

<p>RBMS Executive Committee Meeting ALA Midwinter Meeting Loews Howe Monday, January 27, 2020 8:30 a.m.-11:30 a.m.</p> <p><i>Please note: Reports by chairs of committees, discussion groups, and task forces, as well as liaisons, are given at the RBMS Information Exchange on Sunday, January 26, 4-5:30 pm, Pennsylvania Convention Center, Room 113-B and not repeated at the Executive Committee meeting. Committee chairs are expected to attend the Executive Committee meeting and may present action items for consideration.</i></p> <p><i>RBMS members are encouraged to attend and participate in discussions.</i></p>	
<p>Call to order (Verónica Reyes-Escudero)</p>	<p>The meeting was called to order at 8:31 am.</p>
<p>1. Review Process & Protocols of Meeting (Verónica Reyes-Escudero)</p>	<p>Chair gave overview of agenda; will assume committees, task forces, and discussion groups do not have reports in addition to Info Exchange reports unless otherwise told. Reyes-Escudero noted that the ACRL Liaison will not be present but sent a report. A break will be taken near the halfway point of the meeting.</p>
<p>2. Introductions & Attendees (Verónica Reyes-Escudero)</p>	<p><i>Executive Committee:</i> Veronica Reyes-Escudero (Chair, U of Arizona); Petrina Jackson (Vice-Chair, Syracuse U); Will Hansen (Secretary, Newberry Library); Shannon Supple (Past Chair, Smith College); Sarah Horowitz (Member-at-Large, Haverford College); Elizabeth Call (Member-at-Large, U of Rochester); Lynne Thomas (Member-at-Large, U of Illinois).</p> <p><i>Guests:</i> Francis Lapka, Elspeth Healey, Andi Gustafson, Maggie Kopp, Colleen Barrett, Moira Fitzgerald, Amy Tims, Anna Chen, Diane Dias De Fazio, Erika Jenns, Lois Fischer Black, Curtis Small, Erika Dowell, Elizabeth Hobart, Sara Logue, Eric Friede, Jane Gillis, Blynne Olivieri, Jackie Parascandola, Mary Lacy, Kalan Knudson Davis, Caitlin Goodman, Katy Rawdon, Michelle Mascaro</p> <p><i>Conference Call Guests:</i> Athena Jackson, Melissa Hubbard, Brenna Bychowski, Katie Henningsen, Margaret Gamm</p>
<p>3. Review & Approve Agenda (Verónica Reyes-Escudero)</p>	<p>Agenda approved as issued, after motion by Supple/Thomas.</p>
<p>4. Approval of Minutes from ALA Annual 2019 (Will Hansen)</p>	<p>Minutes reviewed and approved after motion by Horowitz/Thomas. (Minutes were available at the meeting.)</p>

<p>5. Reminders for Committee Chairs About Committee Meeting Minutes & Information Exchange Reports (Will Hansen)</p>	<p>Please post Info Exchange reports to RBMS-L by Monday, February 10, 2020, and minutes from committee meetings by Monday, February 17. They will be collected from the listserv, without need to send additionally to the Secretary. Questions can be emailed to Will Hansen at hansenw@newberry.org.</p>
<p>6. Consent Agenda (Verónica Reyes-Escudero)</p>	
<p>7. Updates from Executive Committee (Will Hansen)</p>	
<p>8. Old Business (Will Hansen)</p>	<p>Taken up as listed.</p>
<p><i>8.1 Review Member-at-Large Liaison Assignments (Elizabeth Call)</i></p>	<p>Call reviewed members-at-large roles, noting that they liaise with committees. Members-at-large receive questions and comments from committee chairs, rather than everything being sent to RBMS Chair (who is only active in the role for 1 year).</p> <p>Currently, Call works with the Bibliographic Standards Committee (BSC) and the Task Forces.</p> <p>Horowitz works with liaisons to outside groups, Publications and Communications Committee (“PubComm”), and Exhibitions Committee. She noted that the Instruction and Outreach Committee does not have a liaison currently because a Member-at-Large has thus far been a member of committee, including herself now.</p> <p>Thomas works with the Membership and Professional Development Committee (“M&PD”), the Scholarships Committee, the Diversity Committee, and the Discussion Groups.</p> <p>Diane Dias De Fazio noted that Members-at-Large continue with the same committees for their entire time as Members-at-Large, helpful for providing continuity. Call noted, however, that convening of Info Exchange rotates among the Members-at-Large, with the person in their second year taking that role.</p> <p>Supple noted that this item was on agenda to discuss the need for committees without a liaison to have one assigned. Instruction and Outreach and also the Controlled Vocabularies Editorial Group are currently in this position (though Call may be taking care of some of this through liaison duties with BSC).</p> <p>Reyes-Escudero requested that this be coordinated by discussion among Members-at-Large, in time for ALA Annual Meeting.</p>
<p><i>8.2 Climate Sustainability (Shannon Supple)</i></p>	<p>This item was on the 2019 ALA Annual agenda for discussion after the 2019 RBMS Conference; it will be covered by item 14.3, the Sustainability Committee proposal.</p>
<p><i>8.3 Endorsement of the Protocols for Native</i></p>	<p>Reyes-Escudero noted that the Executive Committee voted to recommend endorsement of the Protocols, and ACRL has also approved.</p>

<p><i>American Archival Materials Update</i> (Veronica Reyes-Escudero)</p>	<p>The next step is listing RBMS and ACRL on the endorsement page for the Protocols. That is in the works through coordination with Society of American Archivists (SAA) and ACRL, and should be in place before Annual.</p>
<p>9. Programs and Conferences</p>	
<p><i>9.1 2020 Conference Program Planning (Bloomington, IN) (Elizabeth Call & Robin M. Katz)</i></p>	
<p><i>9.2 2020 Conference Local Arrangements (Bloomington, IN) (Rebecca Baumann & Erika Dowell)</i></p>	
<p><i>9.3 2020 ALA Annual Conference Program Planning (Chicago) (Brittany Nichole Adams)</i></p>	<p>Reyes-Escudero notes that Brittany Nichole Adams has recently taken over as Chair of this committee from Gabrielle Dudley. She thanks them both for serving in these capacities.</p>
<p><i>9.4 2021 Conference Program Planning (Milwaukee) (Heather Cole & Emilie Hardman)</i></p>	
<p><i>9.5 2021 ALA Annual Conference Program Planning (Chicago) (Michael Inman & Sara Logue)</i></p>	
<p>10. Task Forces</p>	
<p><i>10.1 SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (Martha O'Hara Conway)</i></p>	<p>The committee has completed its work; all is done and approved. It will be removed from future agendas.</p>
<p><i>10.2 ACRL/RBMS-ARLIS/NA-SAA Joint Task Force on Development of the Art and Rare Materials BIBFRAME</i></p>	

<i>Ontology Extension (Jason Kovari)</i>	
<i>10.3 ACRL/RBMS Task Force to Review the ACRL Code of Ethics for Special Collections Librarians (Melissa Hubbard & Sarah Schmidt)</i>	<p>The Task Force submitted a revised draft Code of Ethics.</p> <p>Hubbard noted that the Code of Ethics was brought to the Executive Committee at Annual, received feedback, and the Task Force implemented most of the recommended changes. A few recommendations were not taken up, and kept as is.</p> <p>The draft was approved after motion by Thomas/Horowitz.</p> <p>Reyes-Escudero advised that it will now be sent to ACRL for review and vote for approval.</p>
<i>10.4 ACRL/RBMS Guidelines for Borrowing and Lending Special Collections Materials Task Force (Sara Logue & Nicholas Martin)</i>	
11. Publications & Communications	
<i>11.1 Publications & Communications Committee (Sarah Horowitz on behalf of Audrey Pearson)</i>	
<i>11.2 RBM (Richard Saunders)</i>	
<i>11.3 RBMS News Editor (Sarah Horowitz on behalf of Audrey Pearson)</i>	
<i>11.4 Web Team (Sarah Horowitz on behalf of Gioia M. Stevens)</i>	
12. Standing Committees	
<i>12.1 Archivist/Records Manager (Kathryn Kuntz)</i>	
<i>12.2 Bibliographic Standards (Francis Lapka)</i>	<p>a) Lapka shared that the RBMS Bibliographic Standards Committee (BSC) hopes to soon publish <i>Examples to Accompany Descriptive Cataloging of Rare Materials (Serials)</i>, which will serve as a valuable accompaniment to our existing standard, DCRM(Serials). The <i>Examples</i> provide about 50 full catalog descriptions to illustrate the DCRM(S) rules, providing catalogers with both the images of serials and the resulting cataloging records, all linked to both DCRM(S) and MARC.</p>

The final step for publication of BSC standards is review and approval from RBMS Exec. He discussed the need for examples and models for all formats, but particularly for serials, which are notoriously difficult to catalog. BSC believes it will be a “godsend” for catalogers. It is a very robust resource. To date, the BSC has done close readings of the examples, solicited input from a serials cataloger at Library of Congress, and implemented their recommendations to improve the examples. BSC has discussed and approved the *Examples* to bring to Exec. If approved, it can be published as PDF on rbms.info, and a more “robust” manifestation in Catalogers Desktop which will require some additional work. Hansen requested clarification on differences between rbms.info and Catalogers Desktop versions, and Gillis shared that Catalogers Desktop is moving to new platform, so there probably won’t be major differences between the versions. Lapka noted that the Catalogers Desktop version will be a series of webpages with easier and better navigation than the simpler PDF. Proposes using Catalogers Desktop for these *Examples* (and not for future resources) because DCRM(S) is published there so it makes sense to have *Examples* published there.

Lapka thanked the co-editors, Jane Gillis, Randy Brandt, Annie Copeland, Stephen Skuce for all of their hard work on this.

Publication was approved after a motion by Supple/Petrina Jackson. The PDF will be put on rbms.info, and announced on listservs thereafter.

b) Lapka raised BSC’s question of how to publish standards moving forward, especially but not exclusively DCRM. DCRM2, the next version, will need to comply with RDA. BSC has started to really value the idea of publishing standards in a way that is freely available; previously they were published in Catalogers Desktop, which is a paid, subscription product. SAA publishes its standards freely on the SAA website. RBMS already does this as well in a somewhat limited way w/ PDFs for those who don’t subscribe to Catalogers Desktop. However, the resources are better when rendered in HTML as webpages: links work better, navigation is easier, and other factors contribute to this.

Publishing on RBMS makes a lot of sense to BSC rather than creating a new site. Lapka has communicated with the RBMS web team, and some concerns about feasibility arose. BSC tends to think the typical workflow and platforms used for rbms.info probably wouldn’t work too well for BSC standards: there are many web links, and the need for persistent and specific URLs that won’t change—this may not work well with the existing Wordpress platform. BSC proposed using GitHub, establishing a subdomain of rbms.info that will point to that GitHub-hosted site. This has a number of advantages over other potential platforms. BSC doesn’t want to use a GitHub domain, but rather to maintain the legitimacy of using rbms.info.

	<p>Thomas asked about whether there is sufficient knowledge of GitHub on BSC, and if there is planning for sustainability for future members? Are there issues with RBMS owning content hosted on GitHub? Lapka responded that there is great current knowledge and expertise with GitHub on BSC, but there is also awareness of the need for succession training and documentation. Regarding ownership, BSC needs to do further exploration. Tims noted that GitHub does have Creative Commons licenses, and that there does seem to be capacity there for these kinds of ownership/licensing issues.</p> <p>Horowitz commended BSC for thinking about and advocating for open-access publishing.</p> <p>Reyes-Escudero asked about the communication with the RBMS web team and the concerns there? Lapka reported that Alisa Beer indicates that the BSC plan should work for web team, and would not overburden web team. BSC does understand that they (not the web team) would be taking on maintenance and upkeep of this subdomain.</p> <p>Supple also commended exploration and advocacy of better accessibility, and approves of looking at DACS as a model. However, it would be necessary to know ongoing costs before approving. Regarding the subdomain, RBMS might want one where all standards would go, including standards that have gone through ACRL as well—it could be standards.rbms.info or similar. Lapka responded that GitHub has nonprofit pricing, but there would be some costs there. There could also be Dreamhost (current rbms.info host) costs; it depends on how many and whether subdomains are an additional cost.</p> <p>Lapka noted that BSC hope to implement this subdomain in the spring, before ALA Annual.</p> <p>Reyes-Escudero noted the need for additional information on costs and communication through Budget; additional exploration of subdomain naming; and additional information on licensing in GitHub. Once these are discussed and approved in BSC, they could bring back to Exec for a vote. Lapka said that BSC will try to bring it to Exec for approval and voting as soon as possible, probably in February or March.</p> <p>Reyes-Escudero called for a 10-minute break at 9:30am; reconvene at 9:40am.</p>
<p><i>12.3 Budget and Development (Blynnne Olivieri)</i></p>	<p>Olivieri reported that Budget and Development voted on Saturday to recommend the following funding proposal:</p> <ul style="list-style-type: none"> • \$500 to offset the cost of the New Members’ Mixer from RBMS’s conference profit share; • \$17,550, the balance of the conference profit share, for RBMS conference scholarships; • An additional \$10,000 from the Friends of RBMS ACRL conference scholarship fund.

	<p>\$27,550 for Scholarships will fund 25-30 scholarship recipients.</p> <p>Dowell asked for a comparison of funding on scholarships to last year? Olivieri answered that RBMS used \$12,000 from the conference profit share last year, and that the total expenditure for scholarships last year was \$23,405. Horowitz commented that more scholarship funding is recommended this year because of the record number of scholarship applicants, due to the loosening of requirements, including no longer requiring applicants to be ACRL members.</p> <p>Reyes-Escudero mentioned that a number of Exec Committee members were ex-officio in B&D meeting, and that is why there isn't extensive discussion of this expense here.</p> <p>Dias De Fazio offered thanks on behalf of M&PD for funding for the New Members' Mixer.</p> <p>Budget proposal approved after motion from Reyes-Escudero/Horowitz.</p> <p>Reyes-Escudero thanked Olivieri, outgoing chair of B&D, for her service, and Athena Jackson for taking over that position.</p>
<p><i>12.4 Conference Development (Beth Kilmarx & Michael Taylor)</i></p>	
<p><i>12.5 Controlled Vocabularies Editorial Group (Brenna Bychowski & Lauren Reno)</i></p>	
<p><i>12.6 Diversity (Curtis Small on behalf of Jina DuVernay & Francesca Marini)</i></p>	
<p><i>12.7 Exhibition Awards (Anna Chen)</i></p>	
<p><i>12.8 Instruction and Outreach (Andrea Gustavson & Maggie Kopp)</i></p>	<p>Kopp reported that the Teaching with Primary Sources (TPS) Unconference is scheduled for Tuesday, June 23 in Bloomington, IN. IOC knows there are questions about this being scheduled for same time as RBMS Workshops. This is a free, non-RBMS-sponsored event, so there are questions from IOC about how to advertise and promote the event.</p> <p>Call reported that this was a point of discussion between Robin Katz and Tori Ondrla on behalf of ACRL. Per Ondrla, the Unconference cannot be included as an option in the RBMS conference online registration form, but information on the Unconference can be included in the webpage for the RBMS conference for those interested in registering.</p> <p>Reyes-Escudero suggested that additional information is needed, but that she is happy to talk more with ACRL about how to make this work.</p>

	<p>Kopp mentioned that this Unconference has been held in conjunction w/ SAA before, and that this is the first year in which it was proposed for conjunction with RBMS. Local Arrangements has a call about this in the coming week with one of the Unconference organizers. Gustafson noted that the organizers are Rachel Makarowski (IOC liaison to TPS), Anne Bahde (also an IOC member), and other members from SAA. Supple suggested that IOC could probably create a Google Form to link to on webpage to register for Unconference.</p> <p>Dias De Fazio asked for more information about how this affects Orientation and workshops, and what the schedule is for the Unconference? Kopp responded that the Unconference will be 9:30am-3:30pm; it will not conflict with Orientation. Robin Katz has had knowledge of planning for the Unconference from the beginning. There is a TPS Unconference planning team meeting soon. IOC is not an official sponsor of event, but a number of IOC members have been involved on their own. Call reported that Robin Katz has been involved w/ other Unconferences but not as involved this year. RBMS Conference Planning has not been involved with Unconference planning, but Robin has brought questions from Unconference planning to ACRL. Gustafson mentioned that IOC members are excited to help, but it is not formally sponsoring the event.</p> <p>Thomas suggested that IOC, Conference Planning, and Unconference planning get together to discuss coordination and making sure there aren't surprises for anyone involved, to make sure everyone's on the same page, and that everyone is working toward the same goal. Call appreciated the suggestion. She said that it's hard to keep everyone who might need to know in the loop; it's one of the good things about Midwinter to bring these kinds of things up and bring more people into conversation together. Reyes-Escudero reiterated the need for patience with these processes. She appreciates that everyone is working hard, and it is hard to keep everyone in loop. She suggested that IOC coordinate efforts w/ TPS Unconference and RBMS Conf Planning.</p>
<p><i>12.9 Membership and Professional Development (Diane Dias De Fazio & Erika Jenns)</i></p>	<p>Dias De Fazio suggested moving ahead to item 14.4 for discussion of the proposed change to charge for M&PD. One minor change was made to the revised charge as distributed to Exec, add "designate a" before "liaison" in the last clause of the charge.</p> <p>Approved as amended, after motion by Thomas/Supple.</p> <p>The change will be made to the RBMS Manual and website.</p>
<p><i>12.10 Nominating 2020 (Athena Jackson)</i></p>	

<i>12.11 Scholarships (Katie Henningsen & Elspeth Healey)</i>	
<i>12.12 Security (Barbara Bieck & Margaret Gamm)</i>	
<i>12.13 Seminars (Maira Fitzgerald)</i>	
<i>12.14 Workshops (Whitney Buccicone & Gregory Seppi)</i>	
13. Discussion groups	
<i>13.1 Collection Development (Julie Gail Christenson & Timothy Shipe)</i>	
<i>13.2 Curators and Conservators (Meghan Constantinou on behalf of Katharine Carrington Chandler)</i>	
<i>13.3 Digital Special Collections (Emilie L. Hardman & Kristen Mapes)</i>	
<i>13.4 Manuscripts and Other Formats (Margaret Gamm & Kathryn Kuntz)</i>	
<i>13.5 Public Services (Sarah Logue & Isabel Huber Planton)</i>	
<i>13.6 Technical Services (Whitney Buccicone & Jacqueline L. Parascandola)</i>	
14. New Business (Verónica Reyes-Escudero)	
<i>14.1 Discussion about RBMS Discussion Groups (Members-At-Large)</i>	Supple mentioned that this item was to talk about discussion groups, and whether there should be changes to discussion groups. These conversations have settled down, and it probably doesn't need to be discussed now. Horowitz added that she is happy to reach out and see if there is desire for further discussion with discussion groups, and set up a conversation as needed.

<p><i>14.2 Publications & Communications Committee Documentarian Team (Sarah Horowitz on behalf of Audrey Pearson)</i></p>	<p>Horowitz said that the proposal does not need a vote now, but she is happy to take questions/concerns.</p> <p>Dias De Fazio asked why Documentarians are listed as working with Local Arrangements exclusively? Should this language be changed to “additional committees”? Horowitz replied that Local Arrangements was proposed helping to gather images at Conferences, help with logistics for needed equipment at venues, and similar issues. Dias De Fazio suggested the need to collaborate with other committees that also manage web pages on rbms.info. The hope is that the website can feature not just conference images, but others of membership in a variety of settings and events.</p> <p>Reyes-Escudero said that PubComm will continue to explore, and come back to Exec after further discussion.</p> <p>Horowitz shared that her understanding is that PubComm wants to pilot this model at 2020 RBMS Conference. Reyes-Escudero responded that this already falls under the work of PubComm; formal acknowledgment and codification of these roles is what would need to come to Exec for approval and vote.</p>
<p><i>14.3 Proposal for RBMS Sustainability Committee (Melissa Hubbard)</i></p>	<p>Hubbard introduced the proposal by stating that a Sustainability Committee would follow the model of the Security Committee for its first two listed goals (“To provide information and education regarding climate change and its impact on the historical record for the section and the profession” and “To disseminate information about incidents related to climate change in special collections”). Other goals are more advocacy-oriented. Much of this builds on the work of the 2019 Conference Program Planning Committee. Melissa shared that Julie Grob says that this is near and dear to her heart as a Houstonian, and believes this is an urgent issue and that RBMS should act sooner rather than later, even though typically RBMS is hesitant to create new committees.</p> <p>Petrina Jackson asked how easy this would be to execute. She has questions about several bullets in the proposal that talk about collaboration with other outside institutions; this always adds a layer of difficulty. Hubbard responded that as far as she was aware, they have not identified a specific conduit to other organizations. However, she believes the proposed committee should be involved in the work to build those connections.</p> <p>Petrina Jackson asked whether the proposed committee could create resources for members to go to when things arise w/ natural disasters?</p> <p>Hubbard responded that that could be an important part of the work of this group. Hansen suggested that some of these resources already exist</p>

through conservation and preservation organizations, and that coordination with such organizations would also be an important element of this committee. Supple mentioned the Preservation and Reformatting Section (PARS) within ACRL, and that we should avoid mentioning specific groups in the charge, but instead mention working w/ “sister” organizations. Identifying existing documents, compiling, and filling gaps could be a part of the work of this committee.

Olivieri asked about committee name choice: sustainability of what? The term has been used in higher education in a variety of ways. She suggested “Climate Response Committee” as an alternative. Horowitz mentioned that those working on this potential committee charge had questions about that. Other suggestions were given, including “Climate Disaster and Response Committee” as one other option.

Supple liked the potential committee’s broad thinking about the many components to the need for the committee, including travel to conferences and other needs. Hansen added that he appreciated mention of the involvement of ABAA/ILAB to address sustainability issues regarding both travel and packing materials used for shipment to organizations.

Petrina Jackson wanted mindfulness of what has already been done, and of the need not to duplicate efforts, and of the need to be mindful of peoples’ bandwidth for this work. She suggested the need to do this in a way that’s not just reporting out, but a desire to actually make an impact and change. Reyes-Escudero said that, considering how much duplication there would be, she wondered whether readiness and response would go hand in hand with some of Security’s work. Particularly with potential changes coming within ALA’s organizational structure, she wants to make sure we’re not duplicating work, and people are already stretched with how much there is to do. She is thinking about where we could place it among already existing committees/groups.

Thomas mentioned that it sounds like there’s a struggle with definition and scope. Would it be better to start with a short-term task force to address gaps, survey existing resources and groups, then see what’s still needed and go from there? Dias De Fazio said that it’s a wonderful and necessary endeavor, and appreciates the work of people to develop this on a volunteer basis. Would looking back on the fairly recent development of the Instruction and Outreach committee help with thinking about development of this committee? Call mentioned on behalf of online attendee Athena Jackson that Diversity began as Task Force, then developed into Committee. There is a model for that.

Reyes-Escudero said that there’s a need for a harder look on who’s doing what. The section cannot directly endorse statements, issue policy documents, etc; most things have to go through ACRL. She asked whether there was a need to establish a task force or committee now, or

	<p>additional exploration prior to that step?Supple suggested that it’s unfair not to establish at least a task force now but ask people to do the work.</p> <p>Hubbard suggested next steps to take back to the group working on the committee charge. She proposed a modification of the proposed charge to fit the task force model, and bring back to Exec. They would then look for more members to do exploratory work if approved. Reyes-Escudero expressed appreciation and the need for this work in one way or another, which doesn’t quite have an existing place in RBMS now. Exec would consider this and motion for approval online prior to Annual.</p>
<p><i>14.4 Revised charge for Membership and Professional Development Committee (Diane Dias De Fazio and Erika Jenns)</i></p>	<p>See 12.9 above. Revised charge approved.</p>
<p>15. ACRL</p>	
<p><i>15.1 ACRL Liaison (Kelly Jacobsma, floor upon arrival)</i></p>	<p>ACRL Liaison could not attend, but sent a report (attached to the minutes).</p> <p>Reyes-Escudero reported that she and Petrina Jackson went to the ACRL Leadership Council breakfast meeting on Saturday, and wanted to mention some points learned there. Regarding 2021 ALA Midwinter, many in RBMS took advantage of virtual meetings this year, and she will be interested to hear about how those who didn’t have in-person meetings this year thought it went. Mary Ellen Davis from ACRL suggested proactively looking at how committee work gets done. Meetings for boards are already set for 2021 Midwinter, but not section or committee meetings—so there is a question of whether RBMS committees should not expect to meet at Midwinter 2021. She is waiting to hear.</p> <p>Athena Jackson asked if there is a timeline or deadline set for deciding on this? Reyes-Escudero responded that she is not sure, but ACRL did send out email about encouraging virtual meetings this year, and there may be something similar for 2021 Midwinter (or its equivalent).</p> <p>Olivieri asked whether the RBMS Executive Committee is the equivalent of a “board”? Reyes-Escudero responded that she has asked ACRL about this but does not yet have an answer.</p> <p>Olivieri said that it seems like committee work is encouraged to roughly take place within the two-meeting (MW and Annual) framework now, and that it would be helpful to hear from RBMS whether this should</p>

remain the standard timeline of work, roughly, when MW is no longer in-person. Reyes-Escudero responded that she would expect it to remain pretty similar, but would like to hear feedback from how it worked or will continue to work. Thomas suggested clarification of the structure implied by Exec, which sends out expectations and gives latitude within the work of a committee depending on what they need. There might be a decent chance that ACRL says Exec is not a board, so that we might need to make our own plans for an online RBMS Midwinter Exec meeting to take care of business if we won't be included in coming Midwinter equivalent. She suggested that RBMS is far more formalized than most other ACRL sections and should probably proceed accordingly. Jenns mentioned that we now know that things need to be done within a particular timeline for the Midwinter/Annual structure. A looser structure may lead to committees being scheduled against each other, and other problems of coordination; we probably need some level of coordination on our own if it will no longer be going through Midwinter. Bychowski mentioned that Controlled Vocabularies has held regular working meetings between Midwinter and Annual, and this structure has worked well for them.

Athena Jackson asked whether there would be consideration of committees meeting sometime before ALA Annual Conference, and instead at the RBMS Conference? Reyes-Escudero mentioned that ACRL so far has left open the door to RBMS committees and groups meeting at RBMS or virtually instead of meeting at Annual. Dowell said that we need to align with the ACRL Board, which meets at Midwinter, for anything we need to bring before them. We also need to consider additional costs and logistics, particularly if meetings will be held at RBMS instead of ALA. Petrina Jackson raised the possibility of adding on two days for meetings at RBMS; it is a hardship financially and in time to go to three conferences in a year (Midwinter/RBMS/Annual). It might be far more inclusive to handle everything at RBMS, as it is hard for people new to profession to attend Midwinter and Annual. This could help demystify the process for those who could not otherwise get a handle on the RBMS/ACRL/ALA organizational structure. Mary Lacy suggested that there wouldn't be much need to go to Midwinter at all in the future if there's no Exec meeting. Could make it only two meetings a year (RBMS/Annual) rather than 3.

Horowitz said that the Steering Committee on Organizational Effectiveness (SCOE) is recommending a new universal dues structure; this would possibly be less than the current dues structure for ACRL. Might this have impacts on conference financial support, other support? She would like to hear more from ACRL on this.

Jenns asked if we are waiting for more information from ACRL on making changes to structure of meetings, etc? Reyes-Escudero

	<p>responded that, yes, we are in a pause period now, and waiting for more information.</p> <p>Hansen echoed Petrina, appreciating the possibility of holding meetings at RBMS as a way to become more inclusive and transparent about sectional business. Reyes-Escudero noted that it could also help to increase membership.</p> <p>Olivieri asked whether the question of adding meeting days to RBMS would go to ACRL and/or ALA? Would we ask them for approval to explore that? Reyes-Escudero responded that, yes, we would hope to follow up with ACRL Liaison Kelly Jacobsma to see if that’s okay with ACRL, and explore accordingly. This could have impacts on the 2021 RBMS Conference, so we need to know fairly quickly. Dowell mentioned that the coupling of ALA Annual with RBMS makes it a little different than the situation of the Public Libraries Association, which meets in April and holds its meetings at its conference. Dias De Fazio suggested that it might also impact the capacity of the RBMS conference. She also noted that virtual meeting logistics, and ACRL requirements if using the ACRL virtual meeting platform, can be difficult and also set up a “virtual barrier.”</p>
16. Closing business	Reyes-Escudero gave thanks to the chairs, especially outgoing chairs Olivieri, Amy Chen, and Gabrielle Dudley, and thanks to those taking over for them.
17. Adjournment	Meeting was adjourned at 11:22am after motion to adjourn by Reyes-Escudero/Call.

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**RBMS 2020 Conference Planning Committee
Information Exchange Report for ALA Midwinter 2020**

The RBMS 2020 Conference Planning Committee met Sunday, Jan. 26 from 1-2 PM with 20 attendees, both in-person and virtual. Tory Ondrla, ACRL Conference Manager, was also present. We heard updates from the subcommittees, the Local Arrangements Committee, Scholarships Committee, and the Workshops Committee. Posters and People's Choice proposals are due February 2. We are aiming to have the RBMS 2020 Conference registration go live around the week of February 10. Complete details about what was discussed will be available in the meeting minutes.

-Elizabeth Call and Robin Katz, co-chairs

Task Force to update the Guidelines for Exhibition and Research Loans Info Exchange Report

The Task Force to update the Guidelines for Exhibition and Research Loans met Sunday, January 26 from 1-2pm. There were 8 members and 5 visitors present.

After updates on the work so far, we laid out a timeline of the group's future work which includes having a first draft by annual. The remainder of the meeting was spent with the Task Force having a conversation about the proposed structure of the new guidelines, including a decision to split the document into two, having guidelines for exhibition loans and guidelines for research loans. We began to construct an outline which we will complete in the coming weeks, and then start the work of developing the first draft. The Task Force plans to meet virtually in the spring to pull this together.

Thank you,
Sara Logue and Nicholas Martin, co-chairs

RBMSJ RBMS Publications and Communications Committee/RBMS News Editor Info Exchange report

Dear colleagues,

The following Information Exchange combined report for the Publications and Communications Committee and the RBMS News Editor was shared at ALA Midwinter:

The Publications and Communications Committee met virtually on December 20. The committee considered a request from ACRL to be able to stream the RBMS opening and closing plenaries on ACRL's YouTube channel, and also discussed the need for a new Documentarian to train under the current Documentarian, Joel Minor. The desire for updated imagery on the RBMS website was also examined, and surfaced the need for a role to regularly gather and post new images on the homepage. As a result of these conversations, the committee is recommending the establishment of a Documentation Team subgroup, similar to the Web Team subgroup, to manage video, audio, and still imagery on behalf of the section. The proposed Documentation Team would consist of four members: the Documentarian, Assistant Documentarian, Photo Editor, and Assistant Photo Editor.

The committee also discussed possible website revisions to better accommodate and present committee agendas and minutes, especially as more committees hold virtual meetings outside of the regular Midwinter and Annual schedule.

The RBMS News Editor would like to remind RBMS membership to send items of interest to the section, such as position announcements, calls for papers, internships, and fellowships, to news@rbms.info for posting to the RBMS News Blog. There will be a call forthcoming on the RBMS list soliciting volunteers to serve as the next News Editor, with the term to begin in July 2020.

Finally, committee chair Amy Chen announced that she would be leaving the committee in January and would put out a call for a new committee chair. Audrey Pearson has now rotated on as chair, and the committee expresses deep gratitude to Amy for her leadership and service.

Respectfully,

Audrey Pearson

Acting Head, Rare Book Cataloging Unit

Yale University Beinecke Rare Book & Manuscript Library

RBMS Web Team

Report for ALA Midwinter 2020

The Web Team functions under the auspices of the Publications Committee of the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL). This report was written and compiled by Web Team members.

Web Team Members

Editors (Ex-Officio to Publications):

Alisa Beer (2018-2021) – Web Editor (2019-2020)

Gioia Stevens (2017-2020) – Senior Web Editor

Peggy Balch (2019-2022) – Assistant Web Editor

Liaisons:

Jessica Grzegorski (2019--) – Bibliographic Standards Committee

Amy F. Brown (2015--) – CV Comments Blog Liaison

Rachel D'Agostino (2015--) – Security Committee Liaison

Alison Clemens (2013--) – Task Forces Liaison, Membership and Professional Development Liaison

Laura French (2014--) – Diversity Committee Liaison

[vacant] – Exhibition Awards Committee Liaison

Heather Smedberg (2019 ---- Instruction & Outreach Committee Liaison

Kelli Hansen and Melissa Hubbard – Standard Citation Form Liaisons

Emi Hastings (2015--) – Minutes/Executive Committee Liaison

Elsbeth Healey (2014--) – Scholarships Liaison

Brenna Bychowski (2019--) – Controlled Vocabularies Liaison

Sara Trotta – Publications Committee Liaison and Conference Media Coordinator

Patrick Olson (2016--) – Conference Website Liaison

Audrey Pearson (2017--) – News Editor

Carly Sentieri (2017--) – Security Committee, Thefts Report Liaison

Colleen Theisen and Lewis Day – Social Media Liaisons

Web Editors Emeriti:

James P. Ascher

Alison Clemens

Christian Yves Dupont

Melanie Griffin

Kelli Hansen

Elsbeth Healey

Melissa Hubbard

Jason Kovari

Patrick Olson

John Pull
Christopher Thomas Smith
Shannon K. Supple

Report

I. Overall Website Statistics

From 14 June 2019 to 4 February 2020 rbms.info had approximately 78,015 visits and 162,924 page views, with an average of 2.09 pages per visit. Accounting for 9.17% of page views, the main rbms.info landing page received the most hits. As with this period last year, the job postings category of the News Blog took second place with 8.37% of hits, again demonstrating the tremendous utility of the resource. Controlled Vocabularies garnered 6.13% of hits, followed by Your Old Books (4.16%), and SCF (3.48%). Between CV and SCF, the website's cataloging resources continue to play a valuable role in daily work.

New visitors accounted for 82.6% of users, while returning visitors accounted for 17.4% of users. These statistics are comparable to those for new visitors for the period between Annual and Midwinter last year.

49.92% of session traffic comes from Google, while 33.22% is direct to rbms.info. Bing and DuckDuckGo combined account for just 1.41% of session traffic. Referrals to rbms.info account for 5.66% of session visits. Twitter is RBMS's third largest source of traffic, accounting for 5.74% of traffic, while Facebook referrals account for just 0.42%.

IP addresses in the United States accounted for 75.22% of sessions, followed next by the UK (4.62%) and Canada (3.17%). English is by far the dominant language of users' browser settings, with American, British, Canadian and Australian English together accounting for 90.47% of visits. Spanish (1.16%), Italian (1.06%), and Japanese (0.72%) are the most common browser languages after English.

The most commonly used browsers to access the site are Chrome (55.52% of sessions), Safari (22.48%), Firefox (10.72%), and Internet Explorer (5.26%). Windows remained the dominant operating system at 54.97%, followed by Apple's mobile iOS platform (18.13%), Mac (15.86%), and Android (9.43%). The use of mobile devices (including tablets) accounted for 22.67% of sessions compared to 21.74% during this same period last year.

II. Website Editorial Team

Alisa Beer took over as Web Editor on July 1. Gioia Stevens then transitioned to Senior Web Editor and the Web Team welcomed new Assistant Web Editor Peggy Balch at the same time. Patrick Olson cycled off the Web Team on July 1. Thank you, Patrick, for your service and leadership!

Website Future Plans

The last few Web Team reports outlined a recurring problem of frequent, random server reboots. These have not disappeared entirely, but site performance appears broadly unaffected. We have been able to add two

new multisite installations (Web Resources for the Rare Materials Cataloger and Teaching With Primary Sources Collective) without increased site performance problems.

In the fall of 2019 the Web Team investigated the possibility of switching to ALA-provided WordPress hosting, which would be paid for by the ALA, and free to RBMS. Unfortunately, the size of the RBMS site far exceeds the storage available from ALA's hosting, which makes that switch impossible.

In order to address continuing site lags the Web Team is investigating other service providers -- DreamHost's customer services is lackluster at best. This would entail a larger annual cost, but might significantly improve site performance.

The Web Team is also investigating the possibility of hiring someone to upgrade the site's PHP and consult on plugin replacements for legacy plugins, some of which may be slowing the site down and contributing to occasional lag and performance issues. This would be a one-time expense.

III. Website Content

The Web Team has continued to provide WordPress committee accounts, enabling committees to edit their parts of the website. Committees deserve special commendation for helping to keep a growing website updated and relevant, as the Web Team simply could not do it all without their help. Committees with editing accounts include Bibliographic Standards, Conference Development, the Controlled Vocabularies Editorial Group, Diversity, Exhibitions, Instruction and Outreach, Membership and Professional Development, Security, and Seminars. The News Editor also has an individual account. Additional committee chairs who would like to receive a committee user account to edit their committee pages are encouraged to contact the Web Team at editor@rbms.info.

The Web Editors would like to remind RBMS committees that committees are responsible for updating the information on the webpages under their purview. Committees can update links by following these link-checking procedures:

<http://rbms.info/committees/website/linkchecking/>. Since Web Team members lack the content expertise and time to complete research for this extensive task, we rely on our fellow RBMS members to keep the content current. Committee members and other site users can always send updates to editor@rbms.info, and the Web Team will respond as swiftly as possible.

IV. Individual Project Reports

a. Committee Editing Accounts for rbms.info

For information on committee editing accounts for rbms.info, please see Section III above (Website Content).

b. Social Media Projects

The RBMSinfo Twitter account has 5,118 followers, indicating about 200 new followers since Annual 2019. We are regularly retweeted and tweeted at by various ALA groups, as well as SAA groups and individuals, so we are considered a strong network of special collections professionals for sharing information. The RBMS Facebook page has 2,976 "likes" and 3,164 followers, also indicating growth since Annual 2019. Colleen Theisen has stepped in to coordinate RBMS social media activity with Lewis Day, replacing Jen Talley. Thank you for your time and hard work, Jen, and welcome, Colleen!

c. RBMS News Blog (<http://rbms.info/news-blog/>)

Audrey Pearson continues to publish news, including position announcements and the regular Transitions update, to the RBMS News Blog. The news@rbms.info email address welcomes submissions.

d. Migrating documentation to the ALA Institutional Repository

As time allows, the Web Team continues to move conference recordings and documentation off the RBMS server and into the ALA Institutional Repository. Without affecting the end user's access, this both frees up space on the RBMS server and places the documentation in a repository managed with long-term preservation in mind. Future conference documentation will be added to the ALAIR instead of the RBMS server as a matter of course. As of January 2020, all 21 of the 2018 Conference recordings that we received have been loaded and are now linked from the Conferences page on the website. Loading of the 2019 conference recordings is still in process.

e. Web Resources for the Rare Materials Cataloger

Alisa Beer worked with members of the Bibliographic Standards Committee to develop a new site to host their cataloging resources, which is now live in a beta version:

<http://rbms.info/cat-resources/>

f. Teaching With Primary Sources Collective

The Web Team has worked with the Instruction and Outreach Committee, itself working with members of SAA, to launch a website designed to support those who teach with primary sources. The new site is now live in a beta version:

<http://rbms.info/tpscollective/>

The TPS Collective is actively seeking contributors and is expected to grow.

Executive Committee Liaison

Emi Hastings continues to post meeting minutes and agendas.

g. Security Committee Theft Reports

Carly Sentieri continues to update theft reports

[RBMS] Info Exchange Report: RBMS Archivist

Dear RBMS Members and Friends,

This past November I visited the ALA Archives at the University of Illinois at Urbana-Champaign to donate donations I received from the membership as well as to inquire into what types of materials we should be collecting and what we have in our archives. It is up to the membership as to what we collect. If people have materials regarding the work they performed while serving and participating on a committee, it would be an appreciated addition to the archives. If the membership has photographs of conferences, meetings, and other RBMS gatherings, those materials be a wonderful addition to the archives. We will preserve the photographs on Flickr with ALA Archives.

I have worked with the Bibliographic Standards Committee to save websites they wanted to archive. We are currently waiting for an update on this project.

If you have questions or wish to archive your RBMS materials, please let me know. My email is kathrynk2713@gmail.com.

Respectfully submitted,

Katie

Kathryn Kuntz
Special Collections Supervisor
Richardson-Sloane Special Collections Center
Davenport Public Library

[RBMS] Bibliographic Standards Committee -- Info Exchange Report

Dear colleagues,

The following report from the Bibliographic Standards Committee was shared during Info Exchange at ALA Midwinter.

The Bibliographic Standards Committee will meet virtually on February 3. The meeting will include a report from the Standard Citation Forms Linked Data Working Group, a group tasked with making a recommendation regarding the scope of the Standard Citation Forms (SCF) resource in the evolving linked data environment. The meeting will also include a report from the BSC Program Planning Group, with a review of program proposals submitted for the 2020 RBMS Conference, and a discussion of new program ideas for the 2021 Conference.

Though BSC did not convene an in-person meeting at Midwinter, BSC's RBMS RDA Editorial Group did meet for a series of productive discussions. The group remains on track to publish a revised version of *Descriptive Cataloging of Rare Materials (Books)* within the next year.

Francis Lapka

Chair, Bibliographic Standards Committee

Francis Lapka

Senior Catalogue Librarian

Department of Rare Books and Manuscripts

Yale Center for British Art

[RBMS] Budget & Development Committee, ALA Midwinter 2020 (Philadelphia) - Information Exchange report

Information Exchange Report
ACRL RBMS Budget & Development Committee Report
ALA Midwinter (Philadelphia)
January 26, 2020

The Budget & Development Committee met on Saturday morning, January 25, at 8:30 with 14 attendees, two of whom participated by phone.

There is \$800 remaining in the Basic Services “section” budget. Please contact Blynn Olivieri (stepping down from Chair role after conclusion of ALA Midwinter) or incoming Chair, Athena Jackson, with ideas for proposals.

The Committee discussed and voted to recommend a funding proposal for expenditure of the Conference Profit Share and a portion of the ACRL RBMS Scholarships Fund to support the expanded number of scholarship applicants. This recommendation will be brought to the Executive Committee on Monday morning.

Olivieri thanked RBMS members and supporters for their generous giving to the ACRL RBMS Conference Scholarships Fund and asked for their sustained annual support as RBMS continues on the successful trajectory of welcoming and financially assisting attendance to RBMS conferences.

Blynn Olivieri
Head of Special Collections & Associate Professor
Veterans & Military Families Co-Liaison
Ingram Library
she/her/hers

University of West Georgia

[RBMS] Conference Development Committee / Info Exchange Report

RBMS Colleagues,

The following report from the Conference Development Committee was shared during the Info Exchange at ALA Midwinter:

In early 2019, the Conference Development Committee solicited proposals for hosting the 2021 RBMS conference. Three were received, but, for various reasons, including conflicts with major citywide conferences, none were considered viable. The committee co-chairs then reached out to several institutions in Pennsylvania, Michigan, Wisconsin, and Illinois. Although none were able to host the conference in 2021, a few expressed interest in doing so at a later date. We then worked with Tory Ondrla at ALA to identify a site for a hotel-based conference within easy traveling distance of ALA Annual in Chicago. A proposal for holding the conference at the Pfister Hotel in downtown Milwaukee was sent to RBMS leadership and was approved. The lack of a host institution to underwrite costs was a concern to the committee. However, the RBMS Budget & Development Committee has stated that it is willing to help secure corporate sponsors for the conference and reception.

The committee is currently seeking proposals for the 2022 RBMS Conference, to be held after ALA Annual in Washington, DC. The call for proposals was sent out in early January. There have been a few preliminary expressions of interest so far but no submissions to date. The deadline for receipt of proposals is March 20. Questions? Please contact Conference Development Committee co-chairs Michael Taylor (Western Washington University) and Beth Kilmarx (Texas A&M University).

--

Michael L. Taylor
Special Collections Librarian
Western Libraries, Heritage Resources | Wilson Library 674
Western Washington University | Bellingham, WA 98225

NOTE APPENDED TO REPORT ON 2/4 VIA EMAIL TO RBMS-L:

With apologies, there was an error in the report I sent out yesterday. The 2020 RBMS conference will NOT be held at the Pfister Hotel. It was under consideration but had to withdraw because of renovations. Confirmation of another hotel in downtown Milwaukee is currently pending.

**[RBMS] Controlled Vocabularies Editorial Group Virtual Midwinter Meeting:
Feb. 12, 3-4 EST**

The Controlled Vocabularies Editorial Group (CVEG) did not meet in person at Midwinter. We will be holding a virtual meeting on Wednesday, February 12, from 3-4 pm EST. Connection information, a draft agenda, and our virtual meeting norms are below.

If you have any questions, please don't hesitate to contact either of the co-chairs, Brenna Bychowski (brenna.bychowski@yale.edu) and Lauren Reno (lauren.reno@duke.edu).

Re: [RBMS] No RBMS Diversity Committee Meeting at ALA Midwinter

The RBMS Diversity Committee will not meet at ALA Midwinter. We will be meeting virtually in February.

Best,

Francesca Marini and Jina DuVernay

Co-chairs, RBMS Diversity Committee

ACRL-RBMS Instruction & Outreach Committee

Information Exchange Report for ALA Midwinter 2020

The Instruction & Outreach Committee (IOC) met Sunday, Jan. 26 from 1-2 PM with 21 attendees, both in-person and virtual, including 7 visitors. We heard reports from the IOC subgroups. The Communications Subcommittee is working on mapping communication to the broader RBMS community, including the ongoing IOC-sponsored Twitter chats and newsletter, *Primary Source News and Notes*. The Outreach Toolkit Subcommittee has developed a document defining the elements of outreach and is seeking feedback from the community in order to scope deliverables to complete by Annual. The Teach the Teacher Subcommittee reported on the upcoming seminar IOC is co-sponsoring with the Diversity Committee at the RBMS 2020 conference, and they are developing two webinars to be scheduled later this year. The TPS Collective Subcommittee is planning on reworking the hierarchy of the <http://rbms.info/tpscollective/> site and is still seeking participants and contributors to the site. More information about how the broader community can get involved will be posted to the RBMS listserv in our meeting minutes. Finally, we discussed the upcoming TPS Unconference, which is planned for Tuesday, June 23 in Bloomington. The Conference Planning Committee has asked IOC to liaise with the TPS Unconference planners from SAA, and IOC is excited to support their efforts.

—Andi Gustavson and Maggie Kopp, co-chairs

Below is the report provided by Membership & Professional Development Committee Co-Chair Erika Jenns at the ALA Midwinter 2020 RBMS Information Exchange meeting. Please feel free to contact me (diane.diasdefazio@gmail.com) with any revisions.

Warm Regards,
Diane and Erika

Membership & Professional Development (M & PD)

Erika Jenns, Southern Tier Library System co-chair with Diane Dias De Fazio, reporting on Membership & Professional Development.

The Midwinter meeting of M&PD happened at 4PM on Saturday, 1/25. There were 36 people in attendance, including 12 virtual attendees. Topics covered included:

- Conference Guide Program
- RBMS20 Workshop and RBMS 20 activities
- Book Fair presence
- M & PD Digest
- RBMS Member survey
- Collaborations with Scholarships and Diversity Committees
- Liaisons to Conference Program Planning Committee
- And we voted to revise the verbiage of M & PD's official charge, which will be addressed at Exec on Monday, 1/27

Finally, we took a group photo, which will be added to the M & PD Committee Webpage on rbms.info.

Thank you!

--

[Diane Dias De Fazio](#), MS HPres, MS LIS

Scholarships Committee Information Exchange Report, ALA Midwinter, 2020

The Scholarships Committee met virtually in November 2019. This year the Committee has undertaken a pilot project to expand its scholarship offerings to enable those who have previously attended an RBMS Conference to apply. To implement this, the Committee reviewed peer organizations offering similar awards and put together a proposal for the Executive Committee. The Scholarships Committee anticipates that a small number of returning awards will be made this year with the bulk of the scholarships pool going to first time attendees.

The Committee revised the criteria for all applicants in conjunction with ACRL, and no longer requires applicants to be ACRL members to apply for an RBMS scholarship. The Committee is currently reviewing applications. We have 135 applicants this year. Of these, 119 are first-time attendees and 85 (or 62%) are non-ACRL members and would not have been eligible to apply in previous years.

The average over the past three years has been 68 applications, so this year is an almost 100% increase in our scholarships pool.

In addition, the Scholarships Committee is co-sponsoring with the Membership and Professional Development Committee a session titled “The Power of New Voices” at RBMS2020, which will feature early career colleagues and previous scholarship recipients. We hope this will become a reoccurring session at RBMS.

As you have heard, our scholarships pool is growing, and RBMS is increasingly popular with our early career colleagues. Please consider contributing to the RBMS Scholarship Fund via your RBMS Conference registration or the [online portal](#). Many thanks to our wonderful colleagues for their support of scholarship recipients!

Elsbeth Healey and Katie Henningsen

Co-Chairs, RBMS Scholarships Committee

RBMS Security Committee

Report for Information Exchange, ALA Midwinter

The Security Committee met virtually on Thursday, January 16th at 11 am central time, with 12 committee members present. The agenda focused on determining the status of past projects, assigning ongoing and upcoming projects, and sketching out the next couple years of work, as past chairs transitioned off the committee and present chairs Barbara Bieck and Margaret Gamm are now in place.

Tasks assigned to committee members included the reassignment of regular updates on incidents of theft, finishing up website edits, revamping a proposal for a people's choice session at RBMS, and updating the Audit Tool for Security Practices in Special Collections. As a whole, the committee will work on updating the state laws list on the website.

Two topics that the committee touched on and will address further in future included: a future proposal for a full day preconference workshop on security practices, particularly during renovations; and the next revision of the ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections. The committee agreed to begin addressing the Guidelines revision via a separate committee meeting in March, prior to ALA Annual.

Sincerely,

Co-chairs Margaret Gamm and Barbara Bieck

[RBMS] Seminars Committee Information Exchange Report

The Seminars Committee held regular virtual meetings from November 8 through January 10. We did not meet at Midwinter.

We reviewed 13 excellent proposals and, with difficulty, selected 7. All proposers have been notified and all accepted proposers have confirmed their participation. Many thanks to everyone for their interest and efforts.

Now that we have completed the review process, we will turn our attention to providing logistical support to the accepted seminars and speakers. We look forward to supporting a strong 2020 conference.

Thank you,

Moira Fitzgerald

Chair of Seminars

[RBMS] Workshops committee report -- Midwinter 2020

The RBMS Workshops Committee is thrilled to announce the workshops that will be available this year at RBMS 2020 in Bloomington, Indiana. If you have any questions, please contact co-chairs, Whitney Buccicone (wb8hb@virginia.edu) or Greg Seppi (greg_seppi@byu.edu).

Full Day Workshops

RBMS 2020 – Bloomington, IN

Make, Teach, Collect, Exhibit: a Hands-On Workshop in Underground and Alternative Publications

Summary: This workshop invites attendees to explore the history of alternative and underground publications, learn how to identify and preserve materials, examine teaching with zines and printmaking, and conclude with a hands-on collaborative project.

Workshop Leaders:

- Agnieszka Czeblakow (Tulane University)
- Jay Sylvestre (University of Miami)
- Diane Dias De Fazio (Independent)
- Bradley Duncan (University of Pennsylvania)

Cataloging Artists' Books

Summary: Artists' books are notoriously difficult to catalog, due in part to the nature of their production and the complexity of materials and construction, and the uniqueness of each copy. This workshop will include an introduction to some of the common challenges for describing artists' books, discussion of different cataloging standards to apply and the decision-making process for when to apply what standard, discussion of considerations in developing local artists' book cataloging policies and workflows, and will provide hands-on examples and guidance for cataloging artists' books according to Descriptive Cataloging of Rare Materials (DCRM). The RBMS Bibliographic Standards Committee endorsed this proposal in a vote at ALA Annual 2019.

Workshop Leaders:

- Ann Myers (Stanford University)
- Nina Schneider (Clark Library, UCLA)
- Whitney Buccicone (University of Virginia)

Half Day Workshops

RBMS 2020 – Bloomington, IN

Get the Job!: A Workshop on Creating a Personal Brand & the Ins and Outs of the Hiring Process – Half-day Workshop

Summary: This session, presented with the support of the RBMS Membership & Professional Development Committee, will be a multi-part experience aimed at providing students, early-career, and seasoned professionals with the resources needed for self-marketing and leading in the fields of special collections librarianship, the book trade, archives and museum libraries, book arts, and teaching. This workshop will feature (1) a session on creating a personal brand, including web presence, (2) an open forum with professionals from a variety of institutions and with experience as hiring managers, and (3) a resume review session with one's peers and with the workshop panelists.

Workshop Leaders:

- Erika Jenns (Southern Tier Library System)
- Patrick Olson (Patrick Olson Rare Books)
- Blynne Olivieri (University of West Georgia)
- Fernando Peña (Christie's)
- Jason W. Dean (The Linda Hall)
- Anna Chen (UCLA)

C is for Critical: Investigating Themes of Power in Artist Books – Half-day Session

Summary: This workshop will provide attendees an opportunity to create an artist's book in order to frame their own experience as information professionals engaged with critical practices. Attendees will leave the workshop with a keepsake artists' book using the abecedarian (or alphabet book) convention.

Workshop Leader:

- Sarah Carter (Art, Architecture, and Design Librarian, Indiana University)

W. Buccicone | she/her/hers

[RBMS] Info Exchange Report for Manuscripts and Other Formats and Collection Development Discussion Groups

Dear RBMS Members,

Submitting the Info Exchange report for the following meeting:

Manuscripts and Other Formats and Collection Development Co-Discussion Group

ALA Midwinter, Saturday, January 25, 1-2 pm, Loews Hotel

After positive results at ALA Annual last year, the Manuscripts and Other Formats Discussion Group again combined with the Collection Development Discussion Group, this time for a conversation about deaccessioning. The group of 23 attendees focused on multiple aspects from start to finish in the process; reasons or criteria for deaccessioning through the process of actually doing it. Attendees discussed how some institutions have a difficult time with deaccessioning material, due to state laws or donor specifications. We also talked about how to properly dispose of deaccessioned material; one attendee posed the question of how to go about ethically selling it without preferencing dealers and another cited an RFP process to ensure fairness. More detailed minutes featuring questions asked and answered will be available for those interested in the discussion, though institutions will not be identified.

The groups will separate again for ALA Annual. The Collection Development group plans to discuss Collection Development Policies. The Manuscripts and Other Formats group will collaborate with the Diversity Committee to host a reading group.

Sincerely,

Katie

Kathryn Kuntz
Special Collections Supervisor
Richardson-Sloane Special Collections Center
Davenport Public Library

[RBMS] Digital Special Collections Discussion Group Info Exchange Report

Dear colleagues,

Below is the Information Exchange report:

There were 11 people present during the meeting, including a mix of academic, public, and special librarians. We centered our discussion around issues of access and crowdsourcing in special collections. We heard from several examples about crowdsourcing projects big and small and discussed what role they may play in our collections and how to undertake such projects effectively. The discussion also led to conversations about project management strategies and reusing collections beyond their original purpose.

Thanks,

Kristen Mapes (Co-Convener with Sara Sterkenburg)

Kristen Mapes
Digital Humanities Coordinator
College of Arts and Letters
Michigan State University

[RBMS] Public Services Discussion Group Info Exchange Report

The Public Services Discussion Group met Saturday, January 25 from 10:30-11:30am. We had 14 attendees. The topic was the impact of minimal processing on Public Services.

Discussion points included:

- At what point, during processing or when serving out to patrons, do we do work such as restriction review, conservation treatment or even fastener removal?
- What impact does this have on tech services or public services, and how can colleagues work together to find a middle ground?
- We also talked about how curators can get involved by having better conversations with donors at the point of acquisition (or record managers within an institution.)
- We can use data to show administrators the burden of bringing in collections without a concrete plan for processing or access.
- Off-Site storage has added to this issue.
- We need to think about how we are managing the expectations of donors and researchers with regards to processing or how quickly we can make materials available.
- We may wish to join forces in the future with the Tech Services discussion group to further this conversation.

Thank you,
Sara Logue and Isabel Planton, co-conveners

RBMS Technical Services Discussion Group

Meeting: January 26, 2020

Co-conveners: Whitney A. Buccicone

Jackie Parascandola

Agenda items:

1. Minimally Punctuated MARC Records:

Attendees discussed the implementation of the new PCC rule and there were two approaches as to how this new policy was implemented in various institutions.

1. Some institutions have implemented the changes into their cataloging workflows.
2. Other institutions have decided not to change their procedures at this time, but may revisit at some point.

Those who have instituted the new policy are in a ‘wait and see’ mode to discern how their community is reacting to changes in how their records display in their local catalog.

Since this is a new policy additional discussions may be held at annual to learn how the community is adapting, or not, to this new rule.

2. Future of the group meetings in a post non-midwinter environment:

Discussion centered around utilizing virtual offerings: Zoom, Skype, Blue Jeans, Viber, Google Hangouts and a myriad of other choices.

This was a preliminary discussion and we will revisit this topic in greater depth at annual.

ACRL Code of Ethics for Special Collections Librarians

Executive Summary

- Special collections practitioners have particular ethical duties and values that derive from the responsibility of caring for cultural property on behalf of the general public.
- Balancing the current and potential future needs of all stakeholders who are invested in the collections stewarded by practitioners is a central ethical concern.
- Relationships are at the center of ethical practice, including those between practitioners and users, donors, creators, vendors, colleagues, administrators, and other stakeholders. The RBMS commitment to diversity, equity, and inclusion manifests in ethical practice.
- Practitioners maintain a high standard of behavior due to the significant cultural and monetary value of the materials held in special collections libraries.
- This Code of Ethics consists of three parts: 1) Preamble, which provides an overview of ethical considerations for special collections practitioners as well as definitions; 2) Statement of Values, which describes ethical practice in domains of work important to practitioners; 3) Commentary, which elaborates on the Statement of Values.

Preamble

Special collections practitioners share fundamental values with the entire library profession. They should be thoroughly familiar with the ALA Code of Ethics¹ and must adhere to the principles of fairness, freedom, professional excellence, and respect for individual rights expressed therein.² Furthermore, practitioners have particular responsibilities and opportunities associated with caring for cultural property, preserving original artifacts, and supporting both community engagement and scholarship with primary research materials.

Relationships are at the center of ethical practice, including those between special collections practitioners and users, donors, creators, vendors, colleagues, administrators, and other stakeholders. Practitioners bear responsibility to all of these constituents, as well as to the general public and to the collections with which they work. RBMS “is committed to diversity in its membership, in rare books and

¹ “ALA Code of Ethics,” American Library Association, <http://www.ala.org/tools/ethics>.

² In addition to the ALA Code of Ethics, special collections practitioners are encouraged to familiarize themselves with the Society of American Archivists’ Core Values Statement and Code of Conduct, and to consider how it also applies to their work. “SAA Core Values Statement and Code of Ethics,” Society of American Archivists, <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

special collections librarianship, and among users of rare books, manuscripts and special collections.”³ As stewards of the cultural record, practitioners also bear a responsibility to represent historically underrepresented and marginalized voices, recognizing that diversity is complex and intersectional, and that silences, gaps, and poor description resulting from historical biases have the potential to do great harm. Practitioners should strive to maintain mutually responsible relationships with the individuals and communities that produce the books, manuscripts, and other materials that comprise collections.

Certain stresses arise from the fact that special collections often have great monetary as well as documentary and aesthetic value. Therefore, a number of considerations relating to security and access come into play; special collections practitioners must also exercise extreme caution in situations that have the potential for them to profit personally from institutional activities. Practitioners control or significantly influence selection, acquisition, organization, description, preservation, and access to information. Furthermore, whether during acquisition or ongoing maintenance of collection material, practitioners do not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. Practitioners document any actions that may cause changes to materials or potentially compromise the materials’ authenticity. The highest standards of behavior are necessary to maintain public trust in the institution and in its staff.

At times, ethical values conflict with practical constraints. There are also circumstances in which one ethical value may be in tension with another. When this occurs, special collections practitioners must bring their experience and judgment to bear on each case in order to arrive at the best solution. Practitioners also have a responsibility to center ethical practice in decision-making, resisting pressure to sacrifice values for the sake of pragmatism whenever possible. Assessment and other tools designed to improve institutional performance should incorporate ethical values. Practitioners are encouraged to engage in ongoing professional development and discourse about professional ethics in cultural heritage work.

While special collections practitioners should strive to engage in ethical conduct at all times, they can only act from within their own sphere of influence. They are not responsible for institutional decisions that they cannot control; however they are encouraged to speak out about ethical concerns at their institutions whenever it is

³ “Commitment to Equity, Diversity, and Inclusion,” Rare Books and Manuscripts Section of the Association of College and Research Libraries, <http://rbms.info/about/#diversity>.

safe to do so. RBMS supports strong protections for practitioners to share their views about workplace ethics, including academic freedom. Practitioners distinguish between personal convictions and professional duties, and do not allow personal beliefs to interfere with fair representation of the aims of institutions or the provision of access to information resources.

Definitions:

Special collections practitioner: An employee of a special collections library or any library staff member whose duties involve work with special collections materials. The principles in this Code relate primarily to professional staff (typically librarians, curators, archivists, and conservators), but all library staff members --- including student workers, interns, and volunteers --- should be aware of the ethical values of the profession, and how these values manifest in practice. The abbreviated term “practitioner” is also used in this document.

Special collections library: A library, or an administrative unit (such as department) of a larger institution, devoted to collecting, organizing, preserving, and describing special collections materials and making them accessible. Such entities are also generally referred to as “the institution” in parts of this document.

Special collections materials: The entire range of textual, graphic, and artifactual primary source materials in both analog and digital formats, including printed books, ephemera, manuscripts, photographs, maps, artworks, audio-visual materials, archival materials, and other objects.

Vendor: An individual or institution that sells items or services to special collections libraries. The term “bookseller” is used in this document to specifically refer to antiquarian booksellers, while “vendor” incorporates booksellers as well as other types of service providers.

Statement of Values

Collection Access and Accessibility

Special collections practitioners demonstrate a proactive commitment to broad, equitable access to all materials under their stewardship, and constantly strive to improve collections access for all users.

Collection Description

Materials description is a subjective activity, and what constitutes appropriate description of materials varies with context and time. Recognizing that ideal description conditions do not exist and description should be responsive to both the circumstances in which it occurs and the materials it exposes, special collections practitioners balance their resources and priorities with the descriptive requirements of the materials in their care.

Collection Development

Special collections practitioners create publicly available and clear collection development policies that are sensitive to and begin to address historical gaps based on intersections of identity. When making selection decisions, practitioners take into account the level of resources available to process, describe, preserve, maintain, and make materials available, as well as whether other institutions may be a better fit for a particular collection. Practitioners avoid conflicts of interest and the appearance thereof, both in their institutional role and in any personal collecting. Practitioners should attempt to return items in their collections to creators, previous owners, or their descendants if those items were obtained unethically in the past. Due to the variety of past collection development practices, practitioners should consider a policy regarding the return of collection items unethically obtained in the past.

Development and Donor Relations

Special collections practitioners who interact with donors have a dual imperative: to develop and maintain responsible relationships with donors, and to ensure responsible custody of materials and financial gifts by balancing donors' interests with institutional goals, priorities, and capacities.

Labor Practices and Professional Culture

Special collections practitioners encourage a diverse workforce by fostering inclusive workplace environments with regard to identity, culture, and professional background. Respect for the professional nature of the work should be apparent in recruitment, hiring, and professional development practices. Practitioners advocate for institutional support for necessary positions and for ongoing training for current practitioners. In recognition of the collaborative nature of their work, practitioners foster professional relationships internally and across institutions.

Outreach, Reference, Instruction, and Exhibitions

Special collections practitioners work to forge connections between collections and as diverse a community of users as possible, striving to find points of relevance

that foster engagement at a multitude of levels. Through outreach efforts, they promote exploration of the spectrum of cultures, voices, and experiences documented in collections, while striving to ensure that all potential researchers and partners are valued. They also support dialogue regarding issues of silence and power within the historical records in their collections.

Preservation and Security

Special collections practitioners acknowledge the security and preservation of collections to be a fundamental responsibility of stewardship, though human lives should always be valued above the collections themselves. They promote and implement measures to safeguard materials and ensure future access through appropriate policies, environments, procedures, and intellectual control.

Privacy and Confidentiality

Special collections practitioners have a responsibility to ensure the privacy and confidentiality of users, donors, record creators, record subjects, and vendors. When working with potentially sensitive information within collections, practitioners prioritize access while recognizing the need to respect confidentiality of some materials, including the possible use of time-delimited restrictions. Practitioners are transparent with donors and users about the potential legal limitations of any confidentiality promises.

Responsibility to Originators of Materials

Special collections practitioners maintain clear, honest, and open communication with the creators of materials about the roles that institutions and practitioners have played in the past and continue to play as stewards of the cultural record. Practitioners provide respectful and equitable service to all content creators and those represented in materials, while balancing their needs and desires with those of users.

Vendor Relations

Special collections practitioners communicate institutional needs and expectations to vendors in a clear and timely fashion. They also strive for impartiality in vendor relationships and refrain from accepting substantial gifts, loans, entertainment, or personal discounts.

Commentary

Collection Access and Accessibility

Users access special collections materials in a variety of physical and digital environments, and special collections practitioners must be informed of the relevant professional and legal standards that govern accessibility in these environments. So as not to put the burden of inquiry on users, it is incumbent upon practitioners to actively advertise available adaptive technologies and physical accommodations. Online materials — including digital collections, online exhibitions, finding aids, registration, and other forms — should be ADA compliant at minimum, and digitization of materials should be undertaken with the relevant assistive technologies in mind. When assessing digital access and promotion efforts, practitioners consider how for-profit partnerships restrict equitable access, and they avoid monetizing cultural heritage.

Access policies that include accommodations for disabled users should be the norm. The accessibility of facilities, such as reading room and other public spaces, classrooms, and exhibition/event spaces, can be enhanced through the appropriate use of lighting, furniture, and signage. Renovations and building projects should actively incorporate universal design/accessibility principles.

Collection Description

Special collections practitioners who provide descriptive access to their collections have the privilege and challenge of reflecting the nature and intellectual content of the materials in their care. All materials deserve careful and respectful description, especially collections that have been historically hidden or under-described, or that are produced by marginalized communities. While institutional priorities and resources greatly influence the level of description possible, practitioners strive to provide all collections with enough description to make the materials findable to users, while recognizing that not all materials require the same amount of description. Practitioners recognize that descriptive standards are the products of the social world in which they were created. Therefore, standards are not neutral, and practitioners should strive to foster responsive descriptive standards. Additionally, practitioners must consider their own perspectives and biases, and how these potentially affect their descriptive practice.

Collection Development

Collection development does not happen in a vacuum. Special collections practitioners control or significantly influence selection, acquisition, organization, preservation, and access to information. Collection development policies clearly document collecting goals. When made public, they state institutional priorities to booksellers, potential donors, users, and other contributors to the collections. Strong policies based upon organizational guidelines and all applicable state and

federal regulations lay out both what institutions do and do not collect, and the methods by which materials are typically acquired, based upon organizational guidelines and all applicable state and federal regulations. Practitioners should be aware of and respectful of other institutions doing complementary work and should acknowledge and support that work whenever possible. As appropriate, collection development policies and practices should address historical gaps based on race, gender, ethnicity, religion or creed, socioeconomic class, disability, and other intersections of identity. Indefinitely-retained documentation of gifts, accessions, and de-accessioning choices demonstrates that selections are made in accordance with previously written policies and practices.

Due to the potential conflict of interest, monetary appraisal of incoming materials by practitioners is strictly prohibited in accordance with IRS regulations. Similarly, practitioners must not recommend any materials for purchase in which they have any undisclosed personal financial interest. Additionally, practitioners conduct their personal collecting in a manner that avoids impropriety or the appearance thereof. Personal collecting can add to a practitioner's understanding of a collecting area and of the special collections materials marketplace. While it should not be discouraged, practitioners should disclose such activity to their employer, especially when their collecting area coincides with that of the institution. When such coincidence occurs, the practitioners must not compete with the institution, must not build their own collection at the expense of the institution's, and must be diligent in distinguishing items acquired for the institution from items acquired for themselves.

Practitioners are encouraged to participate in and even initiate replevin processes when it is determined that collection materials have been acquired unethically in the past. Depending on the circumstances, materials in such cases may be returned to the materials' creator, previous owners, or their descendants. A written policy regarding this matter is recommended.

Development and Donor Relations

Both materials and financial donors and special collections practitioners benefit from early and ongoing efforts to communicate honestly, thoughtfully, and clearly about each party's respective roles and responsibilities. This communication includes clarifying expectations by and for donors, and creating agreements that address institutional capacities and commitment to equitable access, copyright laws, and future uses of donations. Additionally, practitioners collaborate and

communicate with development colleagues to maintain a shared understanding of how to pursue and develop donor relationships.

Special collections practitioners ensure responsible custody by being mindful of the institution's larger policies and missions; balancing donors' desires for gift restrictions with a professional commitment to equitable access; and having a clear concept of the institution's collection development philosophy, resources, and other priorities when considering the impact of a potential gift.

Labor Practices and Professional Culture

Special collections practitioners recognize the problems that explicit and implicit bias create in both hiring and retaining a diverse workforce. Practitioners work to recruit and retain a diverse and representative staff through equitable and ethical hiring, labor, and promotion practices, and to promote and implement policies that result in equitable pay for all workers, regardless of gender, sexual orientation, religion or creed, disability, race, or ethnicity. They actively strive to dismantle systems of oppression in institutional and professional spaces, while being open to difficult and uncomfortable conversations on a personal and systemic level.

Special collections practitioners recognize and value the plurality of professional backgrounds that can lead to a career in special collections. Practitioners also promote paid pathways into the profession for interns and student assistants in recognition of their contributions as well as the importance of providing entry points to all qualified and interested candidates, not only those who are able to take unpaid internships and volunteer positions. Across the board, practitioners should strive to offer guidance and mentorship to students and new professionals entering the field. They acknowledge the importance of employing practitioners from underserved communities, especially when institutions hold collections from these communities. It is best practice to avoid and minimize labor practices that lead to precarity for workers, such as the use of recurring term positions to carry out ongoing, professional work.

Outreach, Reference, Instruction, and Exhibitions

Outreach encompasses formal and informal instruction, individual reference support, online social media content, exhibits and other programs. These activities focus on building relationships and articulating the value of collection materials to a variety of user communities. Special collections practitioners carefully consider the communities they serve and the language they use to promote collections under their care in order to provide equitable treatment and representation for all users

while allowing and encouraging them to tell their stories using the collection material.

Preservation and Security

Institutions should provide users with the highest level of access consistent with preservation and security of the materials in question; special collections practitioners perform a complex balancing act between preserving collections and encouraging their use. Institutions should follow standard best practices for the preservation of physical and digital materials.⁴ The ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections provide a template for the protection of collections.⁵

Special collections practitioners maintain current disaster preparedness and recovery policies and procedures. Planning for the long-term care of special collections materials requires practitioners to consider the sustainability of collections, along with an awareness of the potential impact of climate change and other environmental risks. In addition to considering the stability of collection mediums and format-specific needs, practitioners should recognize that maintaining appropriate building temperature and humidity in the longterm is a significant source of energy consumption. To the extent possible, practitioners minimize the negative environmental impact of preservation and other practices.

Privacy and Confidentiality

Privacy is regulated by laws at the federal, state, and local levels. Special collections practitioners have a duty to conform to state and federal laws, as well as to laws governing privacy of individuals, while complying with the user record retention schedule of their institution. They respect the users' rights to privacy by maintaining confidentiality regarding their research and protecting any personal information that the institution gathers.

Similarly, when appropriate, special collections practitioners safeguard the privacy of content creators and vendors. Vendors or creators may determine, in tandem with practitioners, whether to share acquisition information specific to the source of the collection. Practitioners also consider the public good whenever making contractual agreements about the confidentiality or accessibility of information,

⁴ Among others, the National Digital Stewardship Alliance, the Northeast Document Conservation Center, and LYRASIS offer training and guidelines in best practices.

⁵ "ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections," Association of College and Research Libraries, http://www.ala.org/acrl/standards/security_theft. These guidelines are a "gold standard" that institutions should strive to attain. They are not considered minimum best practice.

such as contract provisions regarding limitations on communication about purchases.

Many special collections materials were not created with unrestricted public access in mind or contain collection contents that are sensitive to individuals, organizations, and/or record creators. Embargoes on access are discouraged because restrictions reduce or prevent use of the materials, and permanent restrictions should be applied only in extraordinary circumstances. Special collections practitioners have a responsibility to ensure that any restricted confidential or sensitive material follows reasonable time frames for access that respect concerns based on living donors or materials from third-party individuals within the collection. Similar guidelines might apply to the records of organizations or corporations which include trade secrets, patents or other regulatory information. Practitioners also promote the respectful use of culturally sensitive materials by encouraging communication with communities of origin.⁶

Responsibility to Originators of Materials

Special collections practitioners show respect and equitable treatment of all collections and their creators in all matters of policy, promotion, and access, regardless of whether the communities represented are content creators or have a direct relationship with the special collections library. Clear and honest communication with content creators is crucial to establishing respectful relationships and maintaining responsible custody of collections. This communication includes, but is not limited to, discussion about donation/sale agreements, timelines for providing description and access, potential conservation or digitization, and the future or ongoing role of content creator(s) in relation to the collection(s) and institution. Institutions strive to provide appropriate contextual information when promoting materials.

When approaching or working with community-based archives and special collections, additional considerations come into play. These collections are best described as “independent grassroots efforts emerging from within communities to collect, preserve, and make accessible records documenting their own histories outside of mainstream archival institutions. These community-based archives serve as an alternative venue for communities to make collective decisions about what is

⁶ In institutions that hold materials of Native American origin, practitioners should specifically consult the Protocols for Native American Archival Materials. “Protocols for Native American Archival Materials,” Northern Arizona University, <http://www2.nau.edu/libnap-p/index.html>.

of enduring value to them, to shape collective memory of their own pasts, and to control the means through which stories about their past are constructed.”⁷

Special collections practitioners must consider how best to respectfully support the needs and mission of community archives and their collections. Rather than immediately encouraging physical donation and transfer of curatorial responsibility to an institution, practitioners should consider whether it would be more appropriate to recommend stewardship resources available via professional archival organizations. In some cases, it may also be appropriate for an institution to offer expertise or resources directly.

Vendor Relations

Maintaining relationships between vendors and institutions requires clear, direct, and timely communication addressing the expectations, practices, and schedules of both parties, especially with regard to timelines, payment schedules, visit protocols, acquisitions, and auction-bidding. Additionally, transparency in communication and documentation should be pursued as much as possible when selecting and working with vendors of supplies and services (e.g. digitization).

All acquisitions decisions must be based on the professional judgment of the special collections practitioner, with due consideration given to the objectives and policies of the institution. While close relationships between practitioners, booksellers, and collectors are desirable, it is imperative that conflicts of interest do not arise. Conflicts clearly result when practitioners accept substantial gifts, loans, entertainment, or personal discounts from vendors or donors. The issue of whether any of these offerings should be accepted from these sources is contentious, and so practitioners must make a judgment in each case as to whether the appearance of improper influence might result. Institutional policies regarding the acceptance of gifts or entertainment must also be observed. Practitioners should consider salaries and benefits provided by their institution to be the sole and complete remuneration for the performance of their special collections duties.

⁷ Caswell, Michelle. “SAADA and the Community-Based Archives Model: What Is a Community-Based Archives Anyway?” South Asian American Digital Archive (SAADA), April 18, 2012, <https://www.saada.org/tides/article/20120418-704>.

Proposal for RBMS Sustainability Committee

This proposal advocates for the establishment of a Sustainability Committee to both respond to the urgent threat that climate change poses to the cultural heritage institutions represented by our members and continue the successful work of the Sustainability Sub-Committee of the 2019 RBMS Conference Program Planning Committee. This new committee would build on the momentum of the well-attended 2019 RBMS Conference, which was devoted to the theme “Response & Responsibility: Special Collections and Climate Change.” According to the conference summary report, 58% of respondents agreed that the conference prompted them to greater interest in how “impacts associated with climate change affect our collections, collecting, facilities, services, funding, users, communities, and professional lives.”

This proposal also takes inspiration from a recent study of risks to American archives from water-related climate change, which found that “approximately 17.7% of archival repositories were susceptible to future storm surge plus sea level rise” (particularly in Connecticut, Florida, Georgia, Louisiana, Massachusetts, South Carolina, and Texas), and urged that “the consequences of inaction could lead to damage to national archival infrastructure and degradation and loss of the precious cultural heritage materials housed within them.”⁸ Our RBMS colleagues are already being impacted by floods, fires, and other disasters in their regions.

Additionally, in May 2019 ALA identified sustainability as a core value of librarianship, making this a timely project which aligns with the interests of the larger organization. RBMS has an important role to play in articulating how this core value applies to cultural heritage collections, including those which are under-resourced and highly vulnerable. Furthermore, a Sustainability Committee would provide an additional service opportunity that would be compelling to many members.

The term “sustainability” does not thoroughly capture the environmental crises unfolding due to climate change. “Sustainability Committee” may or may not be the best name for this proposed committee, and the proposers would welcome the Executive Committee’s input on this. One alternate name, which might better capture the stated goals, is Climate Readiness and Disaster Response Committee.

Proposed goals of the committee:

- To provide information and education regarding climate change and its impact on the historical record for the section and the profession
- To disseminate information about incidents related to climate change in special collections
- To link together a network of local and regional disaster planning teams and organizations that are focused on special collections

⁸ T. Mazurczyk, et al. “American Archives and Climate Change: Risks and Adaptation.” *Climate Risk Management*, vol. 20, Elsevier, Jan. 2018, pp. 111–25, <https://doaj.org/article/4303937ebcc84c4bb94944aee7a1c9d2>.

- To advocate about the need to mitigate the impacts of climate change in order to ensure sustainability for special collections
- To advocate for environmentally sustainable approaches to all aspects of rare books and manuscripts librarianship, including but not limited to collection management and preservation
- To collaborate with ABAA and ILAB for best practices across our professions
- To collaborate with SAA, ACRL, DLF, BitCurator Users Forum, and other professional organizations, with the potential for development of a network
- To advocate for more sustainable approaches to RBMS conferences, including the adoption of virtual options