



Smithsonian Institution Archives

Publication Records, 1969, 1971, 1976-2007

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Washington, D.C.  
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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Publication Records
<b>Identifier:</b>	Accession 07-132
<b>Date:</b>	1969, 1971, 1976-2007
<b>Extent:</b>	2.58 cu. ft. (2 record storage boxes) (1 tall document box)
<b>Creator::</b>	Smithsonian Institution. Office of Public Affairs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 07-132, Smithsonian Institution, Office of Public Affairs, Publication Records

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## Descriptive Entry

This accession consists of publication records maintained by Kathryn B. Lindeman, Director of Publications. These materials document the various publication efforts of the Office of Public Affairs (OPA) to promote and provide information to the diverse population of people who work for, visit, and do research at the Smithsonian Institution (SI). Included in this accession are visitor brochures printed in a variety of languages, in Braille, and on audiocassette; brochures regarding African American heritage at SI; materials related to the publication of "Research Reports" and "Inside Smithsonian Research," including reader surveys; materials related to the publication of "Smithsonian Year" and subsequent annual reports of SI, including photographs used in the annual report; materials related to the publication of "The Torch," including materials regarding redesigns of the newspaper and materials from focus groups; and other miscellaneous publication-related records including documentation regarding metrication in publications, newsletter surveys, African American focus groups, and alternative formats for brochures. Materials include correspondence; memoranda; brochures; guides; reports; surveys; audiocassettes; color transparencies, slides, and photographs; and black-and-white photographs. Some materials are in electronic format.

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## Names and Subject Terms

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

### Subjects:

African Americans  
Metric system

Museum publications  
Museums -- Public relations

Types of Materials:

Audiotapes  
Black-and-white photographs  
Brochures  
Color photographs  
Color transparencies  
Compact discs  
Electronic records  
Manuscripts  
Pamphlets

Names:

Lindeman, Kathryn B.  
Smithsonian Institution

Preferred Titles:

*Inside Smithsonian Research (Serial)*  
*Research reports (Smithsonian Institution) (Serial)*  
*Smithsonian year (Serial)*  
*The Torch (Serial)*

## Container Listing

### Box 1

#### Brochures

- |            |                                                                                                                                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Box 1 of 3 | Brochure - "Smithsonian Institution: A Free Guide and Map" (March 1999 Edition - in English)                                                                                                 |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (March 2000 Edition - in English)                                                                                                   |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (July 2001 Edition - in English)                                                                                                    |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (July 2001 Edition - in 9 languages: Arabic, Brazilian Portuguese, Chinese, French, German, Italian, Japanese, Spanish and Russian) |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (July 2005 Edition - in English)                                                                                                    |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (August 2006 Edition - in English)                                                                                                  |
| Box 1 of 3 | Brochure - "Smithsonian Institution: Free Guide and Map" (August 2006 Edition - in 6 languages: Chinese, French, German, Japanese, Korean and Spanish)                                       |
| Box 1 of 3 | Brochure - "Exploring African American Heritage at the Smithsonian: A Free Visitor Guide and Map" (July 1999 Edition)                                                                        |
| Box 1 of 3 | Brochure - "African American Heritage at the Smithsonian" (August 2001 Edition)                                                                                                              |
| Box 1 of 3 | Brochure - "African American Heritage at the Smithsonian" (March 2003 Edition)                                                                                                               |
| Box 1 of 3 | Brochure - "African American Heritage at the Smithsonian" (February 2005 Edition)                                                                                                            |
| Box 1 of 3 | Brochure - "African American Heritage at the Smithsonian" (January 2007 Edition)                                                                                                             |

- Box 1 of 3      Brochure - "Smithsonian Access: A Free Guide for Visitors" (July 1999 Edition)
- Box 1 of 3      Braille brochure - "Smithsonian Institution: A Free Guide and Map" (July 2001 Edition)
- Box 1 of 3      Braille brochure - "Smithsonian Institution: A Free Guide" (July 2005 Edition)
- Box 1 of 3      Braille brochure - "African American Heritage at the Smithsonian" (February 2005 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Institution: A Free Guide to the World's Largest Museum and Research Complex" (January 1995 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Institution: A Free Guide" (January 1997 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Institution: A Free Guide" (February 1998 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Institution: A Free Guide" (March 1999 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Institution: A Free Guide and Map" (July 2001 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Access: A Free Guide for Visitors" (1994 Edition)
- Box 1 of 3      Large-print brochure - "Smithsonian Access: A Free Guide for Visitors" (1999 Edition)

Box 2

- Box 2 of 3      Large-print brochure - "African American Heritage at the Smithsonian" (February 2005 Edition)
- Box 2 of 3      Large-print brochure - "African American Heritage at the Smithsonian" (January 2007 Edition)
- Box 2 of 3      Audiocassette brochure - "Smithsonian Institution" (1994)
- Box 2 of 3      Audiocassette brochure - "Smithsonian Access" (1994)

- Box 2 of 3      Audiocassette brochure - "Smithsonian Institution: A Free Guide" (February 1998)
- Box 2 of 3      Audiocassette brochure - "Smithsonian Access: A Free Guide for Visitors" (1999)
- Research Reports/Inside Smithsonian Research (ISR)
- Box 2 of 3      Research Reports - History (from Jo Ann's files and Bill's files), 1976, 1980-1992
- Box 2 of 3      Research Reports - Survey, 1978-1980, 1982
- Box 2 of 3      Research Reports - SNAP, 1985-1993
- Box 2 of 3      Research Reports - Readership Survey, 1988
- Box 2 of 3      Research Reports - Comments on survey from New York workshop, 1989
- Box 2 of 3      Research on automation rate to mail Research Reports, September 2001
- Box 2 of 3      Research Reports - Contributing Membership changing levels, reducing print run, 2002
- Box 2 of 3      ISR - Choosing a new name for Research Reports, June 2003
- Box 2 of 3      ISR - Polling Contributing Members, June 2003
- Annual Reports
- Box 2 of 3      Annual Report/Format Policy, 1987-1990
- Box 2 of 3      History of OPA involvement in SIY (Smithsonian Institution Year) and its format, 1987-1989, 1995
- Box 2 of 3      SI Year Waiver, 1989
- Box 2 of 3      History on SI Year Covers, 1989, 1995-1998
- Box 2 of 3      Annual Report Survey and "Need to Produce" from General Counsel, 1995
- Box 2 of 3      Decision brief on changes to Smithsonian Year 1996

- Box 2 of 3 "Who Gets SI Year?" - 1998 Distribution Survey
- Box 2 of 3 Need to include affiliated organizations in annual report, 1998, 2000
- Box 2 of 3 1992 Smithsonian Year - Photographs
- Box 2 of 3 1993 Smithsonian Year - Photographs (2 folders)
- Box 2 of 3 1994 Smithsonian Year - Photographs
- Box 2 of 3 1995 Smithsonian Year - Photographs
- Box 2 of 3 1996 Smithsonian Year - Photographs
- Box 2 of 3 1997 Smithsonian Year - Photographs
- Box 2 of 3 1998 Smithsonian Year - Photographs
  
- Box 3
  
- Box 3 of 3 1999 Smithsonian Year - Photographs (2 folders) (includes electronic records)
- Box 3 of 3 2000 Smithsonian Year - Photographs (includes electronic records)
- Box 3 of 3 2001 Smithsonian Year - Photographs (includes electronic records)
  
- The Torch
  
- Box 3 of 3 Old Torch Justification Correspondence, 1969, 1971, 1977, 1980
- Box 3 of 3 Torch - Volunteer Supplement History, 1989-1992, 1999
- Box 3 of 3 Torch History - 1980 Redesign, 1979-1980, 1983
- Box 3 of 3 Torch Design Modifications, 1993
- Box 3 of 3 1994 Torch Design
- Box 3 of 3 Torch Survey, July 1994
- Box 3 of 3 Torch Redesign, 2000 (April 2000 Proposal to Secretary; September 2000 meeting with Secretary and Sheila Burke)



Box 3 of 3 Torch Focus Groups, July 2000

Box 3 of 3 Setting Up Focus Groups - Torch, August 2000

Box 3 of 3 Focus Group Report - Torch, 2000

Box 3 of 3 Torch - Contact list expansion, 2001

Box 3 of 3 Torch Focus Groups and changes update, July 10, 2002

Miscellaneous Publication Materials

Box 3 of 3 Metrication in Publications, 1991-1997

Box 3 of 3 Directories - OPA/Visitor Information and Associates' Reception Center (VIARC) split, 1993-1994

Box 3 of 3 Newsletter Surveys - 1993, 1997, 2003

Box 3 of 3 Research - Related publications at SI, February 1997

Box 3 of 3 Reversion of Rights - "World of Discovery, 2005"

Box 3 of 3 African American Focus Groups, 1991-1992

Box 3 of 3 Welcome vs. At-a-Glance, 2002

Box 3 of 3 Alternative Formats for Brochures, 1998-2001

Box 3 of 3 Bookmark: To Advertise New African American Museum (2004)