

# **Guide to the Biology Department Collection BC13.08**

**Finding aid prepared by Dinah Handel**

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This finding aid was produced using the Archivists' Toolkit

July 22, 2015

Describing Archives: A Content Standard

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## Summary Information

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<b>Repository</b>	Barnard Archives and Special Collections
<b>Title</b>	Biology Department
<b>Date [inclusive]</b>	1965-2012
<b>Extent</b>	2.08 Linear feet ; 2 document boxes, 1 banker box
<b>Physical Location</b>	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.
<b>Language</b>	English
<b>Abstract</b>	This collection consists of materials from the Barnard College Biology department.

### Preferred Citation

Biology Department, 1965-2012; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

## Collection Scope and Content Summary

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The collection contains departmental correspondence, fliers and pamphlets for departmental events including the greenhouse, faculty lists, and the Hughes Science Pipeline Project at Barnard College annual reports.

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## Collection Arrangement

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The collection is arranged topically and chronologically. Box 1 contains grade recordbooks from 1969 - 1971, and is restricted. Box 2 contains departmental correspondence, organized chronologically, and files containing information about departmental events, organized chronologically. Box 3 contains annual reports from the Hughes Science Pipeline Project, from the years 1991 - 2011.

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## Administrative Information

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### Publication Information

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### Access

Box 1 of this collection is restricted, per the Archive's policy, as it contains confidential student information. Select items in folders in Box 2 are restricted, and are indicated by a note on the folder and separated to the back of the folder.

### 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.

### Reproductions Restrictions

Photocopies or scans may be made for research purposes.

### **Accruals**

Additions are expected.

### **Acquisition Information**

Transferred from the Biology Department.

### **Processing History**

The collection was processed and the finding aid written by Dinah Handel, July 2015.

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## **Controlled Access Headings**

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### **Subject(s)**

- Barnard College
- Biology
- Universities and colleges--Departments

## Collection Inventory

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	<b>Box</b>
Gradebooks, 1969-1971	1
Departmental correspondence, event programs and fliers, 1965-2012	2
Hughes Science Pipeline Project at Barnard College Annual Reports, 1991-2011	3