

Guide to Jean T. Palmer Papers BC20.13

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English

Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository:	Barnard Archives and Special Collections
Creator:	Palmer, Jean T.
Title:	Jean T. Palmer Papers
ID:	BC20.13
ID [aspace_uri]:	/repositories/2/resources/246
Date [inclusive]:	1912-1992
Physical Description:	4.58 Linear Feet 2 document boxes, 1 artifact box, 1 drawer
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 the personal papers of Barnard College employee Jean T. Palmer. The collection includes diplomas, citations, news clippings, awards, and oral history transcripts.

Preferred Citation

Jean T. Palmer Papers, 1912-1992; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Biography

Before working at Barnard, during World War II, Jean Tilford Palmer joined WAVES (Women Accepted for Volunteer Emergency Service), a division of the the U.S. Naval Reserve. In 1945 she was named director of the WAVES program. Palmer came to Barnard in 1946 as Director of Admissions. She then served as General Secretary of Barnard College from 1949-1969. She was responsible for the college's development plan. Upon her retirement, the College named the

Undergraduate Association Board Room the Jean T. Palmer Room in her honor. Palmer was a native of Omaha, Nebraska, and a graduate of the Bryn Mawr College class of 1924.

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Collection Scope and Content Summary

This collection contains materials related to Jean T. Palmer's life and career including diplomas, citations, news clippings, correspondence, and an oral history conducted and transcribed by the U.S. Naval Institute. The correspondence relates to Palmer's work in the WAVES program in the Navy and at Barnard. Correspondence also includes gifts to the Jean Palmer Fund, which paid for the Jean T. Palmer Room in honor of Palmer on her retirement in 1969.

Of note is the Legion of Merit medal presented to Palmer by President Dwight D. Eisenhower in 1945.

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Collection Arrangement

This collection is arranged by like materials. The correspondence about gifts to the Jean Palmer Fund is arranged alphabetically. The rest of the materials are arranged chronologically within their folder.

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

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archives@barnard.edu

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Access

The materials in box 1, folder 2 are restricted as they pertain to private staff information.

Publication Rights

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Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Acquisition Information

The book of donors for the Jean T. Palmer Room was transferred from the Barnard Library in 1976. The photographs, correspondence, and awards were transferred from the President's Office in 1992.

Accruals

No additions are expected.

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.

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Controlled Access Headings

- Barnard College
- Oral history
- Educational fund raising

- Awards
- Correspondence
- World War, 1939-1945
- Naval reserves
- United States. Navy -- Women
- Women Accepted for Volunteer Emergency Service
- Universities and colleges -- United States -- Faculty
- Women's colleges -- New York (State) -- New York

Collection Inventory

Title/Description	Instances
Barnard correspondence, 1948-1976	box-folder 1-1
Personnel Office Information, 1956-1968	box-folder 1-2
Biographical Information and Obituaries, 1964; 1992	box-folder 1-3
Oral History,, 1971	box-folder 1-4
Diplomas and Certificates, 1912-1969	box-folder 1-5
Naval Documents, 1942-1955	box-folder 1-6
Officer Service Record, 1944-1953	box-folder 1-7
Legion of Merit citation, 1945	box-folder 1-8
U.S. Navy Citations, 1942-1948	box-folder 1-9
Bryn Mawr College Citation, 1960	box-folder 1-10
News clippings, 1927-1946	box-folder 1-11
Honorary Bear Pin award, 1952	box-folder 1-12
Columbia University Emeritus Citation, 1969	box-folder 1-13
Jean Palmer Fund contributors letters A-E, 1968-1969	box-folder 1-14
Jean Palmer Fund contributors letters F-L,, 1968-1969	

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	box-folder 1-15
Jean Palmer Fund contributors letters, 1968-1969	box-folder 1-16
Retirement Party, 1968-1969	box-folder 1-17
The Jean T. Palmer Room List of Donors, 1969	box-folder 2-1
Honorary Membership in the Alumnae Association of Barnard College certificate translation, 1954	box-folder 2-2
Legion of Merit medal, 1945	box-folder 2-3
Award in Honor of Jean Palmer's Service at Barnard College silver bowl, 1969	box 3
Honorary Membership in the Alumnae Association of Barnard College certificate, 1954	drawer 34