

THE UNIVERSITY OF KANSAS
Lawrence

Office of
THE CHANCELLOR

April 2, 1946

TO CHAIRMEN OF DEPARTMENTS:

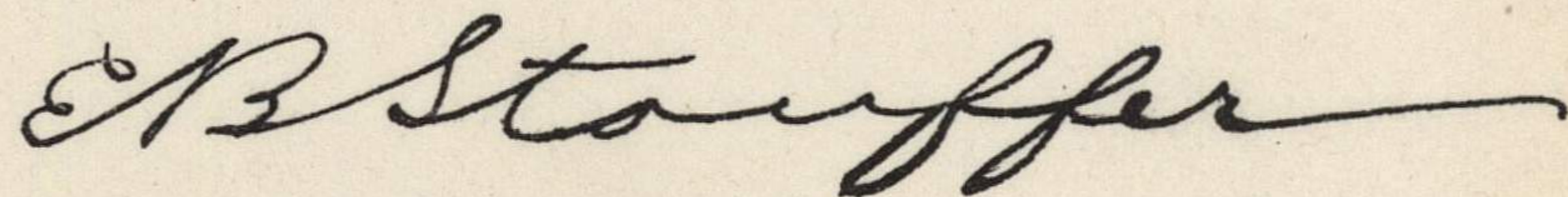
At the meeting called by Chancellor Malott on March 25, it was agreed that a report should be made as soon as possible on textbooks needed for the summer session and for the fall semester. Enclosed you will find a blank which you are requested to fill out and return to the Chancellor's Office.

The information is desired only on the probable need for new books to be purchased by Rowlands, the student bookstore, or the University. In order that the estimate may be as accurate as possible it is suggested that you ask instructors in your department to poll each of their present classes to determine how many students are willing to turn in their textbooks to the book exchange at the end of the present semester. The number of second-hand books now available, or likely to become available, for a given course should be subtracted from the total need before the figure is inserted on the blank. Changes in textbooks should be kept to a minimum in order that second-hand books may be used as far as possible.

It is highly desirable to know that the needed number of books will actually be available from the publishers if ordered at an early date. Please indicate on the blank the books for which you have already received such assurance. An effort will be made by the Chancellor's Office to complete the information for the courses requiring large numbers of books.

Please send your report to the Chancellor's Office as soon as possible and not later than April 8.

Sincerely yours,



E. B. Stouffer
Dean of the University

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