

TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

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Mark Your Calendars!

Spring Meeting
May 21, 2008
All Day Workshop
on Copyright
Philadelphia Biblical
University
Langhorne, PA

ATLA Annual
Conference
June 25-28, 2008
Ottawa, Ontario

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SEPTLA Winter Meeting at Westminster Theological Seminary

The winter 2008 meeting of SEPTLA will be held on Friday, February 15, 2008 in the Montgomery Library at Westminster Theological Seminary. Coffee will be served at 9:15 AM in the Craig Room of the Montgomery Library.

Parking: Parking is available in the parking areas in back of the library or in the vicinity of the bookstore.

Directions to WTS: <http://www.wts.edu/directions>

RSVP by Friday, February 1, 2008 to Marsha Blake

Email: mblake@wts.edu

Phone: 215.935.3892 (Reference Desk) or 215.572.3821 (Circulation Desk)



Agenda

9:15 Coffee

9:30 – 10:50 Interest Groups

9:30 – 10:50 Catalogers Interest Group – Young Room

Topics:

1. Brief discussion of the structure of the Catalogers Interest Group
2. Discussion of the reports from the LC Working Group on the Future of Bibliographic Control (information available at:

<http://www.loc.gov/bibliographic-future/>

9:30 – 10:05 Reference Interest Group – Craig Room

Topics:

1. Presentation of examples of Camtasia software and YouTube to create library tutorials for patron's use of library databases, Website features and other online resources.

10:15 – 10:50 I.T. Interest Group – Craig Room

Topics: Jeff Broderick will be presenting:

1. "Discard, Check-it-Out or Overdue" – a review of latest full-text databases
2. Jeff's latest digital project at Baptist Bible College

11:00-11:50 SEPTLA Business Meeting – Craig Room

12:00-1:00 Lunch – Craig Room

Lunch will be \$7.00 per person. Please indicate the number of attendees from your institution as well as any dietary restrictions when you RSVP.

1:15-3:15 Afternoon Session – Craig Room

Workshop on social tagging and its relevance and benefits for library service and patrons and overall impact on staffing resources.

Presented by: Beth Picknally Camden, Goldstein Director of Information Processing, Van Pelt Library, University of Pennsylvania Library.

President's Message

I am compelled to once again return the topic of change as I did for my first column in the fall 2006 issue of Teamwork. This time, our focus is the impact that the digital environment is having on SEPTLA's official structure, documents, and functions. As an organization, SEPTLA has been promptly responding to the technological progress impacting librarianship and our institutions. SEPTLA has exchanged former structures and functions for new ones that have been made possible by the digital revolution. For example, the Executive Committee no longer consists of "Members-At-Large" who have been replaced by the Chairs of the constituted interest groups. For the purpose of efficiency and financial savings, SEPTLA no longer publishes a written Union List of its holdings. Instead, this is being accomplished in real time via the ATLA Group Catalog accessible via OCLC WorldCat.

As a result, the Executive Committee has transferred finances away from the cost of producing the Union List to the expansion of its educational initiatives in order to assist members adapt to and implement new technologies. In addition, members voted in May 2004 to restructure the leadership by incorporating the Interest Groups' Chairs into the Executive Committee. This has improved communication between members' library staff and Executive Committee members and helped SEPTLA respond more readily as an organization to the professional needs of its members.

With the implementation of these and other organizational changes and the impact of digital technologies on our institutions, revisions to our bylaws and constitution have been and will continue to be compulsory. As a result, during this winter's business meeting, we will be taking a comprehensive look at our bylaws and other official documents in order to propose further revisions that will ensure that documentation adequately: 1.) reflects our current structures and operations; 2.) defines membership requirements and responsibilities amidst a digital landscape; 3.) addresses inadvertent repercussions of implemented changes; 4.) promotes mutual accountability of officers and members; and 5.) establishes processes that proactively address the increasing rate of change in which we operate.

In order to promote constructive discussion of these matters, members are encouraged to read the Executive Committee's proposed revisions to SEPTLA's bylaws prior to the meeting. We look forward to addressing your questions and incorporating your recommendations.

Finally, I would like to welcome Beth Picknally Camden, Goldstein Director of Information Processing at the University of Pennsylvania Library. She will be presenting the afternoon workshop on social tagging and its relevance and benefits for library services and patrons and overall impact on staffing resources. This will be an introduction to social tagging with an overview of various sites that use this feature (e.g., del.icio.us, Flickr, LibraryThing, and PennTags). She will also address how to actually tag your own resources and your library's resources with existing catalogs and how social tags can relate to subject headings and thesauri.

—Daniel LaValla, President
Biblical Theological Seminary

MINUTES
SEPTLA Executive Committee Meeting Minutes
Biblical Theological Seminary
December 20, 2007

Attendees: Dan LaValla, President; Marsha Blake, Past President; Debbie Stern, Treasurer; Jeff Brodrick, Chair of I.T. Interest Group; Jerry Lincoln, Chair of Reference Interest Group; Jonathan Riches, Co-Chair of Catalogers Interest Group; and Karl Krueger, Chair of Continuing Education Committee.

I. Treasurer's Report

- a. Membership Dues – Invoices emailed and 14 institutions have paid
- b. Savings Account Balance - \$2853.54
- c. Checking Account Balance - \$777.97

II. 2008 Winter Meeting on Friday February 15th at Westminster - Agendas for Interest Groups and Afternoon Workshop

- a. Cataloger's Interest Group Agenda for the winter meeting will be:
 - i. Brief discussion of the structure of the Catalogers Interest Group, and
 - ii. Discussion of the reports from the LC Working Group on the Future of Bibliographic Control (information available at <http://www.loc.gov/bibliographic-future/>).
- b. Reference Interest Group Agenda for winter 2008 Meeting – presentation of examples of Camtasia software and YouTube to create library tutorials for patron's use of library databases, Website features and other online resources.
- c. I.T. Interest Group Agenda for winter 2008 Meeting – Jeff Brodrick will present "Discard, Check-it-Out or Overdue" – a review of latest full-text databases and Jeff's latest digital project at Baptist Bible College.
- d. Continuing Education Committee – The Afternoon Workshop for the 2008 winter meeting at Westminster Theological Seminary will be presented by Beth Picknally Camden, Goldstein Director of Information Processing at the University of Pennsylvania Library. She will be presenting a Workshop on social tagging and its relevance and benefits for library services and patrons and overall impact on staffing resources.

III. Continuing Education Committee Report on Spring Workshop

- a. ATLA grant will help fund a full-day conference on Copyright issues for the 21st Century that will be led by Kevin Smith of Duke University. The conference will be held at Philadelphia Biblical University on Wednesday May 21, 2008. Members are encouraged to invite faculty, IT personnel, and administrators from their institution.
- b. The Continuing Education Committee is looking for a new Chair to begin July 1, 2008.
- c. Potential areas of interest for next year's topics include Presentation from Copyright Clearance Center and a presentation on RDA. The Continuing Education Committee would like members to volunteer other topics of interest for future workshops and conferences.

IV. Webmaster Report via Teleconference Call

- a. Clesha will be emailing institutions for directory updates prior to the winter plenary meeting.
- b. Clesha is attempting to change software of the SEPTLA Website from solely HTML format to a Content Management System that will enable different level of permissions, create online forms for applications, and incorporate discussion forums and dynamic Web pages for each of the interest groups. Clesha attempted to use Drupal, but it was difficult to with software to incorporate our current Web site. Clesha is currently testing another software program called "CMS Made Simple;" and although the migration is not complete, she is anticipating that it will be feasible to implement and hopes to provide a brief instructional presentation to the membership at the winter business meeting.

- c. It has been determined that the official contact person for the SEPTLA Website will be the President and so the email address of the President will be listed on the Website.
- d. Since SEPTLA does not have a fixed physical mailing address, it will not be included on the Website.

V. Library Directors Interest Group

The impact of adding a constituted Library Director's Interest Group to SEPTLA was discussed and the Executive Committee determined that it is not feasible to introduce another formal interest group at this time as it would compete with other interest groups at the membership meetings. Further, the Committee determined it was not in SEPTLA's best interest to create more official duties and positions with the current size of SEPTLA. Therefore, the Executive Committee wants to encourage Library Directors to meet informally as a means of professional support and mutual strategizing.

VI. Proposed Changes to Bylaws to be Presented at Winter 2008 Membership Meeting

The Executive Committee is proposing changes to the bylaws scheduled for presentation at the winter Business Meeting on February 15, 2008 at Westminster for discussion by the general membership in order to be voted on at the spring business meeting on May 21, 2008 at Philadelphia Biblical University.

For the Executive Committee's proposed revisions to the bylaws, please see pages 11-16 of this issue of Teamwork. Existing text of the bylaws is in black font, proposed deletions to the existing bylaws are in strikethrough red-colored font, and the proposed additions are in underlined blue-colored font. Descriptive text is in italicized green-colored font enclosed in parentheses, which will be removed when the final draft of the bylaws is presented during the official vote at the 2008 spring plenary business meeting. The current bylaws can be found on the SEPTLA Website at http://www.atla.com/septla/docs/SEPTLA_bylawsfall07.doc for comparison to these proposed revisions.

VII. Other Official Documents on "Information for Membership" Webpage

The Executive Committee reviewed these documents and made the following decisions:

- a. *Constitution* – 1.2 is a blank line. We checked the archives for the original constitution and determined that 1.2 is a typo and will be removed.
- b. *Policies Document* – It was determined that this was a working document that helped identify changes that were subsequently integrated into other official SEPTLA documents. The content of the Policies Document is covered by our Bylaws, our SEPTLA Interlibrary Loan Policy Statement, SEPTLA Direct Borrowing Privileges Agreement Policy, and the SEPTLA Scholarship Application. Therefore, this document will be removed from the Website and archived in SEPTLA's official files.
- c. *Conference Host Library Responsibilities* – This document will have its title modified slightly to "Host Library Responsibilities for Membership Meetings and Conferences."
- d. *ILL Agreement* – The SEPTLA Interlibrary Loan Policy Statement calls for a review every 5 years, and is overdue. The Executive Committee is scheduled to review and revise this document more thoroughly at its spring meeting. A major issue that pertains to this policy is the fact that the SEPTLA Union List is no longer published. Therefore, wording needs to reflect this policy change and a description of how members are to fulfill their obligations to keep their holdings current and accessible.

Respectfully submitted,
Dan LaValla

Southeastern Pennsylvania Theological Library Association
Winter Meeting – February 15, 2008
Westminster Theological Seminary
Business Agenda
11:00 – 12:00

I. Reports:

1. President:
 - Upcoming Spring Elections for President, Secretary, and Various proposed changes in bylaws
2. Secretary: Sandy Finlayson
3. Treasurer's report: Debbie Stern
 - Current Accounts Balances
 - Dues
4. Continuing Education Committee: Karl Krueger
 - Upcoming meeting topics
 - Update on Spring 2008 Workshop and request for host institution
 - Recruitment of new committee members, including new Chair
5. I.T. Interest Group: Jeff Brodrick
 - Meeting Report
 - Newly elected Chair
 - Archiving SEPTLA Website and Historical Records
6. Cataloger's Interest Group: Lois Reibach/Jonathan Riches
 - Meeting Report
 - Newly elected Chair
7. Reference Interest Group: Gerald Lincoln
 - Meeting Report
 - Newly elected Chair

II. New Business:

1. Webmaster - Updates to SEPTLA Website this year:
 - Report on updates needed for SEPTLA Staff Directory Page,
 - Email links on Web site with protection from Web crawlers/robots,
 - Website redesign using CMS Made Simple
 - Website contact
2. Executive Committee's decision to not constitute a formal Library Directors Interest Group
3. Members Review and Discussion of Executive Committees proposed changes to bylaws
 - Ensure wording is acceptable to members for vote to take place at 2008 Spring meeting
4. Discussion of other SEPTLA documents:
 - Policies Document
 - Direct Borrowing Agreement
 - ILL Agreement

III. Next Meetings:

The 2008 SEPTLA Spring Conference and plenary business meeting will be held on May 21, 2008 at Philadelphia Biblical University.

IV. Institutional News

SEPTLA Fall Meeting
Friday, October 26, 2007
Princeton Theological Seminary

Attending

Jeff Brodrick	Baptist Bible College & Seminary
Lyn Brown	Bethel Seminary of the East
Daniel LaValla Susan Taylor	Biblical Theological Seminary
Karl Krueger Susann Posey Lois Reibach	Eastern Cluster of Lutheran Seminaries
Terry Heisey	Evangelical Theological Seminary
Gerald Lincoln	Lancaster Bible College
Rita Berk Bonnie Falla	Moravian Theological Seminary
Lyn Berg	New Brunswick Theological Seminary
NangTsin Lahtaw Alice Pakhtigian	Philadelphia Biblical University
Nancy Adams	Palmer Theological Seminary
Julie Dawson Steve Crocco Christine Schwartz Kate Skrebutenas Don Vorp	Princeton Theological Seminary
Jim Humble Clesha Staten	St. Charles Borromeo Seminary
Marsha Blake Sandy Finlayson Melvin R. Hartwick	Westminster Theological Seminary

Southeastern Pennsylvania Theological Library Association
Fall Meeting - October 26, 2007
Princeton Theological Seminary
Business Meeting

I. Reports:

1. President's announcement and introduction of Executive Committee Appointees:
 - Chair of the Continuing Education Committee - Dr. Karl Krueger, Director, Library Director & Associate Professor of the History of Christianity, Krauth Memorial Library, Lutheran Theological Seminary, Philadelphia.
 - Webmaster – Clesha Staten , Web Administrator, St. Charles Borromeo Seminary
 - Jocelyn Abel, Head of Technical Services, Lancaster Bible College as our new archivist.

2. Secretary: Sandy Finlayson
 - Bylaws have been updated and will be posted online to reflect the changes approved by membership.

3. Treasurer's report: Debbie Stern
 - Current Accounts Balances
Savings 500
Checking 2,500

 - Final ATLA conference expense summary report was presented. [This report was included in the October 2007 edition of Teamwork.]

4. Continuing Education Committee: Karl Krueger
 - Thanks to Princeton Seminary for today's program.

 - Upcoming meeting topics,
Winter 2008 Meeting will take place at Westminster Theological Seminary. The program is still to be determined.

At the Spring 2008 meeting Ken Smith from Duke University will present a workshop on copyright in a digital age. We received a grant from ATLA to cover the costs for this.

5. I.T. Interest Group: Jeff Brodrick
 - Jeff Brodrick gave a presentation on Remote Access and what it means for the Library.
 - In the second part of the session Jeff Broderick gave a presentation on his website on 17th Century American Clergy
Archiving SEPTLA Website and Historical Records

6. Reference Interest Group: Gerald Lincoln
 - Gerald Lincoln gave a presentation on standardized testing for information literacy.
Two different tests were presented.
Kent State University's Project Sails <https://www.projectsails.org/>
Educational Testing Service iSkills test
<http://www.ets.org/portal/site/ets/menuitem.435c0b5cc7bd0ae7015d9510c3921509/?vgnextoid=b8a246f1674f4010VgnVCM10000022f95190RCRD>

7. Cataloger's Interest Group:

- Chris Schwartz reported on her cataloging blog.
- The group also discussed the future of cataloging which is being impacted by what is going on at the Library of Congress.

II. New Business:

1. ATLA 2007 Annual Conference: Synopsis and Commendations

- The president reported on the ATLA Survey of the Conference. Responses were favorable and it was the most profitable conference that ATLA has run.

2. The SEPTLA executive met with a representative from PALINET to investigate the possibility of SEPTLA libraries becoming more involved. Participating in PALINET Initiatives to increase cooperation with other consortia in Pennsylvania and reduce duplication of effort.

3. Membership Updates:

- A memorial gift to the David Wartluft Library Fund was donated to Lutheran Theological Seminary at Philadelphia.
- SEPTLA membership qualifications and requirements
The executive committee has noted that a review of membership guidelines needs to take place. Recommendations will be coming to the membership to update these. It was suggested that ATS may be able to provide some guidance on this.
- The Executive is anxious to have greater involvement in SEPTLA.

4. Proposal of New Interest Group: Library Directors

5. Updates to SEPTLA Website this year:

- Updates are needed for SEPTLA Staff Directory Page,
- Email links on Web site will be set up with protection from Web crawlers/robots,

III. Next Meetings:

1. Winter 2008 – Westminster Theological Seminary Friday February 15th.
2. Spring 2008 - Any volunteers to host our full-day workshop on Copyright possibly at PBU.
3. Fall 2008 – Meeting possibly at Moravian.

IV. Afternoon Program:

1. PTS Library Director, Steve Crocco, gave a presentation on his vision for the Princeton Seminary Libraries. That vision, entitled "A Theological Library for the World," will be the basis for the Seminary's plans to renovate Speer Library or create a new library building in its place. An architect has recently been hired to begin to implement this vision. A copy is available online at <http://www.ptsem.edu/news/librarydocument.php>.
2. Clifford B. Anderson, Curator of Special Collections at Princeton Theological Seminary, presented an overview of the digital projects undertaken in Special Collections from 2000 to 2007. He reflected on the challenges and the opportunities that the staff of Special Collections encountered when developing its digital collections. He also introduced the Seminary Library's next-generation platform for storing, querying, and deploying digital content to patrons.

V. Institutional News:

Baptist Bible College and Seminary

Joshua Michael and Jeff Brodrick completed the Master of Library and Information Science degree from University of Pittsburgh in May. June 1, Joshua Michael was named Library Director. He succeeds David McClain who retired into cataloging full-time. Jeff Brodrick was named Associate Director of Technology and Reference for the library. The library added SeminaryLibrary.com and NetLibrary to its digital collection this year.

Baptist Bible College and Seminary is celebrating its 75th anniversary this academic year. There are many events planned including a bus trip for interested students to our former location (38 years ago) in Johnson City, NY.

August 1-3, Jeff Brodrick attended a Baptist History Celebration in Charleston South Carolina. This gathering included most of the extant Baptist historians on the continent to celebrate the 300th anniversary of the Philadelphia Baptist Association of 1707. The First Baptist Church of Charleston was actually a founding member of the Philadelphia Association.

As of this fall, our Graduate Department is now offering an MS in Biblical Education on-line.

During Theological Libraries Month (October), our library will conduct a lecture, as part of an ongoing series, entitled, "Theological books in our library from the Baptist Perspective." The library will also prominently display some of the titles found in our collection to go with this theme.

Lancaster Bible College

Lancaster Bible College is in the process of hiring a consultant to design a new library building. Funds are being raised. The permitting process in our township may take almost two years for approval before construction may begin.

Margaret Shickley had continued to work part time after retirement but has moved to Colorado to be near family.

Moravian Theological Seminary

Moravian Theological Seminary celebrated the 200th anniversary of its founding in October. The self study for the ATS accreditation visit was completed this fall; the visit will be in February, 2008. Rita Berk, Reeves Library Director, announced her retirement at the end of this academic year. A job search for her replacement is underway. We also have two other job openings: a full-time Electronic Resources & Reference Librarian and a part-time cataloger. Those job searches are underway as well.

New Brunswick Theological Seminary

This fall Sage Library began an information literacy initiative at New Brunswick Theological Seminary. The initiative requires information literacy be incorporated in introductory classes that are foundational for other courses in the curriculum (e.g., Intro to OT, Intro to NT, Intro to Church History, etc.). Initial reaction from all parties (library staff, faculty and students) seem universally positive. More formal assessment efforts will take place later this spring.

In January 2008 New Brunswick welcomes Rothney Tshaka for a three-year appointment as our first Global Scholar. Dr. Tshaka comes to us from Stellenbosch University in South Africa, where he earned his Ph.D. in Theology and Ethics.

In Spring 2007 the Seminary Board approved a budget for an Anti-Racism Team. The team is undergoing training for anti-racism work, following which it will assess the institutional structures (e.g. Board, curriculum, staff policies, etc.) and determine how anti-racism efforts can be incorporated within our corporate life.

Philadelphia Biblical University

PBU's Board of Trustees announced the appointment of President W. Sherrill Babb as Chancellor effective January 1, 2008. Succeeding Dr. Babb as PBU's fifth President will be Dr. Todd J. Williams, Sr. Vice President and Provost of the University since 2005. The Presidential inauguration ceremony is to take place on February 7, 2008.

Alice Pakhtigian joined the Library staff as a Readers' Services Librarian in August.

Reformed Episcopal Seminary

Kuehner Memorial Library is ambitiously increasing its collection, thanks to some generous donations and an increased acquisition budget. The number of circulating books should be increased by approximately 20% to nearly 25,000. We have also significantly increased our journal collection and are moving all the bound periodicals to the lower level of the seminary in order to accommodate the increase in circulation and the massive shift that necessitates.

In addition, we have raised a significant portion of the funds needed to upgrade the library system and are investigating several options. It is our goal to have the collection accessible through an on-line catalog and listed on World Cat, but realize that this may still take considerable time.

The library also welcomes Russell Buchanan, an Master of Divinity Student at the seminary who has served as a librarian, previously working at Palinet. He will be working as part of the library staff and hopes to attend SEPTLA meetings and renew some old acquaintances.

Reformed Episcopal Seminary continues to sponsor the Kuehner Memorial lecture series. This year the lecture will take place at St. Paul's Reformed Episcopal Church on December 3, 2007. Dr. John Pahl, Professor the History of Christianity in North America at Lutheran Theological Seminary will be the speaker. Holy Communion will be celebrated at 10AM followed by the first lecture, lunch and a second lecture. This years topic is American Cultural Civil Religion and the Reformed Episcopal Church.

St. Charles Borromeo Seminary

St. Charles Borromeo Seminary started off the 2007-2008 academic year with three new faculty members in the Scripture Department. Over the summer, it refurbished the first chapel on campus, Immaculate Conception Chapel, built in 1866. The library hired Juan De Jesus as an evening circulation librarian.

Westminster Theological Seminary

Westminster Theological Seminary library is nearing completion of the implantation of the new automated system. All modules with the exception of Serials are now 'live'.

Donna Campbell has joined the WTS Library staff. Her responsibilities are acquisitions and cataloging.

SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION BY-LAWS

1. Membership

1.1. Criteria

1.1.1. Members shall be libraries of institutions that are engaged in theological education primarily at the graduate level and which are accredited or formally seeking accreditation by a recognized accrediting agency.

1.1.2. ~~Research institutions not having degree-granting programs but which direct their research primarily to the religious sphere may be accepted into membership by majority vote of current members.~~
Such libraries shall have their own library facilities within the SEPTLA region with adequate collection and accessibility to support their academic programs and the interests of SEPTLA. ~~There must be a demonstrated ongoing commitment to maintain the same. collection development in support of their academic programs.~~

~~1.1.3~~ *(Moved verbatim to section 1.2.5 below)*

~~1.1.4.~~ *(Moved with indicated revisions to section 1.2.4 below)*

1.2. Duties and Responsibilities of Members

1.2.1 ~~Such libraries, through their staff members,~~ Members shall demonstrate a commitment to the association's constitution and bylaws.

1.2.2 Members shall participate in those cooperative agreements that are adopted by a vote of the members.

1.2.3 *(Formerly part of 1.1.1.)* ~~Such libraries also may~~ Members shall remain current in the payment of annual dues of the association. ~~as adopted from time to time.~~

1.2.4. *(Formerly section 1.1.4 above)* ~~Members are expected to have as many staff members as they can spare attend meetings of the association and be involved in the association's activities and endeavors.~~

Members are expected to have as many encourage their library staff to attend meetings of the association and be active participants involved in its activities and interest groups.

1.2.5 *(Formerly section 1.1.3 above)* Members shall have one officially designated voting representative to this association.

1.3 Admission, Resignation, Withdrawal *(Formerly section 1.2)*

1.3.1. *(Formerly Section 1.2.1)* A library may request membership by applying in writing to the President. The Executive Committee will review the request, conduct a site visit, and present a report of recommend actionss to the Members. A library may be elected as a

Member by a majority vote of the designated voting representatives of the Members present at an announced meeting of the association.

[1.3.2.](#) *(Formerly Section 1.2.2)* A Member may resign by written notice to the President.

[1.3.3.](#) *(Formerly Section 1.2.3)* The Members may vote to withdraw membership from a Member for nonpayment of dues or other just cause.

2. Finances

- 2.1. Annual dues of \$75.00 (or as revised by vote of the membership from time to time) per member institution shall be submitted to the Treasurer no later than October 30th of each fiscal year.
- 2.2. Other costs of cooperative endeavors and special endeavors may be levied from time to time in accord with agreements for the endeavor or by majority vote of the Member institutions.
- 2.3. The fiscal year of the association shall be July 1 to June 30.

3. Contributed Services

Officers of the association, chairs of committees and leaders of cooperative endeavors shall serve without remuneration.

4. Election of Officers

- 4.1. Elections shall be held annually at the Spring meeting.
- 4.2. Nominations are to be solicited from the staffs of the Member institutions by the Past President. The slate of candidates is to be published in the newsletter prior to the Spring meeting. Additional nominations may be submitted by the general membership from the floor at the Spring meeting.
- 4.3. If there are two or more candidates for an office, election shall be conducted by means of paper ballot. If there is only one candidate for an office, election may be by acclamation or voice vote.
- 4.4. A simple majority of persons present from Members institutions and voting at the annual Spring meeting will be sufficient for election.

5. Terms of Office

- 5.1. Officers shall serve a term of one year unless otherwise provided in these Bylaws.
- 5.2. Newly elected officers shall begin their term of service upon the adjournment of the Spring meeting.
- 5.3. The President and Secretary may stand for re-election for a consecutive second one-year term. If the President is re-elected for a second term, the Past President shall serve a second term as chair of the Executive Committee.
- 5.4. The term of Treasurer shall be four years. The Treasurer may stand for reelection for one additional term.

5.5 *(5.5 used to address the At-large Members of the Executive Committee, which was removed during the previous revision of October 2, 2007)* Chairs of each interest group shall begin their term of service upon the adjournment of the Fall meeting. A Chair may stand for re-election for a consecutive second one-year term.

5.6. Vacancies

- 5.6.1. In the case of incapacity or resignation of the President, the Past President shall fill the office until the next election. Lacking an incumbent, the Executive Committee shall fill the office until the next annual meeting.
- 5.6.2. Vacancies in any other office shall be filled by appointment by the Executive Committee with the appointee to serve the remainder of the term.
- 5.6.3. Service by appointment shall not disqualify the appointee from eligibility for reelection in the next following election to a full term.
- 5.6.4. Office held by a person no longer employed by a Member institution of the association shall be declared vacant at the time of separation from the institution.

6. Duties of Officers

6.1. President

- 6.1.1. The President shall preside at all plenary meetings of the association.
- 6.1.2. The President shall also be responsible for preparing a column for each issue of ~~the newsletter~~ Teamwork.
- 6.1.3. The President shall serve as a member of the Executive Committee during the time of service as president and while in the capacity of immediate past president.
- 6.1.4. The President, with the assistance of the Executive Committee, shall schedule a review of all official SEPTLA documents during their first term.
- 6.1.5. The President, with his or her email address, will be listed as the official contact on the SEPTLA Website and be responsible for prompt response to inquiries made via the Website.

6.2. Secretary

- 6.2.1. The Secretary shall record minutes of the general membership meetings of the association and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.
- 6.2.2. The Secretary shall canvas the members' library directors for updates to the online SEPTLA Directory ~~update the directory~~ before the fall meeting each year. ~~and~~ The Secretary shall ensure that forward the additions/corrections to the Directory ~~Webmaster for mounting~~ are updated on the web page.

- 6.2.3. The Secretary shall serve as a member of the Executive Committee.
- 6.2.4 The Secretary shall send a packet of SEPTLA bylaws and direct-borrowing agreement for the signature of a new library director in a Member institution.
- 6.3. Treasurer**
- 6.3.1. The Treasurer shall hold any moneys of the association and maintain records of income and expense, and provide reports as requested during each to the Executive Committee meeting and plenary business meeting annually to the membership.
- 6.3.2. The Treasurer shall serve as a member of the Executive Committee.
- 6.4. Past President**
- 6.4.1. ~~The Past President shall serve as chair of the Executive Committee, shall preside at meetings of that committee, and shall report to the President and annually to the membership.~~
The Past President shall actively assist the President in the administration of the Executive Committee and the plenary business meetings. In the absence of or at the request of the President, the Past President shall chair meetings as needed.
- 6.4.2 The Past President shall take minutes of the Executive Committee Meetings and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.
- 6.4.3. (Formerly Section 6.4.2) The Past President shall solicit nominations for those offices to be filled in the annual elections.
- 6.5. Editor, Teamwork**
- 6.5.1. The Editor of Teamwork, the newsletter of the association, shall be appointed by the Executive Committee.
- 6.5.2. ~~The Editor shall serve as a member of the Executive Committee.~~
The Editor of Teamwork shall report to the Secretary.
- 6.5.3. The Editor of Teamwork is responsible for collecting and publishing three issues per annum.
- 6.6. Webmaster**
- 6.6.1 The Webmaster shall be appointed by the Executive Committee.
- 6.6.2 The Webmaster is responsible for keeping the SEPTLA website current.
- 6.6.3 The Webmaster shall report to the chair of the Technology Interest Group.
- 6.7. Archivist**
- 6.7.1. The Archivist shall be appointed by the Executive Committee from among the members of the Executive Committee.
- 6.7.2. The Archivist is responsible for keeping all the historical records of SEPTLA.

- 6.7.3 The Archivist shall obtain a snapshot of the SEPTLA Website in May shortly before the May meeting and file this copy in the SEPTLA archives.

7. Programs & Projects

7.1. Definition and Determination

- 7.1.1. The entire association or any group of libraries of the association may undertake projects which enhance services, cooperation, access or resources for those libraries.
- 7.1.2. To be recognized as an undertaking of the association, the endeavor must receive endorsement by affirmative majority vote at a regular meeting of the association

7.2. Participation/Withdrawal

- 7.2.1. Most endeavors of the association are to be voluntarily undertaken by the members. In so far as possible different libraries will undertake various aspects of the work to minimize outlay of moneys or separate accounting.
- 7.2.2. For endeavors which require financial commitments to outside entities, institutions opting to participate in a particular endeavor shall be responsible for their fair share of costs as determined at the inception, or adjusted underway, even if they later chose to withdraw from the project.
- 7.2.3. Agreements may also be forged if one or more institutions undertakes a program on behalf of the association that requires the outlay of moneys or staff support beyond the ability of the institution to support. Such agreements, including projected costs, shall be made in writing and subscribed to by participating libraries prior to such undertakings.

7.3. Assessments

Assessments to participating libraries may be made by the project director(s) to cover expenses for programs adopted by the association and subscribed to by member libraries.

7.4. Penalties

At the discretion of and upon the action of the association various penalties may be imposed upon libraries failing to meet obligations within specified times. Dependent on the severity of the problem penalties may range from an additional financial charge to the removal of a library from a program or removal from membership in the association.

8. Interest Groups

- 8.1. The association may have interest groups.
- 8.2. Upon petition by three or more members and approval by a majority of members voting at any plenary business session [new](#) interest groups may be constituted [and named in section 8.5 below](#).

- 8.3. Interest groups shall determine their own form or organization, but shall have a Chair and Secretary. Elections will take place during the ~~fall~~ ~~winter~~ meeting within the interest groups sessions and formally announced during the plenary business meeting that follows.
- 8.4 The Chair of each interest group will serve on the Executive Committee.
- 8.5 The current constituted interest groups are Cataloging, Reference/Information Literacy, and Information Technology/ Systems.

9. Executive Committee

- 9.1. There shall be an Executive Committee which ~~shall is be~~ charged with long-range planning for the association and overseeing the fulfillment of the officers' duties.
- 9.2. The Executive Committee shall consist of the President, Past President, Secretary, Treasurer, the Chair of the Continuing Education Committee, and the Chairs of the Interest Groups. ~~The editor of Teamwork and the Webmaster shall also serve ex officio.~~ Minutes of the Executive meetings shall be taken by each member of the Board in turn.
- 9.3. The ~~Past~~ President shall serve as Chair of the Executive Committee.
- 9.4 The Continuing Education Committee shall consist of a Chair and three individuals appointed by the Executive Committee. The responsibilities of the committee shall be to promote the educational development of SEPTLA by organizing Afternoon Workshops at each plenary meeting and a Biannual Full Day Workshop. The Chair is responsible to submit grant requests to subsidize continuing education.

10. Rules of Order

Robert's Rules of Order, latest edition, shall serve as the guide for the conduct of business unless otherwise provided in the constitution and by-laws.

11. Amendments

These By-laws may be amended by a two-thirds majority vote of the Members. Such amendments shall be distributed in writing to the Members, and the vote shall be conducted by mail or at a duly called business meeting, with each Member having one vote.

Approved May, 2004

Revised October 2, 2007

Proposed Revisions December 20, 2007