



Smithsonian Institution Archives

Construction Records, 1983-1993

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Construction Records
Identifier:	Accession 02-169
Date:	1983-1993
Extent:	2.58 cu. ft. (2 record storage boxes) (0.58 non-standard size boxes)
Creator::	Smithsonian Institution. Visitor Information and Associates' Reception Center
Language:	English

Administrative Information

Preferred Citation

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

Descriptive Entry

This accession consists of records that 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. Some materials are in electronic format.

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
- Museums -- Educational aspects
- Museums -- Membership
- Museums -- Public Relations
- Museum visitors

Visitors' centers

Types of Materials:

Audiotapes
Brochures
Clippings
Drawings
Electronic records
Ephemera
Floor plans
Manuscripts
Newspapers
Videodiscs
Videotapes

Names:

Potter, Mary Grace
Smithsonian Institution Building (Washington, D.C.)
Smithsonian Institution. Office of Telecommunications

Preferred Titles:

Guide to the Smithsonian (Documentary film)

Container Listing

Box 1

- Box 1 of 3 Proposal, Planning, Closing of the Smithsonian Institution Building (SIB) "The Castle," 1983-1989
- Fund Raising 1985-1993, Office of Membership & Development:
- Box 1 of 3 Contributing Membership: Castle Fund, 1986-1988
- Box 1 of 3 Cafritz Grant, 1987-1993
- Box 1 of 3 Kresge Grant, 1986-1990
- Box 1 of 3 Pew Grant, 1985-1990
- Box 1 of 3 SI Women's Committee Grants, 1986-1989
- Box 1 of 3 Miscellaneous Solicitations, 1985-1991
- Box 1 of 3 Donor Plaques
- Box 1 of 3 Patrons' Register
- Exhibitions / Information Components, SI Office of Exhibits Central:
- Box 1 of 3 Interior Signs
- Box 1 of 3 Backlit Panels
- Box 1 of 3 Models Monumental Core
- Box 1 of 3 Research KIOSK
- Interactive Components (See also box 3 for laserdiscs and videotapes):
- Box 1 of 3 Office of Telecommunications (OTC) - RFP and Winning Proposal for "touch screen" interactives
- Box 1 of 3 OTC - Contract with Lunaria 1988: Components (IVD & SLU Programs)

Box 1 of 3 OTC - Component Flow Chart: 3 1/2 minute video segments and Museum highlights

Box 1 of 3 OTC - Translations (for open captioning)

Box 1 of 3 Theater Program 1988/1989: Budget/Timeline

Box 1 of 3 Theater Program 1988/1989: Script

Box 1 of 3 Awards

Box 1 of 3 Electronic Maps

Box 2

SI Office of Design and Construction, 1985-1991:

Box 2 of 3 Commission Reviews

Box 2 of 3 Construction Schedule: Includes SIB window replacement - A separate project

Box 2 of 3 Funds Management

Box 2 of 3 Contractors: Richter, Cornbrook & Gribble

Box 2 of 3 Contractors: Site Plans

Box 2 of 3 Contractors: Information Desk Design

Box 2 of 3 Contractors: Quenroe Design Furniture

Box 2 of 3 Associates Lounge

Box 2 of 3 South Tower Room/Haupt Garden Access

Box 2 of 3 Theater Design/Installation: RFP and D&P Contract

Box 2 of 3 SIC Financial Reports continued

Box 2 of 3 SI Office of Horticulture: Landscaping exterior

Box 2 of 3 Museum Shop Sales Unit

Box 2 of 3 Tactile Capital

Box 2 of 3 Information Center Opening November 1989: Press Clips

Box 2 of 3 Smithsonian Information Center Update 1993

Box 3

Interactive Components:

Box 3 of 3 SI Office of Telecommunications: Laserdiscs (include electronic records)

Box 3 of 3 Theater Program 1988/1989: VHS Videos