



Smithsonian Institution Archives

## Subject Files, 1971-2016

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

## Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Subject Files
<b>Identifier:</b>	Accession 17-127
<b>Date:</b>	1971-2016
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Creator:::</b>	Smithsonian Libraries. Hirshhorn Museum and Sculpture Garden Branch
<b>Language:</b>	Language of Materials: English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-127, Smithsonian Libraries. Hirshhorn Museum and Sculpture Garden Branch, Subject Files

---

## Descriptive Entry

This accession consists of records documenting the history, administration, and activities of the Hirshhorn Museum and Sculpture Library and its first librarian, Anna Brooke, who retired in 2016. The Library was established in approximately 1969 in New York City before moving to Washington, D.C., and ultimately into the Hirshhorn Museum and Sculpture Garden building which opened to the public in 1974. The library was administered by the museum until approximately 2000 when it became part of the existing Smithsonian Institution Libraries system (renamed Smithsonian Libraries in 2014). Subjects covered in this accession include the establishment of the library, collection management, the integration into the Smithsonian Institution Libraries system, relations with the Hirshhorn family, and outreach activities. Materials include correspondence, memoranda, reports, collection documentation, procedural documents, proposals, lecture notes, presentations, images, project planning files, floor plans, 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:  
Art museums  
Art, Modern  
Librarians

Museum libraries  
Museums -- Administration  
Museums -- Collection management  
Museums -- Educational aspects

Types of Materials:

Architectural drawings  
Black-and-white transparencies  
Color transparencies  
Electronic records  
Floor plans  
Manuscripts

Names:

Brooke, Anna  
Hirshhorn Museum and Sculpture Garden. Library  
Hirshhorn family  
Smithsonian Institution. Libraries. Hirshhorn Museum and Sculpture Garden Branch

## Container Listing

### Box 1

- Box 1 of 2 Planning, 1971-1973
- Box 1 of 2 Administrative Information File, 1971-1987 (2 folders)
- Box 1 of 2 Administrative Information File, 1993-1995
- Box 1 of 2 Library Drawings, 1973
- Box 1 of 2 London: Tate Gallery, 1973-1997
- Box 1 of 2 Hirshhorn Museum and Sculpture Garden Exhibitions List, 1974-1992
- Box 1 of 2 Hirshhorn Museum and Sculpture Garden Staff Lists, 1974-2015
- Box 1 of 2 Five-Year Report, 1979
- Box 1 of 2 Researcher Log, 1980-2008
- Box 1 of 2 Cataloging and Collection Management, 1983
- Box 1 of 2 Memoranda and Responses, 1989-1991
- Box 1 of 2 Memoranda and Responses, 1992
- Box 1 of 2 Memoranda and Responses, 1993
- Box 1 of 2 Space - Floor Plans, 1993-2002
- Box 1 of 2 Space - Miscellaneous, 1993-2010
- Box 1 of 2 Library Presentation, 1996
- Box 1 of 2 Non-collection Photographs, 1998-2001
- Box 1 of 2 Library Task Force, 1998-2015
- Box 1 of 2 James Demetron Staff Farewell, 2001
- Box 1 of 2 Relations with Smithsonian Institution Libraries, FY 1989-FY 1991
- Box 1 of 2 Smithsonian Institution Libraries Cataloging, 2000
- Box 1 of 2 Integration into Smithsonian Institution Libraries, FY 2000
- Box 1 of 2 Integration into Smithsonian Institution Libraries, FY 2001

Box 1 of 2 Exchange Program, 2001

Box 1 of 2 Cataloging Statistics, 2005-2012

Box 1 of 2 Russian Delegation Visit, 2009

Box 1 of 2 Gap Survey, 2013

Box 1 of 2 Slides - Staff, Facilities, and Collections, 1999

Box 1 of 2 Library Brochures

Box 1 of 2 Collection Policy - Books, 1971

Box 1 of 2 Collection Development, 1974-1977

Box 1 of 2 Hirshhorn Museum Archives, 1987-1990

Box 1 of 2 Joseph Hirshhorn Archives, 1990-1991

Box 1 of 2 Artist Vertical Files Project, 2002

Box 1 of 2 Art and Artists Files Procedures, 2006

Box 1 of 2 Grant Proposal - Archival Film, 1994-2003

Box 2

Box 2 of 2 Hirshhorn Museum and Sculpture Garden Video, 1994-2003

Box 2 of 2 Audiovisual Recordings, 1998-2008

Box 2 of 2 Film and Audiotape Preservation, 2003

Box 2 of 2 Videotape Reformatting, 2008

Box 2 of 2 Films and Videos, 2008

Box 2 of 2 Film Preservation Grant, 2008-2009

Box 2 of 2 Collection Care Preservation Fund Grant - Audiocassettes, 2009

Box 2 of 2 Cold Storage Vault

Box 2 of 2 Artist Copyright Permission - Ed Ruscha, 2000

Box 2 of 2 Artist Copyright Permission - Eric Byler, 2008

Box 2 of 2 Latino Initiatives Pool Application, FY 2013

Box 2 of 2 Olga Hirshhorn Gifts, 1974-2010

- Box 2 of 2 Olga Hirshhorn Gift Memoranda, 1990-1991
- Box 2 of 2 Women's Committee Proposal - Olga Hirshhorn Website, 2003
- Box 2 of 2 Naomi Hirshhorn Caryl, 1989-1990
- Box 2 of 2 Gene Hirshhorn LePere Gifts, 2004-2015
- Box 2 of 2 Gordon Hirshhorn Gift, 2010
- Box 2 of 2 "Joseph Hirshhorn, Collector and Friend of Artists" - Smithsonian Institution Libraries on Display, 2003-2006
- Box 2 of 2 Gallery Invitation Blog, 2009
- Box 2 of 2 Permissions - Gallery Exhibition Invitations, 2009
- Box 2 of 2 Artists' Books Project, 2011-2014
- Box 2 of 2 Artists' Books Internship Final Report, 2012
- Box 2 of 2 Artists' Books Presentation Notes, Public School 1, New York Art Book Fair, 2012
- Box 2 of 2 Hirshhorn Museum and Artists' Books Presentation, circa 2013

Electronic Records

- Electronic Records Miscellaneous Unfiled Monthly Reports, Presentations, Grant Proposals, and Other Documents, circa 2010-2016