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## **SECTION TWO**

### **THE SMITHSONIAN THE LIBRARY OF CONGRESS THE NATIONAL ARCHIVES**

### **THE SMITHSONIAN INSTITUTION**

#### **Key to Smithsonian Institution Collections**

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#### **Smithsonian Institution Libraries and Archives**

The Smithsonian Institution is one of the world's leading museum complexes; yet few of the millions of visitors who pass through its collections realize that it's also home to an amazing array of libraries and archives, most of which are open to serious outside researchers. In this chapter, we examine the libraries and archives, as well as look at how the Smithsonian is coming on-line, and the ways at-home computer users can access its remarkable scientific and cultural resources through the Internet and World Wide Web.

First, though, a little background: The Smithsonian Institution was created thanks to the generosity of James Smithson, an eccentric British millionaire who had never set foot in the United States, yet whose 1826 will left his estate to the U.S. government (to create a scientific research institution) — but only if his next of kin, a nephew, died heirless. The nephew complied by dying without issue (though no doubt he took issue with dying), and the money went to Washington.

The Institution was officially founded in 1846, and so it celebrates its 150th anniversary in 1996. Joseph Henry, an eminent scientist, was selected to head up the Institution, which was named for its benefactor. And though he never saw America during his life, to this day, in the Smithsonian's famous Renwick Building (a.k.a., "The Castle"), you can visit James Smithson's crypt, where the generous soul rests eternally at the heart of his living legacy.

Though most people now know of the Smithsonian as "the Nation's Attic," for its millions of artifacts and items — from dinosaur skeletons and the Hope Diamond to Archie Bunker's chair and Dorothy's ruby slippers — it was originally created as a serious scientific research institute, not an exhibition and curatorial collection.

But then came the Centennial Exposition in Philadelphia in 1876; the countries and states that had sent massive collections and pavilions to Philadelphia didn't feel like bringing them back home again, so they gave them to the Smithsonian. Rail car after rail car of exhibition items were shipped to Washington, and suddenly the Smithsonian found itself with the makings of a ready-made museum, which became known as the National Museum (you can still find many of those original artifacts at the Arts and Industries Building, at the permanent exhibit on the 1876 Exposition).

Over the years, more and more items streamed into the Smithsonian, which began subdividing its collections into the series of buildings that now line the Mall and dot the Washington area. Its art collections alone fill the Sackler Gallery, the Freer Gallery, the Hirshhorn Gallery, the Museum of African Art, the Museum of American Art, and the National Portrait Gallery. The National Gallery of Art, contrary to popular belief, is *not* part of the Smithsonian Institution, but rather an independent collection; however, it works in cooperation with the Smithsonian, and they often share resources and collections.

Yet, if you peek behind the scenes at the Smithsonian Institution, you'll find that it remains involved in almost every area of the sciences, both natural and cultural, from anthropology to zoology (even the National Zoo — which was created after Smithsonian taxidermists requested a collection of live animals to study — is part of the Institution). It's still a world leader in research, classification and scholarship, with more than 800 scientists, historians and scholars engaged in the research, exploration and inquiry that is the legacy of James Smithson's American dream.

Here, then, are the research collections of the Smithsonian Institution:

## **Smithsonian Institution Libraries (SIL)**

The Smithsonian Institution Libraries has provided the following description: "The Smithsonian Institution Libraries (SIL) has collections of approximately 1.2 million volumes, including over 15,000 journal titles and 40,000 rare books. Library materials are available to visitors through an 18-branch system, with 14 branch libraries in the Washington, D.C. area and four additional branches located in Edgewater, Md., New York City, Cambridge, Mass., and the Republic of Panama.

"The SIL collections support the research, curatorial, education and exhibition activities of the Smithsonian. Library collections are particularly strong in natural history, tropical biology, American

ethnography and culture, astrophysics, astronomy and planetary sciences, American history, the history of science and technology, aviation history and space flight, fine arts and design, African art, horticulture, conservation, and museum administration. In addition, the Libraries holds a large collection of manufacturers' commercial catalogs and historically important rare books and manuscripts.

Members of the public and outside researchers who have a need to use SIL collections must make an appointment with the branch librarian, as all branch libraries are in restricted areas of Smithsonian buildings. Interlibrary loan service for all branches is centralized in Central Reference and Loan Services (see below). The Libraries' catalog is on-line on the Internet at *telnet://siris.si.edu* (SIRIS is the Smithsonian Institution Research Information System). The Libraries' Home Page can be accessed at *http://www.si.edu.organiza/offices/silib.start.htm*.

"SIL also serves the Institution and the general public through public exhibitions in its Exhibition Gallery, located in the National Museum of American History, through sponsorship of public programs and publications, and by participation in a resident scholarship program, and internship and stay-in-school programs."

In addition to the 14 SIL Branches listed below, another four libraries, which are not a part of the SIL but are operated directly through the museums they serve, are listed in the **Museum Libraries** section following this one.

For further information on the Smithsonian Institution Libraries (SIL) and their collections as a whole, or information on interlibrary loan (ILL) and user services, contact the following:

#### **Smithsonian Institution Libraries (SIL)**

Office of the Director

Natural History Building, Room 22, MRC 154

10th St. and Constitution Ave., NW

Washington, DC 20560

**Phone:** (202) 357-2240

**Fax:** (202) 786-2866

**TTY:** (202) 357-2328

— These are the library system's administrative offices.

#### **Central Reference and Loan Services (CRLS)**

Natural History Building, Room 27, MRC 154

10th St. & Constitution Ave., NW

Washington, DC 20560

**Phone:** (202) 357-2139

**Fax:** (202) 786-2443

**TTY:** (202) 357-2328

— CRLS maintains a general reference collection (about 28,000 volumes) and serves the Institution's offices not served by branch libraries. CRLS is also the Smithsonian's central ILL server, handling document delivery and ILL circulation across the SIL system. CRLS also provides database and other access services.

### **SIL Branches**

#### **Anacostia Museum**

##### ***Branch Library***

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1901 Fort Place, SE, MRC 520

Washington, DC 20560

**Phone:** (202) 287-3380

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**Fax:** (202) 287-3183

**Handicapped Accessible:** No

**Hours:** Mon.-Fri., 10 a.m.-4 p.m., by appt. only.

**Parking/Metro:** Museum parking lot on-site. *Nearest Metro:* Anacostia.

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**Subject Areas:** Washington, D.C./Anacostia; African American history and culture of the upper South.

**Typical Users:** Researchers in fields of local studies and African American heritage.

**Holdings:** 1,050 books; 16 journals and periodicals; 400 microform holdings; research files; CD-ROM Network.

**Special Collections:** n/a

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public, by appointment only.

**Description:** The Anacostia Museum, perhaps the Smithsonian's least-known museum in Washington, is home to this excellent library on local history and African American heritage. The library covers "all aspects of African American history and culture in the upper south, with emphasis on our local region. The collection supports museum projects and reflects their emphasis."

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s).

**User's Tips:** "Please telephone for an appointment. We recommend a telephone consultation on specific questions to determine availability of materials and additional resources/collections."

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends to holders of valid SIL cards; ILL to other institutions based on availability of materials, via CRLS (the central ILL server for the branch libraries).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The SIL catalog is on the Internet at <telnet://siris.si.edu> (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu/organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

## ***Anthropology Branch Library***

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Natural History Building, Room 330-333, MRC 112

Constitution Ave. at 10th St., NW

Washington, DC 20560

**Phone:** (202) 357-1819

**Fax:** (202) 357-1496

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian or Federal Triangle.

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**Subject Areas:** Anthropology; archeology.

**Typical Users:** Smithsonian-affiliated scientists and researchers; graduate students and scholars.

**Holdings:** 75,000 books, journals and periodicals, and other publications; CD-ROM Network.

**Special Collections:** American Indian history, culture and linguistics; Asian cultural history.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to qualified researchers, by appointment only.

**Description:** "Coverage is broad, including all four subfields of American anthropology, but somewhat uneven, reflecting the history of research, programming and exhibitions at the Smithsonian Institution. The focus is on research materials, with a strong material culture emphasis."

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s).

**User's Tips:** This collection is mainly for in-house use; graduate students and other scholars may be given access, by appointment only. Staff reference assistance is limited for outside users. "Please telephone for an appointment. We recommend callers first consult the resources of their own institution or community library" before approaching this one.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The SIL catalog is on the Internet at *telnet://siris.si.edu* (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at *http://www.si.edu.organiza/offices/silib.start.htm*.

*E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** Natural History Branch Library; Human Studies Film Archives; National Anthropological Archives

## ***Botany Branch Library***

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Natural History Building, Room W422, MRC 166

Constitution Ave. at 10th St., NW

Washington, DC 20560

**Phone:** (202) 357-2715

**Fax:** (202) 357-1896

**Handicapped Accessible:** Partially (no facilities for hearing or sight impaired).

**Hours:** Mon.-Fri., 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian or Federal Triangle.

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**Subject Areas:** Botany; botanical systematics; botanical drawings and art.

**Typical Users:** Professional botanists specializing in systematics; botany graduate students; members of specialized plant societies.

**Holdings:** 40,000 books; 300 current journals and periodicals (700 total titles); 550-600 microfiche holdings; vertical and reprint research files; CD-ROM Network.

**Special Collections:** Rare botanical illustrations and books; botanical collectors' field notebooks (collectors largely associated with the Smithsonian).

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to researchers, including the public; outside users must make an appointment.

**Description:** One of the jewels of the SIL, the Botany Branch Library houses a wonderful collection of botanical references, including rare volumes of botanical drawings dating back several centuries. The library supports the research of Smithsonian botanists and researchers. Its collection is "focused on systematics and floristics, with particularly good holdings in grasses, algae, and orchids. The higher fungi are excluded."

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** "Journals and monographs are shelved separately, but both are by call numbers. All are in LC (Library of Congress) classification. Library is not staffed continually; call for appointments and leave message if staff not available."

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server). Journal

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articles (max. 50 pages) photocopied and mailed.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The SIL catalog is on the Internet at <telnet://siris.si.edu> (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu.organiza/offices/silib.start.htm>.

*E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** Horticulture Branch Library; Natural History Branch Library

## ***Dibner {Branch} Library of the History of Science and Technology***

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National Museum of American History

First Floor, West Wing, MRC 630

14th St. and Constitution Ave., NW

Washington, DC 20560

**Phone:** (202) 357-1568

**Fax:** (202) 633-9102

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian.

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**Subject Areas:** History of science, technology, anthropology, natural history (15th-20th centuries).

**Typical Users:** Smithsonian researchers; graduate students; historians and other scholars.

**Holdings:** 38,000 books; approx 5,000 journal and periodical titles; microform holdings; research files; 75 maps (pre-1900 U.S.); CD-ROM Network.

**Special Collections:** Manuscript collection (approx. 2,000 manuscript units), relating to history of science and technology and American history.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to Smithsonian-affiliated researchers and scholars engaged in advanced research, by appointment only.

**Description:** The Dibner Branch Library Special Collections Department covers the history, evolution and legacy of science and technology. Its focus is "the early history of science (especially natural sciences and technology) dating from the 15th through 20th centuries." The library's collections support the research, exhibition and education activities of the SI.

**Facility Equipment:** Computer terminal(s); microfiche/film reader(s).

**User's Tips:** The Dibner Branch Library is one of the research gems of Washington. You must call to make an appointment, since it, like other SIL branches, is in a restricted area.

***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* Collection does not circulate. Accepts ILL requests for photocopies (up to 20 pages per volume), or microfilming of entire volumes, at requestor's expense (such requests honored as condition of volumes allow and as permitted under copyright law).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The SIL catalog is on the Internet at <telnet://siris.si.edu> (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu.organiza/offices/silib.start.htm>.

*E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

## ***Horticulture Branch Library***

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Arts and Industries Building, Room 2282, MRC 420

900 Jefferson Drive, SW

Washington, DC 20560

**Phone:** (202) 357-1544

**Fax:** (202) 786-2026

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-4:30 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Horticulture; gardens and gardening; landscape design history.

**Typical Users:** Smithsonian researchers; landscape architects; preservationists; students and educators; writers.

**Holdings:** 5,000 books; 2,700 journal and periodical titles; microform holdings; 80 videotapes; 5 audiotapes; research files; CD-ROM Network.

**Special Collections:** Trade Catalog Collection (10,000+); Burpee Seed Co. Archives.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public, by appointment.

**Description:** The Horticulture Branch Library “collects materials in historical and practical horticulture, garden history, and landscape design in America and their influences. The collection's strengths are in the late 19th and early 20th century.”

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s).

**User's Tips:** “Users must call and make an appointment in advance.” A wonderful collection for writers, filmmakers, etc. seeking to recreate 19th century gardens and landscape styles.

### ***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

Does not lend 19th century material.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The SIL catalog is on the Internet at [telnet://siris.si.edu](http://telnet://siris.si.edu) (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu/organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSCG

**See Also:** Botanical Branch Library; Archives of American Gardens; Horticultural Research Center

## **Museum Reference Center**

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Arts & Industries Building, Room 2235, MRC 427

900 Jefferson Drive, SW

Washington, DC 20560

**Phone:** (202) 786-2271

**Fax:** (202) 357-3346

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Museology and museum studies.

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**Typical Users:** Museum professionals and scholars; museum studies graduate students.

**Holdings:** 4,500 books; 100 journals and periodical subscriptions (800 titles); technical reports, findings, etc.; microform holdings; 2,000 slides; 50 videotapes; 500 audiotapes; CD-ROM Network; research files.

**Special Collections:** Visitor Surveys; Evaluation Studies; Annual Reports, AAM Conference Proceedings; Museum-related Theses and Dissertations.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public by appointment only; call for further information.

**Description:** "A working collection of resources on all aspects of museum operations. This is the only central source of museological information in the United States."

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); microfiche/film reader(s); VCR machine.

**User's Tips:** "Call in advance about specific research topics. Librarian will have these pulled and available [for you when you arrive]. Also, librarians may be able to advise about which other works available in the search area are located at other SI libraries." Staff cannot perform on-line searches (of non-SI databases) for public.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* ILL through CRLS to borrowing library. Books only; AV materials not loaned. Does not lend to individuals; materials must be consulted on premises.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The SIL catalog is on the Internet at [telnet://sirisi.si.edu](http://telnet://sirisi.si.edu) (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu/organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

## **Museum Support Center** **Branch Library**

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4210 Silver Hill Rd., Room C2000, MRC 534

Suitland, MD 20746

**Phone:** (301) 238-3666

**Fax:** (301) 238-3667

**Handicapped Accessible:** No

**Hours:** Mon.-Fri. 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Parking lot on site. *Nearest Metro:* None.

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**Subject Areas:** Conservation, restoration, preservation of materials; molecular evolution, systematics and biology; medical entomology; taxonomy.

**Typical Users:** Smithsonian researchers and scientists; graduate students.

**Holdings:** 10,000 books; 160 journal and periodical titles; 1,000 microform holdings; 20 videotapes; 30 audiotapes; CD-ROM Network; research files.

**Special Collections:** n/a

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to Smithsonian researchers and associated staff; outside graduate students by appointment only.

**Description:** This branch library serves the research needs of SI scientists and researchers. It is a largely technical collection, with emphasis on materials deterioration, conservation, preservation and restoration, and related fields such as taxonomy, systematics and biology as well as other areas involved in the gathering, organization, preservation and maintenance of scientific collections.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); micro-

fiche/film reader(s).

**User's Tips:** This library is designed and staffed for use by SI-affiliated researchers, so assistance for outside users is limited.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Direct lending to SI staff only; ILL via OCLC and accepted ALA forms and RLG ShaRes program.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* You can reach the Museum Support Center (MSC) FTP Server at *ftp://simsc.si.edu*. The server is also accessible via the Smithsonian Home Page. The SIL catalog is on the Internet at *telnet://sir.is.si.edu* (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at *http://www.si.edu.organiza/offices/silib.start.htm*. Also, see **Smithsonian On-line** for information on the FTP site for the Laboratory of Molecular Systematics (LMS), which contains software and information related to phylogenetic analysis.

*E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

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## **National Air and Space Museum Branch Library**

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National Air and Space Museum, Room 3100, MRC 314  
Independence Ave., and 7th St., SW  
Washington, DC 20560

**Phone:** (202) 357-3133

**Fax:** (202) 786-2835

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-4 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* L'Enfant Plaza.

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**Subject Areas:** Aviation and aerospace history and technology; earth and planetary sciences; astronomy and astrophysics; space exploration and technology.

**Typical Users:** Smithsonian researchers; aviation/aerospace historians and scholars; graduate students.

**Holdings:** 30,000 books; 10,000 bound vols. of journals and periodicals; microform holdings; CD-ROM Network.

**Special Collections:** Ramsey Room collection of rare books and serials.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to researchers by appointment only.

**Description:** The Air and Space Museum (NASM) Branch Library is an out-of-this world collection covering the history of flight from mankind's earliest endeavors to its exploration of space. Subjects include history of aviation and space flight, aeronautics and astronautics, Earth and

planetary studies, astronomy and astrophysics. This branch library serves to assist in the development and documentation of museum exhibits and events, and to support scholarly research at the Institution.

**Facility Equipment:** Photocopying machine(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** Users must make an appointment to access this library. The **National Air and Space Museum Archives** also has materials useful to researchers; and the NASM Home Page on the WWW has interesting resources for on-line researchers. **Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The SIL catalog is on the Internet at *telnet://sir.is.si.edu* (SIRIS is the Smithsonian Institution Research Information System).

The SIL Home Page is at *http://www.si.edu.organiza/offices/silib.start.htm*.

*E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** National Air and Space Museum Archives

## **National Museum of African Art Branch Library**

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National Museum of African Art  
950 Independence Ave., SW, MRC 708  
Washington, DC 20560

**Phone:** (202) 357-4600, ext. 286

**Fax:** (202) 357-4879

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** African visual arts and related areas.

**Typical Users:** Smithsonian researchers; African art historians and scholars; graduate students and educators.

**Holdings:** 22,000+ books; 500 journals and periodicals; microform holdings; 50 videotapes; vertical research files; CD-ROM Network.

**Special Collections:** Exhibition catalogs.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public, by appointment only.

**Description:** The National Museum of African Art's library focuses on collections that serve the museum's needs, and seeks "To be a major national resource center for research and study of the

visual arts of Africa." Its areas of interest include those that impact on or affected by visual arts, such as history, archeology, anthropology, religion, oral traditions, music and literature.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s).

**User's Tips:** The AFA library publishes an annual bibliography of African Art, which is helpful in identifying new resources on the subject (most are available in the library). Also, see the entry on the **Eliot Elisofon Photography Archives**, the AFA Museum's photographic collection.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The SIL catalog is on the Internet at <telnet://sir.is.si.edu> (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu.organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** National Museum of African Art Eliot Elisofon Photography Archives

## **National Museum of American History**

### ***Branch Library***

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National Museum of American History, Room 5016, MRC 630

14th St. and Constitution Ave., NW

Washington, DC 20560

**Phone:** (202) 357-2414

**Fax:** (202) 357-4256

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and Federal Triangle.

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**Subject Areas:** American history and culture; history of science and technology.

**Typical Users:** Smithsonian researchers; historians and scholars; graduate students and educators; authors and journalists; collectors and history buffs.

**Holdings:** 120,000 books; 45,000 bound vols. of journals and periodicals; 8,000 microfilm and 20,000 microfiche holdings; videotapes; CD-ROM Network.

**Special Collections:** Trade Catalog Collection (more than 285,000 manufacturers catalogs, instruction manuals, etc.); World Fairs and Expositions Collection.

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to Smithsonian staff and researchers who demonstrate a need for the library's specialized subject areas.

**Description:** The branch library of the National Museum of American History serves the museum curatorial and research staff in developing and documenting collections and exhibits, as well as providing extensive reference materials for researchers in the field of American social history and culture.

**Facility Equipment:** Photocopying machine(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** Researchers are not allowed access to the special collections, such as the Trade Catalog Collection, but may work with a librarian to locate specific items, which will be brought to the reading room for reference purposes only. Related archival collections, including images, manuscripts and primary source materials, can be found at the NMAH's **Archives Center**.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends only through ILL, via ALA or OCLC (CRLS is the centralized Smithsonian ILL server) to home institution or public library.

*Reference Staff:* Accepts telephone queries for specific questions (facts only, no in-depth research).

*Internet/Remote Access:* The SIL catalog is on the Internet at [telnet://sirius.si.edu](http://telnet://sirius.si.edu) (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu/organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** Dibner Branch Library; Archives Center

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## **National Museum of Natural History Branch Library**

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National Museum of Natural History, Room 51, MRC 154

Constitution Ave. at 10th St., NW

Washington, DC 20560

**Phone:** (202) 357-1496

**Reference:** (202) 357-4696

**Fax:** (202) 357-1896

**Handicapped Accessible:** Partially; collections with stairs are not accessible.

**Hours:** Mon.-Fri., 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and Federal Triangle.

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**Subject Areas:** Natural history; general biology; conservation; evolution; ecology; entomology; geology; mineral sciences; paleontology; taxonomy and systematics; zoology (invertebrate and vertebrate).

**Typical Users:** Smithsonian researchers; scholars; doctoral students; avocationists doing taxonomic or ecological research.

**Holdings** (including special collections): 220,000 books; 1,200 journals and periodicals; technical reports, findings, etc.; CD-ROM Network; research files.

**Special Collections:** Entomology ("taxonomy and anatomy of insects and related arthropods, especially arachnids" — 12,000 books and 120 journal subscriptions); Invertebrate Zoology ("taxonomy and anatomy of invertebrates, especially worms, echinoderms, crustacea, sponges, coral, bivalves, gastropods and cephalopods" — 12,000 books and 88 journal subscriptions); Vertebrate Zoology ("taxonomy and systematics of birds, reptiles, mammals and fish, with some materials on animal behavior and conservation" — 23,000 books and 275 journal subscriptions); Rare Books (on subjects of entomology, crustacea, birds, reptiles, mammals, marine mammology, mollusks and meteorites).

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to researchers who phone ahead for an appointment.

**Description:** The NMNH Library serves the research needs of the museum staff in natural history and related fields. Specialized libraries, such as those in **Anthropology** and **Botany**, are maintained separately within the NMNH (see those listings). Other specialized collections, notably those in the fields of entomology, invertebrate zoology, and vertebrate zoology, are considered a part of this branch library, though they are physically dispersed throughout the building.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** "We ask users to call ahead and arrange an appointment, and to be prepared to use dispersed collections with some distance between each." Numerous archival collections at the

NMNH are worth exploring, from the National Herbarium, a collection of herbs and plants, to the **Human Studies Film Archives**, a fascinating anthro-sociological collection of filmed human culture and society (see **Archives**).

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly only to Smithsonian staffers. ILL of monographs and photocopied journal articles via ALA, OCLC or RLIN (CRLS is the centralized Smithsonian ILL server).

*Reference Staff:* Accepts telephone queries that do not require extensive research.

*Internet/Remote Access:* The SIL catalog is on the Internet at *telnet://siris.si.edu* (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at *http://www.si.edu.organiza/offices/silib.start.htm*.

The Museum of Natural History's resources on the Internet can be tapped through the Smithsonian Home Page at *http://www.si.edu*, or at *gopher://nmnhgoph.si.edu*. In either case, the offers access to various areas of the NMNH collections, including the National Herbarium, entomology collections, volcanology research center and many others. *E-Mail Address:* sil.libmail@ic.si.edu

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** **Anthropology Branch Library; Botany Branch Library; Human Studies Film Archives; National Anthropological Archives; Additional Archives and Research Collections**

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## **National Postal Museum** **{Branch} Library Research Center**

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Smithsonian Institution

Washington, DC 20560

**Location:** 2 Massachusetts Ave., NE

**Phone:** (202) 633-9370

**Fax:** (202) 633-9371

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-4 p.m., by appt. only

**Parking/Metro:** Union Station pay garage across street. *Nearest Metro:* Union Station.

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**Subject Areas:** U.S. postal history; postage and revenue stamp production.

**Typical Users:** Stamp collectors; Smithsonian researchers; postal historians; authors and journalists.

**Holdings:** 4,000 books; 6,000 journals and periodicals; 10,000 photographs, slides and other illustrations; 300 microform holdings; audiovisual materials; manuscripts; research files; CD-ROM Network.

**Special Collections:** Rare Book Library; Ricketts' Index to Philatelic Literature On U.S. Stamps; U.S. Postal Service publications and annual reports; Files on Railway Mail Service, Highway Mail Service, Aerial Mail Service, Ship (inland and ocean) Mail, U.S. Post Office Stamps (1847-1970), and many others (not all files have been processed, or have had finding aids developed yet).

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public, by appointment.

**Description:** The newest jewel in the Smithsonian crown, the National Postal Museum, is in the splendidly restored Washington City Post Office Building, designed by Daniel Burnham (who also designed Union Station, across the street), and built between 1911 and 1914. The museum's 6,000-square-foot Library Research Center houses one of the world's best postal research collections. The library, which supports the work of museum staff in developing and curating exhibitions and projects, focuses on all aspects of U.S. postal history, from early delivery methods to stamp designs.

## *Look-It-Up-Guide to Washington*

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Since the library has one of the most complete U.S. philatelic collections, it's particularly popular with stamp collectors.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s).

**User's Tips:** "Prepare to spend all day, or more if necessary, to review materials here. Indexes are limited, and were prepared by hobbyists." Library facilities include a specimen study room, audiovisual viewing room, and a rare book library. For those doing specific research into the Railway Mail Service, there is a private library, the **Railway Mail Service Library** in Alexandria, Va. (Section Five), which is a fascinating resource as well.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

*Reference Staff:* Accepts telephone queries for specific questions, though indexes are limited.

*Internet/Remote Access:* The SIL catalog is on the Internet at [telnet://siris.si.edu](http://telnet://siris.si.edu) (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu.organiza/offices/silib.start.htm>.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** **USPS Library** (Section One); **Railway Mail Service Library** (Section Five).

## **National Zoological Park Branch Library**

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National Zoo

Washington, DC 20008

**Location:** 3000 block of Connecticut Ave.

**Phone:** (202) 673-4771

**Fax:** (202) 673-4900

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 8 a.m.-4:30 p.m., by appt. only.

**Parking/Metro:** Parking lot at zoo (free for zoo members). *Nearest Metro:* Woodley Park/Zoo and Cleveland Park.

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**Subject Areas:** Zoology and related fields (veterinary medicine and nutrition, animal care, breeding, conservation, etc.)

**Typical Users:** Zoo staff; scientists; scholars; students.

**Holdings:** 4,0000 books; 250 journal and periodical titles; audiovisual materials; research files; CD-ROM Network.

**Special Collections:** Zooiana Collection (annual reports, animal inventories, newsletters, guidebooks, pamphlets and other publications from zoos around the world).

**Catalog System:** SIRIS (on-line catalog).

**Researchers Access:** Open to the public by appointment.

**Description:** The National Zoo's library "supports the research, exhibition and public programs of the Smithsonian Institution as well as specialized interest of the National Zoo staff." This includes providing research and reference materials on most aspects of zoology, especially those dealing with animal health, collection, captivity, breeding, conservation and endangered species.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s);

**User's Tips:** "Books are cataloged using the Library of Congress system. Serials are filed alphabetically by title." Other zoological resources within the Smithsonian system include the vertebrate and invertebrate zoology collections of the **National Museum of Natural History Branch Library**.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly to Smithsonian staffers and affiliated researchers only. ILL to other institutions based on availability of materials, through CRLS (the centralized SIL ILL server).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The SIL catalog is on the Internet at [telnet://siriss.si.edu](http://telnet://siriss.si.edu) (SIRIS is the Smithsonian Institution Research Information System). The SIL Home Page is at <http://www.si.edu/organiza/offices/silib.start.htm>. In addition, the Natural History Museum's Home Page (<http://nmnhwww.si.edu/nmnhweb.html>) offers access to various areas of the NMHH collections, including its invertebrate and vertebrate zoology collections.

*E-Mail Address:* [sil.libmail@ic.si.edu](mailto:sil.libmail@ic.si.edu)

*OCLC Symbol:* SMI

*RLIN Symbol:* DCSG

**See Also:** National Museum of Natural History Branch Library

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## Smithsonian Institution Museum Libraries

The following collections are operated by the museums in which they are situated, but *are not a part of the SIL* (Smithsonian Institution Libraries). However, some do have their holdings listed on the SIRIS on-line catalog.

### Center for Folklife Programs and Cultural Studies

#### **Archive**

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Smithsonian Institution

Office of Folklife Programs

955 L'Enfant Plaza, SW Suite 2600

Washington, DC 20560

**Phone:** (202) 287-3424

**Reference:** (202) 287-3180

**Fax:** (202) 287-3699

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9:30 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* L'Enfant Plaza.

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**Subject Areas:** Folklife (U.S. and worldwide); Folklife Festival; Folkways Recordings.

**Typical Users:** Human studies researchers; musical historians; graduate students and scholars.

**Holdings:** 500,000 photographs and slides; personal papers, correspondence, etc.; 1,000 books; 5,000 videotapes; 60,000 audiotapes; 500 musical CDs; 30,000 LPs and 78s (sound recordings).

**Special Collections:** Folkways Records Archives — "The Moses and Frances Asch Collection (1947-1987) of material related to the 2,200 published recordings of Folkways Records, documenting world musical traditions, the spoken words of significant American figures, historical events, and non-musical sounds of technology and nature."; Festival of American Folklife Collection (photos, recordings, etc. of summer festivals on the Mall); Photo Archive (1967-present).

**Catalog System:** Computerized database.

**Researchers Access:** Open to the public.

**Description:** "This collection of primarily audiovisual materials relates to traditional cultures around the world. It deals with music, crafts, foods, and material culture. There are also a few manuscript collections and field reports, as well as business records and masters from the Folkways, Cook & Paredon record companies." The Center for Folklife Programs is also involved in staging the annual summer Festival of American Folklife on the Mall, and the archives has records, video footage and other materials from these events.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); AV equipment.

**User's Tips:** "Most collections are available for research, except ones that are too fragile. In-house database allows searching of most audio holdings. Photos are accessible in the Archive." For other folklife and cultural images, also try the **Human Studies Film Archive**.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly only to Smithsonian staffers.

*Reference Staff:* Accepts telephone queries for specific, collections-related question, but cannot perform research for callers.

*Internet/Remote Access:* The Center for Folklife Programs and Cultural Studies has an informational page with appropriate hypertext links (to material on the folklife festival, etc.), as part of the Smithsonian's Web site. To get there, go to the Smithsonian's Home Page at <http://www.si.edu>, then choose Research Centers from the Places menu.

*E-Mail Address:* Not yet available.

**See Also:** **Human Studies Film Archive; Anthropology Branch Library; National Anthropological Archive**

## **Freer Gallery of Art and Arthur M. Sackler Gallery Library**

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Sackler Gallery, Room 2063, MRC 707

1050 Independence Ave., SW

Washington, DC 20560

**Phone:** (202) 357-4880, ext. 343

**Fax:** (202) 786-2936

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Art and culture of Asia and the Middle East.

**Typical Users:** Art historians and scholars; educators and students; Asian art lovers; general public.

**Holdings:** 55,000 books (half in Asian languages); journals and periodicals; 173,000 photos, slides and other illustrations (see Special Collections); 150 microform titles; some audiotapes; research files.

**Special Collections:** Slide Library has some 73,000 images, which can be loaned for up to two weeks (a deposit is required). Photo collection of 100,000 images, mainly of collections. Archives (see **Archives**).

**Catalog System:** Computerized database.

**Researchers Access:** Open to the public and researchers. Prior appointment is necessary for using the Slide Library and the Archives (open 3 days a week); no appointment is necessary for the Reading Room.

**Description:** This library serves two art museums: The modern, underground Arthur M. Sackler Gallery, a collection of art and antiquities from Asia and the Middle East; and the elegant, older Freer Gallery of Art, with collections of Asian art as well as 19th and 20th century American art (notably, the James McNeil Whistler "Peacock Room"). The library, situated at the Sackler Gallery, "supports the two galleries' research, exhibition and educational activities; and serves the scholars and general public who wish to do research or to know about the art and cultures of Asia and the Mid-East."

The library includes a Reading Room for researchers, as well as a Slide Library and Archives. This is not one of the Smithsonian Branch Libraries.

**Facility Equipment:** Photocopying machine(s); microfiche/film reader/printer.

**User's Tips:** "Talk to the library staff at the Reference Desk if you are a first-time user. (S)he will give you all the help you need. Our card catalogs include information on articles written in major Asian art journals."

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate, with exception of slides from Slide Library (those are loaned for two weeks, with deposit). ILL of photocopied materials only.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* There's a WWW Home Page for the Freer Gallery of Art and Arthur M. Sackler Gallery, which has information about the museums and their collections. Point your Web browser to:

<http://www.si.edu/freer-sackler> (you can also get there by the SI Home Page; see **Smithsonian On-line**). The library is also on-line with RLIN.

*RLIN Symbol:* DCFO

**See Also:** Freer Gallery Archives

## **Hirshhorn Museum and Sculpture Garden**

### ***Library***

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7th St. and Independence Ave., SW, Room 427, MRC 350

Washington, DC 20560

**Phone:** (202) 357-3222

**Fax:** (202) 786-2682

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** 20th Century and contemporary American and Western European art.

**Typical Users:** Art historians and scholars; educators; curators and docents; authors and journalists.

**Holdings:** 42,000 books, journals and periodicals, microform holdings, photographs and slides, videotapes, and audiotapes, auction and exhibition catalogs.

**Special Collections:** Exhibition catalogs (not a collection of rare catalogs, however).

**Catalog System:** Card catalog and RLIN.

**Researchers Access:** Open to researchers by appointment only.

**Description:** The Hirshhorn Gallery and Sculpture Garden is the Smithsonian's modern art museum. Its library houses research materials on 20th century and contemporary art, including painting, sculpture and mixed-media from the U.S. and Western Europe. The library is one of the SIL branches.

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s).

**User's Tips:** The staff can perform a search of the Smithsonian on-line library catalog (SIRIS) to locate relevant materials in other SI libraries.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collections do not circulate to non-staff.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* Some records are available on RLIN (Research Library Information Network; see Appendix).

*E-Mail Address:* Libem058@sivm.si.edu

*RLIN Symbol:* DCHA

**See Also:** Hirshhorn Collection Archive; Archives of American Art

## **National Museum of American Art and National Portrait Gallery**

### ***Library***

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Smithsonian Institution

MRC 215

Washington, DC 20560

**Location:** 8th and F Streets, NW, Room 331

**Phone:** (202) 357-1886

**Fax:** (202) 786-2565

**TDD/TTY:** (202) 357-4522

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some metered and garage parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** American art and artists; American history; American biography.

**Typical Users:** Art historians and scholars; college students and educators; general public researching art.

**Holdings:** 100,000 books; 900 journals and periodicals; microform holdings; videotapes; audiotapes; CD-ROM program/discs; vertical files on artists, art institutions and collectors.

**Special Collections:** Ferdinand Perret Collection (scrapbooks on California art and artists); Living Artists file.

**Catalog System:** Computerized database.

**Researchers Access:** Open to the public.

**Description:** The National Museum of American Art and the National Portrait Gallery share the quarters of the old Patent Office building; they also share this library, with resource and reference collections on American art and artists, history and famous figures.

**Facility Equipment:** Copying service available; computer terminal(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** You need not make an appointment to use this collection, though users must obtain a Visitor's Pass from the guard's office each day. For those seeking to do extensive art research, the NMAA/NPG complex also has a variety of fascinating archival and research collections. The largest at the location (though it's not a part of the NMAA) is the **Archives of American Art**; there are also the **Inventories of American Painting and Sculpture** (all are covered in the Archives section). In addition, the NMAA operates the **Renwick Gallery** (a museum of American crafts), which has a small library of books from the NMAA collections).

#### ***Off-Site Reference Services:***

**Lending/Interlibrary Loan:** Collection does not circulate to individuals. Books circulate through ILL via ALA or OCLC.

**Reference Staff:** Accepts telephone queries for specific questions.

**Internet/Remote Access:** The library's catalog is searchable on SIRIS, the Smithsonian Institution Research Information Server, at *telnet://sirisi.si.edu*, or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1). In addition, the National Museum of American Art Internet server, *NMAA-Ryder* (named for the American painter and visionary, Albert Pinkham Ryder) has information about public events and exhibitions, museum research and educational materials, and images and multimedia software. It also provides access to images archives and other NMAA resources. To get there via gopher or FTP, *gopher://nmaa-ryder.si.edu* (you can also reach the gopher through the Smithsonian's Home Page on the WWW (see **Smithsonian On-line**). The NMAA can also be explored through the museum's direct WWW site at *http://www.nmaa.si.edu*, or on the commercial service *America Online (AOL)*.

E-Mail Address: maars017@sivm.si.edu

OCLC Symbol: SMI

**See Also:** Renwick Gallery Library; Archives of American Art; Inventory of American Painting and Inventory of American Sculpture; Catalog of American Sculpture; Peale Family Papers

## Renwick Gallery Library

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Smithsonian Institution

Washington, DC 20560

**Location:** Pennsylvania Ave. and 17th St., NW

**Phone:** (202) 357-2531

**Fax:** (202) 786-2810

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-4 p.m., by appt. only.

**Parking/Metro:** Garage and some metered parking nearby. *Nearest Metro:* Farragut West and Farragut North.

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**Subject Areas:** Crafts; decorative arts; antiques; Renwick Gallery architecture and building history.

**Typical Users:** Craftspeople; art students.

**Holdings:** 450 books; 20 journals and periodicals; research files.

**Special Collections:** History of Renwick Gallery (files with photographs, clippings, etc.); vertical files on artists in the permanent collection and other contemporary craft artists.

**Catalog System:** None

**Researchers Access:** Open to the public, by appointment.

**Description:** The Renwick Gallery, which is part of the National Museum of American Art, is the Smithsonian's museum of American crafts. Named for its architect, James Renwick (who also designed the Smithsonian's Castle building), the Civil War-era building was originally the home of the Corcoran Gallery. The Renwick's library, which is not a Smithsonian branch library, houses a small reference collection used by the museum staff in developing and curating exhibits, as well as research materials on the history and architecture of the building itself. All books are part of the National Museum of American Art collection.

**Facility Equipment:** Photocopying machine.

**User's Tips:** This is a very small collection -- so small in fact that it doesn't even have a card catalog. The books are grouped according to craft media. All books at the Renwick are cataloged on SIRIS, so librarians at other SI librarians can track them down to this location (which is why it's better to start at the Mother Ship, so to speak, i.e., the **National Museum of American Art/National Portrait Gallery Library**). Librarians need to know in advance if you plan to use the collection; they may be able to refer you to a larger, more appropriate library.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly only to Smithsonian staffers. ILL via ALA or OCLC (CRLS is the centralized Smithsonian ILL server).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* Library holdings, considered a part of the NMAA collections, are cataloged in SIRIS, at *telnet://siris.si.edu*, or by direct dial-in at (202) 357-4304 (1200-9600 baud; N-8-1). In addition, the Renwick Gallery collections are part of the on-line sites of the National Museum of American Art, including its Internet server, NMAA-Ryder, with gopher and FTP capabilities; it's at *gopher://nmaa-ryder.si.edu*. NMAA's Web Site can be reached through the Smithsonian Home Page, or at *http://www.nmaa.si.edu*, or through the commercial service *America Online (AOL)*.

*E-Mail Address:* Not yet available.

OCLC Symbol: SMI

**See Also:** National Museum of American Art and National Portrait Gallery Library

### **Additional Collection**

#### **Woodrow Wilson International Center for Scholars Library**

1000 Jefferson Dr., SW, Room T-462

Washington, DC 20560

(202) 357-2567

The Wilson Center Library is open, by appointment only, to serious scholars. Call the library for further information. This is not an SIL branch, though the Wilson Center is affiliated with the Smithsonian. The library and Wilson Center offices are in the Smithsonian's Castle building.

### **Smithsonian Institution Archives and Special Collections**

The archives and special collections of the Smithsonian Institution run the gamut from the Human Studies Film Archives — a collection of moving images documenting cultures and traditions around the world, revealing myriad facets of human life — to the Joseph Henry Papers, the manuscripts and papers of the Smithsonian's first secretary (the Smithsonian Institution Archives themselves house the documents, manuscripts and ephemera of the Institution itself). These are eclectic, fascinating collections; but, since rare or fragile artifacts are often involved, restrictions on access and use of these archives vary considerably. Serious scholars and scientists will be accommodated wherever possible, but casual researchers may find themselves limited in the ways they can use the archives.

### **Main Archives and Special Collections**

#### **Freer Gallery of Art and Arthur M. Sackler Gallery**

##### **Archives**

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##### **Sackler Gallery**

1050 Independence Ave., SW, MRC 707

Washington, DC 20560

**Phone:** (202) 357-4480

**Fax:** (202) 786-2936

**Handicapped Accessible:** Yes

**Hours:** Tues., Thurs., Fri, 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Charles Lang Freer; Asian and turn-of-the-century American art and culture; history of the Freer and Sackler galleries.

**Typical Users:** Art historians and scholars; educators and students; art lovers.

**Holdings:** Historical records of the two museums; nearly 100 manuscript and photographic collections.

**Special Collections:** Highlights include the papers of founder Charles Lang Freer (1854-1919), with a group of James McNeill Whistler letters; Near Eastern field records of archeologist Ernst Herzfeld (1879-1948); a collection assembled by Myron Bement Smith (1879-1970) for the study of Islamic art and culture; and the papers of Freer staff member Carl Whiting Bishop (1881-1942) that chronicle his expeditions to China from 1923 to 1934. Among the photographic collections are negatives of the Empress Dowager Cixi (1835-1908) of the Qing dynasty of China; Antoin Sevruquin's visual record of the Qajar dynasty of Iran; and *The People of India*, documenting the races of Hindustan.

**Catalog System:** Finding aids.

**Researchers Access:** Open to serious researchers by appointment only.

**Description:** The Freer Gallery/Sackler Gallery Archives are part of the **Freer Gallery/Sackler Gallery Library** at the Sackler Gallery. The Archives house collections on the Freer Gallery's founder, Charles Lang Freer, as well as on the Gallery's founding, its staff and others who influenced the gallery and its collection. The Library includes a Reading Room for researchers, as well as a Slide Library and the Archives.

**Facility Equipment:** Photocopying machine(s); microfiche/film reader/printer.

**User's Tips:** Start in the Library and work your way from there to the archival collections; access to these depends on condition of materials and nature of your research.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate, with exception of slides from Slide Library (those are loaned for 2 weeks, with deposit). ILL of photocopied materials only.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* There's a WWW Home Page for the Freer Gallery of Art and Arthur M. Sackler Gallery, which has information about the museums and their collections. Point your Web browser to: <http://www.si.edu/freer-sackler> (you can also get there by the SI Home Page; see **Smithsonian On-line**). The archives are not accessible through the Internet, though the library is on-line with RLIN.

*OLC Symbol:* None; RLIN is DCFO

**See Also:** Freer Gallery/Sackler Gallery Library

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## **Hirshhorn Museum and Sculpture Garden**

### **Collection Archive**

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8th and Independence Ave., SW

Washington, DC 20560

**Phone:** (202) 357-3230

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Hirshhorn Museum and collections; Joseph H. Hirshhorn; Thomas Eakins; American artists.

**Typical Users:** Art historians; graduate students and scholars; curators and collectors.

**Holdings:** Photographs, slides and other illustrations; personal papers; professional papers; official papers and documents; books; manuscripts; field notes and journals; research files.

**Special Collections:** Hirshhorn Curatorial Records; Joseph H. Hirshhorn Art Collection Papers (1948-1966); Samuel Murray Papers (1869-1941), "providing primary material on his teacher, Thomas Eakins; Elmer L. MacRae Papers (1875-1955), which is "largely devoted to the records of the Association of American Painters and Sculptors (c. 1912-1915)"; Louis Eilshemius Collection (memorabilia).

**Catalog System:** Card catalog and computerized database.

**Researchers Access:** Open to serious researchers who write or call to make an appointment.

**Description:** The Hirshhorn Museum Collection Archive is home to the curatorial records of the museum, as well as to documents, manuscripts, research notes, photographs and other ephemera relating to the museum's founder, Joseph Hirshhorn, and those who influenced his life and the museum's collections.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); microfiche/film reader(s).

**User's Tips:** This is a small working archive, used mainly for in-house research. You must call or write in advance if you want to use the collection; the larger **Archives of American Art** may provide more material for research projects unless your work is directly linked to this archive's specialized holdings. The **Hirshhorn Museum Library** is another, related resource.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* Hirshhorn holdings are not yet on-line; see **Smithsonian On-line** for information on other on-line services.

**See Also:** **Hirshhorn Museum Library; Archives of American Art**

## **Horticulture Services Division**

### ***Archives of American Gardens***

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Horticulture Services Division  
Arts and Industries Building, Room 2282  
900 Jefferson Drive, SW  
Washington, DC 20560  
**Phone:** (202) 357-1926  
**Fax:** (202) 786-2026

**Handicapped Accessible:** Yes

**Hours:** Mon.-Thurs., 10 a.m.-4:30 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian.

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**Subject Areas:** Gardens; garden design; garden ornamentation and furniture; garden history.

**Typical Users:** Landscape architects; preservationists; students and educators; writers.

**Holdings:** 60,000 photographs, slides and other illustrations; professional papers and plans; videodiscs.

**Special Collections:** Garden Club of America Collection (3,000 glass lantern slides, 1920-1930; 30,000 35-mm slides, 1980-present); McFarland Press, Inc. Collection (glass lantern slides and photographs by noted horticulturist and seed catalog printer, 1900-1961); Thomas Sears Collection (5,000 glass negatives and slides document work of the renowned Philadelphia landscape architect, 1900-1966); Lewis & Valentine Nursery Collection (papers and photographs from Long Island, N.Y., c. 1918-1970); Katharine Lane Weems Collection (plans, photos and slides from the estate of the Manchester, Mass. sculptor, 1902-1989); Richard Marchand Historical Postcard Collection (900 slides or architectural and garden views); Gottlieb Hampfler Collection (slides of estate gardens in Delaware and Brandywine Valley region, c. 1939-1990); Horticultural Services Division Collection (photos, slides and stereographs documenting floral and garden history).

**Catalog System:** Computerized database and videodisc images catalog.

**Researchers Access:** Open to public, by appointment only.

**Description:** This remarkable but little-known collection of horticultural photographs, slides, plans and other images, is part of the Horticulture Research Division. It documents American gardens and landscape, both contemporary and historic. A significant part of the collection was a gift from the Garden Club of America (GCA). The Horticulture Services Division, which runs the archives, was

established to manage the Smithsonian Institution grounds and interior landscaping.

**Facility Equipment:** Photocopying machine(s); computer terminal(s).

**User's Tips:** This is a great place to do photo and images research for documentaries, multi-media programs or other visually rich projects that require historical images of landscaping and gardens.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate; duplicated images may be ordered/purchased through the Horticulture Services Division.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The images are not on-line but are available for viewing on-site on videodiscs.

**See Also:** Horticulture Branch Library

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## ***Joseph Henry Papers and Bell-Henry Library***

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Arts and Industries Building, Room 2188, MRC 429

900 Jefferson Drive, SW

Washington, DC 20560

**Phone:** (202) 357-2787

**Fax:** (202) 786-2787

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9 a.m.-5 p.m., by appt. only., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Joseph Henry (first Secretary of the Smithsonian Institution); Alexander Graham Bell and his work.

**Typical Users:** Research historians; graduate students; biographers.

**Holdings:** 90,000 manuscripts (copies); 3,500 book titles.

**Special Collections:** Joseph Henry Papers; Scientific Library of Alexander Graham Bell; Private Library of Joseph Henry.

**Catalog System:** Computerized database.

**Researchers Access:** Open to serious scholars; users must demonstrate a need to access the collection. Appointments must be made at least 24 hours in advance.

**Description:** The Bell-Henry Library houses the scientific library of inventor Alexander Graham Bell (1847-1922), and the private library of Joseph Henry (1797-1878), the first Secretary of the Smithsonian Institution (he served from 1846-1878). The collections are operated as a part of the **Smithsonian Institution Archives**. The Joseph Henry Papers, an archival project of the Bell-Henry Library, is a collection of copies of approx. 90,000 manuscripts relating to Joseph Henry, which are the basis for a 15-vol. letterpress edition of *The Papers of Joseph Henry*.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s).

**User's Tips:** This is a wonderful collection for serious research in the history and evolution of 19th century invention and discovery. But researchers must show a need (such as a dissertation, article, etc.) to use these resources; this is not a casual browsing collection.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collections do not circulate.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The collections are not yet available on-line. See **Smithsonian On-line** for information on other sources.

*E-Mail Address:* Henry Papers E-Mail: jhpem002@sivm.edu.si

**See Also:** Smithsonian Institution Archives

## **National Air and Space Museum Archives**

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National Air and Space Museum  
7th St. and Independence Ave., SW, MRC 322  
Washington, DC 20560

**Locations:** National Air and Space Museum; and Paul E. Garber Preservation & Restoration Facility (3904 Silver Hill Rd., Suitland, Md.)

**NASM Archives Phone:** (202) 357-3133

**Garber Facility Phone:** (301) 238-3480

**Media Resources (film) Phone:** (202) 357-4721

**Fax:** (202) 786-2835

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Main: Some street parking nearby. *Nearest Metro:* L'Enfant Plaza. Garber: On-site parking.

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**Subject Areas:** Aeronautics and aerospace history and technology development; NASA space programs (moon landings, etc.); U.S. Air Force history; commercial air travel; American technological history.

**Typical Users:** Aerospace historians; aircraft restorers; model builders.

**Holdings:** 1.5 million photographs and slides; 20,000+ films and videotapes; 300 collections of personal and professional papers, correspondence, and manuscripts; 29,000 books; 10,000 bound volumes of journals and periodicals; thousands of technical reports, findings, etc.; thousands of microform holdings; audiotapes; 30,000+ research files.

**Special Collections:** Motion Picture and Video Collection (20,000 titles); U.S. Air Force Pre-1954 Still Photograph Collection (150,000 images on videodisc); NASM Technical Files (1,300 cubic ft. vertical file of photos, press releases, clippings, correspondence, reports, etc.); an additional 250,000 images on videodisc.

**Catalog System:** Computerized database and manual finding aid.

**Researchers Access:** Open to anyone with a research need (some collections have restricted access, by request of their donors, or due to fragility). Reference services are by appointment only.

**Description:** The National Air and Space Museum Archives is a central depository and research collection for materials on aeronautics and aerospace history; its holdings now total approximately 300 collections. The archives has two locations: The archive facilities at the National Air and Space Museum (NASM) include the Museum Research Room, with 30,000 subject files, including photographs and other images, pamphlets, reports, manuscripts, technical manuals, etc; and the Media Resources Room, where more than 20,000 titles film and video titles are available for viewing and purchase. The bulk of the archives collections is stored at the Paul E. Garber Facility. There you'll find some two million aircraft engineering drawings (1890s-1970s), technical manuals, scrapbooks, corporate archives, and personal papers of important figures in the aeronautics and aerospace fields.

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s); videodisc viewing facilities.

**User's Tips:** "Many items and collections are undescribed. Written requests are the best means for initiating access to the collections." Researchers can send a written request for a staff-conducted limited search of holdings (more complex inquiries require a site visit). The Archives has reproduced many of its photographic images on analogue videodiscs; a videodisc viewing facility is available. Reference services in the film and video collection are subject to fees. Though the Garber Facility houses the majority of the collection, NASM's research facilities are the access point for the archives.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collections do not circulate.

*Reference Staff:* Accepts telephone queries but prefers written requests.

*Internet/Remote Access:* Information on NASM collections can be found through the Smithsonian's Web site at <http://www.si.edu>, see **Smithsonian On-line**.

*E-Mail Address:* [nasmarch@sivm.si.edu](mailto:nasmarch@sivm.si.edu)

**See Also:** National Air and Space Museum Branch Library

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## **National Museum of African Art**

### ***Eliot Elisofon Photography Archives***

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National Museum of African Art  
950 Independence Ave., SW, MRC 708  
Washington, DC 20560

**Location:** South Quadrangle Building

**Phone:** (202) 357-4600, ext. 280

**Reference:** (202) 357-4600, ext. 283

**Fax:** (202) 357-4879

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-4 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Arts, people and history of Africa (images).

**Typical Users:** Photo researchers; publishers; African researchers and scholars; students and educators; photographers and graphic artists.

**Holdings:** 300,000+ images, including 80,000+ b/w photos; 180,000+ color transparencies; and numerous slides, film footage and other images.

**Special Collections:** Highlights include the Eliot Elisofon Collection (Elisofon's still and film work, including 120,000 ft. of his unedited film); White Fathers' Mission Collection (Rwanda and Burundi, 1903-1924); William B. Fagg Collection (Nigeria, 1949-1959); Eva L.R. Meyerowitz Collection (Benin and Burkina Faso, 1930s); Gulla Kell-Pfeffer (Nigeria and Cameroon, 1927-1932); Drewal Collection (10,000 35 mm slides of Yoruba art and culture); Postcard Collections (notable images taken for postcard publishers).

**Catalog System:** Computerized database for slides, and card catalog.

**Researchers Access:** Open to public and serious researchers, by appointment only.

**Description:** The Eliot Elisofon Photographic Archives is a research and reference center for visual materials, and is devoted to the collection, preservation and dissemination of visual resources that encourage and support the study of the arts, peoples and history of Africa. It is named for the famous photographer and filmmaker who documented African life and culture from 1947 through 1973. It houses a pre-eminent collection of photographs, slides, film footage and other images on most aspects of African societies, arts and culture. The collection is divided into two major parts: Art (images of the museum's permanent collections, etc.) and Field (images of African life and places).

**Facility Equipment:** Photocopying machine(s); AV equipment.

**User's Tips:** "Most patrons do not allow enough time for their visits and are quite overwhelmed when they see the large holdings we have. They should therefore come with specific topics of study, or have specific requests." Reproduction fees for images ordered through the archives vary from \$10 to \$65.

#### ***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* Images are not loaned or otherwise circulated.

*Reference Staff:* Accepts telephone queries for specific questions; phone requests should be followed up by letter or fax. Phoned or faxed research requests are subject to the following fees: First half hour, free; \$50/hour thereafter.

*Internet/Remote Access:* See **Smithsonian On-line**

*E-Mail Address:* afaem016@sivm.si.edu

**See Also:** National Museum of African Art Branch Library

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## ***Archives of American Art***

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Smithsonian Institution

Reference Services

MRC 216

Washington, DC 20560

**Location:** National Museum of American Art/National Portrait Gallery, 8th and G Sts., NW Room 331-Balcony

**Phone:** (202) 357-4251

**Fax:** (202) 786-2608

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 8:45 a.m.-5:15 p.m., by appt. only.

**Parking/Metro:** Some street and garage parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** American art and artists, and related areas, including exhibitions, art organizations, studios, etc.

**Typical Users:** Art historians; curators and collectors; art critics and writers; graduate students and teachers; curators and gallery owners.

**Holdings:** 13+ million items, including photographs; slides; other illustrations; personal papers; professional papers; books; journals and periodicals; technical reports, findings, etc.; microform holdings; videotapes; audiotapes; research files.

**Special Collections:** Highlights include the Oral History Collection (3,000 interviews); Exhibition/school/gallery records, including those of 1913 Armory Show (first major U.S. exhibition of modern art), American Academy in Rome, Carnegie Museum International Exhibitions, Macbeth, Downtown and Betty Parsons galleries; Artists' collections (personal papers, etc.) of Thomas Cole, John Kensett, Rockwell Kent, Reginald Marsh, Ben Shahn, David Smith, and Jackson Pollock.

**Catalog System:** Computerized database and card catalog.

**Researchers Access:** Open to the general public.

**Description:** The Archives of American Art (AAA) is a research collection for primary resources on the history of American visual arts, from sketchbooks and exhibition catalogs to manuscripts and correspondence. A bureau of the Smithsonian since 1970, it's the world's largest collection of documentary materials on the American visual arts, with some 5,000 collections encompassing more than 13 million holdings. The AAA also has collection and research centers in Boston, Detroit, New York, San Francisco and San Marino, Calif. Note that, though housed at the NMAA/NPG building, the Archives of American Art is not considered a part of these collections.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s).

**User's Tips:** "For the most part, what we have is of little use to the general public, unless they have done a bit of research before they come to us. We do NOT appraise paintings!!!" The AAA publishes finding aids and guides, as well as the *Archives of American Art Journal*, a terrific resource for background and details on specific collections.

***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* Lends copies of some materials — including microfilm, oral history transcripts, etc. — via ILL through standard procedures. Non-microfilm ILL requests processed at main archives; Microfilm ILL (limit: eight reels for one month, renewable) requests should be mailed or faxed to AAA ILL, 5200 Woodward Ave., Detroit, Mich., 48202 (Fax: 313/226-7620).

*Reference Staff:* Accepts telephone queries for specific questions;

*Internet/Remote Access:* The collections are cataloged as part of SIRIS, available on the Internet at <telnet://siris.si.edu>, in addition, the Smithsonian Web site has an informational listing on the collections, and is adding hypertext links as they become available. To get there, go to <http://www.si.edu> and select Research Centers from the Places menu.

*E-Mail Address:* [aaaemref@sivm.si.edu](mailto:aaaemref@sivm.si.edu)

*OCLC Symbol:* None; *RLIN symbol:* AMC

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## **National Museum of American Art**

### ***Slide Library and Photo Archives***

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Smithsonian Institution

Reference Services

MRC 215

Washington, DC 20560

**Location:** National Museum of American Art, 8th and G Sts., NW Room 331

**Phone:** (202) 357-1348

**Fax:** (202) 633-9351

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some garage and street parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** Images of American art and artists; images document history and exhibitions of NMAA.

**Typical Users:** Photo researchers; publishers; curators and collectors; scholars.

**Holdings:** Photo Archives: 250,000 images; Slide Library: 100,000 slides.

**Special Collections:** Photo Archives: Walter Rosenblum Collection (7,500 images taken by Time-Life photographer Walter Rosenblum, focusing on the 1950s and 1960s New York City art scene); Peter A. Juley & Son Collection (127,000 images by photographers Peter and Paul Juley, taken c. 1895-1975).

**Catalog System:** Computerized database.

**Researchers Access:** Open to serious researchers, by appointment.

**Description:** The Photo Archives and Slide Library are archival images collections that document the visual arts in America. The Slide Library focuses on American art and artists, while the Photo Archives documents the exhibition history and educational activities of the NMAA; its largest special collection, the Peter A. Juley & Son Collection, "comprises 127,000 photographic negatives that document the works of more than 11,000 American artists. The Juleys were preeminent New York City photographers and the record of their work resembles a mini-history of American art."

**Facility Equipment:** Computer terminal(s); viewing equipment.

**User's Tips:** The Slide Library's "computer classification system provides access by artist, title, date, subject matter, object type, and location." Some slides are available for sale to the public; reproduction orders for photos and slides can be placed through this collection as well. Also, you can browse selections from the Juley Collection on-line (see On-line Services).

***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* "While most of the slide collection is limited to on-site use, about 20,000 slides are available for borrowing by the public...Slides may be borrowed for a two-week period. The limit is 50 slides. Mail inquiries are acceptable. Slides borrowed are for personal or educational lecture use only. They may not be duplicated, copied, reproduced for publication, or used commercially without written permission from the National Museum of American Art."

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* The National Museum of American Art Gopher provides information and some access to the Photo Archives and Slide Library and other NMAA resources. To get there, *gopher://nmaa-ryder.si.edu*. For detailed information about the Juley Collection, see the file titled *juley\_history*; to view a sampling of historic photographs of American artists in the Juley Collection, click on Peter A. Juley & Sons Collection.

*E-Mail Address:* maars007@sivm.si.edu

## **National Museum of American Art Research and Scholars Center *Inventories of American Painting & Sculpture***

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Smithsonian Institution

MRC 210

Washington, DC 20560

**Location:** National Museum of American Art, 9th and G Sts., NW

**Phone:** (202) 357-1626

**Paintings Inventory:** (202) 357-2941

**Sculpture Inventory:** (202) 786-2384

**Fax:** (202) 633-9351

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 1-5 p.m., by appt. only.

**Parking/Metro:** Some street and garage parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** American art (sculpture and paintings).

**Typical Users:** Art historians; curators and collectors; art students and teachers.

**Holdings:** Database collections on American painting and sculpture (see Special Collections); 90,000 photographs.

**Catalog System:** Computerized database.

**Researchers Access:** Open to the general public.

**Description:** The Research and Scholars Center promotes scholarship and understanding of American art through research guidance, publications, forums, and other methods. "The center provides the broadest possible access to primary sources, including the museum's extensive collections of American paintings, sculptures, prints, photographs, crafts, and related study materials, and to secondary research resources such as bibliographic, archival, and photographic documentation, research databases, and other specialized information for the study of American art." The Center's computerized Art Inventories "reference over 300,000 paintings and sculptures done by American artists, working from Colonial times to the present in public and private collections nationwide (though the Paintings Inventory has a cut-off date of 1914)." The inventories are designed to researchers locate the works of American artists. The Paintings Inventory was started in the early 1970s; the Sculpture Inventory began in 1985. The Center also works with the **Slide Library and Photo Archives**, and also helps maintain the Pre-1877 Art Exhibition Catalog Index and the Smithsonian Art Index (of drawings, prints, paintings and sculpture held in Smithsonian non-art museums); and the Permanent Collection Database (comprising 32,000 objects in the museum's collection).

**Facility Equipment:** computer terminal(s); printed indexes by artist and subject.

**User's Tips:** The Painting and Sculpture Inventories are invaluable in locating and researching the works of specific American artists, genres, periods, and places — whether in private or public hands. They're part of the Smithsonian's SIRIS on-line catalog, and best of all, if you have a computer, you can now access the database on-line (see On-line Services).

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Non-circulating.

*Reference Staff:* Accepts phone or mail queries.

*Internet/Remote Access:* The database for the Inventories of American Painting and Sculpture is part of SIRIS (Smithsonian Institution Research Information Service), at *telnet://siris.si.edu*, or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1).

*E-Mail Address:* artref@sivm.si.edu

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## **National Museum of American History Archives Center**

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National Museum of American History, Room C-340, MRC 601

Washington, DC 20560

**Location:** 14th St. and Constitution Ave., NW

**Phone:** (202) 357-3270

**Fax:** (202) 786-2453

**TDD/TTY:** (202) 357-1729

**Handicapped Accessible:** Yes

**Hours:** Mon, Tues., Thurs, Fri, 10 a.m.-5 p.m.; Wed., noon-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and Federal Triangle.

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**Subject Areas:** American history; history of technology; history of music, especially jazz; history of advertising.

**Typical Users:** SI staff; university faculty and graduate students; journalists and professional researchers; historians and curators.

**Holdings:** Photographs; slides; clipping files; personal papers and correspondence; professional papers; technical reports, findings, etc.; microform holdings; videotapes; audiotapes.

**Special Collections:** *Manuscript Collection:* Includes personal papers, business and organizational records, and ephemera documenting, among other areas, the history of radio, television, automatic computing, and plastics — among largest holdings are the Sam DeVincent Collection of Illustrated American Sheet Music, 1974-1980, the Naff Arab-American Collection, and Julian Black Scrapbooks (documenting career of prizefighter Joe Louis); *History of Advertising Collection:* Includes numerous advertising prints, documents, oral histories, electronic media, etc. — the three large collections are The Warsaw Collection (advertising ephemera), the N.W. Ayer Advertising Agency Proofsheets, and the Norcross Historical Greeting Card Collection; *Historical Photograph Collection:* Includes a variety of images of American life — the two largest collections, both of photos taken by Americans all over the world, are the Underwood & Underwood Glass Stereograph Collection (28,000 plates, c. 1895-1921), and the Donald H. Sultner-Welles Collection (90,000 color transparencies and photos, 1951-1981); *Film, Audio and Videotape Collections:* Includes myriad miscellaneous moving images and sound recordings documenting American life and culture.

**Catalog System:** Computerized database.

**Researchers Access:** Open to researchers engaged in work for which access to this collection's primary resources is essential. Photo I.D. required.

**Description:** This collection "supports the research and educational mission of the Museum in broad areas of American history." Its holdings are broken down into four major collections, consisting of manuscripts, advertising history, historical photographs, and film, audio and videotape holdings. The strengths of the collection are in the areas of history of technology, jazz music, advertising and mass culture.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); microfiche/film reader(s); AV equipment.

**User's Tips:** "Use SIRIS (the Smithsonian's on-line catalog); talk to a reference archivist; and make

an appointment with a collection specialist..this is not a general reference collection." All holdings are cataloged in SIRIS.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly only to Smithsonian staffers.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* Archives Center holdings are cataloged on SIRIS, which is on-line via *telnet://siris.si.edu*, or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1).

*E-Mail Address:* acnmah@sivm.si.edu

## **National Museum of Natural History**

### ***Human Studies Film Archives***

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Smithsonian Institution

Natural History Building, Room E-307, MRC 123

Washington, DC 20560

**Location:** 10th St. and Constitution Ave., NW

**Phone:** (202) 357-3349

**Fax:** (202) 357-2208

**Handicapped Accessible:** Not designed for handicapped access, but accommodations can be made.

**Hours:** Mon.-Fri., 9 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and Federal Triangle.

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**Subject Areas:** Anthropology; ethnology; human behavior; rituals and cultural traditions.

**Typical Users:** Anthropologists and other scientists; teachers, professors and students; image researchers.

**Holdings:** Film footage, video and audiotape, and annotations; supplementary materials (photos, slides, sketches, field notes, personal papers, correspondence, manuscripts, logs, books, journals and periodicals, reports, findings, etc.).

**Special Collections:** The collections span the world. Among holdings are film footage of: Western American Indians (c. 1928, filmed for the Sioux Super Film Education Co.); Dance Styles (c. 1930, filmed in Georgia, Nigeria and Haiti, by anthropologist Melville J. Herskovitz); Ethiopian Jubilee (1955, filmed in Addis Ababa, of the 25th anniversary of Emperor Haile Selassie I's coronation, shot by Edward C. Sweeney of the Explorers Club); Brooklyn Giglio Festivals (1939, 1950, and 1955 footage of Italian American festival, held in Brooklyn, N.Y.); "Faces of Change" Series (1972, of Tajik, Pashtoon and Uzbek of Northern Afghanistan; and 1975, of the Aymara of the Bolivian highlands, both filmed by American University Field Staff); and filming projects of the National Anthropological Film Center, the National Film Board of Canada, the Australian Institute of Aboriginal Studies, and others.

**Catalog System:** Computerized database.

**Researchers Access:** Open to qualified researchers working on bonafide research projects, upon completion of a viewing application.

**Description:** "The Human Studies Film Archives (HSFA) consists of historic and contemporary archival and study collections of films and videos of anthropological interest created by professionals and amateurs around the world. The collections consist of original or unique copies of film (over 7 million feet representing over 600 titles) and video (over 300 hours representing over 20 titles). The study collections consist of film and video reference copies of some (but not all) of the archival collections, as well as titles from other national collections. All other holdings such as slides, personal papers, and audiotapes, are supplementary materials to individual collections. In addition, the HSFA strives to obtain sound annotations (synchronous narrations) from the creator or person knowledgeable with the images of as many titles as possible." The Archives was established in 1981;

its earliest holdings date back to 1908, and its collections include images covering every continent and many cultures, both primitive and advanced. The collection is particularly strong on Native American studies, and on cultures of Africa and Asia; its weakest holdings are on Europe.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); 3/4-inch and 1/2-inch VCRs and 16 mm film viewing equipment.

**User's Tips:** This is not a casual viewing collection; prospective researchers must fill out a viewing request form, and should make arrangements at least 48 hours in advance to assure availability of viewing equipment. The newly revised *Guide to the Collections*, which lists current holdings, can be purchased from the HSFA for \$15, or browsed and downloaded for free on the Internet (see below).

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The HSFA cataloging database can be accessed on the Internet through the Smithsonian Institution Research Information System (SIRIS), at *telnet://siris.si.edu*, or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1). The HSFA database is in the Archives and Manuscripts Catalog. To exit SIRIS, type **stop**. In addition, the most recent *Guide to the Collections* can be browsed, searched and downloaded via the Internet through the National Museum of Natural History Gopher at *nmnhgoph.si.edu* (the HSFA is in the Anthropology directory). The HSFA can also be reached directly on the WWW at *http://nmnhwww.si.edu/departments/anthro.html*.

*E-Mail Address:* *hsfa@sivm.si.edu*

**See Also:** Anthropology Branch Library; National Anthropological Archives

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## **National Museum of Natural History**

### ***National Anthropological Archives***

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Smithsonian Institution

Natural History Building, Room 60A

MRC 152

Washington, DC 20560

**Location:** 10th St. and Constitution Ave., NW

**Phone:** (202) 357-1986

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian.

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**Subject Areas:** Anthropology; ethnography; Native American history and culture.

**Typical Users:** Anthropologists; historians; graduate students and Native Americans.

**Holdings:** Photographs; slides; art and other illustrations; books; personal papers; professional papers; journals and periodicals; technical reports, findings, etc.; microform holdings; field notes; research files.

**Special Collections:** Photograph Collection (150,000 original negatives); Art Collection (drawings and paintings by Native Americans and western explorers); Dept. of Anthropology Collection (organizational records); Manuscript Collection (linguistics, ethnology, physical anthropology, and Native American history and culture).

**Catalog System:** Computerized database; hard copy guide and collection-level finding aids.

**Researchers Access:** Open to qualified, serious researchers, by appointment.

**Description:** The National Anthropological Archives sprang from the archives of the Bureau of American Ethnology (a Smithsonian agency devoted to studying Native Americans), founded in

1879. Those original archives are part of this broader-based collection, which also hold the administrative records of the Bureau, as well as historical manuscripts and documents, art and illustrations, and thousands of original photographic negatives, documenting many areas of physical anthropology and ethnology. The collections' strong points continue to focus on Native American life and culture, and include drawings and other records by Native Americans and Western explorers that help document the early contacts between Europeans and Native Americans in the West. The **Human Studies Film Archives** holds related moving images.

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s).

**User's Tips:** Though researchers may visit the archives during regular hours (Mon.-Fri., 9 a.m.-5 p.m.), the staff does not accept requests for retrieval of materials between noon and 2 p.m.; so don't make your plans around a mid-day visit.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collection does not circulate.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* The archives collections are listed on SIRIS, the Smithsonian's on-line catalog, at <telnet://siris.si.edu>, or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1); anthropological materials are also included as part of the Natural History Web Home Page, which can be accessed through the Smithsonian's Web site at <http://www.si.edu>, or through the Natural History Gopher at <gopher://nmnhgoph.si.edu>.

*OLC Symbol:* DSI-NAA

## **National Portrait Gallery**

### ***Catalog of American Portraits (CAP)***

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Smithsonian Institution

National Portrait Gallery

8th and F Sts., NW

Washington, DC 20560

**Phone:** (202) 357-2578

**Fax:** (202) 786-2565

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street and garage parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** American portraits; American historical figures.

**Typical Users:** Image researchers; genealogists; graduate students and scholars; biographers and historians; journalists and writers.

**Holdings:** Photographs of objects surveyed (to record one-of-a-kind likenesses, e.g., paintings, sculpture, silhouettes, etc.); slides; art and other illustrations; research files.

**Special Collections:** CAP Archives

**Catalog System:** Computerized database.

**Researchers Access:** Open to serious researchers, by appointment.

**Description:** The Catalog of American Portraits (CAP) is an evolving research archive with images and information on more than 100,000 likenesses of historically important figures in American history and culture, including prominent American artists. The collection is organized on a computerized relational database that has the ability to search (and cross-reference) on all data fields (e.g., sitter's occupation, sitter's dress, execution date, active dates for artist, etc.). Images of objects can be seen on-line as well (see below).

**Facility Equipment:** Photocopying machine(s); computer terminal(s).

**User's Tips:** Users should call ahead for an appointment. The collection is frequently updated as new information comes in; so visit more than once if you are engaged in a long-term research project.

On-line resources of the National Museum of American Art are also helpful.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Collections do not lend (though copies of images may be ordered for a fee).

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* CAP can be researched via the commercial service *America Online (AOL)*.

*E-Mail Address:* capnpg@sivm.si.edu

## National Portrait Gallery

### Peale Family Papers

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Smithsonian Institution

NPG, Room 322, MRC 214

F and 8th Sts., NW

Washington, DC 20560

**Phone:** (202) 357-2565

**Fax:** (202) 786-2565

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 10 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street and garage parking nearby. *Nearest Metro:* Gallery Place.

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**Subject Areas:** Peale Family, their era and regions (1735-1885, Philadelphia, Baltimore, and Maryland Eastern Shore).

**Typical Users:** American historians; graduate students; art historians; genealogical researchers; curators and collectors.

**Holdings:** Photographs; slides; personal papers; professional papers; books; microform holdings; research and clipping files.

**Special Collections:** Microfiche Edition of *Collected Papers of Charles Willson Peale and His Family* (includes all primary papers in collection); Research Files (on individual members of the family and their work, institutions with which they were affiliated, etc.).

**Catalog System:** Card catalog and microfiche indexes.

**Researchers Access:** Open to those with a genuine interest in, or specific research relating to, the Peale Family.

**Description:** The Peale Family Papers is a research project that is compiling and documenting primary resources, c. 1735-1885, on the life, times and work of Charles Willson Peale — a portraitist, museum keeper, naturalist and inventor; his talented children, Rembrandt, Raphaelle, Rubens, Titian Ramsay and Benjamin Franklin Peale; his brother, the artist James Peale; and James Peale's daughters, Anna Claypoole and Sarah Miriam. The organizations and institutions with which the Peales were associated include various Peale museums, as well as the Pennsylvania Academy of the Fine Arts, the Academy of Natural Sciences (in Philadelphia); they were also involved with the Long and Wilkes Expeditions, and the U.S. Mint. All these subjects are covered in the collection, as are many figures from the period, with whom the Peale Family was connected.

**Facility Equipment:** Staff-assisted photocopying; microfiche/film reader(s).

**User's Tips:** This is a fairly specific collection; it is of use mainly to those studying the Peale Family and its era. It is particularly useful to individuals researching portraits they believe may have been painted by one of the Peales. An appointment is recommended; it is useful to have particular names, events or dates to be researched, to facilitate the use of the index.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends directly only to Smithsonian staffers.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* These collections are not available on-line (they are not cataloged in SIRIS).

*E-Mail Address:* Not yet available.

## **Smithsonian Institution**

### ***Office of Printing and Photographic Services (OPPS)***

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Smithsonian Institution

OPPS

Washington, DC 20560

**Location:** Main Office: National Museum of American History, Room CB-054, 14th St. and Constitution Ave., NW. Other branches are in the National Museum of Natural History, National Air and Space Museum, and the Museum Support Center.

**Public Request Phone:** (202) 357-1933

**Fax:** (202) 786-2756

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and Federal Triangle.

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**Subject Areas:** Smithsonian collections photographs.

**Typical Users:** Photo researchers; staff; curators.

**Holdings:** More than a million photographs, negatives and slides.

**Special Collections:** Maintains negatives for several major Smithsonian image collections, including the Peter A. Juley and Son Collection (see **NMAH, Archives Center**), the **National Anthropological Collection**, and the Pullman and Chaney Collections of Rail Transportation.

**Catalog System:** Computerized database.

**Researchers Access:** Open to serious researchers by appointment.

**Description:** "The OPPS is the Smithsonian's central photographic facility, with offices in the National Museum of American History, National Museum of Natural History, National Air and Space Museum, the Museum Support Center, and the Smithsonian Tropical Research Center [in Panama]." OPPS also maintains a cold storage library of negatives and transparencies. "These photographic materials include the work of Smithsonian photographers dating to the late 1800s, are continually augmented by that of contemporary photographers, and document the museums' exhibits, artifacts and related events." Negatives of many photographs held by other Smithsonian libraries and archives are also stored here. The OPPS also creates and markets educational materials (books, videos, etc.) using its resources.

**Facility Equipment:** Photographic viewing equipment.

**User's Tips:** Those planning to order prints or duplicate transparencies from OPPS can do so through the Services Branch (though individual collections may have prints or dupes available as well). Another great way to do photo research, on-line, is through the OPPS Photo Server.

***Off-Site Reference Services:***

*Lending/Interlibrary Loan:* Collection does not circulate; prints and duplicates may be ordered through the Services Branch.

*Reference Staff:* Accepts telephone queries for appointments and to locate collections.

*Internet/Remote Access:* OPPS has two versions of its on-line photo server (one FTP and one WWW), which is designed to make a variety of Smithsonian photographs available as electronic image files. "These images cover topics ranging from air and space to science, technology, history, and even current events. They are designed to give the user who cannot come to Washington, the opportunity to see and learn about many of the Smithsonian's most popular and important objects and exhibits. The images cover a broad spectrum of subjects which we hope will interest our electronic audience. Here we are able to present photographs from many of our museums on the Mall in Washington, plus other Smithsonian bureaus such as the National Zoo and the Smithsonian Astrophysical

Observatory." The files are in GIF and JPEG formats (with captions included); users may *not* upload images to the collection, but may download image for non-commercial use. PHOTO1 is the anonymous FTP server, which can be reached at <ftp://photo1.si.edu>. PHOTO2 is the WWW server, and can be found through the OPPS site (under Places: Offices) on the Smithsonian's Web site at <http://www.si.edu> or directly through the OPPS offices on the Web at <http://www.si.edu/organiza/offices/photo.start.htm>  
E-Mail Address: [psdmx@sivm.si.edu](mailto:psdmx@sivm.si.edu) (for photo server)

## **Smithsonian Institution**

### ***Smithsonian Institution Archives***

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Office of the Smithsonian Institution Archives  
Arts & Industries Building, Room 2135, MRC 414  
Washington, DC 20560

**Location:** 900 Jefferson Drive, SW

**Phone:** (202) 357-1420

**Fax:** (202) 357-2395

**TDD/TTY:** (202) 786-2736

**Handicapped Accessible:** Yes

**Hours:** Mon.-Fri., 9 a.m.-5 p.m., by appt. only.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Smithsonian and L'Enfant Plaza.

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**Subject Areas:** Smithsonian Institution and affiliated projects, personalities, and organizations.

**Typical Users:** Smithsonian staff; graduate students and scholars; institutional historians.

**Holdings:** Photographs, slides and other illustrations; architectural drawings; personal papers and correspondence; field notes and journals; laboratory notes, etc.; microform holdings; videotapes; audiotapes; research files.

**Special Collections:** Manuscript Collection (papers of the secretaries, curators, and other SI staff members, as well as the records of professional organizations and societies that have named the Archives as the official repository for their records -- see listing below; papers of Joseph Henry documenting electrical research; Spencer F. Baird's voluminous correspondence with American naturalists; Samuel P. Langley's manuscripts on early experiments in flight; Charles D. Walcott's paleontological correspondence; Charles G. Abbot's correspondence concerning his research on solar radiation; papers documenting the ornithological career of Alexander Wetmore; field reports of the Fish and Wildlife Service; some records of the United States Exploring Expedition; papers tracing the Smithsonian's support of Robert Goddard's early rocket experiments; and the papers of Joseph H. Hirshhorn); Institutional Records (including those of the Smithsonian Institution, as well as of affiliated professional societies such as the American Association of Museums, Washington Conservation Guild, American Ornithologists' Union, the American Society of Ichthyologists and Herpetologists, the Society of Systematic Zoology, and the Audubon Naturalist Society of the Central Atlantic States, Inc.); Oral History Program Collection (1974-, tape-recorded interviews with key administrative and scholarly staff); Videohistory Program (1986-1992, using video in historical research to record projects reflecting the Institution's concern with the conduct of contemporary science and technology -- among the videohistory topics included in the series are Black aviators, the conservation of endangered species, the Manhattan Project, robotics, and the Waltham Clock Company); individual collections (by name and/or research project).

**Catalog System:** Computerized database (SIRIS); collection-level descriptions published in the *Guide to the Smithsonian Archives*; other finding aids (published and unpublished).

**Researchers Access:** Open to researchers working on related projects, with photo I.D. required upon sign-in.

**Description:** The Smithsonian Institution Archives (SIA), a repository for records and papers of historical value, was organized in its current form in 1967 to collect, preserve, and make accessible the official records of the Institution, the papers of scientific and other staff, and the records of related organizations. Holdings constitute a valuable resource for scholars working in the history of science, especially 19th-century American science, American history, art history, and other areas within Smithsonian purview. Also operated as part of this collection are the **Bell-Henry Library and Joseph Henry Papers** (see entry).

**Facility Equipment:** Staff-assisted photocopying; computer terminal(s); microfiche/film reader(s).

**User's Tips:** This is the place to start for serious research in the history and involvements of the Smithsonian itself; many of the holdings are cataloged on the SIRIS on-line database, making them accessible on the Internet via telnet (see On-line Services). Some records at this archives are stored off-site; so you should call in advance of visiting to inform an archivist of your needs, in case these materials need to be brought in for your use.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Lends materials only to Smithsonian staffers, but will make photocopies for lending in some cases.

*Reference Staff:* Accepts telephone queries for specific questions.

*Internet/Remote Access:* See **Smithsonian On-line** for information on the SIRIS on-line catalog at *telnet://sir.is.si.edu* or by remote dial-in at (202) 357-4304 (1200-9600 baud; N-8-1), which lists many of the archives holdings. The Smithsonian Web Site also has a detailed description of the SIA at *http://www.si.edu/organiza/offices/archive.start.htm*

*E-Mail Address:* siaem007@sivm.si.edu

## Other Smithsonian Research Facilities

Though the collections discussed in the previous sections are the heart and soul of Smithsonian collections, scattered throughout the Institution are various esoteric collections that have resulted from specific work of researchers and their departments. In many cases, these are unique collections of artifacts and specimens — such as the archives of volcanic maps and sample collections of lava, ash, and other volcanic matter, held by the Global Volcanism Program (GVP) (in the Department of Mineral Sciences); the National Entomological Collections, which have more than 30 million specimens; and the U.S. Herbarium's collection of about 4.4 million dried plant specimens from around the world (the cornerstone of the Natural History Museum's botanical collection, it ranks among the most complete in New World plants); and many, many more.

No matter what your field of study in the sciences, whether physical or social, there's a good chance the Smithsonian has at least one research collection to fill the bill; start at the largest library or archive related to your field, and work downward from there. But remember, many of these specimen-oriented collections have restricted access because of the fragility or rarity of the holdings; so you'll have to show a need to use them before being considered for access. Happy hunting!

Meanwhile, to learn more about the behind-the-scenes research going on at the Smithsonian, read Mark Bello's *The Smithsonian Institution: A World of Discovery* (Washington, D.C.: Smithsonian Institution Press, 1993).

## Smithsonian Institution On-line

The Smithsonian Institution Libraries (SIL) on-line library catalog database, SIRIS, has long been available to on-site researchers at the various collections, on networks attached to SINET (Smithsonian Institution Network). Off-site users with telnet capabilities (*telnet://sir.is.si.edu*) can now get

there via the Internet. Those without Internet access but with a modem can dial in at (202) 357-4304 (1200-9600 baud; N-8-1). And as of September, 1995, the SIL's newly launched World Wide Web Home Page can be accessed at <http://www.si.edu.organiza/offices/silib.start.htm>. The SI Archives have a similar Web Page at <http://www.si.edu.organiza/offices/archive.start.htm>

In May, 1995, the Smithsonian Institution unveiled its full-scale World Wide Web site (<http://www.si.edu>), which offers more than 1,500 electronic pages, with overviews in English, Spanish, German and French. The Web pages feature stunning graphics and links to information on Smithsonian museums, libraries and archives, research and programs. The site even features a lively area called "Smithsonian Encyclopedia," which offers answers, write-ups and bibliographies for some of the thousands of FAQs (Frequently Asked Questions) Smithsonian researchers receive every year -- text files already on-line cover subjects such as the Loch Ness Monster and the Smithsonian Shark Attack File (the Institution once tracked shark attacks). Images researchers can also access the SI Photo Server to locate photos, slides and other images throughout the museum system.

As Smithsonian Secretary I. Michael Heyman said at the time of the Web site launch, "This new 'Smithsonian Without Walls' brings our resources home to America's homes, schools, senior-citizen and youth centers, universities, museums, laboratories and research centers, and it gives us an opportunity to interact with them in ways undreamed of a few years ago. As we plan for the celebration of our 150th anniversary in 1996, we will continue to enlarge our technological capacity and know-how to extend the reach of our historic mission....James Smithson's goal of the increase and diffusion of knowledge has been reborn for a new century."

Suggestions on how to navigate the SI Web site can be found in the *Electronic Smithsonian* area, while clicking on the *What's New* section provides details of events at the museums as well of updates on changes to the Web site itself. The Web site is a work in progress; information published here and elsewhere is merely a snapshot of the resources available at the time of publication. Here's a sampling of Smithsonian remote-access research sites (WWW, gopher, FTP and telnet) that are currently available to public users (many are accessible via the SI Web Home Page):

**Smithsonian Institution WWW Site** (Start here to explore Smithsonian Web pages and for links to other Internet sites): <http://www.si.edu>

**Smithsonian Institution Libraries WWW Home Page** (also accessible via the main Institution Web site): <http://www.si.edu.organiza/offices/silib.start.htm>

**Smithsonian Institution Archives WWW Home Page** (also accessible via the main Institution Web site): <http://www.si.edu.organiza/offices/archive.start.htm>

**Smithsonian Institution Research Information System (SIRIS)** (Research catalogs maintained by SI Libraries, and some museum libraries, archives and research units): <telnet://siris.si.edu>

**Freer Gallery of Art and Arthur M. Sackler Gallery** (Information about the Asian art museums of the Smithsonian Institution): <http://www.si.edu/freer-sackler>

**Museum Support Center (MSC) FTP Server** (An FTP server at the SI Museum Support Center, serving the general museum and networking community): <ftp://simsc.si.edu>

**National Museum of American Art Gopher** (Information about public events and exhibitions, museum research and educational materials, and images and multimedia software. Provides access to images archives and other NMAA resources): <gopher://nmaa-ryder.si.edu>

**National Museum of Natural History Natural History Gopher** (A gopher server at the National Museum of Natural History serving the biological and geological science community): <gopher://nmnhgoph.si.edu>

**SI Photo Server** (with images from and of museum collections in various formats):

**PHOTO1** (an anonymous FTP server): <ftp://photo1.si.edu>

**PHOTO2** (WWW based server): <http://www.si.edu/organiza/photo.start.htm> (this puts you into the OPPS offices, from which you can reach the PHOTO2 server)

NOTE: Some FTP servers cannot be accessed via some WWW browsers; if you get errors when trying to follow the Smithsonian Home Page hypertext links (colored text) to any Smithsonian FTP site, note the host name in the URL and use an FTP client to access that host.

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## THE LIBRARY OF CONGRESS

### *From Jefferson to the Jetsons*

When the Library of Congress was founded in 1800, only an oracle would have been able to predict the size, breadth, depth, and reach the collection would achieve in less than two centuries. It has evolved from a simple, in-house Congressional law and legislative library to a collection of more than 108 million items, including 16 million books, 2.2 million recordings, 13.6 million photographs and 4.3 million maps.

Rapidly paving roads on the information highway, the Library of Congress has literally gone from the age of Manifest Destiny to the era of the electronic frontier, with some 40 million records in its databases and a non-profit collection of computer networks linking an estimated 30 million computer users in more than 100 countries. It is not only the world's largest library, but also the world's leader in information technology.

The library was created by an act of Congress on April 24, 1800. It started out in a room at the U.S. Capitol, with an appropriation of \$5,000 and a small collection of basic law and legislative references. The library had grown to 3,000 volumes by 1814 when it was completely destroyed by the British, who burned the Capitol and much of Washington (including the White House). After the ashes had cooled, Thomas Jefferson stepped forward, offering his own private collection of 6,487 volumes to replace the destroyed Library of Congress. Jefferson's library became the pedestal upon which the modern library grew.

The collections truly began ballooning in 1870, when revisions in the copyright law required that all claimants deposit with the Library of Congress two copies of the work they were seeking to protect (the LC is home to the U.S. Copyright Office). Soon, the U.S. Capitol rooms set aside for the library were overflowing, and so, in 1897, the Library of Congress moved across the street into its own, magnificent quarters, today named for the Virginia gentleman whose library became the nation's own.

The Library of Congress still has the task of providing research and reference assistance and materials to members of Congress and their staffs. But it is also the world's largest research center for scholars and authors, educators and students, historians and scientists, and researchers from virtually every field imaginable.

The main Library now spans three full buildings, all of which are fairly bulging at the seams with their various holdings. The elegant Jefferson Building, completed in 1897 (and now partially closed for renovations until 1997), is home to the famous Main Reading Room, the American Folklife Center, the Rare Book and Special Collections Division, exhibit areas, computer rooms and other research facilities. The Adams Building, completed in 1939, houses many administrative offices, along with the African and Middle Eastern Division, the Asian Division, and the Science and Technology Division. And the newest addition, the Madison Building, completed in 1980, is home to the Congressional Research Service, Collections Services, the Law Library (the world's largest), the Copyright Office, the Geography and Map Division, and the Manuscript Division, as well as to the Mary Pickford Theater, a little movie house that shows screen gems.

In addition to the three main buildings, the LC also has three other facilities in Washington: The National Library Service for the Blind and Physically Handicapped (1291 Taylor St., NW), which provides books in braille and on tape to readers throughout the country, and offices in the Market Square Annex (701 Pennsylvania Ave., NW), and the Federal Research Division at Buzzard Point, SW.

## **Using the Library of Congress**

One caveat about the Library of Congress: If you don't have to use it, don't. Not that it's not a wonderful, incredible institution — it's just that if you can find what you're looking for at your local public library or a research-friendly special library, then do that first; smaller collections are simply easier to use, less time-consuming, and more comfortable. Think of the Library of Congress as a resource of last, not first, resort — or at least as a place to fill in the blanks rather than for engaging in broad, basic research. And remember that its collections are open only to researchers above high school age.

The Library of Congress can be a daunting institution, from the moment you get searched at the security check-points (be prepared for this — they'll want to look through your belongings, including briefcases, backpacks and purses, both coming and going) to the moment you settle down at a research table and realize you are adrift in an ocean of information.

Accessing the voluminous collections of the world's finest research institution provides a lesson in incongruity: Though it's true that almost anything you're looking for may be here (and yet, despite the popular myth, the LC does not have every book ever published in the U.S.), figuring out what you need and then finding it can sometimes be a lengthy endeavor. Be prepared to spend some time, even if you're doing just "a little" research. Pace yourself; research at the Library of Congress takes twice as long as at other libraries, especially if you're prone to letting your curiosity lead you to related subjects.

Reference librarians are helpful in steering you through the "needle in a haystack" syndrome that sometimes confronts LC users — that feeling of information overload that hits when you're looking for a little background on something, only to discover 5,000 items on the topic you're researching.

Narrowing your search to specific sub-topics, even before you get to LC, is one of the best ways of steering clear of info panic. If you have access to the Internet, dial up one of the Library's on-line (see **LC On-line**) resources to help you trim your playing field, create a list of materials you know you want, and define the reading rooms and collections you'll want to use. If you're lucky, you may get all your research done on-line; this is particularly true if all you need to do is pull together bibliographic information, since much of the library's catalog is now on-line.

On the other hand, sometimes the topic you're researching is so specific that you find your research at LC stymied by too few or too esoteric or inappropriate references. In that case, expand on your subject by developing a list not only of related topics, but also of key figures, events, dates and places associated with your topic — though this may add to your research load, it can also help you pinpoint tangential materials that you otherwise might not find.

And remember one more thing: Count yourself fortunate indeed if you're a researcher in the Washington area. People come from all over the world just to use the Library of Congress's extraordinary collections, and here you are with it in your backyard. Take advantage of its resources, but do so wisely.

## **A Few Logistical Tips**

(1) To help you sort through the thousands of collections, restrictions, research tools and options available at the LC, you may want to sign up for an in-depth orientation course offered to researchers (call 202/707-3370, or visit the Computer Catalog Center in the Jefferson Building for details). Or, if you just want a brief overview of the Library and its facilities, watch the 22-minute general orientation film (it runs every half-hour starting at 9 a.m., Mon.-Sat.) at the Visitor's

Orientation Theater in Room LM 139 (Madison Building). Free guided tours of the Library depart from the Madison Building lobby (schedules are posted). Either way, you'll feel more at home once you've gotten the big picture.

2) The most cost- and energy-efficient way to get to the Library is by Metro; the Capitol South Metro station (at 1st and C Sts., SE, on the Blue and Orange Lines), is just blocks away. If you must drive, the Capitol Hill parking pinch has recently been relieved by Congress, which, in June, 1995, ordered that two pay parking lots with a total of 855 spaces be turned over to the public. The lots had been used for Congressional staffers. The closest of the lots to LC is at D St. SW and South Capitol St., with 225 spaces; farther away from the Library is the lot under the Southeast-Southwest Freeway, south of E St., SW, with 629 spaces.

3) "Readers can avoid writing name and address on each call slip by obtaining a user card, available in most reading rooms. A short application must be filled out and photo-identification showing a current address must be presented. A user card number can be substituted for the researcher's name and address on call slips."

4) Learn the Library's underground tunnel system: On cold, blustery or sweltering days, take advantage of these conduits (accessible through the basement — take elevators down to the lowest levels) that let you stroll between the LC buildings without stepping outside.

5) Dine in or out: The cafeteria on the sixth floor of the Madison Building is open to the public, 9-10:30 a.m. and 12:30-3 p.m., weekdays; there's also a coffee shop and a snack bar with vending machines on the ground floor. If you want to venture out, there are some popular Capitol Hill eateries on Pennsylvania Ave. just east of the Madison Building.

6) Don't fill your pockets with change for photocopying: LC photocopying machines take special debit cards, sold by vending machines that take ATM cards, credit cards, and cash.

7) Do bring a minimal LC survival kit: Paper clips, note pads, index cards, pencils (not pens), etc., to help you in your research organization. But don't overburden yourself with excessive supplies. You may bring a laptop computer (reader desks are wired for laptop power sources). And be sure to bring a photo I.D. — you'll need it to order books and other items.

8) If you don't have the time, inclination or proximity to do the research yourself, the Library's National Reference Service (202-07-5522) has a listing of freelance researchers

who do LC research for a fee. The Library merely serves as a clearinghouse of information on such researchers, keeping their names on file. It cannot vouch for their work.

DROP IN LIBRARY OF CONGRESS PROFILE (LIBOFCON.PRO)

### Library of Congress Basics

**Mailing Address:** Library of Congress, Washington, D.C., 20540

**Locations:** Main Buildings: Jefferson Building, 10 First St., SE; Adams Building, 110 2nd St., SE; Madison Building: 101 Independence Ave., SE.

**Main Phone:** (202) 707-5000

**Main Reference:** (202) 707-5522

**Main Fax:** (202) 707-5844

**Main TTY:** (202) 707-6200

**Main Reference TTY:** (202) 707-1120

**Hours:** Main Reading Room: Mon., Wed., Thurs., 8:30 a.m.-9:30 p.m.; Tues., Fri., 8:30 a.m.-5 p.m.; Sat., 8:30 a.m.-5 p.m. Other Reading Rooms and Divisions vary; many are closed on Saturday, all are closed on Sunday. Call (202) 707-6400 for a recorded message on Reading Room hours.

**Handicapped Access:** Jefferson, entrance on 2nd St.; Adams, entrance on 3rd St.; Madison, main entrance (Independence Ave.). See **LC for People with Disabilities** for information on other library services.

**Parking/Metro:** Some parking nearby (see **A Few Logistical Tips**, # 3). *Nearest Metro:* Capitol South.

**Lending Policy:** The LC is a research institution. It does not lend directly to patrons other than Members of Congress and their staffs. Following are the LC's official ILL regulations:

#### Library of Congress Tidbits

- ! The Library's biggest book: John James Audubon's *Birds of America*, measuring 39.37" high, with life-sized bird illustrations. Good thing Big Bird wasn't around in Audubon's time.
- ! The Library's smallest book: *Old King Cole*, a book so minuscule (measuring 1/25"x1/25") its pages can be turned only with the use of a needle.
- ! The Library's oldest printed piece: Passages from a Buddhist sutra, printed in 770 B.C., held by the Library's Asian Division.
- ! The Library's oldest written piece: A Sumerian cuneiform tablet dating from 2040 A.D.
- ! Earliest known copyrighted motion picture (which happens to be in the collection, too): "Fred Ott's Sneeze," copyrighted by Thomas Edison in 1893. *Gesundheit*.
- ! The Library's greatest treasures: Though the Library has thousands of rarities, its Gutenberg Bible, one of only three perfect copies in the world, is one of its most treasured possessions. The Gutenberg is displayed in a special case in the Madison Gallery, off the Madison Bldg. lobby.
- ! Number of languages represented in the collection: 460.
- ! Number of languages spoken by the current staff: 63.
- ! Acreage the Library of Congress covers: 65.
- ! Miles of bookshelves the collections fill: 532.
- ! Number of requests handled annually by the Congressional Research

### ***Last Resort***

"The Library of Congress is a source for material not available through local, state or regional libraries. Requests are accepted from recognized libraries that are listed in standard directories or are affiliated with networks and that make their own material available on interlibrary loan. School libraries below the college level should seek assistance with a local academic or public library system. Our policies are complementary to the U.S. National Interlibrary Loan Code, 1980. No charges are levied for interlibrary loan and we assume reciprocity.

#### *Requesting Procedures*

"Each request must be verified through electronic databases or other bibliographic tools, and submitted electronically, or on a separate ALA form. An LC call or card number, or ISSN/ISBN must be included whenever possible. If no bibliographic verification is available, a copy of the citation, footnote, CASSI printout, ULS record, or other published verification that would indicate the existence of an actual publication should be provided. If the requested material is not in our collection we will try to provide another location using relevant non-standard sources. If a request is resubmitted, clearly indicate that it is a second request.

#### *Photoduplication*

"Complimentary photocopies on non-circulating material, up to 25 exposures, are provided if the item is not available elsewhere. Requests for over 25 exposures, multiple requests for the same material, and extensive photocopying and photoreproduction should be sent directly to the Library of Congress, Photoduplication Service, Washington, DC 20540-5230. The Photoduplication Service, a fee-for-service operation, can be contacted at: (202) 707-5640 or fax: (202) 707-1771."

### **Library of Congress Interlibrary Loan Policies For North American Libraries**

#### *Contact:*

Library of Congress  
Loan Division  
Washington, DC 20540-5560

#### *NUC:* DLC

*OCLC:* LCL (5 times in lender field)

*RLIN:* DCLW

#### *General Policies:*

- Last resort requests only
- No charge for Loan Division services
- Loan period 30 days
- Use in borrowing library only

#### *Periodicals:*

- Does not lend original
- Complimentary photocopies (maximum of 25 exposures) when possible and not elsewhere available

#### *Books:*

- Lends most material in general collection
- Does not lend material if it is:
  - Available from publisher
  - Published pre-1801
  - Genealogy, most music, local history (F below 1000)
  - Audio-visual material

#### *Newspapers:*

- Lends microfilm only

#### *Microforms:*

- Lends if filmed by LC (Others Selectively)

#### *Dissertations*

- Does not lend if film is available from other sources.

## **Phone Numbers and Locations**

### ***Recorded Information***

**Reading Room Hours:** (202) 707-6400  
**Researchers Information:** (202) 707-6500  
**Visitors Information:** (202) 707-8000  
**Directions:** (202) 707-4700

### ***Reading Rooms***

Note: Jefferson and La Follette Congressional Reading Rooms are for Congressional use only

**Main Reading Room:** (202) 707-5522 (Jefferson)

#### **African and Middle Eastern Division Reading Rooms** (all Adams)

**African Section:** (202) 707-5528  
**Hebraic Section:** (202) 707-5422  
**Near East Section:** (202) 707-5421

#### **Asian Division Reading Rooms** (all Adams)

**Chinese Section:** (202) 707-5423  
**Japanese Section:** (202) 707-5431  
**Korean Section:** (202) 707-4524  
**Southern Asian Section:** (202) 707-5600

**Business Reference Services:** (202) 707-5522 (Adams)

**Children's Literature Center:** (202) 707-5535 (Jefferson)

**European Reading Room:** (202) 707-4515 (Jefferson)

**Folklife Reading Room:** (202) 707-5510 (Jefferson)

**Geography and Map Reading Room:** (202) 707-6277 (Madison)

**Hispanic Reading Room:** (202) 707-5397 (Jefferson)

**Jefferson Congressional Reading Room:** (202) 707-8500 (Congressional use only)

**La Follette Congressional Reading Room:** (202) 707-7100 (Madison, Congressional use only)

**Law Library Reading Room:** (202) 707-5080 (Madison)

**Local History and Genealogy Reading Room:** (202) 707-5522 (Jefferson)

**Machine Readable Collections Reading Room:** (202) 707-5522 (Jefferson)

**Manuscript Reading Room:** (202) 707-5387 (Madison)

**Microform Reading Room:** (202) 707-5522 (Jefferson)

**Motion Picture and Television Reading Room and Viewing Facility:** (202) 707-8572 (Madison)

**Recorded Sound Reference Center and Listening Facility:** (202) 707-7833 (Madison)

**Newspaper and Current Periodical Reading Room** (includes Government Publications): (202) 707-5522 (Madison)

**Performing Arts Reading Room** (includes Music): (202) 707-5507 (Madison)

**Prints and Photographs Reading Room:** (202) 707-6394 (Madison)

**Rare Books and Special Collections Reading Room:** (202) 707-5434 (Jefferson)

**Science Reading Room:** (202) 707-5639 (Adams)

### ***Administrative Offices, Services and Information***

**Cataloguing Distribution Service (CDS Sales):** Phone: (202) 707-6100; Fax: (202) 707-3959 (Adams)

**Copyright Public Information Office:** Voice: (202) 707-3000; TTY: (202) 707-6737 (Madison)

**Documents Expediting Project:** (202) 707-9527 (Madison)  
**Employment Office & Disability Program Office:** Voice: (202) 707-5627; TTY: (202) 707-7544 (Madison)  
**Exhibition Areas:** (202) 707-8000 (Madison)  
**Federal Library and Information Center Committee (FEDLINK):** Voice: (202) 707-4800; TTY: (202) 707-4995 (Market Square Annex)  
**Food Facilities (Cafeteria, etc.):** (202) 707-8300 (Madison)  
**Health Services:** (202) 707-8115 (Madison)  
**Information Desk:** (202) 707-2313 (Madison, lobby)  
**Loan Division:** (202) 707-5440 (Jefferson)  
**Motion Picture, Broadcasting and Sound Facilities: Mary Pickford Theater** (screening historic films): (202) 707-5677 (Madison)  
**Public Services Office:** (202) 707-5623 (Madison)  
**Photoduplication Services (Public Service Counter):** Phone: (202) 707-5640; Fax: (202) 707-1771 (Adams)  
**Sales Shop:** (202) 707-0204 (Madison, lobby)  
**Visitors Services:** (202) 707-5458 (Madison)

>>WALTON: Open quotes are backward in this section<<

## **Library of Congress Reading Rooms Collections**

The Library of Congress's collections are divided into topics, such as Science or Law, and material-specific subjects, such as Prints and Photographs, and Manuscripts. Each collection has unique holdings, restrictions, hours, and facilities within the Library of Congress buildings. Some researchers may need to use several collections to find everything they need; others may find all their research needs met by a single collection. Whatever your topic or focus, there's bound to be something (probably more than you need, even) on your field of interest in the special collections of the Library of Congress.

### **Main Reading Room**

Jefferson Building

Phone: (202) 707-5522; Fax: (202) 707-1389; TTY: (202) 707-4210

This is home to some 70,000 volumes that make up the Library's general interest books, reference works, bibliographies, and other basics. Connected to the Main Reading Room are a variety of smaller reference collections covering business, biography, literature and the social sciences.

### **African and Middle Eastern Division**

Adams Building, Room 130A

Phone: (202) 707-7937; Fax: (202) 707-1724

This division's holdings run the gamut from some 135,000 volumes in Hebraic languages, to books, manuscripts, pamphlets and periodicals on topics like history, culture, politics, defense, the arts, literature and sciences as they relate to Africa and the Middle East. Several reading rooms are devoted to particular areas: The **African Section Reading Room** (Adams, Room 128C), the **Hebraic Section Reading Room** (Adams, Room 128B), and the **Near East Section Reading Room** (Adams, Room 128A).

### **American Folklife Center**

Jefferson Building, Room G08

Phone: (202) 707-6590; Fax: (202) 707-2076; TTY: (202) 707-9957

The American Folklife Center, with its **Folklife Reading Room**, is a repository of oral histories, memoirs, story collections, field notes, sound recordings, and other materials gathered from around the country to preserve the unique and fading folkways of America's regional and rural personalities.

### **Asian Division**

Adams Building, Room 130 (Reading Room, 132)

Phone: (202) 707-5420; Fax: (202) 707-1724

This division's holdings include books, periodicals, manuscripts and other publications about Asian nations, their societies, histories, politics, cultures, economies and other topics. Many materials are in the original Asian languages. The division includes the **Chinese Section**, **Japanese Section**, **Korean Section**, and **Southern Asian Section**.

### **Business Reference Services**

Adams Building, Room 508

Phone: (202) 707-5522; Fax: (202) 707-1389; TTY: (202) 707-0744

"Provides reference collections and assistance in the fields of business and economics. Materials from the general collections that are housed in the Adams Building may be requested at the adjacent book service area."

### **Copyright Office**

Madison Building, Room 403 (Public Information, Room 401)

Register's Office Phone: (202) 707-6800; Fax: (202) 707-8366; Public Information Phone: (202) 707-3000; TTY: (202) 707-6737

The Copyright Card Catalog and post-1977 automated files index provide documentation on copyright registrations and transfers since 1870. From books and plays to musical scores and films, every creative endeavor copyrighted in the U.S. can be traced through this collection.

### **European Reference Desk/Reading Room**

Jefferson Building, Room 100

Phone: (202) 707-4515; Fax: (202) 707-5844

"Provides reference services and programs pertaining to the cultural, political, and socioeconomic life of all areas of Europe except the British Isles, Spain, and Portugal."

### **Geography & Map Reading Room**

Madison Building, Room B01

Phone: (202) 707-8530; Fax: (202) 707-8531

One of the world's largest cartographic collections, this Division's holdings include more than four million maps, globes, atlases, gazetteers, city plans, charts, and other geographically-oriented materials. Special collections include the Sanborn Fire Insurance Map Collection (dating back to 1866), covering some 12,000 cities and towns nationwide; and the earliest editions of Ptolemy's *Geography*.

### **Hispanic Reading Room**

Jefferson Building, Room 205

Phone: (202) 707-5397; Fax: (202) 707-5844

"Offers reference and bibliographic services pertaining to Spain, Portugal, Brazil, the Caribbean, and Spanish-speaking America."

### **Law Library Reading Room**

Madison Building, Room 201

Phone: (202) 707-5080; Fax: (202) 707-1820

The world's largest law library, this collection is used extensively by Congress for information on legal issues and foreign law. The library houses legal volumes, publications, documents and records on everything from early statutory law manuscripts to Russian legal sources. Among the voluminous special collections are those devoted to William Blackstone, Legal Incunabula, and Early Hispanic Law. The Law Library Reading Room serves the public; Congressional staffers have special research areas not open to outside users.

### **Local History and Genealogy Reading Room**

Jefferson Building, Room G20

Phone: (202) 707-5522; Fax: (202) 707-1389; TTY: (202) 707-9958

"Provides reference assistance and access to comprehensive collections in the fields of U.S. local history, genealogy, and heraldry."

### **Machine Readable Collections Reading Room**

Jefferson Building, Room G22

Phone: (202) 707-5522; Fax: (202) 707-1389

"Provides access to and assistance with a collection of software requiring a microcomputer for viewing. The collection contains executable programs (e.g., word processing, spreadsheets, etc.) and data (e.g., encyclopedias, directories, periodical indexes, etc.) on floppy disks, CD-ROMs, and videodiscs. A collection of related print reference sources is also available."

### **Manuscript Reading Room**

Madison Building, Room 101

Phone: (202) 707-5387; Fax: (202) 707-6336

The millions of manuscripts held by the Library of Congress cover all areas of American life, history and culture, on everything from the Suffrage Movement to the National Urban League, on figures from Lillian Gish to Walt Whitman. The papers of 23 U.S. presidents are available to researchers here. Also available are paper of the Wright Brothers, Frederick Douglass, Alexander Graham Bell, Clara Barton, Gutzon Borglum, William Tecumseh Sherman, Gifford Pinchot, Elihu Root, Edwin Stanton, Caspar Weinberger, Gideon Welles, Daniel Chester French, Clare Booth Luce, Alexander Hamilton, Andrew Carnegie, Truman Capote, and Henry Kissinger. Some restrictions apply.

### **Microform Reading Room**

Jefferson Building, Room 107

Phone: (202) 707-5522; Fax: (202) 707-1389

In many ways the miniaturized treasure trove of the Library, this is home to some 10 million microforms. Holdings include the only complete set (in a research institution) of American doctoral dissertations microfilmed by University Microfilms International; copies of early dime novels (pulp and science fiction, westerns and detective novels); microforms of labor, Temperance and Communist movement pamphlets; oral history transcripts; medieval European manuscripts; Vietnam POW/MIA documentation, and hundreds of other collections.

### **Motion Picture and Television Reading Room**

Madison Building, Room 336

Phone: (202) 707-8572; Fax: (202) 707-2371

The motion picture, television and audio collections of the Library of Congress are among the finest in the world. The Library has been an industry leader in preserving early films, and frequently screens classics and little known masterpieces in its Mary Pickford Theater. A major recent addition to the Division's holdings was the donation of the Public Broadcasting System (PBS) program archives, which span four decades and include more than 40,000 videotapes and films of PBS programming. The Library's sound recordings collection, featuring radio broadcasts, live performance recordings and other materials, is likewise a major achievement in aural archiving, and is accessible to researchers through a listening facility.

### **Newspaper and Current Periodical, Government Publications Reading Room**

Madison Building, Room 133

Phone: (202) 707-5522; Fax: (202) 707-6128; TTY: (202) 707-9952

Holdings here include thousands of newspapers, microforms and government publications and serials. The Reading Room "provides reference assistance and access to newspapers, current and retrospective, whether in print or microform, and in languages using Roman script, excluding all

issues in Asian and Middle Eastern languages and all current issues of Slavic-alphabet materials. This reading room also provides access to current unbound issues of serials and periodicals except those in music and law, with the same language restrictions indicated above. Current and retrospective federal documents in the U.S. Depository Library Program are also available, along with United Nations depository materials, both current and retrospective.”

**Performing Arts Reading Room/  
Music Collection**

Madison Building, Room 113

Phone: (202) 707-5507; Fax: (202) 707-0621

The Performing Arts Reading Room has one of the world's largest music libraries. The collection includes some eight million scores, librettos, manuscripts, letters, programs, and documents. Among the special collections are manuscripts and letters of great composers, both European (Ludwig van Beethoven, Wolfgang Amadeus Mozart, Franz Schubert, etc.) and American (Richard Rodgers, Leonard Bernstein, George Gershwin, etc.); the world's largest collection of operatic scores; and the Whitall Foundation Collection of Stradivari Instruments (a viola, a cello, and three violins). Facilities for audio playback of sound recordings are available in conjunction with the reference service offered in a contiguous reading room, the **Recorded Sound Reference Center**.

**Prints and Photographs Reading Room**

Madison Building, Room 337

Phone: (202) 707-6394; Fax: (202) 707-6647

The Prints and Photographs Division has one of the world's largest collections of photographic images, engravings, drawings, blueprints, and other images. The combined prints and photographs holdings include more than 14 million items. Though the focus of the collection is largely on America, including its people, events, architecture and development, other countries and events are also documented. Among the most famous holdings are those in the Brady-Handy Archives, comprised of images shot by 19th century photographer Matthew Brady's studio and Civil War scenes. Other special collections include magazine and newspaper collections (*Look* magazine, *U.S. News and World Report*, *New York World*, *Telegram*, and *Sun* newspapers); the American Architectural Photography Collection (1890s through the 1940s); archives of notable portrait photographers; and photographic documentation collections on pre-World War I Russia and the Middle East. Other holdings include engineering records and blueprints; graphic arts, including prints dating back five centuries; woodcuts, sketches, etchings and drawings of European and American masters; fine arts and political propaganda posters; and many others.

**Rare Book and Special Collections Reading Room**

Jefferson Building, Room 206

Phone: (202) 707-5434; Fax: (202) 707-4142

The Rare Book and Special Collections Division has approximately 750,000 books, broadsides, pamphlets, theater programs and playbills, title pages, prints, posters, photographs, and medieval and Renaissance manuscripts (but excludes rare pieces that are held in the Library's other collections). Americana is a specialty here, with holdings that date from a 1493 letter from Christopher Columbus, to modern publications. Materials on the Confederate States, Western expansion, and other American historical episodes are among the collection's strong suits. Personal libraries of famous figures, from Sigmund Freud to Harry Houdini, and comprehensive literature collections for authors from Rudyard Kipling to Hans Christian Andersen are also compelling holdings to be found here. Subject collections include areas such as cryptology, magic and papermaking; generic collections cover fields such as American children's literature, artists' books, Bibles, and theater playbills and programs. In addition, the Division has the Western hemisphere's largest collection of incunabula (some 5,700 pieces), and an impressive Lincolniana collection.

**Recorded Sound Reference Center**

Madison Building, Room 113

Phone: (202) 707-7833; Fax: (202) 707-8464

"The Center provides reference assistance pertaining to sound recordings, including radio, and access to the Library's vast audio collections. Commercial recording highlights include extensive opera, chamber music, and American popular music collections. Significant radio collections include material from NBC Radio, National Public Radio, and the British Broadcasting Corporation."

**Science and Technology Reading Room**

Adams Building, Room 508

Phone: (202) 707-5639; Fax: (202) 707-1925; TTY: (202) 707-9953

"Provides reference service in all fields of science and technology, from its reference collection of over 10,000 volumes, with access to all major indexing and abstracting services in the fields of science and technology except agriculture and clinical medicine. Current issues of selected science journals and a large technical reports collection are also available. In addition, LC Science Tracer Bullets, bibliographies on subjects of current interest, are distributed here." Special collections include military and defense technology materials from World War II, NASA documents, and other high-tech materials.

**LC for People with Disabilities**

***TTY and Relay Phone Numbers***

**General Information (LC Operator):** (202) 707-6200

**General Reference (National Reference Service):** (202) 707-4210

**National Library Service for the Blind and Physically Handicapped:** (202) 707-5100 (Voice); (202) 707-0744 (TTY)

**Visitor Services:** (202) 707-9956

**Copyright Public Information:** (202) 707-6737

**Public Programs:** (202) 707-9955

**Employment Office/Disability Program Office:** (202) 707-9948

**D.C. Relay Service:** (202) 855-1000 (Voice); (202) 855-1234 (TTY)

**Maryland Relay Service:** 1-800-735-2258 (Voice/TTY)

**Virginia Relay Service:** 1-800-828-1140 (Voice); 1-800-828-1120 (TTY)

***LC Main Building Accessible Entrances***

**Jefferson Building:** 10 First St., SE (Enter on northeast side of building at Second Street)

**Adams Building:** 110 2nd St., SE (Enter on Third Street side of building)

**Madison Building:** 101 Independence Ave., SE (Enter on Independence Avenue)

***-- National Library Service for the Blind and Physically Handicapped***

*Location:* 1291 Taylor St., NW, Washington, D.C.

*Phone:* (202) 707-5100

*Fax:* (202) 707-0712

*TTY:* (202) 707-0744

"Through a national network of regional and subregional libraries (including libraries in Washington D.C. and suburban Maryland and Virginia, for Washington area users) this part of

the Library serves those who cannot use ordinary printed materials because of blindness or other disabilities (certified by competent authority). The National Library Service also provides direct service for music materials and maintains a collection of print reference materials on non-medical aspects of blindness and physical handicaps." The Library makes available multiple copies of special volumes, including large type, braille and recorded books; its holdings include 27,000 braille and 39,000 recorded books (on discs and cassettes). Affiliated libraries also share regional and local special needs resources with the main branch.

### **-- Main LC Building Facilities and Equipment**

In addition to the National Library Service, the main LC buildings and facilities are user-friendly for those with special access and equipment needs. All are served by elevators, have wide hallways and easy access entrances. Sign language-interpreted public tour and orientation film are offered at the Visitors' Orientation Theater (Madison Building, Independence Ave. entrance) on Tuesdays at 10 a.m. and Thursdays at 1 p.m.

According to the Library's "Information for Researchers" publication, "Equipment for the use of people with disabilities is available in the Library. In the Main Reading Room, a Kurzweil Personal Reader provides auditory access to English language materials from the collections. For assistance, see a reference librarian in the Main Reading Room. In addition, a closed circuit magnification device will be installed in each of the Library's three Capitol Hill buildings soon. This equipment allows magnification of materials from the collections for people with visual impairments."

The Library has also been installing special catalog and research equipment in the Computer Catalog Center, just off the Main Reading Room in the Jefferson Building. "A variety of equipment for people with disabilities will provide auditory, braille, and large print access to records in the Computer Catalog Center. This equipment includes a speech synthesizer for auditory access, magnification software for large print access, and a keyboard with a refreshable braille display and a braille embosser for researchers with visual impairments."

For the hearing-impaired, the library's computerized on-line services (see **LC On-line**) are a real boon; dial up, on-screen research has never been easier, and advances in technology are bringing more and more LC resources to remote computers worldwide.

## **LC On-line**

As a world leader in information management and technology, the Library of Congress carries a heavy burden of expectation from digital highway cruisers. So far, it's meeting the challenge admirably. The three Library of Congress information servers available on the Internet are:

LC-MARVEL, the gopher-based campus-wide information server, which is the gateway to other LC on-line information areas as well as other electronic resources.

LOCIS, the Library of Congress Information Service, the library's on-line catalog, which allows users to search bibliographic databases and do other on-line research. LOCIS is most easily accessed from the MARVEL menu.

THOMAS, the newest member of the family. THOMAS is a Congressional Web-based server providing on-line access to full-text legislation (searchable by keywords as well as bill numbers); the full text of the Congressional Record; and links to gophers for the House of Representatives and C-Span. THOMAS was introduced with much fan-fare in January, 1995, with House Speaker Newt Gingrich (R-Ga.) leading the cheering section. So far, it's still a work in progress.

Though the Library of Congress launched itself on-line through the gopher-based conduit of MARVEL, it is now forging ahead with state of the art World Wide Web offerings; if you've got access to the Web, this is the place to start. The Web site provides easy hypertext links to MARVEL, LOCIS and THOMAS, as well as a fascinating array of textual, graphic, and multi-media offerings from the Library's collections.

To get to the Library of Congress' Home Page, point your Web browser to <http://www.loc.gov>

Here's a sampling of the offerings that you can link to through the LC Home Page:

## *Look-It-Up-Guide to Washington*

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>>WALTON: Add bullets to each of the sites listed below<<

*The African-American Culture and History On-line Exhibit*, which offers oral histories, journals, and other materials.

*The American Memory Project*, which offers selected photo and sound collections (but, remember, just because they're on-line and downloadable doesn't mean they aren't copyright protected, so check before you reproduce them commercially).

*American Special Collections Descriptions*, which offer detailed descriptions of special collections, arranged by topic.

*Country Studies from the Federal Research Division*, which offers a wonderful resource for students and others wanting to gather quick, in-depth information on various nations.

*Global Electronic Library*, an ongoing project that provides links to WWW meta-indexes and search tools, federal government information, and eventually other WWW resources categorized by subject.

*POW/MIA Database*, which provides access to the Library's index of information about soldiers missing in action or known to have been POWs.

MARVEL, LOCIS, and THOMAS can be accessed through the LC Web Home Page or by the following methods:

### **LC-MARVEL**

**Gopher:** *marvel.loc.gov*

**Telnet:** Connect to *//marvel.loc.gov* and log in as **marvel**.

### **LOCIS**

**Gopher:** Use *marvel.loc.gov* and select **LOCIS** from the menu.

**Telnet:** Connect to *//locis.loc.gov*

### **THOMAS**

**WWW:** *http://thomas.loc.gov*

**Gopher:** Use *marvel.loc.gov* and select **THOMAS** from the menu.

**Telnet:** Connect to *//thomas.loc.gov*

### **FTP Site**

LC also provides a variety of large text binary files (e.g., images, WordPerfect documents, compressed files, etc.) on a central computer for anonymous file transfer via FTP (file transfer protocol) by Internet users. Files are arranged by subdirectories under the **/pub** directory. The FTP host is freely available at the host address *ftp.loc.gov*. Log in as **anonymous** and provide your e-mail address as the password.

NOTE: The Library's telnet connection has only 15 ports (for 15 simultaneous sign-ons) available to outside users, so it may be difficult to log in. However, there is no limit on access to LC MARVEL when using your own gopher Client software. The preferred method of access is through a local gopher client or via another gopher server pointing to *marvel.loc.gov, port 70* (the 15-port user limit does not apply to this access method).

It may take decades for the vast holdings of the Library of Congress to be available on-line. But its current offerings make it clear that, even in these early years, the electronic frontiers are well worth

colonizing. Browsing the resources now on-line makes us hunger for more and, in the end, our appetites whetted, we will have been given the greatest gift of all from the Library of Congress: An increasing passion for knowledge.

## **THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

### ***America's Filing Cabinet***

Venerable institution that it is, most people assume that the National Archives has been around at least as long as the Library of Congress — thus, many were surprised when the National Archives celebrated its relatively youthful 60th anniversary in 1994.

The institution that serves as the federal government's ultimate filing cabinet was created in 1934 as the National Archives Establishment after more than a century of griping by various bureaucrats that the fed's paperwork, records, documents, and a million and one other byproducts of running a nation, were slowly rotting away without a proper home.

Until 1934, individual departments and agencies maintained (or didn't maintain) their own archives, with varying degrees of efficiency, resulting in an archival hodgepodge that eventually would have endangered the national historical record of records. And so was born the National Archives, to preserve and maintain these materials, and, where possible and necessary, to make them available to the public.

In 1949, the National Archives Establishment was folded into the General Services Administration (GSA) as the National Archives and Records Service. And in 1984, a half-century after its birth, it became the National Archives and Records Administration (NARA), an independent agency within the Executive Branch.

The National Archives's task involves not only the preservation of key materials; it is also the final arbiter of what gets saved and what doesn't. As a National Archives brochure notes, "Imagine the task of sifting through the accumulated records of a nation's official life — growing by billions of items a year — and determining what to retain and what to destroy. NARA...holds the power of life or death over the wide ranging records of the United States government." NARA's Office of Records Administration defines standards for records management and archival maintenance.

The National Archives's original purpose as a storehouse of federal documents has been expanded to the point where it now serves as the nation's scrapbook of documents and images ranging from the historical to the trivial. Yet one man's trivia is another's treasure, which is why the National Archives is such an extraordinary resource for researchers.

The National Archives preserves and maintains the documentary evidence of America dating back to the dawn of the American government in 1774, and the most famous documents from this founding era — the U.S. Constitution, the Declaration of Independence, and the Bill of Rights — are proudly exhibited at the National Archives's grand rotunda.

Most visitors to the National Archives go there to see these famous documents, and then head out again to the Mall again, seeing little else of the rich, deep collections of the Archives. Then again, research-intensive work is necessary to access most parts of the NARA, though automation and publications have helped break the massive holdings into searchable, useable chunks.

Visitors to the elegant, neoclassical original Archives building on the Mall may also be surprised to learn that this is just one (albeit it's the headquarters) National Archives location: Around the country, 13 regional National Archives research facilities have collections unique to their areas, and also allow access to some of the same records available at the main branch, through microfilm. In

addition, the National Archives operates nine presidential libraries, two presidential materials projects, and 15 Federal Records Centers, which store millions of records for individual agencies (these are where the bureaucratic bulk of Archives holdings are housed).

In the Washington area itself, aside from the main Archives building, there's also the Washington National Records Center in Suitland, and — drumroll, please — the sparkling new, magnificently modern Archives II building, which opened in College Park, Md. in 1994. Archives II, a long-awaited facility that has relieved unbearable storage pressures for the National Archives, offers the latest in technology and research facilities to visitors. (See **Archives II: The Future is Now**)

Aside from its archival functions, NARA is also home to the Office of the Federal Register, which edits and compiles a variety of publications on activities of the Federal government — notably the daily Federal Register, as well as the annual *Code of Federal Regulations*, the *U.S. Government Manual* (the ultimate citizens' user guide to the federal bureaucracy) and the Public Papers of the President series.

The National Archives also has a substantial library collection of published government documents and publications relating to archival research. The main Archives library is housed at Archives II, though a smaller collection is also at the main Archives building.

But just what's in the National Archives? More than merely a documents repository (though that is its main function), its collections run the gamut of American history in all its sometimes pockmarked glory. From slave ship manifests to Ellis Island registries, from polar expedition journals to Nazi war crime trial proceedings, from the Louisiana Purchase Treaty (bearing Napoleon's sweeping signature) to the Watergate tapes (with Nixon's expletives undeleted), the National Archives is an ocean of information, a sea of knowledge, cataloged and preserved and organized for study and reflection.

To get a handle on the sheer numbers of materials involved, imagine this: According to its own estimate, "In Washington alone, [the National Archives collections] total more than four billion pieces of paper and eight million still pictures; 112,274 reels of motion pictures and 200,122 sound and video recordings; 2,172,047 maps and charts; 2,079,380 architectural and engineering plans; and 8,995,819 aerial photographs." That doesn't include the millions of documents and images held by the regional divisions, records centers, and presidential libraries.

Since 1934, the National Archives has grown to become the world's largest governmental repository; and, yes, all the historical and important documents that have shaped the nation are here, preserved for the future. But there's a quality to the collection that touches us more deeply than proclamations or treaties, for the National Archives has also evolved into a window on the individual lives that have shaped the nation. For here, too, you can read old love letters between long-gone couples, find the names of great-grandparents on ship manifests, and track down military buddies who faded into memory after the war. In these ways, in these human connections that we make through the collections of our nation's archives, we find the real history of America: The story of ourselves, as a nation, as a people, as an extended family.

## **Using the National Archives**

Unlike the Library of Congress (which for all its girth, one can still walk into, settle down, and commence researching), the National Archives is a little trickier place in which to do research. The nature of the beast demands this, for the maintenance of archival collections is a tightrope walk between preservation and access. Yes, the archivists want researchers to be able to use these collections, but the access provided must co-exist with NARA's other primary goal, which is to preserve and protect these files.

The variety of research performed at the National Archives runs the gamut from the personal to the professional and often involve several kinds of media. The largest group of public researchers tends to be those studying genealogy. They're looking for immigration papers, military records, pension files, marriage licenses, and any other ephemera that might provide insight into the lives of their families. To aid genealogical researchers in finding what they need at this vast storehouse of American history, the National Archives Education Branch often sponsors genealogy workshops

to guide researchers through the process.

Other researchers include journalists, historians, image researchers, writers, and just about anyone else who's interested in a particular figure, event, movement or era of American history. If it happened in America, and if the federal government was involved, then chances are there will be some documentation in the National Archives.

Before you set foot in the door, there are some steps you should have taken to make sure you know what you're looking for, and where to find it. If you've got a computer, dial up the National Archives on-line service, CLIO, which has everything from detailed microform catalogs to information on tours and workshops (see **National Archives On-line**). You should also call or write in advance of your visit, or at least order one of the National Archives informative, special-interest publications that outline the Archives's collections on topics ranging from World War II posters to presidential correspondence. Half the job is finding out what they've got that you need; so, whether you do it by computer, phone, mail or publication, the time you save will be worth the preparation.

Once you know what you're trying to accomplish, and with which source materials, it's time to apply for a researcher's card. This is a bar-coded card, good for three years, that allows you access to research collections and services. The same card can be used at Archives I and II, as well as at other National Archives locations around the country (if you obtain a researcher's card from the National Records Center in Suitland, you'll have to get it bar-coded at one of the main Archives buildings before the card can be used at other locations). You'll be asked to briefly describe the research you'll be doing, and how it will be used. Don't worry if you stray from your original intent; this is just so they know where you're starting point was for initial research.

The National Archives helpful pamphlet, "Information About the National Archives for Researchers" is full of good tips, including the following concise advice: "Researchers will find that using an archives is quite different from using a library, where one may take materials from open shelves. Original records in the National Archives are kept in closed stack areas and are brought to carefully supervised research rooms. In some research rooms, researchers may retrieve reference copies of records from storage cabinets or shelves located in the research room. Some microfilm, videocassette, photographs, and maps are available on a self-serve basis."

And of course, once you're settled in for your research, plan on it taking at least three times as long as you anticipated; this is always the case in research, and even more so if you're working with the vast and specific resources of the National Archives.

### **A Few Logistical Tips**

1) Calling ahead not only saves you research time — it also alerts the staff to your needs. If the staff will have to research the security classification of the records you plan to use (i.e., to see if they're cleared for public access), call or write well in advance so they have time to alert you in case of restrictions on the materials you want to use.

2) Understand usage and equipment restrictions in advance of a visit; for instance, though you may be given permission to use a still or video camera to capture images for personal use, things get more complicated if you've got a commercial project in mind. And you may have a hard time gaining access to certain original materials — rare, delicate or valuable documents and other items — especially if research reproductions are available. See **Research Room Rules: Know Before You Go** for the basics.

4) The National Archives has a variety of self-service copying equipment available. There are two types of photocopy stations: short-term (5 minutes per user) and bulk copy stations, for which appointments (usually 1 hour each) are necessary. In the microfilm research rooms there are microfilm reader/printers, both for short-term and bulk copying. Most of these machines operate using debit cards (which deduct money you have pre-paid), which you can buy in most research rooms. The staff must examine all original records before and after copying on self-service

equipment. Also, self-service photographic camera copiers that produce 8" x 10" black-and-white or color prints for a fee may be used in the Washington, D.C., and College Park, Md., research facilities. And remember: Self-service copiers may not be used for certain records. These include bound archival volumes, records in poor physical condition, documents larger than the platen of the copier, and fastened records that may be damaged by folding or bending. Also, records with legal restrictions on reproduction may not be copied.

4) Keep in mind that records in the National Archives are not arranged by subject, but instead are kept in the same numbered record groups established for the agencies that created or received them. Wherever possible, records are maintained in the same order as when they were in active use.

5) Consider taking one of the in-depth archival courses or workshops for researchers, offered at various times during the year. Among those offered are:

— *Modern Archives Institute*: A two-week course for archivists covering basic archival principles, management, development and maintenance. It's held twice a year, in February and June, for a fee. Advance registration is required. Contact the Professional Development and Training Unit for more information (301/713-7390).

— *Going to the Source*: A four-day, annual beginner's course offering an introduction to archival research. You'll learn everything from techniques in research methodology to how to use finding aids. Contact the Education Branch (202/501-6172).

— *Introduction to Genealogy*: A four-day, annual course providing basic research tools for genealogical research at the National Archives. Specialized workshops that last a half-day are held monthly as well. Contact the Education Branch (202/501-6172).

— *The Federal Register: What It Is and How to Use It*: A half-day workshop by the Federal Register that aids the public in learning how to research federal regulations using the Federal Register. Contact the Office of the Federal Register (202/523-4354).

6) Check often to find out what's been added to the research collections. Every week the National Archives opens up records that have been recently accessioned or declassified. New materials are listed in published and on-line bulletins.

7) Remember, though, that not everything the National Archives has in its possession can be made available to researchers; federal agencies and departments deposit their records and documents with NARA for archival purposes, and the Archives is often under order not to release them to the public.

8) If you're researching a particular area of the country, investigate whether the National Archives regional branch has unique materials in your field — this is where you'll find the local records relating to federal action, including everything from land grants to legal filings. You may have to travel there in person — though they may be able to send copies to Washington — but you might find a gem outside the Beltway.

9) "Although it is possible to register for research cards and use records in the evening and on Saturday, the records must usually be ordered before 3:30 p.m., Monday through Friday. Records ordered after 3:30 p.m. are retrieved the morning of the next business day and should be ready for use by late morning. It may take as long as two hours for records to be retrieved and made available for use in the research rooms."

10) Make friends with a reference archivist. They are walking storehouses of information, and the more you can tap into these human resources, the deeper you'll find your research extending. All the computers in the world still can't match the ability of the human mind to make subtle connections that can open up new pathways to explore. Washington-area researchers can start the process for making an appointment with a reference archivist by contacting:

User Services Division (NNU)  
NARA  
8601 Adelphi Rd.  
College Park, MD 20740-6001  
*Phone (Archives II):* (301) 713-6800  
*Phone (Archives I):* (202) 501-5400  
*Fax:* (301) 713-6920  
*E-mail:* inquire@nara.gov

11) Consider becoming a volunteer: NARA is always looking for helping hands to assist researchers, serve as docents, and provide other kinds of help to visitors. You'll receive training for the area(s) in which you'll be assisting, and even get a discount on items sold at the National Archives bookshop — a great deal if you get hooked on their wonderful publications. Call the Volunteer and Tour Office at (202) 501-5205 for information.

12) Discover the wonderful publications, finding aids and other documents produced by NARA that can help you cut down your research time. Record group contents are described (though without much detail) in the *Guide to the National Archives of the United States*. You can also call to see if there is an inventory (or at least a preliminary inventory) for the record group you are planning to research. And there are other published finding aids, such as subject guides and catalogs of National Archives microfilm publications. Check the “Select List of Publications of the National Archives and Records Administration” (GIL 3) — it's free from the Publications and Distribution Staff (NECD) at 1-800-234-8861 (or write NECD, National Archives, 7th St. and Pennsylvania Ave., NW, Washington, DC 20408). The NECD also sells NARA microfilm, multi-media products and other merchandise.

In addition, several publications are available free through the National Archives Fax-on-Demand System at 301-713-6905. You have to call from a fax machine to receive the documents, and there's no charge — unless you call from outside the Washington area, in which case standard long-distance rates apply.

### **Research Room Rules: Know Before You Go**

The National Archives is a treasure trove of rare, delicate, and often irreplaceable items — so its users must respect the strict rules that apply to researchers who want to use these materials. The Archives' brochure “Information About the National Archives for Researchers” outlines the basic rules for research room users as follows:

- 1) Researchers are not permitted to bring briefcases, boxes, satchels, valises, purses, or other large containers into the research rooms. Lockers are provided at no charge in Washington-area research facilities. Most lockers operate with a quarter that is returned when the key is placed back in the lock.
- 2) Researchers may bring hand-held wallets or coin purses into research rooms, but they are subject to inspection when a researcher enters or leaves a research room.
- 3) Sweaters or light jackets may be worn in research rooms but must be removed to a locker if taken off.
- 4) Personal copiers are not permitted. In the Washington area, researchers who wish to bring personal typewriters, tape recorders, cameras, computers, and other equipment into the research rooms must secure approval from designated staff members who inspect and tag the equipment before allowing it into the room. In older National Archives facilities the number of power outlets

for researcher use is limited.

5) Researchers are expected to exercise care when using records and follow proper handling techniques such as maintaining the original order in which records are filed and using only one folder of records at a time. Documents may not be leaned on, written on, traced, altered, or handled in any way that can cause harm or mutilation. The research room attendants or other designated staff members can assist researchers in determining the best way to handle records.

6) Researcher materials necessary to conduct work, such as notes, references, lists of records being consulted, or other materials must be approved and stamped by designated staff members to indicate that they are not National Archives records. Use of pens is prohibited.

7) No smoking, eating, drinking, chewing gum, or smokeless tobacco are permitted in areas where records are present.

If you need more detailed information, the brochure, "Rules for Using Historical Records in the National Archives" (GIL 57), is available in all research rooms.

**>>>Walton: The following section should be typeset as a box or in some other form to really set it apart [up to the end <<< marks] <<**

### **National Archives Aims to Please**

Think your federal government isn't doing enough to make you happy? Well, the National Archives has a master plan for serving the needs of its users — including you — and wants you to know about it. NARA's Customer Service Plan mission statement is a fascinating document in several ways: It identifies its main users, outlines how it's studying improvements in customer service, and informs users of what they can (and should) expect. The following excerpts from the Customer Service Plan paint an interesting portrait of how NARA sees itself, its mission, and its users:

#### *– Who Are Our Customers?*

NARA has identified the following groups of customers who use its services:

- ! Genealogists, individuals, family historians
- ! Academics, scholars, historians, business and occupational researchers (including media researchers)
- ! Media (non-researchers)
- ! Congress, the White House, other public officials
- ! Federal government agency personnel, including government historians
- ! State and local government personnel
- ! Professional organizations and their members
- ! Friends groups, foundations, donors of historical materials
- ! General public (non-research), includes museum visitors
- ! School community: students, teachers (K-12)

#### *– Priority Areas for Improving Services:*

We pledge to work continuously to improve our services to you. We are asking our customers what they want by means of surveys, focus groups, pilot studies, and other methods. This will enable us to discover processes that need improvement. We will then benchmark against organizations or businesses that customers feel are "world class." These methods will enable us to discover and adopt the best practices possible to deliver services to you.

Priority areas we are reviewing are: services to genealogical customers; services to historians and other researchers; and services to the general public, including visitors to our exhibits and museums.

Current plans include a survey of a sample of our genealogical researchers nationwide; focus groups of historians; a survey of users of the Federal Register; surveys of museum visitors; and pilot studies on the use of technology to enhance reference customer satisfaction.

*– Our Customer Service Values:*

- ! We will treat all of our customers with courtesy.
- ! We will meet or beat our established deadlines for providing customer service.
- ! We will provide to our customers competent service by knowledgeable staff.
- ! We will provide informational products to meet our customers' needs.

*– Customer Service Standards:*

Our goal is to provide services according to these Customer Service Standards:

**IF YOU CALL OR VISIT ONE OF OUR FACILITIES:** You will find Archives staff and volunteers available in all offices to assist you during business hours [which] will be prominently posted at all sites and noted in our brochures and through other information sources.

**IF YOU VISIT ONE OF OUR FACILITIES FOR RESEARCH:** You will receive the records you request for use in our research rooms within one hour of your request or, in research rooms that have pull schedules, within one hour of the next pull time. If a delay is encountered, you will be notified of the problem and given an indication of when the records will be available. You will receive the information or assistance you need on how to use our self-service holdings within 15 minutes of signing into a research room. In Federal Records Centers, the records you requested will be waiting for you at your appointed time.

**IF YOU WRITE TO US ABOUT OUR HOLDINGS:** You will be sent a response to your written request about our holdings within 10 work days after we receive your letter. If we cannot provide a full response within that time, we will tell you that we have received your request and tell you how long we expect it will take before we can provide a full reply.

**IF YOU VISIT OUR EXHIBITION HALL IN WASHINGTON, DC:** You will find us open to serve you with knowledgeable staff or volunteers 364 days (closed only on December 25), with information readily available about our programs and services. During the peak visitor season, we will extend our hours so that you can see the Charters of Freedom and other exhibits at times that will be more convenient and less crowded.

**IF YOU NEED INFORMATION ABOUT THE NATIONAL ARCHIVES:** You can obtain timely and up-to-date information about NARA, its services, and holdings through the Internet and other on-line services, our Fax-on-Demand service, through printed publications, or by contacting one of our offices.

**IF THINGS GO WRONG:** If our service has not matched our values and standards for customer service, we want to know so that we can do something about it and get it right the next time. Our local complaints and suggestions procedures are outlined below:

You may:

- ! Ask to speak to the person you dealt with.
- ! Or use our Suggestion/Complaint comment form (NA Form 14045). You can mail it or drop it in the box provided. Or you can simply write us a letter. If you request a reply, we will provide a response within 7 working days.
- ! Or speak or write to the supervisor in charge. If we cannot solve your problem immediately, we

will provide a response within 7 working days.

! If you are still not satisfied that we have handled your complaint or provided the service we promised, you can write to the Assistant Archivist for the Office with which you have been dealing.

>>>END OF BOX<<<

## **Archives II: The Future Is Now**

Anyone who's ever read the ancient myth of Hercules knows about his struggle to clean out the Aegean stables; in its own way, the National Archives continues to face just such a Herculean task in keeping up with the billions of records spewing from the spigot of the federal government. For all the millions of documents NARA chooses not to maintain, there are millions more generated that it must retain. Plugging the spout won't work, and, in the realm of modern myths, the information age promise of a "paperless society" remains a fantasy. So what's an archives to do?

The paper crunch began in the late 1960s, when archivists realized the main facility was running out of space. It took nearly two decades before a site was found to build a new archives structure — in 1987, members of Congress from Maryland reached an agreement with the University of Maryland to donate 33 acres to NARA. Then the hard work of building a modern archives began, with the goal of opening the new facility during NARA's 60th anniversary year, 1994.

Archives II, the facility's nickname (it's official moniker is National Archives at College Park, Md.), was designed to be far more than a documents storage warehouse; it was built to be a state-of-the-art research facility, where users could access the rich resources of the National Archives with the latest equipment and technologies. And it was designed to be a catch-all facility to house the combined materials from other archives locations: Along with materials from the main archives, holdings were transferred from the Washington National Records Center in Suitland, Md., and the Archives Pickett St. annex in Alexandria, Va. which was subsequently closed.

Though envisioning the holdings of NARA is a bit like trying to comprehend the universe, imagine this: The 520 miles of high-density mobile shelving that store the facility's textual records would, if laid end to end, stretch from the main National Archives on the Mall all the way to the Gerald R. Ford Library in Ann Arbor, Mich. And that's just the paperwork.

Archives II also has 112,274 reels of motion picture and 200,122 sound and video recordings, as well as 8 million still pictures and 11 million charts, maps and aerial photos.

Just moving all this stuff is a Herculean task: The 765,934 cubic ft. of records slated to be transferred from other facilities to Archives II will take some 1,133 tractor-trailer truckloads about three years to complete the relocation process. Trucks began arriving with materials in November of 1993; by February, 1994, researchers were being given access to available materials (the first collection opened to the public was the Nixon Collection, including the Watergate tapes which had been housed at the Alexandria annex); the facility was officially dedicated in May, 1994.

So far, the facility is being surprisingly underutilized; most people still don't know about it. But those who go there find what will soon be the world's largest archival research center, a 1.8 million-square-foot facility with 800 parking spaces, a movie theater for free screenings of historical or notable films, video and film viewing rooms, audio listening facilities, microfilm, computer and CD-ROM equipment, and enough high-tech research doo-dads to make Archives II a facility worth using well into the 21st Century.

One of the best ways to acquaint yourself with Archives II is by taking a free, one-hour tour of the facility. Tours are offered on Tuesdays and Thursdays at 10:15 a.m. and 1:15 p.m., and can also be arranged at other times for large groups. Reservations are required; call the National Archives Volunteer and Tour Office at (202) 501-5205.

Here's a tiny sampling of the things you'll find at Archives II:

! **The Nixon Presidential Materials Project:** 35,000 cubic feet of documents and papers, photographs, film and audiotape (such as the infamous Oval Office tapes, including those related to the

Watergate scandal) — since the National Archives does not operate the Nixon Presidential Library in San Clemente, Calif., this is its repository for Nixon's Presidential materials. Listening facilities are available for the tapes, though you can't copy them. And unlike the published transcripts, the expletives are *not* deleted; so tender ears, be warned.

- ! **Still Picture Branch:** Archives II has some 7 million still photos and negatives, among them the Matthew Brady glass negatives collection, taken by Brady and his staff of Civil War photographers. You can order copies of individual images through the Archives.
  
- ! **Universal Newsreel Collection:** These were short features that appeared in movie theaters from 1929 to 1967. Bring a VCR or a camcorder to copy these if you want to use them for personal projects (home videos, etc.) — they're on videocassette for easy viewing.
  
- ! **Textual Record Groups:** Millions of records from virtually every federal agency. You'll find everything from the records of the Bureau of Entomology & Plant Quarantine (Record Group #7, Agriculture) to the records of the Solid Fuels Administration for War (Record Group #245, Energy). You can search for specific Record Groups (RGs) on-line through NARA's CLIO service; but you can't actually see these records, or search for specific records within groups, without going to the facility yourself.
  
- ! **Motion Pictures:** Archives II has a comprehensive collection of films ranging from Hollywood classics to public service announcements and military training films. Viewing facilities make watching these easy — many are on videotape — and the Archives II movie theater has regular screenings of notable films.

## **National Archives Basics**

### **National Archives Building (Archives I)**

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National Archives and Records Administration

Seventh St. and Pennsylvania Ave., NW

Washington, DC 20408

*Central Research Room:* Room 203

*National Archives Library:* Room 202 (enter through 203)

*Legislative Research Room:* Room 204 (enter through 203)

*Microfilm Research Room:* Room 400

**Main Phone:** (202) 501-5400

**User (Reference) Services Branch:** (202) 501-5403

**Recorded Events Line:** (202) 501-5000

**Exhibits and Educational Events Programs Division:** (202) 501-5210

**Office of Presidential Libraries:** (202) 501-5700

**Office of the Federal Register:** (202) 523-4534

**Office of Public Affairs:** (202) 501-5525

**Office of Public Programs:** (202) 501-5200

**Publications Distribution:** (202) 501-5235

**Regional Archives System:** (202) 501-5340

**Tour and Volunteer Information:** (202) 501-5205

**Main Fax:** (202) 501-5005

**TDD:** (202) 501-5404

**Handicapped Accessible:** Yes

**Hours:** Research room hours are Mon. and Wed., 8:45 a.m.-5 p.m.; Tues., Thurs. and Fri., 8:45 a.m.-9 p.m.; Sat., 8:45 a.m.-4:45 p.m. Some research rooms may be closed during evening hours to reduce operating expenses.

**Parking/Metro:** Some street parking nearby. *Nearest Metro:* Archives/Navy Memorial. *Bus and Shuttle Services:* A staff shuttle bus, accessible to researchers on a space-available basis, runs on the hour from 8 a.m. to 5 p.m. Monday through Friday between the buildings in College Park and downtown Washington.

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**Subject Areas:** Federal government agency records from virtually every area of American history.

**Typical Users:** Genealogists; historians and scholars; students (high school-graduate level); agency researchers; photo researchers; media.

**Holdings:** By 1996, when the final transfer of materials from the main Archives building to Archives II is slated for completion, the main Archives will house records relating to genealogy, American Indians, old military and old Navy (prior to World War II), the New Deal, the District of Columbia, maritime matters, the courts, and Congress.

**Special Collections:** Special collections cover all areas of U.S. history and all federal agencies. For brief descriptions of the record groups held by NARA, call or write for the *Guide to the National Archives of the United States*.

**Catalog System:** Finding aids (some computerized, some published), available in the research rooms.

**Researchers Access:** Open to the public (serious researchers only) who obtain a researchers card. Users must be at least 16 years of age.

**Facility Equipment:** Photocopying machine(s); computer terminal(s); CD-ROM drive(s); microfiche/film reader(s).

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* The National Archives does not lend its holdings; however, NARA microfilm, multi-media products, publications and other materials are available for purchase through the Publications and Distribution Staff (NECD) at 1-800-234-8861 (or write NECD, National Archives, 7th St. and Pennsylvania Ave., NW, Washington, DC 20408).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* See **National Archives On-line**

*E-Mail Address:* inquire@nara.gov

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## **National Archives at College Park (Archives II)**

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8601 Adelphi Rd.

College Park, MD 20740

*Textual Research Room:* Room 2000

*National Archives Library:* Room 3000

*Cartographic and Architectural Research Room:* Room 3050

*Motion Picture, Sound, and Video Research Room:* Room 4000

*Microfilm Research Room:* Room 4050

*Nixon Presidential Materials:* Room 1320

*Still Picture Research Room:* Room 5050

*Electronic Records Research Room:* Room 6050

**User (reference) Services Branch:** (301) 713-6800

**Office of Records Administration:** (301) 713-7100

**Office of Federal Records Centers:** (301) 713-7200

**Office of Records Administration - Agency Services Division:** (301) 713-6677

**Motion Picture, Sound and Video Branch:** (301) 713-7050

**Nixon Presidential Materials:** (301) 713-6950

**Still Picture Branch:** (301) 713-6625

**Main Fax:** (301) 713-7400

**Fax-on-Demand System:** (301) 713-6905

**TDD:** (301) 713-7343

**Handicapped Accessible:** Yes

**Hours:** Research room hours are Mon. and Wed., 8:45 a.m.-5 p.m.; Tues., Thurs. and Fri., 8:45 a.m.-9 p.m.; Sat., 8:45 a.m.-4:45 p.m. Some research rooms may be closed during evening hours to reduce operating expenses.

**Parking/Metro:** Free parking on site. *Nearest Metro:* Prince George's Plaza. *Bus and Shuttle Services:* The R3 Metrobus, a feeder line for the Metrorail Green Line stations at Greenbelt, Ft. Totten and Prince George's Plaza, serves the National Archives at College Park on weekdays. A free shuttle bus departs from Prince George's Plaza on Saturdays on a regular schedule. In addition, a staff shuttle bus, accessible to researchers on a space-available basis, runs on the hour, 8 a.m. to 5 p.m., Monday through Friday, between the buildings in College Park and downtown Washington. Limited free shuttle service is available between the College Park and Suitland facilities.

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**Subject Areas:** Federal government; American history and culture.

**Typical Users:** Historians and scholars; students (high school-graduate level); agency researchers; photo researchers; media.

**Holdings:** As of 1996, when the transfer of materials from the main Archives facility is completed, Archives II holdings will include: Cartographic and architectural records; motion pictures; audio recordings; videocassette; still pictures; electronic records; military records from World War II to the present; most executive branch civilian agency records. See also **National Archives [Main] Library**.

**Special Collections:** n/a

**Catalog System:** Finding aids (some computerized, some published) available in the research rooms.

**Researchers Access:** Open to the public (serious researchers only) who obtain a researchers card. Users must be at least 16 years of age.

**Description:** The new Archives II building opened in 1994 to provide a larger and better equipped facility for the growing collections of NARA. When the transfer of materials to Archives II is completed in 1996, it will hold some of the documents, artifacts and other materials that had been housed at the main Archives site in downtown Washington. This is a glorious facility, well worth visiting. See **Archives II: The Future is Now**.

**Facility Equipment:** Photocopying machines; computer terminals; CD-ROM drives; microfiche/film readers; AV equipment.

**User's Tips:** The records that researchers are using in a room that is closed for the evening will be available in a consolidated research area. Certain fragile or sensitive records may not be available for evening or Saturday use.

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* The National Archives does not lend its holdings; however, NARA microfilm, multi-media products, publications and other materials are available for purchase through the Publications and Distribution Staff (NECD) at 1-800-234-8861 (or write NECD, National Archives, 7th St. and Pennsylvania Ave., NW, Washington, DC 20408).

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* See **National Archives On-line**

*E-Mail Address:* inquire@nara.gov

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## National Archives Libraries

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## *Look-It-Up-Guide to Washington*

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[Main Library, at Archives II]

8601 Adelphi Rd.

College Park, MD 20740

**Locations:** Archives II Library: Room 3000; Archives I Library: Room 202 (reference librarian in the West Search Room)

**Reference:** (301) 713-6875 (Archives II); (202) 501-5421 (Archives I)

**ILL Phone:** (301) 713-6875 (Archives II); (202) 501-5421 (Archives I)

**Book & Journal Orders:** (301) 713-6780

**Fax:** (301) 713-6920 (Archives II); (202) 501-7006 (Archives I)

**Handicapped Accessible:** Yes

**Hours:** Archives II: Mon.-Fri., 8:45 a.m.-5 p.m.; Archives I: 9 a.m.-3:45 p.m.

**Parking/Metro:** Free off-street parking. *Nearest Metro:* Prince George's Plaza. *Bus and Shuttle Service:* Metrobus runs from Metro to Archives II; shuttle bus service on Saturdays only. See **Archives II** for more information.

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**Subject Areas:** U.S. history; federal agency administrative history; archival theory and practice.

**Typical Users:** Historians; archivists; agency researchers; research scholars.

**Holdings:** books; journals and periodicals; microform holdings; CD-ROM program/discs; research files.

**Special Collections:** n/a

**Catalog System:** Computerized database.

**Researcher Access:** Open to the public.

**Description:** "The National Archives Library is a specialized library designed to assist NARA staff members in carrying out their work and to aid researchers in using records in the custody of the Archives. All materials in the library are published, including books, pamphlets, and periodicals, and electronic publications. The collection complements the holdings of the National Archives. The library is not a genealogical facility and does not collect printed genealogies or local histories. A limited number of genealogical materials owned by the library are housed in the Microfilm Research Room (Room 400 in the National Archives Building) for use along with census microfilm." A smaller library collection at Archives I concentrates on genealogy, U.S. history before World War II, local and state history, the law, and U.S. Army history.

**Facility Equipment:** Photocopying machine(s); computer terminal(s).

**User's Tips:** "The library staff has initiated a new series of bibliographies designed to assist users in systematically searching published information held by the Library that is related to the record holdings of the National Archives. Called 'Pathfinders,' these subject bibliographies will function as step-by-step instructional tools introducing NARA staff and researchers to the variety of information sources available at the National Archives Library."

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* ILL via standard procedures.

*Reference Staff:* Accepts telephone queries.

*Internet/Remote Access:* See **National Archives On-line.**

*E-Mail Address:* inquire@nara.gov

*OCLC Symbol:* NAR

## **Washington National Records Center Research Room**

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NARA

Washington, DC 20409

**Location:** 4205 Suitland Rd., Suitland, MD 20746

**Main Phone:** (301) 457-7000

**Reference:** (301) 457-7190

**Fax:** (301) 457-7206

**Handicapped Accessible:** Yes

**Hours:** Mon.-Sat., 8 a.m.-4:30 p.m.

**Parking/Metro:** Parking lot on site. *Nearest Metro:* Addison Rd. *Bus and Shuttle Service:* The Archives provides free shuttle bus service to this facility from the National Archives Building on Pennsylvania Ave.

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**Subject Areas:** Federal government rules, regulations, and documents.

**Typical Users:** Federal agency personnel; policy researchers.

**Holdings:** Federal records, including hard copy and microform holdings.

**Special Collections:** n/a

**Catalog System:** Transmittal forms (SF135).

**Researchers Access:** Open to serious researchers 16 and older. Users must have a research card (which can be applied for on-site).

**Description:** The Washington National Records Center holds permanent and temporary federal records that remain in the legal custody of the agencies which generated them. "The Suitland research room [at the Washington National Records Center] will remain open until 1996, when the records utilized there will be moved to either the National Archives Building in Washington or the National Archives at College Park."

**Facility Equipment:** Photocopying machine(s); microfiche/film reader(s).

**User's Tips:** Only about 20 percent of the records here are in the legal custody of NARA. Access to these is handled by the Suitland Reference Branch of the Textual Reference Division. Remaining holdings "are accessible only through the federal agencies that have legal custody of the records....Researchers must have written permission from the agency which owns the records in order to use them....The exception is that the general public may obtain access to certain criminal and civil court cases after contacting the appropriate U.S. District Court." Freedom of Information Act (FOIA) requests for access to documents must be directed to the generating agency. FOIA requests for documents generated or controlled by NARA can be made through the following offices: For administrative records of NARA, contact the Policy and IRM Services Division at Archives II (301/713-6730); for historical records in the custody of the Office of the National Archives, contact the Office of the National Archives (202/501-5300).

**Off-Site Reference Services:**

*Lending/Interlibrary Loan:* Materials are not loaned.

*Reference Staff:* Does not accept telephone queries. Contact agencies directly for information on accessing their records.

*Internet/Remote Access:* See **National Archives On-line.**

*E-Mail Address:* inquire@nara.gov

## National Archives On-line

The National Archives gopher application, CLIO, is chock full of NARA publications, including many of its helpful research pamphlets, record group listings, microfilm directories and other finding aids. Using CLIO is like taking a mini-trip to the Archives, complete with information about specific NARA holdings, genealogy, records management, exhibits, public events, training courses, the Federal Register, and the NARA Library. CLIO also has links to related gophers and Internet resources.

To access the NARA gopher via the Internet, point your gopher client at *gopher.nara.gov*, port 70

If you use the Web, you can also access the NARA gopher with an HTTP client, such as Mosaic or Cello. Point your Web browser to the *http://www.nara.gov*. For the time being, though the National Archives Home Page has graphics, most of the documents accessible on-line are available only as

## *Look-It-Up-Guide to Washington*

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text files, not HTML documents.

Those with telnet capabilities only (i.e., with no access to a gopher client or Web browser, but able to log in over the Internet), can use a public client, such as CapAccess out of George Washington University. Via public client, to access NARA's gopher, telnet to one of the following addresses:

*consultant.micro.umn.edu*

*ux1.cs.uiuc.edu*

*gopher.msu.edu*

When using telnet, use the login name "**gopher**" to access the gopher client. NARA's gopher can usually be found by following a menu chain similar to this one:

Other gopher Servers ->

North America ->

US ->

Washington DC ->

National Archives.

CLIO is operated out of Archives II in College Park. For more information, contact:

CLIO System Administrator

8601 Adelphi Rd.

College Park, MD 20740

Phone: (301) 713-6895

Fax: (301) 713-6495

E-Mail: [postmaster@nara.gov](mailto:postmaster@nara.gov)

In addition to operating its own on-line gopher system, CLIO, the National Archives is helping develop the Government Information Locator Service (GILS), which will maintain information about on-line government resources and serve as a public gateway for finding and using these services. GILS was established by the Office of Management and Budget on December 7, 1994; and though the task of gathering material for its database is daunting, the level of detailed information it will provide about individual on-line resources will help forge a stronger link between the government and on-line researchers.

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