

RBMS Security Committee
ALA Mid-Winter Meeting – Seattle, WA
Saturday, January 26, 2013
4:30-6:00 p.m.

Members Present: Alvan Bregman (chair), University of British Columbia; Lois Fischer Black, Lehigh University; Martha O'Hara Conway, University of Michigan; Moira Fitzgerald, Beineke Library, Yale University; Michael Inman, New York Public Library; Will LaMoy (Executive member-at-large), Syracuse University; Jennifer Lowe, St. Louis University; Laila Miletic-Vejzovic, University of Central Florida; Audrey Chamaine Pearson, MIT; Elizabeth Sudduth (recorder), University of South Carolina

Regrets: Brittany Turner

Others Present: Mark Greenberg, University of South Florida; Marilyn Rackley, Aeon; Jeffrey Marshall, University of Vermont; Jonathan LeBreton, Temple University; Rachel D'Agostino, Library Company of Philadelphia; Margaret Tenney, Harry Ransom Research Center, University of Texas, Austin; Michelle Mascaro, University of Akron; Blynn Olivieri, University of West Georgia; Martha Horan, George Blood Audio

I. Introductions and News

II. Minutes and Agenda

The minutes from the June 2012 Annual meeting and the agenda for the current meeting were approved.

III. Chair's Report

Alvan reported on topics arising since the last meeting:

- a. Discussion and correspondence had taken place with the editors of the ACRL journal, *College and Research Libraries*, about an article on insider theft which had appeared in its November issue.
- b. The **Subrosa-L** electronic discussion list was begun by Everett C. Wilkie to provide a place to exchange information about security issues. When Jeffrey Marshall reported that he had used the list to ask about other Universities' policies regarding the monitoring and management of data from camera systems, Alvan suggested that this was an area the Committee should discuss further under New Business at a subsequent meeting. The Committee could address standards and variations in surveillance practice, who is collecting surveillance data, where that data is stored, and who can access it. In addition, Margaret Tenney raised questions about vendor access to personal information.

- c. Updates to website – Alvan thanked Rachel D’Agostino for her work updating the Committee’s resource pages and checking and repairing broken links. ACRL was responsive and efficient in updating the Appendices to the Guidelines on Security and Theft. Should anyone have additional edits, recommendations of items to be added to the resources page, or find broken links, please report them to Rachel or Alvan.
- IV. LIBER Security Conference report—Moirra Fitzgerald attended the conference held in the Hague. Large and small European libraries were represented. The conference had a particular focus on insider theft. Presentations included an update from the Vatican on their use of RFID; paper DNA; strategies such as the Dutch National Library weighing manuscripts before and after use; a discussion of the frustration regarding prosecution; and a call from a Spanish bookseller for booksellers to become more involved. The next LIBER Security Conference will be in four years.
- V. Communication to Special Collections heads regarding DeCaro/Girolamini Library scandal—An attempt had been made to compile an emailing list of heads of special collections libraries in order to send out a message about thefts and forgeries related to the DeCaro/Girolamini Library scandal. The group discussed various alternatives, including the RBMS listserv and the retired LSO listserv. Discussion took place on who should best receive such communications, and about legal issues that might limit communications about suspicious persons. Alvan will ask Exec about using the RBMS listserv or other Section vehicles to update the community about DeCaro.
- VI. Project updates
- a. & b. Security survey/Security audit procedures—The group expressed its appreciation for Jennifer Lowe and Audrey Pearson’s work on a survey tied to the Guidelines on Security and Theft. The survey would serve both as a self-audit instrument and as a tool for gathering data about the state of security in special collections libraries. Comments and suggestions included adding header information, adding questions about demographics while keeping responses to anonymous, mounting the survey using Google Surveys or SurveyMonkey or another similar web product, and adding a grading feature to the self-assessment. Comments about the survey are due to Jennifer and Audrey by March 1, 2013.
 - c. Conducting Inventories—The group expressed its appreciation for the work done by Michael Inman and Lois Fischer Black on developing a document on inventory procedures. The lack of material in the literature was noted. Alvan will ask at the Information Exchange if libraries with internal procedures for conducting inventories would share their documentation. Comments about the document are due to Lois and Michael by March 1, 2013.
 - d. State laws—Alvan noted that it was time to update information about State Laws regarding library and archival theft. This is one of the Committee’s longstanding projects. Alvan will divide up the states and make assignments to Committee members with the updates to be due at Annual.

- VII. New Business—none.
- VIII. Adjournment—The meeting adjourned at 6:00 p.m.

Elizabeth Sudduth
Alvan Bregman

Feb. 11, 2013

Draft