Letter of Instruction:

On November 15th, 1900, Mr. Andrew Carnegie, in a communication to Hon. William J. Diehl, Mayor of the City of Pittsburgh, said, "I believe that a first class Technical School, probably as large as Worcester, would develop latent talent around us to such an extent as to surprise the most sanguine. If the City of Pittsburgh will furnish a site, which I hope will be of ample size for future extensions, I should be delighted to provide the money for such a School, taking care to provide room for additions to the buildings to meet the certain growth of Pittsburgh. I would endow it with $1,000,000 5% gold bonds, yielding a revenue of $50,000 per year" (Nota. This endowment has since been increased to $2,000,000).

On December 15th, 1900 Mr. Carnegie wrote the following:

W. N. Frew, Esq.,
President, Board of Trustees Carnegie Institute.

Dear Mr. Frew:

I hereby place the Technical School under your commission, glad indeed that I am privileged to do this after having received assurance that your Board was willing to undertake the great responsibility involved."

On receipt of this letter the Board of Trustees of the Carnegie Institute adopted the following:

"Resolved that this Board of Trustees does, hereby, accept the charge of the new Technical School, referred to in the foregoing correspondence, and the Secretary is requested to inform Mr. Carnegie to that effect."

Resolved, further that the President and Secretary be requested to send to the Mayor of Pittsburgh a certified copy of the letter from Mr. Carnegie to Mr. Frew dated December 15, 1900, placing the new Technical School in charge of this Board."

On February 6, 1890, in a communication addressed to the "Major and Councils of Pittsburgh", incorporated in an ordinance recorded in Ordinance Book Vol. 7, page 265. Mr. Carnegie, inter alia said, "I propose that their location, erection and management" (referring to the main and branch buildings of the Carnegie Library System in Pittsburgh) "shall be entrusted to a Board of Trustees composed, ex-officio of the Mayor, the Presidents of Select and Common Councils, the President of the Central Board of Education and Library Committee of five appointed by the Councils. To these I should add the names of twelve well known citizens of Allegheny County."

Under date of May 5th, 1890, Mr. Carnegie wrote as follows:-

John S. Lambie, Esq. Chairman,
Pittsburgh, Pa.

Dear Sir:- "Three citizens, members of the Library Commission, having resigned, nine only remain. As the city has nine official representatives upon the Commission, equality of representation will be secured by leaving unfilled the place of the three resigning members and this will be done."

Article 1st of the Constitution of the Trustees of the Carnegie Institute: "The title of this body, created by appointment of Andrew Carnegie, is the Trustees of the Carnegie Institute. It is composed of the following named persons:

Dr. W. J. Holland
John A. Brashear
Prof. Gustave Cottinburg
Rev. A.A. Lambing
D.T. Watson
John W. Beatty
John R. Woodwell
C. C. Mellon
John Caldwell
William McConway
C. L. Magee
Albert J. Barr
Josiah Cohen
E. M. Bigelow
and, ex-officio, the Board of Trustees of the Carnegie Library of Pittsburgh, as said Board may from time to time be composed.

On December 18th, 1900, at a meeting of the Board of Trustees of the Carnegie Institute a Committee of five members of the Board was created, known as the Committee on Plan and Scope of the Educational Organization, to study the subject of Schools of Technology, and report, thereon, at a future day. On February 16th, 1903, this Committee submitted a report to the Board, containing their recommendations in detail and the report was approved by the Board. It has since been approved by Mr. Carnegie.

In summarizing their suggestions the Committee said:—

"We have, therefore, prepared courses of instruction to do the following:—

First, Courses that will impart skill and intelligence to young men so as to increase their earning capacity, lift their standard of labor from the unskilled to the skilled, and raise them socially to a higher level,

Second, courses that will give to those of greater intelligence and natural ability a more thorough course, fitting them, after a proper experience, to direct the skilled labor, and to fill the great class of middle positions below the Engineer and General Manager, but above the skilled mechanic.

Third, courses that will give to young men and young women who have some taste and ability for art, a training in the application of art industry, enabling them to turn such talent to the best advantage.

Fourth, courses that seek to give to the constantly increasing number of women who must earn their living by their own labor the same opportunity that is given to men to increase their skill, their technical knowledge, and their judgment and intelligence; and thus lift their work to a higher standard, increase their opportunities for employment and broaden their field of usefulness."

**SUBDIVISION of the Institution.**

Your Committee recommends that the Carnegie Technical Schools shall be sub-divided as follows:

1. School of Science and Technology (for young men)
2. School for Mechanics and Artisans (for young men)
3. School of Fine and Applied Arts (for both sexes)
4. Women's Industrial School (for young women)

Outline of Carnegie Technical School in letter placed in files.