

gratis issue to scientific and technical institutions in various parts of the world. Unless this important service is considerably curtailed further accommodation will have to be found at an early date.

The Secretariat.

The Secretariat staff consists of a secretarial assistant, two shorthand typists, and a junior clerk. The principal functions are the preparation of all papers and matters to be dealt with by the Director and Secretary, the correct registration and filing of all confidential matters, the keeping of staff records, arrangements for visits of teachers and children to the exhibition galleries, arrangements for meetings of various associations which are held at the Institute, matters concerning upkeep of buildings and repairs, the issue of press communiqués and circular letters, the reception and issue of all general stores, and allocation of tasks for the works and labour staff. In addition, it is responsible for the preparation of agenda papers, arrangements for meetings, and preparation of minutes for the Board of Governors, the Managing Committee, the Publications Committee and the Education Committee.

The amount of correspondence dealt with has increased from 262 letters in January to 1,078 letters in November.

Finance Section.

Thanks again to the valuable assistance of the Department of Overseas Trade, the accounting system has been entirely re-organised. Attached is a statement of accounts for the nine months, April to December, 1926.

The Works and Labour Section.

The works staff consists of the printers' shop and the carpenters' shop. The printers' shop produces all the necessary letter heads and forms for general use, circular letters and some pamphlets. In addition, the printing of all labels, descriptive matter, charts and over-printing of maps for the exhibition galleries is also carried out.

The carpenters' shop is kept fully employed in making new show and diorama cases, framing maps, photographs, general repairs and minor alterations, and the preparation of timbers for testing in the laboratories.

The labour staff has been heavily worked during the last year in clearing out the galleries, the replacement of showcases and heavy material, patrolling the building, and cleaning services.

A new system of storekeeping will be inaugurated early in the new year as soon as the new store rooms have been fitted up.

W. T. FURSE,
Lt.-General,
DIRECTOR OF THE IMPERIAL INSTITUTE.