Lick Observatory,

University of California,

Mt. Hamilton,

June 1888.

To
Mr. S. W. Burnham, Mr. J. M. Schaeberle, Mr. J. E. Keeler, Mr. E. E. Barnard, Mr. G. W. Hill:

Gentlemen:

I enclose with this a printed copy of the regulations which the Regents of the University have established for the University Observatory. They are quite simple and need only a few specific assignments of quarters, etc. to be added, to make a complete working system of the whole observatory. When this is once understood, everything will go on smoothly.

KEROSENE OIL.

To guard against fire all kerosene oil must be kept in the oil room. A place will be designated near each house and observing room and any lamps and lanterns placed there before a certain hour in the day will be filled by the janitor. The present glass lamps should be used till they break; but new ones of metal, should be bought to replace them.

FUEL.

Fuel for the use of the houses will be piled in the regular wood racks and each person can supply himself from these piles.

PROVISIONS.

On the first of each month the Director will send an order for groceries etc. to San Francisco where he has obtained special discounts for the astronomers. If orders for such groceries are left with the Secretary on the 25th of each month, he will dispatch the orders, receive the freight, and deliver it at the house.

Similar arrangements will be made for supplies of fresh meat, vegetables and ice, later on, and if the astronomers desire to take advantage of these, the Secretary will take all the preliminary steps and see the goods delivered but can assume no responsibility for the payment of the bills.

LIBRARY.

The books in the Observatory Library which are University property must not be taken out of the Observatory building.

It is suggested that it may be well to start a circulating library in which magazines, newspapers &c. can be deposited after they have been read by the subscribers and where they can be seen by the other astronomers.

The ~~Mess-Room~~ Club Room (S. E. room of the lower floor of the brick dwelling) will be a convenient place to deposit these, and for the astronomers and their families to meet each other.

VISITORS.

We shall have a great number of visitors and we shall all have to give some of our time to their entertainment.

The Janitor will meet the stage daily and conduct parties through the Observatory buildings.

Visitors will be received at night every Saturday from 7 to 10(only). At 7 o'clock the three equatorials must be in readiness and visitors will go to each telescope in succession.

Mr. Keeler will take charge of the 36-inch, Mr. Barnard of the 12-inch, Mr. Hill of the six-inch telescope for this purpose. The other astronomers will be present to direct visitors to the various rooms; and Mr. McDonald, Harkort & McGuire will also be on duty at this time.

At 10 o'clock the Observatory will be closed to visitors and regular work will begin again.

REPAIRS &c. in the HOUSES.

A book is kept in the Secretary's office in which requests for repairs &c. in the houses should be entered in writing. They will be attended to as rapidly as practicable but all orders for the execution of such work must come through the Director.

OFFICES.

The Director will keep his office in the main building.

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The Assembly room is assigned to Mr. Burnham.

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The Meridian Circle Computing Room is assigned to Mr. Schaeberle.

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The office over the East entrance is assigned to Mr. Keeler.

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The N. R. room (2d story) is assigned to Mr. Barnard.

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The Secretary's office is assigned to Mr. Hill.

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QUARTERS.

The following assignment of quarters is made.

The Director will occupy the South half of the brick house, except the two ~~basement~~ ground floor rooms. The iron out-building is attached to these quarters.

The North half of the brick house is assigned to Mr. Burnham except the ground floor. The wooden out-building is attached to these quarters.

The two communicating rooms on the ground floor of the North half of the brick house are assigned to Mr. Schaeberle.

The front room on the ground floor of the South half of the brick house is designated as a Club and Mess Room and for the Circulating Library.

The rear room on the same floor is assigned to Mr. Kesler.

~~Rooms Nos.~~ The North ~~in the~~ Astronomers' Cottages ~~are~~ is assigned to Mr. Barnard.

Rooms Nos. in the Astronomers' cottages are assigned to Mr. Hill.

The Machinists' Cottage is assigned to Macdonald.

The Workmen's Cottage is assigned to McGuire.

Harkort will sleep in the Attic of the ~~main~~ building but the small rear room on the ground floor of the North half of the brick house ~~is~~ assigned to the supply, to him in addition. The furniture now in the various quarters is assigned to the use of the persons occupying them, Additions must be made at our private expense.

ASTRONOMICAL WORK.

In order that the work of the Observatory may go on without friction it is necessary to recognise departments of work for which some one person is immediately responsible, and to place the corresponding instruments in charge of the various astronomers.

The astronomer in charge of an instrument has the ~~just~~ first right to its use and is responsible for its care. When he is not using the instrument, it is available to others who should however agree upon their hours of observation with him. The object of this arrangement is to increase and not to restrict the use of each instrument.

The Director is responsible for the whole Observatory and for the present will take immediate charge of the 36-inch equatorial.

Mr. BURNHAM will observe with the 36-inch equatorial and be in charge of all astronomical photography Mr. Barnard assisting. The 12-inch equatorial also is placed in charge of Mr. Burnham.

Mr. Schaeberle and Mr. Barnard will observe with it also as afterwards arranged.

Mr. SCHAEBERLE is placed in charge of the Meridian Circle. and Mr. Hill will assist him when practicable. In the special research of determining division errors it is probable that Mr. Schaeberle will need the assistance of both Mr. Keeler and Mr. Hill.

Mr. Schaeberle will also have the general supervision of our publications.

Mr. Keeler will continue to be in charge of the time-service (including the Fauth transit and the telegraph and telephone lines). Mr. Hill will assist him in this work. Mr. Keeler is also placed in charge of all spectroscopic observations, of the seismometers , and of the Measuring-Engine.

Mr. BARNARD will observe with the 36-inch and 12-inch telescopes as afterwards arranged. The 6-inch equatorial, the Comet Seeker, the Photoheliograph and all astronomical telegrams are placed in his charge.

Mr. Hill will assist Mr. Keeler in the Time-Service and Mr. Schaeberle in the Meridian Circle. He is placed in charge of all Meteorological Observations, of the Library, of the Instrument Room and of the Secretary's work. For the information of all I enclose a copy of the instructions given to the employés.

Very faithfully Yours
Edward S. Holden