

Guide to the Development Office Collection

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Barnard Archives and Special Collections

3009 Broadway

New York 10027

archives@barnard.edu

URL: <http://archives.barnard.edu/>

Table of Contents

Summary Information	3
Collection Scope and Content Summary	3
Collection Arrangement	4
Administrative Information	4
Controlled Access Headings	5
Collection Inventory	5
Senior Fund signed banner - Class of 2009	7

Summary Information

Repository:	Barnard Archives and Special Collections
Source:	Barnard College. Development Office
Title:	Development Office
Date [inclusive]:	1930-2009
Date [bulk]:	1960-1990
Physical Description:	19.347 Linear Feet 35 full size document boxes, 3 oversize boxes
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 of the Material:	English
Abstract:	This collection consists of development records which includes correspondence, memoranda, accounts, donor lists, appeals for funds, clippings, press releases, and information pertaining to the Thrift Shop.

Preferred Citation

Development Office, 1930-2009; Box and Folder; Barnard College Archives and Special Collections, Barnard Library, Barnard College.

[^ Return to Table of Contents](#)

Collection Scope and Content Summary

The collection includes correspondence, memoranda, accounts, reports, studies, lists of donors, printed appeals for funds, clippings, press releases, a hand painted banner, and miscellaneous printed materials related to the fundraising efforts of Barnard College's Development Office.

Fundraising for scholarships, campus buildings, the Barnard Fund, and the Barnard College Development Fund are included. Also included are the by-laws, policy statements, minutes, reports, and correspondence of the Barnard College Thrift Shop, dating from the 1930s-1960s.

[^ Return to Table of Contents](#)

Collection Arrangement

Items in boxes are arranged chronologically.

[^ Return to Table of Contents](#)

Administrative Information

Publication Information

Barnard Archives and Special Collections

Access

Materials pertaining to donors are restricted. For this reason some records in boxes 1, 4, 5, 16, 21-23, and 25-29 are restricted.

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.

Reproduction Restrictions

Single photocopies may be made for research purposes.

Acquisition Information

Transferred from the Barnard College Development Office

Accruals

Additions are expected.

Processing History

This collection was processed and the finding aid written by Heather Lember in January 2014. The finding aid was updated by Dinah Handel in June 2015. The finding aid was updated by Charlotte Kostelic in December 2015. The finding aid was updated by Joan Hsiao in December 2017.

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.

[^ Return to Table of Contents](#)

Controlled Access Headings

- College administrators
- Women's colleges -- New York (State) -- New York
- Barnard College
- Public relations
- Clippings
- Press releases
- Correspondence
- Barnard College. Development Office

Collection Inventory

Title/Description	Instances
General Secretary's Reports (1952 1969); Transfer Student Study; Enrollment of the college (1955 - 1963); Plaques, lists and correspondence	box 1
Thrift Shop; Parent's Program	box 2
Room and Building dedication related correspondence, invitations	box 3
A New Chapter for Barnard (1968); Barnard is Moving Ahead (1977); Donor, Scholarship, and Development Fund records	box 4
Donor, Scholarship, and Development Fund records	box 5
Reports, Newsletters, Correspondence relating to the Barnard College Development Fund	box 6

Barnard Fund 1951 - 52, 1952 - 53	box 7
Barnard Fund 1953 - 54 - 1955 - 56	box 8
Barnard Fund 1956 - 57 - 1959-60	box 9
Publications; Barnard Briefing (1993 - 1997); Barnard Campaign (1981 - 2000)	box 10
Publications; Newsletters; Reports; Invitations; Brochures; Fundraising Guide	box 11
Corporation and Foundation Correspondence; Scholarship Fund Proposals	box 12
Corporation and Foundation Correspondence; Scholarship Fund Proposals	box 13
Corporation and Foundation Correspondence; Scholarship Fund Proposals	box 14
Corporation and Foundation Correspondence; Scholarship Fund Proposals	box 15
Fundraising correspondence and planning materials; Brochures; History of Donors; Barnard Fund Annual Reports	box 16
Fundraising Campaign Kick-off parties and photographs; Correspondence	box 17
Barnard Campaign 1978 - 1980	box 18 - 22, 31
Major Gifts Individuals and Corporations Correspondence, 1966 - 1981	box 23
Reports; Forms; Mailings; Endowed Chairs(1975 - 1980s)	box 24
Barnard Fund, Village Area, West Side Area (1981 - 1983)	box 25
Barnard Fund, East Side NYC 1981 - 1983	box 26
Barnard Fund, West Side, Whitney Event, Westchester (1981 - 1983)	box 27
Barnard Fund, Westchester, Area totals and visit logs outside NYC, Barnard Campaign Letters (1982 - 1983)	box 28
Gene Tennis Correspondence; Capital Campaign pledges and correspondence; Barnard Campaign Portfolio and Newsletters (1978 - 1984)	box 29
Photographs of events	box 30
Barnard Campaign, 1978 - 1980	box 32
Steering Committee; Purchase Requisitions, 1978 - 1984	box 33
Capital Campaign; Steering Committee, 1980 - 1986	box 34
Capital Campaign, 1979 - 1986	box 35

Needs of Barnard College, 1932 - 1940; Digital material circa 2000's box 36

**Senior Fund signed banner - Class of 2009,
2009**

oversize 37

[^ Return to Table of Contents](#)