

Guide to the English Department Collection BC13.18

Finding aid prepared by Dinah Handel

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Describing Archives: A Content Standard

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Summary Information

Repository	Barnard Archives and Special Collections
Title	English Department
Date [inclusive]	1922-2002
Extent	6.05 Linear feet ; 14 full size document boxes, 1 half size document box, 1 flat file
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 materials from the Barnard College English department.

Preferred Citation

English Department, 1922 - 2002; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

This collection contains materials relating to the Barnard College English Department. Included in the collection are administrative materials, such as meeting minutes, memorandums, departmental budgets, and committee materials; course preparation materials, such as syllabi and instructor's planning papers; copies of annual placement examinations; annual reports from the department; correspondence; event programs, fliers, and posters.

Collection Arrangement

The collection's contents have been grouped topically and inventoried at the folder level.

Administrative Information

Publication Information

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Restricted Materials

Any materials that discuss confidential personnel matters (such as applications for work and tenure appointments) are restricted for 75 years from their date of creation, per the Archive's policy. Numerous folders in boxes 1, 2, 3, and 4, and the entirety of boxes 7 and 8 are restricted.

Publication Rights

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Reproductions Restrictions

Photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

Transferred from the English department in 2003, 2004, and 2005.

Processing History

This collection was processed and the finding aid written by Dinah Handel, August 2015.

Controlled Access Headings

Subject(s)

- Barnard College
- English
- Universities and colleges--Departments

Collection Inventory

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Drawer

Women Poets at Barnard Posters 1987-1999

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