

Guide to Calendar of Official Meetings BC32

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Description is written in: Undetermined.

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
Creator:	Weeks, Mabel F.
Creator:	Barnard College. Office of College Activities
Title:	Calendar of Official Meetings
ID:	BC32
ID [aspace_uri]:	/repositories/2/resources/267
Date [inclusive]:	1923-1961
Physical Description:	2.09 Linear Feet 5 document 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:	The College Calendar of Official Meetings consists of bound volume date books chronicling events at the College for that year, including academic and board meetings, lectures, and special events.

Preferred Citation

Calendar of Official Meetings, 1923-1961; Box and Folder; Barnard College Archives, Barnard Library, Barnard College.

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Historical Note

The College Calendar of Official Meetings was created as a practical record of events at Barnard by the Office of Social Activities (later called Student Organizations and Office

of Student Affairs). Mabel Foote Weeks, as Assistant to the Dean in Charge of Social Organizations, recorded these daily planners until her retirement in 1939.

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Collection Scope and Content Summary

This collection consists of bound volumes—specifically, daily planners for college events. Some of the early calendars belonged to Mabel Foote Weeks, Assistant to the Dean in Charge of Social Organizations. The rest of the planners have no specific creator and are annotated by different hands.

Calendars include events and deadlines at Barnard including addresses to classes, faculty parties, lecture series, sign-up dates for events, registration dates, board meetings, teas, holidays, and meetings of student-run organizations such as the Mortarboard. Additional notes are written in margins and on back pages of the calendars. Invitations to events, reminder notices, and lists of College rules have been placed in the planners as well. Of interest in the collection is a 1942 list of rules delineating when and where it was appropriate for Barnard students to smoke.

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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
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archives@barnard.edu

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

Access

This collection has no restrictions.

Publication Rights

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Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Acquisition Information

The acquisition date and source is unknown.

Accruals

No additions are expected.

Processing History

This collection was processed and the finding aid written by Johana Godfrey in October 2011. The finding aid was updated 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.

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Controlled Access Headings

- Barnard College
- Student activities
- Calendars

- Barnard College -- rules

Collection Inventory

Title/Description	Instances
1923-1935 <u>Physical Description:</u> 0.42 Linear Feet 1 document box	box 1
1936-1947 <u>Physical Description:</u> 0.42 Linear Feet 1 document box	box 2
1948-1953 <u>Physical Description:</u> 0.42 Linear Feet 1 document box	box 3
1955-1959 <u>Physical Description:</u> 0.42 Linear Feet 1 document box	box 4
1959-1961 <u>Physical Description:</u> 0.42 Linear Feet 1 document box	box 5