RBMS Executive Committee Meetings Minutes
ALA Midwinter meeting, 2004
January 12, 2004
8:30 a.m.-12:30 p.m.

Present: Margaret Nichols (Cornell University), Chair; Elaine B. Smyth (Louisiana State University); Daniel J. Slive (UCLA), Past Chair; John Cullars (University of Illinois at Chicago), Secretary; Isaac Gewirtz(New York Public Library), Member-at-Large; Rachel Howarth (Harvard University), Member-at-Large; Katherine Reagan (Cornell University), Member-at-Large.

Guests: Terry Belanger (University of Virginia); Lois Fischer Black (North Carolina State); Alvan Bregman (University of Illinois, Urbana-Champaign); Melissa Conway (University of California, Riverside); Deborah Dancik, (University of Alberta); Jackie Dooley (University of California-Irvine), Christian Dupont (Syracuse University); Julie Grob (University of Houston); Hjordis Halvorson(Newberry Library); Eric Holzenberg (Grolier Club); Elizabeth Johnson (Indiana University); Mike Kelly (New York University); Mary Lacy (Library of Congress); Kristi Kiesling (Ransom Center, University of Texas, Austin); Martha Lawler (Louisiana State University, Shreveport); Deborah J. Leslie (Folger Shakespeare Library); Jeffrey Makala (Wesleyan University); Jennifer MacDonald (University of Illinois, Urbana-Champaign); Janice Matthiesen (UCLA); Laura Micham (Duke University); R. Arvid Nelson (University of California, San Diego); Richard Oram (University of Texas, Austin); John Overholt (University of Texas-HRHRC); Gregory A. Pass (Saint Louis University);   Barbara Paulson (National Endowment for the Humanities); Mary Jane Petrowski (ACRL); Anne Posega (Washington University); Henry Raine (New York University/New York Historical Society); Judy Harvey Sahak (Claremont College); Jennifer Schaffner (UCLA); E. C. Schroeder (Yale University); Suzy Taraba (Wesleyan University); Margaret Tufts Tenney (University of Texas, Austin); John B. Thomas, III (University of Texas); David Whitesell (Harvard University); Everett Wilkie (Kinston, North Carolina); Kelley Wolfe (Claremont College)

1. Nichols called the meeting to order at 8:35 a. m. and invited all present to introduce themselves, beginning with the members of the Executive committee [referred to as Exec throughout the minutes].

2. Review and finalize agenda—(Nichols)
 Nichols announced that there would be breaks from 9:30-9:45 a.m. and from 11-11:05 a.m. Under 11. "Discussion Groups," Schroeder would give his report on the joint meeting of the future of discussion groups first rather than fifth. Under 12. "Liaisons," there would be no report on the ACRL Board, whose second meeting had not yet taken place. The agenda was approved by Exec as amended. [After the first break, ACRL presidential candidates Camila Alire, University of New Mexico, and Charles Kratz, University of Scranton, introduced themselves.]

3. Approve minutes from ALA Annual-(Nichols)
Smyth moved that the minutes of the RBMS Rxec meeting held at he 2003 ALA Toronto Conference on Monday, June 23, 2003 be approved as distributed; Howarth seconded the motion. The minutes were approved unanimously.

4. Reminders for committee chairs-(Nichols)
Nichols summarized recommendations from a document prepared by Taraba and herself, "Tips for Committee Chairs." Among them were provisions that chairs   should attend all their committee meetings

and report at Information Exchange during Midwinter and Annual ALA conferences and at New Member orientation at Preconferences as well as attend Exec. If unable to attend any of these meetings, it is their responsibility to designate substitutes. Minutes of their meetings are due to the RBMS Secretary within a month [ACRL requests drafts of all meetings within two weeks of the conference.] A chair may serve two consecutive two-year terms and may not appoint his or her own successor. No individual may serve on more than three ALA (or its subdivisions) committees except in an ex officio capacity. The RBMS Manual provides more detail on the Section's mission, structure, procedures, and activities and can be found on the RBMS homepage (http://www.rbms.nd.edu/) under "About RBMS/Organizational Manual."

5. Consent agenda—(Nichols)
Nichols explained that, based on ACRL Board practice, this agenda item batches Exec activities for which the Committee does not anticipate further discussion
and thus moves to pass as a group. If any member of Exec wishes to introduce
Discussion of any or all items on the consent agenda, it or they will be discussed and voted on separately.
The four following items on the consent agenda are on issues that Exec discussed and voted on by e-mail since the June 2003 ALA annual meeting in Toronto: a0 ratify e-mail vote to approve the charge of the Task Force on the Loan of Special Collections Materials for Exhibition; b0 Ratify e-mail vote to approve the charge of the Diversity Action Plan Implementation task force; c) Ratify e-mail vote to approve the Code of Ethics as amended in response to comments from the ACRL Ethics Committee; and d) Ratify e-mail vote to approve the 2006 Preconference proposal. Reagan moved to accept the consent agenda, and Gewirtz seconded her motion. Exec unanimously voted to accept the consent agenda.

6. ACRL meeting reports
Nichols reported that ACRL is contributing $3000 for RBMS scholarships to attend the 2004 Preconference at Yale.
a)–d) Nichols and Smyth reported that they had nothing to add from the ACRL Board I, 2004 Midwinter; the ACRL section Leadership; or the ACRL Sections Council beyond what had been reported at Information Exchange.

7. Standards and guidelines revisions/Task Forces
a) Loan of Special Collections Materials for Exhibition (Wilkie)
Wilkie announced that, the Task force's charge, having been approved, he expects the task force to complete its work by next year. This Task Force was convened when ACRL 's Standards and Accreditation (SAC) Committee rejected the previously submitted draft.
b) Interlibrary Loan of Rare and Unique Materials—(Micham)
Micham reported that since his task force is performing the revision of a previously approved document, no public hearing on the revision is required,
nor did recommendations for such a public reading arise at Information Exchange.
The document will go to *CRL News* by mid-February, to SAC by April 1, and to the ACRL Board at the 2004 annual conference in Orlando.
c) Diversity Action Plan Implementation (Grob)
Grob discussed the need to work the implementation of the Diversity Action Plan into the regular flow of the Section's activities so that all RBMS members would be aware of the needs for diversity. There are provisions for two minority scholarships, one for a student and the other for a professional from recognized underrepresented minorities. (If there are no appropriate minority candidates,

these funds revert to the pool for scholarships.) The task force further recommends a diversity component to RBMS's mentoring activities. The Publications Committee will author a one-page insert on diversity issues for the RBMS brochure, of which there are too many extant copies to justify a new brochure. The RBMS website will gain a diversity button. It was recommended that
minority institutions in San Antonio could be contacted at the 2006 midwinter meeting there and that RBMS can send letters to graduate schools with diversity programs encouraging their students to consider rare books librarianship as a
profession. An article may be solicited on diversity for *RBM*. D. Leslie asked for
clarification on the formal definition of an underrepresented minority group. Is it exclusively a racial and/or ethnic matter? T. Belanger pointed out that this informational report that included no action items would more appropriately have been given to the larger audience at Information Exchange, saving Exec reports for action items and additional material not presented at Information Exchange. Slive
congratulated Grob and Clement on their *RBM* article, and Nichols added that
another year will be required for implementation of the many proposals outlined.

d) Code of Ethics, rescinding of Standards for Ethical Conduct—(Oram)
Oram reported that, according to ACRL Executive Director Mary Ellen Davis, since the new ethics code is a revision of a previously approved document rather than
a totally new endeavor, it is unnecessary to formally rescind the old document. It should be brought to the attention of the ARL Task force on Ethics. The new version will be publicized though the RBMS sources, Ex Libris, the ACRL listserv, and *CRL News*.   Belanger suggested having ARL Executive Director Duane Webster send the code to ARL directors via their e-mail listserv.

8. Programming

a) 2004 Preconference (New Haven)—(Kelly/Nichols)
Kelly reported for himself and for Nicole Bouche, chair of Local Arrangements. The title of the 2004 Preconference at New Haven is "Ebb and Flow: The Migration of Collections to American Libraries." It will run Monday through Thursday, June 21-24, 2004. There will be nine plenary sessions and nine short papers, as well as seminars, workshops and tours. The preconference hotel will be the Omni New Haven Hotel at Yale at approximately $140 per day. Buses to JFK and Hartford airports will be provided at the end of the preconference. Registration will be limited to 250 attendees since that is the maximum number that one major venue can accommodate. Registration on the RBMS web should be available by mid-February, but the Hotel Omni is currently accepting reservations for the preconference. Plenary speakers include Alice Prochaska, Yale University Librarian, and James Raven, Director of he Cambridge Project for the Book Trust, Michael Winship, University of Texas at Austin, and Anthony Rota, Bertram Rota Ltd., Antiquarian Booksellers, London.

b) 2004 Conference Program (Orlando) (Nichols)
Nichols reported for Program Chair L. Claassen that the program at the 2004 ALA annual conference in Orlando will document cultural communities in Florida including the Cuban, Haitian, and gay and lesbian communities. Speakers include Joel Buchanan and Stephen Kerr. It will take place on June 27, 2004. The program track assigned to our program by ALA is "Authors and cultural Issues."
Our topic should appeal to a number of other ACRL sections.

c) 2004 ACRL Conference (Minneapolis)—(Smyth)

Smyth reported for Rippley that RBMS's representation at the ACRL 2005 Conference is being coordinated by the Publications Committee. As was the case at the 2003 ACRL Conference at Charlotte, RBMS plans to sponsor a roundtable, which will be headed by Susan Stekel Rippley. The submission of a proposal for a paper or panel is also being considered. The deadline for submissions for papers or panels is May 1, 2004.

d) 2005 Preconference (St. Louis) –(Holzenberg/Posega/Smyth)
Holzenberg said that the working title for the preconference is "What They Didn't teach me in Library School" with plenaries on how and who we educate, who our constituencies are, educational opportunities for special collections librarians, and grant agencies and funding for special collections. A number of persons are being considered for the program, and they expect to make considerable progress in shaping the program by March 2004. Posega reported for Local Arrangements that the preconference hotel will be the Hyatt Regency Union Station at $145 per day. This preconference will return to the usual Tuesday through Friday noon schedule, June 21-24, 2005.   Tours of the Botanical Gardens and Minneapolis Historical Society are planned.

e) 2005 Conference Program (Chicago)-- (Lacy/Smyth)
Program Committee chair Lacy said that the committee is looking at a program built around culturally diverse materials in Chicago and Detroit collections that will be topical and problem-oriented rather than theoretical. Among the groups discussed were Africans, Greeks, Italians, Jamaicans, Lithuanians, and Poles. Some possible speakers from the Chicago area were identified. With thus far all local participants, Lacy said the program budget should be low, and that the Section expects to receive up to $500 from ACRL to support the program.

f) 2006 Preconference—(Sahak/Oram)
Oram said that the preconference will be in Austin, Texas with its main site the Harry Ransom Research Center. He anticipates a favorable rate at the preconference hotel.

g) 2007 Preconference—(Sahak)
Sahak announced that ALA annual conference will be in Washington DC in 2007 and that she is seeking preconference proposals.

9. Publications

a) Publications Committee—(Lawler)
Lawler asked that Exec look over the version of *Your Old Books* currently on the Web and report any comments or corrections to her to Dupont. Since the final
section contains many URLs, it was decided that an easily revisable online version is preferable to paper. Those who want a paper copy can print it off the web. This revision should be completed by June. Also possibly by June the committee will prepare a diversity insert to go in the brochure unless it is decided to wait until a new brochure is designed.

Dupont was asked to discuss the following action items: (1) the proposed revision of the RBMS web site; (2) the proposed policy concerning the use and distribution of the Section logo for inclusion in the RBMS Manual; and (3) the proposal to register an internet domain name for RBMS web site. Dupont had posted these proposals on The RBMS web site after presenting them to   Exec at the ALA 2003 annual in

Toronto. [The text of Dupont's proposals together with his extensive explications and comments will be found as an appendix to these Minutes.]

(1.) Dupont reported that the Publications Committee recommends the appointment of a Web Editor to the Section by the RBMS Vice-Chair/chair-Elect. The Web Editor would be appointed for a two-year term, renewable twice for a maximum of three consecutive terms, a total of six years.   Further more the Web Editor would nominate one or more Assistant Web editors to be appointed by the
Section Vice-Chair/Chair-Elect to serve two-year concurrent terms with the Web Editor. To help ensure continuity in editorial practice and technical matters, an Assistant Web Editor may be asked to serve as Web editor at the expiration of his or her term or to accept renewal for a second or third two-year term.   Dupont based his recommendations on the precedent of those for the RBMS newsletter editor. He will continue to serve until replaced by the new procedure. If the appointment were treated as analogous to committee appointments, the Web editor could not serve more than two consecutive two-year terms, according to ACRL policies, but perhaps the appointment could be viewed in some other light. Cullars suggested that the Web Editor's appointment might be treated as ex officio to avoid the time limits consideration, but Smyth doubted that would apply since one serves as ex officio on a committee as a result of holding a position or office rather than holding the initial office or position in an ex officio capacity. Dupont said that he saw the Web Editor's serving a third term as generally happening in the absence of a successor ready to take over. In the event of an assistant web editor
being ready to assume the position of web editor, the continuation of the web   editor in the position would be made in consultation with the assistant web editor.
Taraba felt that the possibility of a six-year period of service might be attractive to
some younger members striving for visibility in the Section. Gewirtz said that with oversight every other year, those who found the task too onerous would have the
opportunity of preparing for an earlier succession.

After this discussion, Dupont moved for EXEC to vote on the motion that the Web Editor be appointed by the RBMS Vice-Chair/Chair-Elect for a two-year term with the possibility of renewal for two additional (but no more) two-year consecutive terms. Since this Motion came from the Publications Committee, no second was necessary. The motion carried unanimously.

(2.) The RBMS logo was adopted and approved by Exec at the 2002 ALA midwinter meeting in New Orleans. It consists of two parts: 1) the block letter "mark" containing the letters "RBMS"; and 2) the associated "label" that states the official name of the section and its affiliation with ACRL and ALA. The "mark" and "label" may be separated for design purposes if desired and the mark may also be used without the label. The logo or its parts may be used in any color or black and white, and be reduced in size so long as the lettering remains legible. The logo is not registered as a trademark but is understood to be an inherently copyrighted production of RBMS, which maintains interest in controlling its   usage and distribution. The logo shall be incorporated into the design of all official Section publications, print and electronic. Excluded are internal documents such a agendas, minutes, and correspondence. Publications that receive an endorsement or award from RBMS may also display the logo with the knowledge and approval of the RBMS unit responsible for issuing the endorsement or award. The RBMS Publications Committee is responsible for communicating these usage guidelines to publication editors and for overseeing their implementation. The RBMS Web editor is responsible for maintaining the electronic files used to produce the logo and for distributing the logo files to editors or designers of section publications in a timely manner. Slive suggested the addition of "front cover, verso, title page, and back cover" for a print publication under the usage section, which Dupont agreed to incorporate.

Dupont moved to have all these recommendations, which may be seen in full in the appendix, added to the RBMS Manual, and the motion was unanimously carried.

(3.) RBMS should register and maintain an Internet domain name (recommended and available: rbms.info) in order to establish a permanent and easily recognizable URL for its main site. A major advantage of this would be that with such a domain name, server migrations would be invisible to users. With the change of Web Editors or their taking new positions, there will always be the possibility of a change of server. Many online companies offer domain name registration and maintenance for a small annual fee. Most also offer other services such as url masking and e-mail forwarding at prices as low as $15 a year and discounts for multi-year registrations. The easiest way to handle this is probably to have the web Editor personally purchase a three-year registration and seek reimbursement from RBMS.

Petrowski, ACRL, said that ACRL might not authorize this; she knew of a similar attempt that was rejected in 1999. She recommended that the section check with Hugh Thompson or Stephanie Orphan for guidance on ACRL policies concerning this matter. Nichols charged the Publicity committee to follow through on this inquiry. Since a motion cannot be entertained contrary to the rules of the parent body, this item had to be tabled. But it should be possible for Exec to vote by e-mail once the needed information is available.

b) RBM—(Lawler for Clement)
RBM editor Clement was attending the ACRL Publications committee Meeting that meets simultaneously with RBMS Exec, and Lawler gave his report. Though most of the former members of the editorial board have continued, there is still room for seven to eight additional persons. The board meets at both annual and midwinter ALA meetings. The journal's format will be change, allowing for two extra articles per issue. Clement has all the articles needed though fall 2004, which will deal with the New York and London book trade, plus one for the following issue. He is considering the use of short papers given at the New Haven preconference and/or issues arising from the LC "Hidden Collections" conference for additional copy. Currently only 25% of RBMS members subscribe to *RBM*.

c) RBMS Newsletter—(Makala)
Makala reported a March 8 deadline for submissions for the newsletter. He also said that Huge Thompson of ACRL announced the likelihood in ACRL of electronic publication only for the Division's newsletters. At least five editors of ACRL sectional newsletters expressed unhappiness with such a trend. ACRL has budgeted $1500 for the RBMS Newsletter and is seeking cost-cutting measures, given that it supports 17 sectional newsletters. Makala further announced that Michael Forstrom, Yale University, and Jeff Barton, Columbia University, will take over the editorial duties in the spring.

10. Committees

a) Archivist/Records Manager—(Bregman)
Bregman said that the official archives are paper only, so paper rather than electronic copies need to be deposited with him. He cannot yet archive electronic copy. There is now a complete archive of the Section's newsletters, but there are lacunae in other types of documents. RBMS files are at a remote location, making it impossible for him to answer reference questions immediately upon their receipt. Dupont backs up RBMS files every six months but not agendas and minutes. Petrowski reported that ACRL maintains five year records of all Sections and that the Division finds section Minutes very valuable in its planning.

She recommended that committee chairs submit draft minutes to ACRL within two weeks of each conference. Belanger asserted that the Sections should be responsible for maintaining their own archives rather than the parent association, which might not have sufficient staffing available to maintain those records.

b) Bibliographic Standards—(Leslie)
Leslie announced that only two RBMS publications are being carried in the ALA Store at this conference. Nichols will encourage Huge Thompson of ACRL to bring more RBMS publications to the annual conference in Orlando. Unsold publications have to be carted back to Chicago, and here is a suspicion that ACRL may regard a number of our publications as too esoteric to be in demand.

c) Budget and Development --(Oram)
Oram told the group that, contrary to projections, the RBMS Preconference in Toronto last summer made, rather than losing, money. The Section leadership learned of this surplus as recently as November. There was some discussion of this welcome but unexpected development. No one fully understood what ahd happened, but currency conversion appeared to be a factor. A final tally is not yet available for the Toronto ALA conference. Smyth observed that the ACRL budgetary process has become much more fine-tuned with spreadsheet technology than in the recent past. RBMS has an arrangement to receive half of the revenues over expenditures on its preconferences, in is case, half of a net profit of $5676.89. The Committee proposed adding these extra funds to the $3000 for scholarships that RBMS obtained from ACRL on the assumption that here would be no surplus from the preconference, giving a total of over $5000 for scholarships.
Dooley spoke in favor of this, pointing out that fund-raising for additional   scholarship money is precarious. Oram moved applying the surplus from the Toronto preconference to the funds for scholarships, and the motion passed unanimously.

d) Conference Development—(Sahak)
There was no additional report from what was given at Information Exchange and no action items.

e) Exhibition Awards—(Conway)
Conway announced that a database was being created of the first decade of Leab Award winners and covers. As Dupont had earlier indicated, winners would be entitled to post the RBMS logo in connection with their winning catalogs. Such a database will greatly enhance the visibility of the Leab Award. It can further be publicized through the creation of a flyer and at Rare Book School. The rest of her report had been given at Information Exchange.

f) Membership and Professional Development—(Raine)
Raine reported that the scholarship subcommittee had met on Sunday to discuss mechanisms for minority scholarships and how to use the additional money from
the Toronto preconference surplus, assuming that Exec followed the recommendation to apply it to scholarships. They recommend seven full scholarships of $695 (which is preconference registration plus $500) and four partial scholarships of the $195 registration fee. RBMS needs to do a follow-up to see if scholarship recipients return for a second preconference. Smyth wondered if the amount of money was sufficient. Perhaps fewer scholarships for more
money would be more effective. Many students in particular, but also entry level professionals may find the amounts offered insufficient for their travel and lodging needs, causing them not apply. Raine pointed out

that the partial scholarships covering registration costs help local students or professionals to attend. Grob suggested that one or more full minority scholarships would be a strong incentive for minority application. Taraba asked for information on the promotion of minority scholarships. The lack of such promotion to black colleges in Atlanta was a missed opportunity. Raine said that no minority applicants applied last year, and the money set aside for the two minority scholarships reverted to the general pool. It was suggested that calling them "travel grant" might be more appropriate to the purpose of the funding, but in calling them scholarships, Raine pointed out that we are following ACRL precedent. Gewirtz asked whether a database of minority institutions exists, but Raine did not know.

Grob informed us of the existence of a print list of minority institutions, and Taraba and Gewirtz both have copies of it. Raine has 250 RBMS brochures; Ann Marie Lane sat with some of them at the ACRL booth for two hours. Raine's motion to fund seven full and four partial scholarships passed unanimously.

g)Nominating—(Taraba)
Taraba announced that Lois Fisher Black and Katherine Reagan are slated to run for RBMS Vice-Chair/Chair-Elect and Ann Dondertman and Jane Gillis for member-at-Large. She also pointed out that voting will be electronic this year and ALA dues must be paid by March 31 to receive an electronic ballot.

h) Security—(Wilkie)
In addition to what he reported at Information Exchange, Wilkie said that surveys from his committee would soon go out and that no personally identifiable information.

i) Seminars—(Johnson)
Johnson reported that ACRL has allotted the Section $500 for the program. There will be one international speaker. There was a concern expressed with changes in the status and processing of visas since 9/11, but Smyth assured the group that the speaker is very experienced in international travel. Johnson said that, since
The Diversity Action Plan Implementation Task Force offers workshops or programs rather than seminars, the *raison d'être* of her committee, some tweaking of languages was required to accommodate them. The committee and task force are looking at ways in which to include diversity concerns in the 2005 preconference seminars. The committee has produced a preliminary report, circulated at Exec, covering over ten years of seminar topics. This impressive and informative document was the work of Intern Arvid Nelson, whose work was commended. The period covered is 1991-2003, divided into five general subject classifications, administration, library resources, professional issues, public services, and technical services. One may search by date or by specific conference. Smyth recommended that the committee work to fill in such lacunae as there are as to topics and presenters for some sessions to the extent that the data can be reconstructed. It was also recognized that seminars can have multiple topics and that some are aimed toward a rare books, and others more towards a manuscript, audience.

11. Discussion Groups

e) Joint meeting on the future of discussion groups—(Schroeder)
[This report was moved to this place in the agenda at Schroeder's request.]
Schroeder said that it was the consensus of the group that a separate collection development discussion group should be set up rather than combining that topic
with the Curators and Conservators Discussion Group, most of whose members

expressed a strong desire to retain their autonomy and individual focus. It was further suggested that one of the five discussion groups would not meet every fifth
ALA meeting, treating midwinter and annual as separate meetings. That discussion group might, however, have a joint meeting with another discussion group if such could be amicably scheduled. The discussion groups meeting schedule will be set up to cover eight years to help the RBMS chair avoid too many or conflicting meetings at any one conference. Nichole reminded the group that scheduling for midwinter is due to ACRL in September and in mid-October for annual. Schroeder will consult with Vice-Chair/Chair-Elect Smyth and possibly with the Conference Development Committee.

a) Curators and Conservators—(Bregman/Duroselle-Melish)
Bregman reported that 12 attended the meeting, whose main business was the recommendation for the creation of a separate collection development discussion group rather than the previously discussed amalgamation of the two groups into a
single discussion group. Bregman moved for Exec to establish a new Collections Development Discussion Group along the lines discussed in the previous item to have its first meeting at the ALA midwinter meeting of 2005. The motion was passed unanimously. The discussion group also considered how to encourage the presentation of seminars and preparation of publications relevant to the group's interests.

b) Manuscripts and Other Formats—(Lacy)
Lacy had nothing to add beyond what was reported at Information Discussion.

c) MARC for Special Collections—(Schroeder0
There was no additional report aside from that given at Information Exchange.

d) Public Services—(Halvorson)
There were no additional items after Information Exchange.

12. Liaisons

a) ACRL Board—(Nichols/Smyth)
There was no report from ACRL Board I, and ACRL Board II had not yet met.

b) ACRL Sections Council—(Nichols/Smyth)
Smyth announced that ACRL is mounting an interactive committee roster, showing members and terms. On July 1, this should flip over to show the composition of the newly constituted committees. ACRL cannot archive these lists electronically, but must do a printout for archival purposes. Dupont pointed out that since RBMS
does not publish partial rosters on the website, he is skeptical of the accuracy and completeness of committee rosters generated as early as July 1. Nichols said that
the section should keep its own accurate, up-to-date roster.

c) ACRL Budget and Finance—(Allen)
Dancik provided additional information for Allen, who gave her report at Information Exchange. ACRL is considering raising its dues, which are the lowest in ALA, for the first time since 1990. It is looking at various models. The decision will not be fast-tracked; two separate votes by the ACRL Board and a change in the ACRL Bylaws are required before dues may be raised.

d) ACRL Membership
There was no report because this conflicted with Information Exchange.

e) ACRL Professional Development—(Ellickson)
No report.

f) ACRL Publications—(Lawler)
This committee meets at the same time as Exec, and Clement is attending the meeting. Lawler had gone to an earlier scheduled meeting that was cancelled. There was nothing new to report beyond the fact that Huge Thompson announced that ad revenues are down.

g) ALCTS/PARS—(Brown/Paulson)
 Paulson had nothing to add beyond what was said at Information Exchange.

h) ARL Task Force on Special Collections—(Jones)
Slive reported for Jones and recommended our attention to the document at the following url:
http://www.arl.org/collect/spcoll/sctfmins1103.html . This document arose from a November, 2003 meeting at Chapel Hill in which RBMS was
designated as the appropriate body to specify competencies for special collections and to evaluate progress toward them. Upon the completion of a white paper commissioned at that meeting, RBMS should expect to be begin work on this endeavor.

i) GODORT/MAGERT—(Gillis)
No report.

j) IFLA—(Allen)
No report.

k) SHARP—(Matthiessen)
No report.

13. Old Business

a) RBMS Manual—(Slive)
Slive said that he is reviewing the manual for possible changes, which are due after the annual conference in Orlando.

b) Guidelines for ACRL Liaisons—(Taraba)
Taraba had nothing extra to report.

c) "For Committee Chairs"—(Nichols)
Nichols said that she had sent out these guidelines and had received extremely helpful comments. When the process is completes, the guidelines will be posted on the website.

14. New Business

a) Standards/guidelines revision—(Nichols)
Nichols reported that the following 4 guidelines are up for review: (1) the ALA/SAA Joint Statement on Access to original Research material; (2) the Loan of Special collections materials for Interlibrary Loan; (3) Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections; and (4) Guidelines on the Selection of General Collection Materials for Transfer to Special Collections.

b) IMLS project: census of archivists—(Lacy)
No report beyond that given at Information Exchange.

c) Service on ACRL Committees—(Taraba)
Taraba, who is co-chair of he ACRL Appointments committee, said that RBMS has few members on the 23 separate ACRL committees. RBMS could have liaisons to
committees. For example, Susan Allen's presence on ACRL Budget & Finance has been very beneficial for the section. When Dooley asked which were the appropriate committees, Taraba responded that a liaison to all ACRL committees could be worthwhile. Such new appointments would begin at the end of annual 2004.

15. Announcements

Slive spoke of the need to diligently document the RBMS historical record by sending paper copies of slates, preconference information such as seminar topics, agendas, minutes as well as the more obvious official documents to Bregman. Reagan reported that discussion topics since 1998 are documented on the web.

Nichols adjourned the meeting at 12:05 PM.

APPENDIX

RBMS Webmaster Christian Dupont, an ex-officio member of the RBMS Publications Committee, has drafted the following three proposals for consideration by the RBMS Executive Committee

during its session at the ALA Annual Meeting in San Diego, on Monday, January 12, 2004. Dupont introduced the substance of these proposals at the Executive Committee session at the 2003 ALA Annual Meeting in Toronto. As the minutes of that meeting record, it was agreed that these proposals would be posted on the RBMS Web site prior to the Midwinter meeting for review and comment by the RBMS membership. RBMS members are encouraged to review and comment upon the proposals prior to or during the Executive Committee session in San Diego. Any comments prior to the meeting may be sent to Christian Dupont at ydupont@syr.edu or rbmsala@nd.edu .

Proposed Revision of the RBMS Manual: RBMS Web Site
Proposed Policy Concerning the Use and Distribution of the Section Logo for Inclusion in the RBMS Manual
Proposal to Register an Internet Domain Name for the RBMS Web Site

1. PROPOSED REVISION OF THE RBMS MANUAL: RBMS WEB SITE

Compare the present wording of this section posted at: RBMS Manual / Organization / Electronic Communications

1. Web Site

Comment: The RBMS World Wide Web site is principally intended to distribute official information about RBMS, its membership, activities, and conferences. Such information includes, but is not limited to: general information about the section; the RBMS Manual; committee and task force rosters, reports, agendas, minutes, and other documents; RBMS Preconference and ALA Conference information; Guidelines, Standards, Newsletter and other section publications.

The Publications Committee chair recommends the appointment of a Web Editor to the Section Vice-Chair/Chair-Elect. The Web Editor is appointed for a term of two years, renewable twice for a maximum of three consecutive two-year terms for a total of six years. The Web Editor is responsible for ensuring that all of the editorial and technical duties associated with maintaining the section Web site are fulfilled in a diligent, thorough, and timely manner. Technical duties include providing or maintaining suitable hosting of the section Web site on an appropriate and reliable server and network. The Web Editor is also responsible for maintaining and distributing, in accordance with section policies, the electronic files that comprise the section logo and graphics.

The Web Editor nominates one or more Assistant Web Editors to the Publications Committee chair, who will judge the appropriateness of the selection and make recommendation for appointment to the Section Vice-Chair/Chair-Elect. Assistant Web Editors serve two-year terms concurrent with the term of the Web Editor. To help ensure continuity in editorial practice and technical matters, an Assistant Web Editor may be asked to serve as Web Editor at the expiration of his or her term, or to accept renewal for a second or third two-year term.

The Web Editor is an ex-officio member of the Publications Committee; Assistant Web Editors may also be members of the Publications Committee, but this is not a requirement.

Coordination: With the RBMS Executive Committee; chairs of committees, task forces, and discussion groups; and the Archivist/Records Manager.

Practices and procedures: Responsibility for communicating content for posting to the RBMS Web site resides with the content creator (e.g., committee or task force chair). Once posted to the Web site, content creators are responsible for reviewing any

contributed content to insure its accuracy and currency. Some content creators, such as conference organizers and the Bibliographic Standards Committee, may prefer to maintain documentation of their activites on independent Web sites. Because such auxiliary Web sites are official organs of RBMS, content creators must coordinate with the Web Editor to ensure that their site adheres to any section-approved design or editorial guidelines, including those governing the use of the section logo, and is appropriately linked to the main RBMS Web site.

The Web Editor should work closely with the Archivist/Records Manager to develop practices and procedures for ensuring the preservation of content posted to the main RBMS Web site and any auxiliary section Web sites.

Experience recommends: The Web Editor should develop and distribute guidelines for content creation to content creators, including committee and task force chairs, in order to facilitate the posting and maintenance of content on the RBMS Web site. Such guidelines should include a calendar to help remind content creators when Web site content should be refreshed. The Web Editor should maintain awareness of ACRL/ALA practices and procedures for Web site maintainence and adopt them as appropriate.

Note: The RBMS Web site was given official recognition by the RBMS Executive Committee at the 1997 ALA Midwinter Meeting in Washington, D.C..

The above proposal was approved, with minor revisions and clarifications incorporated, by the RBMS Executive Committee at the 2004 ALA Midwinter Meeting in San Diego.

2. PROPOSED POLICY CONCERNING THE USE

AND DISTRIBUTION OF THE SECTION LOGO FOR INCLUSION IN THE RBMS MANUAL

Definitions/Specifications
The RBMS logo was adopted and approved by the RBMS Executive Committee at the 2002 ALA Midwinter Meeting in New Orleans.

The RBMS logo consists of two parts: 1) the block letter "mark" containing the letters "RBMS", and 2) the associated "label" that states the official name of the section and its affiliation with ACRL and ALA.

The "mark" and "label" should be used together whenever possible, but may be separated for design purposes; the "mark" may also be used without the "label."

The logo or its parts may be reproduced in any color or in black and white to suit the purposes of their usage and to facilitate their integration into a publication design scheme.

The logo or its parts may be reproduced in any size, so long as the lettering inside the mark and the lettering in the label are both legible.

The logo is not registered as a trademark, but is understood to be an inherently copyrighted production of RBMS. RBMS therefore maintains interest in controlling its usage and distribution.

Usage
The RBMS logo shall be incorporated into the design of all official Section publications, print and electronic. These include, but are not limited to: the main RBMS Web site; Preconference and other auxiliary section Web sites; publication products of a regular section function or committee; pamphlets, brochures, and other special or occasional publications of the section. Excluded are internal documents such as agendas, minutes, and correspondence. When creating section publications, editors and designers should work together to place the logo prominently and tastefully. For a

print publication this might mean placing the logo on the front cover, title page, title page verso, or on the back cover where it could appear in conjunction with appropriate edition and contact information. For a Web site, this might mean placing the logo on the home page, or in page headers or footers, or a combination of the preceding.

Attention should be paid to the status of the publication, whether it is a section or an ACRL publication. ACRL publications should follow any relevant ACRL guidelines regarding placement of the ACRL logo. ACRL publications produced by the section may incorporate the RBMS logo, but this is not a requirement. Publications that receive an endorsement or award from RBMS may also display the RBMS logo (for example, an electronic exhibition that wins a Leab award; *c.f. Images of Native Americans,* by the Bancroft Library). In these cases, the RBMS unit responsible for issuing the endorsement or award should be informed of and approve of the intended publication use of the logo and should work with the RBMS Web Editor to obtain the necessary electronic files to insure that the logo is reproduced accurately.

The RBMS Publications Committee is responsible for communicating these usage guidelines to publication editors and for overseeing their implementation.

Distribution

The RBMS Web Editor is responsible for maintaining the electronic files used to produce the RBMS logo. These include a layered Photoshop EPS file that permits color separations and manipulations; high-resolution TIFF images, low-resolution JPEG images, and licensed copies of the Adobe Lucida typeface, the typeface used for the lettering in the RBMS logo.

The RBMS Web Editor is furthermore responsible for distributing the logo files to editors or designers of section publications in a timely manner. If there is any question whether a proposed publication should include the logo, the RBMS Web Editor or the

publication editor will consult with the chair of the Publications Committee and Executive Committee as necessary to reach a decision.

Publication editors and designers shall not use or redistribute the logo files for any other purposes than the intended publication, and shall destroy their copies of the files when they are no longer needed.

The above proposal was approved, with minor changes and clarifications incorporated, by the RBMS Executive Committee at the 2004 ALA Midwinter Meeting in San Diego.

3. PROPOSAL TO REGISTER AN INTERNET DOMAIN NAME FOR THE RBMS WEB SITE

Summary: RBMS should register and maintain an Internet domain name (recommended and available: rbms.info) in order to establish a permanent and easily recognizable URL for its main Web site.

Rationale: The RBMS Web Editor is responsible for selecting and maintaining appropriate hosting for the section Web site, whether through ALA or independently. Yet until RBMS registers and maintains its own Internet domain name, the URL of the section Web site is subject to change as Web Editors change (e.g., a Web Editor may host the Web site at his/her university, but may not be able to provide future Web Editors the necessary level of access to maintain the site on that same university's network). By registering its own domain name, RBMS will not have to be concerned about disruptions caused by URL changes due changes in the hosting of its official Web site. Domain name registration also provides the opportunity to select an easily recognizable and memorizable URL that can be used in promoting and advertising the section Web site and the section.

Required Action: Many online companies offer domain name registration and maintenance for a small annual fee. Most also offer other valuable services such as url masking and email forwarding as part of the package. Namesecure.com (http://www.namesecure.com/) is one such company that offers all of the features RBMS would need at a reasonable price: $15.00/yr. with discounts for multi-year registrations (e.g., $36 for 3 yrs. = 20% discount). Perhaps the easiest way for the section to register a domain name would be for the Web Editor to purchase a 3-year registration using his/her own credit card (most online companies require immediate online payment) and then seeking reimbursement from RBMS. The advantage in having the Web Editor complete the registration is that registering answers to technical questions that the Web Editor would be most qualified in the section to provide. Registering for 3 years would result in a discount and minimize the frequency of having to complete the transaction.

The above proposal was reviewed by the RBMS Executive Committee at the 2004 ALA Midwinter Meeting in San Diego. The Executive Committee charged the Publication Committee to consult with the ACRL publications office to determine whether such action would violate any ACRL policies.