



Smithsonian Institution Archives

Subject Files, 1969-1992, with
related records from 1948

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Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Subject Files
Identifier:	Record Unit 492
Date:	1969-1992, with related records from 1948
Extent:	39.88 cu. ft. (39 record storage boxes) (1 document box) (1 film box) (12 oversized folders)
Creator::	Cooper-Hewitt Museum. Office of the Director
Language:	Language of Materials: English

Administrative Information

Oversize

This collection contains oversize material.

Preferred Citation

Smithsonian Institution Archives, Record Unit 492, Cooper-Hewitt Museum. Office of the Director, Subject Files

Historical Note

These records document the administration of the Cooper-Hewitt Museum (CHM) under directors Lisa Suter Taylor and Dianne H. Pilgrim. Taylor's appointment in October 1969 marked the first appointment of a woman as director of a Smithsonian museum. Previously, she had been a program director with the Smithsonian Associates. Taylor was made Director Emeritus after her retirement in June 1987. Pilgrim became Director in November 1988 after serving as Curator and Chair of the Department of Decorative Arts at the Brooklyn Museum.

Other staff also created some of the records. H. Christian Rohlfing joined the Cooper-Hewitt Museum in 1954 and, as Acting Administrator, oversaw its transition to a Smithsonian bureau. He then served as Assistant Director for Collections Management from 1979 until his retirement in 1982. Harold F. Pfister joined the Museum in 1982 as Assistant Director. He became Acting Director upon Taylor's retirement and resigned in 1988. Peter M. Scherer became Administrative Assistant to the Director in 1979 and rose to Special Assistant to the Director before leaving the Museum in 1983.

Descriptive Entry

These records contain the Director's correspondence files from 1975 to 1991, as well as smaller files created by Rohlfing, Pfister, and Scherer. In addition, the records include administrative and subject files from 1970 to 1988. These files document museum functions such as acquisitions, collections management, and budgeting, as well as larger initiatives such as the Museum Mile street festival, which was conceived by the Cooper-Hewitt and inaugurated in June 1979. They also contain a complete collection of the Museum's newsletter from its first issue in the fall of 1977 through the spring 1990 issue; and photographs, plans, and drawings of proposed renovations to the Carnegie Mansion.

The records contain exhibition files dating from 1972 to 1992, with some gaps. The files include exhibition designs; publicity and press reviews; visitor comments; correspondence with other institutions and museums regarding the loan of objects; label copy; budgets and funding materials; lists of objects; and contracts. Also documented are Museum publications such as *Cities* (1982); *The Phenomenon of Change* (1984); and the Smithsonian Illustrated Library of Antiques, a twelve-part series begun in 1979 and published in association with the Book-of-the-Month Club (BOMC). Publication files consist of correspondence with authors, contributors, subscribers, and publishers; progress reports; photographs of artwork; requests for reproduction permission; background research files; publicity and advertising files; production files; and contracts. Some materials are in electronic format.

Names and Subject Terms

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

Subjects:

- Art museum directors
- Art museums
- Decorative arts
- Museum finance
- Museums -- Acquisitions
- Museums -- Collection management

Types of Materials:

- Architectural drawings
- Black-and-white photographs
- Drawings
- Floor plans
- Manuscripts

Names:

- Book-of-the-Month Club
- Carnegie Mansion (New York, N.Y.)
- Museum Mile Street Festival (New York, N.Y.)
- Pfister, Harold Francis
- Pilgrim, Dianne H.
- Rohlfing, H. Christian
- Scherer, Peter M.
- Taylor, Lisa, 1933-1991

Preferred Titles:

Cities (Monograph)
Smithsonian illustrated library of antiques.
The Phenomenon of change (Monograph)

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Box 31 of 41 A-J Correspondence, 1986

Box 31 of 41 Art Deco Society, 1986

Box 31 of 41 K-P Correspondence, 1986

Box 31 of 41 P-Z Correspondence, 1986

Box 31 of 41 Complaint Letters, 1986

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Box 32 of 41 Museum of the 19th Century

Box 32 of 41 Prospect School and Archive

Box 32 of 41 Lisa Taylor Articles - General

Box 32 of 41 Lisa Taylor Newsletter Articles

Box 32 of 41 Architectural Digest Article by Lisa Taylor

Box 32 of 41 Lisa Taylor Forewards (4 folders)

Box 32 of 41 Lisa Taylor California Trip, 1980

Box 32 of 41 Dallas - Cities Lecture, 1982

Box 32 of 41 Lisa Taylor Slide Lectures

Box 32 of 41 LT Pen Letter - Private

Box 32 of 41	Lisa Taylor - Personal
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Box 33 of 41	Haines, Lundborg, Waehler
Box 33 of 41	Violence Abstracts
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Box 33 of 41	Violence - Illustrations
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Box 33 of 41	Scottish Opera, 1979-1980
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Box 33 of 41	Central Park Zoo
Box 33 of 41	Profile of a Museum Registrar
Box 33 of 41	Wallpaper Handbook
Box 33 of 41	Patterson Matchesafes (2 folders)
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Box 34 of 41	Patterson Matchesafes (3 folders)
Box 34 of 41	Rizzoli
Box 34 of 41	R. Lynes Manuscript Publications
Box 34 of 41	Russell Lynes Manuscript
Box 34 of 41	Enamels
Box 34 of 41	Publications - Wallpaper Book - Catherine Lynn
Box 34 of 41	Publications - Current
Box 34 of 41	Rizzoli - Urban Open Spaces
Box 34 of 41	Publications - Memo from Brenda Gilchrist
Box 34 of 41	Masters Show Text
Box 34 of 41	Weekly Planner, 1979
Box 34 of 41	Address Book
Box 34 of 41	SI Council Meeting, 1978
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Box 34 of 41	SI Council Meeting, 1975 (2 folders)
Box 34 of 41	SI Council Meeting, 1974
Box 34 of 41	SI Council Meeting, 1973
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Box 34 of 41	SI Council Meeting, 1972-1975
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Box 34 of 41	SI Exhibitions, 1978/1979
Box 34 of 41	Fellowships and Grants, 1980-1982
Box 34 of 41	Fellowships and Grants - Letters of Recommendation
Box 34 of 41	Kellogg Project
Box 34 of 41	Exhibition Committee Meetings, 1984-1986
Box 34 of 41	Executive Committee Report, 1981
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Box 34 of 41	SI Miscellaneous
Box 34 of 41	National Zoo - 100th Birthday
Box 34 of 41	SI Press
Box 34 of 41	Board of Regents
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Box 35 of 41	Research Opportunities
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Box 35 of 41	Director's Search
Box 35 of 41	SITES
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Box 35 of 41	SI Year, 1988
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Box 35 of 41	Whither History and Art
Box 35 of 41	Building Cutouts
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Box 35 of 41	Collection Descriptions
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Box 35 of 41 Exhibition - Wallpaper
Box 35 of 41 Rohlfing Correspondence, A-Z (2 folders)
Box 35 of 41 Judging
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Box 35 of 41 Research Inquiries
Box 35 of 41 Resources
Box 35 of 41 Appraisers
Box 35 of 41 Restorers, Conservators
Box 35 of 41 Museum of Design, Boston, Advisory Board
Box 35 of 41 Museum Council NYC
Box 35 of 41 Spence School
Box 35 of 41 Spence School - Expansion Planning
Box 35 of 41 Inter-departmental Memos

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Box 36 of 41 SITES
Box 36 of 41 Telephones
Box 36 of 41 Daphne Awards
Box 36 of 41 Audit
Box 36 of 41 DOT/Cities
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Box 36 of 41 Personnel 1980
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Box 36 of 41	Unsorted Correspondence, 1978-1981
Box 36 of 41	Interactive Multimedia
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Box 36 of 41	Visitor Brochures
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Box 36 of 41	Heckcher Dinner
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Box 38 of 41	Columbus Renaissance Spanish Furniture
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- Box 38 of 41 SI Sesquicentennial, 1996
- Box 38 of 41 Miscellaneous Correspondence, A-Z (22 folders)
- Box 38 of 41 Gianfranco Zaccai
- Box 38 of 41 Douglas Davis
- Box 38 of 41 Ellen Liman
- Box 38 of 41 Bill Lacy
- Box 38 of 41 Martin Segal
- Box 38 of 41 "Cooper-Hewitt Newsletter" Volume 1, Number 1 (Fall 1977) to Spring 1990 (no volume or number) (4 folders)
- Box 38 of 41 Dianne Pilgrim correspondence files, arranged chronologically, November 1988-August 1989 (6 folders)

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- Box 39 of 41 Dianne Pilgrim correspondence files, arranged chronologically, September 1989-December 1991 (27 folders)
- Box 39 of 41 Exhibitions - Memos, 1989-1991
- Box 39 of 41 Salvadori Bridge Project, 1991-1992
- Box 39 of 41 Salvadori Bridge Party, 1991
- Box 39 of 41 Bridge Stationery
- Box 39 of 41 Mario Salvadori - 1991 Garden

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- Box 40 of 41 Garden Exhibit - Proposed
- Box 40 of 41 Bridge Exhibit - Garden, July 1991
- Box 40 of 41 Women of Design, 1992
- Box 40 of 41 Photographs and negatives of Carnegie Mansion architectural models and drawings

Box 41

- Box 41 of 41 Computer tape - "Cooper-Hewitt Master File" (undated)
- Box 41 of 41 Motion picture - "NASA" or "Barnett" (1980) (?)

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Motion picture - "Andrew Carnegie"

Oversize

- Oversize Folder 1 Conceptual Drawings for "Color and Light Show," by Edwin Schlossberg, Inc. April 2, 1984 (drawings on foamcore) - Drawings 1-2, 4-6
- Oversize Folder 2 Conceptual Drawings for "Color and Light Show," by Edwin Schlossberg, Inc. April 2, 1984 (drawings on foamcore) - Drawings 7-10
- Oversize Folder 3 Conceptual Drawings for "Color and Light Show," by Edwin Schlossberg, Inc. April 2, 1984 (drawings on foamcore) - Drawings 11-16
- Oversize Folder 4 Conceptual Drawings for "Color and Light Show," by Edwin Schlossberg, Inc. April 2, 1984 (drawings on foamcore) - Drawing 17
- Oversize Folder 5
- Oversize Folder 6 Colored drawing on foamcore by Hardy Holzman Pfeiffer Associates - First Floor Plan
- Oversize Folder 7
- Oversize Folder 8 Colored drawings on foamcore by Hardy Holzman Pfeiffer Associates - Existing Site Plan, Fourth Floor Plan, Basement Plan
- Oversize Folder 9 Colored drawings on foamcore by Hardy Holzman Pfeiffer Associates - Ground Floor Plan, Second Floor Plan, Third Floor Plan
- Oversize Folder 10 Watercolor and pastel elevations on foamcore - 91st Street Elevation, Garden Elevation, 90th Street Elevation
- Oversize Folder 11 Colored drawings on foamcore by Hardy Holzman Pfeiffer Associates - Site Plan, Penthouse, Proposed Site Plan
- Oversize Folder 12 Watercolor and pastel elevation on foamcore - 91st Street Elevation