



Smithsonian Institution Archives

Records, 1971-1985

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

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Collection Overview

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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Records |
| Identifier: | Accession 87-049 |
| Date: | 1971-1985 |
| Extent: | 4.5 cu. ft. (4 record storage boxes) (1 document box) |
| Creator:: | Cooper-Hewitt Museum. Public Information Office |
| Language: | Language of Materials: English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 87-049, Cooper-Hewitt Museum. Public Information Office, Records

Descriptive Entry

This accession consists of general correspondence and memoranda with advertising agencies, corporations, Smithsonian staff, and television and radio stations concerning announcements and public service notices of museum events and activities; memoranda with staff concerning museum contributions to Smithsonian publications; press releases; and product development files.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Art museums
- Museum publications
- Museums -- Press coverage
- Museums -- Public relations

Types of Materials:

- Black-and-white photographs
- Brochures
- Clippings
- Color transparencies

Manuscripts
Picture postcards

Container Listing

Box 1

Publications Correspondence

| | |
|------------|---|
| Box 1 of 5 | A Miscellaneous |
| Box 1 of 5 | Abitare |
| Box 1 of 5 | Allied Publications |
| Box 1 of 5 | American Artist |
| Box 1 of 5 | American Craft Magazine |
| Box 1 of 5 | American Fabrics Magazine |
| Box 1 of 5 | American Heritage |
| Box 1 of 5 | Americana Magazine |
| Box 1 of 5 | Antiquariato |
| Box 1 of 5 | Antiques, The Magazine |
| Box 1 of 5 | Antiques & Auction News |
| Box 1 of 5 | Antiques and The Arts Weekly |
| Box 1 of 5 | Antiques & Collectibles |
| Box 1 of 5 | Antique Monthly and Horizon |
| Box 1 of 5 | Antiques World |
| Box 1 of 5 | Antiques USA |
| Box 1 of 5 | Apollo Magazine |
| Box 1 of 5 | Aquarian Weekly |
| Box 1 of 5 | Architectural Design (AD), London; Architectural Review, London |
| Box 1 of 5 | Architectural Record; Architectural Digest |
| Box 1 of 5 | Architectural Digest, Italy - Anna Querci |
| Box 1 of 5 | Art & Antiques |

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|------------|---|
| Box 1 of 5 | Art in America |
| Box 1 of 5 | Art Forum/Art World |
| Box 1 of 5 | Art News/Art News Books/Art Newsletter |
| Box 1 of 5 | Arts Magazine |
| Box 1 of 5 | Associated Press |
| Box 1 of 5 | Audio Visual Communications |
| Box 1 of 5 | Avenue |
| Box 1 of 5 | Amsterdam News |
| Box 1 of 5 | B Miscellaneous |
| Box 1 of 5 | Backseat |
| Box 1 of 5 | Baltimore Sun |
| Box 1 of 5 | Bergen Record |
| Box 1 of 5 | Better Homes and Gardens |
| Box 1 of 5 | Boston Globe/Boston Herald American |
| Box 1 of 5 | Buffalo Evening News |
| Box 1 of 5 | C Miscellaneous |
| Box 1 of 5 | Camden Courier Post |
| Box 1 of 5 | Casa Vogue, Milan |
| Box 1 of 5 | Christian Science Monitor |
| Box 1 of 5 | Children Today - Department of Health and Human Services Administration for Children, Youth and Families |
| Box 1 of 5 | Cincinnati Enquirer |
| Box 1 of 5 | Colonial Homes Magazine |
| Box 1 of 5 | Commerce Journal |
| Box 1 of 5 | Connaissance des Arts |
| Box 1 of 5 | Connoisseur |
| Box 1 of 5 | Courier News |

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| Box 1 of 5 | Craft International |
| Box 1 of 5 | Cronica, New York |
| Box 1 of 5 | M Miscellaneous |
| Box 1 of 5 | Mademoiselle |
| Box 1 of 5 | Manhattan East |
| Box 1 of 5 | Mass Bay Antiques |
| Box 1 of 5 | Metropolis |
| Box 1 of 5 | Metropolitan Home |
| Box 1 of 5 | Miami Herald |
| Box 1 of 5 | Middletown Times Herald Record |
| Box 1 of 5 | Milwaukee Journal |
| Box 1 of 5 | MD Magazine |
| Box 1 of 5 | MODO, Milan |
| Box 1 of 5 | Muse Magazine |
| Box 1 of 5 | Museum Magazine |
| Box 1 of 5 | Museums New York |
| Box 1 of 5 | N Miscellaneous |
| Box 1 of 5 | National Education, California |
| Box 1 of 5 | National Journal |
| Box 1 of 5 | Needle Arts/The Embroiderers' Guild of America |
| Box 1 of 5 | Needlepoint Bulletin; Needlepoint News |
| Box 1 of 5 | New Brunswick Home News |
| Box 1 of 5 | New Haven Register |
| Box 1 of 5 | New York Daily News |
| Box 1 of 5 | New York Guide; Wisdom's Child |
| Box 1 of 5 | New York Hall of Science |

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| Box 1 of 5 | New York Magazine |
| Box 1 of 5 | New York News for Kids |
| Box 1 of 5 | New York-Pennsylvania Collector |
| Box 1 of 5 | Cue Magazine (Merged with New York) |
| Box 1 of 5 | New York Post |
| Box 1 of 5 | Newsday |
| Box 1 of 5 | Newsweek |
| Box 1 of 5 | Nineteenth Century Magazine |
| Box 1 of 5 | Northwest Orient |
| Box 1 of 5 | O Miscellaneous |
| Box 1 of 5 | Oculus |
| Box 1 of 5 | Ohio Antique Review |
| Box 1 of 5 | Ornament Magazine |
| Box 1 of 5 | P Miscellaneous |
| Box 1 of 5 | Park East |
| Box 1 of 5 | People and Places |
| Box 1 of 5 | Philadelphia Bulletin |
| Box 1 of 5 | Philadelphia Inquirer |
| Box 1 of 5 | Plaza Newsletter |
| Box 1 of 5 | Portfolio |
| Box 1 of 5 | Print Collector's Newsletter |
| Box 1 of 5 | Progressive Architecture |
| Box 1 of 5 | Promenade |
| Box 1 of 5 | R Miscellaneous |
| Box 1 of 5 | Reader's Digest; Reader's Digest Books |
| Box 1 of 5 | Realite |

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| Box 1 of 5 | Restaurant Design |
| Box 1 of 5 | Riverdale Press |
| Box 1 of 5 | S Miscellaneous |
| Box 1 of 5 | Sacramento Bee |
| Box 1 of 5 | San Diego Magazine |
| Box 1 of 5 | Saturday Review |
| Box 1 of 5 | Scholastic Magazine |
| Box 1 of 5 | Science 80 |
| Box 1 of 5 | Scripps Howard - United Media Enterprises (NEA, United Features Syndicate, World Almanac, TV Data) |
| Box 1 of 5 | Sew Business Magazine |
| Box 1 of 5 | R. L. Shep Textile Booklist |
| Box 1 of 5 | Signature Magazine, US and London |
| Box 1 of 5 | Skyline - Institute for Architecture and Urban Design |
| Box 1 of 5 | Soho Weekly News |
| Box 1 of 5 | Spinning Wheel |
| Box 1 of 5 | Sports Illustrated |
| Box 1 of 5 | Staten Island Advance |
| Box 1 of 5 | St. Louis Post Dispatch |
| Box 1 of 5 | Syndicate |
| Box 1 of 5 | T Miscellaneous |
| | Box 2 |
| Box 2 of 5 | Time |
| Box 2 of 5 | Travel & Leisure |
| Box 2 of 5 | Tribune des Arts |
| Box 2 of 5 | U Miscellaneous |

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| Box 2 of 5 | United Features Syndicate |
| Box 2 of 5 | United Press |
| Box 2 of 5 | USA Today |
| Box 2 of 5 | V Miscellaneous |
| Box 2 of 5 | Vanity Fair |
| Box 2 of 5 | Victorian Society |
| Box 2 of 5 | Village Voice |
| Box 2 of 5 | Vogue, US |
| Box 2 of 5 | Vogue, Paris |
| Box 2 of 5 | Wall Street Journal |
| Box 2 of 5 | Washington Post |
| Box 2 of 5 | Washington Times |
| Box 2 of 5 | Webb Company, St. Paul, Minnesota (TWA/Ambassador and other flight magazines) |
| Box 2 of 5 | Women's Day |
| Box 2 of 5 | Woodbridge News Tribune |
| Box 2 of 5 | World Interiors, London |
| Box 2 of 5 | World Topics |
| Box 2 of 5 | XYZ Miscellaneous |
| Box 2 of 5 | Yarn Craft Magazine |
| Box 2 of 5 | Your Home |
| | Smithsonian Files |
| Box 2 of 5 | Art to Zoo |
| Box 2 of 5 | Library of Congress |
| Box 2 of 5 | Leven, Ann |
| Box 2 of 5 | Personnel and Payroll Information |

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| Box 2 of 5 | Smithsonian Congressional Information Handbook |
| Box 2 of 5 | SI Conservation Training and Job Marketing Analysis |
| Box 2 of 5 | Smithsonian Executive Staff and Bureau and Office Directors |
| Box 2 of 5 | Smithsonian Collection Inventory |
| Box 2 of 5 | Smithsonian Duplicating Service |
| Box 2 of 5 | Smithsonian Fellowships, Internships and Visiting Professionals |
| Box 2 of 5 | Smithsonian Guide for the Disabled |
| Box 2 of 5 | Smithsonian Magazine |
| Box 2 of 5 | Smithsonian Quarterly Calendar |
| Box 2 of 5 | Radio Smithsonian |
| Box 2 of 5 | Smithsonian News Service Survey of Users |
| Box 2 of 5 | SI Press |
| Box 2 of 5 | Smithsonian Office of Public Affairs (2 folders) |
| Box 2 of 5 | Official Guide to the Smithsonian (2 folders) |
| Box 2 of 5 | Smithsonian Resource Directory - 1983 Update |
| Box 2 of 5 | Smithsonian Regents Annual Report, 1901 |
| Box 2 of 5 | Smithsonian Regents |
| Box 2 of 5 | Smithsonian Institution Research Reports, 1980-1982 |
| Box 2 of 5 | Smithsonian Research and Study Opportunities |
| Box 2 of 5 | Smithsonian Institution Traveling Exhibition Service (SITES) |
| Box 2 of 5 | Smithsonian Survey of Property |
| Box 2 of 5 | Smithsonian Directory Update |
| Box 2 of 5 | Smithsonian General (Includes Ripley Articles) |
| Box 2 of 5 | United States Information Agency |
| Box 2 of 5 | United States Government Manual Update, 1982 |
| Box 2 of 5 | Wilson Center, Smithsonian |

General Correspondence

- Box 2 of 5 A Miscellaneous
- Box 2 of 5 Acquisitions, 1977
- Box 2 of 5 Adams & Rinehart, Inc.
- Box 2 of 5 Admission Changes, June 1978
- Box 2 of 5 American Association of Museums
- Box 2 of 5 American Crafts Council
- Box 2 of 5 American Express
- Box 2 of 5 American Federation of the Arts - Officers and Trustees
- Box 2 of 5 American Institute of Architects
- Box 2 of 5 American Society of Interior Designers (ASID) Design Library
- Box 2 of 5 B Miscellaneous
- Box 2 of 5 Bettmann Archive
- Box 2 of 5 Book-of-the-Month Club, Smithsonian Publications Project, 1976-79
- Box 2 of 5 Brooklyn Museum Bus Trip, October 17, 1975
- Box 2 of 5 Bonwit Teller
- Box 2 of 5 Brunschwig & Fils, Inc.
- Box 2 of 5 Business Committee for the Arts
- Box 2 of 5 C Miscellaneous
- Box 2 of 5 Carnegie Hall
- Box 2 of 5 Carnegie Hill Neighbors
- Box 2 of 5 Cantin & Elliott - Accent on Design Magazine for Gift Show, February 1984

Box 3

- Box 3 of 5 Carnegie Corporation
- Box 3 of 5 City of New York, Department of Cultural Affairs, Percent for Art Program
- Box 3 of 5 Citizen's Committee for New York

| | |
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| Box 3 of 5 | Corporate Funding |
| Box 3 of 5 | Corporate Members List, 1981, 1983 |
| Box 3 of 5 | Benefits List |
| Box 3 of 5 | Corporate Funding - Background Sheets, 1980-1984 |
| Box 3 of 5 | Corporate Funding - Possible Memberships and Giving |
| Box 3 of 5 | Correspondence - Publicity, 1972 |
| Box 3 of 5 | Creamer-Dickson Basford - Wallcoverings, Summer 1980 |
| Box 3 of 5 | Cultural Affairs - City of New York, Cultural Assistance Center |
| Box 3 of 5 | Cultural Bus Route, 1981 |
| Box 3 of 5 | D Miscellaneous |
| Box 3 of 5 | Decorative Arts Council |
| Box 3 of 5 | Decorators Show House, May 2-26, 1974 |
| Box 3 of 5 | Democratic National Committee |
| Box 3 of 5 | Design Fair, 1980 |
| Box 3 of 5 | Development - Royalty Possibilities |
| Box 3 of 5 | Dreyfuss - Transmittal Reports |
| Box 3 of 5 | East Mid-Manhattan Chamber of Commerce |
| Box 3 of 5 | F Miscellaneous |
| Box 3 of 5 | Film Sources |
| Box 3 of 5 | Financial Statement, Cooper-Hewitt Museum |
| Box 3 of 5 | Flatbush "Frolic" Street Fair, 1979-1983 |
| Box 3 of 5 | Friend of Textiles - Donnell Series |
| Box 3 of 5 | Foundations General |
| Box 3 of 5 | G Miscellaneous |
| Box 3 of 5 | Garden Club |
| Box 3 of 5 | Graphic Designers |

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| Box 3 of 5 | Guggenheim Accounting |
| Box 3 of 5 | H Miscellaneous |
| Box 3 of 5 | Hathaway General Fund Appeal, 1976 |
| Box 3 of 5 | Heinz Study Center |
| Box 3 of 5 | Holography - Department or Program, 1975 |
| Box 3 of 5 | Hotels |
| Box 3 of 5 | House Ceremony |
| Box 3 of 5 | Expenses (Public Relations) |
| Box 3 of 5 | I Miscellaneous |
| Box 3 of 5 | International Antiquarian Book Fair, 1975 |
| Box 3 of 5 | Inter-Office Memoranda |
| Box 3 of 5 | J Miscellaneous |
| Box 3 of 5 | Justema Book |
| Box 3 of 5 | K Miscellaneous |
| Box 3 of 5 | Kubler Collection |
| | Television and Radio Files |
| Box 3 of 5 | General Correspondence - TV, 1978-1982 |
| Box 3 of 5 | Filming, 1979-1980 |
| Box 3 of 5 | WABC Channel 7 (Good Morning America and General) |
| Box 3 of 5 | WCBS Channel 2 (CBS News and Other Departments) |
| Box 3 of 5 | WNBC Channel 4 (NBC Today Show and Others) |
| Box 3 of 5 | WNEW Channel 5 (Big Apple Minute and Others) |
| Box 3 of 5 | WNET Channel 13 |
| Box 3 of 5 | WNYC TV and Radio |
| Box 3 of 5 | WOR Channel 9 (News, Straight Talk) |
| Box 3 of 5 | WQRX in the Works |

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| Box 3 of 5 | WYNY FM 97 |
| Box 3 of 5 | WNYC Channel 31 (Watson) |
| | Museum Shop Files |
| Box 3 of 5 | Museum Shop Items Listed in Various Publications |
| Box 3 of 5 | Museum Shop Memoranda and Invoices, 1980 |
| Box 3 of 5 | Slide Kits, Obsolete, 1979 |
| Box 3 of 5 | Slide Kits, Textiles |
| Box 3 of 5 | Slide Kit Correspondence |
| Box 3 of 5 | Permission to Publish (Awaiting Completion) |
| Box 3 of 5 | American Art Directory |
| Box 3 of 5 | A Dictionary of Art Museums in the United States, Crown Publishing |
| Box 3 of 5 | The Art Gallery, Ivoryton, Connecticut |
| Box 3 of 5 | Art Now Gallery Guide |
| Box 3 of 5 | Arts & Sports USA, Cultural Services, Inc. |
| Box 3 of 5 | Automobile Club - Tour Guide |
| Box 3 of 5 | The Best of New York |
| Box 3 of 5 | The Big Apple Guide to New York |
| Box 3 of 5 | Blue Guide to New York City, Ernest Benn Limited |
| Box 3 of 5 | R. R. Bowker Company |
| Box 3 of 5 | City of New York Official Directory |
| Box 3 of 5 | Directory of World Museums |
| Box 3 of 5 | Corning Museum of Glass |
| Box 3 of 5 | Domus |
| Box 3 of 5 | Entertainment New York |
| Box 3 of 5 | General Services Administration |
| Box 3 of 5 | Gifted Resource Specialists |

Box 3 of 5 Government Research Directory, 1984
Box 3 of 5 Key Magazine
Box 3 of 5 Mobile Travel Guide - Rand McNally
Box 3 of 5 Museum Guide and Directory Listings, 1982-1984
Box 3 of 5 Museum Guide and Directory Listings, 1979-1981
Press Releases

Box 3 of 5 Calendar Releases, 1979

Box 4

Box 4 of 5 Calendar Release Preparation, 1979
Box 4 of 5 Programs, 1979
Box 4 of 5 Program Press Releases, 1978
Box 4 of 5 Calendar Releases - Exhibitions, 1978
Box 4 of 5 Calendar and Exhibition Releases, 1978
Box 4 of 5 Programs - Work Papers and Mailing Lists, 1978
Box 4 of 5 Program Releases, 1978
Box 4 of 5 Programs - Correspondence, 1978
Box 4 of 5 Cultural Council Foundation (CCF)/Ceta Artists Project, 1978-1979
Box 4 of 5 Calendar Releases, June-August 1977
Box 4 of 5 Programs - Work Papers (Includes background information sheets), 1977
Box 4 of 5 Programs - General Notes, Fall 1978
Box 4 of 5 Craft Workshops, Winter 1978
Box 4 of 5 Press Releases (Unfiled), 1977-1980
Box 4 of 5 Programs, 1977
Box 4 of 5 Calendar Releases, September 1977
Box 4 of 5 Fall Programs, October-December 1977

Box 4 of 5 Fashion, 1977: October 3, November 7, December 5; 1978: January 16, February 6

Box 4 of 5 Films, 1977: October 7, December 9

Box 4 of 5 Marquetry, October 28-29, 1977

Box 4 of 5 Poetry, November-December 1977

Box 4 of 5 Screen Printing

Box 4 of 5 Sunday Concerts, October 9-30, 1977

Box 4 of 5 Travel, 1977: October 15, December 10

Box 4 of 5 Adult and Children Programs (Work Folder), Fall 1977

Box 4 of 5 Adult and Children Programs, Summer 1977

Box 4 of 5 News Releases - Children's Programs, Winter 1977

Box 4 of 5 News Releases - Adult Programs, Winter 1977

Box 4 of 5 News Releases - Children's Programs, Spring 1977

Box 4 of 5 Museums of the Northeast, Northampton, Massachusetts, 1984

Box 4 of 5 National Arts Guide

Box 4 of 5 New York Art Review (Published in Chicago)

Box 4 of 5 Oxford Literary Guide

Box 4 of 5 Seasons in Art - Calendar Listings

Box 4 of 5 Stuart, Tabori & Chang, Inc. - Museum Guide Book Preparation, 1981; New York: Open to the Public Guide

Box 4 of 5 Winter Antiques Show

Box 4 of 5 Programs, Fall 1982

Box 4 of 5 Programs, Summer 1982

Box 4 of 5 Dance Programs, Summer 1982

Box 4 of 5 Programs, Spring 1982

Box 4 of 5 Programs, Summer Ball, 1982

Box 4 of 5 Programs, Winter 1982

Box 4 of 5 Calendar Releases, 1982

Box 4 of 5 Programs, Spring 1981

Box 4 of 5 Calendar, 1981

Box 5

Box 5 of 5 Jewelry Seminar, December 5-6, 1981

Box 5 of 5 Floor Coverings Workshops

Box 5 of 5 Architecture Film Series

Box 5 of 5 Programs, Winter 1981

Box 5 of 5 Programs, Fall 1981

Box 5 of 5 Programs, Summer 1981

Box 5 of 5 Exhibitions Concerned with Some Aspect of Industrial Design

Box 5 of 5 Press Release Masters, 1980

Box 5 of 5 Press Kits - "Door"

Box 5 of 5 Programs, Fall 1980

Box 5 of 5 Programs, Summer 1980

Box 5 of 5 Program Worksheets, Spring 1980

Box 5 of 5 Programs (Work Papers), Winter 1980

Box 5 of 5 Calendar Releases, General Information Sheets, 1980

Box 5 of 5 Program Press Releases, Fall 1980

Box 5 of 5 Children's Programs - Statement of Philosophy

Box 5 of 5 Special Correspondence, 1980

Box 5 of 5 Program Press Releases, Summer 1980

Box 5 of 5 Program Press Releases, Spring 1980

Box 5 of 5 Program Press Releases, Winter 1980