

*Meetings*

McCORD NATIONAL MUSEUM

Memorandum of the meeting of the Administrative Sub-Committee,

Tuesday, November 5, 1928.

Present: Dr. C. F. Martin, Acting Principal, Mr. A. P. S. Glassco, Mr. F. Cleveland Morgan, Mr. E. L. Judah, and Dr. G. R. Lomer.

The following is a summary of the matters considered by the Committee:

1. Miss Muir has been given a six months' leave of absence and the work of the Museum will be carried on by Mrs. F. C. Warren, under the direction of the Administrative Sub-Committee.
2. The most important and immediate part of her work will be accessioning, which should be proceeded with in a simplified form proposed by Mr. Judah.
3. After the material is completely accessioned, a finding list, in the form of cards, should be prepared, in a form to be agreed upon by the Librarian and the Curator of Museums.
4. Any notation or classification should be undertaken with a view to future re-arrangement and in conformity with the general policy of the Museums Committee.
5. The condition of the building, especially the janitor's quarters, requires immediate attention, and should be either placed in repair or in order.
6. In re-arranging exhibits certain types of material should be displayed according to the policies determined by the General Museums Committee.

G. R. Lomer,  
Secretary.