

Yale University Library
Yale Divinity Library

Guide to the American Theological Library Association Records - Addendum A

RG 163A



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2015

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Table of Contents

Collection Overview	4
Requesting Instructions	4
Administrative Information	4
Immediate Source of Acquisition	4
Conditions Governing Access	4
Conditions Governing Use	5
Preferred Citation	5
Biographical / Historical	5
Scope and Contents	5
Arrangement	7
Collection Contents	8
Series I: Board of Directors, 1991-2007	8
Series II: Departments, 1985-2006	12
Executive Director Records	12
Reports	12
Communications	12
Administrative Department	13
Personnel	13
Facilities Management	13
Strategic Planning/ Association Goals	14
Business Development	14
Vendor relations	14
Advertising	15
Electronic Products and Services Department	15
Product Support	15
ATLAS	16
Financial Services Department	16
Index Department	16
Information Services Department	20
Member Services Department	20
General	20
Memberships	21
Annual Conference	21
Member Publications	23
ATLA Web Site	25
Preservation Department	28
General	28
Vendor Relationships	29
Series III: Committees of the Association, 1990-2005	30
Committees Appointed by the Executive Director	30
Historical Records Committee / Archives Committee	30
Annual Conference Committee	30
Education Committee	30
Financial Management Committee	31
Local Host Committee	31
Professional Development Committee	32
Program Committee	32
Publications Committee	32
Joint Committees Established by the Board	32
Advisory Committees	33
Membership Advisory Committee	33

Monographs Preservation Advisory Committee	33
Preservation Advisory Committee	33
Technology Advisory Committee	33
Special Committees and Standing Committees of the Board	33
Series IV: Interest Groups, 1991-2004	34
General	34
Automation and Technology Section	34
Bib-base User's Group	34
College and University Section	34
Gay and Lesbian Professional Issues Interest Group/Forum	34
Judaica Interest Group	34
OCLC Theological Users Group (TUG)	34
Online Reference Resource Section	34
Public Services Steering Committee and Section	34
Publications Section	34
Roman Catholic Denominational Group	35
Special Collections Interest Group	35
Technical Services Division/Section	35
Series V: Affiliated Institutions and Organizations, 1990-2004	36
General	36
All Africa Conference of Churches (AACC)	36
AAR/SBL	36
Australian and New Zealand Theological Library Association (ANZTLA)	36
Catholic Library Association	36
Charles University in Prague	36
Conseil International des Associations de Bibliothèques de Theologie (International Council of Theological Library Associations)	36
Bibliothèques Europeennes de Tehologie (BETH; formerly CONSEIL)	36
Council of National Library and Information Associations	36
Council on Library and Information Resources (CLIR)	36
Federacja Bibliotek Kóscielnych (FIDES)	36
International Association for Mission Studies (IAMS)	36
Overseas Council	37
Pontifical Biblical Institute, Rome, Italy	37
Presbyterian Church (USA), Worldwide Ministries Division	37
Protestant Institute for Mission Studies (PIMS), Hungary	37
Instituto Superior Evangelical Estudios Teologicos (ISEDET)	37
Red Latinoamericano de Informacion Teologica (RLIT; formerly ISEDET)	37
Seminario Biblico Latinoamericano (SBL)	37
South Pacific Association of Theological Schools (SPATS)	37
Universitätsbibliothek Tübingen	37
University of South Africa (UNISA)	37
World Conference of Associations of Theological Institutions (WOCATI)	38
Series VI: Regional Groups, 1987-1993	39
General	39
Association of Chicago Theological Schools (ACTS)	39
Boston Theological Institute (BTI)	39
Chicago Area Theological Library Association (CATLA)	39
Minnesota Theological Library Association (MTLA)	39
Ohio Theological Library Association (OTLA)	39
Southeastern Pennsylvania Theological Library Association (SEPTLA)	39
Southwest Area Theological Library Association (SWATLA)	39
Tennessee Theological Library Association (TTLA)	39
Series VII: Collected Material	40
Selected Search Terms	41

Collection Overview

REPOSITORY: Yale Divinity Library
409 Prospect Street
New Haven, CT 06511
(203) 432-5301
divinity.library@yale.edu
<http://web.library.yale.edu/divinity/special-collections>

CALL NUMBER: RG 163A

CREATOR: American Theological Library Association

TITLE: American Theological Library Association Records - Addendum A

DATES: 1985–2007

BULK DATES: 1991–2005

PHYSICAL DESCRIPTION: 16.5 linear feet (20 boxes)

LANGUAGE: 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.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/divinity.163a>

Requesting Instructions

To request items from this collection for use on site, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/divinity.163a>.

Key to the container abbreviations used in the PDF finding aid:

b. box
f. folder

Administrative Information

Immediate Source of Acquisition

Deposited by the American Theological Library Association.

Conditions Governing Access

The materials are open for research.

Conditions Governing Use

Copyright has not been transferred to Yale University.

Preferred Citation

American Theological Library Association Records - Addendum A (RG 163A), Special Collections, Yale Divinity School Library.

Biographical / Historical

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.

Scope and Contents

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). Series VII. contains documents related to a research project on "Theological Librarianship in the Context of Ministry"

Arrangement

- 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
- VII. Collected Material

Collection Contents

Series I: Board of Directors, 1991-2007

b. 1, f. 1	Mid-Winter Meeting Agenda and Agenda Materials	1991 Feb19-21
b. 1, f. 2	Minutes of Mid-Winter Meeting	1991 Feb19-21
b. 1, f. 2a	ATLA job descriptions	1991 April
b. 1, f. 3	Minutes of Annual Conference Meetings	1991 Jun 17-23
b. 1, f. 3a	Executive Committee	1991 Oct 4-5
b. 18, f. 10	Member Services Committee of the Board of Directors	1991
b. 1, f. 4	Conference Call Meeting	1991 Dec 3
b. 1, f. 5	Minutes	1992 Jan 31-Feb 1
b. 1, f. 6	Meeting of Executive Committee of the Board	1992 Apr 3-4
b. 1, f. 7	Minutes of Annual Conference Meetings; Docket	1992 Jun 17-21
b. 1, f. 8	Minutes of Annual Conference Meetings; Meetings and exhibits	1992 Jun 17-21
b. 1, f. 9-9a	Reincorporation in state of Illinois; Revised by-laws, articles of incorporation Includes various drafts of revised bylaws, documents related to merger of American Theological Library Association (a Delaware corporation) and American Theological Library Association (an Illinois corporation)	1992
b. 1, f. 10	Presidential Correspondence	1992-1993
b. 1, f. 11	Strategic Planning Committee	1992-1993
b. 1, f. 12	Midwinter Meeting Docket	1993 Feb 5-6
b. 1, f. 13	Minutes of Midwinter Meeting; Minutes and exhibits	1993 Feb 5-6
b. 1, f. 14	Minutes of Annual Conference Meetings	1993 Jun15-20
b. 1, f. 15	Minutes of Annual Conference Meetings	1993 Jun 15-20
b. 1, f. 16	Board Handbook	1993
b. 1, f. 17	Minutes of Annual Conference Meetings	1994 Jan 28-29
b. 1, f. 18	Annual Conference Meetings; Docket	1994 Jun 14-19
b. 1, f. 19	Annual Conference Meeting; Minutes	1994 Jun 14-19
b. 1, f. 20	Presidential Correspondence	1994-1995
b. 1, f. 21	Presidential Correspondence; address	1994-1995
b. 18, f. 9	Board of Directors Policy Manual	1994-1995
b. 1, f. 22	Mid-Winter Meeting	1995 Jan 20-21

b. 1, f. 23	Strategic Planning Meeting	1995 Apr 3-4
b. 1, f. 24	Annual Conference Meeting: incl. Strategic Plan	1995 Jun 15
b. 18, f. 6	Presidential Correspondence - Material restricted until 2021	1996
b. 2, f. 27	Executive Director Search: Material restricted until 2021	1996
b. 18, f. 7	Mid-Winter Meeting	1996 Jan 12-13
b. 18, f. 8	Review of Member Services division	1996 Jan
b. 1, f. 25	Annual Conference Meetings	1996 Jun 20-25
b. 1, f. 26	Annual Conference Meetings Executive Session	1996 Jun 21-25
b. 19, f. 2	Presidential Correspondence	1996 Jun - 1997 Apr
b. 19, f. 3	Presidential Correspondence	1997 May - 1998 Jul
b. 2, f. 31	ATLA Board Policy Manual	1997 Jun
b. 2, f. 28	Mid-Winter Meeting	1997 Jan 17-18
b. 2, f. 29	Annual Conference Meetings; Docket	1997 Jun 10-15
b. 2, f. 30	Annual Conference Meetings; Minutes	1997 Jun 11-15
b. 19, f. 1997	Business meeting at annual conference	1997 Jun
b. 2, f. 32	Election Documentation	1997
b. 2, f. 33	Midwinter Meeting	1998 Jan 16-17
b. 2, f. 34	Mid-Winter Meeting; Executive session	1998 Jan 16
b. 2, f. 35	Annual Conference Meetings	1998 Jun 16-21
b. 19, f. 4	Business meeting at annual conference	1998 Jun
b. 19, f. 1	Executive Director evaluation process	1998
b. 2, f. 36	Board Handbook	1998
b. 2, f. 37	Election Documentation	1998
b. 2, f. 38	Mid-Winter Meeting	1999 Jan 15-16
b. 2, f. 39	Annual Conference Meetings	1999 Jun 8-13
b. 2, f. 40	Mid-Winter Docket	2000 Jan 14-15
b. 2, f. 41	Mid-Winter Meeting Minutes	2000 Jan 14-15
b. 2, f. 42	Mid-Winter Meeting; Executive Session	2000 Jan 15
b. 2, f. 43	Annual Conference Meetings; Dockets	2000 Jun 20-24

b. 2, f. 44	Annual Conference Meetings; Minutes	2000 Jun 20-25
b. 2, f. 45	Annual Conference Meetings; Executive session	2000 Jun 25
b. 2, f. 46	Annual Conference Business Meeting re. By Laws change	2000 Jun 22
b. 2, f. 46a	Annual Conference Committee	2000-2001
b. 2, f. 46b	President's Files; CD-Rom and Word Documents	2000-2001
b. 2, f. 47	Mid-Winter Meeting; Docket	2001 Jan 18-20
b. 2, f. 48	Mid-Winter Meeting; Minutes	2001 Jan 19-20
b. 2, f. 49	Mid-Winter Meeting; Executive session	2001 Jan 20
b. 2, f. 50	Election Results	2001 Apr
b. 2, f. 51	Annual Conference Meetings	2001 Jun 20-24
b. 2, f. 52	Report on History of Regional Groups	2001 Jun
b. 2, f. 53	Presidential Correspondence	2001-2002
b. 2, f. 54	Election Documentation	2001-2002
b. 2, f. 55	Mid-Winter Meeting; Docket	2002 Jan 18-19
b. 2, f. 56	Mid-Winter Executive Session	2002 Jan 19
b. 2, f. 57	Annual Conference Meetings; Docket	2002 Jun 19-23
b. 2, f. 58	Annual Conference Meetings; Minutes	2002 Jun 19-23
b. 2, f. 59	Annual Conference Meetings; Executive session	2002 Jun 19
b. 2, f. 60	Presidential Correspondence	2002-2003
b. 2, f. 61	Election Documentation	2002-2003
b. 2, f. 62	Mid-Winter Meeting; Docket	2003 Jan 17-18
b. 2, f. 63	Mid-Winter Meeting; Executive session	2003 Jan 18
b. 2, f. 64	Annual Conference Meetings; Docket	2003 Jun 25-29
b. 2, f. 65	Presidential Correspondence; Revision of By-laws	2003-2004
b. 14, f. 617	Board Policy Manual (3 versions)	2003-2004
b. 14, f. 618	Interest Group Handbook; Board nomination and election handbook; schedule of responsibilities of Board officers	2002-2004
b. 2, f. 66	Mid-Winter Meeting; Docket	2004 Jan 23-24
b. 2, f. 67	Board Executive Session	2004 Jan
b. 2, f. 68	Board Election Ballot	2004 Spring
b. 2, f. 69	Annual conference meetings: Docket	2004 Jun

b. 2, f. 70	Mid-winter Meeting	2005 Jan
b. 2, f. 71	Mid-winter Meeting: Executive Session	2005 Jan
b. 2, f. 72	Presidential Correspondence	2004-2005
b. 3, f. 73	Annual Conference Meetings: Docket	2005 Jun
b. 3, f. 74	Mid-winter Meeting: Board Docket	2006 Jan
b. 3, f. 75	Mid-winter Meeting: Executive Session	2006 Jan
b. 3, f. 76	Report prepared for ATLA Direct Inspection Team for Products	2006 Jan
b. 3, f. 77	Annual Conference meetings	2006 Jun
b. 3, f. 78	Annual Conference meetings: Executive Session	2006 Jun
b. 3, f. 79	Mid-winter Meeting: Docket	2007 Jan
b. 3, f. 80	Additional Documents	2007 Jan
b. 3, f. 81	Mid-Winter Meeting: Executive Session	2007 Jan
b. 19, f. 11	Report of ATLA Direct Inspection Team Triennial Review of Personnel	2007 Jan

Series II: Departments, 1985-2006

Executive Director Records

Reports

b. 3, f. 82	Annual Report	1990-1991
b. 3, f. 83	Annual Report to the Board; Log of Program Committee meeting; correspondence	1991
b. 3, f. 84	Annual Report to the Board (Incomplete)	1993 Jun - 1994 Jan
b. 3, f. 85	Annual Report to the Board (Incomplete)	1994-1995
b. 18, f. 12	Report on Ethics Index Product	ca. 1996
b. 19, f. 5	Historical Overview of ATLA Board Monitoring Process, Strategic Plan 1998-2000	1997
b. 19, f. 6	Second Quarter Report FY 1997	1996 Dec - 1997 Feb
b. 19, f. 7	Fourth Quarter Report FY 1997	1997 Jun - Aug
b. 19, f. 8	First Quarter Report FY 1998	1997 Sep - Nov
b. 3, f. 92	Second Quarter Report FY 1998	1997 Dec-1998 Feb
b. 3, f. 93	Fourth Quarter Report FY 1998	1998 Oct 21
b. 3, f. 94	Third Quarter Report FY 1999	1999 Mar-May
b. 3, f. 95	Fourth Quarter Report FY 1999 (incomplete copy)	1999 Jun-Aug
b. 3, f. 86	Draft Introduction and Outline for 1998 Annual Report	1998
b. 19, f. 9	Statements on ATLA Policy Governance, Carver Policy Governance Model	1999
b. 3, f. 87	Annual Report	2000 Sep 1-2001 Aug. 31
b. 3, f. 88	Annual Report	2001 Sep1-2002 Aug 31
b. 3, f. 89	Annual Report	2002 Sep 1-2003 Aug 31
b. 3, f. 90	Annual Report	2003 Sep 1-2004 Aug 31
b. 3, f. 91	Annual Report	2004-2005
b. 14, f. 620	Quarterly reports	2005-2006

Communications

Executive Director Records > Communications (continued)

b. 3, f. 97	"A Leader in the Information Age" Brochure for Annual Giving Fund and Endowment Fund	1992
b. 18, f. 11	Correspondence, including regarding endowment fund and retired ATLA members	1993-1994
b. 3, f. 98	Endowment Fund, general informational brochures	n.d.
b. 3, f. 99	Endowment Fund, brochure for North Suburban Library Foundation	n.d.
b. 18, f. 13	Correspondence, memos	1993-1996
b. 3, f. 96	Correspondence and other information regarding reorganization of ATLA business operations	1995 Nov
b. 3, f. 100	Executive Director Calendar and List of President Responsibilities	1998
b. 3, f. 101	Draft of ATLA Crisis Communication Plan	1998
b. 3, f. 102	Memo to staff regarding implementation of quarterly performance evaluations	1998 Feb 24
b. 3, f. 103	Correspondence regarding collaboration with OCLC	1998 Mar
b. 3, f. 104	News releases regarding staff appointments and ATLA general facts	1998 Sep
b. 3, f. 105	Wabash Center Consultation on Teaching and Learning for Theological Libraries	2000
b. 3, f. 106	Correspondence with Lilly Endowment	2001 Apr- 2002 Feb
b. 3, f. 107	Presentation at 2003 NFAIS Conference	2003 Feb
Administrative Department		
Personnel		
b. 3, f. 108	Policies Handbook	circa 1994
b. 3, f. 109	Personnel Handbook	1998 Mar
b. 3, f. 110	Personnel Handbook	2000 Dec
b. 3, f. 111	Personnel Handbook	2003 Sep
b. 3, f. 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
b. 3, f. 113	ATLA Life Safety Procedures	Circa 2002
b. 3, f. 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		
b. 3, f. 115	Lease of Office Space in Evanston, IL	1997 Jun
b. 3, f. 116	Facility Analysis	1998 May

Administrative Department > Facilities Management (continued)

b. 3, f. 117	Relocation to 250 S. Wacker, Chicago	1999 Dec
b. 3, f. 118	Lilly Grant for Interactive Conference Facility (ICF)	2000
b. 3, f. 119	Interactive Conference Facility advertising brochure	2004
b. 14, f. 611	Relocation to 300 S. Wacker, Chicago	2005
Strategic Planning/ Association Goals		
b. 3, f. 120	Strategic Plan: 1998-2000	1999 Sep 10
b. 3, f. 121	Strategic Planning Meeting	1991 Aug 8, 9
b. 3, f. 122	Strategic Plan for 1991-1994 (Draft)	1992 Jan
b. 3, f. 123	Strategic Planning Meeting	1995 Apr 3-4
b. 3, f. 124	Grant Proposals submitted to the Henry Luce Foundation, Inc.	1996-1999
b. 3, f. 125	Lilly Grant for Association software to allow full internet capability and indexing	1997-2000
b. 3, f. 126	ATLA Religion Database trademark	1997-1998
b. 3, f. 127	Correspondence regarding possible RIO trademark infringement	1997 Apr-May
b. 3, f. 128	Correspondence regarding efforts to establish international relationships	1991-1994
b. 3, f. 129	Trip by John Bollier, Director of Development, to Europe to explore production issues and potential new partnerships	1993-1994
b. 3, f. 130	Efforts to obtain legal permissions to reproduce scholarly materials in religion	1997
Business Development		
Vendor relations		
b. 3, f. 131	Agreements With DIALOG	1984-1994
b. 3, f. 132	Publishing agreements and advertising with Scarecrow Press for ATLA Bibliography Series and ATLA Monograph Series	1995-1998
b. 3, f. 133	Agreement with Asbury Theological Seminary to develop web-based version of ATLA Religion Database	1998
b. 3, f. 134	Database Supplier Agreement with OCLC for ATLA Religion Database	1997-1999
b. 3, f. 135	Electronic Publishing Agreement with OVID for distribution of ATLA Religion Database	1997-1998
b. 3, f. 136	ATLA Religion Database added to SilverPlatter - Press Release	1998 Mar
b. 3, f. 137	Correspondence regarding Mounting of ATLA Religion Database on Cambridge Scientific Abstracts IDS (Internet Database Service)	1999
b. 3, f. 138	Catholic Periodical and Literature Index (CPLI) Partnership Project	1994-1999

Business Development > Vendor relations (continued)

b. 3, f. 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		
b. 3, f. 140	ATLA Ads appearing in College Research Libraries News	2000 Jan -2001 Feb
Electronic Products and Services Department		
Product Support		
b. 3, f. 141	ATLA Religion Database on CD-ROM Handbook	1993
b. 3, f. 142	Ethics Index Brochure	1994
b. 3, f. 143	Ethics Index User's Manual	1995
b. 3, f. 144	Brochures about partner products on CD-ROM; brochure re. International Directory of Theological Training	1995, no date
b. 3, f. 145	ATLA Document Delivery Service: Catalog of available journals and order form	1995
b. 3, f. 146	ATLA Document Delivery Service: Catalog of available journals	1996
b. 3, f. 147	ATLA Religion Database on CD-ROM User's Reference	1998
b. 3, f. 148	CD-ROM Database User's Guide	1998
b. 3, f. 149	ATLA Partnership Database on CD-ROM User's Reference	1998
b. 3, f. 150	Letter to customers regarding development of Windows version of ATLA Religion Database on CD-ROM	1999 Feb (Circa.)
b. 3, f. 151	Catholic Periodical and Literature Index User's Guide: Installation instructions	2001
b. 3, f. 152	ATLA Religion Database on CD-ROM User's Guide	2001
b. 4, f. 153	Correspondence and contract for the production of the SATB (South African Theological Bibliography)	1993-1995
b. 4, f. 154	Correspondence regarding the SATB (South African Theological Bibliography)	1995
b. 4, f. 155	Document Delivery Service brochure for South African Theological Bibliography on CD-ROM (draft); Brochure: South African Theological Bibliography	1995
b. 4, f. 156	Negotiations to produce New Testament Abstracts (NTA)	1996
b. 4, f. 157	Agreement to market, publish, distribute and sublicense the Old Testament Abstracts (OTA) Database on CD-ROM	1993-1996
b. 4, f. 158	Old Testament Abstracts on CD-ROM: Installation Instructions	2003
b. 4, f. 159	Dataware upgrade on ATLA's CD-ROM Applications	1995-1998

Electronic Products and Services Department > Product Support (continued)

b. 4, f. 160	NexData work on ATLA Religion Database on CD-ROM	1998-2000
b. 4, f. 161	Brochure about CDRI (Cooperative Digital Resources Initiative)	2004
ATLAS		
b. 4, f. 162	ATLAS Grant Proposal to the Lilly Endowment	1999 Mar
b. 4, f. 163	ATLAS Grant Award from the Lilly Endowment	1999
b. 14, f. 610	Brochure: An Introduction to ATLA Serials	2000
Financial Services Department		
b. 18, f. 2	Annual audit report, financial statements	1991-1992
b. 4, f. 165	ATLA Financial Summary	1992 Sep 1- 1993 Feb 28
b. 4, f. 166	ATLA Unified Budget	1993/94
b. 4, f. 167	Financial Statement	1996 August 31
b. 19, f. 10	Financial Statement	1997 Feb 28
b. 4, f. 168	Financial Report for the period September 1-August 31, 1998 and 1997	1998
b. 4, f. 169	Financial Report for the period November 1998 and 1997	1998 Dec 23
b. 4, f. 170	Financial Statements	1999 Aug 31
b. 4, f. 171	Financial Reports for the Year Ending August 31, 1999	1999 Oct-Nov
b. 4, f. 164	Invoice/Shipping Schedule for 2001- 2002 printed from ATLA Internal Web-Site on 12/2/05	2001-2002
Index Department		
b. 4, f. 172	Department organization chart and position descriptions (Printed from ATLA Intranet on 11/11/05)	2005 Nov 11
b. 4, f. 173	Menu Pages, Mission and Vision Statements, and Production Schedules (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
b. 4, f. 174	Memos regarding Index operations	1993 Nov
b. 4, f. 175	Summary of IDDO (Index, Database, and Documentation Operations) Strategic Plan Goals FY96	1995 May
b. 4, f. 176	Sample acceptance and rejection letters for the inclusion of journals in ATLA Indexes	1996-1997
b. 4, f. 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
b. 4, f. 178	Minutes of the ATLA Advisory Consultation on the 1900-1948 Indexing Preservation Project	1991 Feb 6

Index Department (continued)

b. 4, f. 179	JINPUT (Journal Input Program): IBM Version 3.2: User's Manual	1991 Dec
b. 4, f. 180	Manual to AIDE 1.50	1993
b. 4, f. 181	Religion Database (RDB) AIDE Input System Documentation	1995
b. 4, f. 182	Index/Database Operations Manual	1994 Aug 17
b. 4, f. 183	Record Structure and Screen Stats From ARDIS	2000 (Winter)
b. 4, f. 184	ARDIS Editing Guide, Revised Edition (pages 1-115) (Printed from ATLA Intranet on 12/2/05)	2005 Sep 30
b. 4, f. 185	ARDIS Editing Guide, Revised Edition (pages 116-247) (Printed from ATLA Intranet on 12/2/05)	2005 Sep 30
b. 4, f. 186	Minimum Level Records Input Guide: Revised February 18, 2005 (Printed from ATLA Intranet on 12/2/05)	2005 Feb 18
b. 4, f. 187	Reports.jar User's Guide: Draft Edition (Printed from ATLA Intranet on 12/2/05)	2005 Oct 31
b. 4, f. 188	Journal Evaluation Process and Journal Lists (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
b. 4, f. 189	Description of Retrospective Indexing Project (RIP) (Printed from ATLA Intranet on 12/2/05)	2005 Dec 2
b. 4, f. 190	ATLA Religion Database Advertising Brochure; Biblical Studies subset brochure	1994, 1998?
b. 4, f. 191	Religion Database (RDB) Tagged Record Format 1.2	1992 Jan 23
b. 4, f. 192	Religion Index MARC Record Specification, Version 2.0	1997 Mar 25
b. 4, f. 193	American Theological Library Association Religion Database MARC Record Specification: Version 2.0	1997 Apr 8
b. 4, f. 194	American Theological Library Association Religion Database in MARC Record Format Specification: Version 2.12	1998 Apr 22
b. 4, f. 195	ATLA Religion Database (RDB) in MARC Format: MARC Record Specifications	1999
b. 4, f. 196	Thesaurus	1994
b. 4, f. 197	Correspondence Regarding Ethics Index	1995
b. 4, f. 198	Journal Titles Indexed in Ethics Index	1995 Oct
b. 4, f. 199	Comparison of Religion Indices and CD-ROM Local-Area Network Pricing	1995 Sept and Oct
b. 4, f. 200	Information Sheets Regarding the Creation of ATLAS	1998
b. 4, f. 201	Research in Ministry (RIM)	1991
b. 4, f. 202	Research in Ministry (RIM)	1992

Index Department (continued)

b. 4, f. 203	Research in Ministry (RIM)	1993
b. 4, f. 204	Research in Ministry (RIM)	1994
b. 4, f. 205	Research in Ministry (RIM)	1995
b. 4, f. 206	Research in Ministry (RIM)	1996
b. 4, f. 207	Research in Ministry (RIM)	1997
b. 4, f. 208	Research in Ministry (RIM)	1998
b. 4, f. 209	Religion Index One: Periodicals: Volume 23	1991
b. 5, f. 210	Religion Index One: Periodicals: Volume 24	1992
b. 5, f. 211	Religion Index One: Periodicals: Volume 25	1993
b. 5, f. 212	Religion Index One: Periodicals: Volume 26	1994
b. 5, f. 213	Religion Index One: Periodicals: Volume 27	1995
b. 5, f. 214	Religion Index One: Periodicals: Volume 28	1996
b. 5, f. 215	Religion Index One: Periodicals: Volume 29	1997
b. 5, f. 216	Religion Index One: Periodicals: Volume 30	1998
b. 5, f. 217	Religion Index One: Periodicals: Volume 31	1999
b. 5, f. 218	Religion Index One: Periodicals: Volume 32	2000
b. 6, f. 219	Religion Index One: Periodicals: Volume 33	2001
b. 6, f. 220	Religion Index One: Periodicals: Volume 34	2002
b. 6, f. 221	Religion Index One: Periodicals: Volume 35	2003
b. 6, f. 222	Religion Index One: Periodicals: Volume 36	2004
b. 6, f. 223	Religion Index One: Periodicals: Semiannual Edition: Volume 32	2000
b. 6, f. 224	Religion Index One: Periodicals: Semiannual Edition: Volume 33	2001
b. 6, f. 225	Religion Index One: Periodicals: Semiannual Edition: Volume 34	2002
b. 6, f. 226	Religion Index One: Periodicals: Semiannual Edition: Volume 35	2003
b. 6, f. 227	Religion Index One: Periodicals: Semiannual Edition: Volume 36	2004
b. 6, f. 228	Religion Index One: Periodicals: Semiannual Edition: Volume 37	2005
b. 7, f. 229	Religion Index Two (RIT) Index Production Software	1996 May 28
b. 7, f. 230	Religion Index Two (RIT) Documentation: 3rd Draft	1997 Jan 20
b. 7, f. 231	Religion Index Two: Multi-Author Works	1991
b. 7, f. 232	Religion Index Two: Multi-Author Works	1992

Index Department (continued)

b. 7, f. 233	Religion Index Two: Multi-Author Works	1993
b. 7, f. 234	Religion Index Two: Multi-Author Works	1994
b. 7, f. 235	Religion Index Two: Multi-Author Works	1995
b. 7, f. 236	Religion Index Two: Multi-Author Works	1996
b. 7, f. 237	Religion Index Two: Multi-Author Works	1997
b. 7, f. 238	Religion Index Two: Multi-Author Works	1998
b. 7, f. 239	Religion Index Two: Multi-Author Works	1999
b. 8, f. 240	Index to Book Review in Religion (IBRR) Manual: Draft	1997 Jun 20
b. 8, f. 241	Index to Book Review in Religion (IBRR)	1991
b. 8, f. 242	Index to Book Review in Religion (IBRR)	1993
b. 8, f. 243	Index to Book Review in Religion (IBRR)	1994
b. 8, f. 244	Index to Book Review in Religion (IBRR)	1995
b. 8, f. 245	Index to Book Review in Religion (IBRR)	1996
b. 8, f. 246	Index to Book Review in Religion (IBRR)	1997
b. 8, f. 247	Index to Book Review in Religion (IBRR)	1999
b. 9, f. 248	International Christian Literature Documentation Project (ICLDP), Annual Report	1990-1991
b. 9, f. 249	International Christian Literature Documentation Project (ICLDP), Sample Copy of Index	1991
b. 9, f. 250	International Christian Literature Documentation Project (ICLDP), Multi-Author Works, with supplement	1991 Oct 18-1992 Feb 7
b. 9, f. 251	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1991 Jan 15
b. 9, f. 252	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1992 Jan
b. 9, f. 253	International Christian Literature Documentation Project (ICLDP), Interim Progress Report	1992 Jun
b. 9, f. 254	International Christian Literature Documentation Project (ICLDP), Proposed Changes	1991 Jan
b. 9, f. 255	International Christian Literature Documentation Program (ICLDP), Updates on Progress for the Editorial Advisory Committee	1991 Jul-1992 Jan
b. 9, f. 256	International Christian Literature Documentation Project (ICLDP), Budget Materials	1991-1992
b. 9, f. 257	International Christian Literature Documentation Project (ICLDP), System Development Meetings	1991 Nov-1992 Nov

Index Department (continued)

b. 9, f. 258	International Christian Literature Documentation Project (ICLDP), Classification Schedule Revisions	1991 (Mostly)
b. 9, f. 259	International Christian Literature Documentation Project (ICLDP), Final Advisory Committee Meeting	1992 Aug-Oct
b. 9, f. 260	International Christian Literature Documentation Project (ICLDP), Final Action Plan and Schedule	1991 Jan-1992 Nov
b. 9, f. 261	International Christian Literature Documentation Project (ICLDP), Emory University, Pitts Theology Library On-Site Indexing	1990 Mar-1992 Jan
b. 9, f. 262	International Christian Literature Documentation Project (ICLDP), Graduate Theological Union On-Site Indexing	1991-1992
b. 9, f. 263	International Christian Literature Documentation Project (ICLDP), Princeton Theological Seminary On-Site Indexing	1991-1992
b. 9, f. 264	International Christian Literature Documentation Project (ICLDP), Union Theological Seminary in New York On-Site Indexing	1991-1992
b. 9, f. 265	International Christian Literature Documentation Project (ICLDP), Yale On- Site Indexing	1991-1994
b. 9, f. 266	International Christian Literature Documentation Project (ICLDP), Correspondence With Free-Lance Indexer Virginia Neely	1991-1992
b. 9, f. 267	International Christian Literature Documentation Project (ICLDP), Correspondence	1992 Feb-1993 Sep
b. 9, f. 268	International Christian Literature Documentation Project (ICLDP), Brochure	1993?
b. 9, f. 269	Index Inventory	1991 June?
b. 16, f. 1-23	Correspondence related to acceptance of various journals for indexing	1991-1998
Information Services Department		
b. 9, f. 270	Information Services Pages From ATLA Internal Web-Site (Printed from ATLA Internal Web-Site on 12/2/05)	2005 Dec 2
b. 9, f. 271	Babylon Software Requirements	1996 Fall
b. 9, f. 272	Correspondence Regarding a Spanish-Language Demonstration CD-ROM	1997
b. 9, f. 273	Report on CUADRASTAR Users Meeting	1998 Nov 5
b. 9, f. 274	ATLA Sampler CD-ROM (Printed "snapshots" from disc)	2001 Mar
Member Services Department		
General		
b. 9, f. 275	Correspondence	1992-1997
b. 9, f. 276	Office Procedures Manual	1994 Oct
b. 9, f. 277	Annual Report of the Director of Members Services	1993 Jun -1994 May

Member Services Department > General (continued)

b. 9, f. 278	Budget Materials	1992-1993
b. 9, f. 279	Budget Request for 1994/95 Fiscal Year	1994 Apr 27
b. 9, f. 280	Request for Information on Library Development	1992
b. 9, f. 281	Library materials Exchange Procedures	1992
b. 9, f. 282	Brochure for the Management Issues Seminar: "The Library Budget"	2001 Jul
b. 9, f. 283	Brochure for Professional Development Seminars: "Instructional Design for Librarians," and "Practical Personnel Management for the Theological Librarian"	2002 Jun
b. 9, f. 284	Brochure Recommendations for Annual Giving Fund, also a list of registration fees paid from the fund	1992 Jul
b. 9, f. 285	Appeal for Scholarships and Grants Fund Contributions	2005 Nov 1
b. 16, f. 24	Library Materials Exchange program - planning correspondence, procedures	1999
Memberships		
b. 9, f. 286	Membership Brochures	1992
b. 9, f. 287	Student Membership Brochure	2003
b. 9, f. 288	Individual and Student Membership Brochure	2003 Oct
b. 9, f. 289	Individual and Student Membership Brochures	n.d.
b. 9, f. 290	Brochures aimed at attracting Student Members	2004
b. 9, f. 291	Institutional Membership Brochure	2003 Oct
b. 9, f. 292	Institutional Membership Brochure	n.d.
b. 9, f. 293	Institutional Memberships, Correspondence	1992-1993
b. 9, f. 294	International Institutional Membership Brochure	2003 Oct
b. 9, f. 295	Affiliate Membership Brochure	2003 Oct
b. 9, f. 296	Affiliate Membership Brochure	2003 Dec
b. 9, f. 297	Affiliate Membership Brochure	n.d.
b. 9, f. 298	Membership Statistics	1985-1995
b. 9, f. 299	Correspondence Regarding Mailing Lists	1992-1993
b. 9, f. 300	Membership Directory	1994 Sep 22
b. 9, f. 301	Membership Directory	1995-1996
b. 9, f. 302	Membership Directory	1996-1997

Annual Conference

Member Services Department > Annual Conference (continued)

b. 9, f. 303	Proceedings: 50th – Denver (See also RG 163 for programs and proceedings through 1998)	1996
b. 9, f. 304	Program: 51st - Boston	1997
b. 9, f. 305	Proceedings: 51st - Boston	1997
b. 9, f. 306	Program: 52nd – Leesburg, VA	1998
b. 9, f. 307	Proceedings: 52nd – Leesburg, VA	1998
b. 9, f. 308	Proceedings: 53rd - Chicago	1999
b. 9, f. 309	Proceedings: 54th - Berkeley	2000
b. 9, f. 310	Proceedings: 55th- Durham	2001
b. 9, f. 311	Program: 56th – St. Paul	2002
b. 9, f. 312	Proceedings: 56th – St. Paul	2002
b. 9, f. 313	Program: 57th - Portland	2003
b. 10, f. 314	Proceedings: 57th - Portland	2003
b. 10, f. 315	Program: 58th - Kansas City	2004
b. 10, f. 316	Proceedings: 58th - Kansas City	2004
b. 10, f. 317	Program: 59th - Austin	2005
b. 10, f. 318	Proceedings: 59th - Austin	2005
b. 10, f. 319	Proceedings: 59th - Austin	2005
b. 10, f. 320	Summary of Proceedings: 59th Annual Conference	2005 Jun 15-18
b. 10, f. 321	Summary of Proceedings: 59th Annual Conference	2005 Jun 15-18
b. 10, f. 322	Conference Software, Badge-O-Magic User's Guide, Invoices, and Sample Printout	1989-1993 Apr
b. 10, f. 323	Managing Financial Information in Libraries (Records of Presenter Mary Bischoff)	1990 Jun
b. 10, f. 324	Handbook for Conferences of the American Theological Library Association (Draft of June 1991 Revision)	1991 Jun
b. 10, f. 325	Meeting of Women Library Directors, held at the 1991 ATLA Conference (Records of Meeting Organizer Mary Bischoff)	1991
b. 10, f. 326	Registration Packet for the 45th ATLA Conference, Toronto	1991 Mar
b. 10, f. 327	Materials From Conference Packet: 46th	1992 Jun 17-20
b. 10, f. 328	Registration Form, Preliminary Program, and Miscellaneous Handouts: 46th	1992 Jun 17-20

Member Services Department > Annual Conference (continued)

b. 10, f. 329	Conference Planning Documents for the 47th (1993) ATLA Annual Conference	1990 Jul -1993 June
b. 10, f. 330	Conference Planning Correspondence, 47th (1993) ATLA annual Conference	1993 Jan-May
b. 10, f. 331	1993 ATLA Annual Conference Registration Packet: 47th	1993 Jun 16-19
b. 10, f. 332	Correspondence With Cassandra Brush About Membership and Attendance at Annual Conference	1993 Sep – 1994 Aug
b. 10, f. 333	Evaluations of 1994 ATLA Conference	1994
b. 10, f. 334	Evaluations of the 1998 ATLA Annual Conference	1998 Jun 18-20
b. 10, f. 335	Evaluations of the 1998 ATLA Annual Conference	1998 Jun 18-20
b. 10, f. 336	55th Annual Conference Attendee Confirmation Packet	2001 Jun
b. 10, f. 337	56th Annual Conference Attendee Confirmation Packet	2002 Jun
b. 10, f. 338	Planning Meetings for the 2003 ATLA Conference, Agenda Items	2002 Oct 11-13
b. 10, f. 339	57th Annual Conference Attendee Confirmation Packet	2003 Jun
b. 10, f. 340	Brochure for Professional Development Seminar, "The Theological Library and the Educational Enterprise"	2003 Jun
b. 10, f. 341	58th Annual Conference Attendee Confirmation Packet	2004 Jun
b. 10, f. 342	59th Annual Conference Attendee Confirmation Packet	2005 Jun
b. 10, f. 343	59th Annual Conference Packet	2005 Jun
b. 10, f. 344	Handbook for Conferences	2000 Oct
b. 10, f. 345	Handbook for Conferences	2001 & 2004
b. 10, f. 346	Exhibitor Prospectuses	1996-2002, 2005
b. 10, f. 347	Exhibitor Confirmation Packet	2001 Jun 20-21
b. 10, f. 348	Exhibitor Confirmation Packet	2002 Jun 20-21
b. 10, f. 349	Exhibitor Confirmation Packet	2003 Jun 26-27
b. 10, f. 350	Exhibitor Confirmation Packet	2004 Jun 17-18
b. 10, f. 351	Exhibitor Prospectus	2005
Member Publications		
b. 10, f. 352	Newsletter Index for vols. 41-45	(1993/94-1997/98)
b. 10, f. 353	Newsletter, Vol. 38, nos. 1-4	1990 Aug 18– 1991 May 18
b. 10, f. 354	Newsletter, Vol. 39, nos. 1- 4	1991 Aug 17 -1992 May 16

Member Services Department > Member Publications (continued)

b. 10, f. 355	Newsletter, Vol. 40, nos. 1-2	1992 Aug 15 and Nov 14
b. 10, f. 356	Newsletter, Vol. 40, no. 3	1993 Feb 13
b. 10, f. 357	Newsletter, Vol. 40, no. 4 [Includes Index for vols. 36-40 (1988/89-1992/93)]	1993 May 15
b. 10, f. 358	Newsletter, Vol. 41, no. 1	1993 Aug 14
b. 10, f. 359	Newsletter, Vol. 41, no. 2	1993 Nov 13
b. 10, f. 360	Newsletter, Vol. 41, no. 3	1994 Feb 12
b. 10, f. 361	Newsletter, Vol. 41, no. 4	1994 May 14
b. 10, f. 362	Newsletter, Vol. 42, nos. 1-4	1994 Aug 13- 1995 May 13
b. 10, f. 363	Newsletter, Vol. 43, no. 1	1995 Aug 12
b. 11, f. 364	Newsletter, Vol. 43, no. 2	1995 Nov 11
b. 11, f. 365	Newsletter, Vol. 43, nos. 3-4	1996 Feb 10, May 11
b. 11, f. 366	Newsletter, Vol. 44, nos. 1-4	1996 Aug – 1997 May
b. 11, f. 367	Newsletter, Vol. 45, nos. 1-5	1997 Aug, 1997 Nov, 1998 Feb–Aug
b. 11, f. 368	Newsletter, Vol. 46, nos. 1-4	1998 Nov -1999 Aug
b. 11, f. 369	Newsletter, Vol. 47, nos. 1-4	1999 Nov -2000 Aug
b. 11, f. 370	Newsletter, Vol. 48, nos. 1-4	2000 Nov -2001 Aug
b. 11, f. 371	Newsletters, Vol. 49, nos. 1-3	2001 Nov- 2002 May
b. 11, f. 372	Newsletters, Vol. 49, no. 4	2002 Aug
b. 11, f. 373	Newsletter, Vol. 50, no. 1-4	2002 Nov -2003 Aug
b. 11, f. 374	Newsletter, Vol. 51, nos. 1-4	2003 Nov -2004 Aug
b. 11, f. 375	Newsletter, Vol. 52, nos.1-4	2004 Aug – 2005 Nov
b. 11, f. 376	Newsletter, Vol. 53, nos. 1-2	2006 Feb, Nov
b. 11, f. 377	Newsletter, Vol. 53, no. 2	2006 Feb

Member Services Department > Member Publications (continued)

b. 16, f. 25	Newsletter, Vol. 53, nos. 3,4	2006 May, August
b. 15, f. 1-10	Duplicate copies of Newsletters, vol. 41-50	1994-2003
b. 11, f. 378	Correspondence regarding Newsletter mailing list	1993 Jul
b. 11, f. 379	ATLA Advertising Rates for Association Newsletter	1995?
b. 11, f. 380	Product News	2003 May -2004 May
b. 11, f. 381	Product News	2004 May
b. 11, f. 382	Catalog: Publications, Programs, and Services	1990-91
b. 11, f. 383	Catalog	1995-1996
b. 11, f. 384	Catalog	1997
b. 11, f. 385	Catalog	1998
b. 11, f. 386	Catalog	1999
b. 11, f. 387	Catalog	2000
b. 11, f. 388	Catalog	2000-2001
b. 11, f. 389	Catalog	2001-2002
b. 11, f. 390	Catalog	2002-2003
b. 11, f. 391	Catalog	2003-2004
b. 11, f. 392	Catalog	2004-2005
b. 11, f. 393	Catalog	2005-2006
b. 11, f. 394	Program Notes (re: Preservation and Indexes programs) (Incomplete)	1991 Apr -1995 Dec
b. 11, f. 395	ATLA Logos	1992
b. 11, f. 396	Essays in Celebration of the First Fifty Years	1996
b. 11, f. 397	Essays in Celebration of the First Fifty Years	1996
b. 16, f. 25	ATLA Organization and Membership Directory	1997-1998
ATLA Web Site		
b. 11, f. 398	Correspondence regarding proposal for Vanderbilt University to host site	1995
b. 11, f. 399	Previous Weekly News Updates (Printed 11/11/05.)	1996 May/Jul- Dec
b. 11, f. 400	Previous Messages From the Executive Director (Printed 11/11/05.)	1996 Jul-Sep, Nov-Dec

Member Services Department > ATLA Web Site (continued)

b. 11, f. 401	Previous Weekly News Updates (Printed 11/11/05.)	1997
b. 11, f. 402	Previous Messages From the Executive Director (Printed 11/11/05.)	1997
b. 11, f. 403	Previous Weekly News Updates (Printed 11/11/05.)	1998
b. 11, f. 404	Previous Messages From the Executive Director (Printed 11/11/05.)	1998
b. 11, f. 405	Previous Weekly News Updates (Printed 11/11/05.)	1999
b. 11, f. 406	Previous Messages From the Executive Director (Printed 11/11/05.)	1999
b. 12, f. 407	Previous Weekly News Updates (Printed 11/11/05.)	2000
b. 12, f. 408	Previous Messages From the Executive Director (Printed 11/11/05.)	2000
b. 12, f. 409	Previous Weekly News Updates (Printed 11/11/05.)	2001
b. 12, f. 410	Previous Messages From the Executive Director (Printed 11/11/05.)	2001
b. 12, f. 411	Previous Weekly News Updates (Printed 11/11/05.)	2002
b. 12, f. 412	Previous Messages From the Executive Director (Printed 11/11/05.)	2002
b. 12, f. 413	Previous Messages From the Executive Director (Printed 11/11/05.)	2003
b. 12, f. 414	Weekly News Updates	2003
b. 12, f. 415	Weekly News Updates	2004
b. 12, f. 416	Weekly News Updates	2005
b. 12, f. 417	Pages from site saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
b. 12, f. 418	Preservation Services pages from site saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
b. 12, f. 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
b. 12, f. 420	Reference Desk Pages from site samplings saved on December 1, 1998 (Printed on 9/8/06)	1998 Dec 1
b. 12, f. 421	Staff Directory pages saved on March 4, 2000 (Printed on 9/8/06)	2000 Mar 4
b. 12, f. 422	Printout of pages regarding Center for Electronic Resources in Theology and Religion (CERTR)	2000 Mar
b. 12, f. 423	ATLAS pages from site samplings saved on December 6, 2000 (Printed on 9/8/06)	2000 Dec 6
b. 12, f. 424	ATLA Member Spotlight from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
b. 12, f. 425	Library Consultation pages from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2

Member Services Department > ATLA Web Site (continued)

b. 12, f. 426	Grants and Awards pages from a site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
b. 12, f. 427	Management Issues Seminar information from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
b. 12, f. 428	ATLA CERTR pages from site sampling saved on February 2, 2001 (Printed on 9/15/06)	2001 Feb 2
b. 12, f. 429	Site samplings from pages saved on July 22, 2001 (Showing new site design) (Printed on 9/15/06)	2001 Jul 22
b. 12, f. 430	Site samplings saved on May 24, 2004 (Printed on 9/15/06)	2004 May 24
b. 12, f. 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
b. 12, f. 432	Staff Directory (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 433	Conference Pages (Printed from web site 11/11/05)	2006 Jun 21-24
b. 12, f. 434	ATLANTIS/Hosted Discussion Groups Pages (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 435	Membership Information and Applications (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 436	Awards, Grants and Scholarships Pages (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 437	ATLA Group Catalog on OCLC WorldCat (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 438	ATLA International Collaboration Database (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 439	"About the ATLA Special Committee of the Association for International Collaboration" (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 440	ATLA-ICC Bibliography for International Seminary/Bible School Libraries (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 441	ATLA Member Hurricane Relief Efforts Information (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 442	ATLA Selected Religion Web Sites Project (ATSRW) (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 443	Cooperative Digital Resources Initiative (CDRI) (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 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
b. 12, f. 445	Divisions and Committees (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 446	Collection Evaluation and Development Interest Group (CEAD) Pages (Printed from web site 11/11/05.)	2005 Nov 11

Member Services Department > ATLA Web Site (continued)

b. 12, f. 447	ATLA Technical Services Web (Website of ATLA's Technical Services Section) (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 448	Librarian's Tools and Member Directories (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 449	Professional Development Pages (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 450	Publications Pages (Printed from web site 11/11/05)	2005 Nov 11
b. 12, f. 451	Preservation Department Pages (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 452	Product Pages (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 453	Retrospective Indexing Project (RIP) Quarterly Reports (Printed from web site 11/11/05)	2002 Sep- 2005 Aug
b. 12, f. 454	Thesaurus Revisions (Printed from web site 11/11/05.)	2005 Nov 11
b. 12, f. 455	Advertising Opportunities, Endowment Fund, and Interactive Conference Facility (ICF) Printed from web site 11/11/05.	2005 Nov 11
b. 12, f. 456	Printout of Special 60th Anniversary Pages (Printed from web site on 5/26/06)	2006 May 26
b. 12, f. 457	Theological Libraries Month (October 2006) Pages (Printed from web site on 8/18/06)	2006 Oct
b. 12, f. 458	Theological Libraries Month, 2006, Actively Participating Institutions (Printed from web site on 10/13/06)	2006 Oct
b. 12, f. 459	Theological Libraries Month (October 2006) Success Stories (Printed from web site on 10/27/06)	2006 Oct
b. 12, f. 460	ATLA Press Releases, 2001-2006 (Printed from web site on 10/13/06)	2001-2006
Preservation Department		
General		
b. 12, f. 462	Advisory Consultation on a Project to Index and Preserve Periodical Literature in Religion, 1900-1948	1991 Feb 6
b. 12, f. 463	Monograph Preservation Program: Phase 1 Catalog: Listed in Author Order (Folder 1 of 2)	1992
b. 12, f. 464	Monograph Preservation Program: Phase 1 Catalog: Listed in Author Order (Folder 2 of 2)	1992
b. 12, f. 465	Monograph Preservation Program: Phase 2 Catalog: Listed in Author Order (Folder 1 of 2)	1992
b. 12, f. 466	Monograph Preservation Program: Phase 2 Catalog: Listed in Author Order (Folder 2 of 2)	1992
b. 12, f. 467	Monograph Preservation Program: Phase 3 Catalog: Listed in Author Order (Folder 1 of 2)	1992

Preservation Department > General (continued)

b. 12, f. 468	Monograph Preservation Program: Phase 3 Catalog: Listed in Author Order (Folder 2 of 2); flyer re. Phase 6: ATLA Denominational Documentation Series	1992
b. 12, f. 469	ATLA Serials on Microfilm Catalog	1995
b. 12, f. 470	Guide to Selections From the Day Missions Collection: Asia and the Pacific Rim	1995
b. 12, f. 471	ATLA Special Collection: Church History: Section One: Texts and Reference Works: Monograph Preservation Program Order List	1992 Aug 3
b. 13, f. 472	Preservation Filming in Religion (PREFIR), Fliers Regarding PREFIR Member Pricing	1992 April and 1995 Dec 21
b. 13, f. 473	Religious Monographs Preservation Project, Correspondence With Pew Charitable Trust	1994 May -1996 Aug
b. 13, f. 474	Lilly Endowment Support of Preservation of Journal Literature in Religion, 1875-1950, Grant: Correspondence	1994-1997
b. 13, f. 475	Final Report to Lilly Endowment for the Grant Preservation of Journal Literature in Religion: 1875-1950	1997 Feb 28
b. 13, f. 476	Form letter to request publisher permission to distribute preservation microfilm	1996
b. 18, f. 3	Project Master Titles List: Serials Data Base	1991
b. 18, f. 4	Robert Allenson report on East Asian Pacific Religious Studies on Microfilm	1994
b. 18, f. 5	Correspondence regarding Mennonite periodicals	1994
Vendor Relationships		
b. 13, f. 477	Correspondence with Sang Sul regarding agreement to film through his preservation microfilm company	1997-2000
b. 13, f. 478	Microfilming agreement with Preservation Resources	1997
b. 13, f. 479	Microfilm Storage Proposal for ATLA with National Underground Storage (later called Iron Mountain)	1996-1998
b. 13, f. 480	Christianity and the Encounter with World Religions Catalog From Scholarly Resources	2003
b. 13, f. 481	Christianity and the Encounter with World Religions Catalog From Scholarly Resources	2004
b. 13, f. 482	Scholarly Resources - Catalog, Agreements, Correspondence	1996-2001
b. 13, f. 483	Scholarly Resources Religious Studies Catalog	2004 (Circa)
b. 13, f. 484	Thomson-Gale Catalog of ATLA Microform Products	2005

Series III: Committees of the Association, 1990-2005

Committees Appointed by the Executive Director

Historical Records Committee / Archives Committee

b. 13, f. 485	Historical Records Committee Reports, Minutes, and Correspondence	1990-1994
b. 13, f. 486	Historical Records Committee Correspondence and Reports	1991-1993
b. 13, f. 487	Archives Committee: Agreement Between the Presbyterian Historical Society and ATLA Regarding Archives Care and Storage	1998 Apr-May
b. 13, f. 548	Committee on Archives, Correspondence and Reports	1997-2000
Annual Conference Committee		
b. 13, f. 488	1993 Conference Evaluations	1993 Jul
b. 13, f. 489	1993 Conference Evaluations	1993 Jul
b. 16, f. 27-29	Correspondence, minutes, applications, conference evaluations	1992-2002
Education Committee		
b. 13, f. 490	Minutes, Agendas, and Follow-Up Correspondence (meeting)	1991 Dec 5-7
b. 13, f. 491	Minutes, Agendas, and Follow-Up Correspondence (meeting)	1992 Oct 30-Nov 1
b. 13, f. 492	Correspondence	1992-1993
b. 13, f. 493	Agenda and Notes (meetings)	1993 Jun and Oct
b. 13, f. 494	Meeting Minutes and Agenda Materials	1994 Oct 20-21
b. 13, f. 495	Meeting Minutes and Agenda Materials	1995 Jun 13
b. 13, f. 496	Meeting Agenda, Minutes, and Agenda Materials	1995 Oct 6-7
b. 13, f. 497	Meeting Agenda and Minutes	1996 Jun 20
b. 13, f. 498	Meeting Agenda, Minutes, Agenda Materials, and Follow-up Correspondence	1996 Oct 4-5
b. 13, f. 499	Meeting Agendas and Minutes	1998-2000
b. 13, f. 500	Meeting Agendas and Minutes	2001 Oct -2003 Jun
b. 13, f. 501	Description, Mandate, and List of Chairperson Duties	1991-1997
b. 13, f. 502	Education Committee Handbook	1998-2000
b. 13, f. 503	Reports, Including Reports to the Board of Directors	1992-2000
b. 13, f. 504	Correspondence Regarding Work With Annual Conference Committee (ACC)	1991-1993

Committees Appointed by the Executive Director > Education Committee (continued)

b. 13, f. 505	Education Committee Budget	1991-1998
b. 13, f. 506	Evaluations of ATLA Annual Conferences	1994-1996
b. 13, f. 507	Program Planning	1990-1997
b. 13, f. 508	Programming Ideas Generated at Nashville Meeting	1995 Sep-Oct
b. 13, f. 509	Reports on Conference Roundtables	1995
b. 13, f. 510	Evaluation of 1996 ATLA Institute	1997 Apr 21
b. 13, f. 511	Roundtables for the ATLA Annual Conference	1998
b. 13, f. 512	Programming Ideas	1997-1998
b. 13, f. 513	Planning Materials for 2001 ATLA Conference Sessions	2000 Aug -2001 Jun
b. 13, f. 514	Joint Planning Meeting With Annual Conference Committee Regarding 2001 Oct 2002 ATLA Conference	
b. 13, f. 515	Session Proposals and Feedback for 2002 ATLA Conference	2000 Apr -2002 Jun
b. 13, f. 516	Regional Continuing Education Program Grant Guidelines	1996 Circa
b. 13, f. 517	Regional Continuing Education Grants	1992-1993
b. 13, f. 518	Regional Continuing Education Grants	1994
b. 13, f. 519	Regional Continuing Education Grants	1995
b. 13, f. 520	Regional Continuing Education Grants	1995-1996
b. 13, f. 521	Regional Continuing Education Grants	1996-1997
b. 13, f. 522	Regional Continuing Education Grants	1997-1998
b. 13, f. 523	Regional Continuing Education Grants	1998-1999
b. 13, f. 524	Correspondence Regarding Committee Membership	1991-1996
b. 16, f. 30-33	Related to ATLA Institutes	1993-1997
b. 17, f. 1-2	Related to regional education workshops	1994-1997
b. 17, f. 3-7	Minutes, correspondence	1996-1998
Financial Management Committee		
b. 14, f. 609	Meeting notes	1991 Jun
Local Host Committee		
b. 13, f. 525	Preliminary Program and Registration Materials for 1991 ATLA Conference	1991 Mar
b. 13, f. 526	Correspondence of Roger Loyd, Host Librarian of the 46th (1992) ATLA Conference, to ATLA Members	1992 Apr-Jun

Committees Appointed by the Executive Director > Local Host Committee (continued)

b. 13, f. 527	Conference Preparation materials of Roger Loyd, Host Librarian, 46th (1992) ATLA Annual Conference	1992
b. 13, f. 528	Banquet Preparation materials of Roger Loyd, Host Librarian, 46th (1992) ATLA Annual Conference	1992 Mar-Jun
b. 13, f. 529	Hotel Arrangement materials of Roger Loyd, Host Librarian, 46th (1992) ATLA Annual Conference	1990-1992
b. 13, f. 530	Registration materials saved by Roger Loyd, Host Librarian	1992
b. 13, f. 531	Materials of Roger Loyd, Host Librarian, Related to the Bridwell Library's Involvement in the 46th (1992) ATLA Annual Conference	1992
b. 13, f. 532	Materials of Roger Loyd, Host Librarian, Regarding 1992 Conference Tours	1992
b. 13, f. 533	Materials of Roger Loyd, Host Librarian, regarding Rare Books Interest Group of the 1992 ATLA Annual Conference	1992
b. 13, f. 534	Thank you letters sent to Roger Loyd, Host Librarian, 1992 ATLA Annual Conference	1992 Jun
b. 17, f. 8-9	Minutes, correspondence	1996-1997
Professional Development Committee		
b. 13, f. 535	Seminar: Practical Personnel Management for the Theological Librarian	2001 Jun 18
b. 13, f. 536	Management Issues Seminar: The Library Budget	2001 Jun-19
b. 13, f. 537	Seminar: The Theological Library and the Educational Enterprise	2003 Jun 24
b. 13, f. 538	Meeting Materials	1991 Apr 7-8
Program Committee		
b. 13, f. 539	Meeting Minutes and Agenda Items	1997
b. 17, f. 10	List of workshops, pre-conference sessions, rountables presented at ATLA annual conferences 1981-1996; minutes	1996-1997
b. 13, f. 540	Conference Evaluations for 1997 ATLA Annual Conference	1997
Publications Committee		
b. 13, f. 541	Publications Committee Correspondence	1991-1993
Joint Committees Established by the Board		
b. 13, f. 542	ATS/ATLA Joint Committee Correspondence and Meeting Summaries	1992-2003
b. 13, f. 543	ATS/ATLA Digital Standards and Projects Committee. Suggestions for Meeting Topics	2000 Mar
b. 14, f. 612	ATS/ATLA Digital Standards and Projects Committee. Minutes, reports	2000-2004

Joint Committees Established by the Board (continued)

b. 14, f. 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
b. 14, f. 614	ATS/ATLA Digital Standards and Projects Committee: CDRI: Final Report to Henry Luce Foundation	2005
b. 14, f. 615	ATS/ATLA Digital Standards and Projects Committee: CDRI: "Metadata Requirements and Input for CDRI Projects"	2004

Advisory Committees

Membership Advisory Committee

b. 17, f. 11	Establishment of committee	1997
b. 18, f. 14	Correspondence	1999

Monographs Preservation Advisory Committee

b. 18, f. 1	Memos, reports, notes	1992-1994
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Preservation Advisory Committee

b. 14, f. 619	Records	1998-2002
b. 17, f. 12	Report	1999

Technology Advisory Committee

b. 13, f. 544	Records of Committee Member Mary Bischoff	1993
b. 13, f. 545	Records of Committee Member Mary Bischoff	1994-1996
b. 13, f. 547	Agenda and Meeting Minutes	1998 Jan 13-14
b. 13, f. 546	Committee on Technology and Internet Planning: Correspondence Re: Internet Presence and Services Provided Through Vanderbilt	1996 Feb-Jul
b. 17, f. 13	Planning and reports	1993-1995
b. 17, f. 14	Meeting notes	1994-1999

Special Committees and Standing Committees of the Board

b. 13, f. 549	Nominating Committee: Correspondence of Committee Member Mary Bischoff	1994 Jun-Jul
b. 13, f. 550	Tellers Committee, 1993/94 Board Election	1993 Apr
b. 17, f. 15	Tellers Committee, 1994/95 Board Election	1995

Series IV: Interest Groups, 1991-2004

General		
b. 13, f. 551	Interest Groups Flyer	1992
b. 13, f. 552	Policies and Procedures for ATLA Interest Groups	1991
b. 17, f. 16	Correspondence to Interest Group chairs	1994-1995
Automation and Technology Section		
b. 13, f. 553	Materials of the Group Chair Regarding 1995 ATLA Annual Conference Activities	1994 Sep -1995 Apr
Bib-base User's Group		
b. 13, f. 554	Correspondence	1992-1993
College and University Section		
b. 13, f. 555	Correspondence and Newsletter	1992-1993
b. 17, f. 17	Budget request	1995
Gay and Lesbian Professional Issues Interest Group/Forum		
b. 17, f. 18	Tour of Gerber Library	1999
Judaica Interest Group		
b. 13, f. 556	Proposal for Recognition of Judaica Interest Group	1998 Jan 16
OCLC Theological Users Group (TUG)		
b. 13, f. 557	Mailing List	1991 Jul
b. 13, f. 558	Application for Recognition of TUG and Letter Regarding Approval By Board	1992 Jan-Feb
b. 13, f. 559	Newsletters	1991 Jun -1992 Feb
Online Reference Resource Section		
b. 13, f. 560	Correspondence Re: Establishment of Section	1992 Jun-Jul
Public Services Steering Committee and Section		
b. 13, f. 561	Meeting Minutes	1991 Jun
b. 14, f. 562	Draft ILL Code	1993 Jul
b. 14, f. 616	Report of Virtual Reference Task Force	2003 Dec
Publications Section		
b. 14, f. 563	Bibliography of ATLA Members	1994
b. 17, f. 19	Information for section chairs	1995

Public Services Steering Committee and Section > Publications Section (continued)

b. 17, f. 20	Applications for awards	1997
b. 17, f. 21	Minutes	1997
	Roman Catholic Denominational Group	
b. 17, f. 22	Newsletter, directories	1996-1998
	Special Collections Interest Group	
b. 17, f. 23	Report	1994
	Technical Services Division/Section	
b. 14, f. 564	Correspondence	1991
b. 14, f. 565	Current LC Subject Headings in the Field of Religion, Volume 8, no. 2	1991 Nov
b. 14, f. 566	Information and Meeting Agenda	1996
b. 14, f. 567	Newsletter	1992 May
b. 14, f. 568	Theology Cataloging Bulletin	1992-1994
b. 14, f. 569	Theology Cataloging Bulletin	1995-1997
b. 17, f. 24-31	Theology Cataloging Bulletin	1998-1999
b. 14, f. 570	Theology Cataloging Bulletin	2004

Series V: Affiliated Institutions and Organizations, 1990-2004

General		
b. 14, f. 571	Correspondence Regarding ATLA Partnerships/Commitments	1992-1996
b. 14, f. 572	Correspondence Regarding Cooperation With Librarians and Libraries in Puerto Rico	1992-1995
All Africa Conference of Churches (AACC)		
b. 14, f. 573	Correspondence Regarding Donation of ATLA Thesaurus	1993 Jan-Apr
AAR/SBL		
b. 14, f. 574	ATLA Representation at 1998 AAR/SBL Conference	1998
Australian and New Zealand Theological Library Association (ANZTLA)		
b. 14, f. 575	Correspondence	1993-1996
Catholic Library Association		
b. 14, f. 576	1997 Conference Presentation and Presentation Notes by Dennis Norlin	1997 Apr
Charles University in Prague		
b. 14, f. 577	Correspondence Regarding Indexing Czech Journals	1995
Conseil International des Associations de Bibliothèques de Théologie (International Council of Theological Library Associations)		
b. 14, f. 578	Correspondence	1996-1997
b. 14, f. 579	Correspondence	1996-1997
Bibliothèques Européennes de Théologie (BETH; formerly CONSEIL)		
b. 14, f. 580	Correspondence, Conference Materials	1996-1998
b. 14, f. 581	BETH Brochures	2004 (Circa.)
b. 14, f. 582	Agreement for Support of Sale of ATLA Religion Database	1998-2005
Council of National Library and Information Associations		
b. 14, f. 583	Appointment of ATLA Representative	1992 Aug 5
Council on Library and Information Resources (CLIR)		
b. 14, f. 584	ATLA Sponsorship of CLIR	1999 Jun -2001 Jun
Federacja Bibliotek Kóścielnych (FIDES)		
b. 14, f. 585	Correspondence	1992-1996
International Association for Mission Studies (IAMS)		

International Association for Mission Studies (IAMS) (continued)

b. 14, f. 586	Database, Archives, and Bibliography (DABS) Interest Group, Correspondence	1992-1994
Overseas Council		
b. 14, f. 587	Correspondence Regarding Donation of ATLA Print Indexes	1995-1996
b. 14, f. 588	Donation of Religion Index One, Religion Index Two, and IBBR to Theological Schools in Developing Countries	1995-1998
Pontifical Biblical Institute, Rome, Italy		
b. 14, f. 589	Correspondence	1995-1997
Presbyterian Church (USA), Worldwide Ministries Division		
b. 14, f. 590	Global Education Grant	1995 Jan -1996 Dec
Protestant Institute for Mission Studies (PIMS), Hungary		
b. 14, f. 591	Correspondence and Newsletters	1993-1997
Instituto Superior Evangelical Estudios Teologicos (ISEDET)		
b. 14, f. 592	Correspondence regarding early plans for a Latin American Theological Information Network	1990 Jul -1992 Aug
b. 14, f. 593	Planning for Bibliografia Teologia Comentada (BTC)	1990-1991
b. 14, f. 594	Planning for Bibliografia Teologia Comentada (BTC)	1992
b. 14, f. 595	Planning for Bibliografia Teologia Comentada (BTC)	1992-1996
Red Latinoamericano de Informacion Teologica (RLIT; formerly ISEDET)		
b. 14, f. 596	ATLA Assistance With Expenses of Boletin del Bibliotecario Teologico Latinoamericano, Correspondence and Newsletters	1993-1997
Seminario Biblico Latinoamericano (SBL)		
b. 14, f. 597	Correspondence Regarding Potential Areas of Partnership with ATLA	1992-1996
South Pacific Association of Theological Schools (SPATS)		
b. 14, f. 598	Correspondence	1993-1995
Universitätsbibliothek Tübingen		
b. 14, f. 599	Correspondence Regarding Partnerships Between Zeitschrifteninhaltsdienst Theologie (ZID) and ATLA	1990-1997
b. 14, f. 600	Correspondence Regarding Partnerships Between Zeitschrifteninhaltsdienst Theologie (ZID) and ATLA	1990-1997
University of South Africa (UNISA)		
b. 14, f. 601	Correspondence Regarding the South African Theological Bibliography (SATB)	1992-1996

World Conference of Associations of Theological Institutions (WOCATI)

b. 14, f. 602

Correspondence Regarding an Article on ATLA for the "WOCATI News"

1993-1994

Series VI: Regional Groups, 1987-1993

General		
b. 14, f. 603	1987 List of Regional Theological Library Associations and correspondence regarding	1987-1991
b. 17, f. 33	Lists	1987-1997
Association of Chicago Theological Schools (ACTS)		
b. 17, f. 34	Directory, minutes	1997-1998
Boston Theological Institute (BTI)		
b. 17, f. 35	Brochure	1997
Chicago Area Theological Library Association (CATLA)		
b. 14, f. 604	Correspondence, Announcements, and Newsletters	1991 Jan -1993 Jan
b. 17, f. 36-40	Minutes, newsletters	1994-2000
Minnesota Theological Library Association (MTLA)		
b. 17, f. 41	Minutes	1997
Ohio Theological Library Association (OTLA)		
b. 17, f. 42	Workshop, meeting	1997-1998
Southeastern Pennsylvania Theological Library Association (SEPTLA)		
b. 14, f. 605	Teamwork Newsletter	1991 Apr
b. 14, f. 606	Correspondence and Newsletters	1992 Oct -1993 Apr
b. 17, f. 43-44	Brochure, newsletters	1994-1999
Southwest Area Theological Library Association (SWATLA)		
b. 14, f. 607	SWATLA Newsletter	1991 Jan 23
b. 14, f. 608	Correspondence and Newsletters	1993 Jan-Jul
b. 17, f. 45-47	Correspondence and Newsletters	1994-1998
Tennessee Theological Library Association (TTLA)		
b. 17, f. 48	Workshop report	1998

Series VII: Collected Material

b. 20, f. 1	"Theological Librarianship in the Context of Ministry Project" - background information and summary of research project	1995, 2018
b. 20, f. 2	"Theological Librarianship in the Context of Ministry Project" completed survey forms	1995

Selected Search Terms

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

Subjects

Libraries -- Special collections -- Religion
Library science -- Societies, etc.
Theological libraries -- United States

Corporate Body

American Theological Library Association