



Varsity Letters: Documenting Modern Colleges and Universities

Helen Willa Samuels

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A study of the functions of colleges and universities, *Varsity Letters* is intended to aid those responsible for the documentation of these institutions. The seven functions examined are: to confer credentials, convey knowledge, foster socialization, conduct research, sustain the institution, provide public service, and promote culture. The functional approach provides the means to achieve a comprehensive understanding of an institution and its documentation: a knowledge of what is to be documented and the problems of gathering the desired documentation. Samuels offers specific advice about the records of modern colleges and universities and proposes a method to ensure their adequate documentation. She also offers a method to analyze and plan the preservation of records for any type of institution.

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