

**Berklee Office of Public Information
collection by Alma Berk
BCA-013**

Finding aid prepared by Amanda Axel; with Sofía Becerra-Licha

This finding aid was produced using the Archivists' Toolkit

April 11, 2017

Describing Archives: A Content Standard

Berklee Archives
2017/04/03
Berklee College of Music
1140 Boylston St
Boston, MA, 02215
617-747-8001

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Summary Information

Repository	Berklee Archives
Creator	Berk, Alma, 1912-1995
Creator	Berklee College of Music.
Title	Berklee Office of Public Information collection by Alma Berk
Date [inclusive]	1946-1990
Extent	186.0 Cubic feet
Language	English

Preferred citation

[Identification of item], in the Berklee Office of Public Information collection by Alma Berk, BCA-013. Berklee Archives, Stan Getz Library, Berklee College of Music.

Biographical Note

Alma Berk (1912-1995) established Berklee's Office of Public Information in 1959 and served as Chief Public Affairs Officer until her retirement in 1994. Mrs. Berk's husband, Lawrence Berk, founded Berklee in 1945 and their son Lee Berk served as the college's second president from 1979-2004. As publicity officer, Mrs. Berk's tenure encompassed the college's beginnings as the Schillinger House, its rebranding as the Berklee School of Music, and the transition to Berklee College of Music, as it is known today. The files, photographs, and other ephemera she collected remain the most comprehensive documentation on the college's early history.

Scope and contents

This collection is comprised of materials collected and organized by Alma Berk during her tenure as Chief Public Affairs Officer (1959-1994). As the founder of Berklee's Office of Public Information, Mrs. Berk's files remain the most comprehensive source of known documentation of the college's early years and encompass a broad range of information, including press clippings & releases, institutional reports, files on faculty and students, promotional materials, college publications, and more.

Arrangement note

This collection has been minimally processed. Materials are currently housed in the original order received. A more detailed internal inventory is available upon request.

Series 1: Berklee Affiliates

This series contains files on Berklee students, staff, alumni, and affiliates.

Series 2: Commencement

The commencement series contains materials from commencement ceremonies and concerts. Within this series, there is a subseries, Honorary Degree Recipients. Contained in this subseries are files related to Berklee's various honorary degree recipients. Recipients who did not attend or teach at Berklee can be found in this subseries, while the rest will be found in Series 1: Berklee Affiliates.

Series 3: Berklee 50th Anniversary

Materials in this series relate to the research, planning, and execution of Berklee College of Music's 50th anniversary events

Series 4: Press Clippings and Articles

This series contains newspaper clippings on Berklee students, staff, alumni, and the college in general.

Series 5: Berklee Events

This series contains materials relating to a wide variety of Berklee events, from on-campus performances to ensembles, to annual Berklee trips to Nashville, Puerto Rico, and Los Angeles. Within this series, there is a subseries dedicated to the Visiting Artist Series at Berklee.

Series 6: Photographs

Series 7: Audiovisual Materials

Formats in this series include VHS, CD, audiocassette, digital audio tape, and acetate records.

Series 8: Course Materials

This series contains teaching materials used in a variety of courses at Berklee College of Music.

Series 9: Correspondence

Series 10: Scholarships

Series 11: Jazz Masters

The Jazz Masters Series holds materials related to the National Endowment for the Arts Jazz Masters Fellowship.

Series 12: Berklee Publications

This series contains publications put out specifically by Berklee, including alumni newsletters, newsletters sent to parents, and internal newsletters.

Series 13: Academic Departments

Series 14: Administrative Materials

This series contains materials such as institutional reports, program planning, student handbooks, and Schillinger House materials.

Series 15: Miscellaneous

This series contains items that do not fit into any other series in the collection.

Administrative Information

Publication Information

Berklee Archives 2017/04/03

Access

This non-circulating collection is open for research use by appointment on site at the Berklee Archives (Monday - Friday from 9 a.m. to 5 p.m., with evening hours available upon request). Advance notice is required to retrieve archival items because these materials are stored offsite. Use of audiovisual materials may require the production of listening or viewing copies. To schedule an appointment or request further information, please email archives@berklee.edu or call 617-747-8001.

Controlled Access Headings

Subject(s)

- Berklee College of Music

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Commencement
Honorary Degree Recipients
Berklee 50th Anniversary
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Berklee Events
Visiting Artist Series
Photographs
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