



Smithsonian Institution Archives

## Project Files, 2003-2006

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Smithsonian Institution Archives  
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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>	Project Files
<b>Identifier:</b>	Accession 11-120
<b>Date:</b>	2003-2006
<b>Extent:</b>	1.5 cu. ft. (1 record storage box) (1 document box)
<b>Creator::</b>	Smithsonian Institution. Visitor Information and Associates' Reception Center
<b>Language:</b>	English

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## 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.

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## 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.

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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:

Museum visitors  
Museums -- Public relations

Smartphones  
Tours  
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

- Box 1 of 2                      Castle Handheld Tour, 2004-2005 (3 folders) (includes electronic records)
- Box 1 of 2                      SIguide, 2005-2006 (7 folders) (includes electronic records)
- Box 1 of 2                      SIguide Content Review Procedures, 2005

### Box 2

- Box 2 of 2                      National Museum of the American Indian - Mall Museum Issues, 2003-2005  
(2 folders)
- Box 2 of 2                      Smithsonian Volunteers Program for Brazilian Television (VHS)
- Box 2 of 2                      Video Labeled in Unidentified Asian Language, February 21, 2004 (VHS)