

2. All available resources should be pooled in order to make the work as efficient as possible.
 - (i) A certain number of radio lectures, which we are responsible for arranging, might with advantage be utilised for the Institutes, and another year, although possibly not this year, they might be asked for their opinion as to what subjects they would like. The Institute staff should endeavour to arrange that meetings will be held on the radio nights, so that there may be some discussion.
 - (ii) The "lantern lectures", that is, sets of slides accompanied by written lectures, should be made use of by the Institute staff, who would either give the lectures themselves or arrange for someone to give them locally. In the case of lectures to be given locally, the work could continue to be handled from the University Library as at present, so that the work of the Institute staff would not be increased in this way.
 - (iii) The gramophone record library was originally obtained in order to provide records for schools. Its use should be extended to the Institutes themselves.
 - (iv) Certain members of the University staff are quite willing to lecture to Institutes without a fee and their services might be utilised.
3. Possibilities for reduction in expense.
 - (i) A certain number of visits to individual Institutes might be replaced by visits to groups of Institutes at a given time.
 - (ii) By curtailing and re-organizing the work, Miss McCain could for the present carry on alone.
 - (iii) Any multigraphing work done or other office expense incurred for the Institutes could be paid for by the Institutes themselves.
4. The Director of Extra-Mural Relations to co-operate with the School in order to assist in bringing the plans to success.

IV. A BUDGET BASED ON THE FOREGOING SCHEME IS APPENDED.