



Rockefeller University Press, Program Committee

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Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

archive@rockarch.org

URL: <http://www.rockarch.org>

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Rockefeller University Press
Title:	Rockefeller University Press, Program Committee
ID:	FA945
Date [inclusive]:	1933-1973
Physical Description:	0.76 Cubic Feet 2 half-letter boxes and 1 letter document box.
Physical Description:	3 boxes.
Language of the Material:	English

Preferred Citation note

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

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Scope and Contents

Program Committee files and Faculty Committee on Lectures.

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File Plan note

Former Classification: I 537

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Administrative Information

Publication Statement

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Revision Description

Conditions Governing Access

Collection is open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

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Controlled Access Headings

- Life sciences
- Medicine, Preventive
- Biology -- Research
- Science -- Study and teaching
- Medical technology
- Medical research
- Medical education
- Medical sciences
- Cell and biomolecular sciences

Collection Inventory

Title/Description	Instances
Program Committee, 1933-1957	

Scope and Contents note

Rockefeller Institute Staff meetings, Program Committee notebook.

Arrangement note

1933-1954 Notebook; 1954-1957 chronologically.

"Staff Meetings", 1933 March 24-1954 May 28

box 1

Scope and Contents note

A listing of staff meetings which were held weekly during the academic year, citing the name of lecturer and subject. Beginning November 1935 the record includes the names of the officers elected to the "Program Committee"

Where the weekly meeting is not held the lack is indicated and reason given.

Starting 1953 Special Lectures in addition to Staff Meetings were instituted and these are also listed.

Notebook, 1954 June-1957 May

box 1

Scope and Contents note

In June 1954 Dr. Vincent P. Dole was elected chairman of the Program Committee for Staff Meetings and Dr. Herbert Jaffe was elected secretary. The notebook which the committee maintained and presented to the Archives has been divided into three folders by date: 1954/1955; 1955/1956; 1956/1957. Included is correspondence with the administration on plans and budget allowances and with invited speakers; schedules and listings of lectures and demonstrations; mailing lists and suggestions from staff members.

Faculty Committee on Lectures, 1956-1973

Biographical/Historical note

In 1956/1957 as the scope of activities for faculty and staff on the campus grew a formal faculty committee to plan lectures, colloquia; thesis presentations and seminars was established. The Committee was disbanded after the 1972/1973 academic year. In the early years the faculty members who were elected to the posts of chairman and secretary carried on the activities making arrangements through correspondence. By 1961/1962, Pamela Lee (an administrative assistant to the President) took over from the Vice-President the function of coordinator as far as dates, announcements and honoraria were concerned though it was left to the scientists to suggest speakers and topics and to issue invitations. This continues the records which the old program committee deposited in the Archives.

Scope and Contents note

Minutes of meetings; correspondence; payments of honoraria.

Arrangement note

Arranged in chronological order.

Immediate Source of Acquisition note:**Immediate Source of Acquisition note**

Date received or inventoried: April 1980.

1956-1957-1974-1975

box 2

folder 1

Scope and Contents note

Minutes of Committee meetings; correspondence relating to meetings and elections; some lists of planned events; some annual reports.

Announcements to Faculty from the Faculty Committee on Lectures

box 2

folder 2

Announcements, Correspondence

Scope and Contents note

Announcements, correspondence with lecturers and with University administration and with the accounting office. Some years have complete listings of programs; some years have very little information.

1955-1956-1957

box 2

folder 3

1957-1958

box 2

folder 4

1959-1960 (missing)

box 2

folder 5

Conditions Governing Access:**Conditions Governing Access**

Unavailable.

1960-1961 (missing)

box 2

folder 6

Conditions Governing Access:**Conditions Governing Access**

Unavailable.

1961-1962

box 2

folder 7

1962-1963

box 2

folder 8

1964-1965

box 2

folder 9

1965-1966

box 2

folder 10

Announcements, Correspondence**Scope and Contents note**

Some listings, some correspondence with lecturers and with the administration and with the accounting office. The records are not very complete. These records should be used with CALENDAR OF EVENTS to obtain a more complete view and record of the various activities on the campus.

1966-1967	box 3	folder 1
Scattered holdings, 1969-1970	box 3	folder 2

Scope and Contents

1967-1968 and 1968-1969 are NOT in the collection.

Scattered holdings, 1970-1971	box 3	folder 3
Scattered holdings, 1971-1972	box 3	folder 3
1972-1973	box 3	folder 4
