

ACRL RBMS Security Committee

ALA Midwinter Meeting – Philadelphia, PA

Marriott Room 408

Saturday, January 25, 2014, 3:00 – 5:30 p.m.

Committee Members Present: Lois Fischer Black (Chair), Lehigh University; Martha Conway, University of Michigan; Moira Fitzgerald, Yale University; William LaMoy, Syracuse University; Jonathan Le Breton, Temple University; Jennifer Lowe, St. Louis University; Audrey Pearson, Massachusetts Institute of Technology; Elizabeth Sudduth, University of South Carolina.

Excused: Rachel D’Agostino, Library Company of Philadelphia; Laila Miletic-Vejzovic, University of Central Florida; Brittany Turner.

Visitors: Michael Inman, New York Public Library; Gary Johnson, UC-Santa Barbara; Kara McClurken, University of Virginia; Jeffrey Marshall, University of Vermont; Marten Stromberg, University of Illinois.

I. Welcome and introductions – Lois Fischer Black called the meeting to order at 3:06 pm. Elizabeth Sudduth volunteered to record the minutes.

II. Minutes of the last meeting and approval of agenda – The minutes were approved with the proviso that minor typographical errors be corrected for the record.

III. Chair’s report and news from individual institutions – Lois reported that she took over the reins as Chair from Alvan Bregman in September and is ready for the Committee to review the initiatives he began and to consider new topics. She noted that Alvan had sent his regrets.

Lois reported that the Friends of the Lehigh University Libraries had Georgia State University history professor Nick Wilding speak about the Marino Massimo De Caro thefts and forgeries. She noted that one of the most important “take aways” was the detail on how the forgeries were done. It was noted that Nick Wilding had recently made a presentation at the Library of Congress at a conference on authenticity, and that the Bibliographical Society of America and the Caxton Club of Chicago, in cooperation with the University of Wisconsin Libraries in Madison, would be sponsoring a symposium, “Bibliography and the Galileo Forgery,” at the Pyle Center in Madison on April 26, 2014.

William LeMoy reported on a theft of documents which were later recovered. In this instance, the University administration had advised Library staff against any public acknowledgement or comment.

Jeffrey Marshall reported the recovery of a stolen document for which he had filed an incident report. The stolen document was found when it was offered for sale.

IV. Project updates

a. Security survey – Lois noted that there had been some discussion as to how to best distribute the survey. One thought had been to distribute the survey as a SPEC KIT. There was concern about the sensitivity regarding a distributed survey resulting in a published report that could potentially contain sensitive data.

b. Security audit procedures – Jennifer Lowe had turned the aforementioned survey into an audit. The Committee discussed who the target audience was and how to best distribute the document. It was decided to put the audit up on the webpage as a pdf with live links to the Guidelines. As Jennifer suggested, the audit tool should be published as a 5th bullet point in the top section of its homepage, here: page: <http://www.rbms.info/committees/security/index.shtml>. The audit would be publicized with messages to relevant listservs, including the SAA general archives listserv, Library and Archival News, regional groups, CALM, etc. and as a bullet point on the RBMS Security Committee’s webpage. One attendee suggested that the audit tool be added to the Security Guidelines as an appendix.

c. Inventory best practices – Lois and Michael Inman distributed a draft to the Committee for comments via email and Lois redistributed a draft via email to committee members just prior to the Mid-Winter Conference. Michael asked the Committee for comments. One suggestion was that the document should address instances when a marking error or error on the flag was identified in the inventory process. The group discussed references to the paper shelf list and determined that the shelf list could be identified at the beginning of the procedures as being either in a paper and/or electronic format and thus reduce the references to the paper shelf list in the document. The initial mention to a paper shelf list should cite the Guidelines section 8D. Lois explained the need to publish the guidelines for the inventory process as there was very little in the literature. Martha suggested that the inventory guidelines could be an Appendix to the Security Guidelines.

d. State Laws – Lois noted that it was time to update the website on State Laws having to do with the theft of library materials. Volunteers from the group took responsibility for the various regions of the U.S. as follows: Northeast – Audrey, Mid-Atlantic – Jonathan LeBreton, Southeast – Elizabeth Sudduth,, Midwest-Jennifer Lowe, Southwest Michael, West-Lois. Each volunteer is to research the laws for the states in their region. Following the meeting, Lois will confirm assignments (including geographical boundaries) with volunteers and coordinate having the information updated on the RBMS website.

e. Incidents of theft – Jennifer reported that she was ready to hand the responsibility of monitoring news sources and posting information over to someone else after heading up this initiative for the past two and half years. Jennifer outlined what she did to keep everyone up-to-date: keyword searching across news feeds (Audrey suggested using Google Reader), review the reports to identify instances of theft, and to be careful to precede comments about theft with the word “alleged.” Lois suggested that perhaps two or three Committee members could take this on to lighten the burden and also to provide for continuity. Audrey Pearson volunteered to succeed Jennifer, and Moira Fitzgerald indicated an interest in working on this with her. Lois will be in touch with Rachel D’Agostino about her interest. Audrey suggested that reporting could be done by an automatic feed. Jennifer mentioned that a blog had been discussed before but at the time it wasn’t possible to have a blog on the RBMS website. It was noted that this may have changed. Jennifer noted the need to change the “Report an Incident” link on the new webpage. Jennifer noted that the information she sent to the web team usually was posted quickly. Lois asked that the record show that Jennifer’s work for the past two and half years was appreciated by the section.

f. Other

- Lois reported that she had an inquiry about the status of the Library Security Officer’s list. Jennifer noted that a decision had been made at a previous meeting not to revive it.
- Lois also noted that updates were needed to the website in the Library and Archival Security News section below the administrative details. She said that she would follow up with Rachel.

- She noted an unusual posting to the Sub Rosa Listserv by David Goss from Imagino LLC about the use of sonar to look into a building and track individual's movements. Lois said she would follow up.
- Moira asked the Committee to consider working on Guidelines for the use of special collections materials in classroom settings. She volunteered to draft a working document. The resulting document could become a chapter in the Guidelines.
- Lois noted that she had been in touch with Garrett Scott, chair of the ABAA Security Committee. He has encouraged ABAA members to continue to share information with law enforcement and also to contact him. He noted the challenges of running the ABAA Stolen Book Blog. He expressed his appreciation for Jennifer's work and was interested that this important work continue. In the event that Jennifer didn't continue, he hoped to "meet" the new compilers.

g. New Business

- a.** Upcoming revision of security guidelines will be added to the agenda for Annual. Jeffrey discussed the process of the development of the current edition of the guidelines and that Richard Oram had combined guidelines on theft and the guidelines for security and Committee members edited and reviewed the document. Kara McClurken noted that SAA's adoption of the Guidelines was slowed by their concern about the recommendations for marking materials and in the end SAA adopted the Guidelines with a caveat that Brittany authored. Lois noted that there would need to be a Preconference seminar on the Guidelines.
- b.** Jennifer thanked Lois for chairing the Committee.

VI. Adjournment- Martha moved to adjourn and there were multiple seconds. The meeting adjourned at 4:29.

Recorded by Elizabeth Sudduth.