

# **Guide to the President's Office Records BC05.22**

**Finding aid prepared by Hilary Price**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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## Summary Information

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<b>Repository</b>	Barnard Archives and Special Collections
<b>Creator</b>	Barnard College. President's Office.
<b>Title</b>	President's Office
<b>Date [inclusive]</b>	1952-2013
<b>Extent</b>	66.75 Linear feet ; 119 document boxes, 7 half document boxes, 12 cartons; 1 oversize box
<b>Physical Location</b>	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> .
<b>Language</b>	English
<b>Abstract</b>	President's Office Records consist of correspondence, speeches, addresses, publications, reports, meetings minutes, journals, calendars, photographs, AV, and born digital material that were created and kept by the President's Office.

### Preferred Citation

President's Office Records, 1952-2013; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

## Collection Scope and Content Summary

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These records consist of correspondence, speeches, addresses, publications, reports, meetings minutes, journals, calendars, photographs, AV, and born digital material that were created and kept by the President's Office. Topics include all activities of the President's Office including but not limited to award and scholarship programs, Barnard and Columbia relations, commuter affairs, conferences, donations and gifts, financial aid, food service, freshman orientation, and symposia and summits. Correspondence is between the President's Office and academic and administrative departments, alumnae, faculty, General Counsel, parents, students, trustees, and various committees.

In 1952 during the term of Millicent McIntosh, the title of Dean was changed to President. Records created prior to 1952 are in collection BC 5.01 Dean's Office Records.

Presidential terms are outlined as follows:

Millicent McIntosh, 1952-1962  
Rosmary Park, 1962-1967  
Martha Elizabeth Peterson, 1968-1975  
Jacqueline Anderson Mattfeld, 1976-1980  
Ellen Victoria Futter, 1981-1993  
Judith Rae Shapiro, 1994-2008  
Deborah Spar, 2008-

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## Collection Arrangement

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The records are arranged in chronological order.

Boxes 1-3 and 5-8 adhere to a filing scheme outlining the material's organization by subject. The filing scheme can be found in the finding aid for BC 5.01 Dean's Office Records.

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## Administrative Information

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### Publication Information

Barnard Archives and Special Collections © 2014

## **Access**

Access to materials about donations, gifts, grants, and financial aid is restricted for 25 years from date of creation.

## **Reproduction Restrictions**

Photocopies or scans may be made for research purposes.

## **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.

## **Accruals**

Additions are expected.

## **Acquisition Information**

Transferred from the Barnard College President's Office.

## **Processing History**

This collection was processed and the finding aid written by Hilary Price in April 2014.

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.

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## **Controlled Access Headings**

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### **Corporate Name(s)**

- Barnard College. President's Office.
- Barnard College.

## **Genre(s)**

- Correspondence
- Ephemera
- Records
- Speeches

## **Subject(s)**

- College administrators
- College presidents
- Interviews
- Women's colleges--New York (State)--New York

## Collection Inventory

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