RBMS Executive Committee DRAFT Minutes
ALA Midwinter Meeting
Monday, January 11, 2016
8:30 a.m.-11:30 a.m.

Call to order
The RBMS Executive Committee meeting was called to order by Cherry Williams at 8:30 a.m.

1. Introductions / Attendees

Executive Committee
Cherry Williams (Chair, Indiana University), John Overholt (Vice-Chair/Chair Elect; Harvard University), Elizabeth Call (Secretary; Columbia University), Shannon Supple (Member-at-Large; UC-Berkeley), Beth Whittaker (Member-at-Large; University of Kansas), Elizabeth Joffron (Member-at-Large, Western Washington University), Arvid Nelsen (Past-Chair, University of Minnesota).

Guests
Reina Uhler (NEDCC), Carly Sentieri (Miami University of Ohio), Heather Smedberg (University of California, San Diego), Mary Lacy (Library of Congress), Lois Fischer Black (Lehigh University), Juli McLoone (University of Michigan), Melissa Hubbard (Case Western Reserve University), Sarah Horowitz (Haverford College), Jennifer Sheehan (Grolier Club), Anne Bahde (Oregon State University), Meghan Constantinou (Grolier Club), Nina Schneider (UCLA), Amy Brown (Harry Ransom Center, University of Texas), Eric Holzenberg (Grolier Club), Henry Raine (New York Historical Society), David Faulds (UC, Berkeley), Athena Jackson (University of Michigan), Jennifer MacDonald (University of Delaware), Kelli Hansen (University of Montana), Danielle Culpepper (Rare Book School), Deborah J. Leslie ( Folger Shakespeare Library), Jane Gillis (Yale University), Mark Greenberg (Western Washington University), Angela Dressen (Villa I Tatti, Harvard University), Audrey Pearson (Yale University), Lori Dekydtspotter (Indiana University), Jason Dean (Southwestern University), Diane Dias DeFazio (New York Society Library), Amy Tims (American Antiquarian Society), Brenna Bychowski (American Antiquarian Society), Colleen Barrett (Philadelphia Rare Books & Manuscript Company), Veronica Reyes-Escudero (University of Arizona), Jocelyn Karlan (Villa I Tatti, Harvard University), Francis Lapka (Yale University), E.C. Schroeder (Yale University), Christian Dupont (Boston College)

2. Review and finalize
No additions to agenda.
3. Meeting protocol (Williams)

RBMS will use Robert’s Rules of Order.

4. Approval of minutes from ALA Annual 2015 (Williams)

The minutes were approved.

5. Reminders for committee chairs (Williams)

5.1 Meeting Schedule, Meeting room setups (Williams)

Williams asked chairs to report any issues regarding the meeting schedule or meeting room setups to her. There were no issues reported, Skype setups worked overall.

5.2 Information Exchange Reports (Whittaker)

Whittaker asked for Information Exchange reports as soon as possible to be incorporated into the minutes, and reminded chairs that draft or final minutes for ALA Annual meetings are also due to ASAP. RBMS Secretary Elizabeth Call will send a follow up email as a reminder.

5.3 Appointment of committee meeting recorders (Overholt)

Overholt suggested that selection of minute takers be made ahead of time prior to committee meetings versus at the meeting, having it so that the duty is rotated among all committee members. This could be included in the committee chair instructions.

A discussion followed and it was brought up that maybe a secretary role could be created on each of the committees; if duty is rotated it could be done in alphabetically order; and recorders should be identified in advance then day of meeting as to avoid always having the same person recording the minutes. Selection of recorder can be done in one of two ways, leave it to the committee chair or it could be an appointed position (such as secretary). The committee was reminded that if we do make it an official position it should appear on website, which requires setting it up with ACRL.

Action item: Overholt and Williams will come up with potential text for the “Information for Chairs” page on the RBMS website (http://rbms.info/committees/information_for_chairs/)
6. Consent Agenda  
(Williams)  

There were no Consent Agendas to approve.

7. Updates from Executive Committee  
(Williams)  

There were no updates from Executive Committee.

8. Old Business  

8.1 Role of RBMS Liaisons to external organizations  
(Williams)  

Williams will be following up on evaluating how RBMS Liaisons to external organizations are selected.

Discussion: It was asked whether we needed to start allotting more time for Information Exchange. However it is not as easy as that as it is a time slot issue on the ALA schedule. At Midwinter this year the shuttle buses stopped running at 6pm, which could have caused attendees to be stranded. It was asked whether Information Exchange could start at 4pm instead. Could it be that there were too many groups reporting at Information Exchange? It might be worth looking closely at the reporting mechanism, relaying more heavily on the minutes for these groups and focus more on the business of the section. Brief announcements could be made and the report could be put on the website. It was suggested that guidelines could be issued on how to report at Information Exchange to make reporting more focused and concise. Guidelines could also include in any guidelines that no dates be given in oral report. It was suggested that people could write reports that will appear in the minutes and have them only give a short summary at the Information Exchange with no more than two minutes each to cover a couple of highlights.
Action item: When Whittaker sends out draft agenda she will sent out a bolded comment: “If you are reporting at Information Exchange these are the protocols we would like you to follow..” and then at Information Exchange we will keep time for each reportee.

8.2 Clarifying and improving communication about expectations of Committee Chairs (Williams)

Williams requested that the manuals be updated to add that ?????

It was stressed that to update the RBMS section manual was hard for one person, and that it might be better to have a group of people involved to share the work load as the section manual has not been updated for a number of years and is a big job. Work might be cut down if this was made an annual thing that committee chairs did and having the changes go through the Web Team versus going through the Vice Chair, which would make the changes timelier.

Discussion: Wording changes should come to the Executive Committee not to Web Team and recorded in the minutes. One example cited was when the Executive Committee expanded what could be done with the Leab money; another example was when the RBMS preconference became a conference as this affected a number of committees. It was pointed out that changes already approved by the Executive Committee can be made by committee chairs.

8.3 Committee membership requirements – Alignment of “RBMS Obligations of Committee Members” with ALA/ACRL 3.5.3 ACRL Guide to Policies and Procedures (Williams)

ALA policy states that to be on committees you do not have to have physical attendance at meetings but some RBMS committees require physical attendance at meetings. We need to align our committee obligations with what ALA is doing. It was asked what ALA’s specific language was regarding the attendance policy. ALA Language was reviewed (http://www.ala.org/acrl/resources/policies/chapter3#3.5.3):

3.5.3 Committee appointee responsibilities

- Be familiar with and understand the committee charge.
• Maintain membership with ALA and ACRL.
• Be willing and able to participate in the activities of the committee, support its mission or concern, and carry out assignments in a timely manner.

Williams stated that it was her understanding that attendance cannot be a requirement and asked whether there was a virtual member check box in the volunteer form.

In the past it was difficult to request Skype kits but that process seems easier, thereby making virtual attendance a real possibility. It was asked what would happen if all committee chairs requested Skype kits as a matter of course, would ACRL be able to support this? Whose budget does it come from?

Williams said that the process for requesting Skype kits is very easy and is done when we put in for room assignments.

Nelsen stated that Skype kits should not be a funding issue and does not come from the RBMS budget. One thing we do have limits on are microphones but has never seen a limit on Skype kits for a section. We might bump into something if all committees are requesting them, however it is worth trying.

It was asked whether we needed to keep the virtual category if we are moving to a virtual/physical environment.

Action item: Williams will ask about Skype kits and see what accommodations they can make for us and will follow up on the ALA language. She would like committee chairs to let her know, other than Leab, if physical attendance to meetings was needed and why.

It was pointed out that there are some instances where an official vote needs to be taken and a quorum reached, while this can be done virtually, it should be kept in mind.

It was stressed that language around attendance be made as clear as possible as it seems that most assume physical attendance is required and this could discourage those interested in becoming involved in the section who might not have funding to attend the meetings in person. Once it is clear what the policy is, this information should be communicated to the section as to dispel misinformation making it clear about attendance.
Nelsen on behalf of Pena: There was a call put out for individuals to nominate themselves or others, only two names were submitted that way. One of Pena’s suggestions was to send out emails earlier publicizing that we will be encouraging people to either self-nominate or nominate others in order to raise the profile that the Nominating Committee was looking for names this way.

It was commented that it was not surprising that only a few names came that way this first time as it will take a while.

The practice was commended and it was asked whether this nomination process should be documented somewhere.

It was recommended for people to draft language changes to document the new process and that the charge of the Nominating Committee might not have to be changed.

The committee was reminded that it could be presented in the charge as an option not as a requirement.

*Action item:* Nelsen will email an announcement about this process and requesting the call earlier, following Fernando’s suggestions. Nelsen will also make an announcement to this effect at Info Exchange in June.

*Action item:* Nelsen and Supple to review the language and present at ALA Annual.

Supple on behalf of Nykanen: She is grateful for the support of the Executive Committee in the revision of the process for selecting scholarship recipients. The Scholarships Committee is submitting two documents, “Guidelines for Selection of Conference Scholarships Recipients” and proposed changes for the conference scholarships portion of the RBMS website to be considered by the Executive Committee. There were four main areas where discussion happened among the Scholarship Committee: assessment of methodology; point system for diversity options (half point for identity and half for affiliation, a total of one additional point is possible) – at least 20 percent diverse members; LGBT consideration, overall committee felt racial and ethnic diversity should be kept for now; early career focus – mid to late career also welcome to apply if they meet the requirements – early career removed from language, should
emphasis be stronger on early or mid to late career – committee will review.

It was asked if the Scholarships Committee wanted the Executive Committee to move on this ASAP or would the committee prefer a public review. Supple responded by saying that the Scholarships Committee would like the Executive Committee to approve the changes because they need to move quickly to get ready for the RBMS 2016 Conference website and this cycle of the scholarships process. Williams pointed out that the RBMS Conference website goes live on January 24th so this should be voted on now by the Executive Committee.

*Supple made a motion to approve the two documents from the Scholarships Committee. Whittaker seconded. Motion was approved unanimously.*

The agenda was paused to hear the report from Julia Gelfand.

Gelfand reported on ACRL Leadership Council outcomes. They celebrated a successful ACRL 2015 conference, that contributed to a big spike in the membership and the budget, which seems to be part of a pattern where odd years are good, even years not as good. Budget and Finance and the Board need to study the issue of membership and how this could be made a more stable situation versus having spikes and low points – it is a two-pronged issue of recruitment and retention. Recently had a consultant meet with them and looked at from various perspectives in order to try and get at an answer of why people join organizations. ACRL both suffers and is strengthened by its affiliation with ALA. At the Leadership Council it was announced after the Board met that the national conference scholarships were successful in pushing the enrollment to 3,400 plus the virtual committees. The goal for this year’s national conference in Baltimore because of location is between 3,800 and 4,000. Feedback received from 2015 scholarship recipients made it clear that two things needed to be done, one was to make awards $100 higher (with a cap of $735) and an equal number of scholarships will need to be made in 2016 as were made in 2015 – there will be an increase in the cost of registration, it has not been determined exactly how much but it needs to happen in order to make these two things happen. ACRL congratulates RBMS on its successful scholarship fundraising and hopes we can do what we did last year.
The 2017 ACRL Planning Committee met yesterday under Jim Neal, the conference chair, and will soon be making a call for preconferences. Preconferences will be one full day, no longer a half day as it has been in the past. If RBMS wants to make a proposal we are invited to consider. Registration will start in the summer.

ACRL announced a new relationship with SpringShare, the LibGuide software, which will be rolled out in coming weeks. ACRL Sections will have assigned space. ACRL is currently creating procedures.

ACRL Editor of Choice has announced that there will be changes down the line and has unveiled a number of opportunities for publishers.

ACRL is noticing an update on job announcements, public and private institutions are posting jobs. Some are newly created positions and others replacements.

Gelfand apologized for errors made on the RBMS candidate slate, changes need to be made but print was already released. The ballot will be corrected.

Jackson, who is on the 2017 ACRL Planning Committee, will be at the conference in Baltimore and will be happy to report on that conference to the section as necessary. If the section would like to have a bigger presence to let her know.

Gelfand welcomed further comments or questions from others via email.

9. New Business

No new business.
10. Programs and Conferences

10.1 2016 Conference Program Planning (Coral Gables) (Lori Dekydtspotter and Aislinn Sotelo)
No report.

10.2 2016 Conference Local Arrangements (Coral Gables) (Cristina Favretto)
No report.

10.3 2016 Annual Conference Program Planning (Orlando) (Will Hansen)
No report.

10.4 2017 Conference Program Planning (Iowa City) (Melissa Hubbard and Julie McLoone)
No report.

10.5 2017 Conference Local Arrangements (Iowa City) (Greg Prickman)
No report.

10.6 2017 Annual Conference Program Planning (Chicago) (Jason Dean)
No report.

11. Task Forces

11.1 Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (Martha O’Hara Conway)
Rachel D’Agostino for Conway reported that the task force will be submitting a request to extend the task force at ALA Annual, they have already told SAA Council and a formal request will be made in May.

11.2 Task Force on the
extension of their terms, and will also be making the same request to SAA Council in May. Drafts will be available for comment this summer for ALA Annual and SAA Annual.

MacDonald reported that the document will go to Executive Committee before handing it over to ACRL Standards Committee. MacDonald asked for a time Executive Committee would like to see something by. Williams asked for it by the end of March.

No report.

Greenberg submitted the revised Guidelines on behalf of the Task Force, with a request that the Executive Committee conduct its vote as soon as it has had an opportunity to review the document.

Lapka reported that the task force will be requesting an extension.

No report.

Sheehan reported that there have been low submissions and low subscriptions. RBM is moving forward with open access with
PCC now and will work its way down the line. She is concerned with what open access will do to print subscriptions (only have 390 subscribers now, 2/3rds of which are institutions). While they have a small budget from ACRL to help, how low is too low for print? ACRL has said that as long as print itself is self-sustaining with advertising they will allow us to continue producing print copies.

It was asked what the process was for new subscriptions to RBM. Sheehan said that ACRL can’t do anything currently to make the process for subscribing smoother, but they are working on it.

12.3 RBMS News Blog (Ethan A. Henderson)

No report

12.4 Web Team (Elspeth Healey, Melanie Griffin, and Alison Clemens)

Full report is online under Publications and Communications Committee, Web Team: http://rbms.info/committees/minutes/

13. Standing Committees

13.1 Archivist/Records Manager (Marten Stromberg)

No report.

13.2 Bibliographic Standards (Nina Schneider)

Schneider reported that they will be requesting money for indexing the two manuals coming out (cartographic and manuscripts)

13.3 Budget and Development (Mary Lacy)

The committee recommended funding added costs for the RBMS website to use HTTPs rather than HTTP, linked data hosting for Controlled Vocabularies, and additional postcard printing for the Diversity Committee, and to set aside funds from the section budget and profit shares towards the reprinting of Your Old Books once the final cost is known.

Nelsen made a motion to approve their requests, motion was seconded by Overholt. Vote in favor was unanimous. Motion passed.
The Budget and Development Committee started the discussion regarding a possible fundraising subcommittee.

13.4 Conference Development (Henry Raine)

The conversation about a possible fundraising subcommittee was also brought by Raine. Historically development is part of the Budget and Development Committee’s charge but wondered if it made sense to appoint a subcommittee.

Discussion: It was pointed out that there are a couple of different kinds of fundraising that needs to get done. There could be a subcommittee but it could be a lot of work if it encompasses all of those things. It was stated that this is the role that Budget and Development was charged with as part of its responsibility to think about financial issues of the section and fundraising is but one of them. An idea of a subcommittee is an important one as fundraising has become more and more important over the years. The role of a subcommittee is to support and coordinate between efforts and provide continuity of efforts and does not see a subcommittee as taking away from fundraising by other individuals, if help is needed the support function of a subcommittee is helpful. It was suggested that it might not need to be a subcommittee as much as a reoccurring line on the agenda. It was asked whether subcommittees had charges. Nelsen responded that subcommittees could have charges. Nelsen added that wording would be important and that we would need a charge if we were to move forward and suggested that this be made an agenda item for Annual.

There was a reminder that subcommittee charges do not have to be approved by the Executive Committee but can be submitted for evaluation and feedback.

Lacy will identify individuals already on the Budget and Development Committee if subcommittee was to be formed and solicit RBMS members with an interest fundraising who can then be brought into Budget and Development Committee. This will be an item on the Budget and Development Committee agenda and will report to the Executive Committee on how they think things are going.
As a member of the group working on a project to publish the RBMS Controlled Vocabularies as linked open data, Amy Brown represented the Controlled Vocabularies Editorial Group at the Midwinter Executive Meeting in Boston. She and two other CV members, Allison O’Dell and Amber Billey, are testing two possible content management systems as part of the project, one of which required asking the Executive Committee to approve funding for it ($10/month ongoing)—which the Executive Committee did earlier in the meeting. The group will be testing the two options this spring, and expects to be able to publish the Vocabularies as linked open data by Annual or late summer 2016.

No report.

Constantinou reported that the Membership and Professional Development Committee will be hosting at the RBMS 2016 Conference the RBMS Conference Orientation, New Members Meetup, and the Brownbag Lunch.

Constantinou shared highlights from the committee’s meeting at Midwinter.

No report.

No report.

No report.

No report.

No report.

No report.

No report.
14. Discussion groups

14.1 Collection Development (Marten N. Stromberg) No report.

14.2 Curators and Conservators (Beth Turcy Kilmarx) No report.

14.3 Digital Special Collections (Melissa Hubbard and Jason Kovari) No report.

14.4 Manuscripts and Other Formats (Erin Blake) No report.

14.5 Public Services (Julia Gardner and Sarah Horowitz) No report.

14.6 Technical Services (Ann K.D. Myers and Melissa A. Torres) No report.

15. ACRL

15.1 ACRL Board, Leadership Council (Julia Gelfand) Reported by Julia Gelfand above.

15.2 ACRL Budget and Finance (E.C. Schroeder) Reported by Julia Gelfand above.

16. Closing business None
The meeting adjourned at 11:15 am.
Information Exchange

ALA Midwinter | Boston, MA
Sunday, January 10, 2016 | 4:30-5:30
Boston Convention and Exposition Center 156C

Moderator:
Beth M. Whittaker
RBMS Member-at-Large

Secretary’s Announcements
All who report at Information Exchange are asked to submit their reports to Elizabeth Call (elizabeth.call@columbia.edu) as soon as possible for inclusion in the Executive Committee minutes.

Chairs are also asked to submit draft or final minutes from ALA Midwinter 2016 by February 12, 2016.

Programming

2016 Conference
(Miami) Lori Dekydtspotter
and Aislinn Catherine Sotelo

NEED REPORT

2016 Conference
Local Arrangements
(Miami) Cristina Favreto

No report

2016 Annual Conference Program Planning
(Orlando): William M. Hansen

Title: #BlackLivesMatter: Documenting a Digital Protest Movement

-Description: This program will focus on the #BlackLivesMatter movement, spurred by police shootings and other incidents across the country. This is a "hybrid" grassroots movement, with robust digital and physical presences. Documenting such movements for both short-term use by students and scholars and long-term preservation is a serious challenge for 21st-century libraries and archives. The program will explore the ways that activists, academics, archivists, and librarians are collecting and providing access to the history unfolding today.

-Moderator and speakers:
- Meredith Evans, Director, Carter Presidential Library and Museum
(Moderator)

- Meredith Clark, Assistant Professor, U. of North Texas, OR a co-investigator (Deen Freelon or Charlton McIlwain)
- Jarrett M. Drake, Digital Archivist, Seeley G. Mudd Manuscript Library, Princeton U.
- Makiba J. Foster, Subject Librarian for American History, American Culture Studies, Sociology, and Women, Gender, & Sexuality Studies, Washington U. in St. Louis
- Bergis Jules, University and Political Papers Archivist, U. of California-Riverside

-Budget: approved by ACRL; no additional funds requested from RBMS
-Co-sponsors: ALA Committee on Diversity; ALCTS Digital Preservation Interest Group
-Time: TBD; either Sunday, June 26, 1:00-2:30PM (preferred), or Saturday, June 25, 1:00-2:30PM (backup)

2017 Conference Program Planning (Iowa City): Melissa Hubbard and Juli McLoone

The 2017 RBMS Conference Planning committee held its first meeting at Midwinter, which was very productive. The theme for the 2017 conference is storytelling, and the tentative title is “The Stories We Tell.” The committee is still developing a vision for the conference, but it will certainly include an emphasis on experiencing Iowa City, taking advantage of its status as a UNESCO City of Literature, with such programs as the Center for the Book and the Iowa Writers’ Workshop. We are looking forward to developing this conference with the great local arrangements team at the University of Iowa, and we invite all section members to continue sharing their ideas with us.

2017 Conference Local Arrangements (Iowa City): Greg Prickman

Nothing to report.

2017 Annual Conference Program Planning (Chicago): Jason Dean

NEED REPORT
Committees &
Task Forces

Archivist/Record Manager: Marten Stromberg

Bibliographic Standards: Nina Schneider

No report.

The Bibliographic Standards Committee met, as usual, on Saturday morning [January 9, 2016] with a total of 38 members and guests.

Descriptive Cataloging of Rare Materials (Cartographic) (DCRM(C)) is on the threshold of publication. A few minor corrections need to be made and the cover image and cover color need to be determined. We will likely approve the final publication before the end of this month and send it to Exec for a vote shortly afterwards.

DCRM for Music (DCRM(M)) is expected to be ready for a final, close reading by BSC by the end of the month so that it can be given to MLA (the Music Library Association) for the same. We will likely approve the final publication before the end of March and send it to Exec for a vote shortly afterwards.

DCRM for Manuscripts (DCRM(MSS)) is expected to be ready for a final vote – resulting in publication shortly thereafter – by Annual 2016.

Standard Citation Forms Used in Rare Materials Cataloging Subcommittee has received 13 new citation form proposals since Annual 2015. They have been tracking activity on the site and are happy to report that there have been over 2000 page views in that same period.

BSC is sponsoring 1 full-day workshop at the 2016 RBMS Conference: Applying DCRM(C) to rare cartographic materials, and 2 seminars: “Succession Planning for Rare Materials Cataloging: Challenges and Strategies” and succession planning and “Using RBMS Publications as Linked Data: An Introduction and How-To.”

Budget & Development: Mary Lacy

The Budget and Development committee met Saturday afternoon. We heard good news regarding the profit share from the 2015 Oakland conference (over $13,000!), and had a number of lively discussions, particularly regarding our continuing support of RBMS conference scholarships and possible expansion of the scope and extent of the scholarships. We will
continue a pattern of robust fundraising for scholarships, remembering that
the money in our scholarship funds can continue from year to year, unlike
the money from the profit share (and from the section's budget) which must
be used up each year. We are aiming to raise $5000 from section members
for scholarships, which benefits the section and the profession.

The committee recommended funding added costs for the RBMS website to
use HTTPs rather than HTTP, linked data hosting for Controlled
Vocabularies, and additional postcard printing for the Diversity
Committee. It is expected that revisions to the Your Old Books pamphlet
will be completed this year (with input from ABAA) and both ABAA and
Rare Book school will be contributing to funding the next print run. The
committee will recommend to Exec that $1000 from the section basic
service funds and $1000 from the profit share be set aside for RBMS's share
of the printing costs, as we await a request where the final costs are set
forward.

In light of ongoing discussions about providing stable sources of funding for
the ongoing needs of RBMS scholarships, conference funding, and other
section needs which rely on more than the basic section budget, profit share,
and the generosity of RBMS members, the committee will be initiating a
discussion at the Executive Committee meeting regarding the establishment
of a fundraising subcommittee.

Conference Development:
Henry Raine

The Conference Development Committee met on Sunday morning, with 24
people in attendance. The Committee is seeking proposals for the 2018
RBMS Conference, when ALA Annual will be in New Orleans. Although
the Committee is particularly interested in proposals from New Orleans
institutions or from institutions in the region, it will gladly accept and review
proposals from institutions anywhere in the United States. Anyone who
might be interested in hosting the 2018 Conference should contact
Conference Development Committee Chair Henry Raine
(henry.raine@nyhistory.org), who will gladly work with the proposing
institution to develop a strong proposal for review by the Committee. During
its meeting, the Committee also discussed procedures for revising and
maintaining the RBMS Conference Planning Manual to make it more useful
and easier to navigate by anyone involved in future conference planning.

Controlled Vocabularies
Editorial Group:
Jane Carpenter
and James Ryan Hildebrand

The Controlled Vocabularies Editorial Group met Saturday, January 9, 2016
from 1:00 to 5:30 PM at the Westin Copley Place Hotel. Members Jane
Carpenter (Co-Chair), Amy Brown, Amber Billey, Martha Lawler, Allison
O’Dell, and Nina Schneider were present, as were volunteers Amy Tims and
Brenna Bychowski.

The first portion of the meeting, which drew an audience of 30 Midwinter
attendees, consisted of a special presentation by committee members Allison O’Dell, Amber Billey, and Amy Brown on their project to publish the RBMS Controlled Vocabularies as linked open data, in which they discussed the publishing options they explored, drawbacks and merits of each, and proposed strategy for moving forward. O’Dell, Billey, and Brown have chosen two content management systems, TemaTres or Vitro, to test this spring, and since both systems are fairly similar, will make their selection based on usability factors. If selected, the Vitro option will require a $10/month ongoing charge, and the group’s request to the RBMS Budget and Development Committee for funding has been approved. The publication of Controlled Vocabularies as linked open data is expected to be completed by Annual 2016.

The remaining portions of the meeting were devoted to discussion of 20 new genre term scope notes, which will now be posted on the Controlled Vocabularies Discussion Blog for feedback from the rare materials community, and pending final review, will be added to the Controlled Vocabularies in the next web update. Since summer 2015, the CV team has added 122 new scope notes to the Genre Terms vocabulary, with 140 additional scope notes expected to be completed by summer 2016, for a total of some 260 new terms. Completed at Midwinter 2016 were scope notes for:

- Anti-Masonic literature
- Anti-Semitic literature
- Apocalyptic sermons
- Appointment books
- Artillery election sermons
- Auction catalogs
- Autobiographies
- Awards
- Books for the visually impaired
- Broadside poems
- Captivity narratives
- Carol books
- Chants
- Charters
- Christmas sermons
- Class notes
- Clippings
- Coloring books
- Comedies
- Comic books

Carpenter reported that after many years of discussion, the integration of the six thesauri, a project led by Co-Chair Ryan Hildebrand, is expected to finally be completed by summer 2016. Carpenter also reminded Info Exchange attendees that the Controlled Vocabularies Editorial Group is now an independent RBMS standing committee, and no longer a subcommittee of Bibliographic Standards Committee, although CV continues to work closely in conjunction with BSC.

The Descriptive Cataloging of Rare Materials Task Force met three times since Annual 2015: in November, in a brief special session held in conjunction with the annual meeting of the Joint Steering Committee for
Task Force: 
Francis Lapka

Development of RDA, in Edinburgh; in December, for three days at the Lewis Walpole Library, Yale University; and three days at Midwinter, the first two of which were hosted by the Houghton Library, Harvard University. Though there remains considerable work still to do, the task force has probably now passed the halfway mark in its development of RDA-compatible guidelines for rare materials.

Diversity: 
Elizabeth Joffrion

1. Announced the Diversity 2016 Seminar Proposal was accepted. The session entitled, “Whose History Is It Anyway: Diversity and Outreach in Miami-area Collections” will focus on developing community partnerships related to Cuban, African American, and other communities.

2. The Diversity Committee engaged in a lively discussion related to the Scholarship Committee’s revised guidelines proposal. The committee was pleased to participate in the discussion leading up to the revisions and remains committed to support for expanding representation of underrepresented groups in RBMS through the scholarships process.

3. Announced that the Diversity Postcards were distributed to book fairs for a second year. A request was submitted to the Budget Committee to support additional distribution to library schools.

4. Seeking volunteers to implement priorities identified at ALA Annual 2015
   • Coordinate with ALA for career support and awareness (ex. Are there collaborative
   • Information programming opportunities for ALA that RBMS?)
   • Reach out to scholarship recipients and RBS fellows.
   • Create a Diversity Blog (or feature diversity on RBMS blog)
   • Site visits to MLIS programs in conference region. Reactivate Diversity Toolkit
   • Organize service projects.
   • Publicize the Diversity Committee beyond RBMS. Publicize Diversity statement

Exhibition Awards: 
David Faulds

The RBMS Exhibition Awards committee met to judge this year’s excellent group of submissions for the annual awards. Winners will be announced in the next few months. Attendees will be able to see all submissions at the RBMS Conference in Coral Gables while the awards will be presented in Orlando before Information Exchange. There are several openings on the committee this year so please apply if you are interested in serving.

Membership & Professional

The Membership and Professional Development Committee met with 24 committee members and guests at 8:30 am on Saturday morning. M&PD
Development: Meghan Constantinou and Melanie Meyers will again sponsor the RBMS Conference Orientation in 2016, which will be similar to last year’s speed-dating format; as well as the brown bag lunch, co-sponsored with the Diversity Committee. Due to the nature of the venue, this year’s brown bag lunch will take the form of a few specially reserved tables at the boxed lunch scheduled for Wednesday afternoon.

We also discussed the status of our many ongoing projects. In particular, we discussed how we might archive and distribute the data collected by our recent member survey; made plans to review an updated version of the Career FAQ; and received comments on our new Dropped Member survey. Finally, we are pleased to report that, for the first time in recent history, we have a surplus of Mentors. Our mentee applications are down from last year, so we ask and encourage all RBMS members to spread the word.

Nominating 2016: Fernando Peña The 2016 Nominating Committee is pleased to announce the following slate of candidates for RBMS leadership positions in the upcoming ALA and ACRL elections this April:

For RBMS Vice-Chair/Chair Elect:
Danielle Culpepper (Director of Budget and Finance, Rare Book School)
Athena N. Jackson (Associate Director, Special Collections Library, University of Michigan)

For RBMS Member-at-Large:
Katie Henningsen (Archivist and Special Collections Librarian, University of Puget Sound)
Heather Smedberg (Reference and Instruction Coordinator, Special Collections and Archives, UC San Diego)

The Committee would like to thank these outstanding candidates for their record of service and leadership and for agreeing to stand for election.

Publications & Communications Committee: Elspeth E. Healey for Katherine Chandler Thirteen committee members and guests met on Saturday afternoon to discuss Publications and Communications Committee business. The processing of the audio recordings from the 2015 RBMS Conference is nearly complete, and these will soon be made available via the RBMS website. The Documentarian will coordinate with the Conference Development Committee to develop basic guidelines and instructions for the recording of conference sessions and the collection of presenter documents associated with the RBMS Conference. The goal is to codify and document this workflow to ensure that the process runs smoothly as each new documentarian steps into the role.
The founding moderator of the RBMS Listserv, Everett Wilkie, will be retiring from his position after over 20 years of service, and accordingly the Publications and Communications Committee is seeking a volunteer to serve as the new list moderator. A “Your Old List” subcommittee is working to explore and revise the posting guidelines for the RBMS Listserv. This group will be in communication with the Executive Committee and others to seek feedback on potential changes to the current posting guidelines.

In December, ABAA members provided feedback on the current revision of *Your Old Books*. Their textual edits were minimal, though they do suggest refreshing some design elements to make it even more appealing to booth visitors at book fairs. The committee will work to incorporate these suggestions and aim to reprint the revised brochure in time for April’s New York Book Fair.

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**RBM:**

*Jennifer Sheehan*

The Editorial Board met at 8:30 a.m. on Sunday, January 10th. Four members of the Editorial Board attended, plus ACRL’s liaison. A proposal to move toward an open access model for *RBM* has been approved by the Editorial Board and is now with the ACRL Publications Coordinating Committee for approval. Reminder to those interested in volunteering to serve on the Editorial Board: you must fill out the volunteer form for ACRL, not RBMS.

**Announcements regarding the Spring 2016 issue:**

1. The theme is a special “digital vs. physical” issue
   a. We’ve received several submissions, but fewer of the “outside the box” ones than Jennifer hoped. We’ll extend the deadline until the end of February for these.
   b. Status of design/insert
      Jerry Kelly has designed both the cover and the special insert. The insert is being hand printed at RIT on the Kelmscott/Goudy hand press. ACRL has agreed to plastic wrap this issue for mailing, so that both the cover and the insert will be better protected. There will only be 600 copies printed, and people must subscribe to the print journal to receive one.

**RBMS News:**

*Elspeth Healey*

*Ethan Henderson*

Continued submissions of jobs, major acquisitions, and other RBMS-related news items are welcomed. Please submit your newsworthy items (via Word attachment) to the News Editor at news@rbms.info.
Scholarships:
Shannon Supple for Melissa Nykanen

This year, the Scholarships Committee drafted criteria to be used for evaluating scholarship applications, as well as a set of guidelines and a methodology for guiding the selection process. The new criteria and guidelines have been reviewed by the Executive Committee, the Diversity Committee, and the Membership & Professional Development Committee Chairs, and will be voted on at Monday’s Executive Committee meeting. If approved, they will go into effect for this year’s scholarship cycle.

The Committee has also discussed whether the scholarships program should address other areas of diversity beyond racial and ethnic diversity, how the program might better serve both early career librarians as well as mid- to late career librarians, and new ways to use the scholarship recipients’ post-conference essays to promote the scholarships program. Finally, the committee is exploring a possible collaboration with Rare Book School to support the RBS Fellowship Program, which funds attendance at the RBMS Conference.

Applications for this year’s RBMS Conference scholarships are due March 25th, and recipients will be notified on April 22nd. The scholarships opportunity will be announced at the release of the conference website. Please promote it broadly!

Security:
Lois Fischer Black

Seminars: Sarah Horowitz

The seminars committee met on Sunday at 1, with a mix of committee members and visitors. We reviewed the slate of seminars programming for 2016, which is 11 seminars, all but one of which have finalized speakers. The topics covered are a good mixture: cataloging, public services, management, collecting, etc. We also brainstormed ideas for possible 2017 seminars, with a wide variety of potential topics. We hope that many people will submit proposals (due June 3, CFP to go out in the spring), and are thinking about linking to the minutes in our CFP in order to give people a sense of some ideas they might consider if they want to submit a proposal.

Task Force on the Development

Five members of the joint SAA-ACRL/RBMS Task Force on the Development of Standardized Holdings Counts and Measures for Archival
Repositories and Special Collections Libraries met on Friday 1/8/16 at the Countway Library of Medicine and met again on Sunday 1/10/16. For part of the latter meeting, the task force met with the two other joint task forces (Public Services Measures and Primary Source Literacy) to discuss progress and potential overlap. The meetings were extremely productive and the task force made significant progress toward streamlining counts, supporting data aggregation, and addressing digital materials. The task force plans to distribute beta-stage documentation for “level one” counts in time for ALA Annual 2016. Due to the unanticipated departure of one of its RBMS members, the task force currently has a vacancy. Interested members of RBMS should volunteer through the ACRL committee volunteer form by the February 15 deadline.

All ten members of the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries joined our meeting on Sunday afternoon, six in person and four via Skype. Eight visitors also attended, including some from the joint task force on primary source literacy. Visitors contributed actively to a lengthy discussion that served to validate the structure and approach of the draft standard that the public services task force has been developing through regular conference calls and online work sessions. The task force is aiming to have a completed draft by ALA Annual so that the task force meeting at ALA Annual can serve as an initial public hearing. In the meantime, a task force subgroup will continue compiling the results of the large-scale survey of public services statistical practices that it conducted last fall with the aim of releasing a report by ALA Annual. Task force members have also been active in proposing sessions about the development of the new standard at regional archives meetings and other conferences. During the last half hour of the meeting, members of the joint task force on holdings counts and measures came from their adjacent meeting room to share progress updates and other information.
Task Force to Review Competencies for Special Collections Professionals: Jennifer MacDonald and Cherry Williams

Task Force to Review Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections: Martha Conway and Mark Greenberg

**NEED REPORT**

**Charge/Scope of Work**

ACRL policy requires each of its standards and guidelines be reviewed every five years. This task force is charged with reviewing the Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections (3rd edition, 2008) and determine whether the guidelines should be (1) continued in force without change (2) revised to address current needs or (3) rescinded. If the task force determines a revision is necessary, it will draft a revision and keep the RBMS Executive Committee apprised of its progress.

**Timeframe**

Charged: July 1 2013 - 30 June 2015
Charge Extended: July 1 2015 - 30 June 2016

**Roster/Membership**

Martha O'Hara Conway (Co-Chair) University of Michigan
Mark Greenberg (Co-Chair) Western Washington University
Beth Turey Kilmarx (Member) Binghamton University
Jeffrey Marshall (Member) University of Vermont
Karla Nielsen (Member) Columbia University

**Process**

Shared with Invitation to Comment

- Public Discussion, ALA Midwinter, Chicago (1 February 2015)
- ACRL Rare Books and Manuscripts Section <rbms@lists.ala.org> (16 June 2015)
- ALCTS Preservation Administrators' Interest Group <padg@lists.ala.org> (16 June 2015)
- Public Discussion, ALA Annual, San Francisco (27 June 2015)
- CIC Heads of Special Collections <CIC-LIB-SPECIALCOLLECTIONS@cic.net> (30 June 2015)
• Announced with invitation to comment in C&RL News [http://crln.acrl.org/content/76/10/526.full] (November 2015)
• Public Hearing, ALA Midwinter, Boston (10 January 2016)
• Forwarded to RBMS Executive for approval (10 January 2016)

**Primary Changes to the Guidelines**

• Added “rarity and scarcity” as a category of criteria
• Eliminated the three appendices (by moving information into the document itself), including the examples
• Expanded the scope of the Guidelines to include options other than “transfer to special collections” -- such as offsite storage, medium-rare designation, and sheltering in place -- for providing secure, environmentally-sound storage and appropriately supervised use of rare and valuable materials

**Comments, Compliments, Etc.**

From Charlotte Brown, who chaired the Task Force that accomplished the 2008 revision:

Congratulations on a clearly written and comprehensive revision of the “Guidelines on the Selection and Transfer of Materials From General Collections to Special Collections” (Oct. 13, 2015 revision). I appreciate the Task Force's efforts to streamline the previous version (2008) and yet still retain the original 'spirit' and convey the appropriate level of urgency that these guidelines require.

*Web Team: Elspeth Healey for Alison Clemens*

The RBMS.info site and social media platforms continue to grow, and resources and editing permissions for committees on the new WordPress platform continue to expand. To provide just a few examples, Audrey Pearson of the Bibliographic Standards Committee has nearly completed migration of the Latin Place Names File from the old RBMS legacy website. Bib Standards is also exploring options for the future of the Controlled Vocabularies. The Task Force to Review Competencies for Special Collections Professionals created a document using the digress.it WordPress plugin to enable outside review of their drafts. If you are a committee chair and you would like a committee editing account to edit the pages under your purview or require other Web Team assistance, please send an email to the editor@rbms.info email address. We rely on committees to review and update the content on their committee pages, so please also feel free to send any changes or updates to the editor@rbms.info account. For a more detailed discussion of Web Team business, please see the full 2016 ALA Midwinter Web Team report available
Workshops:
Jennifer MacDonald

Discussion Groups

Collection Development:
Jennifer Sheehan for Charlotte Priddle (who chaired meeting for Marten Stromberg)

• Charlotte Priddle stepped in to chair the DG after Marten Stromberg was unable to attend. This report was provided by Charlotte.
• There were around 22 attendees. Discussions focused briefly on highlights of recently added collections, and how these were publicized both internally and externally, and then moved on to the theme of collaboration and competition in collection development. Attendees talked about collaborations both within their institution and externally, with local/state-wide institutions. Questions were raised also around competing collection areas between institutions and the ethics of such issues.

Curators & Conservators:
Jennifer Sheehan for Beth Kilmarx and Charlotte Priddle

• Report on behalf of Beth Kilmarx & Charlotte Priddle, who are unable to attend.
• The attendance for C&C DG was very good, with a total of 30 attendees, including a significant number of preservation/conservation librarians. The area of discussion was focused solely on the issue of offsite storage for special collections. This topic raised healthy discussion, with attendees sharing experiences and asking for ideas and suggestions around issues of workflow, staff training, economic factors and preservation concerns around the travel and packing of materials in particular. From the discussion, this topic is certainly one of growing interest within the community, for both curators and conservators alike.

• Beth Kilmarx is rotating off after Annual, and the DG will be looking for a new co-chair with Charlotte Priddle.

**Digital Special Collections**

Melissa Hubbard and Jason Kovari

Did not meet

**Manuscripts & Other Formats**

Elizabeth DeBold for Lisa Conathan

NEED REPORT

**Public Services:**

Sarah Horowitz

The Public Services discussion group met on Saturday morning at 10:30 with 19 people in attendance. We had a lively discussion of digital projects and their influence on public services, including discussion of targeting projects at various audiences (scholarly, who may then look at other materials; K-12 students, who we may not serve in person). A discussion of the importance of copyright and permission to publish data surfaced from this conversation. We then turned our attention to discussing working with K-12 students. Several attendees had policies that did not allow students under a certain age (usually 16) to use collections or to do so only with a parent. However, attendees agreed that younger students are often very engaged and excited by our materials (sometimes in odd ways -- for instance, genealogy and naming origins), and many had had good luck in working with younger students despite the challenges, particularly for history day projects.

**Liaisons to Other Groups**

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

No report.

**ACRL Communities of Practice Assembly:**

NEED REPORT
The ABAA has been engaged in two projects related to RBMS since the 2015 Annual Meeting. After discussion of the “Your Old Books” brochure by the RBMS PubComm committee at the ALA 2015 Annual Meeting, the ABAA appointed a small subcommittee to review the text and suggest changes. Subcommittee members are ABAA members Vic Zoschak, Susan Benne, and Thomas Goldwasser. This group made some suggested changes to text which have been submitted to Katherine Chandler, the PubComm committee chair. The ABAA subcommittee also suggested taking a look at the design and images used in the brochure, and this suggestion has also been passed on to the PubComm committee for follow-up.

The ABAA is looking into the feasibility of a database of the collecting interests of special collections library staff with collection development responsibilities, to help match materials for sale with suitable institutions. A survey aimed at gauging the interest and willingness to participate of RBMS membership was recently sent to the RBMS and Ex-Libris listservs. The survey can be found at https://www.surveymonkey.com/r/85HG9PN.

The ABAA has two antiquarian book fairs scheduled for the coming months: the California Antiquarian Book Fair will be in Pasadena on February 12-14, 2016, and the New York Antiquarian Book Fair will be held on April 7-10, 2016. The ABAA will also continue their presence at the RBMS Conference at the Booksellers’ Showcase on June 21-22, 2016.

CALM’s program for ALA 2016 is entitled “Serving up the Subversive” and will be a conversation between archivists, curators, librarians, and educators about working with controversial materials. Panelists will
Museums: Elizabeth Call for Beth Kilmarx
discuss how they handle controversial materials in the classroom, in the reading room, and in the exhibition case. A similar proposal was submitted by SAA CALM’s chair for the SAA 2016 conference.

CALM has been in conversation with ALA’s Membership Committee and ALA Membership Director exploring possibilities for membership and conference attendance incentives in order to get more crossover between the various LAM associations and conferences. Any initiative would be done as a pilot starting with student members. The incentives suggested are on the agenda to be discussed at ALA’s Membership Committee meeting here at Midwinter.

CALM is also looking into ways of supporting the Coalition to Advance Learning in Archives, Libraries and Museum’s initiatives.

CALM will be working on putting forth a draft resolution voicing concerns about the international destruction of cultural heritage.

Finally CALM is working on rebridging the relationship with the American Alliance of Museums (AAM) and is currently investigating ways to do this.

Government Documents Round Table (GODORT): Elizabeth A. Sudduth

Maps and Geospatial Information Round Table (MAGIRT): Cathy Hodge for Margaret Gamm

During this Midwinter, members of the Map and Geospatial Information Round Table (MAGIRT) received a tour of the Norman B. Leventhal Map Center at the Boston Public Library on Friday, Jan. 8. In addition to the general collection, we also viewed the current exhibition, “Women in Cartography” and the stolen but recently returned Champlain map that was recently in the news.

Cathy Hodge provided updates regarding the activities of several committees during the conference. The GeoTech Committee & GIS Discussion Group discussed geocoding of historical data in maps, books, etc., including historic names & their alternatives. The Map Collection Management Discussion Group talked about using GIS to bring historical documents to life. U of MI had an undergrad project using GIS to analyze Jewish literature with the assistance of the Library’s Visualization Librarian. They also talked about the difficulty of storing paper maps, when to keep them and whether to keep them.
Coming up soon, MAGIRT will once again be hosting an Emerging Leaders team. The overall goal of the project is to design and implement an archiving program for MAGIRT using ALAIR, the American Library Association Institutional Repository. Some of the deliverables will include: a list of MAGIRT documents eligible for archiving; an archiving policy for MAGIRT; documented workflows for submitting legacy and current documents; and a number of MAGIRT documents archived to ALAIR, to serve as examples and a seedbed for future archiving projects.

With GODORT, we will be hosting a pre-conference workshop at Annual in Orlando on data visualization. This will be more of a hands-on workshop than the very popular presentation provided at Annual 2015 in San Francisco. More information will be available through the conference website or the MAGIRT website as we get closer to the conference.

A group of MAGIRT members will be working with team leader Carol McAuliffe to revise the 3rd edition of Guide to U.S. Map Resources and turn it into a map-based online resource. Steering Committee members for this project are Paige Andrew, Chris Kollen, and Kathleen Weessies. They will be looking for volunteers to build the online version in the near future.

On the broader topic of map librarianship, ongoing conversations regarding closing map collections or massive deaccessioning of maps may be of interest to RBMS members. Maps can be of immense research and monetary value, and as with rare books and manuscripts, digital reproductions aren’t always suitable for the same uses. Many printers, including the GPO, are no longer printing paper maps, so these resources are growing increasingly scarce. One project of interest is the creation of a CIC (Committee on Institutional Cooperation) collaborative geospatial data interface, which will also serve as the interface for digitized historical maps for CIC map libraries.

The 24th annual conference of the Society for the History of Authorship, Reading & Publishing (SHARP) will be held in Paris, France from Monday 18 July to Thursday 21 July 2016. The conference theme: Languages of the Book will examine manuscript, print and digital cultures and the world of Letter. Topics will include the languages of the book in translation, through the interplay of text and image, and as an agent in the evolution of new ways of reading. The conference will take place in the 13th arrondissement of Paris. Keynote lectures, panels, and most of the conference events will be held at the Bibliothèque nationale de France (BNF) and nearby at Bibliothèque universitaire des langues et
civilisations (BULAC). The conference will also feature excursions (soon to be announced) of special interest to book historians. Notification for conference papers is scheduled for mid-February. Registration information will be coming soon on the conference website.

Society of American Archivists (SAA): Beth Whittaker for Jackie Dooley

- A new series of instructional webinars on the fundamentals of web archiving has been launched. Cost is $189 for non-members, which can be for an assembled group.
- A curriculum for teaching a wide array of topics under the rubric of archival arrangement and description (i.e., collections processing and cataloging) is being designed. Not sure when it'll launch, as it was approved only in the last several months. It'll be similar in design to the Digital Archives Specialist curriculum that has existed for about years but will cover DACS, EAD, EAC-CPF, and other related topics.
- Helen Wong Smith, director of the Kaua‘i Historical Society and a member of SAA's Council, presented a one-day workshop on cultural competencies to the Council earlier this year. SAA hopes to extend its availability to other segments of the membership. It covers a wide array of relevant issues, sort of diversity writ large. Could be interesting for RBMS to learn about and perhaps emulate.
- SAA has greatly increased its activity in production of issue briefs on topics related to archival advocacy. A few of potential interest to RBMS
  - Recommended qualifications for the next Librarian of Congress
  - Comments on the Copyright Office's proposed mass digitization pilot program
  - A letter to Facebook requesting that any page owner be permitted to download its content, which would enable web archivists to capture this material.

Association of College and Research Libraries Special Collections Working Group: Beth Whittaker for Diane M. Maher

Other

NEED REPORT
Rare Book School: Danielle Culpepper

RBS is now receiving applications for 2016 summer courses -- apply early! We received more than 60 applications on the first day they were available. 33 courses will be offered, both in Charlottesville and in Philadelphia at the Library Company of Philadelphia and the University of Pennsylvania. New courses, or courses that have not been run for some time include:

a. Peter Shillingsburg, Printed Books since 1800: Description and Analysis
b. Roger Chartier and John Pollack, Textual Mobilities: Works, Books, and Reading across Early Modern Europe (Penn)
c. and Michele Mulchahey, Seminar on Western Codicology

Submit your applications by February 29 to be considered in first-round decisions by faculty
By the end of this month we should be announcing fall 2016 courses in Washington DC and New York

2. Look out in the next week or so for a press release announcing a second cohort of IMLS-RBS Fellows. This group of 20 early-career librarians receive free tuition to RBS and attendance at the RBMS conference in Coral Gables.

3. As you may know, you can find audio for past RBS lectures on iTunes (search for Rare Book School). We continue to digitize lectures and grow the collection available online.
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