Guide to General Faculty and Administrative Letters
BC04
Finding aid prepared by Heather Lember

This finding aid was produced using the Archivists' Toolkit
August 18, 2015
Describing Archives: A Content Standard
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### Summary Information

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<tr>
<th>Repository</th>
<th>Barnard Archives and Special Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>Barnard College.</td>
</tr>
<tr>
<td>Title</td>
<td>General Faculty and Administrative Letters</td>
</tr>
<tr>
<td>Date [inclusive]</td>
<td>1889-1904</td>
</tr>
<tr>
<td>Extent</td>
<td>8.34 Linear feet; 21 document boxes</td>
</tr>
<tr>
<td>Physical Location</td>
<td>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 <a href="mailto:archives@barnard.edu">archives@barnard.edu</a>.</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Abstract</td>
<td>This collection documents the official correspondence of the faculty and administrators of Barnard College from 1889-1904.</td>
</tr>
</tbody>
</table>

#### 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

Barnard Archives and Special Collections ©2014

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 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.
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
## 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 |