LIS 713

Rare Book and Special Collections Librarianship
Palmer School of Library and Information Science, Long Island University
Professor Deirdre C. Stam

Syllabus, Fall 2010

"Rare book librarians are a happy breed of men and women. We share common experiences and common pleasures, but there is nothing common about us. There is excitement in our lives for we work daily with the fabric of what has made the world what it is. We are an integral part of that world. We are frightfully competitive but almost never vicious or unkind to one another. . . . There are no saints among us that I know of, but we are blessed in many ways. . . . We are concerned. We have a sense of human. We are aware that we have a special privilege to understand the motivations of a special mystique."


**Time and place:** At Bobst Library NYU; 2nd floor, West Room, Avery Fisher Center (70 Washington Sq. So., NY NY 10012), Wednesdays, Sept. 15 through Dec. 22, 2010 (except Nov. 24). 6:30-8:20 p.m. Note that decisions about closings made for C.W. Post do not affect NYU-located classes. In general, if the subways are running, this class will meet even if weather is poor.

**Contact information:** Bobst Library NYU #707, 70 Washington Square South, New York NY 10012. Tel. 212-998-2681. FAX 212-995-4072. deirdre.stam@liu.edu (Email is preferable to telephone since I do not check my office phone every day.)

**Office hours:** Manhattan, 2-6 p.m. on class days and by appointment, in the Palmer suite in Bobst Library (7th floor). Appointments are available during weekdays, week nights, and weekends. Even for regular office hours, appointments (by email) are a good idea in order to reserve enough time for your concerns. Telephone conversations are, of course, always possible both during the week and on weekends. (Please provide your name and times of availability by email if you want me to call you.)

**Purpose, scope and method**
The purpose of this course is to prepare students for leadership roles in rare book and special collections. Sessions address the major aspects of the curator's job. At the conclusion of this course students will be able to join the staff of a rare book and special collections unit, and take part in an informed way in decision-making about professional
issues. Students should then be acquainted with the issues, vocabulary, major information sources, and significant documents of the field.

This course uses the case method to a large extent. 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, class sessions will include group exercises. Students will also work on individual written projects, and will be required to visit rare book and special collections as well as antiquarian bookshops on their own time during the term.

This course is required for the concentration in Rare Books and Special Collections.

[Please note that this course does not address the history of the book. Book history courses include the annual History of the Book, and many others including, in recent years, Artists Books, The Joy of Ephemera, Great Collections of New York City, the Antiquarian Book Trade, Library Meets Museum [on exhibitions and related publications], and more. Courses taken at Rare Book School (based at the University of Virginia, with courses in various cities), and courses at the University of London’s Rare Book School (including the gradable final project) may count as “history of the book” courses for purposes of the Palmer concentration. For details on that concentration see www.cwpost.liu.edu/cwis/cwp/cics/palmer/rare_books.html.]

Assignments and grading: Students will be assigned 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 the student to deal with these 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 worksheets must be submitted in a timely manner, and in professionally appropriate form. All worksheets have equal weight.

Weight: Five worksheets = 17 points each (85 points for all five)

Class participation = 15 points

Total = 100 points

Information sources: The readings listed here are the basis for class discussion and exercises. This list is by no means a comprehensive bibliography. Starred items (*) are highly recommended. Students should be prepared to seek additional sources.

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. Group work on sample problems will be used extensively. Additionally students will be expected to complete assignments outside of class and to visit rare book and special collections on their own time. Students who miss more than
three sessions 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. Some exercises done in class will be graded and will count toward the final grade.

**Required text:** There is no text book because none of recent vintage exists. Required readings will be available on reserve at NYU, and online though LIU’s access to periodical databases, and through other means.

All students intending to work with rare book materials should acquire John Carter’s *ABC for book collectors* (New Castle, DE: Oak Knoll Books: 2004). 8th ed. Rev. or any recent edition. Although we will not discuss this book per se, students will be expected to be familiar with its contents and to be able to use the terms it defines in ways that are consistent with the practices of the rare book/special collections field. Highly recommended for the students’ own library 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.

**About the Readings**
Students should peruse Carter (see above) regularly throughout the course. Among the books and other sources listed below, pay particular attention to the starred items. The materials listed below will be available online and/or, in a few instances, at Bobst library (reserves are on level A at Bobst). You may wish to obtain some of these books through interlibrary loan via your local libraries, or by consultation of reference copies at NYPL (Fifth Avenue and 42nd St. building) and other specialized libraries. It is assumed that students are able to use the LIU online databases which are available remotely and the NYU databases that are available onsite. Be sure to ask librarians for help if you cannot do this already.

Many of the readings listed here are available in full text through the online database *Library Literature and Information Science*. Access to *Library Literature* is available via the internet to Palmer School students through the LIU library web page. Some materials will be on reserve in the reserve sections of NYU's Bobst Library. Some online sources are available on site at NYU (and on site at other libraries), but are not available to Palmer students at home. Much information is available via the internet. Advice to the wise: do not wait until the last minute to complete assignments. The worksheets, though not lengthy, take time! It may that obstacles to access will delay the process of completing assignments. Some materials in the online NYU catalog may be housed off-site and it will take days to recall them for use in the library. Some reference materials in the NYU catalog may be available only in NYU’s Fales Library which has restricted hours.

[PBSA] (Bobst Z1008.B5p 7-1913-), RBM (formerly Rare Book and Manuscript Librarianship) (Bobst Z688.R3 R32 1-2000-), and the RBMS Newsletter (Bobst Z688.R3 R3 Current year only). These should be available in various research collections throughout the NYC area; see the NYPL catalog and OCLC for locations.

Citation formats: Use current MLA (Modern Language Association) 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/. 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. Examples of MLA formatting can be found at http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm. 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 insure that your style is clear, effective, and readable, see William Strunk, Jr.’s The Elements of Style, online through bartleby.com. This succinct work is available cheaply in used copies at many used book stores or online. Most people prefer the physical form to the online version.

Codes: E-reserves at LIU: Stam. Office: 5, then 3, then 1.
Schedule and assignments

September 15: Definitions relating to rare books and special collections; information sources; enumerative bibliography; scholarly and professional societies; about collecting institutions

Overview


"NUCMC," that is, National Union Catalog of Manuscript Collections [Rhymes with luck-luck.] Available at http://www.loc.gov/coll/nucmc. Free from LC. As a result of the ongoing integration of the activities of OCLC and the Research Libraries Group (RLG) which began in July 2006, the migration of records from the RLG Union Catalog to OCLC’s WorldCat is now complete. Currently, from the NUCMC website: "The NUCMC website now provides searching access, via the NUCMC/OCLC gateway, not only to the WorldCat records that were accessible prior to the merger, but also to the RLG Union Catalog records that were previously accessible only via the NUCMC/RLG gateway."


* Schreyer, Alice D. “What’s So Special about Special Collections Librarians?” RBM, vol. 7, no. 1 (Spring 2006), 49-54. http://rbm.acrl.org/content/7/1/49.full.pdf


Organizations Relating to Rare Books and Special Collections:

Antiquarian Booksellers Association of America www.abaa.org. See especially “Research resources” for bibliophilic societies and more.

http://www.uiweb.uidaho.edu/special-collections/OtherRepositories.html

Rare Books and Manuscripts Section, Association of College and Research Libraries web site: www.rbms.info

American Printing History Association [note especially the New York City Chapter]: http://www.printinghistory.org/

The Bibliographic Society: http://www.bibsoc.org.uk/

Bibliographical Society of America web site: http://www.bibsocamer.org/

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

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


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

IRLA (Independent Research Libraries Asso.) web site for contact data to its member libraries http://irla.lindahall.org/

Society of American Archivists www.archivists.org

Archivists Roundtable [note Metropolitan New York Chapter] [note Metropolitan New York http://www.nycarchivists.org/

Book collectors’ clubs, partly social in purpose, are represented in the Fellowship of American Bibliophilic Societies (exs., Baltimore Bibliophiles, Caxton Club (Chicago), Grolier Club [NYC], Club of Odd Volumes [Boston], Tichner Society [Boston], etc.) See the individual websites of these elected membership societies. The Grolier Club has a library on book collecting and some programs open to the public. Fellowship of American Bibliophilic Societies: www.fabsbooks.org

September 22: Collection-building; ethics

Sources of collections:

Gifts
Purchase: [The web (Bibliofind, BookFinder, Ebay, Alibris, ABE, Amazon), dealers, book fairs, auctions, individuals]
Entrepreneurship: gathering from writers, their relatives, their friends, interest groups, hobbyists, local residents, and alumni; generating material onsite through tape recordings of speakers and the like

Auctions
Transfer from general collections
Self generation (poetry readings recorded, performances, artists in residence)


Hyry, Tom, Diane Kaplan, and Christine Weidman, “‘Though This Be Madness, Yet There Is Method in ‘t:’ Assessing the Value of Faculty Papers and Defining a Collecting Policy.” American Archivist, vol. 65 (2002), 56-69. Available online through LIU.

Max, D. T. “Letter from Austin: Final Destination: Why Do the Archives of So Many Great Writers End Up in Texas?” New Yorker (June 11 & 18, 2007), 54-71. Available online through LIU.


Oddities: collectors and collecting
http://www.finebooksmagazine.com/fine_books_blog/2010/07/two-years-times-700.shtml


McManis, Sam. “Auburn Collector has more than 700 Books – All the Same Title [Two years Before the Mast].” *Sacramento Bee* (July 26, 2010).

**Examples of Collection Development Policies:**

* Dartmouth Rare Book CD Policy:  
  http://library.dartmouth.edu/cdp/read.php?cdp_id=65

* Fales Library Special Collections CD Policy:  
  http://library.nyu.edu/collections/policies/fales.html

* Fales Library Downtown CD Policy:  
  http://library.nyu.edu/collections/policies/fales_dwntwn.html

* Grolier Club collection development policy: www.grolierclub.org (in the left-hand menu select The Library – Collections Overview – Library Collection Development Policy)

* Library of Congress collection development policy for manuscripts:  
  http://www.loc.gov/acq/devpol/manuscri.pdf

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

**Antiquarian Book Trade:**

* AddALL. http://used.addall.com/

* viaLibri. http://www.vialibri.net/

* Antiquarian Booksellers Association of America. http://www.abaa.org/


* Grolier Club. Read one of the following papers from the “Books in Hard Times” conference, held Tuesday, September 22, 2009: William S. Reese, Tom Congalton, or Priscilla Juvelis. www.grolierclub.org (select “Public Events” from left-hand menu)


Gifts and Donors:


Transfers from general collections:


Deaccessioning:

New York State. “Brodsky Bill”


Stam, David H. Brown Univ. presentation from 1981 summarized by Ellen McCrady’s Abbey Newsletter 6, no. 4 supp. [August 1982])
http://cool-palimpsest.stanford.edu/byorg/abbey/an/an06/an06-4a/an06-a401.html


Appraising:


*Archival appraisal: aabc.bc.ca/aabc/toolkit_guide_to_archives_appraisal.html

Ethics:


Antiquarian Booksellers Association of America. “Code of Ethics.”
http://hq.abaa.org/books/antiquarian/abaapages/code-of-ethics
Sept. 29: Describing “rare” books, descriptive bibliography, decoding scholarly bibliographies and dealers' catalogues; understanding condition notes; determining value  [WORKSHEET 1 DUE]

Descriptive bibliography:
Types: Analytic, descriptive, historical, textual, etc. (in contrast to "enumerative") bibliography. See Terry Belanger’s definitions at http://www.bibsocamer.org/bibdef.htm.


*Publications: (Descriptive/analytical/historical) Bibliographies (e.g., BAL [Bibliography of American Literature]; Cambridge Bibliography of English Literature; English Short-title Catalogs, known as ESTC [online at NYU]. Also consult bibliographies for individual writers/printers/designers/presses), and other rare book tools (thesauri, handbooks, guidelines, sale catalogues, etc.). See Bloomberg-Rissman (next item) for an explanation of some of these tools. Others are described in Guide to Reference Books, ed. Robert Balay (Chicago: American Library Asso., 1996), available on the librarians' reference shelves (usually behind the counter) of any library; see the subsection on the reference materials relating to rare books, etc.

*See online sources: English Short Title Catalogue available free from the British Library at http://www.bl.uk/collections/early/estc1.html. Also see Early English Books Online [EEBO], and RLIN, a database of the holdings of many libraries on the American continent and abroad (all available at Bobst and at other research libraries, but not through LIU online). Also the National Union Catalog, known as “Mansell” (available in physical form at Bobst, sixth floor, northeast corner – all 800 volumes; see particularly the ca. 700, green Mansell volumes. The contents of this work are partially represented on the combination of OCLC and RLIN, but those online sources do not provide the search feature that makes this tool invaluable to book historians, that is, for tracing the publication history of a work. Mansell is also available at NYPL and other, large research libraries.) Also see OCLC’s Worldcat at http://www.worldcat.org/ for free access to the
combined cataloging of 10,000 libraries worldwide, some of which have special collections.

*Essential is the National Union Catalog of Manuscript Collections (NUCMC) at http://www.loc.gov/coll/nucmc. Free from LC. Provides access to OCLC bibliographic database for archival and mss., and to RLIN's AMC (Archival and Mixed Collections) file.

*Also see the databases, many including images, from the American Antiquarian Society in Worcester MA. These are described at www.americanantiquarian.org/digital2.htm and available onsite at Bobst and at NYPL. They include: American Broadsides and Ephemera; Early American Imprints – Series I [Evans, 1639-1800]; Early American Imprints – Series II [Shaw-Shoemaker, 1801-19]; Early American Newspapers [1690-1876], and more.

The Incunabula Short Title Catalogue (ISTC) is an electronic bibliographic database maintained by the British Library which seeks to catalogue all known editions of books printed before 1501. http://www.bl.uk/catalogues/istc/index.html


*Essential for rare book scholarship is Studies in Bibliography of the Bibliographical Society of the University of Virginia and other titles at etext.lib.virginia.edu/bsuva.

See also

The European Library for four national libraries at libraries.theeuropeanlibrary.org;


Rare Books on the Web: A List of Resources at www.geocities.com/albertmasters/rarebooksontheweb.html;

Repositories of Primary Sources at http://www.uidaho.edu/special-collections/Other.Repositories.html;


CERL Hand Press Database (European Libraries) at http://www.cerl.org/web/
WorldCat at [http://worldcat.org/](http://worldcat.org/) for 10,000 items in one billion libraries.


For many other “vetted” online sources and tools of a scholarly sort, see RBMS’s “Directory of Web Resources for the Rare Materials Cataloger” at [http://lib.nmsu.edu/rarecat/](http://lib.nmsu.edu/rarecat/).


**Cataloging and describing:**


*Encoded archival description (EAD); see especially "Development of the EAD DTD." [www.loc.gov/ead/](http://www.loc.gov/ead/)


Available in full text from LIU: Overmier, Judith A. and Elaine M. Doak. "Provenance records in rare book and special collections." *Rare Books and*

*The Archivist's Toolkit* (Archives Association of British Columbia)  
[aabc.bc.ca/aabc/toolkit.html](http://aabc.bc.ca/aabc/toolkit.html) See especially "Arrangement and description."

*National Union Catalog of Manuscript Collections*, known as NUCMC, pronounced “Nuck-muck,” rhyming with "luck-luck." (U.S.) at  
[http://www.loc.gov/coll/nucmc/about.html](http://www.loc.gov/coll/nucmc/about.html).


See terms from Powell's for describing rare books, with illustrations. Especially see the terms relating to **condition**, on the same web page.  

---

**Oct. 6: Bibliography continued; archival principles for control and processing**

**Cataloging:**

Ascher, James P. “Progressing Toward Bibliography; or: Organic Growth in the Bibliographic Record.” *RBM* 10, no. 2 (Fall 2009), 95-110. Available online through LIU, wilsonweb

*Core Standard for Rare Books (DCRB Core).  
[http://www.loc.gov/catdir/pcc/bibco/coredcrb.html](http://www.loc.gov/catdir/pcc/bibco/coredcrb.html)*

*Descriptive Cataloging of Rare Materials (Books).* Washington, D.C.: Cataloging Distribution Service, 2007. (available through *Cataloger’s Desktop)*

*Encoded archival description (EAD); see especially "Development of the EAD DTD." [www.loc.gov/ead/](http://www.loc.gov/ead/)*

* RBMS Bibliographic Standards Committee web page:  
[http://www.rbms.info/committees/bibliographic_standards/](http://www.rbms.info/committees/bibliographic_standards/)


**Bibliographic Utilities:**


* OCLC WorldCat. [http://www.worldcat.org/](http://www.worldcat.org/)

* English Short-Title Catalogue (ESTC). [http://estc.bl.uk/](http://estc.bl.uk/)

* LibraryThing. [www.librarything.org](http://www.librarything.org)

**Processing:**


http://www.archivists.org/saagroups/ead/


Controlled Vocabularies Used in Special Collections:

* Rare Books and Manuscripts Section, Association of College and Research Libraries. “Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging.”
http://www.rbms.info/committees/bibliographic_standards/control_vocabularys/

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


http://www.archivists.org/glossary/Introduction.asp

http://palimpsest.stanford.edu/don/don.html


Oct. 13: Digital libraries; creating online access to collections (issues, standards and best practices, tools, copyright) [WORKSHEET 2 DUE]
Digitization and Special Collections Libraries:


Davison, S. “If We Build It, Will They Come? Strategies for Teaching and Research with Digital Special Collections.” RBM 10 (Spring 2009), 37-49. http://rbm.acrl.org/content/10/1/37.full.pdf


Large Digital Libraries of Pre-1800 Printed Books in Western Languages, Archivalia [100+ titles]. http://archiv.twoday.net/stories/6107864/

Levy, David M. “Contemplating Scholarship in the Digital Age.” RBM 6, no. 2 (Fall 2005). http://rbm.acrl.org/content/6/2/69.full.pdf


Special Collections and Web 2.0:

* “Archives 2.0” wiki. http://archives2point0.wetpaint.com/


* Special collections blogs from Houghton, Beinecke, and other rare book and special collections libraries


Oct. 20: Catch-up day (More information to follow.)

Oct. 27: Management functions of a rare book/special collections curator: identifying goals and objectives, setting priorities, budgeting, planning, implementing, supervising, evaluating, updating skills, supporting the needs of upper management; interpreting collections

Rare Book Librarian’s Day:


**Staffing:**


* 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, no. 1 (Spring 2006), 73-84 http://rbm.acrl.org/content/7/1/73.full.pdf


Rippley, Susan Stekel. “The Education and Hiring of Special Collections Librarians: Observations from a Recent Recruit.” *RBM* 6, no. 2 (Fall 2005). http://rbm.acrl.org/content/6/2/82.full.pdf

* Special Collections staff directories on web sites of various libraries

**Diversity and Special Collections:**

*RBM* 8, no. 2 (Fall 2007). http://rbm.acrl.org/content/8/2 (issue on diversity)

* Rare Books and Manuscripts Section, Association of College and Research Libraries. RBMS Diversity Committee web page: http://www.rbms.info/committees/diversity/


**Nov. 3: Management functions, continued: preservation, conservation, contracts, negotiating agreements for ownership and access, policies for copyright and fair use [WORKSHEET 3 DUE]**

**Preservation and Conservation:**


* Northeast Document Conservation Center. The Online Disaster-Planning Tool for Cultural and Civic Institutions. [www.dplan.org](http://www.dplan.org)

Philobiblon (Peter Verheyen's website for organizations, conservation and preservation information, and much more) [www.philobiblon.com](http://www.philobiblon.com)


Sheehan, Jennifer K. “Making the Most of What We Have: A Framework for Preservation Management in Rare Book Collections.” *RBM* 10 (Fall 2009), p. 111-121. [http://rbm.acrl.org/content/by/year](http://rbm.acrl.org/content/by/year)

* Starmer, Mary Ellen, Sara McGough Hyder, and Aimée Leverette. “Rare Condition: Preservation Assessment for Rare Book Collections.” *RBM* 6, no. 2 (Fall 2005) [http://rbm.acrl.org/content/6/2/91.full.pdf](http://rbm.acrl.org/content/6/2/91.full.pdf) or LIU databases.

Wilkie, Everett. "Weighing Materials in Rare Book and Manuscript Libraries as a Security Measure against Theft and Vandalism," *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage* 7, no. 2 (Fall 2006) p. 146-164. [http://rbm.acrl.org/content/by/year](http://rbm.acrl.org/content/by/year) or LIU databases.


Starmer, Mary Ellen, Sara McGough Hyder, and Aimée Leverette “Rare Condition: Preservation Assessment for Rare Book Collections” *RBM* 6 no. 2 (Fall 2005) available at [http://www.ala.org/ala/mgrps/divs/acrl/publications/rbm/6-2/rbmvol6no2.cfm](http://www.ala.org/ala/mgrps/divs/acrl/publications/rbm/6-2/rbmvol6no2.cfm)

**Access:**

"ALA-SAA joint statement on access to original research materials" (1994). [www.ala.org/ala/acrl/acrlstandards/standardsguidelinestopic.htm](http://www.ala.org/ala/acrl/acrlstandards/standardsguidelinestopic.htm)


**Copyright:**


Copyright Term and the Public Domain in the United States. [http://www.copyright.cornell.edu/public_domain/](http://www.copyright.cornell.edu/public_domain/)


*Copyright Chart - Peter Hirtle* [http://copyright.cornell.edu/resources/publicdomain.cfm](http://copyright.cornell.edu/resources/publicdomain.cfm)


ALA Copyright Slider [http://librarycopyright.net/digitalslider/](http://librarycopyright.net/digitalslider/)
Duke University Law - Copyright Primer


*Cornell University. “Copyright Term and the Public Domain in the United States, 1 January 2010.”* [http://copyright.cornell.edu/resources/publicdomain.cfm](http://copyright.cornell.edu/resources/publicdomain.cfm)
* “Section 108 of the US Copyright Code: Reproductions by Libraries or Archives for their Users, for Replacement, or for Preservation.” http://www.librarycopyright.net/108spinner/


Contracts (legal title)


Nov. 10: Outreach: public relations, donor relations, instruction

Fundraising and Donor Relations:


Grant Programs:


* Gladys Krieble Delmas Foundation: http://www.delmas.org/


**Teaching with Special Collections:**

* Allen, Susan M. “Rare Books and the College Library: Current Practices in Marrying Undergraduates to Special Collections.” *RBML* 13, no. 2 (Spring 1999), 110-119. [http://rbm.acrl.org/content/rbml/13/2/110.full.pdf](http://rbm.acrl.org/content/rbml/13/2/110.full.pdf)


* Smith, Steven Escar. “From ‘Treasure Room’ to ‘School Room’: Special Collections and Education.” *RBM* 7 (2006), 31-39. [http://rbm.acrl.org/content/7/1/31.full.pdf](http://rbm.acrl.org/content/7/1/31.full.pdf)

* Stam, Deirdre C. “Bridging the Gap: Education and Special Collections,” *RBM* 7, no. 1 (Spring 2006), 16-30. [http://rbm.acrl.org/content/7/1/16.full.pdf](http://rbm.acrl.org/content/7/1/16.full.pdf)


**Nov. 17: Exhibitions and publications**

**Exhibitions:**


* Brannock, J. “Creating an Exhibit in Special Collections and Using it to Promote Collections and Educate Users.” *Mississippi Libraries* 73, no. 2 (Summer 2009), p. 32-34. Available online through LIU.


* Rare Books and Manuscripts Section, Association of College and Research Libraries. RBMS Exhibition Awards Committee web page: [http://www.rbms.info/committees/exhibition_awards/index.shtml](http://www.rbms.info/committees/exhibition_awards/index.shtml)

Nov. 24: NO CLASS (Thanksgiving holiday)

Dec. 1: Services: reference, research, providing equipment to users, providing classroom space [WORKSHEET 4 DUE]

Public Service:


* Sax, Joseph L. “Not so Public: Access to Collections.” *RBM* 1, no.2 (Fall 2000), 101-114. [http://rbm.acrl.org/content/1/2/101.full.pdf](http://rbm.acrl.org/content/1/2/101.full.pdf)
http://rbm.acrl.org/content/1/1/54.full.pdf


“Mr. Bean goes to the Library.”  
http://www.youtube.com/watch?v=TGjnuV1iIWc

* Special Collections public services links on the library websites of:

  - University of Chicago: http://www.lib.uchicago.edu/e/spcl/
  - Huntington Library: http://huntington.org/
  - UCLA: http://www.library.ucla.edu/specialcollections/researchlibrary/index.cfm
  - New York University, Fales Library: http://www.nyu.edu/library/bobst/research/fales/
  - Beinecke Library, Yale: http://www.library.yale.edu/beinecke/
  - Cornell University: http://rmc.library.cornell.edu/services/services_overview.html

**Inter-Library Loan:**


**Dec. 8: Curating ephemera: unique requirements of ephemeral formats; curating multimedia**

* Ephemera Society of America web site: http://www.ephemerasociety.org/


To identify processes, see these videos on production of these forms:

- Relief http://www.youtube.com/watch?v=O0skLwaFpn0
- Intaglio: http://www.youtube.com/watch?v=SNKn4PORGBI
- Lithography: http://www.youtube.com/watch?v=JHw5_1Hopsc
- Woodblock printing: http://www.youtube.com/watch?v=dliF74ojOho

Dec. 15: Curating manuscript collections; archival principals

Processing Decisions for Manuscripts & Archives, SPEC Kit 314, Published by ARL, Nov. 2009 www.arl.org/rtl/speccoll/

Dec. 22: Future needs and trends; professional development and career building [WORKSHEET 5 DUE]

Trends in Rare Book and Special Collections Librarianship:


http://www.arl.org/resources/pubs/fallforumproceedings/forum09proceedings.shtml


Rare Books and Manuscripts Section, Association of College and Research Libraries. List and web sites of RBMS Preconferences since 1996.
http://www.rbms.info/conferences/index.shtml