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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Visitor Information and Associates' Reception Center

Title: Publications

Dates: 1974-2004

Quantity: 2 cu. ft. (2 record storage boxes)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 07-177, Smithsonian Institution, Visitor Information and Associates' Reception Center, Publications

Descriptive Entry

This accession consists of publications created by the Visitor Information and Associates' Reception Center for distribution to volunteers and to the public as well as signage for the Smithsonian Institution on the National Mall and for the information and membership desks in the various museums. Materials include applications, forms, brochures, reply cards, photographs of signage, flyers, badges, holiday cards, bookmarks, floor plans, pamphlets, handbooks, invitations, handouts, maps, press kits, and orientation videos. Some materials are photocopies of the publications.

Names and Subject Terms

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

Subjects:
Museum publications.
Museums -- Public relations.
Visitors' centers
Volunteer workers in museums

Types of Materials:
Brochures
Color photographs
Floor plans
Manuscripts
Maps
Pamphlets
Videotapes

Names:
Smithsonian Institution
Container Listing

Box 1

Index - Detailed list of publications in Box 1

Application - Behind-the-Scenes Volunteer Program (BVP) Application, Flyer (1994, 1999)


Application - Telephone Information Specialist (1993) - Discontinued


At-A-Glance Italian Brochure (1994) - Printed once, discontinued


Backlit Panels - Research Facilities (Smithsonian Astrophysical Observatory, Smithsonian Environmental Research Center, Smithsonian Tropical Research Institute) sampling (2000-2001) - Newly installed in 1989


Beazley Flyer (1994) - Discontinued

Black History Month - Employee, Smithsonian Institution (SI), African American, Brown Flyer (2003) - Printed once, discontinued

Bookmarks (1985) - Discontinued


Court, The (closed 9/29/1996) - Discontinued

Dining Facilities at the Smithsonian, signs (1999) - Discontinued
Discovering the Smithsonian (1984) - (Rubies...Rockets...Railroads) Group orientation flyer, discontinued

Floor Plans - Arts and Industries Building (1976, 1997-1999) - Discontinued


Floor Plans - Renwick (1999) - Printed once, discontinued


Housing Information for Interns and Fellows (1984) - Printed once


Invitations - Information Center (1989) - Opening event, printed once


Box 2

Index - Detailed list of publications in Box 2
Detailed list of publications in Box 2


Maps (1984-2004) - Sampling (e.g., 3-D federal city, 3-D tactile Braille, Anacostia, Mall map, parking, etc.)

Membership - Banner using Smithsonian magazine covers for membership desk (2001) - First created in 1997 (no images available), discontinued in 2003

Membership - Kiosk (2001-2004) - First created in 1989 (no images available)

Membership - Signs, various (e.g., Gifts, Join, SI Wants, inserts, National Air and Space Museum sign) (1985-2004) - Most discontinued


Orientation Program for Groups (1983) - Printed once, replaced with theater orientation video


Pylons, Outdoor Wayfinding, sampling (1990-2004 - Discontinued Summer 2004, replaced with 20 new Information Signs

Quadrangle Floor Plan Brochure (1987-1988) - Discontinued


Recruitment Ad (1995-1996) - Discontinued

Recruitment Flyer (1986)

Smithsonian Information Center Flyer (1989-2002) - First printed in 1989

Smithsonian Institution Overview Book (1983) - Printed once

Video Covers and Order Forms (1995-2001) - Discontinued

Visitor Comment Form (1987-1999)

Volunteer Projects - Guidelines: Short-Term (1983) - Printed once

Volunteer Telephone Message - 4-part carbonless (1994) - Printed once, discontinued

Where is the Smithsonian? (1985-1987) - Discontinued

Where to Stay (1984-1998) - Discontinued