

About this File
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Catalogs are basic documents for the institutions of higher education that issue them. They provide the most accessible official record of individual courses, graduation requirements, and curriculums for the programs offered.

Marymount Manhattan College's (MMC's) catalogs early history is tied with that of the Religious of the Sacred Heart of Mary (the RSHMs). The RSHMs had founded Marymount College in Tarrytown, New York, in 1907. In 1926, the RSHMs founded Marymount School at 84th Street and Fifth Avenue on Manhattan to serve as a feeder for Marymount College. However, by the 1930s, Marymount School's first graduates were academically ready for Marymount College, there were several obstacles to going there. Most students came from ethnic Catholic families that shared the custom of girls living with their parents until marriage. The Great Depression of 1929-1941 left families able to afford modest tuition, but not room and board. Finally, there may have been some difficulty persuading students to leave New York City for Tarrytown, where the most famous tourist attraction is named "Sleepy Hollow." Faced with these obstacles, the RSHMs began offering Marymount College classes on Marymount School's campus beginning in 1936. This proved so popular that in 1948 the RSHMs purchased the former Junior League building at 221 East 71st Street to be able to offer more college courses. In 1961, the 71st Street extension of Marymount College received its own charter and became a separate entity. Until 1959-1960, the courses offered at 71st Street were offered by "Marymount College." Starting with the 1960-1962 catalog, the courses were offered by "Marymount Manhattan College.

Paper copies of catalogs were kept at various locations around 221 East 71st Street until 2005, when MMC introduced searchable .pdf files on its website. In 2018 MMC introduced web-based catalogs, and created an online archive of the searchable .pdfs from 2005-2006 to 2018-2019. (There was a one-catalog overlap between the use of searchable .pdfs and the use of web-based catalogs.) However, requests for catalogs from before 2005 continued. Students who had attended MMC as far back as the 1970s contacted the college for course descriptions to facilitate the transfer of credits. Faculty planning new courses or new majors wanted to research precedents for the offerings they had in mind. The Office of Institutional Advancement sometimes needed biographical data on a faculty members, which is contained in the faculty rosters in each catalog. Students sometimes fulfill research requirements by researching the development of a subject of study. Historically, these needs were met at the library, but a reduction of library staff and space made it clear that a new system was needed.

Accordingly, during the fall of 2021, MMC's catalogs from 1945-1946 to 2002-2004 were brought together in the library, scanned, and turned in search .pdfs. to these were added the searchable .pdfs for catalogs from 2005-2006 to 2018-2019 already available on the website. Lack of technology prevented making the catalogs fully accessible to readers with a variety of disabilities, and therefore prevented posting the catalogs in a public location on MMC's website. Using an archival practice known as LOCKSS (Lots Of Copies Keeps Stuff Safe), copies of searchable .pdfs from 1945-1946 to 2018-2019 were placed in three locations:

- The archives' digital files, as the current plan is for the archivist to maintain the file, adding searchable .pdfs and enhancing the accessibility of .pdfs as technology and labor become available
- In MMC's large-file storage, known by its brand name, Box

- On the in-house server known as the p drive, which was the immediate predecessor of Box for sharing files broadly and was still in use when this project was undertaken.

Not all catalogs had covers. Available covers were scanned as 600 dpi .jpps. The scans went in the archives' photograph file. There, each photograph has a unique six-digit number, and each photograph is entered on an index that is kept in a Microsoft Word file.

The individuals involved with the project were Archivist Mary Brown, student worker Diana Camilo, who was responsible for much of the scanning and for the creation of searchable files, Registrar Regina Chan, who retrieved MMC's earliest catalogs from off-site storage, and Lora Georgiev, Assistant to the Vice President of Academic Affairs/ Dean of the Faculty and Faculty Coordinator, who authorized use of Diana's time and provided recent catalogs.