

# DEPARTMENTAL NOTICES

RELATING TO

## Public Library Books, School Maps, Apparatus, Prize Books.

The Chief Superintendent will add *one hundred per cent.* to sums, *not less than four dollars*, transmitted to the Departmental and School Corporations, on behalf of Grammar and Commercial and forward Public Library Books, Prize Books, Maps, Apparatus, and Diagrams to the value of the amount thus augmented, upon receiving a list of the articles required. In all cases it will be necessary 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 articles to be sent can always be made by the Department, when so desired.

### Form of Application for Public Library Books, Maps, Apparatus, School Prize Books, &c.

[Insert Post Office Address here.]

SIR,—The [Trustees, or Board of Trustees if in Towns, &c.] of the \_\_\_\_\_ School, being anxious to provide [Maps, Library Books, or Prize Books, &c.] for the Public Schools in the [Section, Town, or Village, &c.] hereby make application for the \_\_\_\_\_, &c., enumerated in the accompanying list, in terms of the Departmental Notice relating to \_\_\_\_\_ for Public Schools. The \_\_\_\_\_ selected are *bona fide* for \_\_\_\_\_; and the CORPORATION HEREBY PLEDGES ITSELF not to give or dispose of them, nor permit them to be disposed of, to the teacher or to any private party, OR FOR ANY PRIVATE PURPOSE WHATSOEVER, but that they shall be applied solely to the purpose above specified in the Schools of the \_\_\_\_\_, in terms of the Departmental Regulations granting one hundred per cent. on the present remittance. The parcel is to be sent to the \_\_\_\_\_ Station of the \_\_\_\_\_ Railway.

IN TESTIMONY WHEREOF, the Corporation above-named, hereto affixes its corporate seal to this application, by the hand of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 186-.

Amount remitted, \$ \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ } Corporate Seal  
to be  
placed here.

To the Chief Superintendent of Education,  
Toronto.

NOTE.—Before the Trustees can be supplied, it will be necessary for them to have filled up, signed, and sealed WITH A PROPER CORPORATE SEAL, as directed, a copy of the foregoing Form of Application. On its receipt at the Education Office, the *one hundred per cent.* will be added to the remittance, and the order, so far as the stock in the Depository will permit, made up and despatched. Should the Trustees have no proper corporate seal, the Department will, on the receipt of *two dollars* additional, have one engraved and sent with the articles ordered.

If Library and Prize Books be ordered, in ADDITION to Maps and Apparatus, it will BE NECESSARY 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 in full, at the net catalogue prices.

\* The Trustees of the Section; Chairman and Secretary of the Board of City, Town, or Village Trustees; Warden, Mayor or Reeve.