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Naturalist Center Operation
Manuals, circa 1979-2011

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Naturalist Center Operation Manuals
Identifier:	Accession 12-593
Date:	circa 1979-2011
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 12-593, National Museum of Natural History.
Office of Education and Outreach, Naturalist Center Operation Manuals

Descriptive Entry

This accession consists of records documenting procedures for the operation and management of the Naturalist Center and its collections and equipment. 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 manuals, handbooks, and other procedural documents.

Names and Subject Terms

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

Subjects:

- Museum buildings
- Museums -- Educational aspects
- Science -- Study and teaching

Types of Materials:

- Manuscripts

Names:

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

Container Listing

Box 1

Box 1 of 1	Contents of the Naturalist Center and Operations Manual, September 1979
Box 1 of 1	Naturalist Center Manual, Volume I (3 folders)
Box 1 of 1	Naturalist Center Manual, Volume II (3 folders)
Box 1 of 1	Operations Manual
Box 1 of 1	Naturalist Center Operations, 1979
Box 1 of 1	Removal of Specimens
Box 1 of 1	Using Microscopes
Box 1 of 1	Departmental Contacts, July 1991
Box 1 of 1	Authentications
Box 1 of 1	Special Events - General Information
Box 1 of 1	Acquisitions and Contributions
Box 1 of 1	Use of Collections
Box 1 of 1	Procedures
Box 1 of 1	Identifying Plant Specimens
Box 1 of 1	Docent Handbook and Operations Manual
Box 1 of 1	Docent Handbook and Operations Manual - Telephones
Box 1 of 1	Docent Handbook and Operations Manual - Security
Box 1 of 1	Docent Handbook and Operations Manual - Wireless
Box 1 of 1	Docent Handbook and Operations Manual - Collections

- Box 1 of 1 Docent Handbook and Operations Manual - Library
- Box 1 of 1 Docent Handbook and Operations Manual - Handbook
- Box 1 of 1 Docent Handbook and Operations Manual - Requests for Assistance
- Box 1 of 1 Docent Handbook and Operations Manual - School Group Programs
- Box 1 of 1 Docent Handbook and Operations Manual - Teacher's Notes for Unknowns, Speciation, and Adaptations
- Box 1 of 1 Docent Handbook and Operations Manual - Snow Policy
- Box 1 of 1 Naturalist Center Operations, March 1996
- Box 1 of 1 Naturalist Center Operations, September 1979
- Box 1 of 1 Naturalist Center Docent Handbook - Identification, Badge Procedures, Smithsonian Institution Volunteer Standards of Conduct, Equal Employment Opportunity Procedures, 2011
- Box 1 of 1 Naturalist Center Docent Handbook and Operations Manual, 2006
- Box 1 of 1 Request for Technical Assistance Procedures
- Box 1 of 1 How to Find Specimens, c. 2008 (Accession 13-139)