



# Smithsonian Institution Archives

## Loan Files, 1958, 1975-1987

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>	Loan Files
<b>Identifier:</b>	Record Unit 541
<b>Date:</b>	1958, 1975-1987
<b>Extent:</b>	35 cu. ft. (35 record storage boxes)
<b>Creator::</b>	Cooper-Hewitt Museum. Office of the Registrar
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 541, Cooper-Hewitt Museum. Office of the Registrar, Loan Files

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## Descriptive Entry

These records pertain to the exhibitions of the Cooper-Hewitt Museum, beginning with the first held under the auspices of the Smithsonian, *Immovable Objects/Lower Manhattan from Battery Park to the Brooklyn Bridge*, which opened in June 1975, and ending with *Louis Sullivan: The Function of Ornament*, which closed in September 1987. In addition, a file is included for the exhibition *Clay and Color: The Ceramics of Picasso*, which opened in the Cooper Union Museum in March 1958.

The records largely document the loan of objects by public and private institutions, organizations, and individuals for exhibition in the Museum. Exhibition documentation consists of correspondence with lenders regarding special conditions and restrictions on loans; loan agreements; packing, shipping, and insurance information; object specifications, provenance, and insurance values; object packing, condition and conservation photographs and reports; inventory lists; exhibition budgets; installation plans; label copy; and press reviews. The extent of documentation varies with each exhibition. Many of the exhibition files correspond to object photographs contained in Record Unit 542 and are linked to the photographs by loan numbers.

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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  
Museum exhibits

Museum registrars  
Museum registration methods  
Museums -- Collection management

Types of Materials:

Black-and-white photographs  
Floor plans  
Manuscripts

Names:

Clay and Color: The Ceramics of Picasso (Exhibition) (1958: New York, N.Y.)  
Cooper Union Museum for the Arts of Decoration  
Immovable Objects: Lower Manhattan from Battery Park to the Brooklyn Bridge (Exhibition) (1975:  
New York, N.Y.)  
Louis Sullivan: The Function of Ornament (Exhibition) (1987: New York, N.Y.)

## Container Listing

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- Clay and Color: The Ceramics of Picasso
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- Immovable Objects: Lower Manhattan from Battery Park to the Brooklyn Bridge, June 13 - August 8, 1975
- Box 1 of 35      General
- The Designer Designs, Pacific Design Center, California, September - October, 1976
- Box 1 of 35      Loan forms
- Box 1 of 35      Correspondence, A-Z
- Box 1 of 35      Lists, memoranda
- MAN transFORMS, October 7, 1976 - February 7, 1977
- Box 1 of 35      Loan forms (not SI)
- Box 1 of 35      Loan receipts - Copies
- Box 1 of 35      Loan forms (SI) (2 folders)
- Box 1 of 35      Correspondence, A-N (2 folders)
- Box 1 of 35      Correspondence, O-Z (2 folders)
- Box 1 of 35      Lists, memoranda
- Box 1 of 35      Press kit
- Box 1 of 35      Imports/exports
- The Royal Pavilion at Brighton, March 3 - May 23, 1977

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	Two Hundred Years of American Architectural Drawing, June 7 - September 14, 1977
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	Immovable Objects: Subways, December 8, 1977 - March 31, 1978
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	Palaces for the People, July 14 - September 18, 1977
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	Drawing Toward a More Modern Architecture, September 20 - November 20, 1977
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To Celebrate the Moment, November 23, 1977 - January 8, 1978

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Place, Product, Packaging, January 20 - March 20, 1978

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Box 29 of 35	Hartmann Luggage Co.
Box 29 of 35	Mrs. Chang-Su Houchins

Box 29 of 35	JanSport
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