

RBMS Task Force to Review Guidelines on the Selection and Transfer of Materials From General Collections to Special Collections

Sunday 26 January 2014 ☞ 10:30 am – 11:30 am ☞ Pennsylvania Convention Center 105 A

Members Present: Martha Conway (University of Michigan) Ann Holland (McGill University) Beth Kilmarx (Binghamton University) Jeffrey Marshall (University of Vermont) Karla Nielsen (Columbia University)

Others Present: Colleen Barrett (Indiana University) Martha Brogan (University of Pennsylvania) Roland Hansen (Columbia College Chicago) Elspeth Healey (University of Kansas) Alex Johnston (University of Delaware) William La Moy (Syracuse University) Elizabeth Robinson (Library of Congress)

1. We agreed after some discussion that we will not pursue an expedited review of the *Guidelines*. Expedited review is intended for limited changes that do not “modify the intent or focus of the existing document.” Expedited review is appropriate for “minor wording or editorial changes, clarification of errors in syntax that may make interpretation difficult, adding new wording to clarify the text, adding references to other documents, updating editions of references, and other changes that make the standard or guideline easier to use and interpret.”

Although we do not anticipate making significant changes to the *Guidelines*, and we recognize that the changes we propose might well be limited to the above-mentioned types, we agreed that there isn't any advantage to pursuing an expedited review and that sticking to the review process as it is described in Chapter 14 of ACRL's *Guide to Policies and Procedures*, especially section 14.6, “Procedures for Updating Standards and Guidelines,” will meet our needs.

2. We identified the following as some of the issues to be addressed in our revision of the *Guidelines*:

- Options other than “transfer to special collections” for protecting and providing access to unique, rare, and/or valuable material. These include identifying material that can be “sheltered in place” and/or relocated to a limited-access, off-site storage environment or other “medium-rare” setting.
- Recognition of the roles that selectors, curators, bibliographers, and others outside of special collections play in the decision-making process.
- The impact of (1) large-scale digitization and (2) shared print repositories (for sharing the responsibility and the costs associated with maintaining print collections).

3. We agreed that next steps include (1) reviewing the *Guidelines* document (keeping in mind the above and other issues to be addressed) to determine how we can best “divide and conquer” it (for assigning to individual task force members responsibility for drafting revisions) and (2) checking in with Stephanie Atkins (our liaison from the ACRL Standards Committee) regarding a timeline/the deadlines that should guide our work.