

January 10, 1985

TO: Bookstore, Mr. Khachig Derderian

FROM: Office of the Primate

Serpazan Hayr would like you to purchase ten copies of Armenian Bibles in Extra Large print, printed by the Armenian Missionary Association,. The price is \$18.00 per Bible and churches may be granted a 20% discount on order of 10 copies or more.

Enclosed is an information sheet.

January 18, 1985

TO: Mrs. Mary Derderian, Bookstore Manager

FROM: Office of the Primate

Kindly supply the following books for the use of the Primate for distribution whenever required:

1. ten copies of Mesrob Mashdotz (complimentary)
2. one copy of "The Faith of the Armenian Church" by Hagop Nersoyan (complimentary)

Serpazan Hayr will pay for the "Treasures of Etchmiadzin" and "Ararat"

January 23, 1985

TO: Mrs. Mary Derderian, Bookstore Manager  
FROM: Office of the Primate

Kindly let me have a copy of the two volumes of  
"Mishd Hayeran" (complimentary) which will be mailed to Ms.  
Joyce Stein of California, as suggested by the Primate.

*Mailed  
1/25/85*

*Joyce STEIN  
46-930 W. EL DORADO  
INDIAN WELLS  
CA 92210*

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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA

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INTER-OFFICE MEMORANDUM

**TO** : All Departments

**DATE:** January 31, 1985

**FROM** : Bookstore

**SUBJECT:** Bookstore's New Name & Order Procedures

1. As a reminder to all those who write promotions, articles, etc. please note that the bookstore's new name is:

**ST. VARTAN BOOKSTORE**

2. All orders from now on will be processed on a first come first serve basis. Rush orders will be accepted only for special cases. Schools and teachers must be advised that orders should be placed **two** months in advance.



# ԱՌԱՋՆՈՐԴՈՒԹՅՈՒՆ ՀԱՅՈՑ

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

**TO : All Diocesan Parishes**  
**FROM : St. Vartan Bookstore**  
**SUBJECT: New Publications**  
**DATE: January 31, 1985**

We are happy to inform you of the new publications from Etchmiadzin:

Ararat - \$ 10.00

Treasures of Etchmiadzin \$70.00

Both publications are a valuable gift idea consisting of high quality color reproductions. The Treasures of Etchmiadzin contains priceless information on the Etchmiadzin religious art collection, while Ararat is a breathtaking photographic survey of our dearest "cultural treasure."

If purchased 2 or more copies, we offer a 10% discount. Please send your orders to:

St. Vartan Bookstore  
630 Second Avenue  
New York, NY 10016-4885

*Mary Gerdean*

February 6, 1985

TO: Sylva Der Stepanian  
FROM: Office of the Primate

Serpazan Hayr suggested that we send to the under-mentioned gentleman Armenian books from the Bookstore with the usual invoice.

However, you will have to choose which ones will have to be sent for children who know Armenian.

Mr. Garo Aznavourian  
6118 Millstone Run  
Stone Mountain, Georgia 30087

February 8, 1985

TO: Mrs. Mary Derderian, Bookstore Manager  
FROM: Office of the Primate

Serpazan Hayr suggested that you send to:

Dr. A. Hanissian  
2030 Quail Creek Cove  
Memphis, TN 38138

a bookstore catalogue, Armenian records, Nareg Krapar, Deacon's  
cassette with an invoice.

MEMO

TO: M. Kermian, E. Antreassian, S. der Stepanian, B. Gallagher, M. Kane

FROM: M. Derderian,

DATE: 3-11-85

In order to establish a better control regarding books printed at M. Kane, I decided to start a procedure which will facilitate the control of inventory.

1. All books that need to be reprinted must be approved by the Bookstore Manager as well. The purchase order for the reprint must indicate quantity & the approximate price. All these are vital since the money for reprints comes from the Bookstore's budget. Furthermore, strict control over quantities can be thus observed, since the Bookstore is responsible for all books sold.
2. All books which have a title in armenian must be followed by transliteration on the Purchase order for M. Kane's use and future referance. I believe we are beyond the stage when a book should be identified as "Ara & Maral with a dog". All shipping slips from M. Kane should be written in transliteration otherwise please do not sign them.



## MEMO

TO: Sylva der Stepanian, Elise Antreasian  
 FROM: Mary Derderian  
 DATE: 3-26-1985  
 RE: Delinquent Customers

The receivable of the Bookstore totals as of December 31, 1984 \$52,000. The majority of the customers owing us are Day-Schools and Parishes/Clergy.

The following names owe the Bookstore 57% of the total A/R. As of today all shipment to these institutions is stopped until payment is received.

Armen-Quebec School - Montreal	Nov. 83	\$7,674.52
	Feb. 84	1,008.95
	Nov. 84	7,445.00
	Total	<u>16,128.47</u>
Prelacy - New York	Nov. 83	463.80
	Sept. 84	140.80
	Oct. 84	1,098.85
	Nov. 84	726.00
	Total	<u>2,429.45</u>
St. John - Mich.	1984	<u>2,362.61</u>
St. Sahag & Mesrob Arm. School RI.	1892	385.02
	Nov. 83	659.07
	Dec. 83	1,386.50
	1984	647.50
	Total	<u>3,078.09</u>
St. Gregory - Montreal	Nov. 83	1,674.50
	Apr. 84	10.00
	Total	<u>1,684.50</u>
T.C.A. Dickranian School -	Nov. 83	<u>1,744.20</u>
Holy Trinity - Toronto	Sept. 84	1,208.00
	Nov. 84	123.00
	Total	<u>1,331.00</u>
Alex Manoogian School - Mich	1984	<u>900.00</u>
Holy Trinity - PA	1984	<u>650.79</u>
	TOTAL A/R BOOKSTORE	<u>30,309.11</u>

cc: M. Kermian

March 28, 1985

TO: Mary Derderian, Bookstore Manager

FROM: Serpazan Hayr

Serpazan Hayr directed that you make the necessary arrangements for the bookstore during the April 24th commemoration events.


Please check the events and programs planned by the Diocesan Committees with Martha Gurahian or Irma Der Stepanian.

Also assure that all books, souvenir items, etc. relating to speakers, artists, etc. be available in adequate quantities for sale, and are exhibited prominently and tastefully.

cc. Mesrob Kermian

MEMO

TO: Silva der Stepanian

FROM: Mary Derderian 

DATE: 6-18-85

In the future please do not give out books to individuals without requesting prepayment. Exception is made only to Armenian organizations, schools, and churches, and the bill should reflect their addresses.

Eventhough, we sent out notices, we still have to collect payment from last year, of individuals who took books from ALLARC. As you know it is our policy to ask prepayment from individuals when they make personal purchases.

cc: M. Kermian

MEMO

TO: All Staff

FROM: Mary & Khatcho Derderian *MD*

DATE: June 20, 1985

As of today Khatcho will be working in the mail room, the bookstore, as well as driver for the Diocese. This arrangement will be temporary until a new mail room person will be found.

From 9 to 12 Khatcho will work for the Bookstore, and from 1 to 5 for the mail room.

To facilitate Khatcho's duties which are primarily towards the Bookstore please respect the above mentioned schedule.



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

*Archbishop Torkom Manoogian, Primate*

MEMO

TO: ALL STAFF  
FROM: M. KERMIAN  
DATE: 7-22-85  
SUBJECT: BOOKSTORE HOURS

For inventory purposes the Bookstore will be closed from 3 to 5pm, until further notice. The new Bookstore hours are 9am - 12pm and 1-3pm, Sundays from 12-2:30 pm.

Only important calls should be transferred between 3-5pm.

*M. Kermian*



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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N. Y. 10016 212 686-0710

ARCHBISHOP TORKOM MANOOGIAN, PRIMATE

## MEMO

TO: M. Kermian  
FROM: M. Derderian *MD*  
DATE: 7-26-85  
RE: Requested information

### TREASURES OF ETCHMIADZIN

Received	800 copies
Sold	79 -11-
Compl.	1
Stolen	1

### ARARAT ALBUM

Received	2,000 copies
Compl.	1
Damaged	1
Sold	115

I would have to look at each invoice since January to determine how many copies of the Treasures were sold with a discount. The discount policy was 10% with the purchase of 2 copies.

I understand that we have exclusivity on the East coast for these 2 items. However, the Prelacy has purchased copies from ABRIL Bookstore in LA and sells the Treasures for \$60.00 on the East coast.

Regarding the Ayvazian book, please note that we sold only 10 copies to date, ~~10~~ If we are to send complimentary copies to 25 individuals as requested by Mrs. Ayvazian, we will spend on postage all our profit and more (some are to be sent overseas). Is the postage & handling charge in this case be charged to Bookstore or P.R. I would hope the latter. Please advise.



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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

July 30, 1985

**TO:** The Rev. Clergy, Parish Council Chairmen and Choir Directors

**SUBJECT:** Armenian Hymnal (Sharagnotz)

Copies of the complete music of the Armenian Hymnal (Sharagnotz) are available for sale at the Diocesan complex.

The Sharagnotz comprises of three volumes, about 1,000 pages, with cheshire binding, royal blue with black spine.

The price of the Sharagnotz is as follows:

- a) If ordered before August 30, 1985  
the price of the 3 volumes will be ..... \$100.00
- b) If ordered after August 30, 1985  
the price of the 3 volumes will be ..... \$150.00

If you are interested in the above publication, please inform the Very Rev. Fr. Khajag Barsamian, Vicar General, at the Diocese.

With prayers,

*Fr. K. Barsamian*

Fr. Khajag Barsamian  
Vicar General



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*Archbishop Torkom Manoogian, Primate*

September 30, 1985

TO: BOOKSTORE  
FROM: OFFICE OF THE PRIMATE

On Thursday, September 26, Fr. Mampre Kouzouian called to ask that the following books be sent to his attention at the Holy Trinity Armenian Church of Cambridge, Mass:

30 copies of "Hayeren Khosink" 1981 (oratzouytz).

16 copies of Pupils text of DRE Young Church

1 copy of Teacher's Guide of DRE Young Church



June 5, 1986

TO: Mr. Onnik Deukmejian, Bookstore Manager

FROM: Office of the Primate

Kindly supply the Primate's Office with 100 (one hundred copies of the "Deacon's Explanation" book to be used at the discretion of the Primate.

June 23, 1986

TO: Mr. Onnig Deukmejian, Bookstore Manager  
FROM: Office of the Primate  
SUBJECT: NEW BOOK INFORMATION - OIL BEARING WOMEN

Title ..... Oil Bearing Women  
(Yughaperitz)  
List Price ..... \$6.00 (six dollars)  
Bookstore Discount .... 50% (fifty percent)  
Print-run ..... 1,000 copies  
Sale Credit ..... 50% of list price to Primate's  
Publication Fund every six  
months.  
50% to bookstore

*cc Bookkeeper*

July 30, 1986

TO: Mr. Onnig Deukmejian, Bookstore Manager  
FROM: Office of the Primate  
SUBJECT: NEW BOOK INFORMATION - ANOUSH

Title.....Anoush  
List Price.....\$7.00 (seven dollars)  
Bookstore Discount.....50% (fifty percent)  
Print-run.....1,000 copies  
Sale Credit.....50% of list price to  
Primate's Publication  
Fund every six months.  
50% to bookstore

cc: Bookkeeper

September 17, 1986

TO: Mr. William Gallagher, Bookkeeper  
FROM: Archbishop Torkom Manoogian, Primate

This is to inform you that the salary of the late Onnig Deukmejian, Bookstore Manager, who passed away on September 4, 1986, will be paid up to September 30, 1986.

The check should be made in the name of his wife, Paransin Docmeci.



# ԱՌԱՋՆՈՐԴՈՒԹԻՒՆ ՀԱՅՈՑ

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*Archbishop Torkom Manoogian, Primate*

September 23, 1986

TO: The Reverend Clergy and Parish Council Chairmen  
SUBJECT: New Edition of "ADENI JAMAKIRK"

For many years the need for a new edition of "Adeni Jamakirk" has been a subject of serious concern in our churches, here in America and generally in the Diaspora. In an effort to remedy this situation, the Diocesan St. Vartan Press has successfully undertaken its publication.

The generous donation by Mrs. Takouhi Thompson of Phoenix, Arizona, has made the publication of this volume possible. Mrs. Thompson dedicated this publication to the memory of her late husband, Seth Thompson.

Copies are available at the Diocesan Bookstore in paperback and hardback covers, and you may place your orders by writing to the Bookstore. Paperback copies are priced at \$50.00 each, and the hardback at \$60.00.

Prayerfully,

*atp. Torkom Manoogian*

Archbishop Torkom Manoogian  
Primate



ԱՌԱՋՆՈՐԴՈՒԹԻՒՆ ՀԱՅՈՑ

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

Nov. 21, 1986

To : His Eminence Abp. Torkom Manoogian

From : St. Vartan Bookstore

This is to advise you that the 50 (fifty) books of GOMIDASI HANGAREH which were given to St. Vartan Bookstore on Dec. 22, 1985, have been sold.

It will be very much appreciated if you could arrange to send another shipment in the same quantity.

OK  
given 50 Copies  
as gift.

A.CH.

Received by Bookstore

Armenian Church of America



# ԱՌԱՋՆՈՐԴՈՒԹՅՈՒՆ ՀԱՅՈՑ

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*Archbishop Torkom Manoogian, Primate*

To: The Reverend Clergy and Parish Council Chairmen

Date: January 19, 1987

The Diocesan Bookstore's account shows an amount of approximately seventy thousand dollars receivable from various sources.

The Diocesan Council at its last meeting held on December 19, decided that no orders for publications will be filled by the Bookstore on other than a 'prepaid or COD basis' if the requestor's account is past due by more than sixty days.

It is hoped that parishes with outstanding accounts with the Bookstore will send their remittances as soon as possible.

With prayers,

*Fr. H. Najarian*

Fr. Haigazoun Najarian  
Acting Vicar General

May 27, 1987

TO: Bookstore Personnel  
FROM: Syraun Palvetzian  
SUBJECT: DRE Curriculum

Please note the following on the pricing of the new DRE Curriculum:

1. Student Books

All student books (except Grade 11) will cost \$10.00 each.  
Grade 11 books (4 mini-courses) will cost \$4.00 each.

Books sold to our Diocesan parishes (Eastern Diocese, only) will be entitled to a 20% discount.

2. Teacher Manuals

All teacher manuals (except Grade 11) will cost \$6.00 each.  
Grade 11 manuals will cost \$2.50 each.

Manuals sold to our Diocesan parishes (Eastern Diocese, only) will be entitled to a 20% discount.

3. Activity Packets

Cost per packet set \$1.25 each. Packets sold to our parishes, (Eastern Diocese, only) will be entitled to a 20% discount.

Note: All orders for curriculum books must be on a C.O.D. basis and in American funds only.

cc: Bookkeeping Dept.



May 27, 1987

TO: Bookstore Personnel  
FROM: Syraun Palvetzian  
SUBJECT: DRE Curriculum

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Archbishop Torkom Manoogian, Primate

Aug 8, 1986

From: St. Vartan Bookstore

To : Whom it may concern

Customers are our first concern, and efficiency is our way to work. In order to achieve the best results we need our fellow associates support and cooperation.

We are facing some difficulty with incoming correspondences, which mostly are orders by impatient customers.

Therefore, we kindly ask from all concerned departments to make sure that they attach the envelope with the letter wether it is necessary or not. The reason we insist to do it, is, sometimes the correspondent does not include his address in the letter, which puts us in a very difficult and critical situation.

Thank you.

St. Vartan Bookstore  
Management

Հարգելի Արք. Մանուգյան

խնդրում եմ Ձեր գրքարանի համար

համարը վաճառքի վրա կա:

Bookstore-ի կողմից

IN ORDER TO: Հարգելի Արք. Մանուգյան 8/8/86