



# Smithsonian Institution Archives

## Records, 1964-1979

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>	Records
<b>Identifier:</b>	Accession 82-016
<b>Date:</b>	1964-1979
<b>Extent:</b>	3 cu. ft. (3 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Libraries
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 82-016, Smithsonian Institution, Libraries, Records

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## Descriptive Entry

This accession consists of correspondence, awards, memoranda, meeting agendas, reports, Smithsonian Institution Libraries budgets, surveys and studies, materials concerning recruitment and staff development and space, and architectural drawings.

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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:

Library administration  
Museum libraries

### Types of Materials:

Architectural drawings  
Manuscripts

## Container Listing

### Box 1

Box 1 of 3	Directories and Questionnaires (1975-79)
Box 1 of 3	Personnel Information
Box 1 of 3	Museum Information Systems Center
Box 1 of 3	Visitors - Librarians from the People's Republic of China (October 4, 1973)
Box 1 of 3	Museum of History and Technology (MHT) Bureau Library
Box 1 of 3	Space, Natural History Building (NHB) Library (Air Modification, 1971-1976)
Box 1 of 3	SI Manuscripts
Box 1 of 3	Proposed Staffing, FY1964
Box 1 of 3	Budgets - Odds & Ends
Box 1 of 3	Monthly Reports - Correspondence
Box 1 of 3	Coding Manual for Acquisitions - Automated Serial File
Box 1 of 3	MHT Library Committee Proposal
Box 1 of 3	Secretary's Research Laboratory
Box 1 of 3	SI Information Systems Division
Box 1 of 3	MHT-6th Floor Library Edition
Box 1 of 3	Society for Oldest Inhabitants of Washington
Box 1 of 3	SI International Symposium
Box 1 of 3	Visitors
Box 1 of 3	Rittenhouse Affair

Box 1 of 3 EDUCOM (also Interuniversity Communications Council)

Box 1 of 3 SI Archives

Box 1 of 3 General Accounting Office

Box 1 of 3 MHT - 5th Floor Plans

Box 1 of 3 MRAP (Info. Folder #1)

Box 1 of 3 Science Information Exchange (SSIE-Folder 2)

Box 2

Box 2 of 3 AACRII (Empty)

Box 2 of 3 Automated Circulation - Training Information

Box 2 of 3 JCS - Chronological File, January-December 1979

Box 2 of 3 Biographies - SI Personnel

Box 2 of 3 Miscellaneous Correspondence

Box 2 of 3 Bibliographies - Miscellaneous

Box 2 of 3 Bibliographic Miscellaneous Information - SI

Box 2 of 3 Binding - General

Box 2 of 3 Binding Quotas for SI Bureaus

Box 2 of 3 Book Orders - Info

Box 2 of 3 Birds - Miscellaneous Correspondence

Box 2 of 3 Budget - General

Box 2 of 3 Equipment/Supplies

Box 2 of 3 Personnel Matters - Miscellaneous

Box 2 of 3 Bureau Librarian

Box 2 of 3	Travel - Training
Box 2 of 3	Pending Future Budget, etc. (empty)
Box 2 of 3	Cataloging - Cooper-Hewitt Museum (CHM)
Box 2 of 3	Cooper-Hewitt - Rare books
Box 2 of 3	Miscellaneous Bureau matters - Meetings
Box 2 of 3	CHM - Miscellaneous
Box 2 of 3	Policy and Procedures
Box 2 of 3	Library Support - CHM
Box 2 of 3	FY 1975-FY 1977, Book and Journal Allocations
Box 2 of 3	Security - CHM Library
Box 2 of 3	Position Descriptions
Box 2 of 3	CHM - Space
Box 2 of 3	SI Organization Chart
Box 2 of 3	NMNH -G uidelines, Rules, and Building Regulations
Box 2 of 3	SIL Miscellaneous Surveys, Studies, etc.
Box 2 of 3	Volunteers, Fellows, and Interns (SIL-SI)
Box 2 of 3	SIL Organizational Info
Box 2 of 3	SI Handbook - SIL's Contributions
Box 2 of 3	SIL Planning Statements
Box 2 of 3	SIL Missions and Objectives
Box 2 of 3	Personnel Matters - Miscellaneous SI

Box 2 of 3	SI - Awards
Box 2 of 3	Job Series - Miscellaneous SI
Box 2 of 3	Job descriptions for other Institution Services Personnel
Box 2 of 3	EEO Program
Box 2 of 3	Upward mobility - SI
Box 2 of 3	Recruitment of staff by SI Assistant Division of Library
Box 2 of 3	Staff Development for SIL
Box 2 of 3	Summer students - SI (1975-1978) [2 folders]
Box 2 of 3	Equipment - General - SI
Box 2 of 3	Equipment - FY 1976
Box 2 of 3	New Requests
Box 2 of 3	SI Meetings/Minutes/Agenda
Box 2 of 3	SIL Miscellaneous Reports
Box 2 of 3	SIL Library Manual - General
Box 2 of 3	SI Policies & Procedures
Box 2 of 3	SI - "SIL Orientation Leaflets"
Box 2 of 3	SI Secretary's Chronological Files
Box 2 of 3	Bureau Services Branch Manual
Box 2 of 3	SI Manual Preparation
Box 2 of 3	Branch Libraries Criteria
Box 2 of 3	Personnel Matters - Miscellaneous
Box 2 of 3	Position Descriptions

Box 2 of 3	Bureau Librarian
Box 2 of 3	Appreciation Letters
Box 2 of 3	Library of Congress Access Services
Box 2 of 3	Recruitment - Promotions
Box 2 of 3	Policy and Procedures
Box 2 of 3	Budget - Funds - General
Box 2 of 3	Equipment - Supplies
Box 2 of 3	Travel - Training
Box 2 of 3	Miscellaneous Collections
Box 2 of 3	FY 1975-FY 1977 - Book & Journal Allocations
Box 2 of 3	Director - Recruitment
Box 2 of 3	SIL Financial Management
Box 2 of 3	Administration Files
Box 2 of 3	SIL Organizational Information
Box 2 of 3	NMNH - Guidelines, Rules, and Building Regulations
Box 2 of 3	Annual Reports
Box 2 of 3	SI
Box 2 of 3	Administrative Services
Box 2 of 3	Planning Statements
Box 2 of 3	EEO
Box 2 of 3	Recruitment of Staff



Box 3

Box 3 of 3	Size of Libraries
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Box 3 of 3	NZN - AAZPA Conference, 1978
Box 3 of 3	NZN Collections
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Box 3 of 3	Travel - Training - NZN
Box 3 of 3	Equipment/Supplies - NZN
Box 3 of 3	FY 1975-FY 1977-Budget-General, NZN
Box 3 of 3	Budget - Funding - Past, NZN
Box 3 of 3	Miscellaneous - Correspondence - N
Box 3 of 3	Miscellaneous - Correspondence-O
Box 3 of 3	OCLC - Ohio College Library Center
Box 3 of 3	OCLC - ILL
Box 3 of 3	Office of Museum Programs (OMP) - Miscellaneous
Box 3 of 3	OMP - Planning of Library
Box 3 of 3	OMP - Personnel
Box 3 of 3	OMP - Collection information
Box 3 of 3	OMP - Collection Procedures
Box 3 of 3	OMP - Funds - Budget, Transfer of Monies

Box 3 of 3	On-line
Box 3 of 3	Miscellaneous Correspondence - P
Box 3 of 3	Photographs
Box 3 of 3	Perrot, Paul (Assistant Secretary, OMP)
Box 3 of 3	Library Call - Policy - Comments
Box 3 of 3	SI Policies & Procedures
Box 3 of 3	Printouts
Box 3 of 3	Patent Office, Miscellaneous
Box 3 of 3	Questionnaires - Current, No Deadline
Box 3 of 3	Miscellaneous Correspondence - R
Box 3 of 3	Rare Book Librarian
Box 3 of 3	Reader Services
Box 3 of 3	Re-cataloging
Box 3 of 3	RBL
Box 3 of 3	RS - Security
Box 3 of 3	Bureau Librarian - Smithsonian Astrophysical Observatory (SAO)
Box 3 of 3	Personnel Matters, Miscellaneous - SAO
Box 3 of 3	Position Descriptions - SAO
Box 3 of 3	Recruitment-Promotions - SAO
Box 3 of 3	Travel - Training
Box 3 of 3	Miscellaneous Bureau Matters - Meetings

Box 3 of 3	Equipment/Supplies SAO
Box 3 of 3	Funding
Box 3 of 3	Space
Box 3 of 3	Budget - FY 1975-FY 1977
Box 3 of 3	Collections
Box 3 of 3	Policy & Procedures
Box 3 of 3	Harvard Merger
Box 3 of 3	SIL Publication
Box 3 of 3	Miscellaneous Correspondence - S
Box 3 of 3	Systems Librarian
Box 3 of 3	Research Reports
Box 3 of 3	Special Collections
Box 3 of 3	Special Projects
Box 3 of 3	SI Press
Box 3 of 3	Smithson
Box 3 of 3	Special Projects
Box 3 of 3	Systematics
Box 3 of 3	Statistical Reports
Box 3 of 3	Miscellaneous Correspondence - T
Box 3 of 3	Technical Services - General
Box 3 of 3	Translations - General
Box 3 of 3	Tucker Collection - Discards

Box 3 of 3	University of DC
Box 3 of 3	VA (Problems with Journal Renewals & General)
Box 3 of 3	Volunteer Information For SI
Box 3 of 3	Miscellaneous Correspondence - W
Box 3 of 3	George Washington
Box 3 of 3	Miscellaneous - Unknown contents
Box 3 of 3	Miscellaneous Correspondence - XYZ
Box 3 of 3	Women's Council
Box 3 of 3	Birds
Box 3 of 3	Fishes
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Box 3 of 3	Invertebrate Zoology
Box 3 of 3	Remington Kellogg Library of Marine Mammalogy
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Box 3 of 3	Awards
Box 3 of 3	Tech Services-Personnel Matters