

Guide to Calendar of Official Meetings BC32

Finding aid prepared by Johana Godfrey. Finding aid updated 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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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Office of College Activities.
Creator	Weeks, Mabel F. , 1872-1964
Title	Calendar of Official Meetings
Date [inclusive]	1923-1961
Extent	2.09 Linear feet ; 5 document boxes
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	The College Calendar of Official Meetings consists of bound volume date books chronicling events at the College for that year, including academic and board meetings, lectures, and special events.

Preferred Citation

Calendar of Official Meetings, 1923-1961; Box and Folder; Barnard College Archives, Barnard Library, Barnard College.

Historical Note

The College Calendar of Official Meetings was created as a practical record of events at Barnard by the Office of Social Activities (later called Student Organizations and Office of Student Affairs). Mabel Foote Weeks, as Assistant to the Dean in Charge of Social Organizations, recorded these daily planners until her retirement in 1939.

Collection Scope and Content Summary

This collection consists of bound volumes—specifically, daily planners for college events. Some of the early calendars belonged to Mabel Foote Weeks, Assistant to the Dean in Charge of Social Organizations. The rest of the planners have no specific creator and are annotated by different hands.

Calendars include events and deadlines at Barnard including addresses to classes, faculty parties, lecture series, sign-up dates for events, registration dates, board meetings, teas, holidays, and meetings of student-run organizations such as the Mortarboard. Additional notes are written in margins and on back pages of the calendars. Invitations to events, reminder notices, and lists of College rules have been placed in the planners as well. Of interest in the collection is a 1942 list of rules delineating when and where it was appropriate for Barnard students to smoke.

Collection Arrangement

This collection is arranged chronologically.

Administrative Information

Publication Information

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Access

This collection has no restrictions.

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 acquisition date and source is unknown.

Processing History

This collection was processed and the finding aid written by Johana Godfrey in October 2011. The finding aid was updated 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.

Controlled Access Headings

Subject(s)

- Barnard College
- Barnard College--rules
- Calendars
- Student activities

Collection Inventory

	Box
1923-1935 0.42 Linear feet ; 1 document box	1
1936-1947 0.42 Linear feet ; 1 document box	2
1948-1953 0.42 Linear feet ; 1 document box	3
1955-1959 0.42 Linear feet ; 1 document box	4
1959-1961 0.42 Linear feet ; 1 document box	5