

LIM COLLEGE RECORDS

1871-Present (Bulk 1940-Present)

LIM
216 E. 45th St., 2nd Fl.
New York, NY 10017
Contact: Archives
Phone: 212-752-1530

Processed by Tiffany Schureman

Descriptive Summary

Creator: LIM College

Title: LIM College Records, 1871-Present (Bulk 1940-Present)

Dates: 1871-Present (Bulk 1940-Present)

Abstract: The records of LIM College documenting the history of the college including background on the history of the founder, Maxwell F. Marcuse.

Quantity: 24 linear feet in 51 document boxes and 2 oversized boxes

Call Phrase: LIM Records

Historical Note

LIM College was founded in 1939 as the Laboratory Institute of Merchandising, also known as LIM by Maxwell F. Marcuse. Maxwell Marcuse had been an executive at stores such as Macys and Oppenheim Collins before founding LIM. He also advised New York University on the founding of their now defunct Graduate School of Retailing and was a member of the Board of Higher Education of the City of New York. The first location of the school was 45 West 34th Street. The school originally only offered a certificate program and only women attended. The certificate took an academic year to complete. The school added a two-year course in 1947. A high school graduate could take the two-year course. The one-year course was limited to students with one year or more of college. LIM's goal was to give students hands-on training and practical work experience, which at the time was unheard of in the field of retail. Previously, most women who wanted to work in retail had to start as a sales person before they could become a buyer. This hands-on training was known as Work Project and was completed in both the one-year program and the two-year program. In the beginning, these positions were sales related. By working during the Christmas and Spring breaks, LIM students were able to gain the practical work experience needed to become buyers when they left school. Today students complete two Work Projects and a Senior Co-op. Senior Co-op is generally completed in the second semester of the senior year, 13 credits are awarded for this course. During this semester the students work four days a week and attend class one day a week. The school moved to 677 Fifth Avenue in 1959. LIM was following the trend of some of the more upscale stores by moving to Fifth Avenue.

In 1962, Adrian G. Marcuse, Maxwell Marcuse's son, joined the school as Vice President. Adrian Marcuse was instrumental in purchasing 12 East 53rd Street in 1965, where the college is still located. This building is considered the flagship building of the LIM campus. In 1970, seniors were eligible to do their Senior Work Project in London. The college became co-ed in 1971 and was granted the authority to confer associates degrees. Adrian Marcuse became President of LIM in 1972 and Maxwell Marcuse assumed the role of Chairman of the Board. In 1977, the Middle States Association accredits the school. The Fashion Education Foundation was founded in 1977 as a separate entity to provide scholarships for LIM students. The Foundation also provides funds for research by faculty and by the industry.

LIM was authorized to grant a bachelor's degree in 1982. The degree offered was a Bachelor of Professional Studies. In 1985, the first bachelor's degree in fashion merchandising was awarded. Students who wanted to pursue the bachelor's degree had to have completed an associate's degree or 60 credit hours of college work. In 1996, LIM was granted permission to give students a Bachelor of Business Administration. Elizabeth S. Marcuse, Adrian Marcuse's daughter, joined LIM as Vice President and Chief Operating Officer in 2001. In the same year, the enrollment of LIM grew to about 350 students. The next year Elizabeth Marcuse assumed the role as President. In 2003, LIM expands to include the building at 226 East 54th Street. Enrollment at LIM had reached almost 500 at this point. The next year the school expanded again to 216 East 45th Street, which added 25,000 square feet of space. The college adds a fourth building in 2006 at 545 Fifth Avenue. The enrollment in Fall of 2008 was approximately 1300 students. LIM was approved to award MBA in Fashion Merchandising and Entrepreneurship. The first classes began in the Spring of 2009. The college officially changed its name from the Laboratory Institute of Merchandising to LIM College in August 2009.

Scope and Content Note

The LIM College Records document the history of LIM. The materials date from 1871 to the present, but the bulk of the records begins in 1940. While there is limited material on the actual business of founding the college, there is a large amount of materials on the day-to-day life of LIM seen through correspondence between the staff, students, and outside businesses. The later records give the history of LIM through materials produced by the college.

The types of material contained in the records are correspondence, applications, brochures, publications, newsletters, photographs and newspaper clippings.

Arrangement

When the college was founded the school did not have defined departments, therefore materials have been arranged according to which department the material would belong to today. There was no original order to the materials within each department. Because of the small size of the collection and the college, the records have been

arranged by series, but grouped as a complete collection. The Series represents a department or group within the college. New material will be added to the Series intellectually not physically.

Series I – Office of President/Vice President, 1922-1990, undated

Series II – Academic Affairs, 1940-Present, undated

Series III – Office of the Registrar, 1940-2008, undated

Series IV – Administrative, 1871-Present, undated

Series V – Student Financial Services, 1940-1992, undated

Series VI – Admissions, 1939-Present, undated

Series VII – Career Services, 1957-1976, undated

Series VIII – Student Affairs, 1940-Present, undated

Series IX – Department of Arts and Communication, 1977-2003

Series X – Department of Fashion, 1940-Present, undated

Series XI – Department of Management

Series XII – Department of Marketing

Series XIII – Department of Math, Finance and Technology, 1947

Series XIV – Department of Visual Merchandising

Series XV – Student Publications, 1943-Present

Series XVI – Institutional Advancement, 1940-Present, undated

Series XVII – Human Resources, 2007-Present

Series XVIII – Fashion Education Foundation, 2008-Present, undated

Series XIX – Institutional Research, 2008-Present

Series XX- Graduate Studies, 2008-Present

Restrictions

Access Restrictions:

The records indicated in the list below are restricted in accordance with college policy and applicable law. These records are open to college community or the student of record. The student may give written permission to a researcher. The remainder of the records is open to qualified researchers.

Restricted records:

Series III – Office of the Registrar – Sub-series VIII – Student Records

Series IV – Administrative – Sub-series V – Government Forms

Series V – Student Financial Services – Sub-series III - Scholarships

Series VI – Admissions – Sub-series V – Applications

Series X – Department of Fashion – Sub-series II – Tests and Assignments/Work
Project Reports

Photocopying undertaken by staff only. Limited to 25 copies of stable material, which will be determined by staff, per day. Researchers may not accrue unused copy amounts from previous days.

Use Restrictions:

Permission to quote from these collections in a publication must be requested and granted in writing. Send permission requests, citing the name of the collections from which you wish to quote and what information you wish to quote to:

Archivist
LIM College
216 E. 45th St., 14th Fl.
New York, NY 10017

Access Points**Subject Names:**

Barron, Edna
Bearn, Margaret S.
Benson, Lenore
Browning, Robin Rhodes
Carson, Shirley
Curtis, Frieda Steinmann, 1898 –
Dolphin, Denise
Hancock, Valda F.
Harris, Linda
Jenkins, Ada Burrough
Kenler, Jon
Marcuse, Adrian G.
Marcuse, Maxwell F.
Meyer, Marilyn (Florman)
Moscowitz, Joseph
Nolan, Ellen
Pehr, Ethel
Ryan, Leah, 1964 –
Shields, Evelyn Thompson
Spinney, Ann
Teague, Dorothy Lee
Terranova, Joan
Van Cott, Leona
Wolfson, Reeta Bochner

Subject Organizations:

LIM College
Laboratory Institute of Merchandising

Subject Topics:

Associate Degree education
Bachelor Degree education
College Administrators – United States
College Applications – United States
College buildings – New York (State) – New York
Fashion Merchandising
Female school
Marketing – study and teaching
Merchandising – study and teaching
Student newspapers and periodicals
Universities and colleges – Admissions
Universities and colleges – Catalogs

Subject Places:

New York (N.Y.)

Administrative Information

This collection should be cited as the LIM College Records, LIM College.

The collection will be added to as the college donates records to the archives.

Container List

Series I – Office of the President/Vice President, 1922-1990, undated

The bulk of this series contains correspondence of the Presidents and Vice Presidents of LIM College. The correspondence is mainly administrative in nature.

Sub-series I - President Maxwell F. Marcuse

Correspondence	Box 1	Folder 1 – 1922/1940
Correspondence	Box 1	Folder 2 – 1941
Correspondence	Box 1	Folder 3 – 1942-1944
Correspondence	Box 1	Folder 4 – 1945-1946
Correspondence	Box 1	Folder 5 – 1947
Correspondence	Box 1	Folder 6 – 1948

Correspondence	Box 1	Folder 7 – 1949-1950
Correspondence	Box 1	Folder 8 – 1951-1957
Correspondence	Box 1	Folder 9 – 1958/1960-1966/1972
Correspondence	Box 1	Folder 10 – Undated
Career Timeline	Box 1	Folder 11 – Undated

Sub-series II – President Adrian G. Marcuse

Correspondence	Box 1	Folder 12 – 1962-1969
Correspondence	Box 1	Folder 13 – 1970-1979
Correspondence	Box 1	Folder 14 – 1980-1992

Sub-series III – Vice Presidents

Jon Kenler Correspondence	Box 1	Folder 15 – 1969-1990
------------------------------	-------	-----------------------

Series II – Academic Affairs, 1940-Present, undated

This series consists of the records of the deans of LIM College and the library. The dean's records are all correspondence. The correspondence of many of the early deans is of note because of the personal relationships seen through them. The library material consists of brochures, events material, and bookmarks produced for or by the library.

Sub-series I – Dean Ada Burrough Jenkins

Correspondence	Box 2	Folder 1 – 1940-1941, undated
----------------	-------	-------------------------------

Sub-series II – Dean Evelyn Thompson Shields

Correspondence	Box 2	Folder 2 – 1942, undated
----------------	-------	--------------------------

Sub-series III – Dean Denise Dolphin

Correspondence	Box 2	Folder 3 – 1943
Correspondence	Box 2	Folder 4 – 1944
Correspondence	Box 2	Folder 5 – Jan. - June 1945
Correspondence	Box 2	Folder 6 – July – Dec. 1945
Correspondence	Box 2	Folder 7 – Feb. – June 1946
Correspondence	Box 2	Folder 8 – July – Sept. 1946

Sub-series IV – Dean Ann Spinney

Correspondence	Box 3	Folder 1 – 1946
Correspondence	Box 3	Folder 2 – 1947

Correspondence	Box 3	Folder 3 – Jan. – June 1948
Correspondence	Box 3	Folder 4 – July – Dec. 1948
Correspondence	Box 3	Folder 5 – Jan. – July 1949
Correspondence	Box 3	Folder 6 – Aug. – Dec. 1949
Correspondence	Box 3	Folder 7 – 1950
Correspondence	Box 3	Folder 8 – 1951, undated

Sub-series V – Dean Shirley Carson

Correspondence	Box 4	Folder 1 – 1951-1952, undated
----------------	-------	-------------------------------

Sub-series VI – Dean Frieda S. Curtis

Correspondence	Box 4	Folder 2 – 1953-1958
----------------	-------	----------------------

Sub-series VII – Dean Margaret S. Bearn

Correspondence	Box 4	Folder 3 – 1956 – 1959
Correspondence	Box 4	Folder 4 – 1960 – 1961
Correspondence	Box 4	Folder 5 – 1962
Correspondence	Box 4	Folder 6 – 1963 - 1964
Correspondence	Box 4	Folder 7 – 1965 – 1966
Correspondence	Box 4	Folder 8 – 1967 – 1969
Correspondence	Box 4	Folder 9 – 1970 – 1974, undated

Sub-series VIII – Dean Marilyn Meyer (Florman)

Correspondence	Box 5	Folder 1 – 1973-1975
----------------	-------	----------------------

Sub-series IX – Dean Joan Terranova

Correspondence	Box 5	Folder 2 – 1976-1993
----------------	-------	----------------------

Sub-series X – Dean Joseph Mosowitz

Correspondence	Box 5	Folder 3 – 1980-1987
----------------	-------	----------------------

Sub-series XI – Dean Linda Harris

Correspondence	Box 5	Folder 4 – 1993, undated
----------------	-------	--------------------------

Sub-series XII - Assistant Dean Roberta Gilbert

Correspondence	Box 5	Folder 5 – 1991/1993/1995
----------------	-------	---------------------------

Sub-series XIII – Library Services

Library Material

Box 5

Folder 6 – 2003-2008

Series III – Office of the Registrar, 1940-2008, undated

This series contains correspondence from the registrars of LIM College. The correspondence is mostly between students and parents. There are also some student records that are restricted. These records are mostly tests and evaluations of the students applying to LIM College.

Sub-series I – Registrar Ethel Pehr

Correspondence

Box 5

Folder 7 – 1940-1941

Sub-series II – Registrar Valda F. Hancock

Correspondence

Box 5

Folder 8 – 1942-1945

Sub-series III – Registrar Ellen Nolan

Correspondence

Box 5

Folder 9 – 1945

Correspondence

Box 5

Folder 10 – 1946

Correspondence

Box 5

Folder 11 – 1947

Correspondence

Box 5

Folder 12 – 1948 – 1949

Correspondence

Box 5

Folder 13 – 1950 – 1951,
Undated

Sub-series IV - Registrars Dorothy Lee Teague and Leona Van Cott

Correspondence

Box 5

Folder 14 – 1943 – 1945

Sub-series V – Registrar Edna Barron

Correspondence

Box 6

Folder 1 – 1952 – 1957

Correspondence

Box 6

Folder 2 – 1960 – 1969

Correspondence

Box 6

Folder 3 – 1970 – 1981

Sub-series VI – Assistant Registrars

Correspondence

Box 6

Folder 4 – 1947/1973/1976/1978

Sub-series VII – General Correspondence

Transcript Requests	Box 6	Folder 5 – 1951 – 1986
---------------------	-------	------------------------

Sub-series VIII – Student Records – Restricted

Personality Evaluations	Box 6	Folder 6 – 2003 – 2008
Otis Self-Administering Test of Mental Ability	Box 6	Folder 7 – 1948 – 1952, undated
California Test of Personality	Box 6	Folder 8 – 1950 – 1952, undated
California Capacity Questionnaire	Box 6	Folder 9 – undated
Basic Skills in Arithmetic Test	Box 6	Folder 10 – 1950 – 1953
Tardy Slips and Absence Records/Withdrawals	Box 6	Folder 11 – 1940 – 1984, undated
Flu Immunization Form	Box 6	Folder 12 – 1976
Diplomas	Box 6	Folder 13 – 1944/1983/1986
Other Student Records	Box 6	Folder 14 – 1967-1993, undated

Series IV – Administrative, 1871- Present, undated

This series contains several sub-series. Sub-series I contains general correspondence with LIM College. This correspondence is mainly from parents and students. Sub-series II contains information related to the founding of the Laboratory Institute of Merchandising. This information was most likely gathered or created by Maxwell Marcuse. Sub-series III contains information about some of the buildings the college owns or has renovated. Sub-series V includes materials related to legal forms and requirements made by the school or the government.

Sub-series I – Correspondence

General Correspondence: Catalog/Application Requests	Box 6	Folder 15 – 1941 – 1974
General Correspondence: Inquires from Accepted Students	Box 6	Folder 16 – 1952 – 1972
General Correspondence: Parents	Box 6	Folder 17 – 1945/1964-1973, undated
General Correspondence: Business Requests	Box 6	Folder 18 – 1945 – 1990
Form Letters	Box 6	Folder 19 – 1956 – 1962, undated
Invitations/Cards/ Announcements	Box 6	Folder 20 – 1941-1968, undated

Secretary Correspondence Box 6 Folder 21 – 1949 – 1977

Sub-series II – Initial Academic Plans

Course List of LIM/Tobe Coburn School	Box 7	Folder 1 – 1940 – 1942
Index of Instructors	Box 7	Folder 2 – Circa 1940
List of Students	Box 7	Folder 3 – 1940 – 1941
Draft of Aptitude Test	Box 7	Folder 4 – Circa 1940
National Retail Dry Goods Association Report	Box 7	Folder 5 – 1939

Sub-series III – Buildings

53 rd Street Plans	Box 7	Folder 6 – 1871
53 rd Street Purchase	Box 7	Folder 7 – 1964/2008
Reopening of 53 rd Street	Box 7	Folder 8 – 2007

Sub-series IV – Stationery and Forms

Blank Stationery/Blank Forms	Box 7	Folder 9 – 1950s/undated
Class Schedule/Report Card	Box 7	Folder 10 – Undated

Sub-series V – Legal

Correspondence	Box 7	Folder 11 – 1952/1982
Civil Rights Act of 1964 Compliance Report	Box 7	Folder 12 – 1978 – 1982
Veterans Administration	Box 7	Folder 13 – 1948
Photo Permissions	Box 7	Folder 14 – 1940-1950/1979/ 1982
I-20 Information	Box 7	Folder 15 – 1993 – 1996,undated
Government Forms (Restricted)	Box 7	Folder 16 – 1972, undated

Sub-series VI – Statistical Information

Annual Surveys	Box 41	Folder 1 – 1991 – 1993
Annual Surveys	Box 41	Folder 2 – 1993 – 1995
Annual Surveys	Box 41	Folder 3 – 1995 – 1998
Annual Surveys	Box 41	Folder 4 – 1998 – 2000

Series V – Student Financial Services, 1940-1992, undated

This series contains correspondence, bills, agreements, receipts and scholarship applications. The material is from both parents and students.

Sub-series I – Correspondence

Correspondence	Box 7	Folder 17 – 1986/1992
----------------	-------	-----------------------

Sub-series II – Tuition Records

Tuition Bills/Agreements	Box 7	Folder 18 – 1940 – 1968
Cost of Materials for Students	Box 7	Folder 19 – 1957 – 1961
The Tuition Plan Contract Notices	Box 7	Folder 20 – 1943 – 1953
Receipts of Tuition Paid	Box 8	Folder 1 – 1967 – 1968
Delinquent Accounts	Box 8	Folder 2 – 1941/1974/1981
Blank Forms	Box 8	Folder 3 – undated

Sub-series III – Scholarships - Restricted

Scholarship Applications	Box 8	Folder 4 – 1959 - 1977
--------------------------	-------	------------------------

Series VI – Admissions, 1939 – Present, undated

This series contains materials on the admissions process at LIM College. Types of materials included are correspondence, college catalogs, brochures, recruiting materials, and student applications. Photos of the applicant are included with many of the applications. Please note that applications dated after 1970 are restricted.

Sub-series I – Director of Admissions Robin Rhodes Browning

Correspondence	Box 8	Folder 5 – 1969 – 1972
----------------	-------	------------------------

Sub-series II – Director of Admissions Linda Harris

Correspondence	Box 8	Folder 6 – 1980 – 1986
----------------	-------	------------------------

Sub-series III – Admissions General Correspondence

Correspondence	Box 8	Folder 7 – 1971-1976/1985
----------------	-------	---------------------------

Sub-series IV – Recruiting

Catalog	Box 42	Folder 1 – 1939 – 1940
Catalog	Box 42	Folder 2 – 1940 – 1941
Catalog	Box 42	Folder 3 – 1941 – 1942
Catalog	Box 42	Folder 4 – 1942 – 1943
Catalog	Box 42	Folder 5 – 1943 – 1944
Catalog	Box 42	Folder 6 – 1944 – 1945
Catalog	Box 42	Folder 7 – 1945 – 1946
Catalog (Mock-up)	Box 42	Folder 8 – 1946 – 1947
Catalog	Box 42	Folder 9 – 1947 – 1948
Catalog	Box 42	Folder 10 – 1948 – 1949, 1950
Catalog	Box 42	Folder 11 – 1951 – 1952
Catalog	Box 42	Folder 12 – 1952 – 1953
Catalog	Box 42	Folder 13 – 1953 – 1954
Catalog	Box 42	Folder 14 – 1954 – 1955
Catalog	Box 42	Folder 15 – 1955 – 1956
Catalog	Box 42	Folder 16 – 1956 – 1957
Catalog	Box 42	Folder 17 – 1957 – 1958
Catalog	Box 42	Folder 18 – 1958 – 1959
Catalog	Box 42	Folder 19 – 1959 – 1960
Catalog	Box 42	Folder 20 – 1960 – 1961
Catalog	Box 42	Folder 21 – 1961 – 1962
Catalog	Box 42	Folder 22 – 1962 – 1963
Catalog	Box 42	Folder 23 – 1963 – 1964
Catalog	Box 42	Folder 24 – 1964 – 1965
Catalog	Box 42	Folder 25 – 1967 – 1968
Catalog	Box 42	Folder 26 – 1968 – 1969
Catalog	Box 42	Folder 27 – 1974 – 1975
Catalog	Box 42	Folder 28 – 1982 – 1983
Catalog	Box 42	Folder 29 – 2004 – 2005
Catalog	Box 42	Folder 30 – 2005 – 2006
Catalog	Box 42	Folder 31 – 2006 – 2008
Catalog	Box 42	Folder 32 – undated
Open House Invitations And Programs	Box 8	Folder 8 – Circa 1960-2000
Student For A Day Program	Box 8	Folder 9 – 1991 – 1997
Articulation Agreements	Box 8	Folder 10 – 1983 – 1987
Upper Division Recruiting	Box 8	Folder 11 – 1983 – 1984
Recruiting Reports	Box 8	Folder 12 – 1983 – 1992
Recruiting Originals	Box 8	Folder 13 – 1992-1993, undated
Accepted Students Day	Box 8	Folder 14 – 2003/2006
LIM Bulletins	Box 8	Folder 15 – 1975 – 1976

LIM Advertisements Posters, and Brochures	Box 9	Folder 1 – Undated
LIM Brochures	Box 9	Folder 2 – 1992-1993/2008
Oversized Brochures	Box 52	Folder 1 – 1940s
Oversized Posters	Box 52	Folder 2 – Circa 1940s
Oversized Poster	Box 52	Folder 3 – Circa 1978
Oversized Brochures	Box 52	Folder 4 – 1990s/2000s
Weekend Fashion School Brochures	Box 9	Folder 3 – 1975-1977
London Program Brochure	Box 9	Folder 4 – Circa 1970s
*First yr to go was 1971		
Career Scrapbook	Box 9	Folder 5 - 1944
Servicemembers Opportunity Colleges	Box 9	Folder 6– 1989 – 1990, undated
Ten Questions Most Often Asked By Parents About LIM	Box 9	Folder 7 – 1976

Sub-series V – Applications

Blank Applications	Box 9	Folder 8 – Decades 40, 50, 60, 80, and 2000s
Applications	Box 9	Folder 9 – 1940
Applications	Box 9	Folder 10 – 1941
Applications	Box 9	Folder 11 – 1942
Applications	Box 9	Folder 12 – 1943
Applications	Box 9	Folder 13– 1944
Applications	Box 9	Folder 14– 1945
Applications	Box 10	Folder 1 – 1945, cont.
Applications	Box 10	Folder 2 – 1946
Applications	Box 10	Folder 3 – 1946, cont.
Applications	Box 11	Folder 1 – 1947
Applications	Box 11	Folder 2 – 1947, cont.
Applications	Box 11	Folder 3 – 1948
Applications	Box 11	Folder 4 – 1948, cont.
Applications	Box 12	Folder 1 – 1949
Applications	Box 12	Folder 2 – 1949, cont.
Applications	Box 12	Folder 3 – 1950
Applications	Box 12	Folder 4 – 1950, cont.
Applications	Box 13	Folder 1 – 1951
Applications	Box 13	Folder 2 – 1952
Applications	Box 13	Folder 3 – 1953
Applications	Box 13	Folder 4 – 1954
Applications	Box 14	Folder 1 – 1955
Applications	Box 14	Folder 2 – 1956

Applications	Box 14	Folder 3 – 1957
Applications	Box 15	Folder 1 – 1958
Applications	Box 15	Folder 2 – 1959
Applications	Box 15	Folder 3 – 1959, cont.
Applications	Box 16	Folder 1 – 1960
Applications	Box 16	Folder 2 – 1960, cont.
Applications	Box 16	Folder 3 – 1960, cont.
Applications	Box 17	Folder 1 – 1961
Applications	Box 17	Folder 2 – 1961, cont.
Applications	Box 17	Folder 3 – 1961, cont.
Applications	Box 18	Folder 1 – 1962
Applications	Box 18	Folder 2 – 1962, cont.
Applications	Box 18	Folder 3 – 1962, cont.
Applications	Box 19	Folder 1 – 1963
Applications	Box 19	Folder 2 – 1963, cont.
Applications	Box 19	Folder 3 – 1963, cont.
Applications	Box 20	Folder 1 – 1964
Applications	Box 20	Folder 2 – 1964, cont.
Applications	Box 20	Folder 3 – 1964, cont.
Applications	Box 21	Folder 1 – 1965
Applications	Box 21	Folder 2 – 1965, cont.
Applications	Box 21	Folder 3 – 1965, cont.
Applications	Box 22	Folder 1 – 1966
Applications	Box 22	Folder 2 – 1966, cont.
Applications	Box 22	Folder 2 – 1966, cont.
Applications	Box 23	Folder 1 – 1967
Applications	Box 23	Folder 2 – 1967, cont.
Applications	Box 23	Folder 3 – 1967, cont.
Applications	Box 24	Folder 1 – 1968
Applications	Box 24	Folder 2 – 1968, cont.
Applications	Box 24	Folder 3 – 1968, cont.
Applications	Box 25	Folder 1 – 1969
Applications	Box 25	Folder 2 – 1969, cont.
Applications	Box 25	Folder 3 – 1969, cont.
Applications	Box 26	Folder 1 – 1970
Applications	Box 26	Folder 2 – 1970, cont.
Applications	Box 26	Folder 3 – 1971
Applications	Box 26	Folder 4 – 1971, cont.
Applications	Box 27	Folder 1 – 1972
Applications	Box 27	Folder 2 – 1972, cont.
Applications	Box 27	Folder 3 – 1973
Applications	Box 27	Folder 4 – 1973, cont.
Applications	Box 28	Folder 1 – 1974
Applications	Box 28	Folder 2 – 1975
Applications	Box 28	Folder 3 – 1976
Applications	Box 28	Folder 4 – 1976, cont.

Applications	Box 29	Folder 1 – 1977
Applications	Box 29	Folder 2 – 1977, cont.
Applications	Box 29	Folder 3 – 1978
Applications	Box 29	Folder 4 – 1978, cont.
Applications	Box 30	Folder 1 – 1979
Applications	Box 30	Folder 2 – 1979, cont.
Applications	Box 30	Folder 3 – 1980
Applications	Box 30	Folder 4 – 1980, cont.
Applications	Box 31	Folder 1 – 1981
Applications	Box 31	Folder 2 – 1981, cont.
Applications	Box 31	Folder 3 – 1982
Applications	Box 31	Folder 4 – 1982, cont.
Applications	Box 31	Folder 5 – 1983
Applications	Box 32	Folder 1 – 1984
Applications	Box 32	Folder 2 – 1984, cont.
Applications	Box 32	Folder 3 – 1985
Applications	Box 32	Folder 4 – 1985, cont.
Applications	Box 33	Folder 1 – 1986
Applications	Box 33	Folder 2 – 1987
Applications	Box 33	Folder 3 – 1988
Applications	Box 33	Folder 4 – 1989
Applications	Box 33	Folder 5 – 1990
Applications	Box 33	Folder 6 – 1991
Applications	Box 33	Folder 7 – 1992
Applications	Box 33	Folder 8 – 1993
Applications	Box 33	Folder 9 – 1994
Applications	Box 33	Folder 10 – 1996
Applications	Box 34	Folder 1 – 1997
Applications	Box 34	Folder 2 – 1997, cont.
Applications	Box 34	Folder 3 – 1997, cont.
Applications	Box 34	Folder 4 – 1997, cont.
Applications	Box 35	Folder 1 – 1997, cont.
Applications	Box 35	Folder 2 – 1997, cont.
Applications	Box 35	Folder 3 – 1998
Applications	Box 35	Folder 4 – 1998, cont.
Applications	Box 36	Folder 1 – 1998, cont.
Applications	Box 36	Folder 2 – 1998, cont.
Applications	Box 36	Folder 3 – 1998, cont.
Applications	Box 36	Folder 4 – 1998, cont.
Applications	Box 37	Folder 1 – 1998, cont.
Applications	Box 37	Folder 2 – 1998, cont.
Applications	Box 37	Folder 3 – 1998, cont.
Applications	Box 37	Folder 4 – 1998, cont.
Applications	Box 38	Folder 1 – 1999
Applications	Box 38	Folder 2 – 1999, cont.
Applications	Box 38	Folder 3 – 1999, cont.

Applications	Box 38	Folder 4 – 1999, cont.
Applications	Box 39	Folder 1 – 1999, cont.
Applications	Box 39	Folder 2 – 1999, cont.
Applications	Box 39	Folder 3 – undated
Applicant Transcripts	Box 39	Folder 4 – 1948 – 1973, undated

Series VII – Career Services, 1957-1976, undated

This series includes correspondence and brochures of Career Services. There are also newsletters from other companies. These newsletters usually contain information about an LIM student.

Sub-series I – Correspondence

Correspondence	Box 40	Folder 1 – 1959-1976
----------------	--------	----------------------

Sub-series II – Brochures

Brochures	Box 40	Folder 2 – undated
-----------	--------	--------------------

Sub-series III – Newsletters

Company Newsletters	Box 40	Folder 3 – 1957-1961
---------------------	--------	----------------------

Series VIII – Student Affairs, 1940-Present, undated

This series includes material related to student affairs. Types of materials include student handbooks, guidelines, graduation materials, and brochures. Box 40, Folder 13 contains an early version of a student handbook and includes such rules as wearing hats and gloves and behavior.

Sub-series I – Student Life

Residences	Box 40	Folder 4 – Circa 1940s/2008
Student Handbook	Box 40	Folder 5 – 2002 – 2003
Student Handbook	Box 40	Folder 6 – 2003 – 2004
Student Handbook	Box 40	Folder 7 – 2004 – 2005
Student Handbook	Box 40	Folder 8 – 2005 – 2006
Student Handbook	Box 40	Folder 9 – 2006 – 2007
Student Directory Forms	Box 40	Folder 10 – 1969
High School Contacts	Box 40	Folder 11 – 1966
Questionnaire		
Student Data Sheet	Box 40	Folder 12 – 1952-1977, undated
Guidelines for Students	Box 40	Folder 13 – 1959-1963, undated
School Events Invitations	Box 40	Folder 14 – 1960, undated

Graduation Program And Handbook	Box 43	Folder 1 – 1957/2007/2008
Graduation Photo album	Box 43	Folder 2 - 2002

Sub-series II – Student Organizations

BRAG Club	Box 43	Folder 3 – 2008
Sigma Beta Delta	Box 43	Folder 4 – 2007, undated

Sub-series III – Office of Advising and Retention

Sub-series IV – Office of Student Counseling

Guide for Parents Pamphlet	Box 43	Folder 5 – Circa 1990s/2000s
-------------------------------	--------	------------------------------

Series IX – Department of Arts and Communication, 1977-2003

This series includes department correspondence and a handbook produced by the department.

Sub-series I – Correspondence

Correspondence	Box 43	Folder 6 – 1977
----------------	--------	-----------------

Sub-series II – English

Developmental English Handbook	Box 43	Folder 7 – 2003
-----------------------------------	--------	-----------------

Series X – Department of Fashion, 1940-Present, undated

This series contains course materials, such as work project reports (restricted), senior semester handbooks, and work project books. It also includes materials from the fashion shows produced by the students. This material includes invitations and programs.

Sub-series I – Correspondence

Correspondence	Box 43	Folder 8 – 1940-1941/1974-1977, undated
----------------	--------	--

Sub-series II – Course Materials

Field Trip and Guest	Box 43	Folder 9 – undated
----------------------	--------	--------------------

Lecturer Cards		
Senior Semester Handbook	Box 43	Folder 10 – Fall 2000 and 2001/ Fall/Spring 2008
Tests and Assignments (Restricted)	Box 43	Folder 11 – 1947-1949, undated
Store Project Work Book Of Lorraine Carlberg	Box 44	Folder 1 – Circa 1947
Blank Junior Class Store Project Work Book	Box 44	Folder 2 – 1947
Blank Store Project Work Book	Box 44	Folder 3 – undated
Blank Store Project Work Book	Box 44	Folder 4 – 1942
Work Project Report - Last Name A (Restricted)	Box 45	Folder 1 – 1946-1963
Work Project Report - Last Name B (Restricted)	Box 45	Folder 2 – 1946-1982
Work Project Report - Last Name C (Restricted)	Box 45	Folder 3 – 1946-1991, undated
Work Project Report - Last Name F (Restricted)	Box 45	Folder 4 – 1944/1970
Work Project Report - Last Name H (Restricted)	Box 45	Folder 5 – 1949-1978, undated
Work Project Report - Last Name Ka (Restricted)	Box 45	Folder 6 – 1944-1995, undated
Work Project Report - Last Name Ke-Ki (Restricted)	Box 45	Folder 7 – 1945-1977, undated
Work Project Report - Last Name Kl-Ky (Restricted)	Box 45	Folder 8 – 1945-1983, undated
Work Project Report - Last Name M (Restricted)	Box 45	Folder 9 – 1944-1991, undated
Work Project Report - Last Name S (Restricted)	Box 45	Folder 10 – 1961-1981
Work Project Report - Last Name U-Z (Restricted)	Box 45	Folder 11 – 1947-1984, undated
Work Project Report – Other (Restricted)	Box 45	Folder 12 – 1941/1955

Sub-series III – Events

LIM Fashion Shows Invitations and Programs	Box 46	Folder 1 – 1944-1962, 1966,1971
LIM Fashion Shows	Box 46	Folder 2 – 1980 – 1989
LIM Fashion Show	Box 46	Folder 3 – Fall 1990
LIM Fashion Show	Box 46	Folder 4 – Spring 1990

LIM Fashion Show	Box 46	Folder 5 – Spring 1991
LIM Fashion Show	Box 46	Folder 6 – 1992
Trends to Celebrate Spring 2006	Box 46	Folder 7 – 2005

Series XI – Department of Management

Series XII – Department of Marketing

Series XIII – Department of Math, Finance and Technology, 1947

This series includes an example of a test given by the department.

Sub-series I – Tests and Assignments

Test	Box 46	Folder 8 – 1947
------	--------	-----------------

Series XIV – Department of Visual Merchandising

Series XV – Student Publications, 1943-Present

This Series contains the publications of the students at LIM. While the publications are not in newspaper format, that is the intention of them. The most current student newspaper is the *Fashionista* and can be found in Box 46, Folder 11.

Sub-series I – L.I.M.P.

L.I.M.P.	Box 46	Folder 9 – 1943
----------	--------	-----------------

Sub-series II – Un-LIM-ted

Un-LIM-ted	Box 46	Folder 10 – 2004
------------	--------	------------------

Sub-series III – Fashionista

Fashionista	Box 46	Folder 11 – 2006 – 2008
-------------	--------	-------------------------

Sub-series IV – LIMLight

LIMLight	Box 47	Folder 1 – November 1947
LIMLight	Box 47	Folder 2 – November 1949
LIMLight	Box 47	Folder 3 – March 1950
LIMLight	Box 47	Folder 4 – June 1950
LIMLight	Box 47	Folder 5 – November 1950
LIMLight	Box 47	Folder 6 – Spring 1951
LIMLight	Box 47	Folder 7 – June 1951

LIMLight	Box 47	Folder 8 – November 1951
LIMLight	Box 47	Folder 9 – Spring 1952
LIMLight	Box 47	Folder 10 – Graduation 1952
LIMLight	Box 47	Folder 11 – November 1952
LIMLight	Box 47	Folder 12 – June 1953
LIMLight	Box 47	Folder 13 – February 1954
LIMLight	Box 47	Folder 14 – May 1954
LIMLight	Box 47	Folder 15 – February 1955
LIMLight	Box 47	Folder 16 – May 1955
LIMLight	Box 47	Folder 17 – 1956

Series XVI – Institutional Advancement, 1940-Present, undated

The Institutional Advancement office houses Institutional Advancement, Alumni Affairs, and Communications. Sub-series I contains brochures and programs. It also contains information on the rebranding of LIM. Sub-series II covers Alumni Affairs. The materials contained in the Sub-series include correspondence, newsletters, surveys, invitations, rsvps, a cookbook, and alumni news. Sub-series III includes press releases, newspaper clippings, brochures, and newsletters.

Sub-series I – Institutional Advancement

Convocation Program	Box 48	Folder 1 – 2008
Inspirational Exhibit	Box 48	Folder 2 – Circa 1950s
Based on Shells and Coral Brochure		
Rebranding	Box 48	Folder 3 – 2008

Sub-series II – Alumni Affairs

Correspondence	Box 48	Folder 4 – 1961-1992
Invitations and Form Letters	Box 48	Folder 5 – 1956-1960/1979-1989
LIM Alumnae News	Box 48	Folder 6 – 1970-1976
LIM Newsnotes	Box 48	Folder 7 – 1977-1989/1990-1992
LIM Scoop	Box 48	Folder 8 –
Alumni Association Constitution	Box 48	Folder 9 – Undated
Alumni Surveys	Box 48	Folder 10 – 1941-1946
Alumni Meeting RSVPs	Box 48	Folder 11 – 1948
Alumnae Reception	Box 48	Folder 12 – 1946
Alumnae Reception	Box 48	Folder 13 – 1947
Alumnae Reception	Box 48	Folder 14 – 1948
Alumnae Reception	Box 48	Folder 15 – 1949
Alumni Data Cards	Box 48	Folder 16 – 1944-1949, undated
Alumnae Cookbook	Box 49	Folder 1 – 1979
Alumni-Reeta Bochner	Box 49	Folder 2 – 1977-1979, undated

Wolfson

Sub-series III - Communications

LIM Press Releases	Box 49	Folder 3 – 1949-1954/1979, undated
Other Press Releases	Box 49	Folder 4 – 1990, undated
Lenore Benson 80 th	Box 49	Folder 5 – 2004
Birthday Pamphlet and Letter Announcing Death		
Lightscape Productions	Box 49	Folder 6 – undated
Publicity Folder	Box 49	Folder 7 – 2004-2005
Parent Association Newsletter	Box 49	Folder 8 –
Inside LIM	Box 49	Folder 9 – 2007-2008
Clippings	Box 50	Folder 1 – 1940-1949
Clippings	Box 50	Folder 2 – 1960-1969
Clippings	Box 50	Folder 3 – 1970-1979
Clippings	Box 50	Folder 4 – 1980-1989
Clippings	Box 50	Folder 5 – 1990-1999
Clippings	Box 50	Folder 6 – 2000-2009
Clippings	Box 50	Folder 7 – Undated
Oversized Clippings	Box 53	Folder 1 – 1979
Oversized Clippings	Box 53	Folder 2 – July 2, 1984
Oversized Clippings	Box 53	Folder 3 – 1984
Oversized Clippings	Box 53	Folder 4 – January 26, 1989
Oversized Clippings	Box 53	Folder 5 – 1991
Oversized Clippings	Box 53	Folder 6 – May 8, 1991
Oversized Clippings	Box 53	Folder 7 – May 15, 1991
Oversized Clippings	Box 53	Folder 8 – June 26, 1991
Oversized Clippings	Box 53	Folder 9 – September 6, 2005
Oversized Clippings	Box 53	Folder 10 – November 21, 2005
Oversized Clippings	Box 53	Folder 11 - Undated

Series XVII – Human Resources, 2007-Present

This series contains the Human Resources newsletter that is produced by Human Resources and brochures on events held by Human Resources.

Sub-series I – Newsletter

HR Quarterly	Box 50	Folder 8 – 2007 – 2008
--------------	--------	------------------------

Sub-series II – Events

Events Flyers	Box 50	Folder 9 – 2008
---------------	--------	-----------------

Series XVIII – Fashion Education Foundation, 2008-Present

The Fashion Education Foundation is a separate entity from the college that is a tax-exempt organization. It provides scholarships and research monies. Included in this series are brochures and event materials.

Sub-series I – Brochures

Brochures	Box 50	Folder 10 – undated
-----------	--------	---------------------

Sub-series II – Events

Invitations	Box 50	Folder 11 – 2008, undated
Leah Ryan Tribute	Box 50	Folder 12 – 2008

Series XIX – Institutional Research, 2008-Present

This series contains materials produced by Institutional Research. These materials provide facts on the college such as, enrollment, demographics of student population, and retention rates.

Sub-series I – Factsheets

Factsheets	Box 51	Folder 1 – Fall 2008
------------	--------	----------------------

Sub-series II – Factbooks

Factbook	Box 51	Folder 2 – 2003/2004
Factbook	Box 51	Folder 3 – 2006/2007
Factbook	Box 51	Folder 4 – 2007/2008
Factbook	Box 51	Folder 5 – 2008/2009

Series XX – Graduate Studies, 2008 – Present

This series contains information about Graduate Studies at LIM. Graduate Studies encompasses the MBA program. Graduate students can obtain a MBA in Fashion Merchandising or Entrepreneurship. The first classes were held in Spring 2009. The types of materials in this series are brochures and plans.

Sub-series I – MBA Program

MBA Initiative	Box 51	Folder 6 – 2008
MBA Announcement	Box 51	Folder 7 – 2008

