

*Yale University Library
Yale Divinity School Library*

American Theological Library Association Archives Addendum A

Record Group No. 163A .



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2007

New Haven, Connecticut

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Overview

Call Number:	Record Group No. 163A
Creator:	American Theological Library Association
Title:	American Theological Library Association Archives Addendum A
Dates:	1985-2007
Bulk Dates:	1991-2005
Physical Description:	Extent: Total archival boxes: 14.
Physical Description:	Extent: Total linear footage: 14.
Language(s):	Materials in English.
Summary:	This record group represents the official archives of the American Theological Library Association. The archives include organizational and administrative records, board and committee records, materials from annual conferences, and ATLA publications from the period 1991 to the present. This is an addendum to the material found in Record Group 163.
Repository:	Yale Divinity School Library 409 Prospect St. New Haven, CT 06511 Email: divinity.library@yale.edu

Administrative Information

Provenance

Deposited by the American Theological Library Association.

Information about Access

Open to qualified researchers.

Ownership & Copyright

Copyright has not been transferred to Yale University.

Cite As

American Theological Library Association Archives Addendum A. Special Collections, Yale Divinity School Library.

Biographical Sketch

See Record Group 163 for the earlier history of the American Theological Library Association. In 1990 ATLA was reorganized so that the Index Board and Preservation Board were placed directly under the Board of Directors. In 1991 Albert Hurd was appointed chief executive officer of ATLA. This restructuring made Executive Director responsible for all staff appointments, with the Board of Directors now construed as a policy making body that vested management of the Association in the Executive Director and his/her staff. In 1993 a three-year Association of Theological Schools Quality and Accreditation Project was launched. In 1996 Dennis Norlin was appointed Executive Director of ATLA. In 1996 ATLA acquired an underground vault at Iron Mountain/NUS in Western Pennsylvania for the long-term storage of microfilm masters. Scholarly Resources, Inc. was hired to market and distribute microfilm to libraries for scholarly use. In 1999 the final annual volume of the Index to Book Reviews in Religion (IBRR) was published in print form as the index transitioned to an online only format. In 2000 ATLA moved from Evanston, IL to new headquarters at 250 S. Wacker Drive, Chicago. In 2006 ATLA headquarters moved across the street to 300 S. Wacker Drive.

Description of the Papers

The Yale Divinity School Library was designated as the official repository for the ATLA's archives in 2000. This record group consists of a subset (1991-) of the records that had been deposited over several years at the Presbyterian Historical Society in Philadelphia, the former repository for ATLA archives, combined with records that have since been collected by the on-site archivist at ATLA (ATLA's Archives Liaison). The basic series structure and organization of the records reflects the organization structure that has existed at ATLA since 1991, when the three boards of Index, Membership, and Preservation were merged into one Board of Directors.

The ATLA archives in this addendum are a continuation from the records contained in Record Group No. 163. The ATLA archives are complemented by two other collections at the Yale Divinity Library: the Raymond P. Morris Papers, (RG 80) and records of the ATLA Library Development Program (RG 81). Morris, Librarian of the Yale Divinity School Library from 1932-1972, was a founder of the ATLA and long-time president of the Board of Microtext. The ATLA Library Development Program provided funds to strengthen the book collections of ninety North American theological libraries between 1961 and 1966. The program was directed by Raymond Morris, and funded by the Sealantic Fund.

Series I, Board of Directors, includes Board meeting agendas and minutes, as well as materials of the Board's Executive Committee. Since the dockets for Board meetings include reports documenting ATLA activities, this series provides a concise overview of the organization's work.

Series II, Departments, includes a sub-series for each department, arranged in alphabetical order by department name: Administrative, Business Development, Electronic Products and Services, Financial Services, Index, Information Services, Member Services, and Preservation. The series also begins with a sub-series for the Executive Director, as it is the Executive Director who chairs the weekly meetings of the departmental directors, and it is to him that the departmental directors report. Records of the Executive Director include his correspondence, annual reports to the board, information about the ATLA Endowment Fund, records of his travel to maintain national and international contacts, and records of his weekly meetings with the directors.

The Administrative Department records contain general information regarding ATLA personnel matters, such as the personnel handbook, all-staff meetings, and staff get-togethers and outings (annual Holiday party, annual summer outing, staff picnics, etc.). The administrative records also contains information about facilities management, including: the move of ATLA offices from Evanston to downtown Chicago, the 15th floor build-out at 250 S. Wacker, the ICF (Interactive Conference Facility) at 250 S. Wacker, architectural plans for the 250 South Wacker build-out, and the move of ATLA offices from 250 S. Wacker to 300 S. Wacker. Records pertaining to strategic planning and association goals are also organized under the sub-series for the Administrative Department.

Business Development Department records document that department's work with vendor aggregators, and with vendors contracted to market ATLA products; product analysis reports; and efforts to better advertise ATLA products and services.

Materials documenting the creation and administration of ATLAS (Phase I and Phase II) are located under the sub-series for the EPS (Electronic Products and Services) Department. Documents related to product support for electronic products can also be found there.

Records such as annual budgets, contracts with and reports on income generated from online vendors (EBSCO, OCLC FirstSearch, SilverPlatter, Cambridge Scientific Abstracts), annual subscriptions numbers and revenue, microfilm and microfiche sales statistics, and employee orientations and benefits are all filed under the Financial Services Department sub-series, though some information about online vendors, annual subscriptions, and microfilm and microfiche sales may also be found in reports housed in the Business Development sub-series.

Within the Index Department sub-series are located records pertaining to the ATLA Religion Database (RDB), the RDB Subsets [Ten Year Subset (TEN) and Biblical Studies Subset (BIBL)], Religion Index One (RIO), and Religion Index Two (RIT). Information Services Department records document server/computer equipment general maintenance and specs, computer/server upgrades, and staff training in the use of computer programs.

Housed in the sub-series for Member Services can be found a wealth of information regarding ATLA departments, ATLA committees, ATLA interest groups, ATLA chapters, and ATLA affiliations with other organizations. The Member Services Department is responsible for member publications, which include newsletters, the ATLA website, catalogs, and membership directories. Member Services also takes photographs for ATLA whenever a photographer is needed to document ATLA conferences, meetings of the committees, staff changes, etc. In addition to the member publications, the Member Services sub-series also includes membership information for individual, student, institutional, and affiliate memberships, and records for each annual conference (conference planning materials, conference mailings, session materials, and the published Proceedings).

Preservation Department records include information relating to the On-Demand program, the monograph preservation program, and the National Endowment for the Humanities-funded microfilming grants. Also housed with the Preservation records is information regarding the Preservation Department's relationships with microfilming vendors (Preservation Resources, later called OCLC Preservation Service Centers), microfilm storage companies (Iron Mountain), and vendors marketing ATLA microform products (Scholarly Resources, Thomson-Gale). Information may also be found in the Preservation sub-series for APCAT (ATLA Preservation Program Catalog Online), though samples of APCAT as it appears on the ATLA website are filed with other ATLA website "snapshots" housed under the member publications section of the Member Services sub-series.

Series III, Committees of the Association, includes sub-series for each type of committee in ATLA: committees appointed by the Executive Director, joint committees established by the Board, advisory committees, and special committees and standing committees of the Board. Within each sub-series, the committees are arranged alphabetically by committee name. Committees appointed by the Executive Director include: Annual Conference Committee, Education Committee, Local Host Committee, Professional Development Committee, and Publications Committee. Joint committees established by the Board include: ATS/ATLA Digital Standards and Projects Committee, and the ATS/ATLA Joint Committee. Advisory committees include: Index Advisory Committee, Membership Advisory Committee, Preservation Advisory Committee, and the Technology Advisory Committee. Special committees and standing committees of the Board include: Nominating Committee and Special Committee of the Association for International Collaboration.

Series IV, Interest Groups, contains records of ATLA's Interest Groups, arranged in alphabetical order by group name, including: Collection Evaluation and Development, College and University, Judaica, Lesbian and Gay, OCLC Theological User Group, Special Collections, Technical Services, and World Christianity.

Series V, Affiliated Institutions and Organizations, includes information about each affiliated body, as well as records pertaining to their relationship with ATLA. This series also includes correspondence regarding organizations that are not affiliated with ATLA, but with whom ATLA has communicated regarding possible collaboration and affiliation.

Series VI, Regional Groups, contains records regarding the activities of ATLA regional groups, also arranged alphabetically by the group name, including: the Chicago Area Theological Library Association (CATLA), Southeastern Pennsylvania Theological Library Association (SEPTLA), and Southwest Area Theological Library Association (SWATLA).

Arrangement

Arranged in six series: I. Board of Directors, 1991-2007; II. Departments, 1985-2006; III. Committees of the Association, 1990-2005; IV. Interest Groups, 1991-2004; V. Affiliated Institutions and Organizations, 1990-2004; VI. Regional Groups, 1987-1993.

Collection Contents

Series I. Board of Directors

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series I. Board of Directors	1991-2007
1	1	Mid-Winter Meeting Agenda and Agenda Materials	1991 Feb19-21
1	2	Minutes of Mid-Winter Meeting	1991 Feb19-21
1	3	Minutes of Annual Conference Meetings	1991 Jun 17-23
1	3a	Executive Committee	1991 Oct 4-5
1	4	Conference Call Meeting	1991 Dec 3
1	5	Minutes	1992 Jan 31-Feb 1
1	6	Meeting of Executive Committee of the Board	1992 Apr 3-4
1	7	Minutes of Annual Conference Meetings; Docket	1992 Jun 17-21
1	8	Minutes of Annual Conference Meetings; Meetings and exhibits	1992 Jun 17-21
1	9	Reincorporation in state of Illinois; Revision of by-laws	1992
1	9a	Reincorporation in state of Illinois; Revision of by-laws	1992
1	10	Presidential Correspondence	1992-1993
1	11	Strategic Planning Committee	1992-1993
1	12	Midwinter Meeting Docket	1993 Feb 5-6
1	13	Minutes of Midwinter Meeting; Minutes and exhibits	1993 Feb 5-6
1	14	Minutes of Annual Conference Meetings	1993 Jun15-20
1	15	Minutes of Annual Conference Meetings	1993 Jun 15-20
1	16	Board Handbook	1993
1	17	Minutes of Annual Conference Meetings	1994 Jan 28-29
1	18	Annual Conference Meetings; Docket	1994 Jun 14-19
1	19	Annual Conference Meeting; Minutes	1994 Jun 14-19
1	20	Presidential Correspondence	1994-1995
1	21	Presidential Correspondence; address	1994-1995
1	22	Mid-Winter Meeting	1995 Jan 20-21
1	23	Strategic Planning Meeting	1995 Apr 3-4
1	24	Annual Conference Meeting: incl. Strategic Plan	1995 Jun 15
1	25	Annual Conference Meetings	1996 Jun 20-25
1	26	Annual Conference Meetings Executive Session	1996 Jun 21-25
2	27	Executive Director Search: Material restricted until 2021	1996
2	28	Mid-Winter Meeting	1997 Jan 17-18

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
2	29	Annual Conference Meetings; Docket	1997 Jun 10-15
2	30	Annual Conference Meetings; Minutes	1997 Jun 11-15
2	31	ATLA Board Policy Manual	1997 Jun
2	32	Election Documentation	1997
2	33	Midwinter Meeting	1998 Jan 16-17
2	34	Mid-Winter Meeting; Executive session	1998 Jan 16
2	35	Annual Conference Meetings	1998 Jun 16-21
2	36	Board Handbook	1998
2	37	Election Documentation	1998
2	38	Mid-Winter Meeting	1999 Jan 15-16
2	39	Annual Conference Meetings	1999 Jun 8-13
2	40	Mid-Winter Docket	2000 Jan 14-15
2	41	Mid-Winter Meeting Minutes	2000 Jan 14-15
2	42	Mid-Winter Meeting; Executive Session	2000 Jan 15
2	43	Annual Conference Meetings; Dockets	2000 Jun 20-24
2	44	Annual Conference Meetings; Minutes	2000 Jun 20-25
2	45	Annual Conference Meetings; Executive session	2000 Jun 25
2	46	Annual Conference Business Meeting re. By Laws change	2000 Jun 22
2	46a	Annual Conference Committee	2000-2001
2	46b	President's Files; CD-Rom and Word Documents	2000-2001
2	47	Mid-Winter Meeting; Docket	2001 Jan 18-20
2	48	Mid-Winter Meeting; Minutes	2001 Jan 19-20
2	49	Mid-Winter Meeting; Executive session	2001 Jan 20
2	50	Election Results	2001 Apr
2	51	Annual Conference Meetings	2001 Jun 20-24
2	52	Report on History of Regional Groups	2001 Jun
2	53	Presidential Correspondence	2001-2002
2	54	Election Documentation	2001-2002
2	55	Mid-Winter Meeting; Docket	2002 Jan 18-19
2	56	Mid-Winter Executive Session	2002 Jan 19
2	57	Annual Conference Meetings; Docket	2002 Jun 19-23
2	58	Annual Conference Meetings; Minutes	2002 Jun 19-23
2	59	Annual Conference Meetings; Executive session	2002 Jun 19
2	60	Presidential Correspondence	2002-2003
2	61	Election Documentation	2002-2003
2	62	Mid-Winter Meeting; Docket	2003 Jan 17-18

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
2	63	Mid-Winter Meeting; Executive session	2003 Jan 18
2	64	Annual Conference Meetings; Docket	2003 Jun 25-29
2	65	President Correspondence; Revision of By-laws	2003-2004
14	617	Board Policy Manual (3 versions)	2003-2004
14	618	Interest Group Handbook; Board nomination and election handbook; schedule of responsibilities of Board officers	2002-2004
2	66	Mid-Winter Meeting; Docket	2004 Jan 23-24
2	67	Board Executive Session	2004 Jan
2	68	Board Election Ballot	2004 Spring
2	69	Annual conference meetings: Docket	2004 Jun
2	70	Mid-winter Meeting	2005 Jan
2	71	Mid-winter Meeting: Executive Session	2005 Jan
2	72	Board President Correspondence	2004-2005
3	73	Annual Conference Meetings: Docket	2005 Jun
3	74	Mid-winter Meeting: Board Docket	2006 Jan
3	75	Mid-winter Meeting: Executive Session	2006 Jan
3	76	Report prepared for ATLA Direct Inspection Team for Products	2006 Jan
3	77	Annual Conference meetings	2006 Jun
3	78	Annual Conference meetings: Executive Session	2006 Jun
3	79	Mid-winter Meeting: Docket	2007 Jan
3	80	Additional Documents	2007 Jan
3	81	Mid-Winter Meeting: Executive Session	2007 Jan

Series II. Departments

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series II. Departments	1985-2006
		Executive Director Records	
3	82	Annual Report	1990-1991
3	83	Annual Report to the Board; Log of Program Committee meeting; correspondence	1991
3	84	Annual Report to the Board (Incomplete)	1993 Jun - 1994 Jan
3	85	Annual Report to the Board (Incomplete)	1994-1995
3	86	Draft Introduction and Outline for 1998 Annual Report	1998
3	87	Annual Report	2000 Sep 1- 2001 Aug. 31
3	88	Annual Report	2001 Sep1-2002 Aug 31
3	89	Annual Report	2002 Sep 1-2003 Aug 31
3	90	Annual Report	2003 Sep 1-2004 Aug 31
3	91	Annual Report	2004-2005
3	92	Report from the Executive Director to the ATLA Board, Second Quarter Report FY 1998	1997 Dec-1998 Feb
3	93	Fourth Quarter Report FY 1998	1998 Oct 21
3	94	Third Quarter Report FY99	1999 Mar-May
3	95	Report of the Executive Director FY99, Fourth Quarter (incomplete copy)	1999 Jun-Aug
3	96	Correspondence and other information regarding reorganization of ATLA business operations	1995 Nov
3	97	"A Leader in the Information Age" Brochure for Annual Giving Fund and Endowment Fund	1992
3	98	Endowment Fund, general informational brochures	n.d.
3	99	Endowment Fund, brochure for North Suburban Library Foundation	n.d.
3	100	Executive Director Calendar and List of President Responsibilities	1998
3	101	Draft of ATLA Crisis Communication Plan	1998
3	102	Memo to staff regarding implementation of quarterly performance evaluations	1998 Feb 24
3	103	Correspondence regarding collaboration with OCLC	1998 Mar
3	104	News releases segarding staff appointments and	1998 Sep

Box	Folder	Description	Date(s)
		ATLA general facts	
3	105	Wabash Center Consultation on Teaching and Learning for Theological Libraries	2000
3	106	Correspondence with Lilly Endowment	2001 Apr- 2002 Feb
3	107	Presentation at 2003 NFAIS Conference	2003 Feb
14	620	Quarterly reports	2005-2006
Administrative Department			
Personnel			
3	108	Policies Handbook	circa 1994
3	109	Personnel Handbook	1998 Mar
3	110	Personnel Handbook	2000 Dec
3	111	Personnel Handbook	2003 Sep
3	112	ATLA Internal Web-Site: Main Page and Administration Department Page on Internal Web-Site (Printed from ATLA Internal Web-Site on 12/2/05)	2005 Dec 2
3	113	ATLA Life Safety Procedures	Circa 2002
3	114	Emergency Response Team Pages From ATLA Internal Web-Site (Printed from ATLA Internal Web-Site on 12/2/05)	2005 Dec 2
Facilities Management			
3	115	Lease of Office Space in Evanston, IL	1997 Jun
3	116	Facility Analysis	1998 May
3	117	Relocation to 250 S. Wacker, Chicago	1999 Dec
3	118	Lilly Grant for Interactive Conference Facility (ICF)	2000
3	119	Interactive Conference Facility advertising brochure	2004
14	611	Relocation to 300 S. Wacker, Chicago	2005
Strategic Planning/ Association Goals			
3	120	Strategic Plan: 1998-2000	1999 Sep 10
3	121	Strategic Planning Meeting	1991 Aug 8, 9
3	122	Strategic Plan for 1991-1994 (Draft)	1992 Jan
3	123	Strategic Planning Meeting	1995 Apr 3-4
3	124	Grant Proposals submitted to the Henry Luce Foundation, Inc.	1996-1999
3	125	Lilly Grant for Association software to allow full internet capability and indexing	1997-2000
3	126	ATLA Religion Database trademark	1997-1998
3	127	Correspondence regarding possible RIO	1997 Apr-May

Box	Folder	Description	Date(s)
		trademark infringement	
3	128	Correspondence regarding efforts to establish international relationships	1991-1994
3	129	Trip by John Bollier, Director of Development, to Europe to explore production issues and potential new partnerships	1993-1994
3	130	Efforts to obtain legal permissions to reproduce scholarly materials in religion	1997
Business Development			
Vendor relations			
3	131	Agreements With DIALOG	1984-1994
3	132	Publishing agreements and advertising with Scarecrow Press for ATLA Bibliography Series and ATLA Monograph Series	1995-1998
3	133	Agreement with Asbury Theological Seminary to develop web-based version of ATLA Religion Database	1998
3	134	Database Supplier Agreement with OCLC for ATLA Religion Database	1997-1999
3	135	Electronic Publishing Agreement with OVID for distribution of ATLA Religion Database	1997-1998
3	136	ATLA Religion Database added to SilverPlatter – Press Release	1998 Mar
3	137	Correspondence regarding Mounting of ATLA Religion Database on Cambridge Scientific Abstracts IDS (Internet Database Service)	1999
3	138	Catholic Periodical and Literature Index (CPLI) Partnership Project	1994-1999
3	139	Catholic Periodical and Literature Index (CPLI) – Meeting minutes and agreements, correspondence (Restricted for use until 2016 by anyone other than ATLA staff or the Board.)	1998-2001
Advertising			
3	140	ATLA Ads appearing in College & Research Libraries News	2000 Jan -2001 Feb
Electronic Products and Services Department			
Product Support			
3	141	ATLA Religion Database on CD-ROM Handbook	1993
3	142	Ethics Index Brochure	1994
3	143	Ethics Index User's Manual	1995
3	144	Brochures about partner products on CD-ROM; brochure re. International Directory of Theological Training	1995, no date

Box	Folder	Description	Date(s)
3	145	ATLA Document Delivery Service: Catalog of available journals and order form	1995
3	146	ATLA Document Delivery Service: Catalog of available journals	1996
3	147	ATLA Religion Database on CD-ROM User's Reference	1998
3	148	CD-ROM Database User's Guide	1998
3	149	ATLA Partnership Database on CD-ROM User's Reference	1998
3	150	Letter to customers regarding development of Windows version of ATLA Religion Database on CD-ROM	1999 Feb (Circa.)
3	151	Catholic Periodical and Literature Index User's Guide: Installation instructions	2001
3	152	ATLA Religion Database on CD-ROM User's Guide	2001
4	153	Correspondence and contract for the production of the SATB (South African Theological Bibliography)	1993-1995
4	154	Correspondence regarding the SATB (South African Theological Bibliography)	1995
4	155	Document Delivery Service brochure for South African Theological Bibliography on CD-ROM (draft); Brochure: South African Theological Bibliography	1995
4	156	Negotiations to produce New Testament Abstracts (NTA)	1996
4	157	Agreement to market, publish, distribute and sublicense the Old Testament Abstracts (OTA) Database on CD-ROM	1993-1996
4	158	Old Testament Abstracts on CD-ROM: Installation Instructions	2003
4	159	Dataware upgrade on ATLA's CD-ROM Applications	1995-1998
4	160	NexData work on ATLA Religion Database on CD-ROM	1998-2000
4	161	Brochure about CDRI (Cooperative Digital Resources Initiative)	2004
ATLAS			
4	162	ATLAS Grant Proposal to the Lilly Endowment	1999 Mar
4	163	ATLAS Grant Award from the Lilly Endowment	1999
14	610	Brochure: An Introduction to ATLA Serials	2000
Financial Services Department			
4	164	Invoice/Shipping Schedule for 2001- 2002 printed from ATLA Internal Web-Site on 12/2/05	2001-2002

Box	Folder	Description	Date(s)
4	165	ATLA Financial Summary	1992 Sep 1– 1993 Feb 28
4	166	ATLA Unified Budget	1993/94
4	167	Financial Statements	1996 August 31
4	168	Financial Report for the period September 1-August 31, 1998 and 1997	1998
4	169	Financial Report for the period November 1998 and 1997	1998 Dec 23
4	170	Financial Statements	1999 Aug 31
4	171	Financial Reports for the Year Ending August 31, 1999	1999 Oct-Nov
Index Department			
4	172	Department organization chart and position descriptions (Printed from ATLA Intranet on 11/11/05)	2005 Nov 11
4	173	Menu Pages, Mission and Vision Statements, and Production Schedules (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
4	174	Memos regarding Index operations	1993 Nov
4	175	Summary of IDDO (Index, Database, and Documentation Operations) Strategic Plan Goals FY96	1995 May
4	176	Sample acceptance and rejection letters for the inclusion of journals in ATLA Indexes	1996-1997
4	177	"ATLA's Department of Indexes, 2000-2002: An Overview and Future Directions" (Prepared for ATLA Board On-Site Inspection 1/16/03.) (Printed from ATLA Intranet on 11/11/05)	2005 Dec 20
4	178	Minutes of the ATLA Advisory Consultation on the 1900-1948 Indexing Preservation Project	1991 Feb 6
4	179	JINPUT (Journal Input Program): IBM Version 3.2: User's Manual	1991 Dec
4	180	Manual to AIDE 1.50	1993
4	181	Religion Database (RDB) AIDE Input System Documentation	1995
4	182	Index/Database Operations Manual	1994 Aug 17
4	183	Record Structure and Screen Stats From ARDIS	2000 (Winter)
4	184	ARDIS Editing Guide, Revised Edition (pages 1-115) (Printed from ATLA Intranet on 12/2/05)	2005 Sep 30
4	185	ARDIS Editing Guide, Revised Edition (pages 116-247) (Printed from ATLA Intranet on 12/2/05)	2005 Sep 30
4	186	Minimum Level Records Input Guide: Revised February 18, 2005 (Printed from ATLA Intranet on 12/2/05)	2005 Feb 18
4	187	Reports.jar User's Guide: Draft Edition (Printed	2005 Oct 31

Box	Folder	Description	Date(s)
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4	188	Journal Evaluation Process and Journal Lists (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
4	189	Description of Retrospective Indexing Project (RIP) (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
4	190	ATLA Religion Database Advertising Brochure; Biblical Studies subset brochure	1994,1998?
4	191	Religion Database (RDB) Tagged Record Format 1.2	1992 Jan 23
4	192	Religion Index MARC Record Specification, Version 2.0	1997 Mar 25
4	193	American Theological Library Association Religion Database MARC Record Specification: Version 2.0	1997 Apr 8
4	194	American Theological Library Association Religion Database in MARC Record Format Specification: Version 2.12	1998 Apr 22
4	195	ATLA Religion Database (RDB) in MARC Format: MARC Record Specifications	1999
4	196	Thesaurus	1994
4	197	Correspondence Regarding Ethics Index	1995
4	198	Journal Titles Indexed in Ethics Index	1995 Oct
4	199	Comparison of Religion Indices and CD-ROM Local-Area Network Pricing	1995 Sept and Oct
4	200	Information Sheets Regarding the Creation of ATLAS	1998
4	201	Research in Ministry (RIM)	1991
4	202	Research in Ministry (RIM)	1992
4	203	Research in Ministry (RIM)	1993
4	204	Research in Ministry (RIM)	1994
4	205	Research in Ministry (RIM)	1995
4	206	Research in Ministry (RIM)	1996
4	207	Research in Ministry (RIM)	1997
4	208	Research in Ministry (RIM)	1998
4	209	Religion Index One: Periodicals: Volume 23	1991
5	210	Religion Index One: Periodicals: Volume 24	1992
5	211	Religion Index One: Periodicals: Volume 25	1993
5	212	Religion Index One: Periodicals: Volume 26	1994
5	213	Religion Index One: Periodicals: Volume 27	1995
5	214	Religion Index One: Periodicals: Volume 28	1996
5	215	Religion Index One: Periodicals: Volume 29	1997
5	216	Religion Index One: Periodicals: Volume 30	1998

Box	Folder	Description	Date(s)
5	217	Religion Index One: Periodicals: Volume 31	1999
5	218	Religion Index One: Periodicals: Volume 32	2000
6	219	Religion Index One: Periodicals: Volume 33	2001
6	220	Religion Index One: Periodicals: Volume 34	2002
6	221	Religion Index One: Periodicals: Volume 35	2003
6	222	Religion Index One: Periodicals: Volume 36	2004
6	223	Religion Index One: Periodicals: Semiannual Edition: Volume 32	2000
6	224	Religion Index One: Periodicals: Semiannual Edition: Volume 33	2001
6	225	Religion Index One: Periodicals: Semiannual Edition: Volume 34	2002
6	226	Religion Index One: Periodicals: Semiannual Edition: Volume 35	2003
6	227	Religion Index One: Periodicals: Semiannual Edition: Volume 36	2004
6	228	Religion Index One: Periodicals: Semiannual Edition: Volume 37	2005
7	229	Religion Index Two (RIT) Index Production Software	1996 May 28
7	230	Religion Index Two (RIT) Documentation: 3rd Draft	1997 Jan 20
7	231	Religion Index Two: Multi-Author Works	1991
7	232	Religion Index Two: Multi-Author Works	1992
7	233	Religion Index Two: Multi-Author Works	1993
7	234	Religion Index Two: Multi-Author Works	1994
7	235	Religion Index Two: Multi-Author Works	1995
7	236	Religion Index Two: Multi-Author Works	1996
7	237	Religion Index Two: Multi-Author Works	1997
7	238	Religion Index Two: Multi-Author Works	1998
7	239	Religion Index Two: Multi-Author Works	1999
8	240	Index to Book Review in Religion (IBRR) Manual: Draft	1997 Jun 20
8	241	Index to Book Review in Religion (IBRR)	1991
8	242	Index to Book Review in Religion (IBRR)	1993
8	243	Index to Book Review in Religion (IBRR)	1994
8	244	Index to Book Review in Religion (IBRR)	1995
8	245	Index to Book Review in Religion (IBRR)	1996
8	246	Index to Book Review in Religion (IBRR)	1997
8	247	Index to Book Review in Religion (IBRR)	1999
9	248	International Christian Literature Documentation	1990-1991

Box	Folder	Description	Date(s)
		Project (ICLDP), Annual Report	
9	249	International Christian Literature Documentation Project (ICLDP), Sample Copy of Index	1991
9	250	International Christian Literature Documentation Project (ICLDP), Multi-Author Works, with supplement	1991 Oct 18-1992 Feb 7
9	251	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1991 Jan 15
9	252	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1992 Jan
9	253	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1992 Jun
9	254	International Christian Literature Documentation Project (ICLDP), Proposed Changes	1991 Jan
9	255	International Christian Literature Documentation Program (ICLDP), Updates on Progress for the Editorial Advisory Committee	1991 Jul-1992 Jan
9	256	International Christian Literature Documentation Project (ICLDP), Budget Materials	1991-1992
9	257	International Christian Literature Documentation Project (ICLDP), System Development Meetings	1991 Nov-1992 Nov
9	258	International Christian Literature Documentation Project (ICLDP), Classification Schedule Revisions	1991 (Mostly)
9	259	International Christian Literature Documentation Project (ICLDP), Final Advisory Committee Meeting	1992 Aug-Oct
9	260	International Christian Literature Documentation Project (ICLDP), Final Action Plan and Schedule	1991 Jan-1992 Nov
9	261	International Christian Literature Documentation Project (ICLDP), Emory University, Pitts Theology Library On-Site Indexing	1990 Mar-1992 Jan
9	262	International Christian Literature Documentation Project (ICLDP), Graduate Theological Union On-Site Indexing	1991-1992
9	263	International Christian Literature Documentation Project (ICLDP), Princeton Theological Seminary On-Site Indexing	1991-1992
9	264	International Christian Literature Documentation Project (ICLDP), Union Theological Seminary in New York On-Site Indexing	1991-1992
9	265	International Christian Literature Documentation Project (ICLDP), Yale On-Site Indexing	1991-1994
9	266	International Christian Literature Documentation Project (ICLDP), Correspondence With Free-Lance Indexer Virginia Neely	1991-1992
9	267	International Christian Literature Documentation Project (ICLDP), Correspondence	1992 Feb-1993 Sep

Box	Folder	Description	Date(s)
9	268	International Christian Literature Documentation Project (ICLDP), Brochure	1993?
9	269	Index Inventory	1991 June?
Information Services Department			
9	270	Information Services Pages From ATLA Internal Web-Site (Printed from ATLA Internal Web-Site on 12/2/05)	2005 Dec 2
9	271	Babylon Software Requirements	1996 Fall
9	272	Correspondence Regarding a Spanish-Language Demonstration CD-ROM	1997
9	273	Report on CUADRSTAR Users Meeting	1998 Nov 5
9	274	ATLA Sampler CD-ROM (Printed "snapshots" from disc)	2001 Mar
Member Services Department			
General			
9	275	Correspondence	1992-1997
9	276	Office Procedures Manual	1994 Oct
9	277	Annual Report of the Director of Members Services	1993 Jun -1994 May
9	278	Budget Materials	1992-1993
9	279	Budget Request for 1994/95 Fiscal Year	1994 Apr 27
9	280	Request for Information on Library Development	1992
9	281	Library materials Exchange Procedures	1992
9	282	Brochure for the Management Issues Seminar: "The Library Budget"	2001 Jul
9	283	Brochure for Professional Development Seminars: "Instructional Design for Librarians," and "Practical Personnel Management for the Theological Librarian"	2002 Jun
9	284	Brochure & Recommendations for Annual Giving Fund, also a list of registration fees paid from the fund	1992 Jul
9	285	Appeal for Scholarships and Grants Fund Contributions	2005 Nov 1
Memberships			
9	286	Membership Brochures	1992
9	287	Student Membership Brochure	2003
9	288	Individual and Student Membership Brochure	2003 Oct
9	289	Individual and Student Membership Brochures	n.d.
9	290	Brochures aimed at attracting Student Members	2004
9	291	Institutional Membership Brochure	2003 Oct

Box	Folder	Description	Date(s)
9	292	Institutional Membership Brochure	n.d.
9	293	Institutional Memberships, Correspondence	1992-1993
9	294	International Institutional Membership Brochure	2003 Oct
9	295	Affiliate Membership Brochure	2003 Oct
9	296	Affiliate Membership Brochure	2003 Dec
9	297	Affiliate Membership Brochure	n.d.
9	298	Membership Statistics	1985-1995
9	299	Correspondence Regarding Mailing Lists	1992-1993
9	300	Membership Directory	1994 Sep 22
9	301	Membership Directory	1995-1996
9	302	Membership Directory	1996-1997
Annual Conference			
9	303	Proceedings: 50th – Denver (See also RG 163 for programs and proceedings through 1998)	1996
9	304	Program: 51st - Boston	1997
9	305	Proceedings: 51st - Boston	1997
9	306	Program: 52nd – Leesburg, VA	1998
9	307	Proceedings: 52nd – Leesburg, VA	1998
9	308	Proceedings: 53rd - Chicago	1999
9	309	Proceedings: 54th - Berkeley	2000
9	310	Proceedings: 55th- Durham	2001
9	311	Program: 56th – St. Paul	2002
9	312	Proceedings: 56th – St. Paul	2002
9	313	Program: 57th - Portland	2003
10	314	Proceedings: 57th - Portland	2003
10	315	Program: 58th - Kansas City	2004
10	316	Proceedings: 58th - Kansas City	2004
10	317	Program: 59th - Austin	2005
10	318	Proceedings: 59th - Austin	2005
10	319	Proceedings: 59th - Austin	2005
10	320	Summary of Proceedings: 59th Annual Conference	2005 Jun 15-18
10	321	Summary of Proceedings: 59th Annual Conference	2005 Jun 15-18
10	322	Conference Software, Badge-O-Magic User's Guide, Invoices, and Sample Printout	1989-1993 Apr
10	323	Managing Financial Information in Libraries (Records of Presenter Mary Bischoff)	1990 Jun

Box	Folder	Description	Date(s)
10	324	Handbook for Conferences of the American Theological Library Association (Draft of June 1991 Revision)	1991 Jun
10	325	Meeting of Women Library Directors, held at the 1991 ATLA Conference (Records of Meeting Organizer Mary Bischoff)	1991
10	326	Registration Packet for the 45th ATLA Conference, Toronto	1991 Mar
10	327	Materials From Conference Packet: 46th	1992 Jun 17-20
10	328	Registration Form, Preliminary Program, and Miscellaneous Handouts: 46th	1992 Jun 17-20
10	329	Conference Planning Documents for the 47th (1993) ATLA Annual Conference	1990 Jul -1993 June
10	330	Conference Planning Correspondence, 47th (1993) ATLA annual Conference	1993 Jan-May
10	331	1993 ATLA Annual Conference Registration Packet: 47th	1993 Jun 16-19
10	332	Correspondence With Cassandra Brush About Membership and Attendance at Annual Conference	1993 Sep – 1994 Aug
10	333	Evaluations of 1994 ATLA Conference	1994
10	334	Evaluations of the 1998 ATLA Annual Conference	1998 Jun 18-20
10	335	Evaluations of the 1998 ATLA Annual Conference	1998 Jun 18-20
10	336	55th Annual Conference Attendee Confirmation Packet	2001 Jun
10	337	56th Annual Conference Attendee Confirmation Packet	2002 Jun
10	338	Planning Meetings for the 2003 ATLA Conference, Agenda Items	2002 Oct 11-13
10	339	57th Annual Conference Attendee Confirmation Packet	2003 Jun
10	340	Brochure for Professional Development Seminar, "The Theological Library and the Educational Enterprise"	2003 Jun
10	341	58th Annual Conference Attendee Confirmation Packet	2004 Jun
10	342	59th Annual Conference Attendee Confirmation Packet	2005 Jun
10	343	59th Annual Conference Packet	2005 Jun
10	344	Handbook for Conferences	2000 Oct
10	345	Handbook for Conferences	2001 & 2004
10	346	Exhibitor Prospectuses	1996-2002, 2005
10	347	Exhibitor Confirmation Packet	2001 Jun 20-21

Box	Folder	Description	Date(s)
10	348	Exhibitor Confirmation Packet	2002 Jun 20-21
10	349	Exhibitor Confirmation Packet	2003 Jun 26-27
10	350	Exhibitor Confirmation Packet	2004 Jun 17-18
10	351	Exhibitor Prospectus	2005
Member Publications			
10	352	Newsletter Index for vols. 41-45	(1993/94-1997/98)
10	353	Newsletter, Vol. 38, nos. 1-4	1990 Aug 18–1991 May 18
10	354	Newsletter, Vol. 39, nos. 1- 4	1991 Aug 17 -1992 May 16
10	355	Newsletter, Vol. 40, nos. 1-2	1992 Aug 15 and Nov 14
10	356	Newsletter, Vol. 40, no. 3	1993 Feb 13
10	357	Newsletter, Vol. 40, no. 4 [Includes Index for vols. 36-40 (1988/89-1992/93)]	1993 May 15
10	358	Newsletter, Vol. 41, no. 1	1993 Aug 14
10	359	Newsletter, Vol. 41, no. 2	1993 Nov 13
10	360	Newsletter, Vol. 41, no. 3	1994 Feb 12
10	361	Newsletter, Vol. 41, no. 4	1994 May 14
10	362	Newsletter, Vol. 42, nos. 1-4	1994 Aug 13- 1995 May 13
10	363	Newsletter, Vol. 43, no. 1	1995 Aug 12
11	364	Newsletter, Vol. 43, no. 2	1995 Nov 11
11	365	Newsletter, Vol. 43, nos. 3-4	1996 Feb 10, May 11
11	366	Newsletter, Vol. 44, nos. 1-4	1996 Aug – 1997 May
11	367	Newsletter, Vol. 45, nos. 1-5	1997 Aug, 1997 Nov, 1998 Feb-Aug
11	368	Newsletter, Vol. 46, nos. 1-4	1998 Nov -1999 Aug
11	369	Newsletter, Vol. 47, nos. 1-4	1999 Nov -2000 Aug
11	370	Newsletter, Vol. 48, nos. 1-4	2000 Nov -2001 Aug
11	371	Newsletters, Vol. 49, nos. 1-3	2001 Nov- 2002 May
11	372	Newsletters, Vol. 49, no. 4	2002 Aug
11	373	Newsletter, Vol. 50, no. 1-4	2002 Nov -2003 Aug
11	374	Newsletter, Vol. 51, nos. 1-4	2003 Nov -2004 Aug

Box	Folder	Description	Date(s)
11	375	Newsletter, Vol. 52, nos.1-4	2004 Aug – 2005 Nov
11	376	Newsletter, Vol. 53, nos. 1-2	2006 Feb, Nov
11	377	Newsletter, Vol. 53, no. 2	2006 Feb
11	378	Correspondence regarding Newsletter mailing list	1993 Jul
11	379	ATLA Advertising Rates for Association Newsletter	1995?
11	380	Product News	2003 May -2004 May
11	381	Product News	2004 May
11	382	Catalog: Publications, Programs, and Services	1990-91
11	383	Catalog	1995-1996
11	384	Catalog	1997
11	385	Catalog	1998
11	386	Catalog	1999
11	387	Catalog	2000
11	388	Catalog	2000-2001
11	389	Catalog	2001-2002
11	390	Catalog	2002-2003
11	391	Catalog	2003-2004
11	392	Catalog	2004-2005
11	393	Catalog	2005-2006
11	394	Program Notes (re: Preservation and Indexes programs) (Incomplete)	1991 Apr -1995 Dec
11	395	ATLA Logos	1992
11	396	Essays in Celebration of the First Fifty Years	1996
11	397	Essays in Celebration of the First Fifty Years	1996
ATLA Web Site			
11	398	Correspondence regarding proposal for Vanderbilt University to host site	1995
11	399	Previous Weekly News Updates (Printed 11/11/05.)	1996 May/Jul-Dec
11	400	Previous Messages From the Executive Director (Printed 11/11/05.)	1996 Jul-Sep, Nov-Dec
11	401	Previous Weekly News Updates (Printed 11/11/05.)	1997
11	402	Previous Messages From the Executive Director (Printed 11/11/05.)	1997
11	403	Previous Weekly News Updates (Printed 11/11/05.)	1998

Box	Folder	Description	Date(s)
11	404	Previous Messages From the Executive Director (Printed 11/11/05.)	1998
11	405	Previous Weekly News Updates (Printed 11/11/05.)	1999
11	406	Previous Messages From the Executive Director (Printed 11/11/05.)	1999
12	407	Previous Weekly News Updates (Printed 11/11/05.)	2000
12	408	Previous Messages From the Executive Director (Printed 11/11/05.)	2000
12	409	Previous Weekly News Updates (Printed 11/11/05.)	2001
12	410	Previous Messages From the Executive Director (Printed 11/11/05.)	2001
12	411	Previous Weekly News Updates (Printed 11/11/05.)	2002
12	412	Previous Messages From the Executive Director (Printed 11/11/05.)	2002
12	413	Previous Messages From the Executive Director (Printed 11/11/05.)	2003
12	414	Weekly News Updates	2003
12	415	Weekly News Updates	2004
12	416	Weekly News Updates	2005
12	417	Pages from site saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
12	418	Preservation Services pages from site saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
12	419	Selections on Microfilm from the Yale Day Missions Collection, Subject Headings, Preservation Services Pages from site saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
12	420	Reference Desk Pages from site samplings saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
12	421	Staff Directory pages saved on March 4, 2000 (Printed on 9/8/06)	2000 Mar 4
12	422	Printout of pages regarding Center for Electronic Resources in Theology and Religion (CERTR)	2000 Mar
12	423	ATLAS pages from site samplings saved on December 6, 2000 (Printed on 9/8/06)	2000 Dec 6
12	424	ATLA Member Spotlight from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
12	425	Library Consultation pages from site sampling saved on February 2, 2001 (Printed on	2001 Feb 2

Box	Folder	Description	Date(s)
		9/15/06)	
12	426	Grants and Awards pages from a site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
12	427	Management Issues Seminar information from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
12	428	ATLA CERTR pages from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
12	429	Site samplings from pages saved on July 22, 2001 (Showing new site design) (Printed on 9/15/06)	2001 Jul 22
12	430	Site samplings saved on May 24, 2004 (Printed on 9/15/06)	2004 May 24
12	431	About Us, List of Services, List of Departments, Staff Member Titles, and Directions to ATLA (Printed from web site 11/11/05.)	2005 Nov 11
12	432	Staff Directory (Printed from web site 11/11/05.)	2005 Nov 11
12	433	Conference Pages (Printed from web site 11/11/05)	2006 Jun 21-24
12	434	ATLANTIS/Hosted Discussion Groups Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	435	Membership Information and Applications (Printed from web site 11/11/05.)	2005 Nov 11
12	436	Awards, Grants and Scholarships Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	437	ATLA Group Catalog on OCLC WorldCat (Printed from web site 11/11/05.)	2005 Nov 11
12	438	ATLA International Collaboration Database (Printed from web site 11/11/05.)	2005 Nov 11
12	439	"About the ATLA Special Committee of the Association for International Collaboration" (Printed from web site 11/11/05.)	2005 Nov 11
12	440	ATLA-ICC Bibliography for International Seminary/Bible School Libraries (Printed from web site 11/11/05.)	2005 Nov 11
12	441	ATLA Member Hurricane Relief Efforts Information (Printed from web site 11/11/05.)	2005 Nov 11
12	442	ATLA Selected Religion Web Sites Project (ATSRW) (Printed from web site 11/11/05.)	2005 Nov 11
12	443	Cooperative Digital Resources Initiative (CDRI) (Printed from web site 11/11/05.)	2005 Nov 11
12	444	First Search Consortium, NACO/CONSER Funnel Projects, On Demand Filming, and Serials Exchange (ASE) (Printed from web site 11/11/05.)	2005 Nov 11

Box	Folder	Description	Date(s)
12	445	Divisions and Committees (Printed from web site 11/11/05.)	2005 Nov 11
12	446	Collection Evaluation and Development Interest Group (CEAD) Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	447	ATLA Technical Services Web (Website of ATLA's Technical Services Section) (Printed from web site 11/11/05.)	2005 Nov 11
12	448	Librarian's Tools and Member Directories (Printed from web site 11/11/05.)	2005 Nov 11
12	449	Professional Development Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	450	Publications Pages (Printed from web site 11/11/05)	2005 Nov 11
12	451	Preservation Department Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	452	Product Pages (Printed from web site 11/11/05.)	2005 Nov 11
12	453	Retrospective Indexing Project (RIP) Quarterly Reports (Printed from web site 11/11/05)	2002 Sep- 2005 Aug
12	454	Thesaurus Revisions (Printed from web site 11/11/05.)	2005 Nov 11
12	455	Advertising Opportunities, Endowment Fund, and Interactive Conference Facility (ICF) Printed from web site 11/11/05.	2005 Nov 11
12	456	Printout of Special 60th Anniversary Pages (Printed from web site on 5/26/06)	2006 May 26
12	457	Theological Libraries Month (October 2006) Pages (Printed from web site on 8/18/06)	2006 Oct
12	458	Theological Libraries Month, 2006, Actively Participating Institutions (Printed from web site on 10/13/06)	2006 Oct
12	459	Theological Libraries Month (October 2006) Success Stories (Printed from web site on 10/27/06)	2006 Oct
12	460	ATLA Press Releases, 2001-2006 (Printed from web site on 10/13/06)	2001-2006

Preservation Department

General

12	462	Advisory Consultation on a Project to Index and Preserve Periodical Literature in Religion, 1900-1948	1991 Feb 6
12	463	Monograph Preservation Program: Phase 1 Catalog: Listed in Author Order (Folder 1 of 2)	1992
12	464	Monograph Preservation Program: Phase 1 Catalog: Listed in Author Order (Folder 2 of 2)	1992

Box	Folder	Description	Date(s)
12	465	Monograph Preservation Program: Phase 2 Catalog: Listed in Author Order (Folder 1 of 2)	1992
12	466	Monograph Preservation Program: Phase 2 Catalog: Listed in Author Order (Folder 2 of 2)	1992
12	467	Monograph Preservation Program: Phase 3 Catalog: Listed in Author Order (Folder 1 of 2)	1992
12	468	Monograph Preservation Program: Phase 3 Catalog: Listed in Author Order (Folder 2 of 2); flyer re. Phase 6: ATLA Denominational Documentation Series	1992
12	469	ATLA Serials on Microfilm Catalog	1995
12	470	Guide to Selections From the Day Missions Collection: Asia and the Pacific Rim	1995
12	471	ATLA Special Collection: Church History: Section One: Texts and Reference Works: Monograph Preservation Program Order List	1992 Aug 3
13	472	Preservation Filming in Religion (PREFIR), Fliers Regarding PREFIR Member Pricing	1992 April and 1995 Dec 21
13	473	Religious Monographs Preservation Project, Correspondence With Pew Charitable Trust	1994 May -1996 Aug
13	474	Lilly Endowment Support of Preservation of Journal Literature in Religion, 1875-1950, Grant: Correspondence	1994-1997
13	475	Final Report to Lilly Endowment for the Grant Preservation of Journal Literature in Religion: 1875-1950	1997 Feb 28
13	476	Form letter to request publisher permission to distribute preservation microfilm	1996
Vendor Relationships			
13	477	Correspondence with Sang Sul regarding agreement to film through his preservation microfilm company	1997-2000
13	478	Microfilming agreement with Preservation Resources	1997
13	479	Microfilm Storage Proposal for ATLA with National Underground Storage (later called Iron Mountain)	1996-1998
13	480	Christianity and the Encounter with World Religions Catalog From Scholarly Resources	2003
13	481	Christianity and the Encounter with World Religions Catalog From Scholarly Resources	2004
13	482	Scholarly Resources - Catalog, Agreements, Correspondence	1996-2001
13	483	Scholarly Resources Religious Studies Catalog	2004 (Circa)
13	484	Thomson-Gale Catalog of ATLA Microform Products	2005

Series III. Committees of the Association

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series III. Committees of the Association	1990-2005
		Committees Appointed by the Executive Director	
		Historical Records Committee / Archives Committee	
13	485	Historical Records Committee Reports, Minutes, and Correspondence	1990-1994
13	486	Historical Records Committee Correspondence and Reports	1991-1993
13	487	Archives Committee: Agreement Between the Presbyterian Historical Society and ATLA Regarding Archives Care and Storage	1998 Apr-May
13	548	Committee on Archives, Correspondence and Reports	1997-2000
		Annual Conference Committee	
13	488	1993 Conference Evaluations	1993 Jul
13	489	1993 Conference Evaluations	1993 Jul
		Education Committee	
13	490	Minutes, Agendas, and Follow-Up Correspondence (meeting)	1991 Dec 5-7
13	491	Minutes, Agendas, and Follow-Up Correspondence (meeting)	1992 Oct 30-Nov 1
13	492	Correspondence	1992-1993
13	493	Agenda and Notes (meetings)	1993 Jun and Oct
13	494	Meeting Minutes and Agenda Materials	1994 Oct 20-21
13	495	Meeting Minutes and Agenda Materials	1995 Jun 13
13	496	Meeting Agenda, Minutes, and Agenda Materials	1995 Oct 6-7
13	497	Meeting Agenda and Minutes	1996 Jun 20
13	498	Meeting Agenda, Minutes, Agenda Materials, and Follow-up Correspondence	1996 Oct 4-5
13	499	Meeting Agendas and Minutes	1998-2000
13	500	Meeting Agendas and Minutes	2001 Oct -2003 Jun
13	501	Description, Mandate, and List of Chairperson Duties	1991-1997
13	502	Education Committee Handbook	1998-2000
13	503	Reports, Including Reports to the Board of Directors	1992-2000
13	504	Correspondence Regarding Work With Annual Conference Committee (ACC)	1991-1993

Box	Folder	Description	Date(s)
13	505	Education Committee Budget	1991-1998
13	506	Evaluations of ATLA Annual Conferences	1994-1996
13	507	Program Planning	1990-1997
13	508	Programming Ideas Generated at Nashville Meeting	1995 Sep-Oct
13	509	Reports on Conference Roundtables	1995
13	510	Evaluation of 1996 ATLA Institute	1997 Apr 21
13	511	Roundtables for the ATLA Annual Conference	1998
13	512	Programming Ideas	1997-1998
13	513	Planning Materials for 2001 ATLA Conference Sessions	2000 Aug -2001 Jun
13	514	Joint Planning Meeting With Annual Conference Committee Regarding 2002 ATLA Conference	2001 Oct
13	515	Session Proposals and Feedback for 2002 ATLA Conference	2000 Apr -2002 Jun
13	516	Regional Continuing Education Program Grant Guidelines	1996 Circa
13	517	Regional Continuing Education Grants	1992-1993
13	518	Regional Continuing Education Grants	1994
13	519	Regional Continuing Education Grants	1995
13	520	Regional Continuing Education Grants	1995-1996
13	521	Regional Continuing Education Grants	1996-1997
13	522	Regional Continuing Education Grants	1997-1998
13	523	Regional Continuing Education Grants	1998-1999
13	524	Correspondence Regarding Committee Membership	1991-1996
Financial Management Committee			
14	609	Meeting notes	1991 Jun
Local Host Committee			
13	525	Preliminary Program and Registration Materials for 1991 ATLA Conference	1991 Mar
13	526	Correspondence of Roger Lloyd, Host Librarian of the 46th (1992) ATLA Conference, to ATLA Members	1992 Apr-Jun
13	527	Conference Preparation materials of Roger Lloyd, Host Librarian, 46th (1992) ATLA Annual Conference	1992
13	528	Banquet Preparation materials of Roger Lloyd, Host Librarian, 46th (1992) ATLA Annual Conference	1992 Mar-Jun
13	529	Hotel Arrangement materials of Roger Lloyd, Host Librarian, 46th (1992) ATLA Annual	1990-1992

Box	Folder	Description	Date(s)
		Conference	
13	530	Registration materials saved by Roger Lloyd, Host Librarian	1992
13	531	Materials of Roger Lloyd, Host Librarian, Related to the Bridwell Library's Involvement in the 46th (1992) ATLA Annual Conference	1992
13	532	Materials of Roger Lloyd, Host Librarian, Regarding 1992 Conference Tours	1992
13	533	Materials of Roger Lloyd, Host Librarian, regarding Rare Books Interest Group of the 1992 ATLA Annual Conference	1992
13	534	Thank you letters sent to Roger Lloyd, Host Librarian, 1992 ATLA Annual Conference	1992 Jun
Professional Development Committee			
13	535	Seminar: Practical Personnel Management for the Theological Librarian	2001 Jun 18
13	536	Management Issues Seminar: The Library Budget	2001 Jun-19
13	537	Seminar: The Theological Library and the Educational Enterprise	2003 Jun 24
13	538	Meeting Materials	1991 Apr 7-8
Program Committee			
13	539	Meeting Minutes and Agenda Items	1997 Jun14 and Oct15
13	540	Conference Evaluations for 1997 ATLA Annual Conference	1997
13	541	Publications Committee Correspondence	1991-1993
Joint Committees Established by the Board			
13	542	ATS/ATLA Joint Committee Correspondence and Meeting Summaries	1992-2003
13	543	ATS/ATLA Digital Standards and Projects Committee. Suggestions for Meeting Topics	2000 Mar
14	612	ATS/ATLA Digital Standards and Projects Committee. Minutes, reports	2000-2004
14	613	ATS/ATLA Digital Standards and Projects Committee: Cooperative Digital Resources Initiative (CDRI): Announcements of grants, Phases 1 – 4; article describing CDRI; brochure, flyer	2001-2005
14	614	ATS/ATLA Digital Standards and Projects Committee: CDRI: Final Report to Henry Luce Foundation	2005
14	615	ATS/ATLA Digital Standards and Projects Committee: CDRI: "Metadata Requirements and Input for CDRI Projects"	2004

Advisory Committees

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
13	544	Technology Advisory Committee: Records of Committee Member Mary Bischoff	1993
13	545	Technology Advisory Committee: Records of Committee Member Mary Bischoff	1994-1996
13	546	Committee on Technology and Internet Planning: Correspondence Re: Internet Presence and Services Provided Through Vanderbilt	1996 Feb-Jul
13	547	Technology Advisory Committee: Agenda and Meeting Minutes	1998 Jan 13-14
14	619	Preservation Advisory Committee	1998-2002
		Special Committees and Standing Committees of the Board	
13	549	Nominating Committee: Correspondence of Committee Member Mary Bischoff	1994 Jun-Jul
13	550	Tellers Committee, 1993/94 Board Election	1993 Apr

Series IV. Interest Groups

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series IV. Interest Groups	1991-2004
		General	
13	551	Interest Groups Flyer	1992
13	552	Policies and Procedures for ATLA Interest Groups	1991
		Automation and Technology Section	
13	553	Materials of the Group Chair Regarding 1995 ATLA Annual Conference Activities	1994 Sep -1995 Apr
		Bib-base User's Group	
13	554	Correspondence	1992-1993
		College and University Section	
13	555	Correspondence and Newsletter	1992-1993
		Judaica Interest Group	
13	556	Proposal for Recognition of Judaica Interest Group	1998 Jan 16
		OCLC Theological Users Group (TUG)	
13	557	Mailing List	1991 Jul
13	558	Application for Recognition of TUG and Letter Regarding Approval By Board	1992 Jan-Feb
13	559	Newsletters	1991 Jun -1992 Feb
		Online Reference Resource Section	
13	560	Correspondence Re: Establishment of Section	1992 Jun-Jul
		Public Services Steering Committee and Section	
13	561	Meeting Minutes	1991 Jun
14	562	Draft ILL Code	1993 Jul
14	616	Report of Virtual Reference Task Force	2003 Dec
		Publications Section	
14	563	Bibliography of ATLA Members	1994
		Technical Services Division/Section	
14	564	Correspondence	1991
14	565	Current LC Subject Headings in the Field of Religion, Volume 8, no. 2	1991 Nov
14	566	Information and Meeting Agenda	1996
14	567	Newsletter	1992 May
14	568	Theology Cataloging Bulletin	1992-1994
14	569	Theology Cataloging Bulletin	1995-1997
14	570	Theology Cataloging Bulletin	2004

Series V. Affiliated Institutions and Organizations

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series V. Affiliated Institutions and Organizations	1990-2004
		General	
14	571	Correspondence Regarding ATLA Partnerships/Commitments	1992-1996
14	572	Correspondence Regarding Cooperation With Librarians and Libraries in Puerto Rico	1992-1995
		All Africa Conference of Churches (AACC)	
14	573	Correspondence Regarding Donation of ATLA Thesaurus	1993 Jan-Apr
		AAR/SBL	
14	574	ATLA Representation at 1998 AAR/SBL Conference	1998
		Australian and New Zealand Theological Library Association (ANZTLA)	
14	575	Correspondence	1993-1996
		Catholic Library Association	
14	576	1997 Conference Presentation and Presentation Notes by Dennis Norlin	1997 Apr
		Charles University in Prague	
14	577	Correspondence Regarding Indexing Czech Journals	1995
		Conseil International des Association# de Bibliothèques de Theologie (International Council of Theological Library Associations)	
14	578	Correspondence	1996-1997
14	579	Correspondence	1996-1997
		Bibliothèques Europeennes de Tehologie (BETH; formerly CONSEIL)	
14	580	Correspondence, Conference Materials	1996-1998
14	581	BETH Brochures	2004 (Circa.)
14	582	Agreement for Support of Sale of ATLA Religion Database	1998-2005
		Council of National Library and Information Associations	
14	583	Appointment of ATLA Representative	1992 Aug 5
		Council on Library and Information Resources (CLIR)	
14	584	ATLA Sponsorship of CLIR	1999 Jun -2001 Jun
		Federacja Bibliotek Kóscielnych (FIDES)	

Box	Folder	Description	Date(s)
14	585	Correspondence International Association for Mission Studies (IAMS)	1992-1996
14	586	Database, Archives, and Bibliography (DABS) Interest Group, Correspondence Overseas Council	1992-1994
14	587	Correspondence Regarding Donation of ATLA Print Indexes	1995-1996
14	588	Donation of Religion Index One, Religion Index Two, and IBBR to Theological Schools in Developing Countries Pontifical Biblical Institute, Rome, Italy	1995-1998
14	589	Correspondence Presbyterian Church (USA), Worldwide Ministries Division	1995-1997
14	590	Global Education Grant Protestant Institute for Mission Studies (PIMS), Hungary	1995 Jan -1996 Dec
14	591	Correspondence and Newsletters Instituto Superior Evangelical Estudios Teologicos (ISEDET)	1993-1997
14	592	Correspondence regarding early plans for a Latin American Theological Information Network	1990 Jul -1992 Aug
14	593	Planning for Bibliografia Teologia Comentada (BTC)	1990-1991
14	594	Planning for Bibliografia Teologia Comentada (BTC)	1992
14	595	Planning for Bibliografia Teologia Comentada (BTC) Red Latinoamericano de Informacion Teologica (RLIT; formerly ISEDET)	1992-1996
14	596	ATLA Assistance With Expenses of Boletin del Bibliotecario Teologico Latinoamericano, Correspondence and Newsletters Seminario Biblico Latinoamericano (SBL)	1993-1997
14	597	Correspondence Regarding Potential Areas of Partnership with ATLA South Pacific Association of Theological Schools (SPATS)	1992-1996
14	598	Correspondence Universitätsbibliothek Tübingen	1993-1995
14	599	Correspondence Regarding Partnerships Between Zeitschrifteninhaltsdienst Theologie (ZID) and	1990-1997

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
14	600	ATLA Correspondence Regarding Partnerships Between Zeitschrifteninhaltsdienst Theologie (ZID) and ATLA	1990-1997
		University of South Africa (UNISA)	
14	601	Correspondence Regarding the South African Theological Bibliography (SATB)	1992-1996
		World Conference of Associations of Theological Institutions (WOCATI)	
14	602	Correspondence Regarding an Article on ATLA for the "WOCATI News"	1993-1994

Series VI. Regional Groups

<u>Box</u>	<u>Folder</u>	<u>Description</u>	<u>Date(s)</u>
		Series VI. Regional Groups	1987-1993
		General	
14	603	1987 List of Regional Theological Library Associations and correspondence regarding	1987-1991
		Chicago Area Theological Library Association (CATLA)	
14	604	Correspondence, Announcements, and Newsletters	1991 Jan -1993 Jan
		Southeastern Pennsylvania Theological Library Association (SEPTLA)	
14	605	Teamwork Newsletter	1991 Apr
14	606	Correspondence and Newsletters	1992 Oct -1993 Apr
		Southwest Area Theological Library Association (SWATLA)	
14	607	SWATLA Newsletter	1991 Jan 23
14	608	Correspondence and Newsletters	1993 Jan-Jul