

**RBMS Security Committee**  
**ALA Annual Meeting – Chicago**  
**Saturday, June 29, 2013**  
**3:00-5:00 p.m.**

**MINUTES**

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

**Regrets:** Brittany Turner; Elizabeth Sudduth, University of South Carolina

**Others Present:** Ellen Cordes, Lewis Walpole Library, Yale University; Christian Dupont, Atlas Systems; David Faulds, Emory University; Richard Holland, Temple University; Alex Johnson, University of Delaware; Beth Kilmarx, Binghamton University; Jeffrey Marshall, University of Vermont; Marilyn Rackley, Atlas Systems; Kathleen Weessies, Michigan State University

I. Introductions and News

II. Minutes and Agenda

The minutes from the January 2013 Midwinter meeting and the agenda for the current meeting were approved.

III. Chair’s Report

Alvan reported on topics arising since the last meeting:

- a. Missing and Stolen Maps database has closed down, making our Incidents of Theft reports that much more essential as a resource.
- b. Much time has been devoted to dealing with the ever-expanding De Caro/Girolamini Library affair; Nick Wilding gave a talk on this at the San Francisco Book Fair.
- c. Alvan was interviewed for an article published in *University Affairs* regarding large-scale thefts in the Atlantic Provinces by John Mark Tillman. This provided an opportunity to promote the ACRL/RBMS Security Guidelines.
- d. Alvan is stepping down as committee chair. Contact Fernando Pena with recommendations or interest in chairing.

IV. Surveillance Systems and Practices

Jeffrey Marshall (Vermont) had raised the issue at the last meeting and gave an update: his university had planned to set up a surveillance system that would be monitored remotely by police. In the end UV allowed their Special Collection to set up a client on their computers to have real time access; police have to ask permission to see the videos.

To begin the discussion, Alvan summarized the contents of Everett Wilkie's chapter on "Closed Circuit Television Systems" in the *Guide to Security Considerations and Practices for Rare Book, Manuscript, and Special Collection Libraries*. What we know about the usefulness of CCTV security systems for preventing or detecting theft is primarily anecdotal, there being little in the way of formal studies. However, Everett's chapter is an exceptionally useful compendium of information.

Common mistakes that can be made with CCTV systems include turning cameras off at night or not having them on at all; not leaving enough light for cameras operating after closing; failing to provide full coverage, failing to monitor staff; installing inadequate systems; installing cameras that don't record fast enough - at least on demand; not allowing for redundancy, so systems go out of service when one part fails.

CCTV systems should be able to fulfill various functions, including monitoring, detection, recognition and identification, but all of these can rarely take place simultaneously.

Discussion followed. Topics included the use of cameras in staff areas; digitization labs and classrooms; who has access to cameras and can view recordings; monitoring practices and keeping the system secure; storage of recordings; the importance of non-surveillance methods such as visible and invisible identification marks; documenting copy-specific features either in the catalog or through photographic records; the difficulty of quantifying how many thefts have been prevented.

Outcome of discussion: The Committee agreed it would be useful to review the Security Guidelines to ensure that the subject of camera surveillance was adequately covered in the next revision.

- V. Project updates
  - a. Security survey
  - b. Security audit

A draft "Survey of Security Practices", prepared by Jennifer Lowe and Audrey Pearson had been circulated to the Committee. This had been planned to serve a dual function—to gather information from institutions on their security practices and to serve as an audit instrument tied to the Security Guidelines. However, it has proved difficult to design both a data-gathering tool and an educational tool, without asking leading questions.

After discussion, it was determined that the document would best be framed as an audit instrument, and the project will proceed on this basis. Examples of other audit instruments or

reports were requested—Moirra Fitzgerald said she would look into whether the results of the recent Yale audit could be shared.

Martha Conway noted that it was still possible to apply (July 12 deadline) to put together an ARL Spec Kit, which would rely on a formal survey; there was also the possibility of working with OCLC Research. One advantage of the Spec Kit is that ARL would pay for the work of conducting the survey, which we would still be required to write the survey and compile the results. Martha will look further into the requirements and if necessary, solicit help from other Committee members.

Outcome: The Committee will aim to produce a final draft of the audit tool for the next meeting and investigate developing a survey. Institutions would be solicited to pilot the audit tool.

c. Collection Inventory guidelines

Michael Inman and Lois Fischer Black had circulated their collection inventory document draft, dated June 25, 2013. This contains few changes, and further comment was solicited. Although Michael is cycling off the committee, he will continue to work on the document with Lois. Alvan said he would send some comments to inform a later draft. It is hoped to have a final draft ready for the next meeting.

d. State Laws project

Alvan noted that an update was due and should be organized by the next chair.

e. Other: Incidents of Theft

Jennifer Lowe reported that she had produced 32 reports in last year, 11 of which are related to the De Caro, who got 7 years for theft but is still on trial on other charges; now thefts from four more Italian libraries are being investigated.

Jennifer asked for someone to take over reporting Incidents of Theft, but wanted to continue to track the De Caro case. Rachel D'Agostino, Moira Fitzgerald and Beth Kilmax all offered to help. A decision will be made in the follow-up to the meeting. The hope is to make the Incidents of Theft reports into an actual blog that we can tag and people can subscribe to, and to which people could post comments; it could eventually be developed as a place to post news and resources.

## VI. New Business

Lois Fischer Black raised an issue on behalf of an institution that suspected it had purchased a stolen book from a dealer. Advice was sought on proper procedures to follow in this case, which was not specifically addressed by the Security Guidelines. Advice included going immediately to legal counsel, before approaching the dealer; consulting the ethics guidelines of the dealer's organization before talking to the dealer; communicating with the institution where the item was suspected to belong.

Outcome: This issue will be logged as requiring attention when the Security Guidelines are revised. A fuller discussion could be scheduled for the next meeting.

VII. Adjournment

The meeting adjourned at 5:00 p.m.

Rachel D'Agostino  
Alvan Bregman  
17 July 2013

Draft