

Frequently Asked Questions about Presbyterian Women's Church Histories (aka Local Church Histories)

Q. ***What is the mailing address for sending annual histories to the archives at Columbia Theological Seminary?***

A. Archivist
C. Benton Kline, Jr. Special Collections and Archives
John Bulow Campbell Library
Columbia Theological Seminary
P.O. Box 520/701 S. Columbia Dr.
Decatur, GA 30031

Q. ***What type of paper, ink, and printing method should I use?***

A. All histories should be submitted on white acid-free (permanent) paper or white 100% cotton content bond paper. We follow the specifications for acid-free paper outlined on this page: http://www.history.pcusa.org/preservation/acid_free_paper.cfm. Paper of 100% cotton content is an acceptable substitute. Histories printed from computers should be printed on laser printers, not on inkjet printers.

Q. ***Where can I get acid-free paper?***

A. Acid-free paper can be purchased from archives supply vendors such as Gaylord Brothers, Metal Edge, or University Products. Contact information for these companies is listed at the end of this document. Alternatively, you may be able to purchase 100% cotton content paper from stationers nearer your home.

Q. ***What format should I use?***

A. Histories should be submitted on letter size paper (8 ½" by 11"). The left-hand margin should be wide enough to accommodate hole punches for storage in a 3-ring binder. A left margin of 1 ½" is ideal but 1" is adequate. Items larger than 8 ½" by 11" cannot be accepted into the history collection.

Q. ***How should I attach photographs, bulletins, or other items?***

A. Attach loose items to acid-free pages, but avoid using adhesive tape or large amounts of glue to secure the items to pages. Acid-free photo corners (available from archives supply vendors and some local stores) are preferred.

Q. ***What kind of binder, cover, or page protectors should I use?***

A. Please do not submit histories in binders, report covers, or plastic page protectors, or have them bound before sending them. By tradition the histories are stored in 3-ring binders, and other covers or protectors are removed before they are stored. If you must use plastic page protectors to house loose items that cannot be attached to the main report, please contact us for brands and

sources; do not assume that plastic protectors obtained through office supply stores are appropriate for long-term use.

Q. ***Can the archives receive electronic files instead of printed copies?***

A. No, at the present time we do not accept electronic files.

Q. ***Do I need to complete a deposit agreement for my histories?***

A. No. Deposit agreements are used only for official congregational records, such as session minutes, membership registers, etc.

Q. ***How do we know if we need to purchase a new notebook?***

A. We will send letters to churches when their histories outgrow their notebooks.

Q. ***What information should I put in the history?***

A. Church histories: Church histories vary widely in content, reflecting the varied settings and sizes of congregations and the style of each historian. Some are quite short; others are lengthy. Required information includes the name and address of the church and the date of the history. The name of the pastor is usually included. Many histories also include the names of staff members, elders, and other leaders; a brief review of both significant and routine events in the life of the congregation; and a list of committees or other bodies, with the names of the committee members. Statistics regarding church growth or losses are often included. Some histories list Sunday school classes. In many cases the historian's name is included.

Presbyterian Women histories: Women's histories also vary widely in content. They usually include the names of leaders, number of circles, number of women participating, life memberships, types and amounts of offerings taken up, causes or work supported, and major events.

Q. ***How should I make out the check when my group sends a donation?***

A. Checks should be made payable to Columbia Theological Seminary, with "Montreat Archives" on the memo line. They should be sent to the CTS advancement office at:

Gift Box 325
Columbia Theological Seminary
P.O. Box 520
Decatur, GA 30031

Q. ***How do I get in touch with the Archives?***

A. By mail at the mailing address listed above, by e-mail at the address archives@ctsnet.edu, or by phone at 404-687-4628.

Selected vendors of acid-free paper and other archives supplies:

Gaylord Bros.
PO Box 4901
Syracuse, NY 13221-4901
Customer Service: 800/634-6307
Orders: 800/448-6160
www.gaylord.com

Hollinger/Metal Edge, Inc.
Archival Storage Materials
6340 Bandini Blvd.
Commerce, CA 90040
Orders: 800-862-2228
<http://www.hollingermetaledge.com/>

University Products, Inc.
Box 101
Holyoke, MA 01041-0101
Customer Service: 800/628-1912
Orders: 800/628-1912
www.universityproducts.com