

Guide to Instructional Media and Technology Services Records BC05.13

Finding aid prepared by Alice Griffin

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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. Audiovisual Services.
Creator	Barnard College. Instructional Media and Technology Services.
Creator	Barnard College. Media Services.
Creator	Bickford, Christina
Title	Instructional Media and Technology Services
Date [inclusive]	1951-2011
Extent	1.67 Linear feet ; 4 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	This collection consists of materials from Instructional Media and Technology Services (IMATS).

Preferred Citation

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

Historical Background

In 1979, and 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

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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 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.

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)

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

Development plans and self-studies,

Collection Inventory

Development plans and self-studies, 1975-2005	Box 1
Annual Reports, 1978-2011	Box 4
Barnard Library history, 1951-2007	Box 1-2
Media Services collections, 1991-1995	Box 1
Librarian and faculty handbooks, 1975-1979	Box 1
Archives Transfer Project, 1991-1995	Box 2
Language Laboratory, 1986-1997	Box 1
Sloate Media Center, 1998-2005	Box 2-3
NEH Challenge Grant, 2007	Box 3
Audiovisual plans for Diana Center, 2004-2010	Box 3
General correspondence, 1976-2009	Box 4