

# **Guide to the Minutes of the Board of Trustees**

## **BC01.04**

**Finding aid prepared by Hilary Price**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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3009 Broadway

New York, New York, 10027

212.854.4079

[archives@barnard.edu](mailto:archives@barnard.edu)

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## Summary Information

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<b>Repository</b>	Barnard Archives and Special Collections
<b>Creator</b>	Barnard College. Board of Trustees.
<b>Title</b>	Minutes to the Board of Trustees
<b>Date [inclusive]</b>	1889-2013
<b>Extent</b>	15.0 Linear feet ; 116 v., 4 full boxes, and 4 half boxes
<b>Physical Location</b>	This collection is located in the Barnard Archives and Special Collections, Barnard Library.
<b>Language</b>	English
<b>Abstract</b>	These records consist of the meeting minutes, typescripts, correspondence, agreements, printed By-laws, and statutes of the Barnard College Board of Trustees.

### Preferred Citation

Board of Trustees Meeting Minutes, 1889-2013; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

## Collection Scope and Content Summary

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These records consist of the minutes of the Board of Trustees, and of its Buildings and Grounds Committee, Executive Committee, and Education Committee. Related correspondence, agreements, reports are included, as well as information pertaining to Board retreats. Also included is the transcript of minutes from the May 12, 1971 Joint Columbia-Barnard Trustee Committee on the Barnard-Columbia relationship.

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## Collection Arrangement

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The records are arranged in four series, the first of which has been further arranged in subseries. The series and subseries arrangement of the records is as follows:

Series 1, Board of Trustees, 1889-2013

Subseries 1.1, Meeting Minutes and Retreats, 1889-2013

Subseries 1.2, Agreements and Memos, 1899-1952

Subseries 1.3, Transcript of Joint CU/Barnard Meeting, 1971

Series 2, Executive Committee Minutes, 1889-1974

Series 3, Buildings and Grounds Committee Minutes, 1903-1953

Series 4, Education Committee Minutes, 1902-1959

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## Administrative Information

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### Publication Information

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### Access

Materials from fifty years prior to current date are restricted.

## **Publication Rights**

Permission to publish material from the collection must be requested from the Barnard Archives and Special Collections. The Barnard Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

## **Reproduction Restrictions**

Single photocopies or scans may be made for research purposes.

## **Accruals**

Additions are expected.

## **Acquisition Information**

Transferred from the Barnard College President's Office in 2002.

## **Processing History**

This collection was processed and the finding aid written by Hilary Price in January 2015.

Finding aid updated by Hilary Price in July 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

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## **Controlled Access Headings**

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### **Genre(s)**

- Correspondence

### **Subject(s)**

- Barnard College
- College trustees
- Meetings

- Women's colleges--New York (State)--New York

## Collection Inventory

<b>Series 1 Board of Trustees 1889-2013 12.8 Linear feet ; 3 full boxes, 2 half boxes, and 104 v.</b>	
<b>Subseries 1.1 Meeting Minutes and Retreats 1889-2013 11.17 Linear feet ; 3 full boxes , 2 half boxes, and 104 v.</b>	<b>Box 3-5, 7, 8</b>
<b>Subseries 1.2 Agreements and Memos 1899-1952 0.42 Linear feet ; 1 full box</b>	<b>Box 6</b>
<b>Subseries 1.3 Transcript of Joint CU/Barnard Meeting 1971 0.21 Linear feet ; 1 half box</b>	<b>Box 2</b>
<b>Series 2 Executive Committee Minutes 1889-1974 1.38 Linear feet ; 1 half box and 7 v.</b>	<b>Box 1</b>
<b>Series 3 Buildings and Grounds Committee Minutes 1903-1953 0.33 Linear feet ; 2 v.</b>	
<b>Series 4 Education Committee Minutes 1902-1959 0.5 Linear feet ; 3 v.</b>	