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Yenching
Corres.
Waller, Margaret Louise
1931

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411 West 116 St.
New York City
May 11, 1931.
Rec'd 13/5

Mr. Hung-Tu Tien,
Y Chinese Library,
Boylston Hall,
Cambridge, Mass.,

Dear Sir,

The coming vacancy
in the catalogue depart-
ment at Yenching interests
me so much that I
wish to apply for the

position.

I was graduated from Vassar in 1906. Library training was taken at Simmons in 1906-7 and at Columbia University library in 1910-11.

I have been employed as cataloger at Teachers College, Columbia University, at the main library at Columbia under Miss Prescott,

in the library of the University of Kentucky, in the Law library at Columbia, and now I am cataloging in the Missionary Research library at 3041 Broadway (Du Union Theological Seminary.)

I have had some experience of foreign travel, five summers spent in Europe and two years residence in Turkey.

I have had constant practice in cataloguing French, German, Italian and Scandinavian books, but I do not speak any foreign language well. Greek and Latin have also come in my work. I do not read Russian.

If you are at all interested in this application I shall be glad to answer

any questions -

As to my work I
should refer you to
Miss Prescott, the head
of the catalog department
at Columbia and, if
you consider my appli-
cation seriously, to
my present employer -

I am a Presbyterian -
In the University of

Kentucky and in other libraries
I have done reference work.

My present employer
is Miss Hollis Hering,
Missionary research library,
3041 Broadway, New York -

Yours very truly

Margaret Louise Waller

HARVARD · COLLEGE · LIBRARY
CAMBRIDGE · MASSACHUSETTS

ALFRED C. POTTER, *Librarian*
T. FRANKLIN CURRIER, *Assistant Librarian*
WALTER B. BRIGGS, *Assistant Librarian*
GEORGE P. WINSHIP, *Assistant Librarian*

May 28, 1931

Dear Mr. Garside:-

I believe that President Stuart must have asked you to help me find a cataloguer for the Yenching University Library. In his letter of May 18th, he mentioned the fact that when sufficient information about the applicants has been secured you will take the responsibility of arrangements for sailing, traveling, expenses, salaries, etc.

Enclosed you will find all the credentials I have secured about Miss Wright and Miss Waller. Both of them seem suitable for the work, but we can have only one of them. I personally feel, judging from the applications and the references, that Miss Waller, except for her age, would fit in to the work better than Miss Wright, because of her knowledge of languages and her experience. Besides, she has been reference librarian in the University of Kentucky. We need such a person, too, for the reference work in our library. Judging from next year's budget, I am sure that there won't be enough work to keep a cataloguer busy, so part of her time will be spent in helping the students.

When you write to either Miss Waller or Miss Wright, I hope that you will make clear to her the following:-

Her duties in the library will be to take full charge of cataloging of all publications in Western languages that come into the University Library;

To help the librarian with the correspondence;

To do reference work with part of her time every day when cataloging work is not pressing.

Her title will be Assistant Librarian in Charge of the Western Collection.

She will work 44 hours each week, and

She will be entitled to one month's vacation in the summer.

In regard to the tenure of office, traveling expenses, etc., they are to be left entirely to your discretion. It is expected that the person who will join the library staff will stay permanently, - certainly not less than three years, but the University reserves the right to terminate the service, upon the

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Mr. Garside,

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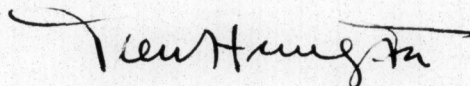
giving of a reasonable notice, if her services are not satisfactory or if conditions arise which would make it impossible to continue the employment.

The salary in the library budget for the coming year is LC\$120 a month, but it might be raised to a maximum of \$150, in case the person whom we expect to join the staff at Yenching insists on having a higher salary. If this were the case, I should try to readjust the budget as to other items.

Please send me a complete file of your correspondence with the cataloguer appointed and her replies. I should also like to have all reference letters that I am sending you returned, as they might be needed in the future.

The enclosures will tell you that Miss McCoy has seen and is acquainted with both Miss Waller and Miss Wright. Therefore, she will be a great help in giving you further information about them. I am sending a copy of this letter to Miss McCoy.

Very sincerely yours,



Enclosures

Mr. B. A. Garside,
150 Fifth Ave.,
New York City.

0399

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MAY 28 1931
JOINT OFFICE

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0400

HARVARD · COLLEGE · LIBRARY
CAMBRIDGE · MASSACHUSETTS

ALFRED C. POTTER, *Librarian*
T. FRANKLIN CURRIER, *Assistant Librarian*
WALTER B. BRIGGS, *Assistant Librarian*
GEORGE P. WINSHIP, *Assistant Librarian*

June 22, 1931

Dear Miss Kendrick, -

On behalf of the assistant librarian appointee problem, I made a special trip to New York day before yesterday. Unfortunately, both Mr. Garside and Miss Waller were out of town on family business. My trip, however, was not entirely in vain, for I saw Mr. Evans, who knows about the matter, Miss Wright, the other applicant, and Miss Hering, of the Missionary Research Library.

From what I learned from Mr. Evans, Miss Hering and Miss McCoy about the two applicants, and from my interview with Miss Wright, they are two entirely different types of person. Miss Hering has positively assured me that Miss Waller would be very acceptable for the position at Yenching, if it is to be offered to her. She has also explained to me that Miss Waller's reluctance to sign the pledge is entirely due to her shyness and fear of undertaking a kind of work for which she is not fitted. She is quite in sympathy with the Christian work being carried on at Yenching, which is what a missionary institution should do.

Miss Wright, I found at the interview, would accept the position at almost any salary, her reason for wanting to go being largely due to an adventurous interest. She told me that she likes executive work better than the kind of work we expect her to do. I am rather impressed that she is alert, smart, and a good mixer.

Miss Hering told me that she hopes a decision will be made very soon about the appointment of Miss Waller as a cataloguer at Yenching, because she will shortly leave for Europe for the months of July and August. Before we approached Miss Waller about the position, it was arranged that during Miss Hering's absence Miss Waller would be in charge of the Missionary Research Library, so, if Miss Waller is to be appointed, some readjustment in the Missionary Research Library will have to be made before Miss Hering leaves.

In regard to an appointee for librarianship and secretarial work in French, German, as well as English, I personally doubt if we can find a person of such competency. Even if it were possible, the situation would still be complicated. Assuming that we could get such a person, in case next year each of the two offices should need a full-time person, which office would have her or him? As Mr. Hung mentioned in his letter to Dr. Stuart, "If we put together the salary provisions for Miss Borgeson and Miss Lu...we should be able to provide for a new person to fill the vacancy in both offices...." This means a very much higher salary than we offer now to the cataloguer. No matter which

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Miss Kendrick,

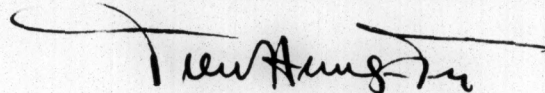
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office kept this person for full-time work, would the same salary be continued?

The assistant librarian is going to do a kind of executive work, technical and different in many ways from cataloguing and classification by different persons. It takes a long time for a successor to adapt herself or himself to the methods and view-points of the predecessor. If any change of personnel should be made, it would mean a great loss to the library. Every trained secretary, if I am correct, can take up any other's work without difficulty, if he or she knows where to refer to back correspondence. Secretarial work is very different from cataloguing, and vice versa. I wonder how one could do both well. It might work satisfactorily, but I doubt it.

I am leaving on June 28th for Quebec, to sail on July 4th on the S.S. Empress of France for Europe. I wish you would drop me a line regarding the decision of your Committee about the appointee to the assistant librarianship, - if before June 28th, to Cambridge, *Arrived by Miss K.* if between June 28th and July 4th, to the S.S. Empress of France sailing July 4th, Quebec, Canada.

Yours very sincerely,



Miss Eliza H. Kendrick,
6 Midland Road
Wellesley, Mass.

0402

411 West 116 St.
New York City.
June 24, 1931.

My dear Mrs. Kendrick,

Your letter
offering me the position
at Yenching came this
morning. I shall be

glad to accept the position - I
am in sympathy with the
Christian aims of the University
as Miss Hering wrote you. But
I should not be able to do any
speaking or personal work.

My Father is better, a blood
clot caused an acute situation
for a few days, but danger from
that source is past and the
doctor confidently expects him to
recover. He makes no positive
predictions however - My family
is in sympathy with the
plan of going to China -

Mr. Garside suggested
that I should consult Miss -

As far as to equipment.

I should like to postpone
my sailing until August
fifteenth from Vancouver
if it is convenient for
everybody concerned -

I hope I shall be able to
fill the position at Venching
to your satisfaction -

Very sincerely yours

Margaret Louise Waller

P.S.

I leave Johnson Hall on
Friday afternoon (June 26)
and go to 539 Market St
Bloomsburg Penna. to
stay until Monday June
29. After that I shall
be at 231 North 6th
St., Indiana, Penna for
a week or two and will
let you know if there

is any change in
my address—

M. W.

0407

**YENCHING COLLEGE
FOR WOMEN**

YENCHING UNIVERSITY

EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into by and between YENCHING UNIVERSITY and MISS MARGARET L. WALLER this 26th day of June, 1931,

WITNESSETH:

That YENCHING UNIVERSITY hereby agrees to and does employ Miss Margaret L. Waller for the position of Assistant Librarian for a term of three years from date of sailing, 1931, upon the following schedule as to salary and allowances:-

1. Salary at the rate of LC\$150.00 per month in accordance with the University schedule of salaries and allowances.
2. Travel expense from home (New York City, New York) to Peping, China, by the most direct route, and three-fifths of the home coming travel expenses from Peping to the home of the appointee at the end of the three year period.
3. Outfit allowance of G\$50.00.
4. Residential quarters at Haitien (Peping West), China.
5. Medical attention for sickness without charge. One-half dental bills if incurred with prior consent.

The University, upon due notice in writing, may terminate this contract at any time, upon the payment of a sum equal to three months' salary from the date of said termination, and full travel expenses to the address given above, by the most direct route.

Miss Margaret L. Waller hereby accepts the said employment and the foregoing terms and conditions, and agrees, that if for any reason she resigns the position before the expiration of half of the term of this contract, she will reimburse the University for the outgoing expenses less such proportion of them as the time of actual service bears to one-half the full term of service as above set forth, and that in case she resigns before the completion of the contract, no payment shall be made by the University for travel expenses to her home, except in case of serious illness of herself or in her immediate family.

It is further agreed by Miss Margaret L. Waller that she will give her whole time and attention to the work for which she is hereby employed and that she will not engage in any outside occupation or activity for profit except as may be agreed upon in conference with the President of Yenching University.

This agreement may be extended or amended for a further period if signed by the parties hereto ninety (90) days prior to its expiration.

0408

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FOR WOMEN**

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This agreement may be extended or amended for a further period if signed by the parties hereto ninety (90) days prior to its expiration.

WITNESSETH the hands and seals of the parties hereto this 26th
day of June 1931.

ATTEST

J. A. Gammell

Secretary, Board of Trustees

WITNESSES:

C. A. Evans

Wanacum Sekwacum

On behalf of YENCHING UNIVERSITY

George G. Barber

Margaret Louise Waller
(Appointee)

June 28, 1931.

My dear Miss Waller,

I am glad to hear that you have made up your mind to accept the appointment to the librarian position in Yenching. I have sent to Mr. Garside the word of the action of the committee and now it is for him to secure the endorsement of the Trustees and to complete arrangements with you. I will therefore turn over to him and to you any further correspondence that may be necessary and I wish you a delightful journey and a happy arrival in Peiping. I am sure you will love the place.

I am glad to hear that your father is enough better so that you can leave him without anxiety.

Cordially yours,

0410

(Received July 14, 1931)

231 North 6th St.
Indiana, Pa.

YENCHING COLLEGE
FOR WOMEN

My dear Mr. Garside,

Please

find enclosed check
for \$ 10.00 in payment
of Chinese visa for
which I am very

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much obliged to
you -

What does one do
on arrival at Peking?
Is there a place
for me to stay at
Yenching and
should I go right
out there, or

should I stay first
in Peking? will
somebody meet me?

Yours very truly
Margaret Waller

\$10.- duck incl.

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0414

YENCHING COLLEGE
FOR WOMEN

Yenching University

July 14, 1931

Miss Margaret Waller,
231 North 6th St.,
Indiana, Pa.

My dear Miss Waller:

Let me acknowledge receipt of your letter of July 13 with its enclosed check for \$10 in payment for the Chinese visa on your passport.

As to your arrival in Peiping:- We are informing the field that you are sailing on the Empress of Japan and that you will probably arrive in Peiping about September 2 or 3. I would suggest that you wire ahead from some point along your journey after you enter Korea, informing Dr. Stuart of the time of your arrival in Peiping. A telegram sent twenty-four hours before your arrival ought to be sufficient, but it might be wiser to allow a little longer time. The telegram should be addressed to Dr. J. Leighton Stuart, Yenching University, Peiping. I am sure that if the University knows the train on which you are to arrive there will be someone to meet you at the station. If, through any misunderstanding, you are not met at the station, there will undoubtedly be a number of English-speaking people with whom you can consult. The simplest procedure would probably be for you to telephone out to Yenching University, inform them that you had arrived, and ask for instructions as to the best way to get to the campus.

There is a possibility that Mr. R. C. Stuckert, who is going out to Yenching for a year of special teaching service in the Department of English, will also be on the Empress of Japan. He will be accompanied by Mrs. Stuckert and their two children. If you are on the steamer together you may be able to complete your journey across Japan, Korea and China together. We are hoping, however, that Mr. Stuckert will be able to sail not later than August 8, as the sailing on August 15 will mean that he would arrive on the campus rather late for beginning his English work. I will let you know later whether or not Mr. Stuckert is going on the Empress of Japan.

Very cordially yours,

BAG-H

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