

RBMS Newsletter

*Issued by the Rare Books and Manuscripts
Section of the Association of College and
Research Libraries, a Division of the
American Library Association*

SPRING 1997

NUMBER 26

From the Chair

As current chair of the Rare Books and Manuscripts Section, I am responsible this spring for filling out a questionnaire for ACRL indicating how RBMS has helped through its unit activity to implement the ACRL strategic plan. In fact, RBMS has helped quite a bit. There are four goals of the strategic plan, and the section has made a major contribution to each element.

Goal one is to provide development opportunities for academic and research librarians and other library personnel that enhance their ability to deliver superior services and resources. This very newsletter describes some major efforts in support of this goal. For example, the Membership Survey that you will find inserted seeks to understand better the development needs of section members. The 38th annual RBMS Preconference taking place in Claremont, California, in June will focus on History of the Book

. The program brings together a group of nationally known plenary section speakers from the worlds of academic departments of history and English (see p.). Then on the Sunday following the Preconference, by attending the RBMS Program at the ALA annual conference members may shift slightly from an examination of History of the Book to an examination of the production of the text and publishing during this century in San Francisco (see p.). Many volunteers among the RBMS membership have worked hard for almost two years to provide such stimulating professional development opportunities to the membership. They are to be thanked for their mighty efforts! Other volunteers are already working to plan the 1998 and 1999 Preconferences, which will take place in Washington, D.C. and Montreal, respectively.

The second ACRL goal is to collaborate with other professional organizations and associations of higher education to promote mutual interests. In support of that goal, RBMS has collaborated on the ALA annual conference program mentioned above. By cooperating with the English and American Literature Section, a program was designed to be of interest and benefit to members of both sections. Furthermore, members of the Society for the History of Authorship, Reading, and Publishing (SHARP) and the Society of American Archivists (SAA) have been encouraged to attend the four day Preconference. RBMS liaisons to a number of other organizations remain active and a new one to SHARP is soon to be established

The third ACRL goal is to maintain at the national level a prominent role in planning and decision making for influencing

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RBMS Membership Survey

This issue of the *RBMS Newsletter* contains a special insert, the RBMS Membership Survey. The survey was prepared by the RBMS Membership Committee and received an ACRL Initiative Fund grant through a competitive process designed to reward proposals supporting ACRL goals and initiatives as well as furthering section or chapter objectives. Much valuable input was also received from a variety of section members who responded to a draft of the survey mounted on the RBMS website.

Designed to collect demographic data about section members as a group as well as information about members' positions and involvement in RBMS and other organizations, the survey will be used to inform RBMS membership initiatives, program planning, and other section efforts. The survey aims to take a snapshot of the membership in 1997, to determine member satisfaction with RBMS as a vital professional organization able to meet the needs of its members at all stages of their careers, and to solicit ideas for new directions. The survey will provide concrete data to support—or disprove—impressionistic and anecdotal comments about what RBMS members expect from the section. In the coming months, a similar survey will be sent to a sample of special collections librarians and archivists who are not RBMS members. This companion survey aims to gather data about a group of potential members, to measure their interest (or lack of interest) in RBMS, and to invite them to join the section.

For the membership survey to succeed, a high rate of member participation is crucial. It is especially important that both active and less involved section members fill out and return the survey. The Membership Committee is just as interested in the demographic profiles, careers, and opinions of RBMS members who have never attended a Preconference or served on a committee as of those members who have assumed leadership positions in the section. The results of both surveys will be shared with the membership.

Please fill out this survey as completely as possible, and return it to Suzy Taraba, Chair, RBMS Membership Committee, Dept. of Special Collections, University of Chicago Library, 1100 East 57th Street, Chicago, IL 60637. Please do not put your name or the name of your institution on the survey, and return it in a plain envelope. The deadline for return of the survey is July 15, 1997.

Thank you for your participation!

—Suzy Taraba
Chair, RBMS Membership Committee

RBMS ANNUAL MEETING

SAN FRANCISCO, 28-30 JUNE 1997

SATURDAY, 28 June 1997

- 8:00-9:00a** RBML Award
- 8:30a-11:00a** Bibliographic Standards I
RBML Editorial Board
Guidelines for Borrowing Special Collections Materials for Exhibitions Committee (ad hoc)
Membership Committee
Preconference Program Planning, 1998
Security Committee
- 9:30a-12:30p** Exhibition Catalogues Awards (open meeting)
- 11:30a-12:30p** Conference Program Planning, 1998
Nominating Committee
- 2:00-4:00p** Budget and Development
Educ. & Professional Development
Manuscripts & Other Formats Discussion Group
Seminars

SUNDAY, 29 June 1997

- 8:30a-11:00a** Bibliographic Standards II
Conference Development
Curators & Conservators Discussion Group
Public Services Discussion Group
- 8:30a-12:30p** Publications
- 11:30a-12:30p** MARC for Special Collections Discussion Group
Preconference Program Planning, 1999
RBML Editorial Board
- 2:00-2:30p** RBMS Business Meeting
- 2:30-4:30p** **RBMS Program**
Production of the Text & Publishing:
The View of Fine Press Publishers in the San Francisco Bay Area*
- 4:30-5:30p** Information Exchange

MONDAY, 30 June 1997

- 8:30a-12:30a** Executive Committee I
- 2:00-4:00p** Executive Committee II

 This is the schedule RBMS has requested from ALA. Be sure to check the final conference program for changes. Electronic Information Technologies (ad hoc) was discharged at the Mid-Winter meeting.

*Three experts on publishing activities in the San Francisco Bay area will speak on these activities in a region of the U.S. known for its production of fine press books. Furthermore, the question of how texts come to be in both traditional fine press editions and in alternative publications, such as artists' books, will be examined in depth.

Special attention will given to publication of the Book Club of California, The Arion Press, and artists' books.

Speakers:

William Barlow, Board Member, The Book Club of California
Andrew Hoyem, Proprietor, The Arion Press
Charles Hobson, Book Artist

Program Chairs:

Susan M. Allen (RBMS)
Perry Willett (EALS)

Program co-sponsored by RBMS & EALS.

1996 Preconference Evaluation Report

The 1996 RBMS Preconference in Ithaca, New York, attended by 244 persons, has set a benchmark for success that will be difficult to surpass. Of 102 respondents to the Preconference evaluation, 100 persons or 98% of the respondents indicated the 1996 Preconference as being good or very good; not a single respondent rated the conference negatively. The overall approval of the Preconference was reflected in several more specific questions on the evaluation form. For example, 90% of the respondents thought the theme of the Preconference was appropriate, and 81% thought it was adequately addressed. As for seminars, 81% of the respondents indicated they were useful to their practice. Finally, 79% of the respondents praised the Preconference organizers for their use of local arrangements.

Demographically, registrants came from 37 states and the

District of Columbia and three other countries. Fifty-three registrants came from New York, followed by 34 from California, 18 from Connecticut, 16 from Pennsylvania, and 12 from Texas. Nine or fewer registrants came from each of the other states or countries. In addition, 70 of the 102 respondents were academic librarians, while 17 listed themselves as special librarians, 10 as other (including several students), and 4 as public librarians.

One registrant's comments serve well for capturing the overall mood of the evaluations: "Thank you to the local arrangements committee and especially the staff of the Kroch Library for all their work. Accommodations, organization, tours, food, etc., were excellent!"

A complete version of the report and earlier Preconference reports will available on the RBMS website in the near future.

Committee News

Exhibition Catalogue Awards

The chief item of new business at the meetings of the Exhibition Catalogue Awards Committee was discussion of whether and how to expand the committee's scope to judge electronic catalogues. A subcommittee had been appointed to study the matter, and their report formed the jumping-off point for discussion. (The report is available on the Web at <http://www.library.yale.edu/~mtheroux/webecac.htm>). After long consideration it was decided that the committee should be able to judge electronic catalogues (or web exhibitions, since the two are mostly synonymous) along with the printed ones without expanding the membership or altering the structure of the committee. The criteria for judging would be very much the same for both. Library home pages and online finding aids would not be eligible, and only sites which had been mounted in the regular submission period would be considered. Libraries would submit their entries to the committee online, and several outstanding sites could be designated each year. The "award" would consist of an emblem of recognition which the winning libraries could add to their pages, and winners would be linked to the ECAC web page.

These proposals were brought before the Executive Committee at the Midwinter Meeting, and the ECAC was asked to frame them more precisely in writing before consideration of an amendment to the committee's charge at the Annual Meeting.

RBML Award

This year's *Rare Books & Manuscripts Librarianship* Award for Best Article will be awarded to Henry Raine and Laura Stalker for "Rare Book Records in Online Systems," appearing in vol. 11, no. 2 (1996) of *RBML*. Christie, Manson & Wood are again sponsors of the biennial \$1,000 award which is given on the basis of significance, originality, thoroughness, timeliness, and pertinence to issues relating to the theory and practice of special collections librarianship. *RBML* Award Committee members are Lisa Browar, Richard Oram, Marcia Reed, and Joe Springer (chair), with *RBML* Editor Sid Berger serving ex officio.

Manuscripts & Other Formats Discussion Group

The Manuscripts and Other Formats Discussion Group met from 2 - 4 p.m. on Saturday, February 15, 1997 at the Governor's House Hotel in Washington, D.C. Thirteen attended the meeting which was co-chaired by Timothy Murray and Rebecca Johnson Melvin. Those attending mentioned working with a variety of "other formats": photographs, (graphic) art, sound recordings, artifacts, medieval manuscripts, incunabula with manuscript annotations, and books. The online frontier dominated preliminary information exchange and the primary discussion (web exhibits, digitization standards for images, HTML/SGML training, the UCEAD union database project, etc.), but attendees also expressed interest in security issues for non-book materials, non-book format cataloging standards for sound recordings and "manuscript materials," and the possibil-

ity of sponsoring a session at the 1998 Preconference to be held in Washington, D.C.

Publications and Electronic Information Technologies

The upcoming issue of *RBML* will exceed its usual 48 pages, and there is enough funding to cover the extra cost of producing a long issue. Subscriptions and advertisement sales are putting *RBML* in the black. Also, this year subscribers will receive free an index of the journal's first ten years. There was much discussion on the future of *RBML*'s content. Ideas ranging from Preconference plenary papers, overview articles, and broadening the scope of *RBML* were discussed. The possibility of publishing the RBMS Preconference papers in hard copy and on the Web was also discussed. The *Your Old Books* pamphlet surplus at the ALA could be purchased rather than being discarded. Avenues on accomplishing that are being explored. It was reported that the Web version of *Your Old Books* is very popular.

Issues concerning the RBMS Web site such as adding the security guidelines as well as other guidelines related to exhibitions and interlibrary loan, minutes of meetings, and the RBMS Manual were discussed. The growth of the Section's Web site in general is making its organization and upkeep increasingly time-consuming, and the committee is considering asking each chair to be responsible for updating their roster a couple of times each year.

The most recent ACRL Electronic Publications Report poses the threat of cutting off funding for the *RBMS Newsletter* in print form, because at some point in the near future section newsletters will be distributed only electronically. The ACRL report does say that in some cases the elimination of the hard copy version may be delayed until the section's members all have electronic access and when a secure means of archiving the newsletter is in place. The RBMS Membership Committee is preparing a survey of RBMS members, and answers to the questions posed on that survey may be of benefit. Consensus among those present was that it was unfortunate if the print version were discontinued at this point, since for those who do not attend the Preconference, the *Newsletter* is the only tangible benefit of membership in RBMS. Another concern is that ACRL is not providing the funding or the labor to mark-up documents for electronic publication. There was also concern expressed about the requirements that ACRL may impose in regards to formatting.

It was reported that the Education and Professional Development Committee is putting together a guide to professional development/education opportunities in rare book librarianship. The document is a directory of library schools, with courses and programs highlighted which pertain to special collections librarianship. The committee plans to mount it on the Web by next summer. The document will have hot links to other sites which raised the issue of how complex a document on the RBMS Web site can be and still be manageable. It was suggested that RBMS could reimburse Princeton University, where the RBMS Web site resides, for a student to check links a few

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Committee News (from Page 3)

hours per month.

Other business of the two committees were administrative in nature, but one important area of discussion was whether or not the EIT Committee had met their charge. Steve Ferguson, chair of that committee, said he would propose to the Executive Committee that the EIT Committee be disbanded and its Web maintenance functions be taken over by the Publications Committee.

Education and Professional Development

The main business of the February meeting was to complete the draft of the first phase of the Education Directory. The committee viewed a sample of the HTML coding for the directory which will be mounted on the RBMS home page with links to other relevant sites on the Web. The demonstration was mounted on Netscape and everyone agreed it looked good. It was decided that Web site information, as it pertains to this directory, would be preferable to printed information as it is impossible to keep print up-to-date.

An offer to mount the draft of the Web page at Cornell using a private URL was made, which would allow for the editing and linking phase to take place. Members agreed to forward all remaining information so that the draft can be completed. The problem of maintaining the Web site was discussed, and it was agreed that this was both important and labor intensive. Details on how the committee will handle this remain to be worked out at Annual Conference.

Committee members continue in their efforts to attend other meetings whose activities seem relevant to our committee or with which we have a liaison responsibility. The committee is also considering doing more with internship sponsorship and providing information regarding internships, especially to new professionals. Mentoring is yet another alternative being discussed.

RBMS Archives

All chairs of committees and discussion groups should check their files for records which have been either passed on from previous chairs or accumulated during their term(s) as chair. If you have any such records, please send them to the RBMS Archivist: Nancy Romero, Room 346, Library, University of Illinois Urbana, IL 61801.

The RBMS Archives have been maintained for sometime now (approximately 20+ years). The ALA Archivist reports that the RBMS archives are the most inclusive and that our record for submitting documents is the most reliable. We can continue our success by submitting to the RBMS Archivist the following:

- 1) Official records: constitutions and by-laws, minutes and proceedings, transcripts, lists of officers and members
- 2) Office files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities, and functions
- 3) Historical files documenting policies, decisions,

committee and task force reports, questionnaires

- 4) Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the association or subdivisions
- 5) Audio-visuals: photographs and sound recordings
- 6) Personal papers of members which relate to association work
- 7) Charts and maps

Please do *not* submit:

- 1) Records of specific financial and membership transactions
- 2) Letters of transmittal where the date and routing information is on the document itself
- 3) Requests for publications or information after the requests have been filled
- 4) All blank forms and unused printed or duplicated materials
- 5) All duplicate material: keep only the original copy and annotated copies
- 6) Papers, reports, workpapers and drafts which have been published
- 7) Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

Additionally, material should be transferred in the order in which the records creator maintained it. A letter briefly identifying the material and describing the activity it relates to should accompany the shipment. Information in all formats is acceptable, but when in doubt, particularly in cases which may involve converting documents into more accessible formats, please consult the Archivist.

Seminars Committee

At its Midwinter meeting, the Seminars Committee focussed on three topics: ways to improve evaluation of seminars; ways to assist seminar organizers on-site during a Preconference; and topics for seminars to be offered during the 1998 Preconference in Washington, D.C. Since most seminars are one-time occurrences, giving specific feedback on an individual seminar does not seem worthwhile. Evaluation of seminars is covered in the Preconference evaluation form, and recent responses indicate a good level of satisfaction with seminars offered. However, it might be useful to have a count of how many people attended each seminar, what the general reaction appeared to be, and a report of any problems encountered by presenters. Such information might well be gathered by committee members who attend each seminar session, acting as liaisons. These liaisons could also provide on-site assistance to seminar organizers and presenters. They would be briefed in advance on local arrangements (e.g., whom to contact in case of equipment problems). Following the Preconference, liaisons would report back to the committee on attendance, general reception, and any problems encountered

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RBMS MEMBERSHIP SURVEY

The following survey, which received ACRL Initiative Fund support, was prepared by the RBMS Membership Committee. Designed to collect demographic data about section members as a group as well as information about members' positions and their involvement in RBMS and other organizations, the survey will be used to inform RBMS membership initiatives, program planning, and other efforts of the section. A similar survey will be sent to special collections librarians and archivists who are not RBMS members. The results of both surveys will be shared with section membership.

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I. YOU

1. Sex: M F

2. Age: under 25 25-34 35-44 45-54 55-64 65 or older

3. Ethnic origin information (as defined by EEO): American Indian or Alaskan Native
 Asian or Pacific Islander Black (except Hispanic) Hispanic White
 Other (please specify: _____)

4. Education (check all that apply):
 Associate's degree in library or information science
 Bachelor's degree in library or information science
 Master's degree (library or information science)
 Master's degree (archives)
 Master's degree (other subject, please specify: _____)
 Doctoral degree (library or information science)
 Doctoral degree (other subject, please specify: _____)
 Other (please specify: _____)

5. Number of years as a professional librarian or archivist: less than 2 2-4 5-9
 10-14 15-19 20 or more student not in profession

6. Number of years as an archivist or professional librarian in special collections field: less than 2 2-4 5-9 10-14 15-19 20 or more student not in archives or special collections

7. Have you worked in a related field? (check all that apply): library or archives
 paraprofessional book trade other (please specify: _____)

8. Member of ALA divisions and roundtables (in addition to Association for College & Research Libraries/ACRL; check all that apply):

- Association for Library Collections & Technical Services (ALCTS; formerly RTSD)
 Library Administration & Management Association (LAMA)
 Library & Information Technology Association (LITA)
 Public Library Association (PLA)
 Reference & User Services Association (RUSA; formerly RASD)
 Other divisions (please specify: _____)
 Roundtables (please specify: _____)

9. Member of ACRL sections and chapters (in addition to RBMS; check all that apply):

- Afro-American Studies Librarians (AFAS)
 Anthropology and Sociology (ANSS)
 Arts (ARTS)
 Asian, African and Middle Eastern (AAMES)
 College Libraries (CLS)
 Community & Junior College Libraries (CJCLS)
 Education and Behavioral Sciences (EBSS)
 English and American Literature (EALS)
 Extended Campus Library Services (ECLSS)
 Instruction (IS)
 Law and Political Science (LPSS)
 Science and Technology (STS)
 Slavic and East European (SEES)
 University Libraries (ULS)
 Western European Specialist (WESS)
 Women's Studies (WSS)
 ACRL local chapter

10. Member of professional or scholarly organizations (in addition to ALA; check all that apply):

- AALL (American Association of Law Libraries)
 AAR (American Association of Religion)
 AHA (American Historical Association)
 AJL (Association of Jewish Librarians)
 APHA (American Printing History Association)
 ARLIS (Art Libraries Society)
 ASIS (American Society for Information Science)
 ATLA (American Theological Library Association)
 BSA (Bibliographical Society of America)
 MLA (Medical Library Association)
 MLA (Modern Language Association)
 MLA (Music Library Association)
 OAH (Organization of American Historians)
 SAA (Society of American Archivists)
 SHARP (Society for the History of Authorship, Reading, and Publishing)
 SLA (Special Libraries Association)
 regional or local library association
 regional or local archives association
 other national professional association (please specify: _____)
 other regional or local professional association (please specify: _____)

11. Electronic access (check all that apply):

e-mail at work e-mail at home
 WWW access at work WWW access at home

12. Which listserves do you read regularly? (check all that apply)

ExLibris listserv RBMS listserv Archives listserv
 other listserves (please specify: _____)

II. RBMS INVOLVEMENT

1. Number of years in RBMS: less than 2 2-4 5-9 10-14 15-19
 20 or more

2. What motivated you to join RBMS? (check all that apply)

programs brochure encouraged to join by colleague
 encouraged to join by library school faculty
 opportunity to contribute to profession opportunity to meet colleagues
 expected for tenure/promotion preconference attendance
 change in job responsibilities to receive newsletter
 promotional information or website
 needed to select ACRL section/free choice with division membership
 other (please specify: _____)

3. How often have you attended RBMS preconferences?

never once twice 3-5 times 6-14 times 15 times or more

4. Have you attended an RBMS preconference in the past three years? yes no

4a. If not, which one most closely matches your reason why?

cost of preconference registration cost of travel/lodging
 professional development not supported by institution
 time required to attend topics not relevant or interesting
 more active in other organizations
 other (please specify: _____)

5. How often have you attended ACRL conferences?

never once twice 3-5 times 6-14 times 15 times or more

6. Have you attended an ACRL conference in the past six years? yes no

6a. If not, which one most closely matches your reason why?

cost of conference registration cost of travel/lodging
 professional development not supported by institution
 time required to attend not on a committee
 more active in other organizations
 other (please specify: _____)

7. How often have you attended ALA midwinter conferences?

never once twice 3-5 times 6-14 times 15 times or more

8. Have you attended an ALA Midwinter conference in the past three years? yes no

8a. If not, which one most closely matches your reason why?

cost of conference registration cost of travel/lodging

professional development not supported by institution

time required to attend not on a committee

more active in other organizations

other (please specify: _____)

9. How often have you attended ALA annual conferences?

never once twice 3-5 times 6-14 times 15 times or more

10. Have you attended an ALA annual conference in the past three years? yes no

10a. If not, which one most closely matches your reason why?

cost of conference registration cost of travel/lodging

professional development not supported by institution

time required to attend not on a committee

more active in other organizations topics not relevant or interesting

other (please specify: _____)

11. How often have you served on RBMS committees?

never once twice 3-5 times over 5 times

12. Which RBMS committees have you served on?

Bibliographic Standards Budget & Development

Conference Development Conference Program Planning

Education & Professional Development

Electronic Information Technology

Exhibition Catalogue Awards Membership

Nominating Preconference Program Planning

Publications RBML Award

RBML Editorial Board

Security Seminars Other (please specify: _____)

13. Which offices have you held in RBMS?

Chair Vice-Chair/Chair Elect Secretary

Member-at-Large Committee Chair

Liaison Other (please specify: _____)

14. How rewarding have you found your involvement with RBMS?

very rewarding rewarding satisfactory unsatisfactory

15. Have you ever dropped your RBMS membership? yes no

15a. If so, why? (check all that apply)

too expensive not friendly enough not relevant to job duties

switched to another ACRL section dropped ACRL as a division

dropped ALA membership too hard to get a committee appointment

other (please specify: _____)

16. Would you like to be more active in RBMS than you presently are? yes no

16a. If so, which factors would encourage your more active participation?

(check all that apply)

easier access to committee membership

mentoring opportunities

more relevant seminars/programs

more relevant preconferences

more institutional support

more opportunities in RBMS (please specify: _____)

other (please specify: _____)

17. How do you get information about RBMS? (check all that apply)

attending RBMS committee meetings attending RBMS Information Exchange

attending RBMS Executive Board meetings reading RBMS newsletter

reading RBMS or ExLibris listserves RBMS website

reading Rare Books and Manuscripts Librarianship

reading College and Research Libraries News

other (please specify: _____)

18. What do you particularly like about RBMS? (please rank your top 3 choices; 1=top choice)

programs at ALA preconferences

contributions to profession collegiality

range of committees networking

continuing education opportunity to visit other areas

other (please specify: _____)

19. I think RBMS needs improvement in the following areas: (please rank your top 3 choices; 1=top choice)

opportunities for involvement diversity of membership

conflicting meetings at conferences conference and preconference locations

expense relationship with ACRL and ALA quality of programming

quality of publications communication

other (please specify: _____)

20. In what form would you prefer to read the RBMS newsletter?

paper electronic why? _____

21. What do you see as the most critical issues in the future of special collections librarianship?

22. What do you see as the most critical issues in the future of RBMS?

23. Which new or expanded initiatives would you like to see RBMS pursue? (please rank your top 3 choices; 1=top choice)

- mentoring program
 regional programs
 continuing education
 new standards or publications (please specify: _____)
 other (please specify: _____)

III. YOUR CURRENT POSITION

1. State or province: _____

2. Country (if other than US or CN): _____

3. Current position (choose the one category that most nearly matches your current responsibilities):

- library director associate/assistant director
 department head, special collections associate/assistant dept. head, special collections
 department head, other (please specify: _____)
 curator of rare books curator of manuscripts archivist
 special collections librarian records manager
 public services librarian reference librarian technical services librarian
 rare book cataloger manuscript cataloger preservation librarian/conservator
 subject specialist/bibliographer
 (please specify subject: _____)
 systems specialist library school faculty
 other faculty (please specify discipline: _____)
 library/archives paraprofessional dealer appraiser
 other (please specify: _____)
 student retired not employed

4. Full time Part-time (indicate number of hours/week: _____)

5. Percentage of current position that relates to special collections: 100% 75%
 50% 25% less than 25% other (please specify: _____)

6. Number of years in current position: : less than 4 4-9 10-19 20-29
 30 or more student retired not employed

7. Current department: (choose the one category that most nearly matches your current situation)
 Special Collections Rare Books Archives Technical Services Public Services
 Other (please specify: _____)

8. If your current department is Special Collections, Rare Books, or Archives, where does it report? library director collection development public services other (please specify: _____)

9. Type of library: college library university library college archives (not reporting to library) university archives (not reporting to library) public library historical society museum independent research library private library other special library other (please specify _____)

10. Size of library in question 8 above (by number of volumes): less than 10,000 10,000 to 49,999 50,000 to 249,999 250,000 to 499,999 500,000 to 999,999 1,000,000 to 2,999,999 3,000,000 to 4,999,999 5,000,000 or more

11. Size of special collections: less than 5,000 volumes 5,000 to 9,999 volumes 10,000 to 24,999 volumes 25,000 to 49,999 volumes 50,000 to 99,999 volumes 100,000 to 149,999 volumes 150,000 to 199,999 volumes 200,000 to 299,999 300,000 or more AND size of archives and manuscripts collections (please specify: _____ lin. ft. OR _____ items OR _____)

IV. YOUR PREVIOUS POSITION

1. Number of positions held in library or archives career to date (include paraprofessional and professional positions): 0 1-2 3-5 6 or more

YOUR POSITION BEFORE CURRENT POSITION

2. State or province: _____

3. Country (if other than US or CN): _____

4. Previous position (choose the one category that most nearly matches your previous responsibilities):

library director associate/assistant director
 department head, special collections associate/assistant dept. head, special collections
 department head, other (please specify: _____)
 curator of rare books curator of manuscripts archivist
 special collections librarian records manager
 public services librarian reference librarian technical services librarian
 rare book cataloger manuscript cataloger preservation librarian/conservator
 subject specialist/bibliographer
 (please specify subject: _____)
 systems specialist library school faculty
 other faculty (please specify discipline: _____)
 library/archives paraprofessional dealer appraiser
 other (please specify: _____)
 student retired not employed

5. Full time Part-time (indicate number of hours/week: _____)

6. Percentage of previous position that related to special collections: 100% 75% 50% 25% less than 25% other (please specify: _____)

7. Number of years in previous position: : less than 2 2-4 5-9 10-14
 15-19 20 or more student retired not employed

8. Previous department: (choose the one category that most nearly matches your previous situation) Special Collections Rare Books Archives Technical Services
 Public Services Other (please specify: _____)

9. If your previous department was Special Collections, Rare Books, or Archives, where did it report? library director collection development public services other (please specify: _____)

10. Type of library: college library university library college archives (not reporting to library) university archives (not reporting to library) public library
 historical society museum independent research library private library
 other special library other (please specify _____)

11. Size of library in question 9 above (by number of volumes): less than 10,000
 10,000 to 49,999 50,000 to 249,999 250,000 to 499,999 500,000 to 999,999
 1,000,000 to 2,999,999 3,000,000 to 499,999,999 5,000,000 or more

12. Size of special collections: less than 5,000 volumes 5,000 to 9,999 volumes
 10,000 to 24,999 volumes 25,000 to 49,999 volumes 50,000 to 99,999 volumes
 100,000 to 149,999 volumes 150,000 to 199,999 volumes 200,000 to 299,999
 300,000 or more AND size of archives and manuscripts collections (please specify: _____ lin. ft. OR _____ items OR _____)

13. Your CURRENT salary (optional): under \$10,000 \$10,001 - \$19,999
 \$20,000 - \$24,999 \$25,000 - \$29,999 \$30,000 - \$34,999 \$35,000 - \$39,999
 \$40,000 - \$44,999 \$45,000 - \$49,999 \$50,000 - 54,999 \$55,000 - \$59,999
 \$60,000 - \$64,999 \$65,000 - \$69,999 \$70,000 - \$74,999 \$75,000 - \$79,999
 over \$80,000

14. Further comments:

Committee News (from Page 4)

by presenters. The committee was enthusiastic about using liaisons, and directed the chair to coordinate liaison assignment for the 1997 Preconference. Ideas for seminars in 1998 flew thick and fast, with many relating to the 19th-century theme of that Preconference. Seminars are not, however, limited to the overall theme of the Preconference, but are selected based on quality of the proposal, timeliness, and relevance to the profession. All RBMS members are encouraged to submit proposals.

Security

The Security Committee and the newly formed Public Services Discussion Group, chaired by Katherine Reagan, are organizing a workshop (half-day or full-day) for the 1998 RBMS Preconference with the proposed topic of "How To Operate a Reading Room." They are looking for people to speak on training in surveillance techniques, the best way to monitor reading room activities, facilities analysis and renovation requirements, documentation of reading room patrons, etc. People with ideas for topics to be covered, speakers, etc., should contact either Katherine or Everett Wilkie.

David Liston of the Smithsonian Institution has shared with the Committee copies of the "Library and Archive Security Guidelines Project" document and described how the Smithsonian went about adapting museum security guidelines for use by libraries/archives. The document has been reviewed for legality and procedures, and he would like ALA to act on it and approve its use in libraries. He mentioned that the guidelines do not require the employment of dedicated security staff, require responsibilities to be distributed, and can work in public as well as academic libraries. The Committee will discuss this document further at its annual meeting in San Francisco.

The Committee has compiled a file of all the state laws regarding theft from libraries. They vary widely and some states do not address library theft. The laws will be made available on the RBMS home page to provide a centrally located resource. A project proposed for a future Committee is to use the information to motivate the states to pass uniform legislation.

The Committee has also begun revision of the RBMS *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*. It was agreed that a subcommittee might be the best way to handle the revisions. Volunteers were solicited, and Virginia Bartow, Scott Denlinger, Ron Lieberman, and Nancy Romero (coordinator) will serve on the subcommittee. It is hoped that the Committee will have the revisions done in time for the 1999 Annual Meeting.

New Discussion Group

The RBMS Public Services Discussion Group had its first meeting on Sunday, February 16th at the ALA Midwinter Conference in Washington DC. The 2½ hours were devoted to discussion on three broad topics of interest: Reading Room Operations and Security; Electronic Reference Services via Web sites; and Instruction with Rare Books and Manuscripts.

Discussion on reading room operations and security began with an announcement of the plans underway for a 1998 preconference seminar on this topic co-sponsored by the RBMS Security Committee and the Public Services Discussion Group. Further discussion covered topics from training researchers and staff in the safe handling of rare books and manuscripts, access to unprocessed materials, use of surveillance cameras, practical procedures regarding instruction programs, reference correspondence, photography and other reproduction services, and the impact of our growing Web presence on special collections constituencies.

The meeting offered the opportunity for a large number of rare book and manuscript librarians with public services responsibilities to exchange ideas on various approaches to the above concerns. The resulting discussion was both illuminating and useful, and everyone agreed that the new Discussion Group will serve a valuable purpose in providing a forum for on-going discussion of these and other related topics. The next meeting of the Public Services Discussion Group will take place at the ALA annual meeting in San Francisco this June. All interested members are welcome to attend. Announcements of minutes and agenda will appear on the RBMS Listserv, and members with questions or concerns are invited to contact Katherine Reagan at kr33@cornell.edu.

1997 RBMS Preconference

The 38th annual Preconference of the Rare Books and Manuscripts Section of the Association of College and Research Libraries of the American Library Association will be held at the Claremont Colleges in southern California, June 24-27, 1997. Entitled "Rereading the Past: New Methodologies and Approaches to the History of the Book," the Preconference will look at how research in the history of the book has developed since the Rare Books and Manuscripts Section first looked at the subject during 1980 RBMS Preconference, "Books and Society in History." Speakers will include Robert A. Gross, College of William and Mary; Julian Roberts, Bodleian Library, Oxford University; Jeffrey Groves, Harvey Mudd College; Rosalind Remer, Moravian College; Steve Ferguson, Princeton University; and Ellen Dunlap, American Antiquarian Society. In addition, there will be a series of short paper presentations on research in the history of the book done primarily by members of RBMS. The Preconference will also include a variety of seminars including Encoded Archival Description (EAD); Loaning Materials for Exhibition; Preserving the Nation's Past: The United States Newspaper Project; Collecting and Interpreting Publishers' Archives; and Medieval Manuscripts in a Digital Age. In addition, two workshops will be presented: Internet Resources for the Rare Book Cataloger and Letterpress Printing at the Scripps College Press. Preconference attendees will be able to take an excursion to the University of California, Riverside, take walking tours of the Claremont Colleges, and attend a Southern California Chapter of ABAA sponsored book fair. One day will be spent at the

(continued on Page 6)

1997 RBMS Preconference (from Page 3)

Huntington Library, which will include tours of the grounds and galleries.

Registration is \$175 for RBMS members, \$210 for non-members. Late registration, after May 23, will be \$225 for members and \$265 for non-members. Workshops will cost an additional \$25. Housing and some meals are not included in the registration fee. Housing will be available in residence halls on the Claremont Colleges campuses as well as at the Claremont Inn. Claremont is located east of Los Angeles, and is a 20-minute drive from the Ontario, CA, airport.

For more information or a registration brochure contact ACRL, c/o ALA, 50 East Huron Street, Chicago, IL 60611-2795 (1-800-545-2433, ext. 2511) or see the RBMS Web site at URL: <http://www.princeton.edu/~ferguson/rbms.html>.

LSO listserv

The LSolist has been dormant for the past several months, because the moderator, Susan Allen, accepted a new position. The list has now been set up again at her new institution. To be a member of the LSolist, you must be designated in writing by your library director as your library's security officer. Because the entire list was migrated to the new server, those people who were on the old list need not again go through the process of being designated; however, such people do need to subscribe to the new list.

To subscribe to the new list, send to:

listproc@library.ucla.edu

the message, as a message with the subject line blank, the following:

subscribe LSolist-l Yourfirstname Yourlastname

The address of the list for posting is:

LSolist-l@library.ucla.edu

As in the past, the LSolist is not a discussion list and all postings are reviewed first by the moderator. Postings to the list, especially those regarding thefts from libraries, often include information not available elsewhere. If you have any questions, you may contact Susan, whose address, etc., is in the box on p. 8.

Assistant Newsletter Editor Needed

Because of the somewhat unusual succession of RBMS Newsletter editors and assistant editors over the past few years, the orderly progression of those offices is out of sequence. RBMS requires for continuity that the editor and assistant editor serve overlapping terms, so that the latter will be in a position to assume the office of editor with some experience under his or her belt. Both the present editor and assistant editor, however, started at the same time. We therefore need another assistant Newsletter editor to begin serving a two-year

term beginning after the 1997 annual meeting. In the normal course of events, that person will eventually become editor. If you have any interest in serving as an assistant editor for the *Newsletter*, please contact Priscilla Thomas, the present assistant editor. You will find her address, etc., in the box on p. 8.

The Union Manuscript Computer Catalogue

A project is underway to create an automated census of medieval and Renaissance manuscripts currently in North American collections (United States and Canada). Initiated by Melissa Conway and Lisa Fagin Davis, the goal is an accurate, updatable, machine-readable and machine-searchable census that will encompass records for all pre-1600 literary manuscripts written in Western languages. (Manuscripts in non-Western languages will be included at a later phase.) The format for the bibliographic record used in the Union Manuscript Computer Catalogue will be based upon the "core level" MARC-encoded record currently under development by the Electronic Access to Medieval Manuscripts Project, under the direction of Dr. Hope Mayo. Questionnaires are en route to all American and Canadian libraries soliciting information on medieval and Renaissance manuscripts, especially those which were not previously included in Seymour de Ricci's *Census of Medieval and Renaissance Manuscripts in the United States and Canada* and the C.U. Faye and W.H. Bond's *Supplement to the Census of Medieval and Renaissance Manuscripts in the United States and Canada*.

Inquiries or updates of information regarding manuscripts should be sent to deRicci@aol.com or by FAX to (909) 488-0373.

Chair (from Page 1)

information policy. While as an organization RBMS has contributed guidelines to the national debate, it has been the expertise of individual members on such issues as access, copyright, preservation, digitization, and security that has had an important impact.

Last but not least: certain recent actions of the RBMS Executive Committee have been in support of the fourth ACRL goal, which is to ensure that ACRL's operating environment provides efficiency in its use of resources and effectiveness in delivery of services to its members and constituent units. At the ALA Midwinter meeting, the RBMS Executive Committee passed a motion to request that the ACRL Board change ACRL's fiscal policy regarding ACRL units that generate income in excess of expenses from unit activities, so that this excess revenue will be shared between the ACRL operating budget and the unit. I am most happy to report that at the ACRL Board meeting, this request was delivered into the hands of the ACRL Budget and Finance Committee for consideration and review. This bodes well for the future!

—Susan M. Allen

SHARP

"Book history," reports the *Chronicle of Higher Education*, has become "a particularly hot topic in the humanities." In a recent survey of academic trends, the *Times' Higher Education Supplement* singles out "the history of the book ... as one very fashionable area of advanced English scholarship." Smoothly riding the crest of the wave, RBMS is devoting its 1997 Preconference to "Rereading the Past: New Methodologies and Approaches to the History of the Book." RBMS members working in this new and rapidly growing discipline may also be interested in the Society for the History of Authorship, Reading, and Publishing (SHARP).

Founded in 1991, SHARP is the international organization of book historians, with nearly 1000 members in 20 countries. It includes academics and nonacademics, historians, bibliophiles, literary scholars, publishing professionals, sociologists, journalists, art historians, linguists, reading instructors, classicists, and booksellers—and more than a quarter of its members are librarians. SHARP explores the creation, diffusion, and uses of the written and printed word in all languages and literatures: the history of authorship, editing, printing, the book arts, publishing, the book trade, periodicals, newspapers, copyright, censorship, literary agents, libraries, literary criticism, canon formation, literacy, literary education, and reader response.

SHARP has held successful conferences at CUNY Graduate Center in Manhattan (1993), the Library of Congress (1994), the University of Edinburgh (1995), and the American Antiquarian Society (1996). It will meet July 4-7, 1997, at Cambridge University, Vancouver (1998), Madison, Wisconsin (1999), and to celebrate Johann Gutenberg's 600th birthday, Mainz in 2000.

SHARP News, a quarterly newsletter, reviews books and reports on conferences, grants, lectures, course syllabi, research projects, employment opportunities, and new publications. SHARP also publishes a Membership and Periodicals directory, which is a guide to the global community of book historians. It maintains SHARP-L, an electronic bulletin board linking more than 1000 scholars, as well as the SHARP web page at <http://www.indiana.edu/~sharp>.

SHARP is now soliciting contributions to its new annual scholarly journal, *Book History*, which will publish its premier issue in August, 1998. Articles dealing with the American hemisphere or the Middle East should be sent to Prof. Ezra Greenspan, English Department University of South Carolina, Columbia, SC, 29208, ezra.greenspan@scarolina.edu. Articles dealing with other parts of the world should be sent to Jonathan Rose, History Department, Drew University, Madison, NJ, 07940, jerose@drew.edu.

SHARP also seeks papers for its sixth annual conference, meeting 16-20 July 1998 at Simon Fraser University in Vancouver. There are no limitations on topics, but special panels will be organized on traditions of the written word in Asia and the Americas; interactions and boundaries between print and oral culture; the book arts of text and image; and books in the Ancient, Medieval, and Renaissance periods. Abstracts should be sent by 31 October 1997 to Deborah Kirby,

SHARP 98 Conference Director, c/o Canadian Centre for Studies in Publishing, Simon Fraser University, 515 West Hastings Street, Vancouver, BC, Canada V6B 5K3, telephone 604-291-5093, fax 604-291-5098, dkirby@sfu.ca. Presenters must be or become members of SHARP.

Annual dues for SHARP are \$35 in the U.S. and Canada, £25 in Great Britain, and \$40 elsewhere. RBMS members who join October, 1997, will have their memberships extended through summer, 1998. They will receive *SHARP News*, membership directories for 1997 and 1998, the first issue of *Book History*, and program information for our next two conferences. (This offer does not apply to renewals.) Send checks in American or British currency, made out the SHARP, to Linda Connors, Drew University Library, Madison, NJ 07904, lconnors@drew.edu. You may also ask her for a free sample copy of *SHARP News*.
—Jonathan Rose

A Call for Seminar Proposals for the 1998 Preconference

RBMS members are invited to submit seminar proposals for the 1998 Preconference, which will be held in Washington, D.C., June 23-26, 1998. Seminars constitute an important educational component of each Preconference and a valuable forum for the exchange of ideas and information on particular topics of relevance to rare book and manuscript librarians. Each RBMS Preconference features eight to twelve seminars, which are usually ninety-minute presentations, given in a variety of formats and scheduled concurrently, with two or three seminars offered at a time. Additional information is available via the Web at the URL given below.

Seminar organizers begin their work thirteen to fifteen months prior to the Preconference, by contacting potential seminar presenters and working with them to develop a written seminar proposal, which is submitted to the RBMS Seminars Committee for review. For 1998, seminar proposals should be submitted by June 1, 1997, to Elaine Smyth, Chair, Seminars Committee, Special Collections, LSU Libraries, Louisiana State University, Baton Rouge, LA 70803-3300, or via e-mail, notebs@UNIX1.SNCC.LSU.EDU. The Seminars Committee will select seminars to be presented at the 1998 Preconference during its Annual Conference meeting in June, 1997.

Procedures for submitting a proposal are available on the Web at <http://www.princeton.edu/~ferguson/rbms.html>. Paper copies are available from the chair at the address above or 504/388-6547; fax 504/334-1695.

Rare Book School 1997

Electronic copies of the Expanded Course Description and various other RBS documents can be accessed at <http://poe.acc.virginia.edu/~oldbooks/bap.html>.

For application forms, write Rare Book School, 114 Alderman Library, University of Virginia, Charlottesville, VA 22903-2498; or fax 804-924-8824; or email biblio@virginia.edu; or telephone 804-924-8851.

Transitions

Susan M. Allen has been named head of the Department of Special Collections at the University of California, Los Angeles. **Martin Antonetti** is Curator at Smith College. **Rodney Armstrong** retired in February after 23 years of service as director and librarian of the Boston Athenaeum. **Brett Charbeneau** is systems administrator at Williamsburg (VA) Regional Library. **Bonnie Jo Dopp** is now curator of special collections in performing arts at the Music Library of the University of Maryland, College Park. **Susan M. Edwards** has joined the staff at Salem State College Library, Salem, MA, as archivist. **Katherine L. Fleming** has been named special collections archivist/librarian at the Robert Scott Small Library at the College of Charleston, SC. Retired assistant director of the Virginia State Library, **Ray O. Hummel**, died in October. While in retirement, Hummel cataloged rare books and Cabell personal papers at the James Branch Cabell Library at Virginia Commonwealth University. **Florence Jumonville** is the new head of Louisiana and Special Collections at the Earl K. Long Library of the University of New Orleans. **David Koch** was recently named associate dean for special collections and development at Southern Illinois University at Carbondale. **Anne R. Kenney**, associate director of the Department of Preservation and Conservation at Cornell University, was appointed to the National Historical Publications and Records Commission. **Kurt F. Kuss** has been appointed special collections librarian in the Ladd Library at Bates College in Lewiston, Maine. **Amy Leigh** has been named project archivist for the Theatre Collection in the Houghton Library at Harvard University. **Clarissa O. Lewis**, previously librarian in the rare book area at the University of Illinois at Urbana-Champaign until her retirement in 1971, has died at the age of 93. **Kenneth E. Lopez** is director of security in the Library of Congress. **Anne M. McMahon** has been appointed university archivist at Santa Clara University. **Carol Miller** who is library security services manager in the Free Library of Philadelphia is the fourth recipient of the Robert B. Burke Award. **Eva Moseley** has been awarded the Silver Award from the U.S. Commission on Libraries and Information Science for her significant work with

the manuscript collection related to the History of Women in America at the Schlesinger Library at Harvard University. The 1996 Arline Custer Memorial Award from the Mid-Atlantic Regional Archives Conference was presented to **James P. Quigel**, labor archivist in Special Collections and University Archives at Rutgers University, for the year's most outstanding archival publication. **Ken Riccardi** has joined the staff of the LaGuardia Community College Library as archivist. **Elizabeth A. Robinson** is now principal rare book cataloger at the Huntington Library in San Marino, CA. **Elaine Shiner** is senior cataloguer in the Folger Shakespeare Library, Washington, D.C. **Gwen Smith** has been appointed assistant curator of rare books and Texana at the University of North Texas. **Richard Wyndorf** is Director of the Boston Athenaeum.

Fall Newsletter Deadlines

Copy for the Fall, 1997, newsletter will be due in the editor's hands by Friday, September 26, 1997. ACRL tentatively plans to send that issue of the *Newsletter* to press on October 17 and hopes to have it mailed to RBMS members by November 7, 1997.

RBMS Newsletter is a publication of the Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association, 50 E. Huron St., Chicago, IL 60611; ☎ (312) 944-6780. Editor: Everett C. Wilkie, Jr., The Connecticut Historical Society, 1 Elizabeth Street, Hartford, CT 06105; ☎ (860) 236-5621, ext. 250; Fax: (860) 236-2664; email: ewilkie@ix.netcom.com. Asst. Editor: Priscilla Thomas, Special Collections, University of Delaware Library, Newark, DE 19711; ☎ (302) 831-2229; Fax: (302) 831-1046; email: priscilla.thomas@mvs.udel.edu. Typesetting and layout done at The Connecticut Historical Society by Everett C. Wilkie, Jr., and Jill Padelford, the Society's Editorial Assistant, using Aldus Pagemaker®. The type is TrueType® Times New Roman and FontBank® RoseRound. Manufactured in the U.S.A. RBMS Chair: Susan Allen, Department of Special Collections, Box 951575, University of California, Los Angeles, CA 90095-1575; ☎ 310-825-2422; Fax: 310-206-1864; email: sallen@library.ucla.edu.

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ISSN 0734-1481

RBMS Newsletter

c/o Association of College & Research Libraries
50 E. Huron St.
Chicago, IL 60611

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