Guide to Instructional Media and Technology Services Records
BC05.13
Finding aid prepared by Alice Griffin

This finding aid was produced using the Archivists’ Toolkit
July 27, 2015
Describing Archives: A Content Standard
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## Summary Information

<table>
<thead>
<tr>
<th>Repository</th>
<th>Barnard Archives and Special Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>Barnard College. Audiovisual Services.</td>
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<tr>
<td>Creator</td>
<td>Barnard College. Instructional Media and Technology Services.</td>
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<tr>
<td>Creator</td>
<td>Barnard College. Media Services.</td>
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<tr>
<td>Creator</td>
<td>Bickford, Christina</td>
</tr>
<tr>
<td>Title</td>
<td>Instructional Media and Technology Services</td>
</tr>
<tr>
<td>Date [inclusive]</td>
<td>1951-2011</td>
</tr>
<tr>
<td>Extent</td>
<td>1.67 Linear feet ; 4 document boxes</td>
</tr>
<tr>
<td>Location note</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>
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<tr>
<td>Abstract</td>
<td>This collection consists of materials from Instructional Media and Technology Services (IMATS).</td>
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### Preferred Citation

Instructional Media and Technology Services Records, 1951-2011; Box and Folder; Barnard College Archives, Barnard Library, Barnard College.
Historical Background

In 1979, an Audiovisual Services department of the Barnard Library was created to provide audiovisual equipment for classroom use and to videotape lectures. The department also began to purchase and house media materials for instructional use, so in 1982 the name was changed to Media Services. In 2011, Media Services, Educational Technology, and Audiovisual consolidated into one unit as Instructional Media and Technology Services (IMATS).

Collection Scope and Content Summary

This collection consists of materials from the office files of Christina Bickford, Director of Media Services. The materials cover the development of Audiovisual Services and Media Services, precursors to Instructional Media and Technology Services, at Barnard College. Materials include development plans for improving media services at Barnard; Annual Reports; inventories of collections held by Media Services; architectural and audiovisual plans for the Language Laboratory, Sloate Media Center, and Diana Center; NEH Challenge Grant materials; and Media Services correspondence with professors and other library staff.

This collection also consists of materials that give a history of the Barnard Library, such as Barnard Alumnae Magazine articles and other articles.

The collection includes materials through only May 2011 as materials from IMATS have not yet been accrued.

Collection Arrangement

The records are arranged in eleven series. Each series is arranged chronologically. The series arrangement of the records is as follows:

Series 1, Development plans and self-studies, 1975-2005
Series 2, Annual Reports, 1978-2011
Series 3, Barnard Library history, 1951-2007
Series 4, Media Services collections, 1991-1995
Series 5, Librarian and faculty handbooks, 1975-1979
Series 6, Archives Transfer Project, 1991-1995
Series 7, Language Laboratory, 1986-1997
Series 8, Sloate Media Center, 1998-2006
Series 9, NEH Challenge Grant, 2007
Series 10, Audiovisual plans for Diana Center, 2004-2010
Series 11, General Correspondence, 1976-2008

Administrative Information

Publication Information

Barnard Archives and Special Collections © 2015

Access

This collection has no restrictions.

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.

Reproductions Restrictions

Photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

Some Media Services correspondence transferred by Micael Elmore in 2015. The acquisition date and source of the rest of the material is unknown.

Processing History

This collection was processed and the finding aid written by Alice Griffin in July 2015.

Finding aid written in English.

Controlled Access Headings

Genre(s)

- Correspondence

Subject(s)

- Academic libraries
- Barnard College
- Barnard College--Library
- Barnard College-Buildings
- Instructional technology
Collection Inventory

<table>
<thead>
<tr>
<th>Collection</th>
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<td>Audiovisual plans for Diana Center, 2004-2010</td>
<td>3</td>
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<td>General correspondence, 1976-2009</td>
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