

Guide to Jean T. Palmer Papers

BC20.13

Finding aid prepared by Alice Griffin

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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Table of Contents

<u>Summary Information</u>	3
<u>Biography</u>	4
<u>Collection Scope and Content Summary</u>	4
<u>Collection Arrangement</u>	4
<u>Administrative Information</u>	4
<u>Controlled Access Headings</u>	5
<u>Collection Inventory</u>	7

Summary Information

Repository	Barnard Archives and Special Collections
Creator	Palmer, Jean T., 1903-1992
Title	Jean T. Palmer Papers
Date [inclusive]	1912-1992
Extent	4.58 Linear feet ; 2 document boxes, 1 artifact box, 1 drawer
Location note	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 the personal papers of Barnard College employee Jean T. Palmer. The collection includes diplomas, citations, news clippings, awards, and oral history transcripts.

Preferred Citation

Jean T. Palmer Papers, 1912-1992; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Biography

Before working at Barnard, during World War II, Jean Tilford Palmer joined WAVES (Women Accepted for Volunteer Emergency Service), a division of the the U.S. Naval Reserve. In 1945 she was named director of the WAVES program. Palmer came to Barnard in 1946 as Director of Admissions. She then served as General Secretary of Barnard College from 1949-1969. She was responsible for the college's development plan. Upon her retirement, the College named the Undergraduate Association Board Room the Jean T. Palmer Room in her honor. Palmer was a native of Omaha, Nebraska, and a graduate of the Bryn Mawr College class of 1924.

Collection Scope and Content Summary

This collection contains materials related to Jean T. Palmer's life and career including diplomas, citations, news clippings, correspondence, and an oral history conducted and transcribed by the U.S. Naval Institute. The correspondence relates to Palmer's work in the WAVES program in the Navy and at Barnard. Correspondence also includes gifts to the Jean Palmer Fund, which paid for the Jean T. Palmer Room in honor of Palmer on her retirement in 1969.

Of note is the Legion of Merit medal presented to Palmer by President Dwight D. Eisenhower in 1945.

Collection Arrangement

This collection is arranged by like materials. The correspondence about gifts to the Jean Palmer Fund is arranged alphabetically. The rest of the materials are arranged chronologically within their folder.

Administrative Information

Publication Information

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Access

The materials in box 1, folder 2 are restricted as they pertain to private staff information.

Publication Rights

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Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Accruals

No additions are expected.

Acquisition Information

The book of donors for the Jean T. Palmer Room was transferred from the Barnard Library in 1976. The photographs, correspondence, and awards were transferred from the President's Office in 1992.

Processing History

This collection was processed and the finding aid written by Alice Griffin in July 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.

Controlled Access Headings

Genre(s)

- Correspondence

Subject(s)

- Awards
- Barnard College
- Educational fund raising
- Naval reserves
- Oral history
- United States. Navy--Women
- Universities and colleges--United States--Faculty
- Women Accepted for Volunteer Emergency Service
- Women's colleges--New York (State)--New York
- World War, 1939-1945

Collection Inventory

	Box-folder
Barnard correspondence, 1948-1976	1-1
Personnel Office Information, 1956-1968	1-2
Biographical Information and Obituaries, 1964; 1992	1-3
Oral History, 1971	1-4
Diplomas and Certificates, 1912-1969	1-5
Naval Documents, 1942-1955	1-6
Officer Service Record, 1944-1953	1-7
Legion of Merit citation, 1945	1-8
U.S. Navy Citations, 1942-1948	1-9
Bryn Mawr College Citation, 1960	1-10
News clippings, 1927-1946	1-11
Honorary Bear Pin award, 1952	1-12

Columbia University Emeritus Citation, 1969	1-13
Jean Palmer Fund contributors letters A-E, 1968-1969	1-14
Jean Palmer Fund contributors letters F-L, 1968-1969	1-15
Jean Palmer Fund contributors letters, 1968-1969	1-16
Retirement Party, 1968-1969	1-17
The Jean T. Palmer Room List of Donors, 1969	2-1
Honorary Membership in the Alumnae Association of Barnard College certificate translation, 1954	2-2
Legion of Merit medal, 1945	2-3
	Box
Award in Honor of Jean Palmer's Service at Barnard College silver bowl, 1969	3
	Drawer
Honorary Membership in the Alumnae Association of Barnard College certificate, 1954	34