



Smithsonian Institution Archives

Special Exhibition Records, 1978-2003

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Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Special Exhibition Records
Identifier:	Accession 06-058
Date:	1978-2003
Extent:	7.69 cu. ft. (7 record storage boxes) (1 16x20 box)
Creator::	National Museum of Natural History. Office of Exhibits
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 06-058, National Museum of Natural History.
Office of Exhibits, Special Exhibition Records

Descriptive Entry

This accession consists of records documenting the planning and execution of special exhibitions. Exhibitions documented include "Ainu: Spirit of a Northern People," "Eyes on Science: Illustrating Natural History," "Spiders!," "Seeds of Change," "Margaret Mee: Return to the Amazon," "Galapagos: A Living Laboratory," "Making of the Natural History Museum's Galapagos IMAX Film," "Red Alert!," "Wondrous Wings," "Natural Selections, Museum Photography by Chip Clark," "Lichens," "Volcano Watch: Maurice and Katia Krafft and the Smithsonian," "Blast from the Past," "Mysterious Manatees," "Pomo Indian Basket Weavers, Their Baskets and the Art Market," "Landscape Kimonos," "Poles Apart: Parallel Visions of the Arctic and Antarctic," "Contemporary Korean Ceramics," "Amber: Window to the Past," and "Anteaters: Fast Food Specialists." Also documented in these records is the IMAX Corporation/Smithsonian Institution documentary film "Galapagos," the Biodiversity Hall, general exhibition planning, and the administration of the Office of Exhibits. Materials include floor plans, schedules, scripts, labels, correspondence, memoranda, images, publications, proposals, agreements, specifications, press packets, press releases, budgets, clippings, contracts, and promotional materials.

Names and Subject Terms

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

Subjects:

Documentary films
Museum exhibits

Natural history museums
Traveling exhibitions

Types of Materials:

Clippings
Color photographs
Color transparencies
Floor plans
Floppy disks
Manuscripts
Pamphlets

Names:

Ainu: Spirit of a Northern People (Exhibition) (1999: Washington, D.C.)
Amber: Window to the Past (Exhibition) (1997: Washington, D.C.)
Anteaters: Fast Food Specialists (Traveling exhibition)
Blast from the Past (Exhibition) (1997: Washington, D.C.)
Contemporary Korean Ceramics (Exhibition) (1997: Washington, D.C.)
Eyes on Science: Illustrating Natural History (Exhibition) (1996: Washington, D.C.)
Feather Focus (Exhibition) (1996: Washington, D.C.)
Galapagos: A Living Laboratory (Exhibition) (1999: Washington, D.C.)
IMAX Corporation
Landscape Kimonos (Exhibition) (1996: Washington, D.C.)
Lichens (Exhibition) (1993: Washington, D.C.)
Making of the Natural History Museum's Galapagos IMAX Film (Exhibition) (1999: Washington, D.C.)
Margaret Mee: Return to the Amazon (Traveling exhibition)
Mysterious Manatees (Traveling exhibition)
National Museum of Natural History (U.S.). Biodiversity Hall
Natural Selections, Museum Photography by Chip Clark (Exhibition) (1998: Washington, D.C.)
Poles Apart: Parallel Visions of the Arctic and Antarctic (Exhibition) (1997: Washington, D.C.)
Pomo Indian Basket Weavers, Their Baskets and the Art Market (Exhibition) (1998-1999: Washington, D.C.)
Red Alert! (Exhibition) (1998: Washington, D.C.)
Seeds of Change (Exhibition) (1991-1993: Washington, D.C.)
Smithsonian Institution
Spiders! (Exhibition) (1994: Washington, D.C.)
Volcano Watch: Maurice and Katia Krafft and the Smithsonian (Exhibition) (1997: Washington, D.C.)
Wondrous Wings (Exhibition) (1993: Washington, D.C.)

Preferred Titles:

Galapagos (Documentary film : 1999)

Container Listing

Box 1

	Galapagos: A Living Laboratory
Box 1 of 8	Design for exhibition about film (Bubble plan, Floor plans, Schedule, Labels)
Box 1 of 8	Loan Requests
Box 1 of 8	Notes & Letters
Box 1 of 8	Photographs
Box 1 of 8	Purchase Orders, Invoices, & Requisitions
Box 1 of 8	Press releases, magazine articles
Box 1 of 8	Script (Revisions, Labels)
Box 1 of 8	Slides
Box 1 of 8	Teacher's Guide for IMAX film
	Margaret Mee: Return to the Amazon
Box 1 of 8	Design for Smithsonian Institution (SI)
Box 1 of 8	Design proposal from Houston Museum of Natural Science
Box 1 of 8	Draft exhibition proposal, 1992
Box 1 of 8	Exhibit labels (includes 3.5" floppy disks)
Box 1 of 8	Field Museum slides and press kit
Box 1 of 8	Loan agreement & Insurance
Box 1 of 8	Objects, layouts, & shipping
Box 1 of 8	Purchase Orders & Contracts
Box 1 of 8	Reception
Box 1 of 8	Slides
Box 1 of 8	Press, 1999
	Ainu: Spirit of a Northern People

Box 1 of 8	December Workshop
Box 1 of 8	Follow up letter to Dave and Kitty
Box 1 of 8	Hall 10 Drawings
Box 1 of 8	Estimates
Box 1 of 8	Lighting systems
Box 1 of 8	Mero Space Frame
Box 1 of 8	Miscellaneous notes
Box 1 of 8	Truss
Box 1 of 8	Hall 10 Specifications
Box 1 of 8	Venues
Box 1 of 8	Website
Box 1 of 8	Press Packet
Box 1 of 8	Agreement for the Agency for Cultural Affairs - Bunka-Cho
Box 1 of 8	Ainu Grant - JEC request
Box 1 of 8	Asia Cultural Council
Box 1 of 8	Audiovisual
	Box 2
Box 2 of 8	Budget
Box 2 of 8	Expenses
Box 2 of 8	Catalogs
Box 2 of 8	Purchases
Box 2 of 8	Charlie Morrow (Fundraising proposal, Rejection of Services)
Box 2 of 8	Draft agreement
Box 2 of 8	Draft script of "Voices"
Box 2 of 8	Elisabeth Ward Cash awards
Box 2 of 8	EUI Graphics

Box 2 of 8	Funds management (Carole Lee-Kin)
Box 2 of 8	Graphics
Box 2 of 8	Japan Foundation
Box 2 of 8	Japan Foundation funding
Box 2 of 8	Japan-US Friendship Commission
Box 2 of 8	Meeting minutes and notes
Box 2 of 8	Modified Gallagher contract
Box 2 of 8	Miscellaneous notes and correspondence (2 folders)
Box 2 of 8	Narrative to accompany budget
Box 2 of 8	Nippon Foundation
Box 2 of 8	Office of Exhibits Central (Requests for overtime and cases, Work done to cases)
Box 2 of 8	Preliminary planning
Box 2 of 8	Press (Press kit, Published press)
Box 2 of 8	Project and Hall specifications, 1998
Box 2 of 8	Punch list
Box 2 of 8	Registration (Agreements, Forms)
Box 2 of 8	Draft script
Box 2 of 8	Final script
Box 2 of 8	Slides
Box 2 of 8	Transportation (ANA discount)
Box 2 of 8	Publications, April 1999
Box 2 of 8	Floor plan
Box 2 of 8	Douglas Gallagher - Design budget
Box 2 of 8	Douglas Gallagher - Designs & scopes
Box 2 of 8	Douglas Gallagher - Issues
Box 2 of 8	Douglas Gallagher - Schedules & minutes

Box 2 of 8	Electrical
Box 2 of 8	Logo
Box 2 of 8	Lighting
Box 2 of 8	Dioramas
Box 2 of 8	Fabrication bid
Box 2 of 8	Exhibits Unlimited, Inc. Invoicing
Box 2 of 8	Design for Hall 10 security

Box 3

Box 3 of 8	Brochures/Posters
Box 3 of 8	Education Guide
Box 3 of 8	Film
Box 3 of 8	Education
Box 3 of 8	"Women Who Weave" materials
Box 3 of 8	Contracts & Purchase Orders (9 folders)
Box 3 of 8	Design prospectus
Box 3 of 8	Factsheets about exhibition
Box 3 of 8	OKI black & white photos
Box 3 of 8	Public relations - Liz Hill
Box 3 of 8	Press
Box 3 of 8	Space Prep
Box 3 of 8	Loan information
Box 3 of 8	Object lists
Box 3 of 8	Stephen's Limo Service, LLC
Box 3 of 8	Banner/Signs
Box 3 of 8	Brooklyn Museum
Box 3 of 8	Canoe

Box 3 of 8	Cedar Tree
Box 3 of 8	Brochures - Vosswords
Box 3 of 8	Conservator: Ellen Pearlstein
Box 3 of 8	Dubreuil files - Catalogue
Box 3 of 8	Dubreuil files - Contract
Box 3 of 8	Dubreuil files - Faxes & emails
Box 3 of 8	Dubreuil files - Historical Museum of Hokkaido
Box 3 of 8	Dubreuil files - Meeting notes & memos
Box 3 of 8	Dubreuil files - Museum
Box 3 of 8	Dubreuil files - Objects
Box 3 of 8	Dubreuil files - Opening
Box 3 of 8	Dubreuil files - Script
Box 3 of 8	Dubreuil files - Shipping & mailing
Box 3 of 8	Junko Chinen contract
Box 3 of 8	Mr. Nomoto - Apartment
Box 3 of 8	Mr. Nomoto - Insurance Agreement
Box 3 of 8	Mr. Nomoto - Insurance
Box 3 of 8	Mr. Nomoto - Nomoto Spring 1999

Box 4

Box 4 of 8	Nippon Express (2 folders)
Box 4 of 8	Nippon Foundation
Box 4 of 8	Reception
Box 4 of 8	Guest lists
Box 4 of 8	Schedule
Box 4 of 8	Shipping
Box 4 of 8	Translator: Tomoko Yagi

Box 4 of 8	Transmittals
Box 4 of 8	Returns
Box 4 of 8	Staff
Box 4 of 8	Condition reports
Box 4 of 8	Design script, 2/1999
Box 4 of 8	Japanese information
Box 4 of 8	Object sign out
Box 4 of 8	Slides
	Red Alert
Box 4 of 8	Red Alert (Botany Lobby)
	Wondrous Wings (Butterflies)
Box 4 of 8	North Lobby
Box 4 of 8	Poster Materials
	Natural Selections, Museum Photography by Chip Clark
Box 4 of 8	General (3 folders)
Box 4 of 8	Condition reports and label
	Eyes on Science: Illustrating Natural History
Box 4 of 8	General
Box 4 of 8	Photographs
	Box 5
	Feather Focus (Roxy Laybourne)
Box 5 of 8	Design
Box 5 of 8	Loans
Box 5 of 8	Notes
Box 5 of 8	Orders

Box 5 of 8	Samples and remains
Box 5 of 8	Script notes
	Lichens (Recent Acquisitions Case)
Box 5 of 8	Lichens (Recent Acquisitions Case)
	Spiders!
Box 5 of 8	Field museum package
Box 5 of 8	Materials for promotions
	Volcano Watch: Maurice and Katia Krafft and the Smithsonian
Box 5 of 8	Bibliotheque Centrale/USGS (United States Geological Survey)
Box 5 of 8	Book Loan
Box 5 of 8	Andre Chinue, S.A.
Box 5 of 8	Budget
Box 5 of 8	Brochure script
Box 5 of 8	Contracts
Box 5 of 8	Douglas Gallagher design
Box 5 of 8	Loan
Box 5 of 8	Masterpiece International
Box 5 of 8	Object list
Box 5 of 8	Script
Box 5 of 8	Slides
Box 5 of 8	Tom Simkin
Box 5 of 8	Transparencies
Box 5 of 8	Type galleys and disks (includes 3.5" floppy disk and Zip disk)
Box 5 of 8	Notes/Correspondence
Box 5 of 8	Background/Preliminary
Box 5 of 8	Proposal

Blast from the Past

- Box 5 of 8 Contracts (Douglas Gallagher/Brian Huber)
- Box 5 of 8 Drill Core sample
- Box 5 of 8 Graphics (includes 3.5" floppy disk and Zip disk)

Mysterious Manatee

- Box 5 of 8 Budget and Schedule
- Box 5 of 8 Exhibition layout
- Box 5 of 8 K. Glaser Portfolio & Correspondence
- Box 5 of 8 Photographs
- Box 5 of 8 Prints and captions
- Box 5 of 8 Script
- Box 5 of 8 Smithsonian Institution Traveling Exhibition Service (SITES) (MOU, Memoranda of Agreement, Loan Agreement)
- Box 5 of 8 Slides
- Box 5 of 8 Working Files
- Desert & Sea Photo Show
- Box 5 of 8 Desert & Sea Photo Show slides

Box 6

Pomo Indian Basket Weavers, Their Baskets and the Art Market

- Box 6 of 8 Budget
- Box 6 of 8 Contracts (2 folders)
- Box 6 of 8 Design
- Box 6 of 8 Notes & slides
- Box 6 of 8 Objects
- Box 6 of 8 Shipping
- Box 6 of 8 Slides and Photographs

	Landscape Kimonos
Box 6 of 8	Nippon Express (Purchase Orders, Memorandum, Invoices)
Box 6 of 8	Purchase Orders, Invoices, and Requests
	Poles Apart: Parallel Visions of the Arctic and Antarctic
Box 6 of 8	Poles Apart: Parallel Visions of the Arctic and Antarctic - Rotunda Exhibit (3 folders)
	Spiders!
Box 6 of 8	Budget
Box 6 of 8	Evaluation
	Signage
Box 6 of 8	Wayfinding Signage (Hall 25), January-April, 1998
	Contemporary Korean Ceramics
Box 6 of 8	Proposal
Box 6 of 8	Script
Box 6 of 8	Labels
Box 6 of 8	Label layout
Box 6 of 8	Agreements
Box 6 of 8	Budgets
Box 6 of 8	Douglas Gallagher and Explus contracts
Box 6 of 8	Graphic panel
Box 6 of 8	Notes/Correspondence
	General Exhibition Files
Box 6 of 8	Whales Education - Budget
Box 6 of 8	Open term fabrication evaluations, 1996 (includes 3.5" data cartridge)
Box 6 of 8	Open term fabrication contractors, 1998

Box 6 of 8 Open term design, 1998

Box 6 of 8 Cooperative/Grant agreement - US Fish and Wildlife/Smithsonian

Box 6 of 8 Budget, FY 1998

Box 6 of 8 Exhibit Schedule, 1998

Box 6 of 8 Budget, FY 1997

Box 6 of 8 Biodiversity Hall - Anthropology/Botany (Proposal, Statement, Background, Layout, Correspondence)

Box 7

Box 7 of 8 Promotional Materials (Ainu, Beyond Java, Portraits of Nature, Invisible World)

Box 7 of 8 National Museum of Natural History (NMNH) Master Plans, 1983, 1987

Box 7 of 8 NMNH Strategic Plans, 1983-1998

Box 7 of 8 NMNH Strategic Plans, 1993-1996

Box 7 of 8 NMNH Goals, 2000-2003

Box 7 of 8 Standard Facility Report/Condition Report

Box 7 of 8 Policy Task Force, 1987

Box 7 of 8 Exhibit Department Task Management Plan

Box 7 of 8 Sipan/Kimono Budget

Box 7 of 8 "Seeds of Change" Budget

Box 7 of 8 Bill Reed Budget

 Ainu: Spirit of a Northern People

Box 7 of 8 ASU invoice

Box 7 of 8 Budget entries for Nomoto trip

Box 7 of 8 Case layout

Box 7 of 8 Catalog record

Box 7 of 8 Chisato Dubreuil contract and invoice

Box 7 of 8 Delivery receipt for photographs and videos

Box 7 of 8	Ely invoice deinstallation
Box 7 of 8	Fact sheet
Box 7 of 8	Final Script
Box 7 of 8	Graphic schedule
Box 7 of 8	Nippon Express Invoice
Box 7 of 8	Catalogue Invoice
Box 7 of 8	Artex Invoice
Box 7 of 8	Shinmyo Invoice
Box 7 of 8	Postcard
Box 7 of 8	Press release
Box 7 of 8	Request for Protection Services
Box 7 of 8	Slides
Box 7 of 8	Shipping invoice
Box 7 of 8	Student flyer invoice
Box 7 of 8	Thomas Cook bill
Box 7 of 8	Transparency fee
Box 7 of 8	Travel - Noriko Kawamura
Box 7 of 8	Travel - Subway Information
Box 7 of 8	Travel - Theodore Timreck
Box 7 of 8	Travel - Vouchers
Box 7 of 8	Vendor Memo and Reissued Memo
	Amber: Window to the Past
Box 7 of 8	General
Box 7 of 8	Slides
	Anteaters: Fast Food Specialists

Box 7 of 8 Anteaters: Fast Food Specialists (Contracts, Invoices, Object Lists, Title Layout)

General Exhibition Files

Box 7 of 8 Bed & Breakfast accommodations

Box 7 of 8 Brochures for Various Exhibitions

Box 7 of 8 Dental Museum fabrication costs

Evans Gallery

Box 7 of 8 History

Box 7 of 8 Exhibit Funds

Box 7 of 8 Special Exhibit Program

General Exhibition Files

Box 7 of 8 iGo Tour Guide 1997

Box 7 of 8 Museum Shop Banner

Box 7 of 8 NMNH Exhibit Process 1978-1998

Box 7 of 8 Traveling Exhibition Services

Box 7 of 8 "Voyages of Discovery" Exhibition Layout

Box 7 of 8 Women's Committee proposal

Box 8

Ainu: Spirit of a Northern People

Box 8 of 8 Design Layout

Box 8 of 8 Panel Layout

Anteaters: Fast Food Specialists

Box 8 of 8 Design Layout