Association of Seventh-day Adventist Librarians Archives
Collection 199

Scope and Content:

This is the official archives of the Association of Seventh-day Adventist Librarians (ASDAL). This collection contains materials and documents related to the organization, the function, and the annual conferences.

Arrangement:

The archives is an on-going one, and thus more records will be added in the future. The boxes of ASDAL archival records are arranged chronologically, and are organized in the following order for each annual period of time.

Legal
Membership
Officers
Finances
Committees
Publications
Annual Meeting

At the end of the collection there are tapes arranged chronologically, as well.

Provenance

The records in this archives have come from officers of the Association as well as some who were involved with it over the years. According to the organizations Bylaws, the Secretary is responsible for sending records to the archives. Beyond that each officer should be aware of their role in preserving the records of the organization.

Use

All users of this collection are required to completer the “Application to Use Unpublished Records,” and to observe the regulation specified in the “Patron Agreement” and “Researcher’s Code of Conduct.” Most records in this collection are open and available for research. Certain records may be closed due to confidential or personal information. Center personnel will evaluate as needed. Citation for this collection:

Box ___ Folder___, Association of Seventh-day Adventist Librarians Archives, Center for Adventist Research, James White Library, Andrews University, Berrien Springs, Michigan.
Inventory

I. Written Materials
   __
   __Box 1
   ______1965

      Annual Meeting
      Folder: Seventh-day Adventist Librarian Convention - Agenda.

      ______1967

      Officers
      Folder: Correspondence

      Committees
      Folder: Questionnaire circulated on personnel, division of
             responsibilities and teaching load, Union College Library,
             Nebraska.

      ______1972

      Publications
      Folder: Number of obituaries -Lake Union Herald.

      ______1975

      Committees
      Folder: “Model Statement of Criteria and Procedures for Appointment,
             Promotion in Academic Rank, and Tenure for College and
University Librarians.”

1981

**Legal**

**Membership**
Folder: Membership directory.

**Officers**
Folder: Correspondence.

**Finances**
Folder: Financial records, statements and receipts.

**Committees**
Folder: ASDAL logo.

**Annual Meeting**
Folder: Meeting agenda and program.
Folder: Conference minutes.
Folder: Miscellaneous materials-1.
Folder: Miscellaneous materials-2.

Box 2

1982

**Legal**

**Membership**
Folder: Membership directory.
Folder: Membership directory (cards).

**Officers**
Folder: Ad-Hoc committee / ASDAL officers.
Folder: Correspondence - 1.
Folder: Correspondence - 2.

**Finances**
Folder: Financial records / statements.

**Committees**
Folder: Scholarships / applications for financial aid.
Folder: Library statistics.

Publications
Folder: ASDAL publicity.
Folder: SDA Periodical Index related.
Folder: ASDAL ACTION

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.
Folder: Photographs.

1983

Membership
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence-1.
Folder: Correspondence-2.

Finances
Folder: Financial records / statements.
Folder: ASDAL receipts.

Committees
Bx2  Fld22  Scholarships / applications for financial aid.

Publications
Folder: ASDAL publicity.
Folder: SDA Periodical Index related.
Folder: Obituary Index Project.
Folder: ASDAL ACTION.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Registration forms.
Folder: Registered guests.
Folder: Tapes - order forms.
Folder: Miscellaneous - handout materials.
Folder: Miscellaneous - Loma Linda local information.
Folder: Photographs.
**Legal**

**Membership**
Folder: Membership directory and registered guests-1.
Folder: Membership directory and registered guests-2.
Folder: Membership directory and registered guests-3.

**Officers**
Folder: Correspondence-1.
Folder: Correspondence-2.

**Finances**
Folder: Financial records / statements.
Folder: Receipts and checks.

**Committees**
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.
Folder: ASDAL Subcommittee response to Ad Hoc Committee report and to the Board of Higher Education.

**Publications**
Folder: SDA Periodical Index related.
Folder: ASDAL ACTION.

**Annual Meeting**
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Miscellaneous - handout materials-1.
Folder: Miscellaneous - handout materials-2.
Folder: Photographs.

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**Box 4**

1985
Membership
Folder: Registration forms-1.
Folder: Registration forms-2.
Folder: Registration forms-3.
Folder: Registration forms-4.
Folder: Prospective Members.
Folder: Mail list - DASDAL.

Officers
Folder: Correspondence-1.
Folder: Correspondence-2.
Folder: Correspondence-3.
Folder: ASDAL Officers (1985-1986)

Finances
Folder: Receipts and checks.
Folder: Financial records / statements.
Folder: Conference Budget.

Committees
Folder: Survey of the problems and opportunities of SDA Libraries Overseas.
Folder: College and University Library Statistics.
Folder: Scholarships / applications for financial aid.
Folder: Scholarships / applications for financial aid.

Publications
Folder: ASDAL ACTION.
Folder: ASDAL ACTION: Notes.
Folder: Publicity.
Folder: SDA Periodical Index related.
Folder: Obituary Index Project.
Folder: Audio-Visual Acquisitions.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: ASDAL Editorial Advisory Committee reports.
Folder: Miscellaneous - handout materials.
Folder: Miscellaneous - Andrews University information.
Folder: Photographs.
Box 5

1986

Legal

Membership
Folder: Membership directory and registered guests-1.
Folder: Membership directory and registered guests-2.

Officers
Folder: Correspondence-1.
Folder: Correspondence-2.
Folder: Correspondence-3.
Folder: Officers elected.

Finances
Folder: Financial records / statements.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.
Folder: Overseas Libraries Survey

Publications
Folder: ASDAL Action.
Folder: SDA Periodical Index related.
Folder: Obituary file.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports-1.
Folder: Conference minutes / reports-2.
Folder: Conference minutes / reports-3.
Folder: Miscellaneous - Atlantic Union College local information.
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Miscellaneous / Handout materials-3.
Folder: Photographs.
Box 6

1987

Legal

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot.
Folder: ASDAL - Officers elected.

Finances
Folder: Financial records / statements.
Folder: Receipts.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.
Folder: Overseas library survey.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related-1.
Folder: SDA Periodical Index related-2.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Conference minutes / reports (Transcript).
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Miscellaneous / Handout materials-3.
Box 7

**1988**

**Legal**
Folder: ASDAL conference planning manual (second draft).

**Membership**
Folder: Registration forms.
Folder: Membership directory and registered guests.

**Officers**
Folder: Correspondence-1.
Folder: Correspondence-2.
Folder: ASDAL Ballot.

**Finances**
Folder: Financial records / statements.
Folder: Receipts.

**Committees**
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.

**Publications**
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.
Folder: Obituary file.
Folder: Keeping in Touch newsletter (James White Library, Andrews University).

**Annual Meeting**
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Conference minutes / reports, handwritings.
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Miscellaneous / Handout materials-3.
Folder: Photograph.
Box 8

1989

Legal

Officers
Folder: Correspondence.

Finances
Folder: Receipts.
Folder: ASDAL preliminary financial statement.

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.

Publications
Folder: ASDAL Action: Notes.
Folder: ASDAL SDA Periodical Index.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.

Box 9

1990

Legal

Membership
Folder: Registration forms-1.
Folder: Registration forms-2.
Folder: Membership directory and registered guests.

**Officers**
- Folder: Correspondence.
- Folder: Conference minutes / reports of the ASDAL planning committee.
- Folder: ASDAL Ballot.

**Finances**
- Folder: Financial records / statements.
- Folder: Receipts.

**Committees**
- Folder: Seventh-day Adventist College and University Library Statistics.
- Folder: ASDAL standing committees.
- Folder: Scholarships / applications for financial aid.
- Folder: ASDAL Planning committee.

**Publications**
- Folder: ASDAL ACTION.
- Folder: SDA Periodical index related.
- Folder: Obituary file.

**Annual Meeting**
- Folder: Meeting agenda, programs, and organizational materials.
- Folder: Business agenda.
- Folder: Conference minutes / reports.
- Folder: Miscellaneous / Handout materials-1.
- Folder: Miscellaneous / Handout materials-2.
- Folder: Miscellaneous / Handout materials-3.
- Folder: Photographs.

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**Box 10**

**1991**

**Legal**

**Membership**
- Folder: Membership directory and registered guests.

**Officers**
- Folder: Correspondence.
Folder: Minutes - Executive Committee.
Folder: ASDAL Ballot.

Finances
Folder: Financial records / statements.
Folder: Receipts.

Committees
Folder: ASDAL Advisory Committee.
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.
Folder: Obituary file.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.

Box 10

1992

Legal

Membership
Folder: Membership directory and registered guests.
Folder: Registration forms-1.
Folder: Registration forms-2.

Officers
Folder: Minutes - Executive Committee.
Folder: ASDAL election ballot.
Folder: Correspondence.

Finances
Folder: Financial records / statements.
Folder: Receipts.
Committees
Folder: ASDAL Committees’ Reports.
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: ASDAL standing committees tentative list.
Folder: Banquet committee.

Publications
Folder: ASDAL ACTION.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.

__Box 11

___ 1993

Legal

Membership
Folder: Membership directory and registered guests.
Folder: Registration forms-1.
Folder: Registration forms-2.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot.
Folder: ASDAL - Officers elected.

Finances
Folder: Financial records / statements.
Folder: Receipts.

Committees
Folder: Minutes - Executive Committee.
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.

Publications
Folder: ASDAL ACTION.
Folder: SDA Periodical Index related.

**Annual Meeting**
- Folder: Meeting agenda, programs, and organizational materials.
- Folder: Conference minutes / reports.
- Folder: ASDAL Literary award evaluation form.
- Folder: Miscellaneous / Handout materials-1.
- Folder: Miscellaneous / Handout materials-2.

**Box 12**

**1994**

**Legal**

**Membership**
- Folder: Registration forms.
- Folder: Membership directory and registered guests-1.
- Folder: Membership directory and registered guests-2.

**Officers**
- Folder: Correspondence.
- Folder: ASDAL Ballot.
- Folder: ASDAL - Officers elected.

**Finances**
- Folder: Financial records / statements.
- Folder: Receipts.

**Committees**
- Folder: Minutes - Executive Committee.
- Folder: Seventh-day Adventist College and University Library Statistics.
- Folder: Scholarships / applications for financial aid.

**Publications**
- Folder: ASDAL ACTION.
- Folder: SDA Periodical Index related.

**Annual Meeting**
- Folder: Meeting agenda, programs, and organizational materials.
- Folder: Conference minutes / reports.
- Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Photographs.

Box 13

1995

Legal

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: Minutes - Executive Committee.
Folder: List of Officers and Committees.

Finances
Folder: Financial records / statements.
Folder: Receipts.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: ASDAL Scholarship Committee Report.
Folder: Literary Award Committee Report.

Publications
Folder: ASDAL Action.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Miscellaneous - Newbold College local information.

1996

Legal
Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL - Officers elected.

Finances
Folder: Financial records / statements.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Manuscript Collection List.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.
Folder: Photographs.

Box 14

1997

Legal

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot.
Folder: ASDAL - Officers elected.
Folder: Minutes - Executive Committee.
Finances
_FOLDER: Financial records / statements.

Committees
_FOLDER: Seventh-day Adventist College and University Library Statistics.
_FOLDER: Scholarships / applications for financial aid.

Publications
_FOLDER: ASDAL Action: Notes.
_FOLDER: Setting Sail Newsletter.
_FOLDER: ASDAL Action Europe.
_FOLDER: SDA Periodical Index related.
_FOLDER: Obituary file.

Annual Meeting
_FOLDER: Meeting agenda, programs, and organizational materials.
_FOLDER: Business Agenda.
_FOLDER: Conference minutes / reports.
_FOLDER: Miscellaneous / Handout materials.

1998

Membership
_FOLDER: Registration forms.

Officers
_FOLDER: Correspondence.
_FOLDER: ASDAL Ballot.

Finances
_FOLDER: Financial records / statements.
_FOLDER: Receipts.

Committees
_FOLDER: Seventh-day Adventist College and University Library Statistics.
_FOLDER: ASDAL Executive committee.
_FOLDER: Adventist Libraries Information Cooperative materials (ALICE).
_FOLDER: Adventist Resources Working Committee materials.

Publications
_FOLDER: ASDAL Action: Notes.
_FOLDER: SDA Periodical Index related.
Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.

1999

Legal

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.

Finances
Folder: Receipts.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.

Box 15

2000

Legal
Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot.

Finances
Folder: Financial records / statements.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.
Folder: Scholarships / applications for financial aid.
Folder: Adventist Resource Working Committee.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials-1.
Folder: Miscellaneous / Handout materials-2.
Folder: Photographs.

2001

Membership
Folder: Registration forms.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot.

Finances
Folder: Financial records / statements.
Folder: Receipts.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.
Folder: Miscellaneous - Pacific Union College local information.

2002

Legal

Membership
Folder: Participant list.
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.
Folder: ASDAL Ballot-1.
Folder: ASDAL Ballot-2.

Finances
Folder: Receipts.

Committees
Folder: Scholarships / applications for financial aid.

Publications
Folder: ASDAL Action: Notes.
Folder: SDA Periodical Index related.

Annual Meeting
Box 16

2003

Legal

Membership
Folder: Membership directory and registered guests.

Officers
Folder: Correspondence.

Finances
Folder: Receipts.

Publications
Folder: ASDAL Action: Notes.
Folder: ASDAL Europe: Related Documents.

Annual Meeting
Folder: Business Agenda.
Folder: Conference minutes / reports.
Folder: President’s Report.
Folder: Miscellaneous / Handout materials.
Box 24 Folder: Celebrating 41 years of service: Chloe Foutz (oversize).

2004

Legal

Membership
Folder: Membership directory and registered guests.
Officers
Folder: Correspondence.
Folder: Minutes - Executive Committee.

Finances
Folder: Financial records / statements.

Publications
Folder: ASDAL Action.

Committees

Annual Meeting
Folder: Meeting agenda, programs, and organizational materials.
Folder: Conference minutes / reports.
Folder: Miscellaneous / Handout materials.

2005

Membership
Folder: Membership directory and registered guests.

Publications
Folder: ASDAL Action.

Annual Meeting
Folder: Miscellaneous / Handout materials.

2006

Publications
Folder: ASDAL Action.
Folder: ASDAL: Europe Conference.

Annual Meeting
Folder: Photographs-1.
Folder: Photographs-2.
2008

Officers
Folder: Correspondence.

No Dated

Legal

Officers
Folder: Correspondence.

Committees
Folder: Seventh-day Adventist College and University Library Statistics.

Annual Meeting
Folder: Miscellaneous / Handout-1.
Folder: Miscellaneous / Handout-2.
Folder: Photographs.

II. Audio Visual Materials

Box 17

1981, 1 - 4 cassettes.
1982, 1- 7 cassettes.
1983, 1 -23 cassettes.

Box18

1983, 24 - 33 cassettes.
1984, 1 - 11 cassettes.
1985, 1 - 13 cassettes.

Box19

1986, 1 - 7 cassettes.
1987, 1 - 8 magnetic recording tapes.
1988, 1 - 16 cassettes.
Box 20

1989, 1 - 18 cassettes.
1990, 1 - 19 cassettes.
1991, 1 - 7 cassettes.

Box 21

1991, 8 - 20 cassettes.
1993, 1 - 4 cassettes.
1994, 1 - 3 cassettes.

Box 22

1994, 4 - 9 cassettes.
1996, 1 - 12 cassettes.
2001, 1 - 9 cassettes.

Box 23

2001, 10 - 12 cassette.
2003, 1 - 5 cassettes.
2003, DVD SDA-Libraries in the unified Europe.
2004, 1 - 2 cassettes.
2004, June 17, CD Adventist History.
No date DVD Helderberg College.
No date 1 cassette.

Box 24 (oversize)

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