

Guide to the Mail Services Collection BC05.19

Finding aid prepared by Dinah Handel

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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. Mail and Print Services Office.
Title	Mail Services
Date [inclusive]	1984-2007
Extent	0.021 Linear feet ; 1 folder
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	The collection consists of materials from the Barnard College Mail Services office.

Preferred Citation

Mail Services Collection, 1984 - 2007; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

The Mail Services collection contains brochures and advertising postcards for events held, and services provided by the Mail Services office, formerly known as Office Services, and currently referred to as the Mail and Print Services office. Of interest are postcards advertising the office's annual bagel party, as well as a pamphlet from 1992 outlining how students can best use the mail room's services.

Collection Arrangement

The collection is arranged chronologically.

Administrative Information

Publication Information

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Access

This collection has no restrictions.

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Reproductions Restrictions

Single photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

The acquisition date and source is unknown.

Processing History

This collection was processed and the finding aid written by Dinah Handel in February, 2015.

Controlled Access Headings

Subject(s)

- Barnard College
- Mail and Print Services
- Mail receiving and forwarding services
- Office Services