

work rooms, and conference rooms of many times the present amount of space must be available before the service can be rendered in a satisfactory manner.

- c. Space for visual aid equipment and its demonstration is inadequate at present. There is a great need for storage space, display rooms, and facilities for demonstration of all forms of modern aids to teaching.
- d. Remedial teaching has to be done in made-over basement rooms or rooms subject to the schedule of classes. There is urgent need for space and equipment sufficient to meet the demands. Several schools on the campus are wanting the School of Education to carry on the program inaugurated. The service is growing immensely each year.

## 2. Office Space

- a. Office space for the professional staff is at a premium. The crowded conditions and the makeshift or made-over rooms are limiting the counsel services of professors to students and patrons.
- b. Conference rooms for private conversations and committee activities are unknown to the department.
- c. Quarters for the advisor to students are important, but at present this office is only partially provided for. It is necessary to have sufficient office space and furnishings so that clerical help, equipment peculiar to the service, and rooms for private counsel can be properly coordinated into a working unit for service.
- d. The teachers appointment bureau needs ample space and special equipment for serving the student and public. There have been several shifts in office space made in recent years with the hope of finding better quarters. The head of the department has a small office area, but no conference rooms. He has to go out and hunt a quiet corner to serve a client who asks for an interview with the prospective teacher.

## 3. Display Rooms

- a. Space for regular and special display of school furniture and teaching equipment is an essential if the department is to serve the public and the young people in training. At present there are no display rooms.
- b. A room for storing and displaying blueprints for school buildings is the best way to insure accurate and efficient service to administrators and school boards seeking counsel on building plans. This service is hard to render under the present arrangements.

## 4. Bureau of School Service and Research

This department is now located in a made-over classroom. It is a makeshift arrangement for a division that needs library space, clerical offices, counsel tables, and private office space.

## 5. Library Rooms (supplementary to the main library)

Education courses are very dependent upon up-to-date reading material.