

Guide to Botany Department Records BC13.09

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository:	Barnard Archives and Special Collections
Source:	Barnard College
Creator:	Barnard College
Title:	Botany Department Records
ID:	BC13.09
ID [aspace_uri]:	/repositories/2/resources/145
Date [inclusive]:	1895-1992
Physical Description:	3.37 Linear Feet 8 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 consists of materials from the Barnard College Botany Department.

Preferred Citation

Botany Department, 1895-1992; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Historical Note

The Botany Department was established 1890/1891 when the Torrey Botanical Club provided the resources for a laboratory. Dr. Emily L. Gregory was named Barnard's first professor of Botany.

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Collection Scope and Content Summary

This collection consists of correspondence, class record books, lectures, student papers and notebooks, records of lab experiments, articles and manuscripts by Dr. Emily L. Gregory, botany booklets and guides, departmental budgets, and other administrative records relating to the work and management of the Botany department.

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Collection Arrangement

This collection is arranged chronologically.

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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

Student records are restricted for 75 years from the date of creation in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations.

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.

Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Accruals

No additions are expected.

Processing History

This collection was processed and the finding aid written by Hilary Price in August 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.

Acquisition Information

Transferred from the Botany department.

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Controlled Access Headings

- Lectures
- Correspondence
- Budget
- Botany
- Universities and colleges -- Departments
- Barnard College
- Gregory, Emily Lovira

Collection Inventory

Title/Description	Instances
Student notebooks with drawings and specimens, 1885-1886	box 5

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Outlines - Lessons in Botany booklet, 1887	box 1
Ledger - Record of Standing of Students; Class notes, 1889-1897	box 1
Textbook manuscripts by Emily Gregory, circa 1890	box 1
Lectures notes, 1890-1896	box 2
Notes concerning Botany students, 1891	box 1
Botany 1 - Guide for Laboratory Work, 1891	box 1
Student papers, 1893-1925	box 1
Student papers, 1895-1933	box 3, 4
History of Department - essays and articles, 1897-1992	box 1
Notes from laboratory experiments and exercises, circa 1900	box 1
Correspondence, 1901-1914	box 1
Class Record Books, 1905-1965	box 5
<u>Access:</u>	
Access	
Student records are restricted for 75 years from the date of creation in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations.	
Botany in College Course booklet, 1911	box 1
Financial Ledger, 1911-1928	box 8
Departmental correspondence, 1948-1966	box 6
Chairman Professor Donald Ritchie correspondence,, 1953-1966	box 7
Budget correspondence, 1955-1966	box 6
Student notebook, 1959	box 7