost estimated at \$160.00 including postage.

done
2) The other enclosure is also urgent, for I should have sent it off to you long ago. Although it is rather long, I think that you will find it self-explanatory. We owe much to the generosity of the Lutheran Book Store, for this scarce C.B.I. volume means much to Mark Tseng, and we have had the use of it now for over two months already without repayment. I am estimating cost of the two-volume repayment at \$70.00; and if it turns out that the 1943-1947 volume is published and can be secured now for the Library, I estimate a further \$35 including postage.

ok
3) Your good long letter of November 1st, about the transfer to the United Board, has never had an answer. Let me say now only that we should prefer to continue our well-worked-out system with the 281 Book Store, unless it really means too much work for the bookstore or the bookstore should decide that it can no longer give us the full publisher's discount as it used to. Aside from the convenience of holding to highly satisfactory arrangements, there is that financial point; Evans, in my one conversation in 1946 about this, indicated that the Board office would have to charge its regular fee per "line of work", whereas the bookstore has been (as I understand it) making us the generous gift of its services and postage and stationery cost for placing the orders. No, let me correct myself after a look at the last report from the bookstore; it is charging 10¢ per volume, apparently to cover the last -- which is a negligible charge. So we'd be happy to let things stand. But please let me know if I should henceforth send orders to the United Board rather than you, or can continue to send to you with an extra copy of everything for the Board, or what. I certainly for my part don't like the idea of losing the contact with you, even though you deserve to have less on your desk.

All this is preliminary in the sense that I will be able to express

0707

sounder judgments as soon as I have sorted through my records and the invoices and reports that the bookstore has so efficiently sent me now. I also must work over the problem of periodicals. Mr. Fleischman has been as cooperative and helpful as anyone could be, but his Franklin Square Agency could not be bothered to understand what I wrote them and so has compounded my delinquencies here. It may be that we'll have to try some other method, and on this we may want to use the United Board's services. If you have occasion will you please express to the bookstore my appreciation for what they have done in answer to my long letter and my apology that conditions of living and working here make it a little more difficult now than ever to see to records and files on a current basis. I am in the process of obtaining student help for the clerical side of this job of tidying up, but since experience teaches that petty emergencies may well slow me up badly, please feel free to write me any advice or corrections that you feel like expressing, without waiting for my next letter.

See note

4) Let me just note that with my letter of October 6th (acknowledged by you October 20th) I enclosed a letter to Mrs. Brown of the Church Periodical Club, and that we have not yet had any reply from her. If it reached her all right and if there is no problem in connection with it that I can do anything about, I am quite willing to let it rest. The point is only that if we should suddenly be blitzed with peace out here, I'd be under obligation to secure some of the books that I suggested for C.P.C. gift.

Now let me say that things are going better than I'd thought possible here. I myself am neither as happy nor as efficient as I'd be if Catharine and the children were here too. But a measure of the calm and normality of the Wuhan socio-economic scene is the amount of work that I've been able to put behind me these past ten days. The strain holding over from the tense days at the beginning of the month, noticeable when I arrived, seems to have faded away. Students seem normal in numbers and behavior, only perhaps a bit more earnest than ever, if that is possible. As far as I can see, standards of work -- of all sorts -- around the university are still slowly going up, so that this term seems to be more promising than any before. Since you get all the facts currently from Francis, I'm contenting myself with reporting on the "atmosphere" as I sense it -- and I am, of course, sanguine by nature. But you ought to know that I'm still profoundly pleased to be here.

The best of luck to you at work and at home. Don't work yourself back into the hospital, now. Please give my best wishes to Dot.

Sincerely yours,
Paul
 Paul L. Ward

Approved by:

John Doe

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[over]

March 2, 1949

Dr. Paul Ward
Huachung University
Wuchang, China

My dear Paul:

I am making an extra copy of this letter and am sending it on to Catharine so that she will know you folks are in my mind. I am so very busy with Bishop Bentley being away that I can hardly keep up with my correspondence. As you know from the time that you spent here in the office, all of my time was occupied before the Bishop went away. It would be quite easy to keep up with the regular office routine if it wasn't for the extra things that take unlimited time, such as making out the budget for 1949, when there was not nearly enough money to go around, and preparing a program and budget for the next Triennium, to be presented to the General Convention next September.

Arthur Allen mentioned in one of his letters that Walter had arrived back with his freight, but there was no mention of you and Al, so I have not definitely heard of your arrival back in Wuchang. Both you and Al indicated in letters that you were leaving the next day, so I assume that you got back safely.

I am glad that you folks in Hong Kong had an opportunity to meet Bishop and Mrs. Bentley. They are such charming people, I am sure it was a real pleasure to see them. It is a great disappointment that they had to give up their plans to visit China. They were much longer than anticipated in Japan, and after arriving in the Philippine Islands it was evident that they had not allowed time enough to cover the field there, so their stay had to be extended. Bishop Sherrill mentioned to me the other day that he had written to Bishop Bentley urging him to get back to New York by the end of April. This will mean that they will probably have to fly back from the Philippines right after Easter.

BLI

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JER:chh

J. Earl Fowler

Sincerely,

Very best wishes and kind regards.

I am enclosing herewith a letter received by Mr. Fleischman from the Franklin Square Agency

I am mighty glad that you had time while in Hong Kong to give some time to organizing your ideas regarding a history publication that you have had in mind for some time. I would like to urge you as strongly as possible to keep this idea in the forefront of your mind and work on it whenever you have the opportunity. It is a very worthwhile enterprise. All good teachers should do some writing for publication. I am sure that you will do a swell job.

As soon as your letter arrived, we ordered two copies of Hayes' "Political and Cultural History of Modern Europe" in an official order from you with the decision as to how the books are to be charged.

I am sorry that there is some doubt regarding the future of the library school. However, I would suggest that you continue the negotiations and perfect the plans of returning the school to Huachung. I intend to throw my weight around as much as possible on this question and try to influence the United Board to approve of the library school being in Wuchang. The question was raised at the executive committee meeting last month. Dr. Sherman spoke very humbly in favor of its being in Wuchang. I am afraid that I was not quite as humble. I urged strongly that it be re-opened with Huachung. However, no decisions were arrived at at the meeting.

I know that you thoroughly enjoyed your visit to Hong Kong and that it is difficult to be separated again from your family. I am awfully glad to hear that Johnny is better and making such fine progress and that you feel reassured about him. I hope the whole family continues in good health.

Dr. Paul Ward
Huachung University
Wuchang, China

Page -2-

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Dr. Paul Ward
Huachung University
Wuchang, China

I know that you thoroughly enjoyed your visit to Hong Kong and that it is difficult to be separated again from your family. I am awfully glad to hear that Johnny is better and making such fine progress and that you feel reassured about him. I hope the whole family continues in good health.

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As soon as your letter arrived, we ordered two copies of Hayes' "Political and Cultural History of Modern Europe" in two volumes, published by MacMillan. I am anticipating receiving an official order from you with the decision as to how the books are to be charged.

I am mighty glad that you had time while in Hong Kong to give some time to organizing your ideas regarding a history publication that you have had in mind for some time. I would like to urge you as strongly as possible to keep this idea in the forefront of your mind and work on it whenever you have the opportunity. It is a very worthwhile enterprise. All good teachers should do some writing for publication. I am sure that you will do a swell job.

I am enclosing herewith a letter received by Mr. Fleischman from the Franklin Square Agency

Very best wishes and kind regards.

Sincerely,

J. Earl Fowler

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0711

The Franklin Square Agency **fsa** 32 North Van Brunt Street • Englewood, N. J.

THIRTY MINUTES FROM TIMES SQUARE • PHONE ENGLEWOOD 3-10250
A DEPARTMENT OF HARPER & BROTHERS • F. M. SINGSEN, MANAGER



March 11, 1949

FORTH MAGAZINE
C. J. Fleischman
Church Missions House
281 Fourth Avenue
New York 10, New York

Dear Mr. Fleischman:

We have received a letter from the American agents of the JOURNAL OF THE
CHEMICAL SOCIETY (British) regarding the subscription for the:

Huachang University Library
Wuchang,
China

This subscription was covered by our order L-5983, your number AI-23689.
They tell us that the publishers would prefer to have this subscription
expire with the December issue, that is, running from January to December.
They want to know if it will be in order without this subscription extended
another four months, making the expiration date December of 1949.

Will you please advise us at your earliest convenience, so that we can
place the order for this additional four months service.

Sincerely yours,
THE FRANKLIN SQUARE AGENCY

Roy W. Willis

RWW/md

WHOLESALE MAGAZINE SUBSCRIPTIONS TO ALL PUBLICATIONS FOREIGN & DOMESTIC

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March 11, 1949

H. W. Wilson Company
950 University Avenue
New York City

Dear Sirs:

On behalf of the Huachung University Library, Wuchang, China, I wish to order the five-year volume of your Cumulative Book Index covering the years 1928-1932. If this is out of print and also unavailable, as I understand in fact that it is, I wish to order instead an extra copy of each of the two five-year volumes since 1938. Since you have followed the policy of charging Huachung University a very low rate for your publications priced "on a service basis", I believe that you should have the following explanation in full.

In 1946, when the Huachung University Library was being re-constituted after the war, you supplied to it, on an order from our bookstore in this building, a complete file of your Cumulative Book Index beginning with the United States Catalog of January 1928, excepting only the out-of-print volume for 1928-1932. On your advice, the University's representative here then made every effort to secure this missing volume from such firms as Stechert-Hafner, but his efforts and also those of the University's friends since then have proved fruitless. For cataloging and purchasing work the Library at Wuchang has found the Cumulative Book Index of first importance, and the gap in its file has been a major handicap. Now the University has discovered a copy of the 1928-1932 volume on the working shelves of the Lutheran Missions Bookstore in nearby Hankow and not in frequent use. In view of the University's need, this Bookstore has kindly agreed to relinquish the volume in return for payment in kind, although on its own it was fully intending to bring up to date its file which had lapsed only because of the war. The University, because this volume seems virtually irreplaceable, would like to give the Bookstore in return the two volumes covering 1938-1942 and 1943-1947.

I am therefore asked to make one further attempt to secure from you the 1928-1932 volume and, failing that, to order the two five-year volumes since 1938 as extra copies. The Library at Wuchang has not yet received a copy of the 1943-1947 volume for its own file and suppose that this may not yet have been published. In that case,

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March 11, 1949

will you please let me know when you expect it to become available, so that I may at that time order from you a copy for the Bookstore in addition to the one for the Library?

Expense is always to be considered in making a purchase for a mission institution. If the combined purchase cost of the two volumes destined for the Bookstore will run significantly above \$100.00, will you please defer action on this present request until I have been notified and can reply?

The volume or volumes should be sent by registered bookpost directly to

Huachung University Library

Wuchang, China

I should appreciate four copies of your invoice. Please address any reply to my personal attention.

Very truly yours,

J. Earl Fowler
Associate Secretary

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March 14, 1949

The Franklin Square Agency
Att: Mr. Roy W. Willis
32 North Van Brunt Street
Englewood, New Jersey

Gentlemen:

Your order # L-5983
Our # AI-23689

Replying to your letter of March 11 in regard to the subscription included in the above order for Journal of Chemical Society (British) for Huachang University Library, Wuchang, China, you may, in compliance with the suggestion of the publication, put through a short-term subscription for another four months to January 1950. We understand with this extension the subscription will run from January to December inclusive.

In rendering supplementary invoice for the above will you bill in duplicate and include essential details thereon for the information of the Librarian.

Very truly yours,

THE NATIONAL COUNCIL

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For FORTH Magazine

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Handwritten: New York
Paul Ward - e
C.G.

March 15, 1949

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

Many, many thanks for your letter of February 26th. I have placed the order for ~~Walter Allen's~~ ~~spouses~~ and put a "rush" on this. mentioned it in your letter of February thirteenth.

It is quite all right if you wish to continue to send your book order to our Book Store and continue the system which you and the Book Store have worked out for these orders.

It will also be quite all right for you to send your subscription orders to the United Board and let them take care of these.

In regard to your letter to Mrs. Brown of the Church Periodical Club of October sixth. You will be interested to know Mrs. Brown is no longer at the CPC. However, Mrs. Hayward has advised me that they cannot supply the Encyclopedia which you asked for but she thinks perhaps the Diocese of Virginia will be able to take care of the rest of that order. She has promised to write you in a few days about this and will send a copy of her letter to me.

I hope it will not be too long before you and your family will be able to be together again. I can understand how very much you must miss them. We are so grateful to you all for staying by your posts in spite of everything.

Faithfully yours,

JEF:O

J. Earl Fowler

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THE H. W. WILSON COMPANY

PUBLISHERS OF INDEXES AND REFERENCE WORKS
950-972 UNIVERSITY AVENUE • NEW YORK 52, N.Y. 1949

J. EARL FOWLER

New book orders.

March 17, 1949

Mr. J. Earl Fowler, Associate Secy.
The National Council
Protestant Episcopal Church
281 Fourth Avenue
New York 10, N.Y.

Dear Mr. Fowler:

In reply to your letter of March 11 concerning purchases for the Huachung University Library, we are pleased to report that the much-needed CUMULATIVE BOOK INDEX 1928-32 volume has at last been reprinted. It will, therefore, not be necessary for the library to make special arrangements to obtain the volume, as we can supply it on order. We are quoting our minimum rate of \$24.00, and the order is being despatched per your instructions immediately.

Concerning your question about the 1943-47 volume, we have the following to report: the next large cumulation of the CUMULATIVE BOOK INDEX will have six year coverage from 1943- through 1948. It will, however, not be ready until late in 1950. Our minimum quotation for this volume is \$36.00.

Invoice in quadruplicate for the 1928-32 volume will follow this letter.

Please let us know if we can be of any further assistance to you.

Yours very truly,

THE H. W. WILSON COMPANY

Elaine De Paul
Elaine De Paul

ED;d

Copy sent to Dr. Ward 3/25/49

- READERS' GUIDE TO PERIODICAL LITERATURE
-
- ABRIDGED READERS' GUIDE
-
- INTERNATIONAL INDEX TO PERIODICALS
-
- INDUSTRIAL ARTS INDEX
-
- AGRICULTURAL INDEX
-
- EDUCATION INDEX
-
- ART INDEX
-
- INDEX TO LEGAL PERIODICALS
-
- CUMULATIVE BOOK INDEX
-
- UNITED STATES CATALOG
-
- BOOK REVIEW DIGEST
-
- STANDARD CATALOG FOR PUBLIC LIBRARIES
-
- STANDARD CATALOG FOR HIGH SCHOOL LIBRARIES
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Huachung University
Wuchang (4), Hupeh, China
April 2, 1949

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

APR 12 1949

J. EARL FOWLER

Dear Earl:

This is a rush letter, for Al and I are actually going to Hong Kong for the vacation after all, and starting from the compound a little over two hours from now. A wire arrived two days ago indicating that there was enough distress of mind down there to justify our going in spite of the expense and the shortness of the time.

But this is a business letter. I first of all must acknowledge your two letters of March 2nd and March 15th, and also thank you for taking care of the matters forwarded to you, so promptly. I hope that with Bishop Bentley's return you are getting a chance to breathe.

The business of the moment is just to put in your hands the enclosed Book Order # 3 (new series), for action by the book store. I estimate cost, including postage and 10% per title to the bookstore, at \$435.00; to be charged to the library fund preferably, since most of these items belong on my Rehabilitation accounts. This order is sent in with Dr. Wei's full approval, and consists of a limited number of items that are especially needed, so that work here can go ahead properly.

I must sign off now and pack. But I must tuck in word that I have been able in the past weeks to get about half way through the job of checking off the accumulated book invoices against the order lists, back to 1946. After a bit more work, I'll be able to write the bookstore in detail. Meanwhile I again want to express my appreciation for their cooperation. This whole business is falling into satisfying order, like a number of other things on the compound.

Best regards to Dot, and Mrs. Halloway also.

Sincerely yours,

Paul

Paul L. Ward

Approved:

John L. Coe
John L. Coe, Treas.

P.S. I am now writing on Weds. April 6th at the Church Guest House (Hong Kong), just before taking this down to the post office to mail. Al and I got in less than 24 hours ago, for our train was nearly 16 hours late in reaching Canton, thanks to one derailment and one engine breakdown (both on trains ahead of us), and also one peremptory search of our train for rumored smuggled rifles. We found everyone well - joyful reunion.

The chief reason for Catharine's wiring to me to come down, despite the expense, for this short vacation, was (as I hoped) her distress at the sudden reversal of plans after weeks of building up to "return to Wuchang". Life here is not easy for her, partly because of close-quarters living but also because it is not good for her (as it is no good for me) to live separated. The few days together will mean a lot. But I'm determined to talk things out with Catharine before returning, to make sure that she's as far as possible at peace about the months ahead. I've said that we'll not talk until I've been here 24 hours, but I think it's clear that she wants, just as badly as I do, to stick it out if at all possible until either we can together resume life at Wuchang & Kuling or know definitely that we cannot. I do want to try my "father's hand" at breaking Steve of night feedings, and this alone may make me two days or so late in returning to classes. But things do look good to me. I'll say

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APR 21 1949
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J. Earl Fowler

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hua no 6
K. C. G.

May 5, 1949



Dr. Paul Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

This will acknowledge your letter of April second and advise you that we have placed the book order for the University, your order No. 3, new series. We are charging this to the Library Fund.

With kind personal regards.

Very cordially yours,

J. Earl Fowler
Associate Secretary

JEF:O

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