



Smithsonian Institution Archives

## Program Records, 1977-2008

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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>	Program Records
<b>Identifier:</b>	Accession 11-042
<b>Date:</b>	1977-2008
<b>Extent:</b>	8.5 cu. ft. (8 record storage boxes) (1 document box)
<b>Creator::</b>	National Museum of the American Indian. Community and Constituent Services. Constituent Outreach. Training Unit
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 11-042, National Museum of the American Indian. Community and Constituent Services. Constituent Outreach. Training Unit, Program Records

### Use Restriction

Restricted for 15 years, until Jan-01-2024; Transferring office; 01/04/2011 memorandum, Toda to Norwood; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records which document the work of the Training Unit in the creation and implementation of training programs for the Native American community and related organizations. Areas of training include the care of Native American collections; the creation and management of tribal archives; exhibition planning, fabrication, and management; marketing Native arts; planning and managing American Indian cultural programs; starting a tribal museum; leadership; repatriation; fundraising; Native American languages; and other related areas. Also included are materials related to professionals visiting the National Museum of the American Indian (NMAI) to study and use NMAI collections for research purposes and to participate in professional development activities. Staff represented includes Karen Coody Cooper, Alyce Sadongei, and Jill Norwood.

Some records date from when the office was known as the Smithsonian Institution, Office of Community Services, Museum Training Program. Additionally some records date from before the creation of NMAI and were created by Native American Museums Training Programs (1977-1981) and the Native American Museums Programs (1981-1989) both part of the Smithsonian Institution, Office of Museum Programs. Lastly some records were created in collaboration between NMAI and the American Indian Museum Studies Program, Center for Museum Studies (which later became the Smithsonian Center for Education and Museum Studies).

Materials include correspondence; memoranda; workshop records including programs, agendas, participant lists, video, release forms, and evaluations; transcripts; images; reports; brochures; pamphlets; and clippings. 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:

- Archives -- Administration
- Archives -- Collection management
- Archives -- Cultural programs
- Cultural property
- Cultural property -- Protection
- Cultural property -- Repatriation
- Fund raising
- Indian arts -- North America
- Indian leadership
- Indians of North America -- Archives
- Indians of North America -- Exhibitions
- Indians of North America -- Languages
- Indians of North America -- Museums
- Indians of North America -- Research
- Marketing
- Museum exhibits
- Museum techniques
- Museums -- Collection management
- Training

### Types of Materials:

- Brochures
- Clippings
- Color photographs
- Compact discs
- Electronic records
- Floppy disks
- Manuscripts
- Pamphlets

### Names:

- Cooper, Karen Coody
- National Museum of the American Indian (U.S.). Office of Community Services. Museum Training Program
- Norwood, Jill
- Sadongei, Alyce, 1959-
- Smithsonian Center for Education and Museum Studies
- Smithsonian Institution. American Indian Museum Studies Program
- Smithsonian Institution. Center for Museum Studies
- Smithsonian Institution. Office of Museum Programs. Native American Museums Programs
- Smithsonian Institution. Office of Museum Programs. Native American Museums Training Programs

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## Container Listing

### Box 1

- Box 1 of 9 Citizen Potawatomie Workshop, 2007
- Box 1 of 9 Collections Care Workshop, 2005
- Box 1 of 9 American Association for State and Local History (AASLH)/NMAI Workshop - Rosebud Reservation, South Dakota, 2005
- Box 1 of 9 Badlands National Park, 1999
- Box 1 of 9 Native American organizations and institutions, 1990-1995 (2 folders)
- Box 1 of 9 Keepers of the Treasures, 2000
- Box 1 of 9 Native collections in European museums, 1986-1996
- Box 1 of 9 Introduction to Collections Care: A workshop for Native Museums and Cultural Centers, 2005
- Box 1 of 9 Managing a Small Archive, 2007
- Box 1 of 9 Traveling Exhibits Workshop, 2006 (6 folders) (includes electronic records)
- Box 1 of 9 Marketing Native Arts Workshop, Penobscot Nation Museum, 2007 (2 folders)
- Box 1 of 9 Planning and Managing American Indian Cultural Programs, 1994
- Box 1 of 9 Starting a Tribal Museum, 1998
- Box 1 of 9 American Indian Leadership Seminar, 1999 (2 folders)
- Box 1 of 9 Fundraising, 1986-2003 (Folder 1 of 3)

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- Box 2 of 9 Fundraising, 1986-2003 (Folders 2-3 of 3)
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Box 2 of 9 Native American issues, 1992-2001

Box 2 of 9 American Indian libraries, 1990-1991, 1997

Box 2 of 9 Museum Loan Network, 1995-1999

Box 2 of 9 Caring for Native Collections in Small Museums workshop, Anchorage, Alaska, 2004

Box 2 of 9 Beg, Borrow and Share workshop - Museums Alaska and Alaska Historical Society Conference - Haines, Alaska, 2003

Box 2 of 9 Museum Basics for American Indian Museums, Karuk Reservation, California, 2003

Box 2 of 9 Collections Management for New Museums, Temecula, California, 2003

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Box 2 of 9 Law information, 1977-1978, 1984-1985, 1990-1996

Box 2 of 9 What Can Native Museums Dare?: A Renewing Connections Consultation, 2007

Box 2 of 9 Audience Development for Tribal Museums, 2004

Box 2 of 9 Museums and Native People: Audience, Community, and Collaboration workshop, 2005

Box 2 of 9 Repatriation Forum: NMAI and the Museum of Anthropology, University of British Columbia, 1998

Box 2 of 9 Reconstruyendo nuestro pasado: Tecnicas de historia oral, Mexico, 1994

Box 2 of 9 Four Directions Project, 1997-1998

Box 2 of 9 Latin American Communities, 1999-2001

Box 2 of 9 Mall Visitor Experience, 1998

Box 2 of 9 North American Indigenous Games, 2001

Box 2 of 9 Northwest Basket Weavers Association, 1997

- Box 2 of 9 Portuguese language documents, 2000
- Box 2 of 9 Beyond Words, Children's Book series, 2001
- Box 2 of 9 Arctic Studies workshop, 1998
- Box 2 of 9 Alaska Native Heritage Center, 1998
- Box 2 of 9 Log Home Cultural Center Project, American Indian Higher Education Consortium (AIHEC), 2001
- Box 2 of 9 Strategies for the Care of Maintenance of Cultural Objects, 1992 (2 folders)
- Box 2 of 9 American Indian Art History and Art Handling for Tribal Museums, 2002
- Box 2 of 9 Starting a New Museum: A Workshop for Tribal Communities - Yakama Nation Cultural Center, 2001
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- Box 3 of 9 Fundraising and Museum Management for Tribal Museums, 1998
- Box 3 of 9 Curatorial Methods: Documenting and Caring for Cultural Materials in American Indian Communities, 1994 (3 folders)
- Box 3 of 9 Collections Management for Tribal Cultural Facilities, 1991 (2 folders)
- Box 3 of 9 Native Museums and Economic Development, Pendleton, Oregon, 2004
- Box 3 of 9 Skills and Strategies for Managing Tribal Archives, 1991 (3 folders)
- Box 3 of 9 Native Museums and Language Preservation, 2005 (2 folders)
- Box 3 of 9 Exhibitions and Research: Story and Substance, 2000
- Box 3 of 9 Final report, handouts, participant list, agenda for Repatriation workshop, 1995
- Box 3 of 9 Final report, handouts, participant list, agenda for Repatriation workshop - NMAI, National Museum of Natural History (NMNH), and the Keepers of the Treasures, 1994

- Box 3 of 9                      Research methods workshop, 1993
- Box 3 of 9                      Museum Training Summer Institute, 1993
- Box 3 of 9                      Final report - Repatriation workshop, August 1993
- Box 3 of 9                      Cultural Resources Center (CRC) Visitor/Tour information, 2003 (2 folders)
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- Box 4 of 9                      CRC Visitors Reports, 2000-2003
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- Box 4 of 9                      Training courses, 1998-1999 (2 folders)
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- Box 4 of 9                   Repatriation workshop, 1995
- Box 4 of 9                   NMAI/NMNH Repatriation collaboration notes, 1994
- Box 4 of 9                   Introduction to Archival Research, 1995
- Box 4 of 9                   Traditional artist program, 1997-1998
- Box 4 of 9                   Wordcraft collaboration poetry book, 1997-2001 (2 folders)
- Box 4 of 9                   Wordcraft collaboration poetry book - Accepted poems, 1998
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- Box 4 of 9                   Developing Collection Plans workshop, 1998
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- Box 5 of 9                   American Indian Origins Forum - GGHC - Background information, 1996-2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Legal information, 1999-2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - W. Richard West remarks, 1999
- Box 5 of 9                   American Indian Origins Forum - GGHC - Transcript - Closing remarks, question and answer, and discussions, 2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Publication, 2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Publication - Introduction, 2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Publication - Chapter 1, 2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Publication - Chapter 2, 1999-2000
- Box 5 of 9                   American Indian Origins Forum - GGHC - Publication - Chapter 3, 1999-2000

- Box 5 of 9 American Indian Origins Forum - GGHC - Publication - Chapter 5, 1999-2000
- Box 5 of 9 American Indian Origins Forum - GGHC - Publication - Chapter 6, 2000
- Box 5 of 9 American Indian Origins Forum - GGHC - Publication - Chapter 7, 2000
- Box 5 of 9 American Indian Origins Forum - GGHC - Publication - Chapter 8, 1999-2000 (includes electronic records)
- Box 5 of 9 Early Training Program Reports, 1995-1998
- Box 5 of 9 Building Museum Collections, 1992 (3 folders)
- Box 5 of 9 Preservation and Collections Methods: A workshop for American Indian Museums and Cultural Centers, 2002 (2 folders)
- Box 5 of 9 Caring for Native Collections in Small Museums, Anchorage, Alaska, 2004 (2 folders)
- Box 5 of 9 Contaminated Cultural Materials in Museum Collections Workshop, 2000
- Box 5 of 9 Introduction to Collection's Care workshop for Native Museums and Cultural Centers, 2006 (3 folders)
- Box 5 of 9 Museums and Native People: Audience, Community and Collaboration Workshop, Catawba, South Carolina, 2002
- Box 5 of 9 Exhibition Production Techniques for Tribal Cultural Facilities, 1991
- Box 5 of 9 Mission and Governance: Planning for Tribal Cultural Facilities, 1991 (Folder 1 of 2)

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- Box 6 of 9 Mission and Governance: Planning for Tribal Cultural Facilities, 1991 (Folder 2 of 2)
- Box 6 of 9 Tribal Museum Directory, 1997 (3 folders)
- Box 6 of 9 Museums and Native People: Audience, Community and Collaboration, Alutiiq Museum, Kodiak, Alaska, 1999
- Box 6 of 9 Museums and Native People: Audience, Community and Collaboration, Lac du Flambeau, Wisconsin, 2000

- Box 6 of 9 Museums and Native People: Audience, Community and Collaboration, Ganondagan State Historic Site, Victor, New York, 2001
- Box 6 of 9 Cultural Facilities and American Indian Communities, 1993 (2 folders)
- Box 6 of 9 Exhibitions Development for Tribal Museums, Ah-Tah-Thi-Ki Museum, 1999
- Box 6 of 9 Conservation Care of American Indian Cultural Objects, 1998
- Box 6 of 9 Developing and Managing a Museum Store: A Workshop for Tribal Museums, 1995
- Box 6 of 9 Mission and Governance: How to Start Planning for a Museum, Pablo, Montana, 1992 (2 folders)
- Box 6 of 9 Developing and Managing Living History Programs: A Workshop for Tribal Museums, 1995
- Box 6 of 9 Organizing and Caring for Photograph Collections, Oakland, California, 1993 (2 folders)
- Box 6 of 9 Facilities Planning, Ak-Chin Him-Dak Indian Community, Maricopa, Arizona, 1992 (2 folders)
- Box 6 of 9 Basic Collections Care for Tribal Centers, Mills Lac Indian Museum, Onamia, Minnesota, 1997
- Box 6 of 9 Managing a Small Museum, San Carlos Apache Cultural Center, Peridot, Arizona, 1997
- Box 6 of 9 Creating a Repository: Making Decisions About Collections, Menominee Historic Preservation Office, Keshena, Wisconsin, 1996

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- Box 7 of 9 Planning and Managing Museums for Public Audiences, Mashantucket, Connecticut, 1996
- Box 7 of 9 Telling Your Story: Small Exhibits for Tribal Museums, Anadarko, Oklahoma, 1994 (3 folders)
- Box 7 of 9 Starting a Tribal Museum (Living Homes for Cultural Expression publication), 1998-2000

- Box 7 of 9 Starting a Tribal Museum (Living Homes for Cultural Expression publication) - Essays, 2000-2002
- Box 7 of 9 Museums in Mexico for inclusion in Living Homes for Cultural Expression publication, 2005-2006
- Box 7 of 9 Starting a Tribal Museum (Living Homes for Cultural Expression publication) - Online, 2003-2006 (includes electronic records)
- Box 7 of 9 Visiting Professional - Ranti Sami Chuma Pinguil, 2005
- Box 7 of 9 Visiting Professional - John Standingdeer, 2005-2006
- Box 7 of 9 Visiting Professionals - Antonia Miranda Ayerbe and Patricia Lazo, 2005-2006
- Box 7 of 9 Visiting Professionals - Solange Santander, Patricia Ayala, and Cristian Alegra, Santiago, Chile; 2004-2006
- Box 7 of 9 Visiting Professionals - Macarena Oviedo, Guadalupe Anza, and Jimena Cruz, San Pedro de Atacam, Chile; 2005
- Box 7 of 9 Visiting Professional - Avione Carvalho Brandao, Brazil, 2007
- Box 7 of 9 Visiting Professional - Jenny Callenaupa Huarhua, Peru, 2007
- Box 7 of 9 Visiting Professionals - Kuna culture, Panama, 2001-2002
- Box 7 of 9 Visiting Professionals - Participant list, 1997-2007
- Box 7 of 9 Technical Assistance Visit - Yurok Tribe of Northern California, 2004
- Box 7 of 9 Technical Assistance in Collections Management - Museum at Warm Springs, Warm Springs, Oregon, 2002
- Box 7 of 9 Repatriation seminar - Ponca City, Oklahoma, 2003
- Box 7 of 9 Exhibit Renewal Workshop, Mashantucket Pequot Museum and Research Center, 2008 (2 folders)
- Box 7 of 9 Managing a Small Archive: A Workshop for Native Museums and Cultural Centers, Window Rock, Arizona, 2007
- Box 7 of 9 Summary of Hopi-Maya Exchange, 2001

- Box 7 of 9                    Indigenous Geography, 2001
- Box 7 of 9                    Indigenous Geography - Guatemala, 2000-2002 (2 folders)
- Box 7 of 9                    Latin American Indigenous Leaders List, 1994
- Box 7 of 9                    Hawaii, 1995
- Box 7 of 9                    Hoopa, California, 2000
- Box 7 of 9                    Hopi Foundation, 1997-1998
- Box 7 of 9                    Jamaica, 2000
- Box 7 of 9                    Our Universes Exhibition Planning, 1998-2002 (2 folders)
- Box 7 of 9                    Proposal - Repatriation workshop, September 1996
- Box 7 of 9                    Introduction to Archival Research, 1997-1998
  
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- Box 8 of 9                    Final report - Introduction to Archival Research, June 3-8, 1996
- Box 8 of 9                    Final report - Smithsonian Institution 150th Anniversary Celebration - NMAI presentation, 1996
- Box 8 of 9                    Cultural Objects: Care and Repatriation, Heard Museum, 1996
- Box 8 of 9                    Correspondence, 1995-1996 (2 folders)
- Box 8 of 9                    Native American Museums Program - Master Documents, 1984-1989
- Box 8 of 9                    American Indian Museum Studies (AIMS) - Program planning, 1993
- Box 8 of 9                    Survey of Training Needs for Tribal Museums, Cultural Centers and Archives, 1992
- Box 8 of 9                    Letters supporting AIMS, 1996-1998
- Box 8 of 9                    AIMS initiatives, 1993

- Box 8 of 9 Justifications for Retaining Native American Museum Staff Training in the Office of Museum Programs, 1990
- Box 8 of 9 AIMS Programs - Year end report, 1991-1992
- Box 8 of 9 Final report - Youth Interpreters and visiting professionals, 1998
- Box 8 of 9 Millennium Roundtable Planning Meeting, 1999-2000
- Box 8 of 9 Community Technology Consultations, 2001
- Box 8 of 9 "Great Masters of Mexico" exhibition, 2002
- Box 8 of 9 Technical consultations, June 2001
- Box 8 of 9 Artifacts and Objects: Native Relationships with Museums, Oklahoma Historical Society, 2003
- Box 8 of 9 Yup'ik collaboration, 1996-1997
- Box 8 of 9 Tribal Museum Panel - Keepers of the Treasures Conference, Anchorage, Alaska, 1997
- Box 8 of 9 Final Report - Repatriation workshop, Palm Springs, California, February 1995
- Box 8 of 9 Introduction to Archival Research, Great Lakes Regional Workshop, 1998
- Box 8 of 9 Images and Identity: A Collaboration between NMAI and the Fort Belknap Indian Reservation, 1999
- Box 8 of 9 Our Peoples - Project notes, 2000
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- Box 8 of 9 Preparation theater, 2000-2001
- Box 8 of 9 Northwest Coast exhibition, 2000
- Box 8 of 9 Strategic planning, 2001-2002
- Box 8 of 9 Background information - Museums, Native Americans, Native American Graves Protection and Repatriation Act (NAGPRA), exhibition reviews, and archaeology, 1985-1998 (4 folders)

- Box 8 of 9 California Indian Basket Weavers Gathering, 1996
- Box 8 of 9 NMAI Research Fellow - Rose Wyaco, 1994-1996
- Box 8 of 9 Review Panel - National Park Service - NAGPRA Grants, May 1994
- Box 8 of 9 Smithsonian Associates - San Diego, California, July 15, 1994
- Box 8 of 9 AASLH Conference - Panel Presentation, September 1994
- Box 8 of 9 Mountain Plains Museum Association - Panel presentation, October 1994
- Box 8 of 9 American Association of Museums (AAM) - Museum Assessment Programs, 1993
- Box 8 of 9 AIMS Newsletter, 1994-2001
- Box 8 of 9 AIMS history and participant lists, 1991-2002, 2007
- Box 8 of 9 Ways of Effectively Addressing Cultural Responsibilities, Native American Museums Program National Workshop, Southwest Museum, Los Angeles, California, 1983

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- Box 9 of 9 Contaminated Collections: Preservation, Access and Use, Shepherdstown, West Virginia, 2001
- Box 9 of 9 Collections Management for Tribal Museums, Museum of the Cherokee Indian, 1995
- Box 9 of 9 Collections Management II, Warm Springs, Oregon, 1996
- Box 9 of 9 Exhibition Production Techniques, 1992
- Box 9 of 9 Strategies for Cultural Interpretation and Educational Programming for Tribal Museums and Cultural Centers, 1994