Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: National Museum of American History, Division of Education and Visitor Information

Title: Divisional Records

Dates: circa 1974-1981

Quantity: 0.4 linear meter.

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 599, National Museum of American History, Division of Education and Visitor Information, Divisional Records

Historical Note

In 1974, a Division of Public Information and Education was created from the Office of Elementary and Secondary Education, National Museum of History and Technology (NMHT). The following year Alice Reno Malone was appointed Coordinator of Education for the Division, and reported to the Deputy Director of NMHT. She was later joined by education specialists Robert S. Harding and Elizabeth Sharpe. In 1976 the Division of Public Information and Education was renamed the Division of Education and Visitor Information, with Malone submitting reports of the Division to the Director of NMHT. The Division was placed under the Office of Public and Academic Programs in 1980. It became defunct in fiscal year 1982 when NMHT was renamed the National Museum of American History.

The Division of Education and Visitor Information was responsible for providing Museum visitors with a variety of programs that interpreted the exhibitions and collections of NMHT. The Division was involved in interpretative lesson tours, outreach activities, films and orientation sessions, demonstrations, lectures, teachers workshops, publications, and discovery corner presentations.

Descriptive Entry

These records include staff memoranda; correspondence with educators and outside consultants on public programs; annual and monthly reports of the Division; NMHT exhibition proposals; budgetary files; information on docent training programs, NMHT tours, and internships; and educational newsletters.
Names and Subject Terms

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

Subjects:
- Historical museums.
- Museums -- Educational aspects.

Names:
- Harding, Robert S. (Robert Steven), 1944-
- Malone, Alice Reno.
- Sharpe, Elizabeth M.
Container Listing

Box 1

Docent Information, 1980
Staff Memoranda, 1978-1980
Publicity and Public Schools, 1976-1980
Press Releases and Calendars, 1977-1980
Public Opinions, 1975-1980
Made in the USA
Museum Outreach Program, 1976-1977
Yale Media Design Project, 1980
By-word Audio Tour, 1977-1980
Info 1974
Training Schedule for Docents, 1973
Docent Training, 1974-1975
Docent Appreciation Events, 1975
Learning Opportunities for Schools, 1974-1975
Monthly Statistics, 1974-1975
Let's Go to the Smithsonian, 1975
Jazz Workshop Proposal, 1974-1975
Tailored Tours, 1974
Year-end Chairmen's Reports, 1974-1975
Exhibition: "Suiting Everyone"
Budget, 1975-1977
Suppliers, 1974
Expenditures, 1976
The Docent-Ship Newsletter, 1977-1978
Docent Training, 1977
Let's Go to the Smithsonian, 1977-1978
Christmas Celebrations, 1977
Let's Go to the Smithsonian, 1976-1977
Docent Handbook, 1975-1976
Docent List, 1975-1976
Let's Go to the Smithsonian, 1975-1976
Donation Thank You's, 1975
Docent Parties, 1975-1976
The Docent-Ship Newsletter, 1975-1976
Outside Proposals for Projects, 1976
American Association for the Advancement of Science (AAAS) Time Brochure, 1977
Anon Slide Project, 1975
Videotape Project, 1977
National Museum of Natural History (NMNH) Educational Publications
The Character of NMHT Collections
Exhibition: "Creative Moments in History"
Smithsonian Slide Collection on the History of American Technology
Proposed exhibition on American Independence
Title One Project, 1974
Let's Go to the Smithsonian, 1980
Cafritz Grant, 1980
Learning Opportunities for Schools, 1978-1979
Discovery Corner Study, 1979
Advisory Council for Education, 1980
NMHT Energy Committee, 1980
General Memoranda, 1979
Division of Education Reports, 1980
Monthly Reports, 1979
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Annual Report, FY 1975
Five Year Plan, 1978
Long Range Planning, 1979
Internship Program, 1979-1980
Cooperstown Internship, 1977-1978
George Washington Contest, 1981