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TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

SEPTLA Fall Meeting at Moravian Theological Seminary Hauptert Union Building Tuesday, October 7, 2008

The fall 2008 meeting of SEPTLA will be held on Tuesday, October 7, 2008 in the Hauptert Union Building at Moravian Theological Seminary. Refreshments will be served at 9:00 AM in the UBC Room. The afternoon session will feature two presentations on open source solutions for libraries.

RSVP by Tuesday, September 30, 2008 to:
Bonnie Falla (fallab@moravian.edu)

Directions to campus and parking lot:
<http://www.moravian.edu/about/directions.htm>

Agenda

All sessions will take place in the Hauptert Union Building.

9:00 Coffee, juice, and pastries

9:30 – 10:50 Interest Groups (Elections to be held for each group)

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

Topics:

1. SEPTLA ILL Agreement and Local Holdings Access from a cataloging perspective
2. RDA update and discuss possible RDA workshop

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

Topic: Presentation and discussion on federated search engines

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

Topic: Baptist Bible College's implementation of Ebsco's A to Z

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

12:00-1:00 Lunch – UBC Room

A Bag Lunch will be provided for \$8.00 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 — UBC Room

Open Source Library Automation:

Free Your Mind and Your Data Will Follow

Presented by: Nicole C. Engard, Open Source Evangelist at LibLime

Koha: Pros and Cons from a User's Perspective

Presented by: Joanna Hause, Head of Technical Services at Steelman Library of Southeastern University

President's Message

Within two months the United States will elect a new president. Indeed, the election choices are unprecedented in our nation's history. Since I started attending the meetings as a new librarian I have observed the quality and dignity of our members who have served in our organization's presidential capacity. Each of them has also come up against unprecedented items and handled them well. Kate, Marsha, and Dan have done us all a great service. These three epitomize what it means to lead with distinction. I humbly accepted the nomination, and then the members elected me at the Spring meeting. I will try to do my best in filling the very big shoes of these previous exemplary workers.

There are many issues ahead for SEPTLA, but I trust we can work through them and maintain our cooperative policies in the future.

Nicole Engard's afternoon session should be good. She will present "Open Source Library Automation."

I hope as many of you as can make it, will attend the fall meeting at the beautiful Moravian campus.

—Jeff Brodrick, President

Bible Baptist College & Seminary

MINUTES

SEPTLA Executive Committee Meeting Minutes Biblical Theological Seminary Tuesday, August 5, 2008 1:00-4:00 PM

Attendees: Jeff Brodrick, President; Daniel LaValla, Past President; Gerald Lincoln, Chair of Reference Interest Group; David Evans, Acting Chair to the Continuing Education Committee; and Donna Campbell, Chair of Cataloging Interest Group

I. Treasurer's Report – submitted via email

a. Membership Dues:

- Invoices for dues will be submitted after the fall plenary meeting

b. Savings Account Balance:

- Savings account balance: \$3285.27. \$1000 was transferred into checking at the end of May to cover our expenses

c. Checking Account Balance:

- Checking account balance: \$642.21. This includes all payments for the Spring Workshop. No outstanding bills due at this time.

d. Change of regional bank for SEPTLA savings and checking accounts:

- To facilitate greater access, the Executive Committee is recommending changing our bank from Harleysville National Bank, which is limited to the northern Bucks and Montgomery counties of Pennsylvania, to PNC because PNC is represented throughout the SEPTLA region.

II. Interest Groups' Chair Reports

a. Cataloger's Interest Group:

- Topics for Fall Meeting: 1.) Approve Minutes from Winter Meeting 2.) Elections for Chair and Secretary, 2.) SEPTLA ILL Agreement and Local Holdings Access from a cataloging perspective 3.) Updates since last meeting on RDA, and 4.) Donna Campbell has made a proposal to the Continuing Education Committee to organize a workshop on RDA/FRBR after the official release and before the official implementation (early 2009 and late 2009 respectively). Received good feedback from Executive Committee. Nancy Adams is the Tech Serv rep on that committee. ["We also briefly discussed the possibility of a cataloging workshop funded by an ATLA grant."—SEPTLA Winter Meeting, CIG meeting, Feb. 15, 2008.] What suggestions do you have for the proposed RDA workshop (e.g., hands-on training, name of lecturer(s)—one for catalogers and one for non-catalogers)?

b. Reference Interest Group:

- Topics for Fall Meeting: 1.) Elections for Chair and Secretary, 2.) Jerry Lincoln will lead a presentation and discussion on federated search engines.

c. I.T. Interest Group:

- Topics for Fall Meeting: 1.) Elections for Chair and Secretary, 2.) Jeff will present his BBC's library's journey to EBSCO's A-to-Z and 3.) Website design project for global outreach

III. Past President's Report:

- a. **Debriefing for Spring's Full-Day Workshop: "Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?"** presented by Kevin Smith, MLS, JD – Karl Krueger submitted to the Executive Committee a copy of the summary report that he submitted to Angela Morris, Chair of the Professional Development Committee for ATLA in fulfillment of requirement for the Continuing Education Grant that SEPTLA was awarded by ATLA for this event. A copy of the summary report can be found on page 16 in this issue of Teamwork.
- b. **Web Site Update:**
 - The revisions to official SEPTLA documents that were approved by membership vote during the Winter and Spring meetings earlier this year have been posted to the new Website; i.e., SEPTLA Bylaws, Constitution, Interlibrary Loan Policy Statement, and the Direct Borrowing Privileges Agreement Policy.
 - Also, an updated version of the "Host Library Responsibilities for Conferences, Plenary Meetings, and Workshops" was posted to the new SEPTLA Website.
 - A new page has been added to the Web site, titled "Become a SEPTLA Member." Posted on this page is an invitation for libraries to apply for SEPTLA membership with a brief description of SEPTLA membership criteria and a link to the application that can be downloaded and completed.
 - Dan LaValla contacted ATLA and arranged for them to update the SEPTLA URL on ATLA's Regional Groups page so that it directs to our new address www.septla.org.
 - Clesha Staten is trying to arrange a redirect from www.atla.com/septla to www.septla.org in case existing SEPTLA links on Web pages of other organizations are still directing people to www.atla.com/septla.
 - Jeff Brodrick and Clesha Staten will be communicating with library directors so that they can post updates onto the new Web site for their libraries' custom information and directory listings.

IV. Continuing Education Committee Report:

- a. **The new members of the Continuing Education Committee** are: Cliff Anderson, Chris Brennan, Nancy Adams, Dave Evans, and Sarah Yerger. Dave Evans is currently acting as chair of the committee but is running for Chair of the I.T. Interest Group at the fall meeting. Sarah Yerger has expressed an interest in Chair of the Continuing Education Committee if Dave is elected to Chair of the I.T. Interest Group.
- b. **Afternoon workshop for fall meeting on October 7, 200 at Moravian Theological Seminary:**
 - Nicole C. Engard, Open Source Evangelist at LibLime will present "Open Source Library Automation: Free your mind and your data will follow."
 - Joanna Hause, Head of Technical Services at Steelman Library of Southeastern University will present "Koha: Pros and Cons from a User's Perspective."
- c. **Topics being considered for workshops:**
 - Implementing an Institutional Repository with D-Space
 - Theological Librarianship (David Stewart)
 - Open Source for Libraries (Nicole Engard)
 - New Directions in Library Management (Rutgers professor?)
 - Future of the SEPTLA Union List

V. Cooperative Purchasing Issues:

In late spring, Dan LaValla arranged for the expansion of cooperative purchasing with EBSCO for SEPTLA members. In addition to the ATLAS database members were able to subscribe to New Testament Abstracts, Old Testament Abstracts, Catholic Periodical and Literature Index, and Christian Periodical Index. Members who subscribed to these four databases saw an overall savings from their previous fiscal year. Sue Hendry of EBSCO would like to work with SEPTLA to expand offerings and savings for next year. The Executive Committee is looking for someone to spearhead this.

VI. Proposed Changes to SEPTLA documents:

a. Interlibrary Loan Policy Statement:

- Now that the SEPTLA Union List is no longer published, there needs to be a mechanism in place clarifying members' responsibilities for making their holdings available to facilitate ILL services. Being sensitive to members' limited resources, the Executive Committee is recommending the insertion of section 5.10 to the "SEPTLA Interlibrary Loan Policy Statement." This statement allows each member to determine the best method for posting their holdings information online (e.g., via their OPAC, via OCLC WorldCat, via a shelf list accessible via their own library Website, etc.) Please review the recommended insertion of section 5.10 to the "SEPTLA Interlibrary Loan Policy Statement." on page 11 in this issue of Teamwork.

b. Proposed Revision to Bylaws:

- As a follow-up to the discussion in item (1.d. above), it was determined that a revision to the Bylaws should be made to clearly state that it will be a requirement to remain with a two signature authorization on the checking and savings accounts with one signature being the treasurer and one to be appointed by the Executive Committee from within the Executive Committee. Statements will continue to be mailed to the treasurer. Need to propose an amendment to the Bylaws. Please refer to Executive Committee's proposed revision to insert section 2.4 into the Bylaws found on page 12 in this issue of Teamwork.

c. Direct Borrowing Privileges Agreement Policy:

- Jeff Brodrick will be contacting Library Directors to organize a meeting to address recent concerns related to this policy, especially sections 2.3, 3.0, and 4.1. A main concern is how to best verify that patrons are in good or poor standing with their home institutions.

Southeastern Pennsylvania Theological Library Association
Fall Meeting - October 7, 2008
Moravian Theological Seminary
Business Agenda - 11:00 to 11:50

I. Special announcement from Dan LaValla to all attendees.

II. Treasurer's Report

III. Interest Group's Reports

- Cataloger's Interest Group
- Reference Interest Group
- I.T. Interest Group

IV. Web site details

V. Continuing Education Report

VI. Cooperative Purchasing Issues

VII. Proposed changes to SEPTLA documents

VIII. Next Meetings

IX. Institutional News

Southeastern Pennsylvania Theological Library Association
Spring Meeting — May 21, 2008
Philadelphia Biblical University
Business Meeting

Normal order of business suspended to hold elections.

Marsha took the floor for elections, but first made an announcement about the new members of the Continuing Education Committee, to wit, Cliff Anderson (PTS), Chris Brennan (New Brunswick), Nancy Adams (Palmer) and Dave Evans (Calvary Baptist). She requested that any and all program suggestions be directed to them. Karl asked everyone to complete the evaluation form at the end of the meeting, pointing out that there was also room for suggestions there.

Marsha opened the floor for nominations for President, noting that Jeff Broderick had been nominated. There were no new nominations and it was moved/seconded/passed to close the nominations.

Moved/seconded/passed to elect Jeff by acclamation.

Marsha opened the floor for nominations for Secretary, noting that Jonathan Riches had been nominated. There were no new nominations and it was moved/seconded/passed to close the nominations.

Moved/seconded/passed to elect Jonathan by acclamation.

After congratulating the new officers, Marsha turned the chair back to Dan.

I. Reports:

1. President:

- Dan gave a summary of the meeting with Barbara Kemmis as noted in TEAMWORK, highlighting the suggestions to increase the budget for the opening reception and require registration for same, as well as the need for computer stations with local information.

2. Secretary: Sandy Finlayson:

- Moved/seconded/passed to accept the minutes as published with one correction (Date of meeting not 2006)

3. Treasurer's report: Debbie Stern

- Current Accounts Balances
Checking Account Balance \$ 519.04
Saving Account Balance \$ 4283.26
- Does not reflect expenses of today's meeting

4. Clesha showed the not quite finished new website, spoke briefly of the extensive revisions, the permanence (if renewed annually) of the new host address (no longer at ATLA) and described the new forum (which is active) which will archive discussions and solutions.

Directors will be able to maintain their library's information, or may designate one person to do so; this part of the site will be password protected and it was urged that the password be guarded carefully.

II. Revisions to the SEPTLA Documents

Revisions to the Constitution, Interlibrary Loan Policy Statement, and the Direct Borrowing Privileges Agreement Policy were presented by Dan as they appeared in the May 2008 Issue of Teamwork. As a result, the following changes in each document was moved/seconded/passed individually to accept as published in TEAMWORK and include:

- Article 5.5.2 of the Constitution,
- Sections 4.1, 4.2, 5.6, and 7.1 of the Interlibrary Loan Policy Statement
- Sections 1.1 and 1.2 of the Direct Borrowing Privileges Agreement Policy

An objection/misunderstanding raised by PBU with relation to section 4.2 of the Interlibrary Loan Policy Statement. PBU thought the intention was that holdings must be current and made available in OCLC; but, the conclusion was that the revisions were only addressing the fact that RLTN formats/records were no longer available. As follow-up to this concern, this summer, the Executive Committee will review section 5.0 of the Interlibrary Loan Policy Statement in light of the issue of maintaining and publicizing current holdings with the cessation of the SEPTLA Union List publication.

Dan explained briefly the need and justification for a meeting of the directors to review broader concerns related to the Direct Borrowing Privileges Agreement Policy. No action was sought or taken on this point.

III. VFCC MEMBERSHIP APPLICATION

VFCC application was presented. Dan showed both the application form as completed by VFCC and the recommendation written by Karl and Dan following their site visit. Questions were entertained and Karl added a positive note regarding the building, Dan seconded this, noting in particular how easy it was to expand into the deliberately open space next to the library. Jonathan noted the positive comments of one of his faculty in regard to VFCC.

Karl Krueger moved to accept the recommendation to admit, Jonathan Riches seconded the motion. Brief discussion followed, including a short statement by Paul Mathias, the VFCC librarian, who also answered questions about the master's program, the hours of the library and its willingness to be open to SEPTLA members. Karl also commented on the strength of their electronic holdings.

The question was called, the VFCC librarian left the room, the motion passed unopposed and the VFCC librarian returned to a welcome and an invitation to volunteer for a SEPTLA committee.

IV. Send Institutional News to Sandy Finlayson and Dan mentioned a card honoring Rita Berk's retirement was circulating, and would be delivered with a gift.

V. Next Meetings:

1. Fall 2008 meeting to be held at Moravian on October 7, 2008. Bonnie commented that this was a Tuesday, partly in order to take advantage of their fall break; she also said their new director would be present.

The meeting was adjourned with thanks to the departing officers and Karl, and Dan prayed for the lunch.

Institutional News

There was no Institutional News recorded.

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 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 OCLC 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.

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.

[5.10 Lending libraries shall provide online access to their local holdings.](#)

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 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 & Approved May 21, 2008

SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION BY-LAWS

1.0. 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. 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.

1.2 . Duties and Responsibilities of Members

- 1.2.1 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 Members shall remain current in the payment of annual dues of the association.
- 1.2.4. Members are expected to encourage their library staff to attend meetings of the association and be active participants involved in its activities and interest groups.
- 1.2.5 Members shall have one officially designated voting representative to this association.

1.3 Admission, Resignation, Withdrawal

- 1.3.1. 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 recommended actions 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. A Member may resign by written notice to the President.
- 1.3.3. The Members may vote to withdraw membership from a Member for nonpayment of dues or other just cause.

2.0. 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.
- 2.4. [Savings and checking accounts will be held in a local bank within the SEPTLA region. Checks and any account withdrawals will require two signatures; i.e., the signature of the treasurer and one member of the current Executive Committee as appointed by the Executive Committee. All bank statements will be delivered to the treasurer.](#)

3.0. Contributed Services

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

4.0. 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.

5.0. 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. 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.

6.0. 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 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 before the fall meeting each year. The Secretary shall ensure that the additions/ corrections to the Directory 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 during each Executive Committee meeting and plenary business meeting.
- 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 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. 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 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.

7.0. 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 undertake 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.

8.0. 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 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.

9.0. Executive Committee

- 9.1. There shall be an Executive Committee which is 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.
- 9.3. The 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.

10.0. 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.

11.0. 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.

Revised & Approved February 15, 2008

FINAL REPORT

ATLA Continuing Education Grant to SEPTLA 2007

Workshop: Innovation, Fair Use & Copyright: How does a 20th century law work in the digital millennium?

Presenter: Kevin Smith, M.L.S. & J. D

May 21, 2008

**Philadelphia Biblical University
200 Manor Avenue
Langhorne, PA 19047**

Since faculty members often turn to librarians for advice about copyright when it comes to using articles, videos, music, or images in their teaching and new technologies offer both opportunities for creative collaboration and the potential for new conflicts, the librarians in the SouthEastern Pennsylvania Theological Library Association felt the need for additional training in Copyright Law and best practices. With a generous grant from the American Theological Library Association, SEPTLA was able to bring Dr. Kevin Smith from Duke University to the Delaware Valley for a one-day workshop on May 21, 2008. Kevin Smith is the Scholarly Communications Officer for Duke University. Duke's Scholarly Communications Office supports Duke's research, 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. Forty-five individuals -- librarians and IT Staff -- attended the workshop that included two very lengthy presentations from Kevin Smith. His presentations not only addressed the issues of fair use but also focused on the role of the new technologies and the challenges of distance education. From the 32 workshop evaluations that were submitted, the overwhelming majority rated the speaker as excellent and the workshop as very effective. We are grateful to the generosity of ATLA that made this continuing education opportunity possible.

Respectfully submitted,
Karl Krueger