



Smithsonian Institution Archives

Docent Program Records, 1974-2004

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Docent Program Records
Identifier:	Accession 10-239
Date:	1974-2004
Extent:	2.5 cu. ft. (2 record storage boxes) (1 document box)
Creator::	National Museum of Natural History. Office of Education and Outreach
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 10-239, National Museum of Natural History.
Office of Education and Outreach, Docent Program Records

Descriptive Entry

This accession consists of records documenting the administration of the National Museum of Natural History's docent program. The docents in this program are responsible for helping visitors enjoy and explore the museum's exhibitions; assisting with school programs; delivering hands-on activities and programs; shaping visitors' experiences as a tour guide; and working within the Office of Education and Outreach. These records were created and maintained by Magdaline J. Schremp, Docent Coordinator, c. 1971-2007. Materials in this accession include policies and procedures; Docent Council meeting materials; docent directories; handbooks; brochures and other recruitment materials; docent comments on visitors; docent input on proposed exhibitions; and related materials.

Names and Subject Terms

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

Subjects:

- Museum docents
- Museum exhibits
- Museum visitors
- Museums -- Educational aspects
- Natural history museums
- Volunteer workers in museums

Types of Materials:

Books
Brochures
Manuscripts

Names:

National Museum of Natural History (U.S.). Docent Council
Schremp, Magdaline J.

Container Listing

Box 1

Box 1 of 3	Docent Comments on Idea Statement for "Restoring the Elephant's Dignity and Place," 1991
Box 1 of 3	Docent Directory, 1977-1978
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Box 1 of 3	Docent Opportunity Brochures
Box 1 of 3	Docent Program Marketing, 1975-2002 (2 folders)
Box 1 of 3	Questionnaire for Magazine Article, 1987
Box 1 of 3	Docent Professional Development Program, 2004
Box 1 of 3	Procedural Guidelines for Docents, May 1975
Box 1 of 3	Docent Coordinators, 1987-1995

Box 1 of 3 Smithsonian Docent Roundtable, 1974-1975

Box 1 of 3 Natural Science Docents, 1996-1998

Box 1 of 3 Docent Program Policies, 1991-1993

Box 1 of 3 Management Retreat, 1991

Box 1 of 3 Docent Development Programs, 2004

Box 1 of 3 Recruitment Material, 2004

Box 1 of 3 The National Museum of Natural History Docent Cookbook, 1984

Box 1 of 3 Docent Performance Standards for Staffed Education Facilities

Box 1 of 3 Strategic Plan for Docent Program, 2002

Box 1 of 3 Docent Handbook, 1975-1976

Box 1 of 3 Docent Handbook, 2002

Box 1 of 3 Docent Comment Book - Special Exhibits, 2000-2002

Box 1 of 3 Docent Comment Book - Weekday Highlight Tours, 1974-1981

Box 1 of 3 Docent Chairman Notebook, 1990-1991

Box 1 of 3 Standards for Guided Tours, 1989

Box 2

Box 2 of 3 Standards for Staffed Facilities, 1989

Box 2 of 3 Docent Self-Evaluation, 1989-1990

Box 2 of 3 Characteristics of Docent-led Tours, 1984

Box 2 of 3 Evaluation Sheets, 1975-1977

Box 2 of 3 Docent Council, 1975-1979 (2 folders)

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