

## RBMS Executive Committee Minutes

### Minutes

ALA Midwinter Meeting, Dallas, TX

Monday, 23 January 2012

8:00 a.m.-11:30 a.m., Sheraton Dallas – Lone Star Ballroom A4

**Call to order** The RBMS Executive Committee meeting was called to order by Mike Kelly at 8:00 a.m.

- 1. Review and finalize agenda (Mike Kelly)** Kelly moved Regional Workshops and Task Force on Metrics and Assessment up in the agenda and, at Kate Moriarty's request, added a discussion of the Archivist's report (sent via email).

Kelly announced that the ACRL Vice President/President-Elect candidates Debbie Malone and Trevor A. Dawes would be visiting.

No other changes were requested by attendees.

*Secretary's note:* Information Exchange reports from Jan. 22, 2012 are appended to the end of these minutes. A list of acronyms used follows the Information Exchange reports.

### 1. Introductions / Attendees

*Executive Committee* Erika Dowell (Chair Elect; Indiana University), Mike Kelly (Chair; Amherst College), William LaMoy (Member-at-large; Syracuse University Library), Jeffrey Makala (Member-at-large; University of South Carolina), Henry Raine (Past Chair; New-York Historical Society), Nina Schneider (Member-at-Large; Clark Library-UCLA), Annie Copeland (Secretary; Pennsylvania State University)

*Guests* James P. Ascher (University of Colorado at Boulder), Lois Fischer Black (Lehigh University), Erin Blake (Folger Shakespeare Library), Alvan Bregman (University of British Columbia), Jane Carpenter (UCLA), Danielle Culpepper (Rare Book School), Mark Danley (University of Memphis), Sarah Fisher (Yale University), Moira Fitzgerald (Yale University), Jane Gillis (Yale University), H. Thomas Hickerson (Cornell University), Athena Jackson (University of Miami), Jason Kovari (Cornell University), Mary Lacy (Library of Congress), Martha Lawler (Louisiana State University), John Lehner (ACRL Board Liaison; University of Houston), Deborah J. Leslie (Folger Shakespeare Library), Laila Miletic-Vejzovic (University of Central Florida), Kate Moriarty (Saint Louis University), Jennifer Nelson (Robbins Collection, University of California-Berkeley), Margaret Nichols (Cornell University),

Marilyn Rackley (Atlas Systems), Jennifer Schaffner (OCLC Research), Molly Schwartzburg (Harry Ransom Center), Steve Smith (University of Tennessee), Aislinn Sotelo (University of California San Diego), Michael F. Suarez, S.J. (Rare Book School at University of Virginia), Cherry Williams (Indiana University)

**3. Meeting protocol  
(Mike Kelly)**

Kelly reminded attendees that the meeting is run informally according to Sturgis' *Standard Code of Parliamentary Procedure*, that motions are not necessary, and that matters requiring a vote will be clearly stated prior to the vote by the Executive Committee members.

Kelly also reminded attendees that it is not necessary to repeat reports made at the Jan. 22, 2012 Information Exchange but that discussion is encouraged if needed.

Committee chairs are expected to attend Executive Committee meetings whether they are bringing something to the table or not so that they are available to represent their committee in discussion.

**4. Approval of minutes  
from ALA Annual  
2011 (Mike Kelly)**

The minutes of the 27 June 2011 Executive Committee meeting were approved with no changes.

**5. Reminders for  
committee chairs  
(Annie Copeland /  
Mike Kelly)**

*5.1 Meeting schedule,  
meeting room  
setups (Mike Kelly)*

Kelly noted that the deadline for scheduling rooms for ALA Annual in Anaheim is Feb. 8, 2012. Unless there are special requests, everyone will have the same set up as always. Kelly noted how convenient Midwinter scheduling has been (most RBMS meetings held at the Sheraton).

*5.2 Information  
Exchange reports  
(Annie Copeland)*

Annie Copeland asked for Information Exchange reports as soon as possible and reminded chairs that draft or final minutes are due February 17, 2012 as well as Annual 2011 final minutes. The Publications Committee reminds us to post all items to ALA Connect as well as to the listserv.

*14.1 Visits from*

Debbie Malone and Trevor A. Dawes introduced themselves to the

*Candidates for  
ACRL Vice  
President /  
President-Elect*

committee, made statements, and answered questions.

## **6. Updates from the Executive Committee (Mike Kelly)**

*6.1 Submitted a  
request for \$3,200  
to the ACRL  
Friends Fund  
Disbursement for  
support of the 2012  
Preconference  
Scholarships  
(11/30/2011)*

The Friends of RBMS Fund has a balance of \$3200. These funds have accumulated over the years as gifts from the general ALA/ACRL membership. We have requested a disbursement of \$3200 toward Preconference scholarships, but have been told by ACRL that most likely we will only receive \$2500. Our assumption is that ACRL feels it imprudent to empty the account for one conference.

Action item: Exec needs an explanation from ACRL. EC Shroeder (Budget and Finance) will create an FAQ on how the Friends' Fund works.

*6.2 Informed by  
ACRL that our  
Section Budget for  
FY2012 is  
\$3,209.00*

We have been informed by ACRL that the section budget for FY2012 is \$3,209 for basic services. After the 2012 Program expenses, we will have \$1000. In the past this money has been used to reprint *Your Old Books*. There are limits on how these funds may be spent. Members are encouraged to bring forward proposals for creative uses of these funds.

## **7. Old business**

*7.1 Virtual meetings  
and virtual  
membership  
(Deborah J.  
Leslie)*

Deborah J. Leslie had offered to write a discussion paper on this. She has clarified that Virtual Membership is now obsolete as a category. The ACRL FAQ on Virtual Meetings <http://www.ala.org/acrl/resources/policies/virtualfaq> makes it clear that a committee does not need to meet at ALA face to face; however, if a face-to-face meeting is called, all members are expected to attend. [Update: the FAQ actually states that Sections are responsible for establishing electronic meeting protocols in their governance procedures.]

There are various protocols with holding virtual meetings. There are a certain number of days required for advance notice. If a committee chair agrees that meetings will be virtual, they have to find a way for all members to participate in this way. ALA is discouraging hybrid meetings, where some members are in a meeting and others join

virtually. The model is all virtual or all face to face.

Several in attendance asked for a clarification on the section's expectations for attendance and the ramifications of not attending meetings. While there needs to be some flexibility given the economy, sickness and travel crises, we should codify what we mean by flexibility. Committee chairs can consult with the Section Chair. Suggestions included a letter for Chairs (about our culture, our policies, also our need to be flexible), a webpage, and a toolkit that could be disseminated to members.

Action item: Kelly will set up a space on ALA Connect for the review of policies and for open discussion.

## 8. New Business

### *8.1 Creation of a Discussion Group on Digitization of Special Collections (Henry Raine)*

Raine proposed the creation of a new Discussion Group on digitization of Special Collections and provided some background. In 2007 RBMS created a task force on digitization and issued a report in 2009. Not much has happened since then and clearly digitization is on everyone's mind these days. Raine submitted a statement of purpose that was open for comment.

Jason Kovari suggested we add born digital and change the title to better reflect its broad charge, from Digitization of Special Collections to Digital Special Collections or Digital Projects in Special Collections.

Concerns included the practical difficulties of scheduling 6 discussion groups; we already have problems with the 5 existing groups having to rotate and being held concurrently. Enthusiasm was voiced for the synergy that is created when two discussion groups meet together.

Reevaluating our existing discussion groups is of interest to some given that the groups are growing in number. It was noted that there were no conveners for the Manuscripts and Other Formats DG and yet every discussion group had manuscripts as a topic. Several creative proposals were offered for merging or replacing groups. Many praised the discussion groups as among the most interesting and dynamic sessions at the Conference.

Kelly suggested that we keep the current rotation of the four discussion groups for ALA Anaheim and schedule the new discussion group, possibly in an evening slot, and revisit the

question of discussion groups at another time.

The proposal, as amended, was approved unanimously as recorded:

*Digital Special Collections Discussion Group:*

Purpose: To provide an open forum for the presentation and discussion of topics and issues relating to the digitization of rare books and special collections materials. Discussion may focus on current trends, standards, mass digitization, licensing of special collections materials to commercial vendors, specific digital projects, born-digital collections, and any other topics and issues relating to the digital realm that may be of interest to rare book and special collections librarians.

*8.2 Inquiry from  
Janalyn Moss of  
ALA RUSA History  
Section regarding  
co-sponsorship of a  
program for ALA  
Annual 2013  
(Chicago)  
Mike Kelly*

Janalyn Moss of the ALA RUSA History Section has approached RBMS with a request to co-sponsor a program at ALA Annual 2013 dealing with library engagement in National History Day activities. Jackson, who is looking for co-sponsorships for the ALA Annual Conference program in Chicago as well wants to clarify that our sponsorship is in name only. She wants to ensure that people attend our program if there is a scheduling conflict. Kelly will write Ms. Moss for more details and forward them to the Conference Development Committee.

*12.8 Regional  
Workshops  
Committee (Jane  
Gillis)*

Jane Gillis reported that the committee originated three years ago to bring workshops given at the Preconference to more remote areas with ACRL's organizational assistance. ACRL has determined that the cost in staff time (salaries and benefits) amounts to 75% of what the workshops take in. While ACRL is willing to continue, Gillis and the committee don't think this arrangement is sustainable; it's an usually large amount of overhead, with relatively few people benefitting because of the necessity of capping workshop attendance.

Gillis would like to change the charge of the committee to pursuing workshops for the RBMS Preconference. These are well attended and relatively inexpensive. Alternatively, she suggests disbanding the Regional Workshops committee and creating a Workshops Committee that would function like the Seminars Committee. She and Jackson have many ideas for the 2014 preconference. While we could decide to use RBMS funds to subsidize the regional workshops, the cost might have to go up in order to break even.

Raine suggested rewriting the charge so that it could be more flexible to include webinars, tutorials online, regional and virtual

workshops. The idea of workshops at Midwinter ALA to attract people in smaller venues might make sense.

Action item: Exec advises the Regional Workshops Committee to draft a new charge for Exec to vote on. Post the charge to ALA Connect for discussion at Annual.

*10.1 Task Force on Metrics and Assessment (Mike Kelly)*

Kelly announced that Sarah Fisher has agreed to co-chair The RBMS Task Force on Metrics and Assessment with Martha Conway. An interested group met on Saturday to refine the charge and consider membership. Deliverables include a literature review, a survey of tools being used and projects being evaluated, as well as assessment in cataloging, preservation and digital collections. SAA and PARS may want to have a member on the Task Force.

Exec voted unanimously to approve the charge as follows:

The RBMS Task Force on Metrics and Assessment is charged with examining current practices for gathering and reporting information to demonstrate the value and impact of special collections and archives. The Task Force shall conduct a survey of the literature and establish relationships with groups working on similar issues such as ARL, SAA. The Task Force will consider both **what** activities warrant assessment and **how** to undertake the assessment of those activities. The Task Force will identify needs for best practices and guidelines that will enable more meaningful assessment of the spectrum of what we provide to our various constituencies. The Task Force will provide a preliminary report by Midwinter 2013 and a final written report prior to Annual 2013.

**9. Programs and conferences**

*9.1 2012  
Preconference  
Program Planning  
(San Diego) (Nina Schneider,  
Shannon Supple)*

No action items.

*9.2 2012  
Preconference  
Local  
Arrangements (San Diego) (Lynda*

Jackson has identified some vendors who might be willing to support the Technology Petting Zoo. She explored the idea with a couple of them at the ALA Exhibits.

*Claassen)*

- 9.3 *2012 Annual Conference Program Planning (Anaheim) (Gerald Cloud)* No action items.
- 9.4 *2013 Preconference Program Planning (Minneapolis) (James P. Ascher)* No action items.
- 9.5 *2013 Preconference Local Arrangements (Arvid Nelson)* No action items.
- 9.6 *2013 Annual Conference Program Planning (Chicago) (Athena Jackson/Jennifer MacDonald)* An intimate but lively group convened Saturday afternoon where preliminary discussions for the 2013 Conference Program revolved around exploring the Lacunae in Libraries. Taking advantage of the Chicago venue, and considering its experience in loss of historical artifacts at the famous fire, we have a tentative title for the program, “History on Fire!”....At that point, the conversation grew less centered and lent itself to a more organic discussion about ways our topic can be structured and also include a dynamic panel of speakers addressing the historical and practical implications of loss of history and our endeavors to fill the gaps. As our proposal is due [May 1st, 2012](#), we expect momentum to pick up at dizzying speeds, as we progress toward this deadline. Considering the way our topic is evolving, we are thinking of tapping the Library History RT to consider co-sponsoring this event.
- 9.7 *Conference Development (Deborah J. Leslie)* No action items.

## 10. Task Forces

*10.2 Joint Task Force  
on the Audio-Visual  
Needs of the Section* No action items.

## 11. Publications

*11.1 Publications  
(James P. Ascher)* The Web Team has had an apprenticeship system from very early in its existence, training volunteers to compensate for the amount of time involved. The RBMS website needs to be redesigned and the Web Team would like to move to Drupal (open source software with excellent community support) to do so, but no one on the team knows Drupal. They are requesting a onetime scholarship for someone to attend training and to design the 2013 preconference and redesign the website. Then they will train their successor. Budget and Development asked for Exec's input.

All are in favor of a redesign and the advantages of having a new CMS behind the site with possibilities for user input, blogs, etc. Questions about how to pick the scholarship recipient were raised. There was a general consensus that judging for the scholarship should go through the Membership & Professional Development Committee or Scholarships Committee.

Action item: Publications should make a formal proposal to Exec for a one time scholarship for web training.

*Your Old Books* is being translated into Spanish. The translation has not been approved yet but it will be coming within the next months. Discussions are underway about the form of the translation – web, print – and specifics about plans for reprinting. Exec will meet virtually to keep conversation going.

Kate Moriarty contacted the RBMS archivist about accessing RBMS resolutions from archived Executive Committee minutes and was told that we would have to pay to get things out of the ALA Archives. This could be due to how much time it would take to find records or to scan, and we need to inquire. Further, we send our records to ACRL with the understanding that they are sent to the Archives, but records since 2009 do not appear in their finding aids consistently. Since Chatham Ewing was not present this discussion was tabled.

Action item: Contact Ewing and discuss where to go from here. [Secretary's note following meeting: Call to ACRL revealed that they send records to the ALA Archives on a five year schedule, each year sending the earliest records on. Subsequent email with Ewing



points to a critical need for resources and support within the ALA Archives and for RBMS to advocate for access to the archives and support for digital records management]

*11.2 News Editor* No action items.  
(*Ethan Henderson*)

*11.3 Web Team* No action items.  
(*Jason Kovari*)

*11.4 RBM Editorial Board* No action items  
(*Beth Whittaker*)

## **12. Standing Committees**

*12.1 Archivist / Records Manager* Action items will be coming soon through email.  
(*Chatham Ewing*)

*12.2 Bibliographic Standards* No action items.  
(*Jane Carpenter*)

*12.3 Budget and Development* No action items.  
(*EC Shroeder*)

*12.4 Diversity* No action items.  
(*Athena Jackson*)

*12.5 Exhibition Awards* No action items  
(*Molly Schwartzburg*)

*12.6 Membership and Professional Development* No action items.  
(*Katie Carr*)

*12.7 Nominating* No action items.

*(Deborah Leslie)*

12.9 Scholarships  
*(Diane Warner)* No action items.

12.10 Security *(Alvan Bregman)* Alvan Bregman reported that the Security Officer's listserv has been dormant for some time and will continue to be so. A reorganization may be in the works.

Bregman read aloud the resolution from the RBMS Security Committee as follows:

*Proposed resolution of thanks and appreciation to Everett Wilkie*

Resolved:

- Whereas Everett C. Wilkie, Jr., has served the RBMS community as a member of the Security Committee for many years, and served numerous times as its Chair;
- And whereas, he has promoted the safety and long-term access of special collections through the development of professional standards and guidelines on security and theft, and championed initiatives involving state laws, replevin and related issues;
- And whereas, he has worked tirelessly and selflessly to mentor and involve others in the cause of collections security;
- And whereas, he oversaw the writing of and brought to splendid completion *The Guide to Security Considerations and Practices for Rare Book, Manuscript and Special Collections Libraries*,

The RBMS Security Committee hereby offers its thanks and appreciation to Everett C. Wilkie, Jr., for his service, leadership and accomplishments.

Exec voted to endorse the resolution.

Seven years in the making, the security guidelines have now been translated into Spanish as well.

12.11 Seminars  
*(Danielle Culpepper, Laura Micham)* No action items.

### 13. Discussion groups

- 13.1 Collection Development (Mark Greenberg/Randy Olsen)* No action items.
- 13.2 Curators and Conservators (Beth Kilmarx/William LaMoy)* No action items.
- 13.3 Manuscripts and Other Formats (William Modrow,Diane Warner)* No action items.
- 13.4 Public Services (Nicolette Dobrowolski)* No action items.
- 13.5 Technical Services (Ann Copeland / Ellen Ellickson)* No action items.

### 14. ACRL

- 14.2. ACRL Board, Leadership Council (John Lehner)* John Lehner reported that the ACRL board is continuing discussions on streamlining the divisions' committee structure based on the ALA Leadership Council's goal of streamlining the division level structure (70 divisions). C&RL is moving to open access publication, and considering giving up the print version. Please direct any comments about these matters to him.

Lehner noticed comments on the RBMS listserv regarding segments of the ACRL website (rosters) that were unavailable for a period of time. He hopes that constructive feedback can be given to those in charge of IT at ACRL. Kelly offered to review emails and send to Lehner.

Leslie reminded Lehner that virtual membership is no longer allowed but is still advertised on the ACRL website. She would like help in understanding what the options are for membership, is curious about Midwinter attendance figures, and hopes that ACRL will clarify its revision of policies concerning virtual committee meetings.

Mary Lacy expressed concern regarding the ACRL response to our request for disbursement of accrued moneys from the Friends of RBMS Scholarship Fund.

*14.3. ACRL Budget  
and Finance (E.C.  
Shroeder)*

No action items.

## **15. Closing business**

### **Adjournment**

The meeting adjourned at 11:10 a.m.

## Information Exchange Reports

ALA Midwinter Meeting, Dallas, Texas

Sunday, 22 January 2012

4:00 p.m.-5:30 p.m.

### Secretary's Announcements

All who reported at Information Exchange were asked to submit their reports to Annie Copeland [auc1@psu.edu](mailto:auc1@psu.edu) as soon as possible.

Chairs were asked to submit to the secretary, Annie Copeland [auc1@psu.edu](mailto:auc1@psu.edu): 1) draft or final minutes of 2012 Midwinter meetings by Feb. 17 and 2) final minutes of 2011 Annual meetings.

### Programming

2 2012  
*Preconference*  
*(San Diego):*  
*Nina Schneider*

Nina Schneider reported on the 2012 Preconference Program Planning Committee meeting, held on Sunday, January 22, 2012 at 10:30 am. Twenty-five people were in attendance.

The theme of the 2012 Preconference is Futures! which will explore a multiplicity of futures for the rare book, manuscript, and special collections community. The Preconference will feature three plenaries, ten seminars, seven discussion sessions, four short paper panels, three workshops, a variety of tours, the ABAA Booksellers' Showcase, artists' book/fine press fair, technology petting zoo, film night, and more. The ABAA Booksellers' Showcase is moved to Wednesday, with longer breaks in between sessions and a field trips to the selling floor. This should allow greater interaction between conference attendees and booksellers. The Lead Award displays will also be on view throughout the breaks on Wednesday for extra viewing time.

Speaker agreements have gone out to the plenary speakers:

In Use:

Digital Humanities, Bethany Nowviskie from the University of Virginia and Matthew Kirschenbaum from the University of Maryland will talk about the varied work being done in the digital humanities and how digital humanists use or could use special collections materials. Merrilee Proffitt of OCLC Research will moderate.

In Discovery:

Linked Open Data, Jon Voss of We Are What We Do and Michael Panzer of OCLC will illuminate the potential of linked open data as a

means of broadening discovery and use of special collections materials. Jason Kovari of Cornell University will moderate.

In Object:

Book, Johanna Drucker of UCLA and Michael F. Suarez of Rare Book School will explore the nature and future of the book as object and artifact. Simran Thadani of the University of Pennsylvania will moderate.

The website is nearly complete and registration will open in early February.

*2012 Preconference  
(San Diego) Local  
arrangements:  
Lynda Claassen*

No report received.

*2012 Annual  
Conference  
Program Planning  
(Anaheim)  
Mike Kelly for  
Gerald Cloud*

No report received.

*2013 Preconference  
Program Planning  
& Local  
Arrangements  
(Minneapolis)  
James P. Ascher*

We had a fabulous brainstorming meeting where we settled on the theme of performance for the 2013 Preconference. The plan is to have a materials oriented conference covering not only performing arts, music, dance, theater, perhaps even stage magic; but also how we perform our jobs, teaching as performance, and perhaps even the book as performing history. The local arrangements Committee has identified a lovely reception at the Mill City Museum.

After this we began brainstorming specific plenary topics and themes. These include: how a performing arts institution documents it's activities, artists who create documentation, how people use collections for historical recreations, managing performing arts collections, popular music and high visibility archives; we also discussed adding innovative structures for introverts to share their experiences.

## **Publications**

*Publications  
Committee: James  
P. Ascher*

With the support of the Executive Committee and Budget and Development Committee, we reprinted and distributed a new printing of *Your Old Books*. The Web Team created a form in which institutions who served patrons interested in rare books, manuscripts, and special

collections, could ask for copies. This resulted in requests for a total of 8,050 copies; sadly, we only printed 2,500 and have reserved 500 for book fairs. Thus, the Committee distributed the copies evenly to everyone who made a request, rather than giving all the copies to the first few that requested them.

This has forced our hands to begin editing the new edition of *Your Old Books*. We're in the process of reviewing a Spanish translation and along with this we shall begin the public discussion on the English version as well.

The audio, video, and photos are posted for the 2011 Preconference. You can see them at [rbms.info](http://rbms.info); the Committee is working on regularizing the process of Preconference programs documentation and seeking volunteers to serve as Preconference Documentarian for the upcoming conferences.

*RBM:*  
*Alvan Bregman for*  
*Beth Whittaker*

Volume 12, issue 2 appeared last fall. The spring issue will depart from recent practice and will feature a mix of submitted articles instead of content edited from the past summer's preconference. Issue 13.2 is planned to focus on assessment in special collections libraries.

Given the decision of *College & Research Libraries'* board to recommend it become an open access journal, the status of *RBM* is very much under discussion. We would appreciate your comments about this issue. The editorial board believes open access is inevitable.

Submissions are up, particularly the popular peer review option. Anecdotal evidence suggests a mix of qualitative, quantitative, and narrative articles are most popular both as submissions and with readers. As always, we welcome discussion of possible submissions, or of the journal as a whole, from any interested parties!

*News editor: James*  
*P. Ascher for Ethan*  
*Henderson*

"Ethan Henderson reports: The news editor's blog on [rbms.info](http://rbms.info) thanks the membership for sending news items to be posted to the blog and asks that any RBMS related information be sent to him in a timely manner. He also asks for any other suggestions or critiques that may help with the blog."

*Web Team: Jason*  
*Kovari*

The Web Team is composed of web editors, multiple committee liaisons, and our web editors emeriti. The current web editors are Jason Kovari (web editor), Shannon Supple & Christopher Thomas Smith (senior web editor), and Melissa Hubbard (assistant web editor). Our liaisons are Randal Brandt, Eva Rose Guggemos, Christine Megowan, Kate Moriarty, Jessica Pigza, and Lynne M. Thomas. Our web editors emeriti are John Pull, Christian Yves Dupont, and James P. Ascher.

The last six-months have seen an increase in web site usage versus the previous six-month period. For statistics, please see the web team's report to the RBMS Publications Committee.

The Web Team has worked on a myriad of projects, including the exhibition awards gallery, agendas/minutes aggregation, digress.it support, etc. In the past 6 months, the web team has begun work on migrating hosting services and overhauling site navigational. Further, the team has started the process of transferring the site's domain registration and hosting account from being a burden on individual members to accounts directly paid by and registered to ACRL-RBMS.

## **Committees & Task Forces**

*Archivist/Records  
Manager: Chatham  
Ewing email read by  
Nina Schneider*

Leaders and members: Please don't forget to send materials to the ALA Archives. Contact Chatham Ewing at cewing@illinois.edu for help with this.

*Bibliographic  
Standards: Jane  
Carpenter*

The Bibliographic Standards Committee met Saturday, January 21, 2012 from 8 a.m. to 12 noon, with an attendance of 35 people, including committee members and visitors. The meeting agenda was very full, with reports and updates on the many Bib Standards projects currently in progress.

### Cataloging Rule projects

1. All available copies of *Descriptive Cataloging for Rare Materials (Books)* were sold out last fall by Library of Congress. Files for an updated 3<sup>rd</sup> printing, incorporating some previously approved changes, were prepared by Deborah J. Leslie, and LC plans to reprint within the next few months. DCRM(B) will appear as a print publication, and will also be available electronically on *Catalogers' Desktop*.
2. The companion volume to DCRM(B), *Examples to Accompany Descriptive Cataloging for Rare Materials (Books)*, which has been completely revised and expanded under the editorship of Nina Schneider, is now in the final review stages at LC, and will also appear later this year on *Catalogers' Desktop* and the RBMS website.



3. Four other BSC-sponsored cataloging projects for rare materials-- Graphics, Cartographic Materials, Manuscripts, and Music--are also in progress, with Graphic nearing completion, and the other modules not far behind.
4. The *RBMS Thesauri* continue to be developed and maintained by the BSC Controlled Vocabularies Subcommittee headed by Ryan Hildebrand; At the Midwinter meeting, 8 new Scope Notes, and 2 new thesaurus terms, were approved.
5. *Standard Citation Forms* (2<sup>nd</sup> ed.) is being completely revised to be more user-friendly by an editorial team headed by Marcia Barrett. The team hopes to present a completed draft of the revised citations and rules for constructing citations to BSC at Annual 2012.

### DCRM and RDA

The advent of RDA is a big issue for Bib Standards, as it will surely have ramifications not only for the DCRM modules currently being developed, but for those two (Books, Serials) which have already been published.

BSC has appointed a Task Force to explore the relationship of RDA to DCRM, headed by Deborah J. Leslie. The Task Force will issue a report by Annual 2012, and will coordinate with the co-leaders of the BSC-sponsored discussion group on RDA/DCRM to be held at the 2012 Preconference.

### BSC-sponsored programs at Preconference 2012:

Bib Standards is sponsoring three programs at the 2012 Preconference: a workshop and seminar on metadata and special collections cataloging, and a discussion session on the DCRM/RDA relationship.

*Budget &  
Development: E.C.  
Shroeder*

15 attendees including committee members, hordes of ex-officio and guests.

- Discussed ideas for fundraising for scholarships for the Preconference. This includes both from attendees and members who can't attend. This could be done as part of registration or through Friends of ACRL. For the past 5+ years we have received between \$2500 and 7500 per year for scholarships through strategic plan or action plan monies. This won't be possible in the future. We would like to develop an

annual goal and list of ways to raise funds. Plan to present this to Executive Committee at annual.

- FAQ for Committee members and incoming chairs. This would include **Revenue:** Section budget/ACRL; RBMS preconference; Donations/Fundraising; ACRL funds. **Expenses:** Preconference, Conference, Leab, Exhibit Award, YOB printing, Section Funds, Scholarships, Reimbursements, Commemorative items/one time expenses.

*Conference  
Development:  
Deborah J. Leslie*

The committee received three proposals for the 2014 preconference (ALA will be in Las Vegas). A draft document on guiding institutions to make preconference hosting proposals is nearly ready, and will be posted in on rbms.info and ALA Connect. Finally, the committee will make available the statistical portion of preconference evaluations on their rbms.info web site, and create a closed community on ALA Connect for those involved with planning preconferences, with access to the full redacted version.

*Diversity: Athena  
Jackson*

2 Members from our Diversity Committee recently received the great news that our proposal approved for the Joint Conference of Librarians of Color (JCLC) to be held in Kansas City, MO in mid-September. Our presentation will showcase our RBMS's Diversity Recruitment TK. To our knowledge, this is the first time this JCLC will have a special collections presence. Due to this and recent achievements of our committee, we felt it was high time to write a committee paper on our successes and plans for the future. We intend to submit this paper to the celebrated RBM Journal upon its completion. Always focused on both diversity of the field and in our collections, we spent ample time discussing ideas for future preconference programming to continue to have a voice at our annual preconference extravaganza for years to come.

*Exhibition  
Awards: Molly  
Schwartzburg*

The 2012 judging cycle is now completed—as usual we had an inspiring and invigorating judging meeting. We are pleased that we will be displaying the winners and all other applicants at an extended display at the Preconference in San Diego. We had fewer submissions than usual this year, likely due to the economy. In other news, we are planning another instantiation of the successful online “digress.it” seminar on online exhibitions, hopefully to take place this summer.

*Membership &  
Professional  
Development: Katie  
Henningsen*

RBMS currently has 1,778 members.

The New Members event will take place in the conference hotel

immediately following the new members orientation.

Twenty scholarships will be available (the same as in 2011). Advertising for the scholarships will begin in mid-February when the Preconference website is up. In addition, there will be a brown bag lunch at the Preconference for new members and committee chairs to chat about the section, committee work, etc.

Please consider volunteering to be a Preconference buddy or mentor. This is a great opportunity to connect with and encourage new members.

*2012 Nominating:  
Deborah J. Leslie*

No report received.

*Regional  
Workshops: Jane  
Gillis*

The Regional Workshops Committee met on Saturday, January 21, 2012 from 4-5:30. The fall workshop did not occur because of problems securing a space. The spring workshop will be a repeat of the Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade presented by Dan Slive and E.C. Schroeder. Since Annual the chair has been working with the 2012 Preconference Program Committee in securing workshops for the preconference. ACRL has reviewed the time spent on handling regional workshops and it is much more than anticipated. It is not feasible financially for ACRL to continue to handle registration, etc. for regional workshops. The committee will take to the Executive Committee on Monday ideas for continuing the development of workshops.

*Security: Alvan  
Bregman*

RBMS Security Committee  
Information Exchange Report  
January 22, 2012

The RBMS Security Committee met on Saturday, January 21, 2012, in the Oak Room of the Fairmont Hotel in Dallas. About 20 people attended. The Chair announced that the IFLA RBMS committee had endorsed the *ACRL/RBMS Guidelines on Security and Theft in Special Collections* (2009). Brittany Turner of the Society of American Archivists' Security Roundtable gave a brief presentation about her group and noted that the *Guidelines* were being actively reviewed for endorsement by the SAA. Further contact and cooperation between the RBMS Security Committee and the SAA Security Roundtable will be promoted by both groups.

The Security Committee discussed the details of its initiative to promote

its *Guidelines* among the directors of institutions with rare book, manuscript and special collections libraries. The Committee also intends to develop a survey of these institutions to find out about the levels of satisfaction and compliance with the *Guidelines*, and to receive feedback about areas where the *Guidelines* could be expanded or improved.

The status of the Library Security Officers closely managed listserv was discussed. Because of the very low level of traffic on the list, it was decided to allow the list to lie dormant pending further decisions about the communication needs of LSOs.

The very successful publication by ACRL of the *Guide to Security Considerations and Practices for Rare Book, Manuscript, and Special Collection Libraries* was announced. The Security Committee passed a resolution of thanks and appreciation to Everett C. Wilkie, Jr., the compiler, editor and main writer of the *Guide*, “for his service, leadership and accomplishments” in promoting collections security.

*Seminars: Laura Micham*

The Seminars Committee met on Saturday, January 22, at 1:30 in the Sheraton Hotel. We had a nice combination of committee members and supportive visitors. Our main agenda item was to take stock of where we are with 2012 preconference seminars. We have 10 in the works as follows: Maximizing Security without Minimizing Service: Perspectives on the Implementation of the RBMS Security Guidelines; Get Smart! Special Collections Meets Mobile Technology; Collaborative Collection Development: the New Imperative; Introduction to Linked Data: Connecting our Collections; From Dungeons to Dragons: Collecting, Processing, and Accessing Fringe Formats; "That's not how we do it..." Metadata for Digital Projects; Collections assessment: What is it, and what can it do for you?; Selling Books to Rare Book Librarians/ Buying Books from Antiquarian Dealers; Researching Artists' Books: The Next Fifty Years; Preserving, Cataloging and Accessing A/V Materials in Special Collections. After this discussion we brainstormed ideas for the 2013 preconference. Co-chair Danielle Culpepper and I will send a call for proposals for the 2013 preconference this spring.

## **Discussion Groups**

*Collection Development:  
Athena Jackson for  
Mark Greenberg*

Nine people met at 10:30 am on Saturday morning to discuss their mutual interests in collection development. We likely would have had several hundred more, but they were all at metrics and assessment! After brief announcements by discussion group convener Mark Greenberg, the group shared information about recent and upcoming hires and

acquisitions. BYU has a position open for a curator of modern manuscripts; Emory will soon re-open its search for a new Special Collections director; and University of Miami is pleased to have a new Special Collections librarian. Recent acquisitions from member institutions include book arts, literature, home movies, modern poets' manuscripts and papers, African American history, local and Mormon history, architectural and decorative arts, women's activism, and LGBT studies.

*Curators &  
Conservators and  
Public Services:  
Beth Turcy Kilmarx/  
William LaMoy*

On 22 January, Beth Turcy Kilmarx and William La Moy coconvened the Curators and Conservators Discussion Group. The subject under consideration was "Off-Site Storage and Its Implications for Special Collections." Our premise was that, as more institutions opt for some form of remote storage, curators and conservators must come to terms with the strategies, logistics, and consequences that are entailed.

The following is a list of some of the questions that were discussed.

- Who is actually making the decisions concerning off-site storage if it is not exclusively staff from special collections?
- What are the security and handling issues that arise from the movement of material?
- Is deaccessioning actually encouraged by the creation of off-site storage because it affords opportunities for the review of collections?
- Have any sets of best practices been developed in this area of collection handling?

The discussion was multifaceted and vigorous. It included both success stories as well as some cautionary tales. We indicated that the topic for the annual meeting had not yet been determined and welcomed suggestions.

William La Moy also took the opportunity to report in his capacity as editor that the [January 2012](#) issue (number eleven of the new series) of *Printing History*, the journal of the American Printing History Association, had been released.

This report was submitted by Beth Turcy Kilmarx (Curator of Rare Books and Special Collections Bibliographer at the Special Collections and Archives at the University of Binghamton Libraries) and William La Moy (Curator of Rare Books and Printed Materials at the Special Collections Research Center at Syracuse University Library).

*Manuscripts &  
Other Formats:  
Erin Blake for  
William Modrow and  
Diane Warner*

Fifteen people met in the absence of the two convenors and an agenda, so we just started talking, and ended up having a lively two-hour discussion that touched on the following:

- The consequences of “More Product, Less Process” (e.g. scholars need to cite their evidence, but there’s no unique identifier to get someone back to that specific item; consider more liberal photography and photocopy policies so researchers can have a record of the source)
- It’s helpful to indicate when records are considered incomplete by the institution, since users can’t tell if it’s just a preliminary record made by someone who never saw the item or if it records everything you know about it

The importance of local notes: WorldCat being used by scholars as a research tool, not just for copy-cataloging and interlibrary loan  
How to make hybrid material accessible (e.g., is this interleaved printed book filled with manuscript poetry a manuscript or a book? If the pieces can stand on their own intellectually, treat it as a bound-with and make two records)

User-generated content and comments: there’s a middle-ground between no opportunity for communication and uncontrolled tagging and commenting (e.g., British Museum has hotlink in each record “Noticed a mistake? Have some extra information about this object? Please contact us” with an e-mail link that generates a subject line containing the record ID)

What can museums and libraries learn from each other? Libraries becoming more open to expanding the catalog record beyond being a finding tool (e.g. conservation history; additional explanation about the item and its significance); museums becoming more open to controlled vocabularies; word of warning: don’t assume art handlers in a museum know how to handle rare books (e.g. exhibition loan book almost opened 180-degrees by an art handler for documentary photography).

*Public Services:*

Did not meet at Midwinter

*Technical Services:  
Annie Copeland /  
Ellen Ellickson*

Thirty-two people met this morning to discuss several topics of interest. We considered various approaches to dealing with large backlogs (thousands, even hundreds of thousands) of ephemera. Assessment is a huge conversation at the moment and not to be left out we considered how to assess the impact that adding provenance notes and genre terms etc. to our records has on use and how best to represent this to our administrators. We brainstormed ways to better represent collections of

foreign language materials to a diverse clientele, and finally, we revisited the challenges of cataloging “artists’ books,” particularly those that are more like sculptures than books.

## **Liaisons to Other Groups**

*ACRL Budget & Finance: E.C. Schroeder*

### ACRL Budget & Finance

- Have held two meetings so far, with a third scheduled for Monday morning
- Proposed budget for 2013 will have a small surplus for the first time in several years
- Last year ended with a small surplus due to control of expenses and more revenue. Example less money is available for scholarships.
- Moved more continuing education programs need to cover costs after a period of time when ACRL will subsidize programming.
- C&RL is now freely available. A survey was done to determine members reaction towards discontinuing paper publication. Recommending this with two possible dates to end paper version (Jan. 2012 and Jan. 2013). Costs are a wash at this time, although the number of institutional subscriptions have decline significantly during the past three years. Ads (both vendor and job ads) during this time have also declined. C&RL News will remain in paper.
- Budget & Finance working with the Executive Board to identify possible ways increase revenue, meeting with fund raising consultant tomorrow morning.
- Reviewing Friends disbursement and the procedures.

*ACRL Leadership Council: Erika Dowell*

No report.

*American Printing History Association (APHA): Nina Schneider for Fernando Peña*

The annual Lieberman Lecture will be held Sunday, July 10 at 2 pm at the Huntington Library in San Marino, CA. The lecture will be given by John Bidwell, Astor Curator of Printed Books and Bindings at the Morgan Library & Museum. The title of his lecture is "Early American Paper Mills: Five Hundred and Still Counting." The 36th Annual Conference will be held at the UCSD campus in La Jolla, CA, October 14-15. The theme for the conference is "Printing from the Edge". There will be 13 papers on the theme with a keynote by Pamela Smith, author of *Passions in Print: Private Press Artistry in New Mexico 1834-Present*.

There will also be campus tours, a book fair and a screening of the documentary *Proceed and Be Bold*. Registration and hotel information is available on the APHA Web site at [www.printinghistory.org](http://www.printinghistory.org).

*Antiquarian  
Booksellers'  
Association of  
America (ABAA):  
Ron Lieberman*

No report.

*Association for  
Library Collections  
and Technical  
Services /  
Preservation and  
Reformatting  
Section  
(ALCTS/PARS):  
Donia Conn*

No report received.

*Association of  
Research Libraries  
(ARL) Special  
Collections Working  
Group: Mark  
Dimunation*

No report.

*Bibliographical  
Society of America  
(BSA): TBA*

No report.

*Government  
Documents Round  
Table (GODORT)  
Rare and  
Endangered  
Government  
Publications  
Committee (REGP):  
Manon Theroux*

No report.

*International  
Federation of  
Library Associations  
& Institutions  
(IFLA) – E.C.*

- World Library and Information Congress : 78th IFLA General Conference and Assembly, 11-17 August 2012, Helsinki, Finland. Two panels - *Marketing of rare and special collections in a digital age; Cataloguing standards and special collections*



*Schroeder*

- Includes off-site meeting at the National Library of Finland on Aug. 13 entitled The Public Face of Special Collections. - The special meeting of the Section is devoted to the changing role in society of libraries and institutions with 'documentary heritage' collections. This special session on the IFLA-conference will focus on these dynamic new outreach initiatives in special collections and the changing roles of their caretakers. Looking for papers, due 29 Feb. 2012.
- 2012 Midterm Meeting: Ambassadors of the Book: Competences for Heritage Librarians - What are the competences needed by heritage librarians of the future, and how can these competences be taught at different levels of library education? Scheduled for 1-2 Feb. 2012 in Antwerp.
- Midterm working meeting with focus on Agenda items include: digitization guidelines, strategic plan, and a satellite meeting in 2013.
- Planning ahead 17-23 Aug. 2013, Singapore.

*Joint Committee on Archives, Libraries & Museums (CALM): Jeffrey Makala*

CALM's sponsored program on linked data issues and the semantic web and their implications for libraries, archives, and museums will be on the schedules of all three organizations' annual meetings later this year. CALM is also the cosponsor, along with the American Indian Library Association and ALA's OITP office, of a program at this year's ALA annual conference concerning ALA's position on Traditional Cultural Expressions (TCE), WIPO, and intellectual property.

AAM continues its period of transformation begun with their new strategic plan. It is attempting to grow and to speak with a greater voice for the entire museum community. As a result, it is attempting to streamline membership and accreditation for institutions and individuals. Currently, about 5000 American museums are accredited members, out of an estimated total of 20,000 (AAM figures) or 30,000 (IMLS figures). Individual AAM membership is around 20,000 out of an estimated 100,000+ museum professionals in the country.

IRS form 990, Return for Organization with Nonprofit Status, requires increasingly lengthy reporting details, and possible new scrutiny of it by the IRS, and is on the minds of many museums lately. The IMLS just published their new 5-year strategic plan, which is available for download on their website. The AAM weekly museums newsletter and AAM's Institute for the Future of Museums weekly newsletter are both free to subscribe to via email for members and nonmembers alike.

*Maps and Geospatial Information Round Table (MAGIRT): Nancy A. Kandoian*

MAGIRT (the Map and Geospatial Information Round Table) has a new logo to go along with its new name; members are showing it off as they track down various uses of the old name to update it.

MAGIRT will be sponsoring an Emerging Leader in 2012.

Our Annual Meeting program planned for Anaheim is entitled "The Nuts & Bolts of Map Scanning: Building Your Map Scanning Tool Box," and is tentatively scheduled for Sunday afternoon. Presenters will include Colleen Cahill, of the Library of Congress Geography & Map Division, and Mark Phillips of the University of North Texas. MAGIRT will also be hosting a Friday night group outing to an Angels vs. Dodgers baseball game at the Anaheim Stadium.

On the map cataloging front, at the Dallas Midwinter meeting, MAGIRT's Cataloging and Classification Committee (CCC) set up a task force to make suggestions for additional relationship designators useful for RDA cataloging of cartographic resources. We are working from the base of those already established in RDA Appendix I. RBMS documentation will be helpful to us, as we know rare materials catalogers have more experience than we map catalogers do in applying relationship designators. After 20 years, Betsy Mangan has stepped down as MAGIRT's liaison to CC:DA; Min Zhang, of LC's Geography & Map Division, is our new liaison.

*Society for the History of Authorship, Reading & Publishing (SHARP): Garth D. Reese, Jr.*

No report.

## **Other**

*ESTC/CCILA:  
Jenniffer Schaffner  
for Brian Geiger*

The ESTC has been awarded a Google grant to link ESTC records to Google books:

<http://earlymodernonlinebib.wordpress.com/2010/07/21/google-books-award-estc-and-eighteenth-century-book-tracker-receive-digital-humanities-grant/>

The ESTC has been awarded a Mellon planning grant to investigate how users and scholars might curate and interact with the database.

<http://newsroom.ucr.edu/2574>

*Grolier Club:  
Meghan  
Constantinou,  
reporting for Eric  
Holzenberg*

Meghan Constantinou, announced the Grolier Club's 2011 William H. Helfand Fellowship, offering awards up to \$3,000 for research in the Library's areas of strengths. She concluded by welcoming all who were planning to attend the upcoming Bibliography Week events in New York City.

OCLC

Research/RLG

Programs: Jennifer  
Schaffner

Two new reports:

- *Social Metadata for Libraries, Archives and Museums*, reporting on a survey about user-generated metadata: engaging audiences is the criteria for success; there is very little concern about how the site's content is used; abusive tagging and spam are very rare; and engagement is best measured by quality, not quantity.
- *Taking Stock and Making Hay: synthesis of existing methodologies for assessing backlogs and managing collections holistically*. No need to reinvent the wheel, rather pick and choose among modules to prioritize description, digitization, treatment, shovel-ready grant projects, and deaccessioning

We've liberated ArchiveGrid: <http://beta.worldcat.org/archivegrid/>, aggregating EADs, MARC records, HTML and PDF finding aids, etc. It is a free service, so we can run experiments and conduct research to improve discovery of archives.

MissingMaterials.org: What's Missing is You! Early notice that OCLC Research will be closing MissingMaterials.org at the end of 2012. Few institutions used the prototype, few items were tagged, and we don't know of any materials recovered. Lessons learned were: commit to transparency, blog your thefts (like the ABAA), understand the distinction between alerting colleagues and recovering stolen materials, and consider the role of description in deterring theft.

Rare Book School:  
Michael Suarez

No report received.

Southern Methodist  
University (SMU)  
Program at  
Midwinter 2012  
(Dallas): Daniel J.  
Slive read by E.C.  
Shroeder

I am pleased to report that approximately 70 people attended a free program for RBMS members and the extended special collections, archives, and library community on Friday, January 20, 2012. Held at Southern Methodist University (SMU), the event was co-hosted by three special collections on campus: Bridwell Library Special Collections, Bywaters Special Collections of the Hamon Arts Library, and DeGolyer Library. Exhibitions were also on display at all three libraries.

The afternoon program at the DeGolyer Library included three speakers representing special collections, archives, and archival education in Texas and the Southwest discussing the following topics:

Dr. Gerald Saxon, Associate Professor of History and Former Dean of

Libraries at the University of Texas at Arlington:  
 “What Is Public History and What Does It Have To Do With Educating Archivists?”

Alan C. Lowe, Director, George W. Bush Presidential Library and Museum:

“The Presidential Libraries and the George W. Bush Presidential Center.”

Dr. David Coleman, Director, The Wittliff Collections, Texas State University – San Marcos:

“A Sense of Place: Collecting Regional Archives.”

A reception at the DeGolyer Library immediately followed the talks. The organizers would like to thank the speakers for their contributions and our RBMS colleagues who joined us for the afternoon’s proceedings and festivities. We hope this event will inspire colleagues in other locations to explore similar programs in the future.

*California Rare  
 Book School  
 (CalRBS): Susan  
 Allen*

No report received.

**Submitted**

Feb. 24, 2012 Annie Copeland *Secretary*.

## Acronyms

<b>ABAA</b>	Antiquarian Booksellers' Association of America
<b>ACRL</b>	Association of College and Research Libraries
<b>ALA</b>	American Library Association
<b>ALA OITP</b>	ALA Office for Information Technology Policy
<b>ALCTS/PARS</b>	ALA Association for Library Collections and Technical Services Preservation and Reformatting Section
<b>APHA</b>	American Printing History Association
<b>ARL</b>	Association of Research Libraries
<b>BSA</b>	Bibliographical Society of America
<b>BSC</b>	ACRL/RBMS Bibliographic Standards Committee
<b>CALM</b>	Joint Committee on Archives, Libraries & Museums
<b>CalRBS</b>	California Rare Book School
<b>DCRM</b>	Descriptive Cataloging of Rare Materials
<b>DCRM(B)</b>	<i>Descriptive Cataloging of Rare Materials (Books)</i>
<b>DCRM(G)</b>	<i>Descriptive Cataloging of Rare Materials (Graphics)</i>
<b>DCRM(S)</b>	<i>Descriptive Cataloging of Rare Materials (Serials)</i>
<b>GODORT REGP</b>	ALA Government Documents Round Table Rare and Endangered Government Publications Committee
<b>IFLA</b>	International Federation of Library Associations & Institutions
<b>LGBT</b>	Lesbian, Gay, Bisexual & Transgender
<b>MAGIRT</b>	ALA Maps and Geospatial Information Round Table
<b>OCLC</b>	Online Computer Library Center, Inc.
<b>RLG</b>	Research Libraries Group
<b>RBM</b>	<i>RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage</i>
<b>RBML</b>	<i>Rare Books &amp; Manuscripts Librarianship</i>
<b>RBMS</b>	ACRL Rare Books and Manuscripts Section; also IFLA Rare Books and Manuscript Section
<b>RBMS-L</b>	Rare Books and Manuscripts Section electronic discussion list
<b>RBS</b>	Rare Book School
<b>RDA</b>	<i>Resource Description &amp; Access</i>
<b>RUSA</b>	ALA Reference and User Services Association
<b>SAA</b>	Society of American Archivists
<b>SAC</b>	ACRL Standards and Accreditation Committee
<b>SHARP</b>	Society for the History of Authorship, Reading & Publishing