

Internal Memorandum

November 23, 1954

Interview with Mrs. Willard Parker

Mrs. Willard Parker, whose name was given to us by her husband Mr. Parker of W. W. Norton & Co., came into the office on Tuesday, November 23, 1954 to discuss the problem of indexing the Inventory of Carter Glass Papers. Mrs. Parker does indexing for W. W. Norton & Co. where she recently indexed Barbara Ward's book "Faith and Freedom".

After studying the Inventory, Mrs. Parker estimated that she would need two months to do the job, and that the cost would not be over \$500. She would be able to use a typist for some of the work and in that way save money. She quoted to us several methods of computing costs, by the hour (\$2.00 - \$2.50), by the page of completed index (\$3 - \$5), and by the number of items. None of these methods could be easily applied to this job because it was hard to estimate the job in any of these terms. Mrs. Parker's estimate of \$500 was therefore based on her experience and she does not wish to be held strictly to it.

Mrs. Parker can do this work whenever the Committee makes its decision. She will complete the job two months from whenever she starts it, and will give us a "clean copy" from which a typist can cut a stencil.

Ellen C. Singer