



Smithsonian Institution Archives

Publications, 1959, 1973-2014

by Smithsonian Institution Archives

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
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Administrative Information

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Descriptive Entry

This accession consists of publications and other materials created by the Office of Visitor Services 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. The office was known as the Visitor Information and Associates' Reception Center (VIARC) through the end of 2011. Records include forms, applications, brochures, flyers, reply cards, invitations, handbooks, photographs of signage, small signs, badges, greeting cards, bookmarks, floor plans, pamphlets, maps, press kits, newsletters, volunteer service pins, lanyards, and orientation videos. Supporting and administrative documentation is included with some publications, including correspondence, memoranda, original images, graphics, awards, blueprints, design files, and related materials. 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:

Guide to the Nation's Capital and the Smithsonian Institution (Serial)
Museum publications.
Museums -- Public relations.
The Castle and Beyond (Serial)
The Info Special (Serial)
Visitors' centers

Types of Materials:

Architectural drawings
Artifacts
Black-and-white negatives
Black-and-white photographs
Brochures
Color negatives
Color photographs
Color transparencies
Compact discs
Electronic records
Ephemera
Floor plans
Floppy disks
Manuscripts
Maps
Newsletters
Pamphlets
Videotapes

Names:

Smithsonian Institution
Smithsonian Institution. Visitor Information and Associates' Reception Center.

Container Listing

Box 1

App Cards - Mobile, 2013

Application, Behind-the-Scenes Volunteer Program (BVP) - Bilingual Translation, March 2001

Application, BVP - Written Translation Services Request Form, January 2004

Application, BVP - Oral Translation Form, September 2005

Application, BVP - General Application, FY 2009

Application - Intern Registration, May and December 1987 (no samples for 1985, 1988, and 1989 printings - discontinued after 1989)

Application - Intern Exit Clearance, April 1986 (no samples for 1988 and 1989 printings - discontinued after 1989)

Application - Volunteer Information Specialist, Fall 1992

"At-A-Glance" Brochure - Business Reply Card, October 1985

"At-A-Glance" Brochure - Business Reply Card, October 1988 (with comments)

"At-A-Glance" Brochure - Business Reply Card, February 1991 (with comments)

"At-A-Glance" Brochure - Business Reply Card, May 1995 (with 150th logo and comments)

"At-A-Glance" Brochure - Business Reply Card, November 1998 (with new logo and comments)

"At-A-Glance" Brochure - Business Reply Card, October 1999 (with comments)

"At-A-Glance" Brochure - Business Reply Card, July 2000 (change in return address)

"At-A-Glance" Brochure - Business Reply Card, June 2001 (with comments)

"At-A-Glance" Brochure, 1981 (first printing - 1 color)

"At-A-Glance" Brochure, April 1985 (first printing in 4 colors)

"At-A-Glance" English, 2002 (did not reprint June 2002 memorandum - used central Office of Public Affairs' "Welcome" brochure)

Awards - PIA Printing (Printing Industries of America, Inc.), 1985

Awards - Blue Pencil (Honorable Mention for "Planning Your Smithsonian Visit"), 1988

Badges, Foreign Language (I speak...) - Sign Language, French, German, Italian, Spanish, August 1989

Badges, Foreign Language (I speak...) - Dutch and Hungarian, FY 1989

Badges, Foreign Language (I speak...) - Japanese, August 1992

Badges, Foreign Language (I speak...) - Korean, Chinese, and Russian, May 1996

Badges, Foreign Language (I speak...) - Japanese (new version), June 1997

Badges, Foreign Language (I speak...) - Chinese and Russian, February 2000

Badges, Foreign Language (I speak...), New Format - InDesign, List of Background Colors, 2008

Badges, Foreign Language (I speak...), New Format - Dutch, French, Hungarian, Spanish, January 2008

Badges, Foreign Language (I speak...), New Format - Chinese, Japanese, Korean, Brazilian-Portuguese, Russian, Taiwanese, and Chinese-Japanese-Taiwanese Combination, June 2011

Badges for Staff and Volunteers, FY 1982, FY 1984, FY 1987, and FY 1989 (samples not dated but all were similar to FY 1985)

Badges for Staff and Volunteers, July 2001 (with new logo)

Badges for Volunteers, November 2007 (3 color reprint)

Bookmarks, 1985 (discontinued)

Cards Sent to Volunteers - Sympathy, November 2004

Cards Sent to Volunteers - Get Well and Thank You, December 2005

Cards Sent to Volunteers - Get Well, Thank You, and Sympathy, April 2012 (with new images and new office name)

"Castle and Beyond" (Historical) - Initial Drafts, 1975-1976

"Castle and Beyond" (Historical) - Text, 1976

"Castle and Beyond" (Historical) - Specifications and Costs (Cherry Doyle), 1976-1977

"Castle and Beyond" (Historical) - Edited, 1978-1982

"Castle and Beyond" (Historical) - Edited, June 1979

"Castle and Beyond," October 1980

"Castle and Beyond," August 1982
"Castle and Beyond," August 1985
"Castle and Beyond," August 1985a
"Castle and Beyond," September 1987
"Castle and Beyond," August 1988
"Castle and Beyond," August 1990
"Castle and Beyond," September 1992
"Castle and Beyond," June 1993
"Castle and Beyond," August 1994
"Castle and Beyond," June 1996
"Castle and Beyond," September 1997
"Castle and Beyond," September 1999
"Castle and Beyond," September 2002
"Castle and Beyond," October 2004
"Castle and Beyond," August 2005
"Castle and Beyond," July 2008
"Castle and Beyond," August 2010
"Castle and Beyond" - Black and White Photographs for 1996 Issue
Castle Docent Tour Pass, Badge, Insert, and Flyers, February 2013 (new format)
Castle Docent - Dick Evans Plaque, August 2013
Castle/Smithsonian Brochure, December 2012 (reprinted May 2013)
Castle Stamp, Passport, FY 1997 (with old sunburst)
Castle Stamp, Passport, April 2003 (with no sunburst)
Castle Stamp, Passport, July 2010
Certificate of Appreciation for Volunteers, 1959, FY 1984, FY 1986, FY 1988, FY 1989
Certificate of Appreciation for Volunteers, FY 1993 (reprint of FY 1991)
Certificate of Appreciation for VIARC, July 2005

Court, The - Promoted for National Associate Members (closed September 26, 1996 - discontinued)

Dining Facilities at the Smithsonian - Signs, late 1998-early 2000 (discontinued - replaced with Food Services signs)

"Discovering the Smithsonian" (Rubies Rocks Railroads) Group Orientation Flyer, January 1984 (includes original artwork)

"Does the Mail Get You Down?," FY 1982

Enrichment Training Evaluation Card, January 1997, July 1997, September 2000, January 2003 (name changed to ET Activity Card), October 2009 (reprinted)

Floor Plan - Arts and Industries Building, FY 1976

Floor Plan, Foreign Language - National Museum of American History (NMAH) in French and National Museum of Natural History (NMNH) in Spanish, FY 1986-FY 1987 (no samples available for National Air and Space Museum)

Floor Plan, Foreign Language - National Air and Space Museum (NASM) in Spanish and Japanese, FY 1992

Folder with Smithsonian Design, April and December 2012

Foreign Language Brochure Available Order Form, October 1998

Foreign Language Brochure Available Order Form, November 2001

"Guide and Map" - English, 2014 (Accession 14-286)

"A Guide for Groups" Foreign Language Flyer, August 2005

"A Guide for Groups" Foreign Language Flyer, December 2005, March 2006, July 2006

"A Guide for Groups" Foreign Language Flyer, December 2006, April 2007, July 2007

"A Guide for Groups" Foreign Language Flyer, December 2007, April 2008, July 2008

"A Guide for Groups" Foreign Language Flyer, December 2008, April 2009, July 2009

"A Guide for Groups" Foreign Language Flyer, December 2009, April 2010, July 2010 (went online - printed versions obsolete)

Handbook for Volunteer Information Specialists, FY 1988

Box 2

Handbook for Volunteers Working Behind-the-Scenes, July 2008

Information Car, Mobile - Design, 1984-1987

Information Desk Plexiglas Covers - Sackler, October 1988; Freer, October 1989; Arts and Industries Building, February 2000

Information Desk Plexiglas Covers - Smithsonian Information Center (SIC) and Membership Desk, August 14, 2003

Information Desk Plexiglas Brochure Holder Designs and Specifications - for Information Resources Division (IRD) and Central Phones, April 1988; for Hirshhorn Museum and Sculpture Garden (HMSG), FY 1999; for Castle and NMNH, November 1999; for museums, September 2003

Information Signs (New Wayfinding Signs) - Changes Made to Graphic Files, Summer Text, September 2003 (new design/format)

Information Signs (New Wayfinding Signs) - Changes to Graphic Files, Summer Text, February 2004 (new design/format)

Information Signs (New Wayfinding Signs) - Summer Panels, June 2004 (contract with Creative Dimensions)

Information Signs (New Wayfinding Signs) - Fall Panels, September 2004 (contract with Creative Dimensions)

Information Signs (New Wayfinding Signs) - Summer Panels, May 2005

Information Signs (New Wayfinding Signs) - Fall/Winter Panels, September 2005

Information Signs (New Wayfinding Signs) - Summer Panels, May 2005

Information Signs (New Wayfinding Signs) - Fall/Winter Panels, September 2005

Information Signs (New Wayfinding Signs) - Summer Panels, May 2006

Information Signs (New Wayfinding Signs) - Changes to Text and Map for New Reynolds Center Signs, December 2006 (includes electronic records)

Information Signs (New Wayfinding Signs) - Fall/Winter Panels, September 2006

Information Signs (New Wayfinding Signs) - Summer Panels (Mall), May 2007

Information Signs (New Wayfinding Signs) - Summer Panels (Reynolds Center), May 2007

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Mall), September 2007

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Reynolds Center), September 2007

Information Signs (New Wayfinding Signs) - Summer Panels (Mall), May 2008

Information Signs (New Wayfinding Signs) - Summer Panels (Reynolds Center), May 2008

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Mall), September 2008

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Reynolds Center), September 2008

Information Signs (New Wayfinding Signs) - Summer Panels (Reynolds Center), May 2009

Information Signs (New Wayfinding Signs) - Summer Panels (Mall), May 2009

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Reynolds Center), September 2009

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Mall), September 2009

Information Signs (New Wayfinding Signs) - Summer Panels (Mall), May 2010

Information Signs (New Wayfinding Signs) - Summer Panels (Reynolds Center), May 2010

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Mall), September 2010

Information Signs (New Wayfinding Signs) - Fall/Winter Panels (Reynolds Center), September 2010

Information Signs (New Wayfinding Signs) - Year-round Panels (Mall and Reynolds Center), May 2011

"Info Special," Index, 1984-1997 (last printed March 2002)

"Info Special," Volume 1, Number 1, Winter 1984 (first printed)

"Info Special," Volume 1, Number 2, Spring 1985

"Info Special," Volume 1, Number 3, Summer 1985

"Info Special," Volume 2, Number 1, Winter 1985-1986

"Info Special," Volume 2, Number 2, Spring/Summer 1986

"Info Special," Volume 2, Number 3, Winter 1986

"Info Special," Volume 3, Number 1, Spring 1987

"Info Special," Volume 3, Number 2, Fall 1987

"Info Special," Volume 3, Number 3, Winter 1987

"Info Special," Volume 4, Number 1, Fall 1988

"Info Special," Volume 1, Number 1, Summer, June 1991 (includes original images)

"Info Special," Volume 1, Number 2, Fall, September 1991

"Info Special," Volume 2, Number 1, Winter, January 1992

"Info Special," Volume 2, Number 2, Spring, March 1992 (includes original images)

"Info Special," Volume 2, Number 3, Summer, June 1992 (includes original images)

"Info Special," Volume 2, Number 4, Fall, September 1992 (includes original images)

"Info Special," Volume 3, Number 1, Winter, January 1993

"Info Special," Volume 3, Number 2, Spring, March 1993 (includes original images)

"Info Special," Volume 3, Number 3, Summer, June 1993 (includes original images)

"Info Special," Volume 3, Number 4, Fall, September 1993

"Info Special," Volume 4, Number 1, Spring, March 1994 (includes original images)

"Info Special," Volume 4, Number 2, Summer, June 1994 (includes original images)

"Info Special," Volume 4, Number 3, Fall, September 1994

"Info Special," Volume 5, Number 1, Winter, January 1995 (includes original images)

"Info Special," Extra, Volume 5, Number 2, April 1995 (includes original images)

"Info Special," Volume 5, Number 3, Summer, June 1995 (includes original images)

"Info Special," Volume 5, Number 4, Fall, September 1995 (includes original images)

"Info Special," Volume 6, Number 1, Spring, March 1996 (includes original images)

"Info Special," Volume 6, Number 2, Summer, June 1996 (includes original images)

"Info Special," Volume 6, Number 3, Fall, September 1996 (includes original images)

"Info Special," Extra, Volume 6, Number 4, November 1996

"Info Special," Volume 6, Number 5, Winter, December 1996 (includes original images)

"Info Special," Extra, Volume 7, Number 1, January 1997

"Info Special," Volume 7, Number 2, Spring 1997

"Info Special," Extra, Volume 7, Number 3, April 1997

"Info Special," Volume 7, Number 4, Summer, June 1997

"Info Special," Volume 7, Number 5, Fall, September 1997

"Info Special," Volume 8, Number 1, Winter, January 1998

"Info Special," Volume 8, Number 2, Spring, March 1998

"Info Special," Volume 8, Number 3, Summer, June 1998

"Info Special," Volume 8, Number 4, Fall, September 1998 (with new logo)

"Info Special," Extra, Volume 8, Number 5, November 1998

"Info Special," Volume 9, Number 1, Winter, January 1999

"Info Special," Volume 9, Number 2, Spring, March 1999

"Info Special," Extra, Volume 9, Number 3, April 1999

"Info Special," Extra, Volume 9, Number 3, Summer 1999

"Info Special," Volume 9, Number 4, Fall, September 1999

"Info Special," Volume 9, Number 5, Winter, December 1999

"Info Special," Volume 10, Number 1, March 2000

"Info Special," Extra, Volume 10, Number 2, April 2000

"Info Special," Volume 10, Number 3, June 2000

"Info Special," Volume 10, Number 4, September 2000

"Info Special," Volume 10, Number 5, December 2000

"Info Special," Extra, Volume 11, Number 1, January 2001

"Info Special," Volume 11, Number 2, March 2001

"Info Special," Extra, Volume 11, Number 3, April 2001

"Info Special," Volume 11, Number 4, June 2001

"Info Special," Volume 11, Number 5, September 2001

"Info Special," Volume 11, Number 6, December 2001

"Info Special," Extra, Volume 12, Number 1, January 2002

"Info Special," Volume 12, Number 2, March 2002 (last printed - discontinued)

Invitation - Smithsonian Information Center Preview, November 4, 1989 (opened November 15, 1989)

Invitation - Anytime Weekend Castle Tour, 1983 (first mockup)-1991, 1997 (program discontinued December 1997 - replaced with Castle Tour Pass)

Invitation - BVP Annual Appreciation Event, 1987, 1991, 2013

Kids Tips, FY 1995, FY 1999 (first produced by VIARC in 1995 - previously produced by central Office of Public Affairs)

Kids Tips, July 2012 (with new format and in color)

Lanyards for Volunteers, December 1997 (with sunburst, 4 color choices)

Lanyards for Volunteers, April 1999 (without sunburst, 3 color choices)

Lanyards for Volunteers, December 2001 (with sunburst, various colors - reprinted June 2004, September 2007, February 2008, August 2009)

Lanyards for Volunteers, April 2013 (with sunburst, 2 colors, new office name, tagline)

Magnets (Volunteer Appreciation Item), FY 1996

Magnets (Volunteer Appreciation Item), FY 1998 (with new logo - discontinued 2003)

Maps, 3-Dimensional Federal City Models - Repair/Refurbish Wood Structures, September 21, 2005 (1 of 2 models dismantled December 13, 2005)

Maps, Accessibility, May 1985

Maps, Accessibility, August 1991, November 1993

Maps, Accessibility, November 2004

Maps, Accessibility, August 2010 (added "and culture" to National Museum of African American History and Culture, added another access symbol to NASM)

Maps, Accessibility, June 2011 (new format, color, added paved walkway) and FY 2013 (revised into one page)

Maps, Beltway/Regional, 1984 (includes original artwork)

Maps, Beltway/Regional, 1998 (includes original artwork)

Box 3

Maps, DC Circulator, March 2009 (extended purple line, new blue and green lines - discontinued)

Maps, L'Enfant - To Smithsonian Personnel, FY 1992

Maps, Mall for Children - FY 1983 (obsolete)

Maps, Merchant, October 1990 (printed once)

Maps, Parking, March 1998 (includes original artwork)

Maps, National Mall, 1984-1985 (new improved map by Smithsonian Press)

Maps, National Mall, 1986-1987 (new concept for Mall map)

Maps, National Mall, 1987 (printed in "Where" April 1987 magazine)

Maps, National Mall, 1992-1993 (new digital versions)

Maps, National Mall, November 2001 (Currents - volunteer test for January 2002)

Maps, National Mall, September 2003, May 2004, December 2004 (added National Museum of the American Indian Building and Udvar-Hazy Center)

Maps, National Mall, April 2012 (added new office name)

Maps, National Mall Map Pad, August 2002 (first produced - insert for "My Smithsonian")

Maps, National Mall Map Pad, June 2004 (new phone number)

Maps, National Mall Map Pad, August 2012 (discontinued)

Maps, National Park Service Directory, 1989-1990

Maps, Office of Human Resources, October 2000 (reprinted October 2001, June 2002)

Maps, Office of Human Resources, November 2005, March 2006 (to Victor Building, in color)

Maps, Office of Human Resources, January 2007 (to Victor Building)

Maps, Office of Human Resources, August 2012 (to Victor Building)

Maps, Parking, August 2005

Maps, Parking, August 2011, February 2013 (online only)

Maps, Tactile Braille Display, December 2010

Maps, Research and Old Copies, prior to 1990

Maps, Udvar-Hazy Center, November 2003 (discontinued)

Membership Banners, Installed (first created 1997)

Membership Banners, Installed, November 2001 (includes digital files and images - discontinued early 2003) (included electronic records)

Membership Cards (Temporary) for National Air and Space Associates, FY 1986-FY 1987 (discontinued after 1987)

Membership, Change of Address Card Insert, 1985

Membership, Dining - 10% Discount Slip, September 2001 (discontinued)

Membership, Display Bins for National Air and Space Associates, FY 1986 (produced once)

Membership Pylon - Materials from Initial Fabrication, 1989

Membership Pylon - Materials given to Office of Exhibits Central, FY 2000 (includes electronic records)

Membership Pylon - Drafts, Changes, Final Copy, August 2001

Membership Pylon, December 2004 (discontinued December 13, 2005)

Membership, A Gift for All Seasons, FY 1985, FY 1987, FY 1988 (discontinued)

Membership, Smithsonian Membership Brochure, before 1983 (first started - includes background materials)

Metro/Smithsonian Brochure, FY 1993 (first started - includes background materials)

Metro/Smithsonian Brochure, May 2007 (did not print, discontinued)

Mollusks Cover Art - Used for Public Inquiry Mail Service (PIMS) Preprint, FY 1998 (scanned)

National Museum of the American Indian (NMAI) Building Footprint, Summer 1999

NMNH IMAX Flyer for Tourism, FY 2000 (discontinued)

"Opportunities for Volunteer Service" Booklet, prior to 1996 (includes original images)

"Orientation Program for Groups" Brochure, November 1979, August 1980, October 1981, August 1983, January 1984 with insert for young visitors (replaced with theater orientation video after 1984)

Patron Register for SIC, FY 1987, FY 1990

"Planning Your Smithsonian Visit" Booklet, January 1980 (first printed - printed in-house by Herman Thompson in Duplicating - includes copy of "Information for Handicapped Visitors" printed in November 1979)

"Planning Your Smithsonian Visit" Booklet, prior to 1994 (includes original artwork for cover and clip art used)

"Planning Your Smithsonian Visit" Booklet, February 1984 (includes first memorandum to request Metro funding to print Metrorail map)

Press Kit, March 1984 (first printed - includes costs and backup materials - reprinted September 1991)

Pylons (10 Outdoor Wayfinding Signs) - First Time Text, FY 1988

Pylons (10 Outdoor Wayfinding Signs) - Footprints and Structure-related Items, Slide Sets, Mock-up of Silkscreen Pylons, FY 1988, FY 1989, FY 1992

Pylons (10 Outdoor Wayfinding Signs) - Outdoor Information (more background information), FY 1989-FY 1990

Pylons (10 Outdoor Wayfinding Signs) - You Are Here Arrows, FY 1988

Pylons (10 Outdoor Wayfinding Signs) - Ink Chip (selected burgundy automotive paint), January 1991

Pylons (10 Outdoor Wayfinding Signs) - Screw Problem/Research (resolved with new sliding down sides design, 1999), FY 1991-FY 1992

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1991

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1992

Pylons (10 Outdoor Wayfinding Signs) - Maps (first time digitized - created on computer by Pollard), April 1993

Pylons (10 Outdoor Wayfinding Signs) - Text Size on Computer (placed on computer by General Type), April 1993

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours (plus new weights), FY 1993

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1994 (includes electronic records)

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours (includes 150th logo), FY 1995

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours (includes 150th logo), FY 1996

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1997

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1998

Pylons (10 Outdoor Wayfinding Signs) - Rusty Metal Weights (had them coated with sealant), January 1999

Pylons (10 Outdoor Wayfinding Signs) - Polaroid Shots, 1998

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 1999

Pylons (10 Outdoor Wayfinding Signs) - Prototype and Modifications (slide panels down channels instead of using screws), FY 1997-FY 1999

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 2000

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, September 2001

Pylons (10 Outdoor Wayfinding Signs) - Fall and Summer Text/Hours, FY 2002

Pylons (10 Outdoor Wayfinding Signs) - Summer Version Only (replaced by new Information Signs in July 2004), May 2004

Quadrangle Floor Plan Brochure, September 1987 (first printed - includes background materials)

Quadrangle Floor Plan Brochure, November 1987

Box 4

Quadrangle Floor Plan Brochure, December 1988 (last printed - enlarged - discontinued)

"A Quick Guide," March 1997 (first printed), July 1998 (with new logo), June 1999, January 2000, December 2000 (last printed - discontinued) (includes background materials)

Recruitment - Ad, 1995-1996 (discontinued)

Recruitment Bookmarks, April 2012

Recruitment End-panel Graphics in Information Signs, FY 2004 (first time - 2 panels, each with 3 different faces)

Recruitment End-panel Graphics in Information Signs, FY 2012 (2 panels, each with 3 volunteers in action)

Recruitment End-panel Graphics Poster, FY 2005 (poster/panel with 3 different faces placed in Great Hall) (includes electronic records)

Recruitment Flyer, September 1998 (discontinued - reissued August 2005)

Recruitment Flyer, May 2008 (Behind-the-Scenes Volunteer Information and Volunteer Information Specialist reprint)

Recruitment Flyer, June 2010

Recruitment Pens, February 2013

Recruitment Sign - Tabletop Banner, 2010 (volunteer images in action photographs in retractable stand)

Service Award Cards - BVP Volunteers and Castle Docents, November 1995 (digital version)

Service Award Cards - BVP Volunteers and Castle Docents, April 1999 (with new logo)

Service Award Cards - BVP Volunteers and Castle Docents, October 2003

Service Award Pins for Volunteer and Docents with New Logo - Samples, prior to 2000 (old logo)

Service Award Pins for Volunteer and Docents with New Logo - Samples, FY 1999 and FY 2000

Service Award Pins for Volunteer and Docents with New Logo - Pins, June 2000 (with new logo - includes background materials)

Signs - Accessible Entrance, FY 1999-FY 2000 (includes metal "Welcome to SIC" sign)

Signs - Alternative Format, May 2005

Signs - Braille and Large Print for Theaters, September 1998

Signs - Castle Docent Tours, FY 1995 (metal)

Signs - Castle Docent Tours, FY 1998 (metal)

Signs - Castle Docent Tours in Spanish, September 2001 (in Spanish text)

Signs - Castle Exterior Tour, November 1996

Signs - Commission of Fine Arts Letter re: Signage, July 1994

Signs - Do Not Lean on Plexiglas Tent Sign and Complimentary Copies of "Smithsonian" Magazine Sign, FY 1997, FY 1998

Signs - Exterior Graphic Information System, FY 1987 (never approved)

Signs - Extended Hours, FY 1988 (obsolete)

Signs - Film Times for NASM and NMNH, November 2001 (template - obsolete)

Signs - Foreign Language Brochures Available, late 1980s (metal)

Signs - Foreign Language Brochures Available, June 1997 (metal)

Signs - Foreign Language Brochures Available, FY 1998 (paper)

Signs - Foreign Language Brochures Available, May 2002 (added Russian translation)

Signs - Foreign Language Brochures Available, October 2002 (added Portuguese translation)

Signs - Foreign Language Brochures Available, March 2007 and May 2011

Signs - Gray-color with Water Fountain Symbol, FY 2010 (refurbish)

Signs - Information Desk, April 1994 (metal)

Signs - Information Desks Staffed by Volunteers, December 1997 (metal)

Signs - Information Desks Staffed by Volunteers, February 2006

Signs - Logo/Text for Castle's North and South Glass Doors, FY 2001, FY 2003-FY 2009 (times open)

Signs - Orientation Theater, August 2001 (directional)

Signs - Plexiglas Horizontal 11" x 14" Frames, December 2005

Signs - Produced In-house and Used in Orientation Theater or Posted on SIC Desk, FY 1999 or earlier (various)

Signs - Produced In-house and Used in Orientation Theater or Posted on SIC Desk, FY 2000 (various)

Signs - Produced In-house and Used in Orientation Theater or Posted on SIC Desk, FY 2001-FY 2002 (various)

Signs - "Smithsonian" Magazine Covers, FY 2000 (10 framed in SIC - not on view January 6, 2006 - discontinued)

Signs - Summer Hours, March 1999

Signs - Summer Hours, FY 2000

Signs - Summer Hours, FY 2009

Signs - Tabletop (objects to promote Smithsonian in retractable stand plus throw for table), June 2010

Signs - Wayfinding in SIC by Office of Exhibits Central, September 2002

Signs - Wayfinding in SIC, August 2006 (coordinated with Office of Exhibits Central)

Signs - Wayfinding in SIC, December 2008 (new NMAH reopening date of November 21, 2008; deleted reopening date)

Signs - Wooden Sign Holders in SIC, November 2008

SIC Flyer, August 1989 (first printed)

SIC Flyer, August 2005

SIC Flyer, May 2008 (new design)

SIC Plastic Bags - Recycled Remainder of Bags (small brown bags), mid 1990s (obsolete after FY 1989)

SIC Plastic Bags - Art Work, FY 1989

SIC Proposed Plan, February 1986

Smithsonian Institution Overview Book, 1983 (printed once)

Box 5

"Smithsonian" Magazine Plastic Bags for Members, July 1984, March 1986, June 1989

"Smithsonian" Magazine Plastic Bags for Members, September 1990, September 1992

"Smithsonian" Magazine Plastic Bags for Members, September 1995, April 1998

"Smithsonian" Magazine Plastic Bags for Members - Recycled Symbol Inserts, FY 1998 (no longer used after symbol added to bags in 1998)

"Smithsonian" Magazine Plastic Bags for Members - History and Funding Plus First Set of Magazine Covers Used on Magazine Bags, prior to 1990-1998

Stationary, Business Cards, FY 1983-FY 1989

Stationary, Business Cards, FY 1990-FY 1993 (with old logo)

Stationary, Business Cards, FY 1995-FY 1996

Stationary, Business Cards, FY 1998-FY 1999 (with new logo)

Stationary, Business Cards, July 2000

Stationary, Business Cards, March 2001

Stationary, Business Cards, October 2001

Stationary, Business Cards, May 2002 (Katherine Neill Ridgley, Director)

Stationary, Business Cards, July 2003

Stationary, Business Cards, October 2005 (with new staff phone numbers)

Stationary, Business Cards, August 2007 (reprint)

Stationary, Business Cards, September 2008 (reprint)

Stationary, Business Cards, March 2010 (L. Wilson)

Stationary, Business Cards, August 1999 (generic)

Stationary, Business Cards, May 2002 (generic)

Stationary, Business Cards, January 2005 (generic and cards with Post Office Box)

Stationary, Business Cards, FY 2012 (with new office name) and FY 2013 (new director with gold foil stamp)

Stationary, Cards - PIMS Complimentary, prior to 1990 (art - obsolete)

Stationary, Cards - PIMS "Information Provided by the Public Inquiry Mail Service" Small Card, prior to 1990

Stationary, Cards - BVP's Reminder, Survey, and Thank You, FY 1997

Stationary, Cards - BVP's Seasonal Thank You Cards, FY 1997

Stationary, Envelopes, prior to 1998

Stationary, Envelopes - Kraft with New Logo, December 1998 (reprinted May 2001)

Stationary, Envelopes - Kraft with New Post Office Box, June 2003 (reprinted 2006-2008)

Stationary, Envelopes - #10 Regular and Window with New 3-Color Logo, December 1998

Stationary, Envelopes - #10 Regular and Window, Kraft Reprint in Black Only, July 2000, May 2001

Stationary, Envelopes - #10 Regular with New Post Office Box, September 2002 (reprinted FY 2003, FY 2004, FY 2005, FY 2007, FY 2008)

Stationary, Envelopes - #10 Window with New Post Office Box, July 2003 (reprinted FY 2004, FY 2006, FY 2008)

Stationary, Envelopes - #7 Reception Mailings with New Logo, December 1998 (ordered first time)

Stationary, Envelopes - #9 Business Reply and Art, July 2001

Stationary, Envelopes - #9 Business Reply and New Art, September 2002

Stationary, Envelopes - #9 Business Reply, February 2008

Stationary, Envelopes - #9 Business Reply with New Barcode, January 2013

Stationary, Envelopes - Temporary and Permanent Membership Card with Old Logo, FY 1981-FY 1983, FY 1986-FY 1987)

Stationary, Envelopes - Temporary and Permanent Membership Card with New Logo, December 1998 (reprinted October 2002 - no longer used)

Stationary, Label - Business Reply for BVP, prior to 2000

Stationary, Label - Business Reply for BVP, December 1999

Stationary, Label - Business Reply for BVP, October 2000

Stationary, Label - Mail, General Use, September 2002 (black and white with new Post Office Box)

Stationary, Label - 3 Color Logo on Clear Labels, April 2001

Stationary, Label - Merchandise Return, September 2002, October 2008 (used by BVP's translators to mail translated text back to BVP)

Stationary, Label - Merchandise Return, April 2012 (with new office names)

Stationary, Letterhead/Notepad, October and December 1995 (with 150th logo)

Stationary, Letterhead/Notepad, August 1998 (with new logo)

Stationary, Letterhead/Notepad - A5 PIMS Half Sheet, July 2000

Stationary, Letterhead/Notepad - A5 PIMS Half Sheet, October 2003 (with new Post Office Box)

Stationary, Letterhead/Notepad - Smithsonian Internship Council 3 Color Letterhead, May 1985 (printed once)

Stationary, Letterhead/Notepad - PIMS 3 Color Letterhead, October 2001 (last printing)

Stationary, Letterhead/Notepad - VIARC 2 Color Letterhead, FY 1984-FY 1989 (with old logo)

Stationary, Letterhead/Notepad - VIARC 3 Color Letterhead, May 2002

Stationary, Letterhead/Notepad - VIARC 3 Color Letterhead, FY 2004 (with new telephone number)

Stationary, Letterhead/Notepad - BVP Notepad, prior to 2000, August 2005, June 2006

Stationary, Letterhead/Notepad - VIARC Notepad, July 2002

Stationary, Letterhead/Notepad - VIARC Notepad, January 2004 (with new Post Office Box - reprinted August 2005, June 2006, July 2009)

Stationary, Postcard - 4-Up with Old Indicia, FY 1992

Stationary, Postcard - 4-Up with No indicia, November 1993

Stationary, Postcard - 2-Up and 4-Up with No Indicia, January 1998

Stationary, Postcard - 2-Up and 4-Up with New Logo, since August 1998

Stationary, Postcard - 2-Up and 4-Up, July 2000

Stationary, PIMS Pin-fed Forms - PIMS 2 and 3 Part NCR Direct and Referral Forms, FY 1983-FY 1989

Stationary, PIMS Pin-fed Forms - PIMS Direct and Referral 3 Part Forms, FY 1988

Stationary, PIMS Pin-fed Forms - PIMS Referral 3 Part Pin-fed Forms, FY 1991

Stationary, PIMS Pin-fed Forms - PIMS Direct 3 Part Pin-fed Forms, FY 1992

Stationary, PIMS Pin-fed Forms - PIMS Referral and Direct 3 Part Pin-fed, FY 1993 (half sheet)

Stationary, PIMS Pin-fed Forms - PIMS Referral 3 Part Pin-fed, FY 1995 (with and without 150th logo)

Stationary, PIMS Pin-fed Forms - PIMS direct 3 Part Pin-fed Forms, December 1995

Stationary, Museum Preprints - For Various Objects, etc. on Museum Letterhead Created by VIARC Using Logos, before 2000 (Used by PIMS - NMAH, NMNH, Museum Reference Center, NASM)

Surveys - National Member Survey and Public Inquiry Service Forms, 1978, 1983

Surveys - Postcard to Evaluate the Effectiveness of VIARC Publications, FY 1984

Surveys - Results from Postcard Survey of VIARC Materials, FY 1984 (A = visitor packets, F = member packets - obsolete)

Surveys - Survey of Smithsonian Orientation Program, September 1986

Surveys - Assessment of Volunteer Experience Form for BVP Along with Postcard Reminder to Complete the Form, prior to November 30, 2000 (discontinued)

Symbols - Smithsonian, mid-1980s

Symbols - International, Round, prior to FY 1990 (no longer used - recreated in square format)

Symbols - Museum Symbols Used on PIMS Museum Letterhead for PIMS Preprints, prior to 2000

Theater Graphics, FY 2002-FY 2003 (discontinued 2003)

Theater Graphics - American Presidency, FY 2000

Torpedo (Nomadic Display Unit), April 1988

Torpedo (Nomadic Display Unit), May 2001 (includes electronic records)

Torpedo (Nomadic Display Unit), September 2004 (added NMAI and Udvar-Hazy Center) (includes electronic records)

Video Order Form, FY 1993 and FY 1995 (new format for 1995)

Video, Orientation, February 2006 (coordinated by central Office of Public Affairs using VIARC funds - no copies available)

Visitor Comment Form - Udvar-Hazy Center Version, April 2004

Box 6

"Volunteer! O Volunteer!: A Salute to the Smithsonian's Unpaid Legions" by Philip Kopper, Published by VIARC, before 1990

Volunteer Advisory Council - 4-Up Input Card, February 2013

Volunteer Advisory Council - Badges, June 2012

Volunteer Advisory Council - Certificate of Appreciation, FY 2013

Web Changes, January 1995 (text based on backlit text)

Web Changes, March 1997 (changes for museum overview based on backlit text)

"Welcome" Business Reply Card (Formerly "At A Glance" Reply Card), July 2002 (reprinted FY 2003 but kept 2002 date, reprinted June 2004)

"Welcome" Business Reply Card, June 2005 (no indicia - reprinted April 2007 and July 2009)

"Welcome" Brochure Translation - Arabic, Brazilian-Portuguese, Italian, September 2002 (central Office of Public Affairs coordinated, VIARC paid for translation)

"Welcome" Brochure - English (Alternative Formats), December 2010

"Welcome" Brochure - English (Recreated in InDesign), November 2010

"Welcome" Brochure - Foreign Language, February 2009 (updated NMAH text)

"Welcome" Brochure - Chinese, French, German, Japanese, Korean, Russian, Spanish, April 2011

"Welcome" Brochure - Korean and Russian, November 2012 (reprinted)

"Where is the Smithsonian?," FY 1985-FY 1987 (previously Discovering the Smithsonian - discontinued)

Old Backlit Panel Negatives Including National Museum of African Art (NMAfA), Sackler Gallery, Anacostia Museum, Folklife, Freer Gallery, Postal Museum, National Zoo, and Smithsonian Castle, 1989-1996

Old Backlit Panel Negatives in SIC Including Polaroids, NMAfA, NASM, American Art Museum, NMAH, Anacostia Museum, Arts and Industries Building, Cooper-Hewitt Museum, Freer Gallery, NMAI, HMSG, NMNH, National Portrait Gallery, Renwick Gallery, S. Dillon Ripley Center, Sackler Gallery, Smithsonian Castle, National Zoo, and Baltimore-Washington International (BWI) Airport Dispersal Information, 1993-1995

Current Negatives for Backlit Panels in SIC Including Photographs of Panels, NMAfA, NASM, American Art Museum, NMAH, NMAI, Anacostia Museum, Arts and Industries Building, Cooper-Hewitt Museum, Folklife Festival, Freer Gallery, Heye Center, HMSG, NMNH, National Portrait Gallery, Postal Museum, Renwick Gallery, S. Dillon Ripley Center, Sackler Gallery, Smithsonian Castle, and National Zoo, 2000

Research Centers Kiosk - Smithsonian Tropical Research Institute (STRI), Smithsonian Environmental Research Center (SERC), and Smithsonian Astrophysical Observatory (SAO) Text Negatives, 1996

VIARC - Smithsonian Membership Promotion Kiosk Information Including Smithsonian Magazine Covers, Photographs, and Slides, 1998

Backlit Panels (Museums - Discontinued) - NASM, NMAI Changes, New Gardens, December 2003 (includes electronic records)

Backlit Panels (Museums - Discontinued) - NMAI Changes, December 14, 2001

Backlit Panels (Museums - Discontinued) - NMAI, NMAH, National Portrait Gallery, Renwick, Smithsonian American Art Museum Changes, April 2001

Backlit Panels (Museums - Discontinued) - Original Map File for Heye Center, New York City, 1998 (includes electronic records)

Backlit Panels (Museum - Discontinued) - Old Copies of Heye Center Map from Office of Exhibits Central, 1993

Backlit Panels (Research Facilities - Discontinued) - SAO, FY 2000-FY 2001 (installed October 2001)

Backlit Panels (Research Facilities - Discontinued) - SERC, FY 2000-FY 2001 (installed October 2001) (includes electronic records)

Backlit Panels (Research Facilities - Discontinued) - STRI, FY 2000-FY 2001 (installed October 2001)

Backlit Panels (Research Facilities - Discontinued) - SAO, SERC, STRI (drafts and final panels), FY 2001 (installed October 24, 2001)

Backlit Panels (Research Facilities - Discontinued) - Office of Exhibits Central Correspondence, FY 2000-FY 2001 (installed October 24, 2001)

Backlit Panels (Research Facilities - Discontinued) - SAO, SERC, STRI (text and images), 1989

Backlit Panels in SIC - BWI, FY 1995

Backlit Panels in SIC - Museums (American Art Museum, National Portrait Gallery, NASM, NMAH, Smithsonian Castle, Anacostia Museum), FY 2002 (installed October 18, 2002)

Backlit Panels in SIC - Museum Bids, Emails, Timeline, FY 1999

Backlit Panels in SIC - Identification List of Illustrations in Backlit Panels,
June 1996

Backlit Panels in SIC - Museum Text and Maps, Fall 1999

Backlit Panels in SIC - Research Facilities (STRI Revised), September 23,
2004

Backlit Panels in SIC - Research Facilities (SAO Revised), April 2002

Backlit Panels in SIC - Maps in SIC (New Project), FY 1989

Information Resources Division's Program Request Submission to Torch and
Blue Bulletin, 2001-2008

Articles on VIARC in Torch and Smithsonian Magazine, 2000-2001

VIARC Submissions - Smithsonian Year, 1985

VIARC Submissions - Smithsonian Year, 1986

VIARC Submissions - Smithsonian Year, 1987

VIARC Submissions - Smithsonian Year, 1988

VIARC Submissions - Smithsonian Year, 1989

VIARC Submissions - Smithsonian Year, 1990

VIARC Submissions - Smithsonian Year, 1991

VIARC Submissions - Smithsonian Year, 1992

VIARC Submissions - Smithsonian Year, 1993

VIARC Submissions - Miscellaneous

VIARC Translation Services

Smithsonian Research Center - Historical, 2002-2004

Box 7

Extending the Legacy - National Capital Planning Commission's Proposed
21st Century Plans for the Mall (McMillan Plan), 1997

"Guide to the Nation's Capital" (Superguide) - Original Concept, FY 1973
(first printed 1974)

"Guide to the Nation's Capital" (Superguide) - Specifications and Costs, FY
1973 (Cherry Doyle's file)

"Guide to the Nation's Capital" (Superguide) - Correspondence, FY
1975-1976 (Cherry Doyle's file)

"Guide to the Nation's Capital" (Superguide) - Comments/Corrections, FY
1974

- "Guide to the Nation's Capital" (Superguide) - Printed Copies, 1974
- "Guide to the Nation's Capital" (Superguide) - Specifications and Costs, FY 1978-FY 1979 (Cherry Doyle's file)
- "Guide to the Nation's Capital" (Superguide) - Specifications and Costs, FY 1982-FY 1982 (Cherry Doyle's file)
- "Guide to the Nation's Capital" (Superguide) - Maps and Miscellaneous, FY 1984 (Cherry Doyle's file)
- "Guide to the Nation's Capital" (Superguide) - Correspondence, FY 1988 (Cherry Doyle's file)
- "Guide to the Nation's Capital" (Superguide) - Inaugural Program, 1977 (used map and index only)
- "Guide to the Nation's Capital" (Superguide) - President Carter's Inaugural Program, printed 1977 with FY 1976 revisions
- "Guide to the Nation's Capital" (Superguide) - Printed Copies, 1979
- "Guide to the Nation's Capital" (Superguide) - Costs, FY 1979
- "Guide to the Nation's Capital" (Superguide) - Text and Index Changes, FY 1978-FY 1979 (printed 1979)
- "Guide to the Nation's Capital" (Superguide) - Correspondence and Paper Costs, FY 1982
- "Guide to the Nation's Capital" (Superguide) - Printed Copies, 1982
- "Guide to the Nation's Capital" (Superguide) - Text and Index Changes, FY 1980-FY 1982 (printed 1982)
- "Guide to the Nation's Capital" (Superguide) - Correspondence and Changes, FY 1980
- "Guide to the Nation's Capital" (Superguide) - Printed Copies, 1984
- "Guide to the Nation's Capital" (Superguide) - Text and Index Changes, FY 1983-FY 1984 (printed 1984)
- "Guide to the Nation's Capital" (Superguide) - Costs, FY 1984
- "Guide to the Nation's Capital" (Superguide) - Research Backup Files for FY 1989 Printed Version, 1985-1988
- "Guide to the Nation's Capital" (Superguide) - Sample Maps for 1989 Version
- "Guide to the Nation's Capital" (Superguide) - Base Map Changes (ADC), FY 1988-FY 1989 (printed 1989)
- "Guide to the Nation's Capital" (Superguide) - Correspondence with ADC for Base Map, FY 1988-FY 1989 (printed 1989)

"Guide to the Nation's Capital" (Superguide) - Printed Copies, 1989

"Guide to the Nation's Capital" (Superguide) - Office of Public Affairs Review,
FY 1988-FY 1989 (printed 1989)

Box 8

"Guide to the Nation's Capital" (Superguide) - Index and Text, FY 1988-FY
1989 (printed 1989)

"Guide to the Nation's Capital" (Electronic Map with K&L/Fiber Optics -
Enlarged Based on 1989 Printed Map) - DC Correspondence to Provide
Positives to K&L, FY 1988-FY 1989

"Guide to the Nation's Capital" (Electronic Map) - K&L Photograph
Enlargement Correspondence, FY 1989

"Guide to the Nation's Capital" (Electronic Map) - Fiber Optics Contact, FY
1989

"Guide to the Nation's Capital" (Electronic Map) - Index, Fiber Optics System,
FY 1989

"Guide to the Nation's Capital" (Electronic Map) - Electrical Drawings, Fiber
Optics Systems, FY 1989

"Guide to the Nation's Capital" (Electronic Map) - Keyboard Note Changes,
April 2001

"Guide to the Nation's Capital" (Electronic Map) - Keyboard Delete Note,
November 9, 2001 (discontinued December 13, 2005)

"Guide to the Nation's Capital" (Superguide) - Printed Copies, 1993

"Guide to the Nation's Capital" (Electronic Map) - Photograph Enlargement
(K&L Specifications, Costs, Correspondence), FY 1993

"Guide to the Nation's Capital" (Electronic Map) - Index, Fiber Optics, FY
1993

"Guide to the Nation's Capital" (Electronic Map) - Fiber Optic Specifications,
Costs, Correspondence, FY 1993

"Guide to the Nation's Capital" (Superguide) - ADC Map Specifications,
Costs, Including Cost of K&L Film for Electronic Map, FY 1993 (printed 1993)

"Guide to the Nation's Capital" (Superguide) - Drafts and Correspondence,
FY 1992-FY 1993 (printed 1993)

"Guide to the Nation's Capital" (Superguide) - ADC Map Changes, FY 1993
(printed 1993)

"Guide to the Nation's Capital" (Superguide) - Research for 1993 Version, FY
1992-FY 1993

"Guide to the Nation's Capital" (Electronic Map - First Time Digitizing - Copies to Equator Graphics) - Washington, DC, FY 1999

"Guide to the Nation's Capital" (Electronic Map - First Time Digitizing) - Georgetown Map, FY 1999

"Guide to the Nation's Capital" (Electronic Map - First Time Digitizing) - Wall Map, FY 1999

"Guide to the Nation's Capital" (Electronic Map - First Time Digitizing) - Black and White Map, FY 1999

"Guide to the Nation's Capital" (Superguide and Electronic Map) - Project Notebook 3, Phase 2, 1998-1999

"Guide to the Nation's Capital" (Superguide and Electronic Map) - Project Notebook 4, Phase 2, 1998-2000

"Guide to the Nation's Capital" (Superguide and Electronic Map) - Project Notebook 5, Phases 3 and 4, 1998-1999

"Guide to the Nation's Capital" (Superguide) - Printed Copies, August 1999

Box 9

Information Signs (New Wayfinding Signs) - Fiberglass-embedded Signs with You Are Here Symbols Submitted by Color Ad during Bid Process, Fall 2008/ Winter 2009 (2 samples)

Membership Signs - Join the Smithsonian, Ask About Membership, before 1990

Pylons (10 Outdoor Wayfinding Signs) - Maps and Related, FY 1998 and FY 2000

Service Award Pins for Volunteer and Docents with New Logo - Sample Designs, Including Selected Design, 1999

Signs - Summer House, 1986 and 1987

Backlit Panels - Blueprints, Fall 1995 (rolled)

Box 10

"Guide to the Nation's Capital" (Electronic Map) - Extra Copy of Enlarged Photographic Map, 1999