

*Picture*

April 19, 1924.

Mrs. Robert W. Miller,  
Evanston, Illinois.

Dear Mrs. Miller:

At a meeting of the Law Alumni Trustees, held on Thursday, April 10, it was voted to proceed to the task of preparing for the new building, by making all arrangements for the cataloguing and framing of our collection of prints of various sorts. For that purpose, we were appointed a Committee with authority to act. The vote was to appropriate the sum of \$500 as a fee or honorarium for some competent person to take charge of the work, and a further sum not to exceed \$2000 in all for clerical and expert assistance to the cost of framing at least a portion of the collection.

Our Committee are unanimous in inviting you to take charge of the work on the above terms.

The only condition is that, if feasible, the work shall be completed in season to permit of the hanging of all of the principal prints before the building is formally dedicated. This would probably be some time late next spring.



2. The task as we see it includes the following items:

✓(a) Cleaning and sorting the various unframed prints.

✓(b) Identifying the personalities represented, *framed & unframed*

✓(c) Preparing a card catalogue of them.

✓(d) Preparing suitable labels to indicate to the observer the personalities.

(e) Placing the prints in a suitable shape for decoration or for inspection, i. e. framing some, placing others in portfolios, or in exhibition show-cases, filing some for reference, and discarding the worthless. In each of these operations of the task you would be expected to employ such assistance as will relieve you from anything that others could do for you.

A table and desk and shelving, in Room 309, will be placed at your disposal from now on.

3. The main idea of the Committee is to delegate the work and thus be free from the responsibility of making innumerable decisions. Nevertheless we and others will of course be at your service for consultation at any time.

4. As to apparatus for item (b), the Librarian would place at your disposal on request such books for reference as are in this Library; others would have to be sought in



other libraries.

5. In item (c), it would presumably be desirable, after you have proceeded in the work, to submit to the Committee a scheme for labeling.

6. In view of the miscellaneous nature of the materials and of the relative greater value of some of the prints for decoration purposes, it is suggested that as the work proceeds, certain ones especially eligible for that purpose be laid aside for early attention, so that their framing could be proceeded with at leisure.

Moreover, it is suggested that a special group also be formed as the work proceeds of materials which might be best displayed in cabinets or other special ways to serve as exhibition pieces for casual hurried visitors.

7. As to the time of payment of the honorarium, that would be as you might see fit. For immediate expenses for assistance, the sum of \$150 cash will be placed in your hands. As we are responsible to the Law Alumni Trustees, it will be desirable to turn in some simple form of voucher for disbursements.

We feel sure that if you will accept, the matter will be in peculiarly the right hands.

Sincerely yours,