

RBMS Executive Committee DRAFT Minutes

ALA Annual Meeting

Monday, 1 July 2013

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

Hyatt Regency Chicago – Columbus CD

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

1. Introductions / Attendees

Executive Committee Erika Dowell (Chair; Indiana University), Fernando Pena (Vice-Chair; Palmer School of Library & Information Science, Long Island University), Ann Copeland (Secretary; Penn State University), Mike Kelly (Past-Chairperson; Amherst College), Athena Jackson (Member-at-Large; University of Miami), William T. LaMoy (Member-at-large; Syracuse University), Nina Schneider (Member-at-Large; Clark Library-UCLA) excused

Guests James P. Ascher (University of Colorado, Boulder), Anne Bahde (Oregon State University), Lois Fischer Black (Lehigh University), Randal Brandt (University of California Berkeley), Alvan Bregman (University of British Columbia), Richenda Brim (Getty Research Institute), Jane Carpenter (UCLA), Katharine Chandler (Free Library of Philadelphia), Martha Conway (University of Michigan), Larry Creider (New Mexico State University), Danielle Culpepper (Rare Book School), Elizabeth DeBold (unaffiliated), Christian Dupont (Atlas Systems), Ellen Ellickson (Yale University), Lara Friedman-Shedlov (University of Minnesota), Julia Gardner (University of Chicago), Jane Gillis (Yale University), Katie Henningsen (University of Puget Sound), Kate Hutchens (University of Michigan), Jason Kovari (Cornell University), Mary Lacy (Library of Congress), Megan Lewis (Duke University), Jennifer MacDonald (University of Delaware), Juli McLoone (University of Texas San Antonio), Cheryl Aine Morrison (University of Washington), Arvid Nelsen (University of Minnesota), Margaret Nichols (Cornell University), Jessica Pigza (New York Public Library), Ann Campion Reilly (University of Missouri, ACRL Liaison for RBMS), E.C. Schroeder (Yale University), Jennifer Schaffner (OCLC Research), Marten Stromberg (University of Illinois at Urbana-Champaign), Shannon Supple (Clark Library-UCLA), Cherry Williams (Indiana University)

- 2. Review and finalize agenda (Dowell)** *Secretary's note:* Information Exchange reports from June 30, 2013 are appended to the end of these minutes. A list of acronyms used follows the Information Exchange reports.
- 3. Meeting protocol (Dowell)** Dowell 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.
- Dowell also reminded attendees that it is not necessary to repeat reports made at the June 30, 2013 Information Exchange, but that discussion is encouraged if needed.
- 4. Approval of minutes from ALA Midwinter 2013 (Dowell)** The minutes of the January 2013 Executive Committee meeting at ALA Midwinter in Seattle were approved.
- 5. Reminders for committee chairs (Dowell)**
- 5.1 Meeting Schedule, Meeting room setups (Dowell)* Any problems with room assignments at ALA should be reported to Dowell. Special requests for rooms at ALA Midwinter in Philadelphia should go to Fernando Pena, incoming chair.
- 5.2 Information Exchange Reports (Copeland)* Copeland as 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 19, 2013.
- 6. Consent Agenda (Dowell)** None.
- 7. Elections**
- 7.1 Election results* Congratulations to Arvid Nelsen (Vice-Chair/Chair Elect); Ann Bahde (Secretary), Shannon Supple (Member-at-Large)
- 7.2 Election participation* More members of the section voted this year than last (375) possibly as a result of Henry Raine's encouraging emails to get out the vote; it is worth continuing to send reminders like this in the future.

8. Old Business

8.1 *Ex-officio appointments (Dowell)*

At Midwinter, Deborah Leslie voiced a concern that the ex-officio members of the Conference Development committee are not listed on the section's roster, and they might not even know that they are expected to attend. Pena has had these ex officio appointments added to the roster and Arvid will continue this practice as well. We should make sure to look at the official ACRL roster to double check and notify the Publications and Communications committee about any discrepancies on rosters.

8.2 *Workshops Committee Ex-officio appointments (Dowell)*

As chair of Conference Development Leslie proposed that the current Workshops Committee chair have an ex-officio appointment to the Conference Development committee just as the Seminars Committee chair does. Exec voted to formalize this connection in the *RBMS Manual* now that Workshops are so much a part of conference planning.

Action: Approved.

9. New Business

There is no new business.

10. Programs and conferences

10.1 2013 *Preconference Program Planning (Minneapolis) (James P. Ascher)*

No report.

10.2 2013 *Preconference Local Arrangements (Minneapolis) (Arvid Nelsen, Marguerite Ragnow)*

No report.

10.3 2013 Annual *Conference Program Planning (Chicago) (Jennifer MacDonald and Athena Jackson)*

Alice Schreyer was an excellent moderator. The *New Yorker* staff writer Susan Orlean was in the audience and it was a great program.

10.4 2014
Preconference
Program Planning (Las
Vegas)(Athena
Jackson, Richenda
Brim)

No report.

10.5 2014
Preconference Local
Arrangements (Las
Vegas) (Su Kim Chung)

No report.

10.6 2014 Annual
Conference Program
Planning (Las Vegas)
(Lois Fischer
Black/Jessica Pigza)

No report.

10.7 Conference
Development
Committee (Deborah J.
Leslie)

No report.

11. Task Forces

11.1 Task Force on
Metrics and Assessment
(Martha O'Hara
Conway, Sarah Schmidt
Fisher)

Conway discussed the Final Report of the Task Force, dated 14 June 2013. The four groups within the Task Force have each issued a recommendation in the form of a motion for Exec to vote on. William La Moy, liaison to the Task Force, applauds the work of the group and thinks the recommendations are very judicial.

11.1.1 ACTION ITEM:
Motion to charge an
appropriate member of
the RBMS Executive
Committee or
delegate to initiate
contact with
appropriate SAA
leaders (e.g., president
or members of Council,
chair or members of
SAA's Standards
Committee) regarding
the formation of a joint

The Task Force notes that we suffer from a lack of metrics for counting our Special Collections materials. They recommend sending an ambassador to approach SAA to see where they are in similar efforts and to propose a joint Task Force. This group would work together from the beginning to develop guidelines on several separate tracks (web usability of finding aids, information literacy, etc.).

Action: Pena, as section Chair, in consort with Conway, will approach Jackie Dooley (SAA Chair) toward the creation of such a task force.

Approved.

ACRL/RBMS-SAA task force to develop a series of metrics and corresponding definitions for counting special collections and archival materials to complement the generalized collection metrics in the annual ARL statistical survey.

11.1.2 ACTION ITEM: *Motion to formally charge the RBMS liaison to PARS to keep the RBMS Executive Committee regularly informed of the initiative that PARS has undertaken to to establish a new set of metrics and data collection instruments for preservation activities at cultural heritage institutions, and to periodically share with PARS leadership the progress of RBMS's own metrics and assessment initiatives.*

11.1.3 ACTION ITEM: *Motion to charge an appropriate member of the RBMS Executive Committee or delegate to seek advice from appropriate ACRL leaders (e.g., chairs of the Instruction Section, Standards Committee, and ACRL executive staff) regarding the*

ARL is not collecting preservation statistics anymore and that makes the work of PARS even more important. We need to communicate through our liaison to PARS that we are actively interested in the work that they are doing to establish metrics and data collection. Special collections librarians and directors need to take the PARS survey seriously.

Action: Pena will talk to the PARS liaison and try to establish more direct contact and feedback about their process going forward, and to communicate our progress with similar initiatives.

Approved.

ACRL's Information Literacy Standards are being revised after eleven years. Those standards do not adequately reference primary sources and special collections work. Several members of the audience participated in this discussion noting that primary sources and literacy have been lively topics at RBMS, and yet we have not properly identified learning objectives or valid metrics to assess and promote the value of what we do (Bahde, Jackson, Nelsen, Dupont). We need to pursue separate but complementary guidelines to those of ACRL that truly represent the breadth and depth of special collections work.

ACRL Liaison Ann Campion Reilly, visiting at this time, confirmed

formation of a task force to draft Primary Source Literacy Competency Standards for Higher Education to complement the ACRL's Information Literacy Competency Standards for Higher Education and other related standards.

that ACRL has approved the creation of discipline specific standards. She pointed to their work with the Visual Literacy guidelines and said they are interested in working with other groups as well.

Action: Reilly will talk to Julia Gelfand, incoming Chair of ACRL. We have a liaison to the ACRL Standards group who can alert us to what we need to be doing to support their work, but we will develop guidelines in parallel and not wait for ACRL's revision.

Approved: EXEC approves with the direction these efforts are taking.

11.1.4 ACTION ITEM: Motion to charge an appropriate member of the RBMS Executive Committee or delegate to initiate contact with appropriate SAA leaders (e.g., president or members of Council, chair or members of SAA's Standards Committee) regarding the formation of a joint ACRL/RBMS-SAA task force to draft Guidelines for the Statistical Measures of Users and Use of Special Collections and Archives.

We need guidelines on how we count our reference transactions as well as how we count our collections (motion one, above). Nelsen asked if this would be one group or two? All agreed to wait to see what SAA wants. Nelsen also made the point that we no longer live in either a book world or an archives world, that many of us live in the middle of both and that this should be reflected in our work going forward.

Action: Pena will approach SAA about the creation of a joint task force to create such guidelines.

Approved.

11.2 Task Force to Review Competencies for Special Collections Professionals (Jennifer MacDonald and Cherry Williams)

Cherry Williams reported that a dozen people gathered on a Friday evening to discuss the document under review. They have done an initial overview, dividing it into categories; the real updates will be on the IT side. When the Team is officially charged, the Web Team will be notified to update the roster.

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

Conway will be leading this Task Force. The group met even though the appointments haven't started yet. Changes to the document will include updates or revisions.

Collections to Special Collections (Martha Conway)

12. Publications & Communications

12.1 Publications and Communications Committee (Jason Kovari)

No report.

12.2 News Editor (Ethan Henderson)

No report.

12.3 Web Team (Melissa Hubbard, Shannon Supple)

No report.

12.4 RBM Editorial Board (Beth Whittaker)

We would like to have a strong pool of candidates from which to choose an Editor. Please talk to Beth Whittaker if you know of any candidates.

13. Standing Committees

13.1 Archivist (Marten Stromberg)

No report.

13.2 Bibliographic Standards Committee (Jane F. Carpenter)

No report.

13.3. Budget & Development Committee (E.C. Schroeder)

The Bibliographic Standards Committee asked for \$850 to pay for indexing DCRM (Graphic Materials) because LC won't pay for indexing any more. Schroeder agreed that we could fund this out of section money (\$400 this year with the balance to be paid in September on next year's budget). He advised Carpenter to submit a bill using the ACRL reimbursement form. He said that it is unlikely we could do this in the future for DCRM (Cartographic), but that the editorial group could submit the request and we could see if fits into our budget.

Action: Approved.

LEAB fund: ALA changed requirements for minimum balance for endowments at \$50,000; we have \$34,000 in our coffers and we need to incur the remainder by 2022. Budget and Development recommends that the gap of \$16,000 be raised as follows: ACRL will match \$8000. RBMS will take \$500/year for the next 5 years from our operating budget. We will begin a fund raising capital campaign targeting past leaders and members who served the section. We will solicit institutions as well. Schroeder would like to do as much as possible as a quiet campaign. We don't want to be competing with "asks" for scholarships. Schroeder recommends approaching the Leabs to tweak the terms of the indenture to allow excess funds to support the endowment (for example, shipping costs are down with the number of electronic submissions). ACRL's Budget and Development committee has approved this plan to raise \$5500 from members and institutions. If we raised more this could potentially help to support the Section's needs. Kovari, who was involved in a preconference workshop on digital exhibitions, offered that providing scholarships to any workshops on exhibitions in the future would be a great way to use any surplus funding since it relates to the theme of the Leab Endowment.

Budget and Development will report back at Annual each year on our progress toward this goal. ACRL will annually post its match as we raise funds.

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

No report.

*13.5 Exhibition Awards
Committee (Cherry
Williams)*

Williams said that we archive our submissions each year at The Grolier Club, Berkeley, and The Harry Ransom Center. We are falling behind in archiving our electronic submissions. Marten Stromberg, the RBMS Archivist, reported that ALA is now archiving all of its websites. Stromberg believes that since the University of Illinois receives funding from ALA for the ALA Archives, that this would not be a burden. RBMS doesn't have access to a web crawler. Stromberg will enquire and report back; if ALA agrees, he will do a pilot in the fall. Another question is whether we could provide archival copies of electronic applications to the three institutions that archive our print submissions?

*13.6 Membership &
Professional
Development*

Katie Henningsen asked Exec for M&PD if there are any reservations regarding adding continuing opportunities to the Educational Opportunities Directory. Exec said they didn't see any reason why that would be a problem. Nelsen agreed that it would

Committee
(Katie Henningsen)

make us more relevant, which Library Schools would like.

RBMS had 137 members respond to the 2012 ACRL survey, just under 10% of our membership. According to those who responded over 70% are most interested in access to information on the latest trends, issues and news, as well as opportunities to connect with others and professional development. Just under half of our RBMS responses indicated that members were most concerned with keeping up with technology in the workplace. The most common professional challenge for those that responded to the survey was demonstrating the value of ourselves and our work. Finally, RBMS members indicated that their largest motivators in participating in professional development were increasing competence in one's job (66%), and keeping up to date professionally (57%).

No report.

*13.7 Nominating
Committee*

No report.

*13.8 Workshops
(Jane Gillis)*

No report.

*13.9 Scholarships
Committee (Amy
Roberson)*

No report.

*13.10 Security
Committee (Alvan
Bregman)*

No report.

*13.11 Seminars
Committee (Laura
Micham/Danielle
Culpepper)*

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 (William Modrow) No report.

14.4 Public Services (Julia Gardner) No report.

14.5 Technical Services (Ann Copeland / Ellen Ellickson) No report.

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

15. ACRL

15.1 ACRL Board, Leadership Council (Ann Campion Reilly)

Ann Campion Reilly is our ACRL Board Liaison and reported on the ACRL Leadership Council meeting. Nelsen and Pena attended from Exec. The incoming Chair, Julia Gelfand, is from Irvine. Work continues by the Communities of Practice Assembly; ACRL is considering a \$1 dues increase; ACRL is undergoing a new branding in an attempt to be more clear and to attract new members. Their new tag line is: “Advancing learning, transforming scholarship”.

A committee has been appointed to do revision on Student learning and information literacy standards. RBMS would like to have a representative on this committee to work on primary sources literacy standards; Reilly will convey this.

15.2 ACRL Budget and Finance (E.C. Schroeder) No report.

16. Closing business Dowell passed the gavel to Fernando Pena, who thanked her for her leadership.

Adjournment The meeting adjourned at 10:15 am.

(this page intentionally
blank)

DRAFT

Information Exchange

ALA Annual Conference,
Chicago
Sunday, June 30, 2013,
3:00-5:30 pm
McCormick Place
Convention Center, N231

Moderator:

William T. La Moy,
RBMS Member-at-Large

Secretary's Announcements

All who report at Information Exchange are asked to submit their reports to Annie Copeland (auc1@psu.edu) as soon as possible for inclusion in the Executive Committee minutes.

Chairs are asked to submit draft or final minutes from meeting held at ALA to Annie Copeland (auc1@psu.edu) by July 19, 2013.

Programming

*2013 Preconference
Program Planning
Committee (Minneapolis)
James P. Ascher*

The Rare Books and Manuscripts Section of American Library Association recently held its 54th Annual Preconference, "O Rare! Performance in Special Collections" which addressed how performance interacts with rare books, manuscripts, archives, and special material collections. Over three-hundred and seventy librarians, scholars, curators, and booksellers attended, among them twenty scholarship recipients representing new and diverse voices in the profession. The program included three plenaries, ten panel talks, nine seminars, nine discussion sessions, eight unconference session, two sets of posters, and three workshops. Topics covered diverse areas including bibliography, book selling, theater materials, cataloging playbills, the new cataloging standard RDA, marginalia in literary collections, performing civil war songs, dance archives, medieval manuscripts, digital exhibits, collections, and donations. Many of the sessions were recorded and will be made available on rbms.info shortly as well as in longer written form in the Section's journal RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage.

*2013 Preconference
Local Arrangements
(Minneapolis) (Arvid
Nelsen, Marguerite
Ragnow)*

All went smoothly from our end and preliminary reports suggest that everyone had a great time. Great turnouts for receptions and tours, the Book Arts Fair, and restaurant night.

We want to thank our great local arrangements committee members who helped with planning, hosting exhibits and tours, staffing registration, and bag stuffing, among many other tasks: Lara Friedman-Shedlov, Tim Johnson, Haven Hawley, Cheryll Wong, Christine DeZelar-Tiedman, Marilyn McClaskey, Katherine Allen, Margaret Borg, Juliet Burba, Patrick Coleman, Bailey Diers, Adrian Fischer, Meredith Gillies, Ted Hathaway, Lois Hendrickson, Rachel Howell, Tony Jahn, Samantha Klein, Kris Kiesling, Cecily Marcus, Jamie Martin, Daniel Necas, Karen Olson, Jeff Rathermel, Rob Rulon-Miller, Jessica Shaykett, Ian Stade, Deb Torres, Valerie Urban, Sara Wakefield, and Cassie Warholm-Wohlenhaus.

Working with RBMS Chair Erika Dowell and James P. Ascher, chair of the Program Planning Committee was a great pleasure and we owe them thanks on many levels.

Finally, we could not have done this without the fantastic guidance of Tory Ondrla of ACRL and the hard work of her on-site team: David Connolly and Jack Vorhees. It was a pleasure working with all of them.

*2013 Annual Conference
Program Planning
(Chicago) (Jennifer
MacDonald and Athena
Jackson)*

The Committee met quickly then proceeded to the Convention Center to prepare. The program went on this afternoon under the title: History on Fire: How Libraries Mitigate Loss of the Cultural Record Due to Disaster or Destruction. We had an absolutely amazing moderator, Alice Schreyer (University of Chicago), and three terrific speakers, Russell Lewis (Chicago History Museum), Valerie Harris (University of Illinois at Chicago), and E.C. Schroeder (Yale University). There were 123 attendees (including New Yorker staff writer Susan Orlean). Unfortunately, the shorter 90 minute time frame meant that the speakers were more rushed than they should have been. If the time slot remains 90 minutes in the future, we recommend that future program organizers reconsider the three speaker model for upcoming programs.

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

The 2014 RBMS Preconference LV (our 55th in Las Vegas, Nevada) Program Planning Committee and guests convened [Saturday](#) morning for the first time to begin exploring the theme "Retrofit" for our 55th preconference in Las Vegas.

Our themes are shaping into three ways we will consider special collections in terms of places and spaces and vice versa.

1. The artifact (book or archive) as the central and fundamental space and place that encompasses our work.
2. The marketplace as the milieu from which we seek our artifacts.
3. The library or archive as a place - the buildings and the relation of the place/building to the collections, services, staff and readers/users.

For each of these we will unpack the theme to demonstrate that for all the spaces and places we continue to grow from what we know and were taught from our predecessors back in the 60s and how we are adapting to changes and challenges to establish meaning and purpose for our work in the years to come.

Regional meet-ups, discussion sessions, talks, and posters will punctuate this theme as attendees will hear the echoes from our plenaries in specified and dynamic ways to continue to craft the narrative of our theme...

Briefly about local arrangements:

We will be based a Ballys hotel - rooms will be \$149 a night and since its an ALA hotel you can stay at that rate through the annual conference. Alternative housing will be available in the UNLV dorms a mile east of the conference hotel - no rate information.

We will have an offsite reception at the Nevada State Museum at the springs preserve - site of the springs that attracted the first Mormon settlers to Las Vegas

UNLVs Leed Library will host a reception & open house. A short list of tours to be offered include: the Mob Museum, Neon Museum, Atomic Testing Museum, and Clark County Museum.

*2014 Preconference
Local Arrangements (Las Vegas)*

*2014 Annual
Conference Program
Planning (Las Vegas):
Lois Black*

*2015 Preconference
(Oakland, California)
Arvid Nelsen*

Jason Kovari has agreed to serve as the 2015 Conference Program Chair and Laura Micham and Danielle Culpepper have agreed to serve as Co-Chairs of the 2015 Preconference Program Planning Committee.

Committees & Task Forces

*Archivist/Records
Manager:
Marten Stromberg*

*Bibliographic Standards:
Jane F. Carpenter* DCRM Cartographic held a successful public hearing on [Saturday](#) evening and the team expects to have completed a close reading by Midwinter 2014.

This spring LC informed BSC that it would no longer issue any of our manuals in print. All texts will be available online only, on CatDesk or free through the RBMS website.

BSC continues to develop its Thesauri through the work of the Controlled Vocabularies subcommittee. At The annual meeting four new terms were approved.

BSC is embarking on an ambitious new project to recreate DCRM for RDA in an integrated document for all formats. Francis Lapka will lead the revision team.

BSC sponsored two programs at the Preconference this year in Minneapolis, a discussion session on tech services project management and a panel discussion on DCRM and RDA

Finally, Nina Schneider has been appointed new Chair of BSC for 2013-2015.

*Budget & Development:
E.C. Schroeder*

*Conference
Development: Deborah J.
Leslie*

About two dozen people met on [Sunday](#) morning, nearly every one of whom is in fact a member of the committee

The principals for the 2015 preconference in Oakland (ALA in San Francisco) are getting started on planning

No proposals have yet been received for 2016 (ALA in Orlando). A call for proposals will go out soon on RBMS & ExLibris. Proposals are encouraged from southeastern libraries, following the tradition of holding the preconference immediately before and in close proximity to the ALA conference, as well as from other institutions around the country, with an eye towards a chrono-geological

disjunction from the ALA conference

We have already received one proposal for the 2017 preconference (ALA in Chicago), and will be continuing to solicit proposals

We'll be working with the Publications & Communications Committee on a more flexible, easy-to-use and easy-to-edit preconference program planning manual, which at present a 41-page MS Word document

We'll explore with ACRL the possibility of setting up a preconference scheduler similar to the ALA scheduler. This will allow participants to explore and filter and save and export programs and events of interest prior to the preconference

*Diversity: Katharine
Carrington Chandler and
Chellammal
Vaidyanathan*

At the meeting [today](#) we had seven attendees, members and visitors.

For those of you who were able to attend RBMS this year, the Diversity Committee sponsored two sessions, a seminar, Diverse Partners: Preserving and Providing Access to Collections; and a discussion session, Putting Diversity into Action: Showcasing Diverse Collections. Both were well attended and received, and provoked much thought and many questions, as was the intent.

The Diversity Committee has also been working in collaboration with M&PD on a few projects, including hosting the brown bag lunch on the first full day of the Preconference. The brown bag lunch was a success, and we have some ideas about how to tool around with it to make it even better for next year. We want to thank all the committee heads and members, as well as all returning members of RBMS who made the effort to come this year and talk to new members.

Diversity is also collaborating with M&PD on some exciting new projects to explore outreach.

Diversity was inspired by the talk from Elaine Fleming at Leech Lake Tribal College at the seminar this year and would like to investigate talks or contributions at future conferences from other tribal groups or underrepresented communities or populations.

We are continuing to update the Diversity Toolkit and will keep the section apprised of that activity as it occurs.

Diversity also continues to work on its historical document, a work in progress, to be sure.

Diversity has made a seminar proposal for next year and will be looking into other programming as well, designed to focus on underrepresented communities and collections and on outreach.

*Exhibition
Awards:
Cherry Williams*

The Committee reviewed the 2013 awards cycle; approximately one half were electronic submissions and one half print. We also discussed and reviewed the current proposal submitted by Budget & Development to ACRL for increasing the endowment; this was approved. The Pre-conference workshop on creating digital exhibitions taught by Jason Kovari and Jessica Lacher-Feldman was very successful and the Committee discussed continuing to offer outreach programs for creating exhibitions and exhibition records.

*Membership &
Professional
Development: Katie
Henningsen*

Membership & Professional Development is excited to increase our committee to 21 members. Doing this will allow us to continue existing activities such as the Preconference new member events, the Mentoring and Buddy Programs, the FAQ, and the Educational Opportunities Directory, while moving forward on new projects including the RBMS Membership Survey.

Membership & Professional Development will be modifying the format of the Preconference Orientation for 2014. We are designing the session to be more interactive without losing the important informational component. I will be in touch with committee chairs in April regarding the new format.

*Nominating:
Mike Kelly*

No report.

*Publications &
Communications
Committee:
Jason Kovari*

The Publications & Communications committee met on [Saturday](#) from 1-2:30 with a full agenda. The committee discussed the in-process selected bibliography of RBMS publications, and heard reports on behalf of RBMS-L, the web team and the documentarian. Further, the committee discussed issues related to RBMS-L, planned the process for public commentary of editing *Your Old Books*, considered preconference presentation materials submission and decided conducting a virtual meeting for Midwinter 2014 as a test.

RBM:
Beth Whittaker

RBM Editorial Board 2013 Annual Report

Status of the Publication:

The first half of 2013 saw continued excitement for the editorial board. Under the guidance of guest editors Nina M. Schneider and Shannon K. Supple, v. 14, no. 1, which published responses from a variety of perspectives to the issues discussed at the preconference. We hope this complements the recorded preconference content available online as part of the ongoing professional discussion. Issue 14.2 is in preparation with several manuscripts in the queue for review and editing. Plans for a “preconference issue” from the just-ended 2013 preconference are underway.

Editorial Board:

Interest on serving on the editorial board exceeded the available slots, which is a good problem to have. Congratulations to new board members Jeffrey Makala and Jennifer Sheehan. Next year will see the end of terms for several members, so please considering identifying yourself if you are interested.

ACRL’s David Free has provided the board with some interesting data about online usage of the journal, and we took a closer look at this during our meeting at Annual. We are particularly interested in exploring how people are coming to the electronic version of the journal, and whether it’s possible to analyze data from aggregators. The search continues for an assistant editor who will take over when my term/s expires Annual 2014. At the end of Publications Coordinating Committee meeting, ARCL PCC voted to hold Midwinter meetings as virtual meetings beginning 2014, and editorial boards have the option of holding their meetings virtually, as well. This means that a new editor may have fewer obligations for physical attendance at ALA conferences. Please continue to spread the word about this great opportunity!

RBMS News:
Jason Kovari for Ethan
Henderson

The RBMS news blog has been active in the past 6 months with news items related to RBMS as well as job postings. Collections with job openings and other news related to special collections are encouraged to submit to the RBMS news blog.

Scholarship:
Amy Roberson

No report.

Security:
Alvan Bregman

The RBMS Security Committee met on Saturday, June 29, 2013. The main topic of discussion involved best policies and practices

with closed circuit security systems. In ongoing business, the committee decided to focus on its security audit instrument and develop separate plans for a general survey on security. Guidelines for conducting inventories were in an advanced draft. Under new business, discussion took place on what to do when it was suspected that newly acquired material might have dubious provenance. It was noted that a new chair of the committee was needed, and those interested in serving or nominating someone for the position should contact Fernando Pena.

Seminars: Laura Micham/Danielle Culpepper

The Seminars Committee organized nine seminars featured in the Minneapolis preconference. Informal feedback is positive so far. Thanks to our members and seminar organizers for their hard work and dedication. The committee met Saturday, [June 29](#). A combination of members and visitors considered a slate of proposals and ideas for seminars to be included in the 2014 preconference in Las Vegas. These will be voted on later this summer. Danielle Culpepper and I are rotating off as co-chairs. We're pleased to introduce Heather Smedberg, UCSD, and Jennifer Borderud, Baylor University, as incoming co-chairs.

Task Force on Metrics and Assessment: Martha O. Conway, Sarah S. Fisher

We planned on meeting at 6 pm on Sunday at the Hyatt and welcomed anyone to join us, please come late depending on how long Information Exchange lasts. We will discuss our final report that will be submitted to Executive Committee Monday morning. Included in the report are four charges for future work, some of which include collaboration with SAA. Towards this work we have a robust Google documents page that will be passed along as well. Since this task force is concluding at the end of this conference, I would like to thank my co-chair Martha Conway and all the members of the task force who all put in a great deal of effort completing our charge.

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

We met at 7:00 on [Friday](#) evening, and we had a small but dedicated group of members and visitors. The Task Force will be reviewing the 2008 document on Core Competencies for Special Collections Librarians to determine whether to recommend it be kept as is, revised, or rescinded. The recommendation must be made by Annual 2014, although we are hoping to have it ready for Midwinter 2014. We have decided to split the 2008 document into four parts to make it easier to approach the review, but we are open to reorganizing the document if that seems to be the appropriate route.

Task Force to Review Guidelines on the Selection

At this our first and "unofficial" meeting, those of us present reviewed our charge, discussed the possibility of an "expedited

and Transfer of Materials from General Collections to Special Collections: Martha Conway

review" should minor changes only be required, considered ways to solicit input from others, and made a list of some of the things that we should consider in our initial review of the guidelines.

Web Team: Melissa Hubbard

The web team's activities for this reporting period are described in the Web Team report, available on the committee minutes and agendas page of rbms.info. Notable changes to the site include the completion of an online gallery for Leab Award winners. This major project was completed by Melanie Griffin, with assistance from Allison Jai O'Dell. The web team also added some new content for the Scholarships Committee, including a large button on the rbms.info homepage, which people can click to donate for preconference scholarships. From now on, all Bibliographic Standards publications will be published on rbms.info, and Cataloger's Desktop will link to them there. The incoming web editor for 2013-2014 is Melanie Griffin, and Elspeath Healey is the incoming assistant web editor. Shannon Supple is rotating off the web editorial team after 4 years of excellent leadership. Other web team volunteers are named in the report, and their hard work is much appreciated.

Workshops: Jane Gillis

The Workshops Committee sponsored three workshops at the 2013 RBMS Preconference:

- a. A Multi-Faceted Exploration of Digital Exhibitions for Special Collections Libraries
- b. Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade
- c. Cataloging Medieval Manuscripts, from Cassiodorus to Dublin Core

The Committee discussed several proposal and ideas that have been received for the 2014 RBMS Preconference:

- a. A workshop on linked data, where people are actually making something;
- b. Development—raising money, similar to one that was part of the Past Forward OCLC Conference at Yale;
- c. Workshop on being a Wikipedian, where people edit and create Wikipedia entries;
- d. Building Collections redux;
- e. Cataloging for non-catalogers (e.g., curators, access services librarians): how to read a catalog record;
- f. Project management;

g. Instruction.

Discussion Groups

Collection Development:
Martin Stromberg

Curators & Conservators
William LaMoy

On Saturday, 29 June 2013, there was a joint meeting of the Curators and Conservators Discussion Group and the Manuscripts and Other Formats Discussion Group at the Hyatt Regency Hotel in Chicago. The subjects under consideration were the unique challenges provided by manuscripts and other formats for curators, conservators, librarians, archivists, manuscript processors, and other special collections staff with particular reference to acquisitions and processing. The conversations were certainly wide-ranging and suggested that other joint meetings of these groups would be profitable.

Digital Special Collections
Jason Kovari

Reporting on behalf of Jason Kovari and Melissa Hubbard (co-conveners), the DSCDG met on [Saturday](#) from 4:30-5:30 to discuss assessment of and teaching with digital special collections. 37 participants discussed using class time to inform students of digital special collections, the difference between textual and image digital collections in terms of assessment, embedding digital collections in course management software, web analytics /statistics gathering and usability. As was the case at Midwinter, many participants did not derive from the usual RBMS membership.

Manuscripts & Other Formats

(see Curators and Conservators, above)

Public Services:
Julia Gardner

No report.

Technical Services:
Annie Copeland / Ellen Ellickson

Twenty-eight people attended our speedy one-hour Technical Services Discussion Group (TSDG) [this morning](#). We talked about that fact that many technical services departments are being moved away from central campuses, and the ramifications that event might have on workflow and productivity, our connections with our colleagues, and the security and condition of our collections. It was, as it always is, so fun. Annie Copeland and I have had four years of

such fun as co-convenors of TSDG, and we look forward to continuing our TSDG continuation as participants under the co-convenorship of Ann Myers of Stanford University and Rebecca Torres of the University of Houston.

Liaisons to Other Groups

ACRL Budget & Finance: E.C. Schroeder

ACRL is doing reasonably well financially. ACRL will need to carefully monitor its budget, but there is room. ALA much less so. B&D discussed the Leab and other endowments regarding the requirement to increase the principle to \$50K. They recommended accepting RBMS's proposal for funding the Leab award. Choice magazine has a new editor and will be investing in new publishing software.

ACRL Leadership Council: Erika Dowell

No report.

American Printing History Association (APHA): James P. Ascher

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

No report.

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

At Information Exchange, CALM liaison Christian Dupont referred to PARS updates that Becky Ryder presented at the CALM meeting (see below). Christian also noted that PARS has been actively developing a new survey instrument for gathering preservation statistics for libraries and other cultural heritage organizations, in part to make up for the gap that was created when ARL stopped including questions about preservation in its annual statistical survey in 2007/08. Holly Robertson has been serving as coordinator for the survey pilot; for more information and access to the survey, visit: <http://www.surveymonkey.com/s/preservation-survey>. Christian strongly encouraged RBMS members to have their institutions respond to the survey and to provide Holly with feedback on its design.

Association of Research Libraries (ARL) Special

No report.

*Collections Working
Group: Jackie Dooley*

*Bibliographical Society
of America (BSA):
William La Moy for
Marcia Reed*

The Bibliographical Society of America had a very well attended presentation at the RBMS Preconference in Minneapolis. Entitled “Bibliography in Action,” the program was organized by Gerald Cloud (Clark Library at UCLA) in collaboration with RBMS. It featured three speakers: Andrew Gaub (Bruce McKittrick Rare Books), Alice Schreyer (University of Chicago and BSA Program Committee member), and Steve Tabor (Huntington Library). Their complementary talks were well-crafted examples of why informed investigation and imaginative approaches to bibliography can lead to significant new discoveries in both manuscripts and printed books.

A forthcoming event was mentioned. At the SHARP meeting in Philadelphia (18–21 July), three BSA members will participate in a collaborative BSA and SHARP program entitled “Selling Spaces: Geographies of the Bookstore in Eighteenth- and Nineteenth-Century America.” The chair for this program is Michael Winship (University of Texas at Austin). The presenters are James Green (Library Company of Philadelphia): “Benjamin Franklin’s Book Shop”; Kristen Doyle Highland: “Mapping the Bookstore: Retail Cartographies in Antebellum New York City”; and Paul Erickson (American Antiquarian Society): “What Makes a Bookstore?: Alternative Geographies of Print Culture in Nineteenth-Century Urban America.”

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

I participated via conference call in the CALM meeting that was held on [May 20](#), during the annual meeting of the American Alliance of Museums in Baltimore. The meeting was chaired by AAM co-chair for CALM, Nik Honeysett. The agenda included an update on AAM’s reorganization and strategic realignment, now nearly complete. Other items included discussion of cultural heritage advocacy efforts and the CALM-sponsored programming around advocacy at the ALA and SAA annual meetings. There was also discussion of possible themes and topics for next year’s programming, including badging/credentialing, crowdsourcing, makerspaces, MOOCs, and GLAM wiki. Announcements from IMLS were shared and I gave a report on RBMS activities of mutual interest, including our annual preconference with its theme of performance and the work of our metrics and assessment task force. I also attended the CALM meeting at ALA Annual, chaired by ALA CALM co-chair, Danielle Plumer, where I also gave a liaison report on behalf of RBMS. PARS liaison Becky Ryder gave

a report on PARS initiatives related to cultural heritage preservation, including an effort to develop a new set of preservation statistics fill the breach left by ARL when it stopped collecting such statistics in 2008. Becky also noted that a PARS task force had completed its Minimum Digitization Capture Recommendations, which have been approved by ALCTS (see: <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>). The main agenda included a discussion of ideas for next year's CALM-sponsored programs. From the ideas discussed at AAM and others, consensus settled on the topic of the educational needs and opportunities for cultural heritage professional, including the relevance of badging/credentialing in online environments. The next CALM meeting will be held in conjunction with the SAA Annual Meeting in New Orleans on [August 14, 2013](#), which I plan to attend in person.

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

MAGIRT started off the weekend of ALA meetings in Chicago on Friday with tours of the Newberry Library, known for its fine collection on the history of cartography and its archival road map collections.

MAGIRT and GODORT collaborated on their GIS (geographic information systems) discussion group on Saturday morning.

On Sunday, the ALCTS-CaMMS/MAGIRT Cartographic Resources Cataloging Interest Group discussed recommending changes in LC genre/form terms for geospatial data and digital maps, with the addition of scope notes to clarify them. The chair of the interest group will draft suggested changes for the MAGIRT Cataloging & Classification Committee (CCC) to review and pass on for LC/SACO consideration. The group also considered RDA issues related to cartographic materials, and learned about DCRMC progress and comments from the public hearing the night before. The CCC set up a group to work on drafting a "best practices" document for cataloging cartographic resources according to RDA.

The GeoTech Committee has put together a map of ALA membership which can display not only densities of ALA membership but also distributions of division and section and round table members. A beta version of this was being demonstrated at the ALA membership pavilion at the exhibits. The committee has also begun to compile, on [MAGIRT's newly available LibGuide](#), lists of geospatial data sources.

Financially, MAGIRT has recovered from being on the brink of

bankruptcy 5 or so years ago, to the point that it has been able to sponsor an ALA Emerging Leader and make a contribution to the ALA Spectrum Scholarship fund this year.

MAGIRT honors were awarded on Saturday night to Colleen Cahill (LC Geography & Map Division), MAGIRT's webmaster, who has survived and thrived through the difficult content management system changes on ALA's website; and to Steve Rogers (retired map librarian from Ohio State University), the long-time Publications Committee chair and editor of MAGIRT's newsletter, *base line*, through the time of its conversion to an online-only publication and into his retirement.

Incoming chair of MAGIRT is Kathleen Weessies of Michigan State University, and vice chair/chair-elect is Paige Andrew of Penn State University. Newly elected treasurer is Beth Cox of Southern Illinois University.

Society for the History of Authorship, Reading & Publishing (SHARP):
Richenda L. Brim

SHARP's annual conference is week's away in Philadelphia from July 18-21, 2013. Registration is still available online and you can find more information at www.sharpweb.org. This year's conference theme is "Geographies of the Book": an exploration of the complex relationship between geography and the book as object and idea.

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

Current SAA activities/issues might be of interest to an ALA audience

SAA Annual meeting in New Orleans: 11-17 August.
SAA formally endorsed the RBMS guidelines for interlibrary and exhibition loan of special collections material as an external standard at the SAA Council meeting last month in Chicago. Christian Dupont and Jen Schaffner worked hard to shepherd these guidelines through the SAA process. The archivists needed to add their own qualifications. Whatever. It's still a first for SAA. Kudos to Jen and Christian and to SAA and RBMS.

SAA and ARL are collaborating on the Digital Archives Specialist curriculum: over the next 18 months, 11 ARL libraries will be hosting a one-week curriculum of DAS courses that SAA/ARL have tailored as being appropriate for archivists, IT, managers, digital library staff, and others in ARL libraries. Very exciting. SAA is interested in having similar collaborations with other organizations whose members' have a need for such training. SAA is engaged with ARL in the MOSAIC scholarships collaboration: IMLS has just funded this program in which

SAA/ARL will award 15 diversity scholarships over the next three years. This is VERY significant financial support for both grad school and attendance at the SAA conference. All SAA members employed in ARL libraries will be eligible.

The SAA Annual Meeting Task Force is taking a hard and thorough look at the structure and content of the SAA meeting so SAA can consider some changes to address things such as ...

- How to make online content available for those who can't attend
- Implementing a conference app (They'll have one this year)
- Ensuring wifi in the meeting rooms to facilitate social media exchanges
- Considering new approaches to conference site selection other than the longstanding one-hotel model (which members believe, not necessarily accurately, makes the meeting more expensive than they would like it to be, as well as considering second-tier cities (which also aren't necessarily less expensive)
- Examining the week's schedule with an eye to finding ways to shorten the meeting (to reduce attendees' hotel expenses)
- Encouraging new approaches to session content/structure such as lightning rounds (already fairly common) and structured networking
- Looking at social responsibility issues such as avoiding hotels that have labor issues, making the meeting as "green" as possible, and having service projects in the host city.

The SAA Communications Task Force is conducting a thorough review of all the ways in which SAA communicates with members, including web site, weekly news update, bimonthly newsletter, leadership blog, etc etc., in order to consider changes that should be made. Increased use of social media will be a big one.

Nancy Beaumont and Jackie Dooley were invited by ALA president Maureen Sullivan to attend a meeting last night at which presidents and exec directors of allied organizations (Amer Assn of Law Libraries, SLA, Medical Librarians' Association, a few others) were invited to speak for a few minutes. Jackie reports it was really interesting and valuable. This was the first time SAA was invited to attend, possibly because Maureen and Jackie have known each other for years. This is an example of how personal relationships often carry an institutional package.

SAA membership demographics: 25% are archives grad students, another 25% have been in the profession 1-5 years. Employment (as in availability of professional positions) is a huge issue for that cohort, and they have very different approaches to communication than do older SAA members. They're not sure how they can address the employment issues, but Council is definitely interested in pursuing it.

**The text of the SAA on RBMS Lending Guidelines
RECOMMENDATION**

THAT the ACRL/RBMS *Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials* (as appended) be endorsed as an external standard by the SAA Council.

Support Statement: The standard offers a set of principles and general guidelines for institutions to consider in formulating their own local policies and practices, whether those include lending physical materials under certain conditions or providing digital or other surrogates in lieu of physical lending. It also outlines the responsibilities of borrowing institutions in ensuring the security and preservation of loaned materials.

Impact on Strategic Priorities: Endorsement of the Guidelines would facilitate responsible loaning and borrowing of archival materials for exhibition and research use, which has the potential to promote archives to diverse communities (Diversity) and build public awareness of archives (Public Awareness/Advocacy).

Fiscal Impact: Endorsement of this external standard should not have any fiscal impact on SAA.

Other

*California Rare Book
School: Deborah
Whiteman for Susan M.
Allen*

*Center for Bibliographic
Studies and Research
(CBSR): Brian Geiger* No report.

*Diasporic Literary
Archives Network: E.C.
Schroeder* The Diasporic Literary Archives Network (<http://www.diasporicarchives.com/>) held two workshops this past spring. In March the University of Pavia hosted a workshop that examined the issues of split collections. See <http://www.diasporicarchives.com/pavia-workshop-review/> for a

report of the conference. In May, the group was hosted by IMEC and explored the topic of “Stakes of public/private ownership”. See <http://www.diasporicarchives.com/wp-content/uploads/2012/03/IMEC-Workshop-Programme-English.pdf> for the program. Upcoming workshops will explore the issues of “Politics of location” and “diaspora and possibilities for digitization”.

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

GODORT’s Rare and Endangered Publications Committee met **Sunday** morning. Barbara Miller, the current GODORT Chair, was in attendance as was David Jake, the liaison from PARS and Val Glenn from the Hathi Trust.

The Federal Documents Task Force has proposed a resolution on disappearing federal websites. This was passed in principal at their joint meeting with GIS. Val Glenn made a presentation on her project at the Hathi Trust to create a registry of government documents of all formats. They are currently working on the framework and will look to partners, federal and agency libraries, in addition to mining OCLC to identify titles. Helen Sheehy, Head of Social Sciences and the Donald W. Hamer Map Library, told the group of a theft of maps from her collection. REGP will send a letter to college and university library directors alerting them to best practices, citing the ACRL/RBMS Guidelines regarding security and theft.

*Grolier Club:
Meghan Constantinou,*

Meghan Constantinou reported on the upcoming Bibliography Week, which will take place January 21-25, 2014. On Tuesday, January 21, there will be a panel discussion on American architectural pattern books, in connection with the Grolier Club exhibition "Selling the Dwelling: The Books that Built America’s Houses, 1775-2000." On Wednesday January 22, curator Richard Cheek will give an afternoon lecture on the Grolier Club exhibition "Selling the Dwelling." Beginning Thursday January 23, the Club’s 2nd floor gallery will host "Pop-Ups From Prague: The Graphic Artistry of Vojtech Kubašta, from the Collection of Ellen G. K. Rubin."

Upcoming exhibitions in the ground floor gallery include:

- September 18-November 23, 2013. "Extraordinary Women in Science & Medicine: Four Centuries of Achievement." Curated by Ronald Smeltzer, Robert J. Ruben, and Paulette Rose.

- December 11, 2013-February 8, 2014. "Selling the Dwelling: The Books that Built America's Houses, 1775-2000." Curated by Richard Cheek.
- February 19-April 26, 2014. "The Dean of American Printers: Theodore Low De Vinne and the Art Preservative of All Arts." Curated by Irene Tichenor and Michael Koenig.
- May 14-August 2, 2014. "The Power of Words and Images in a World at War." Curated by Kenneth Rendell.

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

79th IFLA conference will be held in Singapore from [August 17th](#) through [August 22nd](#). In addition to meetings of the RBMS standing committee the following sessions of potential interest:

- [Monday](#) 19th off-site day with Asia and Oceania Section: "*Rare and special collections in the Asian or Oceanian context*"
- [Tuesday](#) 20th, presentation of the *Digitization Guidelines* and session with Information Technology with Preservation and Conservation: "*Preserving for the future: Integrating physical and digital preservation*".
- [Thursday](#) 22th, with Art Libraries: "*Images, lost and found: innovative approaches to discovery and use of visual material found in rare books, manuscripts, and special collections*"

The 80th IFLA conference will be held in Lyon France from [Aug. 16-22](#)

*OCLC Research/RLG
Programs: Jennifer
Schaffner*

*Rare Book School:
Danielle Culpepper*

DRAFT

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