

# TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

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## Upcoming Events

SEPTLA Spring Meeting at Evangelical Theological Seminary	05/20/09
ATLA Annual Conference in St. Louis	06/17—20/09
SEPTLA Fall Meeting at Valley Forge Christian College	10/21/09

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## SEPTLA Spring Meeting Evangelical Theological Seminary May 20, 2009

The Spring 2009 meeting of SEPTLA will be held on Wednesday, May 20, in Christ Hall (formerly Old Main) of Evangelical School of Theology. Coffee will be served in the Zinn Commons on the ground floor of the building.

**Parking** is available in the student and faculty parking lots behind Christ Hall, in the parking lot behind Rostad Library, and on Park Ave. in front of the campus.

**Directions** to Evangelical are available on the Seminary's website ([http://www.evangelical.edu/index.php?option=com\\_content&task=view&id=11&Itemid=14](http://www.evangelical.edu/index.php?option=com_content&task=view&id=11&Itemid=14)). For Mapquest fans the Seminary address is 121 S. College St., Myerstown, PA 17067.

**Lunch** will cost \$ 5.00. Please let us know of any dietary restrictions or preferences.

**RSVP** by May 15 to Terry Heisey ([theisey@evangelical.edu](mailto:theisey@evangelical.edu)). Phone 717-866-5775.

## Agenda

9:00 - 9:30 AM Arrive / Refreshments

9:30 - 10:50 AM Interest Group Meetings:

- Cataloging Interest Group meeting:

Agenda: Formation of a mission statement, discussion of outsourcing, discussion of linking on-line catalog to full-text articles, and reporting on the 2009 ATLA conference

- Combined Reference/IL Interest Group and IT Interest Group meeting:

Agenda: Federated searching from the perspective of Reference Services and IT

11:00 - NOON Business Meeting

NOON - 1:00 PM Lunch

1:00 - 2:30 Eric Zino and Cynthia Wilson will address the membership of SEPTLA about the merger of PALINET and SOLINET into Lyrasis. The presentation will include information about the services and support available from Lyrasis which is a continuation of the services and support offered by PALINET. Some live demos will be provided. Information on electronic resources relevant to SEPTLA's mission will also be available.

## President's Message

The spring meeting will mark the completion of my year as the president of SEPTLA. I have learned a lot about our organization and the details involved with being at the helm. I want to use this venue to thank Dan LaValla again. He has helped me repeatedly throughout the year. I am also very grateful for the other members of our Executive Committee and their commitment to our organization. One of our meetings last year lasted a full work day! I thank you, friends.

At our last plenary meeting we accepted the modified Inter-Library Loan document by a unanimous vote. I am hoping that we will give the same consideration to the Direct Borrowing documents, and be able to vote for them.

I look forward to seeing as many of you as can make it to the spring meeting at Evangelical. Along with our break-out Interest Group sessions and enjoying fellowship, we will be voting for President, Secretary, and the Direct Borrowing documents. If you receive e-mail information from Palinet or Solinet you already know something about the merger of these two organizations into Lyrasis. Our afternoon session will be helpful in understanding the reasons for the merger and what it means for the future as we hear directly from Eric Zino and Cynthia Wilson of Lyrasis.

Jeff Brodrick  
SEPTLA President

# **SEPTLA Spring Business Meeting Agenda**

Evangelical Theological Seminary

May 20, 2009

## **I. Winter Meeting Minutes**

## **II. Reports**

- a. Treasurer Report
- b. Interest Group Reports
  - Cataloger's Interest Group
  - Reference/IL Interest Group
  - IT Interest Group
- c. Continuing Education Committee

## **III. Nominations/Elections**

- a. President
- b. Secretary

## **IV. New Business**

- a. Proposed changes to SEPTLA documents
- b. Consortia Pricing Discussion
- c. Fall Meeting Announced

# SEPTLA Winter Meeting Minutes

Palmer Theological Seminary

February 18, 2009

## Attendees:

Jeff Brodrick, Josh Michael – Baptist Bible College & Seminary  
Dan LaValla, Sarah Yerger – Biblical Theological Seminary  
George Coon, Dave Evans – Calvary Baptist Theological Seminary  
Terri Heisey – Evangelical Theological Seminary  
Gerald Lincoln – Lancaster Bible College  
Chris Beldan – Lancaster Theological Seminary  
Briant Bohleke – 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  
Nancy Adams, Melody Mazuk – Palmer Theological Seminary  
Melvin Hartwick, Alice Pakhtigian – Philadelphia Biblical University  
Steve Crocco, Christine Schwartz – Princeton Theological Seminary  
Russ Buchanan, Jonathan Riches – Reformed Episcopal Seminary  
James Humble, Clesha Staten – Saint Charles Borromeo Seminary  
Marsha Blake, Donna Campbell, Carla Grafton, Grace Mullen – Westminster Theological Seminary

## **I. Welcome and introduction by Jeff Brodrick, President of SEPTLA**

## **II. Joint Interest Group Meeting**

### a. OCLC

- Gerald Lincoln noted re: OCLC - Institutions can go directly through OCLC for services without going through PALINET. Can get all OCLC services directly from them.

### b. Consortial Pricing through EBSCO

- New products: A-Z, and now they have CPI.
- Dave Evans gave an introduction to EBSCO services and the forthcoming presentation. Dan presented the need for someone within SEPTLA to negotiate prices with EBSCO.
- David Schappert volunteered to coordinate the negotiation with EBSCO services. Dan LaValla volunteered assist David.
- Marsha Blake made a suggestion to get pricing from EBSCO so it is available to those not at the meeting. It was noted that this would need to be password protected.

## **III. Reports**

### a. Treasurer's report – James Humble

- Transition from Harleysville Bank to PNC Bank. Transition should be complete by end of the month.

# SEPTLA Winter Meeting Minutes

## Continued

- Dues invoices for 2008-09 were e-mailed to members by Nov. 11. So far, sixteen checks have been received. Fifteen of them were deposited on December 19 and the sixteenth was deposited on January 23.
- b. Cataloguer's Interest Group – Donna Campbell
  - Developed plan to survey SEPTLA libraries about ILS systems and outsourcing practices
  - Discussed outsourcing and they new option to obtain OCLC services directly from OCLC
- c. Reference/IL and I/T – James Humble
  - Paul Matthias elected co-chair along with Marsha Blake for Reference Group.
  - Sarah Yerger elected chair of IT group.
  - Discussed accessibility of listserv and use of discussion boards. Clesha Staten presented how to sign up and get into discussion boards. Also discussed setting up a poll for voting on OCLC action. Dan LaValla will organize the voting so that one person from each institution who makes the decision will vote.
  - Clesha Staten gave an overview and demonstration of website and discussion boards.
- d. Continuing Education Committee – Dave Evans
  - Introduced the program to follow from David Brisendine from EBSCO.
- e. Secretarial updates from Jonathan Riches
  - Reminders were given to send institutional news, interest group reports, and updates to the web site.

## IV. New Business

- a. Changes to Interlibrary Loan Policy.
  - It was suggested changing word “format(s)” to “transaction method(s)”.
  - Voted to adopt changes to policy with amendment changing word formats to transaction methods in 4.2 and 4.2.1.
- b. Direct Borrowing Privileges Agreement
  - It was suggested that adjunct faculty member be added to borrowing agreement.
  - Motion approved to table action on the Direct Borrowing Privileges to give more time for institutions to consider changes and for directors from each institution to give feedback to the executive committee.
- c. Future meeting locations
  - Spring meeting in May 2009 to be hosted possibly by St. Charles.
  - Fall meeting possibly at Baptist Bible in Clarks Summit.

# SEPTLA Executive Committee Meeting

Biblical Theological Seminary

March 27, 2009

## I. Treasurer's Report – Jim Humble

- a. PNC Checking account balance: \$1,404.08
  - On February 5, a \$24.86 service charge was levied to our original balance of \$675.00 to cover the cost of printing the checks we received shortly after. As requested, the checks feature two signature lines, one for the treasurer and one for the other designated signee.
  - On March 9, Dan LaValla, past president, withdrew the \$678.94 that remained in our Harleysville checking account, effectively closing our business with that institution. He then deposited that amount into our PNC checking account, bringing the total up to \$1,329.08.
  - On March 13, a \$75.00 check from Westminster Theological Seminary was deposited into our account to bring the total for the month to \$1,404.08.
  - No outstanding bills are due at this time.
- b. PNC Money Market account balance: \$3,293.18
  - The only activity during the month of February was the accumulation of \$1.76 interest.
- c. Other news:
  - April 15 is fast approaching. We received our tax return document. I will pick up the necessary paperwork so we can file on time.
- d. Account Balances:
  - Current Money Market savings account balance (PNC Bank) = \$3,293.18
  - Current checking account balance (PNC Bank) = \$1,404.08

## II. Interest Groups' Chair Reports

- a. Cataloger's Interest Group – Donna Campbell:
  - Agenda for Spring Meeting:
    - Formulation of a mission statement for the Cataloger's Interest Group.
    - Discussion on the pros and cons of outsourcing vendors of various services
    - Linking of online catalog to full-text journal articles.
    - 2009 ATLA Annual Meeting – survey who is planning to attend each of the cataloging related meetings and workshop sessions and organize a method of reporting for the fall meeting.
- b. I.T. Interest Group
  - Agenda for Spring Meeting: There will be a combined session with the Reference/IL Interest Group addressing Federated Searching. The presentation will address Federated Searching from the perspectives of Reference Services and I.T. management.
- c. Reference/IL Interest Group
  - Agenda for Spring Meeting: There will be a combined session with IT Interest Group addressing Federated Searching. The presentation will address Federated Searching from the perspectives of Reference Services and I.T. management.

# SEPTLA Executive Committee Meeting

Continued

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

- a. Dan LaValla has solicited nominees for President and Secretary via the SEPTLA listserv for the May meeting. Jeff Brodrick, President and Jonathan Riches, Secretary are each completing their first term and will be running for re-election.
- b. If anyone would like to nominate themselves or anyone else for either of these positions, please e-mail Dan LaValla before the Spring Business Meeting scheduled for May 20, 2009.

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

- a. During the afternoon of our February 18, 2009, SEPTLA meeting, we had David Brisendine from EBSCO give a presentation on various databases that our institutions are currently using or are considering to use. During the presentation, we were made aware of how our local holdings can be included inexpensively to the federated searching capability of EBSCO. Personally, I believe this to be a great benefit for all our patrons that we serve. As a follow-up to the meeting, the library directors will be receiving, through SEPTLA's website, access to a price list for the EBSCO databases being offered at a consortium group price.
- b. For the upcoming meeting on May 20, 2009, at Evangelical Theological Seminary, there will be an afternoon presentation given by Eric Zino and Cynthia Wilson from Lyris. With the combination of SOLINET and Palinet, it will be interesting to discover what new opportunities/services will be available to us as theological libraries (on limited budgets). One of the topics to be discussed will be making adjustments to our local holdings in WorldCat.
- c. If you have any questions or suggestions for our afternoon session, please contact me at devans@cbs.edu or call 215-368-7538 ext. 137.

## V. Proposed Changes to SEPTLA Direct Borrowing Privileges Agreement Policy

- a. Since the vote was tabled at the Winter Plenary Meeting for accepting the proposed revisions to the Direct Borrowing Privileges Agreement Policy and its dependent document, the Direct Borrowing Certification Document, the Executive Committee reviewed these documents again.
  - When these documents come up for discussion and vote at the Spring Business Meeting, there will be a recommendation that the language of 2.3.3 of the Direct Borrowing Privileges Agreement Policy is changed from "will" to "may."
  - Jeff Brodrick, President, will send out a listserv message asking all SEPTLA Member employees to review the Direct Borrowing Privileges Agreement Policy and its dependent document, the Direct Borrowing Certification Document and reply to him by e-mail with any questions or concerns. Additionally, there will be time for questions and concerns at the Spring Business Meeting.

# SEPTLA Executive Committee Meeting

Continued

- b. The recommended edits to the Direct Borrowing Privileges Agreement Policy are extensive and involve revising all 6 sections of the policy. Please see page 9 of this issue of Teamwork for the proposed revisions.
- c. Please see page 11 of this issue of Teamwork for the Direct Borrowing Certification Document which will also be up for discussion and vote at the Spring Plenary Meeting.

## **VI. Other Business**

- a. 2009 Spring Meeting is scheduled for May 20, 2009 at Evangelical Theological Seminary
- b. Valley Forge Christian College will be hosting the Fall Meeting on October 21, 2009.

# 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](#) ~~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~~ 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 \_\_\_\_\_