

The Rare Bird

Congregational Libraries Association of British Columbia Newsletter

It's about time!



Your CLABC membership is about to run out, so it's time to renew!

Why renew?

- * Get your *Rare Bird Newsletter* 4x a year, full of tips, ideas, education and inspiration.
- * Up to date membership list with other librarians and contacts.
- * Information about upcoming conferences, including the April 2012 CLABC Conference.
- * Local Chapter meetings in your area and elsewhere. Answers and help from other church librarians – and don't forget that you can help others!
- * Discounts on library supplies purchased through Bury Media (see p. 4 for details).

So don't delay – Renew now!

The form is on page 10 ~ keep those benefits coming all year long!

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From the Interim President

Greetings! As your new interim President I wanted to introduce myself and make an initial connection with you through this Issue of the magazine.

I grew up in N. Ireland and came to Alberta where I had my first taste of library work as I set up a new school library. We really enjoyed those years on the prairie but the ocean kept beckoning us and in 1973, and with another new baby, we came to Vancouver Island where we still live.

It was not long until I was helping with a newly formed library at our church—a few shelves in the vestibule! Now, almost 40 years and several location moves later, that library is a vibrant part of our church ministry with an inventory of around 4000 books, CDs etc which keeps our committee busy.

My first experience of CLABC came through a friend's invitation to a Conference in the Fraser Valley where I met other friendly librarians, toured some great church libraries, attended excellent practical workshops and came back really enthused to put into practice what I had learnt. Other conferences over the years were just as energizing and I had such admiration for the leaders and other librarians who seemed so knowledgeable and efficient. I regret not becoming more involved--I would have learnt so much and been able to give back to help others.

It was this and my busy life on the Island which led me to say No when I was asked some months ago to become President. I felt nowhere near qualified for the role, but as time has gone on and there were mutterings about CLABC folding I began to reconsider. Was my limited experience better than nothing?? Why would I even be asked? I talked to a wise friend about it who asked the Question "Should CLABC continue? Has it run its course or outlived its usefulness?" My answer to that speaks for itself as I take on this role. So here I am and, with God's help, and help from the great people who have been keeping things going, I will do what I can. I throw out the same question to all of you-----How would you have answered it? Why should we keep CLABC going?? Your answers and any

CLABC Council officers

Interim President, June Wynne
250-743- 5199 wynnes@shaw.ca

V-P/ Pres-elect *To be appointed*

Secretary, Wynanda Polman
604-264-5821,
npolman@uniserve.com

Treasurer, Keren Ferguson
604-940-7040
ianandkeren@dccnet.com

Membership, Marg Conn
250-954-1244
muggins46@shaw.ca

Past President *To be appointed*

Archivist/Historian,
Marianne Lazaro,
604-882-9357, mlazaro@telus.net

Newsletter Editor, Louise Booth
250-472-3546
staidans.library@gmail.com

Services *To be appointed*

Promotion, Kathy Yeo

CLABC Chapter Leaders

North Shore Chapter

• **Linda Baxter**
604-990-0507, r_lbaxter@telus.net

Vancouver Island North Chapter

• **Joan Palmer**
250-287-4864 jbhpalmer@shaw.ca

Victoria Chapter

• **Arnold Ranneris**
250-598-3035 w1545@shaw.ca

• **Louise Booth**
250-472-3546
staidans.library@gmail.com

ideas you may have for moving forward, could perhaps be published in the next magazine. My hope and prayer would be that CLABC might reach many more librarians and be a continuing Blessing to many church librarians.

June Wynne, Interim President

L is for Links with other Librarians

Check these sites out for answers to questions you have, or never thought to ask



- **CLAO's listserv 'churchlibraries'**
ca.groups.yahoo.com/group/churchlibraries/ .

Some recent issues discussed include: Young Adult books for a small church library, Graphic novels, DVDs, donations policies and more

- **LINC List** <http://members.shaw.ca/scbrouwer/lineList.htm> moderated by Shawn Brouwer. Some recent issues discussed include: Budgets to "Branches", cataloguing to copyright, book clubs to eBooks, and the ever popular issue of Videos to DVDs (short answer – no, you can't do it – it's a copyright issue!) "Branches" is the e-newsletter for church librarians issued by National Church Library Association, and it's a goldmine!

The Rare Bird (ISSN: 0380-2566) is published four times a year as a source of practical help in material selection, operation and promotion for church libraries. It is also a forum for exchange of news and ideas among Council, chapters, and individual members of CLABC.

Many thanks to Nov 2011 contributors: **Linda Baxter, Gene Cahall, Marg Conn, Joan Palmer, Marianne Lazaro, Vivian Walker, and June Wynne**, and for permission to reprint from *Branches*, LINC-L, and CLAO's listserv.

The CLABC Newsletter supports the moral and legal right of authors, artists and creators to benefit from their work by making all reasonable efforts to abide by copyright law, and encourages others to do so.

For information about the Newsletter, contact Editor **Louise Booth** at 250-472-3546 or staidans.library@gmail.com

Deadline for submissions to the next edition of Rare Bird is Feb 8, 2012

Changes, changes!

Keep up to date with CLABC membership
Mark these changes on your 2011 list.

New:

Fannie Lee Evans, #5-258 Lower Ganges Rd,
Saltspring Island, V8K 1S7, (250) 537-4543
flevans@telus.com VIC

Moved

Shawna Reed 20443 - 42A Avenue, Langley BC
V3A 3B6 (all other info is the same) MAL

Retired:

Helen Preston, from Lynn Valley United
Church, North Vancouver (library closed) NSH

Change: New Librarian at St. Stephen's
United Church, Parksville, BC

Ron Childs 701 Garrett Road, Qualicum Beach,
BC. V9K 1L4 250-752-7018 VIN

W is for websites

Is your library on your **church website**? What does it say about your library? Check out some other websites for ideas. Here are some possibilities:

- First Presbyterian Church of Bellevue
<http://www.belpres.org/> (under resources)
- Kingsway-Lambton United Church
<http://www.kingswaylambton.ca/library.html>
- Our Saviour's Lutheran Church
<http://www.oslchurch.com/library>
- Signal Mountain Presbyterian Church
<http://www.signalpres.org/media/library.php>

CLABC MEMBERSHIP: RENEW NOW!

Your membership expires Dec 31!
A great resource for your library – don't
delay, or you'll miss the next issue!

Chapter News and Notes

NORTH SHORE

From Winnie Bradford: The Chapter held a meeting Tuesday evening Nov 1 at St. Stephen's Presbyterian Church. No meeting details were available at press time. Members may contact Linda Baxter r_lbaxter@telus.net or 604-990-0507 for further details.

VANCOUVER ISLAND NORTH

From Joan Palmer: We met, at Parksville United Church on Sat. Oct.1. The program included sharing promotional materials, books, media, suggestions about starting a book club and encouraging new members. We also discussed our concerns about the cost of travel to conferences and the lack of a president at this time. The **next meeting** will be on Sat., March 3, 2012, at Brechin United Church, 10:30 am in Nanaimo. Bring a bag lunch -- we supply great cookies, tea and coffee. Bring your friends, visitors, all are welcome. See you there. Contact Joan Palmer at 250-287-4864 or jbhpalmer@shaw.ca.

VICTORIA

From Louise Booth: 12 members met Sat Oct 28 at Emmanuel Baptist. After a short devotional by Cathy Jones, June Wynne, the new Interim President of CLABC, was introduced. She presented Arnold Ranneris with his Lifetime Membership Certificate. Jean Chabassol, the other member who was awarded lifetime membership at April's conference was unable to attend to receive her certificate. This was followed by a mini workshop on weeding, and wide-ranging general discussions on a variety of topics including automation, good books, etc.



Medicine for the soul

Inscription over the door of the Library at Thebes.—Diodorus Siculus [second half of first century] I, 49, 3 (thanks to LINC-L)

What a wonderful description of libraries. Set it in your heart and over the door to your library!

Amending CLABC's bylaws/standing rules

Time for a change?

Time the passes and things change. When the structure doesn't fit quite right, there are procedures for amending the way CLABC operates. We can amend both bylaws (article X) and standing rules (#9).

So get out the copy you received in your new member packet or, if you're a longtime member when the bylaws/standing rules were amended in April 2005 read through them. Or check them out on the website.

Do you see something that needs adjusting? You can suggest an amendment to the bylaws or standing rules by noting the following what/how/why/ what information:

1. What part of the bylaws/standing rules do you wish to see amended? State the topic and its location within the bylaws/standing rules.
2. How do you suggest this part be amended? Give your proposed wording.
3. Why do you suggest this part be amended? Specify how the change will benefit CLABC members.
4. What other parts of the bylaws/standing rules will be affected by the proposed change?

For presentation at the 2012 conference your suggested changes must be postmarked no later than 17 Dec 2011 to:

Interim President ~ June Wynne

529 Herbert St.

Duncan, BC V9L 1T2

with a copy also to

Secretary ~ Wynanda Polman

409 – 3580 41st Ave. W.

Vancouver, BC V6N 3E6

OR e-mail to wynnes@shaw.ca and
npolman@uniserve.com by 31 Dec 2011

They Said It!

Quotes on Lending and Returning

He who lends a book is an idiot. He who returns a book is more of an idiot. ~Anonymous, Arabic Proverb

~ ~ ~

For him that stealeth a book from this library, let it change into a serpent in his hand and rend him. Let him be struck with palsy, and all his members blasted. Let him languish in pain crying aloud for mercy and let there be no surcease to his agony till he sink in dissolution. Let bookworms know his entrails in token of the worm that dieth not, and when at last he goeth to his final punishment, let the flames of Hell consume him forever and aye. ~Curse Against Book Stealers, Monastery of San Pedro, Barcelona

~ ~ ~

Never lend books for no one ever returns them; the only books I have in my library are books that other folks have lent me. ~Anatole France

**From: Branches March/April 2011~
National Church Library Association**

Gifts for a Church Librarian



What would you like to receive as a Christmas gift this year? I got a chuckle out of a list on ehow.com -- most of the ideas were dated and stereotypical. Far better were ideas that showed up on CLAO's listserv at

ca.groups.yahoo.com/group/churchlibraries/. They included: a large gift card to my local bookstore; a volunteer to help with data entry, someone who would absolutely LOVE to call people about overdue books, and much, much more. Check it out and then draw up your own wish list and publish it in your church bulletin or on your church website.

Good reasons to renew

Renewal = discounts at Bury Media when you mention you're a member of CLABC

CLABC Name Change Proposal

The Congregational Libraries Association of BC has now enjoyed 40 years of existence. We greatly appreciate the many years of excellent service to CLABC members by way of the newsletter and the many practical workshops offered at annual conferences. We have also enjoyed forming friendships with other church librarians through CLABC connections. All of this was highlighted in April 2011 at the "Focus on Faith at 40" Conference in Parksville, BC, not only during the conference itself, but also in reminiscing through photo albums and other permanent records displayed at the Archives table, all celebrating the CLABC.

The time has now come to move forward and consider a name change. The current Council members ask you to consider a proposal to change the name to "Church Library Association of BC." This matter will be brought to the Annual General Meeting at the conference to be held in April 2012. Members will be asked to vote on this name change proposal.

Rationale:

The definition for the word "congregational" includes other faiths and places of worship without any distinction regarding the religion of these groups. The original reason for using the word "congregational" no longer exists, because for many years there has not been a synagogue member in the CLABC.

The definition for the word "congregational" includes other faiths and other places of worship without any distinction regarding the religion of these groups. It is too vague and is a deterrent to some, preventing them from joining the CLABC. Further, to some it is also specifically connected with the Congregational Church. We need to refocus our efforts in a way that will more clearly utilize the resources we have to offer for the current membership which is Christian.

The word "church" is commonly identified with the word "Christian." This makes it very clear

that this is a Christian organization and is a more honest reflection of who we in fact represent.

There are important potential ***benefits*** to consider with this name change proposal:

- (1) The membership base of CLABC will potentially increase if we name ourselves "church" library association. By clearly and accurately stating who we are, more people will be interested in finding out about the CLABC.
- (2) This increase in membership will in turn strengthen the organization by broadening the potential leadership pool. This is crucial if we are to fill vacant positions on Council.
- (3) Website hits will increase if we change the name to "church." This is because people more naturally search the word "church" rather than "congregational."

Please consider the above proposal prayerfully. Foremost in our minds is the future of the CLABC. With its current name it will be increasingly more difficult to find leadership and move forward.

A name change will give us a refreshing new start, with the potential for a whole new generation of church librarians on board.

Marianne Lazaro, CLABC Archivist/Historian
(For further information, please contact any CLABC Council Member.)

Help CLABC grow

*Members who join after
Oct.1 are members for the
current and coming fiscal year!*



Pass the word to a friend, and help CLABC grow.
Copy the form on p.10, have them fill it in and
send it in with \$15 right away.

Book Repair 101: Starting Off Right – preparing new books using your toolbox

By Vivian Walker, Library Technician

In the last issue of *The Rare Bird*, I discussed how to set up a basic book preparation and repair kit. In this issue, I will discuss how to prepare new and used paperback books for lending using the materials in your toolbox. Decide which of these methods will work in your library and add the decisions you make to your policies and procedures manual.

One word you need to learn is **burnish**. *Burnishing* is the process by which you smooth and press down on plastic wrap or on labels so you get as many bubbles as you can and the best adhesion possible. The slightly rolled edge of a bone folder works perfectly for this process.

1. Let's start with something that ALWAYS needs **reinforcing- children's books with stapled bindings**. We all know how frustrating it is when the cover rips off these books. Once the cover has separated from the inside, it is very difficult to re-staple and repair. **You can use these methods for magazines, too.**



Cut two strips of hinge tape about $\frac{1}{2}$ inch shorter than the height of the book. Run one strip along the inside front cover, half on the contents side and half on the cover side. Do the same at the back. Some of you might be doing this now with Scotch tape. However, tape isn't strong enough to hold two different materials (cover board and paper) with so much stress on it. Page 8 of the Brodart book repair manual <http://www.ioba.org/StepByStepBookRepair.pdf> demonstrates this. See how they use the bone folder to get the tape right into the crease?

- Place any labels or stamps on the cover and spine. (this might seem obvious, but I can't tell you how many times I've had to put labels OVER plastic wrap because I forgot this step!)

- Decide whether the book is worth covering in self-adhesive laminate. If it is an inexpensive donation, you can use either book repair tape or a scrap of plastic laminate and just apply it across the outside spine only, reinforcing the area where the staples are placed. This process is similar to Steps 1 and 2 demonstrated for magazines on page 14 of the manual.
 - If you are covering the book in self-adhesive plastic, here is a wonderful YouTube video that tells you exactly how to do it. <http://www.youtube.com/watch?v=H7xfkPQLieI> Note that she is using pre-cut sheets of laminate. (This is great in a big library but too cumbersome to stock different sizes for most church libraries) You can do the same by measuring out from your laminate roll and then creasing it in the centre. Also, note how she struggles to use scissors to trim the excess material by the spine? I work around that by using an Exacto knife to trim it closer. I also think she is quite cavalier in tossing the trimmed materials. Save the plastic scraps and the backing they come on.
2. Paperbacks with glued spines.
 - One of the most important things to save the life of a paperback is to open it correctly the first time you use it. Page 6 of the Brodart manual demonstrates this. Note how they are once again using their versatile bone folder!
 - Reinforce the inside hinges as described in the section above.
 - Stamp the book and place labels on the spine.
 - Cover as demonstrated in the video. If you aren't completely covering the book, you can at least use scrap pieces to reinforce both the front and back corners of the book so they don't dog-ear. Just cut your plastic into a shape approximately the same as the wings show on the top right illustration on page 26 of the manual and wrap it around the corners as shown.

That's it for paperback books! In the next issue, you will be learning how to prepare hardcover books so you can best extend their lending life.

From the help desk

Overdue notices

If your library is automated, and you use a circulation module, it should have a way to send out notices. With ResourceMate, all you do is call up a report of “Items checked out – mail-out reminders”, and click on “Special mail out processing” and it will automatically email out reminders and print notices for those patrons who don’t have email addresses.

If you have manual circulation with pockets and cards, you have several choices. You or a delegate can phone the patrons, or you can deal with the patrons by email, snail mail, or in-house mailboxes that some churches have.

If you’re sending out something written, it helps to have a master form that you use, where all you have to fill in is the patron’s name, items overdue, and when they were due. Here’s a sample we used to use at our church -- it can be printed or used as a master in email version.

Dear _____

The following items have been checked out from the _____ Church Library under your name, and according to our records, they have not yet been returned.

(item name) _____

Due date: _____

Could you please return them so that others may enjoy them.

If you have not yet finished reading them, and would like to keep them longer, please email me back and we will see if we can renew them for another 4 weeks. Please understand that we may be unable to renew them at this time as someone may be waiting to borrow them. We will notify you of the new due date as soon as possible.

If you cannot find them and/or are sure that you have returned them, please reply to this email and let me know.

For more ideas check out:

- ca.groups.yahoo.com/group/churchlibraries/ .
- <http://members.shaw.ca/scbrouwer/lincList.htm> (check the archives)
- <http://churchlibrarians.ning.com/> (q&a section)



**Knox United
Church Library**

Reminder

To: _____

Title _____

Author _____

Due Date _____

Title _____

Author _____

Due Date _____

Please return as soon as possible or contact us if there is a problem. Thank you

(This form is used at Knox if the patron could not be reached by phone)

(Knox United, Parksville)

Be sure you have worked out

- a policy re when notices will be sent out and how many times
- Whether or not patrons will be billed for lost items
- At what point patrons will be sent a bill
- Whether or not the item will be billed at replacement cost – if it’s even still in print!

Happy hunting!

Researching Library Software Purchase
One User's Experience, by Gene Cahall,

Meadow Park Church of God, Columbus, Ohio
www.meadowpark.org

This is a repost of suggestions I offered last year on CLABC's automation Listserv ca.groups.yahoo.com/group/churchlibraryautomation for anyone considering automating their church library and looking for suggestions on evaluating software options. Perhaps this will help others as they make this very important decision.

I started with **checking for other churches for library software references** and found that helpful but also very limiting. I did an internet search for "church library software" and found 10-12 potential vendors. I did an overview evaluation on these to narrow the list from their websites.

My primary analysis was based on **obtaining demo-versions of the top 3-4 vendors** after searching websites, etc. The demo process gets to the heart of what the systems offer, how they function, and provides initial experience with the vendor support.

Here's how I recommend proceeding from that point. Compare the systems' functionality, especially for online entry/editing, cataloging, searching, circulation, labels, and reporting. Using the demos, catalog a small selection of books/items from your own collection, then use the search, circulation, reporting to test drive the system. Would you buy a new car without driving in various conditions?

Some examples...

Cataloging tool...search for an item from multiple sources (Library of Congress, other libraries) by ISBN, author, title simultaneously. Some of the systems limit author/title lookups to one source at a time.

Entry screens...Are they well designed/readable? One of the systems I reviewed provided an instant experience in eye and neck strain trying to read ultra small fonts.

Data integrity... does the system assure that only

one item is added per barcode number?

Searching Is it easy to use for your members / library users?

Circulation. ..Checkout, check in, renew, reserve functions with or without self-checkout.

Labels...Does the system produce labels for new or recatalogued books' spine, pockets, cards? I was surprised to find other churches still typing these even when the system easily produces them in a quick step process.

Report writing...can you get circulation, overdue, holdings, et al information easily out of the system?

Administration. ..Does the system provide for defining individual worker / volunteer permissions, i.e. who can do what?

Vendor interaction. ..Does the vendor make it reasonably easy to obtain a demo, answer your questions, and provide extensions of the demo time period?

Also, look at each systems **usability** in a church / volunteer environment (easy to learn or too complex)? I came from a business system (40-yrs), not library, background and I found one of the demos very challenging.

How long has the vendor been active in the church market?

Overall, the **demo route** is very time-consuming. I logged about 70-hours on four demos. Perhaps I was too detailed for many, but a year later and over 4,200 items re-cataloged and re-labeled later, I am 100% convinced that the up front research time was well worth the investment! Before the project, we were totally manual, shelved by broad "book-store" categories. Now we have an automated catalog using Dewey Decimal classifications. Evaluating, purchasing, and implementing a library system is no small task.

After evaluating and comparing the demos, we

selected Concourse from Book Systems <http://www.booksys.com/v3/products/concourse/>. There are four different “Levels” for the Concourse system. We’re using Level-3. There’s a link at the bottom of the Concourse webpage with the details. You can evaluate what level would be appropriate for you. I recommend you seriously consider not only the base system, but also eZcat (automated cataloging) and the Authorities module (to standardize author & subject references). We also purchased options for networking, web-based OPAC (online patron access catalog), and single pre-numbered barcode labels.

I had no library background and I fully expected to have to manually key every author, title, subject, et al. The automated cataloging was a grand and welcome surprise! I was able to import bibliographic information on over 90% of my items.

Our library is 95% self-service. We are continuing to use the manual card/pocket system for our patrons, with library volunteers entering the circulation information for tracking & statistics. For overall features, I found Concourse to be easy to use with many good features. We automated our 4,000 volume library over the past winter.

I found the NCLA’s “*A Handbook for Church Librarians*” extremely helpful as a quick study in library issues. Our church joined NCLA and I also joined the Church and Synagogue Library Assoc. (<http://cslainfo.org/>) to learn more. Both have additional publications that can be very useful.

Check this out for more: Links to some of the software programs out there for your library:

www.resourcebate.com,
www.surpasssoftware.com,
www.booksys.com (Concourse)
www.librarything.com/forlibraries
www.libraryworld.com
www.librarysoft.com

Check your Calendar



27 November ~ First Sunday of Advent

~ time to feature your Christmas displays and books

Future Conferences

CLABC Conference 2012

21 April

St. Cuthbert’s Anglican Church, North Delta

Watch for details. www.clabc.ca

- Highlight the date on your calendar
- Include money for help with registration / travel in the Library Budget for 2012
- Pray for the planning team
- Email Council members and offer to help
- Invite your Library helpers and others in your church to attend.
- Check your list for CLABC members in nearby churches and offer to carpool

Church Library Assn of Ontario Spring Conference

Check CLAO website www.churchlibraries.ca

National Church Library Association

Check NCLA website for workshop dates churchlibraries.org/

July 13-14

Pacific NW Assn of Church Libraries

Bee Thankful! For Church Libraries

Pacific Lutheran University

Parkland, Washington

For information on the Conference

check PNAFL website www.pnacl.org

July 29-31

Church and Synagogue Libraries Assn.

Springfield, Illinois

Check CSLA website <http://cslainfo.org/>

