



# National Museum of Health and Medicine

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## Otis Historical Archives

### OHA 51.05

#### Museum Records: Exhibit Division Records, Carey

**Date of Records:** 1994-2000

**Size:** 3 boxes

**Finding Aid:** By Eric W. Boyle (2012)

**Access and Use:** The Otis Historical Archives is committed to providing open access to its collections as far as possible within the limits of privacy and confidentiality. Some of the records may contain restricted material. Access to this collection is at the discretion of the Otis Historical Archives and material contained within the records may be subject to review before access is granted.

**Series/Scope and Content Note:** This collection is made up of office files from Sarah Carey and deals primarily with exhibits and facility issues. There is some overlap between the materials in this collection and OHA 51 and OHA 51.03.

#### **SERIES 001: EXHIBIT RECORDS—CAREY**

This series includes internal correspondence, materials on exhibit development and revisions, NMHM press coverage, and ephemera. Also includes background research on anatomical exhibits, HIV/AIDS, and institutional history.

#### **SERIES 002: EXHIBIT ADMINISTRATION—CAREY**

This series includes museum meeting and policy information and exhibit administration materials.

#### **SERIES 003: FACILITIES MANAGEMENT—CAREY**

This series includes facilities management documents along with coverage of the AFIP strategic planning process.



## BOX AND CONTENT LIST

### SERIES 001: EXHIBIT RECORDS—CAREY

#### Box 001:

- 00001: NMHM Press (1990-1995)
- 00002: Exhibit on Mental Health (1991)
- 00003: Equipment in Doctor's and Dentist's Offices, 1880-1910, List (ca.1991)
- 00004: Human Growth, Reproduction and Development Exhibit Research (1991) [1 of 2]
- 00005: Human Growth, Reproduction and Development Exhibit Research (1991) [2 of 2]
- 00006: Human Growth, Reproduction and Development Exhibit: Twins (1991-1992)
- 00007: Human Growth, Reproduction and Dev. Exhibit Notes & Revisions (1991-92)
- 00008: Human Growth, Reproduction and Development Exhibit Script (1991)
- 00009: Human Growth, Reproduction and Development Exhibit Revised Script (5/6/92)
- 00010: Human Growth, Reproduction and Development Exhibit—Pregnancy Script (1992)
- 00011: Human Growth, Reproduction and Development Exhibit Drawings (1992)
- 00012: Human Growth, Reproduction and Development Exhibit Revised Script, Research (6/92)
- 00013: Human Body Exhibit Interactives (1992-1993)
- 00014: Human Body, Human Being Exhibit Floorplans (1992)
- 00015: Exhibit Report for the Human Body Exhibit, Phase I (1992)
- 00016: Human Body, Human Being Exhibit: Planning Phase and Revisions (1990-1993)
- 00017: The Human Body in Life Revisions: Kidney (1992)
- 00018: The Human Body in Life Revisions: Heart (ca. 1992)
- 00019: The Human Body in Life Revisions: Endocrine (1992-1994)
- 00020: Human Body Exhibits Phase II and III (1992-1993)
- 00021: The Human Body in Life Revisions: Skin (1993)
- 00022: The Human Body in Life Revisions: Lung (1993)
- 00023: The Human Body in Life Revisions: Musculoskeletal (1993)
- 00024: The Human Body in Life Revisions: Gastrointestinal (ca. 1993)
- 00025: The Human Body in Life Revisions: Liver (1994)
- 00026: The Human Body in Life Revisions: Lymphatic System (1994)
- 00027: Human Body, Human Being: Summative Evaluation (1994)
- 00028: Exhibit Corrections/Redesign (1992-1994)
- 00029: Medical Photography Competition (1992-1995)
- 00030: Temporary Exhibits (1993)
- 00031: Brain, Neuropathology and Mental Health Exhibit Proposals and Related (12/92)
- 00032: Central Nervous System Exhibit Development (1992-1993)

#### Box 002:

- 00001: Art Exhibition by the Mentally Ill Materials and Background (1993)



- 00002: NCI Closing in on Cancer Exhibit (1993-1994)
- 00003: National AIDS Exhibit Consortium Biweekly Reports (1991-1993)
- 00004: AIDS Exhibit Interactives: "Protect Yourself" Program (1993-1999)
- 00005: AIDS Theatre—Reality Check Video (1994)
- 00006: What About AIDS?—Traveling Exhibit (1994)
- 00007: DNA Exhibit Overview and Memos (1993)
- 00008: Substance Abuse Theatre Info (1993)
- 00009: Electrodiagnostic Medicine—Exhibit Proposal and Correspondence (1993)
- 00010: Labels for Museum Paintings (ca. 1993)
- 00011: Smoking Exhibit—High Techsplanations (1993)
- 00012: Recreating the Knee: The History of Knew Arthroplasty, Alan Hawk (1993)
- 00013: Civil War Medical Illustrations Exhibit Material w/Slides (ca. 1994)
- 00014: Heaton Pavilion Proposal (ca. 1994)
- 00015: Museographs: The Art History Periodical of World Culture (1994)
- 00016: Civil War Questions and Answers (1994)
- 00017: Ellis Island—Keepers of the Gate Exhibit Development (1994)
- 00018: AIDS Exhibit—Research/Pamphlets Info (1994)
- 00019: National AIDS Exhibit Consortium—Final Project Report (3/94)
- 00020: Evaluation of the "Living in a World With AIDS" Exhibition Final Report (4/92)
- 00021: HIV/AIDS Brochures and Pamphlets (1994)
- 00022: HIV/AIDS Articles—Background Research (1994)
- 00023: Wogaman and Personal Perspectives Script for AIDS Exhibit (1994)
- 00024: Wogaman Photos (1994)
- 00025: Living in a World With AIDS—Exhibit Script Development (1994) [1 of 2]
- 00026: Living in a World With AIDS—Exhibit Script Development (1994) [2 of 2]
- 00027: "Tell Dr. Koop"—Evaluation Interactives (1995)
- 00028: "Under the Skin: Microscopic Findings by Marilyn J. Koering" Exhibit Materials (1995)
- 00029: Institutional History Exhibit Design (1995)
- 00030: Institutional History Exhibit Photos (1995-1996)
- 00031: Institutional History Exhibit/Script (1995-1996)
- 00032: Quick Turn-Around Exhibits: In the News and Research Matters (1995-1996)
- 00033: Museum Gallery Photo Project (1996)
- 00034: Medicinal Leeches (1996-1998)
- 00035: Lincoln Retrofit (1996)
- 00036: MER Exhibit Controversies Seminar (1996)
- 00037: What is the Brain?—Exhibit Proposal (1996)
- 00038: Brain Hologram Exhibit Proposal (1996)
- 00039: Research Matters: Knee Injuries Exhibit Development and Background Material (1996)
- 00040: The Book of the Body Exhibition and Transcriptions (1996)
- 00041: National Art Exhibition of the Mentally Ill—History of the Organization (1996)
- 00042: Jill Lions Showing—Exhibit Committee Follow-up Memo (4/96)



### **Box 003:**

- 00001: Growing Up in Washington Exhibit (1996-2000)
- 00002: Women's Health Project Prototype: Pregnancy and Fetal Development (1996)
- 00003: Exhibit Manual: Pregnancy and Fetal Development (1996)
- 00004: Pregnancy Exhibit Word List (1997-1999)
- 00005: Vietnam Case Edits (ca. 1997)
- 00006: Evolution of the Microscope—Upgrades (1997)
- 00007: Just Say Know—Kids Program (1997)
- 00008: Research Matters: Microgravity Exhibit Proposal and Script (1997)
- 00009: From Radium to Radiation: The Past 101 Years—Exhibit Project (ca. 1997)
- 00010: Marie Curie: Science-Invention-Technology-Impact-Influence-Change—Project (1997)
- 00011: Stopping the Great Killer: Advances in Sanitation in Field Hospitals—Project (ca. 1997)
- 00012: Making Bodies Whole: Prosthetic Technology in America—Exhibit Project (ca. 1997)
- 00013: New Hope for the Heart—Exhibit Project (ca. 1997)
- 00014: The Miraculous Discovery of Insulin—Exhibit Project (ca. 1997)
- 00015: Ash Lecture (1998)
- 00016: Visible Human Project and Flashback Imaging, Inc. (1998-1999)
- 00017: Civil War Trust: The Civil War Explorer Education Initiative (1998-1999)
- 00018: The Civil War Explorer: Software and Instructions (1998-1999)
- 00019: Human Body, Human Being Exhibit Intro Redesign (1999)
- 00020: The Medical Lessons of Vietnam Exhibition Outline and Related Material (1999)

### **SERIES 002: EXHIBIT ADMINISTRATION—CAREY**

#### **Box 003:**

- 00021: "A Brief History of the Numbering System of the NMHM, AFIP" (1/17/90)
- 00022: Donor/Sponsor Guidelines for Exhibits (1991-1995)
- 00023: Script Writing—General Info (1991-1993)
- 00024: "An Outline for Museum Orientation Exhibits," Roose and Wilkinson (1992)
- 00025: "Too Many Cooks Boil the Broth: Exhibits, Teams, Evaluation," Miles (1992)
- 00026: "Creating Exhibits": Policies and Practices of the Dept. of Public Programs (1992)
- 00027: Exhibit Planning (1992-1995)
- 00028: Exhibit Policy and Procedures (1993)
- 00029: George Eastman House—Traveling Exhibitions (1994-1995)
- 00030: NMHM Exhibit Master Plan (1995)
- 00031: Smithsonian Traveling Exhibition Service Info (1995)
- 00032: Exhibit Development Info (1995)
- 00033: Exhibit Schedules (1995-1996)



- 00034: Exhibit Proposal Form (1996)
- 00035: Museum Exhibit Lighting Seminar (1996)
- 00036: Human Remains on Display—Research Materials and Correspondence (1994-1998)
- 00037: Collections Meetings (1994-1996)
- 00038: General Staff Meetings and Memos (1993-1995)
- 00039: Exhibit Committee: Mission Statement Policies and Related Correspondence (1995)
- 00040: Exhibits Committee Meetings (1997-1999)
- 00041: “Responses to a Human Remains Collection: Findings From Interviews and Focus Groups” (1999)
- 00042: Exhibitions Survey Forms
- 00043: Photo Research and Public Domain Images—Info and Tips
- 00044: Museum Touch-Video Systems

### **SERIES 003: FACILITIES MANAGEMENT—CAREY**

#### **Box 004:**

- 00001: Exhibit Floor Changes and Repairs (1992-1996)
- 00002: NoUVIR Fiber Optics (1993-1995)
- 00003: Photographic Services and Purchase Requests (1994-1995)
- 00004: Lobby Photos (1994-1996)
- 00005: Benchmark Butterfly Bookmounts Instructions
- 00006: Electronic Security System for Lincoln Case
- 00007: WRAMC Energy Conservation
- 00008: Museum Web Page Topics
- 00009: Mount Making, Benchmark (1994)
- 00010: OSHA (1994)
- 00011: Work Orders/Service Branch (1994-1996)
- 00012: Security Inspection by Provost Marshall—Case Retrofit (1994-1995)
- 00013: Carpet (1994-1995)
- 00014: Museum Computer Network (1994)
- 00015: Purchase Requests/Computers (1994)
- 00016: Misc. Gallery and Exhibit Upgrades (1994-1997)
- 00017: Housekeeping (1994-1998)
- 00018: AFIP Users Guide for MEIS Maintenance Services for the Heart Exhibit (4/95)
- 00019: AFIP Users Guide for MEIS Maintenance Services for the Kidneys Exhibit (4/95)
- 00020: AFIP Users Guide for MEIS Maintenance Services for the AIDS Exhibit (1995)
- 00021: Museum SOPs (1995-1996)
- 00022: Deficiency Tabulation Report for AFIP (1995-1996)
- 00023: Portico Accident (1996)
- 00024: Museum Benches (1996)



- 00025: Museum Lighting Inventory (1996-1998)
- 00026: Museum Flooding (1996-1998)
- 00027: Museum Floor Plans (1997)
- 00028: Smithsonian Exhibit Cases (1997)
- 00029: Capital Furnishers—Museum Front Doors (1997)
- 00030: Programs and Exhibits Update—Administrative Material (1997-1999)
- 00031: Case Cleaning and Exhibit Maintenance (1997-1998)
- 00032: AFIP Facilities Work Orders (1997-2000)
- 00033: South Wing Renovation (1997-1998) [1 of 2]
- 00034: South Wing Renovation (1997-1998) [2 of 2]
- 00035: Strategic Plan—Logistics (1997)
- 00036: Strategic Plan Themes (1997)
- 00037: Strategic Plan—AFIP—Executive Summary (1997)
- 00038: AFIP Facilities—Strategic Planning (1997)
- 00039: Museum/Log Meetings (1997-1998)
- 00040: AFIP/Museum Strategic Plan Program for Design (1998)
- 00041: AFIP Facilities—Strategic Planning (1998)
- 00042: Case Access Information (1998)
- 00043: Holiday Party (1998)
- 00044: Warehouse Moves, Exhibit Cases and Loans (1998-1999)
- 00045: Facilities Task Force (1998)
- 00046: ART-SORB Exhibition Cases (1999)
- 00047: Y2K Compliance/Problems (1999)
- 00048: Misc. Purchase Request Info (1999)
- 00049: Empathy Belly—Design and Order (2000)