

for any person acting on behalf of the Municipal or Trustee Corporation, to enclose or present a written authority to do so, verified by the corporate seal of the Corporation. A selection of Maps, Apparatus, Library and Prize Books, &c., to be sent, can always be made by the Department, when so desired.

☞ Catalogues and Forms of Application furnished to School authorities on their application.

\* \* \* If Library and Prize Books be ordered, in addition to Maps and Apparatus, it will be NECESSARY FOR THE TRUSTEES TO SEND NOT LESS THAN *five dollars additional* for each class of books, &c., with the proper forms of application for each class.

☞ The *one hundred per cent.* will not be allowed on any sum less than *five dollars.* Text books cannot be furnished on the terms mentioned above: they must be paid for at the net catalogue prices.

### ASSORTED PRIZE BOOKS IN PACKAGES,

*Selected by the Department, for Grammar or Common Schools, from the Catalogue, in assorted packages.*

Package No. 1.	Books and Cards,	5cts. to 70cts. each.....	\$10
" No. 2.	Ditto ditto	5cts. to \$1.00 each.....	\$16
" No. 3.	Ditto ditto	5cts. to \$1.25 each.....	\$20
" No. 4.	Ditto ditto	10cts. to \$1.50 each.....	\$26
" No. 5.	Ditto ditto	10cts. to \$1.75 each.....	\$30
" No. 6.	Ditto ditto	10cts. to \$2.00 each.....	\$36
" No. 7.	Ditto ditto	15cts. to \$2.25 each.....	\$40
" No. 8.	Ditto ditto	15cts. to \$2.50 each.....	\$46
" No. 9.	Ditto ditto	15cts. to \$2.75 each.....	\$50
" No. 10.	Ditto ditto	20cts. to \$3.00 each.....	\$56
" No. 11.	Ditto ditto	20cts. to \$3.25 each.....	\$60
" No. 12.	Ditto ditto	20cts. to \$3.50 each.....	\$66
" No. 13.	Ditto ditto	25cts. to \$3.75 each.....	\$70
" No. 14.	Ditto ditto	25cts. to \$4.00 each.....	\$76
" No. 15.	Ditto ditto	25cts. to \$4.25 each.....	\$80
" No. 16.	Ditto ditto	30cts. to \$4.50 each.....	\$86
" No. 17.	Ditto ditto	30cts. to \$4.75 each.....	\$90
" No. 18.	Ditto ditto	30cts. to \$5.00 each.....	\$96
" No. 19.	Ditto ditto	35cts. to \$5.25 each.....	\$100
" No. 20.	Ditto ditto	35cts. to \$5.50 each.....	\$120

☞ *Special Prizes*, in handsomely bound books, singly at from \$1.05 to \$5.50. In sets of from two to six volumes of Standard Literature, at from \$3.00 to \$10.00 per set. Also Microscopes, Drawing Instruments, Drawing Books, Classical Texts, Atlases, Dictionaries, Small Magic Lanterns, Magnets, Compasses, Cubes, Cones, Blocks, &c. &c.

\* \* \* Trustees are requested to send in their orders for prizes at as early a date as possible, so as to ensure the due despatch of their parcels in time for the examinations, and thus prevent disappointment and delay.

### SUNDAY SCHOOL BOOKS AND REQUISITES.

Application having been frequently made to the Department for the supply from its Depository of Sunday School Library and Prize Books, Maps and other requisites, it is deemed advisable to insert the following information on the subject.

1. The Department has no authority to grant the one hundred per cent. upon any remittance for Library or Prize Books, Maps or Requisites, except on such as are received from Municipal or Public School Corporations in Upper Canada. Books, Maps and other Requisites suitable for Sunday Schools, or for Library or other similar Associations, can however, on receipt of the necessary amount, be supplied from the Depository at the net prices, that is about twenty-five or thirty per cent. less than the usual current retail prices.

2. The admirable books published in England by the Society for Promoting Christian Knowledge, and by the London Religious Tract Society, are furnished from the Societies' catalogues at currency for sterling prices (i. e. a shilling sterling book is furnished for twenty cents Canadian currency, and so on in proportion.) These two catalogues will, as far as possible, be furnished to parties applying for them. Books suitable for

sunday schools are received from the other large religious societies, Presbyterian and Methodist, and from the various extensive publishers in Britain and the United States, but the list would be two extensive to publish separately.

3. On receiving the necessary instructions, a suitable selection can be made at the Department, subject to the approval of the parties sending the order. Any books, maps, &c. not desired, which may be sent from the Depository, will be exchanged for others, if returned promptly and in good order.

### COMMON SCHOOL MANUAL FOR UPPER CANADA.

A copy of the last edition of the Common School Manual for Upper Canada, is supplied gratuitously to all new School Sections in Upper Canada. To other Sections the price is thirty-five (35) cents, inclusive of postage, which is now payable in advance.

All Local Superintendents retiring from office, are required by law to hand over to their successors the copies of the School Manual furnished to them by the Department, and all other official school documents in their possession. Extra copies of the Local Superintendent's Manual can be furnished for fifty (50) cents, including postage.

### SCHOOL REGISTERS SUPPLIED THROUGH LOCAL SUPERINTENDENTS.

School Registers are supplied gratuitously, from the Department, to Common and Separate School Trustees in Cities, Towns, Villages and Townships by the County Clerk—through the local Superintendents. Application should therefore be made direct to the local Superintendents for them, and not to the Department.

### PRINCIPAL ARTICLES OF CANADIAN MANUFACTURE.

General School Room Maps, Raised Maps, Map Cases, Rotary Map Stands, Globes, and Elementary School Apparatus relating to Astronomy, Natural Philosophy, Pneumatics, Electricity, Electro-Magnetism, Optics, Chemistry, &c. &c., may be obtained by Schools at the Educational Department, Toronto.

### POSTAGE REGULATION IN REGARD TO GRAMMAR AND COMMON SCHOOL RETURNS.

All official returns which are required by law to be forwarded to the Chief Superintendent, or a Local Superintendent, and which are made upon the printed blank forms furnished by the Educational Department, *must be pre-paid*, at the rate of one cent, *and be open to inspection*, so as to entitle them to pass through the post as printed papers. No letters should be enclosed with such returns. A neglect to observe this regulation has repeatedly subjected this Department to an unnecessary charge of 14 cts. and 21 cts. on each package, including the Post-office fine of nearly *fifty per cent.* for non-payment.

### INDISTINCT POST MARKS.

In the course of the year, a number of letters are received, on which the post marks are very indistinct, or altogether omitted. These marks are often so important, that Postmasters would do well to see that the requirements of the Post-office Department, in relation to stamping the post-mark on letters is carefully attended to.

### PRE-PAYMENT OF POSTAGE ON BOOKS.

According to the Postage Law, the postage on all books, printed circulars, &c., sent through the post, *must be pre-paid by the sender*, at the rate of one cent per ounce. Local Superintendents and teachers ordering books from the Educational Depository, will therefore please send such an additional sum for the payment of this postage, at the rate specified, and the Customs duty on copyright books, as may be necessary.