

**Guide to the Board of Trustees
Biographical Files Collection
BC01.08**

Finding aid prepared by Heather Lember

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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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Board of Trustees.
Title	Board of Trustees Biographical Files
Date [inclusive]	1889-2005
Extent	2.09 Linear feet ; 5 document boxes
Physical Location	This collection is located in the Barnard Archives and Special Collections, Barnard Library.
Language	English
Abstract	The collection contains materials relating to the backgrounds and achievements of the members of the Barnard College Board of Trustees. Materials include curriculum vitae, newspaper and magazine clippings, interviews, obituaries, press releases, correspondence, memoranda, speeches, publications, and donor information sheets.

Preferred Citation

Board of Trustees Biographical Files, 1889-2005; Box and Folder; Barnard College Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

The collection contains materials relating to the backgrounds and achievements of the members of the Barnard Board of Trustees. Materials include curriculum vitae, newspaper and magazine clippings, interviews, obituaries, press releases, correspondence, memoranda, speeches (both by and about trustees), publications, and donor information sheets. Together, these files provide a glimpse of these individuals' professional lives before, during, and after their time at Barnard, as well as how Barnard influenced them.

Collection Arrangement

The collection is arranged in alphabetical order by trustees' last names.

Administrative Information

Publication Information

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Access

Access to student records and personnel files restricted.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard College Archives and Special Collections. The Barnard College 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

Photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

Transferred from the Barnard College Board of Trustees.

Processing History

This collection was processed by Marcia Bassett and Maggie Astor, BC '11. Finding aid written by Maggie Astor in April 2011.

This finding aid was updated by Heather Lember in January, 2014.

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.

Controlled Access Headings

Genre(s)

- Clippings
- Correspondence
- Photographs

Subject(s)

- Barnard College
- Biographical sources
- College administrators
- College trustees
- Women's colleges--New York (State)--New York