

- Q. What is the mailing address for sending annual histories to the archives at Columbia Theological Seminary?
- A. C. Benton Kline, Jr. Special Collections and Archives  
John Bulow Campbell Library Columbia Theological Seminary  
P.O. Box 520  
Decatur, GA 30031
- Q. Are there size limits?
- A. Yes. Effective with the 2013 histories, submissions should be no more than 1" thick.
- Q. Does the Archives charge a fee or dues for taking care of the histories?
- A. There is no charge for the care or storage of the histories. We gladly accept donations to aid us in preserving the Presbyterian Women's Church Histories for future generations.
- Q. What format should I use?
- A. Histories should be submitted on letter size (8 ½" by 11") paper. 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. Any loose items that are vital to your history should be attached with acid-free photo corners. Newsletters and directories should not be included in your packets.
- 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. By tradition the histories were stored in 3-ring binders, as the Presbyterian Women's Church Histories continue to grow each year, we now store new histories in archival boxes. 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.
- Q. Can the archives receive electronic files instead of printed copies?
- A. You may send us histories as Word or PDF files. We will then print your history and add it to your binder or box. Please note that we will not accept other file formats, and we will not edit or correct documents that are formatted incorrectly.

- 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 long should my history be?  
A. Some are quite short, others are lengthier. In general, they should not be more than about an inch thick.
- Q. What information should I put in the history?  
A. Women's histories 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, and summaries of causes or work supported and major events.
- Q. How can my group donate to the C. Benton Kline, Jr. Special Collections and Archives?  
A. Donations are gladly accepted in a variety of methods. Please see the CTS Institutional Advancement page [here](#). Checks should be made payable to Columbia Theological Seminary, with "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. You can reach us by mail at the mailing address listed above, by e-mail at the address [archives@ctsnet.edu](mailto:archives@ctsnet.edu), or by phone at 404-687-4628.