

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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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

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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
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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
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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
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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
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b. 12, f. 470	Guide to Selections From the Day Missions Collection: Asia and the Pacific Rim	1995
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b. 13, f. 473	Religious Monographs Preservation Project, Correspondence With Pew Charitable Trust	1994 May -1996 Aug
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b. 13, f. 548	Committee on Archives, Correspondence and Reports	1997-2000
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b. 13, f. 489	1993 Conference Evaluations	1993 Jul
b. 16, f. 27-29	Correspondence, minutes, applications, conference evaluations	1992-2002
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b. 13, f. 491	Minutes, Agendas, and Follow-Up Correspondence (meeting)	1992 Oct 30-Nov 1
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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
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b. 13, f. 514	Joint Planning Meeting With Annual Conference Committee Regarding 2001 Oct 2002 ATLA Conference	
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Financial Management Committee		
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Local Host Committee		
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Tennessee Theological Library Association (TTLA)		
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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