



Smithsonian Institution Archives

## Program Files, 1974-2008

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Program Files
<b>Identifier:</b>	Accession 17-195
<b>Date:</b>	1974-2008
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	Hirshhorn Museum and Sculpture Garden. Department of Education
<b>Language:</b>	Language of Materials: English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-195, Hirshhorn Museum and Sculpture Garden.  
Department of Education, Program Files

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## Descriptive Entry

This accession consists of records documenting the administration of the docent program at the Hirshhorn Museum and Sculpture Garden and the training of docents. Materials include correspondence and memoranda; handbooks and policies; training course materials; newsletters; meeting minutes; visitor comment forms; and related materials. Some materials are in electronic format.

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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:

- Art museums
- Art, Modern
- Museum docents
- Museums -- Educational aspects

### Types of Materials:

- Compact discs
- Electronic records
- Manuscripts
- Newsletters

## Container Listing

### Box 1

Box 1 of 1	Training Lectures, 1974
Box 1 of 1	Docent Resources, 1974-1975
Box 1 of 1	Docent Meeting Minutes, 1975
Box 1 of 1	Docent and Coordinator Guidelines, circa 1977-1985
Box 1 of 1	Docent Handbook, April 1981
Box 1 of 1	Hirshhorn Volunteers - Torch Article, January 1986
Box 1 of 1	Docent Training Resources, 1986-2002
Box 1 of 1	Docent Handbook, July 1989
Box 1 of 1	Docent Handbook, 1995
Box 1 of 1	Schedules of Docent Training and Events, 1997-2000
Box 1 of 1	Docent Training Materials, 1999
Box 1 of 1	Docent Tour Outlines, 1999-2000
Box 1 of 1	Docent Appreciation Letters, 2000-2004
Box 1 of 1	Visitor Comment Forms, 2002-2005
Box 1 of 1	Contemporary Art Syllabi and Bibliographies, 2003
Box 1 of 1	Training Presentation Exercises, 2003
Box 1 of 1	Docent Council, 2003
Box 1 of 1	Docent Training Class Information, 2003-2004
Box 1 of 1	Docent Handbook, 2004
Box 1 of 1	Docent Policy Letters, 2004
Box 1 of 1	Docent Council Position Descriptions, 2004
Box 1 of 1	Sculpture Garden Orientation, 2004
Box 1 of 1	Docent Orientation Materials, Spring 2004

- Box 1 of 1 Docent News, 2004-2006
- Box 1 of 1 Docent Handbook, 2006 (electronic records)
- Box 1 of 1 Visitor Services, 2008
- Box 1 of 1 Docent Refreshers