## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Overview</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Information</td>
<td>1</td>
</tr>
<tr>
<td>Descriptive Entry</td>
<td>1</td>
</tr>
<tr>
<td>Names and Subject Terms</td>
<td>1</td>
</tr>
<tr>
<td>Container Listing</td>
<td>3</td>
</tr>
</tbody>
</table>
Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian Institution, Visitor Information and Associates’ Reception Center
Title: Construction Records
Dates: 1983-1993
Quantity: boxes

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 02-169, Smithsonian Institution, Visitor Information and Associates’ Reception Center, Construction Records

Descriptive Entry

These records document the construction of the visitor information center located inside the Smithsonian Institution building when it was renovated. The visitor center underwent a radical redesign that incorporated interactive components including touch screen maps, laserdisc presentations, new theater programs, electronic maps of the mall and surrounding sites and a shop. Video and laserdisc programs were produced by the Office of Telecommunications (OTC) and included the video "Guide to the Smithsonian." Records relating to the renovation include references to the redesign and or repair of interior spaces, exterior features, and landscaping. The records were created and maintained by Mary Grace Potter, Director, 1971-2002. Materials include clippings, proposals, financial records, floor plans, architectural drawings, laserdiscs, videotapes, scripts, translations, signage designs, and awards.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
Buildings -- Repair and reconstruction
Guide to the Smithsonian (Documentary film)
Museum visitors
Museums -- Educational aspects.
Museums -- Membership.
Museums -- Public relations.
Visitors’ centers
Types of Materials:
- Audiotapes
- Brochures
- Clippings
- Drawings
- Ephemera
- Floor plans
- Manuscripts
- Newspapers
- Videodiscs
- Videotapes

Names:
- Potter, Mary Grace
- Smithsonian Institution Building (Washington, D.C.)
- Smithsonian Institution. Office of Telecommunications
Container Listing

Box 1


Fund Raising 1985 - 1993, Office of Membership & Development:

Contributing Membership: Castle Fund 1986 - 1988

Cafritz Grant 1987 - 1993

Kresge Grant 1986 - 1990

Pew Grant 1985 - 1990

SI Women's Committee Grants 1986 - 1989

Miscellaneous Solicitations 1985 - 1991

Donor Plagues

Patrons' Register

Exhibitions / Information Components, SI Office of Exhibits Central:

Interior Signs

Backlit Panels

Models Monumental Core

Research KIOSK

Interactive Components (See also box 3 for laserdiscs and videotapes):

OTC - RFP and Winning Proposal for "touch screen" interactives

OTC - Contract with Lunaria 1988: Components (IVD & SLU Programs)

OTC - Component Flow Chart: 3 ½" min. video segments and Museum highlights

OTC - Translations (for open captioning)

Theater Program 1988/1989: Budget / Timeline

Theater Program 1988/1989: Script

Awards

Electronic Maps

Box 2
SI Office of Design and Construction 1985 - 1991:

Commission Reviews

Construction Schedule: includes SIB window replacement - a separate project

Funds Management

Contractors: Richter, Cornbrook & Gribble

Contractors: Site Plans

Contractors: Information Desk Design

Contractors: Quenroe Design Furniture

Associates Lounge

South Tower Room / Haupt Garden Access

Theater Design / Installation: RFP and D&P Contract

SIC Financial Reports continued

SI Office of Horticulture: Landscaping exterior

Museum Shop Sales Unit

Tactile Capital

Information Center Opening November 1989: Press Clips

Smithsonian Information Center Update 1993

Box 3

Interactive Components:

SI Office of Telecommunications: Laserdiscs

Theater Program 1988/89: VHS Videos