TO: The University Community
FROM: Earl Lazerson
SUBJECT: Notice of All-University Inventory by Architectural Exhibits

During the period of January 20 through March 1, Architectural Exhibits will be conducting an inventory of all art and artifacts that are the property of SIUE. In order to accomplish this, it will be necessary for members of this program to make a building-by-building, office-by-office inspection to photograph and update records.

One or our major problems is the movement and/or storage of works without notification to Architectural Exhibits of such transactions. If you know of any work that has been moved or placed in storage, please call Michael Mason at Ext. 3071 or inform members of the inventory team when they are in your area.

Your cooperation in this matter will be greatly appreciated.