

12. She shall, under the supervision of the Chairman of the Administrative ^{Sub}Committee, have charge of the office and exhibition rooms of the Museum.
13. To arrange for the display, storage, and preservation of the material under the direction of the Administrative Committee.
14. To keep a requisition book and to have all orders for supplies signed by the Chairman of the Administrative Committee.
15. To refer to the Administrative Committee all questions concerning the distribution of work, hours, vacations, and salaries of her assistants and herself, and to make no arrangements regarding these with any other official of the University without the approval of this Committee.
16. To keep a register of visitors and to report their number at each meeting of the Administrative Committee.
17. To see that the approved regulations regarding the handling, examination, or copying of Museum material are observed. (See VIII).