

# **Guide to Botany Department Records BC13.09**

**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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## Summary Information

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<b>Repository</b>	Barnard Archives and Special Collections
<b>Creator</b>	Barnard College.
<b>Title</b>	Botany Department Records
<b>Date [inclusive]</b>	1895-1992
<b>Extent</b>	3.37 Linear feet ; 8 boxes
<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 Botany Department.

### Preferred Citation

Botany Department, 1895-1992; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

## Historical Note

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The Botany Department was established 1890/1891 when the Torrey Botanical Club provided the resources for a laboratory. Dr. Emily L. Gregory was named Barnard's first professor of Botany.

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## Collection Scope and Content Summary

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This collection consists of correspondence, class record books, lectures, student papers and notebooks, records of lab experiments, articles and manuscripts by Dr. Emily L. Gregory, botany booklets and guides, departmental budgets, and other administrative records relating to the work and management of the Botany department.

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## Collection Arrangement

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This collection is arranged chronologically.

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## Administrative Information

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### Publication Information

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### Access

Student records are restricted for 75 years from the date of creation in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations.

### 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**

Photocopies or scans may be made for research purposes.

### **Accruals**

No additions are expected.

### **Acquisition Information**

Transferred from the Botany department.

### **Processing History**

This collection was processed and the finding aid written by Hilary Price in August 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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### **Corporate Name(s)**

- Barnard College.

### **Genre(s)**

- Correspondence
- Lectures

### **Personal Name(s)**

- Gregory, Emily Lovira, 1841-1897

### **Subject(s)**

- Botany
- Budget
- Universities and colleges--Departments

## Collection Inventory

	<b>Box</b>
Student notebooks with drawings and specimens, 1885-1886	5
Outlines - Lessons in Botany booklet, 1887	1
Ledger - Record of Standing of Students; Class notes, 1889-1897	1
Textbook manuscripts by Emily Gregory, circa 1890	1
Lectures notes, 1890-1896	2
Notes concerning Botany students, 1891	1
Botany 1 - Guide for Laboratory Work, 1891	1
Student papers, 1893-1925	1
Student papers, 1895-1933	3, 4
History of Department - essays and articles, 1897-1992	1
Notes from laboratory experiments and exercises, circa 1900	1
Correspondence, 1901-1914	1

Class Record Books, 1905-1965	5
<b>Access</b>	
Student records are restricted for 75 years from the date of creation in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations.	
Botany in College Course booklet, 1911	1
Financial Ledger, 1911-1928	8
Departmental correspondence, 1948-1966	6
Chairman Professor Donald Ritchie correspondence, 1953-1966	7
Budget correspondence, 1955-1966	6
Student notebook, 1959	7