



# Smithsonian

*Institution Archives*

## Program Records, 1969-1982

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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>	Program Records
<b>Date:</b>	1969-1982
<b>Identifier:</b>	Record Unit 555
<b>Creator::</b>	National Portrait Gallery (Smithsonian Institution). Department of Education
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 555, National Portrait Gallery (Smithsonian Institution), Department of Education, Program Records

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## Historical Note

The Department of Education, National Portrait Gallery (NPG), was part of the Office of the Historian from 1969 to 1971. It became a separate entity in 1971 when James R. Vivian III was appointed Curator of Education. He was succeeded by Dennis A. O'Toole, who served from 1972 through 1978. In January 1979 Kenneth Yellis was appointed Curator of Education and served in that capacity through 1980.

The Department of Education is responsible for preparing educational materials and organizing exhibitions related to the history of the United States, its culture, biography, and the history of the art of portraiture, as reflected in the collections of NPG.

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## Descriptive Entry

This record unit documents the activities of the Department of Education and its staff. The bulk of the records contain information about specific programs of the Department, including the Education Aide Program, the Docent Program and the Volunteer Program. Other records document NPG's current and future exhibitions, educational activities, plans designed primarily for visually handicapped visitors to the Haptic Gallery, and motion pictures.

These records consist of correspondence, memoranda, notes, curators' reports to the Director, Marvin Sadik, and minutes of staff meetings. The correspondence largely contains letters of appreciation from teachers, students, elementary and secondary school administrators, and the general public.

## Names and Subject Terms

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

### Subjects:

- Art museums
- Museums -- Educational aspects
- Tour guides (Persons)
- Volunteers

### Types of Materials:

- Manuscripts

### Names:

- National Portrait Gallery (Smithsonian Institution). Education Aide Program
- National Portrait Gallery (Smithsonian Institution). Haptic Gallery
- National Portrait Gallery (Smithsonian Institution). Historian's Office
- O'Toole, Dennis A.
- Sadik, Marvin S.
- Vivian, James R.
- Yellis, Ken

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## Container Listing

Box 1	
Box 1 of 2	Education Aide - General Correspondence
Box 1 of 2	Education Aide - Program Files, 1975
Box 1 of 2	Education Aide - Program Files, 1976
Box 1 of 2	Education Aide - Program Files, 1977-1978
Box 1 of 2	Education Aide - Program Files, 1978-1979
Box 1 of 2	Docent Program, 1969-1972
Box 1 of 2	Docent - General Correspondence, 1974-1977, 1982
Box 1 of 2	On-going Docent Training, 1972-1975
Box 1 of 2	Initial Docent Training, 1973-1975
Box 1 of 2	Docent Training Session, 1970-1971
Box 1 of 2	Docent Training Session, Fall 1972
Box 1 of 2	Docent Training Session, Spring 1973
Box 1 of 2	Docent Training Session, Fall 1973
Box 1 of 2	Docent Training Session, Spring 1975
Box 1 of 2	Docent Training Session, Fall 1975
Box 1 of 2	Docent Training Session, 1976
Box 1 of 2	Docent Training Session, 1977-1978
Box 1 of 2	Docent Program, 1978-1978
Box 1 of 2	Docent Program, 1979-1980
Box 1 of 2	Docent Advisory Board, 1972-1975
Box 1 of 2	Smithsonian Institution Docent Monell Fund, 1974-1980
Box 1 of 2	"The Docent," A Guide for Discussion Leaders

Box 1 of 2	Videotape - "The Docent," 1976-1977
Box 1 of 2	Education Department Memoranda, 1972
Box 1 of 2	Education Department Memoranda, 1973
Box 1 of 2	Education Department Memoranda, 1974-1975
Box 1 of 2	Education Program, 1969-1972
Box 1 of 2	Letters of Appreciation, 1973-1974
Box 1 of 2	Reception for Capitol Hill Administrative Assistants, 1977-1979
Box 1 of 2	Congressional Reception, May 2-3, 1979
Box 1 of 2	Congressional Reception, March 25-26, 1980
Box 1 of 2	Adult Receptions, May 6-7, 1981
Box 2	
Box 2 of 2	Sample Presentation Folders
Box 2 of 2	Report on Tours, 1970
Box 2 of 2	The Pilot Portrait Workshop, 1974
Box 2 of 2	The Portrait Workshop, Fall 1974-1975
Box 2 of 2	The Portrait Workshop, 1976
Box 2 of 2	The Portrait Workshop, 1977-1978
Box 2 of 2	Workshop Prototype Packet
Box 2 of 2	Prototype Packet (Jane North, GW Intern), 1973-1975 (2 folders)
Box 2 of 2	Discover Portraits: A Lesson in American Biography (Education Packet) - Evaluation, 1975
Box 2 of 2	Information on Face Masks and Printing, 1975
Box 2 of 2	Summer Workshops, 1976 (2 folders)
Box 2 of 2	Alumni business, 1975