Virginia Church Library Association (VCLA)

Serving Churches Since 1958 . . . . . Spring 2017 Newsletter

VCLA Spring 2017 Conference

Libraries: Your Ticket to the World

"Get out and train everyone you meet, far and near" Matthew 28:19

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WHEN: Friday, April 21 — Sunday, April 23, 2017

WHERE: Eagle Eyrie Conference Center, Lynchburg, VA

Friday, April 21 — Conference Schedule

12:00-1:30 p.m.	**Registration**	Voight Lobby
	Lifeway Bookstore & Book Swap Area	Dogwood Hall Aud.
1:30 p.m.	**Welcome:** Lee Smith, Jewel Barger, & Rod Miller	Dogwood Hall Aud.
2:15-3:30 p.m.	**Conference 1 - Afternoon**	*Various Locations*
	Selection & Weeding – Carolyn Walker	
	Concourse – New & Prospective Users – Allison Maynard	
	Book Repair – Jewel Barger	
	A New Twist on Bible Literacy – Rod Mason	
	Die Cut Area Open	Dogwood Hall Aud.
3:30-3:45 p.m.	**Break -** Lifeway/Catalogs/Refreshments	Dogwood Hall Aud.
3:45-5:00 p.m.	**Conference 1 –** Continued	*Various Locations*
	Atriuum – New & Prospective Users – Allison Maynard	
5:30-6:30 p.m.	**Dinner**	English Hall
7:00 p.m.	**Program –** Carolyn Walker	Dogwood Hall Aud.
8:15 p.m.	**Meet & Greet** with refreshments	Dogwood Hall Aud.
	Die Cut Area Open	Dogwood Hall Aud.
8:15 p.m.	**VCLA Executive Meeting ***	Dogwood 11-13

*All officers, committee chairs, area/association reps, past directors

Schedule continues on next page

Like us on Facebook

Like us on Facebook page at Virginia Church Library Association.

Also check us out at **ww.vacla.org** or **churchlibrarians.ning.com**

If you would like to receive media reviews via email, contact Toni Everard, 1annette@ntelos.net

If you would like to have a mentor help with your library, or receive helpful information, contact the Development Director or a regional member of the committee.

VCLA Purposes are:

Join Now!

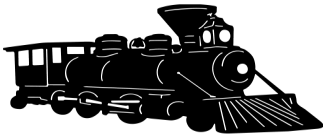
*** To promote church library ministries in the State of Virginia**
*** To assist churches in establishing or revitalizing church libraries**
*** To inform and train church library workers**
*** To provide a strong support network for church library workers**
*** To promote the correlation of the church library ministry with all ministries of the church**
*** To help pastoral staff and church program leaders understand the ministry of the church library and its resources**

Conference Schedule, Cont'd -

Classes, Conference Leaders, and Schedule are subject to change

Saturday, April 22

7:30-8:30 a.m.	**Breakfast**	English Hall
8:00 a.m.	**Registration**	Voight Lobby
	Lifeway Bookstore	Dogwood Hall Aud.
8:30 a.m.	**Welcome & Devotional:** Lee Smith, Jewel Barger, & Darlene Herod	Dogwood Hall Aud.
9:15-10:30 a.m.	**Conference 2** - **Morning**	*Various Locations*



Processing – Carolyn Walker
Book Systems and Cataloging – Allison Maynard
Classification – Martha Hancock
The Business of Church Library Administration – Dawn Fisher
Tablet Class for Adults – Linda Dorr & Robert Lewis

	Die Cut Area Open	Dogwood Hall Aud.
10:30-10:45 a.m.	**Break –** Lifeway/Catalogs/Refreshments	Dogwood Hall Aud.
10:45-11:45 a.m.	**Conference 2** – continued	*Various Locations*
12:00-1:00 p.m.	**Lunch**	English Hall
1:00-2:30 p.m.	***Free Time*** *– Relax, walk around the grounds, visit Lifeway, the Coffee Shop and Ice Cream Parlor*	
2:30-3:00 p.m.	**VCLA Business Meeting**	Dogwood Hall Aud.

New committees and Regional Advisors and any other VCLA Business
(All are encouraged to attend; only members may vote.)
VA Church Library Association in General Session

3:00-4:15 p.m.	**Conference 3** – **Afternoon**	*Various Locations*

Promotion – Carolyn Walker
Book Systems and Circulation – Allison Maynard
Intro to the VLC Media Player & other media software – Ron Buckles
Reading Clubs – Jackie Harris
Volunteers – Blessing or Curse – Dawn Fisher

	Die Cut Area Open	Dogwood Hall Aud.
4:15-4:30 p.m.	**Break** – Lifeway/Catalogs/Refreshments	Dogwood Hall Aud.
4:30-5:30 p.m.	**Conference 3** – continued	*Various Locations*
5:30-6:30 p.m.	**Dinner**	English Hall
7:00 p.m.	**Program – Book Reviews with Carolyn Walker & VCLA Members**	Dogwood Hall Aud.
8:30 p.m.	**Meet & Greet** with Refreshments	Dogwood Hall Aud.

Sunday, April 23

7:30-8:30 a.m.	**Breakfast**	English Hall
8:45-9:45 a.m.	**Conference 4 – Morning**	*Various Locations*

Time Management – Carolyn Walker
Book Systems and Inventory and Reports – Allison Maynard
Stress Management – Judy Furr
A New Twist on Bible Literacy – Rod Mason (Repeat)

9:45-10:00 a.m.	**Break** – Catalogs/Refreshments	Dogwood Hall Aud.
10:00 a.m.	**Die Cut Area & Book Swap Closes**	Dogwood Hall Aud.
10:00-11:00 a.m.	**Conference 4** – continued	*Various Locations*
11:15-12:00 p.m.	**Worship Service, Closing & Blessing**	Dogwood Hall Aud.
12:00 p.m.	**Lunch**	English Hall

Course Information

Unless otherwise noted, text is **Church Library Ministry Information Service**. Please bring the church library staff copies of **A Classification System for Church Libraries, Dewey and Sears**.

A New Twist on Bible Literacy ***Rod Mason***
Come and learn new ways to get your church leaders to use the church library. What helps do you have on Bible Literacy? Come and examine many different types of Bible helps available right in our church libraries and explore ways to get your leaders to use them.

Book Repair ***Jewel Barger***
Learn how to make old books new again, showing you how to make repairs to damaged items.

Book Systems and Cataloging ***Allison Maynard***
Discover the ease of manual and/or electronic bibliographic entry to your catalog. Tips about enhancing brief records using eZcat will be presented. Tips about how to use your own database to assist you in classifying items for which you do not have information readily available will be discussed. Shortcuts that can assist you in cataloging will be featured.

Book Systems and Circulation ***Allison Maynard***
Many of the following topics will be featured: Check Out, Check In, Add Patrons, Messages, Reserving Materials, using Special Due Date function, Special Check In date, Review patron's transactions, and Fine Activities.

Book Systems and Inventory & Reports ***Allison Maynard***
Learn to inventory part(s) of your collection manually or with a barcode scanner, move items from one location to another in your database, and print inventory reports. See how to generate preconfigured reports, create customized reports, save templates, etc.

Classification ***Martha Hancock***
Classification Declassified - come and see how to make order out of disorder so your patrons can locate their materials.

Concourse & Atriuum for New & Prospective Users ***Allison Maynard***
For persons who have recently purchased a license to use Concourse, for persons who are joining a library staff that uses Concourse, and for persons who are considering automation and can profit by seeing what Concourse can offer. Attention will be given to new or prospective users; others may benefit from the presentation and discussion about Concourse. Getting started with Atriuum: Administrative functions, Shortcuts, Home Page, Information, Video Tutorials, and Help Guides.

Intro to the VLC Media Player & other media software ***Ron Buckles***
The VLC media player is a free, cross-platform media player and supports most audio and video compression methods and file formats, including DVD-Video. VLC delivers a host of features not found in Windows Media Player (WMP) or the QuickTime player. VLC also allows the user to create subtitles for video files. This class will cover the installation and the handy features of VLC. There will also be a discussion of other free media software tools such as IrfanView, Windows Movie Maker, etc.

Processing ***Carolyn Walker***
There are many steps to do in order to get materials ready for the shelf. Come and learn all of the steps needed and more.

Promotion ***Carolyn Walker***
Learn many fun and creative activities that will help our libraries attract more users of all ages. Along with reading clubs, there are many simple things we can do to increase traffic in our libraries.

Reading Clubs ***Jackie Harris***
We will learn how to promote the library by the use of Reading Clubs for any age group and for any season, not just summertime!

Selection & Weeding ***Carolyn Walker***
Our goal in our church libraries is to build a collection that reflects the highest quality of materials. To be a trusted source of information we need a selection policy with guidelines for selection, accepting gifts, and weeding. This will make the selection process more efficient. Why is weeding so important, yet so hard? Learn the how-to of weeding and disposing of those unneeded books.

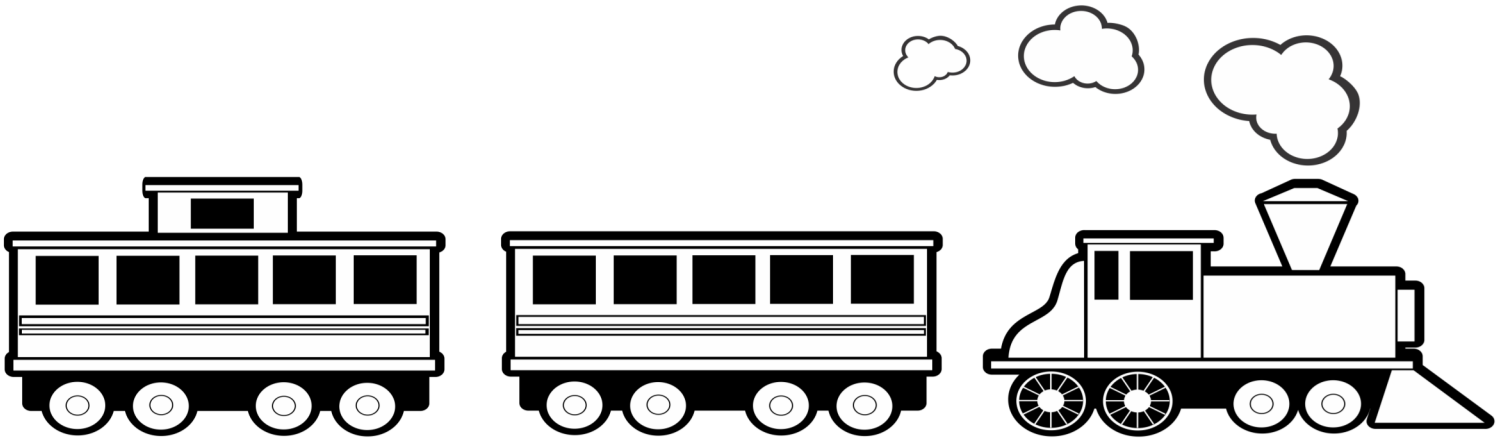
Stress Management ***Judy Furr***
Learn what the Bible says about ways to avoid and handle stress when we experience it. Even church workers and leaders experience stress.

Tablet Class for Adults ***Linda Dorr & Robert Lewis***
Do you have a tablet and don't know how to use it? Linda has developed a class for teaching adults the use of tablets and how to stay safe on the internet. Bring your tablet whether Apple or Android to the class if you would like help using it.

Time Management ***Carolyn Walker***
We will discuss things such as budgeting your time, weeding out things in your life that don't matter, learning to say "NO" and much more.

The Business of Church Library Administration ***Dawn Fisher***
What tools do you use in God's business of providing materials for fun and education in your church library? Find suggestions to help you get the job done!

Volunteers – Blessing or Curse ***Dawn Fisher***
Volunteers--Blessing or Curse, how about this: It's great to have help in the library but do you have the staff to manage them? Discover "who" can train, "how" to fit people to jobs, "when" to say no, and "why" volunteers are so necessary.



Meet our Conference Leaders

Lifeway Consultant – Carolyn Walker

Carolyn brings a wealth of knowledge as a conference leader and church library expert. She leads conferences around the country for Lifeway on various church library topics but especially on classification and promotion.

Book Systems, Inc. – Allison Maynard

Allison brings a wealth of knowledge as a conference leader and expert on the Book Systems products. She will be leading an overview of both Concourse and Atriuum products as well as more detailed classes for some of the Concourse and Atriuum features such as Processing, Circulation, Reports and Inventory.

VCLA Scholarships

VCLA is pleased to announce that we are again going to be offering scholarships for the spring conference for ***first-time*** conference attendees. The scholarships are intended to bring church library workers to our conferences for training and networking. This will also introduce them to everything VCLA has to offer. Below is the scholarship application that must be completed and returned no later than March 15, 2017. Contact Lee Smith at (804) 306-3862 with any questions.

VCLA SCHOLARSHIP APPLICATION

Mail to: **Lee Smith, 7605 Sweetbriar Road, Henrico, VA 23229**

or Email to: Lsmith5471@aol.com Deadline: March 15, 2017

Name:_____ VCLA Member? Yes No

Home Address:_____

City:_____ State: _____ Zip Code:_____

Home:_____ Cell:_____

Email:_____

Church Name:_____

City/State:_____ Church Association:_____

Comments:_____

_____

VCLA Presents our 2nd Craft & Baked Goods Auction

Are you a person who likes to make crafts such as quilts, afghans, needle point, floral arrangements & wreaths, stained glass, woodworking etc.?

Do you like to work in the kitchen baking homemade goodies?

We are looking for donations for our auction at the spring conference. Please bring your items to the Dogwood Hall Auditorium on the afternoon of Friday, April 21, to the designated tables.

The team will organize all the items to be ready to start bidding on Friday night thru Saturday afternoon. All winners will be announced at the end of the VCLA business meeting.

We will accept cash or checks (made payable to VCLA) for the purchases.

ALL PROCEEDS WILL GO TO BENEFIT FUTURE WORK OF VCLA.

VCLA Honors the Memory of Bob & Jean Mitchell

Bob and Jean passed away on a day apart back in December. They were both very active and longtime members of VCLA. Bob was our treasurer at the time of his passing. Jean was instrumental in both organizing and getting their church library on computer along with Bob's help. Millfield Baptist Church in Ivor, VA, held a dedication for the opening of their library in 2002. We will greatly miss both of them.

VCLA DEVELOPMENT COMMITTEE NEWS

The VCLA Development Committee consists of a director, assistant director, and regional advisors. Our focus is to assist the local church libraries of any denomination in starting, re-starting, and maintaining existing libraries. We maintain contact information of these regional libraries so that upcoming state-wide events may be shared. VCLA has created a New Start Kit that is useful for new libraries, but also has articles of interest for any library, for example, "Operating on a Shoestring Budget", "Weeding A Church Library", "Planning for Promotion", and "Emergency Supply List". This kit is available at our conferences and in a pdf format that can be sent to you by email.

If you have any questions concerning your library ministry, do not hesitate to contact:
Toni Everard, Development Director, 540-949-7947 or 1annette@ntelos.net,
Jackie Harris, Assistant Development Director, 703-244-4625 or jdeeharris5@gmail.com,
or your regional advisor!

VIRGINIA CHURCH LIBRARY ASSOCIATION

Spring Conference

Conference activities begin on Friday, April 21, with registration starting at 12 noon. The Conference will conclude with lunch on Sunday, April 23. We encourage attendance in all activities but understand that some will only be able to attend some portion of the event.

Full costs are as follows:	**VCLA Member**	**Non-Member** (See below)
Voight/Hotel	$ 206 per person	$ 226 per person
Lodge (EE)	$ 166 per person	$ 186 per person

*Add $25 per night for private rooms. All linens are included in above pricing.

Includes:
$20 Services and Facilities fee (For Eagle Eyrie, non-refundable)
$30 Program Fee for VCLA Member or $50 Program Fee for Non-Member**
$56 Meals include **Dinner Friday, Breakfast, Lunch & Dinner Saturday, Breakfast & Lunch Sunday**
***Lunch Friday is available for an additional $9.50**
$50 Voight/Hotel per night, Friday & Saturday
$30 Eagle Eyrie Lodge per night, Friday & Saturday
Please calculate any adjustment to be made for lodging and meal fees
*****Program fee will be $60 for all (member and non-member) if registering after March 31, 2017***

Baptist General Association of Virginia churches are eligible for a 10% discount on lodging and meals due to Eagle Eyrie's affiliation with this organization.

If you are commuting or staying in your church association's lodge, you will still need to pre-register and pay the Services & Facilities fee, Program Fee, linens rental $10 per person (if needed), and for any meals you plan to eat:

Breakfast: $8.50 per person **Lunch:** $9.50 per person **Dinner:** 10.00 per person

Note: Please plan to register by March 31, 2017 to facilitate conference preparations and save on the program fee.
If you will arrive after 8pm Friday, please notify Eagle Eyrie at (434) 384-2211.

Use Eagle Eyrie's registration form and pay the $20 Services & Facilities Fee per person you are registering with a credit card (after January 1, 2017). Make sure to complete all of the information and names for everyone you are registering at www.eagleeyrie.org . To receive a mailed registration form, call (434) 384-2211. Make checks payable to Eagle Eyrie and send with the registration from to Eagle Eyrie Baptist Conference Center, 1 Eagle Eyrie Drive, Lynchburg, VA 24503-6380 by March 31. If you have any questions please call either Eagle Eyrie (434) 384-2211 or Lee Smith, VCLA Director (804) 306-3862.

Join VCLA

The membership form and information are on our web page www.vacla.org.

Please send the form and payment (checks made payable to VCLA) to Lee Smith, 7605 Sweetbriar Rd., Henrico, VA 23229, respond no later than March 15 to be included in the membership directory update and to receive the discount at the conference. Contact Karen Jones, 703-719-6448 or a1trainer@verizon.net, if you are uncertain about your payment of the 2017 fees.

Payment information is included on the membership form and is mailed separate from the Eagle Eyrie payments. Also, the website will be updated with new conference information, Spring newsletter and class information as it becomes available. We look forward to seeing everyone in April.

Executive Committee Conference Planning

Fall Planning Meeting—

May 20, 2017, 10:00 a.m.

Spring Planning Meeting—

August 19, 2017, 10:00 a.m.

Both meeting will be at:

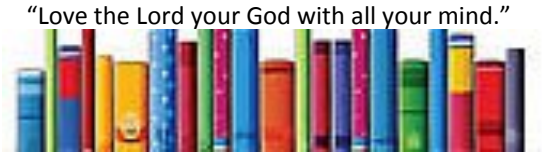
Monument Heights
Baptist Church
5716 Monument Ave.
Richmond, VA 23226

VCLA
Lee Smith, Director
7605 Sweetbriar Rd.
Henrico, VA 23229

Celebrating 58 Years of Serving Together to Promote Church Library Ministry

CHURCH LIBRARY

"Love the Lord your God with all your mind."



About the Event

This training event for church librarians is planned and hosted by Virginia Church Library Association, a non-profit organization of volunteers dedicated to the support and advancement of Christian ministry through the local church library. The organization started in 1958 and continues to provide training and networking of church library workers twice a year at spring and fall conferences. Please share this with anyone interested in church library ministry.

Individual membership, conference fees and occasional special projects provide funding for the organization's work. Consequently, it is essential that interested persons become members and attend conferences so these services can continue and keep this ministry alive. Please visit our website www.vacla.org for additional information regarding the organization, this conference and helpful links to other related sites and organizations.

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Looking Ahead

VCLA Fall Conference – October 13 & 14, 2017
Cool Spring Baptist Church
9283 Atlee Station Road
Mechanicsville, VA 23116

VCLA Spring Conference – 2018 - TBD
Eagle Eyrie, Lynchburg, VA 24503

Church and Synagogue Library Association
50th Annual Conference
July 16-18, 2017, Rochester, NY
http://cslainfo.org

Have you checked out the churchlibrarians.ning.com **website? This is an excellent and free resource for all librarians. You can get promotion ideas, chat with other librarians, ask questions, plus see the events page with conferences in your area and more. If you ever order from Christian Book Distributors or Amazon, go through the link at the bottom right of the main page which will provide a donation to help keep and maintain this as a free resource website. We are grateful to Morlee Maynard at Lifeway for all she does to keep this website maintained for everyone.**

Tennessee Church Library Ministry — They will host several conferences across the state in 2017

North Carolina Library Ministry-April 29, 2017— Watkins Chapel Baptist Church, Middlesex, NC