

SMITHSONIAN MISCELLANEOUS COLLECTIONS.

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BUSINESS ARRANGEMENTS
OF THE
SMITHSONIAN INSTITUTION.

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Washington, January 1, 1879.
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The annual meeting of the BOARD OF REGENTS is held on the third Wednesday in January.

The annual meeting of the "ESTABLISHMENT" is held on the first Tuesday in May.

The meetings of the EXECUTIVE COMMITTEE are held on the second Monday of January, April, July, and October.

The general business of the Institution, under direction of the Secretary, is in charge of the CHIEF CLERK, and applications are to be made to the latter for publications, supplies, service of laborers, leave of absence, keys, &c.

The exhibition halls are open to the public from 9 a. m. to 4.30 p. m. every day in the year, except Sundays.

The business offices are open from 9 a. m. to 4 p. m.

The work-rooms and shops are open from 7.30 a. m. to 4.30 p. m.

No smoking allowed in the public halls.

Employees entrusted with keys will be held responsible for them, and no one will be allowed to procure a duplicate key without permission.

Gas is not to be left burning in unoccupied rooms.

Receipts are to be given for any public property received by employees.

The printing of the publications of the Institution, the blank forms, circulars, labels, etc., is in charge of the Chief Clerk, who will keep a record of each article, showing its title, author, commission of reference, name of printer, number and character of illustrations, number of copies printed, reception of proofs, &c., &c.

A record is to be kept of each wood-cut, plate, or illustration, and the latter are to be properly numbered and arranged in cases, and these, with stereotype plates, are to be in charge of the Chief Clerk.

The Corresponding Clerk is to prepare letters or answers to communications as directed by the Secretary or Chief Clerk; is to make references as required; to have charge of the current letter-copy books; to superintend copying letters; to make the proper enclosures, and direct and seal the envelopes.

He is also to direct the filing of letters and documents attended to, and the indexing and binding of letters received and written.

He is to prepare orders on the Document Clerk for publications promised.

The correspondence attended to is to be filed daily in alphabetical boxes, and bound in volumes as may be necessary.

Applications for volumes of the "Smithsonian Contributions to Knowledge" and the "Miscellaneous Collections" are to be made to the Secretary; for parts of series and for annual reports to the Chief Clerk.

The Document Clerk is to fill orders for publications, and forward them by mail, messenger, or otherwise, as directed.

The Document Clerk is to have charge of the stock of all printed matter belonging to the Institution; to take account of the same in the month of July annually; to report when the supply of any work or blank is nearly exhausted; to keep a sample book of circulars, blanks, labels, &c., &c.

Transmissions through the Smithsonian Institution for foreign countries are to be confined exclusively to books, pamphlets, charts,

and other printed matter, sent as DONATIONS or EXCHANGES, and not to include those procured by purchase. The Institution and its agents will not receive apparatus and instruments, philosophical, medical, etc., (including microscopes,) whether purchased or presented; nor specimens of natural history, except where special permission from the Institution has been obtained.

The Departments or Bureaus of the United States Government to pay to the Smithsonian Institution five cents per pound on their packages, which includes all expense of boxing, shipping, and transportation.

A list of the addresses and a statement of contents of each sending to be mailed to the Smithsonian Institution at or before the time of transmission.

Packages to be legibly addressed and to be endorsed with the name of the sender and their contents.

Packages to be enveloped in stout paper, and securely pasted or tied with strong twine—never sealed with wax.

No package to a single address to exceed one-half of one cubic foot in bulk.

To have no enclosures of letters.

To be delivered to the Smithsonian Institution or its agents free of expense.

To contain a blank acknowledgment, to be signed and returned by the party addressed.

Should *returns* be desired, the fact is to be explicitly stated on or in the package.

Unless these conditions are complied with, the parcels cannot be forwarded by the Institution.

Packages for distribution in the United States, and for all other parts of the world, are to be received, recorded, acknowledged, and forwarded by the Exchange Clerk.

Boxes for England, France, and Germany are to be forwarded every two months, and for other countries as often as the accumulations render it necessary.

Books, pamphlets, maps, periodicals, etc., intended for the Smithsonian library are to be delivered to and recorded by the Librarian.

Such books as are designated by the Secretary are to be sent to the Library of Congress, but all articles received must remain in the office of the Librarian at the Institution at least one week for examination.

No book or other article belonging to the library shall be taken until entered in the register by the Librarian.

Books from the Library of Congress are to be obtained by written application, on the proper forms, to the Librarian, and approved by the Secretary.

A record of books lent shall be kept by the Librarian, who is to see that they are duly returned.

The Transportation Clerk is to take charge of all boxes, barrels, and packages delivered at the Institution; record their size, weight, number, nature, address, from whom received, cost of freight, &c., and to collect charges on packages for individuals. He is to enter, stamp, and send by express, railroad, steamer, &c., all packages except those to foreign countries; to have charge of empty boxes and packing material, and assist the Librarian and Exchange Clerk whenever required.

No checks are to be drawn except for the payment of accounts which have been examined and approved by the Secretary.

The Institution will not be responsible for the payment of any bills contracted without a written order from the Secretary or Chief Clerk.

Orders are to be returned by the party furnishing the article required, with the cost stated, and the receipt of the person to whom it was delivered.

Bills presented are to be examined by the Accountant, to see that the calculations are correct and the voucher in proper form, prices reasonable, and the articles delivered.

Receipts signed by clerks or agents are inadmissible, unless accompanied by a power of attorney, showing the legal authority of the party signing to receipt for the money.

The payment of bills and salaries is to be made on the twenty-fifth day of each month.

Cash from sales of old material, publications, postage stamps, &c., to be deposited with the Accountant.

The amount required to pay bills in foreign countries is to be ascertained by the Accountant, and the statement of the bank as to cost to be kept with the voucher.

A statement is to be made to the Secretary monthly of the receipts and expenditures.

A quarterly examination of all vouchers, books, checks, &c., will be made by the Executive Committee, who certify to the condition of the accounts and make an annual report to the Board of Regents.

The Superintendent of the Building is to have general direction of laborers, and keep account of their time and the nature of the work performed; to have charge of the repairs of the building, the roofs, gutters, grounds, water and gas-pipes, plugs, stop-cocks, hose, water-closets, wash-stands, sinks, stoves, flues, building materials, tools, hardware, trucks, wheelbarrows, ladders, furniture, clocks, storage of boxes; to make an inventory annually, on 1st July, of property; to make frequent examination of the fire-plugs, hose, and buckets, and see that they are kept in good order; to drill all employees in the use of fire-alarm signals, hose, and the protection of the building in case of fire, and to see that the keys are kept in their proper places; to have charge of waste paper and dispose of it from time to time, turning over the proceeds to the Accountant; to have charge of the watch-stations and daily reports of the night-watchman, and to see that a watchman is always on duty in the building to answer the front-door bell at any hour, day or night.

The Janitor is to open the building at 9 a. m. and close it at 4.30 p. m., ringing a bell five minutes before the time for closing; to direct visitors to different parts of the building, and to point out objects of special interest; to prevent the entrance of improper or disorderly persons, to secure order in the public halls, and to guard the property of the Institution; to see that all doors and windows are fastened at the time the building is closed and on the approach of a storm.

The Messenger is to bring the mail at 9 a. m. and 2 p. m., and take it at 1.30 and 4.30 p. m., daily, except Sunday; to carry messages and packages, as required by the Secretary or Chief Clerk; to assort the mail and place the letters in the lock-boxes; to take

charge of letters, &c., for persons temporarily connected with the Institution; to make press copies of letters; to stamp all mail sent out with the name of the Institution, and affix the necessary postage stamps; to have charge of postage stamps and envelopes, and make returns of sales to the Accountant; to give proper directions to visitors.

EXPLANATION OF SYMBOLS USED IN BUSINESS OF THE INSTITUTION.

ACTION TO BE TAKEN.

S. For files of the Smithsonian Institution.

F. For files of the United States Fish Commission.

a. Prepare answer.

r. To be read, and contents noted.

c. Personal conference desired by the Secretary.

t. To be translated.

r. As a second letter—to be returned as soon as possible.

f. To be filed in general correspondence, or under special head designated.

The combination of two letters shows that double action is to be taken:
as—*a. r.* Answer and return; *t. r.* Translate and return; *r. r.* Read and
return; *S. f.* File in Smithsonian correspondence.

ABBREVIATIONS FOR REFERENCE OF LETTERS, &c.

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| BAIRD, S. F. | B. |
| BEAN, T. H. | Bn. |
| BOEHMER, G. H. | Br. |
| BESSELS, E. | Bs. |
| BROWN, S. C. | S. C. B. |
| BROWN, S. G. | S. G. B. |
| CUSHING, F. H. | F. H. C. |
| DAINGERFIELD, Miss. | Dd. |
| DIEBITSCH, H. | D. |
| DALL, W. H. | Dl. |
| ENDLICH, F. M. | E. |
| FOREMAN, E. | Fn. |
| GASS, HENRY | G. |
| GOODE, G. B. | G. G. |
| GILL, T. N. | T. G. |
| GILL, HERBERT A. | H. G. |
| GRIFFIN, Miss M. E. | M. G. |
| HORAN, HENRY | H. |
| LEECH, D. | L. |
| MASON, O. T. | Mn. |
| MILNER, J. W. | M. |
| RHEES, W. J. | R. |
| RAU, C. | C. R. |
| RIDGWAY, ROBT. | R. R. |
| STOERZER, Mrs. L. | L. S. |
| SHINDLER, A. Z. | A. Z. S. |
| SMILLIE, T. W. | T. S. |
| TAYLOR, W. B. | T. |
| TURNER, Miss J. A. | J. T. |
| YOUNG, C. B. | Y. |