

TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY

SEPTLA SPRING MEETING AT WESTMINSTER THEOLOGICAL SEMINARY FRIDAY, APRIL 10, 2015

The spring 2015 meeting of SEPTLA will be held on Friday, April 10 at Westminster Theological Seminary in Glenside, PA ([directions](#)).

The meeting will include presentations by religion, theology, and/or philosophy subject area librarians from academic libraries, followed by open discussion. The event will allow SEPTLA members to connect with regional librarians with subject expertise, as well as provide the opportunity to learn more about discipline-related collections, scholarship, and the work of subject liaisons at nearby institutions.

Panelists include:

David Azzolina, Reference Librarian and Bibliographer, Van Pelt Library, University of Pennsylvania

Wayne Bivens-Tatum, Philosophy and Religion Librarian, Princeton University Library

Christopher Densmore, Curator, Friends Historical Library, Swarthmore College

Jim Niessen, World History Librarian, Alexander Library, Rutgers University

Darren Poley, Scholarly Outreach/Theology Librarian, Falvey Memorial Library, Villanova University

Fred Rowland, Librarian, Samuel L. Paley Library, Temple University

AGENDA

- 9:10-10:00 Registration and Refreshments
Lobby, Van Til Hall
- 10:00-12:00 Panel Presentations by University/College Library Liasons in Religion and Theology
Van Til Hall, Room 2
- 12:00-1:00 Lunch
Carriage House Room
RSVP by March 20 to Karla Grafton, kgrafton@wts.edu, by March 20 and indicate in your response of any special dietary restrictions.
- 1:00-2:00 Business Meeting
Van Til Hall, Room 2
- 2:00-2:55 Interest Groups
Van Til Hall, Rooms 1 & 2

CIG: The topics for discussion will be BIBFRAME (Bibliographic Framework) and a name change for the interest group to, "Cataloging and Metadata Interest Group." Please consider this proposed new name before the meeting.

RSIG: Continue the conversation began in the Fall regarding the library's role in assessment practices.



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President's Message

A very wise and respected theological librarian recently reminded me of the window and mirror concept, outlined by James Collins in his influential 2001 management book *Good to Great: Why Some Companies Make the Leap... and Others Don't*. Effective leaders, according to Collins, simultaneously embody humility and responsibility—looking out the window to give credit to people and situations that contribute to success, while looking in the mirror to affirm personal responsibility. Since the book's publication, the window and mirror meaning has been taken up and expanded. Often, you will now hear the window and mirror referring to the professional practice of balancing the practices of dedicated self-reflection and looking outside one's immediate context for new ideas, inspiration, models.

The spring meeting's program from the Continuing Education Committee offers us an interesting opportunity to look out the window. A panel discussion of college and university religion, theology, and philosophy subject area liaisons will allow us to learn more about library and archival collections containing religion, theology, and philosophy collections in the region; about scholarly work going on in the field at these institutions; and to connect with librarians with expertise in our shared fields. Librarians from six nearby institutions have generously volunteered to share their time and experiences with us. Please bring questions and discussion topics to the meeting; some of our panelists will also be able to join us for lunch.

The spring meeting will also invite us to look in the mirror at ourselves as an organization. Possibilities for a website redesign and a proposed fall meeting on SEPTLA's identity and future will be introduced to the membership for consideration and reflection.

Finally, there are three opportunities for service in SEPTLA: the Secretary position is currently open, and the Continuing Education Committee is seeking two new members. Please consider nominating a colleague, or volunteering yourself.

I hope you all enjoy the Easter holiday with peace and goodwill.

~Jenifer Gundry, Princeton Theological Seminary Library
SEPTLA President

Southeastern Pennsylvania Theological Library Association
Spring Meeting - April 10, 2015
Westminster Theological Seminary
Business Agenda 10:50 P.M. to 11:50 P.M.

I. Welcome and Thanks

II. Approval of Minutes from November 7, 2014 Meeting (available on page # of Teamwork or website)

III. Reports

- Treasurer's Report
- Research Services Interest Group Report
- Cataloger's Interest Group Report
- Continuing Education Committee Report

IV. Borrowing Agreement Update (see [pages 10-13](#))

- Four-year review cycle; last updated 2009
- Proposal to consider automating form using Formstack (<https://www.formstack.com/>) or similar tools - Gerry Lincoln
- Discussion and possible vote

V. Elections (nominations or volunteers needed)

- Secretary
- Continuing Education Committee - committee member (2 positions)

VI. New Business

- SEPTLA website review - Virginia Dearborn
All institutions: please update your institutional pages and member listings on the website. If you need a login, please email virginia.dearborn@ptsem.edu;
- Website redesign: survey of membership

VII. Institutional News

VIII. Conclusion and Next Meeting

MINUTES
SEPTLA EXECUTIVE COMMITTEE MEETING
Thursday, February 19, 2015
Conference Call

Attendance: Karla Grafton; Jenifer Gundry; James Humble; Gerald Lincoln; Laura Saloiye; and, Christine Schwartz

I. Welcome and Approval of Minutes

- a. Minutes were not available so will be voted on via email this week.

- b. Christine asked if the Executive Meeting was still supposed to be led by the Past President. Laura replied that while she was secretary and president that was not the case. Karla checked the bylaws and the Past President is only responsible for taking the minutes during the Executive meeting. Gerald explained that historically it was meant as a way of easing a new President into office, but wasn't sure when it came to pass that the President led the meeting.

II. Reports

- a. Past President- Nothing to report, just a hearty welcome to Jenifer as new President.
- b. Treasurer's report
 - i. Checking- \$3,948.11
 - ii. Money Market- \$5,566.91
 - iii. Total= \$9,515.32
- c. Interest Group's Chair Reports
 - i. Catalogers' Interest Group
 - Proposal to consider name change- Cataloging and Metadata Interest Group
The Executive committee approves this proposed change and suggests that an email is sent out prior to the Spring Meeting so that it can be voted on during that meeting. Christine also questioned the necessity of having Interest Group Chairs be present at the Executive meetings as a report could be submitted prior to the meeting. Gerald presented the history of why they are present and Karla read from the bylaws showing the necessity of their presence for planning purposes.
 - ii. Research Services Interest Group
 - Nothing at present to report, however the next meeting will probably continue the conversation we began in the Fall.
- d. Continuing Education Committee
 - i. Date and Location of Spring Meeting: Westminster, April 10, 2015
 - ii. Invitation email: See Host Responsibilities form: it suggests a month beforehand with an email to the listserv and copy the webmaster so that it can be posted online our website.
 - iii. Appeal to Library Directors- it was encouraged
 - iv. Tentative schedule-
 - The April plenary meeting is well underway, the panel guests have been invited with many planning on being present. Due to the number of guests and their schedules the events of this next meeting have been switched around so that they can depart after lunch. The Executive Committee suggested that the morning break come a bit sooner, but otherwise the change in schedule was approved.
 - v. Liaison librarians from these institutions have kindly agreed to join the panel: UPenn, Penn State, Villanova, Temple, Swarthmore, Princeton U, and Rutgers.
 - vi. Fall Meeting- The suggested Fall afternoon session was also approved by the Executive Committee. We plan on strongly encouraging all Library Directors and staff to be present to help encourage a honest discussion about the direction SEPTLA will be tak-

ing in the future, revisiting our goals and mission, and how to encourage new membership with so many members retiring. One suggestion was whether we let in departments instead of whole schools, specialty collections, or other partnerships. We also want to revisit the 2 vs 3 meeting schedule, if no third meeting, then a scheduled SEPTLA event or get together is proposed.

III. Election Discussion

- a. Secretary position
- b. Continuing Education positions

The Secretary position needs to be voted on so it was suggested that nominations be requested prior to the Spring meeting so that if anyone was interested that they could be voted on at the Spring meeting, however as that information needs to be in TeamWork prior to the meeting we need to get names now. The Continuing Education positions do not need to be voted on and as is seen in the bylaws, the Executive Committee has the power to appoint individuals if necessary.

IV. Proposed changes to SEPTLA Documents – Updating Consortium Borrowing Agreement

- a. 4 year cycle to update the Borrowing Agreement- last updated 2009
- b. Current draft: (It appears this archived issue of TeamWork from 2009 ([hyperlink](#)) might have the latest version, please see pages 5, 6, 15+?)
- c. Does this need to be placed on the Spring Meeting agenda?

Laura downloaded the information from the 2009 TeamWork and it will need to be reviewed to see if there are any changes that can be submitted by the Executive Committee, Jenifer, Laura and Karla will take an initial look at the document and see if there is anything we can find before we submit any changes to the rest of the Executive Committee. We will see if this item can be added to the agenda at a later date. Gerald suggested that their product at LBC <https://www.formstack.com/> may work for the rest of SEPTLA for sending the Borrowing Certificates.

V. New Business

- a. SEPTLA website evaluation
 - i. Do we want to suggest a copy of website variations as the Executive Committee or do we want to let the members of SEPTLA supply us with direction? It was suggested by Karla that we let the Webmaster Virginia Dearborn take point on this issue. If a website update is called for by the members then a temporary website committee is suggested. Laura suggested that a survey be given in paper or in person at the Spring meeting so that we can gage the membership regarding the website look and needs.
 - ii. It was further suggested that as we need/want additional members we need to look at our Social Media or lack of Social Media presence. This conversation can be addressed during our Fall meeting.
- b. Minutes templates- suggestions of Stephanie Kaceli TeamWork editor
 - i. Everyone strongly agreed that a Template would benefit the Executive Committee and a new Secretary.

SEPTLA FALL MEETING

Friday, November 7, 2014
Evangelical Theological Seminary

Attending:

Lydia Putnam	Biblical Theological Seminary
James C. Pakala	Covenant Theological Seminary (formerly of Biblical, 1974-91)
Laura Saloiye	Cairn University
Terry Heisey	Evangelical School of Theology
Harold P. Scanlin	Evangelical School of Theology (Retired)
Clint Banz	Lancaster Bible College
Gerald Lincoln	
Myka Kennedy Stephens	Lancaster Theological Seminary
B. Bohleke	Lutheran Theological Seminary, Gettysburg
Susann Posey	
Karl Krueger	Lutheran Theological Seminary, Philadelphia
Bonnie Falla	Moravian Theological Seminary
Julie Dawson	Princeton Theological Seminary
Virginia Dearborn	
Christine Schwartz	
Cait Kokolus	St. Charles Borromeo Seminary
James Humble	
Karla Grafton	Westminster Theological Seminary
Donna Roof	

Southeastern Pennsylvania Theological Library Association

Fall Meeting — November 7, 2014

St. Charles Seminary

Business Meeting

- I. **Welcome** – Laura Saloiye, past-president, called the meeting to order. Terry Heisey introduced the special guests for this 50th anniversary meeting: Jim Pakala, formerly of Biblical Theological Seminary, and Harold Scanlin, who retired from Evangelical. First-time attendees Myka Stephens from Lancaster Theological Seminary and Donna Roof from Westminster Seminary were also introduced.

II. Reports

A. Treasurer's Report

- Checking Balance: \$3,078.64
- Money Market Balance: \$5,566.72
- Balance: \$8,645.36
- Outstanding invoices: website and libraries whose membership to ELUNA needed to be renewed

B. Research Services Interest Group Report

James Humble described the presentation that he and co-chair Gerald Lincoln delivered to the RSIG on changing standards of value in libraries, and the way such value should be measured.

C. Cataloger's Interest Group Report

Terry Heisey, chair, reported Chris Schwartz is going to take over as chair upon his retirement. Jim Pakala presented SkyRiver, an alternative bibliographic record utility from Innovative Interfaces, Inc. Based on the state-wide move to SkyRiver, Jim was able to share the pros and cons with the transition from OCLC.

D. Continuing Education Committee Report

Karla Grafton, chair, put out a general call for more members to join the committee. She also announced the plans for the spring meeting's major presentation: she and Jenifer Gundry had approached subject librarians at Temple, Penn, Drexel, LaSalle, and one or two other universities to talk about developments in their field.

III. Elections

- A. President: Jenifer Gundry of Princeton Theological Seminary running unopposed for president. Without a quorum, it was decided Laura would put the presidential nomination to a vote through an email to each director.
- B. No one agreed to be nominated for Secretary.

- IV. **Retirements** — a round of applause was given for Bonnie Falla (Moravian) and Terry Heisey (Evangelical), both of whom are retiring from their respective institutions.

V. Additional Business

- A. Laura reminded each member institution to view and update the member lists and ensure all interested staff have signed up for the listserv

Karla Grafton then moved to close the meeting, seconded by Karl Krueger.

Respectfully Submitted,
James Humble, St. Charles Seminary

Institutional News

Baptist Bible College and Seminary

As of April 20th, 2015, Baptist Bible College and Seminary will be re-named to Summit University with the seminary remaining as Baptist Bible Seminary. The library name will remain the same. Later in March BBC&S is undergoing its ten year re-accreditation with MSCHE. This is simultaneously exciting and nail-biting. The last year and a half has seen an intense amount of work poured into the self-study document and looking forward to seeing the results, hopefully positive, of that labor.

Biblical Theological Seminary

Migration from Ex Libris's Voyager to OCLC's WorldShare Management System is going smoothly, and we're very pleased with each new piece of the system as it becomes functional. We've also started sorting through a back corner filled with piles of boxes labeled "archives", which is by turns exciting, fascinating, and daunting. Our near-constant mantra (because none of us has any training for this sort of project) is "anything is better than how it was".

One bit of truly institutional news is that BTS just received approval to offer a ThM again, with the first round of classes to start in April.

Cairn University

Cairn is preparing for the MSCHE site visit planned for March 29 through April 1, 2015. Credo Reference's Information Literacy Course Module has been implemented with positive feedback from students and faculty. In February, Credo conducted a case study in how Cairn and Masland Library integrated the module into courses and librarian directed sessions.

Evangelical Seminary

Mark Draper will be replacing Dr. Terry Heisey as the Director of the Rostad Library at Evangelical Seminary. In addition, Mark will be serving as Director of Online Learning and Assistant Professor of Historical Theology. Currently, Mark is working in a limited part time role for Evangelical as he finishes up his position at Elmhurst College where he serves as the Interim Director of the Niebuhr Center for Faith and Action. He will begin his new positions on a full time basis on July 1st. In June, Mark and his wife Dawn will be relocating to Pennsylvania from the Chicaogland area. This is a home coming for them; they are both originally from the Philadelphia region and they have many ties to the area. Prior to moving to Chicago to do a Ph.D. in Historical Theology at Trinity Evangelical Divinity School, Mark served as a reference librarian and library supervisor at the Free Library of Philadelphia. Mark received a B.A in History from Temple University and M.L.I.S. from Drexel University, and an M.A. in Christian Thought from Biblical Seminary. His wife Dawn is a graduate of Cairn University back when it was Philadelphia College of Bible. They will be living in the Lancaster region

Lancaster Bible College

Lancaster Bible College is in the middle of two building projects: A new 3-story, 110 bed residence hall is underway and should be completed before fall semester and the Charles Frey Academic Center. The Frey Center will house six core academic departments and offer much needed classroom space. We are also in the beginning stages of our self-study with Middle States Commission on Higher Education. Our site visit is schedule to take place in 2017. Another bit of news is that this January the college moved from Moodle to Schoology as the Learning Management System. This required a great bit of work for the Online Education department as well as significant adjustments for faculty. Last bit of news is that the library is presently working on a new library website.

Lancaster Theological Seminary

Deaconess Myka Kennedy Stephens is the new Seminary Librarian and Assistant Professor of Theological Bibliography as of May 2014. We also welcomed a new full-time circulation manager, Hannah Bingman, in January 2015. During Fall 2014 we migrated to a new open-source ILS, Koha, with the assistance of ByWater Solutions. The transition has been smooth and relatively uneventful. We participated in Theological Libraries Month, inaugurating a new Twitter account @SchaffLibrary. Karen Neely, a 2nd year MDiv student, was one of the ATLA book spine poetry contest winners. We have also been hosting multiple conversations about library space and services to generate ideas and excitement about the library.

We are also in the midst of some major changes in our MDiv program. Lancaster Seminary will be launching a newly crafted MDiv curriculum in Fall 2015. The program will be offered in two formats: a residential weekday track and a low-residency weekend track. Both formats reflect Lancaster Seminary's commitment to face-to-face education and engagement of pressing issues facing the church today. The new program will operate on a three term schedule with classes beginning the second week of August and finishing at the end of April. Students in the weekday track will be able to graduate in three years and students in the weekend track will graduate in four years. We are planning on a three-year teach-out period for the students enrolled in our current program before we are able to transition fully to the new program and schedule.

Lutheran at Gettysburg

After 15 years of service, Ms. Roberta Brent retired as Seminary Archives assistant and acquisitions assistant. Mr. Curtis Orio, recently returned from China after living there seven years, has filled the vacant positions and is learning the ropes, of which there are many strands.

Ms. Sue Currens, long-time Gettysburg resident who has much experience in public services, joined us in November 2014 to cover evenings and alternate Saturdays. Both she and Mr. Orio are blessings for which we are extremely grateful.

New Brunswick Theological Seminary

October 31, 2014 New Brunswick Theological Seminary welcomed back alumni and friends, as well as current faculty, staff and students, as we gathered to dedicate the new academic building at 35 Seminary Place. The new facility features large glass windows, making the building feel light and airy, and state of the art technology to meet the pedagogical needs of faculty and students. A virtual tour of the new facility is available at: <http://www.nbts.edu/newsite/vtour2.cfm>

Dr. Warren Dennis, The Dirk Romeyn Professor of Metro-Urban Ministry and Director of Doctoral Ministry at New Brunswick Theological Seminary since 1992, is retiring at the end of the academic year. With the May 2015 commencement exercises, Dr. Dennis will conclude a 23 year career at the Seminary. We wish him all the best in the next phase of his life.

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

1.0. Scope and Purpose

- 1.1. The direct borrowing agreement is intended to foster a wider use of library materials in theology and related disciplines. It is not intended to replace or diminish the use of the home institution's library as the primary source of materials.
- 1.2. This policy covers 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.
 - 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

Interlibrary Loan Policy Statement
Proposed Additions
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 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.