

**Minutes of RBMS Executive Committee Meeting
Annual Conference Meeting, 2002**

Atlanta, GA

Monday, June 17, 2002

8:30 a.m.-12:30 p.m.

Hilton – Gwinnett

Present: Suzy Taraba (Wesleyan University), Chair; Daniel Slive (UCLA), Vice-Chair/Chair Elect; Mark Dimunation (Library of Congress), Past Chair; Cynthia Burgess (Baylor University), Secretary; Jean Ashton (Columbia University), Member-at-Large; Mary Lacy (Library of Congress), Member-at-Large; Katherine Reagan (Cornell University), Member-at-Large.

Guests: Terry Belanger (University of Virginia); Lois Fischer Black (North Carolina State University); Alvan Bregman (University of Illinois, Urbana-Champaign); Lisa Browar (Indiana University); Charlotte Brown (UCLA); Lynda Claassen (University of California, San Diego); Deborah Dancik (ACRL); Christian Dupont (University of Notre Dame); Ellen Ellickson (Yale University); Susan Fagan (Newberry Library); David Faulds (Emory University); James Fox (University of Oregon); Claudia Funke (Avery Library, Columbia University); Isaac Gewirtz (New York Public Library); Jane Gillis (Yale University); Laura Guelle (College of Physicians); Cathy Henderson (University of Texas); Eric Holzenberg (Grolier Club); Rachel Howarth (Houghton Library, Harvard University); Anne Marie Lane (University of Wyoming); Jeffrey Makala (Wesleyan University); Caroline Melish (University of Rochester); Jim Mullins (Massachusetts Institute of Technology/Association of College and Research Libraries); Margaret Nichols (Cornell University); Richard Noble (Brown University); Richard Oram (University of Texas); Gregory Pass (Saint Louis University); Barbara Paulson (National Endowment for the Humanities); Mary Jane Petrowski (ACRL); Henry Raine (New York University/New York Historical Society); Jennifer Schaffner (Clark Library, UCLA); Stephen Skuce (Massachusetts Institute of Technology); Steve Tabor (Huntington Library); Marvin Taylor (New York University); Manon Th  roux (Yale University); Jerry Wager (Library of Congress); Rutherford Witthus (University of Connecticut).

Suzy Taraba called the meeting to order at 8:30 a.m. She asked that, beginning with the members of the Executive Committee, everyone in the room introduce themselves.

1. REVIEW AND FINALIZE AGENDA -- (Taraba)

Taraba noted no motion was needed to finalize the agenda. She stated the agenda, as distributed, would have the following changes: A break would be inserted at around 10:00 a.m.; One item of new business would be added, a proposal for a collection development discussion group brought by Caroline Melish. As no further additions or changes were forthcoming, the Executive Committee [referred to as Exec in the remainder of the minutes] agreed to the agenda as put forward.

2. APPROVAL OF MINUTES FROM MIDWINTER -- (Taraba)

Jean Ashton moved that the minutes of the RBMS Exec meeting held at the 2002 ALA Midwinter Meeting be approved; Mark Dimunation seconded the motion. Taraba noted two errors: RBMS misspelled on page three and Steven Hensen's name misspelled twice on page eight. With no further changes noted, the minutes, with the noted corrections, were approved unanimously.

3. REMINDERS FOR COMMITTEE CHAIRS -- (Taraba)

Taraba reminded committee chairs of the following: Attend all committee meetings, come prepared and urge committee members to do the same; Minutes should be sent to the RBMS secretary within one month of the meeting, the secretary will forward them to ACRL; Chairs (as well as discussion group leaders and liaisons) are expected to give a report at Information Exchange or, if unable to attend, to appoint someone to be there as a representative; Chairs are expected to attend the Exec meeting, especially when there are action items to be brought before the committee; Chairs should also attend the preconference orientation session and generally support the work of the section.

Daniel Slive noted a few people still had forms regarding committee membership that need to be completed and asked that those be sent to him. Taraba added that chairs cannot name their own successors.

4. ACRL MEETING REPORTS

a) ACRL Board II, 2002 Midwinter - (Taraba)

Taraba said she would give this report later in the meeting during the discussion of Old Business.

b) ACRL Board I, 2002 Annual - (Taraba/Slive)

Mary Lacy, who represented the section at this meeting, noted the upcoming ACRL Conference in Charlotte, North Carolina was announced [ACRL 11th National Conference: *Learning to Make a Difference*, April 10-13, 2003]. She said it was reported there were a good round of papers submitted for the conference, of which approximately 30% would be accepted. She reported E. J. Josey summarized ACRL's past contributions to the Spectrum Scholarship program and asked for increased support, and that although the board indicated continued support in principle, they noted that any amount given would depend on the budget numbers in the Board II meeting.

Lacy further stated the board accepted the report of the information literacy working group, which has been responsible for Standards of Competency in Information Literacy and an Immersion Program, and remarked most of the meeting was spent on this topic. In addition, she said the board authorized the Western European Studies Section (WESS) to accept an offer from The Goethe Institute and the German government to sponsor a study tour for eight 'newer' librarians with western European specialties who are members of WESS.

c) ACRL Section Leadership - (Taraba/Slive)

Slive reported that he and Margaret Nichols (incoming RBMS vice-chair/chair-elect) attended new-leader orientation and received proper indoctrination. He noted it made a lot more sense the second time around.

Taraba said in the leadership meetings she attended one item of business was to try to explain the new organization that has been created—ALA/APA. She summarized: ALA will remain a 501(C3) organization, but with that status they cannot lobby in salary negotiations and there are other financial issues involved. Therefore, they have created essentially a second, mirrored organization—Allied Professionals Association. She noted there would not be a new group of leaders. Slive added ALA would be considered the membership organization while APA would be the service organization.

Taraba reported there was brainstorming in small groups about how ACRL can improve, with comments about improved communication and the usual bureaucracy problems. She also noted the idea of ACRL seceding from ALA was discussed, although her perception was that it was not seriously proposed. Nichols, however, said she felt the discussion about seceding from ALA was quite serious.

Terry Belanger commented that while ALA supports libraries, it is not a professional organization that has a restricted membership. He said we are an educational organization with unrestricted membership and part of the reason for the new configuration is to enable us to operate more as a professional organization.

d) ACRL Sections Council - (Taraba/Slive)

Taraba reported the Sections Council meeting was much like an RBMS Executive Committee meeting and included incoming vice-chairs/chair-elects. She noted issues brought forward had to do with section budgets, with some brief discussion about what projects for which sections need money. She said section leaders were asked to forward ideas regarding money needs to Barbara Jenkins who is chairing a task force on the issue, and explained this is an outgrowth of the Initiative Funds that we no longer have. Instead, sections are just to ask ACRL if they need money, but there are no guidelines. The task force is trying to come up with a new plan. Taraba noted the rest of the council meeting was basically announcements of programs of various ACRL sections.

5. STANDARDS AND GUIDELINES REVISIONS

a) *Guidelines for Borrowing and Loaning Special Collections Materials for Exhibition* (Ashton for Lee)

Ashton reported a hearing concerning this document was held June 16, 2002 at the ALA Annual Conference and moved that it be approved. Taraba mentioned there was no need for a second as the motion comes from a committee. The floor was opened for discussion and Lacy asked, concerning the Facilities Report (page six), if this was the format that is still available. Ashton did not know the answer, and Taraba stated the issue could be brought up with Jenny Lee. Taraba called for further discussion; hearing none, she asked for a vote to approve the guidelines, with the understanding that Lee would be contacted regarding the Facilities Report. The motion passed and the guidelines were approved. Taraba thanked the committee and discharged it. There was a round of applause.

b) *Guidelines for the Loan of Rare and Unique Materials* - (Slive)

Slive reported three people were contacted and agreed to work on these guidelines, although a chair was not yet appointed: Laura Micham (Emory University), Amy Cooper

(University of Iowa), and Daryl Morrison (University of the Pacific). He stated the work would begin after this meeting and the group would meet at the upcoming 2003 ALA Midwinter Meeting [referred to hereafter in these minutes as Midwinter Meeting]. Dimunation reminded Slive to remember to schedule the meeting. Taraba cautioned that the committee should make sure the name of the guidelines does not become confused with “Guidelines for Borrowing and Loaning Special Collections Materials for Exhibition.”

c) *Guidelines Regarding Thefts in Libraries* - (Gewirtz/Lane)

Isaac Gewirtz reported the RBMS Security Committee asked that the guidelines, as published in the May issue of *C&RL News*, be approved by Exec and then forwarded to ACRL for approval. No second was needed. There was no discussion. Taraba called for a vote, the motion carried and the guidelines were approved. Gewirtz was asked to pass the guidelines on to the ACRL Standards Committee.

d) *Standards for Ethical Conduct* - (Oram)

As Richard Oram was not present when this agenda item came up, it was postponed until after the report on the *RBMS Newsletter*. The report was inserted at that time to enable ACRL representative Jim Mullins to hear it before he had to leave the meeting.

Oram reported a new working title for the document, “A Code of Ethics for Rare Book, Manuscript, and Special Collections Librarians.” He stated he believed work can be completed in time for a hearing next year and noted that the day before there were thirty people offering guidance at the meeting held to discuss the document. He noted he had no action items. When Taraba called for discussion or questions, Charlotte Brown asked if it would be worthwhile to include the date of publication whenever a guideline or standard is published. Mullins mentioned that other sections are beginning to do so and Taraba said she thought it was a good idea.

Slive asked for clarification that the committee working on the document would meet at the Midwinter Meeting and have a hearing at the 2003 ALA Annual Conference [hereafter referred to in these minutes as Annual Conference]. Oram responded that they would.

6. PROGRAMMING

a) 2002 Preconference (Atlanta) - (Quinlan/Enniss/Micham)

David Faulds (Emory University), a member of the Local Arrangements Committee, reported that the 2002 Preconference in Atlanta went very well and stated that he wanted to acknowledge that committee’s co-chairs, Stephen Enniss and Laura Micham, and Emory’s Head of Special Collections, Linda Matthews. Taraba acknowledged the hard work of the Program Planning Committee and the Seminars Committee.

b) 2002 Conference (Atlanta) - (Witthus)

Rutherford Witthus stated that approximately 200 people attended the Annual RBMS program held Sunday, June 16, 2002. [The advertised program, “The Emergence of

Digital Scholarship: New Models for Librarians, Archivists, and Humanists” was preceded by the Exhibition Awards presentation.] Witthus mentioned that people liked the conversational tone of the program.

Taraba thanked him and the members of the Conference Program Planning Committee for their work.

c) 2002 Cosponsored programs

1) AFAS “When Old is New: The Art of Creating New, African American Special Collections” – (Reagan)

Katherine Reagan said she attended this program and reported there appeared to be 75 to 100 people there, including several RBMS members. She noted RBMS was mentioned as a co-sponsor and it seemed to be a successful program.

2) ARTS “Artists' Books: Creating, Publishing, & Collecting” – (Epstein)

Mary Lacy, reporting for Emily Epstein, said Epstein told her this was a successful program. Belanger said he attended and felt it was successful, noting that one could look at the books. Taraba asked if RBMS co-sponsorship was mentioned; Belanger said it was.

d) 2003 Preconference (Toronto) - (Claassen/Slive)

Lynda Claassen stated the 2003 RBMS Preconference would be held June 17-20 in Toronto, Canada. She reported the theme for the preconference was established—“TRUE/FALSE: Facsimiles, Fakes, Forgeries and Issues of Authenticity in Special Collections”; some plenary speakers had already been contacted; and the Local Arrangements Committee was already doing a wonderful job.

e) 2003 Conference (Toronto) – (Donnelly/Slive)

Slive said he had nothing else to report concerning the Annual Conference other than what was given at Information Exchange. Taraba asked if any other sections had approached him regarding RBMS co-sponsorship of programs. Slive replied he had not been contacted. Taraba encouraged him to seek co-sponsorships when there is a genuine link.

f) 2003 ACRL Conference (Charlotte) - (Holzenberg)

Eric Holzenberg reported the RBMS Conference Development Committee met Saturday [June 15], and agreed to try to develop a round table discussion for presentation at the 2003 ACRL Conference with these RBMS members participating: Taraba, Pat Bozeman, John Cullars, Susan Rippley, and Nora Quinlan.

Belanger asked for a description of a round table discussion and wondered what would make someone come to this. Holzenberg replied it is an open discussion and would be intended mainly for ACRL members other than members of RBMS. Ashton asked what the topic would be. Taraba responded the committee was still discussing the topic, but it would probably be along the lines of “Why go into Special Collections?” She noted that many young people attend these conferences.

Belanger stated in 1981 when ACRL decided to run a national conference RBMS tried hard to get section presence but was refused, further noting that RBMS members have

generally not attended as RBMS members. He asked if this stance is weakening. Taraba responded that it is, noting that RBMS has actually been approached and courted.

Dimunation added that the reason a round table discussion was decided upon is that the deadline for seminars has already passed, and RBMS wants to have a presence at the conference.

g) 2004 Preconference (New Haven) - (Bouche/Gillis/Nichols)

Nichols reported Mike Kelly (New York University) will serve as Program Chair for the 2004 RBMS Preconference to be held in New Haven, Connecticut and Nicole Bouche (Yale University) will be the Local Arrangements Committee Chair. She stated the preconference will have an international theme of some kind and noted the Local Arrangements Committee is already off and working.

7. PUBLICATIONS

a) Publications Committee - (Nichols)

Nichols reported the RBMS logo had been approved, but the committee had a question about the distribution of the logo for use by people in the section: How should this be organized—if someone wants to use the logo should they consult Exec or is someone to be appointed “keeper of the logo”?

Taraba noted it was a good question and stated she felt the use of the logo should be at least semi-official. Dimunation said he thought we would want some mechanism for controlling the logo’s distribution and suggested guidelines for use. Lacy noted this may be impossible to control and suggested language on the RBMS web site regarding the logo’s official usage. Dimunation wondered about the possibility of trade marking, but several guests noted that could take up to ten years. Christian Dupont suggested checking with ACRL and ALA about how they control their logos and mentioned, in the meantime, people with questions regarding the use of the logo could contact him and he would consult Exec.

Taraba said the matter would be referred back to the Publications Committee to work on guidelines for the logo’s use after consulting ACRL/ALA. She called for a round of applause for the work of the Publications Committee, the success of the logo, and in appreciation of Nichols’ work as chair of the committee. Following this, she announced the new chair of the committee is Abby Tallmer.

b) RBM Editor - (Taylor/Browar)

Lisa Browar mentioned because *RBM* is not an RBMS publication, but an ACRL publication, the RBMS logo will not appear in *RBM*. She reported the ACRL Publications Committee expressed general happiness with the journal, saying it was the best looking of their publications.

Marvin Taylor reported they would be appointing three new members to the *RBM* Editorial Board, subscriptions were holding steady, and they had no action items.

Belanger brought up the idea of RBMS members receiving *RBM* with their ACRL membership rather than ACRL’s *College and Research Libraries*. He noted in the past RBMS has been successful in getting what it wants and asked, “Do you think we can get

this if we decide we want it?" Browar responded if it is something we feel we ought to pursue, we should take the request to Mary Ellen Davis, ACRL Executive Director, but cautioned we need to "get our ducks in order" first. She mentioned the need to understand the economics before approaching Davis.

Belanger asked Browar how she would suggest proceeding. Browar said the *RBM* Editorial Board and the RBMS Publications Committee could discuss the matter and come up with suggestions.

Taraba questioned if this is really what we want to pursue, noting we need to find out from RBMS members, and particularly Exec, if this is considered desirable. She stated she personally would prefer a discount on *RBM*. Taylor commented he felt 99% of RBMS members would prefer to have *RBM*, stating he believed most throw *College and Research Libraries* in the trash. Ashton commented the subscription base would drop with *C&RL*, and the publication might not be able to sustain itself. Belanger stated that it could be a choice, noting, "It's the age of specialization and we need to support our own." He said he believed it would not make an impact on *C&RL*.

c) RBMS Newsletter - (Callahan/Th roux)

Manon Th roux said she had no action items. She reported she and Daren Callahan would be rotating off as co-editors, the incoming editor will be Jeffrey Makala (Wesleyan University) and incoming assistant editors will be Michael Forstrom (University of Chicago) and Jeff Barton (recent graduate of Pratt Library School). She stated the deadline for receiving copy for the next issue of the newsletter is Monday, September 16, 2002. There was a round of applause to thank the outgoing editors and to welcome the incoming editors.

At this point in the meeting, Jim Mullins, a member of the ACRL Standards and Accreditation Committee, asked to bring an item of new business before Exec. He explained he was requesting this out of agenda order because he was unable to stay longer at the meeting. He said he is going off the committee and suggested that RBMS might consider adding a liaison to the ACRL Standards and Accreditation Committee.

Taraba responded it is written into the duties of one of the RBMS Members-at-Large to follow the work of that committee. She asked if Exec felt this should be handled in a more formal way and requested comments. Dimunation asked Mullins when the committee meetings are held. Mullins answered they are held on Sunday afternoon, but added a liaison would not necessarily have to attend the meetings, but rather be a one-on-one communication channel. Dimunation commented leaving it with the Member-at-Large would give three years of continuity. Slive added the contact information could be put on the RBMS web site. Mullins responded, "The RBMS web site is one of the best web sites going." Taraba asked Slive to watch this issue when Member-at-Large reviews are held.

At 9:35 a.m. Taraba called for a motion for a fifteen minute break. Slive so moved and Dimunation seconded the motion. All approved.

Taraba called the meeting to order again at 9:50 a.m.

Taraba introduced Mary Jane Petrowski, ACRL Senior Associate Executive Director. Petrowski said she had a big announcement—the preparation of an ALA handbook. She explained the handbook will be available in both print and electronic form and all members will get a printed handbook this year. She said the information in the handbook is gathered from the membership information and asked each individual to please update his or her information via the ALA web site, noting only the individual could do so.

Taraba asked if there is a plan in place for archiving the handbook once it goes electronic. Petrowski said she would ask. Taraba asked her to express the hope of the RBMS section that there will be a workable plan to do so.

8. COMMITTEES

a) Security - (Gewirtz/Lane)

This report was postponed until after the report of the Archivist/Records Manager.

Gewirtz said he had two additional items to report since Information Exchange. He said Everett Wilkie has been working on gathering materials on state laws, noting a report will be coming to Exec at the Midwinter Meeting. He also reported Alvan Bregman has been doing a wonderful job reporting all published incidents of theft on the RBMS web site and is working with Dupont to make that more accessible. Dupont mentioned in the new redesign of the web site such theft reports will appear under Publications. Gewirtz added one can search through the years, say, for incidents of theft of maps. Dupont explained the site has a search engine and there are several ways to search.

Taraba questioned if the redesign is being done under the auspices of the Publications Committee and was given an affirmative answer. Nichols noted in the past the Publications Committee announced that it would be revised and then announced the unveiling. Taraba asked that the Publications Committee formally consult Exec concerning the matter.

b) Archivist/Records Manager - (Bregman)

Bregman urged all out-going and in-coming chairs to submit any business papers to him, suggesting that they get in contact with him to go over the procedures. Taraba asked the status of the RBMS archive at this time. Bregman reported there are huge gaps, said he would like to review the record series and that he would do that before the Midwinter Meeting. Taraba then asked if that information could be put on the RBMS web site so committee chairs can identify if their committee has been good about submitting. Bregman agreed to work with Dupont on doing so, mentioning that some information is in the RBMS Manual, under the Archivist section.

Dimunation suggested it might be useful for Bregman to contact each out-going chair; Bregman agreed. Taraba encouraged him to take this active approach and Bregman said it could be done over the next half year. Dimunation stated it would be useful when we are doing business to know that we should be saving for the archives.

Taraba asked what Exec can do to help. Bregman said bringing the subject of the archives to the table has helped a lot. He added if orientation material is prepared for new chairs, it would be most helpful if information about the need of the archives could be included. Taraba commented the idea of orientation materials for new chairs is an interesting idea, further stating, "We presume that they look at the RBMS Manual."

c) Bibliographic Standards - (Leslie)

1) Approval of AMREMM (see e-mails of 2/25/02 from Deborah Leslie, with attachment, and 5/23/02 from Gregory Pass)

Deborah Leslie moved that Exec approve the publication of the AMREMM document (*Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts*). Taraba noted no second was needed as the motion comes from a committee. She asked Pass to give a brief introduction.

Pass stated it began as an electronic access project in 1996; two avenues were considered—SGML encoding and MARC encoding. He noted Laurence S. Creider was very important in advocating the development of MARC encoding and mentioned that SAA (Society of American Archivists) declined to undertake the project. He further stated a public hearing was held concerning the document and comments were incorporated.

Taraba explained Exec is looking at and voting on this because it will be an RBMS document. Pass requested any corrections or additions to the document be sent to him by e-mail. Taraba clarified any typos or minor reworking should be given directly to Pass, but any substantive items should be brought up before the vote to approve the document.

Taraba commented the title page has Bibliographic Standards Committee in an odd place, above the title, and asked if this would constitute an extra title note for catalogers. She said she would prefer to see it lower down. In addition she noted it is the standard for a publication to list the names of those on the Bibliographic Standards Committee and suggested that be done, as well as mentioning the approval of the RBMS Executive Committee. Belanger suggested Pass should change his title design so as to get full credit for his contribution. Taraba asked Lacy to briefly mention the changes to the document she had previously suggested. Lacy responded Pass had received those comments and had already incorporated them.

Taraba called for a vote; the motion was approved unanimously. Taraba expressed the deep thanks of Exec for the work Pass did on the project and wished him good luck in the upcoming stages.

d) Budget and Development - (Oram)

Oram reported the committee reviewed the most recent preconference and looked at the two upcoming preconferences. He noted one thing that came out in the review of the Atlanta Preconference was the dramatically improved degree of cooperation with ACRL. He stated the database has been successful and continues to be used by chairs for fundraising. He cautioned scholarships for first-time attendees could be a problem next year as there is a good chance there will be no surplus coming out of the Atlanta Preconference, noting if there was no revenue sharing there would be no scholarship money.

Oram then brought an action item before Exec. He asked for approval of a check-off donation for voluntary contributions toward scholarships on the 2003 Toronto Preconference registration form. He noted this would be an amount of money to be spent in its entirety this year to fund the first-time attendee, and suggested that Exec might want to discuss the formatting and the dollar amount.

Oram was asked to restate the action item. He responded: The Budget and Development Committee proposes that a donation check-off be added to the Preconference Registration form which would result in revenue that would result in a first-time attendee scholarship fund. Taraba noted no second was needed and opened the floor to discussion.

Deborah Dancik asked if the money would arrive in time to be effective. She noted there is an ACRL fund set up for scholarships, and suggested we consider applying for "x" amount for scholarships and raise the remainder of the needed money through donations. When Oram asked about an application form, Dancik replied it would usually go in as an action item from Exec, under Taraba's name. Reagan asked if there is a great deal of competition for this money. Dancik responded there is not, stating she had been hoping for more requests. Dancik also mentioned ACRL is looking at ACRL Friends moneys, and wondered if the ACRL Board would consider putting RBMS on that form as well.

Dimunation stated he hoped we could establish an ongoing fund. Raine questioned if we solicit donations on an RBMS form, how we could be assured that money would go directly to scholarships. Taraba responded we would have to figure out a way. When a guest mentioned the need to look at this carefully and rationally, Oram suggested we might table the action item and look at it later. Dimunation encouraged Exec not to break the ongoing pattern of offering scholarships for the last three years, adding he would like to see us request this ACRL money to help with the Toronto preconference scholarships so that we will not lose momentum. Rachel Howarth noted it has been important in the past to know how much money is available by the Midwinter Meeting.

Oram moved to withdraw the original motion and made the following new motion: The Budget and Development Committee proposes that they and Exec pursue all available moneys for scholarships, as well as a donation check-off to be a part of the 2003 Toronto Preconference registration form.

There was no further discussion and the motion carried. Taraba stated Exec would expect a full-fledged plan at the Midwinter Meeting. Slive said he would work with Oram on meeting the necessary deadlines.

Dancik noted when money is involved, it usually does not go to Consent Agenda. She further stated there would be an ACRL Executive Meeting in October, the item should be sent to that meeting and it would then go before the ACRL Board. Taraba asked Slive to work with Oram and Dancik to make sure that this does happen.

Belanger asked how much money we had to spend for the Atlanta Preconference. Taraba responded we had \$3,000 to spend on scholarships.

e) Conference Development - (Holzenberg)

Holzenberg reported the Conference Development Committee met Saturday, June 15, and had one addition to information put forward at Information Exchange. He said the committee would be soliciting a number of proposals from Midwest locations, noting that

the 2005 ALA Annual Conference will be held in Chicago, but RBMS will pass. He noted, instead, possible locations for the RBMS preconference might be St. Louis, Minneapolis, Wisconsin, or Kansas (Spencer Research Library, University of Kansas), and said the committee should make a recommendation to Exec at the Midwinter Meeting. Taraba said the ACRL Board has to approve the location and this has to be done in a timely fashion. Dimunation added the time frame is very tight, noting you have to leave the RBMS Exec meeting in order to get ACRL Board II to approve.

Holzenberg reported the main item of business at the committee meeting was to revise the charge of the Conference Development Committee. He said he and Elaine Smyth drafted a proposed document, which was tinkered with at the meeting, noting the language puts the emphasis on site selection and moves things around to make the charge of the committee clearer.

Taraba asked Holzenberg to read the revised charge and to then make a motion. The document was read [see Appendix A], and Holzenberg moved that Exec accept the committee charge as revised. There was no need for a second; no discussion ensued. The motion carried and the revised charge was approved.

f) Exhibition Awards - (Funke)

Claudia Funke reported her first item to bring before Exec was a reminder that former committee chair, Diane Shaw, had requested that at the end of the preconference the Exhibition Awards Committee be thanked for conducting the exhibition of the submitted catalogs, brochures and electronic exhibitions. Taraba asked that she have someone remind the RBMS chair. Funke responded the Exhibition Awards presentation should also be mentioned in announcing the RBMS program held during the ALA Annual Conference, and noted she would remind Slive.

Funke said the next item regarded an addition to the committee's submission entry form, reporting that the committee would like to add the following statement: The Exhibition Awards Committee of ACRL/RBMS reserves the right to scan and reproduce the cover [home page] of this entry in its promotional materials (print and electronic), unless otherwise instructed here:_____.

Taraba asked if the committee was seeking advice. Funke responded that it was. Taraba said she saw no reason to vote on this and asked for comments. None were forthcoming; Taraba concluded that the addition sounded fine.

Funke then reported the committee is drafting an Electronic Exhibition Best Practices document. She further stated it was the unanimous opinion of the committee that it continue judging electronic exhibitions and give actual awards, rather than simply commendations, noting this will come up at a further meeting. She said archiving these web sites was discussed, but the committee decided they do not want to become responsible for archiving web sites. However, she mentioned there was a discussion of offering the option for submitting institutions to put their electronic exhibition on a CD or DVD in order to have it archived at the three depositories where the paper catalogs are held.

Dimunation stated the Library of Congress has been mandated to archive the web, and is entering into a variety of negotiations. He suggested one opportunity would be to look to see if an exhibition has already been captured or to come up with a plan for viewing it in the future. Steve Tabor reported the committee considered this problem several years

ago and contacted the depository institutions and only one replied; they were not interested in archiving web products.

Brown stated she would like to see the RBMS archivist be responsible for archiving these exhibitions. Bregman responded he has been working with Dupont on the web archiving problem, noting the preconference sites are not on Dupont's site. He mentioned the exhibition catalogs are not submitted to either the RBMS or the ALA archives. He stressed ALA does not accept electronic submissions; they have to be printed out before being deposited. He said it is a complicated problem, but noted if the Library of Congress is archiving certain sites that might be an option, or National Archives might be another option.

Dupont reported the Internet Archive Project is archiving html content on the web, saying those can be spidered (the spider captures at particular points of time) and copies stored on your computer. He stated further he hopes an archival browser can be applied to the RBMS web site, but noted he thinks we will be seeing much more sophisticated use of the web, creating problems for archiving. He mentioned with archiving printed catalogs, the producers of those catalogs have to obtain rights, and warned with these exhibition award sites you will have very high quality reproductions and whoever holds that site would have the responsibility to prevent the reproduction of such images.

Taraba asked Bregman and Dupont if they had enough information to continue their work on the problem. With their affirmative response, Taraba said Exec would expect a plan at the Midwinter Meeting that can either be discussed further or voted upon.

Funke then began a report on the Leab Award funds. She said she had hoped to receive activity reports and spoke with Megan Gage at Midwinter 2002 indicating she was interested in past account figures. She added she has only the files of past chair Diane Shaw and a very few from Shaw's predecessor, Michael Joseph, but nothing else. She noted various figures were received from Althea Jenkins to Shaw that did not match accounting later received. Taraba spoke with Mary Ellen Davis regarding the matter. Funke said she then expected to hear from someone at ACRL, but did not. She reported she sent out an e-mail requesting activity reports; Stephanie Sherrod supplied the following figures for the previous fiscal year (2000-2001) in an e-mail of 30 April 2002:

“Bank fee:	\$264.12
Printing	\$122.21
Mail service:	\$255.73
Supplies:	\$ 7.49

For FY 2002: We began with a carried over balance of \$199.00, plus \$485.75 of interest, minus a \$119.96 bank fee, leaves the account with a balance of \$564.79.”

Funke said she assumes what they call a Bank Fee is really some sort of management fee, and noted the disturbing thing about this is last fall she was told by Taraba that Mary Ellen Davis said we had a balance of \$562.00 from FY 2000-2001 that would be rolled over. She said the figures also do not match up with amounts for which we requested reimbursement.

She explained the problem for the coming year is that very little interest has been added to the spending account, this year the committee judged over 50 catalogs, and shipping such quantities around is expensive. She said this year the cost of the certificates was

brought down, and noted the printing of the list of participants and winners was done desktop—gone are the days of hiring a printer. She reported Dan Leab’s word for the bank fees is rapacious. She then added according to the terms of the gift we should be able to use the principal. Dimunation clarified that the account is recovering less than 3 percent. Funke responded last year a 1 percent return rate was considered pretty good for endowment funds, then asked for comments.

Dancik said this is an ongoing saga, and stressed that the bank fees are not ALA overhead, but unavoidable bank fees. She said she felt it would be helpful if Exec had a conversation with Mary Jane Petrowski with printouts in front of you, suggesting a conference call or a meeting at the Midwinter Meeting, and stated, “I think a face-to-face meeting with all accounts on hand is in order.” Dimunation suggested that, in addition, we investigate if we can take our own money and explore our own banking, noting this has been a five-year (and longer) problem. He said he felt we could do much better, and wondered if we can take this away from them, as long as we can still give an ACRL/RBMS award.

Browar said she would strongly advise not to invade the principal. She added gift agreements can be renegotiated and urged Exec to review the terms of the gift and perhaps insert language which will prevent this type of thing and, particularly, invading the principal. Holzenberg asked if we still have a standard budget that could be used for the shipping charges. Taraba replied in the affirmative, noted those expenses could be handled that way, but added we should be careful not to forget the necessity of resolving the problem with the Leab account.

Belanger stated, as he noted he has stated over the 15 years since he asked for this gift, the agreement was that we be provided with an accounting, which has not been done. He said, “It seems to me that the action that Exec might wish to take is a request to the ACRL Board that action be taken to look at what seems to be systematic dishonesty, systematic long term mismanagement of this fund.”

A guest said he felt it would be best to pursue Dancik’s suggestion first. Funke replied there does seem to have been some progress. Tabor noted there was all the good will in the world on both sides, but the bookkeeping was just beyond our ability to reconcile, and further stated he felt Dimunation’s suggestion, to take the account into our own hands, would be good.

Taraba concluded the discussion by saying that she, Funke, and Slive would attempt to have the face-to-face meeting with Petrowski at the Midwinter Meeting.

g) Licensing and Reproduction of Special Collections (ad hoc) (Henderson)

Cathy Henderson reported her committee was asked to produce a statement in support of libraries’ right to charge licensing fees for commercial uses of their materials, but the committee decided an article, offering a rational argument for special collections charging for the publication of original materials in their collections, would be better. She stated the article is substantially completed and the committee’s intention is to submit it to *RBM* and hope that it will be included. She noted an argument for wider distribution might be made and suggested review copies of the article could be sent out to accomplish this.

Henderson then moved that Exec agree the committee has completed its charge and can be dismissed. Ashton thanked Henderson and the rest of the committee, noting this will

be a very helpful guideline. There was no further discussion; the motion carried unanimously. The committee was thanked and discharged.

At 11:30 a.m. Taraba announced a five-minute break.

The meeting was recalled to order at 11:35 a.m.

h) Membership and Professional Development - (Raine)

1) Approval of diversity statement (copies handed out at meeting)

Henry Raine reported a seminar was offered at the Atlanta Preconference entitled *A Dialogue on Diversity: Issues Raised by the RBMS Nonmember Survey*. He said the seminar took the form of a panel discussion and covered the results of the survey as well as how other organizations were addressing the issue of diversity, with particular emphasis on practical suggestions RBMS could use. He noted several observations and recommendations were made he felt were worth mentioning, stating initially a statement on diversity should be approved. Raine further stated he felt the Membership and Professional Development Committee should create an action plan that would address the following:

Scholarships—expand the existing program to include minority scholarships, perhaps offer free registration;

Mentoring—expand the existing Buddy Program, expand the committee’s involvement;

Publicity—strive to create a more positive image for special collections, to create a brochure specifically directed to minorities, to set up a listserv to let people know why they should consider working in special collections;

Outreach—work with library schools, participate in career fairs;

Liaison Relationships—establish more liaison relationships with organizations dealing with diversity issues, create joint programs with these organizations; and

Collection Development—encourage special collection librarians to pursue items that are ethnic in origin.

Raine then said we should probably think of new initiatives, stressing that diversity should be part of strategic planning. He noted the Membership and Professional Development Committee is anxious to work on these initiatives, and suggested that Exec establish a task force or special ad hoc committee, with members of this committee, to try to come up with new initiatives.

When Taraba asked if Raine wanted to make a motion about the statement on diversity or to first make a motion for the forming of the ad hoc committee, he answered he felt the statement on diversity should come first. Dimunation said having the approved statement would be a good place to start, noting we would then see a real charge for an ad hoc committee. Raine then moved that Exec approve the statement on diversity drafted by the RBMS Membership and Professional Development Committee [see Appendix B]. Taraba called for discussion; when none was forthcoming she said she felt it is a good statement that includes diversity in types of libraries. The motion carried unanimously. Taraba noted, “RBMS now has a statement on diversity.”

Raine then moved that Exec appoint an ad hoc committee to develop an action plan to address the issue of diversity in regard to scholarships, mentoring, publicity, outreach,

liaison relationships, and developing our collections. There was no further discussion; the motion carried unanimously. Taraba asked that the vice chair/chair elect quickly appoint the committee and to plan for a meeting at the Midwinter Meeting. Dimunation cautioned to remember to put the meeting on the schedule.

i) Nominating - (Holzenberg)

Holzenberg reported the slate for Marvin Taylor and Margaret Nichols for Vice Chair/Chair Elect and Gerald Wager and Isaac Gewirtz for Member-at-Large was forwarded to ACRL. He then stated he felt this particular pattern seemed to be out of sync, in that he did not feel he was still chair of the Nominating Committee. He recommended that Dimunation [new chair of the Nominating Committee] report on the work of his committee at the Midwinter Meeting.

Taraba stated she felt it would be premature to discharge before the Annual Meeting. She then thanked and discharged Holzenberg.

Holzenberg reported he did not receive a single comment on the revised draft of the *RBMS Manual*. He stated the final version had not yet been made, noting Dupont would make a final version soon.

Dimunation reported the Nominating Committee had met and agreed on a slate of potential candidates they will ask to stand for office.

j) Seminars - (Fox)

Taraba mentioned James Fox was going off as chair of the Seminars Committee.

Fox reported a need to standardize what we are doing in relation to technological support of seminars. He further stated just as we need a certain number of break-out rooms, we need to make sure the budget includes enough for technology. He asked if the chair of the Seminars Committee is an ex officio member of the Program Planning Committee, noting that, if so, it should be mentioned in RBMS publications. Fox was thanked for his service and given a round of applause.

9. DISCUSSION GROUPS

a) Curators and Conservators - (Bartow)

No report.

b) Manuscripts and Other Formats - (Melvin/Murray)

No report.

c) MARC for Special Collections - (Schroeder)

No report.

d) Public Services - (Howarth/Kelly)

No report.

e) Effects of 9/11 on Special Collections – (Ashton)

Ashton reported there were approximately 20 people who attended this open forum, held during the ALA Annual Conference on Saturday, June 15. She said three major areas were discussed:

- (1.) The need for documenting these events, including the impact on small towns and communities. Ashton urged members to consider not only our own institutional records, but to encourage our archives to gather information outside of the institution, to offer to act as the repository for those organizations who are active, but not in the business of keeping their own records.
- (2.) Passive documentation, legal and ethical problems. Legal releases are necessary; there is a need to explore the appropriate means of legal releases and interpretation.
- (3.) Civil liberty issues. The number of people who have been affected by people coming in and seeing who has been using the collection should be addressed.

She stated an accurate national survey of who is doing what is important, in the hope that three or four years down the road a plan can be made for funding.

Taraba asked if she saw the need for any further discussion groups. Ashton said she did not and she would keep RBMS informed, noting she might want to report on the results of the survey.

10. LIAISONS

a) ACRL Board - (Taraba/Slive)

Nothing to add.

b) ACRL Sections Council - (Taraba/Slive)

Nothing to add.

c) ACRL Budget and Finance - (Allen)

Allen in meeting.

d) ACRL Membership - (Raine)

No report; meeting was taking place during RBMS Information Exchange.

e) ACRL Professional Development - (Ellickson)

No report.

f) ACRL Publications - (Nichols)

No action items.

g) ALCTS/PARS - (C. Brown/Paulson)

No report.

h) ARL Task Force on Special Collections (B. Jones)

No additional report.

i) IFLA Rare Books and Manuscripts - (B. Jones)

No additional report.

j) SHARP - (Ashton)

Ashton reported that Volume 5 of the SHARP journal *Book History* would be available soon. She also noted that the eleventh annual SHARP summer conference will be held July 9-12, 2003 at Scripps College, one of the Claremont Colleges in Claremont, California.

k) GODORT/MAGERT - (Gillis)

No report.

11. OLD BUSINESS

a) RBMS Manual (Holzenberg)

Report already given [see 8.i.].

b) IMLS Initiative for Librarian Recruitment (see <http://www.imls.gov/whatsnew/current/011002-1.htm>) - (Dimunation)

Dimunation reported he would be attending a meeting that afternoon.

c) CLIP Note on Special Collections (C. Brown)

Brown reported the College Library Section of ACRL approached the RBMS chair before Midwinter 2002 to ask if RBMS wanted to provide a consultant to a proposed Clip Note Survey on Special Collections. Brown said she volunteered to represent RBMS on the project. She said she is working with Nancy Newins (Randolph-Macon College) and Elizabeth Sudduth (University of South Carolina) and had suggested several changes to the document's statement of purpose. She noted her thought is that it is a teachable moment and she wants to see this project make the connection with RBMS.

Dimunation encouraged them to vet their list with the ARL Special Collections Task Force statistics questionnaire to avoid any overlap, and suggested contacting Judy Panitch regarding that survey. Taraba asked who would be approving the project; Brown responded a Clip Notes editorial board would approve it.

d) *American Libraries* articles (Taraba)

Taraba reported although she promised to do a large letter-writing campaign concerning this issue, she changed her strategy because this came up before she even brought it up in the ACRL Board II meeting, and she received an apology. She said there have been other complaints and Mary Ellen Davis said she was looking into it. Taraba reported ACRL is working on getting an academic librarian on the editorial board of *American Libraries*, and stated she would be following up with some less-strongly-worded letters to encourage the consultation with RBMS.

12. New Business

Caroline Melish said she would like to propose the creation of a new discussion group on collection development, noting there were many things that could be discussed—new trends, do we update our collection development policies, how often should such policies be updated, etc. She stated the problem would be to find a time slot for the group to meet, mentioning it would be a particular problem if it were scheduled at the same time as the Public Services Discussion Group meeting. Melish said she would be willing to chair the group and reported Bregman had offered to serve as co-chair. She then moved that Exec appoint a chair and co-chair to lead a discussion group on collection development. Dimunation seconded the motion. Taraba called for discussion.

Dimunation asked about the curatorial portion of the Curators and Conservators Discussion Group. Brown responded mostly preservation people attend that group. Reagan said she had often wished for such a group, but saw the creation of another group as a problem. Dimunation said it would be nice, for a result would be suggestions for seminars and we could all benefit. Reagan noted discussion group chairs have been reminded to look for ideas for seminars and should be encouraged to circulate their minutes or notes to the rest of the section. Brown said almost every discussion group is represented in the *RBMS Newsletter*, and Taraba added discussion group chairs are encouraged to report in some detail at Information Exchange.

Slive said since our preconferences generally end Friday at noon, Friday afternoon, if people were not traveling, would be a possible time slot. Howarth stated she was worried about the number of discussion groups, and suggested the chairs might get together and try not to conflict on topics. Reagan asked if we could organize discussion groups along more clearly rational lines, and suggested the existing discussion groups could agree to incorporate more discussion about collection development. Howarth offered to arrange a lunch for discussion group chairs to discuss the topics they discuss.

Taraba stated there is considerable interest in the motion, but the usual concerns about overlap and the number of discussion groups had been raised. She said it is not possible to add one more meeting, but mentioned she felt the idea of a meeting of discussion group chairs is a good one, saying it might be possible to have a trial run. She said the motion on the table must be voted on, but noted if we vote against it, we will still go forward with considering it further. A vote was taken and the motion failed.

Taraba asked Howarth to arrange to get a group together, including Melish and Bregman, to discuss the issue and come up with a written plan. Dimunation asked if the group should have a name. Taraba responded it would be scheduled just like the 9/11 discussion group meeting was scheduled. She noted they would need to get with Slive about a trial meeting for the Annual Conference, unless it is decided at the lunch that it is a bad idea.

Taylor said he would like to make a motion that Exec approves a resolution in honor of Kenneth Lohf. He read the proposed resolution to the committee [see Appendix C]. Dimunation seconded the motion.

When Taraba asked if Lohf was a member of RBMS, Taylor responded that he did not know. There was no further discussion and the motion was voted on and carried.

Taraba thanked Ashton, who was stepping down as member-at-large, for her work on Exec; she also thanked Mark Dimunation, who was stepping down as past chair. There was a round of applause in appreciation of the work of both.

Taraba then passed the gavel to Slive. Dimunation suggested that Taraba be thanked. Slive thanked Taraba for a great year, a wonderful preconference and for moving RBMS forward. There was another round of applause.

Slive called the meeting adjourned at 12:30 p.m.

Respectfully submitted,
Cynthia A. Burgess, Secretary

Appendices of Minutes of RBMS Executive Committee Meeting Annual Conference Meeting, 2002 Atlanta, GA

Appendix A

Revised Charge, RBMS Conference Development Committee

To adopt a long-range view of conference planning activities, and, applying that view:

1. Identify potential preconference sites and work with RBMS members at those sites to develop and submit site proposals to the Executive Committee in a timely manner;
2. Serve as an agent of continuity, by:
 - a. facilitating as needed the work of the Conference Program Planning and Preconference Program Planning committees and those committees' relations with ACRL and ALA;
 - b. maintaining the Preconference Planning Manual;
3. Initiate program proposals for the ACRL National Conference, and initiate or respond to proposals shared with other sections or organizations.

The committee includes as ex officio:

- the current, immediate past, and future preconference program, local arrangements, and conference program chairs;
- the current section chair, immediate past section chair, and vice chair/chair elect;
- the appropriate member-at-large of the RMBS Executive Committee.

The incoming vice chair/chair elect is also urged to participate. The number of other members is left to the discretion of the chair. (The committee charge was approved by the RBMS Executive Committee on 29 June 1992, and amended 17 June 2002.)

Appendix B

RBMS Statement on Diversity

The Rare Books and Manuscripts Section of ACRL/ALA is committed to diversity in its membership, in rare books and special collections librarianship, and among users of rare books, manuscripts and special collections. RBMS encourages participation in the section by people of any race, color, national origin, religion, gender, sexual orientation, age, and physical ability; it supports its members in serving the broadest possible population; and it seeks to represent the concerns and interests of rare books and special collections librarians at a variety of institutions, including academic libraries, public libraries, research libraries, special libraries, and historical societies.

Some of the specific ways by which RBMS encourages diversity include: offering a scholarship program for first-time attendees at its annual preconference; pairing new members with more experienced members of the section at preconferences and conferences; and conducting surveys of its members and non-members, the results of which inform the section's membership initiatives and program planning. RBMS fully supports diversity, which is identified as a Core Value in ACRL's *Strategic Plan 2005*, and which is also one of the five ALA Key Action Areas defined in the *ALAction 2005* planning document.

Appendix C

Resolution in Memory of Kenneth A. Lohf

Whereas Kenneth A. Lohf was a distinguished Director of The Rare Book and Manuscript Library at Columbia University for twenty-five years; and whereas he was an energetic and visionary librarian who developed the collecting of 20th century literary materials at Columbia; and whereas Kenneth A. Lohf was a devoted member, President, and supporter of the Grolier Club and other bibliographic societies in the United States and the United Kingdom, it is with great sadness that we note his passing. RBMS acknowledges Ken's contributions to our profession and joins the larger bibliographic community in mourning his loss. We also extend our condolences to his long-time partner Paul Palmer.