

"3. 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.

"4. The one hundred per cent. will not be allowed on any sum less than five dollars, for each of the three classes of articles, viz.: (1) maps, and apparatus, (2) library and (3) prize books. Text books cannot be furnished on the terms mentioned above: they must be paid for at the net catalogue prices.

"5. *In cases where the Books ordered are not in stock, the Department selects and sends others of a like character, subject, however, to the approval of the Trustees, &c. If any errors be discovered, they should be notified at once, and the invoice returned, in order that the errors may be rectified. Should additional Books be required, directions should be given as to the mode of their transmission.*

"6. In order to prevent the introduction of improper books into the Libraries, it is required that no book shall be admitted into any Public School Library established under these regulations which is not included in the authorized list of Public School Library Books.

"7. In transmitting an order for any of the articles on sale at the Depository, it should be accompanied with a remittance—and directions should also be given as to the parties to whom the parcel should be sent. When the article ordered is not in stock, the nearest selection to it is made, subject, however, to the approval of the Trustees, &c. Nearly all the Apparatus sent out is of Canadian Manufacture. In making out orders the titles of Books need not be given, the number and page on catalogue are all that is necessary."

FOUR KINDS OF LIBRARIES WHICH MAY BE ESTABLISHED UNDER THE DEPARTMENTAL REGULATIONS.

"The Public School Libraries are becoming the crown and glory of the institutions of the Province."—*Lord Elgin.*
 "Had I the power, I would scatter Libraries over the whole land, as the sower sows his seed."—*Horace Mann.*

Under the regulations of the Department, each County Council can establish four classes of libraries in their Municipality as follows: City, Town, Village, and Township Councils can establish the first three classes, and school trustees either of the first or third classes.

1. An ordinary *Common School Library* in each school house for the use of the children and ratepayers.

2. A *General Public Lending Library*, available to all the ratepayers of the Municipality.

3. A *Professional Library* of books on teaching, school organization, language and kindred subjects, available to teachers alone.

4. A Library in any *Public Institution*, under control of the Municipality, for the use of the inmates, or in the *County Jail*, for the use of the prisoners.

We cannot too strongly urge upon School Trustees the importance and even necessity of providing, (especially during the autumn and winter months,) suitable reading books for the pupils in their school, either as prizes or in libraries. Having given the pupils a taste for reading and general knowledge, they should provide some agreeable and practical means of gratifying it.

PROFESSIONAL BOOKS SUPPLIED TO LOCAL SUPERINTENDENTS AND TEACHERS.

1. In this catalogue are given the net prices at which the books and school requisites enumerated therein may be obtained by the Public Educational Institutions of Ontario, from the Depository in connection with the Department. In each case, cash must accompany the order sent.

2. Text-books must be paid for at the full catalogue price. Colleges, private and Sunday schools, will be supplied with any of the articles mentioned in the catalogue at the prices stated. Local Super-

intendents and teachers will also be supplied, on the same terms, with such educational works as relate to the duties of their profession.

SUNDAY SCHOOL BOOKS, MAPS AND REQUISITES.

Books, Maps, and other requisites suitable for Sunday Schools, or for Library, or other Literary Associations, can, 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.

ROUTINE IN THE DEPARTMENT IN REGARD TO THE DEPOSITORY.

From the Report of the Committee of the House of Assembly, and from the Memorandum of the Deputy Superintendent laid before the House of Assembly in 1869, with the Chief Superintendent's Return on the subject, we select the following passages relative to the routine observed in the management of the Depository.

1. The Committee of the House of Assembly report as follows:—
 [NOTE.—The Extract from this Report will be found on page 69.]

2. The memorandum of the Deputy Superintendent states that all orders for England or the United States for books and requisites are prepared by him for approval by the Chief Superintendent. Requisitions for articles to be manufactured in the city are supervised by him for approval by the Chief, before having them submitted to tender by the Clerk of Libraries. [Requisitions to the Stationery Office, and all orders for printing to the Queen's Printer from the Department and Normal School, are made in the same manner.]

All contracts, agreements, bills and invoices, are examined, and payment recommended by the Deputy. Bills for articles despatched are compared with the sales paper, and approved by him before being sent off by post.

The selling prices of all library and prize books, and all other school requisites received from England and elsewhere, are, under the general scale approved by the Chief Superintendent, determined by the Deputy for the Clerk of Libraries, before their being marked and put away in their places.

The selection of books for local school libraries and prizes, after revisal by the Clerk of Libraries, is examined and approved by the Deputy Superintendent before despatch. The object of this additional supervision is to see that the style, character, and number of the books selected are in accordance with the order and wishes of the Municipal Council, or Grammar, Common, or Separate School Trustees sending the remittance. This care is the more necessary in cases—now becoming more numerous every year—when parties leave the selection of library and prize books entirely to the Department. In such cases, regard is had to the condition of the school, the number and ages of the scholars, the character of the neighbourhood, whether old or new settlement, and the attainments of the pupils, the nature of the population, whether Protestant or Roman Catholic, or mixed nationality—whether Irish, Scotch, or German, &c., or any other peculiarity suggested by the parties sending the order, or incident to the case.

NOTE.—Great care is taken to prevent the occurrence of mistakes in the Depository, and hitherto with very gratifying success. As a matter of routine, each clerk having anything to do with an order affixes his initials to it, indicating that part of it for which he is responsible. Thus, in case of complaint, which rarely occurs, any neglect or omission is readily traced. In a year's transactions, involving the sending out about \$35,000 worth of material to the schools, not more than from six to eight such cases occur. When they do, the cause is fully inquired into, and every explanation given. In most instances, it has been found that the fault or oversight has been with the parties themselves.