

Guide to the English Department Collection BC13.18

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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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Summary Information

Repository:	Barnard Archives and Special Collections
Title:	English Department
ID:	BC13.18
ID [aspace_uri]:	/repositories/2/resources/348
Date [inclusive]:	1922-2008
Physical Description:	6.05 Linear Feet 14 full size document boxes, 1 half size document box, 1 flat file
Physical Description:	4.10 Gigabytes 2,277 digital images (.jpg)
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 English department.

Preferred Citation

English Department, 1922 - 2008; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Collection Scope and Content Summary

This collection contains materials relating to the Barnard College English Department. Included in the collection are administrative materials, such as meeting minutes, memorandums, departmental budgets, and committee materials; course preparation materials, such as syllabi and instructor's planning papers; copies of annual placement examinations; annual reports from the department; correspondence; event programs, fliers, and posters.

The born digital materials include images of English department events in the series titled 'Photographs, 2003-2008, undated.'

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Collection Arrangement

The collection's paper contents have been grouped topically and inventoried at the folder level.

The transferred computer disks in "Digital photographs, 2003-2008", as part of the processing work done by Archives staff, were intellectually rearranged within this finding aid under "Digital photographs, 2003-2008". Additionally, some high-level physical rearrangement happened to allow the digital materials to be easily integrated into a single system of arrangement. The digital photographs, at the highest directory level, were placed into a new folder with a new file name.

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

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archives@barnard.edu

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

Restricted Materials

Any materials that discuss confidential personnel matters (such as applications for work and tenure appointments) are restricted for 75 years from their date of creation, per the Archive's policy. Numerous folders in boxes 1, 2, 3, and 4, and the entirety of boxes 7 and 8 are restricted.

Accruals

Additions are expected.

Acquisition Information

Transferred from the English department in 2003, 2004, and 2005 and the Office of Communications records in 2023.

Processing History

This collection was processed and the finding aid written by Dinah Handel, August 2015. Student associates transferred and inventoried the digital materials in 2018. The finding aid was updated with digital materials by Olivia Newsome, November 2023.

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

- Universities and colleges -- Departments
- English
- Barnard College

Collection Inventory

Title/Description	Instances
Announcements, 1962	box 1
Annual Report to President, 1959-1976	box 1
Correspondence and Memoranda, 1947-1998	box 1
Course Instruction, 1936-1966	box 1
Meeting Minutes and Agendas, 1940-1966	box 1

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Placement/Recommendations, 1963-1964	box 1
Schedules, Salaries, Admissions, 1961-1966	box 1
W. Cabell Greet, 1948	box 2
English A2 Papers and Tests, 1941-1950	box 2
Memoranda about Visiting Professors, 1957-1959	box 2
Reviews of "Focus on Barnard" Literary Magazine, circa 1950s	box 2
Barnard Bulletin Style Guide, 1950	box 2
Correspondence, 1950-1956	box 2
Curriculum Committee Materials, 1948-1954	box 2
Committee on Instruction Materials, 1958	box 2
Subcommittee on Honors, 1952	box 2
Jobs of Graduates, 1957	box 3
Committees, 1962-1963	box 3
Barnard College Activities Council, 1962	box 3
Examinations, 1923-1966	box 3
Courses Without Examinations, 1957	box 3
Budget, 1992-1995	box 3
Lists of English Majors, Advisors and Advisees, and Students on Probation, 1962-1969	box 3
Probation List	box 3
Grading System, 1948-1949	box 3
English Department Events Invitations and Programs, 1952-2000	box 3
Dean's List, 1947-1966	box 4
List of Students on Probation, 1965-1967	box 4
Examinations, 1959-1960	box 4
Awards, Fellowships, Scholarships, and Prizes, 1952-1967	box 4
Barnard Education Program, 1956-1965	box 4
Survey of Point-Distribution for the Barnard Degree, 1959	box 4
Evaluating Committee of the Middle States Association, 1960	box 4
Weinberg Gift Collection, 1961	box 4
Questionnaires, 1961-1962	box 4
National Defense Education Act, 1962	box 4

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Rules on Taking Columbia College Courses, 1963	box 4
Department Chairmen Meeting, 1963	box 4
Major Advisors and Advisees, 1947-1961	box 4
English Department Events Invitations and Programs, circa 2000s	box 4
Course Syllabi and Materials, 1936-1967	box 5
Report on Readerships, 1957-1958	box 5
Subcommittee on New Courses, 1959	box 5
Barnard Education Program, 1963	box 5
Advanced Placement Test, 1961-1963	box 5
Foreign Language Exams, 1947-1950	box 5
Committee on Instruction, undated	box 6
Faculty Handbook, 1963	box 6
Suggested Summer Reading List, 1952	box 6
School and College Conference on English, 1960-1962	box 6
English Department Rules for Courses, Grading, Transfers, Examinations, 1963-1965	box 6
Annual Reports, 1954-1964	box 6
Correspondence and Memoranda, 1963-1966	box 6
Registration Figures, 1958-1964	box 6
W. Cabell Greet, 1964-1972	box 7
Professor Files D-R: resumes, correspondence, 1955-1993	box 7
Professor Files S-U: resumes, correspondence, 1951-1982	box 8
Members of the English Department, 1958-1960	box 9
Readers in English, 1969-1975	box 9
Professor Files A-S: resumes, correspondence, 1955-1979	box 9
Professor Files H-N: resumes, correspondence, 1956-1967	box 10
Professor Files C, O-W: resumes, correspondence, 1956-1993	box 11
Student Curriculum Committee, 1959	box 11
Examinations, 1953-1956	box 11
Registration Figures, 1958-1959	box 12
Forms, Courses Offered, Staff Assignments, Room Assignments, Schedule of Hours, 1957-1958	box 12

Five Year Focus for Dean of Faculty, 1965	box 12
"The Preparation of Papers", 1985	box 12
"Preparation of Papers", 1990	box 12
English A, 1951-1960	box 12
Examinations, 1957-1968	box 12
Correspondence and Memoranda, 1991-1997	box 12
Examinations, 1942-1968	box 13
Course Materials, 1922-1924	box 14
Correspondence, 1951	box 14
Course Offerings and Major Requirements, undated	box 14
Guides to the English Department, 1956-2002	box 14
"The Preparation of Papers", 1963	box 14
Suggested Summer Reading List, 1939-1940	box 14
Examinations, 1950-1974	box 14
National Poetry Center Poet's Parchment Award, 1939	box 14
Examinations, 1927-1966	box 15
Certificate of Copyright Registration, 1982	box 15
Women Poets at Barnard Posters, 1987-1999	drawer 44
Writing Room and Writing Program, 1991-1999	box 14
Digital photographs, 2003-2008	

Great Writers Serge Gavronsky, 2002-10-09

Digital Object: [Great Writers Serge Gavronsky, 2002-10-09](#)

Scope and Contents

Portraits of Serge Gavronsky

Professor Mary Gordon Reading, 2003-11-05

Creator - pht: Bondareff, Diane

Digital Object: [Professor Mary Gordon Reading, 2003-11-05](#)

Scope and Contents

Images of Professor Mary Gordon reading

Anna Quindlen at Barnard

Creator - pht: Bondareff, Diane

Digital Object: [Anna Quindlen at Barnard](#)

Scope and Contents

Images of alum Anna Quindlen reading at Barnard including images of Quindlen and Barnard President Judith Shapiro

Lynne Schwartz, undated

Digital Object: [Lynne Schwartz, undated](#)

Scope and Contents

Portrait of alum Lynne Schwartz

Great Writers at Barnard (Entire Take), 2005, 2005-11-06

Creator - pht: Bondareff, Diane

Digital Object: [Great Writers at Barnard \(Entire Take\), 2005, 2004-02-24](#)

Scope and Contents

Images of Great Writers at Barnard including images of many Barnard alums

Suki Kim Reading, 2003-03-06

Creator - pht: Bondareff, Diane

Digital Object: [Suki Kim Reading, 2003-03-06](#)

Scope and Contents

Images of Suki Kim giving a reading of "The Interpreter" including images of Kim and Barnard President Judith Shapiro

Belva Plain '37 Reading, 2003-11-18

Digital Object: [Belva Plain '37 Reading, 2003-11-18](#)

Scope and Contents

Images of alum Belva Plain giving a reading including images of Plain and Barnard President Judith Shapiro

Ursula Hegi Reads at Barnard, 2004-02-10

Creator - pht: Bondareff, Diane

Digital Object: [Ursula Hegi Reads at Barnard, 2004-02-10](#)

Scope and Contents

Images of Ursula Hegi giving a reading including images of Barnard President Judith Shapiro

Barnard Books Etc. Hilary Hamann, 2003-10-16

Creator - pht: Bondareff, Diane

Digital Object: [Barnard Books Etc. Hilary Hamann, 2003-10-16](#)

Scope and Contents

Images of Hilary Hamann giving a reading

Jhumpa Lahiri '89 Reads at Barnard, 2003-08-29

Creator - pht: Bondareff, Diane

Digital Object: [Jhumpa Lahiri '89 Reads at Barnard, 2003-08-29](#)

Scope and Contents

Images of alum Jhumpa Lahiri giving a reading including images of Barnard President Judith Shapiro

Galaxy Craze '92 reads at Barnard, 2005-03-23

Creator - pht: Bondareff, Diane

Digital Object: [Galaxy Craze '92 reads at Barnard, 2005-03-23](#)

Scope and Contents

Images of Galazy Craze giving a reading

Cristina Garcia Book Reading, 2003-09-30

Creator - pht: Bondareff, Diane

Digital Object: [Cristina Garcia Book Reading, 2003-09-30](#)

Scope and Contents

Images of Cristina Garcia giving a reading including images of Garcia and alum Rosa Alonso

Barnard Books Etc. Series: Lynne Tillman, 2005-11-06

Creator - pht: Bondareff, Diane

Digital Object: [Barnard Books Etc. Series: Lynne Tillman, 2005-11-06](#)

Scope and Contents

Images of Lynn Tillman giving a reading

Great Writers at Barnard, 2005, 2005-11-06

Creator - pht: Bondareff, Diane

Digital Object: [Great Writers at Barnard, 2005, 2005-11-06](#)

Scope and Contents

Images of Great Writers at Barnard 2005 event including images of Barnard President Judith Shapiro and alums Jhumpa Lahiri, Suzanne Vega, and Eric Anna, Edwidge Danticat and others

Great Writers at Barnard, 2005, 2005-11-06

Creator - pht: Spaulding, Clint

Digital Object: [Great Writers at Barnard, 2005, 2002-10-09](#)

Scope and Contents

Images of Great Writers at Barnard 2005 event including images of Barnard President Judith Shapiro and alums Anna Quindlen, Erica John, Suzanne Vega, Juhmpa Lahiri and others

Hortense Calisher '32 at Lunch and Learning, 2003-04

Creator - pht: Bondareff, Diane

Digital Object: [Hortense Calisher '32 at Lunch and Learning, 2003-04](#)

Scope and Contents

Images of alum book signing event including images of Barnard president Judith Shapiro and alum Hortense Calisher.

Erica Jong lecturing, 2003-04

Creator - pht: Barroso, Eileen

Digital Object: [Erica Jong lecturing](#)

Scope and Contents

Images of Erica Jong lecturing