<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Overview</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Information</td>
<td>1</td>
</tr>
<tr>
<td>Descriptive Entry</td>
<td>1</td>
</tr>
<tr>
<td>Names and Subject Terms</td>
<td>2</td>
</tr>
<tr>
<td>Container Listing</td>
<td>3</td>
</tr>
</tbody>
</table>
Collection Overview

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

Creator: National Museum of the American Indian, Community and Constituent Services, Constituent Outreach, Training Unit

Title: Program Records

Dates: 1977-2008

Quantity: 8.5 cu. ft. (8 record storage boxes) (1 document box)

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.

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.
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
- 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.
Container Listing

Box 1

Citizen Potawatomie Workshop, 2007

Collections Care Workshop, 2005

American Association for State and Local History (AASLH)/NMAI Workshop - Rosebud Reservation, South Dakota, 2005

Badlands National Park, 1999

Native American organizations and institutions, 1990-1995 (2 folders)

Keepers of the Treasures, 2000

Native collections in European museums, 1986-1996

Introduction to Collections Care: A workshop for Native Museums and Cultural Centers, 2005

Managing a Small Archive, 2007

Traveling Exhibits Workshop, 2006 (6 folders) (includes electronic records)

Marketing Native Arts Workshop, Penobscot Nation Museum, 2007 (2 folders)

Planning and Managing American Indian Cultural Programs, 1994

Starting a Tribal Museum, 1998

American Indian Leadership Seminar, 1999 (2 folders)

Fundraising, 1986-2003 (Folder 1 of 3)

Box 2

Fundraising, 1986-2003 (Folders 2-3 of 3)

Yurok Tribe Library Services Enhancement grant proposal, 1998

Native American issues, 1992-2001


Museum Loan Network, 1995-1999

Caring for Native Collections in Small Museums workshop, Anchorage, Alaska, 2004

Museum Basics for American Indian Museums, Karuk Reservation, California, 2003

Collections Management for New Museums, Temecula, California, 2003

Internship information, 1984-1985


What Can Native Museums Dare?: A Renewing Connections Consultation, 2007

Audience Development for Tribal Museums, 2004

Museums and Native People: Audience, Community, and Collaboration workshop, 2005


Recontruyendo nuestro pasado: Tecnicas de historia oral, Mexico, 1994

Four Directions Project, 1997-1998

Latin American Communities, 1999-2001

Mall Visitor Experience, 1998

North American Indigenous Games, 2001

Northwest Basket Weavers Association, 1997

Portuguese language documents, 2000

Beyond Words, Children's Book series, 2001

Arctic Studies workshop, 1998

Alaska Native Heritage Center, 1998

Log Home Cultural Center Project, American Indian Higher Education Consortium (AIHEC), 2001

Strategies for the Care of Maintenance of Cultural Objects, 1992 (2 folders)

American Indian Art History and Art Handling for Tribal Museums, 2002

Starting a New Museum: A Workshop for Tribal Communities - Yakama Nation Cultural Center, 2001

Heritage Tourism and Collaborations for Tribal Museums, Ganondagan State Historic Site, 1998

Box 3

Fundraising and Museum Management for Tribal Museums, 1998
Curatorial Methods: Documenting and Caring for Cultural Materials in American Indian Communities, 1994 (3 folders)

Collections Management for Tribal Cultural Facilities, 1991 (2 folders)

Native Museums and Economic Development, Pendleton, Oregon, 2004

Skills and Strategies for Managing Tribal Archives, 1991 (3 folders)

Native Museums and Language Preservation, 2005 (2 folders)

Exhibitions and Research: Story and Substance, 2000

Final report, handouts, participant list, agenda for Repatriation workshop, 1995

Final report, handouts, participant list, agenda for Repatriation workshop - NMAI, National Museum of Natural History (NMNH), and the Keepers of the Treasures, 1994

Research methods workshop, 1993

Museum Training Summer Institute, 1993

Final report - Repatriation workshop, August 1993

Cultural Resources Center (CRC) Visitor/Tour information, 2003 (2 folders)

CRC Visitor/Tour Information, 2003 (2 folders)

CRC Visitor/Tour Information, 2002 (2 folders)

Box 4

CRC Visitor/Tour Information, 2001 (2 folders)

CRC Visitors Reports, 2000-2003

Cultural tourism, 1996-2006 (3 folders)


Training courses, 1998-1999 (2 folders)

American Indian Training Needs Assessment, 1996

Indians in non-Indian museums, 1990-2000

Native people of interest, 1995-2000

American Indians with doctorate degrees, 1978-1998

Joanne Shenandoah

James Luna
Repatriation information, 1984-1999 (2 folders)

Traditional Care Working Group, 1999-2000

Repatriation workshop, 1995

NMAI/NMNH Repatriation collaboration notes, 1994

Introduction to Archival Research, 1995

Traditional artist program, 1997-1998

Wordcraft collaboration poetry book, 1997-2001 (2 folders)

Wordcraft collaboration poetry book - Accepted poems, 1998


Wordcraft collaboration poetry book - List of participating schools

Developing Collection Plans workshop, 1998

Box 5

American Indian Origins Forum - George Gustav Heye Center (GGHC) - Core file, 1999-2000 (includes electronic records)

American Indian Origins Forum - GGHC - Background information, 1996-2000


American Indian Origins Forum - GGHC - W. Richard West remarks, 1999

American Indian Origins Forum - GGHC - Transcript - Closing remarks, question and answer, and discussions, 2000

American Indian Origins Forum - GGHC - Publication, 2000


American Indian Origins Forum - GGHC - Publication - Chapter 1, 2000


American Indian Origins Forum - GGHC - Publication - Chapter 6, 2000

American Indian Origins Forum - GGHC - Publication - Chapter 7, 2000

American Indian Origins Forum - GGHC - Publication - Chapter 8, 1999-2000 (includes electronic records)

Early Training Program Reports, 1995-1998
Building Museum Collections, 1992 (3 folders)

Preservation and Collections Methods: A workshop for American Indian Museums and Cultural Centers, 2002 (2 folders)

Caring for Native Collections in Small Museums, Anchorage, Alaska, 2004 (2 folders)

Contaminated Cultural Materials in Museum Collections Workshop, 2000

Introduction to Collection's Care workshop for Native Museums and Cultural Centers, 2006 (3 folders)

Museums and Native People: Audience, Community and Collaboration Workshop, Catawba, South Carolina, 2002

Exhibition Production Techniques for Tribal Cultural Facilities, 1991

Mission and Governance: Planning for Tribal Cultural Facilities, 1991 (Folder 1 of 2)

Box 6

Mission and Governance: Planning for Tribal Cultural Facilities, 1991 (Folder 2 of 2)

Tribal Museum Directory, 1997 (3 folders)

Museums and Native People: Audience, Community and Collaboration, Alutiiq Museum, Kodiak, Alaska, 1999

Museums and Native People: Audience, Community and Collaboration, Lac du Flambeau, Wisconsin, 2000


Cultural Facilities and American Indian Communities, 1993 (2 folders)

Exhibitions Development for Tribal Museums, Ah-Tah-Thi-Ki Museum, 1999

Conservation Care of American Indian Cultural Objects, 1998

Developing and Managing a Museum Store: A Workshop for Tribal Museums, 1995

Mission and Governance: How to Start Planning for a Museum, Pablo, Montana, 1992 (2 folders)

Developing and Managing Living History Programs: A Workshop for Tribal Museums, 1995

Organizing and Caring for Photograph Collections, Oakland, California, 1993 (2 folders)
Facilities Planning, Ak-Chin Him-Dak Indian Community, Maricopa, Arizona, 1992 (2 folders)

Basic Collections Care for Tribal Centers, Mills Lac Indian Museum, Onamia, Minnesota, 1997

Managing a Small Museum, San Carlos Apache Cultural Center, Peridot, Arizona, 1997


Box 7

Planning and Managing Museums for Public Audiences, Mashantucket, Connecticut, 1996

Telling Your Story: Small Exhibits for Tribal Museums, Anadarko, Oklahoma, 1994 (3 folders)

Starting a Tribal Museum (Living Homes for Cultural Expression publication), 1998-2000

Starting a Tribal Museum (Living Homes for Cultural Expression publication) - Essays, 2000-2002

Museums in Mexico for inclusion in Living Homes for Cultural Expression publication, 2005-2006

Starting a Tribal Museum (Living Homes for Cultural Expression publication) - Online, 2003-2006 (includes electronic records)

Visiting Professional - Ranti Sami Chuma Pinguil, 2005

Visiting Professional - John Standingdeer, 2005-2006

Visiting Professionals - Antonia Miranda Ayerbe and Patricia Lazo, 2005-2006

Visiting Professionals - Solange Santander, Patricia Ayala, and Cristian Alegra, Santiago, Chile; 2004-2006

Visiting Professionals - Macarena Oviedo, Guadalupe Anza, and Jimena Cruz, San Pedro de Atacam, Chile; 2005

Visiting Professional - Avione Carvalho Brandao, Brazil, 2007

Visiting Professional - Jenny Callenaupa Huarhua, Peru, 2007

Visiting Professionals - Kuna culture, Panama, 2001-2002

Visiting Professionals - Participant list, 1997-2007

Technical Assistance Visit - Yurok Tribe of Northern California, 2004
Technical Assistance in Collections Management - Museum at Warm Springs, Warm Springs, Oregon, 2002

Repatriation seminar - Ponca City, Oklahoma, 2003

Exhibit Renewal Workshop, Mashantucket Pequot Museum and Research Center, 2008 (2 folders)


Summary of Hopi-Maya Exchange, 2001

Indigenous Geography, 2001

Indigenous Geography - Guatemala, 2000-2002 (2 folders)

Latin American Indigenous Leaders List, 1994

Hawaii, 1995

Hoopa, California, 2000

Hopi Foundation, 1997-1998

Jamaica, 2000

Our Universes Exhibition Planning, 1998-2002 (2 folders)

Proposal - Repatriation workshop, September 1996

Introduction to Archival Research, 1997-1998

Box 8

Final report - Introduction to Archival Research, June 3-8, 1996

Final report - Smithsonian Institution 150th Anniversary Celebration - NMAI presentation, 1996

Cultural Objects: Care and Repatriation, Heard Museum, 1996

Correspondence, 1995-1996 (2 folders)

Native American Museums Program - Master Documents, 1984-1989

American Indian Museum Studies (AIMS) - Program planning, 1993

Survey of Training Needs for Tribal Museums, Cultural Centers and Archives, 1992

Letters supporting AIMS, 1996-1998

AIMS initiatives, 1993

Justifications for Retaining Native American Museum Staff Training in the Office of Museum Programs, 1990
AIMS Programs - Year end report, 1991-1992

Final report - Youth Interpreters and visiting professionals, 1998

Millennium Roundtable Planning Meeting, 1999-2000

Community Technology Consultations, 2001

"Great Masters of Mexico" exhibition, 2002

Technical consultations, June 2001

Artifacts and Objects: Native Relationships with Museums, Oklahoma Historical Society, 2003

Yup'ik collaboration, 1996-1997


Final Report - Repatriation workshop, Palm Springs, California, February 1995

Introduction to Archival Research, Great Lakes Regional Workshop, 1998

Images and Identity: A Collaboration between NMAI and the Fort Belknap Indian Reservation, 1999

Our Peoples - Project notes, 2000

Our Universes - Project notes, 1999

Preparation theater, 2000-2001

Northwest Coast exhibition, 2000

Strategic planning, 2001-2002

Background information - Museums, Native Americans, Native American Graves Protection and Repatriation Act (NAGPRA), exhibition reviews, and archaeology, 1985-1998 (4 folders)

California Indian Basket Weavers Gathering, 1996

NMAI Research Fellow - Rose Wyaco, 1994-1996


Smithsonian Associates - San Diego, California, July 15, 1994

AASLH Conference - Panel Presentation, September 1994

Mountain Plains Museum Association - Panel presentation, October 1994

American Association of Museums (AAM) - Museum Assessment Programs, 1993
AIMS Newsletter, 1994-2001


Ways of Effectively Addressing Cultural Responsibilities, Native American Museums Program National Workshop, Southwest Museum, Los Angeles, California, 1983

Box 9

Contaminated Collections: Preservation, Access and Use, Shepherdstown, West Virginia, 2001

Collections Management for Tribal Museums, Museum of the Cherokee Indian, 1995

Collections Management II, Warm Springs, Oregon, 1996

Exhibition Production Techniques, 1992

Strategies for Cultural Interpretation and Educational Programming for Tribal Museums and Cultural Centers, 1994