



# Smithsonian

*Institution Archives*

Records, 1973-1978

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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>Date:</b>	1973-1978
<b>Identifier:</b>	Record Unit 284
<b>Creator::</b>	Cooper-Hewitt Museum. Department of Membership and Programs
<b>Extent:</b>	8 cu. ft. (16 document boxes)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 284, Cooper-Hewitt Museum. Department of Membership and Programs, Records

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## Historical Note

The Department of Membership and Programs handles the Cooper-Hewitt Museum's fundraising, special events, education, membership, and volunteer programs. One of the fundraising programs is the annual benefit auction of antiques and fine works of art. From 1974 to 1976, the funds earned from these auctions were used for the renovation of the Carnegie Mansion, and since 1977, to support the Museum's education programs.

The first auction was coordinated by Dorothy Twining Globus, an Exhibits Specialist in the Museum. Mary Kerr, Assistant Registrar, coordinated the second auction in 1975. In 1976, responsibility for the auctions was combined with a new membership program under Kerr as Membership Coordinator.

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## Descriptive Entry

These records consist of correspondence with prospective donors for cash donations or donation of items for auctions; invitations to the auction and auction-related events; photographs of items for auction; drafts for auction catalogues; invitations and announcements; auction bids; expense statements; sale receipts; and newspaper and journal articles. Other records concern the special events programs such as the Save Venice fundraising picnic, 1977; the opening of the Carnegie Mansion, 1976; and the 75th anniversary of the Carnegie Mansion, 1977. The Department's inactive volunteer files are also included.

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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  
Auctions  
Fund raising  
Museums -- Public relations

Types of Materials:

Black-and-white photographs  
Clippings  
Manuscripts

Names:

Carnegie Mansion (New York, N.Y.)  
Globus, Dorothy Twining  
Kerr, Mary

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## Container Listing

### Series 1: AUCTIONS, 1974-1977

#### Box 1

<b>Auction, 1974</b>	
Summary: <b>Auction, 1974</b>	
Box 1 of 16	Folder 1 Background Summary report of auction
Box 1 of 16	Folder 2 Bids, for sealed bid and evening sales
Box 1 of 16	Folder 3 Bills and expense list, includes photocopies of invoices and receipts
Box 1 of 16	Folder 4 Bills, museum's copy of bills for items auctioned
Box 1 of 16	Folder 5 Catalogue
Box 1 of 16	Folder 6 Conditions of sale
Box 1 of 16	Folder 7 Estimates, estimates of amounts that various lots would bring
Box 1 of 16	Folder 8 Illustrations, photographs and negatives
Box 1 of 16	Folder 9 Isobe, Yukihiisa, correspondence concerning donation
Box 1 of 16	Folder 10 Models, examples of catalogues, forms, etc. used at other auctions
Box 1 of 16	Folder 11 Notes, Dorothy T. Globus file
Box 1 of 16	Folder 12 Objects, follow-up and no reply concerning donors
Box 1 of 16	Folder 13 Printing, samples of materials printed up for auction

#### Box 2

Box 2 of 16	Folder 1 Publicity
Box 2 of 16	Folder 2 Transmittals, photocopies of forms transmitting proceeds to Smithsonian Treasurer
Box 2 of 16	Folder 3 Unsold, concerning objects not sold at auction and consigned to Sotheby Perke Bernet and outstanding accounts

Box 2 of 16	Folders 4-63 BA001-BA060, correspondence with donors, catalogue forms and other materials concerning donation of objects for auction
Box 3	
Box 3 of 16	Folders 1-80 BA061-BA140
Box 4	
Box 4 of 16	Folders 1-89 BA141-229
Box 5	
<b>Auction, 1975</b> Summary: <b>Auction, 1975</b>	
Box 5 of 16	Folder 1 Bids, evening auction sale
Box 5 of 16	Folders 2-3 Bids, silent auction
Box 5 of 16	Folder 4 Committees
Box 5 of 16	Folder 5 Correspondence
Box 5 of 16	Folder 6 Correspondence, Irving Jermansky
Box 5 of 16	Folders 7-14 Donors, A-H
Box 6	
Box 6 of 16	Folders 1-12 Donors, J-W
Box 6 of 16	Folder 13 Donors, monetary
Box 6 of 16	Folder 14 Invoices
Box 7	
Box 7 of 16	Folder 1 Mailing list
Box 7 of 16	Folder 2 Notes
Box 7 of 16	Folder 3 Outstanding bills
Box 7 of 16	Folder 4 PB84
Box 7 of 16	Folders 5-7 Photographs and negatives

Box 7 of 16 Folder 8 Tickets

Box 7 of 16 Folder 9 Transmittal reports

Box 8

**Auction, 1976**  
Summary: **Auction, 1976**

Box 8 of 16 Folder 1 Acknowledgements

Box 8 of 16 Folder 2 Auction letters

Box 8 of 16 Folder 3 Auction notes

Box 8 of 16 Folder 4 Auction party

Box 8 of 16 Folder 5 Auction printing

Box 8 of 16 Folder 6 Auction prospects and promises

Box 8 of 16 Folder 7 Auction receipts

Box 8 of 16 Folder 8 Benefit Committee

Box 8 of 16 Folder 9 Correspondence

Box 9

Box 9 of 16 Folder 1 Correspondence (continued)

Box 9 of 16 Folder 2 Catalogue

Box 9 of 16 Folder 3 Catalogue slips, addendum

Box 9 of 16 Folders 4-21 Catalogue slips, A-Q

Box 10

Box 10 of 16 Folders 1-6 Catalogue slips, R-W

Box 10 of 16 Folder 7 Donors

Box 10 of 16 Folders 8-9 Photographs

Box 10 of 16 Folder 10 Publicity

Box 10 of 16 Folder 11 Thank yous

Box 10 of 16 Folder 12 Thank yous, unsent

Box 10 of 16 Folder 13 Transmittal reports

Box 10 of 16 Folder 14 Unpaid auction bills

Box 11

**Auction, 1977**

Summary: **Auction, 1977**

Box 11 of 16 Folder 1 Acknowledgements

Box 11 of 16 Folder 2 Acquisition Committee lists

Box 11 of 16 Folder 3 Advertising

Box 11 of 16 Folder 4 Auction, lists of bids, lots 95-305

Box 11 of 16 Folder 5 Auction party and donations responses

Box 11 of 16 Folder 6 Auction pending

Box 11 of 16 Folder 7 Auction sale receipts

Box 11 of 16 Folder 8 Benefit auctions

Box 11 of 16 Folder 9 Catalogue

Box 11 of 16 Folder 10 Committees

Box 11 of 16 Folder 11 Contributors

Box 12

Box 12 of 16 Folders 1-80 Donors, A-J

Box 13

Box 13 of 16 Folders 1-90 Donors, K-Z

Box 14

Box 14 of 16 Folders 1-2 Donors, arranged by receipts numbers (notebooks I & II)

Box 14 of 16 Folder 3 Evening auction bids

Box 14 of 16 Folder 4 Expenses



Box 14 of 16                      Folders 5-7 Photographs of items for sale at auction

Box 15

Box 15 of 16                      Folder 1 Press release

Box 15 of 16                      Folders 2-3 Sealed bids

Box 15 of 16                      Folder 4 Thank yous

Box 15 of 16                      Folder 5 Transmittal reports

Box 15 of 16                      Folder 6 Miscellaneous (unfiled materials)

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## Series 2: SPECIAL EVENTS PROGRAMS, 1976-1978

### Box 16

Box 16 of 16	Folders 1-4 Carnegie House: Museum opening, 1976
Box 16 of 16	Folder 5 Carnegie House: 75th Anniversary, 1977
Box 16 of 16	Folder 6 Save Venice Picnic fundraising, June 13, 1977
Box 16 of 16	Folders 7-8 Special events, general, 1976-1977

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## Series 3: VOLUNTEER FILES, 1974-1978

Box 16

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Folders 9-10 Volunteer Programs applications, 1974-1978

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