

The Presbyterian Church in America  
**Historical Archives**  
12330 Conway Road  
St. Louis, MO 63141

**ORDER FORM**

Please send me:

\_\_\_\_\_ Sheets of Acid-Free Paper. Price, 5 cents each, plus postage. We'll bill you, or you may pay according to this schedule: **10 sheets, \$1.35; 25 sheets, \$2.14; 50 sheets, \$3.39; 100 sheets, \$6.12; 200 sheets, \$11.35; 300 sheets, \$16.58; 400 sheets, \$21.81; 500 sheets (1 ream), \$27.04.**

\_\_\_\_\_ Copies of the Historical Archives brochure (Free, though donations to cover postage and handling are appreciated.)

\_\_\_\_\_ Copies of "Writing Church History: A Guideline for Local Church Historians" (Free).

\_\_\_\_\_ We are interested in sponsoring a church history seminar for our church or presbytery group. Note the person who should be contacted, giving his or her position, address, and telephone number.

\_\_\_\_\_ I would like help with our church history. My question is:

\_\_\_\_\_ Please research the following:

\_\_\_\_\_ I would like to help the Archives work more effectively in my area's churches and presbytery. I understand this would mean some time commitment in training and being available to area churches as a resource person who can help local church historians.

\_\_\_\_\_ I wish to make a one-time gift of \$\_\_\_\_\_ to the Archives ministry. As the Lord enables I will give \$\_\_\_\_\_ each month for the next six months.

\_\_\_\_\_ Please send the PCA Historical Archives Newsletter.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Church** \_\_\_\_\_

Staple Here

PRESBYTERIAN CHURCH IN AMERICA  
Historical Archives  
12330 Conway Road  
St. Louis, MO 63141

Affix  
First  
Class  
Postage

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Fold Here-

# Photograph Template

8" x 10"

These templates will help mount photographs on acid-free paper, avoiding the use of harmful photo corners, tape or glue.

Photocopy the template for the size photos you are using onto an acid-free sheet or trace a set of four diagonal lines onto the page where the photo is to appear. With a sharp knife, taking care not to mar table surfaces, make a slit along each line. Photograph corners should slide securely into these slits. If the picture does not seem secure, place a small drop of light, non-acidic glue at the center of the photo. Spread the glue slightly with your fingertip.

Standard sizes from 3 1/2 x 4 1/4 inches to 8 x 10 inches are shown. For other sizes, lightly trace around the photo where it is to appear. Mark points 1 1/2 cm. to 2 cm. from each corner and draw a line between the points. Cut along the lines.

To preserve your personal or church photos we recommend using this method. You may also safely encase photos in archival-quality polyethylene plastic. Albums and pages of this plastic are available at many large camera shops.

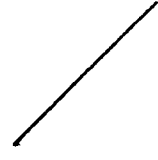
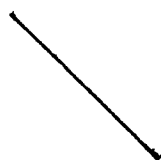
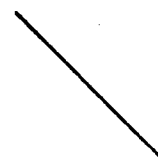
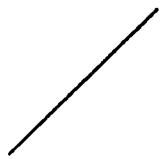
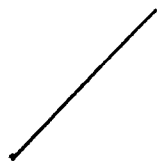
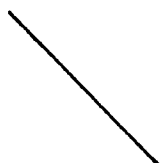
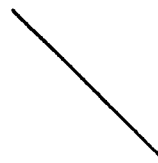
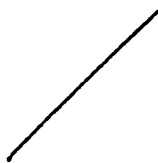
Identify people and places in each photo in pencil on the back, below the photo or on another page. In a group photo name people in the order in which they are shown. Include the event and date if known.

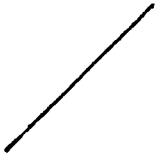
## Form Photo Template.

**These forms may be copied without restriction. Copies may be ordered from the Presbyterian Church in America, Historical Archives, 12330 Conway Road, St. Louis, MO 63141.**

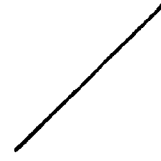
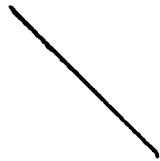
Photograph Template

5" x 7"





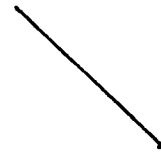
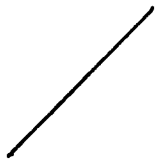
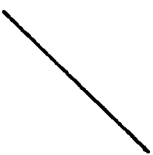
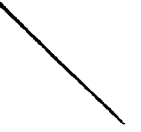
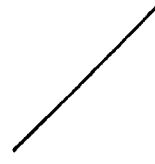
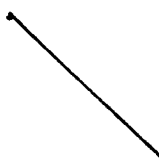
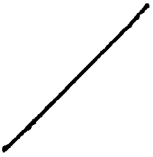
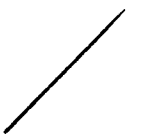
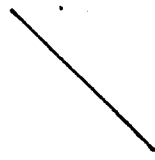
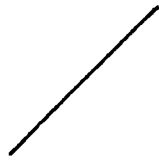
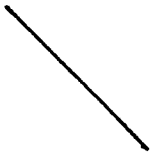
Photograph



Template

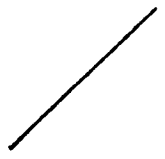
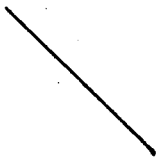
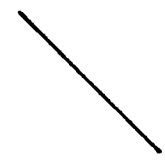
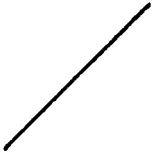
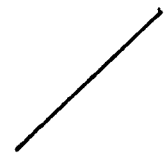
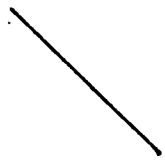


3 1/2" x 5"



Photograph Template

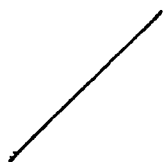
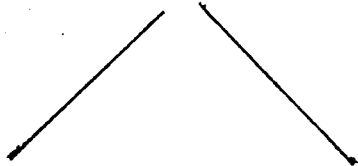
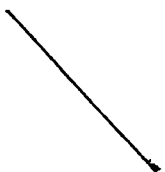
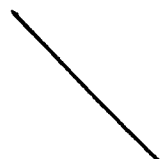
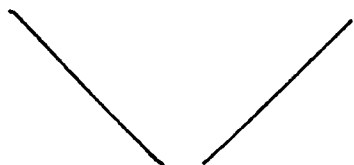
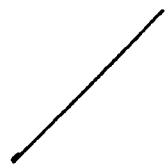
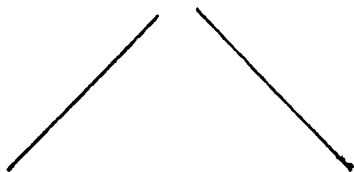
4" x 5"



Photograph

Template

$3\frac{1}{2}'' \times 4\frac{1}{4}''$



*Presbyterian  
Church  
in  
America*

**Historical Archives**

12330 Conway Road  
St. Louis, Missouri 63141  
(314) 469-9077

**BIOGRAPHICAL RECORD  
TEACHING ELDER BIOGRAPHY PROGRAM**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Birthplace \_\_\_\_\_ County \_\_\_\_\_

Father \_\_\_\_\_ Mother's  
Maiden Name \_\_\_\_\_

Father's \_\_\_\_\_ Mother's  
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

**Education:**

Elementary \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

High School \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

College \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Seminary \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Other Education \_\_\_\_\_  
\_\_\_\_\_

Degrees \_\_\_\_\_

Military Service \_\_\_\_\_

Ordained by \_\_\_\_\_ Date \_\_\_\_\_

At \_\_\_\_\_

Pastoral Positions, including internships, stated supply. List in order served:

1. \_\_\_\_\_ Position \_\_\_\_\_ Yrs. \_\_\_\_\_

2. \_\_\_\_\_ Position \_\_\_\_\_ Yrs. \_\_\_\_\_

3. \_\_\_\_\_ Position \_\_\_\_\_ Yrs. \_\_\_\_\_

4. \_\_\_\_\_ Position \_\_\_\_\_ Yrs. \_\_\_\_\_

5. \_\_\_\_\_ Position \_\_\_\_\_ Yrs. \_\_\_\_\_



BIOGRAPHICAL RECORD FOR \_\_\_\_\_

Other Work \_\_\_\_\_

\_\_\_\_\_

Ecclesiastical offices, boards:

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

Secular offices, boards:

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

Author/Editor of:

\_\_\_\_\_

\_\_\_\_\_

Married:

<u>Date</u>	<u>Place</u>	<u>Maiden Name.</u>	<u>Born</u>	<u>Died</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Children (including deceased) List names, with married names of daughters in parenthesis), date of birth, year of death:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Year resigned or retired \_\_\_\_\_

Date of death \_\_\_\_\_ Burial \_\_\_\_\_

Other sources of information) \_\_\_\_\_

PRESBYTERIAN CHURCH IN AMERICA  
Historical Archives

ACCESSION RECORD

Accession Title: \_\_\_\_\_ Accession No. \_\_\_\_\_

Previous accessions relating to this collection (list accession numbers):

Name and Address of Donor:

Quantity upon Arrival:

Physical condition of materials: \_\_\_excellent \_\_\_good \_\_\_fair \_\_\_poor

Arrangement of \_\_\_\_\_ Alphabetical \_\_\_\_\_ Chronological \_\_\_\_\_ Numerical  
Materials: \_\_\_\_\_ Topical \_\_\_\_\_ None \_\_\_\_\_ Other \_\_\_\_\_

Types of Materials:

___ Audio Discs	___ Financial Records	___ Photographs (B & W)
___ Blueprints	___ Legal Documents	___ Photographs (color)
___ Books	___ Maps	___ Plans
___ Cassette Tapes	___ Microfilm	___ Print-outs
___ Charts	___ Minutes (bound)	___ Reel-to-Reel Tapes
___ Clippings	___ Minutes (unbound)	___ Reports
___ Correspondence	___ Movie Film	___ Research Materials
___ Diaries/Journals	___ Newspapers	___ Scrapbooks
___ Drawings	___ Pamphlets	___ Slides
___ Filmstrips	___ Periodicals	___ Video Tape
___ Other: _____		

Titles and inclusive dates of subgroups:

Restrictions (if any):

Comments:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

DONOR AGREEMENT FORM

I, \_\_\_\_\_ do own or have legal custody of the items described below. I desire to give the described property to the Presbyterian Church in America Historical Center. To carry out my purpose, I do hereby give and deliver to the Center the property described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is distinctly understood by me that it is my purpose and intention to vest all the incidents of absolute ownership of the property in the Center, including copyright and the right to reproduce, adapt, publish, perform, or publicly display the property, with the exception of the following restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any part of the property that is not retained by the Center should be:

- Returned to donor
- Disposed of by Center
- Other (Explain) \_\_\_\_\_

The Center may dispose of covers and stamps as it wishes.

Dated \_\_\_\_\_, 19\_\_\_\_.

Acknowledged: \_\_\_\_\_

Signed: \_\_\_\_\_

Name \_\_\_\_\_

Donor \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

PCA Historical Center

\_\_\_\_\_

*Presbyterian  
Church  
in  
America*

**Historical Archives**

12330 Conway Road  
St. Louis, Missouri 63141  
(314) 469-9077

LOAN AGREEMENT FORM

I, \_\_\_\_\_ do own or have legal custody of the items described below and do desire to loan the described property to the Presbyterian Church in America Historical Center. To carry out my purpose, I do hereby loan and deliver to the Center the property described as follows: \_\_\_\_\_

Purpose of the loan: \_\_\_\_\_

Period of the loan: From \_\_\_\_\_ To \_\_\_\_\_

The following restrictions apply to the use of this property: \_\_\_\_\_

The PCA Historical Center hereby agrees to bear the necessary expense of returning said property to the owner.

Dated \_\_\_\_\_, 19\_\_\_\_.

Acknowledged:

Signed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Lender

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

PCA Historical Center

## CONDITIONS COVERING LOANS

### to the Historical Archives of the Presbyterian Church in America

#### Care and Preservation

1. The Archives will give objects borrowed the same care as to comparable property of its own. It is understood by Lender and Archives that all tangible objects are subject to gradual deterioration for which neither is responsible. Evidence of damage at the time of receipt or while in Archives custody will be reported to the Lender as soon as is practical.

2. No alteration, restoration, or repair will be undertaken without the written authorization of the Lender.

3. The Lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing and transportation.

#### Transportation and Packing.

1. Costs of transportation and packing will be borne by the Archives unless the loan is at the Lender's request. The method of shipment must be agreed upon by both parties.

2. The Lender will assure that said objects are adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects will be returned in a similar manner.

#### Insurance

1. The Lender understands that said objects are covered with other Archives holdings under Covenant Theological Seminary's Buswell Library insurance.

#### Photography

1. Unless otherwise notified in writing, the objects lent may be photographed for record, educational, catalog, and publicity purposes. It is understood that objects on exhibit may be photographed by the general public.

#### Ownership and Address Change

1. By signing the Agreement the Lender certifies that he is legal owner or authorized agent of the legal owner of the described property. It is incumbent upon the Lender to notify the Archives in writing of any change of address. In case of change of legal ownership during the period of the loan, the new owner must establish his legal right by proof satisfactory to the Archives.

#### Return of Loans

1. This agreement may be terminated by either party, given reasonable notice in writing. Unless otherwise notified in writing, the Archives will release objects only to the Lender.

2. At the end of the agreed-upon loan period the Archives will contact the Lender and arrange return of loaned materials. If efforts to contact the Lender within a reasonable period following expiration of the loan are unsuccessful objects will be stored for one year. If after one year the property is not withdrawn, it may be deemed to become the unrestricted property of the Presbyterian Church in America for administration by the Historical Archives.

PRESBYTERIAN CHURCH IN AMERICA

RECORDS SURVEY FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Coordinator/Director \_\_\_\_\_

Phone \_\_\_\_\_

Office Manager \_\_\_\_\_

Phone \_\_\_\_\_

Name of Surveyor \_\_\_\_\_

Date of Survey \_\_\_\_\_

Survey Data:

Label/ Number	Box Description	Inclusive Dates	Quantity of Records	Condition & Organiz.	Date Available
<b>TOTALS</b>					

\_\_\_\_\_  
Signature of Coordinator/Director

\_\_\_\_\_  
Signature of Surveyor

**DONATION/LOAN RECORDS SURVEY**

Continuation Sheet: Donor/Lender Name \_\_\_\_\_

Label/ Number	Box Description	Inclusive Dates	Quantity of Records	Condition & Organiz.	Date Available
	<b>TOTALS</b>				

\_\_\_\_\_  
Signature of Donor/Lender

\_\_\_\_\_  
Signature of Surveyor

This form may be used to survey church records as noted in Section F. An identifying mark or number may be used in the first space, followed by descriptive information regarding the box or folders and their contents.