

**Berklee College of Music
Communications Office collection
BCA-015**

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This finding aid was produced using the Archivists' Toolkit

July 30, 2014

Describing Archives: A Content Standard

Berklee College Archives
2014/07/30
1140 Boylston St
Boston, MA, 02215
617-747-8001

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Summary Information

Repository	Berklee College Archives
Title	Berklee College of Music Communications Office collection
Date	1990's - 2000's
Extent	2.0 Cubic feet
Language	English

Preferred Citation note

[Identification of item], in the Berklee College of Music Communications Office collection, BCA-015. College Archives, Stan Getz Library, Berklee College of Music.

Biographical/Historical note

Berklee College of Music's Digital Strategy and Communications team promotes Berklee's mission and institutional identity through innovative strategies, content and services that enhance Berklee's brand essence in support of the annual goals of the college, External Affairs team, and in support of recruitment and advancement.

Scope and Contents note

Photographs, negatives, slides, and other promotional materials from the late 1990's to early 2000's, produced by or for Berklee's Communications office. Images document buildings, student life, selected individuals, and campus events.

Arrangement

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

Administrative Information

Publication Information

Berklee College Archives 2014/07/30

Conditions Governing Access note

This non-circulating collection is open for research use by appointment on site at the college 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) the college archivist.

Controlled Access Headings

Corporate Name(s)

- Berklee College of Music. Office of Communications.

Subject(s)

- Berklee College of Music