TeamWork

SEPTAL FALL MEETING AT
PRINCETON THEOLOGICAL SEMINARY LIBRARY
TUESDAY, OCTOBER 29, 2013

The fall 2013 meeting of SEPTLA will be held on Tuesday, October 29, 2013 in the Erdman Center (building L on the campus map). Please park in the lots surrounding the library building (building L on the campus maps). The lots are available from either Library Place or Stockton Street/Route 206.

Lunch Arrangements: A buffet-style lunch will be provided gratis to participants who respond by the deadline (October 15).

Directions: http://www.ptsem.edu/index.aspx?menu1_id=2030&menu2_id=2031&id=1241.

AGENDA

8:45-9:30	Registration and Refreshments
9:30-10:50	Cataloger's Interest Group
9:30-10:10	Reference Interest Group
10:10-10:50	IT Interest Group
11:00-11:55	Business meeting
11:55	Greeting from PTS Library Director Donald M. Vorp (James Lenox Librarian), blessing for lunch
12:00-1:00	Lunch
1:00-3:00	Presentations

- 1:00-2:00 p.m.: Greg Murray, Digital Initiatives Librarian
Overview of Princeton Theological Seminary Library's digital projects, overview of how the Digital Initiatives Team approaches its digital work, and outlining the practical advantages of digitizing via the Internet Archive and incorporating material into the Theological Common. News of the Luce Foundation's $1.5 million grant to PTS to expand the Theological Commons through international digitization partnerships and the inclusion of multimedia. Followed by Q&A.

- 2:00-2:15 p.m.: Summary of DPLAfest by Don Vorp and Jenifer Gundry
Report to SEPTLA membership on the Digital Public Library of America (DPLA)'s major public event which will be held in Boston October 24-25, 2013. DPLAfest will bring together librarians, archivists, and museum professionals, developers and technologists, publishers and authors, teachers and students, and many others to celebrate the DPLA's successful April 2013 launch, its recent milestones, and its future. http://dp.la/info/get-involved/events/dplafest2013/

- 2:15-3:00 p.m.
Optional tour of Princeton Theological Seminary Library building and the Internet Archive temporary facilities . In May 2013, the new library building at Princeton Theological Seminary opened its doors, offering expanded meeting, classroom, and public spaces to the Seminary community and its visitors. While the "north wing" of the building is undergoing final renovation in anticipation of a 2014 completion, the Internet Archive is being housed temporarily in a construction trailer, which the tour will also stop by for those interested in seeing the on-site scanning operation.

INSIDE THIS ISSUE

PRESIDENT'S MESSAGE

Our meeting this Fall is surrounding the topic of digitalization and we are fortunate to be hosted by Princeton Theological Seminary.

In the ever changing library landscape both librarians and patrons have become digital creatures. Why do I say this? Think about the amount of time we sit in front of our computers doing work that was once something we conducted face to face. We more often receive mail via email than via the post office. Our patrons are requesting digital items so that they can be used more quickly and from greater distances. And instead of scholars visiting the archives in our libraries, more frequently those scholars request that a digital representation of the item is sent to them wherever they are in the world. We live in a world where computers no longer come with disc drives and our software is downloaded via the web.

Due to this, libraries are creating digital repositories for their library collections. We want to share what is great and what is most frequently requested in a way that allows the most people to be able to easily view it regardless of their coordinates on the globe. The big idea is to create a greater sense of community. This is why the Smithsonian and so many other government collections are digitalizing their materials. Many big names have created this ideal of a learning commons where information and history are easily accessible to anyone with a device with an internet or data connection. And the dream is a good one, but there are some definite issues to think through.

I can already hear muttering from many when thinking about digitalization. The costs associated with such a project being uppermost in many of our minds, as well as the love we all share for printed materials. However, I know I am looking forward to the presentations from PTS and how they went about selecting what they would be converting to digital, and how they chose which tools to use. I would encourage everyone to think about what collections in their institutions would you want to digitalize. What collections are most requested both by your own students and by visiting scholars? I believe this thought process will aid us during the morning and afternoon sessions.

In this issue of TeamWork we have a number of important documents for you to view so that we can discuss and vote on them during the Fall Business meeting. We need to vote on the updates to the Bylaws as time did not permit this to be part of the spring business meeting. We have also updated the Host Responsibilities Guidelines and would like to add a brief document on how to use the Listserv. The Executive Committee is also preparing a survey for our members so that we can gauge how the shift to two meetings a year has affected our collaboration and cohesiveness.

I am looking forward to seeing all of you at the Fall meeting!

Laura Saloiye, Cairn University
SEPTLA President

MINUTES
SEPTLA EXECUTIVE COMMITTEE MEETING
Thursday, August 13, 2013
2:00 p.m. to 4:00 p.m.

Present: Laura Saloiye, Cairn; Dan LaValla, Biblical; Karla Grafton, Westminster; Marsha Blake, Westminster; Bonnie Falla, Moravian; Terry Hesiey, Evangelical; and, James Humble, St. Charles.

I. Welcome

   A. Laura Saloiye welcomed everyone to the meeting.

II. Continuing Education Committee

   A. Karla Grafton reported that the digital imaging team from Princeton will present. They will discuss, from their own experience, what to digitize, the cost, resources needed, and best practices for running an operation. There will also be a question-and-answer session after the presentation. The question was posed: should we canvass the group at the business meeting to see who would be interested in a cooperative digitization project

III. Interest Group Reports

   A. Cataloger's Interest Group (Terry Heisey): The Cataloger's IG will either talk about the implementation of RDA, or about the cataloging of digitized materials
   B. Ref/IT Interest Group: still doesn't have a definite topic yet, but it may also involve digitization.

IV. Fall Meeting

   A. Laura Saloiye stated that the general meeting will take place on Tuesday, the 29th of October, since that was the date Princeton deemed best for them.
   B. Dan LaValla encouraged future meeting planners to operate on the assumption that later in the week (Thursday, Friday) is better for most SEPTLA members. The Committee unanimously agreed that the question of suitable meeting times should be posed to the whole constituency at the next business meeting.

V. Other Business

   A. Laura Saloiye attached a list of the host library's responsibilities (see page 13), which it was agreed should be sent to the host library as soon as the meeting-place is decided upon so that the organizers can be sure that they do everything possible to prepare. The Committee agreed that the responsibilities of the SEPTLA mediator—usually the president—should be clearly demarcated so that he/she does not become entangled in planning/arranging details that are more appropriate to the host library's staff.

   B. By-Laws: Laura Saloiye presented several suggested changes to the bylaws.

      1. Most of the resulting discussion revolved around 9.4, concerning the Continuing Education Chair. For 9.4.1, it was suggested that the Chair be made a two- rather than one-year term if there are only going to be two meetings per year. This led to a further discussion on the fact that the CE chair is not like the other offices, which are voted on instead of appointed. There was also a question about 9.4.3: is it the chair's role to submit the grant application, or may one of the members of CE do it with his/her blessing?

C. Attendance at the general meetings
   1. Several committee members called attention to the bylaw that requires at least one member from each institution attending at least one meeting per year.
   2. A discussion ensued about how to revive interest in attending the meetings, especially among staff members who do not usually or have never attended a meeting. Dan Lavalla reminded the group that, with smaller staffs, many libraries cannot afford to lose more than one or two librarians for an entire day. Karla Grafton reminded us that SEPTLA serves as a source of continuing education for many librarians who could not otherwise afford to attend expensive conferences. It was agreed that future meetings should be advertised through various means (website, listserv, email, broadsides) that emphasize their unique benefits.

D. The listserv and the website.
   1. James Humble said he would get a list of all the people currently signed up for the listserv to Laura Saloiye. As for the website, the main focus should be on making it more attractive, or at least useful. Marsha Blake pointed out that many of the news features, including the ones on the main page, are out of date.

E. Survey regarding number of meetings
   1. With the end of the 2012-2013 year, SEPTLA must review its experiment in holding two instead of three meetings per year. A survey will be distributed to every member of SEPTLA with questions concerning the experiment and whether it should become permanent. This will be a survey of individuals, so that the Committee will hear from as many people as possible, not simply one voice from each institution. James Humble will draw up the questions and submit them to the Executive Committee for approval.

F. Dan LaValla broached the idea that, with so many things moving to open source platforms, SEPTLA may want to consider hiring its own programmer to create an open source ILS. Several members objected that to do that would be tantamount to re-inventing the wheel, but Dan countered that costs for service providers keep rising. Also, a new ILS would be another *visible* sign of SEPTLA's value, like Direct Borrowing and the print Union Catalog.

G. The Committee settled on January 16, 2014 as the date for the next executive meeting, with the time from 2:00 to 3:30. Karla Grafton opined that having at least one face-to-face meeting per year would be good for the Executive Committee. Everyone agreed that the August meeting would be best to hold in person, since there will be (theoretically) some new members to the committee at that time.

H. Spring General Meeting: Terry Heisey has tentatively agreed to host the spring general meeting at Evangelical, with a firm date to be set.

Respectfully Submitted,

James Humble, St. Charles Seminary

Southeastern Pennsylvania Theological Library Association
Fall Meeting - October 29, 2013
Princeton Theological Seminary
Business Agenda 11:00 P.M. to 11:50 P.M.

I. Vote on Revised documents:

- Bylaws-Revised Fall 2012 and need to be approved (see page 9). The items changed are in red.

- Host Responsibilities (see page 13): We have updated the Host Responsibilities document.

- Subscribing to the Listserv (see page 14): We would like to add this document to the SEPTLA Documents page on the website.

II. Election of Interest Group Chairs: Cataloging, Reference, and IT Chairs are eligible for election.

III. Survey coming

- We said when we changed to 2 meetings that we would evaluate the effects of that decision. Please look forward to a survey that all Library personnel should take.

IV. Next meeting location and date

SEPTLA SPRING MEETING
Friday, April 26, 2013
Lancaster Bible College

Attending:

Daniel LaValla	Biblical Theological Seminary
Laura Saloiye	Cairn University
Melvin Hartwick	
Clint Benz	Calvary Baptist Theological Seminary
Jim Sauer	Eastern University
Terry Heisey	Evangelical School of Theology
Gerald Lincoln	Lancaster Bible College
Randy Dick	
Deb Hunt	
Jocelyn Abel	
Chris Belden	Lancaster Theological Seminary
Dick Berg	
B. Bohleke	Lutheran Seminary at Gettysburg
Susann Posey	
Karl Krueger	Lutheran Seminary at Philadelphia
Bonnie Falla	Moravian Theological Seminary
David Schappert	
Lynn Berg	New Brunswick Theological Seminary
Nancy Adams	Palmer Theological Seminary
Russ Buchanan	Reformed Episcopal Seminary
Jim Humble	St. Charles Borromeo Seminary
Deb Hirneisen	Valley Forge Christian College
Marsha Blake	Westminster Theological Seminary

Southeastern Pennsylvania Theological Library Association
Spring Meeting — April 26, 2013
Lancaster Bible College
Business Meeting

I. **Welcome**

   A. Laura Saloiye, president, called the meeting to order and thanked our host, Gerald Lincoln, for offering Lancaster Bible College for our spring meeting venue.

II. **Treasurer's Report**

   A. Checking Balance: $2,569.06 (from this balance, $187.00 will be subtracted for the cost of the new SEPTLA bookmarks)

   B. Money Market Balance: $5,565.31

   C. Balance: $8,134.37

III. **Interest Groups**

   A. Ref/IT had a joint program by Dan LaValla and Marsha Blake entitled "E-BOOKS: Is Your Library Ready?   The pros and cons of E-Books and the complex issues associated with them were discussed.

   B. Catalogers met with Ref/IT today for the E-Book discussion. MARC and RDA cataloging will be an issue for E-Books.

IV. **Continuing Education Committee**

   A. In Karla Grafton's absence, Lynn Berg reported on the results of the survey of SEPTLA members on choice of topics for future meetings. Survey results:

   · Distance Learning

   · Digitization

   · Curriculum revision and the library

   · Road trips to educational events

   · Administrative challenges

   · Building partnerships with other libraries/institutions

   Faculty research projects w/bibliography (these two tied)

   · Multiculturalism/Diversity/Anti-racism in libraries/seminaries--Lynn expressed her disappointment that this was on the bottom of the list and thinks SEPTLA should be more activist on these issues.

   B. The Continuing Education Committee will pursue the Distance Learning choice.

V. **Elections**

There were no other nominations, so Laura was re-elected President and Bonnie was re-elected Secretary. No one volunteered at the meeting to take on the editorship of TEAMWORK, but Stephanie Kaceli (Cairn) had told Laura that she would do it if no one volunteered. Thank you, Stephanie!

VI. **SEPTLA Bookmarks**

A. The new bookmarks were available. We purchased 2400 for $187.00.

VII. **New Business**

A. Those retiring or moving to new positions were recognized, thanked for their service, and applauded.

B. No time for By-Laws revision this meeting. By-Laws will be posted on the listserv by Laura. We can discuss them at the fall meeting.

C. Briant Bohleke from Lutheran at Gettysburg, volunteered to host the fall SEPTLA meeting, but didn't know if it was too far for people to go after having traveled to Lancaster for the spring meeting. The Executive Committee will need to address this at their next conference call meeting.

VIII. **Institutional News**

A. Dan LaValla announced that Frank James is the new president of Biblical Theological Seminary, beginning July 1, 2013.

B. Jim Sauer announced that Robert Doffet is the new president of Eastern University

C. Briant Bohleke announced that Lutheran Theological Seminary at Gettysburg has a new museum dedicated to the Battle of Gettysburg, as well as housing exhibits on religion during the Civil War.

Lancaster Bible College's president, Peter Teague, greeted us, thanked us for our work, and gave the blessing. He also praised Gerald Lincoln, LBC's Library Technology Director, for his leadership during the planning and construction of the new Teague Learning Commons.

Laura adjourned the business meeting and the group assembled for a SEPTLA website photo on the first level of the TLC. After lunch at the Olewine Dining Commons (courtesy of President Teague), Gerald Lincoln presented the findings of his dissertation in a talk entitled, "The Information Literacy Competencies of Evangelical Pastors: A Study of Sermon Preparation." Many thanks to Gerald for his very interesting analysis. SEPTLA may want to further discuss how to make our IL efforts more effective for pastors' lifelong learning in the practice of their ministry.

Respectfully submitted,

Bonnie Falla, secretary

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 October30th of each fiscal year.

2.2. Other costs of cooperative endeavors and special endeavors may be levied from time to time in accord with agreements for the endeavor or by majority vote of the Member institutions.

2.3. The fiscal year of the association shall be July 1 to June 30.

3.0. 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.

4.5 In the event of a tie, candidates will come forward for a brief question and answer time. After the question and answer time, a re-vote will occur.

4.5b In the event of another tie, a re-vote will be taken until there is a simple majority winner.

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 one issue prior to each plenary meeting.

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.

9.4.1 The CE Committee chair shall report to the Executive Committee.

9.4.2 The CE Committee chair will be responsible for creating learning opportunities for the plenary meetings with a full day workshop planned for the Spring meeting every other year.

9.4.3 The CE chair is responsible for the submission of 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.

SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

Host Library Responsibilities for Conferences, Plenary Meetings, and Workshops

Contact person:

A contact person should be identified by the host library to communicate with the Executive Committee and presenters for detailed arrangements and all equipment needs.

Equipment needs:

Typical equipment needs include a computer, Internet access, projector and screen, and audio/ video capabilities (VCR, DVD, etc.).

Schedule:

The SEPTLA Executive Committee will work with the host library in planning the final schedule.

The general schedule will be:

> 9:15 Refreshments
>
> 9:30-10:10 Interest Group meeting
>
> 10:10-10:50 Interest Group meeting
>
> 11:00-11:55 Business meeting
>
> 11:55. Greeting from host President (or designee), who gives blessing for the lunch
>
> 12:00-1:00 Lunch
>
> 1:00-3:00 Tour and Continuing Education

Lunch:

The host institution will make arrangements for lunch including any special needs noted by attendees in pre-registration. The host library has the option to charge for the lunch.

Invitations:

The host library will send a written invitation giving details of the final schedule, lunch arrangements, and any special travel directions. The invitation will be provided to the editor of Teamwork for publication before the meeting. The invitation should also be sent to the SEPTLA listserv at SEPTLA@churchportal.com and emailed to the SEPTLA Webmaster for posting to the SEPTLA Website a minimum of a month prior to the meeting. The host library should provide a deadline for an RSVP for their planning purposes.

Meeting places:

SEPTLA meetings generally have 25-40 in attendance at the business meeting. Make arrangements for enough small rooms for all Interest Group(s). The meeting places and restroom facilities need to be ADA compliant for access.

Tours:

The host library may provide a tour of their facilities or other subject that would be of interest to SEPTLA attendees. Please limit tours to a maximum of 30 minutes.

Subscribing to the SEPTLA Listserv

There are two ways to subscribe:

1.) Use the following link and enter the requested information http://mail.churchportal.com/mailman/listinfo/septla_churchportal.com

2.) Send a no-subject email to septla_request@churchportal.com with the word "subscribe" (no quotes) in the body.

Once you do, you should receive an email welcoming you to the list. If you have any questions or comments, please contact me directly.

Additional listserv functions

To subscribe or unsubscribe via the World Wide Web, visit

      http://mail.churchportal.com/mailman/listinfo/septla_churchportal.com

or, via email, send a message with subject or body 'help' to

      septla-request@churchportal.com

You can reach the person managing the list at

      septla-owner@churchportal.com