

GUIDE TO
UTSW NEWS & PUBLICATIONS COLLECTION—PHOTO, VIDEO & AUDIO MATERIALS

ARCHIVES
LIBRARY, UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER, DALLAS

As of 9-10-13

SCOPE AND CONTENT:

The collection consists of print, photographic, video and audio materials created and collected by the UT Southwestern Office of News & Publications. *This guide covers photo, video and audio materials; print materials are listed in a separate guide.*

BRIEF HISTORY OF THE ORGANIZATION:

The “Office of News and Publications” (before 1993 called the “Office of Medical Information”; name changed to “University News Bureau” in September, 2011) was the UT Southwestern department responsible for relations with the media, and for publishing *Center Times*, *Southwestern Medicine*, and other campus publications. The staff included a photographer who recorded notable campus events, with many of the photos being used in campus publications.

CREATOR OF THE COLLECTION:

Office of News and Publications, UT Southwestern Medical Center, Dallas, Texas

SOURCE OF MATERIALS AND DATE RECEIVED:

The materials were received by the Library from the Office of News and Publications in July of 2011.

DATE SPAN:

The earliest materials in the collection date from 1968 and the latest date from 2010.

SIZE OF PHOTO, VIDEO & AUDIO COLLECTION:

--Photos: 47 linear feet in hanging folders in file cabinets

--Videos: 30 linear feet on shelves

--Audiotapes: Approximately 4 linear feet

ACCESS OR USE RESTRICTIONS:

Materials are to be used under supervision of the Archives staff. Exceptions require approval of the Archivist.

ARRANGEMENT:

Materials are filed in the following categories:

PHOTOS: (Dates: Circa 1970 to circa 2001; earlier photos are in UT Southwestern Collection)

Photos are arranged alphabetically in hanging file folders in the “Alphabetical Photo File.”

--Photos featuring one person are filed under that person’s name, last name first.

--Photos of groups or events are filed under the name of the group or event.

--Photos of the campus and campus buildings are filed under headings beginning “Campus...” or “Bldg...”

VIDEOS & DVDS: (Dates: Predominantly circa 1970 to circa 2001)
Arranged alphabetically by topic or last name of person featured.

AUDIOTAPES: (Dates: Predominantly circa 1980 to 2001)
Arranged under the following topical categories (listed below in alphabetical order):

- Gulf War Syndrome
- Miscellaneous
- News Conferences & Reports; Interviews
- Nobel Prize Winners
- Proceedings of Symposia & Forums
- Radio Broadcasts

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