

Draft Minutes
RBMS Workshops Committee
ALA Midwinter Meeting, Seattle WA
Saturday, January 26, 2013

Members present: Jane Gillis, Yale University, Chair; Deborah J. Leslie, Folger Shakespeare Library; Jennifer MacDonald, University of Delaware; Jeffrey Makala, University of South Carolina; Deborah Whiteman, Santa Clara University (recorder)

1. Welcome & Introductions

2. Approval of minutes

The minutes from the ALA Annual Meeting (June 23, 2012) were approved.

3. Workshops at 2013 preconference:

The following workshops will be offered at the June 2013 Preconference in Minneapolis:

- a) *A Multifaceted Exploration of Digital Exhibitions for Special Collections Libraries.*
Presenters: Jessica Lacher-Feldman (University of Alabama) and Jason Kovari (Cornell University)
- b) *Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade.*
Presenters: E.C. Schroeder (Yale University) and Dan Slive (SMU)
- c) *Cataloging Medieval Manuscripts, from Cassiodorus to Dublin Core.* Presenters: Debra Cashion (Knights of Columbus Vatican Film Library), Susan Steuer and Sheila Bair (both from Western Michigan University)

Jennifer MacDonald will be the RBMS Workshops Committee liaison for the Cataloging Medieval Manuscripts workshop; JM can work on this virtually, but may not be able to attend Preconference in June; Whiteman offered to help with onsite logistics

5. Review of Timeline for Committee Work

September: send out messages to RBMS list and Exlibris list

Mid-October: Deadline for submission of workshops

October-mid-November: Committee and Tory work with proposals and presenters

Mid-November: choices made; presenters notified
Nov-Dec; ACRL (Tory) works with presenters for budgets for workshops

Timeline tweak

Midwinter - 18 months before - we know the number of rooms
First notice: 1st call could be January before Midwinter
then, another call in September

Discussion of timeline:

- MacDonald suggested that we ask for a draft outline in addition to a 200-word summary, when we make the initial call for proposals in September
- Is mid-October too soon for the deadline?

Discussion of Roles of Committee Liaisons for RBMS Workshops:

- MacDonald suggested that we might come up with liaison timelines; we could work on this with those who come to Annual meeting; could follow up after Midwinter meeting
- Gillis mentioned that Arvid Nelson (as Chair of Seminars) had put together documents for roles of liaisons for Seminars Committees; there are similarities between Seminars and Workshops - we could learn from their experience and documentation
- MacDonald confirmed that these documents are on RBMS Seminars web page; dates for various milestones are given there
- Gillis noted that we may not need to go to this level of detail; Tory does a lot of this organizational work for us; however, it would be good to have a reasonable outline of how the day should go - liaisons would take care of this; liaisons should contact the presenters after Midwinter
- MacDonald: liaisons should work with presenters to provide an 'editorial voice' - make sure they aren't trying to cover too much in one day, for example

Discussion of Workshops Committee Listing on RBMS web pages:

- What workshops should we put under our Workshops listing on RBMS pages? right now some are under Regional Workshops
- This listing is not linked to the new Committee - which is "Workshops" - link is not working; web team needs to know that these adjustments need to be made

- Melissa Hubbard, Melanie Griffin and Shannon Supple are web team members; Gillis will email the web team about this

6. New business

- Leslie asked whether anyone was ‘clamoring to have a workshop at their institution’? i.e. institutions can sponsor an RBMS workshop
- Gillis stated that the Beinecke Library did this last October ; brought the Metadata workshop to Yale and paid for it; paid honoraria; timing was for the week after Columbus Day
- Should we do any advertising that workshops are available?
-such as “These workshops have been given - if your library or a group of libraries would like to bring a workshop to your institution, contact?”
- MacDonald: should there be a line on our web page about this?
- Gillis notes that ACRL won't pay for these; but these kinds of workshops have been developed and done; but in past, when they were over \$200, they proved to be too expensive (much of the money went to ACRL)
- Leslie suggested that we should keep an eye on Bib Standards, to be sure that they are presenting workshops; they will be the source of many workshops in next few years
- This year will be interesting – with workshops at the end of the Preconference rather than the beginning; workshops - then ALA Annual Meeting directly following
- Gillis will be cycling off as Chair of Workshops Committee in June; Whiteman is up for reappointment for next 2 years JG
- Gillis noted that a lot of the work for this Committee takes place virtually, might be able to get more members; Midwinter could be skyped
- Our web page needs work; timeline needs tweaking; we need to be sending out emails more frequently; next chair could try this
- It would be a good idea to get a list of what workshops have we done over the years; Gillis will send out excel spreadsheet of these to Workshops Committee members

Action Items:

- Gillis will send out list (excel spreadsheet) to members re workshops; it currently needs to have things added to it

- Need to take Regional Workshops off the main RBMS Committees page; Workshops needs to be alphabetized correctly on page; Gillis will send description or what we want the Workshops page to look like; Leslie suggests sending picture, steps
i.e.) delete workshops from sidebar
- MacDonald will find someone to be her onsite liaison for the June Preconference Workshop on Cataloging Medieval Manuscripts (Whiteman offered to do this, but may have a conflict, as she hopes to take the Digital Exhibitions Workshop)

Respectfully submitted,

Deborah Whiteman