

NEW ADMINISTRATION BUILDING

The old Van Wormer library building was taken over by architects, and carpenters and voila!—a new Administration building, ready for occupation in December. At last Mr. Laurence has been able to concentrate the general administrative work in one building.

The arrangement of the building is remarkably well suited for effective administration. On the first floor is carried on the business which concerns the students especially, and here are the offices of the cashier and registrar and the post office. The general administrative work is established on the second floor where is provided a special meeting room for the Board of Directors. Here also are the offices of the President and Vice-President. The business directly subordinate to the administrative work is carried on on the third floor and here are

established the Publicity Department, the Alumnae Secretary's office, the Mimeographing and Mailing Department and the Accounting office.

The Applied Arts school has supplied pictures, hangings, and draperies which add very much to the pleasantness and beauty of the interior.

A new Stores and Service Building, which it is hoped will be established to take care of the physical needs of the University, will provide a headquarters for the central organization that buys supplies. Here the Superintendent of Maintenance will have an office. It is hoped that with this arrangement, co-operation with the Administrative Department will be increased, and the business of the University will be carried out more efficiently.

Foyer and Post Office

