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Upcoming Events

SEPTLA Fall Meeting at Valley Forge Christian College 10/21/09

Theological Libraries Month October

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TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

SEPTLA Fall Meeting
Valley Forge Christian College
October 21, 2009

The Fall 2009 meeting of SEPTLA will be held on Wednesday, October 21, at Valley Forge Christian College.

Parking: There is a guest parking lot adjacent to Solomon's Porch where a majority of the events will be held. The library is a 1–2 minute walk from this parking lot.

Directions to VFCC are available on the college's website at <http://www.vfcc.edu/campusvisits/?p=show&id=74>.

Lunch will cost \$ 10.00. Please let Paul Mathias know of any dietary restrictions or preferences.

RSVP by October 16 to Paul Mathias (pmathias@vfcc.edu).

Fall Meeting Schedule

Time	Item	Location
9:00–9:30	Refreshments / Welcome	Library
9:30–10:00	Interest Group Meetings	2 in Library, 1 in Solomon's Porch
10:00–10:50	Interest Group Meetings	2 in Library, 1 in Solomon's Porch
11:00–1:55	Business Meeting	Solomon's Porch
12:00–1:00	Lunch	Solomon's Porch
1:00–3:00	Continuing Education	Solomon's Porch
3:00–3:30	Optional Library Tour	Library

President's Message

It must be time for the Fall meeting. . . the thermometer outside is hovering around 50 degrees this morning. Despite the cooler air, I am always anxious to attend the fall meeting. I especially enjoy the drive. I also appreciate seeing as many of you as can make it. We can encourage one another by attending the meetings. Participation by way of a presentation or filling an organizational position is always welcome too.

I want to thank Paul Mathias and his staff for hosting us at Valley Forge Christian College this time. VFCC is our newest SEPTLA member. Their new library is really nice; if you will have time, a tour is recommended.

The Executive Committee met at Biblical Seminary on August 26, 2009. I am grateful for a team of people who care about theological librarianship and our organization. I can't believe we are half way through the next Executive Committee term.

The continuing education afternoon session promises to be very relevant. The presentation and discussion should prove helpful with issues that face libraries today. Will you consider participating with questions too? Dan LaValla, while writing about the value of participation in SEPTLA, told us two years ago, "Traditionally, our Continuing Education Committee and interest groups have been a great source of professional development and a strong draw to our membership meetings." Let's continue this tradition!

Jeff Brodrick
SEPTLA President

SEPTLA Fall Meeting Agendas

Valley Forge Christian College
October 21, 2009

Business Meeting Agenda

- I. Opening Remarks
- II. Spring Meeting Minutes
- III. Reports
 - a. Treasurer Report
 - b. Interest Group Reports
 - Cataloger's Interest Group
 - Reference/IL Interest Group
 - IT Interest Group
 - c. Continuing Education Committee Update
- IV. New Business
 - a. Organizational Email Addresses
 - b. Q&A on SEPTLA Borrowers Agreement
 - c. Election Cycle Reminder
 - Nominations are due at Winter Meeting
 - Voting is at Spring Meeting
 - d. Winter Meeting Location and Date

Cataloging Interest Group Agenda

- I. Nominations for and election of Chair and Secretary.
- II. Approve Minutes from Spring 2009 Meeting.
- III. Review of mission statement adopted at Spring 2009 Meeting.
- IV. Action: Call for additions/corrections to ILS and Outsourcing Vendors document.
- V. Outreach to SEPTLA catalogers unable to attend SEPTLA and/or CIG meetings.
 - a. Discussion: Reasons for lack of participation.
 - b. Discussion: What needs do they have?
 - c. Action: How to meet those needs.
- VI. Reports on 2009 ATLA Conference cataloging-related meetings.
 - a. Need volunteers.
- VII. Student catalogers
 - a. Discussion: How have they been used before and now in this time of budget cutbacks?

SEPTLA Fall Meeting Agendas

Continued

Cataloging Interest Group Agenda Continued

- VIII. Two-Minute Tidbit Time
- a. Discussion: Proposal to initiate this element into each CIG meeting.
 - i. Provide continuing education and information on cataloging practices or to promote the use of existing national standards for the cataloging of theological materials.
 - ii. Geared for the benefit of new and veteran catalogers.
 - iii. Rotate participation.
 - iv. Demo: Promotion of NACO ATLA funnel project.
 - b. Action: Vote on proposal.
- IX. Call for agenda items for next meeting.

Combined Reference/IL Interest Group and IT Interest Group Agenda

- I. Nominations for and election of Chair and Secretary for Reference/IL interest group
- II. Nominations for and election of Chair and Secretary for IT interest group
- III. Educational presentation: Review of WorldCat local quickstart
 - a. Product and Program Features.
 - b. Integration with your library's ILS and subscription databases.
 - c. Its replacement of OCLC FirstSearch in 2011.
 - d. Cost/Pricing
- IV. Call for agenda items for next meeting

Continuing Education Agenda

"Critical Issues for Moving Your Library Forward"

Afternoon educational workshop session for the fall meeting on October 21st at Valley Forge Christian College will be a panel presentation titled "*Critical Issues for Moving Your Library Forward.*" It will consist of four fifteen-minute presentations followed up with a Q&A session.

Panelists:

- Cait Kokolus, Vice President for Information Services at St. Charles Borromeo Seminary will discuss "*Communicating with Administrators.*"
- Melody Mazuk, Library Director at Palmer Theological Seminary will discuss "*Looking Outward: A Trans-disciplinary Approach to Enhancing Library Services.*"
- Jeff Brodrick, Assistant Librarian, Information & Technology at Reformed Episcopal Seminary, will discuss "*Unplugged: The Potential Crisis of Technology*"
- Daniel LaValla, Director of Library Services at Biblical Theological Seminary will discuss "*Responding to Macro and Micro Economic Issues Affecting Library Management.*"

SEPTLA Spring Meeting Minutes

Evangelical School of Theology

May 20, 2009

Attendees:

Josh Michael – Baptist Bible College & Seminary
Dan LaValla, Sarah Yerger – Biblical Theological Seminary
Terri Heisey – Evangelical Theological Seminary
Gerald Lincoln – Lancaster Bible College
Chris Beldan – Lancaster Theological Seminary
Briant Bohleke, Susann Posey – Lutheran Theological Seminary at Gettysburg
Karl Krueger – Lutheran Theological Seminary at Philadelphia
Bonnie Falla, David Schappert – Moravian College & Moravian Theological Seminary
Lynn Berg – New Brunswick Theological Seminary
Julie Dawson, Christine Schwartz – Princeton Theological Seminary
Jeff Brodrick – Reformed Episcopal Seminary
James Humble, Clesha Staten – Saint Charles Borromeo Seminary
Paul Mathias – Valley Forge Christian College
Marsha Blake, Donna Campbell, Karla Grafton– Westminster Theological Seminary

I. Welcome and introduction by Jeff Brodrick

II. Reports

- a. Treasurer's report – James Humble
 - PNC Money Market account balance: \$3296.24
 - PNC Checking account balance: \$1404.08
 - The Harleysville account is now completely closed
 - More dues have been deposited
 - SEPTLA web fees were paid by St. Charles but there was some confusion over another renewal that Jeff had made so plans were made to investigate the multiple payments and to standardize payment in the future
- b. Cataloguer's Interest Group – Donna Campbell
 - Developed mission statement
 - Discussed ATLA meeting and reporting by attendees
 - Discussed RDA and what cataloging training would be useful
- c. Reference/IL and I/T – James Humble
 - Reviewed federated searching software including ExLibris' MetaLib, Ill's Research Pro, Proquest's WebFeat and Serials Solutions, and EBSCO's EBSCOhost Integrated Search
- d. Continuing Education Committee
 - No report

III. New Business

- a. Elections
 - No nominations were sent to Dan or made from the floor
 - Motion to retain Jeff Brodrick as President was unanimously approved
 - Motion to retain Jonathan Riches as Secretary was unanimously approved

SEPTLA Spring Meeting Minutes

Continued

III. New Business Continued

- b. Direct Borrowing Privileges Agreement
 - Jeff Brodrick noted length of discussion, the involvement of the library directors, and the potential for future modification
 - Discussion of rationale and initial catalyst for the Agreement
 - It was determined that a lending library did not have to require use of Agreement, but that it had no recourse to SEPTLA if materials were then lost
 - Gerald Lincoln suggested that in the future we develop an online form which would be filled out online and emailed
 - It was determined that the authorizing library has discretion with respect to dates and to who may sign the form
 - It was suggested that “Print Borrower’s Name” be added to the form and that the phrases “seminary/college” and “consortia” be changed to “seminary/college/university” and “consortium” respectively
 - Direct Borrowing Privileges Agreement was approved with the notes changes
- c. Consortia pricing
 - Members were reminded to fill out the consortial pricing chart
- d. Future meeting location
 - Fall meeting will be October 21 at Valley Forge Christian College

IV. Afternoon Continuing Education Session (Eric Zino and Cynthia Wilson from Lyris)

- a. Benefits of Lyris Membership
 - Networking, conferences, and regional groups
 - Products and supplies for libraries and network discount
 - Potential products for SEPTLA including Credo Reference, Oxford Biblical Studies Online, etc.
 - Member communications, helpdesk, marketing assistance, consulting
- b. Lyris and OCLC
 - Relationship will change on July 1, but Lyris still offering same services
- c. Lyris Governance
 - Members have voting rights
 - Able to participate on advisory groups
- d. Lyris and Nelinet
 - Potential merger with Nelinet (library consortium in Northeastern US)
- e. OCLC demo for linking to ILL and local holdings

SEPTLA Executive Committee Meeting Minutes

Biblical Theological Seminary

Wednesday, August 26, 2009

9:00 AM

I. Treasurer's Report – Jim Humble

- a. PNC Checking account balance: \$1,385.14
 - On July 1, 2009 a check for \$145.00 was made out to J.R. Finio and Sons, Inc. for SEPTLA bookmarks that were distributed at the spring plenary meeting.
 - No outstanding bills are due at this time.
- b. PNC Money Market account balance: \$3,299.48
- c. Annual Dues
 - Jim Humble will be sending out invoices for annual dues in the early part of September. Members are required to submit payment of annual dues to Jim by October 30, 2009.

II. Interest Groups' Chair Reports

- a. Cataloger's Interest Group
 - Nominations for and Election of Chair and Secretary.
 - Review of mission statement adopted at Spring 2009 Meeting.
 - Call for additions/corrections to ILS and Outsourcing Vendors document.
 - Outreach to SEPTLA catalogers unable to attend SEPTLA and/or CIG meetings.
 - Reports on 2009 ATLA Conference cataloging-related meetings.
 - Discussion of use of student catalogers
- b. I.T. Interest Group
 - Sarah Yerger has resigned her position at Biblical Seminary Library to participate in YWAM's Discipleship Training School in Switzerland.
 - Nominations for and Election of Chair and Secretary.
 - Topics to consider for future interest group meetings.
 - Educational presentation will be a joint session with the Reference Interest Group
- c. Reference Interest Group
 - At the Fall Meeting, there will be a combined full morning session of the I.T. and Reference Interest Groups.
 - Nominations for and election of Chair and Secretary.
 - Educational presentation will be a joint session with the I.T. Interest Group
- d. Reference/I.T. Combined Session
 - Review of WorldCat Local quickstart
 - Product and Program Features.
 - Integration with your library's ILS and subscription databases.
 - Its replacement of OCLC FirstSearch in 2011.
 - Cost/Pricing

SEPTLA Executive Committee Meeting

Continued

III. President's Report – Jeff Brodrick

- a. Jeff revised the bylaws as discussed during the spring meeting at Evangelical Theological Seminary and posted them to the SEPTLA Website.
 - No other revisions are required for the SEPTLA Bylaws and Constitution at this time.
- b. A slight revision was made to the Direct Borrowing Certificate that involved moving the signature line down to clarify that the signature belongs to an authorized employee of the member library and not the patron/applicant.
- c. Jeff plans to digitize all back issues of Teamwork during his current term.

IV. Past President's Report – Dan LaValla

- a. Dan LaValla has initiated conversation with David Stewart, President of ATLA's Board of Directors and Director of Library Services at Luther Seminary, about the possibility of conducting the full-day workshop for SEPTLA's spring plenary meeting in May 2010.
- b. A teleconference is scheduled for the week of September 28th and Dan will provide an updated report of this discussion at the fall business meeting.

V. Continuing Education Committee Report

- a. David Evans resigned from the Continuing Education Committee on August 25, 2009 due to budget constraints and reduced staffing in his library.
- b. Afternoon educational workshop session for the fall meeting on October 21st at Valley Forge Christian College will be:
 - A panel presentation titled, "Critical Issues for Moving Your Library Forward" which will consist of four fifteen-minute presentations followed up with a Q&A session.

VI. Cooperative Purchasing

- a. Participation was low for last year's cooperative purchasing of various databases.
- b. There is greater potential here if there is an individual within SEPTLA to enhance and manage the selection process.

VII. Other Business

- a. 2010 Winter Meeting is scheduled to be at Biblical Theological Seminary with the date and time TBA.

Institutional News

Moravian News

Moravian Theological Seminary welcomes Dr. Tim Luckritz Marquis as Assistant Professor of New Testament. Tim has degrees from Drew, Yale Divinity School and Yale University. More information about Tim is available at <http://www.moravianseminary.edu/academics/faculty/luckritzmarquis.html>

Bonnie Falla, Reeves Library Liaison to the Seminary, was invited to be a member of the ATLA Reference Module Task Force. The Task Force of five is charged to create an online theological reference module that will serve new theological librarians (and maybe even assist veteran theological librarians!).

New Brunswick Theological Seminary

We are pleased to announce that Sage Library has a new Librarian for Reference and Access Services. A native of Taiwan now living in East Brunswick, NJ, Cindy Lu has a BA degree from National Kaohsiung Normal University (Kaohsiung, Taiwan), an M.Div. degree from Singapore Bible College, a Th.M. from Gordon-Conwell Theological Seminary, and an M.L.S degree from the School of Communication, Information and Library Studies (SCILS) at Rutgers University. Currently she is enrolled in the Ph.D. program at SCILS. Her research interest is the information seeking behavior of theologians. Cindy began her service with us September 1st.

New Brunswick Theological Seminary claims the distinction of being “First in Theological Education.” That claim dates to the appointment in 1784 of Rev. John Henry Livingston as the first General Synod Professor of Theology by the Reformed Church in America. NBTS will host a 225th Anniversary Celebration Dinner Friday evening, October 30, 2009 from 6 to 10 PM. Those interested in joining the celebration are asked to contact Ms Pam Bakker, Director of Communications. Her email is: pbakker@nbts.edu.

Reformed Episcopal Seminary

In May, Mrs. Danae Smith retired after many years of faithful service in our library. We are grateful for her work, which includes thousands of MARC records. She will be honored at a special dinner toward the end of September.

We are excited to announce our new Integrated Library System! As of August 1, our catalog is fully accessible from any World Wide Web connection. We have affectionately named the OPAC, “Book Catalog Pipeline.” Russ Buchanan (Assistant Librarian) has almost single-handedly bar-coded our collection. The “off campus” link to our catalog can be found at <http://www.reseminary.edu/modules/tinycontent/index.php?id=60>.

Direct Borrowing Privileges Agreement

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.
- 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 a period no longer than six months as specified on the "Direct Borrowing Certification Document" issued by the home institution,
 - 2.3.3. 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: sending overdue notices, billing of overdue or unreturned library materials, enforcing restrictions in the use of materials, and 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.
 - 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.

Direct Borrowing Privileges Agreement

Continued

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 Review of Policy

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 20, 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 _____