

RBMS Executive Committee Meeting Minutes
ALA Annual Conference, 2005
June 27, 2005
8:30 a.m.-12:00 p.m.

Present: Elaine B. Smyth (Louisiana State University), RBMS Chair; Katherine Reagan (Cornell University), Vice-Chair/Chair-Elect; Margaret Nichols (Cornell University), Past-Chair; John Cullars (University of Illinois at Chicago), Secretary; Isaac Gewirtz (New York Public Library), Member-at-Large; Jane Gillis (Yale University), Member-at-Large; Rachel Howarth (Harvard University), Member-at-Large.

Guests: Kathryn Beam (University of Michigan); Terry Belanger (University of Virginia); Lois Fischer Black (North Carolina State); Alvan Bregman (University of Illinois, Urbana-Champaign); Charlotte Brown (University of California, Los Angeles); Lynda Claassen (University of California, San Diego); Melissa Conway (University of California, Riverside); Erin Davis (Washington University); Christian Dupont (Syracuse University); Ellen Ellickson (Yale University); Sarah Fisher (University of Delaware); Jill Gage (Newberry Library); Julie Grob (University of Houston); Hjordis Halvorson (Newberry Library); Cathy Henderson (University of Texas, Austin); Eric Holzenberg (Grolier Club); Elizabeth Johnson (Indiana University); Mike Kelly (New York University); Lynne King (Schenectady County Community College), RBMS rep from ACRL Board; Will LaMoy (Syracuse University); Martha Lawler (Louisiana State University, Shreveport); Deborah J. Leslie (Folger Shakespeare Library); Laura Micham (Duke University); John Overholt (Harvard University); Barbara Paulson (National Endowment for the Humanities); Mary Jane Petrowski (Associate Director, ACRL); Anne Posega (Washington University); John Pull (Library of Congress); Henry Raine (New York University/New York Historical Society); Marcia Reed (Getty Center); Jennifer Schaffner (University of California, Los Angeles); Nicolette Schneider (Syracuse University); E. C. Schroeder (Yale University); Stephen Skuce (Massachusetts Institute of Technology); Daniel J. Slive (William Reese Company, New Haven); Margaret Tenney (University of Texas, Austin); Sue Walker (Yale University)

These minutes incorporate reports from the Information Exchange of Sunday, June 26, 2005, which are indicated by the initials [IE] preceding the report. My thanks to chairs who made their presentations at Information Exchange for providing summaries of their presentations.

1. Smyth called the meeting to order at 8:35 AM and invited all present to introduce themselves, beginning with the members of the Executive Committee [henceforth referred to as Exec throughout the minutes].

2. Review and finalize agenda—(Smyth)

Smyth reported that information from ACRL representatives King and Petrowski would immediately follow this item as agenda item 3 and that Reagan would discuss the SAA/ALA joint draft as 7.d of “Guidelines Revisions/Task Forces.” Belanger, Slive, and Leslie will introduce items under New Business.

3. King congratulated RBMS on the excellence of its preconference in St. Louis. She circulated documents dealing with ACRL strategic planning. The Division is seeking to find the least obtrusive way to keep the planning process an ongoing part of its and its Sections' activities rather than being subject to stops and starts. ACRL mounted an environmental scan two years ago on its website; this includes a calendar to which ACRL units may add updates and queries. The current cycle requires entries by August 15, 2005. ACRL is also making funding of \$50,000 available to Sections and ACRL committees for proposals supporting and directly related to its strategic initiatives. This year's funding cycle also requires submissions by August 15. Given the short time-frame, comprehensive detail is not required at this point. ACRL will make notifications by October 2005. Raine, RBMS liaison to the ACRL Professional Development Committee, asked King for clarification on the new supercommittee structure that he had heard mentioned at ACRL meetings. King said that that the supercommittee structure does not apply to Section committees, but rather at the Division level, where it will streamline the activities of committees with similar or overlapping charges or activities. Petrowski then welcomed everyone to ALA's home city, Chicago, and said work is well underway for the 2006 conference in New Orleans. She is contacting every appointee to ACRL's Sections committees to check the accuracy of the rosters on the ACRL website. Smyth commended the improvement in functionality and the up-to-date nature of this roster. Annual reports on the activities of their Sections are due from Section chairs in December. Petrowski also reminded the group of the opportunity for redesigning the RBMS brochure.

4. Approve minutes from ALA Annual--(Smyth)

Nichols pointed out several typos in the minutes to the midwinter meeting of January 17, 2005 as well as seeking clarification of the date for the 2006 preconference for the minutes. She made and Reagan seconded the motion that the minutes be approved as amended, which Exec did.

5. Reminders for committee chairs-(Smyth)

Smyth reminded chairs that they should attend all their committee meetings, present action items and/or ask questions at Exec, and report at Information Exchange during the ALA midwinter meetings and the annual conferences. They should send brief summaries of the reports they give at IE to the RBMS secretary for incorporation into the following Exec meeting; minutes of their meetings are due to the RBMS Secretary within a month. Chairs should also attend New Member Orientation at preconferences. If unable to attend any of these meetings, it is their responsibility to designate substitutes. A committee member or chair may serve no more than two consecutive two-year terms; a committee chair may not appoint his or her own successor. No individual may serve on more than three committees within ALA (or its subdivisions) except in an ex officio capacity.

6. Consent agenda—(Smyth)

Smyth explained that ACRL requires that committee decisions made via e-mail between official meetings be ratified at the committee's next in-person meeting. She proposed to ratify Exec decisions made via e-mail since the January 2005 ALA midwinter meeting by using the consent agenda, following ACRL Board practice. A consent agenda batches decisions for which the committee does not anticipate further discussion and thus moves to

pass as a group. If any member of Exec wishes to discuss any or all items on the consent agenda, it or they will be removed from the consent agenda, discussed, and voted on separately. The consent agenda for this meeting consisted of the following four items that Exec had discussed and voted on since the Boston midwinter meeting: Exec a) voted to create the Task Force on the Revision of the Joint Statement on Access to Original Research Materials. Charge: In collaboration with the Society of American Archivists' Standards Committee (or other body assigned by SAA Council), to examine the current Joint Statement on Access to Original Research Materials and revise it as needed, with the revision to be completed no later than Midwinter 2007; b) Voted to send letter to the chairs of the U.S. House and Senate Appropriations committees requesting the funding for the NHPRC be restored; c) Approved the addition of a hotlink to diversity materials on the RBMS homepage and requested the webmaster to add the link; and d) Approved the production of an insert for the RBMS brochure about RBMS's effort to support diversity. Howarth made and Nichols seconded the motion to accept the consent agenda, which Exec did unanimously.

7. ACRL meeting reports

a) ACRL Boards I & II, 2005 Annual (Smyth): No report was given for Board I and Board II had not yet taken place.

b) ACRL Section Leadership and Sections Council (Schroeder) (IE): Schroeder discussed the concept of coordinated ACRL supercommittees and how each Section's provision of information to the online environmental scans will contribute to the Divisions strategic planning. These issues were further discussed by King and Petrowski at Exec [See agenda item 3 above].

8. Guidelines revisions/Task Forces

a) Diversity Action Plan Implementation (Grob)

The TF having completed its charge and made its recommendations, it is proposed that a standing RBMS Diversity Committee be created; Grob read the charge of the proposed Diversity Committee, which had been revised since the midwinter meeting, based on advice from EC:

Charge: To encourage members of underrepresented racial and ethnic groups to join and participate in RBMS; to recruit members of these groups into the Special Collections profession; to partner with other groups in the library field that focus on diversity or diverse collections; to generate and facilitate seminars, workshops, and programs about collecting materials related to racial and ethnic groups and providing outreach to patrons from diverse racial and ethnic backgrounds.

Coordination: The Diversity Committee will work in close collaboration with other RBMS committees and discussion groups to fulfill this charge. A

member of this committee serves on the Scholarship Subcommittee of the Membership and Professional Development Committee.

Practices and Procedures: Specific activities of the Diversity Committee may include maintaining a set of diversity resource pages on the RBMS web site; developing or facilitating programming and workshops that fulfill its charge at regional and national conferences; and facilitating presentations by RBMS members to students at colleges and universities with high minority enrollments.

Belanger pointed out that such lengthy charges are more subject to the need for revision than more concise charges; he saw this statement as more of an agenda than a charge. Grob said that the proposed charge was based on that of the Membership and Professional Development Committee. Reagan noted that the first paragraph is general and contains the meat of the charge, while the second provides examples of specific activities that may advance the charge. Grob pointed out that the new committee would not be exclusively responsible for all programming and activities concerning diversity since the Seminars and Conference Development Committees would also address diversity-related concerns. Other queries concerned references to regional conferences, which Smyth said referred to Exec's desire to be more inclusive by reaching regional associations, and, in answer to a question from Raine, the clarification that racial and ethnic groups were the primary subjects intended by the term "diversity." Grob moved that an RBMS Diversity Committee be created with the charge as amended, which Exec voted to do. She thanked Exec for its encouragement and input. Smyth commended her and the other members of the TF for their excellent work, and Exec discharged the TF. Gillis suggested that the Diversity Committee might wish to consider a diversity toolkit on the lines of the disabilities toolkit done by another ALA unit.

b) Guidelines on the Selection of General Collection Materials for Transfer to Special Collections (Brown)

Brown reported that the task force consists of eight persons, all ACRL members, and has had two meetings. The ALCTS Preservation Committee is also represented. Gewirtz is in touch with the Standards and Accreditation Committee (SAC) but there is no formal liaison relationship to that committee. The TF intends to submit a draft shortly after Midwinter 2006 to RBMS Executive Committee for distribution to ACRL and other relevant institutions and experts. RBMS Exec Com will send invitations to relevant constituencies to review the draft and feedback by annual 2006. Feedback will then be incorporated into the draft for publication in *CRL News*. A public hearing will follow the publication of the draft. Micham pointed out that the current chair of SAC had led her to believe that SAC views public hearings as implicit avowals of weakness. Smyth replied that such had not been the case in the past, and that RBMS has a long history of holding public hearings on guidelines and standards. Petrowski suggested connecting the ACRL Board liaison to SAC to clear up this misunderstanding. Brown further reported that the ACRL College Libraries Section had acknowledged RBMS as a consultant in its just published CLIP Note #35, "Special Collections in College and University Libraries," based on 146 responses to 260 questionnaires from college libraries.

c) Task Force on Core Competencies—Beam

(IE): Beam announced that the TF, of which she is chair, has nine members, the others being Mark Dimunation, Jackie Dooley, Hjordis Halvorson, Kris Kiesling, Beverly Lynch, Margaret Nichols, Alice Schreyer, and Dan Slive. They have had two informal working sessions and a meeting following earlier e-mail communications. The TF aims to produce a set of recommendations for professionals in special collections environments in any format or venue to submit to Exec. They are developing a reading list to foster understanding of what colleagues in other branches of librarianship have already done on the subject. Calls will go out on the RBMS and Ex Libris listserves to discuss the draft that they produce by Midwinter 2006. A second draft will be submitted to ACRL, the Earlham Group, and Oberlin for comment by spring 2006, and the third draft will be delivered to the RBMS Exec by Midwinter 2007. At Exec, Beam asked for Exec's approval of the proposed timeline and activities. Smyth said that the charge had not set a deadline, and that the timeline mentioned is perfectly acceptable. Beam moved that the TF's plan of action/work and timeline be endorsed by Exec, which it did unanimously.

d) ACRL/SAA Joint Statement on Access to Original Material revision (Reagan)

Reagan said that the 1993 document is being examined to see what changes are needed to bring it into the digital age, and widespread changes are not anticipated. Henderson suggested that the inclusion of a member solely active in SAA might avoid awkwardness since this had been a point of contention with drafting the original statement. Reagan felt that this should not be as much of a problem with an update rather than a new document, but that she would explore adding a member with strong SAA ties. Committee members include William Joyce, Howarth, Micham, and Taraba, with possibly one or two additional members still to be added.

9. Programming

a) 2005 ACRL Conference Minneapolis (Sahak)

(IE): Sahak reported that Susan Stekel Rippley and Halvorson led a well-attended roundtable on recruitment to special collections librarianship at the Minneapolis ACRL National Conference. Some of those present expressed concern over the lack of entry level positions combined with the ongoing retirement of those in upper and middle management. How are younger and/or beginning librarians to get the experience that is a prerequisite for taking on non-entry level positions? The 2007 ACRL National conference will be in Baltimore, and RBMS participation through papers or a roundtable will be pursued.

b) 2005 Preconference (St. Louis) –(Holzenberg/Posega)

[IE]: Holzenberg reported that the preconference program, "Bridging the Gap," had an attendance of 269, of whom 237 were full-time attendees; there were 30 new members present and 60 attending their first preconference. Holzenberg thanked the planning committee, Belanger, Hope Mayo, Posega, Slive, Smyth for their contributions. At Exec, he

added that he is consulting with *RBM* concerning the publication of papers from the preconference. The failure to provide a list of attendees was an oversight; ACRL will e-mail one to all attendees shortly after ALA. Future preconference planners will remind ACRL of the great value of supplying these lists with the registration packets.

c) 2005 Conference Program (Chicago)-- (Lacy)

(IE): Program Committee chair Lacy announced that the program, "Collecting World Cultures: African, Asian, Caribbean, and Native American Materials in Chicago Institutions," was attended by 87 persons. The Asian, African, and Middle Eastern Section (AAMES) of ACRL co-sponsored this program, and their chair Anjana Bhatt actively participated in the planning process. Both Sections made their membership brochures available at the program. The program was also co-sponsored by the Literatures in English Section of ACRL and by the American Indian Library Association. The Chicago institutions represented were the Newberry Library, Northwestern University, the University of Chicago, and the University of Illinois at Chicago. Lacy thanked Bhatt and the members of the committee for their excellent work. Approximately 30 evaluations were returned following the program.

d) 2006 Preconference—(Reagan/Dupont)

(IE): The preconference will be in Austin, Texas, with its main site the Harry Ransom Research Center from June 20-24, 2006. Cathy Henderson and Rich Oram are chairing the Local Arrangements Committee, and Dupont is the Program Committee chair. The theme is "Museums and Libraries: Intersecting Missions, Converging Futures." Registration will be capped at 300, due to the size of the hall for plenary sessions. The conference hotel, which will charge only \$99 per night, is small, and RBMS will reserve most of it; it may be necessary to seek rooms in other conveniently located hotels, as well. At Exec, Dupont reported that the Committee will learn on June 28 whether its IMLS grant proposal will be funded; the late date of notification necessitated the creation of two separate budgets, with and without IMLS funding. IMLS funding of \$93,000 will cover 30 scholarships, ten for minorities, speaker honoraria and expenses, and will also be used to attract museum professionals and archivists. Henderson reported that the ALA/SLA joint Committee on Access is interested in co-sponsoring the preconference; there was discussion as to whether committees, rather than Sections, can be co-sponsors. Belanger pointed out that ACRL has guidelines on co-sponsorship and that the committee should be encouraged to make an official approach to RBMS. It is likely that the Section will be able to accommodate their interest in participation in some way.

e) 2006 Conference Program—(Black)

(IE): Black reported that the annual conference will be in New Orleans and that the program will be "Re-imaginering Special Collections," dealing with technology and off-site storage, among other issues. Two speakers, Pat Bozeman and Jean Hammer, are confirmed, and negotiations are under way with an architect. At Exec, Black sought the Board's approval of co-sponsorship by LAMA and co-sponsorship in name only by the Buildings and Equipment Section (BES), which was given unanimously.

f) 2007 Preconference Baltimore—(Raine/Schroeder)

(IE): Raine, the chair of the Preconference Program Committee, announced that the 48th preconference will be held in Baltimore; the theme will be ephemera in special collections, and will concern the collecting, cataloging, and preservation of ephemera, as well as the uses to which such collections are put by researchers. The conference hotel will be in the Mt. Vernon area, with some sessions at Johns Hopkins University. At Exec, Schroeder added that co-sponsors in ALA are being sought. Cynthia Requardt is chair of the Local Arrangements Committee.

10. Publications

a) Publications Committee—(Lawler)

(IE): Lawler announced that RBMS-L discussion list is moving to a new system called Mailman, which will automatically create accessible archives; while access and posting policies will remain the same, members will need to resubscribe. The move was approved by the Publications Committee, and the switch should take place before the 2006 Midwinter meeting in San Antonio. Kelly will follow Lawler as chair of the committee. At Exec, the Board thanked Lawler for her service.

b) RBM—(Clement)

(IE): Clement reported that he is working with Holzenberg to arrange for the publication of material from the St. Louis preconference, just as articles from a recent issue drew on the Yale preconference. He is seeking to add new members to the RBM editorial board, and encouraged all present who are not yet subscribers to subscribe. There was no report at Exec since as editor of RBM, Clements attends the ACRL Publications Committee Meeting, which meets at the same time as RBMS Exec.

c) RBMS Newsletter—(Barton)

(IE): Barton is soliciting copy for the fall newsletter, which will draw on the ALA conference in Chicago. He and co-editor Michael Forstrom, Yale, will be completing their two year terms as editors next year.

d) Webmaster (Pull)

Pull reported that the legacy problems with the ALA/ACRL Website Contents Management System continue. The RBMS website will continue operations without change and will work with incoming Publications chair Kelly to further communicate the Section's issues with the ACRL and ALA restrictions and to seek amicable resolution.

11. Committees

a) Archivist/Records Manager—(Bregman)

(IE): Bregman reminded chairs to send print copies of their agendas and minutes to him for the archives. Chairs should receive files from the previous chair and send them to Bregman upon the expiration of their term.

b) Bibliographic Standards—(Leslie)

Leslie reported that about 60 people attended the hearing on the draft document "Descriptive Cataloging of Rare Materials." The Committee has clarified its relationship with the Library of Congress and will work with it to produce a text agreeable to both organizations, as well as consulting with groups in the UK and elsewhere. LC will publish the standards if it accepts them. She further reported that the committee has identified an affordable thesaurus software package. She is seeking outside funding since ACRL will not fund software purchases. Smyth suggested that this situation could change with new funding opportunities under the auspices of the ACRL Strategic Plan. Leslie further spoke in favor of getting an unchanging URL since the University of Ohio and the Folger Library are currently hosting websites of separate Committee projects, and this could change with little advance warning. Finally, Leslie recommended that RBMS chairs should check on the suitability of the rooms assigned for their meetings in advance. Both the DC(R)M hearing and the present Exec were originally assigned to rooms that were much too small for the number of people attending.

c) Budget and Development (Claassen)

(IE): Claassen reported \$500 was raised for scholarships at the St. Louis preconference raffle. The section is continuing to work with vendors and organizations such as ABA to continue and enhance scholarship funding. At Exec, she and Smyth noted that \$2,000 in contributions to the Yale preconference are still not accounted for by ALA, even though at least one check for \$500 from the missing contributions has been cashed. Smyth intends to have this resolved by August 15, which is the close of this fiscal year. Smyth thanked Claassen and Schroeder for their contributions to the committee.

d) Conference Development—(Sahak)

(IE): After discussing the RBMS presence at the ACRL National Conference in Minneapolis (see agenda item 8.a), Sahak said that ALA will meet in Anaheim, CA in 2008, and that RBMS is seeking proposals from that part of California. The fiftieth preconference will be in 2009, and there is discussion of an international conference in 2010, which is particularly attractive since ALA is currently scheduled to meet in Orlando that summer, though there is talk of a change of venue. Sahak is completing her term as chair and will be succeeded by Marvin Taylor. At Exec, the Executive Committee offered its thanks to Sahak for her dedicated and spirited leadership.

e) Exhibition Awards—(Conway)

(IE): immediately preceding IE, Conway officiated at the ceremony honoring the 2005 winners of the Loeb Award: (1) Winner, Division ONE (Expensive catalogs): Mortimer Rare Book Room, Smith College, Holding In, Holding On: Artist's Books by Martha A. Hall by Martha Hall and Martin Antonetti; (2) Winner, Division TWO (Moderately expensive catalogs): The Huntington Library, Huntington Library Press, Objects of American Art Education: Highlights from the Diana Korzenik Collection by Diana Korzenik with an introduction by Cathy Cherbosque; (3) Winner, Division THREE (Inexpensive catalogs): The Thomas Fisher Rare Book Library at the University of Toronto, Commentary: An Exhibition of Artwork by Sylvia Ptak by Sylvia Ptak and Kyo Maclear; (4) Winner, Division FOUR (Brochures): Vassar College, Uncle Tom's Cabin in Print: The Collection of Mary C. Schlosser by Mary C. Schlosser, Ronald Patkus and

Joyce Bickerstaff; and (5) Winner, Division FIVE (Electronic Exhibitions): The Center for Renaissance Studies at the Newberry Library, Elizabeth I: Ruler and Legend (<http://www.newberry.org/elizabeth>) by Clark Hulse, Karen Acklin and Michael Acklin.

The winning catalogs were also displayed at the preconference. Conway announced that Marsha Reed, the Getty Institute, will follow her as chair of the Exhibition Awards Committee. The committee is working on a website to list all winners since the institution of the award in 1986. At Exec, Conway suggested that the Publications Committee work with Exhibition Awards to develop a publication that preserves the content of the winning exhibitions, as well as a website to document the winning electronic exhibitions. Kelly agreed that such activities would fall within the Publications Committee's charge, provided that Exec authorizes that the Section seek funding for publications not currently budgeted for. See also point 14, Old Business.

f) Membership and Professional Development—(Ellickson)

(IE): Ellickson reported that there were 14 pairs of buddies at the preconference, and that the New Members Orientation had been well attended. She recommended that tags indicating first-time attendees be attached to badges as they had been at the Yale preconference; she also recommended that more experienced RBMS members be more willing to actively seek out and encourage those who look unfamiliar to them. Further suggestions for making new members feel comfortable and welcome involved the possibility of a new members dinner after orientation or an informal gathering at ALA between the end of the RBMS program and beginning of IE. At Exec, Howarth pointed out that 3 participants in the preconference programs were former scholarship winners. Smyth said that the section will ask ACRL for \$3000 for scholarships, and Reagan added that if RBMS receives the IMLS grant that it has submitted a proposal for, part of this funding will go to 30 scholarships for the Austin preconference, and that the committee will help promote these scholarships to the appropriate target audiences.

g) Nominating—(Slive)

Slive announced at IE and reiterated here that the newly elected RBMS officers are as follows: for vice-chair/chair elect, Edwin C. Schroeder, Yale University; for member-at-large, Charlotte B. Brown, University of California at Los Angeles; and for secretary, Danette R. Pachtner, Duke University. Slive thanked the other members of the committee, Dupont and Claudia Funke, as well as all the candidates who had agreed to run for office. Smyth expressed the Section's gratitude to Slive and the rest of the committee for an excellent slate of officers; the new Nominating Committee will consist of Nichols, chair, Johnson, and Duroselle-Melish.

h) Security—(Gewirtz for Wilkie)

(IE): Gewirtz announced that Susan Allen reported an excellent response to the committee's letters to ARL, IRLA, and Oberlin Group libraries regarding the appointment of a Library Security Officer (LSO). She also met with an Interpol representative to discuss security issues and added Interpol to the LSO list. A reading room security manual is being prepared by Bregman and Tenney. Bregman and Melissa McAfee will be rotating off the committee.

i) Seminars—(Johnson)

Johnson reported that nine successful seminars were offered at the St. Louis preconference, and that nine to ten will be offered in Austin. The St. Louis seminars included, among others, Preservation Education for Special Collections Librarians; Going Over to the Dark Side: Librarianship and the Book Trade; Contemporary Issues and Initiatives Pertaining to Access in Special Collections; and Describing Archives: a Content Standard. Topics suggested for Austin include Cataloging Artists' Books; Acquisition and Ownership of Cultural Property: Legal and Ethical Issues; Authors' Libraries; the WATCH File (Writers, Artists, and their Copyright Holders); and Outcome Based Evaluation. The RBMS Seminars Database Project, prepared by Arvid Nelson, now contains seminar information for 23 past preconferences. It is missing data from four preconferences—1979, 1987, 1989, and 1994; if anyone can supply information on the seminars offered at any or all of these, please contact Nelson and Bregman (for the RBMS Archives). Belanger reminded the group that seminars were designated as workshops or small seminars before settling on seminars. Missing data from some of the earlier preconferences might be located under those terms. Holzenberg suggested that similar information should ideally be gathered for plenary sessions and short papers, as well, thus offering a valuable history of preconferences in as their aspects. The database will be made available on the RBMS website in the not too distant future.

12. Discussion Groups

a) Collection Development—(BregmanDoroselle-Melish)

(IE) Caroline Duroselle-Melish reported that the discussion group considered the collection of modern history science published in journals; articles sold on eBay; the collaboration of teaching faculty and librarians; the comparison of prices in catalogs and on the internet; book fairs and auctions. At Exec, Bregman reported that 17 persons had attended the discussion group meeting.

b) Curators and Conservators—(Teper)

(IE): Jennifer Hain Teper reported that the group discussed risk management and loss prevention in special collections, including such concerns as insurance, appraisal, precautions to protect collections during renovation, and disaster preparedness planning. Mary Breighner, Vice President of FM Global and co-author of the recently published ALA publication "Risk Management Manual for Libraries" introduced the topic.

c) Manuscripts and Other Formats—(Lacy)

(IE): Lacy said that this discussion group will share a meeting with the Public Services Discussion Group at Midwinter 2006. Attendance was low at this meeting, at which the main topics discussed were changing archival standards and manuscript repositories; the publication of Describing Archives: A Content Standard (DACS); and planning for the midwinter 2006 joint meeting with Public Services.

d) MARC for Special Collections—(Schroeder) and e) Public Services—(Halvorson)

(IE): These discussion groups shared a meeting at this ALA meeting. Halvorson reported that 45 persons attended the joint meeting. Among the topics discussed were hidden collections, minimal cataloging records, and in-house databases. At Exec, both Halvorson and Schroeder agreed that the rotation/combining of discussion groups is working well in terms of participant satisfaction and scheduling convenience.

13. Liaisons

a) ACRL—(Petrowski/King) (See agenda item #3.)

b) ACRL Board—(Smyth/Reagan)

Smyth reiterated the importance of applying for additional funds from ACRL by August 15. The Division has \$50,000 to distribute for section activities that support the ACRL Strategic Plan.

c) ACRL Sections Council—(Smyth/Reagan)

(IE): Schroeder described the process by which sections will fill in information on the “environmental scan” of its activities as a part of the Division’s strategic planning. At Exec, this topic was further explained by Petrowski and King. (See agenda item #3.)

d) ACRL Budget and Finance—(Allen)

(IE): Allen, a member of the ACRL Board of Directors, said that additional funding for scholarships would be available as supportive of ACRL Strategic Planning. \$50,000 is available, but the deadline is August 15, 2005, so the Section must make a proposal quickly. The ACRL dues increase passed. Allen will be leaving the committee, and Taraba will continue the RBMS presence. At Exec, Belanger reiterated how important it is for the Section’s fiscal health for it to have representation on this committee, which is a great responsibility requiring the attendance of 16 hours of meetings at ALA with the consequence of little or no time to attend RBMS meetings. Smyth expressed the Section’s strong gratitude to Allen for her dedicated and highly effective service on this committee.

e) ACRL Membership (Ellickson)

There was no report.

f) ACRL Professional Development—(Raine for Ellickson)

Raine said that ACRL will be holding a virtual conference on technology issues facing academic and research libraries in 2006, a non-national conference year, in part to test the feasibility and logistics of virtual meetings. There will be two days of synchronous and non-synchronous meetings with keynote and 14 additional sessions, many of them concurrent. Raine recommended RBMS participation to Exec.

g) ACRL Publications—(Lawler): the first scheduled meeting didn’t occur, and the second has the same time slot as Exec. Clement is attending that meeting.

h) ALCTS/PARS—(Brown/Paulson)

(IE): Brown mentioned scanning machines at Stanford University that turn pages and scan 600-900 pages per hour. She also discussed preservation scanning of brittle books at Northwestern University and experimental robot paging using radio transmitters at Johns Hopkins University.

i) ARL Task Force on Special Collections—(Jones)

No report was given.

j) GODORT/MAGERT—(Gillis)

(IE): Gillis, liaison to GODORT's Rare and Endangered Publications Committee, reported that a second liaison to this committee is needed. Anyone who is interested should contact Reagan. The committee is currently recommending titles to be preserved through digitization by the GPO and has designated 20 thus far.

k) IFLA—(Allen)

(IE): Allen announced that IFLA will be in Oslo, and that its Rare Books And Manuscripts Preconference will be held on August 11-12, 2005, at Copenhagen on the curatorship of cultural materials. The program will concentrate on the management of 20th century materials, with Bregman and Alice Prochaska, Yale, among the speakers.

l) SHARP—(Matthiessen)

No report was given.

14. Old Business

Conway was enthusiastically commended for her leadership of the Exhibition Awards Committee. Belanger pointed out that her contributions have helped raise this to a previously unprecedented degree of success and visibility.

15. New Business

a) Slive will become RBMS liaison to the Bibliographic Society of America (BSA) and will report at both IE and Exec at future meetings. He also recommended a preconference plenary session with BSA.

b) Resolution on Ian R. Willison—(Belanger)

Belanger introduced the following Resolution for the RBMS Board's approval to mark the elevation of Ian R. Willison (19 Fawley Road London NW6, England) to the rank of Commander of the British Empire (CBE):

The Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), a Division of the American Library Association (ALA), sends its warm congratulations to Ian Roy WILLISON, co-general editor of *The Book in Britain* and for many years concerned with antiquarian English books at the British Library on his inclusion in the Queen's June 2005 Birthday Honours list as Commander of the British Empire.

Belanger pointed out that CBE appointments are normally granted to major industrialists, and that this is the first time it has been awarded for service to the history of the book. The Board unanimously endorsed the above Resolution.

c) New ALA scheduling rules—(Leslie)

Leslie asked for clarification on proposed changes to ALA meeting scheduling policies. Brown pointed out that programs will be unaffected, but ALA plans to set more structured starting times and durations of committee meetings beginning in 2006. Smyth did not feel that these changes will cause any great problems. Times are already set rigidly, which is why some meetings take place in a longer or shorter time slot than is ideal. It will be possible to request 2 adjacent slots to lengthen meetings. ACRL can sometimes accommodate the needs of Sections in these scheduling matters. Reagan will be contacted about the use of meeting scheduling software.

d) Exec transitions: Smyth acknowledged the contributions of those who will be leaving the Executive Committee and the group gave them a round of applause: member-at-large Gewirtz; past-chair Nichols, whom Smyth particularly thanked for her prompt help whenever it was needed; and secretary Cullars. Nichols thanked Smyth on behalf of Exec and the group for her excellent service as chair of RBMS. Smyth then transferred the gavel and Roberts Rules of Order to incoming chair Reagan.

Smyth adjourned the meeting at 10:52 AM.

Submitted by John Cullars, RBMS Secretary
July 26, 2005;