

Guide to the Mail Services Collection BC05.19

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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:	Barnard College. Mail and Print Services Office
Title:	Mail Services
ID:	BC05.19
ID [aspace_uri]:	/repositories/2/resources/45
Date [inclusive]:	1984-2007
Physical Description:	0.021 Linear Feet 1 folder
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:	The collection consists of materials from the Barnard College Mail Services office.

Preferred Citation

Mail Services Collection, 1984 - 2007; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Collection Scope and Content Summary

The Mail Services collection contains brochures and advertising postcards for events held, and services provided by the Mail Services office, formerly known as Office Services, and currently referred to as the Mail and Print Services office. Of interest are postcards advertising the office's annual bagel party, as well as a pamphlet from 1992 outlining how students can best use the mail room's services.

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Collection Arrangement

The collection is arranged chronologically.

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Administrative Information

Publication Statement

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Access

This collection has no restrictions.

Publication Rights

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Reproductions Restrictions

Single photocopies or scans may be made for research purposes.

Acquisition Information

The acquisition date and source is unknown.

Accruals

Additions are expected.

Processing History

This collection was processed and the finding aid written by Dinah Handel in February, 2015.

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Controlled Access Headings

- Mail and Print Services
- Office Services
- Mail receiving and forwarding services
- Barnard College