

# Guide to the Recruitment Materials Collection BC11.02

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English  
Describing Archives: A Content Standard

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

[archives@barnard.edu](mailto:archives@barnard.edu)

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

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## Summary Information

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<b>Repository:</b>	Barnard Archives and Special Collections
<b>Source:</b>	Barnard College. Office of Admissions
<b>Creator:</b>	Barnard College. Office of Admissions
<b>Title:</b>	Recruitment Materials Collection
<b>ID:</b>	BC11.02
<b>ID [aspace_uri]:</b>	/repositories/2/resources/66
<b>Date [inclusive]:</b>	1901-2020
<b>Physical Description:</b>	5.35 Linear Feet 4 document boxes, 1 half document box, 1 document drawer
<b>Physical Location:</b>	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.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	This collection consists of publications that detail the benefits of a Barnard College education to prospective student and current matriculates.

### Preferred Citation

Recruitment Materials Collection; 1901-2015; Box and Folder; Barnard Archives and Special Collections, Barnard College.

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## Collection Scope and Content Summary

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These records detail the benefits of a Barnard education to both prospective students and current matriculates by exploring the College's rich history and presenting the resources available within the school, in New York City, and abroad. The collection includes admissions cards, viewbooks from 1901-2009, department brochures, program brochures, fact sheets, maps of both the Barnard College campus and Morningside Heights, essays written by students

and faculty, brochures for disabled students, brochures for minority students, pamphlets for transferring students, and guides for parents. One essay cites New York as Barnard's laboratory, and another discusses the possibilities extended to a Barnard graduate. These materials focus on the individual, the community, the school, the city, and future achievements to show their interconnections.

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## Collection Arrangement

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This collection was arranged in three series when first processed in 2010. All accruals received after 2010 will be intellectually grouped into Series I - Viewbooks.

- I. Viewbooks, 1918-2009 (folders 1-36; 107-112)
- II. General Recruitment Brochures, 1901-2009 (folders 37-86)
- III. Departmental Recruitment Brochures, ca. 1940s –2000 (folders 87-106)

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## Administrative Information

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### Publication Statement

Barnard Archives and Special Collections

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

### Access

This collection has no access restrictions and is housed on-site.

### Reproduction Rights

Single photocopies may be made for research purposes.

## 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.

## Processing History

This collection was processed by Marcia Bassett, Maggie Astor BC'11, and Caitlin Hamrin BC'12 in 2010 and updated by Hilary Price in 2014. The collection was further updated by Dinah Handel, July 2015. This collection was further updated by Charlotte Kostelic in December 2015. Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Machine readable finding aid encoded in EAD 2002. Finding aid written in English.

## Accruals

Accruals are expected regularly as new recruitment materials are created each year.

## Acquisition Information

Transferred, 1964 - Present. Autumn 1947 Alumnae Magazine and Barnard College Recruitment Brochure (1943-46) donated to the Archives by Martha Burke in 2010.

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## Controlled Access Headings

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- Universities and colleges -- United States -- Admission
- New York (N.Y.)—Guidebooks.
- College students -- Recruiting
- Women's colleges -- New York (State) -- New York
- Barnard College
- College publications
- Barnard College. Office of Admissions

## Collection Inventory

<b>Viewbooks, 1918 - 2009</b>	drawer 38
<u>Language of the Material:</u> English.	box 1-5
<b>Material Specific Note</b>	
Folder 109 contains a mock-up recruitment catalog circa 1960. All other materials in the collection are published works.	
<b>Title/Description</b>	<b>Instances</b>
Viewbooks , 1918-1975	box 1
Viewbooks, 1977-1992	box 2
Viewbooks , 1991-1992	box 3
Viewbooks, 1960- 2010s	box 5

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<b>General Recruitment Brochures, 1901-2010s</b>	box 3-4
<u>Language of the Material:</u> English.	

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<b>Departmental Recruitment Brochures, 1940s-2000</b>	box 4
<u>Language of the Material:</u> English.	

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