

TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

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Mark Your Calendars!

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

Fall 2008 Meeting
Moravian College &
Theological Seminary

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SEPTLA All-Day Seminar at Philadelphia Biblical University May 21, 2008

Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?
Presenter: Kevin Smith, MLS, JD

Faculty members often turn to librarians for advice about copyright when it comes to using articles, videos, music, or images in their teaching. Digital technologies and Web 2.0 offer both opportunities for creative collaboration and the potential for new conflicts.

This seminar addresses the issues of fair use and best practices; it is intended to provide librarians with specific information so that they can make informed decisions surrounding electronic course content, as well as to pose some unresolved questions for the future.

Kevin Smith is the Scholarly Communications Officer for Duke University. Duke's Scholarly Communications Office supports Duke's research, teaching, and service mission by providing guidance for faculty, students, and staff in matters relating to the dissemination and use of knowledge. The Scholarly Communications Officer is both a librarian with a background in theological libraries and an attorney experienced in copyright and technology law.

Directions to PBU: <http://www.pbu.edu/info/directions.htm>

Agenda

Unless otherwise noted, all sessions will take place in room 223 of the Biblical Learning Center (BLC).

9:00–9:30	Registration & Refreshments
9:30–11:00	Session I: Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?
11:00– 11:15	Break
11:15– 12:15	Business Meeting
12:15–1:15	Lunch (\$7.00/person) – Eagles Nest Cafe
1:15– 2:45	Session II: Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?

President's Message

We successfully updated and ratified extensive revisions to our Bylaws during the Winter Membership meeting on February 15, 2008. On March 10, 2008 the Executive Committee drafted revisions to the following SEPTLA documents: Constitution, Interlibrary Loan Policy Statement, and Direct Borrowing Privileges Agreement Policy. These revisions are much less extensive than the revisions made to our Bylaws, but will need to be discussed and ratified by the membership during the business meeting on May 21, 2008. In order to promote constructive discussion of these matters, members are encouraged to read the Executive Committee's proposed revisions to these documents, found on pages 11 through 15 of this issue of Teamwork, prior to the meeting. We look forward to addressing your questions and incorporating your recommendations.

It should be noted that the Executive Committee did not have enough time to draft further revisions to SEPTLA's Interlibrary Loan Policy Statement and Direct Borrowing Privileges Agreement Policy. It is recommended that further discussion and revisions be made to these two documents to properly address Members' concerns related to the continual updating of Members' holdings on OCLC WorldCat and the changes in direct borrowing practices that are occurring amongst our Members' patrons.

I am currently in the last weeks of my second term as president of SEPTLA and it has been a great pleasure to observe how well we worked together to host the 2007 ATLA Annual Conference, update our official documents, and redesign of our Website to incorporate Web 2.0 technologies and 21st Century Web design. I hope too that we are better equipped to respond to the increasing rate of change that is affecting our members technologically, organizationally, and functionally. Further, I hope that members will evaluate the stressors that have been experienced in recent years within their libraries and institutions and within SEPTLA. Many of these are a result of growth and success, technological advancements, financial challenges, new trends in theological education, and paradigm shifts across our profession and many aspects of our society. It is my prayer that SEPTLA members continue to navigate future challenges with mutual respect, graciousness, unity, and cooperation that have been the basis of SEPTLA's success.

Finally, I would like to welcome Kevin Smith, MLS, JD who will be facilitating our full-day workshop, "Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?" Kevin is the Communications Officer for Duke University; and is both a librarian with a background in theological libraries and an attorney experienced in copyright and technology law. Kevin will provide us with information and advice about copyright when it comes to using books, articles, videos, music, or images in education in various formats. This full-day workshop addresses the issues of fair use and best practices; it is intended to provide librarians, educators, and administrators with specific information so that they can make informed decisions surrounding electronic course content, as well as pose some unresolved questions for the future.

—Dan LaValla

Biblical Theological Seminary

MINUTES

SEPTLA Executive Committee Meeting Minutes

Westminster Theological Seminary

March 10, 2008

Attendees: Dan LaValla, Debbie Stern, Karl Krueger, Sandy Finlayson, Donna Campbell, Jeff Brodrick, Gerald Lincoln, Marsha Blake

Joined by: Barbara Kemmis from ATLA, Melody Mazuk and Steven Crocco (by conference call)

Treasurer's Report:

- Membership dues: all paid up
- Balances:
Savings Account balance: \$4, 281.29
Checking Account balance: \$577.97
- Debbie suggested transferring some Savings Account to a CD. After discussion of upcoming expenses, the committee decided that it wasn't worth setting one up for the small amount we'd be able to put in for a very limited amount of time.
- Upcoming expenses: Spring 2008 day-long meeting at PBU in May, including speaker's stipend, travel and housing.

Interest Group Reports:

- **Cataloger's Interest Group:** Donna Campbell, new chair, joined us for the first half of executive meeting. The question of her having just been elected came up; decided she'll have to be voted in again at the fall 2008 meeting
- **Reference Interest Group:** With Jerry's leaving, we'll need another chair. Lyn Brown may be interested in taking over this position.
- **Information Technology Interest Group:** Jeff will be leaving this position, so another chair will need to be elected in the fall.

Past President's Report:

New Officer Election

Offices ending with the Spring 2008 meeting are president and secretary. Those who have agreed to run for these offices are:

- President: Jeff Brodrick
- Secretary: Jonathan Riches

These names will be published in the spring issue of Teamwork, along with an invitation for any other interested parties to run for these positions. Marsha will also send an email with the same invitation. Nominations will be accepted up until the vote is taken at the May meeting.

Update on other positions:

- **Treasurer:** Debbie Stern: elected in 2006 for 4-year term, ending in May 2010
- **Teamwork:** Stephanie Kacelli: appointed 2005
- **Webmaster:** Clesha Staten: appointed 2007

Education Committee Report

- **Spring 2008 Workshop**

Karl has made all the necessary arrangements with Kevin Smith, the speaker for the spring workshop, to be held at PBU on Wednesday, May 21.

While a discussion was held about the possibility of opening our meeting to other area groups, such as TCLC and NYATLA, it was determined that it would be better to encourage SEPTLA librarians to encourage other administrators from their institutions involved in copyright management to join us.

There needs to be advertising on our website for this upcoming workshop.

- **Membership of Education Committee**

All members of this committee have either resigned or rotated off, leaving four positions to be filled. Marsha will contact several people to serve on this committee. The final slate of members will be announced at the May meeting. Their responsibilities will begin with the Fall 2008 meeting.

Proposed Changes to SEPTLA documents

The Committee decided to correct typographical and punctuation errors as they occurred in the documents without further discussion with the general membership. Any proposed changes in content would come before the general body for approval. The changes are included in the documents printed in this issue of Teamwork. Please look them over before the general meeting on May 21.

- **Direct Borrowing Agreement Policy**

We decided that our longtime policy of direct borrowing by SEPTLA students on the strength of a student's current ID from a member institution should stand as is. Dan will send a letter to the director of any institution that requires more (such as a letter of intent and good standing), reminding them of our consortium's policy.

- **Interlibrary Loan Policy**

We had a long discussion of how institutions update their holdings with the purpose of being sure that everyone's collection is accurately reflected in an online database. With the demise of the Union Serials Holdings List in paper format, it is necessary that all institutions must be able to update their holdings online, so that ILLs can proceed smoothly and fairly. OCLC's ubiquitous presence makes it the logical place for everyone to post their holdings; those who don't catalog using OCLC are at a disadvantage. Jerry pointed out that every institution has a password in OCLC and can potentially update their own holdings.

2007 Annual Conference Debriefing

We were joined in this part of the meeting by Barbara Kemmis, Melody Mazuk, and Steve Crocco (by phone). We wanted to comment on our experiences as the Local Host Committee, and offer suggestions for upcoming conferences. Lots of discussion took place covering not only our conference, but comparing it with other conferences in years past.

Challenges of the Opening Reception

- We were asked to have contracts signed with the opening reception venue (and as many other locations as needed) two years in advance. This time frame gave us very little room to change the size of the room we needed according to the numbers of responses received at the time of registration. Because we were not able to gauge so far in advance the number of attendees, it was difficult to judge how large a space we should reserve.
- We were asked to find a space within very close walking distance of the hotel. Our total budget for the reception should not exceed \$5,000.

Our suggestions

- Use a check box on the registration form so people could indicate whether they would plan to attend the opening reception.
- Raise the budget of what is expected of the Local Host Committee to at least \$7,500.
- Raise the conference registration fee by a small amount to help offset the cost of the reception to the Local Hosts.
- Figure out a way to transport people to a site further away if the space would be better for the reception.
Be clear about what type of food (e.g. snacks, hors d'oeuvres, sandwiches, etc.) would be served at the reception.

Challenges of the Local Host Table

- Some attendees wanted a great deal of help in locating restaurants: many wanted handouts of lists of restaurants, others wanted escorts for all three meals.
- Some attendees wanted detailed directions to offsite attractions in Philadelphia.
- Some were not satisfied with the variety of restaurants or number of restaurants that were offered.

Our suggestions

- Have handout lists of restaurants.
- Set up a computer with internet access to help with directions to offsite attractions.
- Arrange for more restaurant options when possible.

Challenges of the 'Day Away' at a local campus

- People didn't like being away from their hotel room for a long day followed by the banquet.
- Some people were upset at not having a map at the campus—tho' there was one in the conference brochure.
- People were confused about where to store their luggage at the campus since they were leaving from there for the airport.
- Some people needed help finding taxis and/or wanted to share taxis to the airport from the campus.
Some people needed lots of help finding which building they needed to be in for their meetings and lunch.

Our suggestions:

- Offer all **programming** at the hotel location.
- Offer the **banquet only** at a campus location.
- Have lots of extra maps and/or signage.
Offer lists of taxis and set up 'share' signups for airport trips.

Challenges of Excursions:

- Some people who hadn't signed up in advance wanted to join in on the excursions once they arrived, particularly on the day of the excursion (e.g. the ballgame).
- Some people wanted excursions to more posh restaurants than the ones we'd arranged.
Some people wanted less expensive excursion choices.

Our suggestions:

- Excursions to pre-paid events must be booked in advance.
- People who want to spend more money than most, must make their own arrangements.
People who want to spend less money than most, must make their own arrangements.

Worship Services: no challenges. There were a variety of worship opportunities; appreciated by those who attended.

Respectfully submitted,

Marsha Blake

Election of New Officers

With the expiration of terms for Dan LaValla, president, and Sandy Finlayson, secretary, there are openings for new officers of SEPTLA. An election will take place at the Spring 2008 meeting to fill these positions.

To date, the slate of candidates is:

President---Jeff Brodrick

Secretary---Jonathan Riches

Please submit nominations to Marsha Blake (mblake@wts.edu) by Wednesday, May 14, in order to be included on the ballot in time for the meeting on May 21 at Philadelphia Biblical University.

Southeastern Pennsylvania Theological Library Association
Spring Meeting - May 21, 2008
Philadelphia Biblical University
Business Agenda - 11:00 to 12:00

I. Reports:

1. President: Dan LaValla
 - Follow-up with Barbara Kemmis
2. Secretary: Sandy Finlayson
 - Approval of Minutes from Winter 2008 Plenary Meeting
3. Treasurer's report: Debbie Stern
 - Current Accounts Balances
4. Past-President
 - a. Continuing Education Committee
 - Announcement of New Members
 - Upcoming meeting topics
 - RDA's – Reference Desk Assistants
 - Copy Right Clearance Center: Affordable Copyright Services
 - Open Source Software – availability, feasibility and implementation
 - Requests for other topics
 - b. Final Solicitation of Nominees for New Officers

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. Ratification of Revisions to SEPTLA documents:
 - Constitution
 - Interlibrary Loan Policy Statement
 - Direct Borrowing Privileges Agreement Policy
3. Recommendation for Library Directors to meet before the fall membership meeting to discuss further revisions to Interlibrary Loan Policy Statement and Direct Borrowing Privileges Agreement Policy to address:
 - Members maintaining updates to their holdings on OCLC WorldCat
 - Direct borrowing patterns and procedures and other issues
4. Report and vote on SEPTLA membership for Valley Forge Christian College

III. Election of New Officers

IV. Next Meeting

The 2008 SEPTLA Fall meeting will be held on Tuesday October 7, 2008 at Moravian College and Seminary.

V. Institutional News

Southeastern Pennsylvania Theological Library Association
Winter Meeting
October 18, 2006
Evangelical School of Theology
11:00-12:00
Business Meeting

I. Reports:

1. President:

- Upcoming Spring Elections for President, Secretary nominations should be submitted to the Executive Committee.
- Various proposed changes in bylaws were discussed and voted upon. These were published in the Winter 2008 issue of *Teamwork*.

1.1.1 Was approved

1.1.2 Was approved

1.1.4 Was eliminated

1.2 Was approved

1.3 Was approved

5.5 Was approved

6.1 Was approved

6.2 Was approved

6.3 Was approved

6.4 Was approved

6.5 Was approved

8.2 Was approved

8.3 Was approved

8.5 Was approved

9.1 Was approved

9.2 Was approved with the elimination of the statement regarding the taking of minutes for the executive committee.

9.4 Was approved.

2. Secretary: Sandy Finlayson:

- Asked that institutional news be sent to him via email.

3. Treasurer's report: Debbie Stern

- Current Accounts Balances
Checking Account Balance \$ 777.97
Saving Account Balance \$ 3905.19
- All Dues have been received

4. Continuing Education Committee: Karl Krueger

- Upcoming meeting topics:
May 21st, 2008 at PBU will be a full day workshop on Copyright.
- The Continuing Education Committee will need new committee members, including a new Chair.

5. I.T. Interest Group: Jeff Brodrick
 - Meeting Report:
The IT Interest Group conducted a review of electronic databases currently held by SEPTLA libraries.
IT Interest Group will need a new chair elected at the Spring meeting.
6. Cataloger's Interest Group: Lois Reibach/Jonathan Riches
 - Meeting Report:
Chris Schwartz reported on LC Working Group on Bibliographic Control.
Newly elected Chair: Donna Campbell is new Chair and the Secretary is Lynn Berg.
7. Reference Interest Group: Gerald Lincoln
 - Meeting Report:
Jerry Lincoln demonstrated tutorials for ATLAS database and EBSCO.

New Business:

1. Webmaster – A number of updates to SEPTLA Website have taken place or will be implemented soon.
 - Library Directors are asked to check their institution's listings to make sure that all of their staff are properly updated.
 - Email links on Web site with protection from Web crawlers/robots,
 - Website redesign using CMS Made Simple
2. Executive Committee's decision to not constitute a formal Library Directors Interest Group
3. There was some discussion about the need to update other SEPTLA documents:
 - Policies Document
 - Direct Borrowing Agreement
 - ILL Agreement

Next Meetings:

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

Afternoon Session:

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

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

Institutional News

Calvary Baptist Seminary

Calvary have just hired Dave Evans as the assistant library director. He began his duties on November 1.

Moravian Theological Seminary

Moravian Theological Seminary library has two new librarians: Amy Dumouchel, Electronic Resources and Reference Librarian, and Angela Cortez, part-time cataloger. Rita Berk, Library Director, will retire at the end of the academic year; a job search is underway for her replacement.

The Seminary had a successful review by ATS and accreditation was renewed for ten years.

Philadelphia Biblical University

Dr. Todd J. Williams was formally installed as PBU's 5th President on Thursday, February 7, 1:30 p.m., during an Inaugural Convocation in the University's Mason Activity Center.

St Charles Borromeo Seminary

Ene Andrilli has become the new Supervisor of the Public Services Team at Ryan Memorial Library. Ene comes to us from St. Joseph's University, where she was the Director of Public Services for twenty years. We are very fortunate to have someone with Ene's knowledge and experience.

Westminster Theological Seminary

Westminster is investigating the addition of compact shelving in the lower level of the Library.

Southeastern Pennsylvania Theological Library Association Constitution

Preamble

In recognition of the significant role played in theological education by theological libraries, theological collections and their staffs and the benefits of mutual endeavor, especially in a circumscribed geographical area, we constitute ourselves as:

Article 1 - Name

1.1. This association shall be known as the Southeastern Pennsylvania Theological Library Association (SEPTLA).

Article 2 - Purpose

2.1. This association shall exist to foster and support cooperative endeavors among theological libraries in eastern Pennsylvania and the adjacent mid-Atlantic area.

Article 3 - Non-profit Status

3.1. No part of the net earnings of the association and no distribution or expenditure shall inure or be made for the benefit of any individual, and no substantial part of the association's activities shall be for the carrying on of propaganda or otherwise attempting to influence legislation.

Article 4 - Membership

4.1. Members -Theological libraries fulfilling the requirements for membership as defined in the By-laws shall be constituted Members of the association.

4.1.1. Members shall have one officially designated voting representative to the association.

4.1.2. Members are encouraged to have as many staff members as they choose to attend meetings of the association.

Article 5 - Governance

5.1. Meetings

5.1.1. The association shall hold an annual organizational meeting in the Spring of each year.

5.1.2. There may be additional meetings for the conduct of business, for continuing education, for pursuit of mutual endeavors, and for fellowship as may be determined from time to time.

5.2. Conduct of Business

5.2.1. A quorum shall consist of designated representatives of half the institutions who are Members of SEPTLA.

5.3. Elections

5.3.1. Elections shall be held annually at the Spring meeting.

5.3.2. A simple majority of persons present from Member institutions will be sufficient for election.

5.4. Officers

5.4.1. The officers of the association shall be a President, Past President, Secretary, and Treasurer.

5.5. Executive Committee

5.5.1. There shall be an Executive Committee, which shall be charged with long-range planning for the association.

5.5.2. The Executive Committee shall consist of the President, Past President, Secretary, Treasurer, ~~and two at-large members. The editor of Teamwork shall also serve ex-officio.~~ [the Chair of the Continuing Education Committee, and the Chairs of the Interest Groups.](#)

Article 6 - Committees and Programs

6.1. The association may organize itself by means of committees, programs, interest groups and other forms as described in the by-laws in order to further the purposes of the association.

Article 7 - Amendments

7.1. Amendments, additions or deletions to the articles of this constitution may be made by a two-thirds majority vote of the Member institutions. Such amendments, additions or deletions shall be distributed in writing to the Members, and the vote shall be conducted by mail or at a duly called business meeting at which a quorum is present, with each Member institution having one vote.

Article 8 – Dissolution

8.1. In the event of dissolution, after paying or making provision for payment of all liabilities, the association shall dispose of any assets by: (1) equal division of assets among the then current [Members](#), or (2) to any organization or organizations organized and operated exclusively for charitable, educational, literary or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the membership shall determine.

8.2. The course of dissolution may be accomplished by vote of a quorum of the designated representatives of the Members.

Approved May 21, 1996

Revised October 2, 2007

[Revised March 10, 2008](#)

**Southeastern Pennsylvania Theological Library Association
Interlibrary Loan Policy Statement**

1.0. Definitions

1.1. An interlibrary loan is a transaction in which library material, or a photocopy of the material, is made available by one library to another upon request from a borrowing library.

1.2. "Library" is understood as any institutional member of the Southeastern Pennsylvania Theological Library Association (SEPTLA).

2.0. Purpose

2.1. The purpose of interlibrary loan as defined in this policy is to obtain material not available in the borrowing library. This policy is not to be construed as replacing in any way the Direct Borrowing Agreement in force among SEPTLA libraries, nor can it substitute for the development of adequate collections based on the needs of individual libraries.

3.0. Scope

3.1. Under the terms of this policy, any type of library material may be requested from another library. The lending library retains the right to decide in each case whether a particular item should or should not be provided, and whether the original or a photocopy should be sent.

3.2. Borrowing libraries should exercise discretion and restraint in requesting such materials as: items in recurring demand in their own libraries; rare materials; large numbers of items and/or photocopies for one person at any one time from a single library.

4.0. Responsibilities

4.1. Borrowing libraries should utilize their own resources fully before requesting interlibrary loans. Interlibrary loan must be used ~~responsibly~~, in conjunction with a coherent collection policy which reflects the individual library's mission and program.

4.2. The borrowing library shall supply complete bibliographic information and verification, and shall use relevant interlibrary loan documents, aids, and the standard ILL formats when preparing its requests, e.g. ALA ~~or forms~~, OCLC ~~or RLTN~~ formats.

4.3. A borrowing library shall make every effort to verify that the lending library does indeed own the material requested, and shall specify if it is unable to verify.

4.4. Telephone and electronic mail inquiries shall be limited to verification of ownership, citations, availability, and requests on a rush basis.

4.5. Response to requests for FAX copies may be limited by the lending library.

4.6. Borrowing libraries should inform their users of the purposes of interlibrary loan and of the library's interlibrary borrowing policy, including the eligibility of patrons for the service.

4.7. Unless specifically forbidden by the lending library, a photocopy of the original may be made, provided it is in accordance with copyright law and there is no damage to the original.

4.8. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code or applicable law) and its accompanying guidelines, and should inform its users of the applicability of the law. An indication of compliance must be provided with all photocopy requests.

4.9. The safety of borrowed materials is the responsibility of the lending library until the materials are received at the borrowing library. Upon receipt of the materials, the borrowing library assumes responsibility until the materials are received back at the lending library. The borrowing library must conform to any packing instructions requested by the lending library. If the material is damaged or lost during its period of responsibility, the borrowing library should normally meet costs of repair or replacement in accordance with the preferences of the lending library.

4.10. The borrowing library and its users must comply with the conditions of the loan established by the lending library, especially the due date.

4.11. The borrowing library shall respond promptly to any recall requests.

4.12. Borrowing libraries shall suggest travel to other libraries for on-site access to materials when extensive use of a collection is required or when the nature of the material requires special handling,

4.13. Borrowing libraries should carefully screen all requests for loans and reject any that do not conform to this policy.

4.14. Borrowing libraries should distribute loan requests as evenly as possible by whatever means are deemed appropriate, e.g. consideration of smaller libraries (normally net borrowers) for more common items and larger libraries (normally net lenders) for those items which only they can provide.

5.0. Responsibilities of Lending Libraries

5.1. Requests from borrowing libraries should receive prompt response.

5.2. Each library shall interpret its own lending policies as generously as possible, with due consideration for the interest of its primary clientele.

5.3. Lending libraries should make a reasonable effort to assist borrowing libraries even when those libraries' requests cannot be filled, regardless of the reason. Such assistance may include referral or provision of technical information pertaining to the request.

5.4. The lending library shall state clearly the conditions of the loan.

5.5. A lending library shall inform any borrowing library of its apparent failure to follow the provisions of this policy.

5.6. A lending library shall provide a copy of the interlibrary loan request with the material when it is sent, ~~or supply the OCLC ILL number.~~

5.7. The lending library shall exercise full care that materials are properly packed when shipping. Packing and delivery instructions for the return of the material shall be stated clearly.

5.8. A lending library shall supply a statement of its interlibrary loan policy and charges upon request. Such information shall be kept current.

5.9. Lending libraries agree to fill requests without regard to the status of the individual for whom the request is being made except when legal restrictions may dictate otherwise.

6.0. Expenses

6.1. Lending libraries shall normally make no charge for lending and/or photocopying items.

6.2. If in a particular instance a charge must be made advance notification shall be provided along with a brief explanation.

7.0. Duration of Loan

~~7.1. The duration of ask for renewal only in unusual circumstances. The renewal request should be sent in time a loan shall be specified by the lending library. The borrowing library should to reach the lending library no later than the date due.~~ 7.1. The duration of the loan is determined by the lending library. Renewal requests will be limited to unusual circumstances, and must reach the lending library no later than the original due date. Extending renewal privileges will be at the discretion of the lending library.

8.0. Violation of Policy

8.1. Each library is responsible for maintaining the provisions of the policy in good faith.

9.0. Review of Policy

9.1. This policy governing interlibrary loan shall be reviewed at least every five (5) years by the SEPTLA Executive Committee.

revised 9/96

[Last Reviewed March 10, 2008](#)

[Last Revised March 10, 2008](#)

**Southeastern Pennsylvania Theological Library Association
Direct Borrowing Privileges Agreement Policy**

1.0. Scope and Purpose

1.1. The direct borrowing agreement is intended to foster a wider use of library materials in theology and related disciplines. It is not intended to [replace or](#) diminish the use of the home institution's library as the primary source of materials.

1.2. This policy covers direct borrowing arrangements for students, staff and faculty of those institutional members of the Southeastern Pennsylvania Theological Library Association (SEPTLA) who are signatories to the agreement, ~~exclusive interlibrary loan procedures.~~

2.0. Policy

2.1. The institutional members of SEPTLA who are signatories to the agreement will extend to students, staff and faculty of the other signatories the privilege of in-person direct borrowing from each of the libraries.

2.2. Students, staff and faculty have the same borrowing privileges and are subject to the same regulations.

2.3 This privilege:

2.3.1. Will include all of the current students, staff, and faculty of the agreeing libraries.

2.3.2. Will be valid for the period as specified on identification issued by the home institution,

2.3.3. May be revoked by the lending library for individuals who do not observe this policy.

2.3.4. Will not extend to other borrowers authorized by the agreeing libraries, e.g. local pastors, Friends of the Library, non-SEPTLA satellite programs.

3.0. Responsibility

3.1. The lending library is ultimately responsible for securing addresses of SEPTLA borrowers, for sending overdue notices, for billing for overdue or unreturned library materials, for enforcing restrictions in the use of materials, and for handling special situations.

3.2. The home library is responsible for leveling sanctions on those patrons from its own institution who have not returned overdue materials borrowed from the agreeing libraries.

4.0. Procedures

4.1. Students, staff or faculty members who wish to borrow materials must first present current identification from the home institution to the circulation desk of the lending library. 4.2. The lending library may place a limit on the number of items borrowed per person.

4.3. Borrowers must return materials to the library from which they were borrowed.

5.0. Overdues

5.1. When a borrower fails to respond after two recalls or overdue notifications from the lending library, the lending library will request the home library in writing to levy its sanctions. It is recommended that library privileges at the home institution be suspended until the materials are returned and the fines paid.

5.2. If an item is lost or not returned by September 1 of the succeeding academic year, the lending library will charge the home library replacement and processing charges in accordance with the lending library's policies.

6.0. Review of Policy

6.1. This policy governing direct borrowing privileges shall be reviewed at least every five (5) years by the SEPTLA Executive Committee.

Revised 9/96

[Last Reviewed March 10, 2008](#)

[Revised March 10, 2008](#)