



Smithsonian Institution Archives

## Project Files, 1988-2012

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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>	Project Files
<b>Identifier:</b>	Accession 20-032
<b>Date:</b>	1988-2012
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<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 20-032, Smithsonian Institution. Visitor Information and Associates' Reception Center, Project Files

### Use Restriction

Restricted for 15 years, until Jan-01-2028; Transferring office; 5/21/2002 memorandum, Alers to Klein; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records documenting displays and interactive elements in the visitor center in the Smithsonian Institution Building (better known as "The Castle") as well as outdoor wayfinding signage throughout the vicinity of the Smithsonian Institution. Materials include memoranda, proposals, specifications, schematic drawings, schedules, images, and related materials. Some materials are in electronic format. In 2012, the Visitor Information and Associates' Reception Center was renamed the Office of Visitor Services.

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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:

Museums -- Public relations  
Visitors' centers

Types of Materials:

Color transparencies  
Compact discs  
Drawings  
Electronic records  
Floppy disks  
Manuscripts

Names:

Smithsonian Institution Building (Washington D.C.)  
Smithsonian Institution. Office of Visitor Services

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## Container Listing

### Box 1

- |            |   |
|------------|---|
| Box 1 of 2 | Backlit Panel in Great Hall, Castle - Installed Fall 1989, Removed December 13, 2005              |
| Box 1 of 2 | Three-dimensional Federal City Model - Two Installed November 1989, One Removed December 13, 2005 |
| Box 1 of 2 | Electronic Map (Site Locator Unit) - Two in Great Hall, Castle, Both Removed December 13, 2005    |
| Box 1 of 2 | Information Signs - Outdoor Wayfinding Signs, In Place 2004                                       |
| Box 1 of 2 | Pylons - 10 Pylons around Mall with Silkscreen Panels, 1989-2004                                  |
| Box 1 of 2 | Tactile Map - Gift from the Department of Education, 1988   |
| Box 1 of 2 | Torpedo (Nomadic Display Unit) in Round Case in Storage, 2001-2004                                |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, New Vitrine, March 2011                             |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, Updates, FY 2010                                    |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, Update File, 2007                                   |
| Box 1 of 2 | Maps - Models (Three-dimensional, Street Copy), 1989-1990   |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, Revisions, November 1998                            |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, Revisions, FY 2000-FY 2001                          |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, New Plexiglass Covers, October 2003                 |
| Box 1 of 2 | Maps - Three-dimensional Federal City Models, New Buildings and Revisions, December 2004          |
| Box 1 of 2 | Maps - Tactile Braille Display, 1988-2004   |
| Box 1 of 2 | Initial Work on SI-wide Outdoor Signage Program, 2001   |

- Box 1 of 2 Information Sign - New Specifications for Fiber-embedded Graphics, FY 2003 (2 folders) (includes electronic records)
- Box 1 of 2 Information Sign - New Design Concept, 2001-2003 (2 folders) (includes electronic records)
- Box 1 of 2 Signage - Near the Mall, 2005-2006
- Box 1 of 2 Signage - Mall-wide, 2001-2002 (4 folders)

Box 2

- Box 2 of 2 Printouts of Information Sign Texts and Placements, 2007-2011
- Box 2 of 2 Information Sign - End Panel Schedule, July-September 2004
- Box 2 of 2 Information Sign - End Panel Schedule, October-December 2004
- Box 2 of 2 Information Sign - End Panel Schedule, January-March 2005
- Box 2 of 2 Information Sign - End Panel Schedule, April-June 2005
- Box 2 of 2 Information Sign - End Panel Schedule, July-September 2005
- Box 2 of 2 Information Sign - End Panel Schedule, October-December 2005
- Box 2 of 2 Information Sign - End Panel Schedule, January-March 2006
- Box 2 of 2 Information Sign - End Panel Schedule, April-June 2006
- Box 2 of 2 Information Sign - End Panel Schedule, July-September 2006
- Box 2 of 2 Information Sign - End Panel Schedule, October-December 2006
- Box 2 of 2 Information Sign - End Panel Schedule, January-March 2007
- Box 2 of 2 Information Sign - End Panel Schedule, April-June 2007
- Box 2 of 2 Information Sign - End Panel Schedule, July-September 2007
- Box 2 of 2 Information Sign - End Panel Schedule, October-December 2007
- Box 2 of 2 Information Sign - End Panel Schedule, January-March 2008

Box 2 of 2	Information Sign - End Panel Schedule, April-June 2008
Box 2 of 2	Information Sign - End Panel Schedule, July-September 2008
Box 2 of 2	Information Sign - End Panel Schedule, October 2008-January 2009
Box 2 of 2	Information Sign - End Panel Schedule, February-May 2009
Box 2 of 2	Information Sign - End Panel Schedule, June-September 2009
Box 2 of 2	Information Sign - End Panel Schedule, October 2009-January 2010
Box 2 of 2	Information Sign - End Panel Schedule, February-May 2010
Box 2 of 2	Information Sign - End Panel Schedule, June-September 2010
Box 2 of 2	Information Sign - End Panel Schedule, October 2010-January 2011
Box 2 of 2	Information Sign - End Panel Schedule, February-May 2011
Box 2 of 2	Information Sign - End Panel Schedule, June-September 2011
Box 2 of 2	Information Sign - End Panel Schedule, October 2009-January 2012
Box 2 of 2	Membership Banner Proofs, Associates' Reception Desk in Great Hall (Castle), 1991-2001 (rolled materials)
Box 2 of 2	Tabletop Banner Proofs, 2010 (rolled materials)