



Smithsonian

Institution Archives

Records, 1890, 1943-1984

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Date:	1890, 1943-1984
Identifier:	Record Unit 547
Creator::	Cooper-Hewitt Museum. Public Information Office
Extent:	2 cu. ft. (2 record storage boxes)
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 547, Cooper-Hewitt Museum. Public Information Office, Records

Historical Note

While under the auspices of the Cooper Union, the Museum had no staff or offices devoted exclusively to publicity, and it relied upon the Public Relations Office of the parent organization to issue press releases about its exhibitions and activities. In 1943 responsibility for publicity was included in the duties of D. Graeme Keith, Assistant to the Curator in charge of Services. He was replaced in 1944 by Allison Delarue. Mary A. Noon assumed responsibility for maintaining records on the Museum's history and publicity when she became Recorder in 1946. When the Museum was transferred to the Smithsonian Institution in 1968, Noon continued in this function as Museum Specialist.

An independent Public Relations Office was not established until 1977, one year after the Cooper-Hewitt Museum reopened to the public in the Carnegie Mansion. Isabelle Silverman was the Museum's first Public Relations Officer, and in 1979 she became Public Relations Manager. She was named Public Information Manager in 1983.

Descriptive Entry

Many of these records predate Silverman's arrival at the Museum, and consist of subject files that were apparently assembled by Mary Noon and others to document the history and activities of the Museum under the Cooper Union. They contain curatorial correspondence; press releases; fact sheets; information leaflets; news clippings; and photographs of activities at the Museum. Also included are information files about important figures in the Museum's history.

These records also describe the work of the Public Information Office on the Museum's first exhibitions under Smithsonian auspices. The exhibitions *Immovable Objects/Lower Manhattan from Battery Park to the Brooklyn Bridge*, 1975, and *MAN transFORMS/Aspects of Design*, 1976, are documented through press releases, news clippings, and files on the opening receptions.

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
- Museums -- Public relations

Types of Materials:

- Black-and-white photographs
- Clippings
- Manuscripts

Names:

- Carnegie Mansion (New York, N.Y.)
- Cooper Union for the Advancement of Science and Art
- Delarue, Allison
- Immovable Objects: Lower Manhattan from Battery Park to the Brooklyn Bridge (Exhibition) (1975: New York, N.Y.)
- Keith, D. Graeme (David Graeme), 1934-
- MANtransFORMS: An International Exhibition on Aspects of Design (1976-1977: New York, N.Y.)
- Noon, Mary A.
- Silverman, Isabelle

Container Listing

Box 1	
Box 1 of 2	"Cooper Union Museum to Cooper-Hewitt Museum: Draft of a History of the Continuation of 'The Making of a Modern Museum'," Alice B. Beer, March 1977
Box 1 of 2	Planning for the National Museum of Design
Box 1 of 2	Alice Beer Memorial Fund, 1979 (2 folders)
Box 1 of 2	Contributors - Major ("Committee to Save"), 1977
Box 1 of 2	Cooper-Hewitt/Cooper Union Museum Transmission Archives Material (assembled by C. Rohlifing for Dan Leary and others), 1966-1969
Box 1 of 2	Brochures - Cooper-Hewitt Collections, 1976
Box 1 of 2	National Museum of Design, 1976
Box 1 of 2	Collections - Cooper-Hewitt, 1975-1976 (4 folders)
Box 1 of 2	Cooper Hewitt Museum History - Judy Margles student paper, 1981
Box 1 of 2	Old Cooper Union and Peter Cooper History
Box 1 of 2	Decorative Arts, 1958 (correspondence of Hedy Backlin, Keeper of Decorative Arts, February-April 1958)
Box 1 of 2	National Museum of Design - Work Papers (press clippings)
Box 1 of 2	Background Information and Press Releases, 1961-1964
Box 1 of 2	Carnegie Mansion Background
Box 1 of 2	Fact Sheets and Information Leaflets, all curatorial departments prior to 1972
Box 1 of 2	Committee to Save Cooper Union Museum (2 folders)
Box 1 of 2	Cooper-Hewitt Museum background, 1955-1969
Box 1 of 2	Ringwood and Early Hewitts, 1974-1984
Box 1 of 2	Carnegie Mansion
Box 1 of 2	TV Program, 1965

Box 1 of 2	Furniture Labels
Box 1 of 2	Exhibition: Creative Craft in Denmark Today, 1962
Box 1 of 2	Museum: Grade School Children in Museum, 1961
Box 1 of 2	High School Students in Museum, c. 1955
Box 1 of 2	Cooper Union Museum, c. 1955
Box 1 of 2	Cooper-Hewitt Museum background, c. 1976
Box 1 of 2	Interiors magazine, January 1963
Box 1 of 2	Alice Beer's History of Cooper-Hewitt
Box 1 of 2	World of the Hewitts by Alice Beer, 1954-1981
Box 1 of 2	Loose Photographs, 1949-
Box 1 of 2	Annual Spring Gathering - Friends of the Museum, March 17, 1958
Box 1 of 2	"The Committee to Save the Cooper Union Museum," 1963
Box 2	
Box 2 of 2	Early Press Clippings on Hewitt and Carnegie (originals and copies), 1890-1898
Box 2 of 2	Isabel McIntyre Nelson, Cooper Family Seamstress, 1978
Box 2 of 2	Miller House History, 1984
Box 2 of 2	Cooper Union Correspondence 1943-1944
Box 2 of 2	Draft of Alice Beer's History
Box 2 of 2	Carnegie Mansion History and Description, July 1977 and Renovation
Box 2 of 2	Carnegie Biography and Mansion History, 1980-1982
Box 2 of 2	Carnegie photographs
Box 2 of 2	Lifestyles TV Program featuring Carnegie, 1980 (2 folders)
	Exhibition File - MAN transFORMS, 1976-1977
	Summary: Exhibition File - MAN transFORMS, 1976-1977

Box 2 of 2	Press Opening Show
Box 2 of 2	Objects from Cooper-Hewitt Collections in the Opening Show, Oct. 1976
Box 2 of 2	Space Design magazine (Japanese), 1976
Box 2 of 2	Opening Invitations
Box 2 of 2	MAN transFORMS Extended
Box 2 of 2	Press Wrap-Up
Box 2 of 2	Carl Byoir
Box 2 of 2	"The Opening Exhibition" philosophy piece and lists of satellite shows
Box 2 of 2	Press Kit and Catalogue Requests
Box 2 of 2	Window Display Project
Box 2 of 2	Satellite Release
	Exhibition file - Immovable Objects, 1975 Summary: Exhibition file - Immovable Objects, 1975
Box 2 of 2	Press Release - "Date Changes for Outdoor Exhibition"
Box 2 of 2	Press Release and Press Clippings
Box 2 of 2	Press Release Worksheets
Box 2 of 2	Scrapbook Addenda, 1975-1977 (3 folders)