

## SUGGESTIONS

### TO USERS OF A.F.S.C. LANTERN SLIDES.

1. Check up at once the slides that you receive according to the statement of the lecture that is given you, and report to this office any discrepancies or broken slides.
2. The lecture is intended primarily as a source of information regarding the relief work in a particular field, and gives a description of each slide. Experienced speakers, no doubt, can look over the reading matter and discard it. Most of the lecture material, however, is prepared with the purpose in mind of supplying a complete lecture for inexperienced speakers, and the descriptive matter can be read off as the slides come on the screen.
3. Before starting to give the lecture, see that the slides are free from finger-marks. They should be wiped off each time before using, with a damp piece of tissue paper or soft cloth. Arrange them in order, and note the thumb-marks in the corner which show the proper position of the slide in the machine. With a small audience and a simple lantern it is very easy for the speaker to do both the operating and the talking.
4. Do not keep any slide on the screen too long, or the heat is apt to crack it; this is especially important in cold weather when high powered electric or gas lanterns are used.
5. Note the time that you have available for the lecture and do not overrun or tire your audience. A good lecturer can easily run 70 slides in an hour, using all necessary descriptive matter.
6. See that the room is properly ventilated. This is important in keeping your audience awake and interested in the subject, and is doubly so in daytime when shutters are often closed and shades pulled down in order to keep out the light.
7. A sheet makes the simplest form of screen; use thumb-tacks and stretch as smoothly as possible. A smooth white or yellow wall does not need any screen.
8. The lantern slides cost the American Friends Service Committee approximately 75¢ each, consequently, a complete lecture represents several dollars. The greatest care should be taken in packing these for shipment. Please follow these directions carefully. Never return in merely a lantern-slide box, for invariably a large proportion arrive broken. The slides should be packed into small boxes holding about a dozen, with corrugated paper top and bottom so as to avoid all motion. Tie, or with rubber band fasten each box. Tie the boxes all together. Place with packing material in some container or else wrap in corrugated pasteboard, then put the whole package into final shipping box, preferably all wood, with about three inches of excelsior on every side. Put the lid on with screws. See that it is packed tight enough. Ship either by express or Parcels Post, insured.
9. BE SURE TO RETURN THE LECTURE ACCOMPANYING THE SLIDES.

American Friends Service Committee  
20 South 12 th St.  
Philadelphia, Pa.

Dear Friend:

We have shipped the slides according to your request as noted below.

Will you please sign and return this receipt at once in order that we may know that the shipment arrived safely? We should also like to know when we may expect to have the slides returned in order that we may keep them continuously in use.

Very truly,

For Wilbur K. Thomas,

Executive Secretary

The following shipment arrived in \_\_\_\_\_ condition

\_\_\_\_\_ slides for \_\_\_\_\_ lecture

\_\_\_\_\_ slides for \_\_\_\_\_ lecture

\_\_\_\_\_ printed lecture to accompany slides.

I expect to use the slides for the following talks:

Date	Place	Organization
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I will return the slides on \_\_\_\_\_

or I will notify if I desire to keep them longer.

Date	Signed
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Request received	November 27-21	Slides sent	60 Poland 32 Austria 14 Russia
Name	Dr Emily C. Seceman	Lecture sent	Russian Female
Address	402 W. 115 <sup>th</sup> St. N.Y.C.	Remarks	Poland, Austria
Organization		Packed by	E. L. Coole
Lecture wanted		Stereopticon wanted	
		Date of lecture	