

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

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TO CHAIRMEN OF DEPARTMENTS:

The recent survey of textbook needs indicates that the number of volumes required for the summer session is not too large to be handled in the usual manner. If you have not already provided for the requirements for your department for the summer, you should do so promptly through Rowlands or by whatever other means you think best.

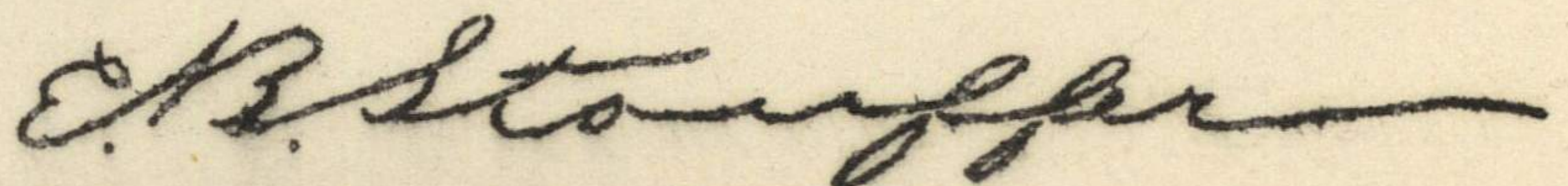
The number of textbooks required for the fall semester is so large that past provisions for handling them may not be adequate. The student bookstore must wait authorization by the Board of Regents at their meeting on May 10, and probably can not be organized in time to start taking orders for books much before June 1. You are free, in the meantime, to inform any bookstore of the needs of your department for the fall semester or to provide the required texts in any other manner you wish. When the student bookstore is ready for operation, the manager will undoubtedly canvass your department concerning textbook requirements for fall. An effort will be made to avoid duplication of orders already placed.

The University is writing to the book companies concerning the delivery of textbooks for fall for courses requiring as many as one hundred copies of a single text. If necessary, the University will endeavor to purchase promptly books which might otherwise be unobtainable, but it is hoped that such purchases will be necessary only in a few cases. Please inform the Chancellor's Office if you know of books which must be thus purchased by the University.

If your department plans to use any books which were used in Navy courses, you should check with the Chancellor's Office on the number of such books purchased by the University which are still available. Your demands for summer and fall should be modified accordingly.

In summary: make provision for your textbook needs for summer promptly; make known your needs for next fall to any agency you wish at the present time and to the student bookstore when organized; inform the Chancellor's Office concerning books which must be purchased promptly by the University in order to assure availability when needed.

Sincerely yours,



E. B. Stouffer
Dean of the University