

**RBMS Executive Committee Meeting Minutes**  
**ALA Midwinter Meeting, 2006**  
**San Antonio, Texas**  
**21 January 2006 \* \* \* 8:00 a.m. – 11:30 a.m.**

**Present:** Katherine Reagan (Cornell University), RBMS Chair; E. C. Schroeder (Yale University), Vice-Chair/Chair-Elect; Elaine B. Smyth (Louisiana State University), Past-Chair; Danette R. Pachtner (Duke University), Secretary; Rachel Howarth (Howard University), Member-at-Large; Jane M. Gillis (Yale University), Member-at-Large; Charlotte B. Brown (University of California, Los Angeles), Member-at-Large.

**Guests:** Kathryn Beam (University of Michigan); Terry Belanger (University of Virginia); Lois Fischer Black (North Carolina State University); Alvan Bregman (University of Illinois, Urbana-Champaign); Lynda C. Claasen (University of California, San Diego); John Cullars (University of Illinois at Chicago); Mark Dimunation (Library of Congress); Jackie Dooley (University of California, Irvine); Christian Dupont (Syracuse University); Ellen Ellickson (Yale University); Hjordis Halvorson (Newberry Library); Eric Holzenberg (Grolier Club); Elizabeth Johnson (Indiana University); Mike Kelley (New York University); Deborah J. Leslie (Folger Shakespeare Library); Arvid Nelsen (University of California, San Diego); Margaret Nichols (Cornell University); John Overholt (Harvard University); Barbara Paulson (National Endowment for the Humanities); Fernando Peña (Grolier Club); Henry Raine (New York Historical Society); Marcia Reed (Getty Research Institute); Alice Schreyer (University of Chicago); Joel Silver (Indiana University); Daniel J. Slive (William Reese Company, New Haven); Everett Wilkie.

These minutes incorporate reports from Information Exchange of Sunday, 20 January 2006, and are indicated by the initials [IE] preceding the report. Thanks to committee chairs who provided summaries of their presentations.

**1. Introduction (K. Reagan)**

Reagan called the meeting to order at 8:10 a.m. and invited all present to introduce themselves, beginning with the members of the Executive Committee [henceforth referred to as Exec.].

**2. Review and finalize agenda (K. Reagan)**

Reagan announced that RBMS ACRL board representative will arrive between 10am and 11am and after a break at approximately 9:30 a.m. will give a report to the committee. Addition to the agenda: Christian Dupont will report on the status of “Your Old Books.” (see 9a)

**3. Approve minutes from ALA Annual 2005 (K. Reagan)**

Reagan moved that the Exec. Meeting Minutes from ALA Annual 2005 be approved; no changes were suggested; the motion was seconded by Howarth and approved unanimously.

#### **4. Reminder for committee chairs (K. Reagan)**

Reagan read from the charge to chairs, reminding them of their duties.

[For more information detailing these responsibilities see:

[http://www.rbms.nd.edu/committees/information\\_for\\_chairs.shtml](http://www.rbms.nd.edu/committees/information_for_chairs.shtml)]

#### **5. Consent agenda to ratify any e-mail votes taken by Exec. since Annual 2005 (K. Reagan)**

Reagan explained that ACRL requires committee decisions made via email between official meetings be ratified at the committee's next in-person meeting. She proposed to ratify Exec. decisions made via email since June 2005 ALA Annual by using the consent agenda, following ACRL practice. A consent agenda batches decisions for which the committee does not anticipate further discussion and thus moves to pass as a group.

The consent agenda for this meeting consisted of two items that Exec had discussed and voted on since the 2005 ALA Annual Conference: Exec. a) voted to approve a joint proposal by the Getty Research Institute and UCLA to hold the 2008 RBMS Preconference in Los Angeles and b) voted to use a small portion of the budget to fund members of the Diversity Working Group to travel to San Antonio schools as outreach. Reagan made and Smyth seconded the motion to accept the consent agenda; the motion passed unanimously.

#### **6. ACRL meeting reports**

- a. ACRL Board I & II, 2005 Annual (E. Smyth/K. Reagan) - no report was given since the Boards had not yet met.

- b. ACRL Section Leadership and Sections Council (E.C. Schroeder)

Schroeder discussed Online Community Software currently being developed by ACRL for group discussions. This software is in "soft rollout" for ACRL Executive Committees only since the bugs are still being worked out. Questions were asked regarding the cost and timeline of this software rollout; Schroeder responded that it is still being tweaked; when all of the software works like it should it will be great, but now it is only in a test phase. Reagan has asked that the RBMS Publications Committee be added to the list so that John Pull and Mike Kelley can try it out. Reagan asked if any other RBMS committees would like to also try it out; after determining that the software is more like a mini-listserv than a chat room, Wilkie asked that the Security Committee be added to the list.

#### **7. Guideline revisions / Task Forces**

- a. Guidelines on Selection of General Collections Material for Transfer to Special Collections (C. Brown)

Brown reported that the committee will submit a first draft revision to Exec. in February. With Exec.'s permission, they will submit the draft to experts at the same time. Reagan asked that the committee send Exec. its list of experts via email. The task force will aim to hold a hearing in Seattle at Midwinter 2007.

- b. Task Force on Core Competencies (K. Beam)

Beam sought approval from Exec.to revise the timeline. She expects that the report will not be ready by Midwinter 2007 and wants to aim for Annual 2007 instead, with hopes of holding a public hearing at Midwinter 2007. The task force would like to hold an open session at 2006 Preconference in order to receive input from the archival and museum community as well as those RBMS members who did not respond to the survey sent out. They received twenty-nine excellent, full, valuable responses to the survey. Work is currently being done to analyze 2005 job descriptions from searched conducted in 2005, and a review of literature is guiding the writing of three teams led by Alice Schreyer, Jackie Dooley, and Hjordis Halvorson. The task force hopes to have preliminary drafts for parts two and three ready by mid-spring so that the group can have something ready to share for the proposed open session in June. Daniel J. Slive is working with Dupont to find a time slot at Preconference.

c. ACRL/SAA Joint Statement on Access to Original Material, Review Task Force (W. Joyce)

Howarth reported that Cathy Henderson went to the CALM (Committee On Archives Libraries & Museums) meeting, and this organization wants to work with RBMS in revising the Joint Statement.

d. Security Guidelines Revision (E. Wilkie)

The Security Committee has examined the ACRL Guidelines for the Security of Rare Books, Manuscripts, and other Special Collections, adopted in 1999, and determined that no major revisions are necessary, just wording changes and updating information in appendices including urls, reference to related guidelines, etc. All changes have been approved by the committee, and Exec. has reviewed the document and suggested minor changes, that have been incorporated. Reagan explained that since changes were minor, no public hearing will be necessary and review will be expedited. The guidelines will be published in C&RL news; it will then go to SAC (ACRL's Standards and Accreditation Committee). Smyth added that she has heard from colleagues that the guidelines are very useful. Reagan moved to approve the Security Guidelines revision; Smyth seconded; motion passed unanimously.

## 8. Programming

a. 2006 Preconference Program Planning, Austin (C. Dupont)

[IE]

Committee chair, Christian Dupont, reported on the progress the committee had made in planning the plenary sessions for the 2006 Preconference, which will be held in Austin on 20-23 June 2006. The Preconference is titled, "Libraries, Archives, and Museums in the Twenty-First Century: Intersecting Missions, Converging Futures?" Dupont reviewed the list of speakers, noting that it was now available on the Preconference website, which was launched in mid-January (<http://www.hrc.utexas.edu>). He also reported that the committee was in the process of organizing facilitated discussion sessions on topics related to the theme of the conference. These sessions will be offered in lieu of short papers during the afternoon programming, complementing the traditional Preconference

seminar programming. Dupont reported further that thanks to the success of the IMLS grant, 30 attendance scholarships are available, at least ten of which are reserved for applicants from professionally underrepresented backgrounds. Information about the scholarship application process is available from the Preconference website.

- b. 2006 Preconference Local Arrangements, Austin (C. Henderson/R. Oram)
- c. 2006 Conference Planning, New Orleans (L. Black)
- d. 2007 Preconference Planning, Baltimore (H. Raine)

[IE]

Henry Raine reported that the 2007 Preconference Program Planning committee had its first meeting on Saturday morning. The preconference will take place in Baltimore, MD from June 19 to June 22, 2007. The theme is ephemera in libraries, archives and museums. The committee has identified several aspects of this exciting topic that will be developed in plenary sessions, short papers, seminars, and workshops: definitions of ephemera; issues regarding the trade and how ephemera is bought and sold; collectors and collecting; what libraries, archives, and museums do with ephemera collections, including cataloging and preservation issues, providing physical access, and creating digital surrogates; and the scholarly uses of ephemera collections.

At Exec. Raine was asked what the Preconference hotel would be. He responded that it will be the Tremont Suites (<http://www.tremontsuitehotels.com/>); other options will include dorms and an elder hostel.

- e. 2007 Preconference Local Arrangements, Baltimore (J. Makala)

Makala reported that the committee met this weekend and came up with four working topics that will be developed in the next few months. The short list of topics include: RBSC in public libraries; science collections; documenting North American history; culinary history and collections. Members responded favorably, especially to the public library theme, and stated that there was strong potential for co-sponsorship. Belanger pointed out that the public library topic would be appropriate for Annual in Washington, D.C., and Brown thought that the culinary history topic would also be a good fit.

- f. 2007 Conference Program, Washington, D.C.

## 9. Publications

- a. Publications Committee (M. Kelley)

The committee met this week to strategize about the difficulty and restrictions of ALA websites. A major shift must take place in the Publications Committee's function since all publications are electronic. According to Kelly, the "ACRL blog craze seems unwieldy." ACRL Publications Coordinating Committee is entirely print-based. There needs to be some web oversight committee at ALA and there is not one now. Kelley feels that the ALA web presence is not suitable for RBMS. He suggested a basic strategy to use the ALA organizational system for committee agendas and the like, but not to "compromise section business to squeeze important publications into their box." For example the RBMS Thesauri that are used all over the world should have an RBMS

url. He urged RBMS not to compromise the integrity of its mission. Reagan called for wider comment. Holzenberg asked if Kelley has any sense of if RBMS will be required to use ALA's web setup or if the section has a measure of autonomy. Kelley replied that it was not clear; rosters have to be behind the ALA wall. Eric: current upside of no web oversight is they're not paying attention. Ellen: not mandatory yet – new information from info on Saturday. Leslie added that she has been trying to get an unmoveable url for RBMS publications with a worldwide audience since she gets forwarded messages from people who cannot find the site.

Kelley stated that beyond this difficulty, more web expertise is needed on the Publications Committee in order to get a uniform look and style – they would like to help each committee with any web needs. Reagan asked if there are plans to revise the current website. Kelley said yes, but first the committee has to take care of a few things and then they plan a complete overhaul. Smyth wondered if the committee needed to review its charge. Kelley replied that it is nice and broad; the mission is to take care of the section's publications with no reference to format. Reagan: exploring a new home for non-ALA web presence? Mike: yes it's on John's list – he needs to keep Exec upto date between [www.RBMS.org](http://www.RBMS.org) and [www.RBMSinfo](http://www.RBMSinfo) (ask Everett for links). Wilkie can give the Publications Committee a url that will always work. Dupont provided background on the web posting issue: ACRL has always wanted certain things to be done via their website, but it has never been a requirement. Just the Rosters with confidential information is insisted on. So it will only be maintained on the ACRL website. Other sections like WESS (ALA's Western European Studies Section) have their own sites, so there is a precedent. Documents were lost in the CMS (content management system) for ACRL this past year. However we cannot register an alias. ACRL liaison, Mary Ellen Petrowski, understands our problem – maybe we need to make a clearer case to ALA/ACRL about why we need our own stable url with a domain name. Cullars added that WESS did look into getting their own alias, but ALA refused. Nichols had asked ALA if the section could pay for a domain name, could it then have its own website, and ALA did not respond. Dupont suggested that maybe “[www.rbms.info](http://www.rbms.info)” would be acceptable since this would not imply that we are our own “org.”

#### “Your Old Books”

Holzenberg was concerned about how the section presents itself in print at book fair information tables with publications like “Your Old Books.” It is important to have attractive items to give away--are we contemplating a new brochure? Smyth has a compilation of revisions of this publication from when she was chair. It has expanded, so it would be difficult to publish it as a paper document; it may be more useful on the web as a shorter version with multiple links. Comments were collected from ABAA members and outside experts; when these are compiled Smyth will give it to the Publications Committee. Reagan suggested that there could be two versions. Holzenberg added that maybe a colorful leaflet or flier could direct people to the website. Smyth responded that Hugh Thompson said this would not happen through ACRL. Reagan suggested that the section could apply for ACRL strategic plan funding. Holzenberg said that Thompson has given him the bulk of the remaining stock. Dimunation stated that his division has bought a large chunk of them if need be. Holzenberg countered that the document is so out of date that he is reluctant to give it out. Smyth mentioned that since strategic plan money is two years out, we may want to find other funding. Belanger recommended that

a task force be formed to revise "Your Old Books." Reagan replied that the Publications Committee sent Exec. revises when Smyth was chair, and she has it now. Belanger interjected that he was willing to fund the publication with Macarthur money. Reagan noted the offer. Belanger commented, "Let's get this thing out, we all need it. When will we see copies?" Kelley stated that he could as soon as he received the approved text. Dupont asked how dramatically has the document changed since August, and Smyth replied that the change could not be described as dramatic, that the main issue is the size. Holzenberg commented that there is no mention in the original document of any online resources. Reagan maintained that it was a size issue--it almost doubled from its original size, and the print version needs to be looked at carefully and edited down. Dupont suggested that questions and answers could be published in a booklet with a url "for further reading consult the web," and the website could be continually updated. [Jim] observed that this publication again shows RBMS's preoccupation with books. Belanger asked where the buck stop if this project is not completed by Annual--who will we blame? Kelley raised his hand; Smyth will need to provide him with the text.

b. RBMS Newsletter (J. Barton)

Barton's pleas for more submissions (e.g. juicy tidbits, gossip, rumors, etc.) to the newsletter were seconded by Kelley. Barton will start sending out calls in mid-February; the deadline for submissions is mid-March.

c. RBM (R. Clement)

Clement reported that the next RBM will be a double issue highlighting the St. Louis preconference; nine articles were delivered thanks to John Hoover of the St. Louis Mercantile Library. The timeline is on target. He encouraged all of the RBMS membership to publish in RBM. The publication is in good financial state; although revenue and subscriptions are down, finances are in the black. Please urge everyone to subscribe.

[report sent via email; R. Clement absent at IE]

Editorial Board: At the end of Annual five members of the editorial board rotated off. At the same time three new members were appointed. Two new members have been proposed.

Content: The Spring issue is now devoted to content from the annual RBMS preconference. The preconference program chair serves as a "guest" editor but works closely with the editor (and board, as required). Thus the Spring 2006 issue is devoted to the subject of education for special collections librarianship and will include nine articles originally given at the RBMS preconference in St. Louis in June, 2005. This issue is guest edited by Eric Holzenberg (Grolier Club) and will be 50% larger than normal due to a generous grant from the St. Louis Mercantile Library, directed by John Hoover.

The Fall issue is open and may form a topical volume, but more often includes a range of articles of interest to special collections librarians and others. The Fall 2005 issue is an example of such an open issue, including articles on scholarship in the digital age, education for special collections librarianship, preservation of rare books, special collections librarianship in Peru, and an interview with a retiring member of the profession.

Design: We continue to "tweak" the design of the journal, having changed the type size from 11/18 to 11/14, set off the section headings with additional space, and changed paper stock. The next step will be to choose a new typeface. A comprehensive design overhaul is not anticipated.

d. Webmaster (E. Wilkie)

[IE]

**RBMS LIST**

The RBMS list migrated to servers at ALA recently. The transition went fairly smoothly. There are now about 300 subscribers out of the 500 that were enrolled when the list was at Berkeley. The archives at Berkeley are now basically unobtainable but the new site has web archives that should be far easier to use. Many people when they signed up did not give their names. Everett will be circulating an email requesting that everyone add his/her name to their subscriptions.

**EXLIBRIS**

The Exlibris list migrated to a new server recently. That transition was somewhat more complicated than the one done by RBMS but all now seems to be settling down. We now have about 600 subscribers out of the 1800 that were enrolled when the list was at Berkeley. The archives have unfortunately been split for the time being. The old ones will remain accessible at Stanford but the new ones are on the new server. Both can be found by search engines.

**10. Committees**

a. Archivist/Records Manager (A. Bregman)

b. Bibliographic Standards (D. Leslie)

Deborah; final text of DCRMB is very close to completion they've had int'l review of comments. She'd like an interim approval of document around March 1st. April 1st deadline for LC to publish it if at all possible. Web expertise is needed for functionality and look/feel of the Thesaurus site; their lack of knowledge of this is almost comical. Database structure needs to be more sophisticated – is their expertise in RBMS? Can Pubs Comm help? Reagan: we'll wait to see your document in March.

c. Budget and Development (L. Claasen)

Claasen proposed a revision to its charge from 1994 (see handout). [Reads old charge]. Reagan: the idea was to make the charge broader rather than to specify activities and only ACRL and ALA. Terry: do individual divisions or sections have endowments? Reagan: the Friends of ACRL fund doesn't have enough money yet. Terry: can you find out please, Linda? Mark: the closest we have is the Leab Award and we talked about going the route of the Friends. Reagan: approved by Exec.

d. Conference Development (D. Slive)

[IE]

The following preconference and conference locations have been confirmed. The committee chairs for each of these events provided program and local arrangements information.

Preconferences: 2006 in Austin, 2007 in Baltimore; RBMS Conference Programs at ALA Annual: 2006 in New Orleans, 2007 in Washington, D.C. Future programming: RBMS will be celebrating two milestones in the near future, and we hope to have preconference programs which recognize the 50<sup>th</sup> anniversary of the section in 2008 and the 50<sup>th</sup> preconference in 2009.

A proposal has been approved by the RBMS Executive Board for the 2008 Preconference to be held at UCLA and the Getty in Los Angeles. The ALA Conference will be in Anaheim that year. (This proposal was approved by the ACRL Board at its Midwinter Meeting, held after the RBMS Information Exchange). ALA Annual will be in Chicago in 2009, and the Conference Development Committee will be soliciting proposals for possible sites of the Preconference for that year. A possible conference in Oxford is being investigated for 2010, when ALA Annual will be in Orlando.

e. Diversity (F. Peña)

Peña announced that thanks to John Pull, a Diversity button is now available on the RBMS website. There are still some revisions to be made, but otherwise it seems to be working well. He asked Exec. to consider the issue of funding, possibly by RBMS, to cover expenses for future Diversity Committee presentations at schools since the first one was so successful. Cullars suggested that ACRL Strategic Plan funding for this would be appropriate, since some people might be put in the position of paying out of pocket. Schroeder pointed out that if this were approved, RBMS would not get this funding until 2008, so it might be worthwhile to pursue one-time funding for Seattle. Reagan asked for an estimate of what it might cost, and perhaps the Section budget could afford it. Congratulations for this effort, I think it'll be very well received. Howarth proposed that we build in an annual request for this as we have for scholarship funding. Dupont suggested that the committee send photos to the Publications Committee to be posted to the website along with other similar outreach activities, and then we could point ACRL to this documentation. Reagan asked that the committee anticipate what the cost would be, and Exec. will pursue funding with ACRL. Smyth cautioned that requests for money for all committees need to be submitted to Exec. by Annual so that we can make the August ACRL deadline. Brown proposed that Exec. send letters to the Library directors thanking them for their support. Reagan asked Peña to draft a letter. Brown asked if there is any ARL money since there are 10 ARL scholars who get their library school expenses paid and library directors are mentoring these students. Bregman mentioned that two Mellon Diversity Fellows who seemed to be interested in RBMS attended his discussion group. Belanger pointed out that IMLS is encouraging this trend with 150 diversity candidates.

f. Exhibition Awards (M. Reed)

[IE]

On Saturday morning January 21<sup>st</sup> during a closed session, the committee deliberated and selected five winners for the 2005 competition in three categories of catalogues – expensive, moderately priced, and inexpensive, with one each for brochures and electronic exhibitions categories. This year's response was impressive. Submissions

included 26 electronic exhibitions, 46 catalogues in the expensive, moderate, and inexpensive categories, and 18 brochures for a total of 90 entries.

Following receipt of the entries in October, 3 three sets of the catalogues and brochures circulated among three EAC subcommittees, so that when the EAC met at ALA Midwinter committee members had read and viewed all entries. Leab Award winners will receive their certificates at the annual meeting in New Orleans.

At the business meeting of the EAC Committee on January 22<sup>nd</sup> we discussed plans to update the Leab Awards website with another decade of award winners and images. A sub-committee comprised of Sarah Goodwin Thiel, Peggy Price, and Lois Black are presently working on letters to inform past winners of their inclusion (giving them the option to opt-out of participation in the web-site) and accomplishing the additional scans with the gracious assistance of Rich Oram and his staff at the University of Texas. Finally, we reviewed the plans for a seminar that marks 20 years of the Leab Awards to be held at the Austin preconference this June.

g. Membership and Professional Development (E. Ellickson)

[IE]

The RBMS Mentoring Program is going well but we need more people to volunteer to be mentors. The RBMS membership can expect that I will approach some of you to ask that you volunteer for this activity.

The Buddy Program will need more volunteers than usual at the Preconference in Austin because it will be attracting more people from outside the library/archive community and because of its 30 IMLS-funded scholarships. So I ask that the RBMS membership readily volunteer when a call for buddies is issued later this spring.

[Exec.]

Ellickson pointed out that New Members Orientation will be impacted by a different preconference populace in Austin. Since not everyone will be interested in joining committees, perhaps they should considering using a different format. Normally a bit of background is given and then there is a parade of committee chairs. She asked how the membership would feel about an explanation of what newcomers can expect at the Preconference and then having chairs stand up and be introduced with more basic information offered. Reagan stated that in this case there would have to be a revision to the reminders for committee chairs. Leslie asked if the committee was thinking of having something written or printed. Ellickson replied that this was a possibility—a list of committees with the names of chairs. A recent member stated that as a newcomer at the Yale Preconference, this session made all the difference, and even moved her to change her ALA Annual schedule. A proposal was made to talk to new members to find out what would be important. Clement stated that he appreciates the opportunity to participate in the orientation in order to plug RBM. Raines pointed out that practical aspect of orientation is to recruit new committee members and that this is not something you can put down on paper, it is something only the committee chairs can encourage; Holzenberg seconded this sentiment. Claason suggested that there could be time for newcomers to approach committee chairs at the reception after orientation, but Holzenberg rejoined that not everyone is comfortable approaching committee chairs. Overholt admitted that he was very much looking forward to making a personal pitch. Nichols stated that although orientation is the sort of thing that seems tedious for old

timers it is really valuable for newcomers. Leslie wondered if the committee felt that chairs say too much, and Ellickson recommended keeping the orientation session to an hour. Dupont suggested renaming this event for this particular conference since there will be junior and senior members of the archival and museum community present. The point was made that then we would also need to rethink how we address newcomers at this preconference in other aspects – the new members dinner, etc. Wilkie suggested that for new members perhaps not all committees are relevant, but Dimunation was concerned that this would not properly introduce newcomers to all committees. Belanger then insisted that the lengthy discussion end.

Howarth asked about scholarships; there will be 30 scholarships for attendees. Four members, one each from Exec., Budget, Diversity, and Membership committees, will make up the review committee.

#### h. Nominating (M. Nichols)

Nichols reported that it had been difficult to get someone to run and serve as Vice Chair/Chair Elect, and predicted that it is going to be an ongoing problem in the future. Reagan encouraged all members to think seriously about running for office if asked. Holzenberg reinforced this, stating that we want to do everything possible to not have a candidate run unopposed. Leslie asked how many strong-arm tactics were used. Nichols replied that the committee ran through their complete list of candidates, including those for Member-at-Large. Can we offer some kind of symbolic incentive? Reagan held up her gavel, “Here it is!” There was a reminder that candidates’ names should not be leaked out. Raines asked if there was a way to reassure members that being Vice Chair/Chair Elect is not so scary and that support is provided from past chairs, etc., since not all members may be aware of what the position entails. Schroeder added that there is also help from ACRL. Dupont pointed out that perhaps there could have been more prodding from the committee, and Nichols responded that maybe more people could serve on the nominating committee. Dimunation thought it would be helpful to remind members they are not obligated to become Program Chair if not elected; he also recommended that the Nominating Committee not ask potential candidates to run, just tell them they are running (or change the committee name to Council of Jedi Masters). Raines offered that there could be some instances where the committee would consider less experienced candidates if more support could be offered to them, but Reagan felt that was more appropriate for Member-at-Large candidates.

#### i. Security (E. Wilkie)

[IE]

The Security Committee continues to write its Security Manual and has added two more chapters. It is hoped that the basic text will be done by this time next year. A recent mailing to solicit institutions to appoint an LSO resulted in several such people being appointed and added to Susan Allen's security mailing list. If you have not appointed an LSO at your institution, we urge you to do so. The Committee will sponsor a seminar at the Austin Preconference on stolen materials in the marketplace, a problem that seems to be persistent and perhaps needs to be addressed by a wider audience. Finally, the Committee has finished revisions on the Guidelines for the Security of Rare Books,

Manuscripts, and other Special Collections and will ask Exec's approval to send it on to SAC for their approval.

j. Seminars (E. Johnson)

[IE]

The Seminars Committee is pleased to announce nine seminars will be presented at the 2006 Preconference in Austin: 1. Is this really necessary? Presented by the Security Committee the seminar will explore the desirability of creating a common statement for dealing with stolen or other materials with possibly dubious title that circulate in the marketplace. 2. Cataloging Artist's Books: Challenges and Solutions. 3. The Leab Awards: 20 years of Special Collections Exhibitions. 4. Publishers' Bindings Online and the Development of a Model for the Promotion, Marketing, and Outreach of Special Collections Digital Projects. 5. Acquisition and Ownership of Cultural Property: legal and ethical considerations. 6. The Watch File: past, present, and future. 7. What difference do we make? Outcomes Based Evaluation. 8. New Dealers of Cultural Materials. and 9. Author's/Artist's Libraries. The RBMS Seminars Database Project is now complete with information on all seminars presented since 1978 when they began. Thanks to Arvid Nelsen for his hard work. The committee is working with the Publications Committee to try and get the database published in some way on the RBMS website. Finally, several members on the committee will be completing their terms of service at the meeting in New Orleans and section members are encouraged to consider volunteering for membership on the Seminars Committee.

[Exec.]

Arvid Nelson was thanked for the excellent Seminars database he created; it is now complete with all program information from every Preconference. Printed out, it is a 35-page document with a nice display of Preconferences, seminars, who the presenters were, and some subject information. The Seminars Committee would like to take it further. Can the Publications Committee mount it on the web, perhaps in a searchable format? Kelley replied in the affirmative. Reagan pointed out that it should be part of the Preconference manual. Holzenberg stated that we need a revamped Preconference website and revitalization so that some of the past ones can be saved. Kelley suggested that there be a history section on the RBMS website. Dimunation then suggested that this be coordinated with the 50th anniversary of RMBS. Ellickson asked if the Preconference database contains information such as members of Exec. in a given year. It does not. Bregman added that the RBMS Archives has this documentation, and Nelson's project has helped point out some of the Archives' weaknesses—for example, no versions of the Preconference websites have been sent to the Archives. Incidentally, ALA archives accept only paper, not CDs or any other formats at this time. The Publications Committee needs to consider how a manifestation of something like this could be housed in the Archive. Reagan asked that committee chairs work together so that everyone working on History can communicate what is being done. Wilkie requested that when proposals are sent to Exec., that proposers get copies of them.

Preconference feedback suggests that there is confusion between Seminars and Short Papers. Ellickson responded that more information will be given to seminar presenters and descriptions on the website will more succinctly articulate what is expected. Attendees appreciate the interactive and instructive aspects of seminars, so when future

proposals are presented the committee will communicate with proposers about ways for seminars to be more instructional and interactive with time for question and answer periods.

[15 minute break from 9:50 a.m – 10:05 a.m.]

## 11. Discussion Groups

### a. Collection Development/Curators and Conservators

[IE]

The Curators and Conservators Discussion Group met on Saturday January 21st from 8:00 - 9:30, and had 27 attendees. After introductions and announcements, the first topic of discussion was the release of the Heritage Health Index by Heritage Preservation. Kristen Laise led the group in an introduction to the report and the group discussed its findings, uses and distribution. In short summary, this is the first report of its kind and they surveyed over 3,300 cultural heritage institutions about the state of their collections, covering over 480 billion items. All data have been completely aggregated so that no one institution can be singled out from any of the data. Their findings include that over 190 million items were reported to be in "urgent need". The summary report is useful to take to Library and archives administration to begin discussions about collections care and curatorship. The larger report, available on the website, gives greater detail about specific classes of items and types of institutions. The second topic of discussion was the selection, transfer and care of rare book and special collection materials in remote/high-density storage. Of note from that discussion is the trend to utilize storage facilities to store less precious special collections materials, thus relieving space issues in the rare book room, or transferring rare items from the circulating collection. One library has established a supervised reading room that is NOT managed by special collections for the supervised use of fragile or relatively rare materials from circulating collections so as not to overwhelm special collections staff.

### b. Manuscripts and Other Formats/Public Services (H. Halvorson)

[IE]

31 attendees introduced themselves and shared announcements. Hjordis Halvorson brought forward the request of the Seminars Committee, encouraging discussion groups to generate ideas for future Preconference seminars. Attendees offered ideas for seminars on user studies, metrics for archives, times of service, and use of digital cameras in the reading rooms. Halvorson also solicited input for a potential ACRL presentation proposal she is hoping to develop on using primary sources in teaching undergraduates. Several institutions with good programs were mentioned. Then the group discussed the public service implications for dealing with "other formats" in a manuscript or special collections setting. A good part of the discussion focused on sound recordings and moving image recordings. The meeting ended with conversation about future discussion topics. In addition to those raised as possible seminar topics above, age policies and working with younger readers was suggested for a future meeting. Lacy encouraged anyone interested in co-chairing the Manuscripts and Other Formats Discussion Group to talk with her. The meeting ended with thanks from the visiting discussion group.

c. MARC for Special Collections (J. Overholt)

[IE]

The MARC for Special Collections Discussion Group met in San Antonio with 52 participants in attendance. The meeting was the first to be led by incoming co-chairs Sarah Schmidt Fisher and John Overholt, who began the meeting by extending their thanks to E.C. Schroeder for his long service to the group. Deborah Leslie reported on behalf of the Bibliographic Standards Committee on the imminent completion of DCRM(B) and on the rapid progress of related manuals for serials and music cataloging. Juliet McLaren reported on exciting changes at ESTC, most notably its upcoming move to a free, publicly accessible platform at the British Library in Fall 2006. Eileen Smith announced the availability of a website (still undergoing enhancement) called "Resources available at Yale for establishing authoritative forms for the names of pre-1800 European book trade personnel"

(<http://www.library.yale.edu/cataloging/authorities/eurobooktrade.htm>).

Although produced primarily for the use of Yale's catalogers, it is freely available to all.

The first topic of discussion concerned the MARC coding of information in the holdings record about items transferred from general to special collections. The majority of respondents who record this information do so in the 852 field (located either in the holdings or bibliographic record), with a few using the 583 "Action" field. One library reported using the item record as the location for this data. Next, we discussed adding geographic and chronological subdivisions to form and genre headings. Most participants who add form and genre readings reported that they apply these subdivisions, although there was no clear preference for the level of specificity.

The remainder of the meeting was devoted to a wide-ranging conversation on the training of new special collections catalogers. The cataloging course at Rare Book School was recommended as a good place for a novice to start, but several supervisors emphasized the importance of learning by doing. One suggestion was to have new catalogers "deconstruct" the records they create, explaining the rules and reasoning behind each choice they make. With regard to the length of training, there was agreement that it depends on the type and duration of the position, and that it may be constrained by external demands for rapid productivity. "You can turn them loose," one participant offered, "when they know enough to know when they're out of their depth and need help."

## 12. Liaisons

a. ACRL (L. King)

The workplan calendar of ACRL's strategic plan is available on the ACRL website; clean 2-sided page with highlight dates –May 15<sup>th</sup> is the target date for implementation reports on what was done this last year; July 15<sup>th</sup> is the next date for action plans.

Included in current undertakings and initiatives is the creation of three coordinating committees: Professional Development, Advocacy, and Publications. The Board concentrated on the topic of the board structure itself--how well is it currently comprised and what types of skills need to be brought to the board? Skills and expertise need to be broadened, as does representation across the membership. There is interest in looking at other groups, e.g. internship positions on the board for younger members and

creation of advisory groups to the board. A task force for recruitment/nomination has been charged with making recommendations to this effect. A second topic the Board focused on was how to strengthen annual conference programming. Board members want to think outside the box and distribute programming information more widely—perhaps by delivering electronically or at regional conferences. Another task force has been put together to take action on this.

Regarding the Online Community Software Rollout – ACRL has no dedicated support from ALA, nor do other divisions; each division has to provide its own support. Hugh Thompson is the go-to person for ACRL. Once divisions get their act together they will start sharing information. Wilkie asked what is the status of virtual membership. King replied that nothing has moved forward. Governance groups still have to meet face to face, and no policy has changed yet.

b. ACRL Board (Smyth/Reagan)

c. ACRL Sections Council (E. C. Schroeder)

d. ACRL Budget and Finance (S. Taraba)

Taraba was attending the committee meeting and will report at Annual.

e. ACRL Membership (E. Ellickson)

[IE]

The ACRL Membership Committee's name has been changed to the ACRL Membership Advisory Committee.

f. ACRL Professional Development (E. Ellickson)

[IE]

The ACRL Professional Development Committee's name has been changed to the ACRL Professional Coordinating Committee.

g. ACRL Publications (M. Kelley)

h. ALCTS/PARS (J. Teper)

i. GODORT/MAGERT (J. Gillis)

j. IFLA (B. Paulson)

[IE]

The IFLA general conference was held in Oslo, August 14-18. Prior to the general conference a Preconference was organized at the Royal Library in Copenhagen on August 11-12 by the IFLA Rare Books and Manuscripts Section—whose president is Susan Allen. The preconference theme was “Responsible Stewardship towards Cultural Heritage Materials.” The sessions focused on Stewardship, Legal issues, Security, and Sharing cultural heritage, and included wide geographic presentations, including two of our own—Alice Prochaska and Alvan Bregman.

At the Oslo general conference, the Rare Books and Manuscripts Section presented its official program about “Managing the 20<sup>th</sup> Century as the Past.” This program too had some familiar faces: Richard Landon (U of Toronto) spoke on “Building 20<sup>th</sup> century collections,” and Marcia Reed (Getty Research Library) spoke on “20<sup>th</sup> century artists’ books.”

At the business meeting of the section, Susan Allen was re-appointed Chair for 2 years. The 2006 general conference will be held in Seoul, Korea, August 20-24, preceded by a Rare Books and Manuscripts Section preconference in Hangzhou, China, August 14-16, entitled Chinese Written and Printed Cultural Heritage and Library Work

k. BSA (D. Slive)

[IE]

**2006 Programming:**

**2006 Annual Meeting of the Bibliographical Society of America:**

The Annual Meeting of the Bibliographical Society of America will be held on Friday, January 27 in the Woods Room at Christie’s, 20 Rockefeller Plaza, New York City. Papers from the following three New Scholars will be delivered from 2:00 to 4:00 p.m.: Heather Blatt (Fordham University): "A Tool of Book and Text: Multiple-Strand Bookmarkers"; Jonathan E. Carlyon (Colorado State University): "Spanish Bibliography and the Republic of Letters: Andrés González de Barcia’s Reading of Burkhard Gotthelf Struve"; Norbert Schürer (California State University, Long Beach): "Four Catalogs of the Lowndes Circulating Library, 1755-1766."

The Annual Meeting will commence at 4:00 p.m. The annual address, entitled “Books as History: Changing Values in a Digital Age” is to be delivered by David Pearson, Director, University of London Research Library Services. A reception at Christie’s will immediately follow these proceedings.

**47<sup>th</sup> Annual RBMS Preconference**

June 20-23, 2006. Austin, TX.

"Libraries, Archives, and Museums in the Twenty-First Century: Intersecting Missions, Converging Futures?"

BSA will be a cosponsor of the 2006 RBMS Preconference, officially sponsoring a plenary session which will focus on issues of collection development in museums and libraries. The session will include the following speakers: Andrew Robison, Mellon Senior Curator of Prints and Drawings, National Gallery of Art Gerald R. Beasley, Director, Avery Architectural and Fine Arts.

**14<sup>th</sup> Annual SHARP Conference**

July 12-14, 2006. The Hague.

A proposal for a BSA-sponsored panel devoted to “Emblem Books: Text and Image” has been submitted by committee members Michael Laird and James N. Green. To be moderated by Michael Laird, the session would include the following speakers: Katherine D. Harris, Assistant Professor, Department of English & Comparative Literature, San Jose State University:

“Continuing the Relationship: Literary Annuals as Nineteenth-Century Emblematic Forms.”

Mark Van Vaeck, Catholic University of Leuven: “Emblematic Versatility as a Strategy of Self-Representation: Poirters' Emblematic Verses in the Dutch Version of the *Imago*

*Primi Saeculi Societatis Jesu (Antwerp 1640).*” David Brafman, Curator of Rare Books, Getty Research Institute, Los Angeles: “Alchemical Atalanta and Hermetic Hippomenes: The Esoteric Emblems of Michael Maier.”

### **33<sup>rd</sup> Annual Saint Louis Conference on Manuscript Studies at Saint Louis University**

Sponsored by the Vatican Film Library.

The annual conference addresses topics in medieval and Renaissance manuscript studies, including paleography, codicology, diplomatics, illumination, book production, papyrology, library history, reading and literacy, textual criticism, and manuscript cataloguing.

#### **2007 Programming:**

Looking ahead to 2007, I’m pleased to announce: “Birth of the Bestseller: The Nineteenth-Century Book in England, France, and Beyond” March 29-31, 2007. New York, NY. Co-sponsored by BSA, the Grolier Club, and the Dahesh Museum of Art, this conference is one element in the “Festival of 19<sup>th</sup>-century Illustration” to be held in New York between January and April 2007. The festival will include exhibitions at the Morgan Library, the Grolier Club, the Dahesh Museum, and the Museum of Biblical Art. Planning for the conference is in the preliminary stages, and there will be a call for papers.

BSA will also be planning sessions in 2007 for the RBMS Preconference, SHARP, and the Saint Louis Conference on Manuscript Studies. Please stay tuned, and please see the BSA website for updates and details.

### **13. Old Business – New ALA Meeting Scheduling Rules**

Reagan asked if there had been any problem with the revised start times. All comments were positive—8 a.m. Bibliographic Standards start time was not a problem; Securities Committee was delighted with their afternoon time slot. Dupont mentioned that it was wonderful having a half an hour to travel between meetings. Reagan reminded members that you can ask for a longer time slot, that only the start time is fixed. It was requested that the two Preconference Program Planning Committees not be scheduled at the same time. All were in favor of having more meetings conveniently located at the convention center; Reagan said she would encourage the next chair to continue the collocation of meetings. Leslie hinted that it would be even better to know ahead of time where most of the meetings would take place so as to choose a hotel.

Dupont asked Wilkie to report on the archives of the RBMS discussion List--have they been lost? Wilkie replied that there are technical problems with them, but he can get a text file (that we will give to Bregman), and he is going to try to save them onto a cd-rom. They have technical problems within them. The archives are lost in the sense that you cannot find them on the web; the new list has a web-based archive.

Wilkie stated that he remains concerned about hiding committee names behind an ACRL firewall. Smyth suggested that we can leave the chairs up and hide the rest of the roster. A new CMS will address these problems, since other chairs have expressed the same concern. Kelley asked if it means names and email addresses or just contact information; no one knows the answer. James stated that if the section’s goal is to come up in the first five hits of google there are ways to do that. Most members want to make at least Chair

information available. Mary Jane Petrowski has explained that there is an active prohibition in response to an ALA audit of membership privacy; this is why we cannot have our committee roster up and available. Schroeder will work on this problem. A suggestion was made to have a generic email address for RBMS, as there is one for committee appointment interest forms. Kelley will try to extract a clear statement from ACRL about web content.

#### 14. New Business – Resolutions

a. Resolution on Thomas L. Amos (J. Silver)

Silver introduced the following resolution for Exec. approval to convey condolences on the death of Thomas L. Amos.

[include text of resolution]

Exec. unanimously approved the above resolution.

b. Resolution on Greer Allen (E. Ellickson?)

Silver introduced the following resolution for Exec. approval to convey condolences on the death of Greer Allen.

[include text of resolution]

Exec. unanimously approved the above resolution.

c. Resolution on John Neil Hoover (Rick \_\_\_?)

Rick \_\_\_\_\_ introduced the following resolution for Exec. approval to convey thanks to John Neil Hoover for his generosity at the 2005 Preconference.

[include text of resolution]

Smyth pointed out that a “whereas” had been omitted and should be added; resolution is unanimously approved after determining that Smyth’s addition was a friendly amendment.

d. Closing point contributed by Alice Schreyer conveying congratulations to Terry Belanger upon his receipt of the MacArthur Award. Motion was unanimously passed.

Meeting adjourned by Reagan at 10:40 a.m.

