



ArchivesSpace

# Communication and Marketing, Office of; Records

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This finding aid was produced using ArchivesSpace on June 30, 2022.  
Describing Archives: A Content Standard

M.E. Grenander Department of Special Collections & Archives

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## Summary Information

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<b>Repository:</b>	M.E. Grenander Department of Special Collections & Archives
<b>Title:</b>	Office of Communications and Marketing Records
<b>ID:</b>	ua391
<b>Date [inclusive]:</b>	1995-2000
<b>Physical Description:</b>	9 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	The Office of Communications and Marketing Records contain video footage of winter and spring commencement ceremonies at the University at Albany between 1981-2005.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Communications and Marketing Records, 1995-2000. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York.

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## Biographical Sketch

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Founded in 1844 as the New York State Normal School, the University at Albany held its first commencement ceremony in 1845. The first graduating class of the Normal School consisted of 34 graduates; 29 men and 5 women. Currently the University at Albany holds two commencements during the year, one in May and the other in the December, with more than 3,000 students receiving degrees annually.

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## Scope and Contents

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This collection contains desktop publishing materials created by the Office of Marketing for the publication of UAlbany Magazine. Materials include proofs, article drafts, CDs and floppy disks with photographs and other publishing materials, and invoices from printing presses.

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## Arrangement of the Collection

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The collection is unprocessed and is likely disorganized. Individual items may be difficult to find.

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## Administrative Information

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### Publication Statement

M.E. Grenander Department of Special Collections & Archives

### Revision Description

Encoded in EAD by Angela Perez 2012

### Processing Information

Unprocessed.

### Access

Access to the content in this collection is unrestricted, but some film or video formats are challenging and/or costly to access and some materials must be digitized first to avoid damage to the originals. Thus, it is possible that some items may be restricted on this basis.

### Copyright

The researcher assumes full responsibility for conforming with the laws of copyright. Whenever possible, the M.E. Grenander Department of Special Collections and Archives will provide

information about copyright owners and other restrictions, but the legal determination ultimately rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Head of Special Collections and Archives.

## **Acquisition Information**

The M.E. Grenander Department of Special Collections and Archives received these materials from the Office of Marketing.

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## **Controlled Access Headings**

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- Education, Higher--New York (State)
- Periodicals--Publishing
- Floppy Disks
- compact discs
- UAlbany Communications & Marketing
- State University of New York at Albany
- State University of New York at Albany--Office of Communications and Marketing