

Guide to General Faculty and Administrative Letters BC04

Finding aid prepared by Heather Lember

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.
Title	General Faculty and Administrative Letters
Date [inclusive]	1889-1904
Extent	8.34 Linear feet ; 21 document boxes
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 documents the official correspondence of the faculty and administrators of Barnard College from 1889-1904.

Preferred Citation

General Faculty and Administrative Letters, 1889-1904; Box and Folder; Barnard College Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

The Faculty Correspondence, 1889-1904 includes letters addressed to the chief administrators of Barnard College, as well as other College administrative offices, and letters authored by the faculty members of Barnard College, Teachers College, and Columbia University. Subject matter includes attendance records; grading; course registration; curriculum; recommendations and transfer approvals; permission for leave of absence, and admissions and entrance examination requirements.

Collection Arrangement

The records are arranged in three series. The contents are arranged alphabetically by last name, and chronologically within each folder. The series arrangement of the records is as follows:

Series 1, Faculty Correspondence, 1889-1904

Series 2, Administrative Letter Files, 1889-1904

Series 3, General Correspondence, 1889-1904

Administrative Information

Publication Information

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Access

This collection has no restrictions.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard College Archives and Special Collections. The Barnard College 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

The acquisition date and source are unknown.

Processing History

This collection was processed by June Rich in 2005 and Donald Glassman in 2007.

This finding aid written by June Rich September in 2005, and Marcia Bassett in July 2010.

This finding aid was updated by Heather Lember in February, 2014.

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)

- Barnard College
- College administrators
- Universities and colleges--Faculty
- Women's colleges--New York (State)--New York

Faculty Correspondence

Collection Inventory

Series 1 Faculty Correspondence 1889-1904	Box 1-3
Series 2 Administrative Letter Files 1889-1904	Box 4
Series 3 General Correspondence 1889-1904	Box 5-21