

Guide to General Faculty and Administrative Letters BC04

This finding aid was produced using ArchivesSpace on January 14, 2025.
English
Describing Archives: A Content Standard

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

archives@barnard.edu

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

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Summary Information

Repository:	Barnard Archives and Special Collections
Creator:	Barnard College
Title:	General Faculty and Administrative Letters
ID:	BC04
ID [aspace_uri]:	/repositories/2/resources/29
Date [inclusive]:	1889-1904
Physical Description:	8.34 Linear Feet 21 document boxes
Physical Location:	This collection is located in the Barnard Archives and Special Collections, Barnard Library. 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 documents the official correspondence of the faculty and administrators of Barnard College from 1889-1904.

Preferred Citation

General Faculty and Administrative Letters, 1889-1904; Box and Folder; Barnard College Archives and Special Collections, Barnard Library, Barnard College.

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Collection Scope and Content Summary

The Faculty Correspondence, 1889-1904 includes letters addressed to the chief administrators of Barnard College, as well as other College administrative offices, and letters authored by the faculty members of Barnard College, Teachers College, and Columbia University. Subject matter includes attendance records; grading; course registration; curriculum; recommendations and transfer approvals; permission for leave of absence, and admissions and entrance examination requirements.

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Collection Arrangement

The records are arranged in three series. The contents are arranged alphabetically by last name, and chronologically within each folder. The series arrangement of the records is as follows:

Series 1, Faculty Correspondence, 1889-1904

Series 2, Administrative Letter Files, 1889-1904

Series 3, General Correspondence, 1889-1904

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

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archives@barnard.edu

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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

Photocopies or scans may be made for research purposes.

Acquisition Information

The acquisition date and source are unknown.

Accruals

No additions are expected.

Processing History

This collection was processed by June Rich in 2005 and Donald Glassman in 2007.

This finding aid written by June Rich September in 2005, and Marcia Bassett in July 2010.

This finding aid was updated by Heather Lember in February, 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

- College administrators
- Barnard College
- Correspondence
- Universities and colleges -- Faculty
- Women's colleges -- New York (State) -- New York

Collection Inventory

Faculty Correspondence, 1889-1904

box 1-3

Language of the Material: English.

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Administrative Letter Files, 1889-1904

box 4

Language of the Material: English.

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General Correspondence, 1889-1904

box 5-21

Language of the Material: English.

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