Descriptive Summary

Creator: Emory University. News Center.
Title: News Center records, 1934-2000
Call Number: Series No. 160
Extent: 12.25 linear feet (25 boxes) and
Abstract: Records are chiefly subject files of press releases, promotional materials, photographs, and biographical information collected on Emory University topics, events, and people by the Emory News Center—previously called the News Bureau, Information Services office, and News Services office—a University office responsible for communications and public and media relations.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: Researchers must contact MARBL in advance to access audiovisual material in the collection. Some material has been restricted in accordance with Emory University Archives Policy for financial and student records. Due to privacy concerns, some documents or parts of documents have also been redacted.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.
Separated Material
Previously some subject files from the News Bureau and Information Service office were separated and reassembled in biographical files, now constituting Emory University biographical files, circa 1880-1990 (Series 150).

Related Materials in This Repository
Emory University photograph collection, 1860-1996 (Series 111) Office of Alumni Publications photographs, 1903-1980 (Series 179)

Citation
[after identification of item(s)], News Center records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

Processing
Processed by Emory University Archives staff.

Collection Description

Administrative History
Currently called the News Center at Emory and previously called News Services, Information Services, and the News Bureau, the office was responsible for communications and public and media relations at Emory University. The office maintained subject files on Emory faculty, administrators, and trustees as well as various events, groups, and departments. Additionally, the office retained statements to the press about Emory people, events, and news in the subject files.

As the Emory News Center, the office publishes online news stories, images, video, reports, and press releases about Emory current events, topics, and research.

Scope and Content Note
Records are primarily subject files of press releases, promotional materials, biographical information, and photographs on Emory University topics, events, and people maintained by the News Center. Campus activities in the 1960s-1980s are particularly well represented. While many of the subject files contain photographs, files of strictly images have been labeled as photographs. The Web Archives series contains a digital collection of preserved webpages from the Emory News Center website that are periodically captured to document the stories and reports the office publishes online.

Arrangement Note
Arranged in three series: 1) Subject files, 2) Audiovisual, and 3) Web Archives.
Description of Series

Series 1: Subject files, 1934-2000
Series 2: Audiovisual, 1961-1979, undated
Series 3: Web archives, 2012-
**Series 1**  
**Subject files, 1934-2000**  
**Boxes 1-21**

**Arrangement Note**  
Arranged in alphabetical order.

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## Series 2
### Audiovisual, 1961-1979, undated
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Series 3
Web archives, 2012-
web sites

Scope and Content Note
Series 3 consists of captured and preserved web pages from the Emory University News Center that are made available through the Web Archiving Service of the California Digital Library.

The Emory News Center website (http://news.emory.edu/) publishes news stories, images, video, reports, and press releases about Emory current events, topics, and research.

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