

Guide to the Recruitment Materials Collection BC11.02

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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. Office of Admissions.
Title	Recruitment Materials Collection
Date [inclusive]	1901-2015
Extent	5.35 Linear feet ; 4 document boxes, 1 half document box, 1 document drawer
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu .
Language	English
Abstract	This collection consists of publications that detail the benefits of a Barnard College education to prospective student and current matriculates.

Preferred Citation

Recruitment Materials Collection; 1901-2015; Box and Folder; Barnard Archives and Special Collections, Barnard College.

Collection Scope and Content Summary

These records detail the benefits of a Barnard education to both prospective students and current matriculates by exploring the College's rich history and presenting the resources available within the school, in New York City, and abroad. The collection includes admissions cards, viewbooks from 1901-2009, department brochures, program brochures, fact sheets, maps of both the Barnard College campus and Morningside Heights, essays written by students and faculty, brochures for disabled students, brochures for minority students, pamphlets for transferring students, and guides for parents. One essay cites New York as Barnard's laboratory, and another discusses the possibilities extended to a Barnard graduate. These materials focus on the individual, the community, the school, the city, and future achievements to show their interconnections.

Collection Arrangement

This collection was arranged in three series when first processed in 2010. All accruals received after 2010 will be intellectually grouped into Series I - Viewbooks.

- I. Viewbooks, 1918-2009 (folders 1-36; 107-112)
 - II. General Recruitment Brochures, 1901-2009 (folders 37-86)
 - III. Departmental Recruitment Brochures, ca. 1940s –2000 (folders 87-106)
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Administrative Information

Publication Information

Barnard Archives and Special Collections © 2015

Access

This collection has no access restrictions and is housed on-site.

Reproduction Rights

Single photocopies may be made for research purposes.

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.

Accruals

Accruals are expected regularly as new recruitment materials are created each year.

Acquisition Information

Transferred, 1964 - Present. Autumn 1947 Alumnae Magazine and Barnard College Recruitment Brochure (1943-46) donated to the Archives by Martha Burke in 2010.

Processing History

This collection was processed by Marcia Bassett, Maggie Astor BC'11, and Caitlin Hamrin BC'12 in 2010 and updated by Hilary Price in 2014. The collection was further updated by Dinah Handel, July 2015. This collection was further updated by Charlotte Kostelic in December 2015. Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Machine readable finding aid encoded in EAD 2002. Finding aid written in English.

Controlled Access Headings

Corporate Name(s)

- Barnard College. Office of Admissions.

Genre(s)

- New York (N.Y.)—Guidebooks.

Subject(s)

- Barnard College
- College publications
- College students--Recruiting
- Universities and colleges--United States--Admission
- Women's colleges--New York (State)--New York

Viewbooks

Collection Inventory

Series I. Viewbooks 1918 - 2009	Box 1-5	Drawer 38
Material Specific Note		
Folder 109 contains a mock-up recruitment catalog circa 1960. All other materials in the collection are published works.		
		Box
Viewbooks, 1918-1975		1
Viewbooks, 1977-1992		2
Viewbooks, 1991-1992		3
Viewbooks, 1960-2000		5
Series II. General Recruitment Brochures 1901-2009		Box 3-4
Series III. Departmental Recruitment Brochures 1940s-2000		Box 4