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

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

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

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.

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**Controlled Access Headings**

**Subject(s)**

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