



Smithsonian Institution Archives

Collection Management Records, circa 1954-2006

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Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Collection Management Records
Identifier:	Accession 12-591
Date:	circa 1954-2006
Extent:	1 cu. ft. (1 record storage box)
Creator::	National Museum of Natural History. Office of Education and Outreach
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 12-591, National Museum of Natural History.
Office of Education and Outreach, Collection Management Records

Descriptive Entry

This accession consists of records documenting the management of the Naturalist Center collections, including the acquisition, cataloging, and disposition of objects. The Naturalist Center, 1976-2011, provided hands-on learning experiences for students and adults through the use of study collections. It was located within the museum building until 1995 when it was moved to Leesburg, Virginia. Materials include correspondence, memoranda, floor plans, documentation of cataloging processes, collections care instructions, overviews of collections, and related materials. Materials also include registration forms, authorization letters, and shipping invoices for teachers receiving deaccessioned and non-accessioned objects. Some records were created prior to an object's arrival at the Naturalist Center.

Names and Subject Terms

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

Subjects:

- Museums -- Collection management
- Museums -- Educational aspects
- Natural history museums

Types of Materials:

- Floor plans
- Manuscripts

Names:

National Museum of Natural History (U.S.). Office of Education and Outreach. Naturalist Center

Container Listing

Box 1

Box 1 of 1	Collections Care, 1993-1998
Box 1 of 1	Floor Plan, 1997
Box 1 of 1	Collections Care, 1997-2001
Box 1 of 1	Number of Specimens in the Naturalist Center
Box 1 of 1	Collection Management Policy, 1998-2006
Box 1 of 1	Human Osteology Collection
Box 1 of 1	Anthropology Mural
Box 1 of 1	Insect Collection, 1954-1996
Box 1 of 1	Classification of Living Mollusca, 2000
Box 1 of 1	Crabs, 1974-1988
Box 1 of 1	Invertebrate Tank
Box 1 of 1	Slide Inventory
Box 1 of 1	Wet Specimen Organization
Box 1 of 1	Naturalist Center Audiovisual Collection Inventory
Box 1 of 1	Catalog Number System
Box 1 of 1	List of Audio-Visual Materials
Box 1 of 1	Naturalist Center Library, 1968-1993
Box 1 of 1	Index of Naturalist Center Collections
Box 1 of 1	Master Map Index

Box 1 of 1	Paleobotany
Box 1 of 1	Crab Nodules
Box 1 of 1	Vertebrate Teeth by Abe Sheingorn
Box 1 of 1	Bird Cases
Box 1 of 1	Bird Nest Activity
Box 1 of 1	Mammal Skull Activity
Box 1 of 1	Dog Skeleton Activity
Box 1 of 1	Seal
Box 1 of 1	Pamphlet Files - Table of Contents
Box 1 of 1	Hymenoptera Collection
Box 1 of 1	Junior Natural Science Library, 1968-1970
Box 1 of 1	Teacher Giveaway Forms, 1989-1992 (4 folders)