

Draft RBMS Executive Committee Agenda

ALA Annual Conference 2014, Las Vegas

Monday, June 30, 8:30-11:30

Las Vegas Convention Center, Room N119

Please note that chairs of committees, discussion groups, and task forces, as well as liaisons to other groups and organizations give their reports at the RBMS Information Exchange (Sunday, June 29, 3:00-5:30, Las Vegas Convention Center, Room N111), and they should not repeat their reports at the Executive Committee meeting. However, committee chairs are expected to attend the Executive Committee meeting, and they may present action items for consideration by the Executive Committee. All other members of RBMS are encouraged to attend the meeting and to participate in the discussion.

Draft Agenda (June 13, 2014)

1. Introduction
2. Review and finalize agenda (Fernando Peña)
3. Meeting protocol (Fernando Peña)
4. Approval of minutes from ALA Midwinter 2014 (Fernando Peña)
5. Reminders for committee chairs
 - 5.1 Meeting schedule, meeting room setups (Fernando Peña)
 - 5.2 Information Exchange reports (Anne Bahde)
6. Consent Agenda
 - 6.1 Approved changes to the charges passed by the RBMS Executive Committee at ALA Midwinter 2014 for the joint SAA-ACRL/RBMS Task Forces on Holdings Counts and on Statistical Measures for Public Services to make them conform to those passed by SAA (April 2014)
 - 6.2 Approved RBMS Co-sponsorship in name only of the ALCTS/PARS program for the 2014 ALA Annual Conference entitled "Successful Outreach: Celebrating 5 Years of Preservation Week" (February 2014)
7. Updates from the Executive Committee (Fernando Peña)
8. Old business
 - 8.1 Update on proposed Joint Task Force with SAA on Primary Source Literacy (Anne Bahde / Heather Smedberg)

9. New business

9.1 Appointments and Exceptions Process (Arvid Nelsen)

10. Programs and conferences

10.1 2014 Preconference Program Planning (Las Vegas)

(Richenda Brim/Athena Jackson)

10.2 2014 Preconference Local Arrangements (Las Vegas)

(Su Kim Chung)

10.3 2014 Annual Conference Program Planning (Las Vegas)

(Lois Black / Jessica Pigza)

10.4 2015 Preconference Program Planning (Oakland) (Arvid Nelsen /

Danielle Culpepper / Laura Micham)

10.5 2015 Preconference Local Arrangements (Randy Brandt / Jennifer

Nelson)

10.6 2015 Annual Conference Program Planning (Jason Kovari)

11. Task forces

11.1 Task Force to Review Competencies for Special Collections

Professionals (Jennifer McDonald/Cherry Williams)

11.2 Task Force to Review Guidelines on the Selection and Transfer from

General Collections to Special Collections (Martha O'Hara Conway /

Mark Greenberg)

12. Publications

12.1 Publications & Communications Committee (Jason Kovari)

12.2 News Editor (Ethan Henderson)

12.3 Web Team (Melanie Griffin)

12.4 *RBM* Editorial Board (Beth Whittaker)

13. Standing committees

13.1 Archivist/Records Manager (Marten Stromberg)

13.2 Bibliographic Standards Committee (Nina Schneider)

13.3 Budget and Development Committee (Mary Lacy)

13.4 Conference Development Committee (Deborah Leslie)

13.5 Diversity Committee (Katharine Chandler / Chellammal

Vaidyanathan)

13.6 Exhibition Awards Committee (Cherry Williams)

13.7 Membership and Professional Development Committee

(Katie Henningsen)

13.8 Nominating Committee (Mike Kelly)

13.9 Workshops Committee (Jennifer MacDonald)

13.10 Scholarships Committee (Amy Nicole Roberson)

13.11 Security Committee (Alvan Bregman)

13.12 Seminars Committee (Jennifer Borderud / Heather Smedberg)

14. Discussion groups

14.1 Collection Development Discussion Group (Marten Stromberg)

14.2 Curators and Conservators Discussion Group (Beth Kilmarx / William

T. La Moy)

14.3 Manuscripts and Other Formats Discussion Group (Erin Blake)

14.4 Public Services Discussion Group (Julia Gardner)

14.5 Technical Services Discussion Group (Ann K. D. Myers / Melissa Torres)

13.6 Digital Special Collections Discussion Group (Jason Kovari)

15. ACRL

15.1 ACRL Board, Leadership Council (Julia Gelfand / Fernando Peña / Arvid Nelsen / Erika Dowell)

15.2 ACRL Budget and Finance (E. C. Schroeder)

16. Closing business (Fernando Peña)

RBMS Executive Committee DRAFT Minutes

ALA Annual Meeting

Monday, June 30, 2014

8:30 a.m.-11:30 a.m.

Las Vegas Convention Center, Room N110

Call to order

The RBMS Executive Committee meeting was called to order by Fernando Peña at 8:30 a.m.

1. Introductions / Attendees

Executive Committee

Fernando Peña (Chair; Palmer School of Library & Information Science, Long Island University), Arvid Nelsen (Vice-Chair/Chair Elect; University of Minnesota), Anne Bahde (Secretary; Oregon State University), Athena Jackson (Member-at-Large; University of Michigan), William T. LaMoy (Member-at-Large; Syracuse University), Shannon Supple (Member-at-Large; Clark Library, UCLA). *Excused:* Erika Dowell (Past-Chairperson; Indiana University)

Guests

Lois Fischer Black (Lehigh University), Randal Brandt (UC-Berkeley), Valerie Buck (Brigham Young University), Katharine Chandler (Free Library of Philadelphia), Martha Conway (University of Michigan), Danielle Culpepper (Rare Book School), Rachel D'Agostino (Library Company of Philadelphia), Christian Dupont (Atlas Systems), Julia Gelfand (UC-Irvine), Jane Gillis (Yale University), Elspeth Healey (University of Kansas), Katie Henningsen (University of Puget Sound), Jason Kovari (Cornell University), Mary Lacy (Library of Congress), Deborah J. Leslie (Folger Shakespeare Library), Jennifer MacDonald (University of Delaware), John Overholt (Harvard University), Henry Raine (New York Historical Society), Jennifer Schaffner, Nina Schneider (Clark Library-UCLA), Heather Smedberg (UC-San Diego), Aislinn Sotelo (UC-San Diego), Marten Stromberg (University of Illinois at Urbana-Champaign), Beth Whittaker (University of Kansas), Cherry Williams (Indiana University)

2. Review and finalize agenda (Peña)

Peña announced that Julia Gelfand, Liaison to the ACRL Board, would report before Committee reports. Peña introduced 9.2 under New Business, a laudatory resolution honoring Elaine B. Smyth. Peña added one item as Closing Business, a request from E. B. Schroeder to discuss a potential RBMS resource for renovations of special collections and archives facilities.

No other adjustments were requested by attendees. The agenda was approved.

Secretary's note: Information Exchange reports from June 29, 2014 are appended to the end of these minutes. A list of acronyms used follows the Information Exchange reports.

**3. Meeting protocol
(Peña)**

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

Peña also reminded attendees that it is not necessary to repeat reports made at the June 29, 2014 Information Exchange, but that discussion is encouraged if needed.

**4. Approval of minutes
from ALA
Midwinter 2014
(Peña)**

The minutes of the January 2013 Executive Committee meeting at ALA Midwinter in Chicago were approved.

**5. Reminders for
committee chairs
(Peña)**

*5.1 Meeting Schedule,
Meeting room setups
(Peña)*

Any problems with room assignments at ALA Annual, and any requested changes, should be reported to Nelsen. Lacy suggested that for next ALA Annual, committee meetings be scheduling in the same building as the ALA Annual Conference Program for RBMS. Leslie suggested to committee chairs that they remind attendees to Information Exchange that committee meetings are open to visitors.

*5.2 Information
Exchange Reports
(Bahde)*

The Secretary asked for Information Exchange reports as soon as possible and reminded chairs that draft or final minutes for ALA Annual meetings are due to ACRL by July 25, 2014.

**6. Consent Agenda
(Peña)**

*6.1 Approved changes
to the charges passed by
the RBMS Executive
Committee at ALA
Midwinter 2014 for the
joint SAA-ACRL/RBMS
Task Forces on Holdings*

Peña explained that today's vote is to ratify that the Executive Committee's votes on these items took place virtually over ALA Connect since the 2014 ALA Midwinter Executive Committee meeting.

The consent agenda was approved.

Counts and on Statistical Measure for Public Services to make them conform to those passed by SAA (April 2014)

6.2 Approved RBMS Co-sponsorship in name only of the ALCTS/PARS program for the 2014 ALA Annual Conference entitled "Successful Outreach: Celebrating 5 Years of Preservation Week" (February 2014)

7. Updates from Executive Committee (Peña)

None.

8. Old Business

8.1 Update on proposed Joint Task Force with SAA on Primary Source Literacy (Smedberg / Bahde)

Bahde and Smedberg reported that the proposal for a Joint Task Force on Primary Source Literacy was sent to the SAA Standards Committee in May. The Committee requested clarification on a few points, and a second draft was submitted in June. Assuming the proposal is approved, it will be passed on to the SAA Council for their meeting in August. Assuming the charge is approved at that time, and that the RBMS Executive Committee also approves the charge, appointments for both organizations could be made in January 2015 or before. As the initiative proceeds, Smedberg and Bahde will communicate with the RBMS liaison to the ACRL Standards Committee.

9. New Business

9.1 Appointments and Exceptions Process (Nelsen)

Special Appointments: IFLA Liaison and Joint SAA-RBMS Task Forces

Nelsen reported that the appointments process this year went smoothly. It was a little more complicated this year with this being a year for the appointment of one of our two liaisons to the IFLA Rare Books and Manuscripts Committee (the process for which differs from that for regular RBMS committee appointments) and the formation of two new joint SAA-RBMS task forces. Nelsen reported that the Executive Committee applications and made

recommendations, which Nelsen submitted to ACRL. The liaison will be announced in December. The joint SAA-RBMS task forces also required a somewhat different process. These positions were filled in May.

Ex Officio Appointments: Formal Status, Automated Appointments, Term Limits

The 2014 appointment process provided an opportunity to clarify ex officio appointments, and Nelsen worked with ACRL to define these more clearly. "Ex officio" is an official status within the ACRL appointment system. Persons with ex officio status on committees are formally appointed in the system and appear on committee rosters. Ex officio members of a committee and may vote. The RBMS manual should be reviewed and updated to clearly indicate which roles serve in ex officio capacity on other committees.

This year and in previous years ex officio appointments had to be made manually by the Vice Chair. This year Nelsen worked with ACRL to update the ACRL "Exceptions Report." This is a document that identifies ex officio relationships between committees and will be used in the future to make ex officio appointments automatically in most cases. This should promote accuracy and consistency in documentation and communication of ex officio responsibilities. In consistencies appear to have arisen in the past through uncertainty about which committee have ex officio responsibilities to other committees and the length of those terms.

The ex officio status signifies a formal relationship between different committees. Person hold ex officio status on one committee by virtue of a primary, regular appointment on another committee. Ex officio appointments are term-limited and are bound by the term limits of the primary appointment.

Stepping Down from Appointments

Nelsen reminded committee chairs that when members are stepping down, that member needs to send an email stating their intentions to the Vice Chair, who then submits the email to ACRL for their records. Updates to committee charges need to go to the Vice Chair for updating on the ACRL website.

Accurate Representation of Service Opportunities on the Volunteer Form

Nelsen discovered that the volunteer form listed apparent and non-existent opportunities for positions and committees. Nelsen was concerned that this would lead to confusion and disappointment, especially among new members seeking opportunities to serve the

Section. For example, the form listed a "Liaison Committee" for which many applicants expressed interest. The Liaison Committee is a structural necessity of the appointments system for organizing the RBMS Liaisons to external groups, such as SAA and SHARP. Similarly, Discussion Groups were listed and many members applied for appointment to these, although the discussion groups are open and have only conveners as appointed members. Nelsen worked with ACRL to make sure that only open positions are advertised on the form in the future: each year the Vice Chair will confirm which liaison and discussions group convener positions are open - that is the current appointee's term is up and they are either not eligible or not interested in reappointment - and will communicate this to ACRL by the end of October.

Liaisons from External Organizations and Ex Officio Appointments to RBMS Committees

Some external groups to which RBMS appoints liaisons have expressed interest in the liaisons having formal ex officio appointments to standing committees. It was confirmed that if organizations interested in the work of a committee should encourage the liaisons to attend and participate in open meetings as a non-member, as anyone is able to do, or to apply for formal appointment as a regular committee member, but that an ex officio relationship between liaison appointments and committees would not be established.

Nominating Committee

There was some discussion among attendees about the role and processes of the Nominating Committee. It was noted that there is no public call for candidates, thereby limiting members' ability to nominate others or themselves, and opportunities for member leadership within the Section. It was noted that if the call is to be public, the criteria for each position need to be clarified and publicized. Nelsen suggested making a call for "expressions of interest" in running, and that the Nominating Committee should still vet and select potential candidates. He will talk with incoming members of the Nominating Committee and the incoming Chair to draw up a plan for timing and wording of this call.

Appointments Documentation

Nelsen has developed a comprehensive spreadsheet that will track the appointment process and help make the process run more smoothly. Peña thanked Nelsen for his work in this matter.

*9.2 Laudatory
Resolution of Elaine B.
Smyth (Jackson)*

The following laudatory resolution was read:

Whereas, Elaine B. Smyth is the recipient of the 2014 Outstanding Academic Librarian Award presented by the Louisiana Library Association's Academic Section, recognizing her positive impact on contemporary librarianship, particularly within special collections and archives; and

Whereas, Elaine B. Smyth has received this award as an acknowledgement of her remarkable leadership of and dedicated service to the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL); and

Whereas, Elaine B. Smyth has served on the RBMS Executive Committee as Member-at-Large and as Vice-Chair/Chair-Elect, Chair, and Past-Chair; and

Whereas, Elaine B. Smyth has contributed to numerous outstanding RBMS preconferences and programs through her contributions as chair of the Preconference Local Arrangements, Preconference Program Planning, Budget and Development, and Seminars committees, and as co-chair of the Conference Development committee; and

Whereas, Elaine B. Smyth has graciously shared her knowledge, experience, and judgment as a colleague and mentor to fellow members of RBMS; therefore be it

Resolved, that the officers and members of the Rare Books and Manuscripts Section acknowledge and celebrate Elaine B. Smyth's service to the section, her many outstanding accomplishments during her distinguished career in Louisiana, and her tireless work towards creating a bright future for special collections.

This resolution will be ratified through ALA Connect after minor changes have been made.

*15.1 ACRL Board,
Leadership Council
(Julia Gelfand)*

Gelfand congratulated the Section on a successful preconference. She thanked the Section for a continued presence on the ACRL Budget and Finance Committee, and gave a reminder that nominees for this committee should continue through the ACRL nomination process.

*15.2 ACRL Budget and
Finance (Julia Gelfand)*

Gelfand reported that ALA is very happy with the attendance of the Annual Conference. There was tremendous exhibitor participation, but they do not yet have final numbers. She reminded the Section that there will continue to be compression of the ALA schedule, and

the competition for slots will continue. She commended the Section on creating alternative programming this year. She also commended the Section on successful fundraising efforts.

Gelfand reported that there will be no carryover funding for the past fiscal year. The next allocation will be based membership numbers, and while RBMS is one of the sections maintaining membership numbers, overall ACRL membership is in decline. Current ACRL challenges include retaining members with 5-9 years of professional experience, ARL libraries increasingly filling appointments with non-librarians, maintaining relevance on campuses, and the longer average time to replace retirees. Currently, there are 9,000 student members in ALA of 56,000 total members.

Gelfand encouraged RBMS to contribute a presence to the 2015 ACRL national conference in Portland. There was a 27% increase in program applications for this conference, which means the rejection rate will be higher because there will not be more slots for sessions added. The call for poster sessions will come later in the fall.

The challenge of ongoing sponsorship of ACRL conferences is a major one, and Gelfand commended the Section on going to the trade for support. With compression in the market, however, this model is not sustainable for ACRL as many potential sponsors are looking for a clear return on investment. Also, potential sponsors would like to participate in programming decisions rather than remaining neutral. ACRL is also looking at different potential models for scholarships beyond focusing on early career members, and would like to investigate models to support older members who may be feeling disenfranchised. ACRL would like to increase funding for scholarships, and asks RBMS members to think about how ACRL and RBMS can work with the trade as partners to realize our goals and aspirations together.

Peña thanked Gelfand for her leadership in this role.

10. Programs and Conferences

*10.1 2014
Preconference Program
Planning (Las Vegas)
(Athena Jackson)*

No report. Peña thanked and commended the Co-Chairs on a successful preconference.

*10.2 2014
Preconference Local*

No report. Peña thanked and commended the Local Arrangements Committee on a successful preconference.

Arrangements (Las Vegas) (Athena Jackson)

10.3 2014 Annual Conference Program Planning (Las Vegas) (Jessica Pigza, Lois Fischer Black)

No report. Peña thanked and commended the Annual Conference Co-Chairs on a successful program.

10.4 2015 Preconference Program Planning (Oakland) (Danielle Culpepper / Laura Micham)

No report.

10.5 2015 Preconference Local Arrangements (Oakland) (Jennifer Nelson)

No report.

10.6 2015 Annual Conference Program Planning (San Francisco) (Jason Kovari)

No report.

11. Task Forces

11.1 Task Force to Review Competencies for Special Collections Professionals (Jennifer McDonald / Cherry Williams)

McDonald reported that the Task Force expects to have an initial paper to the Executive Committee by July 28th. Once the Executive Committee has reviewed and responded, the co-chairs will be in touch with Stefanie Sharpe, liaison to ACRL Standards Committee, to determine schedule of drafts and hearings. McDonald noted that there will be an emphasis on educational opportunities, and the Committee hopes to expand the reach of the drafts by having an online forum for community response.

11.2 Task Force to Review Guidelines on the Selection and Transfer of Materials from General

No report.

*Collections to Special
Collections (Martha
Conway)*

12. Publications & Communications

*12.1 Publications and
Communications
Committee (Jason
Kovari)*

Kovari reported that Publications and Communications Committee has been requested by the Executive Committee and various members to revisit, and revise if necessary, the policy of what constitutes appropriate posting content on RBMS-L. Specifically, they have been asked to consider a loosening of the policy on using RBMS-L solely for Section business. The Publications and Communications Committee has this under their purview within the stated charge for the committee, and plan to discuss internally before reporting back to Exec.

*12.2 News Editor
(Ethan Henderson)*

No report.

*12.3 Web Team
(Melanie Griffin)*

No report.

*12.4 RBM Editorial
Board (Beth Whittaker)*

No report.

13. Standing Committees

*13.1 Archivist /Records
Manager (Marten
Stromberg)*

Kovari (for Stromberg) reported that as stated at the Information Exchange, the rbms.info site has been (and is being) preserved in the California Digital Library. Leab Exhibition Award winners in the Online category will soon be added to this, with notification and opt-out language to be included in the submission form soon. Stromberg asked members to inform him of any other web content that might be appropriate for the archives.

ALA has launched their digital Institutional Repository. RBMS will be the first Section of ACRL to move content into the IR. Stromberg will be contacting chairs of committees to inquire about digital documents that can be added and welcomes suggestions as to what documents might be overlooked in this process. Content will be

taken from the website, local hosts, and RBMS-L.

Stromberg noted that RBMS hired a photographer this year to document the preconference. I would like to include these photographs, as well as to solicit other photographs from members as part of the effort to preserve the culture of RBMS for future use of the Section. As this is not part of the current records schedule, he will draw up a proposal to modify the records schedule for the Executive Committee to review at Midwinter.

*13.2 Bibliographic
Standards Committee
(Nina Schneider)*

Schneider reported that the Committee has drafted a charge and description for a Controlled Vocabularies Editorial Group, and requested approval from the Executive Committee.

“Charge: Under the aegis of the RBMS Bibliographic Standards Committee (BSC), be responsible for the content in the Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging. The group will maintain content and update or correct current terms and their hierarchy. The group will also consider proposals submitted for new terms.

Membership [as approved by BSC in April, 2014]: This group will be co-chaired by a member of Bibliographic Standards Committee and a member of the Publications Committee. One co-chair, appointed by the Vice Chair/Chair Elect in consultation with the chair of the Bibliographic Standards Committee, will serve on the Bibliographic Standards Committee and be responsible for content development and editing. The other co-chair, appointed by the Vice Chair/Chair Elect in consultation with the chair of the Publications and Communications Committee and the Bibliographic Standards Committee, will serve on the Publications committee with the sole responsibility of creation and maintenance of database(s) containing the RBMS Controlled Vocabularies. The appointments will be new two-year term appointments apart from his or her original appointment to the Bibliographic Standards Committee and/or the Publications Committee, and may be renewed once for an additional two years.”

Kovari suggested a change in wording from “databases” to “infrastructure.” There followed discussion of issues surrounding term appointments and clarification of the group’s place in the organizational structure. Schneider reported that the content editor and tech editors have been identified. It was determined that approving the positions of co-chairs was premature. The request for approval for membership was tabled until the charge is resolved.

*13.3. Budget &
Development
Committee (Mary Lacy)*

Lacy reported that the Section ended the fiscal year strongly. The Committee approved the expenditure of funds for postcards to advertise the Preconference, and continued funding for copying associated with the Preconference. They approved a request from the Publications and Communications Committee for software to migrate the website, and will accept incidentals requests from committee chairs. There has been a request from the diversity committee for funds to support promotional materials; this will roll over into next year's budget.

Fundraising and Leab Endowment: Due to a significant donation from the Delmas Foundation, significant fundraising from RBMS membership, and the profit share from the Minneapolis preconference, we are much closer to the mandatory \$50,000 for ACRL endowments required by ALA.

*13.4 Conference
Development
Committee (Deborah
Leslie)*

Leslie introduced a request to discuss different approaches to the preconference. Problems with the term "preconference" were discussed, including the fact that we are not listed with other preconferences and the prevailing characterization of a preconference as a one-day or shorter program. The benefits of changing the term to "conference" include improved communication with ALA about location needs. Direct implications of this change involve name changes to the ALA Annual Program Committee and other committees, but otherwise the preconference would remain the same structurally. Leslie also introduced the idea of flexibility in location and time of the preconference. Currently, the model is that the preconference should be coupled as closely in time and distance to ALA Annual, usually immediately preceding. There was discussion of whether applicants to host the preconference who were closer to the ALA city would get preferential consideration. Leslie reported that this would not be the case and that the factors for host consideration would remain the same. Attendees discussed the potential impact on retention of new members. Leslie reported that on average, 40% of RBMS preconference attendees go on to ALA Annual. In 2009, when RBMS was in Charlottesville several weeks before ALA in Chicago, 35% of preconference attendees also attended Annual. The Conference Development will continue to discuss these matters over the fall.

*13.5 Diversity
Committee (Katherine
Chandler, Chellammal
Vaidyanathan)*

Chandler reported that the Committee discussed a liaison model for other committees and decided that this would be done on an informal basis. She encouraged committee chairs to send representative members to the Diversity Committee meetings at

Annual and Midwinter.

13.6 Exhibition Awards Committee (Cherry Williams) Williams reported that the Committee is interested in increasing the visibility of the Leab Awards, including a obtaining banner for the display table and ribbons for members. The Committee is preparing a bibliography of past winners to hand out in paper form and is considering enhancing it with QR codes for the online winners.

13.7 Membership & Professional Development Committee (Katie Henningsen) Henningsen reported that the Membership Survey will be sent out by early August.

13.7 Nominating Committee (Mike Kelly) No report.

13.8 Workshops (Jennifer McDonald) No report.

13.9 Scholarships Committee (Shannon Supple for Amy Roberson) Supple reported about this year's scholarship process. Supple suggested a more structured way of evaluating applicants and more defined criteria for evaluation. She also suggested making these public, and asked Exec to task the committee with establishing a new rubric. It was noted that this committee has been as a virtual committee with the desire to make membership more flexible; however, there is clarification needed on whether the chair is required to come to ALA Annual as other committee chairs to report.

13.10 Security Committee (Lois Fischer Black) Fischer Black reported that the Security Guidelines are due for revision, and that the Committee is undertaking this. There will be a liaison to the Executive Committee during that process.

13.11 Seminars Committee (Jennifer Borderud / Heather Smedberg) No report.

14. Discussion groups

14.1 Collection Development (Marten Stromberg) No report.

14.2 Curators and No report.

Conservators (William LaMoy)

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

14.4 Public Services (Julia Gardner) No report.

14.5 Technical Services (K. D Myers / Melissa Torres) No report.

14.6 Digital Special Collections Discussion Group (Jason Kovari) No report.

15. ACRL

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

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

16. Closing business

Peña reported that there had been a suggestion to compile resources on renovation of special collections facilities to serve the Section. Kovari suggested a compiled resource on the website. Attendees discussed including resources on moving collections from one space to another and offsite storage best practices, maintaining a clearinghouse of experts and other members who have recently participated in institutional moves or renovations, and compiling existing documentation on these topics. Nelsen will look into what is needed to compile this resource.

Nelsen reported that the Membership and Professional Development Committee, working with Webteam, would like to begin a Chair's Blog to encourage discussion of areas of interest to the Section and items of note.

Adjournment

Peña passed the gavel to Nelsen; Nelsen thanked Peña for his service as Chair to the Section.

The meeting adjourned at 11:20 am.

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Information Exchange

ALA Annual
Las Vegas
Sunday, June 29 2014
4:00-5:30pm
Las Vegas Convention Center, Room N119

Moderator:
Athena Jackson
RBMS Member-at-Large

Secretary's Announcements

All who report at Information Exchange are asked to submit their reports to Anne Bahde as soon as possible for inclusion in the Executive Committee minutes.

Chairs are also asked to submit draft or final minutes from ALA Annual 2014 by July 25, 2014.

Programming

*2014
Preconference
Program
Planning
Committee (Las
Vegas)
Athena Jackson
and Richenda
Brim*

436 attendees -a record breaking registration number - met June 24-28 on the 26th floor of The Bally's Hotel in Las Vegas to discuss the theme of Retrofit: Exploring Space, Place and the Artifact in Special Collections. Eight speakers on three plenaries considered the Book as Artifact, the Marketplace, and the Library as Place. The program also included nine seminars touching on subjects ranging from professional issues, the future of cataloging, instruction, and diversity in our archival collections; thirty papers and ten posters exploring preservation, space planning, bibliography, digital humanities, history of science, and how we can support student engagement with our collections; and nine discussion groups including 4 regional discussion groups.

*2014
Preconference
Local
Arrangements
Committee
(Richenda Brim
for Su Kum
Chung)*

The program was supported by an excellent local arrangements team from UNLV and Dixie State College in St George, Utah who arranged tours to the Clark County Museum and Heritage Street with Mark Hall-Patton from the reality show Pawn Stars, the Neon Museum, the National Atomic Testing Museum, and a tour of magician David Copperfield's private collection for eight lucky raffle winners. Preconference attendees also enjoyed a lovely evening reception at the Nevada State Museum. Finally, UNLV hosted an open house at the Lied library with visits to the UNLV digital labs, and special collections. Throughout the afternoon UNLV staff gave presentations on their gambling collection, showgirls collection, and linked

data.

*2014 Annual
Conference
Program
Planning (Las
Vegas):
Jessica Pigza and
Lois Fischer
Black*

RBMS held its annual program at ALA Annual Conference on Sunday, June 29th, from 1:00 to 2:30 pm (Las Vegas Convention Center N256). Entitled "Sin and Vice in Special Collections: Working with Provocative Primary Sources," the program featured: Thomas Lannon (New York Public Library), speaking on illicit drug culture in the Timothy Leary Papers; David Schwartz (Center for Gaming Research, University of Nevada Las Vegas), speaking about gambling resources; and Kelli Stanley (noir novelist), speaking about San Francisco local history and ephemera. 106 attended.

*2015
Preconference
(Oakland) Laura
Micham /
Danielle
Culpepper*

About 40 people-committee members and visitors-Saturday, June 28 in the convention center. We had a very productive gathering covering dimensions of the Preconference within our purview. In addition to reporting on significant work already done, our four subcommittees engaged in break-out sessions in which they made exciting progress on their respective areas including marketing, short papers and posters, plenaries, and alternative -- less formal highly participatory-- formats.

Titled "Preserve the Humanities! Special Collections as Liberal Arts Laboratory," our preconference theme is the role of special collections libraries in the context of larger trends in the humanities and higher education. Speakers will focus on collaborative partnerships forged amongst archivists, librarians, researchers, and teaching faculty, and position libraries as laboratories for the liberal arts. We believe that, despite claims of the so-called crisis in the humanities, higher education in the liberal arts and sciences remains as sought after as ever. As stewards of cultural heritage and guardians of the historical artifacts that lie at the center of humanistic research, special collections librarians can and should play an important role in shaping liberal arts teaching and research.

We're particularly happy to report that we have all but one plenary speaker confirmed. This varied and amazing group of people will explore three main sub themes:

- the big picture of humanities and higher education, now and in the future, and the place of special collections in that picture
- Special collections as laboratory
- Building and leveraging collections (and services) to sustain, inform, and shape the humanities and liberal arts writ large

Please join us in extraordinary Oakland, CA-as well as a day on the iconic campus of UC Berkeley, on, June 23-26, 2015!

*2015
Preconference
Local
Arrangements
(Oakland)
(Jennifer Nelson)*

The 2015 preconference will be held in downtown Oakland, California, at the the Marriott Hotel. The Local Arrangements committee is planning a wide array of events and experiences for conference attendees, including a reception at the Oakland Museum of California and a day of programming on the University of California, Berkeley campus. There is easy access to and from the conference hotel via the Bay Area's BART subway system, which connects downtown Oakland to both the Oakland and San Francisco airports, downtown Berkeley, and downtown San Francisco (site of the 2015 ALA Annual Conference). The conference hotel rate has been extended through the end of ALA, so if attendees wish to stay in Oakland and commute to San Francisco for ALA they may do so. Restaurant night will be split between Berkeley and Oakland, with restaurant options available in either place.

*2015 Annual
Conference
Program
Planning (San
Francisco) Jason
Kovari*

The 2015 Conference Program for San Francisco will focus on special collections materials pushed to the general public both at a local/community level but also special collections materials in the greater public realm. Importantly, we are planning to include a strong diversity component in the program. The 2015 Conference Program for San Francisco is still being articulated with many more details forthcoming.

Committees & Task Forces

*Archivist/Records
Manager:
Marten Stromberg*

The rbms.info site has been (and is being) preserved in the California Digital Library. Leab Exhibition Award winners in the Online category will soon be added to this, with notification and opt-out language to be included in the submission form soon. Please inform of any other web content that might be appropriate for the archives.

ALA has launched their digital Institutional Repository. RBMS will be the first Section of ACRL to move content into the IR. Chairs of committees will be contacted to inquire about digital documents that can be added and welcomes suggestions as to what documents might be overlooked in this process. Content will be taken from the website, local hosts, and RBMS-L.

*Bibliographic
Standards: Nina
Schneider*

The Bibliographic Standards Committee (BSC) and various subcommittees dominated the RBMS meeting schedule discussing new and ongoing work. BSC is happy to report that Descriptive Cataloging for Rare Materials (DCRM) for Music has been reviewed by the Library of Congress and after making some requested editorial changes, will be submitted to BSC and the Music Library Association for final review before being sent to RBMS Exec for final approval. DCRM for Cartographics will soon be sent to LC for

review. Work on DCRM for Manuscripts continues.

BSC approved the revised Standard Citation Forms for Rare Materials Cataloging that will be available on the RBMS website. After some very minor edits that affect the appearance, it will be sent to RBMS Exec for final approval.

BSC discussed ideas for changing the way some of the subcommittees and editorial groups are structured. Editors of the various BSC-sponsored manuals and cataloging aids often find themselves working without official recognition from ACRL or RBMS. We would like to make these groups official and are working on the best way to make that happen.

BSC also sponsored two successful events at the RBMS Preconference: a workshop on the new DCRM for Graphics and a seminar on cataloging that featured Aislinn Sotelo from UC San Diego and Eric Miller of Zepheira. There was a lot of interest in BIBFRAME and Eric joined one of the DCRM2 editorial group meetings where we discussed various ideas for implementing BIBFRAME and linked data in a rare materials environment.

*Budget &
Development:
Mary Lacy*

Things are going well with the RBMS budget. Due to the generosity of RBMS members, friends of RBMS, and a generous grant from the Delmas Foundation, we were able to fund \$15,000 worth of scholarships for 20 deserving recipients to attend the Preconference, with some funds available to roll over to next year. We hope your generosity will continue next year!

We have also made some progress in building up the endowment for the Leab Exhibition Awards. Section funds (from the Section budget and 2013 profit share) have been used for the RBMS website redesign and migration, and for printing postcards for the conference program and new members orientation.

*Conference
Development:
Deborah J. Leslie*

Thirty people braved the impossibly early hour of 8:30 Sunday morning to attend to the business of the Conference Development Committee, as follows:

- Discussed two proposals for the 2016 preconference
- Brainstormed about new ways of approaching and envisioning the preconference (including changing the name from "Preconference" to "Conference")
- Heard updates from program and local arrangements for the 2015 Preconference (Oakland) and the 2015 Annual Conference program (San Francisco)
- All are welcome to attend Conference Development Committee meetings

*Diversity:
Katharine C.
Chandler and
Chellammal
Vaidyanathan*

The Diversity Committee sponsored a successful seminar at the RBMS preconference this year, "Unveiling the Past: Hidden Diversity in the Archives." The seminar was scheduled from 1:30-3 pm on Thursday, June 26. The speakers were Shayne Del Cohen (The Indian Reporter), Mike Kelly (Head of Archives and Special Collections, Amherst College), and Paula Mitchell University Archivist, Southern Utah University). Focus of this seminar was on Native American collections. The presenters did a great job and the seminar was well-attended. The PPT slides of their presentations will be made available on the RBMS preconference website.

A number of scholarship recipients for the preconference this year were diverse applicants and the Diversity Committee is committed to continuing outreach for bringing in more diverse applicants for future years. Budget has approved \$230 for postcards/ budget in September. They need to be printed out for the upcoming book fairs as well as for other kinds of outreach (different ALA sections, library schools, etc.). M&PD and Diversity Committees coordinated the brown bag lunch for new members. Although the deadline for submitting seminar proposal has passed the seminars committee might still be open and willing to accept a brief proposal from Diversity, and Diversity has plans to submit one.

Juli McLoone and Elizabeth Joffrion are the new Co-Chairs of the RBMS Diversity Committee.

*Leab Exhibition
Awards:
Cherry Williams*

We had 31 catalogues; 22 electronic submissions this year. It was a very successful year in terms of the quality of the submissions.

It is confirmed that Liz Call and David Faulds will liaise with B & D for fundraising purposes to build the Leab endowment.

David Faulds, now at the University of California, Berkeley, is the incoming chair of the Exhibition Awards Committee.

*Membership &
Professional
Development:
Katie Henningsen*

The Membership & Professional Development Committee met at 8:30 on Saturday morning to discuss our new and ongoing projects.

The membership survey has been reviewed and a final draft will be shared with the Executive Committee for their approval before final review and approval by ACRL. We hope to distribute the survey this winter. This is an important tool to collect data on our membership and their needs and will inform how we might better serve them. Everyone is encouraged to take the time to complete the survey when it is distributed.

The new format for the Preconference Orientation was a success; we plan to

continue this in coming years. Our committee would like to extend a sincere thank you to all those that participated in the new member events at the Preconference. We received 35 requests for buddies, which is double our usual number, and we so appreciate all those people that stepped forward to participate in this program. Next year the New Members' Brown Bag will change format slightly. The committee will focus on multiple small groups and will rely on our existing members to continue making this event the great success it has been for the past three years. We would like to extend an invitation to all members to participate in the new members events at the 2015 Preconference, whether you have one or forty years of experience in RBMS. These events are low commitment and high reward.

Finally, I would like to announce the incoming co-chairs of Membership & Professional Development, Melanie Meyers and Meghan Constantinou. Thank you.

*Nominating:
Mike Kelly*

No report.

*Publications &
Communications
Committee:
Jason Kovari*

The PubComm committee met virtually prior to ALA Annual. The discussion focused on the web team's exciting new design for rbms.info, *Your Old Books* editing and printing as well as the policy determining appropriate content for inclusion on RBMS-L, which will be discussed at Exec tomorrow. Finally, Katharine Chandler will be assuming the role of Publications & Communications chair following ALA Annual.

*RBM:
Beth Whittaker*

Dr. Jennifer Karr Sheehan was appointed assistant editor; her term as editor begins after Annual Meeting. Beth and Jennifer have been working closely to transition duties and share knowledge. Thanks to the great ACRL team for their support, and thanks to those who served on the search committee.

Amy Cary, a new member of the editorial board, will be taking over from Christine DeZelar-Tiedman, who rotates off the board, as book review editor. Thanks to Christine for her excellent work in developing the book review process and for ongoing improvement in this area of the journal. Anyone interested in reviewing for the journal, please let Amy know of your interest!

Issue 15.2 is in preparation, focusing on historical medical libraries, under the guest editorship of Michelle DiMeo and Jeffrey Reznick. Due to the institutional requirements of authors for this issue, it will be made open access immediately upon publication.

We continue to explore the possibility of transitioning to an open access

model for the journal as a whole.

Submissions remain strong but we are always open to proposals or submissions. Jennifer will be in touch with the RBMS community soon with information on the submission process, book reviews, and other matters.

RBMS News:
Jason Kovari for
Ethan Henderson

We have seen a major increase in the number of items being submitted to the RBMS Blog and hope that members have seen a difference. We are open to other ideas of communication and welcome suggestions. Please continue to send job notices, exhibitions, major acquisitions, and other RBMS-related items.

Scholarships:
Shannon Supple
for Amy Roberson

The Scholarships Committee was pleased to award 20 scholarships to attend RBMS 2014 in Las Vegas to an excellent cohort of first-time attendees. We had a difficult decision to make, since the pool of 41 applicants was quite strong. We would like to thank the Delmas Foundation and the many individual members of RBMS who invest in the future of our profession by enabling our scholarships program to be so robust.

Security:
Lois Fischer
Black

Over one dozen committee members and visitors met Saturday morning for over two hours to discuss matters relevant to the security of Special Collections. The meeting began with reports from attendees, who shared news of thefts as well as details on recovered items.

We then moved on to project updates, including Incidents of Theft currently being compiled by Audrey Pearson, MIT, and added to the RBMS website by the Web Team. As observed, we were fortunate not to have seen a lot of activity this spring.

The committee had hoped that our security audit document would be posted prior to Annual Conference, but following discussion in Las Vegas, determined that it is now ready for dissemination. It will be published on the RBMS website soon.

Finally, attention turned to revision of the current RBMS Guidelines Regarding Security and Theft in Special Collections. In addition to a general revision of the existing document, the committee is planning to address the needs of smaller institutions. Appendices on conducting inventories and security in the classroom will also be included.

Seminars:
Jennifer Borderud
/ Heather

We would like to thank the long-time members rotating off their committee service: Anne Bahde, Dennis Moser, and Aislinn Sotelo, and welcome our returning and new members for another great year. We would also like to

Smedberg

thank Tory Onderla and the Bally's A/V staff for quick and friendly response time for all of our needs.

2014 Roundup:

There were 9 successful seminars this year on topics including cataloging, processing, publishing, instruction, diversity in collections, crowdsourcing, programmatic assessment, collecting sexually explicit materials, and the future of the profession. While many seminars followed the traditional panel model, others chose to mix up the format, a variety a few early respondents have described as refreshing. We are already hearing good feedback through Twitter and more traditional means, and welcome all feedback, whether informally or via the formal Preconference evaluation.

2015 Outlook:

The committee discussed a dozen proposals for the 2015 Preconference in Oakland, and we have word a few late submissions will be coming in from RBMS committees who came up with ideas during their meetings at ALA Annual. We anticipate gathering submissions and presenting the slate for voting by the committee in August.

*Task Force to
Review
Competencies for
Special
Collections
Professionals:
Jennifer
MacDonald and
Cherry Williams*

The committee met at its regularly scheduled Saturday evening time from 6 – 7:30PM. Each of the four sub-groups of the Committee reported on the work and written report which they created during the period of time from Midwinter to May 2014.

These documents will be posted on our Google site for comments and discussion before being revised into a draft document which Jennifer and Cherry will present to Exec for their input at the end of July 2014. Both Cherry and Jennifer have been in touch with our ACRL liaison and she feels that we are on target for a timely completion of the document.

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

The group engaged in lively conversation and addressed several key issues:

1. Need for clear definitions (i.e. "medium rare" collections)
2. Ensuring appropriate voices in the revision process (esp. CD librarians)
3. Inclusion of non-Special Collections/Archives storage spaces in the guidelines
4. The Task Force does not wish to use the expedited review process; nor is wholesale revision necessary
5. Via a Google site or other shared web space, the Task Force will strategically solicit comment on the current guidelines, to be completed by November 2014
6. Task Force members will incorporate these comments into a revised document to be presented at Midwinter in Chicago. Each Task Force member will work with the associated comments and will take the lead on revising one section of the document(assignments were made).
7. Following the open forum at Midwinter, the Task Force will revise the

document again and hopes to have a draft ready for RBMS Exec. at ALA Annual in San Francisco

*SAA/ACRL-RBMS
Joint Task Forces
on Holdings and
Public Services
Metrics: Christian
Dupont for
Martha Conway
and Christian
Dupont*

During its ALA Midwinter meeting, the RBMS Executive Committee approved the formation of two joint standards development task forces with the Society of American Archivists (the initiative to constitute the task forces had come from recommendations from the 2011-2013 RBMS Task Force on Metrics and Assessment). Calls for nominations for task force appointments were announced by RBMS and SAA in April and appointments were made in May and June.

The first task force has been charged with developing standardized holdings counts and measures for archival repositories and special collections libraries. It will be co-chaired by Martha Conway (for ACRL/RBMS) and Emily Gustainis (for SAA). The second task force has been charged with developing standardized statistical measures for public services. It will be co-chaired by Christian Dupont (for ACRL/RBMS) and Amy Schindler (for SAA). The task forces will each have eight additional members, four each from ACRL/RBMS and SAA. The task forces will hold their first official meetings at the SAA Annual Meeting on Wednesday, August 13. Additional in-person meetings will be held at future ALA Midwinter and Annual conferences and SAA Annual meetings. Virtual meetings will also be held and announced publicly on RBMS and SAA lists and working documents will be posted to a wiki site hosted by SAA.

We are excited by the opportunity to collaborate with SAA on the creation of these new joint standards. While SAA has endorsed some ACRL/RBMS standards and guidelines as “external standards” (including Security and ILL), these are the first joint standards initiatives the organizations have undertaken since the formulation of the ALA-SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries, which was originally developed in 1978. We are also excited by the prospect of launching a third new joint standards development with SAA in the coming year on primary source literacy guidelines. That initiative is being led by on behalf of RBMS by RBMS Task Force on Metrics and Assessment members Anne Bahde and Heather Smedberg in collaboration with Lisa Sjoberg, chair of SAA’s References, Access, and Outreach section. The SAA Standards Committee is currently reviewing a standards development proposal and preparing its recommendations for SAA Council in preparation for its next meeting at the upcoming SAA Annual meeting in August.

*Web Team:
Melanie Griffin*

The Web Team is composed of three web editors, multiple committee liaisons, and our web editors emeriti. The current web editors are Melanie Griffin (web editor, 2013-2014), Melissa Hubbard (senior web editor), and

Elspeth Healey (assistant web editor). Our liaisons are Randal Brandt, James Capobianco, Alison Clemens, Laura French, Elspeth Healey, Allison Jai O'Dell, Valerie Prilop, Jen Talley, and Lynne M. Thomas. Our esteemed web editors emeriti are James Ascher, Christian Dupont, Jason Kovari, John Pull, Christopher Smith, and Shannon K. Supple.

Projects on which the Web Team is currently engaged, in addition to ongoing website updates, include working towards migrating the website to a content management system, social media experiments on Twitter and Facebook headed by Lynne and Shannon, and creating an online version of the Standard Citation Forms headed by Melissa. The website migration project has been front and center over the past six months. With funding approved by the Budget and Executive Committees, the web editors hired a web designer to advise on site architecture and assist with jump-starting the migration. A demo of the proposed new site is available.

After design elements are solidified and feedback received from the RBMS community, Melanie and Elspeth will continue working with the web designer to implement the site on RBMS servers and to complete migration of the site's 7,000+ pages. The new site should be ready to go live in August 2014. The redesign process will mean new ways of accessing content for users; however, this process is crucial for the long-term sustainability of the site.

After Annual, Elspeth Healey will begin her role as Web Editor and Valerie Prilop will join the editorial team as Assistant Web Editor. Melanie Griffin will serve as Senior Web Editor, and Melissa Hubbard will become Web Editor Emeritus.

Workshops:
Jennifer
MacDonald

A small but energetic group met at Bally's 4:30-5:30 yesterday to talk about workshops for the upcoming preconferences. An hour wasn't really enough time, and at the moment we still need more information and planning. But I can say that we will begin a rotation of classic workshops with a repeat of 2013's Digital Exhibitions in 2015, and a repeat of the popular Building Collections in 2016.

Discussion Groups

*Collection
Development:*
Martin
Stromberg

REPORT OUTSTANDING

*Curators &
Conservators*

REPORT OUTSTANDING

William LaMoy

*Digital Special
Collections
Jason Kovari*

DSCDG met on Saturday at 3pm, again pulling from a variety of librarian-types, cluding digital librarians, conservators, RBMS members and more. The lively discussion began with a discussion of collaboration with "centralized service groups" for resourcing digital initiatives. The conversation included issues of storage, training, prioritization, conservation and much much more.

*Manuscripts &
Other Formats
Erin Blake*

A group of 24 gathered to have a lively discussion that included the following questions: Curatorial responsibility: by format, or by subject?; Outreach; and When books are part of an archival collection, do you keep them together, or integrate them with the book collection?

*Public Services:
Julia Gardner*

Discussion Group did not meet at ALA Annual 2014.

*Technical
Services: Ann K.
D. Myers /
Melissa Torres*

The Technical Services Discussion Group was joined by members of the DCRM for RDA Revision Group to discuss how people are currently using RDA for rare materials cataloging and what issues they have encountered with the existing guidelines. There seemed to be very few issues with the existing guidelines so discussion turned to how to provide outreach and instruction to public services staff and users about RDA, and how best to solicit feedback from users.

Liaisons to Other Groups

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

- Reviewed and approved FY 2015 ACRL budget which is in good shape.
- Discussed long-term budget trends including decline of revenue from publications; status of revenue from
- Reviewed a dashboard of statistics for ACRL budget including # of members, dues revenue, endowment balances, status of current year budget
- Efforts to raise \$50,000 for scholarships for March 2015 ACRL Conference in Portland. For 75 additional scholarships
- Update on Leab Award fundraising. ACRL supported RBMS's five year plan to increase the Leab Endowment to \$50,000, matching what is raised until \$50K is reached.

ACRL Leadership

The ACRL Leadership Council met from 2:00 to 4:00 pm on Friday, June

*Council: Arvid
Nelsen*

27. Briefly discussed was ACRL's new initiative on promoting financial literacy. The bulk of the meeting was spent discussing the upcoming 75th anniversary meeting of ACRL March 25-28, 2015 in Portland, Oregon. Of particular attention was ACRL's fundraising campaign, Kickstart the Future, and how sections can contribute to this effort. RBMS plans to support the effort with a fundraising effort to provide a scholarship or scholarships for RBMS members to attend to the 75th anniversary meeting.

*American
Printing History
Association
(APHA): William
T. LaMoy*

The sixteenth issue of the new series of the journal of the American Printing History Association, *Printing History*, is about to be sent to the printer. This number has two excellent articles. One is about the various editions of Vesalius's anatomical drawings beginning in 1543 and continuing until 1934. The 1934 Munich edition was printed using the original wood blocks. The article explains the formidable exertions that the printer had to make to use warped wood blocks from 1543. The cover of the issue has the most famous of Vesalius's images on it, a skeleton contemplating a skull or the so-called Hamlet woodcut. This image was photographed from an exceedingly rare copy of the 1543 *Epitome* edition of the publication held at Syracuse University. The other article is a sensitive one on the use of human skin for bookbindings. Both pieces are important contributions to the literature on these subjects. I am also pleased to be able to report that a new chapter of the American Printing History Association has just been formed. This is the Upstate New York Chapter.

If you search for APHA in a browser window, you will readily find all the information you need about the organization.

*Antiquarian
Booksellers'
Association of
America (ABAA):
E. C. Schroeder
and Dan Slive*

This year's RBMS 2014 Preconference Booksellers' Showcase included 40 ABAA booksellers. In addition to meeting with dealers at the showcase, I also attended the New York Antiquarian Book Fair in April.

The current members of the ABAA Liaison Committee to RBMS for 2014-2015 include: Vic Zoschak of Tavistock Books (Chair) and members Sarah Baldwin of E. Wharton & Company, Lorne Bair of Lorne Bair Rare Books, Sheryl Jaeger of Eclectibles, Jennifer Johnson of The Book Shop, and John Thomson of Bartleby's Books.

Correspondence since ALA 2014 Midwinter included the following:

- Assisting the Chair of the Membership & Professional Development Committee identify an ABAA member to introduce the Booksellers' Showcase at the Preconference Orientation

- Consulting with members of the RBMS 2015 Preconference Program Planning Committee about a possible break-out session involving ABAA members. Please stay tuned.

Looking ahead, ABAA will have book fairs in Boston (November 14-16, 2014), Oakland (February 6-8, 2014), and New York (April 9-12 2015).

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

No report.

*Association of
Research
Libraries (ARL)
Special
Collections
Working Group:
Athena Jackson
for Jackie Dooley*

The "collective collection" emerging as an issue for the group to tackle, though in what way isn't yet clear. It may take some effort to get the group to think beyond collaborative digitization projects.

Karin Wittenborg (University of Virginia) led an interesting conversation about work force issues and strategies for hiring innovative new staff into special collections. Some ARL directors believe that their existing Special Collections staff resist hiring new professionals who are likely to want to instigate change.

CLIR has issued a call for feedback on its revised hidden collections grants program; the news item from April is on the CLIR website. In a nutshell, after seven years of grants for processing and cataloging, the next round will be for digitization. Their questions: what level of intellectual control is necessary pre-digitization; what are the characteristics of innovative or cutting-edge projects; what measures for cost-effectiveness determine a worthwhile investment; what's the value of cooperative approaches; and how can institutions work together.

ARL continues to co-sponsor a one-week series of SAA's Digital Archivist Specialist courses that enables attendees to take four courses at a somewhat reduced cost and at a single location. Both SAA and ARL are publicizing these opportunities widely. The final three sessions will be offered on the East coast in the autumn (D.C., New York, and Amherst). The ARL-sponsored weeks are noted on the SAA and ARL calendars. The workshops have not been filling up, and you need not be an SAA member

nor in an ARL library in order to attend.

ARL has undertaken a rather profound strategic redesign that is quite interesting. They're working hard to think outside the box, such as the notion of decoupling libraries from their universities. Target date for this "vision" is 2033.

*Bibliographical
Society of
America (BSA):*

No report. Arvid Nelsen issued a call for volunteers to the open position of Liaison to the Bibliographical Society of America. The organization is deeply invested in RBMS and is interested in finding someone to serve as a liaison who will be willing to attend and actively participate in meetings of RBMS committees that develop programming for Preconferences. [NB: Following the meeting Nelsen received an expression of interest and the position was subsequently filled.]

*SAA/ALA/AAM
Joint Committee
on Archives,
Libraries &
Museums
(CALM):
Christian Dupont*

CALM met on Sunday morning with about a ten ALA members and guests present with some additional call-in attendees. The meeting was led by the current ALA and SAA co-chairs Danielle Plumer and Su Kim Chung; no one from AAM was able to participate. As RBMS-CALM liaison, I reported on our RBMS preconference activities and the joint standards development initiatives for collections holdings and public services measures that RBMS has launched with SAA. PARS liaison Becky Ryder reported on PARS' Preservation Statistics initiative.

For the ALA annual meeting, CALM organized a program session on 21st-century LAM education with guest speakers past ALA president Maureen Sullivan and Archivist of the United States David Ferriero. It was held on Saturday afternoon with about 60 people attending and participating in lively discussion. For the SAA Annual Meeting, CALM has organized a follow-up session on archival education that will include Michelle Light (UNLV), Cecilia Salvatore (Dominican), Samantha Winn (UT Tyler), and Peter Wosh (NYU) as speakers. It will be held on Thursday, August 14, 2014 from 10:00-11:00am. CALM will hold its SAA committee meeting on Wednesday, August 13, beginning at 9:00am.

Additional topics covered during the meeting included discussion of program planning for 2015 and the migration of CALM wiki materials to ALA Connect.

The new ALA CALM co-chair will be RBMS member Elizabeth Call (Burke Theological Seminary) and the new RBMS CALM liaison will be Melissa Torres (University of Houston).

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

MAGIRT's program at ALA Annual, Las Vegas, The Accidental Map Librarian, was a potentially good hook to draw more public librarians into MAGIRT. The round table is considering doing a repeat of this program for the Public Library Association. There were 60+ attendees at the program, which will include a follow-up webinar on July 21st.

It was a pleasure to be part of the UNLV Special Collections Open House at the Lied Library with RBMS, with one of our members, Katherine Rankin, among the hosts.

The MAGIRT Honors Award went this year to Greg Allord, of the United States Geological Survey, who coordinated the project to scan and provide access to thousands of USGS historic maps.

Three of the four Emerging Leaders who worked on a MAGIRT project this past year are from public libraries. They conducted a survey and submitted a report with outreach and marketing recommendations, and presented the report at the MAGIRT Executive Board meeting in Las Vegas. Among their points: to share our expertise, engage more library school students and improve our social media presence.

MAGIRT has had some success in presenting free webinars over the past two years. Topics have included: general map librarianship issues, K-12 map resources, using ArcGIS to create indexes to set maps (set maps being a major source of hidden collections to be exposed in most map collections), as well as follow-up webinars to ALA programs. MAGIRT is considering charging for their webinars in the future. We would welcome collaborating with RBMS in areas of common interest, such as security of collections, preservation, and cataloging of rare cartographic resources.

For 2015, there are plans for programs on open data and data visualization, with GODORT co-sponsorship.

MAGIRT chair for the coming year is Mr. Paige Andrew, Maps Cataloger at the Penn State University Libraries.

*Society for the
History of
Authorship,
Reading &
Publishing
(SHARP):*

The 22nd Annual SHARP Conference will be in Antwerp, Sept. 17-21. The theme is 'Religions of the Book.' More information is available at sharp2014.be.

Richenda L. Brim

*Society of
American
Archivists (SAA):
Matthew L.
Beacom*

Diversity

- SAA and ARL are cosponsoring a collaborative diversity recruitment program: the ARL/SAA Mosaic Program. Funded by the Institute of Museum and Library Services (IMLS), it reflects the joint commitment of SAA and ARL to address the need for professional staff in archives and special collections to better reflect the evolving demographics of students and faculty in those fields.
- The Diversity Committee has launched a Call for [Case Studies](#), seeking examples of a diverse archival record. Addresses key aspects of SAA's 2013-2018 strategic plan related to diversity

Professional issues

- "[Best Practices for Internships as a Component of Graduate Archival Education](#)" were issued to address issues such as ensuring that internship duties are of professional quality and that positions include a stipend whenever possible.
- A [draft code of conduct](#) is currently out for comment and is likely to be approved sometime this summer. Given how popular/stylish/etc it has become for professional associations to produce these (ALA has one, I believe), it's notable that SAA is getting on board with it.

Digital archives

- Digital Archivist Specialist courses continue to be widely offered, including a [one-week series co-sponsored by ARL](#) that enables attendees to take four courses at a somewhat reduced cost and at a single location. Both SAA and ARL are publicizing these opportunities widely. The final three sessions will be offered on the East coast in the autumn (D.C., New York, and Amherst). The ARL-sponsored weeks are noted on the calendar.
- A second round of the "[Jump In](#)" initiative will further assist archivists and their institutions to stop waiting and “jump in” to managing born-digital content. First round was last year.

Archival description (aka cataloging and processing)

- *Describing Archives: A Content Standard Second Edition*—the SAA standard for cataloging archival materials—is now freely [available](#) on the web.
- A new modular series, *Trends in Archives Practice*, is being

developed to enable rapid publication of state-of-the-art practices rather than wait to production of full-length monographs. The first title issued is on archival [arrangement and description](#). Others are forthcoming.

- The Education Committee has begun planning for development of an Arrangement and Description curriculum that will provide a comprehensive continuing education path in this core area of archives management. (Same idea as the Digital Archives Specialist curriculum.)

Joint SAA – RBMS task forces

Christian Dupont and Martha Conway reported on the status of these very important joint SAA RBMS task forces.

Public policy

- Submitted a statement on [Section 108 revisions](#) to the US Register of Copyrights in response to a call for comments. Section 108 is the clause that allows libraries and archives to reproduce and distribute one copy of a work under certain circumstances. SAA's suggested changes would
 1. Add museums to the list of qualified entities;
 2. Create a preservation exception for all at-risk published material;
 3. Remove the “3 copy” limitation on digital preservation copies; and
 4. Enable expanded preservation of digital resources, including collection and preservation of publicly accessible networked publications (i.e., websites)
- Prepared issue briefs on the Presidential Records Act, the Freedom of Information Act, Orphan Works, and Section 108 of the Copyright Act that explain in detail SAA's position on these subjects. Public advocacy for archives is a major thrust of SAA's strategic plan.

Other

*California Rare Book School:
Nina Schneider
for Susan M.
Allen*

Greetings from California Rare Book School (CalRBS)! We are very happy to announce that the 2014 course schedule is now posted on the CalRBS Website and applications are being accepted. CalRBS will be offering nine courses during Weeks 1 and 2 (August 4-15, 2014) in Los Angeles, and three courses during Week 3 (November 3-7, 2014) in San Francisco and Berkeley. (See the yellow handout.)

There are no deadlines for course applications, as each course remains open until it is full (maximum 12 students). However, there are scholarships funded by multiple sources that have two application deadlines. The first is June 15 for Weeks 1 and 2, and the second is August 15 for Week 3. See the CalRBS Website for details and application forms.

Scholarships for mid-career librarians will be available once again in 2014. Apply by the scholarship application deadlines. These scholarships are made possible by a grant from the U.S. Institute of Museum and Library Services. (See the blue handout.)

NEW Courses in 2014:

Byzantine Illuminated Manuscripts taught by Justine Andrews
History, Identification, & Preservation of Motion Picture/Video Materials
 taught by Snowden Becker
History of the Book in East Asia taught by Peter Zhou & Deborah Rudolph
History of Typography taught by Paul Shaw
 See the CalRBS Website for course descriptions and instructors' bios.
 Please email if you have any questions or comments.

REPORT OUTSTANDING

*Center for
 Bibliographic
 Studies and
 Research (CBSR):
 Brian Geiger*

*Diasporic
 Literary Archives
 Network: E.C.
 Schroeder*

“Diaspora and the Digital” Workshop at the Beinecke Library this fall Oct. 23-24th. This workshop will review the challenges and the opportunities for born-digital literary archives and for digital humanities projects. It will investigate new forms of scholarship and new patterns of research made possible by changing archival technologies; will assess the implications for accessibility and for the politics of location; and will evaluate from an international perspective the risks which may follow from unequal access to these technologies.
 More information check out the website.

*Government
 Documents Round
 Table
 (GODORT):*

GODORT officers and members of the Rare and Endangered Government Documents Committee have voiced particular concern in regard to the United Nations intention to move to only distributing UN documents electronically. There had been no prior notification or opportunity for

*Elizabeth A.
Sudduth*

discussion of the change. The International Documents Task Force is drafting a letter expressing GODORT's concern.

Jill Vassilakos-Long, California State University, San Bernardino, is interested in identifying born digital documents that have disappeared from the web.

Given the amount of concern about the management and archiving of state and local documents that are born digital, the Rare and Endangered Government Publications Committee is planning a webinar for the upcoming year and also programming perhaps with SAA.

The United States Geological Survey is selling copper and zinc engraving plates from topological and geologic maps printed from the 1880's through the 1950's. For more information about the sale see [this free PDF](#).

*Grolier Club:
Barbara Bieck*

Our main announcements concern our current and upcoming exhibitions.

Our current exhibit, "The Power of Words and Images in a World at War", is on display through August 2nd. This show uses original posters, propaganda leaflets, telegrams, maps, letters, and more to demonstrate how this worldwide conflict was waged, and how it affected the lives of millions.

Our next exhibit, running from September to late November, is "Evermore: The Persistence of Poe." This exhibit presents original manuscript pieces and letters by Poe, daguerreotypes, artifacts, first edition books, and other original material. Also on display are a number of items that show Poe's influence on American and World culture after his death.

Finally, we'll have "One Hundred Books Famous in Children's Literature" on exhibit from December to early February. This exhibit showcases one hundred books, printed from 1600 to 2000, as well as 50 historic related objects that demonstrate the interrelationship between these famous books and the culture of their era.

*International
Federation of
Library
Associations and
Institutions
(IFLA): E.C.*

- Annual conference in Lyon, France, Aug. 16-22 - Two sessions for special collections
- Special Collections for Special Places –
Brave New World: Teaching and learning Special Collections
Librarianship (all day program at the Bibliotheque Municipale d' Lyon)
- Guidelines for digitizing special collections were issued

Schroeder

- Midterm IFLA meeting will be in London date to be determined
- Annual meeting in 2015 will be in Cape Town, Aug. 15-21 2015
- 2016 is in North America and in Columbus, Ohio.

*Consortium of
European
Research
Libraries (E. C.
Schroeder)*

Online resources include the following with more information at their website.

- Heritage of the printed book database
- Material evidence in incunabula
- CERL Thesaurus
- CERL Manuscript Portal
- Planning a session at NY Book Week in January to introduce CERL and its programs.
- Looking for North American members; flexible membership possibilities.

*Rare Book
School: Danielle
Culpepper*

RBS is pleased to announce that it has received a grant from the Institute for Museum and Library Services funding the IMLS-RBS Fellowships for Early-Career Librarians. This awards will provide full funding for two groups of 20 fellows (in each 2015 and 2016) to attend a Rare Book School course as well as the RBMS preconference the year of their fellowship (all registration, tuition, and travel & housing costs are covered). Those eligible will include: students currently earning their MLS; students earning another masters degree while working (or interning) in a library; those who have earned either a MLS or MA within the past 5 years and currently working in a library. Special preference will be given to applicants from underrepresented racial or ethnic groups, or working at institutions serving such groups. Applications will be available online in early September, and will be due October 15 for 2015 fellowships.

In addition to the IMLS-RBS Fellowships, there are a number of other scholarships that RBS will be awarding this fall. In addition to tuition scholarships for new attendees, RBS is also offering for the first time Fath Scholarships for conservators, artists and artisans of the book who do not have other support for attending RBS, as well as Buice Scholarships for returning students who demonstrate need. Applications will be available online in early September.

Finally, RBS is accepting applications now for courses this fall, including: Advanced Rare Book Cataloging Workshop at the Folger Shakespeare Library (October 20-24), taught by Deborah J. Leslie; Book Illustration Processes to 1900 in Charlottesville (October 27-31), taught by Terry Belanger; and Introduction to Illuminated Manuscripts at the Morgan Library and Museum (October 27-31), taught by Roger Wieck.

Acronyms

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

From: Laura Micham
Sent: Tuesday, August 05, 2014 12:37 PM
To: RBMS

Subject: [RBMS] 2015 Preconference Program Planning Committee - 2014 ALA Annual draft minutes

Colleagues,

Please find the 2014 ALA Annual draft minutes for the 2015 ALA Annual Preconference Program Planning Committee below

Draft minutes:

RBMS 2015 Preconference Program Planning Committee Agenda

ALA Annual Conference 2014, Las Vegas

Saturday, June 28, 3:00-4:00pm and 4:30-5:30pm

Location: Las Vegas Convention Center N117

Present (based on memory as attendance list was not available): Danielle Culpepper (co-chair), Laura Micham (co-chair). Lois Fischer Black, Nicole Bouche, Elizabeth DeBold, Jane Gillis, Julie Grob, Hjordis Halvorson, Will Hansen, Katie Henningsen, Kate Hutchens, Elizabeth Joffrion, Juli McLoone, Jessica Pigza, Jennifer Schaffner, Sarah Schmidt, E.C. Schroeder, Aislinn Sotelo, Shannon Supple, Colleen Theisen, Tory Ondria. Henry Raine, Cherry Williams, Jennifer MacDonald, Heather Smedberg, Jennifer Borderud, Arvid Nelsen, Randy Brandt, Jennifer Nelson, Mattie Taormina, David Faulds, Ann Myers

1. Introductions

2. Appointment of Recorder - Nicole Bouche

3. Report from co-chairs (DC and LM) - Co-chairs thanked committee members and others who have already accomplished a great deal of planning for the 2015 preconference program. All but 1 plenary speaker has been confirmed; invitation out for this last speaker. Micham and Culpepper asked for input from those attending from RBMS 2014 - ideas for what to consider moving forward in our planning for 2015:

- 3 plenary speakers too many in 1.5 hrs; should be longer than a talk; not enough time for Q&A; [2015 is planning for 2 speakers and 1 discussant each plenary session]
- Inviting former scholarship winners to moderate some sessions a good idea to bring folks back but they need more guidelines on their role than just an invite letter to serve
- Recycling (and other sustainable practices throughout preconference) encouraged
- Area/regional discussion groups: How useful are they? a lot of the topics raised were not regional
- Alternate format subcommittee looking at ways to improve regional discussions; possibly set a topic in advance for the groups to discuss
- Possibly have groups defined by different characteristics (e.g., cataloging, or institution type)

- Timing was good (all together rather than competing); not competing with tours generally is beneficial
- Discussion groups generally: takes too long to get to discussion topic #1; have a topic or list of topics ahead of time; don't waste time trying to decide what to talk about; training for discussion group leaders might be helpful to make them move more efficiently

4. Report from Local Arrangements

- Hotel Oakland Marriott, on Broadway, downtown;
- Proximity to BART station right across street from hotel, connecting to both SF and OAK airports, SF and downtown Berkeley
- Rate applies through ALA
- Reception Tuesday night at hotel; Wednesday reception at Oakland Museum of CA; walkable distance to hotel;
- Thursday on UC Berkeley campus - working on space for plenary (Wheeler Hall) and breakout sessions
- Picnic lunch near library
- Restaurant night divided between Berkeley and Oakland
- Possibility of sign-up for group dinner at Chez Panisse with fixed menu
- Tours - campus tour with local historian on Thursday; otherwise still being worked out

5. Workshops

- Digital Exhibitions
- Newest DCRM offering – music
- Concern about how many more workshops, if any, the group can support

6. ABAA Book Fair and Book Art fair

- Book fair weds afternoon; book arts still being considered but not settled (may not happen)

7. Marketing – A teaser for the 2015 preconference has gone up on the 2014 preconference website. They are working to get something up that “brands” and sets up the website; Arvid Nelsen noted that Athena Jackson (2014 preconference program co-chair) said having the website up early was especially helpful in fundraising because the teaser helped get the word out to non-ALA voices (e.g., tourism).

8. Programming updates

- Plenaries - planning 3 - main speakers to be outside our usual group of “selves”; the discussant selected for each of the three plenaries has foot in both words.
 - Plenary One – The Big Picture regarding the humanities and higher education, and role of and impact on Special Collections. Janice Radway (Walter Dill Scott Professor of Communication Studies, School of Communications, Northwestern University), speaker; Neil Safier (Beatrice and Julio Mario Santo Domingo Director and Librarian, John Carter Brown Library, Brown University), discussant. One speaker not yet confirmed.

- Plenary Two: Special Collections Libraries as Liberal Arts Laboratories. Rachel Sagner Buurma (Assistant Professor, English Literature, Swarthmore College), speaker; Kimberly Christen Withey (Assoc. Prof. & Assoc. Director of the Digital Technology and Culture Project, Plateau Center, Native American Programs, Washington State University), speaker; Sarah Werner (Digital Media Strategist, Folger Shakespeare Library), discussant.
- Plenary Three: Building and leveraging Collections to Support the Humanities. Gordon Chang (Olive H. Palmer Professor in Humanities, Professor of American History, Director of East Asian Center, Stanford University), speaker; Rick Prelinger (Prelinger Archives, Prelinger Library), speaker; Chris Bourg (Asst University Librarian for Public Services, Stanford University Libraries), discussant.
- Talks/Posters: the call for talks and posters is going out; deadline mid-Oct and finalize by first week in January
- Less formal participatory sessions. The group has been reviewing four years of evaluations; two very good calls done to date; looking closely at alternative options in response to 4 years of evaluations. Looking to keep it “light on the feet” to encourage participation.
 - Ideas: reading group to discuss advanced reading; ABAA has put in a proposal for a discussion group; what is your favorite rare book/mss/artifact etc. showpiece to make your case to donors and others; etc. etc.; public services “activity” in the community
 - Keep to about 5 sessions
 - Emphasize need for strong facilitator for any discussion groups, to keep discussions moving on focus

BREAK -

9. Break-out sessions. After the break, each sub-group broke out into its own mini-meeting to discuss plans for moving forward. After about 20-30 minutes of discussion, each group reported back to the committee of the whole

- The plenaries group reported that they would appoint liaisons from the subcommittee to work with each plenary; would draft a summary agreement for speakers; and would keep backup speakers in mind in the event that one of the confirmed speakers has to drop out for some reason.
- Short formats (papers and posters) – the group is working on the wording of call for proposals to clarify types of papers we hope to attract; send out full call soon
- Alternate formats - more ideas; self-forming topical discussions; brainstorming ideas for sessions, will work over the summer to narrow down final selection of sessions
- Marketing - looking for images for banner (labs, Oakland, trees, mapping pin)

10. Preview of upcoming dates and deadlines – as delineated by various subgroups. Local arrangements raised concern about finalizing details for Berkeley day so that they can finalize space plans on campus.

11. Seminars. Co-chairs Jennifer Borderud and Heather Smedberg reported that their committee had received 13 submissions thus far for 2015 seminars. They would give applicants the opportunity to flesh out their proposals and return them to the committee for voting in August. The committee is looking at ca 11-12 seminar slots for 2015.

12. Adjournment

Respectfully submitted,

Laura Micham and Danielle Culpepper, co-chairs, 2015 Preconference Program Planning Committee

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Minutes
Bibliographic Standards Committee
ALA Annual Conference 2014
Saturday, June 28, 2014, 8:30-11:30 am
Bally's-Las Vegas 2
Las Vegas, NV

1. Introduction of members and visitors
 2. Settlement of the agenda
 3. Approval of Midwinter 2014 minutes
 4. Announcements
 - a. ACRL CC:DA liaison
 - b. Update of Directory of Web Resources for the Rare Materials Cataloger
 - c. Other announcements from the floor
 5. DCRM(M): Descriptive Cataloging of Rare Materials (Music)
 6. DCRM(C): Descriptive Cataloging of Rare Materials (Cartographic)
 7. DCRM(MSS): Descriptive Cataloging of Rare Materials (Manuscripts)
 8. Controlled Vocabularies Subcommittee
 - a. BSC approval of terms
 - b. Co-chairmanship
 9. Revision of *Standard Citation Forms for Rare Book Cataloging*
 10. Discussion about Editorial Group Structure
 - a. Controlled Vocabularies
 - b. DCRM/RDA Revision Group
 - c. Standard Citation Forms
 11. DCRM for RDA Revision Group
 12. CC:DA Report (Lapka)
 13. BSC-sponsored Preconference programs
 - a. Las Vegas (2014)
 - b. Oakland, California (2015)
 - c. 2016
 15. Acknowledgments
 16. Adjournment
- Appendix A: BSC Directory of Internet Resources Changes.
- Appendix B: Draft charge of the Controlled Vocabularies Editorial Group
- Appendix C: CC:DA liaison report.

1. Introduction of members and visitors

Members present: Nina Schneider, Clark Library, UCLA (chair); Marcia Barrett, University of California-Santa Cruz; Valerie Buck, Brigham Young University; Lori Dekydtspotter, The Lilly Library, Indiana University; Christine DeZelar-Tiedman, University of Minnesota; Emily Epstein, University of Colorado Health Sciences Library; Matthew Haugen, Columbia University; Ryan Hildebrand, Harry Ransom Center (Controlled Vocabularies editor); Linda Isaac, California State University, Fullerton; Francis Lapka, Yale Center for British Art Rare Books & Manuscripts; Deborah J. Leslie, Folger Shakespeare Library; Michelle Mascaro, The

University of Akron (secretary); Margaret Nichols, Cornell University; Audrey Pearson, Massachusetts Institute of Technology; Aislinn Sotelo, University of California San Diego; Catherine Uecker, University of Chicago

Liaisons: William La Moy, Syracuse University (RBMS Executive Committee liaison).

Visitors: Collen Barrett, Indiana University; Matthew Beacom, Yale University; Morag Boyd, The Ohio State University; Randal Brandt, Bancroft Library, University of California Berkley; Jane Carpenter, UCLA; Jackie Dooley, OCLC; Diane Ducharme, Yale University; Jane Gillis, Yale University; Jessica Grzegorski, Newberry Library; Nancy Kandoian, New York Public Library; Megan Kelly, Newberry Library; James Larrabee, University of California Berkley Law Library; Martha Lawler, Louisiana State University, Shreveport; Nancy Lorimer, Stanford University; Ann Myers, Stanford University; Jennifer Nelson, Robbins Collection, University of California Berkley; Allison O'Dell, University of Miami; Asheleigh Perry, Georgetown University; Jennifer Schaffner, OCLC; Susan Sundquist, Getty Research Institute; Amy Tims, American Antiquarian Society

Members excused: Melanie McGurr, Northeast Ohio Medical University.

2. Settlement of the agenda

No changes were made to the agenda.

3. Approval of Midwinter 2014 minutes

The Midwinter 2014 minutes were approved unanimously.

4. Announcements

a. ACRL CC:DA liaison (Schneider)

Francis Lapka is rotating off as the Bibliographic Standards Committee (BSC) liaison to CC:DA [Committee on Cataloging: Description and Access]. Since ACRL needs a representative to CC:DA, it was decided that BSC's Matthew Haugen will replace Lapka, serving as liaison to CC:DA at the division level.

b. Update of Directory of Web Resources for the Rare Materials Cataloger (Schneider).

Larry Creider is working on an update to the Directory of Web Resources for the Rare Materials Cataloger, which will be submitted following the conference and appended to the minutes.

c. Other announcements

Schneider then opened the floor to other announcements. Randy Brandt announced that the DCRM(B) third printing is officially out of print and a PDF version is now freely available on the RBMS website.

5. DCRM(M): Descriptive Cataloging of Rare Materials (Music) (Lorimer)

Nancy Lorimer reported the DCRM(M) text is currently at Library of Congress. BSC's LC liaison, Kate James, recently returned comments--the majority of which related to the preface--to the DCRM(M) Editorial Team. Lorimer asked the group their opinion on James's suggestion to include an example of a 264 in the MARC appendix. The group felt that including such an example would not be difficult and were in favor of doing so. Schneider announced that the description convention source code "dcrmm" has already been approved by LC and added by OCLC, so catalogers will be able to use it as soon as DCRM(M) is published. Lorimer mentioned that DCRM(M) instructions were included in the latest update to the BIBCO Standard Record (BSR) in preparation for DCRM(M)'s final publication.

6. DCRM(C): Descriptive Cataloging of Rare Materials (Cartographic) (Brandt)

Brandt reported the DCRM(C) Editorial Team is in final stages of prepping the text for review. They are currently focusing on finishing the glossary and hope to submit the text to LC in July. The editorial team will ask the BSC to conduct a close read as well as offer the text to the Map and Geospatial Information Round Table (MAGIRT) for comment. Deborah J. Leslie recommend, as a matter of courtesy, to also offer the text to CC:DA and the Society of American Archivists (SAA) for comment. The description convention source code "dcrmc" has been submitted to LC for approval. Brandt asked about the need to index DCRM(C). Schneider responded that if the editorial team felt that a professional index was warranted, BSC can request funds from the RBMS Executive Committee.

7. DCRM(MSS): Descriptive Cataloging of Rare Materials (Manuscripts) (Nichols)

Margaret Nichols reported that DCRM(MSS) had a public hearing at Midwinter and thanked Erin Blake for loaning the editorial team her projector for the event. The DCRM(MSS) Editorial Team has finished responding to all the comments generated from the public hearing. Nichols also thanked the Folger Shakespeare Library for hosting the team's in-between ALA conferences meetings. The two areas of the DCRM(MSS) text left to finish are the glossary and appendices.

8. Controlled Vocabularies Subcommittee (Hildebrand)

Ryan Hildebrand summarized yesterday's Controlled Vocabularies meeting. The subcommittee was able to complete their work in their first schedule session. Controlled Vocabularies is looking at a new SKOS (Simple Knowledge Organization System) enabled vocabulary system that will support linked data for the Controlled Vocabularies.

Hildebrand asked Schneider if it would be okay to ask Erin Miller for feedback on the software they are considering.

The Controlled Vocabularies subcommittee also looked at obstacles to consolidating the thesauruses. Issues include terms that appear in multiple thesauri and terms that are preferred terms in one thesaurus but are used for reference in another. Hildebrand will run through the vocabularies and compile a list of these problematic terms. A task force will be established to deal with these problems and create the new SKOS enabled vocabulary.

a. BSC approval of terms

The following new relationship designator was approved:

Interlocutor

Scope Note: Use for an entity that takes part in a dialogue, conversation, or discussion. Do not use for participants in interviews, debates, or disputations.

Used For : Conversant

Zinester

Scope Note: Use for the entity responsible for creating, publishing, and/or distributing a zine.

The following genre term was approved:

Anatomical flap books

Scope Note: Use for books containing anatomical illustrations that, through the use of movable flaps, provide layered images of the body.

Used For: Flap anatomies

Broader Term: Illustrated works

Broader Term: Scientific works

b. Co-chairmanship

In the spring, BSC approved a proposal to have two editors of Controlled Vocabularies: one in charge of technical issues and one in charge of content. The technical editor will be a member of the RBMS Publications Committee and the content editor will be a member of BSC.

Schneider then deviated from the agenda order to discuss the related proposal to establish Controlled Vocabularies as a separate editorial group (agenda item 10a). On the whole, the response was highly favorable to establishing Controlled Vocabularies as a separate group, with a formalized membership. Some advantages noted were that having a formalized membership would help Controlled Vocabularies members make the case for institutional funding to attend meetings, as

well as, ensure that the Controlled Vocabularies committee had more rigorous commitments from people needed to complete longer projects. Aislinn Sotelo expressed concern that if Controlled Vocabularies is a separate appointment that counted against ALA's limit of three committee appointments, it may prevent people, such as herself, who have been participating in the Controlled Vocabularies to formally join the committee due to other committee commitments. In response, Brandt reminded the group that people, who are non-voting members, can still come to Controlled Vocabularies meeting and do work for the committee.

During the discussion, Brandt raised the question whether BSC will still vote to approve Controlled Vocabulary terms under the new structure. Schneider responded that this was still under discussion. Brandt commented that since of late BSC has approved terms with limited discussion that the committee should be comfortable not needing to vote on each Controlled Vocabulary term. Hildebrandt stated that one possibility being considered is revising the Controlled Vocabularies workflow to include a comment period for proposed terms. Several people expressed support for this idea.

Following discussion of the merits of the proposal, Schneider presented the draft charge for the independent Controlled Vocabularies Editorial Group. Several recommended changes were made. Due to exceeding the allotted time for this agenda item, Schneider closed the discussion with the promise to send out the charge to the listserv for further comment and editing. Once the charge is finalized and approved by the BSC, it will be forwarded on to Exec. for approval. A copy of the draft charge is appended to the end of these minutes.

9. Revision of *Standard Citation Forms for Rare Book Cataloging* (Barrett)

Barrett briefly presented the *Standard Citation Forms* (SCF) [sandbox interface](#) to the group. The team has had two close readings of the introductory text, and ultimately chose not to do a close reading of the 900+ citations. These citations have been carefully reviewed by the editorial team, who is confident with the results.

At this point, the team has fulfilled their charge to nail down working principles and revise citations from the second edition. At a presentation team members gave on the SCF interface at the recent RBMS Preconference, there were several suggestions made for additional work going forward. Future enhancements include adding links to full text for sources that are freely available online and creating a list of citation forms that changed in this revision. Barrett then asked the BSC for official approval to formally publish the SCF on the RBMS website.

Leslie asked whether the team was planning on maintaining citation numbers for current and new citation entries. On the sandbox site, an entry's citation number appears at the bottom in the same grey box as the previous citation form. Barrett answered that the team maintained numbering from old citations, to help with their revision work, and plan to

assign numbers to new citations to serve as database identifiers. Discussion ensued about how much prominence citation numbers should be given on the site and whether citation numbers are truly necessary in the online environment. General consensus was that the citation numbers serve mostly historical purposes. Barrett will investigate whether the citation URLs fulfill the need to have a unique database identifier.

BSC voted to approve SCF for publication.

10. Discussion about Editorial Group Structure (Schneider)

- a. *Controlled Vocabularies*--Discussed under 8b.
- b. *DCRM/RDA Revision Group*
- c. *Standard Citation Forms*

Schneider then continued to the discussion of formalizing separate editorial groups that was started under agenda item 8. Charges have been drafted to formalize the DCRM/RDA Revision Group and to establish a standing Standard Citations Forms Editorial Group to review new citation proposals. Due to time constraints, the group did not discuss the wording of the draft charges. A straw poll of those present, revealed the group is strongly in favor of moving forward with formalizing both DCRM/RDA Revision Group and Standard Citation Forms as separate groups. Schneider will post the draft charges to the listserv for further discussion.

11. DCRM for RDA Revision Group (Lapka)

Lapka began his report with a few administrative items. Nancy Lorimer has joined the editorial group to represent Music. Erin Blake has stepped down from the committee, and Ellen Cordes has joined to take her place as the Graphics representative. Lapka also reviewed the revision group's meeting schedule for the remainder of the conference.

One of the biggest outstanding issues from the Midwinter conference is transcription. Morag Boyd, Lapka, and Leslie have formed a subgroup to look at these issues. They have completed their preliminary analysis of transcription principles in RDA, FRBR, and DCRM and hope to have a discussion paper out by the end of summer.

This spring the revision group conducted a survey of the rare materials cataloging community on possible implementation scenarios for DCRM2. Lapka briefly went over the [results](#). The responses indicate a preference for an implementation of DCRM2 (and an integration with the Toolkit) that generally mimics the implementation of the current suite of DCRM manuals (and their integration with AACR2 via the Cataloger's Desktop). A couple additional findings of note: most responding institutions are using RDA for non-rare materials, but AACR/DCRM with rare materials, and a higher number of people expressed interest in a printed copy than Lapka had anticipated.

Lapka reported that the survey and possible implementation scenarios were a major topic of discussion at Friday's meeting of the revision group. Jamie Hennelly of ALA Publishing joined the revision group to followup the discussion he had with them at Midwinter. Hennelly clarified that in order to reuse RDA language in the text, DCRM2 would have to be made available through RDA subscription only. ALA publishing will essentially support whatever scenario the revision group thinks is best for the rare materials cataloging community, but would prefer an approach similar in structure to the LC-PCC PS. ALA Publishing is working on a new editing tool for supplemental content to the Toolkit that should be available in August. Hopefully by Midwinter the revision group will be able to see some examples of how DCRM2 content may look in the Toolkit. In light of ALA Publishing's restrictions on freely reusing RDA content outside of the Toolkit, Bob Maxwell suggested taking a LC-PCC PS approach to DCRM2. In this model, instead of being a standalone text, DCRM2 would be a series of comments on the RDA text itself, including alternative instructions for rare materials. While this is contrary to the preferences expressed in the survey results, the idea gained support during the revision group's discussion on Friday.

Lapka's report on possible implementation scenarios sparked several questions and comments from those present at the BSC meeting. Responses were mixed, especially to the idea of structuring DCRM2 as a set of policy statements to RDA. Several people expressed concern that making DCRM2 content only available through RDA Toolkit subscription would make it inaccessible to smaller institutions and as result prevent DCRM from being widely adopted, especially by non-library communities, who are used to freely available standards such as DACS and CCO. Others stated that taking a policy statement approach is a more sustainable workflow and being integrated into the Toolkit would increase the likelihood of implementation by libraries already using RDA. There was some questions raised on whether institutions that were not using RDA would have any interest in a DCRM revised for RDA or would be content to continue using the DCRM1 suite in conjunction with AACR2. Support was also given for petitioning the Joint Steering Committee to integrate the rare materials instructions developed by the Revision Group directly into the RDA text. When the discussion exhausted the allotted time, Lapka stated that discussion would be continued at the revision group's meeting on Monday. [Update: At the Monday meeting, the revision group decided to take the policy statement approach to developing DCRM2.]

A summary of the DCRM2 meetings at ALA Annual--including discussions and decisions made at the revision group's post BSC meetings--is [available online](#).

12. CC:DA Report (Lapka)

Lapka reported the CC:DA agenda item of most interest to BSC is Lapka and Elizabeth O'Keefe's discussion paper on the problems with transcribing the production element, as prescribed under RDA. This discussion paper will be presented at CC:DA's meeting on

Saturday afternoon. Lapka's report on the CC:DA activities at ALA Annual is appended to the end of the minutes.

13. BSC-sponsored Preconference programs

a. Las Vegas (2014)

1. DCRM(G) workshop report

Sotelo, who attended the DCRM(G) preconference workshop, reported that it went very well.

2. Seminar report

Schneider report that the seminar "Back to the Future: The Reinvention of the Library Catalog, Yesterday, Today, and Tomorrow" presented by Sotelo and Eric Miller was very well received. Participants had so many great questions for Miller that the session went over its allotted time.

b. Oakland, California (2015)

1. Workshop: DCRM(M) or (C)?

Jenny Nelson reported that Workshop Committee Chair, Jennifer MacDonald, is holding a slot for a DCRM module workshop. The consensus was that DCRM(M) would be the best module to do for 2015. Schneider will talk to Lorimer about arranging the workshop.

2. Seminar ideas: Dekydspotter/Boyd, Nelson

Lori Dekydtspotter and Boyd submitted a seminar proposal on collaboration between public and technical services personnel to improve access. The seminar committee will review this proposal at their Saturday afternoon meeting.

Nelson has a half-formed idea for a potential seminar from the point of view of researchers, who are excited for bibliography and catalog records, that needs some more fleshing out for a future preconference.

Jackie Dooley suggested that due to interest in linked data that arose from Sotelo and Miller's seminar that linked data would be a good topic for a discussion session. Jennifer Schaffner, who is chairing the preconference subcommittee on informal programming, will take this idea back to her committee. Schaffner also has an idea for a session about hacking rare book metadata.

c. 2016

1. Workshop:

Brandt feels that 2016 would be a good time to have preconference workshop on DCRM(C).

2. Seminar ideas:

Leslie has an idea for a seminar on authority work. She will propose in more detail at the Midwinter Meeting.

15. Acknowledgments

Before acknowledgements were given, several people asked to announce open positions at their institution.

Schneider acknowledged outgoing members, Ryan Hildebrand, Emily Epstein, Francis Lapka, Melanie McGurr, and Aislinn Sotelo, for their service to the committee. She then welcomed back Christine DeZelar-Tiedman, Linda Isaac, and Audrey Pearson, who have being reappointed to a second term. Schneider also welcomed the new incoming members in attendance: Jane Carpenter, Nancy Lorimer, and Asheleigh Perry.

16. Adjournment

Schneider adjourned the meeting at promptly 11:30.

Respectfully submitted by Michelle Mascaro.

Appendix A: BSC Directory of Internet Resources (Additions—June, 2014)

ADDITIONS:

British Library Guide to Name Authority Records

Provisional Best Practices for Using LCMPT from the Music Library Association

Logeion--Greek and Latin Dictionaries

Nobilaro de los conquistadores de Indias (1892)

Dutch Brocade paper

Paul Dijstelberge's collection of mostly 16th century initials and printer's ornaments

Databases for ornaments, binding and related topics

Provenance file for Incunabula in the Bayerische Staatsbibliothek

To be used with the search engine for the BSB's Incunables

Block books from Bavarian Collections

Penn in Hand: Selected Manuscripts from the University of Pennsylvania

CHANGES:

[UCSD Mandeville Special Collections Library](#) to Special Collections Technical Services Policies

[RDA Training Booklet \(200 p.\) by Marielle Veve, University of North Florida](#): New Link

DCRMB: New Link and Free PDF

AMREMM: New Link

DCRMS to New Link

DCRMM: New Link

DCRMMS: New Link

DCRMC: New Link

[CILIP UK Bibliographic Standards Committee](#): New link includes the following sites:

- [Rare Books and Special Collections Group's Guidelines for the Cataloguing of Rare Books](#)
- [From DCRB to DCRM\(B\)](#) Not Found, Deleted

ARLIS/NA Cataloging Section

ARLIS/NA Cataloging Advisory Committee

[Form/Genre Terms for Legal Materials](#)--From AALL Not Found, Deleted

** Problems connecting to the MIT LC sites. Matter is under investigation.

[LC's Information and Resources to prepare for RDA](#) Deleted because duplicated under RDA

Guidance

[Niermeyer, Medieval Latin Lexicon, 1976](#) Deleted because “The item is not available due to issues with the item's content.”

** [Glossary of Common Latin Terms Found in Imprints of Early Printed Books by Robert L. Maxwell](#): New Link

[Grimm's Deutsches Woerterbuch](#)

[Search form for over 350,000 artists, dealers](#): New Link The search box is in the upper left quadrant. From the [Netherlands Institute for Art History](#)

Geographical Name Search Service (Canada) from older URL

[If you know the day of the week and the day of the month and want the year ...](#) : New Link does everything but the headline, so retitled, CalendarHome.com Calculate

[Universitaet Frankfurt Internetquellen zu Handschriften \(inkl. Inkunabeln, Nachlaesse, AltenDrucke\)](#)--by no means limited to manuscripts. See also [Part 2](#) - Deleted Pt. 2 since it was absorbed into the main URL

[Bernstein Memory of Paper project](#)--Various tools, including a union catalog of the [Stuttgart Picard, WILC, WZMA, and](#) the Dutch Institute for Art History. Added: Filigrana.

[Watermark terms](#)--A multilingual glossary New Link

[Piccard Collection of Watermarks in the Hauptstaatsarchiv Stuttgart](#) Added “Includes Wasserzeichen-Informationssystem”

[Mark Godburn's Nineteenth Century Dust Jackets](#) Deleted- images were removed at request of the publisher of his book.

[Seven Roads Gallery of Book Trade Labels](#) Deleted because duplicate to [Gallery of Book Trade Labels](#)

[Scottish Book Trade Archive Inventory search form](#): New Link

[Historical Directories](#)--19th century British commercial, trade and municipal directories New Link “Due to software and hardware obsolescence the original website through which these were accessed has been withdrawn. “

French Book Trade in Enlightenment Europe Added: Database

[BCU Lausanne Banques de donnees d'ornements d'imprimerie de la Reserve precieuse](#)--
[This site includes the following site among others goes to home page so Deleted. Fleuron](#)
still works.

List of Printers from the Utrecht University Library

American Antiquarian Society's Guide to Dating American Tract Society Publications

Melbourne Museum of Printing Glossary of Printing and Typography

Uncorrected Proofs/Advance Copies Glossary

[Palaeography, reading old handwriting, 1500-1800](#)--An online tutorial Added: "from the
National Archives UK"

[Read Suetterlin/Read Blackletter](#) (add s at end)

[Greek ligatures](#): New Link

[Greek abbreviations](#): New Link

[Zentrales Verzeichnis Digitalisierter Drucke](#)-Sponsored by Hochschulbibliothekszentrum
des Landes Nordrhein-Westfalen and others, including the Deutsche
Forschungsgemeinschaft to: Digitalisierte Drucke changed text to Sponsored by
Hochschulbibliothekszentrum des Landes Nordrhein-Westfalen

[Bayerische Staatsbibliothek Digital collections](#)--Overview of other collections in the MDZ
To: New Link Digital Collections: Old Printings (Bayerische Staatsbibliothek)

[Emblem Related Websites](#)--From the University of Glasgow. Changed title to: Sterling
Maxwell Centre Emblem Studies—Click on French emblems project, Italian emblems
projects, etc.

[Online Emblem books from Pennsylvania State University](#) Title Changed to: English
Emblem Book Project – From Pennsylvania State University

[Codices Iconographici \(CodIcon online\)](#)—“Early modern illustrated codices from the Bayerische Staatsbibliothek . Search is [here](#)” Moved to Images of Medieval MSS section

[Bibliotheque Interuniversitaire de Medecine](#) Added: “Bibliothèque numérique Medic@” to title

[European Illustrated Book and Manuscripts, ca. 1400-1700](#)--From Takami Matsuda, Keio University Not Found--DELETED

[French Political Pamphlets 1547-1626 at Brigham Young University](#): New Link

Digital libraries with substantial pamphlet collections on law and society

[Baldwin Library of Historical Children's Literature, University of Florida](#): New Link Search

[American Sunday School Books](#)--American Memory: New Link

[America Singing: 19th Century American Song Sheets](#)--American Memory: New Link

“[Annotated Books Online](#)--Requires guest registration very much in progress” Deleted phrase.

[Bibles from Sources Chretiennes](#)--Includes facsimiles of mss., various translations, concordances, etc. New Link

[The GW provides links to over 20 digitized copies of the Gutenberg Bible](#) Added “Check under Reproduktion”

- Gutenberg Bible Goettingen Copy
- Gutenberg Bible--University of Texas Ransom Center copy

[English Short-Title Catalog 1473-1800](#) : New Link

[MapHist Forum](#)--Discussion list for the history of cartography with archives. Discussion papers are located [here](#) Deleted the Discussion papers link. This e-list will close in Jan. 2015. I do not know what if anything will succeed it.

["Mapmakers" of the Ryhiner-Collection](#)--brief notes on some 2,200 people NOT FOUND, Deleted.

[David Rumsey Historical Map Collection](#) Now the "David Rumsey Map Collection"

[Ryhiner Collection in Bern](#)--more than 16,000 digitized maps from the Ryhiner Collection in Bern to new link

[Wisconsin Historical Society Maps Online](#) To: New Link

[Vocabulaire codicologique](#)--From IRHT to: [New Link](#) Codicologia from IHRT, mostly terminologies

[Schoenberg Database of Manuscripts at the University of Pennsylvania](#) to: New Link

[An International Catalogue of Mediaeval Scientific Manuscripts](#) NOT FOUND, DELETED

[Delicious Recent Manuscripts Tag](#) Deleted, too much noise

[Manuscripts, Paleography, Codicology from Georgetown's Labyrinth](#)--Includes links to many images. New Link

[Schoenberg database of manuscripts at the University of Pennsylvania](#) Deleted, because already listed in Cataloging of Medieval MS. Replaced by "Penn in hand"

[Bibliothèque municipale de Lyon. Manuscrits mérovingiens et carolingiens](#) If you get a Connection Reset, just click the message and the page will load.

[Codices Electronici Sangallenses](#)--Currently over 436 manuscripts from Saint Gall Changed to "500" manuscripts

[Credits: "Special Collections Librarian,"](#) changed to currently "Department Head of the Archives and Special Collections Department"

Submitted by Laurence S. Creider

Appendix B: Draft Charge Controlled Vocabularies Editorial Group

July 2014

Charge: Under the aegis of the RBMS Bibliographic Standards Committee (BSC), the Controlled Vocabularies Editorial Group is responsible for Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging. The group will develop and maintain content and access of the RBMS controlled vocabularies.

Membership [as approved by BSC in April, 2014]: This group will be co-edited by a member of Bibliographic Standards Committee and a member of the Publications & Communications Committee. One editor, appointed by the vice chair/chair elect in consultation with the chair of the Bibliographic Standards Committee, will serve on the Bibliographic Standards Committee and be responsible for content development and editing. The other editor, appointed by the vice chair/chair elect in consultation with the chair of the Publications & Communications Committee and the Bibliographic Standards Committee, will serve on the Publications & Communications Committee with the sole responsibility of creation and maintenance of the infrastructure containing the RBMS Controlled Vocabularies. The appointments will be new two-year term appointments apart from his or her original appointment to the Bibliographic Standards Committee and/or the Publications Committee, and may be renewed once for an additional two years.

Appendix C: CC:DA Report

The full agenda for the CC:DA meeting at Annual, with related reports and documents, is available on the CC:DA website.

The following selections from the agenda may be of particular interest to the Bibliographic Standards Committee.

1. From the Library of Congress Report to CC:DA

(Full Report)

“Cataloger’s Desktop: Library of Congress staff are currently working with our *Cataloger’s Desktop* contractor to overhaul and simplify Desktop’s user interface. The interface will be migrating to a “search first” approach that should align much more closely with how catalogers and metadata librarians do their work. All current functionality will be retained, but the user interface should be easier and more intuitive to use. It is anticipated that the new user interface will be implemented in mid-September.”

“Free Access to Cataloging Documentation: In early 2013, the Library of Congress announced that it is transitioning to online only publication of its cataloging documentation that was formerly available in print. On July 1, 2014, the sale of all remaining inventory of CDS print publications will end. The printing of new editions of subject heading and classification documentation has now ceased, and all new editions and updates will be freely available on LC’s Acquisitions and Bibliographic Access website. Documentation will continue to be available through *Cataloger’s Desktop*, LC’s subscription-based online documentation service. *Cataloger’s Desktop* provides browsing and keyword searching of over 300 cataloging and metadata resources. It is updated quarterly.”

Note: Thanks to the above, a PDF of DCRM(Serials) will now be freely available on rbms.info, joining DCRM(Books) and DCRM(Graphics).

“Bibliographic Framework Initiative: ... After an active year of experimentation with the high level model published by the Library in November 2012 and work by a group of “Early Experimenters” (George Washington University, National Library of Medicine, Princeton University, OCLC, British Library, and Deutsche Nationalbibliothek, in addition to LC), a new phase of the project began in 2014. This phase, scheduled for at least a year or two, is for test implementation by organizations in the community using the RDF-based vocabulary that will be kept relatively stable for the testing period. The testers use the vocabulary that is published on the BIBFRAME site and experiment with the model against various environments, exchanging issues and information. This group is open to all who show that they are actually engaging in test implementations. The focus of the

Network Development/MARC Standards Office turned to coding a basic BIBFRAME Editor (BFE) that enables creation of BIBFRAME descriptions. It was made available for download in April. It is emphasized that it is intended not as a fully functional system but a very basic module from which developers could more easily experiment with aspects of the BIBFRAME model and vocabulary. A new testbed activity was organized. This testbed “group” is open to all, but participants must be engaged in an actual project to join. Director for Acquisitions and Bibliographic ...”

2. From the report of the ALA Representative to the Joint Steering Committee (Full Report)

“The JSC expects to discuss the CoP [Committee of Principles of RDA] strategy and governance topics at its fall meeting (scheduled for Washington DC, November 3-7), along with the usual assortment of proposals and discussion papers from the various JSC constituencies and working groups. Potential big changes for RDA could be included in the scope of these discussions, including: the design and arrangement of the RDA Toolkit; internationalization and translations; the impact of the Registry; and use of RDA for linked data.

Deadlines for CC:DA in relation to the November 2014 JSC meeting:

- July 18: Last day for CC:DA to vote to approve proposals and discussion papers originating from ALA
- September 19: Last day for CC:DA to vote to approve ALA responses to constituency proposals and discussion papers”

3. Proposals and working documents, of possible BSC interest

Proposal: Clarifying instructions for Sequences of Plates (RDA 3.4.5.9)

The proposed revision takes a new approach to presenting the instructions for recording sequences of plates which:

- Clarifies that this instruction applies only to plates that do not form part of either the preliminary or main sequences of leaves, plates, or columns
- Specifies where to record the sequence or sequences of plates
- Removes the exception for early printed resources, since the revision of the general instructions addresses these specific needs
- Creates separate sub-instructions for numbered and unnumbered sequences of plates
- Offers an option to record unnumbered sequences of plates if important for identification or selection

- Provides specific instructions for how to record unnumbered sequences of plates

The proposal also contains a revision of wording to the Glossary definition of “plate”.

Note: The proposal will go forward to JSC, amended by some of the suggestions I submitted on the CC:DA blog.

Proposal: Basic Instructions on Recording Statements of Responsibility (RDA 2.4.1, 2.4.2, 2.17.3, 7.23, 7.24)

The proposed revision to RDA would:

- Remove the instructions in chapter 2 that exclude performers, narrators, and presenters, and those performing artistic or technical roles from the SOR (2.4.1.1)
- Add an Alternative in 2.4.1.6 to record information about responsible entities (other than the first SOR, which is Core) in a note (with a reference to 2.17.3.5)
- Add examples of classical performers and a popular recording artist as statements of responsibility relating to the title proper (2.4.2.3) to reflect that this would now be allowed for classical performers and would continue to be allowed for performers of popular music as it was in AACR2
- Delete the elements in chapter 7 for performers, narrators, and presenters, and persons performing artistic or technical roles (7.23 and 7.24) and the glossary definitions for those elements
- Make some examples of performers, etc. from 7.23 and 7.24 into examples of notes on statement of responsibility (2.17.3.5)

Note: The proposal will go forward to JSC.

Discussion paper: Production Statement (RDA 2.7) transcription guidelines

The discussion paper, jointly prepared by the liaisons for RBMS and ARLIS/NA (and chiefly authored by Elizabeth O’Keefe) argues that an emphasis on transcription is inappropriate for elements within the Production Statement. It tentatively recommends:

- Revise the guidelines of RDA so that the Production Statement (2.7) is treated as a set of non-transcribed elements.

- To accommodate the transcription of production information, revise RDA guidelines so that such information is recorded in 2.17.6 Note on Production Statement.

Note: The proposal will go forward to JSC. It may modified to briefly note other areas of RDA that prescribe transcription for unpublished resources.

Proposal: Using the mark of omission in preferred titles (RDA 6.2)

For description, RDA contains specific instructions about embedded numbering in titles (RDA 2.3.1.4, Exceptions, Date, name, number, etc., that varies from issue to issue; and RDA 2.12.2.3, Exception). In both cases, numbering that varies from issue to issue or part to part is omitted from the transcription of the title, and the mark of omission is prescribed instead.

However, for access, the instructions on determining the preferred title in RDA 6.2 lack similar guidance. The proposal below adds a new section at the end of RDA 6.2 which parallels the Chapter 2 treatment of such titles. The proposal also provides an updated instruction reference in RDA 6.2.1.3 to accommodate the new sub-instruction.

Note: The proposal will go forward to JSC, with light revisions.

Submitted by Francis Lapka, RBMS Liaison to CC:DA

DRAFT AGENDA

RBMS Budget and Development Committee

ALA Midwinter Meeting 2014

Saturday, June 28, 2014

1:00 pm-2:30 pm

Bally's—Palace 5

1. Introductions and announcements; review of committee roster
2. Review of agenda
3. Appointment of recorder
4. Review and approval of Midwinter 2014 minutes
5. Leab Award Fund Report
6. Leab Award long-term funding plan
7. Preconference budget reports
 - a. 2014 Las Vegas
 - b. 2015 Oakland
8. RBMS Preconference Scholarships update
 - a. 2014 results of fundraising
 - b. Supplemental funding (grant)
 - c. Fulfilling future workplan
 - d. Ongoing funding discussion
9. Proposals for use of Section funds
 - a. Printing postcards for ALA Annual Program, Las Vegas (reimbursement)
 - b. Printing postcards etc. for Diversity Committee
 - c. RBMS website redesign (approved)
 - d. Leab endowment buildup
10. ACRL Budget & Finance update
11. B&D FAQ
12. Other

**RBMS Budget and Development Committee meeting, ALA Midwinter meeting,
Philadelphia, January 25, 2014**

Minutes

Present: Mary Lacy (Library of Congress), chair; Shannon Supple (Clark Library, UCLA), Melissa Nykanen (Pepperdine University), Erika Dowell (Indiana University), Cherry Williams (Lilly Library, Indiana University), Sarah Schmidt (Yale University), Jeffrey Marshall (University of Vermont), Fernando Peña (Palmer School, Long Island University), Section chair, ex-officio; Arvid Nelsen (University of Minnesota), Section vice chair, ex-officio.

Visitors: John Pull (Library of Congress), Nina Schneider (Clark Library, UCLA), Athena Jackson (University of Michigan), Eric Holzenberg (Grolier Club), Henry Raine (New York Historical Society), E.C. Schroeder (Yale University).

Excused: Ethan Henderson (University of California, Santa Cruz), Blynne Olivieri (University of West Georgia).

The meeting started at 1:00 in the Marriott Hotel. Marshall volunteered to take minutes. After introductions, the minutes of the June, 2013, meeting in Chicago were approved.

1. Leab Award Fund report. Balance of the fund is \$37,547. The fund earned \$816 in the last quarter of 2013. It was noted that spending may go up because of the need to ship materials to committee members living outside the U.S.

2. Leab Award long-term funding. Lacy noted that no formal fundraising plans are yet in place. The goal is to meet ACRL's mandate of a \$50,000 fund balance by 2022, without conflicting with Scholarships Committee fundraising. Peña reported that both the Delmas and Pinetree Foundations have indicated they would not be likely to contribute to the Awards fund, although Delmas is very interested in funding preconference scholarships.

Lacy proposed the formation of a Leab capital campaign subcommittee. Schroeder suggested that we might set a goal of raising \$5,000 from members. The remainder would come from annual profit-sharing funds or surplus section funds. The issue of altering the name of the fund (should another major donor be found) was raised, but the consensus of the committee was not to do this. However, Lacy noted that the indenture for the fund needs to be updated so that funds can be used for purposes other than exhibition awards, as long as the primary purpose doesn't change; this will need to go through ACRL and be approved by Kathy Leab.

The committee agreed to form a Leab Award Fund capital campaign subcommittee, and approved the following charge:

In light of the ACRL mandate that all section endowment funds must have a principal balance of \$50,000 by 2022, the subcommittee is charged with developing strategies for raising at least \$8,000, to be matched by ACRL, over the next 3 to 5 years. The subcommittee will coordinate its efforts with the scholarships fundraising subcommittee. Members: Cherry Williams and Athena

Jackson, with Lacy. Lacy invited any others who are interested in either subcommittee to contact her. Williams may add an additional member from the Exhibition Awards committee.

3. Preconference budget reports.

a. 2014 preconference, Las Vegas. The preconference budget approved by the Section Chair, Preconference chairs, and the ACRL Board requires us to raise at least \$20,000. Peña reported that \$14,500 was pledged as of January 9. Many ideas about possible donors were discussed, including numerous smaller vendors who have yet to be asked. Schroeder reminded the group that ALA/ACRL need to be informed if we solicit major vendors, though Holzenberg noted that keeping Ondrla in the loop seems to be sufficient means of doing this. Jackson distributed a prototype postcard announcement for the conference.

b. 2015 preconference, Oakland. Nelsen said that the draft budget will be voted on this weekend. Registration will be \$290 for members, a \$10 increase. The last increase was in 2012, and before that in 2010. The fundraising goal is \$31,000 on top of revenue from the booksellers' showcase--higher than usual because the Bay area is expensive. But it is also good grounds for fundraising. The preconference committees have no members with previous fundraising experience, Nelsen noted, but he expressed confidence that the higher fundraising goal would be met.

4. Preconference scholarships. The expectation is that enough money will be available to fund 15-20 scholarships.

A draft report from Olivieri on ideas for scholarship fundraising was distributed.

Lacy noted that the era of ACRL matching funds for scholarships is ending. Profit share from preconference revenues is often used for scholarships, but this source is not consistent. RBMS has never required that preconference revenues fund scholarships. This year we have an unusual amount of profit share from the very successful 2013 preconference. These funds can be used for scholarships in 2014 but cannot be rolled over to next year. Any donations, however, may roll over from year to year. Any year there are excess funds they can go into the Leab Endowment. But there are many demands on our funds coming up. Peña reported that the ALA membership fee structure is changing, so ACRL funds that were previously distributed to sections on the basis of section membership will be frozen for the next 2-3 years at current levels.

Peña offered more details on the proposal to the Delmas Foundation for scholarship support. Based on conversations with a Delmas official, he said that the Foundation is likely to grant \$4,000, though we were encouraged to ask for \$5,000. We can continue to request this support each year for 2, 3, or 4 years, as long as we ask creatively. The next step will be for the ACRL Board to discuss the proposal, and then it will be submitted to Delmas in February. We should have a good sense of whether it will be funded by March or April.

If the \$4,000 is available, profit-sharing funds could go to the Leab endowment. It was agreed that scholarship fundraising needs to continue vigorously nonetheless.

Lacy proposed the following budget for 2014 preconference scholarships:

\$1,000 Budgeted by ACRL
\$4,000 Fundraising by RBMS membership*
\$5,000 Potential grant from Delmas Foundation**
\$5,000 Portion of profit-share from 2013 preconference

*\$5,265 raised already via checkbox from last year and Friends donation fund this year--
remainder available for 2015 scholarships

**use additional funds from fundraising/profit share if full amount not received

The committee voted to approve the budget and send to Executive Committee for action.

5. Allocation of Section funds for fiscal year 2014. Lacy presented a proposal for the distribution of profit share funds from the 2013 preconference, and a proposal for the use of other Section funds for 2014, as follows:

Profit share from 2013: \$11,500 (can't be carried over to next year)

\$5,000 for 2014 scholarships

\$1,000 toward website redesign

\$4,000 for Leab endowment

\$1,500? for Standard Citations indexing and/or other section needs; unspent funds roll to Leab endowment

Section budget (\$1972.75 for FY 2014):

\$450 Allocated at Exec Annual 2013 for remainder of cost of indexing DCRM(G)

\$1,000 Portion of redesign of RBMS website (not yet a formal proposal; est. \$2000)

\$522 Available for other requests; remaining funds could go to Leab endowment

It was reported that the money for indexing Standard Citations may not be needed because the indexing is already well underway by a committee member.

Supple said that the quote for website redesign is informal and asked whether we should have a real quote. The Committee agreed that a real quote is desirable, but that the use is appropriate and we should approve the proposed funding amounts (\$1,000 from profit share and \$1,000 from other Section funds).

It was also noted that nothing has been spent of the \$450 previously appropriated for DCRM(G) indexing.

The Committee voted to approve the proposed budgets for profit share and other Section funds.

Nelsen asked where scholarship funds would come from if the Delmas grant falls through. It was agreed that the \$4,000 of profit share funds designated for the Leab endowment would be used for scholarships instead.

6. ACRL Budget and Finance update. Schroeder reported as a member of the ACRL Budget and Finance Committee that the ACRL budget is in reasonable shape.

Adjournment at 2:30.

Respectfully submitted,

Jeffrey D. Marshall

ACRL RBMS Conference Development Committee
ALA Annual Meeting – Las Vegas, NV
Bally's - Palace 2
Sunday, 29 January 2014
8:30 – 10:00 a.m.

Draft Agenda (2014.06.12)

1. Welcome and introductions
2. Approval of minutes: [2014 Midwinter Meeting](#)
3. Preconferences
 - 3.1. 2016 (TBD)
 - 3.1.1. [University of Iowa proposal](#) (Prickman/Leslie)
 - 3.1.2. Alternatives (Leslie/Ondrla)
 - 3.2. 2014 Las Vegas (Brim/Jackson/Chung)
 - 3.3. 2015 Oakland (Culpepper/Micham/J. Nelson)
 - 3.4. Workshops (MacDonald)
4. Conference programs
 - 4.1. 2014 Las Vegas (Black/Pigza)
 - 4.2. 2015 Chicago (A. Nelsen)
 - 4.3. 2016 Orlando (Williams)
5. Old business
 - 5.1. [Preconference planning manual wiki](#)
6. New business
 - 6.1. Variety in approaches to preconferences (discussed in 3.1.)

Preconferences

2014 Las Vegas (ALA in Las Vegas)
2015 Oakland (ALA in San Francisco)
2016 TBD (ALA in Orlando)
2017 TBD (ALA in Chicago)
2018 TBD (ALA in New Orleans)
2019 TBD (ALA in Washington, DC)
2020 TBD (ALA in Chicago)
2021 TBD (ALA in San Francisco)

Committee membership consists of regular members, plus ex officio members drawn from preconference program chairs, conference program chairs, local arrangements chairs, and section chairs for three years; current seminars and workshops committee chairs

- ☐ Deborah J. Leslie (Chair, July 1, 2013, to June 30, 2014; member 1 July 2014 to 30 June 2015)
- ☐ Rebecca Fenning Marschall (Member, July 1, 2012, to June 30, 2014)
- ☐ Mary A. Lacy (Member, July 1, 2012, to June 30, 2014)
- ☐ Dr. Jennifer MacDonald (Member, July 1, 2013, to June 30, 2015)
- ☐ Edward C. Oetting (Member, July 1, 2013, to June 30, 2015)
- ☐ Dr. Marguerite Ragnow (Member, July 1, 2012, to June 30, 2014)
- ☐ Mr. James P. Ascher (Ex-Officio Member, July 1, 2013, to June 30, 2014)
- ☐ Ms. Lois Fischer Black (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ Ms. Richenda Lea Brim (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ Su Kim Chung (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ Ms. Erika Dowell (Ex-Officio Member, July 1, 2013, to June 30, 2014)
- ☐ Ms. Athena Nicole Jackson (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ R. Arvid Nelsen (Ex-Officio Member, July 1, 2013, to June 30, 2014)
- ☐ Fernando Pena (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ Ms. Jessica Pigza (Ex-Officio Member, July 1, 2013, to June 30, 2015)
- ☐ Victoria Ondrla (Staff Liaison, July 1, 2013, to June 30, 2014)

Incoming members

- ☐ Erika Dowell (Member, July 1, 2014, to June 30, 2016)
- ☐ E. Haven Hawley (Member, July 1, 2014, to June 30, 2016)
- ☐ Beth Kilmarx (Member, July 1 2014, to June 30, 2016)
- ☐ Cherry Williams (Ex-Officio Member, July 1 2014, to June 30, 2017)

Draft Minutes

ACRL/RBMS Conference Development Committee
ALA Annual Conference – Las Vegas, Nevada
Bally's – Palace 2
Sunday, June 29, 2014, 8:30-10:00 am

Attendees:

Lois Fischer Black (Lehigh University – Ex-Officio Member), Richenda Brim (Getty Research Institute – Ex-Officio Member), Danielle Culpepper (Rare Book School), Erika Dowell (Indiana University – Ex-Officio Member), Margaret Gamm (University of Iowa), Laura Hampton (University of Iowa), Haven Hawley (University of Florida), Athena Jackson (University of Michigan – Ex-Officio Member), Alex Johnston (University of Delaware), Beth Kilmarx (Binghamton University), Mary Lacy (Library of Congress - Member), Deborah J. Leslie (Folger Shakespeare Library - Chair), Jennifer MacDonald (University of Delaware - Member), Laura Micham (Duke University), Arvid Nelsen (University of Minnesota – Ex-Officio Member), Jennifer Nelson (Robbins Collection, University of California, Berkeley), Melissa Nykanen (Pepperdine University), Ed Oetting (Arizona State University - Member), Blynne Olivieri (University of West Georgia), Patrick Olson (University of Iowa), Tory Ondrla (ACRL Staff Liaison), Fernando Peña (Palmer School, Long Island University – Ex-Officio Member), Jillian Phillips (University of Iowa), Jessica Pigza (New York Public Library – Ex-Officio Member), Greg Prickman (University of Iowa), Henry Raine (New-York Historical Society), Colleen Theisen (University of Iowa), Susan Walker (Lewis Walpole Library, Yale University), Cherry Williams (Indiana University)

1. Welcome and introductions
2. Approval of minutes: 2014 Midwinter

The minutes from the January 26, 2014 meeting in Philadelphia were approved.

3. Preconferences
- 3.1 2016 RBMS Preconference – location TBD (ALA in Orlando)

3.1.1. University of Iowa proposal

Prickman from the University of Iowa presented a proposal to host the 2016 Preconference in Iowa City. The University of Iowa submitted proposals for the 2009 and 2013 preconferences (those preconferences were held in Charlottesville and Minneapolis, respectively), and was invited to submit a proposal again for 2016. Prickman described Iowa City's central location in the Midwest, the ease of transportation, which includes the Eastern Iowa Airport, a regional airport with numerous flights that is less than 20 minutes away, and the 4-hour driving distance from most major

cities in the Midwest. He mentioned the University's enthusiasm and willingness to act as a host and sponsor, described various options for other aspects of the preconference such as visits to historic towns nearby, Amish shared meals, and a very active restaurant scene in Iowa City.

Leslie raised the Committee's concerns over space issues: neither of the two adjacent hotels in downtown Iowa City have a space large enough to accommodate the ABAA Booksellers' Showcase and the opening plenary in the same location. She mentioned the need to ensure that there is adequate traffic through the Showcase during the two days that the booksellers are present, hence the need to find a venue that can accommodate both the Showcase and the opening plenary.

Prickman said that using the Iowa Memorial Union as a conference venue would be a solution to this problem. It is a facility on campus that is near the library and a 10-minute walk from the hotels. It includes a main lounge that is 14,000 square feet, a second floor ballroom that is 6,500 square feet, 8 breakout rooms, including 2 that are theater-style, each seating about 250. He emphasized that he would definitely be able to secure the space this far in advance, and that it could be the venue for the entire conference, if needed. He said that there were free campus shuttle buses and that a temporary additional route could be created to ferry attendees between the hotel, the Memorial Union, the library and local restaurants. He added that there would be no problem accommodating conference attendees in the two downtown hotels and additional dormitory housing. He said that there would be an active and capable local arrangements team drawing on the strength of special collections staff and library staff.

The timing of the preconference was discussed. Because ALA Annual will be in Orlando, a preconference in Iowa City could be separated in time from the ALA conference. Leslie pointed out that fewer than 50% of preconference attendees typically go to ALA, so that the timing and the geographical location of the preconference would not necessarily be an issue for most attendees. Prickman reiterated the ease of access to Iowa City and its convenient central location in the Midwest. Jackson mentioned that she appreciated the regional diversity of holding a preconference in the Midwest. Slive asked if there might be lower ABAA bookseller participation because of the location, and Nelsen said that the same question had come up prior to Minneapolis, but that ABAA participation had not gone down. Lacy mentioned that there is a perception that holding a preconference away from the coasts will result in lower numbers of attendees, but that this is not borne out by recent experience.

3.1.2. Alternatives

Ondrla described a proposal received from the Marriott Savannah Riverfront Hotel, which has good meeting spaces and a room rate of \$153 a night, including wifi. She mentioned the historic location, the beautiful squares and parks, and the potential for great reception venues. She described the Savannah option as an instance when the Committee would choose the location first, and then find local or regional institutions that could support the preconference. She also said that a lot of the logistics of the preconference could be outsourced to a local conference management company. Olivieri of the University of West Georgia said that her institution could help with local arrangements. Jackson mentioned that there were no local RBMS members to work on

local arrangements in Las Vegas, but that the preconference had turned out fine. Nelsen said that it was possible to put on a preconference without local institutional support, but that the participation of local institutions was still very important. He said that RBMS should be open to alternatives. Ondrla described this as one way the Committee could work in the future: select the location first, and then cultivate interest and support among local people and institutions.

3.1.3. Reimagining the Preconference

Leslie raised the possibility of changing the name of the RBMS Preconference to “RBMS Conference,” a proposal that Mary Ellen Davis and Ondrla of ACRL support. It would be a more accurate representation of the scale and scope of the preconference, which takes place over several days, as opposed to other ALA preconferences, which typically are half a day or one-day events. She said that this change would give more flexibility for choosing the time and place of the preconference, and that the conference might even occasionally be held at other times of the year to coincide with other events of interest to the membership. These might include the bi-annual ACRL Conference, the New York ABAA Book Fair, Bibliography Week, and the Society of American Archivists Conference. Some of those present raised concerns, such as the difficulty of getting travel money to attend both conferences when RBMS and ALA are held at different times and in different locations. Leslie said that she would bring up the issue of the name change from “Preconference” to “Conference” for discussion at the RBMS Executive Committee meeting.

3.2. 2014 RBMS Preconference – Las Vegas (ALA in Las Vegas)

Instead of a formal report, Leslie asked if there were any suggestions or lessons to be learned from the just-concluded Las Vegas preconference. Suggestions and concerns included making sure the moderators help speakers with logistics such as placement of microphones and that moderators know what is expected of them, that sessions need to end on time, that timing should allow for Q & A, that housekeeping announcements at plenaries take less time, that three speakers at each plenary were too many, and that moderators need to work closely with speakers and have a better sense of the audience. Leslie suggested posting guidelines for moderators on a wiki. Brim mentioned that discussion groups are deliberately not recorded to allow for truly open discussion, and that attendees at all sessions need to know whether or not they are being recorded.

Other aspects of the Las Vegas preconference that were discussed included the success at making new members feel welcome. Jackson said that members should continue making a concerted effort to talk to first-time attendees and make themselves available to answer their questions, and that they should ask new people “what do you hope to get out of RBMS?” Nelsen mentioned some issues with the New Members Orientation: while attendees loved the interactive aspect of the orientation, the front matter went on for too long, with too many people speaking, and that this needed to be scaled back. Slive said that moderators and people introducing speakers at the preconference need to make sure to mention the specific sponsor at each session, and that RBMS leadership should thank sponsors at every opportunity.

3.3. 2015 RBMS Preconference – Oakland, Calif. (ALA in San Francisco)

Pigza described a number of programming innovations being discussed for the 2015 RBMS Preconference in Oakland. She said that the Alternative Formats Subcommittee of the 2015 Preconference Program Planning Committee is considering a number of ideas: an ABAA discussion session; a reading group, with a book assigned for reading in advance of the conference; a session on bibliographical challenges and successes; issues of work-life balance and professional development; participatory sessions; “lightning” sessions, in which speakers would present for only a few minutes each; the lifecycle of an object in special collections, with different voices talking about their specific role working with the object.

The Committee discussed the great variety of types of sessions described. The matter of conflicting time slots was brought up, and Jackson suggested asking attendees ahead of time which sessions they might attend; Slive mentioned that especially in light of increasing attendance, having an idea of how many people will be there in advance of individual sessions would help with planning. Ondrla mentioned that an attractive feature of the University of Iowa’s proposal for 2016 was the availability of 8 breakout rooms, which are typically very hard to come by, and which will allow for many simultaneous sessions. Micham mentioned the need to train facilitators at discussion sessions. Jackson stressed the importance of sponsorship of sessions, and that sponsors like knowing that people will be attending the sessions. She also said that there might be specific sessions that would lend themselves particularly well to institutional support. Culpepper said that the Seminars Committee was discussing proposals for between 11 and 13 seminars, and that there might be 5 or 6 experimental sessions at the Preconference.

There being no reports for other agenda items, the meeting was adjourned at 10:00 am.

Respectfully submitted,
Henry F. Raine

RBMS Diversity Committee, co-chairs Katharine Chandler and Chella Vaidyanathan

ALA Annual Conference, Las Vegas, 2014

Ballys Palace I

Sunday, June 29, 8:30-10:00 AM

Meeting Minutes, submitted by Chella Vaidyanathan.

1. Call to order and introductions: Katharine called the meeting to order. Attendees introduced themselves to the group.

2. 2014 Diversity Committee Seminar: For this preconference, the Diversity Committee presented a great seminar, "Unveiling the Past: Hidden Diversity in the Archives." The seminar was scheduled from 1:30-3 pm on Thursday, June 26. The speakers were Shayne Del Cohen (The Indian Reporter), Mike Kelly (Head of Archives and Special Collections, Amherst College), and Paula Mitchell University Archivist, Southern Utah University). Focus of this seminar was on Native American collections. The presenters did a great job and the seminar was well-attended. The PPT slides of their presentations will be made available on the [RBMS preconference website](#).

3. Membership Survey Update: Melissa Nykanen sent an e-mail to committee members and requested them to provide [feedback on the membership survey](#). Athena Jackson had e-mailed earlier that it would be ideal to have a question about leadership roles/ positions. Melissa responded that the survey results can be filtered according to the responses received for the question regarding the race and ethnic identification. Then, their leadership roles or positions could be gleaned from those responses.

4. Historical Documents update (Web site): At present, Katharine and Athena are working on this one. Katharine will be rolling off the committee. As ex-officio member, she will continue to work on this and hand it off to others. The content will be migrated to the new website for the historical documents.

Diversity toolkit update: Chella sent the updated Diversity Toolkit in MS Word to the committee members with updates highlighted in yellow. After committee members provide feedback, changes will be made and the final version of the updated toolkit will be saved to the RBMS Diversity Google drive folder.

6. Scholarships update: There was a great number of applicants for scholarships this year. It was an emotional experience to read the applicants' personal statements and make the final decision. The only criterion given to make the decision was diversity/ underrepresented groups that demonstrated financial need. There was an average of 20 scholarships this year. It was also discussed that we need to do a better job of marketing RBMS scholarships. Some of the suggestions include:

- a) contacting library schools
- b) connecting to other academic libraries
- c) reaching out to ARL Diversity scholarship recipients
- d) reaching out to SAA
- e) Curtis will contact ARL to know if they would be interested in funding some scholarships in future as they are involved in diversity initiatives
- f) Contacting 2015 Preconference Committee and former scholarship winners to determine feasibility of featuring past scholarship essays on Preconference blog to raise awareness of scholarships.

7. Budget, postcards, and budget committee meeting: Katharine mentioned that Juli McLoone paid \$40 for the initial printing of the postcards. She said that it was decided that the diversity committee would have \$230 for postcards/ budget in September. They need to be printed out for the upcoming book fairs. The next book fair is going to be held in California.

Juli asked committee members to provide a final review of the postcard. Members agreed that both the postcard and the quote by Jackie Dooley looked fine.

8. Passing on the torch: Juli McLoone and Elizabeth Joffrion are the new Co-Chairs of the RBMS Diversity Committee.

9. Old and New Business:

M&PD and Diversity Committees coordinated the brown bag lunch for new members. It was successful and members have decided to continue it as there is real value in this effort. It is a great opportunity for new members to meet colleagues and learn about the profession. 58 registered for the mixer and 90 registered for the brown bag. Due to some union issues about bringing food into the hotels in Las Vegas, members went to Napoleon's for lunch. M&PD came out with great plan for next year. It was suggested that in future members can break up into smaller groups and choose to eat at inexpensive places nearby to avoid similar kinds of problems.

Juli mentioned that deadline for submitting seminar proposal has passed. However, the seminars committee might still be open and willing to accept a brief proposal. She mentioned that it would be great to have two volunteers to work on the proposal. Beth said that the future session could focus on community archives. Possible topics could include labor archives, Japanese-Americans, LGBT archives, etc.

Katharine suggested that if possible all members of the diversity committee could be liaisons for other RBMS committees. She checked with exec. and said that it would be create problems if this needs to be done officially. Hence, the best way to do this might be on a case-by-case basis.

RBMS Diversity Committee ALA Annual Attendees and Contact Information

[Juli McLoone](#). University of Texas at San Antonio.

[Chella Vaidyanathan](#). John Hopkins University.

[Katie Henningsen](#). University of Puget Sound.

[Elspeth Healey](#). University of Kansas.

[Megan Scauri](#). Arader Galleries.

[Kimberly Tully](#). University of Miami [Ohio].

[Kim Schwenk](#). San Diego State University.

[Melissa Hubbard](#). Case Western Reserve University.

[Elizabeth Joffrion](#). Western Washington University.

[Shannon Supple](#). University of California Los Angeles.

[Francie Devine](#). IU Graduate.

[Jennifer Talley](#). University of Michigan.

[Michelle Mascaro](#). University of Akron.

[Curtis Small](#). University of Delaware.

[Lisa Cruces](#). University of Houston.

ACRL Rare Books and Manuscripts Section (RBMS)
ALA Annual Meeting, Las Vegas, NV
Leab Awards & RBMS Information Exchange I & II (LVCC—N111)
Sunday, June 29th, 2014
Moderator: Athena N. Jackson, Member-at-Large 2012-2015

Anticipated Schedule*

3:00-3:45 - Leab Awards

4:00-5:30 - Information Exchange

Agenda

Secretary's Announcements: Anne Bahde

Programming

2014 Preconference Program Planning (Las Vegas): Richenda Brim and Athena N. Jackson

2014 Preconference Local Arrangements (Las Vegas): Su Kim Chung

2014 Annual Conference Program Planning (Las Vegas): Lois Black and Jessica Pigza

2015 Preconference Program Planning (Oakland): Danielle Culpepper and Laura Micham

2015 Preconference Local Arrangements (Oakland): Randal Brandt and Jennifer Nelson

2015 Annual Conference Program Planning (San Francisco): Jason Kovari

Committees and Task Forces

Archivist/Records Manager: Marten N. Stromberg

Bibliographic Standards: Nina M. Schneider

Budget and Development: Mary A. Lacy

Conference Development: Deborah J. Leslie

Diversity: Katharine C. Chandler and Chellammal Vaidyanathan

Exhibition Awards: Cherry Williams

Membership and Professional Development: Katie L. B. Henningsen

Nominating: Mike Kelly

Publications and Communications: Jason Kovari

RBM: Beth M. Whittaker

RBMS News: Jason Kovari

Scholarship: Amy N. Roberson

Security: Lois Fischer Black

Seminars: Jennifer Borderud and Heather Smedberg

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 O'Hara Conway and Mark Greenberg

SAA-ACRL/RBMS Joint Task Forces on Holdings and Public Services Metrics: Martha O'Hara Conway and Christian Dupont

Web Team: Jason Kovari

Workshops: Jennifer MacDonald

***45 minutes for Leab; 90 minutes for Info Exchange. Per usual practice, please keep your reports brief, suggest: 1 to 1.5 minutes/report.**

Discussion Groups

Collection Development: Marten N. Stromberg
Curators and Conservators: Beth Kilmarx and William T. La Moy
Digital Special Collections: Jason Kovari and Melissa Hubbard
Manuscripts and Other Formats: Erin C. Blake
Public Services: Julia Gardner
Technical Services: Ann K. D. Myers and Melissa A. Torres

Liaisons to Other Groups

ACRL Budget and Finance: E. C. Schroeder
ACRL Leadership Council: Erika Dowell, Arvid Nelson, and Fernando Peña
American Printing History Association (APHA): William T. La Moy
Antiquarian Booksellers' Association of America (ABAA): E. C. Schroeder
Association for Library Collections and Technical Services/Preservation and Reformatting Section (ALCTS/PARS): TBA
Association of Research Libraries (ARL) Special Collections Working Group: Jackie Dooley
Bibliographical Society of America (BSA): TBA
Committee on Archives, Libraries, and Museums (CALM): Christian Dupont
Maps and Geospatial Information Round Table (MAGIRT): Nancy A. Kandoian
Society for the History of Authorship, Reading, and Publishing (SHARP): Richenda L. Brim
Society of American Archivists (SAA): Matthew L. Beacom

Other Professional News

California Rare Book School: Susan Allen
Center for Bibliographic Studies and Research (CBSR): Brian Geiger
Diasporic Literary Archives Network: E. C. Schroeder
Government Documents Round Table (GODORT): Elizabeth A. Sudduth
Grolier Club: Barbara Bieck
International Federation of Library Associations and Institutions (IFLA): E. C. Schroeder
Rare Book School at the University of Virginia: Danielle Culpepper

RBMS Leab Exhibition Awards committee Agenda

ALA Annual Conference, Las Vegas, Nevada

Saturday, June 28, 2014

Location: LVCC Room N 214

Time: 8:30AM—11:30 AM

- A. Call to Order
- B. Designation of Recorder
- C. Introductions of members and visitors
- D. Announcements
- E. Review and approval of minutes from ALA Midwinter 2014 meeting
- F. Financial Report
- G. Review of 2014 award cycle
- H. New Business
- I. Old business
- J. Other

RBMS Leab Exhibition Awards Committee Agenda

ALA Annual Conference, Las Vegas

Saturday, June 28, 2014

Location: LVCC Room N214

Time: 8:30-11:30 AM

A. Call to Order

The meeting was called to order at 8:33 AM.

B. Introduction of members, new members and visitors

Introductions were made around the table and a sign up was sheet circulated.

Members present were:

Cherry Williams, Lilly Library, Indiana University, Outgoing Chair; David Faulds, Emory University, Incoming Chair; Alex Johnston, University of Delaware; Molly Dotson, Yale University; Jocelyn Kaplan, Harvard University; Elizabeth Call, Columbia University; Gabriel Swift, Princeton University; Juli McLoone, University of Texas, San Antonio; Jason Kovari, Cornell University; Maggie Kopp, Brigham Young University, Marten Stromberg, University of Illinois; Deborah Whiteman, University of Toronto.

Guests: Natasha Lyandres, Notre Dame University

C. Designation of Recorder

Deborah Whiteman

D. Announcements

There were no announcements

E. Review and Approval of Minutes from ALA Midwinter 2014 meeting

F. Minutes from the 2014 ALA Midwinter committee meeting in Philadelphia were approved.

G. Financial Report

The Leab Endowment breakdown from Sept. through April 2014 is as follows:

The Leab endowment principal is \$38, 013.

From September 1, 2013 - April 30, 2014, the endowment earned \$975.

There were \$184 in bank charges, and \$48 in postage charges, which leaves a balance of \$743 in the spending account.

Between 9/1/13-4/30/14, there have been \$175 in donations for building the endowment.

H. New Business

Lists & Flyers for the RBMS Preconference bags:

In the past, the Exhibition Awards Committee created a list (usually about six pages) of bibliographic citations for each printed catalogue or electronic exhibit entry submitted by various institutions that year; the list went into every RBMS Preconference bag.

Former Leab chair, Molly Schwartzburg, had questioned the validity of this practice - is it necessary? The Leab committee felt (at that time) that this may be more paper that people were just throwing away. The list was not included in the bag items this year. Instead, we have included an attractive flyer advertising the 2014 Leab competition and the October 15 deadline for submissions; the cost of this is paid for by ACRL.

The question was raised: what do we want to do going forward?

Swift noted that he had a couple of people asking for the list this year, so perhaps we shouldn't get rid of the idea altogether; he suggested that we make a bookmark with a QR code on the back; people could then access the Leab web page and get this information there.

Williams agreed and suggested we do a colorful, 'flashy' bookmark, with pictures of the winners on it; the committee members all supported this idea.

Leab display at 2014 Preconference Booksellers' Showcase:

Williams remarked that we didn't have as many people looking at the electronic exhibitions this year, even though we had a larger space for the Leab display. The group suggested that maybe this was because we just had only one laptop computer this year (as opposed to two last year) or perhaps it was due to the location of laptop off to the far side of the table. Williams and others noted that there was lots of interest in the print catalogues on display.

We had exceptionally long, spacious tables and a great location at the entrance to this year's Booksellers Showcase. Williams noted that Tory Ondrla helped us to get the tables and space; she emphasized that Tory is happy to do this again next year; we need only ask.

Archiving the electronic exhibits submissions:

Marten Stromberg (RBMS Archivist), from the University of Illinois, is joining the Leab committee this year and will be helping to archive the electronic exhibitions. The Leab committee should give the URLs of the electronic exhibitions to him for archiving at the University of Illinois (which is the official archive for ALA/ACRL). Kovari noted that RBMS.info is moving to WordPress and that the Leab site will be web archived with Archive-It. He said that we don't actually have a plan for the web archiving; does Illinois want us to have permissions from the submitting institutions?

Williams and Kovari: we have asked Web Team to work on the entry form, so that the Chair doesn't have to cut and paste all of the information from the form into an excel spreadsheet, which is extremely time-consuming work for the Chair. The goal is to have an electronic submission form that automatically populates a spreadsheet.

Williams: we are now able to have one or two Leab interns who can help with some of the committee work - i.e. some of these technological challenges. (The Chair can put out a call for interns, along with the general call for members in spring.)

Julie McLoone volunteered to assist Marten by writing to ask institutions for permissions to archive their electronic exhibit submission websites, going back to 2002.

Kovari recommended also doing a quick google search to make sure that the URLs are still the same.

McLoone will word the request for the permissions as an opt-out option; we should also add this request to the new submission form: add - "ACRL/RBMS reserves the right to preserve and make accessible electronic exhibitions submitted ..."

G. Old business

Swift: As discussed at past judging meetings, it is sometimes difficult to distinguish between categories, such as: expensive, moderately expensive catalogues, brochures, etc. Swift is working with Kovari to modify the current form and criteria: the current cost per catalogue is determined by the production cost divided by the no. of copies printed; this can vary a lot - how to make this more fair? With small print runs (under 100 copies), this raises the price considerably.

Other things to consider: is it a commercial publication or is it free?; was it created with in-house design and printing? What constitutes a brochure? Swift volunteered to review the print submissions for the last couple of years in order to see what the issues are here, recognizing that it is sometimes difficult to assign a fair category to a submission. How do we want to move forward? Maybe look at the historical data, and see if there were other examples of previous anomalies that would help us to reevaluate the way we are assigning print submissions to categories. Our ultimate goal is to make this categorization process as fair as possible, in terms of what is competing with what.

October 15, 2014 is the cutoff date for all submissions for the 2015 competition.

H. Other Business

Member-at-large to Executive Committee, Athena Jackson, joined the meeting. Jackson made a public announcement at the Preconference, saying that RBMS welcomes contributions to the Leab Awards and to Scholarships.

We are committed to exploring different ways to do vibrant fundraising for the Leab. Jackson mentioned that Caldex sponsored breaks at this Preconference; every event was sponsored this time.

Idea for promoting Leab Awards more at Preconferences: maybe have a Leab ribbon, with "ask me about my exhibit" or "Leab contributor" on it; the committee felt that it would be nice to acknowledge contributors; all agreed ribbon would be a nice touch.

Jackson suggested that we ask Budget & Development what it would cost to make Leab ribbons; we can then let Exec know that we are planning to do this; ACRL would probably pay for it.

Williams: maybe we could have a Leab banner made for the table?
There was general support for the ribbons and for the banner idea as well.

It was also confirmed that Liz Call and David Faulds will liaise with B & D for fundraising, if and when this becomes necessary.

McCloone noted that the Preconference table offers limited visibility - asked whether we could add a bibliography; perhaps we could have institutions attach a JPEG image of the cover of the catalogue? This could be part of the submission process.

Other suggestions for more Leab visibility: next time, showcase the computer and electronic exhibitions more. Jackson: maybe showcase this via a laptop at the Technology Petting Zoo next year. Committee liked this suggestion.
Also, have members talk it up - at New Members Mixer, etc.

Williams talked about new practice of doing "speed dating" chats with people at the New Members Orientation - much more interactive - we got more interest in the Leab Committee for this year.

We could also promote the Leab Award winners on the Preconference blog; Laura Micham and Danielle Culpepper are the contacts for blog submissions; could also add images of catalogues to blog.

Kovari asked Stromberg about the permissions: we should ask for permissions to put our material on CDL; Martin has already sent the URL's to the ALA Archives: the ALA Archivist is responsible for putting things into the CDL, and ultimately to the University of Illinois repository; Illinois now has an IR in CDL; Stromberg stated that we could put PDFs of entire exhibition catalogues into the University of Illinois IR. The Committee liked this idea.

Chris Prom is dealing with the CDL part of this. Stromberg: there are different community spaces within the CDL; the hierarchy still has to be set up for this in CDL

I. Review of 2014 Award Cycle

Questions about shipping schedule at Christmas, especially with a larger committee - can be tight for people over Christmas.

Most times, you have two weeks with your box; we try to ship in a way that makes sense geographically.

We had 31 catalogues; 22 electronic submissions this year.

Point was raised that we will want to pay attention to cutoff dates for catalogue and electronic exhibit submissions: make sure they fit within our parameters.

Faulds spoke to Jennifer Sheehan at the Grolier Club; asked them to submit their catalogues regularly to Leab

J. Meeting was adjourned at 10:15 AM.

Respectfully submitted,

Deborah Whiteman, recorder

RBMS Membership & Professional Development Committee Minutes

ALA Annual Meeting, Las Vegas

Saturday, June 28, 2014

8:30 a.m. ó 10:00 a.m.

Paris Hotel - Champagne 2

Members present: Katie Henningsen (chair), Alison Clemens, Elspeth Healey, Melanie Meyers, Melissa Nykanen, Pat Olson, Jennifer Sheehan, and Kimberly Tully

Guests present: Jason Dean, Melissa Hubbard, Erika Jenns, Mary Lacy, Cheryl Aine Morrison, Arvid Nelsen, Jessica Pigza, and Shannon Supple

Minutes by Melissa Nykanen

1. Welcome and Introductions

K. Henningsen welcomed members and guests. All present introduced themselves.

2. Selection of Recorder

M. Nykanen agreed to take minutes.

3. Liaison Reports

- a. *ACRL Membership Committee:* K. Henningsen reported that the ACRL Membership Committee would be meeting that afternoon at 3pm.
- b. *RBMS Scholarship Committee:* J. Sheehan reported that there were 48 scholarship applicants this year. Twenty received scholarships, including nine full scholarships. Three of the scholarship winners self-identified as belonging to underrepresented groups.
- c. *RBMS Diversity Committee:* K. Henningsen reported that the Diversity Committee would be meeting the following morning. At the Midwinter meeting, M&PD asked members of the Diversity Committee to participate in the review of the Membership Survey, which they did. Since K. Henningsen is rotating off of M&PD at the end of the conference, K. Tully has agreed to take over as liaison to the Diversity Committee.
- d. *Book Fair:* On behalf of Meghan Constantinou, K. Henningsen reported that the California and New York book fairs went very well. Nina Mamikunian was captain for California and M. Constantinou was captain for NYC. Both fairs had plenty of volunteers. For NYC, M. Constantinou focused more on promoting RBMS versus other bookish organizations. This clarified the point of the table and made more sense for everyone involved.

The Diversity Committee will share some of the postcards they developed for the book fair handouts.

Action Item: P. Olson agreed to put together a brief list of talking points for book fair representatives on why private collectors might want to donate materials to special collections, including preservation of their collection, posterity, contributing to new knowledge, inspiring others, etc. This handout could be used by representatives at the book fair table.

- e. *Core Competencies in Special Collections Librarianship Task Force:* J. MacDonald reported that the Task Force is creating a working paper that will be sent to the RBMS Executive Committee next month. The paper will recommend that the current Core Competencies be kept but revised. The revisions are currently being developed. MacDonald reported that the revised Competencies will likely provide competencies that one might expect to have at the beginning of a career, as well as later in a career. The Competencies will also include suggestions for how or where these competencies could be gained, both for those entering the profession and those already in the profession

4. Ongoing Activities

- a. *Educational Opportunities Directory:* On behalf of C. Jacobs, K. Henningsen reported that since Midwinter, the group contacted curriculum directors and administrative assistants in each program to confirm the information listed in the directory. If contact was made, links were checked for accuracy and corrected if needed. If no contact was made, links were checked for accuracy and information was corrected from the institution's website, when possible. Some institutions had changes to their ALA accreditation status, and those issues are noted where applicable.

The group also created a Continuing Education and Professional Development page to highlight opportunities for post-LIS graduates and individuals at various stages of their careers seeking further skills.

The group will work on gathering a list of potential contacts to begin fall edits in September. Some institutions have had no contact since 2012, and those sections will be the primary focus for the next round of edits to ensure accuracy.

- b. *Buddy Program Report:* M. Meyers reported that there had been more buddy volunteers than buddy requests at the 2014 ALA Midwinter conference. The survey responses were good. For the 2014 RBMS Preconference, there were approximately 35 buddy requests, more than twice as many as last year. Initially, 13 buddies volunteered. M. Meyers sent requests to past buddies and was able to make all the matches. Some buddy volunteers took two or three buddies. The results from the evaluation forms will go on ALA Connect.

Discussion followed on whether we should encourage all buddy volunteers to attend the New Members Mixer and the brown bag lunch, but it was noted that

cost could be a barrier. A. Nelsen will explore sponsorship for the New Members Mixer for next year, particularly exploring library school sponsors, this might subsidize the cost for first time attendees.

- c. *Mentoring Program:* K. Henningsen reported that we currently have six active pairs in the RBMS Mentoring Program, including three new pairs since Midwinter. Finding mentors has been fairly easy and we have no queue at present.
- d. *Member Survey:* E. Healey and M. Nykanen reported that a draft of the survey had been distributed to the Executive Committee and various committee chairs, and feedback had been incorporated. M&PD members received this revised survey and were welcome to provide feedback. The next step will be to send this survey to the Executive Committee for approval.
- e. *Committee Website/FAQ:* E. Healey reported that the RBMS.info website will be migrating from static HTML to a new content management system (WordPress). A demo site was shared at the Technology Petting Zoo at the Preconference, and a call for further feedback will be distributed via the RBMS-L listserv in early July. The site migration is slated to take place by the end of the summer. In the new site, the Careers FAQ will change to a click and reveal format. A. Clemens will be taking over as the new M&PD web liaison. Documentation about the M&PD web liaison role has been added to the M&PD space on ALA Connect.
- f. *Letters to New Members:* K. Henningsen reported that as of May, we have 1,639 members; this is a drop of 5.3% since the same time last year. Numbers tend to rise and fall by small percentages, so there is no significant concern here. 156 letters have been sent out since Midwinter to new and returning members.

Action Item: M. Constantinou and M. Meyers will forward A. Nelsen the monthly overview of membership statistics.

5. Las Vegas Preconference Follow-Up

- a. *Preconference Orientation:* K. Henningsen reported that we had 85 attendees at the Preconference Orientation. A new format was used in which attendees rotated to committee chairs every three minutes to learn about the different RBMS committees, following a 30-minute presentation by RBMS leadership. It took a bit more orchestration, but all seemed to go smoothly. The Preconference surveys should give an indication of how attendees felt about this format.

A discussion on this new format followed. Feedback from those who participated in the orientation was positive. It was noted that there wasn't quite enough time for attendees to visit all of the committee chairs, and it was proposed that the intro session could be even shorter, and/or each chair could speak for two rather than three minutes. A representative from ABAA was included in this session, and all present felt this was positive.

- b. *New Members' Mixer*: On behalf of T. Ondrla, K. Henningsen reported that the Mixer had 58 people registered to attend, including a mix of new and established members. It was held in Ballyø Skyview Promenade from 5:00-6:30 p.m. on the first day of the Preconference.

Discussion followed on how to make this event more accessible to new members. Besides finding sponsorship to cover the cost of the Mixer, other suggestions included giving established members the option to pay for a new member to attend when they register for the Preconference, using excess funds from scholarships towards defraying the cost of the mixer for scholarship winners, and tiered cost levels for tickets.

- c. *New Members' Brown Bag*: K. Henningsen reported that for the past few years, we have co-hosted a New Members' Brown Bag lunch with the Diversity Committee. This event provides new members with an opportunity to sit and chat with more experienced members, ask questions, and hopefully learn about RBMS. It has been well-received by new and existing members, and this year, there were approximately 90 attendees. At the last minute, the cost of lunch was covered by RBMS. Having the lunch paid for is not sustainable moving forward, and we need to consider how and if we want to continue this event.

Discussion followed on ideas for this event for future Preconferences. One option might be holding the event in a hotel room or outdoors, but both of these could be problematic due to weather and the number of attendees.

K. Henningsen proposed an idea to do something similar to restaurant night where experienced members lead a small group of new members to a local restaurant for lunch, where everyone pays for their own meal. K. Henningsen noted that this is an opportunity for someone to take on the role of "Brown Bag Lunch Coordinator." This person could work with the Local Arrangements Committee. With this new format we will need to move away from calling it a Brown Bag and find new name for the event.

- d. M&PD sponsored seminar, *Retrofitting Expectations or Redefining Reality: What Does the Future of the Special Collections Professional Look Like?*: A. Nelsen received positive feedback regarding this seminar. Many topics were discussed, and there was more content to cover than time allowed. There was some discussion related to issues that affect women such as leaving or cutting back time at work or in professional organizations as a result of raising children that came up during this seminar, which could possibly lead to a follow-up discussion group.

6. Brainstorming for 2015 RBMS Preconference

Two seminar proposals were submitted for the 2015 RBMS Preconference:

- Collaborative Instruction in Special Collections: Methods, Means and Modes, prepared by Charlotte Priddle and Alison Clemens
- Digital Humanities and Special Collections: New Tools, Challenges, and Opportunities, prepared by Melanie Meyers and Maggie Kopp

In addition to the seminars proposals, there will be calls for short papers, discussion groups, and posters at the 2015 Preconference. The theme of the 2015 Preconference is, "Preserve the Humanities! Special Collections as Liberal Arts Laboratory." K. Henningsen encouraged committee members and guests to consider submitting a proposal for one of these calls.

7. Committee Membership and Assignments

Eight new committee members are rotating on to the M&PD Committee after ALA Annual. K. Henningsen welcomed the new members and invited them to volunteer for any of the committee activities that sound interesting.

K. Henningsen will be rotating off of the committee this year. M. Meyers and M. Constantinou have agreed to become the new co-chairs of M&PD for the 2014-2016 cycle.

Kathryn Brooks, Kevin Butterfield, Cait Coker, and Garth Reese are rotating off of the committee. K. Henningsen thanked them for their service.

K. Tully will take over as liaison to the Diversity Committee, A. Clemens will become the new Web Liaison, and C. Priddle will assist on the Buddy Program, which K. Tully will be taking over. Courtney Jacobs will take over as lead of the Educational Opportunities Directory, and M. Nykanen is the new Scholarships Liaison.

In addition, the following opportunities are immediately available: one or two people on the Educational Opportunities Directory team, and a couple of people for the Membership Survey team. If any committee members are interested in these opportunities and would like more information, they should contact M. Meyers and M. Constantinou.

8. New Business

As chair of M&PD, K. Henningsen has been approached by multiple RBMS members with concerns related to family and work/life balance issues in the profession. Discussion around possible ways to address these issues followed, including a possible discussion group at RBMS or at ALA and a blog post from the chair of RBMS. K. Henningsen will present these thoughts to the Executive Committee.

Minutes respectfully submitted by Melissa Nykanen, July 3, 2014.

From: [Bahde, Anne](#)
To: [Megan Griffin](#)
Subject: FW: RBMS PubComm 2014 Annual virtual meeting
Date: Saturday, May 31, 2014 3:29:08 PM

PubComm agenda for 2014 Annual

From: [Jason Kovari](#)
Sent: Friday, May 30, 2014 1:00 PM
To: [RBMS](#)
Subject: [RBMS] RBMS PubComm 2014 Annual virtual meeting

Colleagues,

The RBMS Publications & Communications Committee will meet virtually in-place of an in-person meeting at the 2014 ALA Annual Conference in Las Vegas, NV; the virtual meeting will occur on Tuesday June 17th, 4-5pm EST.

[Join the virtual meeting](#)

Password: rbms

Agenda:

RBMS Publications and Communications Committee
Tuesday, 2014 June 17. 4-5pm EST

Call to order
Designation of a recorder
Introductions

Reports from working groups and ex-officio liaisons

1. Web Team
2. Documentarian
3. News Editor
4. Listserv
5. RBM

Unfinished Business

1. Your Old Books editing

New Business

1. Other business

Announcements

Adjournment

Submitted 2014 May 30
Chair: Jason Kovari, Cornell University

*From: Smedberg, Heather [hsmedberg@ucsd.edu]
Sent: Tuesday, July 22, 2014 5:00 PM
To: rbms@ala.org*

Subject: [RBMS] RBMS Seminars Committee - 2014 ALA Annual Meeting minutes

The RBMS Seminars Committee Meeting Draft Minutes from 2014, Las Vegas, are now available for viewing and comment on [ALA Connect](#) and also below.

The 2015 Proposals we discussed are not included below, but can be found on ALA Connect.

Thank you,

Jennifer Borderud & Heather Smedberg
RBMS Seminars Committee Co-Chairs

**RBMS Seminars Committee Meeting
ALA Annual 2014 - Las Vegas
Saturday, June 28th
Las Vegas Convention Center - N238
1-2:30 pm**

Attending: Jennifer Borderud (Baylor University), Heather Smedberg (UC San Diego), Elspeth Healey (University of Kansas), Melissa Nykanen (Pepperdine University), Katie Henningsen (University of Puget Sound), Anne Bahde (Oregon State University), Mattie Taormina (Stanford University), Sarah Horowitz (Haverford College), John Overholt (Harvard University), Lois Fischer Black (Lehigh University), Michael Inman (New York Public Library), Sara Logue (Emory University), Jennifer Schaffner (OCLC Research), Julie Grob (University of Houston), Marlayna Christensen (UC San Diego), Danielle Culpepper (Rare Book School), Molly Dotson (Yale University), Laura Micham (Duke University), Colleen Thiesen (University of Iowa), Leah Richardson (University of Chicago), Mark Greenberg (Western Washington University), Alex Johnston (University of Delaware), Marilyn Rackley (Atlas Systems), Hjordis Halvorson (Newberry Library)

I. Those attending the meeting introduced themselves. Friedman-Shedlov volunteered to act as recorder.

II. Minutes of the January Midwinter meeting were approved.

III. Chairs Borderud and Smedberg thanked those rotating off the committee for their service.

IV. The chairs asked for general comments on the 2014 seminars. It was noted that a couple of the seminars (Publishing for Professional Growth and the Future of the Special Collections Professional) experimented with different, more interactive formats this year, and that this was well-received. It was suggested that this type of format is especially suited to the afternoon time slots.

In response to a question from a first-time attendee asking for more clarification on what defines an RBMS Preconference seminar, chairs Borderud and Smedberg explained that they are first and foremost intended to be educational in nature, rather than just reportative. Micham added that they may or may not focus on the conference theme. Others commented that it is important to ensure that the content among speakers is not redundant, and that plenty of time is left for Q & A. It was noted that many speakers this year were not RBMS

members or were new to RBMS and may not have been as familiar with the format of RBMS seminars. It is important for the seminar liaison to clarify this. A recommendation was made that each seminar plan for 30 minutes of time for Q & A. It was also highly recommended that seminar participants and liaisons have at least a couple of phone conversations/conferences as a group, so that speakers know what the other participants will be covering. Schaffner suggested that this be written up as a best practice.

Several people commented on how helpful the A.V. staff person from Bally's was, and requested our thanks be conveyed for the excellent service.

Greenberg commented that it was extremely helpful that funding was made available to facilitate bringing in some speakers who are not RBMS members. Others agreed this was critical to the success in recruiting speakers for seminars.

V. The committee reviewed the proposed seminars for the 2015 Preconference:

Culpepper and Micham, 2015 Preconference co-chairs, said that there will likely be 11-13 seminar slots, as evaluations show they are a major attraction for attendees. They may experiment with having more concurrent break-out sessions, as attendees have requested smaller, more intimate sessions. Liaisons need to be sure to communicate appropriate expectations about audience size to speakers.

It was noted that more concurrent sessions means harder choices for attendees. Henningsen asked whether more would be recorded. Greenberg also noted that careful groupings of sessions so that they appeal to different audiences is also helpful, when possible.

Culpepper and Micham also emphasized the importance of moderators keeping speakers to time limits to ensure Q & A time.

1. Curating Relevance: Engaged Collection Development

Greenberg mentioned that his interest was particularly piqued by the idea that the seminar would discuss use of demographic data.

2. Ladies and Gentlemen, Put Your Hands Together: Successful Technical Services and Public Services Collaboration.

Friedman-Shedlov wondered whether the seminar would be dealing with rare books/special collections or archival materials, or, ideally, both. Henningsen asked if it would touch on the impact of MPLP (More Product/Less Process). Greenberg asked for some clarification on whether the focus would be on best practices based on organizational structure or on organizational culture.

3. Collaborative Instruction in Special Collections: Methods, Means and Modes

Henningsen noted that they hope to diversify by looking for someone from a small and/or non-academic institution as the third speaker. Others suggested it might be helpful to have the third speaker be a faculty member who has worked with a librarian or archivist on such a collaboration. Others suggested it would be helpful to clarify whether the seminar would be discussing collaboration specifically in the context of semester-long course collaborations or "embedded"-type arrangements, as opposed to one-off collaborations.

4. Fugitive Bits: Taking born Digital Records from Up in the Clouds Down to Earth

Taormina asked if there would be much focus on use/access, which is mentioned in the seminar proposal. Friedman-Shedlov explained that the seminar would focus on our actual experiences thus far, which don't yet include much in the way of use. It was suggested that the additional speaker(s) include someone from an institution who could address this aspect, since use informs so many other decisions. UC Irvine, which has set up a "virtual reading room," was suggested as a possible place to check. Taormina also suggested contacting SAA DAS workshop organizers for suggestions of potential speakers. Friedman-Shedlov emphasized that the session is

intended to focus on the more typical practices that are being developed to deal with electronic records, rather than edge cases. Henningsen suggested looking for a speaker from a smaller institution.

5. Blurring the Lines Between special collections and Area Studies: Affinities, Collaborations and Integrations

There was some concern that few RBMS members work in environments where collections are organized around area studies, so make sure to make it relevant. It was suggested that “bridging” would be a better word than “blurring.” Other comments were: Be more explicit about what affinities, collaborations, and integrations will be discussed and will the seminar address spectrums of models, structural questions, or regional and linguistic differences within existing structures. Others commented that this topic could be the basis for an overall conference program theme.

6. Transferring Stewardship of Cultural Heritage Treasures: Survival, Adoption, Sale, and Abandonment of Rare Collections and Unique Materials

Schaffner said she is working with Cynthia Buffington of Philadelphia Archives and Manuscripts. Several people offered suggestions of relevant case studies, including the Water Resources Collections at UC Riverside and the Rosenbach collections at the Free Library of Philadelphia. Others suggested the seminar be sure to address issues with alumni and administrators, as well as the public perception.

7. Make it Work: Creative Solutions to Common Problems

Lots of support for this idea, which should provide practical take-aways for attendees from small and large repositories alike. Culpepper suggested that at least two liaisons be assigned to this seminar, as pecha kucha sessions require a lot of work to organize. It was also suggested that the call for potential speakers be opened to people from both small and medium-sized institutions.

8. To Every Book Its Reader: A User-Driven Manifesto

Inspired by the ITHAKA S+R reports on users’ experiences doing research with collections, Call explained that the idea is to present small, practical fixes that are simple and inexpensive to implement. She would like to assemble at least 100 different such practical ideas and already has a substantial list. There was some concern over whether there would be enough time for four speakers. Others suggested this session might work well as pecha kucha.

9. Publishers’ Archives: From Acquisition to Access

Greenberg wondered whether the focus on records of large publishers would be too specific/not of great enough interest beyond the participating speakers. Others suggested the appeal might be broadened by including one speaker who could discuss small publishers’ collections and/or smaller repositories.

10. Mess is Lore: Navigating the Unwieldy World of Social Media.

Lots of support for this idea. Thiessen explained that they don’t want to pin down too many details too early, as the social media arena changes rapidly. Friedman-Shedlov suggested that the seminar be sure to focus on potential pitfalls and solutions, not just on what platforms are being used and how. Taormina emphasized the importance for all to learn from what Thiessen and Overholt are doing in this arena. It was also suggested that the speakers include someone from a smaller institution.

11. Collaboration Between Special Collections Catalogers and Scholars.

Nelson withdrew this proposal, as she doesn’t have time right now to organize it.

12. Digital Humanities and Special Collections: New Tools, Challenges, and Opportunities

It was suggested that the speakers include a “post-DH” voice (reflecting the fact that increasingly, “digital humanities” is just the new “humanities.”

13. Rare Book “Hack and Yack”: Hands-On Research Use of Bibliographic Metadata

It was suggested that there wouldn’t really be enough time during a regular seminar slot for what is proposed, but it might work to have a seminar followed by a separate hack-a-thon in a classroom. Students from Berkeley could be recruited.

14. Collection Development as Eldercare: Tips for Working with Aging Donors

There was support for this seminar but some question about the title. The group thought that a panel including a librarian, an elder law attorney, and an elder care worker as mentioned in the proposal would be very interesting.

Lois Fischer Black said the Security Committee plans to submit a proposal on revisions to the security guidelines, security in the classroom, and efforts to reach smaller institutions.

VI. The chairs noted that they will follow up with those who proposed seminars regarding the questions raised by the committee. There will be time to tweak and revise proposals. Then in August they will be sent out to committee members for a vote.

VII. The meeting adjourned at 2:30 pm.

- See more at [ALA Connect](#)

RBMS Task Force to Review Core Competencies for Special Collections Professionals

Minutes, ALA Annual Meeting Las Vegas 2014

Saturday, June 28, 6-7:30 PM

Bally's Director's Room

1. Call to order.

Jennifer M. and Cherry W. called the meeting to order.

2. Designation of a recorder.

Katharine Chandler agreed to record minutes.

3. Introduction of members and guests.

Attendees:

Cherry Williams, co-chair, Indiana University

Jennifer Macdonald, University of Delaware

Mary Lacy, Library of Congress

Mark Greenberg, Western Washington University

Alison Clemens, Yale University

Anne Bahde, Oregon State University

Fernando Pena, Palmer School, LIU

Elizabeth Call, Columbia University

Leah Richardson, University of Chicago

Kimberly Tully, Miami University of Ohio

Katharine Chandler, Free Library of Philadelphia

Allison O'Dell, University of Miami

Ruth Ann Jones (guest), Michigan State University

Jennifer Schaffner (guest), OCLC research

Danielle Culpepper, Rare Book School

Discussion of scheduling rooms and times for the next meeting: should we meet Sat night, Fri night? Sun. morning? Agreement to stick to Saturday evening for time being.

4. Review of the work completed this spring via telecom meetings.

The fundamental competencies group spoke first:

Discussion about the ability to easily learn a new topic

Teaching how to use technology for instance

Difference in ages—technological divide an issue for all librarians in particular now.

Genealogists are a new trend

Elizabeth Call:

At a CALM program there was a discussion about “what are some important things you didn’t learn in library school?”

Lots of audience feedback

Move to soft skills

What Google looks for in employees

Emotional intelligence

Too much or too little kindergarten

Coalition to Advance Learning in Libraries and Museums panel discussion

Continuing and professional development

Is ours the only competencies in ACRL?

IMLS Robert Horton Assistant Deputy Director ([Email](#))

Coalition to Advance Learning in Museums Archives Libraries

There will be a meeting in person Oct 2014

There are 3 writing groups

Governance and Coalition Building

Assessing field

Developing prototype

They met March 27-28 2014 in DC

Allison O’Dell asked to clarify what kinds of competencies are needed on top of librarian competencies: if our competencies document was supposed to be additional to generic librarian competencies, or comprehensive

The answer was it's supposed to be additional to

All groups may want to address need of special collections classes in library schools
repurpose language

Tech services group reported next:

Did needed revisions portion

Purpose in audience portion needs to be done

Sentences: Schreyer’s white paper 2009

Students entry-level

Mid-level Admin

Educators

Training program profs

Related groups, SAA etc.

Is the document affecting library school education? It should be.
Is it affecting grant agencies?
Flesh out entry points into profession

Discrimination of document

Outreach, public services group:

Training and education for all areas of competency is achieved through formal educational opportunities, informal on-the-job situations, and other self-directed means. However, obtaining proficiency in many areas of special collections work largely remains a process of self-education through reading, observation, and on-the-job experience. Many library school programs offer classes in collection development, information technology, management and administration, preservation and conservation, processing and cataloging, outreach, public service, and teaching; however, frequently these do not cover the particular needs, concerns, techniques, or practices of these areas within special collections and archives environments.

IT group: revisions 2 points

Examples of updating structure and languages of current document needs to be more ambiguous.

Educational paths are not discussed in the current competencies.

Text in working paper: The Information Technology section is focused on skills in digitizing collections, and should be expanded to reflect aspects of other information technology practice, including trends in data visualization, data mining, and digital preservation. Educational paths to the competencies are not discussed.

Everyone should see:

Book from IFLA conference: Deirdre Stam Competence Assessment: Challenges for Heritage Libraries Ambassadors of the book

Cherry or someone will send it around

Ability to be assessed and measured

Possibility of new dynamic document other than PDF
Wordsmithing for working paper

5. Review current timeline and progress on working paper

End of July

Next two weeks for groups' sections

Add bibliography (Cherry and Jennifer)

July 13th

Cherry and Jennifer will knit together and send back

6. Identify action items from our spring meetings

Exec will look at current doc then we will draft competencies

We can extend if we need to but hopefully not

Possibly we can request longer meeting for midwinter

There will be a number of hearings

Word with pubcomm on dynamic documents

Possible webinar

Doc doesn't need to be as long as it was

ID stakeholders: page on Web site people can add to

2 1.5-hour blocks next to each other at Midwinter perhaps?

Allison will set up a sandbox for editing

Monday 14th day for sentences to be done

28th of July day to Exec.

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

Sunday, June 29, 2014 – 10:30-11:30 – Bally's Palace 1

Members Present: Martha Conway (Univ. of Michigan), Mark Greenberg (W. WA Univ.), Jeffrey Marshall (Univ. of Vermont), Beth Kilmarx (Binghamton Univ.)

Others Present: Nicole Bouché (Univ. of Virginia), Richenda Brim (Getty Research Institute), Bill Sleeman (Supreme Court of the U.S.), Kathy Broyles (Univ. of N. Texas HSC)

The group engaged in lively conversation and addressed several key issues:

1. Need for clear definitions (i.e. “medium rare” collections)
2. Ensuring appropriate voices in the revision process (esp. CD librarians)
3. Inclusion of non-Special Collections/Archives storage spaces in the guidelines
4. The Task Force does not wish to use the expedited review process; nor is wholesale revision necessary
5. Via a Google site or other shared web space, the Task Force will strategically solicit comment on the current guidelines, to be completed by November 2014
6. Task Force members will incorporate these comments into a revised document to be presented at Midwinter in Chicago. Each Task Force member will work with the associated comments and will take the lead on revising one section of the document (assignments were made).
7. Following the open forum at Midwinter, the Task Force will revise the document again and hopes to have a draft ready for RBMS Exec. at ALA Annual in San Francisco

Minutes respectfully submitted by Mark Greenberg

RBMS Workshops Committee

Annual 2014

Saturday, June 28, 2014

Bally's Palace 9

1. Welcome and introductions
2. Selection of recorder
3. Review and approval of [minutes of Pre-midwinter meeting](#)
4. Workshops: 2014 Preconference
 - A. Applying Descriptive Cataloging of Rare Materials (Graphics), Erin Blake, Ellen Cordes, and Helena Zinkham
 - B. Designing an Effective Instruction Program, Robin M. Katz and Julia Golia
5. Workshops: 2015 Preconferences
6. Documentation and procedures
7. Alternative venues

RBMS Workshops Committee

Annual 2014

Saturday, June 28, 2014, 4:30 – 5:30

Bally's Palace 4

1. Welcome and introductions

Members present: Jennifer MacDonald, University of Delaware (Chair); Christian Yves Dupont, Atlas Systems; Edward C. Oetting, Arizona State University (Recorder); Deborah Whiteman, University of Toronto

Excused: Ann Copeland, Pennsylvania State University; Keith Phelan Gorman University of North Carolina at Greensboro; Jessica L. Lacher-Feldman, University of Alabama Libraries; Cinda May, Indiana State University; Christina Neckles.

Visitors present: Anne Bahde, Oregon State University; Blynne Olivieri, University of West Georgia ; Daniel J. Slive, Bridwell Library; Agnes Widder, Michigan State University (incoming member)

2. Selection of recorder: E. Oetting

3. Review and approval of [minutes of Pre-midwinter meeting](#)

Minutes approved as written and distributed

4. Workshops: 2014 Preconference

A. Applying Descriptive Cataloging of Rare Materials (Graphics), Erin Blake, Ellen Cordes, and Helena Zinkham

Cataloging Workshop only had 16 sign ups, which was enough to go ahead since the other workshop was fully enrolled. 24 participants tends to be the approximate break-even number of participants.

B. Designing an Effective Instruction Program, Robin M. Katz and Julia Golia

Designing Instructional success had 32 participants. Julia Golia was not able to present so Robin Katz was the single presenter and it was very successful

Remarks:

1. Can we support more than two workshops? The early cancellation of the digital preservation workshop was distressing.
2. Questions were raised this year concerning how lunches would be handled. Presenters should provide lead in this instance in terms of time needed etc. Registration materials should provide info on lunch and breaks. Record of what worked/didn't being kept by Chair.
3. Evaluations: Should there be a Survey Monkey post assessment instrument for workshop participants? Will wait to assess results from full Pre-conference assessment to see if there needs to be a separate Survey Monkey for workshop. Surveys should go through ACRL.

5. Workshops: 2015 Preconferences

We will have access to 3 rooms, but there is some concern about being able to fill three workshops, we will have to keep possible attendance/expenses in mind.

1. A Multi-Faceted Exploration of Digital Exhibitions for Special Collections Libraries will be held as a workshop in 2015, to be conducted by Jessica Lacher-Feldman and Jason Kovari. Committee asked that we contact the instructors to see if they include Leab Award guidelines as a possible marker for successful online exhibitions. *[Note: this is already in the description given of the workshop]*. This is a repeat of a successful workshop, and a new proposal is not required, but instructors may have updates for the description for the program.
2. DCRM for Music, if it is ready, would be another, instructors TBA but presumably from the editorial group. Possibility of having half day session for DCRM workshop to cut back on expenses, or requesting a smaller room. We don't know whether there would be a large enough audience for this, and we aren't sure whether people from outside the section or not enrolled in the preconference would be able to attend, which would boost registrations. *[Update: anyone can enroll in the workshops, they don't have to be in RBMS or registered for the preconference. Also, we won't have to pay separately for the rooms]*

Other ideas and possibilities:

- Repeat of Building Collections, with Schroeder and Slive: this workshop will be conducted at the 2016 preconference.
- The question was raised concerning workshops for mid-career special collections professionals – management practices and skills for spec. coll. professionals. This might

be more appropriate for Seminars, but the committee will keep the needs of this audience in mind.

- Anne Bahde presented a proposal for a workshop on Active Learning for Special Collections and Archives. The other presenters would be Heather Smedberg and Mattie Taormina, who (with Anne Bahde) recently published the book: *Using Primary Sources: Hands-on Instructional Exercises*. This could possibly be an off-site workshop.
- Two additional of workshop proposals presented (Jennifer distributed these by email). No decisions will be made at this time; a vote will take place in July via email. The proposals are: Printing with Wood Type, Grendl Löfkvist, instructor (Visual Media Design Department, City College of San Francisco); Vernacular English Paleography, Dr. Simran Thadani, instructor.

6. Documentation and procedures

There was not enough time to address this topic.

7. Alternative venues

There was not enough time to address this topic.