

available to teacher groups requesting it.

6. Care of equipment. Each summer vacation overhaul and careful check-up of equipment is recommended. A new service has been added as of the fall of 1951, whereby a factory-trained repair man will keep visual education machinery in repair.

Bulbs, belts, exciter lamps and machine oil are available on request from the Administration Building. Keeping shutters and lenses dust-free and adding oil regularly are important tasks necessary to the smooth operation of the machines.

7. Building- Co-ordinators. Each elementary principal has appointed a visual education co-ordinator whose major duties are:

Circulate semester order-form

Post materials calendar in prominent place and keep it turned to current week.

Arrange for return of materials.

Post a weekly clearance schedule to avoid conflicts in planning use of materials and equipment within the buildings.

Check to see that projector is cleaned and oiled regularly.

Help individual teachers become acquainted with technique of operating equipment.

Attend called city-wide meetings of building co-ordinators.

Be thoroughly familiar with visual education bulletins and other information distributed at meetings and clarify such information to respective building staffs.

(Other duties, such as film rental and securing of free films are purely optional within a given building).

8. Helps Toward Improved Utilization. Every teacher is aware that materials of learning are merely aids, that the visual materials program is an integral part of our education program and not a separate subject or area.

Children are prepared for and held responsible for ideas which materials stimulate and supplement.

Some buildings are devoting a part of a Monday evening teachers meeting to actual use of equipment and materials.

Teachers help one another learn the actual mechanics of operating equipment -- at noon hour or immediately after school.

The visual education director is on call to help any teacher fit materials into a program and to demonstrate use of materials.

9. Audio learning in the elementary school is progressing in many directions. Each elementary school has sponsored a fifteen minute broadcast during the past year over a local station. Elementary school radios bring in such programs