

(Updated 1/22/2014)

**Palmer School of Library and Information Science
Long Island University
LIS 713: Rare Book and Special Collections Librarianship
Instructor: J. Fernando Peña**

**Course Syllabus
(Spring 2014)**

Time and Place: Bobst Library, NYU, Avery Fisher Center, 2nd Floor (70 Washington Square South, New York, N.Y. 10012), Wednesdays, January 22 through May 7, 2014 (except March 12 for spring break), 6:30-8:20 p.m. Note that decisions about closings made for C.W. Post do not affect Palmer classes at NYU. In general, if the subways are running, this class will meet even if weather is poor.

Contact Information: Bobst Library, NYU, Suite 707, 70 Washington Square South, New York, N.Y. 10012; tel. 212-998-2681, fax 212-995-4072, email fernando.pena@liu.edu. Email communication is always preferable to telephone.

Office Hours: 2-6 p.m. on class days and by appointment, in the Palmer suite in Bobst Library (7th floor). Also available at other times, and by appointment.

Purpose, Scope and Method: This course is meant as a practical introduction to the field of rare book and special collections librarianship. Over the course of fourteen weeks, we will define rare books and special collections, learn about the different types of materials housed in special collections, and talk about what it means to be a rare book and special collections librarian. We will examine many aspects of the field, including collection development, description and access, preservation and conservation, security, and outreach and promotion. By the end of the course, you will have gained an understanding of the current issues and best practices in rare book and special collections librarianship.

At the end of the semester, students will be familiar with:

- The profession of rare book and special collections librarianship
- The different types of rare book and special collections libraries
- The types of materials found in rare book and special collections libraries and their significance as primary sources
- The history of printed books and how this relates to specific problems encountered in managing rare book repositories
- The importance of collectors and antiquarian booksellers in helping build special collections
- The acquisition of rare books and special collections
- How rare books and special collections are described and made accessible
- Issues in security and the preservation and conservation of rare books and special collections
- The staffing of rare book and special collections libraries
- Promotion, outreach, fundraising and donor relations in rare book and special collections libraries

This course will make heavy use of the case method, and students will gain experience in applying information and finding solutions to typical problems in rare book and special collections. In order to give students experience in the essentially collaborative nature of rare book and special collections librarianship, this course will include in-class group exercises and written assignments prepared by pre-assigned groups and turned in

for a grade. Students will also work on individual written assignments and will be encouraged to visit rare book and special collections, antiquarian bookshops, and related events on their own time during the term.

Palmer School Learning Objectives: This course, which focuses on managing rare book and special collections libraries, addresses the following Palmer school learning objectives:

- Goal I (“Reflect the principles, ethics and philosophy of the profession while serving their patrons, institutions and communities”), especially part a (“Explain and apply the ethics, history, values, philosophy and principles of the library and information science professions”) and part b (“Analyze and apply legal, social, economic, technological, and global policies and trends affecting libraries and information organizations and the profession”).
- Goal IV (“Staff, manage and lead libraries and information centers of all types”).

Written Assignments and Final Grade: Students will be assigned written exercises and work sheets that test their ability to solve typical problems in the rare book/special collections context, with reference to pertinent sources and documents. Each assignment will require students to deal with the following aspects of professional practice: issues, vocabulary, major information sources, and significant documents of the field. Logic and technical aspects of writing will also be evaluated. For full credit, all written assignments must be submitted in a timely manner and in a professionally appropriate form. Seven written assignments (including group assignments) have equal weight, while the final site visit report and short class presentation is weighted more heavily, as follows:

Seven written assignments	60% (approx. 8.5% each)
Library site visit report & short class presentation	20%
Class participation	<u>20%</u>
Total	<u>100%</u>

Class Participation: Because much of the work for the class will take place during meeting times and because collaboration is the usual mode of work in libraries, attendance and participation are important. Students who miss more than three class meetings cannot expect to receive full credit for this course. Those who plan to miss any session should let the instructor know well ahead of time in order to schedule a make-up session or to complete extra work.

This course will make extensive use of group work in graded written assignments and in-class exercises. In addition, pre-assigned groups will be required to develop discussion questions on course readings and to lead the class in discussion (at least twice per group during the semester).

The instructor may occasionally ask students to turn in exercises completed during class, and these may count toward the class participation portion of the final grade. Students, working either individually or in groups, will be expected to complete graded written assignments outside of class.

Finally, students will be encouraged to visit antiquarian booksellers and rare book and special collections libraries, exhibitions and events on their own time and to report back during class, in Blackboard, or in written assignments.

Grading Rubric: Written assignments in this class will be graded according to the following guidelines:

Letter Grade	GPA	Definition
A	4.0	<i>Outstanding achievement.</i> Student performance demonstrates full command of the course materials and shows a high level of originality and/or creativity that far surpasses course expectations; grammatical errors, misspellings, and typos are minimal or non-existent.
A-	3.7	<i>Very good work.</i> Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner; grammatical errors, misspellings, and typos are minimal (average one-two per page) or non-existent.
B+	3.3	<i>Good work.</i> Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus; grammatical errors, misspellings, and typos are present (average two-three per page).
B	3.0	<i>Adequate work.</i> Student performance meets designated course expectations, demonstrates understanding of the course materials, and is at an acceptable level; grammatical errors, misspellings, and typos are present (average four-five per page).
B-	2.7	<i>Marginal work.</i> Student performance demonstrates incomplete understanding of course materials; grammatical errors, misspellings, and typos are frequent (average six-ten per page).
C+	2.3	<i>Unsatisfactory work.</i> Student performance demonstrates incomplete and inadequate understanding of course materials; grammatical errors, misspellings, and typos are very frequent (average 11-14 per page) and adversely affect the structure and flow of the narrative.
C	2.0	<i>Unacceptable work.</i> Student performance demonstrates incomplete and inadequate understanding of course materials; grammatical errors, misspellings, and typos are ubiquitous (average 15 or more per page) and adversely affect the structure and flow of the narrative.
F	0.0	<i>Failing.</i> Student failed to turn in an assignment or plagiarized.

Planning Your Time: The State of New York specifies that a three-credit, for-credit course should require a minimum of about 150 hours. This is a rigorous, professional, graduate course. Students should prepare to spend much more than 150 hours to get full benefit from the course. For assignments that are intermittent, students should divide their time weekly so that they are not overwhelmed by the fast paced schedule and due dates of graded exercises. For planning purposes, students may find the estimations of time commitment below helpful. Keep in mind that this is an indication of minimum time necessary to complete the required work in a satisfactory manner.

Written assignments (7 x 6 hours each)	42 hours
Library site visit report	15 hours
Readings (14 weeks x 5 hours/week)	70 hours
Class meetings (15 sessions x 2 hours/each)	<u>30 hours</u>
Total	<u>157 hours</u> (average approx. 11 hours/week)

Required Textbook and Readings: There is no textbook for the field of rare books and special collections librarianship, as none of recent vintage exists. However, all students intending to work with rare books should acquire John Carter's *ABC for Book Collectors* (New Castle, DE: Oak Knoll Books, 2004; 8th ed., or any more recent edition, easily purchased on Amazon, Barnes & Noble, etc.). The entire 8th edition of the book can be downloaded for free from www.ilab.org/download.php?object=documentation&id=29.

Students should become familiar with its contents and be able to use this terminology in ways that are consistent with the practices of the rare book and special collections field. Also highly recommended is Geoffrey Ashall Glaister's inexpensive, paperback reference work, *Encyclopedia of the Book*. 2nd ed. (New Castle, DE and London: Oak Knoll Press & The British Library, 1996).

Most of the other class reading are available freely online or will be available in full text through the *Library Science* and *Information Science* databases accessible to Palmer School students through the LIU library web page. Some course materials listed in this syllabus are available in NYU Bobst Library's reference area on the ground level (all non-circulating). Some online sources may be available on site at NYU (and on site at other libraries), but may not be available to Palmer students at home.

When you have a chance, browse recent, hard-copy issues of these journals:

- *The Book Collector* (Bobst Z990.B6, vol. 2 (1953) on)
- *Libraries and Culture* (Bobst Z671.J67, vol. 23:1 (1988) on; BobCatPlus Electronic Access [onsite only])
- *Library and Archival Security*
- *Library Quarterly* (Bobst Z671 .L8, vol. 1 (1931) on)
- *Library Trends* (Bobst Z671.L83, vol. 1 (1952) on)
- *Papers of the Bibliographical Society of America (PBSA)* (Bobst Z1008.B5p, vol. 7 (1913) on)
- *The Private Library: Journal of the Private Libraries Association* (U.K.)
- *RBM* (formerly *Rare Book and Manuscript Librarianship (RBML)*) (Bobst Z688.R3 R32, vol. 1 (2000) on; PDFs of issues of both of these journals also available freely to the public at <http://rbm.acrl.org/>)
- *RBMS News Editor's Blog* (<http://www.rbms.info/publications/index.shtml#newsletter> for links to current RBMS news blog and to PDFs of its predecessor, the semiannual *RBMS Newsletter*, which appeared in print from 1984 to 2009).

These should be available in various research collections throughout the New York City area; see the NYPL catalog and OCLC for locations.

Citation Formats: Use current Modern Language Association (MLA) formats consistently for all assignments. Note that the new formats discourage extensive footnotes and generally call for citations within a text that refer to a list of sources at the end of the paper. Examples of the MLA format can be found online, most conveniently at <http://owl.english.purdue.edu/owl/resource/557/01/>. Examples of MLA formatting can be found at <http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>.

Regarding plagiarism, see <http://owl.english.purdue.edu/owl/resource/589/02/>. If you have questions about plagiarism, ask the instructor for help before turning in questionable material. LIU's policies on plagiarism can be found at <http://www2.liu.edu/cwis/cwp/library/exhibits/plagstudent.htm>.

Style Manual: If you have questions about grammar or want to ensure that your style is clear, effective, and readable, see William Strunk, Jr.'s *The Elements of Style*, online through <http://www.bartleby.com/141/>. This succinct work is available cheaply in used copies at many used book stores or online.

Students with Disabilities or Special Needs: Please do not hesitate to contact the instructor via email or in person early in the semester to discuss any modifications that may be necessary to accommodate special needs.

CLASS SCHEDULE AND ASSIGNMENTS

- January 22:** Introduction: Purpose, Scope, & Method of Course; Major Information Sources in Rare Book & Special Collections Librarianship; Scholarly & Professional Societies
- January 29:** Rare Books as Primary Sources & Artifacts 1/3: Definitions of Rarity; Collecting Institutions; Introduction to the History of the Printed Book
- February 5:** Rare Books as Primary Sources & Artifacts 2/3: More on the History of the Printed Book; Printing, Papermaking, Typography & Bookbinding; Importance of Provenance
Due: Written Assignment 1 (Primary Sources in Research Collections)
- February 12:** Rare Books as Primary Sources & Artifacts 3/3: The Printed Book after 1800; Private Presses, Modern Fine Printing & Artists' Books; Introduction to Bibliography & Key Resources
- February 19:** Collection Building 1/3: Collections Assessments; Collection Development Policies
- February 26:** Collection Building 2/3: Purchasing Special Collections Material; Dealing with the Antiquarian Book Trade; Appraisal
Due: Written Assignment 2 (Analysis of Collection Development Policies)
- March 5:** Collection Building 3/3: Dealing with Donors & Donations; Transferring Books to Special Collections; Deaccessioning
Due: Written Assignment 3 (Purchasing Special Collections Material)
- March 12:** NO CLASS (Spring Break)
- March 19:** Processing & Describing Rare Materials 1/3: Describing Rare Books & Descriptive Bibliography
- March 26:** Processing & Describing Rare Materials 2/3: *Descriptive Cataloging of Rare Materials (Books) (DCRM(B))*
Due: Written Assignment 4 (Group Exercise on Describing Rare Books)
- April 2:** Processing & Describing Rare Materials 3/3: More on *DCRM(B)*; Current Standards for Describing Other Special Collections Material
Due: Written Assignment 5 (Group Exercise on Rare Book Cataloging)
- April 9:** Housing of Rare Books & Special Collections 1/3: Preservation Management
- April 16:** Housing of Rare Books & Special Collections 2/3: Conservation of Rare Materials
Due: Written Assignment 6 (Disaster Planning Scenario)
- April 23:** Housing of Rare Books & Special Collections 3/3: Security Issues
Due: Written Assignment 7 (Security Scenario)
"Pecha Kucha" 1/3—Short Student Presentations on Library Site Visits
- April 30:** Outreach, Public & Donor Relations, & Fundraising
Due: Written Assignment 8 (Final Paper on Library Site Visit)
"Pecha Kucha" 2/3—Short Student Presentations on Library Site Visits
- May 7:** Education, Professional Development, & Continuing Education
"Pecha Kucha" 3/3—Short Student Presentations on Library Site Visits

- Purpose, scope, and method of course
- Major information sources in rare book and special collections librarianship
- Scholarly and professional societies

Resources on Special Collections Libraries:

Ash, Lee, and William G. Miller. *Subject Collections*. 7th ed. New Providence NJ: R.R. Bowker, c. 1993. [Selections will be made available on Blackboard; entire work at NYU Bobst 1st Floor Reference, Z688.A2 S8; also available in many public libraries, often in ready-reference collections.]

Miskelly, Matthew, ed. *Directory of Special Libraries and Information Centers*. 34th ed. Detroit: Thomson/Gale, 2008. [Selections will be made available on Blackboard; print copy at NYU Bobst 1st floor reference, Z731.Y68.]

Stam, David, ed. *International Dictionary of Library Histories*. 2 vols. Chicago: Fitzroy Dearborn, 2001. [Selections will be made available on Blackboard; print copy at NYU Bobst 1st Floor Reference, Z721.I572 2001. This work includes information on collections of major libraries and essays on different types of specialized libraries, some important to the history of special collections.]

Websites/Web Pages to Browse:

American Printing History Association (APHA). <http://www.printinghistory.org> [Note esp. activities of local New York Chapter]

Antiquarian Booksellers Association of America (ABAA). <http://www.abaa.org> [Note esp. resources listed under "Learn about rare books"]

Archivists Roundtable of Metropolitan New York. <http://www.nycarchivists.org/>

Association of Research Libraries (ARL). <http://www.arl.org> [Note esp. important reports and other documents in "The unique role of special collections," <http://www.arl.org/rtl/speccoll/>]

Bibliographical Society (U.K.). <http://www.bibsoc.org.uk/>

Bibliographical Society of America. <http://www.bibsocamer.org/>

Booklyn Artists Alliance (Brooklyn, N.Y.). <http://www.booklyn.org/>

California Rare Book School. <http://www.calrbs.org/>

Center for Book Arts (New York, N.Y.). <http://centerforbookarts.org/>

Ephemera Society of America. <http://www.ephemerasociety.org/>

Fellowship of American Bibliophilic Societies (FABS). <http://fabsbooks.org/default.aspx> [Lists various bibliophilic and book collecting clubs in the United States, with information and links to websites of individual member societies. Some FABS members include Baltimore Bibliophiles, Caxton Club (Chicago), Grolier Club (New York City), Club of Odd Volumes (Boston), and the Ticknor Society (Boston). The Grolier Club has a library on book collecting and some programs open to the public.]

Independent Research Libraries Association (IRLA). <http://irla.lindahall.org/> [Includes contact information of its member libraries]

International Federation of Library Associations (IFLA). <http://www.ifla.org/>

International League of Booksellers (ILAB). <http://www.ilab.org/>

London Rare Books School. <http://ies.sas.ac.uk/cmpps/events/courses/LRBS/index.htm>

Rare Books and Manuscripts Section (RBMS), Association of College and Research Libraries (ACRL). www.rbms.info

Repositories of Primary Sources. Compiled by Terry Abraham. <http://www.uiweb.uidaho.edu/special-collections/Other.Repositories.html>

Rare Book School. <http://www.rarebookschool.org/>

Society for the History of Authorship, Reading and Publishing (SHARP). <http://www.sharpweb.org/>

Society of American Archivists. <http://www2.archivists.org/>

First Assignment: Joining a Rare Books Listserv

Objective: To familiarize yourself with the current debates and discourse in the profession.

Join a listserv relating to rare book and/or special collections. All are required to join EXLIBRIS-L (see <https://list.indiana.edu/sympa/info/exlibris-l> for instructions). Try to follow the frequent posts and discussions, as we will occasionally raise these discussions in class.

You may also wish to join the SHARP list (Society for the History of Authorship, Reading, and Publishing) and/or the Book Arts list (<http://www.philobiblon.com/>).

As part of this assignment, please email the instructor some evidence of your joining one of these lists (e.g., subscription acknowledgement, a recent post to the list, etc.).

- Definitions of rarity in special collections
- Collecting institutions
- Introduction to the history of the printed book

IN-CLASS EXERCISE: Rarity according to Van Wingen's *Your Old Books* (will be distributed beforehand)**Read:**

Carter's *ABC for Book Collectors*: "Early Printed," "Incunable, Incunabula, Incunabulist," "Letterpress," "Post-Incunabula," "Rarity," "Unique," and "Unrecorded."

Association of Research Libraries (ARL). *Celebrating Research: Rare and Special Collections from the Membership of the Association of Research Libraries*. Introduction by Nicolas Barker. Washington, DC: ARL, 2008. <http://www.celebratingresearch.org/intro/index.shtml>

_____. *The Unique Role of Special Collections. Special Collections: Statement of Principles, 2003*. <http://www.arl.org/rtl/speccoll/speccollprinciples.shtml>

Belanger, Terry. "Rare books and special collections in American libraries: seeing the sites." *RBML* 1.1 (1986): 11-24. <http://rbm.acrl.org/content/rbml/1/1/11.full.pdf+html>

De Hamel, Christopher. "Tangible artifacts." *RBM* 1.1 (2000): 27-29. <http://rbm.acrl.org/content/1/1/27.full.pdf+html>

Hellinga, Lotte. "The Gutenberg revolutions." In Simon Eliot and Jonathan Rose, eds., *A Companion to the History of the Book*. Malden, Mass.: Wiley-Blackwell, 2009: 207-219. [Available on Blackboard]

Joyce, William L. "The evolution of the concept of special collections in American research libraries." *RBML* 3.1 (1988): 19-30. <http://rbm.acrl.org/content/rbml/3/1/19.full.pdf+html>

Modern Language Association of America. "Statement on the significance of primary records." http://www.mla.org/resources/documents/rep_primaryrecords/repview_records/primary_records1

Van Wingen, Peter. *Your Old Books*. Chicago: American Library Association, 1994. [Printed brochure, revised for online publication in 2011, available online or as PDF download at www.rbms.info/yob.shtml]

Watch:

Video: *The Machine That Made Us* (BBC documentary, 2008, with Stephen Fry; 60 min.) [Many options for viewing this video are available on YouTube and elsewhere, most dividing full documentary into five or six short segments]

- More on the history of the printed book
- Papermaking
- Type design and typefounding
- The printing press and the process of printing
- Bookbinding
- Importance of provenance

DUE: Written Assignment 1: Importance of Primary Resources and Special Collections Libraries**Read:**

Carter's *ABC for Book Collectors*: "Association Copy," "Bindings" [browse "see also" terms], "Binding Materials" [browse "see also" terms], "Binding Terminology" [browse "see also" terms], "Chain Lines," "Laid Paper," "Paper," "Presentation Copy," "Provenance," "Watermark," "Wire Lines," and "Wove Paper."

Adams, Jr., Frederick B. *The Uses of Provenance*. Berkeley, Calif.: School of Librarianship, University of California; Los Angeles: School of Library Service, University of California, 1969. [26 p.; available on Blackboard]

Gaskell, Philip. *A New Introduction to Bibliography*. Oxford: Clarendon Press, 1972, 1974. [20 p. selection on papermaking and 20 p. selection on printing type; available on Blackboard]

Lock, Margaret. *Bookbinding Materials and Techniques, 1700-1920*. Toronto: Canadian Bookbinders and Book Artists Guild, 2003. [28 p.; available on Blackboard]

W.J. Barrow Research Laboratory, Inc. *Physical and Chemical Properties of Book Papers, 1507-1949. Permanence/Durability of the Book 7* [series]. Richmond, Va.: W.J. Barrow Research Laboratory, 1974. [32 p.; available on Blackboard]

Watch:

YouTube videos: Following five short films from OutofSortsFilm by Stan Nelson (formerly of the Smithsonian's National Museum of American History): "Punchcutting at the Atelier Press & Letterfoundry" [7:16 min.]; "Tempering punches and striking matrices" [5:16 min.]; "Assembling a mould" [2:22 min.]; "Casting type" [3:32 min.]; and "Dressing type" [4:38 min.]

Browse/Skim:

British Library Database of Bookbindings. <http://www.bl.uk/catalogues/bookbindings/>

Bookbindings on Incunables in American Library Collections: A Selection.

<http://www.bibsocamer.org/BibSite/Husby/Selection.html>

Folger Shakespeare Library. "Thys boke is myne" [spring 2003 exhibition on provenance].

http://www.folger.edu/html/exhibitions/thys_boke/boke.asp

- More on the history of the printed book
- The printed book after 1800
- Ephemera, private press printing, and artists' books
- Introduction to bibliography
- Key resources for researching rare books

IN-CLASS EXERCISE: Treasure Hunt on Key Bibliographical Resources (will be distributed beforehand)**Read:**

Carter's *ABC for Book Collectors*: "Bibliography," "Cloth Grains and Fabrics," "Press Books," "Private Press," "Privately Printed," and "Publisher's Cloth."

Banham, Rob. "The industrialization of the book, 1800-1970." In Simon Eliot and Jonathan Rose, eds., *A Companion to the History of the Book*. Malden, Mass.: Wiley-Blackwell, 2009: 273-290. [Available on Blackboard]

Barnhill, Georgia B. "Why not ephemera? The emergence of ephemera in libraries." *RBM* 9.1 (2008): 127-135. <http://rbm.acrl.org/content/9/1/127.full.pdf+html>

Howard-Hill, T.H. "Why bibliography matters." In Simon Eliot and Jonathan Rose, eds., *A Companion to the History of the Book*. Malden, Mass.: Wiley-Blackwell, 2009: 9-20. [Available on Blackboard]

Nash, Paul W. "Collecting private press books, part I: What is a private press?" *Private Library* 4 (1997): 148-181. [Available on Blackboard]

Twyman, Michael. "The long-term significance of printed ephemera." *RBM* 9.1 (2008): 19-57. <http://rbm.acrl.org/content/9/1/19.full.pdf+html> [Recommended, but not required]

Watch:

YouTube videos: "Papermaking" / ThePaperMillStore [4:54 min.]; "Linotype machine" / oldengine1 [1:47 min.]; "Eldon Meeks runs a Linotype machine" / gazetteonline [2:11 min.]; "Monotype & Linotype in operation" / Toschez [2:30 min.]

Browse/Skim:

"Key Resources for Researching Rare Books" [bibliography prepared by instructor; will be made available]

Minsky, Richard. *The Art of American Book Covers* [Minsky's blog]. <http://americanbookcovers.blogspot.com/>

University of Alabama. *Publishers' Bindings Online, 1815-1930: The Art of Books*. <http://bindings.lib.ua.edu/>

Victorian Web: "The Technologies of Nineteenth-Century Illustration: Woodblock Engraving, Steel Engraving, and Other Processes." <http://www.victorianweb.org/art/illustration/tech1.html>

- Collection assessments
- Collection development policies
- Access to special collections material

Read:

ACRL/SAA. "ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries." July 2009. <http://www.ala.org/ala/mgrps/divs/acrl/standards/jointstatement.cfm>

Beasley, Gerald. "Curatorial crossover: building library, archives, and museum collections." *RBM* 8.1 (2007): 20-28. <http://rbm.acrl.org/content/8/1/20.full.pdf+html>

Sax, Joseph L. "Not so public: access to collections." *RBM* 1.2 (2000): 101-114. <http://rbm.acrl.org/content/1/2/101.full.pdf+html>

Smyth, Elaine B. "A practical approach to writing a collection development policy." *RBML* 14.1 (1999): 27-31. <http://rbm.acrl.org/content/rbml/14/1/27.full.pdf>

Taylor, Marvin. "I'll be your mirror, reflect what you are: postmodern documentation and the downtown New York scene from 1975 to the present." *RBM* 3.1 (2002): 32-52. <http://rbm.acrl.org/content/3/1/32.full.pdf+html>

Traister, Daniel. "Is there a future for special collections? And should there be one?: a polemical essay." *RBM* 1.1 (2000): 54-76. <http://rbm.acrl.org/content/1/1/54.full.pdf+html>

Whiteman, Bruce. "Cooperative collection building: a response to Gerald Beasley." *RBM* 8.1 (2007): 29-34. <http://rbm.acrl.org/content/8/1/29.full.pdf+html>

Browse/Skim:**Examples of Collection Development Policies**

Dartmouth Rare Books Library. http://library.dartmouth.edu/cdp/read.php?cdp_id=65

Fales Library Special Collections. <http://library.nyu.edu/collections/policies/fales.html>

Fales Library Downtown Collection. http://library.nyu.edu/collections/policies/fales_dwntwn.html

Grolier Club Library. www.grolierclub.org [In the left-hand menu select "The Library" – "Collections Overview" – "Library Collection Development Policy"]

Library of Congress (manuscripts collection development policy). <http://www.loc.gov/acq/devpol/manuscri.pdf>

Louisiana State University. <http://www.lib.lsu.edu/collserv/colldev/policies/rarecollection.html>

- Purchasing special collections material
- Dealing with the antiquarian book trade
- Appraisal

DUE: Written Assignment 2: Analysis of Collection Development Policies**IN-CLASS EXERCISE: Purchasing Rare Books & Special Collections Material Online (will be distributed beforehand)****Read:**

Carter's *ABC for Book Collectors*: "American Book Prices Current," "Antiquarian Bookseller," "Association Copy," "Auctions," "Bibliomania," "Bibliophily," "Book Auction Records," "Booksellers' Catalogues," "Chronological Obsession," "Condition," "Follow the Flag," "Grolier List," "High-Spots," "Presentation Copy," "Provenance," "Rings," and "Unknown to... or Not in..."

Ahearn, Allen, and Patricia Ahearn. "Pricing scarce and rare books and manuscripts." *RBM* 9.1 (1994): 31-38.
<http://rbm.acrl.org/content/rbml/9/1/31.full.pdf+html>

Holzenberg, Eric J. "Second-hand and antiquarian books on the internet." *RBM* 2.1 (2001): 35-44.
<http://rbm.acrl.org/content/2/1/35.full.pdf>

Jackson, Robert H. "Welcome to hard times—this time." [Keynote talk from Grolier Club's "Books in Hard Times" conference, Sept. 22, 2009.] <http://www.grolierclub.org/Files/1.2.JacksonDESIGNED.pdf>

Lopez, Ken. "Some thoughts on the maturing of the rare book market at the start of the 21st century." [Talk given by Lopez in 2002 to the Fellowship of the American Bibliophilic Societies.]
<http://www.lopezbooks.com/articles/fabs/>

Reese, William S. "The rare book market today." [Talk from Grolier Club's "Books in Hard Times" conference, Sept. 22, 2009.] <http://www.grolierclub.org/Files/2.1.ReeseDESIGNED.pdf>

Rosenthal, Robert. "The antiquarian book market." In *Book Collecting: A Modern Guide*, ed. Jean Peters. New York: R. R. Bowker, 1977: 58-73. [Available on Blackboard]

Whitman, Bruce. "The ring and the books." *RBM* 9.2 (2008): 226-232.
<http://rbm.acrl.org/content/9/2/226.full.pdf+html>

Browse/Skim:

American Book Prices Current (ABPC). <http://www.bookpricescurrent.com/> [Description of resource at this website; see NYU Bobst Main Collection Z1000.A51]

Americana Exchange. <http://www.americanaexchange.com> [Useful esp. for information on upcoming auctions]

Antiquarian Booksellers Association of America (ABAA). <http://www.abaa.org>

Artifact. <http://www.artifact.com> [Website for searching upcoming art, antique and book auctions]

Bookman's Price Index.

<http://www.gale.cengage.com/servlet/BrowseSeriesServlet?region=9&imprint=000&titleCode=BPI&edition>
[Description of resource at this website; see Bobst REF1 Z1000.B74 for latest ed.]

International League of Antiquarian Booksellers (ILAB). <http://www.ilab.org/>

ViaLibri. <http://www.vialibri.net/> [Used and antiquarian bookselling website]

- Dealing with donors and donations
- Transferring books from general collections to special collections
- Deaccessioning

DUE: Written Assignment 3: Purchasing Special Collections Material**REMINDER: NO CLASS ON MARCH 12 (SPRING BREAK)****Read:**

Basbanes, Nicholas A. "Collectors and libraries: some studies in symbiosis." *RBML* 8.1 (1993): 37-48.
<http://rbm.acrl.org/content/rbml/8/1/37.full.pdf+html>

Browar, Lisa. "An oral contract isn't worth the paper it's printed on." *RBML* 6.2 (1991): 100-107.
<http://rbm.acrl.org/content/rbml/6/2/100.full.pdf+html>

Buice, William T., III. "A trust and estate lawyer's view." [Talk from Grolier Club's "Books in Hard Times" conference, Sept. 22, 2009.] <http://www.grolierclub.org/Files/4.3.BuiceDESIGNED.pdf>

Oram, Richard W. "Current professional thinking on the deaccessioning of rare books in academic libraries." *RBML* 12.1 (1997): 9-18. <http://rbm.acrl.org/content/rbml/12/1/9.full.pdf+html>

RBMS. "Guidelines on the selection and transfer of materials from general collections to special collections." 2008. <http://www.ala.org/ala/mgrps/divs/acrl/standards/selctransfer.cfm>

Schreyer, Alice D. *Elective Affinities: Private Collectors & Special Collections in Libraries*. Chicago: University of Chicago Library, 2001. [28 p.; available on Blackboard]

Society of American Archivists. "A guide to deeds of gift."
http://www.archivists.org/publications/deed_of_gift.asp

Society of American Archivists. "A guide to donating your personal or family papers to a repository."
<http://www.archivists.org/publications/donating-familyrecs.asp>

Streit, Samuel. "Going, going, gone: case studies in library deaccessioning." *RBML* 12.1 (1997): 21-28.
<http://rbm.acrl.org/content/rbml/12/1/21.full.pdf+html>

University of Southern California Libraries. "Information to donors."
http://www.usc.edu/libraries/about/donor/documents/Information_for_Donors.pdf

Browse/Skim:

United States Internal Revenue Service (IRS). "Publication 561, Determining value of donated property." April 2007. <http://www.irs.gov/publications/p561/index.html>
[Read "Introduction" and "Valuation of various kinds of property—Collections," skim rest]

United States Internal Revenue Service (IRS). "Form 8283, Noncash Charitable Contributions"
<http://www.irs.gov/pub/irs-pdf/f8283.pdf> and "Form 8282, Donee Information Return"
<http://www.irs.gov/pub/irs-pdf/f8282.pdf>

- Processing and describing rare books
- Descriptive bibliography
- Title page transcription
- Bibliographical format and the collation formula

IN-CLASS GROUP EXERCISE: Title Page Transcription and the Collation Formula**Read:**

Carter's *ABC for Book Collectors*: "Bibliography," "Collation," "Copy," "Degressive Bibliography," "Edition and Impression," "First Edition," "Foliation," "Format," "Gathering," "Ideal Copy," "Imperfect," "Impression," "Incunable," "Issues and States," "Pagination," "Preliminary Leaves," "Signatures," "State," and "Variant."

Belanger, Terry. "Descriptive bibliography." In *Book Collecting: A Modern Guide*, ed. Jean Peters. New York: R. R. Bowker, 1977: 97-115. [Available on Blackboard]

Gaskell, Philip. *A New Introduction to Bibliography*. Oxford: Clarendon Press, 1972, 1974. [10 p. selection on the bibliographical concept of format and 15 p. selection on bibliographical description; available on Blackboard]

Powell's Books. "Rare book basics." <http://www.powells.com/rarebooks/bookbasics.html#terms> [See esp. terms relating to condition standards at bottom of page]

The Anatomy of a Book I: Format in the Hand-Press Period. Terry Belanger, Rare Book School; directed by Peter Herdrich. 1991. Video. [Will be shown in class]

Browse/Skim:

Book History Online: International Bibliography of the History of the Printed Book and Libraries. <http://www.kb.nl/bc/abhb-en.html> [Maintained by the Koninklijke Bibliotheek-National Library of the Netherlands]

Consortium of European Research Libraries (CERL). <http://www.cerl.org/web/> [Various useful resources, including the "Heritage of the Printed Book in Europe" database, described as a "a steadily growing collection of files of catalogue records from major European and North American research libraries covering items of European printing of the hand-press period (c. 1455-c. 1830) integrated into one file.]

- Introduction to *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B))
- Relationship between descriptive bibliography and rare book cataloging
- Managing rare book processing and cataloging

DUE: Written Assignment 4: Describing Rare Books (Group Exercise)**Read:**

Association of Research Libraries (ARL) Task Force on Special Collections. *Hidden Collections, Scholarly Barriers: Creating Access to Unprocessed Special Collections Materials in North America's Research Libraries*. 2003.

<http://www.arl.org/storage/documents/publications/hidden-colls-white-paper-jun03.pdf>

Descriptive Cataloging of Rare Materials (Books) (DCRM(B)). Washington, DC: Cataloging Distribution Service, Library of Congress, 2007. [Selections will be made available on Blackboard. This is the most important descriptive standards for cataloging rare books today. Recently corrected portions are available for free download at [http://www.loc.gov/cds/PDFdownloads/dcrm/DCRM\(B\)_2008.pdf](http://www.loc.gov/cds/PDFdownloads/dcrm/DCRM(B)_2008.pdf); or purchase entire manual for \$75 from ALA, Amazon, etc.]

Hubbard, Melissa A., and Anne K.D. Myers. "Bringing rare books to light: the state of the profession." *RBM* 11.2 (2010): 134-151. <http://rbm.acrl.org/content/11/2/134.full.pdf+html>

Winship, Michael. "What the bibliographer says to the cataloger." *RBML* 7.2 (1992): 98-108. <http://rbm.acrl.org/content/rbml/7/2/98.full.pdf+html>

Browse/Skim:

English Short-Title Catalogue (ESTC). <http://estc.bl.uk/> [Electronic bibliographic database maintained by the British Library that seeks to catalog all known printed in English before 1800; currently has over 460,000 records]

Incunabula Short Title Catalogue (ISTC). <http://www.bl.uk/catalogues/istc/index.html>

[Electronic bibliographic database, also maintained by the British Library, that records all known editions of books printed before 1501]

RBMS Bibliographic Standards Committee. Committee web page.

http://www.rbms.info/committees/bibliographic_standards/

RBMS Bibliographic Standards Committee. "Directory of web resources for the rare materials cataloger."

<http://lib.nmsu.edu/rarecat/>

Examples of Library Rare Book Cataloging Policies

Beinecke Library, Yale University

<http://www.library.yale.edu/BeinCatM/home.html> and <http://www.library.yale.edu/BeinCatM/contents.html>

University Library, University of Illinois at Urbana-Champaign

<http://www.library.illinois.edu/cam/specialtype/rare.html>

Libraries, North Carolina State University

<https://staff.lib.ncsu.edu/confluence/display/MNC/Rare+Books+and+Special+Materials+Cataloging>

- More on *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B))
- Current standards for describing other special collections material

DUE: Written Assignment 5: Rare Book Cataloging (Group Exercise)

IN-CLASS EXERCISE: Selecting Descriptive Standards (will be distributed beforehand)

Read:

Chemero, Andrea, Caroline Seigel, and Terrie Wilson. "How libraries collect and handle artists' books." *Art Documentation* 19.1 (2000): 22-25. [Available on Blackboard]

Cutrone, John, and Roberto C. Ferrari. "Books as aesthetic objects: The Arthur and Mata Jaffe Collection at Florida Atlantic University." *Art Documentation* 23.1 (2004): 33-37. [Available on Blackboard]

Nichols, Margaret F. "The cataloger and the archivist should be friends: or, Herding vs. milking special collections." *RBM* 12.1 (2011): 25-33. <http://rbm.acrl.org/content/12/1/25.full.pdf+html>

Waibel, Günter and Mary W. Elings. "Metadata for all: descriptive standards and metadata sharing across libraries, archives and museums." *First Monday* 12.3 (March 5, 2007).
<http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/viewArticle/1628/1543>

Wisser, Katherine M. "Archival cataloging and the archival sensibility." *RBM* 12.1 (2011): 34-40.
<http://rbm.acrl.org/content/12/1/34.full.pdf+html>

Browse/Skim:**Current Descriptive Cataloging Guidelines and Metadata Standards for Special Collections**

Anglo-American Cataloguing Rules [AACR2]. 2nd rev. ed. Ottawa: Canadian Library Association; London: Library Association Publishing; Chicago: American Library Association, 1998. [Selections will be made available on Blackboard]

Cataloging Cultural Objects (CCO): A Guide to Describing Cultural Objects. <http://cco.vrafoundation.org/>
[Selections will also be made available on Blackboard]

Categories for the Description of Works of Art (CDWA).
http://www.getty.edu/research/publications/electronic_publications/cdwa/introduction.html
[Selections will also be made available on Blackboard]

Describing Archives: A Content Standard (DACS). Chicago: SAA, 2007. [Selections will be made available on Blackboard]

EAD - Encoded Archival Description. Version 2002 Official Site. <http://www.loc.gov/ead/>
[See especially "Development of the EAD DTD"]

Graphic Materials: Rules for Describing Original Items and Historical Collections. Compiled by Elisabeth Beth Parker. Washington, DC: Library of Congress, 1982. <http://www.loc.gov/rr/print/gm/graphmat.html> [Selections will be made available on Blackboard; also note that these guidelines will soon be superseded by RBMS Bibliographic Standards Committee's *Descriptive Cataloging of Rare Materials (Graphics)* (DCRM(G)).]

Pass, Gregory A. *Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts*. Chicago: Association of College and Research Libraries, 2002. [Selections will be made available on Blackboard]

Society of American Archivists. *Standards for Archival Description: A Handbook*. 1994.
<http://www.archivists.org/catalog/stds99/>

VRA Core 4.0. <http://www.loc.gov/standards/vracore/schemas.html> [Skim “Introduction”]

Controlled Vocabularies Used in Special Collections Cataloging

British Library. “Glossary of terms for illuminated manuscripts.” From Michelle P. Brown, *Understanding Illuminated Manuscripts: A Guide to Technical Terms*. J. Paul Getty Museum: Malibu; London: British Library, 1994. <http://www.bl.uk/catalogues/illuminatedmanuscripts/glossary.asp>

Franco, Edgar. *Dictionary of Terms and Expressions Commonly Used in the Antiquarian Book Trade*. ILAB, 1994. http://www.ilab.org/eng/glossary/dictionary/31-edgar_franco_dictionary_of_terms_and_expressions_commonly_used_in_the_antiquarian_book_trade.html

Getty Research Institute. *Art and Architecture Thesaurus*.
http://www.getty.edu/research/conducting_research/vocabularies/aat/

RBMS. *Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging*.
http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/

Library of Congress, Prints and Photographs Division. *Thesaurus for Graphic Materials I: Subject Terms (TGM I)*.
<http://www.loc.gov/rr/print/tgm1/>

Roberts, Matt T. and Don Etherington. *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*. <http://palimpsest.stanford.edu/don/don.html>

SAA; Richard Pearce-Moses, compiler. *A Glossary of Archival and Records Terminology*.
<http://www.archivists.org/glossary/Introduction.asp>

Other Resources

Archives Association of British Columbia. *The Archivist’s Toolkit*. http://aabc.ca/TK_00_main_page.html [See esp. “Arrangement and description”]

Archivists’ Toolkit. <http://www.archiviststoolkit.org/>

National Union Catalog of Manuscript Collections (NUCMC). <http://www.loc.gov/coll/nucmc> [Provides access to OCLC/WorldCat’s bibliographic database of manuscripts and archival collections]

SAA, EAD Roundtable. “EAD help pages.” <http://www.archivists.org/saagroups/ead/>

- Preservation management
- Preservation and conservation assessments and surveys
- Temperature, humidity, light and pollution
- Disaster planning

Read:

Carter's *ABC for Book Collectors*: "Preservation" and "Repairing and Restoration."

American Institute for Conservation (AIC). *Position Paper on Conservation and Preservation in Collecting Institutions*. <http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=619>

Broman, Elizabeth. "Conducting a condition survey of special collections" [Smithsonian Libraries blog post]. <https://blog.library.si.edu/2012/07/conducting-a-condition-survey-of-special-collections/>

Northeast Document Conservation Center. "What is preservation planning?" [Preservation Leaflet 1.1]; "Preservation assessment and planning" [Leaflet 1.2]; "Temperature, relative humidity, light, and air quality: basic guidelines for preservation" [Leaflet 2.1]; "Monitoring temperature and relative humidity" [Leaflet 2.2]; "Protecting from Light Damage" [Leaflet 2.4]; "Protection from loss: water and fire damage, biological agents, theft, and vandalism" [Leaflet 3.1]; "Disaster planning" [Leaflet 3.3]; "Emergency salvage of wet books and records" [Leaflet 3.6]; "Emergency salvage of moldy books and paper" [Leaflet 3.8]; and "Freezing and drying wet books and records" [Leaflet 3.12]. <http://www.nedcc.org/resources/leaflets.list.php>

Reed-Scott, Jutta. *Preserving Research Collections: A Collaboration between Librarians and Scholars*. Association of Research Libraries, Modern Language Association, and American Historical Association on behalf of the Task Force on the Preservation of the Artifact, 1999. http://www.arl.org/preserv/presresources/Research_Collections.shtml

Sheehan, Jennifer K. "Making the most of what we have: a framework for preservation management in rare book collections." *RBM* 10.2 (2009): 111-121. <http://rbm.acrl.org/content/10/2/111.full.pdf+html>

Starmer, Mary Ellen, Sara McGough Hyder, and Aimée Leverette. "Rare condition: preservation assessment for rare book collections." *RBM* 6.2 (2005): 91-107. <http://rbm.acrl.org/content/6/2/91.full.pdf+html>

Browse/Skim:

Columbia University Libraries, Preservation and Digital Conversion Division. *Disaster Response Manual for Care of Library Materials*. 2008. <http://www.columbia.edu/cu/lweb/img/assets/4776/disaster-2008-edition.pdf>

Cornell University, Department of Preservation and Collection Maintenance. "Training materials." <http://www.library.cornell.edu/preservation/menu.html>

National Institute for Conservation. <http://www.heritagepreservation.org>

New York University. Bobst Library, Preservation Department. *Disaster Plan Workbook*. <http://library.nyu.edu/preservation/disaster/planningpreparedness.html>

Northeast Document Conservation Center. *The Online Disaster-Planning Tool for Cultural and Civic Institutions*. www.dplan.org

- Conservation of rare materials
- Relationship between librarians/curators and conservators
- Conservation treatment proposals and contracts
- Conservation ethics

DUE: Written Assignment 6: Disaster Planning Scenario

Read:

Carter's *ABC for Book Collectors*: "Original State," "Re-Backed," "Re-Cased," "Re-Jointed," "Remboitage," "Re-Set," and "Solander Case."

American Institute for Conservation (AIC). "Code of ethics and guidelines for practice." 1994.

<http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=858&E:\ColdFusion9\verity\Data\dummy.txt>

Henderson, Cathy. "Curator or conservator: who decides on what treatment?" *RBML* 2.2 (1987): 103-107.

<http://rbm.acrl.org/content/rbml/2/2/103.full.pdf+html>

Northeast Document Conservation Center. "Choosing and working with a conservator" [Preservation Leaflet 7.7]. <http://www.nedcc.org/resources/leaflets.list.php>

Pickwood, Nicholas. "Determining how best to conserve books in special collections." *The Book and Paper Group Annual* 13 (1994). <http://cool.conservation-us.org/coolaic/sg/bpg/annual/v13/bp13-07.html>

Pilette, Roberta, and Carolyn Harris. "It takes two to tango: a conservator's view of curator/conservator relations." *RBML* 4.2 (1989): 103-111. <http://rbm.acrl.org/content/rbml/4/2/103.full.pdf+html>

Preservation Advisory Centre/British Library. *Bookbindings*. Preservation Guidance Booklets series. London: British Library, 2010. <http://www.bl.uk/blpac/pdf/bookbindings.pdf>

Preservation Advisory Centre/British Library. *Damaged Books*. Preservation Guidance Booklets series. London: British Library, 2010. <http://www.bl.uk/blpac/pdf/damaged.pdf>

Tarlton Law Library, Rare Books & Special Collections, University of Texas at Austin. "Conservation of rare books, 2008-2009." <http://tarlton.law.utexas.edu/exhibits/conservation2009/index.html>

Browse/Skim:

American Institute for Conservation (AIC). <http://www.conservation-us.org/> [Skim esp. "How to care for your treasures—Books" and "How to choose a conservator"]

Book Arts Web. <http://www.philobiblon.com/> [Peter Verheyen's website for book arts organizations, conservation and preservation information, and much more]

Conservation Center for Art & Historic Artifacts. <http://www.ccaha.org/>

Thaw Conservation Center, Morgan Library & Museum.

<http://www.themorgan.org/collections/collectionsThaw.asp> [Browse examples of conservation work done by Thaw Conservation Center, which are linked from Center's main page]

- Security issues in special collections libraries
- Off-site storage

DUE: Written Assignment 7: Security Scenario

Pecha Kucha 1/3: Short Student Presentations on Library Site Visits

Read:

ALA Map and Geography Round Table (MAGERT). *Map Collection Security Guidelines: MAGERT Task Force on Library Security for Cartographic Resources*. June 2010.

<http://www.ala.org/magirt/sites/ala.org/magirt/files/content/publicationsab/MAP%20COLLECTION%20SECUR.pdf>

Bregman, Alvan and Margaret Tufts Tenney. "Special collections reading rooms." In Everett C. Wilkie, Jr., ed., *Guide to Security Considerations and Practices for Rare Book, Manuscript, and Special Collection Libraries*. Chicago: ACRL, 2011: 129-140. [Available on Blackboard]

Howard, Jennifer. "Debate at N.Y. Public Library raises question: Can off-site storage work for researchers?" *Chronicle of Higher Education* (Apr. 22, 2012). [Available on Blackboard]

Marshall, Jeffrey D. "Reading room design for security." In Everett C. Wilkie, Jr., ed., *Guide to Security Considerations and Practices for Rare Book, Manuscript, and Special Collection Libraries*. Chicago: ACRL, 2011: 41-46. [Available on Blackboard]

Martin, Terry. "In defense of remote storage." Rev. Oct. 19, 2005.

http://www.law.harvard.edu/faculty/martin/defending_remote.htm

Northeast Document Conservation Center. "Collections security: planning and prevention for libraries and archives" [Preservation Leaflet 3.11]. <http://www.nedcc.org/resources/leaflets.list.php>

RBMS Security Committee. *Guidelines Regarding Security and Theft in Special Collections*. 2009.

http://www.ala.org/ala/mgrps/divs/acrl/standards/security_theft.cfm

Traister, Daniel. "Seduction and betrayal: an insider's view of insider theft of rare materials." *Wilson Library Bulletin* 69 (1994): 30-33. [Available on Blackboard]

Wilkie, Everett. "Weighing materials in rare book and manuscript libraries as a security measure against theft and vandalism." *RBM* 7.2 (2006): 146-164. <http://rbm.acrl.org/content/7/2/146.full.pdf+html>

Browse/Skim:

Art Loss Register. <http://www.artloss.org/>

[International database of stolen and missing works of art, antiques and valuables.]

International League of Antiquarian Booksellers. Stolen-Book.org website. <http://www.stolen-book.org/>

[For reporting stolen books, geared towards antiquarian booksellers]

Missing and Stolen Maps Database. <http://www.missingmaps.info/>

[Developed by the International Antiquarian Mapsellers Association for its members.]

RBMS Security Committee. Committee webpage. <http://www.rbms.info/committees/security/index.shtml>

- Public and donor relations
- Fundraising
- Exhibitions and public programs

DUE: Written Assignment 8: Report on Library Site Visit**Pecha Kucha 2/3: Short Student Presentations on Library Site Visits****Read:**

American Alliance of Museums. "Standards on financial stability." Retrieved Dec. 11, 2013.

<http://www.aam-us.org/resources/ethics-standards-and-best-practices/financial-stability>

Browar, Lisa. "Paving the road to hell? Cultural institutions and the 'new' philanthropy." *RBM* 5.1 (2004): 52-72. <http://rbm.acrl.org/content/5/1/52.full.pdf+html>

Browar, Lisa, and Samuel Streit. "Mutually assured survival: library fund-raising strategies in a changing economy." *Library Trends* (Nov. 2003): 52-72. [Available on Blackboard]

Richards, David Alan. "Richards' rules of disposition." 2011. [Available on Blackboard]

Smith, Steven Escar. "From 'treasure room' to 'school room': special collections and education." *RBM* 7.1 (2006): 31-39. <http://rbm.acrl.org/content/7/1/31.full.pdf+html>

Browse/Skim:

Andrew W. Mellon Foundation. <http://www.mellon.org/>

Council on Library and Information Resources, Cataloging Hidden Special Collections and Archives. <http://www.clir.org/hiddencollections/index.html> [See esp. list under "Funded Projects" of grant recipients for 2008-2010]

Gladys Kriebel Delmas Foundation. <http://www.delmas.org/> [See esp. "Past Grant Recipients"]

Institute of Museum and Library Services (IMLS). <http://www.ims.gov/> [See also recent sample applications at http://www.ims.gov/applicants/sample_applications.aspx]

National Endowment for the Humanities, Humanities Collections and Reference Resources. <http://www.neh.gov/grants/guidelines/HCRR.html> [See also "Sample Narratives" on right-hand menu]

National Historical Publications and Records Commission. <http://www.archives.gov/nhprc/>

Class 15: May 7 Education, Professional Development, & Continuing Education

- Education, training, professional development and career building
- Professional ethics

Pecha Kucha 3/3: Short Student Presentations on Library Site Visits

Read:

Dimunation, Mark. "Red wine and white carpets: what we didn't learn in library school, or when the dog and pony goes bad." *RBM* 7.1 (2006): 73-84. <http://rbm.acrl.org/content/7/1/73.full.pdf+html>

Garabedian, Michael. "'You've got to be carefully taught': American special collections library education and the inculcation of exclusivity." *RBM* 7.1 (2006): 55-63. <http://rbm.acrl.org/content/7/1/55.full.pdf+html>

Hansen, Kelli. "Education, training, and recruitment of special collections librarians: an analysis of job advertisements." *RBM* 12.2 (2011): 110-132. <http://rbm.acrl.org/content/12/2/110.full.pdf+html>

RBMS. "Careers in rare books and manuscripts: frequently asked questions." Draft, Dec. 16, 2009. <http://new.rbms.info/?q=node/6>

RBMS. "Guidelines: competencies for special collections professionals." 2008. <http://www.ala.org/ala/mgrps/divs/acrl/standards/comp4speccollect.cfm>

RBMS/ACRL. "ACRL code of ethics for special collections librarians." 2003. http://www.rbms.info/standards/code_of_ethics.shtml

Rippley, Susan Stekel. "The education and hiring of special collections librarians: observations from a recent recruit." *RBM* 6.2 (2005): 82-90. <http://rbm.acrl.org/content/6/2/82.full.pdf+html>

Schreyer, Alice D. "What's so special about special collections librarians?" *RBM* 7.1 (2006): 49-54. <http://rbm.acrl.org/content/7/1/49.full.pdf+html>

Stam, Deirdre C. "Bridging the gap: education and special collections." *RBM* 7.1 (2006): 16-30. <http://rbm.acrl.org/content/7/1/16.full.pdf+html>

Traister, Daniel. "The rare book librarian's day." *RBML* 1.2 (1986): 93-105. <http://rbm.acrl.org/content/rbml/1/2/93.full.pdf+html>

Browse/Skim:

American Association of Museums. "Code of ethics for museums." 2000. <http://www.aam-us.org/museumresources/ethics/coe.cfm>

Antiquarian Booksellers Association of America. "Code of ethics." <http://hq.abaa.org/books/antiquarian/abaapages/code-of-ethics>

Boles, Frank (SAA president). "Enforcing ethics." SAA website. March 20, 2009. <http://www.archivists.org/news/ethics09.asp>

RBMS Diversity Committee web page. <http://www.rbms.info/committees/diversity/>

SAA. "Code of ethics for archivists." 2005. http://www.archivists.org/governance/handbook/app_ethics.asp