

ACRL/RBMS Security Committee
Virtual Meeting
March 26, 12-1pm CT

Attendees: Kim Bell, Barbara Bieck (co-chair), Sarah Burke Cahalan, Danielle Culpepper, Beth DeBold, Eileen Dewitya, Margaret Gamm (co-chair), Miriam Nelson, Natalia Sciarini

Absent: Michael Inman, Christopher Lyons, Garth Reese

Margaret Gamm calls meeting to order 12:02 CT.

Barbara Bieck volunteers to record minutes.

- I. Review of RBMS Manual regarding guidelines updates
 - a. Barbara outlines the general progression for guidelines revision. You can access the manual [here](#).
 - b. All standards and guidelines must be approved by the RBMS Executive Board, ACRL Standards and Accreditation Committee, and the ACRL Board.
 - c. Once we edit the current working draft, the committee needs to consider when we'd like to approach other committees for revisions. Diversity Committee and the Abolition in Special Collections group (has RBMS members) have expressed interest in reviewing our first draft. Both groups have reviewed current guidelines, and we are waiting for the abolition groups comments.
 - Beth gives an update on the abolition group: the group plans to send out a security survey in the next two months, and have agreed to share results with this committee. We should be able to see the responses via qualtrics - Beth has the links. (https://uark.qualtrics.com/jfe/form/SV_9KQDme9liXLXZum)
 - Committee agrees to hold off our planned security survey until we review responses from the abolition group survey.
 - Beth invites committee members to attend the next Abolition in Special Collections meeting, this Monday, March 29th from 2-3pm EST. Zoom info: <https://yalelibrary.zoom.us/j/96859584941?pwd=bnp1R3dhMUErdFRKVzNqMkFPdTFJdz09> Passcode:518212
- II. Review of working edit doc, Part I
 - a. You can access most recent edits in the Clean Working Copy 3: ACRL/RBMS Guidelines [here](#).
 - b. We're asking the committee to please review Part I with an eye towards revision, and to comment directly on the document.
 - c. Group reviews new Table of Contents.
 - d. Newly added sections need to be written. Request for volunteers to work on drafting language for these sections. Please sign up for sections on the Agenda doc, accessible [here](#). Goal for edits to be ready by end of April 2021.
 - e. Request for members to review "suggestions for implementation" in each section; make sure they are clearly separated from the more general guidelines. "Suggestions" should also be written for the new sections.
 - f. Discussion of new terminology for Library Security Officer. Please suggest any ideas. Currently, we're working with "Library Security Unit" as "lead/er" did not seem to fit well.
 - g. Margaret and Barbara are addressing changes to the Committee charge regarding LSO's.

- h. Barbara provides overview of work done so far on guideline revision, and why we are revising guidelines. Summary: After discussion of new topics to include for the past year, we are finally beginning to write the new sections suggested by the committee and other RBMS members. Several areas we hope to cover were brought to the committee during the last revision process, however, due to time constraints at that time, the committee could not address all topics they wanted to. We are currently looking at overhauling much of the guidelines, which will take time to revise and review.

III. Suggested Edits

- a. Section 7.3: took out language on deaccessioning; scope creep.
- b. Section 8: had been suggested we cut out this section.
 - Note: State laws vary greatly, so document should err on side of giving broad, general advice.
- c. Section 8.3: question of whether to keep this.
 - Is this potentially legacy language from past thefts? Or meant rather to increase transparency about thefts?
 - We could change language to refocus on placing emphasis on advocating the cultural importance of collections.
 - Note: This is useful for librarians to point to when needing help from their institution. So perhaps update language rather than deleting this section outright.
- d. Section 8.2: Margaret and Sarah will work on risk management section. Will include language about making sure risk management is aware of these guidelines, how well the collection/department follow guidelines, and the Security Audit Tool.

IV. Workflow

- a. Please sign up to write one (or more!) of the newly suggested topics in the guidelines.
- b. Please make these suggested edits directly in the Clean Working Copy 3 doc linked to in II.a. by the end of April.

Margaret ends meeting 12:56 CT.