



# Rockefeller University records, Rockefeller University Press, Program Committee

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This finding aid was produced using ArchivesSpace on October 26, 2015.

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

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

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Rockefeller University Press
<b>Title:</b>	Rockefeller University records, Rockefeller University Press, Program Committee
<b>ID:</b>	FA945
<b>Date [inclusive]:</b>	1933-1973
<b>Physical Description:</b>	1.32 Cubic Feet 3 boxes
<b>Physical Description:</b>	3 boxes.
<b>Language of the Material:</b>	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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## File Plan note

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Former Classification: I 537

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## Administrative Information

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### Publication Statement

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## Revision Description

## Conditions Governing Access

Collection is open for scholarly research, with select materials currently missing/unavailable as noted.

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## Controlled Access Headings

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

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## Physical Characteristics and Technical Requirements note

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Materials requiring specialized equipment for access (film, audio, video, slides) may be closed to research dependent on availability of the applicable equipment

Brittle or damaged items, or materials otherwise in need of preservation care, may be closed to researchers at the discretion of the RAC Head of Archival Services/Head of Reference.

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## Collection Inventory

Title/Description	Instances
<p>Program Committee, 1933-1957</p> <p><b>Scope and Contents note</b></p> <p>Rockefeller Institute Staff meetings, Program Committee notebook.</p> <p><b>Arrangement note</b></p> <p>1933-1954 Notebook; 1954-1957 chronologically.</p>	
<p>"Staff Meetings", 1933 March 24-1954 May 28</p> <p><b>Scope and Contents note</b></p> <p>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"</p> <p>Where the weekly meeting is not held the lack is indicated and reason given.</p> <p>Starting 1953 Special Lectures in addition to Staff Meetings were instituted and these are also listed.</p>	<p>box 1</p>
<p>Notebook, 1954 June-1957 May</p> <p><b>Scope and Contents note</b></p> <p>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.</p>	<p>box 1</p>
<p>Faculty Committee on Lectures, 1956-1973</p> <p><b>Biographical/Historical note</b></p> <p>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</p>	

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
<b>Scope and Contents note</b>  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
Untitled  <b>Scope and Contents note</b>  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
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  Unavailable.		
1960-1961 (missing)	box 2	folder 6
<u>Conditions Governing Access:</u>		

## 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

untitled

## 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