

October 8, 1937.

Mr. J. A. Hyland,
Assistant Vice President,
McGraw-Hill Book Co.,
330 West 42nd Street,
New York City.

Dear Mr. Hyland:

I have just expressed this morning all of the cut dummies complete with the titles that I thought best. I made them as short and as comprehensive as possible. If it is necessary for you to delete front and back views to make the one line, it will be entirely agreeable, as I will trust that to your better judgment.

Mrs. Allen and Miss Gile are doing a fine bit of work, and the way things are progressing we should have most of the stuff that you need in your possession in the very near future. I am happy at the way the work is progressing, and I am very sure that we will have a splendid book.

It was necessary for me to keep some of the cut dummies to check with Mrs. Allen on some of her galleys. Knowing that the printer's plant will not be open on Saturday I kept this stuff as long as I possibly could consistent with accuracy in reading the galleys and checking with the detail. It has proved profitable because we have been able to eliminate a few slight mistakes by being able to check back on the cut dummies. I believe that we have lost as little time as possible under the conditions, knowing that your plant is not in operation Saturday and the printers likewise.

So we try to get everything out the weekend to you so that you will have it on hand Monday morning. The stuff that we receive Monday we try to get back on the way by at least Wednesday. If it doesn't start on Wednesday then we rather plan to get everything in shape so that we can ship it by at least Friday or Saturday so that it will be on hand for you Monday.

Regarding the two cuts on a page, or two or three cuts on a page, I know you are just as anxious to have the best book possible, so I am not worrying about the way you handle the text, or upon how you finish the entire book. I know nothing about your job and you do know a lot about mine because you handle so many manuscripts. So while I may say things to you many of them, of course, are made on account of my ignorance of your situation.

However, I do want to emphasize the necessity of having those cuts re-made showing the basket because that is the only thing that shows the location on the floor. The pictures would be utterly useless unless the basket is shown. You could take the same setup out of doors or on the street and it would mean just as much to a coach or player by looking at those baskets out on the street as it would on the basketball court without a basket because the basket shows where the line falls. And that enables the reader to visualize the location, and without location the picture has no value. I trust that you will see this from our viewpoint.

With every good wish, I am

Sincerely yours,

FCA:AH

Director of Physical Education.

JAMES H. MCGRAW, JR.
CHAIRMAN OF THE BOARD

MARTIN M. FOSS
PRESIDENT

JAMES S. THOMPSON
VICE PRESIDENT

CURTIS W. MCGRAW
VICE PRESIDENT AND TREASURER

WILLIAM E. HAWKE
SECRETARY & ASST. TREASURER

McGraw-Hill Book Company, Inc.

McGraw-Hill Building

330 West 42nd Street

New York, N.Y.

CABLE ADDRESS
"MCGRAW HILL" NEW YORK

LONDON
ALDWYCH HOUSE, W.C.2.

ASSISTANT VICE PRESIDENTS

CURTIS G. BENJAMIN
COLLEGE DEPARTMENT

FRANK L. EGNER
MAIL ORDER DEPARTMENT

JOSEPH A. HYLAND
PRODUCTION DEPARTMENT

HUGH J. KELLY
TRADE DEPARTMENT

October 6, 1937.

Dr. Forrest C. Allen
Division of Physical Education
University of Kansas
Lawrence, Kansas

BETTER BASKETBALL

Dear Dr. Allen:

This will acknowledge receipt this morning of your letter of October 4th. I am glad to tell you that we have not only received a large number of corrected galley proofs, but some of these have already been forwarded to the printer for correction and page makeup. We will proceed with the paging as soon as you return the necessary cut dummies, and we can send these to the printer with the actual engravings so that they may be inserted in their proper position in the page proofs.

In so far as is concerned the details of proofreading and correction on the galley proofs, I know that Mrs. Allen and Miss Gile (not Giles) will do an excellent job. I know too that Mr. Gartner will do his part on the illustrations. I have been in constant touch with both of them and I know that things are proceeding satisfactorily. I hope to continue the good work.

You will be glad to know that the printer has completed the typesetting so that the last installment of galley proofs will probably go forward to you before the end of the week. Please understand that the printer's plant is not open on Saturdays so that naturally proofs go forward only on Mondays to Fridays inclusive.

I now come to the postscript of your letter, especially your comment that you are rather unhappy about our plan to place two cuts on a page. As a matter of fact, I think that I owe you an apology, because I should have said "two cuts or their equivalent on a single page." I assure you that we will place the illustrations as close to the corresponding text as the exigencies of page makeup will permit. Of course it is going to be impossible to be consistent in having two illustrations and the corresponding

McGraw-Hill Book Company, Inc.

TO Dr. Allen

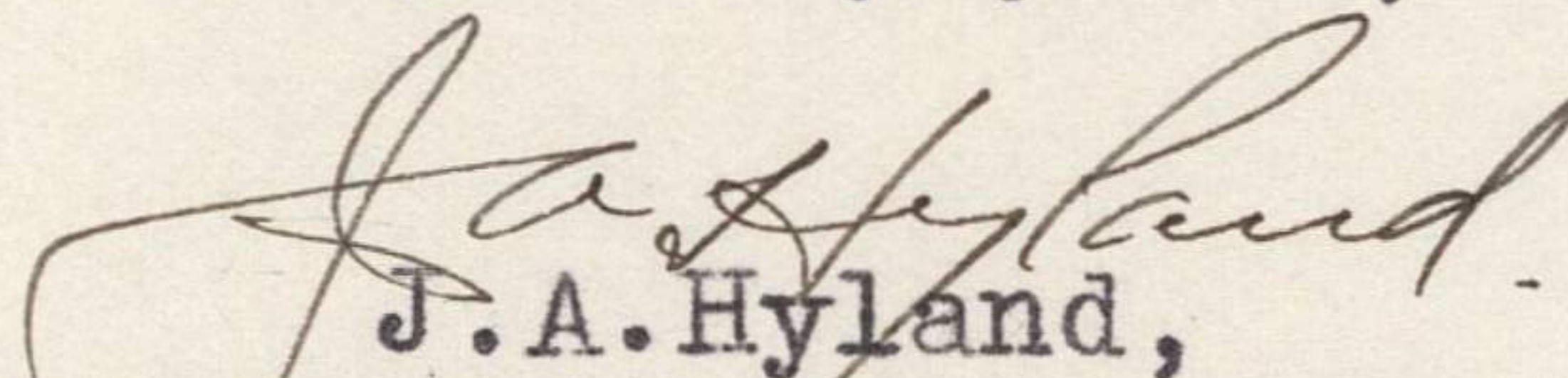
PAGE two

DATE 10-6-37

text on the same page throughout the entire book. This, as you know, is because of the varying sizes of the illustrations, and also the varying amount of corresponding text matter, but you need have no fear but that we will do our utmost to place illustrations and the corresponding text on the same page or facing pages.

I hope that this statement will clarify the situation and make you feel less uneasy, because I assure you that our experience with textbooks has made us extremely conscious of the advisability of having illustrations and explanatory text on the same or facing page wherever possible.

Very truly yours,


J.A. Hyland,
Production Department.

JAH:LOC

October 16, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City, N.Y.

Dear Mr. McGraw:

In answering your good letter of October 13 I should have made it more plain to you that my only desire in listing "My Basketball Bible" and "Higher Education in America" was to list the periodicals and publications that I had written.

Many of the coaches for years have been acquainted with "My Basketball Bible", and some have thought quite well of it. This was an additional point that I had in mind - many of the coaches knowing of "My Basketball Bible" would feel confident perhaps to purchase "Better Basketball" on the strength of my previous publication. Even with the book out of print, I thought it well to mention in connection with "Better Basketball" that the author of "Better Basketball" is also the author of "My Basketball Bible".

I certainly agree with you that "My Basketball Bible" will soon be out of print. Of course, Smith-Grievess may have a few copies on hand and they may dump them on the market at an excessively low price. Of course, we cannot keep them from doing that, but my experience has been that when a book falls off from its established price it never commands the attention for sale to the better coaches. I think, however, I can get Mr. Smith and Mr. Kleinhoffer, of the Smith-Grievess Company, not to do the thing I mentioned. They are very high grade people.

Now here is one thing that I notice, Mr. McGraw. The Scholastic Coach, Alex Taylor and Company, of New York, and different people are writing in concerning "Better Basketball". Somehow the publicity from your firm doesn't seem to have gotten across to these people. I am not even blaming your college or mail order department for not acquainting all of these people with these details, because you

could print an article in the daily press for the readers every day and there would be a majority of them that perhaps would pay little attention to it. If I could have a setup or a sketch of what you people are doing, both your mail order and college people, then I might have a suggestion as to an approach that might otherwise be missed.

At our luncheon conferences we discussed things in general, but not specifically with Mr. Kelly and your other good men. My only interest is in promoting the sale of the book. I admit that I am a rank novice on this, but my desire is to help so you will forgive any impetuosity.

I am sorry that Fritz's Princeton team lost to Cornell a week ago. They are tough. I am hoping you will have better luck today. Our Kansas team seems to be suffering from the drouth, but it is raining today and maybe we will hear something from the grass roots.

Very cordially yours,

FCA:AH

Director of Physical Education.

New York
Oct. 18, 1937.

F. C. Allen.

Have all cut dummies of exhibits
but none of diagrams.

J. A. Hyland.

29
~~56~~
85

1.64
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~~79~~

Got 100, 2000

Got 100, 2000

Got 100, 2000

October 18, 1937.

Mr. J. A. Hyland,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City, N.Y.

Dear Mr. Hyland:

Your very good letter of the 13th made me feel fine. We will not press the point regarding the resetting of certain poems in roman rather than in italics. We certainly do not want to go to further expense concerning the author's alterations, and so forth.

I know that your insertions of illustrations will be consistent with your usual high grade production.

I am happy that exhibits 100-105 inclusive, are being made to show the basket. This will be very helpful. I know how anxious you were to cut down on the size of the cuts, and perhaps had I been in your place I would have been more insistent than you, but I know this from a coach's angle, and had we shown the cuts without the basket we would have found many coaches hyper-critical on this situation.

I am very happy that all the cut dummies are in shape, and everything is O.K.

I have sent the authorization from Berton Braley regarding the poem, and now the only thing left for us is to make a new index and receive your further consignments.

With every good wish, I am

Very cordially yours,

FCA:AH

Director of Physical Education.

October 22, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City, N.Y.

Dear Mr. McGraw:

Just another angle regarding sales promotion that I thought you might be interested in. We have the records from our publishers of "My Basketball Bible" of all the books that were sold by the publishers to libraries, sporting goods houses, and so forth.

It occurred to me that by having a record of these 14,000 volumes it might give your mail order department and your college department a bit of help in checking on the buyers. We have this list at home and if you would like to have it I will be glad to mail it to the individual that you think it should go to.

Please do not let me bother you too much, but I am constantly thinking of some angle whereby we can increase the sales when this book is ready. The more that we look at the copy of this new book the more enthusiastic the Allens become. We think it is going to be a dandy.

Very cordially yours,

FGA:AH

Director of Physical Education.

October 18, 1937.

Mr. J. A. Hyland,
Production Department,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City.

Dear Mr. Hyland:

I am enclosing copy of wire I
have just sent you, for confirmation.

For fear there is any slip-up,
I am enclosing also the original express receipts
for the shipments I have made to you. I am keep-
ing a copy of the dates of these receipts.

I trust my wire to you will
straighten up the matter, and that there will be
no further difficulties.

Sincerely yours,

FCA:AH
Enc.

Director of Physical Education.

Railway Express Agency, - McGraw Hill Book Co., W. J. Gartner,
Sept. 16, 1937; No. 31 (Signed Spencer)

Sept. 29, 1937, McGraw-Hill Book Co., (no number on receipt)
(Signed McGinnis)

Oct. 1, 1937, McGraw Hill Co., J. A. Hyland (no number on receipt)
(Signed Penner)

Oct. 8, 1937, McGraw Hill Co., No. 142 (Signed Spencer)

WESTERN UNION TELEGRAPH.

Lawrence, Kansas
October 18, 1937.

Mr. J. A. Hyland,
Production Department,
McGraw Hill Book Co.,
330 West 42nd St.,
New York City.

No cut dummies of diagrams ever received, with exception of those, 1 to 12, accompanying your letter September 30. Please contact Mr. Gartner for solution. I have approved and sent back corrected tracings of all diagrams in finality and it is not necessary to send cut dummies of diagrams to me for further approval. You and he may proceed from his corrected illustrations for cut dummies. Your letter September 27, second page, explains very fully your instructions to me concerning cut dummies of illustrations. You have asked me to retain original copies, which I have in my possession. Please wire if this does not settle the matter.

Forrest C. Allen.

POSTAL TELEGRAPH

New York, Oct. 18, 1937.

Dr. F. C. Allen:

There is misunderstanding regarding cut dummies of diagrams. You have only twelve diagrams cut dummies. Please return these with legends and your original copy of other diagrams. Letter follows.

J. A. Hyland.

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October 18, 1937.

Mr. J. A. Hyland,
McGraw Hill Book Co.,
330 West 42nd St.,
New York City.

Dear Mr. Hyland:

In reply to your wire just received, I am sending by this mail all diagrams, originals, photostats, and the twelve cut dummies.

I very carefully wrote the diagram, play number, and legend on the top of each original diagram.

You will note that diagrams 51 and 83 are missing, but Mr. Gartner has explained this situation and is taking care of these two diagrams.

I was under the impression you desired me to keep all these original diagrams here, but trust this will completely clear up the somewhat confusing situation.

Sincerely yours,

Director of Physical Education.

TO **District Accountant** District Accountant

At **New York, N.Y.**

Please furnish records checked:

REPLY DIRECT TO PATRON

- _____ Delivery Record
- _____ C. O. D. Returns

(If there is not a clear record of shipment reply should be made to the representative of this Company making the inquiry.)

RETURN FORM TO ME

- _____ Delivery Record
- _____ C. O. D. Returns
- _____ Return to Shipper Record
- _____ Copy of Out Billing
- _____ Certified Copy of Receipt
- _____ Copy of Vehicleman's Tally

FROM **LAWRENCE, KANS.** Dist. Acct. Agent or Claim Agent

20 East 9th St.

At **Phone 120**

Date **October 16, 1937**

Amount of Claim	File Reference or Claim Number
\$	
Inquiry made by	(or) Claimant

NEW YORK D. I. B.
OCT 19 1937

Forest Allen

Nature of Complaint or Claim:

Consignee advised shipper not received.

Agent or Claim Agent will fill in available data—District Accountant will complete the Waybill and Delivery Sheet information.

To Destination Office New York N.Y.		Enter Date Shipped October 8, 1937	
Consignee McGraw Hill		COLLECT PREPAID	
Street Address or Non-Agency Destination		Waybill Number 142	Advances
Name of Forwarding Office Lawrence, Kansas.		Declared Value \$100.00	Value Charges 10
Pieces Pa	Article Pa	Description Pa	Express Charges 70
Shipper Forest Allen		Weight 6½	Total 80
Shipper's Address		Class	C. O. D.
Received from RAILWAY EXPRESS AGENCY, Inc., shipment described hereon, X CONSIGNEE'S SIGNATURE <i>McGraw Hill Book Inc</i>		Paid in Part	C. O. D.
Date Delivered Oct 11-7		Scale or Rate	C. O. D. Service Chgs.
Per <i>330 West 42 St C. Engel</i>		Verified by	C. O. D. Service Chgs.
Hour 11:55		Delivered by <i>J. Huckmeyer</i>	
AM PM		Deliveryman's Number <i>MS</i>	

The Delivery Record shows the shipment originated with

REd
Express Company

Delivery was made on (Check One)

Original

Substitute

Over

Delivery Sheet

C. O. D. WAS PAID BY DRAFT No. _____ DATED _____ 1937

AMOUNT \$ _____

Date **Oct 22** 1937 *JJ Mc Clary*

Dist. Acct. Agent Claim Agent

#12

October 20, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City.

Dear Mr. McGraw:

I am complying with your request and sending all permissions that we have on hand, so that they can be kept in your special file for that purpose. I think this is entirely proper.

Very sincerely yours,

FCA:AH

Director of Physical Education.

P.S. I think we should send an autographed copy of BETTER BASKETBALL to all of these people.

F.C.A.

JAMES H. McGRAW, JR.
CHAIRMAN OF THE BOARD

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MAIL ORDER DEPARTMENT

JOSEPH A. HYLAND
PRODUCTION DEPARTMENT

HUGH J. KELLY
TRADE DEPARTMENT

October 15
1 9 3 7

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Dr. Allen:

I have your letter of October 13 sending me a copy of Dr. Braley's permission to use the poem. This, as I understand it, now completes all the necessary permissions and we are, therefore, to go ahead.

You ask that we keep this in our file, which we will do. As long as we are keeping this one, I am wondering if you should not send us any other permissions so they can all be kept in our special file here.

With kindest regards,

Sincerely yours,

Curtis W. McGraw

CWM:MK

October 20, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd Street,
New York City.

Dear Mr. McGraw:

I have sent to Marion Miller
a copy of The Dream Touch Down. It is my
opinion that this will be a good thing to
boost the sales, but I wanted to be sure
there was no objection on your part to
their running the story.

Very sincerely yours,

FCA:AH

Director of Physical Education.

JAMES H. MCGRAW, JR.
CHAIRMAN OF THE BOARD

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PRODUCTION DEPARTMENT

HUGH J. KELLY
TRADE DEPARTMENT

October 14

1 9 3 7

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Dr. Allen:

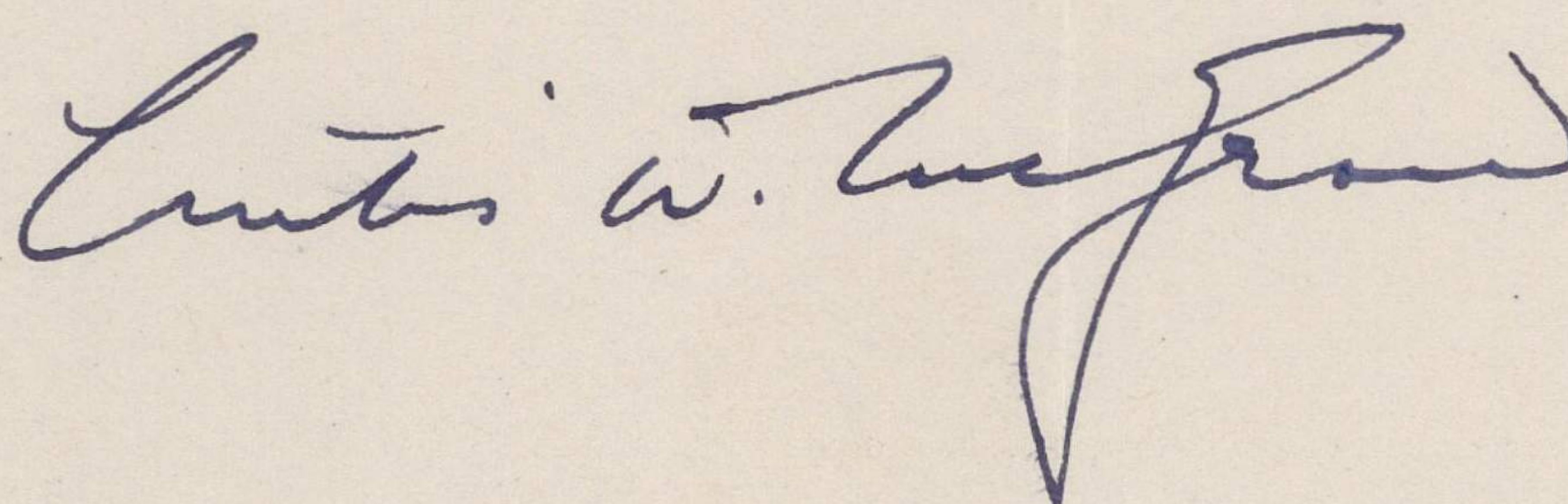
I have your letter of October 9 telling me of the request of Lowe & Campbell who wish to use some of the material from BETTER BASKETBALL in their trade catalogue called "The Coach". They had already written us some time ago about it but we told them that the material was in the hands of our printer and it was going to disrupt matters if we sent it to them. I suggested that they use the copy you had already given them.

It is our idea that this is a good thing to boost sales and there is no objection on our part to their running the story, and note that you will give them copy from your copy that you have on hand.

I am glad that everything is progressing splendidly and that you, on your end, are quite happy about developments.

With kindest regards as ever,

Sincerely yours,



CWM:MK

October 20, 1937.

Mr. J. A. Hyland,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City, N.Y.

Dear Mr. Hyland:

Thank you for your letter of October 18. I have definitely checked over the diagrams, and the descriptive titles listed under the originals and the duplicates are what we desire for the cut dummies.

Everything that was in my possession is now in your hands. If there is anything missing, please let me know.

I assure you you have not caused me any inconvenience, and if any of us were confused over cut dummies of exhibits and cut dummies of diagrams we have now sent everything to you and it should be complete. If you will have your girl write the descriptive titles on the cut dummies taking them from the original or duplicate diagrams you will have the legends complete.

I am very happy to know that no time has been lost so far.

Very cordially yours,

FCA:AH

Director of Physical Education.

JAMES H. MCGRAW, JR.
CHAIRMAN OF THE BOARD

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TRADE DEPARTMENT

October 18, 1937.

Dr. Forrest C. Allen
Division of Physical Education
University of Kansas
Lawrence, Kansas

BETTER BASKETBALL

Dear Dr. Allen:

In further connection with our recent correspondence regarding the cut dummies, I find that I have been laboring under somewhat of a misunderstanding, and wired you a moment ago after my investigation had disclosed the actual status of the cut dummies of the diagrams.

I was under the impression that Mr. Gartner had sent you all cut dummies of both exhibits and diagrams. While this was true of the exhibits, it is not true of the diagrams because Mr. Gartner now tells me that these are not yet complete. However, you have in your possession, cut dummies of the first twelve diagrams and I am very anxious to have these returned to me with the copy for the descriptive titles that are to appear beneath them.

In accordance with our original plan, you were to hold your original drawings of the remaining diagrams for comparison with the corresponding text while reading the galley proofs, so that you could return the corrected drawings and we could be proceeding with the correction and the making of the engravings while you were reading the galleys. If, therefore, you will return, in addition to the twelve cut dummies of diagrams mentioned above, the original copy of all other diagrams together with the copy for the descriptive titles, we will be in a position to transfer these titles from your copy to the cut dummies of the diagrams just as soon as we receive these from the engraver.

However, I am still somewhat confused by the statements in your letters of October seventh and eighth, and I am not yet sure that we have received all of the material mentioned in your two letters.

McGraw-Hill Book Company, Inc.

TO

Dr. Allen

PAGE TWO

DATE 10-18-37

In so far as is concerned your letter of October seventh, to which I replied on October thirteenth, you will note that I specifically acknowledged the receipt of the cut dummies and corresponding photographs of exhibits 1-162 inclusive.

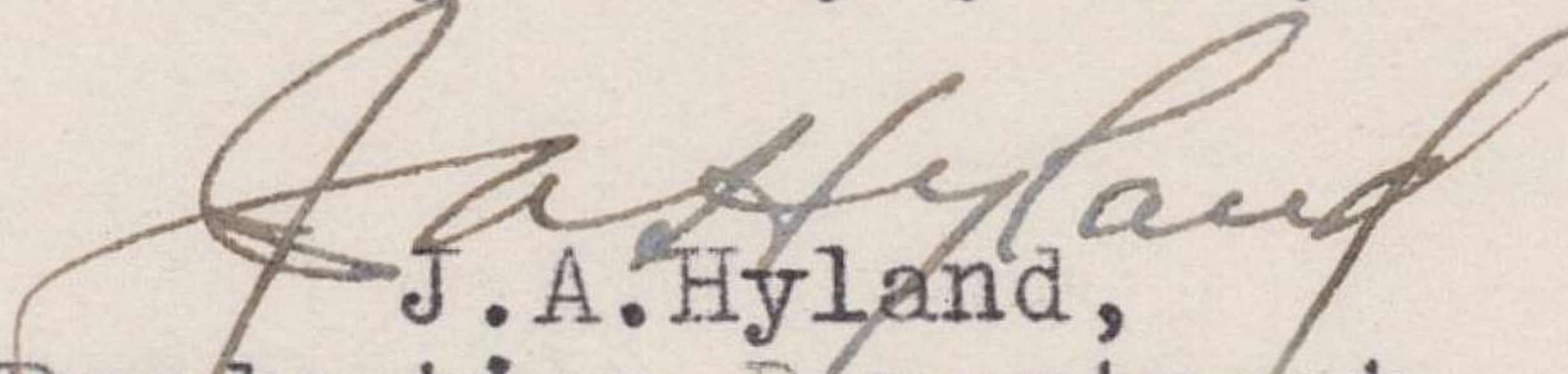
In the first paragraph of your letter of October eighth, however, you state, "I have just expressed this morning all of the cut dummies complete with the titles that I thought best." From this I assumed that you had reference to the cut dummies of the diagrams and did not check up on this point with Mr. Gartner until this afternoon after receiving your letter of October sixteenth. If the cut dummies mentioned in your letter of October eighth referred to the twelve cut dummies of diagrams and your original copy of the remaining diagrams and the corresponding legends, then we still have not received this package.

Of course it is possible that this will arrive this afternoon and if it does I will wire you accordingly.

I am sorry if I have caused you any inconvenience because the misunderstanding was due entirely to my assumption that the first sentence of your letter of October eighth referred to the cut dummies of the diagrams since you had already returned all cut dummies of the exhibits. I have tried to be specific in my acknowledgment of illustration material, referring to them either as exhibits or diagrams, and will continue to do so, and would appreciate it if you would do likewise although after we receive the package mentioned in your letter of October eighth, everything should straighten itself out, and we will have clear sailing from now until the page makeup has been completed.

I want you to know that no time has been lost and nothing will be lost if this package arrives today or tomorrow.

Very truly yours,


J.A. Hyland,
Production Department.

JAH:LOC

October 23, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City.

Dear Mr. McGraw:

This is fine, and I am much pleased
with the illustrations.

I am sending you a more fulsome
letter Monday.

Sincerely yours,

Director of Physical Education.

October 25, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd St.,
New York City.

Dear Mr. McGraw:

I have this morning received a copy of YOUTH STUDIES ALCOHOL from the Benj. H. Sanborn Company, in which reference is made to me on page 98, along with other coaches, such as Rockne, Stagg, and others.

I just thought this information might be of some interest to your publicity department.

Sincerely yours,

Director of Physical Education.

book's title would be
Our agreement was, Better Basket Ball
incorporating Technique Tactics
and Tales. Letter covering
matter airmailed today

Would prefer Farnest C. (Thog)
Allen, ^{our cover} as more dignified.
Farnest C. Allen

544

Magnum

Attend the Fourteenth Annual

October 25, 1937.

Mr. Curtis W. McGraw,
McGraw-Hill Book Co.,
330 West 42nd Street,
New York City, N.Y.

Dear Mr. McGraw:

This morning I sent you the following telegram:

Our agreement was book's title would be Better Basketball incorporating Technique, Tactics and Tales. Letter covering matter airmailed today. Would prefer Forrest C. (Phog) Allen on cover as more dignified.

Forrest C. Allen.

In the original sample of galley copy that Mr. Hyland submitted to me, "Offensive Play Against Man for Man Defense, he submitted the 12-point type, which we approved. Then when the galley came on we did not compare it with the sample which was submitted and approved, but we did discuss that it seemed somewhat smaller. In checking it we find that the entire galley is set with 10-point, but of course there is nothing we can do about it now.

We realize that this cuts down the number of pages, but we are disappointed that it was not the same as Mr. Hyland had submitted for copy.

Sincerely yours,

FCA:AH

Director of Physical Education.

October 25, 1937.

Mr. J. A. Hyland,
Asst. Vice President,
Production Department,
McGraw-Hill Book Co.,
New York City, N.Y.

Dear Mr. Hyland:

Answering your letter of October 20
I am very happy that all the original drawings and photo-
stats are now in your possession, and that you have con-
tinued in your completed makeup.

On October 4th we sent to Mr. Gartner
the last shipment of the diagrams. On every one of
those corrected diagrams we had the title written under
each one. I was under the impression that you would
transfer the titles from these corrected diagrams that
I sent to Mr. Gartner.

You asked that I keep the originals so
of course I presumed that you would take the titles from
the corrected diagrams in your possession. Anyhow, ever-
body is happy, so why worry.

I am writing Mr. McGraw today calling
his attention to a discrepancy in the size point of type.
You have made it considerably smaller than what you sub-
mitted to us in the beginning, but I see nothing we can
do about it because it has gone too far. When we read
the galley of course we did not think to compare it with
your first submission of copy.

Very cordially yours,

FCA:AH

Director of Physical Education.

JAMES H. MCGRAW, JR.
CHAIRMAN OF THE BOARD

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October 20, 1937.

Dr. Forrest C. Allen
Division of Physical Education
University of Kansas
Lawrence, Kansas

BETTER BASKETBALL

Dear Dr. Allen:

Your letter of October 18th and the package containing the cut dummies of diagrams 1-12, as well as your original drawings and all the photostats arrived this morning. I am now glad indeed to tell you that we have all of the material that we need to continue with the page makeup.

I am of course sorry about the confusion and the necessity of the exchange of telegrams, but I know that you now realize that we needed the copy for the descriptive legends that are to appear beneath these diagrams before we could send the cuts and cut dummies to the printer for page makeup.

We could of course have made new cut dummies for the first twelve diagrams, and could have sent all diagrams to the printer if it were not for the fact that we did not have the titles. We are now transferring these from your original copies to the cut dummies and will send a large number of these to the printer today. I feel quite certain that they will reach him before he has completed the makeup to the point where the first diagram is to be inserted. I am going to place the key to the diagrams close to the text at the bottom of galley 60 and I feel quite certain that this will be the satisfactory position. If not, would you please wire me upon receipt of this letter?

Two installments of page proofs have now gone forward to you, and I hope that you have received the first installment at least. I have been examining the duplicate set of these page proofs as they reach us from the printer and am of the opinion that you will be

McGraw-Hill Book Company, Inc.

TO

Dr. Allen

PAGE

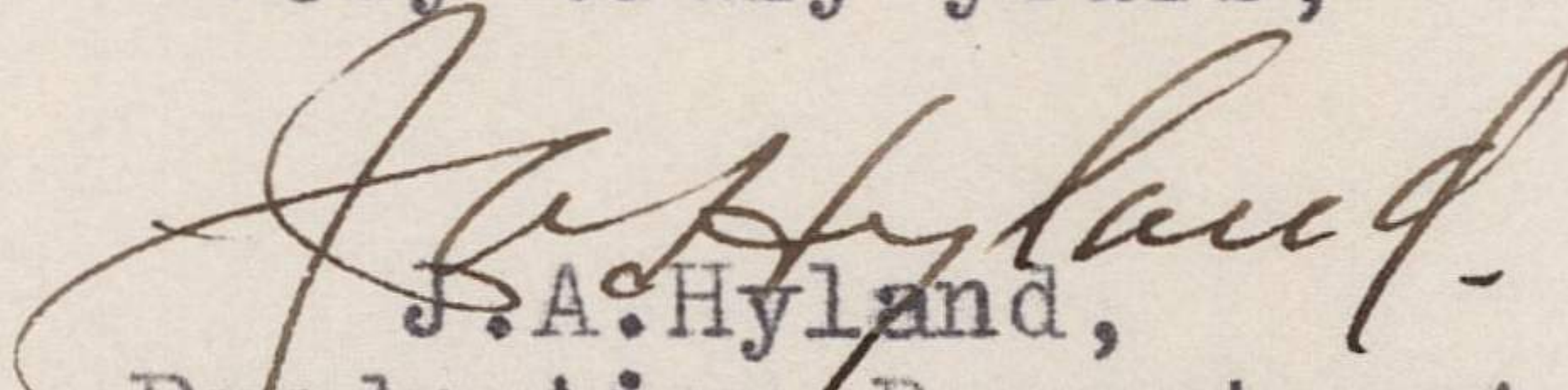
two

DATE 10-20-37

well satisfied with the arrangement of text and illustrations.

I am returning enclosed your express receipts since all of the material has reached us.

Very truly yours,


J.A. Hyland,
Production Department.

JAH:LOC

RAILWAY EXPRESS AGENCY

INCORPORATED

UNIFORM EXPRESS RECEIPT—NON-NEGOTIABLE—TERMS AND CONDITIONS

1. The provisions of this receipt shall inure to the benefit of and be binding upon the consignor, the consignee and all carriers handling this shipment and shall apply to any reconsignment, or return thereof.

2. In consideration of the rate charged for carrying said property, which is dependent upon the value thereof and is based upon an agreed valuation of not exceeding fifty dollars for any shipment of 100 pounds or less and not exceeding fifty cents per pound, actual weight, for any shipment in excess of 100 pounds, unless a greater value is declared at the time of shipment, the shipper agrees that the company shall not be liable in any event for more than fifty dollars for any shipment of 100 pounds or less, or for more than fifty cents per pound, actual weight, for any shipment weighing more than 100 pounds, unless a greater value is stated herein. Unless a greater value is declared and stated herein the shipper agrees that the value of the shipment is as last above set out and that the liability of the company shall in no event exceed such value.

3. Unless caused by its own negligence or that of its agents, the company shall not be liable for—

- a Difference in weight or quantity caused by shrinkage, leakage, or evaporation.
- b The death, injury, or escape of live freight.
- c Loss of money, bullion, bonds, coupons, jewelry, precious stones, valuable papers, or other matter of extraordinary value, unless such articles are enumerated in the receipt.

4. Unless caused in whole or in part by its own negligence or that of its agents, the company shall not be liable for loss, damage or delay caused by—

- a The act or default of the shipper or owner.
- b The nature of the property, or defect or inherent vice therein.
- c Improper or insufficient packing, securing, or addressing.
- d The Act of God, public enemies, authority of law, quarantine, riots, strikes, perils of navigation, the hazards or dangers incident to a state of war, or occurrence in customs warehouse.
- e The examination by, or partial delivery to the consignee of C. O. D. shipments.
- f Delivery under instructions of consignor or consignee at stations where there is no agent of the company after such shipments have been left at such stations.

5. Packages containing fragile articles or articles consisting wholly or in part of glass must be so marked and be packed so as to insure safe transportation by express with ordinary care.

6. When consigned to a place at which the express company has no office, shipments must be marked with the name of the express station at which delivery will be accepted or be marked with forwarding directions if to go beyond the

express company's line by a carrier other than an express company. If not so marked shipments will be refused.

7. As conditions precedent to recovery claims must be made in writing to the originating or delivering carrier within nine months after delivery of the property or, in case of failure to make delivery, then within nine months and fifteen days after date of shipment; and suits shall be instituted only within two years and one day after the date when notice in writing is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts thereof.

8. If any C. O. D. is not paid within thirty days after notice of non-delivery has been mailed to the shipper the company may at its option return the property to the consignor.

9. Free delivery will not be made at points where the company maintains no delivery service; at points where delivery service is maintained free delivery will not be made at addresses beyond the established and published delivery limits. Special Additional Provisions as to Shipments Forwarded by Vessel from the United States to Places in Foreign Countries.

10. If the destination specified in this receipt is in a foreign country, the property covered hereby shall, as to transit over ocean routes and by their foreign connections to such destination, be subject to all the terms and conditions of the receipts or bills of lading of ocean carriers as accepted by the company for the shipment, and of foreign carriers participating in the transportation, and as to such transit is accepted for transportation and delivery subject to the acts, ladings, laws, regulations, and customs of oversea and foreign carriers, custodians, and governments, their employees and agents.

11. The company shall not be liable for any loss, damage, or delay to said shipments over ocean routes and their foreign connections, the destination of which is in a foreign country, occurring outside the boundaries of the United States, which may be occasioned by any such acts, ladings, laws, regulations, or customs. Claims for loss, damage or delay must be made in writing to the carrier at the port of export or to the carrier issuing this receipt within nine months after delivery of the property at said port or in case of failure to make such delivery then within nine months and fifteen days after date of shipment; and claims so made against said delivering or issuing carrier shall be deemed to have been made against any carrier which may be liable hereunder. Suits shall be instituted only within two years and one day after the date when notice in writing is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts thereof. Where claims are not so made, and/or suits are not instituted thereon in accordance with the foregoing provisions, the carrier shall not be liable.

12. It is hereby agreed that the property destined to such foreign countries, and assessable with foreign governmental or customs duties, taxes or charges, may be stopped in transit at foreign ports, frontiers or depositories, and there held pending examination, assessments and payments, and such duties and charges, when advanced by the company shall become a lien on the property.

To Destination Office

New York N.Y.

Consignee

McGraw-Hill Book Co.

Enter Date Shipped

Sept 16

193

Street Address or Non Agency Destination

J. Gartner

Nº

31

Advances

DO

Name of Forwarding Office

(1130-D) Lawrence, Kans.

Declared Value

25.00

Value Charges

NOT

Piece-s

Article

Description

Race

Weight



Express Charges

USE THESE

Total

SPACES

Shipper

Forest Allen

Class

Paid in Part

C. O. D.

Shipper's Street Address

COLLECT
(Original)

Scale or Rate

Verified by

C. O. D. Service Charge
Write in YES or NO **1**

SHIPPER'S COLLECT RECEIPT

(Form 11)

NOTE—The Company will not pay over \$50, in case of loss, or 50 cents per pound, actual weight, for any shipment in excess of 100 pounds, unless a greater value is declared and charges for such greater value paid.

RAILWAY EXPRESS AGENCY

INCORPORATED

Received shipment described hereon, subject to the Classifications and Tariffs in effect on the date hereof, value herein declared by Shipper to be that entered in space hereon reading "Declared Value," which the Company agrees to carry upon the terms and conditions printed hereon, to which the Shipper agrees and as evidence thereof accepts this receipt.

Number Pieces

1

Hour

Jensen

3:49

M

For the Company

START EXPRESS SHIPMENTS RIGHT. PACK RIGHT. MARK RIGHT.

(5015)
6-36
(Printed in U.S.A.)

UNIFORM EXPRESS RECEIPT

Company will not pay over \$50, in case of loss, or 50 cents per pound, actual weight, for any shipment in excess of 100 pounds, unless a greater value is declared and charges for such greater value paid.

Date 29-29-37 1937

RAILWAY EXPRESS AGENCY
INCORPORATED

(ORIGINAL)

at

Laurens

RECEIVED FROM

Subject to the Classifications and Tariffs in effect on the date accepted the properties hereinafter described, which the Company agrees to carry upon the terms and conditions of its regular form of receipt printed on the inside front cover of this book, to which the shipper agrees and as evidence thereof, accepts this receipt.

NON-NEGOTIABLE RECEIPT

Number and Description of Pieces	Value herein declared by Shipper to be		CONSIGNED TO	DESTINATION	Charges	
	Dollars	Cents			Dollars	Cents
<i>1 Pkg</i>	<i>50</i>		<i>Laurens</i>	<i>N.Y.</i>		

M. J. ...

For the Company

No. Pieces 1
Hour 1:50 A.M. P.M.

When entering shipments forwarded C. O. D., always use two lines. Employee receipting for C. O. D. shipments must sign his name (not initials) directly following each C. O. D. entry.

PLACE - YOUR NAME AND ADDRESS ON BOTH INSIDE AND OUTSIDE OF EACH PACKAGE.

START EXPRESS SHIPMENTS RIGHT. PACK RIGHT. MARK RIGHT.

(5015)
6-36
(Printed in U.S.A.)

UNIFORM EXPRESS RECEIPT

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RAILWAY EXPRESS AGENCY
INCORPORATED

(ORIGINAL)

Date Oct 6 1937

at Lawrence

RECEIVED FROM

J. C. Allen

Subject to the Classifications and Tariffs in effect on the date accepted the properties hereinafter described, which the Company agrees to carry upon the terms and conditions of its regular form of receipt printed on the inside front cover of this book, to which the shipper agrees and as evidence thereof, accepts this receipt. **NON-NEGOTIABLE RECEIPT**

Number and Description of Pieces.	Value herein declared by Shipper to be		CONSIGNED TO	DESTINATION	Charges	
	Dollars	Cents			Dollars	Cents
<u>1</u>	<u>50</u>	<u>00</u>	<u>J. A. Heyland</u>	<u>New York</u>		
				<u>NY</u>		<u>Collect</u>

Lawrence

For the Company

No. Pieces 1
Hour 12 AM
P.M.

When entering shipments forwarded C. O. D., always use two lines. Employee receipting for C. O. D. shipments must sign his name (not initials) directly following each C. O. D. entry.

PLACE - YOUR NAME AND ADDRESS ON BOTH INSIDE AND OUTSIDE OF EACH PACKAGE.

RAILWAY EXPRESS AGENCY

INCORPORATED

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- b The nature of the property, or defect or inherent vice therein.
- c Improper or insufficient packing, securing, or addressing.
- d The Act of God, public enemies, authority of law, quarantine, riots, strikes, perils of navigation, the hazards or dangers incident to a state of war, or occurrence in customs warehouse.
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To Destination Office

New York N.Y.

Consignee

W. G. H. H. H. H.

Enter Date Shipped

Oct 8 1937

Street Address or Non Agency Destination

No 142

Advances

DO

Name of Forwarding Office

(1130-D) Lawrence, Kans.

Declared Value

100.00

Value Charges

NOT

Piece-s

Article

Description

Pa Books

Weight

6 1/2

Express Charges

USE THESE

Total

SPACES

Shipper

Forest Allen

Class

Paid in Part

C. O. D.

Shipper's Street Address

COLLECT
(Original)

Scale or Rate

Verified by

C. O. D. Service Charge
Write in YES or NO

1

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(Form 11)

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Number Pieces

1

Hour

Deevers

11 AM

M

For the Company