

Guide to Instructional Media and Technology Services Records BC05.13

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English
Describing Archives: A Content Standard

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

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

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Summary Information

Repository:	Barnard Archives and Special Collections
Creator:	Bickford, Christina
Creator:	Barnard College. Audiovisual Services
Creator:	Barnard College. Media Services
Creator:	Barnard College. Instructional Media and Technology Services
Title:	Instructional Media and Technology Services
ID:	BC05.13
ID [aspace_uri]:	/repositories/2/resources/39
Date [inclusive]:	1951-2011
Physical Description:	1.67 Linear Feet 4 document boxes
Physical Description:	2.69 Gigabytes 9 video files
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 consists of materials from Instructional Media and Technology Services (IMATS).

Preferred Citation

Instructional Media and Technology Services Records, 1951-2011; Box and Folder;
Barnard College Archives, Barnard Library, Barnard College.

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Historical Background

In 1979, and Audiovisual Services department of the Barnard Library was created to provide audiovisual equipment for classroom use and to videotape lectures. The department also began to purchase and house media materials for instructional use, so in 1982 the name was changed to Media Services. In 2011, Media Services, Educational Technology, and Audiovisual consolidated into one unit as Instructional Media and Technology Services (IMATS).

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Collection Scope and Content Summary

This collection consists of materials from the office files of Christina Bickford, Director of Media Services. The materials cover the development of Audiovisual Services and Media Services, precursors to Instructional Media and Technology Services, at Barnard College. Materials include development plans for improving media services at Barnard; Annual Reports; inventories of collections held by Media Services; architectural and audiovisual plans for the Language Laboratory, Sloate Media Center, and Diana Center; NEH Challenge Grant materials; and Media Services correspondence with professors and other library staff.

This collection also consists of materials that give a history of the Barnard Library, such as *Barnard Alumnae Magazine* articles and other articles.

The collection includes materials through only May 2011 as materials from IMATS have not yet been accrued.

This collection also includes a CD of video files in Box 4 that is not transferred.

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Collection Arrangement

The records are arranged in eleven series. Each series is arranged chronologically. The series arrangement of the records is as follows:

Series 1, Development plans and self-studies, 1975-2005

Series 2, Annual Reports, 1978-2011

Series 3, Barnard Library history, 1951-2007

- Series 4, Media Services collections, 1991-1995
- Series 5, Librarian and faculty handbooks, 1975-1979
- Series 6, Archives Transfer Project, 1991-1995
- Series 7, Language Laboratory, 1986-1997
- Series 8, Sloate Media Center, 1998-2006
- Series 9, NEH Challenge Grant, 2007
- Series 10, Audiovisual plans for Diana Center, 2004-2010
- Series 11, General Correspondence, 1976-2008

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

archives@barnard.edu

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

Access

This collection has no restrictions.

Accruals

Additions are expected.

Acquisition Information

Some Media Services correspondence transferred by Micael Elmore in 2015. The acquisition date and source of the rest of the material is unknown.

Processing History

This collection was processed and the finding aid written by Alice Griffin in July 2015.

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.

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.

Reproductions Restrictions

Photocopies or scans may be made for research purposes.

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Controlled Access Headings

- Barnard College
- Instructional technology
- Barnard College-Buildings
- Academic libraries
- Barnard College -- Library
- Correspondence

Collection Inventory

**Development plans and self-studies,
1975-2005**

box 1

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Annual Reports , 1978-2011

box 4

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Barnard Library history, 1951-2007

box 1-2

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Media Services collections, 1991-1995

box 1

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**Librarian and faculty handbooks,
1975-1979**

box 1

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Archives Transfer Project, 1991-1995

box 2

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Language Laboratory, 1986-1997

box 1

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Sloate Media Center, 1998-2005

box 2-3

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NEH Challenge Grant, 2007

box 3

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**Audiovisual plans for Diana Center,
2004-2010**

box 3

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General correspondence, 1976-2009

box 4

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