

Guide to the Office of the Bursar Collection BC05.04

Finding aid prepared by Heather Lember

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

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Office of the Bursar.
Title	Office of the Bursar
Date [inclusive]	1893-1998
Extent	1.04 Linear feet ; 3 document boxes, 4 cartons, 1 bound book
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	This collection consists of financial documents, donation information, statistics, and tax data from the Barnard College Bursar's Office.

Preferred Citation

Office of the Bursar, 1919-1998; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

This collection consists of financial information from the Barnard College Bursar's Office. The materials include Quarter Century Pledge Data, receipts and correspondence regarding gifts and donations, student charge tickets, financial statistics, and New York City sales tax data.

Collection Arrangement

This collection is arranged chronologically by donation or payment type.

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 College Archives and Special Collections. The Barnard College Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Reproduction Restrictions

This collection is located in the Barnard Archives and Special Collections, Barnard Library.

Accruals

Additions are expected.

Acquisition Information

Transferred from the Barnard College Bursar's Office.

Processing History

This collection was processed and the finding aid written by Heather Lember in January 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.

Controlled Access Headings

Subject(s)

- Barnard College
- Bursars
- College administrators
- Financial statements
- Women's colleges--New York (State)--New York