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## Continuing Education Division (University of Maine) Records, 1903-1998

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# Continuing Education Division (University Of Maine) Records

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Describing Archives: A Content Standard

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

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## Summary Information

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<b>Repository:</b>	Raymond H. Fogler Library University Archives
<b>Title:</b>	Academic Affairs. Division Of Lifelong Learning. Continuing Education Division (University Of Maine) Records
<b>ID:</b>	UA RG 0006.013.003
<b>Date [inclusive]:</b>	1903-1998
<b>Physical Description:</b>	6 boxes
<b>Language of the Material:</b>	English .

### Preferred Citation

University of Maine. Continuing Education Division Records, UA RG 0006.013.003, [Box No.], [Folder No.], Raymond H. Fogler Library Special Collections Department, University of Maine, Orono, Maine.

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## Biographical / Historical

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The University Extension Division of the University of Maine at Orono was established in 1925 and discontinued in 1929. Between 1937 and 1944 Extension courses were offered under the School of Education. In 1945, the General Extension Division was established as part of the School of Education. The name was changed to the Continuing Education Division in 1963.

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## Scope and Contents

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The record series Summer Session Records contains: copies of the Maine Notes newsletter which includes updates on campus activities. There are also class schedules, announcements, brochures,

enrollment statistics, pamphlets, and correspondence and memorandums regarding specific classes, events, and conferences.

The record series Event & Course Records contains: copies of the Maine Notes newsletter which includes updates on campus activities. Also, includes: calendars, announcements, enrollment statistics, newspaper supplements with course offerings, and pamphlets for classes at the University of Maine Orono, University of Maine in Portland, Aroostook State Teachers College, Lewiston-Auburn, Bangor, and Augusta. And Continuing Education Division budget material and meeting agendas and minutes.

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## Arrangement

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The Records Group is broken down intellectually into the following record series: 1. Summer Session Records and 2. Event & Course Records. Physically the records are arranged by subject.

### Box numbers have changed:

- 1 Old Box #398 (New Box #1)
- 2 Old Box #399 (New Box #2)
- 3 Old Box #400 (New Box #3)
- 4 Old Box #401 (New Box #4)
- 5 Old Box #290 (New Box #5)
- 6 Old Box #290a (New Box #6)

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## Administrative Information

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### Publication Statement

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

## **Restrictions on Access**

Kept at Fogler Library's offsite storage facility. One week's notice required for retrieval. Personal identifiable and legally protected information will be redacted before release.

## **Terms Governing Use and Reproduction**

Information on literary rights available in the repository.

## **Conditions Governing Use**

Information on literary rights available in the repository.

## **Accruals**

Accruals from the University of Maine Division Of Lifelong Learning (formerly Continuing Education Division) are anticipated.

## **Appraisal**

The processing archivist appraised the records and destroyed duplicate copies of items.

## **Processing Information**

Processed by Matthew Revitt, December 2019, Raymond H. Fogler Library Special Collections Department. Processing involved a collection survey and intellectual arrangement into series and the creation of this finding aid. Material was rehoused into appropriate archival containers and the boxes and folders numbered and titled using information from ArchivesSpace.

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## **Controlled Access Headings**

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- Continuing education -- Maine
- Education, Higher -- Maine
- Adult education -- Maine
- University extension -- Maine
- Summer schools -- Maine
- Annoucements
- Pamphlets
- Brochures
- Schedules

- Correspondence
- Clippings
- Newspapers
- Catalogs
- Minutes
- Agendas
- Conferences
- University of Maine. Continuing and Distance Education
- University of Maine. Division of Lifelong Learning

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## Collection Inventory

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### Summer Session Records , 1932-1982

Physical Description: 2 boxes

Physical Description: 10 Folders

Title/Description	Instances	
Continuing Education Division -- Summer Session, 1956-1957 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	Box 1	Folder 1
Continuing Education Division -- Summer Session, 1957-1957 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	box 1	Folder 2a
Continuing Education Division -- Summer Session, 1957-1958 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	Box 1	Folder 2b
Continuing Education Division -- Summer Session, 1958-1959 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	Box 1	Folder 3
Continuing Education Division -- Summer Session, 1959-1960 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	Box 1	Folder 4
Continuing Education Division -- Summer Session, 1960-1961 <u>Physical Description</u> : 1 folder <u>Language of the Material</u> : English.	Box 1	Folder 5
Continuing Education Division -- Summer Session, 1961-1962 <u>Physical Description</u> : 1 folder	Box 1	Folder 6

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

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Continuing Education Division -- Summer Session, 1962-1963	Box 1	Folder 7
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Summer Session, 1963-1964	Box 1	Folder 8a
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1963-1964	Box 1	Folder 8b
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session - Maine Notes, 1963-1964	Box 1	Folder 9
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Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1963-1964	Box 1	Folder 10
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1964-1965	Box 1	Folder 11
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Summer Session - Maine Notes, 1965	Box 1	Folder 12
---	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1965-1966	Box 1	Folder 13
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Summer Session, 1966-1967	Box 1	Folder 14
--	-------	-----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1968	Box 2	Folder 1
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Summer Session Financial Records, 1964-1970	Box 2	Folder 2a
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Physical Description: 1 folder



Continuing Education Division (University Of Maine) Records

Language of the Material: English.

Continuing Education Division -- Summer Session Financial Records, 1964-1970 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 2b
Continuing Education Division -- Summer Session, 1970-1971 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 3a
Continuing Education Division -- Summer Session, 1970-1971 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 3b
Continuing Education Division -- Summer Session, 1971-1972 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 4a
Continuing Education Division -- Summer Session, 1971-1972 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 4b
Continuing Education Division -- Summer Session, 1972-1973 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 5a
Continuing Education Division -- Summer Session, 1972-1973 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 5b
Continuing Education Division -- Summer Session, 1973-1974 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 6
Continuing Education Division -- Summer Session Magazine, 1974 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 7
Continuing Education Division -- Summer Session, 1974-1975 <u>Physical Description:</u> 1 folder <u>Language of the Material:</u> English.	Box 2	Folder 8a
Continuing Education Division -- Summer Session, 1974-1975 <u>Physical Description:</u> 1 folder	Box 2	Folder 8b

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

Continuing Education Division -- Summer Session Magazine, 1975	Box 2	Folder 9
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1975-1976	Box 2	Folder 10
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session Magazine, 1976	Box 2	Folder 11
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1976-1977	Box 2	Folder 12
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session Magazine, 1977	Box 2	Folder 13
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1978	Box 3	Folder 1
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session Magazine, 1978	Box 3	Folder 2
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1978-1981	Box 3	Folder 3a
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1978-1981	Box 3	Folder 3b
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1979-1980	Box 3	Folder 4
<u>Physical Description:</u> 1 folder		
<u>Language of the Material:</u> English.		
Continuing Education Division -- Summer Session, 1980-1981	Box 3	Folder 5
<u>Physical Description:</u> 1 folder		

Language of the Material: English.

---

Continuing Education Division -- Summer Session, 1981-1982	Box 3	Folder 6
--	-------	----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Summer Session Maine Notes, 1932-1937	Box 3	Folder 8
--	-------	----------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summer Session Maine Notes, 1938-1950	Box 3	Folder 9
--	-------	----------

Physical Description: 1 folder

Language of the Material: English.

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## Event & Course Records, 1903-1998

Physical Description: 3 boxes

Physical Description: 11 Folders

Title/Description	Instances	
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Continuing Education Division -- General Extension Division, 1940-1962	Box 3	Folder 7
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1952-1953	Box 3	Folder 10a
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1947-1951	Box 3	Folder 10b
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1955-1958	Box 3	Folder 10c
---	-------	------------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1954-1955	Box 3	Folder 10d
---	-------	------------

Physical Description: 1 folder

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1962-1965	Box 3	Folder 10e
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Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1960-1962	Box 3	Folder 10f
--	-------	------------

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- General Extension Division Off Campus Courses, 1958-1960	Box 3	Folder 10g
--	-------	------------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Off Campus Courses, 1959-1960	Box 3	Folder 10h
--	-------	------------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Centers, 1947-1958	Box 3	Folder 11a
---	-------	------------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- General Extension Division Centers, 1958-1964	Box 3	Folder 11b
---	-------	------------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Event Pamphlets, Correspondence and Course Materials, 1963-1964	Box 4	Folder 1
---	-------	----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Event Pamphlets, Correspondence and Course Materials, 1963-1965	Box 4	Folder 2
---	-------	----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- Event Pamphlets, Correspondence and Course Materials, 1965-1966	Box 4	Folder 3
---	-------	----------

Physical Description: 1 folder

Language of the Material: English.

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Continuing Education Division -- UMP Conference and Short Course Program, 1965-1966	Box 4	Folder 4
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Continuing Education Division (University Of Maine) Records

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- UMA Annual Report,  
1965-1966

Box 4

Folder 5

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1966-1967

Box 4

Folder 6

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1966-1967

Box 4

Folder 7

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1967-1968

Box 4

Folder 8a

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1967-1968

Box 4

Folder 8b

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- UMP Summary of Seminars and  
Conferences, 1967-1968

Box 4

Folder 9

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Summary of Seminars and Short  
Courses, 1968-1969

Box 4

Folder 10

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1968-1969

Box 4

Folder 11a

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1968-1969

Box 4

Folder 11b

Physical Description: 1 folder

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1968-1969

Box 4

Folder 11c

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1968-1969

Box 4

Folder 11d

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Event Pamphlets,  
Correspondence and Course Materials, 1969-1970

Box 4

Folder 12

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- The Ecology Of Commerce,  
1998

Box 5

Folder 1

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Courses Catalog, Winter 1980

Box 5

Folder 2

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Booklet - The Teacher Aide,  
1968

Box 5

Folder 3

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Brochures & Pamphlets,  
1964-1998

Box 5

Folder 4

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Faculty, Offerings, Enrollment,  
1983 & 1986

Box 5

Folder 5

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Course Announcements,  
1964-1971

Box 5

Folder 7

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Schedule Of Courses - May  
Term, 1974-1988

Box 5

Folder 8

Physical Description: 1 folder

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

---

Continuing Education Division -- Student Handbook

Box 5

Folder 9

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Extension Work - Early Years, 1914-1955?

Box 5

Folder 10

Physical Description: 1 folder

Language of the Material: English.

**Scope and Contents**

Includes note from Ava Chadbourne regarding the beginning of her teaching the first extension course in History of Maine.

---

Continuing Education Division -- News Clippings Re. Survey & "Flying Professors", 1964-1965

Box 5

Folder 11

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Lecturers Re. The Role of Women - Flier, 1973

Box 5

Folder 12

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Art Courses For Adults - Fliers, 1967 & 1968

Box 5

Folder 13

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Copies Of "UMCED News" Bulletin, 1966-1968

Box 5

Folder 14

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Courses, 1945-1946

Box 5

Folder 15

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Extension Centers - Bulletins & Fliers, 1956-1964

Box 5

Folder 16

Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- General Extension Division Correspondence Courses Announcements (Incomplete), 1953-1961

Box 5

Folder 17

Physical Description: 1 folder

Continuing Education Division (University Of Maine) Records

Language of the Material: English.

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Continuing Education Division -- Data On University Extension Work At Maine, 1903-1943	Box 5	Folder 18
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Physical Description: 1 folder

Language of the Material: English.

---

Continuing Education Division -- Newspaper Supplements With Course Offerings , 1965-1971	Box 6	Folder 1a
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Language of the Material: English.

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Continuing Education Division -- Newspaper Supplements With Course Offerings , 1972-1979	Box 6	Folder 1b
---	-------	-----------

Language of the Material: English.

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Continuing Education Division -- Newspaper Supplements With Course Offerings , 1980-1989	Box 6	Folder 1c
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Language of the Material: English.

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Continuing Education Division -- Newspaper Supplements With Course Offerings , 1990-1998	Box 6	Folder 1d
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Language of the Material: English.

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