Project Files, 2003-2006

by Smithsonian Institution Archives
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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: Project Files
Dates: 2003-2006
Quantity: 1.5 cu. ft. (1 record storage box) (1 document box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 11-120, Smithsonian Institution, Visitor Information and Associates' Reception Center, Project Files

Use Restriction
Restricted for 15 years, until Jan-01-2022; Transferring office; 5/21/2002 memorandum, Alers to Klein; Contact reference staff for details.

Descriptive Entry

This accession consists of records created and maintained by Katherine Neill Ridgley, Director, 2002-2010, documenting major projects undertaken by the Visitor Information and Associates' Reception Center. Projects include mobile device tours for the Smithsonian Institution Building and across the Smithsonian Institution as well as the development of visitor services for the new National Museum of the American Indian building. Materials include correspondence, memoranda, specifications, timelines, tour content, floor plans, audio, brochures, publications, and related materials. Materials also include two videotapes about Smithsonian Institution volunteers produced by external organizations. 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:
Museum visitors
Museums -- Public relations.
Smartphones
Visitors' centers
Volunteer workers in museums

Types of Materials:
Audiotapes
Brochures
Compact discs
Electronic records
Floor plans
Manuscripts
Videotapes

Names:
National Museum of the American Indian Building (Washington, D.C.)
Ridgley, Katherine Neill.
Smithsonian Institution
Smithsonian Institution Building (Washington, D.C.)
Container Listing

Box 1

Castle Handheld Tour, 2004-2005 (3 folders) (includes electronic records)

SIguide, 2005-2006 (7 folders) (includes electronic records)

SIguide Content Review Procedures, 2005

Box 2


Smithsonian Volunteers Program for Brazilian Television (VHS)

Video Labeled in Unidentified Asian Language, February 21, 2004 (VHS)