



Smithsonian Institution Archives

## Publications, 2005-2011

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## Collection Overview

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| <b>Repository:</b> | Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a> |
| <b>Title:</b>      | Publications   |
| <b>Identifier:</b> | Accession 13-209   |
| <b>Date:</b>       | 2005-2011  |
| <b>Extent:</b>     | 1 cu. ft. (1 record storage 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 13-209, Smithsonian Institution, Visitor Information and Associates' Reception Center, Publications

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## Descriptive Entry

This accession consists of publications created by the Visitor Information and Associates' Reception Center for distribution to volunteers and to the public as well as signage for the Smithsonian Institution on the National Mall and for the information and membership desks in the various museums. Materials include applications, forms, brochures, scaled-down printouts of signage, flyers, badges, greeting cards, pamphlets, handbooks, invitations, handouts, and maps.

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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 publications
- Museums -- Public relations
- Visitors' centers

### Types of Materials:

- Brochures
- Manuscripts
- Pamphlets

Names:

Smithsonian Institution

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## Container Listing

### Box 1

- Box 1 of 1      Application - Behind-the-Scenes Volunteer Program (BVP): General and Registration, 2006-2008 (3 folders)
- Box 1 of 1      Application - Volunteer Information Specialist, 2006-2009 (4 folders)
- Box 1 of 1      Cards - Thank you, Sympathy, Get Well, 2011
- Box 1 of 1      Castle and Beyond, 2005, 2008, 2010 (3 folders)
- Box 1 of 1      Castle/Smithsonian Brochure, 2005, 2007-2010 (5 folders)
- Box 1 of 1      Castle Tour Insert, 2007
- Box 1 of 1      Castle Tour Pass, 2007-2009 (2 folders)
- Box 1 of 1      Certificate of Appreciation, 2007, 2008, 2010 (3 folders)
- Box 1 of 1      Handbook for Behind-the-Scenes Volunteers, 2008
- Box 1 of 1      Handbook for Volunteer Information Specialists, 2006
- Box 1 of 1      Information Signs: Mall and Reynolds Center, Summer and Fall/Winter, 2006-2010 (3 folders)
- Box 1 of 1      Information Signs: Mall and Reynolds Center, Year-round, 2011
- Box 1 of 1      Invitation - BVP Annual Appreciation Night, 2005-2008, 2010-2011 (6 folders)
- Box 1 of 1      Invitation - Castle Docent Appreciation, 2005-2010 (6 folders)
- Box 1 of 1      Invitation - Visitor Information Unit (VIU) Annual Appreciation Events, 2005-2010 (6 folders)
- Box 1 of 1      Kid Tips, 2005, 2006, 2009, 2010 (4 folders)
- Box 1 of 1      Lincoln at 200 - Itinerary Flyers, November 2008-April 2010 Editions
- Box 1 of 1      Maps - Accessibility, 2006, 2008, 2011 (3 folders)

- Box 1 of 1 Maps - Anacostia and Directions, 2005-2006
- Box 1 of 1 Maps - National Mall, 2006-2010 (6 folders)
- Box 1 of 1 Maps -National Mall Map Pad, 2006, 2008, 2009, 2011 (4 folders)
- Box 1 of 1 Maps - Office of Human Resources (to Victor Building), 2008, 2010 (2 folders)
- Box 1 of 1 Maps - Parking, 2006, 2008, 2010, 2011 (4 folders)
- Box 1 of 1 Membership - Smithsonian Membership Brochure, 2005
- Box 1 of 1 Metro/Smithsonian Institution Brochure, 2005-2006 (2 folders)
- Box 1 of 1 Opportunities for Volunteer Service, 2008
- Box 1 of 1 Planning Your Smithsonian Visit, 2008, 2010 (2 folders)
- Box 1 of 1 "Race" Exhibition Flyer, June-December 2011
- Box 1 of 1 Recruitment Flyer, 2005, 2006
- Box 1 of 1 Recruitment Flyer - BVP and Volunteer Information Specialist Program Back-to-back, 2010 (3 folders)
- Box 1 of 1 Service Award Cards - BVP, 2007
- Box 1 of 1 Signs - Tabletop: Smithsonian Institution Objects and Volunteer, 2010
- Box 1 of 1 Smithsonian Information Center Flyer, 2008
- Box 1 of 1 Stationary - Envelopes: #7 for Reception with Post Office Box, 2006
- Box 1 of 1 Visitor Comment Form, 2009
- Box 1 of 1 Welcome Brochure - English Version Reprint, 2009
- Box 1 of 1 Welcome Brochure - English Version, 2010
- Box 1 of 1 Welcome Brochure - Foreign Language Versions (Chinese, French, German, Japanese, Korean, Russian, Spanish), 2010