



Smithsonian Institution Archives

Publications, 1974-2004

Finding aid prepared by Smithsonian Institution Archives

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

Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Publications
Identifier:	Accession 07-177
Date:	1974-2004
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Institution. Visitor Information and Associates' Reception Center
Language:	English

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

Geographic Names:

Mall, The (Washington, D.C.)

Container Listing

Box 1

- | | |
|------------|---|
| Box 1 of 2 | Index - Detailed list of publications in Box 1 |
| Box 1 of 2 | Application - Behind-the-Scenes Volunteer Program (BVP) Application, Flyer (1994, 1999) |
| Box 1 of 2 | Application - BVP Application, Registration, Oral and Written Translation (2000-2003) |
| Box 1 of 2 | Application - Telephone Information Specialist (1993) - Discontinued |
| Box 1 of 2 | Application - Volunteer Information Specialist (1993, 1998-1999, 2001-2003) |
| Box 1 of 2 | At-A-Glance Brochure (1981-2001) - First printed in 1981, last printed in 2001 |
| Box 1 of 2 | At-A-Glance Italian Brochure (1994) - Printed once, discontinued |
| Box 1 of 2 | At-A-Glance Korean Brochure (1996-2001) - Discontinued |
| Box 1 of 2 | At-A-Glance Business Reply Cards (1988-2001) - Discontinued |
| Box 1 of 2 | Backlit Panels - Museum, sampling (2001, 2003) - Newly installed in 1989 |
| Box 1 of 2 | Backlit Panels - Research Facilities (Smithsonian Astrophysical Observatory, Smithsonian Environmental Research Center, Smithsonian Tropical Research Institute) sampling (2000-2001) - Newly installed in 1989 |
| Box 1 of 2 | Badges - Staff and Volunteers (1985, 1992, 1996) |
| Box 1 of 2 | Beazley Flyer (1994) - Discontinued |
| Box 1 of 2 | Black History Month - Employee, Smithsonian Institution (SI), African American, Brown Flyer (2003) - Printed once, discontinued |
| Box 1 of 2 | Bookmarks (1985) - Discontinued |
| Box 1 of 2 | Card, Holiday, to Information Resources Division contacts (1998-1999, 2001) |
| Box 1 of 2 | Castle and Beyond (1980-2004) - First printed in 1976, copies not available for 1976, 1977, 1979 |

- Box 1 of 2 Castle/Smithson Brochure (1997, 1999, 2001-2004) - First printed in 1997
- Box 1 of 2 Castle Tour - Badge, Insert, Pass (1999-2004) - First printed in 1999, replaced by Anytime Weekend Tour
- Box 1 of 2 Certificate of Appreciation (1980s, 1991-1999, 2002)
- Box 1 of 2 Court, The (closed September 29, 1996) - Discontinued
- Box 1 of 2 Dining Facilities at the Smithsonian, signs (1999) - Discontinued
- Box 1 of 2 Discovering the Smithsonian (1984) - (Rubies...Rockets...Railroads) Group orientation flyer, discontinued
- Box 1 of 2 Floor Plans - Arts and Industries Building (1976, 1997-1999) - Discontinued
- Box 1 of 2 Floor Plans - Foreign Language, originally taken from the Official Guide to the SI (before 1983, 1983, 1991, 1993, 1995) - Discontinued
- Box 1 of 2 Floor Plans - Hirshhorn Museum and Sculpture Garden (1991, 1996) - Discontinued
- Box 1 of 2 Floor Plans - Renwick (1999) - Printed once, discontinued
- Box 1 of 2 Guide for Groups Booklet (before 1984, 1984, 1987) - Booklet Discontinued (replaced with stapled handout beginning in 1989)
- Box 1 of 2 Guide to the Nation's Capital and the Smithsonian Institution (1974, 1979, 1982, 1984, 1989, 1993, 1999) - First printed in 1974, electronic map first created in 1989 and updated same time as the publication, image is of the 1999 version of electronic map
- Box 1 of 2 Handbook for Behind-the-Scenes Volunteers (1981, 1983, 1989, 1995, 1998, 2003)
- Box 1 of 2 Handbook for Smithsonian Interns (1984, 1986, 1989)
- Box 1 of 2 Handbook for Volunteer Information Specialists (before 1982, 1983, 1985, 1991, 1995, 2000, 2003)
- Box 1 of 2 Housing Information for Interns and Fellows (1984) - Printed once

- Box 1 of 2 Information Signs (2004) - 20 newly installed signs, July 2004 (summer hours July 2004, fall hours September 2004), replaced 10 Outdoor Wayfinding Pylons
- Box 1 of 2 Info Special (1984-1988, 1991-2002) - First printed in 1984, last printed in 2002, discontinued after March 2002
- Box 1 of 2 Internships and Fellowships Booklet (1982-1984, 1986, 1988-1990) - Discontinued
- Box 1 of 2 Invitations - Anytime Weekend Castle Tour [1983 (first mockup) -1991, 1997 with new design] - Program discontinued December 1997, replaced by Castle Tour
- Box 1 of 2 Invitations - BVP Annual Appreciation Event (1984-1986, 1988-1990, 1992-2004) - No copies available for 1987 and 1991
- Box 1 of 2 Invitations - Castle Docent Appreciation (1995-2004)
- Box 1 of 2 Invitations - Information Center (1989) - Opening event, printed once
- Box 1 of 2 Invitations - VIS Annual Appreciation Event (1976-1977, 1981-2004)

Box 2

- Box 2 of 2 Index - Detailed list of publications in Box 2
- Box 2 of 2 Detailed list of publications in Box 2
- Box 2 of 2 Kids Tips Flyers (2000-2004) - Previously produced by Central Office of Public Affairs
- Box 2 of 2 Management of Museum Volunteers Booklet (1985, 1987, 1990, 2004)
- Box 2 of 2 Maps (1984-2004) - Sampling (e.g., 3-D federal city, 3-D tactile Braille, Anacostia, Mall map, parking, etc.)
- Box 2 of 2 Membership - Banner using Smithsonian magazine covers for membership desk (2001) - First created in 1997 (no images available), discontinued in 2003
- Box 2 of 2 Membership - Kiosk (2001-2004) - First created in 1989 (no images available)

- Box 2 of 2 Membership - Signs, various (e.g., Gifts, Join, SI Wants, inserts, National Air and Space Museum sign) (1985-2004) - Most discontinued
- Box 2 of 2 Membership - Smithsonian Membership Brochure (before 1983, 1983-2002)
- Box 2 of 2 Metro/SI Brochure (1994-2003) - First printed in 1994
- Box 2 of 2 National Air and Space Museum - IMAX and Planetarium Flyer (1996-2000) and Walking Times (1998) - Both discontinued
- Box 2 of 2 Opportunities for Volunteer Service Booklet (Handouts April 1981, June 1982, January 1983, September 1983, 1986-2004) - First printed as booklet in 1983
- Box 2 of 2 Orientation Program for Groups (1983) - Printed once, replaced with theater orientation video
- Box 2 of 2 Planning Your Smithsonian Visit Booklet (Before 1980, 1980-1988, 1990-2004)
- Box 2 of 2 Press Kit (1984, reprinted 1991)
- Box 2 of 2 Pylons, Outdoor Wayfinding, sampling (1990-2004) - Discontinued Summer 2004, replaced with 20 new Information Signs
- Box 2 of 2 Quadrangle Floor Plan Brochure (1987-1988) - Discontinued
- Box 2 of 2 Quick Guide, A (1997, 1999-2000) - First printed in 1997, last printed in 2000
- Box 2 of 2 Recruitment Ad (1995-1996) - Discontinued
- Box 2 of 2 Recruitment Flyer (1986)
- Box 2 of 2 Smithsonian Information Center Flyer (1989-2002) - First printed in 1989
- Box 2 of 2 Smithsonian Institution Overview Book (1983) - Printed once
- Box 2 of 2 Video Covers and Order Forms (1995-2001) - Discontinued
- Box 2 of 2 Video - Orientation (1993, 2000-2001) - First produced in 1989 (no copies available), last produced October 2001
- Box 2 of 2 Visitor Comment Form (1987-1999)

- Box 2 of 2 Volunteer Projects - Guidelines: Short-Term (1983) - Printed once
- Box 2 of 2 Volunteer Telephone Message - 4-part carbonless (1994) - Printed once, discontinued
- Box 2 of 2 Where is the Smithsonian? (1985-1987) - Discontinued
- Box 2 of 2 Where to Stay (1984-1998) - Discontinued