BULLETIN

of the

Association of British Theological

and Philosophical Libraries

Volume 25, Number 3
Autumn 2018

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Date: January 2019

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ABTAPL notification by e-mail.

If you wish to be kept in touch with ABTAPL events, but do not wish to be part of the JISC mailing list (hence avoiding the many requests for articles and ILLs), please provide a personal e-mail below.

E-mail:………………………………………………………………

***Bulletin of the Association of British Theological
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The photo on the front cover is of Regent Theological College,
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I have been unable to identify the copyright holder;
apologies for any offense caused.

NOTICE OF MEETINGS

2019 ABTAPL SPRING CONFERENCE & AGM

Thurs 4th – Sat 6th April 2019

Regents Theological College
West Malvern Road
West Malvern
Worcestershire
WR14 4AY

please see details on p21

2019 ABTAPL AUTUMN CONFERENCE

details to be confirmed

2020 ABTAPL SPRING CONFERENCE & AGM

details to be confirmed

Editorial

Collaboration and networking is at the heart of what ABTAPL is all about, and is one of the key themes of this issue.

First, Rachel Campion, our chair, explores some of the implications for ABTAPL libraries of the recent SCONUL report *Mapping the Future of Academic Libraries.* This is an important report and raises questions for all librarians, irrespective of the size of the library or of the sector within which they operate.

One of the key recommendations of that report is the need for collaboration and networking. Over the years no-one in ABTAPL has exemplified this more than Penelope Hall, and in this issue she reports on her visit to the 47th General Assembly of BETH in Nürnberg, Germany (better known to many as Nuremburg). The conference had the theme of 'Subject Indexing in the Digital Age,' looking, for example, at how library resources can maintain a visible presence in the midst of the enormous amounts of data on the internet.

A notorious problem with data is privacy; and in the third article, Hannie Riley looks at different aspects of the GDPR legislation (General Data Protection Regulation, in case you had forgotten!) and how it applies to libraries and librarians.

Finally, returning to the theme of collaboration and networking – don't forget next year's Spring Conference in Malvern. Gudrun Warren, the Conference Secretary, gives details of the conference on p22, and the booking form is on p23.

And to continue to be a part of the ABTAPL network - don't forget to respond to the membership renewal reminder for 2019 at the start of the Bulletin!

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Richard Johnson
(editor)

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What does the future hold for libraries and for ABTAPL?

On a cold, wet February afternoon earlier this year, I took a train from Manchester to Cornwall to visit some friends for a few days. The long journey was a good opportunity for me to catch up on some work, so I took a copy of the then recently-published SCONUL ([Society of College, National and University Libraries](#)) report *Mapping the Future of Academic Libraries[1]* to look at on the train.

Whether you work in an academic library or not, there is so much in this report that can both challenge and encourage us as an organisation and as individual librarians. If you don't work in an academic library, please don't skip past this article because I believe that much of this report is relevant and helpful to us all. I think that some of the recommendations in the report affirm much of what ABTAPL already does, as well as providing helpful guidance for the future. In my opinion, this report holds a lot of interesting, relevant points for us all to consider, regardless of the sector in which we work or the size of our library, and it is well worth reading in its entirety. However, in this article I will select just a few points and reflect on how they may relate to us as individual librarians and to ABTAPL.

Inside – Out or Outside – In?

Libraries have always had an 'outside-in' role, where they select, acquire and manage resources from 'outside', and bring them 'in' for their user community and organisation/institution to access. However, this report also highlights a need to develop an 'inside-out' role, where the library manages and curates content and resources produced by its organisation/institution and makes it available to a wider community (pp5, 19, 26-28, 51).

For an academic library, this 'inside-out' role might mean curating research data, preprints and scholarly and academic profiles, digitizing

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[1] Available from
https://sconul.ac.uk/sites/default/files/documents/SCONUL%20Report%20Mapping%20the%20Future%20of%20Academic%20Libraries.pdf

special collections and disseminating other information produced by the institution such as annual reports and prospectuses. For other types of library, for example a cathedral library, this might mean keeping an archive of old guidebooks or material used in special services and ensuring that these materials are made available to anyone who may wish to see them.

The development of the 'inside-out' role is arguably more important for a research library than for an academic library which supports taught students, or for another type of library. It needs to be managed sensitively so that other important areas of the librarian's job are not neglected, and the material that is being disseminated is not confidential or copyrighted. However, I do believe that at least developing an awareness of this dual role can help any library in a number of ways. It raises the library's profile within the organisation/institution and demonstrates its value to others. By making internally-produced material available to an external audience, the library is playing a key role in raising the profile of the institution/organisation as a whole. It develops the library's role as a provider of services as well as a keeper of collections.

The 'outside-in' role will never disappear and will always remain important. However I believe that in an age where libraries often need to diversify and show their usefulness and value to others, where open access is becoming more widespread, and where ways of disseminating information are becoming increasingly innovative and creative, the library has an important role to play.

Take a moment to think about the possibilities of developing your 'inside-out' role. What material is produced within your organisation or institution that others may benefit from accessing? Could you use your professional skills to make this material more widely available?

What's your style?

Whatever kind of library we work in, the report highlights the need for the library to align itself with its parent organisation or institution. It

describes three ways in which the librarian might develop this alignment (pp6, 36-37):

- Service-provider: delivering key services and supporting activities required by users

- Partner: working alongside users and other professional services and organisations, often through projects or 'embedded' working

- Leader: innovating in new areas, persuading key stakeholders of the way forward and contributing to the overall institutional/organisational strategy, creating and communicating a compelling vision

As my train rattled its way through the Midlands (thankfully still running to time), I considered these styles and which I most naturally lean towards, which I find the most challenging and which I perhaps don't devote quite enough time to. I would suggest that many of us may find the Leader to be the most challenging. The Service-provider is the 'bread and butter' of many of our roles, whether we are delivering inductions or information literacy sessions, helping our users to find and access relevant material or shelving books (which I would say is a supporting activity).

The report highlights the importance of all three ways but stresses that they need to be balanced and here is the greatest challenge, for me at least. I've found in recent years that I have successfully developed my Partner role and I feel that certainly at the moment in my career, this role is the one towards which I do naturally lean. However, at times this has been at the expense of the Service-provider role. As I have become more confident in my Leader role, I have ended up taking on extra work and haven't always been able to deliver what I have promised would be possible.

I am grateful that in ABTAPL, we have a good representation of all three types so that we can all learn from each other. Service-providers can learn more about how to be a Leader from those who have already developed this role. We can be Partners together as we work collaboratively on ABTAPL projects, as well as learning from those

who would describe themselves as 'embedded librarians' (see my article in the Summer issue (p14-19) for more details of what this means in practice).

I'd encourage you all to spend some time reflecting on your particular style, and to look for more opportunities to develop the others. In so doing, explore the ways in which ABTAPL can help you to align yourself more closely with your organisation/institution.

Collaboration and Networking

The report highlights the importance of collaborative working – not only with others in your organisation/institution, or with other librarians, but also with other professional groups. (pp8, 21, 30, 44-45). In their research, the report's authors noticed a tendency for the library profession to be somewhat insular. Working with other stakeholders can help us to identify and analyse key trends that will affect our libraries and our institutions/organisations.

The report's authors believe that in the future, international collaborations will become as important as local and national ones as access to resources is widened and open access arrangements increase. The report states that such collaborations can happen in a wide variety of ways, not only around innovations, but also around 'collective collection management' of print materials and sharing of expertise and good practice (p45)

Collaborative working will be crucial to the long-term curation of born-digital material; this is something that will affect all of us in the future, if not now.

There is much here that really affirms what ABTAPL is doing. We should not take it for granted that librarians in other sectors work as collaboratively as do we. We should see the recommendations of this report as a reason to celebrate all that ABTAPL is and does. It should encourage us in our work to ensure that our Association continues and grows from strength to strength as it is likely that all of ABTAPL's

aims and activities will become even more important for us all in the future.

As individuals and as an organisation, we work in partnership with representatives from church denominations, on a day-to-day basis and on longer term projects – for example, in setting up e-book access for Common Awards students. This project is also an excellent example of ABTAPL collaboration with publishers. Either individually or collectively as ABTAPL, we work collaboratively with subscription agents, database providers, learning technologists, software developers and many other professionals. Often this collaboration involves consortial work and the report's authors see this as especially important, saying it is a "necessary response of the library community" (p21)

On a global level, many of us work collaboratively with others as part of our jobs, for example if we offer library services to people based in an overseas organisation or institution. Obviously, ABTAPL has strong relationships with BETH and ATLA and one of my key aims as Chair is to see these relationships nurtured and strengthened wherever possible. My work with the ATLA International Librarianship Education Task Force is another example of ABTAPL working collaboratively on a global level.

As the train stopped and started through the many West Country stations en route, I felt a sense of pride in all that ABTAPL is and does, and how we should never underestimate or minimise the importance of working collaboratively, whether with other librarians or other professionals. However, maybe there is more that we could do. Are there any opportunities for collaboration that ABTAPL is missing, or that you as an individual are missing? Productive relationships and exciting, innovative projects start with the smallest idea and just one conversation or email.

The Report's Recommendations – what do they mean for us?

Before the recommendations, the report lists "fourteen paradoxes with which libraries are currently living and about which there is considerable ongoing debate in terms of their resolutions" (p55). In

other words – the future is not clear, as is often the case about many things these days. Of these paradoxes, I feel that a couple are worth mentioning here for your reflection:

- Library spaces are seen as unique and valuable but library digital spaces are far from compelling.

  Many of us do work in unique and valuable spaces but how attractive, welcoming and user friendly are our catalogues, web pages and digital platforms? I am often tempted to tidy and straighten my shelves or move some stock rather than look at redesigning my webpage. It is important for all of us to remember that we are competing with many other sources of digital information to which our users will have access and in many cases find much easier to use than those we provide. If we want our users to engage with our digital resources, we have to make it as easy and straightforward as possible for them to do so, and to provide all the help and assistance they need.

- Collaboration is increasingly necessary for delivery of library services but can contribute to the erosion of the library's identity.

  There is a fine balance between protecting the library's identity and working collaboratively to extend the services provided by the library in order to raise its profile and prove its usefulness. At times, I've thought 'I'm a librarian! It's not my job to…..!' and on those occasions I have sometimes resented having less time to spend on my 'proper' work. I have had to challenge my own perceptions of my library's identity and my own role in order to resolve this conflict. I have learned to say no to some things in order to ensure that essential parts of my work are not neglected. This is a fine balance that will be different for all of us depending on our own contexts and the demands of our role.

  The report then goes on to list sixteen recommendations for libraries that, the authors suggest, could be made into action plans (p56-7). I'll mention a few of them here.

- Investigate the possibilities of developing collaborations to create meaningful online scholarly ventures to complement library physical spaces.

  Projects such as
  the Dissenting Academies Project
  (https://dwl.ac.uk/view.php?page=209),
  GlobeTheoLib (https://www.globethics.net/web/gtl)
  Theology on the Web (https://theologyontheweb.org.uk/)
  and the Open Access Digital Theological Library (oadtl.org)
  are great examples of this. It would seem that theological libraries are already putting this recommendation into practice and indeed, have been doing so for some time. However, I feel that there is still more that we could do. Barriers to access and ownership are slowly coming down. Let's keep up with current developments and maintain an awareness of what others are doing so we can learn from them. Theology on the Web is a fantastic example of one person working collaboratively to create an excellent online resource that is of such benefit to many people. As Chair, I want to ensure that ABTAPL does all it can to support and encourage Rob Bradshaw in this excellent work.

- Consider how best to achieve the roles of Service-provider, Partner and Leader and get the emphasis right between them in the institutional context.

  Through excellent and varied CPD, I feel that ABTAPL can continue to encourage its members to fulfil this recommendation in their own contexts. Our individual strengths are as varied as the contexts in which we work. ABTAPL needs *all* of its members to bring their experiences, examples of good practice, skills, abilities and strengths to the table so that, through learning from each other, we can as individuals begin to align ourselves to our organisations and institutions in a context-appropriate and more fully rounded way.

- Develop ways of making the preservation of born-digital materials one of the major priorities of the library community, considering the

appropriate level for activity (institutional, regional, national or international) and how these can be co-ordinated.

I have to admit that while I recognise the importance of this recommendation, it is not at the top of my 'to do' list! Some of you may be much further on with this recommendation than I am. I would like to see ABTAPL begin to consider how we can work collaboratively to help each other achieve this recommendation and I am in the very early stages of seeking advice from key staff at ATLA on the best way to proceed, both as an organisation and for individual members. I do believe that sooner or later this is something that we will all need to address, regardless of the type of library in which we work. If any members have already begun any projects in this area, they may wish to consider presenting their work at a future ABTAPL event so those not fully 'up to speed' (like me) can see how it's done!

Speaking of speed…by this point in my reading, the train was slowing down and so was my brain! My minibreak was about to start and so I put away my light train reading. I would encourage you to read this report and, if it raises questions for you, please contact me or any other member of the Committee so that we can arrange some CPD in that area. You see, that's how ABTAPL works. It is a collaborative organisation where we all benefit from each other's experience and, as this report has highlighted for me, it has many, many strengths. It is every member's job to ensure that these strengths remain for the future in this ever-changing world.

Pinfield, S., Cox, A.M. & Rutter, S. (2017, November) *Mapping the Future of Academic Libraries: A Report for SCONUL*

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Report on the 47th General Assembly of BETH
8-12 September 2018: Nürnberg, Germany

Subject Indexing in the Digital Age

This BETH meeting was held in conjunction with the two theological library associations in Germany, AKThB and VkwB, centred around the theme of Subject Indexing in the Digital Age. The rise of the digital world implies the global networking of vast amounts of data. As soon as you have the internet connection, you have access to this digital knowledge. Libraries as knowledge brokers also offer their resources in the digital network, but how do the libraries measure up against Google? Can library content be found on Google? Does subject indexing bring benefits in searching on the internet? How can we extend subject indexing to digital resources? These were the questions that various presenters endeavoured to address during the course on this assembly.

On arrival on Saturday afternoon, those delegates who had arrived in time were taken on a walking tour of the city centre. Following the city tour we met at a restaurant for the welcoming dinner.

On Sunday morning Mass was celebrated in the hotel immediately after breakfast and then we left for the Documentation Centre on the Nazi Party Rally Grounds. We were given an introduction to this documentation centre and then were treated to a presentation by Armin Stephan on the Digital Library of the Church Struggle. In the afternoon we were free to tour the centre at our leisure, as the rest of the day and the evening were free.

Monday morning we went to the Regional Church Archive of the Evangelical Lutheran Church in Bavaria, where we remained for the rest of the day. Nine presentations were given, all relating to the theme of the meeting, which are available on the BETH website. The last hour of the day was the official general meeting, where we received the financial report along with reports about the various activities that had been going on throughout the year.

Following the general meeting we had a tour of the archive and then an opportunity for refreshments and relaxation on the terrace of the archive building. This was an ideal time for networking among those present and it was obvious that some very lively conversations were taking place in all corners of the terrace.

On Tuesday we joined up with the two German associations in the Centre for Religious Pedagogy of the Evangelical Lutheran Church in Bavaria, where we gathered first in the former refectory of the Heilsbronner Monastery for the welcome address. During the course of the day we heard five presentations on the theme, which are also available on the BETH website. Late afternoon we concluded the study section of the meeting with a panel discussion on the various matters that had been discussed earlier in the day. Before we were treated to a festive dinner, we went into the Heilsbronner Münster for a festive ecumenical service, in which several of us took part in the readings and in the intercessions. The festive dinner concluded our day with the German associations and brought to a close the 47th General Assembly of BETH.

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Respectfully submitted,
Penelope Hall

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From Keeper of Books to Keeper of Data

GDPR has brought a lot of changes into our lives since last May. As librarians who mainly deal with books and journals, at a glance we might think that we are exempt from this hustle and bustle. However, as books are being used by people and we keep their loan records, there is no escape from the GDPR compliance. The GDPR applies to anyone who is processing personal data.

Why is GDPR important?

The GDPR compliance is important as of is a legal requirement and breaches of data protection law may result in investigation, significant fines (up to €20 million or 4% of organisational annual turnover), adverse publicity and civil or criminal liability.

Does it affect librarians and how?

The library 'processes' library users' 'personal data' so GDPR applies to the librarians as the data controller and processor. Let us unravel these two important elements of process and personal data.

What do we mean by personal data?

Personal data is information that relates to an identified or identifiable live individual. This means any information that can be used to identify a living person – directly or indirectly, or that is related to the individual.

Examples of personal data include name, identification number, location data (IP address) and an online identifier such as email address, course or job application, student assessments, staff appraisals, expense claims, photos and video and so on.

Information which has had identifiers removed or replaced in order to pseudonymise the data is still personal data for the purposes of GDPR but not a truly anonymous one.

Personal data may also include special categories of personal data or criminal conviction and offences data. These are considered to be more sensitive and you may only process them in more limited circumstances.

In the library setting, this means we might have personal data in a library user record whether active or non-active, personnel files and payroll, retail data such as fines, sales and purchases, visitor record for tourists, conferences and workshops, health and safety related record (e.g. CCTV, fire safety record, first aid form, accident record form etc.), various library forms containing personal data (e.g. copyright declarations, interlibrary loan from, contingency loan form, new book request from etc.), donor records, gift aid, volunteers information, mailing lists, 3rd party contractors (e.g. website provider, online catalogue system supplier), library publications such as newsletters, notices etc. and some archives.

Special category data

Special category data is personal data which the GDPR says is more sensitive and so needs more protection. This includes information about an individual's race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health and sex life and sexual orientation.
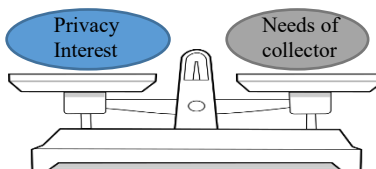
As a result, we, as British theological and philosophical librarians, deal with this 'special category personal data' so we treat the data with greater care.

What do we mean by processing?

Processing includes collecting data, holding, storing, retrieving, consulting, using, organising, adapting, publishing, disclosing, sharing and destroying. These are pretty much what librarians do on a daily basis. The areas that librarians might process data are library cataloguing system, payment system, virtual learning environment, communication tools, library photos and videos with users and visitors, identify management system, biometric data, office

documents, core IT infrastructure, sharing data with others, employment record.

What does this mean to the librarians?

In policy terms, data protection law asks us to strike a balance between the privacy interests of individuals and the needs of the organisation in order to make fair and reasonable use of information relating to those individuals. In terms of GDPR compliance, this means data transparency, quality, security, necessity, retention and disposal. As law abiding librarians, we have to be open with library users about how we use their information, let them know their rights, what information we have, what we can do with it and whom we share it with, make sure it is accurate, store it safely, not to keep the information for longer than necessary and recognise a breach and know what to do about it.

What's next? Practical steps

1. Find out who is your data protection officer
2. Learn about your organisational GDPR
3. Identify what personal data you have and record in your asset management record/data register/inventory accurately.
4. Be familiar with individual data protection rights and lawful basis for processing.
5. Review your current practices and adjust them accordingly
6. Think about data necessity, retention period and dispose of any unnecessary records
7. Check to see if there is a 3rd party agreement with contractors

8. Be compliant at all times
9. Report a breach to your DPO and line manager. Under GDPR requirements, organisations have just 72 hours to gather all related information and report data breaches to the relevant regulator.

Case study

Below are some changes libraries have brought in after reviewing their services in line with the GDPR compliance. These are some examples. Changes are not a one size fits all. You can implement according to your library circumstances.

- Self-circulation terminal: login by typing user name → scan individual's student barcode

- Contingency self-circulation back-up system: note book → ballot box with the slip

- Library computers: generic login → individual login

- Visitor/guest admissions: application form → form with data protection information

- Library system: many old readers' records → deleted

- Student photos and names: displayed in the library office → inside the library drawer

- New book recommendation slip: requester's name and email address → removed

- Online catalogue system: 3rd party agreement signed

More questions to ask yourself…

There are some more cases that librarians also need to think about in terms of the GDPR compliance.

- What communication tools do you use in your library? Pen and paper is straight forward but if you use online forms to

communicate with users for contact library, book recommendation, live chat and so on please consider the followings

- o What personal data the form/tool is collecting? Is this necessary?
- o Are data subjects informed that their data is going to be processed, and of their rights?
- o Who accesses this data not only from the front end but also the back end?
- o Can this be removed or edited even from the back end?
- o How long are we keeping the data?

- An active user's 10 year old record. Is this worth keeping? On what basis are we keeping it?

- Book donation record on the book plate. Do donors know that their personal data is going to be on the books? How am I going to deal with a data removal/correction request by the data subject?

Conclusion

The GDPR is not there to stop us handling personal data. What it asks us to do is simply to be more careful in processing personal data. Think about it! The GDPR sits really well under the librarians' remit. Librarians are the expert in acquisition, organisation and storing of information. In the same way GDPR asks the data controller and processer to keep the personal data for legitimate use, organise it accurately, share it securely and store only when necessary. Therefore librarians should raise up to this challenge and embrace GDPR compliance with confidence.

Hannie Riley
Library and Data Protection Officer
Wycliffe Hall, University of Oxford
For more information, please see www.ico.org.uk**.**

USEFUL WEBSITES

ABTAPL:
> http://www.abtapl.org.uk/

ABTAPL Bulletin online archive:
> https://biblicalstudies.org.uk/articles_abtapl_01.php

ANZTLA Ejournal:
> http://ejournal.anztla.org

ATLA: http://www.atla.com

ATLA Religion Database with ATLASerials:
> http://www.ebscohost.com/academic/atla-religion-database-
> with-atlaserials

BETH: http://www.beth.be

Christians in Library and Information Services:
> http://christianlis.org.uk/

Theology on the Web:
> https://theologyontheweb.org.uk/

ABTAPL Spring Conference 2019

The next annual conference will take place in Malvern, staying in Elim Conference Centre, Thursday 4 - Saturday 6 April. The conference centre is on the same site as the college, and offers accommodation and facilities all within a single building; there is even a swimming pool, which may be open depending on the weather. https://www.elim.org.uk/Groups/264417/Elim_Conference_Centre.aspx

Malvern is set in beautiful countryside, offering opportunities for walking and sightseeing nearby, including the city of Worcester. Visits are being arranged for the Hive – Worcester's innovative library combining public and university libraries with local studies and archives, and Hartlebury Castle, formerly the home of the bishops of Worcester, and still the home of a unique library formed by Bishop Hurd.

There will be formal CPD sessions relating to building digital collections, and on managing archives, and regular features including TeachMeet and Open Forum.

For those not wishing to attend the Friday morning CPD sessions, there will be an opportunity to take the Morgan factory tour: https://www.morgan-motor.co.uk/factorytours/. This will need to be booked along with your conference booking, with an additional cost.

Car parking is available; if travelling by train the nearest stations are Malvern Link or Great Malvern. Taxis are readily available at Great Malvern, but it is recommended that you book a taxi in advance if you are arriving at Malvern Link.

Concessionary rates apply for students and retired delegates and for delegates who are unemployed. In the event of cancellation, a full refund will be made if notice is received by 1 February. After this date, no refund will be possible unless your place can be reallocated.

For queries please contact the ABTAPL Conference Secretary, Gudrun Warren: gwarren@cathedral.org.uk.

ABTAPL
Association of British Theological
and Philosophical Libraries

Spring Conference
Elim Conference Centre, Malvern
Thursday 4 – Saturday 6 April 2019

Booking Form
Please return your form with your payment by 1 February 2019.

I / We wish to attend the ABTAPL Spring Conference and enclose the appropriate fee (please tick):

	Full	Concession
Delegate	£250	£175
Delegate and accompanying partner	£470	£329
Non-residential delegate	£160	£112
Morgan factory tour	£23	

Name ……………...………………Partner (if applicable) …………………………….…

Institution (if applicable) ……………………………………………………….………….

Address ……………………………………………………………………….…………

……………………………………………………………………………………………

Email address ……………………………………………………………….....……….

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Bank Name, Sort Code and Account Number: **Co-operative Bank; 08-92-99; 65667284**
IBAN Number, Swift Code, and Routing Number (US Only):
   IBAN: GB53 CPBK 08929965 6672 84
   BIC: CPBK GB22

Cheques should be payable to ABTAPL and return it with your form to:

Gudrun Warren, Librarian, Norwich Cathedral 65 The Close, Norwich NR1 4DH.
Invoices can be provided on request.