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SEPTLA Spring Meeting	TBD
ATLA Annual Conference	06/17—20/09

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# TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

## SEPTLA Winter Meeting at Palmer Theological Seminary February 18, 2009

The Winter Meeting of SEPTLA will be held at Palmer Seminary on Wednesday, February 18 (weather permitting).

We will have tea and coffee and light snacks available beginning at 9 AM.

There will be a combined meeting with all of the interest groups at 9:30, followed by a short gathering of the interest groups, a business meeting, and lunch at noon. The afternoon session will be presented by David Brisendine from EBSCO.

We will have a light lunch (\$6.00/person, please)—let Melody know if you have any food restrictions.

Please RSVP by Monday, February 16, to Melody.

A parking permit will be sent to you electronically once you confirm attendance. For the sake of parking, please carpool as much as possible. The R-5 Overbrook station is two blocks from our Seminary, if you use SEPTA.

## Agenda

**9:00 - 9:30 AM** Arrive / Refreshments

**9:30 - 10:30 AM** Combined meeting of all interest groups to discuss:

- Enhancement of consortial pricing for online databases via EBSCO. Focus will be to investigate expanding the number database offerings, solicit the amount of interest by SEPTLA members, streamline the process for ordering, and determining which of the formal SEPTLA leadership positions will be responsible for coordinating this with EBSCO in future years.
- A presentation on how all SEPTLA members can update their serials holdings on WorldCat via OCLC without fees. This is an added benefit, but members are not required to utilize this service.

**10:45 - 11:00 AM** Interest Groups business (some will have to vote for new chair)

**11:00 - NOON** Business Meeting

**NOON - 1:00 PM** Lunch

**1:00 - 2:30** David Brisendine, EBSCO Regional Sales Manager, will give a presentation on EBSCO Databases, consortial pricing, EBSCO A-Z, and federated searching with EBSCO Host. Products for which we will be receiving possible consortial pricing will include Academic Search, ATLA Religion Index & ATLAS, ATLA Historical Monographs, CPLI, CPI, NTA, OTA, and Religious and Philosophy collection.

## President's Message

The year is only a little over a month old and so much has happened in our world, globally as well as locally. We all know that a new U.S. President was inaugurated and we must pray for his success. When I was elected to the presidency of SEPTLA, I never dreamed that my library position would be eliminated and that I would be privileged to begin helping some of the SEPTLA member institutions as a consultant. God is good. As of this writing, I am working for Reformed Episcopal Seminary (Assistant Librarian, Information & Technology) as we begin the task of automating their holdings records. I continue to teach for Baptist Bible College & Seminary.

I want to use this forum to express a heartfelt statement about the passing of a special person. Lyn Brown (Bethel Seminary of the East) was a good friend and an asset to SEPTLA. Did you know that he was just voted as Chair of the Reference Interest Group at the fall meeting? This segment of our organization will be voting again at the winter meeting at Palmer to replace this much needed position.

The special meeting of our library directors that was held at Philadelphia Biblical University was a success. The attendees discussed the need for making the inter-library loan and direct borrowing procedures more acceptable in today's climate. The Executive Committee took these ideas and formally represented them as a possible change to the respective policies. These proposed changes can be found in this issue, and it is the hope of the Executive Committee to bring these to a vote by all members during the winter meeting.

The winter meeting will be held at Palmer Theological Seminary (<http://www.septla.org/pages/libraries/palmer-theological-seminary.php>) in Wynnewood, PA on Wednesday, February 18. Please mark your calendars for this important get-together for us. The combined groups meeting will include information about enhancing our consortial databases, and changes in our Inter-library Loan Policy and Direct Borrowing Agreement. The afternoon session will be brought to us by a representative of EBSCO. They have a good grasp of all things electronic and this will surely be an informative session. I hope to see you there!

Finally, I want to thank two more special people in SEPTLA. A big thank you goes to Debbie Stern (Reconstructionist Rabbinical College) for her unfailing work caring for our accounts during the years she served as Treasurer. Jim Humble (Saint Charles Borromeo) was appointed to serve as Treasurer and has already proven he can do the job. The second person I want to personally acknowledge is Stephanie Kacelli. Thank you for the years of dedicated service in editing our TEAMWORK publication, Stephanie! Joshua Michael (Baptist Bible College & Seminary) has agreed to be the new TEAMWORK editor.

Jeff Brodrick  
SEPTLA President

# SEPTLA Executive Committee Meeting Minutes

Biblical Theological Seminary  
Wednesday, January 21, 2009  
9:30 AM

**Attendees:** Jeff Brodrick, Dan LaValla, Donna Campbell, Jim Humble, Jonathan Riches

## I. Treasurer's Report – Jim Humble

### a. Membership Dues:

- All invoices for membership dues have mailed. Sixteen members have submitted their dues and four members remain outstanding.

### b. Changing Banks

- In preparation for transferring all SEPTLA funds from Harleysville National Bank to PNC Bank, which has branches in all the regions from which SEPTLA members reside, Jim Humble and Dan LaValla opened two accounts under SEPTLA's name at PNC Bank in Lansdale, PA - a free checking account and a money market savings account. The savings account at Harleysville National was closed and the full amount was transferred to the new savings and money market account at PNC. \$600.00 was moved from the Harleysville checking account to open the checking account at PNC. The checking account at Harleysville National Bank will be closed once two outstanding checks clear.

### c. Savings Account Balance:

- Current savings account balance (PNC) = \$3,291.10

### d. Checking Account Balance:

- Current checking account balance Harleysville National Bank = \$678.94
- Current checking account balance PNC Bank = \$675.00

## II. Interest Groups' Chair Reports

### a. Special Announcement for Interest Group Sessions at the Winter Meeting—A combined meeting of all interest groups will be held from 9:30 until 10:30 in order to discuss:

- Enhancement of consortial pricing for online databases via EBSCO. Focus will be to investigate expanding the number database offerings, solicit the amount of interest by SEPTLA members, streamline the process for ordering, and determining which of the formal SEPTLA leadership positions will be responsible for coordinating this with EBSCO in future years.
- A presentation on how all SEPTLA members can update their serials holdings on WorldCat via OCLC without fees. This is an added benefit, but members are not required to utilize this service.

### b. Cataloger's Interest Group – Donna Campbell:

- Agenda:
  - i. Combined Interest Group Sessions as stated above.
  - ii. 10:45 – 11:00 Interest Group Business

# SEPTLA Executive Committee Meeting Minutes

Continued

## c. Reference Interest Group

- Agenda:
  - i. Combined Interest Group Sessions as stated above.
  - ii. 10:45 – 11:00 Interest Group Business & Voting on new Chair
- Lynn Brown of Bethel Seminary of the East was voted as chair of the Reference Interest Group at the fall membership meeting. Lyn died unexpectedly Saturday morning November 29, 2008. Paul Mathias of Valley Forge Christian College is interested in chairing the Reference Interest Group, which will need to be confirmed by vote at the next Reference Interest Group meeting on February 18<sup>th</sup>.

## d. I.T. Interest Group:

- Agenda:
  - i. Combined Interest Group Sessions as stated above.
  - ii. 10:45 – 11:00 Interest Group Business & Voting on new Chair
- IT Chair = Dave Evans of Calvary Baptist Theological Seminary is resigning as Chair of the I.T. Group, but will be continuing on as Chair of the Continuing Education Committee. Sarah Yerger of Biblical Theological Seminary is interested in chairing the I.T. Interest Group, which will need to be confirmed by vote at the next I.T. Interest Group meeting on February 18<sup>th</sup>.
- Web site updates
  - i. At the winter plenary meeting, members will be reminded again to update their institution's information on the "SEPTLA Member Staff Directory" page and their institution's personal "Library" page.
  - ii. The General Discussion Board was usurped by spammers with several inappropriate messages. Clesha Staten, Web Master investigated the problem and changed the permissions on the board. From now on members will need approval when they register and the verification image has been set to high. Clesha deleted the inappropriate posts and is researching to install a spam filter to help block the spambots.

## III. Past President's Report – Dan LaValla:

- a. Sarah Yerger of Biblical Theological Seminary was petitioned for her interest in chairing the I.T. Interest Group.
- b. Paul Mathias of Valley Forge Christian College was petitioned for his interest in chairing the Reference Interest Group.

## IV. Continuing Education Committee Report – Dave Evans:

Last spring, Dan LaValla worked with Susan Hendry of to expand cooperative purchasing and discount offerings to SEPTLA members beyond the ATLAS database. While several of our member institutions were able to take advantage of this discounted pricing for EBSCO databases, a number of other member institutions were already committed to these same databases through other vendors by the time the pricing information was finalized.

# SEPTLA Executive Committee Meeting Minutes

Continued

## IV. Continuing Education Committee Report – Dave Evans:

The Executive Committee is trying to expand cooperative purchasing with EBSCO for next fiscal year and enable more members the opportunity to participate. So, for the afternoon workshop of the Winter Meeting on February 18<sup>th</sup> at Palmer Seminary, David Brisendine, EBSCO Regional Sales Manager, will provide a presentation on the following, for which we will be receiving possible consortial pricing:

- Academic Search – Elite, Premier, Complete
- ATLA Religion Database & ATLASerials
- ATLA Historical Monographs Collection
- Catholic Periodical and Literature Index Online
- Christian Periodical Index
- New Testament Abstracts
- Old Testament Abstracts
- Religion and Philosophy Collection
- In addition, information on EBSCO's plan to have EJS Enhanced phased out and replaced with their A-to-Z® Service.

If there are any additional EBSCO databases for which you would like more information or have demonstrated at the meeting please contact David Evans at 215-368-7538 ext. 137

## V. Proposed Changes (from the Director's Special Meeting) to SEPTLA documents:

All library directors were invited to a special meeting on December 17, 2008 at Philadelphia Biblical University. The focus was to rectify tensions that were developing among members with respect to direct borrowing and interlibrary loans. As a result, the library directors made recommendations to resolve the issues and eliminate the tensions. The recommendations involved extensive changes to the Direct Borrowing Privileges Agreement Policy and a couple of additions to the Interlibrary Loan Policy. Please see pages 10-14 of this issue of *Teamwork* for the proposed changes to the ILL Policy and Direct Borrowing Agreement and for the new Direct Borrowing Certification Document.

The Executive Committee reviewed the recommendations made by the library directors and is recommending the following revisions to the Direct Borrowing Privileges Agreement Policy and the Interlibrary Loan Policy Statement, which will be presented at the winter business meeting on February 18, 2009 at Palmer Seminary for a vote by the general membership.

- a. Direct Borrowing Privileges Agreement Policy:
  - i. The recommended edits are extensive and involve revising all six sections of the policy. Please see pages 13-14 of this issue of *Teamwork* for the proposed revisions.
- b. Interlibrary Loan Policy Statement:
  - i. There are only two additions being recommended for the Interlibrary Loan Policy. Please see pages 10-12 of this issue of *Teamwork* for the proposed additions (4.2.1 and 5.10).

# SEPTLA Executive Committee Meeting Minutes

Continued

- c. The creation of a new document titled, Direct Borrowing Certification Document, was written by the Executive Committee in response to a request for such a document that was submitted by the library directors at their December 17<sup>th</sup> meeting and would be required if the revisions to the Direct Borrowing Agreement Policy are accepted by a vote of the general membership on February 18th. Please see page 15 of this issue of *Teamwork* for this new document, which will be up for discussion at the meeting.

## **VI. Other Business**

- a. Stephanie Kacelli of Philadelphia Biblical University has resigned as *Teamwork* editor and Joshua Michael of Baptist Bible College and Seminary has been appointed to fill this position.
- b. We are looking for a volunteer to host the 2009 Spring Meeting.

Respectfully Submitted by Daniel LaValla, Past President

# SEPTLA Fall Meeting

October 7, 2008

Moravian College

## I. Welcome from Jeff Brodrick, President and from David Shepherd, Director of the Library for Moravian College

## II. Reports

### a. Special announcement from Dan LaValla:

- Jeff Brodrick was laid off as librarian at Baptist Bible College and Seminary; however he remains there as adjunct faculty.
- Announced unanimous decision of Executive committee that Jeff could remain as President until next May
- Chris Belden moved that we retain Jeff as President; seconded by Melvin Hartwick. Passed unanimously
- Discussion of bylaw 1.1.1
- Jonathan Riches moved that the executive committee look at the bylaws; seconded by Melody Mazuk.

### b. Treasurer's Report submitted by Deborah Stern

- Accepted motion by Marsha Blake; second Bonnie Jean Falla
- Deborah Stern resigned as Treasurer. Jim Humble nominated by executive committee to be treasurer; unanimously approved.
- Bylaw 2.4 Saving and checking accounts will be held in a local bank within SEPTLA region. Checks and any account withdraws 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. Moved and seconded by executive committee. Unanimously approved.

### c. Catalogers' Interest Group

- The minutes from the Winter Meeting at Westminster on February 15, 2008 were approved.
- Elections were held for CIG Chairperson and Secretary. Donna Campbell was elected as Chairperson and Lynn Berg was elected as Secretary, both by consensus.
- Members shared their practices regarding how their libraries handle holdings information for monographs and serials (i.e., update locally only, or update OCLC periodically). The majority of libraries update their holdings in OCLC.
- Group reviewed the planned implementation of RDA (Resource Description and Access) and discussed potential training options.
- Members discussed the recent decision by LC to make the 440 obsolete and use the 490 for series transcription and the 490/830 construction for series tracing.
- Donna suggested a survey be done to assemble information on ILS systems in use by members as well as outsourcing practices and companies, along with comments on pros and cons.
- Suggested topics for the next meeting should be sent to Donna.

### d. Reference Interest Group—Gerald Lincoln

# SEPTLA Fall Meeting

## Continued

- e. Information Technology Interest Group—Jeff Brodrick
  - Web Site details
  - Clesha Staten—plan for institutions to update or modify their institutional page on the web site. Web site now complete Instructions for how to go in an edit page....will be put on web site as video. One person from each institution to edit web site
- f. Continuing Education Committee
  - Dave Evans (Calvary Baptist) report—today's presentation open source
  - Other ideas for future—online ATLA journal; RDA
  - Any other ideas e-mail your continued education committee
  - Cooperative Purchasing
  - Questions with EBSCO multi-user vs. 2-5 users; talk to Susan Hendry about switching
  - Last spring/summer several of our member institutions were able to take advantage of discount pricing for EBSCO databases. However, by the time the pricing information was finalized, a number of other member institutions were already committed to these same databases through other vendors. The executive committee has determined that in order for all of our member institutions to be able to take advantage of this opportunity with EBSCO, for the afternoon session of our next SEPTLA meeting, scheduled for Wednesday, February 18, there will be a presentation given by David Brisendine, EBSCO Regional Sales Manager.

### III. New Business

- a. Proposed changes to SEPTLA documents
- b. Interlibrary Loan Policy 5.10 Lending libraries shall provide online access to their local holdings moved and seconded by executive committee. Passes, no nays; 1 abstention

### IV. Next Meeting

- Philadelphia Area—Palmer Seminary in February; actual meeting date to be announced
- Spring meeting—?

### V. Institutional News

### VI. Afternoon program

- During the afternoon session of our October 7, 2008 SEPTLA meeting, Nicole Engard from LibLime gave a presentation on *Open Source Library Automation: Free your mind and your data will follow*. Nicole did a great job in giving a general overview of open source programs that are available to libraries. Following the general overview, she went in depth in demonstrating Koha, the open source integrated library system that is supported by LibLime. At the conclusion of Nicole's presentation, Joanna Hause, Head of Technical Services at Steelman Library of Southeastern University (which recently implemented the use of Koha) presented *Koha: Pros and Cons from a User's Perspective*. Having both perspectives on Koha was very helpful for those libraries considering implementing Koha sometime in the future.



## Institutional News

### **Baptist Bible College & Seminary**

Murphy Memorial Library is wrapping up the first phase of a renovation project made possible by a generous gift from the daughter of our namesake, Richard Murphy. The second floor library has had tile restored, new carpet laid, study tables built, and reading chairs purchased in order to create a more attractive and usable space for our patrons. Student response has been very positive, and we await the delivery of some final items to complete this first part of a larger renovation. Plans for further renovation include relocation of upstairs staff offices and the renovation or relocation of our two Reference Rooms.

### **Moravian Theological Seminary**

David Schappert joined Moravian's staff as Director of Reeves Library on July 1, 2008.

Moravian is currently searching for a new chaplain. The former Seminary and College Chaplain, Dave Bennett '88, was elected President of the Eastern District of the Moravian Church. The seminary is also searching for one faculty member, a New Testament specialist.

Reeves Library has several events planned to celebrate October as Theological Libraries Month. A Table Fellowship meal will be held in the AfterWords Café at Reeves Library, the library providing beverages and a Theological Libraries Month cake. A contest which requires students to examine our web resources will provide one winner with a gift certificate to our bookstore.

### **New Brunswick Theological Seminary**

Thanks to generous underwriting, this summer New Brunswick Theological Seminary instituted the Kristina White Women in Ministry Mentorship Program. This program provides female students, female supervising pastors and other women in ministry opportunities to explore together the challenges and gifts of women in ministry. The first Coordinator of the program is Elizabeth Vaneekhoven, Pastor of the Fieldsboro United Methodist Church (Fieldsboro, New Jersey).

In 2009 New Brunswick Theological Seminary will celebrate its 225<sup>th</sup> anniversary. In 2010 the seminary will celebrate the 200<sup>th</sup> anniversary of its move to New Brunswick, New Jersey from New York City. To commemorate both special dates, NBTBS will hold an 18-month celebration, from January 2009 to June 2010. The celebration begins January 31, 2009 with the installation of Dr. Warren Dennis as the first Dirck Romeyn Professor of Metro-Urban Ministry. This second endowed chair was made possible by the generosity of First Reformed Church (Schenectady, New York).

### **Philadelphia Biblical University**

The Library implemented OCLC ILLiad for all ILL operations. Borrowing went live in early September and Lending went live in mid-October. The reception, thus far, has been positive.

The administration has approved the Library's request for the creation of a new position of Serials/Cataloging Librarian.

### **St. Charles Seminary**

We are being evaluated on Sept. 21-24 by a joint accreditation visit by Middle States and ATS. The Seminary is in the process of landscaping the front of the library building, and adding a patio and garden to the rear, accessed by French doors from the lower library level.

### **Westminster Theological Seminary**

We spent the summer installing compact shelving in the basement of the Library and then rearranging half of our collection. In addition to giving us additional shelving capacity the installation also allowed us to improve the quality of study space available to our users.

# **Interlibrary Loan Policy Statement Proposed Additions** ***(to be voted upon at the winter meeting)*** Southeastern Pennsylvania Theological Library Association

## **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.

[4.2.1 Any library that borrows from other institutions using any given format\(s\) must also honor any requests from another SEPTLA institution using the same format\(s\)](#)

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.

# Interlibrary Loan Policy Statement Proposed Additions

Continued

## 4.0. Responsibilities

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.

# Interlibrary Loan Policy Statement Proposed Additions

Continued

## **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~~ [February 18, 2009](#)

# Direct Borrowing Privileges Agreement

*(to be voted upon at the winter meeting)*

## Southeastern Pennsylvania Theological Library Association

### 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 [reciprocal](#) 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.

### 2.0. Policy

2.1. The institutional members of SEPTLA who are signatories to the agreement will extend [the privilege of in-person direct borrowing from each of the libraries](#) to students, staff and faculty of the other signatories in [a valid "Direct Borrowing Certification Document" from their home institution](#) ~~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 a~~ period [no longer than six months](#) as specified on ~~the~~ "Direct Borrowing Certification Document" ~~identification~~ issued by the home institution,

2.3.3. ~~May be revoked by the lending library for individuals who do not observe this policy~~ [Members that do not observe this policy and honor the "Direct Borrowing Certification Document" will have their SEPTLA privileges immediately revoked and be subject to section 3.2.4 below.](#)

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 [will secure the addresses of SEPTLA borrowers from the "Direct Borrowing Certification Document"](#) and is ultimately responsible for: ~~securing addresses of SEPTLA borrowers, for~~ sending overdue notices, ~~for~~ billing ~~of~~ overdue or unreturned library materials, ~~for~~ enforcing restrictions in the use of materials, and ~~for~~ handling special situations.

[3.1.1. If a lending library chooses to lend to a patron without a valid "Direct Borrowing Certification Document," the lending library assumes full risk and the borrower's home library is absolved of any responsibilities that are explained below.](#)

3.2. [In cases where the borrower does not observe the lending library's policies, the lending library must notify the borrower's home library of violations or problems as they arise.](#)

[3.2.1. In cases where a borrower does not respond to the lending library's requests within thirty days of initial contact, the lending library is responsible for notifying the borrower's home library as specified on the "Direct Borrowing Certification Document."](#)

~~3.2.2. Upon being notified of violations or problems from a lending library, the home library is responsible for helping to resolve the problem or violation within thirty days. After this, the home library is responsible for full restitution to the lending library. leveling sanctions on those patrons from its own institution who have not returned overdue materials borrowed from the agreeing libraries.~~

# Direct Borrowing Privileges Agreement

Continued

## 3.0. Responsibility

3.2.3. In cases where the home institution does not pay full restitution within ten business days, the lending library must contact the SEPTLA Executive Committee in writing with a copy of the "Direct Borrowing Certification Document" and other supporting documentation on record.

3.2.4. The Executive Committee will revoke all SEPTLA privileges of the violating home institution until full restitution is made and will notify all other members. Upon full restitution, the Executive Committee will reinstate all SEPTLA privileges and notify all other members of this update.

3.2.5. Members whose privileges remain revoked will not be able to renew their membership.

## 4.0. Procedures

4.1. Students, staff or faculty members who wish to borrow materials must first present current picture identification and a valid "Direct Borrowing Certification Document" 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~~

## 5.0. Review of Policy

~~6.5.1.~~ 5.1. This policy governing direct borrowing privileges shall be reviewed at least every five (5) years by the SEPTLA Executive Committee.

Revised & Approved ~~May 21, 2008~~ February 18, 2009

## SEPTLA Direct Borrowing Certification Document

TO (library to be visited): \_\_\_\_\_

FROM (name/title): \_\_\_\_\_

This letter is valid from \_\_\_\_\_ until \_\_\_\_\_ and along with a valid photo ID, will introduce

(borrower's name): \_\_\_\_\_ who is in good standing at

(college/university library): \_\_\_\_\_ as a

(please check one)  student  faculty member  staff member

As a member of SEPTLA, we acknowledge the usefulness of the extension of borrowing privileges within the consortia, and we assume ultimate responsibility for the proper use and return of the borrowed materials as specified in the "Direct Borrowing Policy." Any additional privileges you may extend will be greatly appreciated.

\_\_\_\_\_  
(signature of authorization) DATE \_\_\_\_\_

I, the borrower, understand that I am fully responsible for any fines levied because of late return or damage or loss of these materials, and I further understand that I am responsible for returning the materials to the institution from which I borrowed them. I also understand that any computer, database, CD-ROM privileges, etc. might be restricted by the host libraries.

\_\_\_\_\_  
(signature of borrower) DATE \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_