

How to Obtain Information from the Smithsonian Institution

First, explore the Smithsonian website, located at www.Smithsonian.org. Our website is an interrelated, searchable system of thousands of records about Smithsonian museums, research centers, and administration. Each museum and research center has a link and archives, where it posts extensive information about its programs and collections (Smithsonian collections are housed among 19 museums and centers and number more than 136 million objects, artworks and specimens). You can also access information about the collections through the Smithsonian Institution Archives (<http://siarchives.si.edu>), the Smithsonian Research Information System (<http://www.siris.si.edu>), the Smithsonian Institution Libraries (<http://www.sil.si.edu>), and the Visitor and Associates Reception Center (VIARC) (<http://www.si.edu/visit/InfoCenter/viarc.htm>). You can access information about Smithsonian administration at (<http://www.si.edu/about/>)

Because of the wealth of material available on our website, we encourage requesters to search the site for documents of interest before making a request. To make a request, simply send us the following information:

- A description, in as much detail as possible, of the information or documents you want to receive.
- The department or museum location of the document, if you know.
- Your name, address, email, and telephone number.
- Whether the documents are requested for a commercial, scientific, educational, or personal use. This information will help us determine what fees, if any, to charge.

Send your request by fax, email, or mail to:

Annette Fancher fanchera@si.edu
Information Requests Officer
Office of General Counsel Fax: 202-357-4310
Smithsonian Institution
1000 Jefferson Drive, SW
Room 302
Washington DC 20560-0012

The Office of General Counsel answers all written requests for documents within 20 business days of receipt. Our letter will state whether you have provided enough information for us to search for the documents, whether we believe we can provide the documents you request, and an estimate of how long it will take before you receive the documents we can provide.