

COPY FOR THE PRINCIPAL

Letter sent to Deans regarding University Publications

November 21, 1931.

For Faculty Meeting

Dear Sir:

At a recent meeting of the Committee on University Publications the question of the most effective use of the limited funds at the disposal of the Committee was considered, and it was felt that an expression of opinion on the part of the various Faculties would be of assistance in planning future expenditures.

At present the fund at the disposal of the Committee amounts to \$3,397.00 of which \$897.00 represents the income from a Library fund and \$2,500.00 is an annual University appropriation. In addition, the Library pays \$500.00 a year for the services of an assistant to look after the distribution of publications. The fund has been used almost entirely for the purchase and distribution of reprints of periodical articles by members of the staff. The inclusion of titles was originally made on the suggestion of the writer until continued overdrafts led the Librarian to request the appointment of a Committee on University Publications in 1929. This Committee consists of the Deans, with the Librarian as Secretary, and it is responsible for the selection of papers and the distribution of funds. The handling of papers distributed and of exchanges received is still carried on as a part of Library routine.