

Guide to the Office of Communications Collection BC05.08

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Barnard Archives and Special Collections

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Summary Information

Repository:	Barnard Archives and Special Collections
Creator:	Barnard College. Office of Communications
Title:	Office of Communications records
Date [inclusive]:	1934-2016
Physical Description:	38.48 Linear Feet 47 document boxes, 4 half document boxes, 6 bankers boxes, 2 small clamshell boxes, 1 oversize box, 3 flat file drawers
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 press releases, annual reports, correspondence, clippings, programs, newsletters, questionnaires, invitations, address lists, minutes, schedules, printed materials, and photographs related to Barnard College communications, public affairs, and public relations.

Preferred Citation

Office of Communications Collection, 1934-2016; Box and Folder; Barnard College Archives and Special Collections, Barnard Library, Barnard College.

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Historical Note

Public Relations officer positions existed at Barnard at least as early as 1936. The Office of Public Relations was established as a separate entity in the mid-1940s. Its name was changed to Public Affairs at some point in the late 1980s or early 1990s; the two names were used somewhat interchangeably during this period. In 2008, Public Affairs became known as Communications.

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Collection Scope and Content Summary

This collection contains press releases produced by the communications office and press clippings pertaining to Barnard College news and events. There are also materials from Barnard events, exhibits, and dedications, which include information on various Barnard College building dedications and the Barnard College Seventy-Fifth anniversary celebration that took place in 1964.

The surveys and reports include annual reports spanning from 1934-2001 and public relations committee minutes.

Correspondence, Memorandum, and Subject Files includes correspondence with television networks and radio stations, television and radio scripts, and communications regarding Barnard's buildings.

The Biographical Files contain biographical information on Barnard faculty, which is arranged alphabetically by last name.

Included with the photographs are also a collection of slides and disks featuring images used for Barnard College promotional purposes.

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Collection Arrangement

The records are arranged in six series. Materials are arranged in the order in which they were received. The series arrangement of the records is as follows:

Series 1, Press Releases and Clippings, 1959-2016

Series 2, Events, Exhibits, and Dedications, 1949-2016

Series 3, Surveys and Reports, 1934-2001

Series 4, Correspondence, Memorandum, and Subject Files, 1945-2005

Series 5, Biographical Files, 1980-2007, undated

Series 6, Photographs, circa 1980s-2013

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Administrative Information

Publication Information

Barnard Archives and Special Collections

Access

Family Information forms with personal information in Series 4, Box 40, are restricted. Investor presentation materials, Middle States self-study drafts, and mission statement drafts in Series 4, Box 47, are restricted.

Reproduction Restrictions

Photocopies and scans may be made for research purposes.

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.

Acquisition Information

Trasferred from the Barnard College Office of Communications.

Accruals

Additions are expected.

Processing History

This collection was processed and the finding aid written by Heather Lember in April 2014. The finding aid was updated by Martha Tenney in June 2015 and 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.

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Controlled Access Headings

- Women's colleges -- New York (State) -- New York
- Public relations
- Press releases
- College administrators
- Barnard College -- Alumni and alumnae
- Barnard College
- Correspondence

Collection Inventory

Press Releases and Clippings, 1959-2016

Physical Description: 13.2 Linear Feet 23 document boxes, 3 cartons

Title/Description	Instances
Press releases (various events), 1960-1965	box 8
Press releases (various events, admissions office activities), 1965-1967	box 9
Press releases (events, including Martha Peterson inauguration), 1967-1968	box 10
Press releases (including Women's Center events), 1968-1971	box 11
Press releases, 1970-1972	box 12
Press releases (events, student features including Tama Janowitz), 1972-1975	box 13
Press releases (including June Jordan/Alice Walker Women's Center lectures), 1975-1977	box 14
Press releases (various events), 1977-1978	box 15
Press releases (awards and events), 1978-1979	box 16
Press releases (including Southern Exchange), 1960-1979	box 26
Press releases and publicity materials for Seven College Conference Scholarship Program, 1959-1966	box 27
Press releases, 1979-1982	box 28
Press releases, graphic design proposals,, 1979-1998	box 29
Clippings and press materials (topics including campus security/rape, Barnard-Columbia relationship), 1972-1993	box 30

Clippings and press materials (including STEP program, Hewlett Diversity grant, 1995-1999	box 31
Clippings (including apartheid protests), women's studies program, first year statistics, Seven Sisters admissions and conference materials, 1963-1989, undated	box 32
Press releases, clippings, media contacts lists, Forum on Migration and Barnard Summit materials,, 1999-2001	box 42
Judith Shapiro clippings, 1994-2007	box 43
Judith Shapiro clippings, 1997-2005	box 44
Judith Shapiro clippings, 1995-1999	box 45
Barnard in the News booklets, 2005, 2011, 2015-16	box 49
	box 59
Barnard in the News booklets, circa early 2000s	box 50
Press releases, 1970, 2006-2007	box 55
Press releases and commencement files, 1992-2007	box 56
	box 59
Press releases and unprocessed office files, 1988-2005	box 58

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Events, Promotional Material, Exhibits, and Dedications, 1949-2016

Physical Description: 17.42 Linear Feet 16 document boxes, 1 bankers box, 3 flat file drawers

Scope and Content Note

Boxes 1-5 contains materials about Barnard's 75th anniversary celebration.

Box 54 contains correspondence with Bantam books regarding a partnership to release "series of biographies for teenagers on women of achievement whose stories are not frequently found on library shelves." Women included in the series were Frida Kahlo, Margaret Fuller, Sidonie Gabrielle Colette, Dr. Elizabeth Blackwell, Beryl Markham, Lorraine Hansberry, and Indira Gandhi. The box also includes manuscripts and drafts of these books.

Title/Description	Instances
75th anniversary planning materials (including convocation planning items, club correspondence, Barnard seal and memorabilia), 1963-1964	box 1
75th anniversary planning materials (January dinner, master proof of "A History of Barnard College"), 1963-1964	box 2
75th anniversary planning materials ("A History of Barnard" drafts, committee meeting minutes), 1963-1964	box 3

75th anniversary planning materials (newsletters, When Women Look at Men, Publicity Bulletins, Science Symposium, Great Voices of Barnard), 1963-1964	box 4
75th anniversary planning materials ("Women in Politics" exhibit), 1963-1964	box 5
Event materials (including Wollman Library ceremonies, Corporation luncheon with Eisenhower),, 1954-1962	box 6
Event materials (lectures, symposia, Rosemary Park apointment, inauguration, and resignation), 1949-1967	box 7
Event materials (Friends of SNCC report, Columbia riots, Barnard Organization of Soul Sisters, TRIGA reactor protest, Five Centuries of Feminism exhibit, Gildersleeve Lectures),, 1958-1979	box 20
Event materials (Dedication ceremonies, 50th anniversary, faculty oral history, Eisenhower convocation speech, 1971 Women's Liberation Conference, Armed Forces Rally), 1950-1971	box 21
Gildersleeve lectures, various conference planning and press materials, 1969-1979	box 22
Women in the '70s conference materials, 1970	box 23
Event (commencement, convocation, fundraising) and promotional (summer programs, building, tours, speakers, conferences) materials , 1958-2016	box 25 box 59
Seven College Conference materials, Seven College Vocational Workshops mateirals, 1958-1966	box 29
MiniDV recordings of campus events, circa early 2000s	box 51
MiniDV recordings of campus events,, 2008-2013	box 52
Barnard biography series (manuscripts, drafts, correspondence), 1991-2000	box 54
Event posters, 2004-2011	drawer 29
Event posters, 2000-2004, undated	drawer 30
Event posters, 1994-2015, undated	drawer 45 box 59

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Surveys and Reports, 1934-2001

Physical Description: 1.67 Linear Feet 5 document boxes

Title/Description	Instances
Annual reports, budgets, public relations committee meeting minutes, speakers bureau, 1934-1981	box 17

Questionnaires for college guides, statistics on married women receiving degrees from Barnard, 1959-1976	box 18
Calendars, brochures, fact sheets, financial aid brochures, policy statements (re: clubs, drugs, housing shortage, kosher meals, research projects, use of the college name, etc.), 1934-1979	box 19
Annual Reports, 1990-2001	box 36
Annual reports of gifts and grants, 1969-1998	box 37

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Correspondence, Memorandum, and Subject Files, 1945-2005

Physical Description: 2.5 Linear Feet 6 document boxes

Scope and Contents Note

Box 39 includes a list of prominent alumni.

Title/Description	Instances
Radio and television network correspondence (including CBS, NBC summer institute and youth forum, general correspondence, and scripts), 1945-1967	box 23
Radio correspondence (including WNYC), G.E. college bowl correspondence, various event correspondence (including HEOP anniversary),, 1953-1981	box 24
Subject files, Medal of distinction recipients, correspondence and memorandum regarding Barnard buildings, , 1987-2004	box 39
Subject files, communication with alums, Barnard MacArthur Genius fellows, 1992-2004	box 40
Subject files (Morningside Heights history, millenium summit, licensing agreements), correspondence with media, , 1998-2005	box 41
Beth Saidel general files (including memo on Barnard-Columbia relations, Greek Games, Judith Shapiro USA Today article, NEXUS, worker's strike), 1996-2003	box 47
<u>Access:</u>	
Access	
Certain folders in this box (Investor Presentation, Middle States Self-Study drafts, and mission statement drafts) are restricted.	
Subject files (Held lecture hall, Held grant, greenhouse, Great Writers, film shoots, school song, medalists and awards, background on Barnard), 1983-2005	box 48

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Biographical Files, 1980-2007, undated

Physical Description: 1.83 Linear Feet 3 document boxes

Title/Description	Instances
Faculty biographical files, undated	box 33
Faculty portraits, undated	box 34
Board of Trustees biographies, 1980-2007	box 53

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Photographs, circa 1980s-2013

Physical Description: 1.67 Linear Feet 4 document boxes

Title/Description	Instances
Negatives of campus events (Judith Shapiro inauguration, reunion), 1980s-2004	box 35
Photographs (prints, floppy disks, and photo CDs),, 2003-2005	box 38
Photographs of campus events, drama/theatre performances, and campus, circa 1990s	box 46
Photographs of campus events, 2008-2013	box 52

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