

## **RBMS Executive Committee Minutes**

ALA Midwinter 2008 Meeting

Philadelphia, PA

Monday, January 14, 2008, 8:00-11:30 a.m., Philadelphia Marriott, Franklin 7

**Present:** Christian Dupont (University of Virginia), Chair; E. C. Schroeder (Yale University), Past-Chair; Mary Lacy (Library of Congress), Vice-Chair/Chair-Elect; Beth M. Whittaker (Ohio State University), Secretary; Member-at-Large; Charlotte B. Brown (University of California, Los Angeles), Member-at-Large; Hjordis Halvorson (Newberry Library) Member-at-Large; Melissa Conway (University of California Riverside) Member-at-Large.

Susan M. Allen (Getty Research Institute); James Ascher (University of Colorado at Boulder); Kelley Bachli (University of California, Los Angeles); Kathryn Beam (University of Michigan); Terry Belanger (Rare Book School/ University of Virginia); Lois Fischer Black (Lehigh University); Randal Brandt (University of California, Berkeley); Charlotte B. Brown (University of California, Los Angeles); Jane Carpenter (University of California, Los Angeles); John Cullars (University of Illinois at Chicago); Mark Dimunation (Library of Congress); Ellen Ellickson (Yale University); David Faulds (Emory University); E. Kenneth Giese (University of Virginia); Jane Gillis (Yale University); Eileen Heeran (Cornell University); Barbara Heritage (Rare Book School/ University of Virginia); Athena N. Jackson (North Carolina State Archives); Elizabeth Johnson (Indiana University); Lynne King (ACRL Board Liaison); Will La Moy (Syracuse University); Anne Marie Lane (University of Wyoming); Martha Lawler (Louisiana State University-Shreveport); Sara Shatford Layne (University of California, Los Angeles); Deborah J. Leslie (Folger Shakespeare Library); Kate Moriarty (Saint Louis University); R. Arvid Nelsen (University of Minnesota); Margaret Nichols (Cornell University); Richard Noble (Brown University); Richard Oram (University of Texas at Austin); John Overholt (Harvard University); Barbara Paulson (Library of Congress); Fernando Peña (Grolier Club); Jessica Pigza (New York Public Library); Henry Raine (New York Historical Society); Katherine Reagan (Cornell University); Martha Repp (Yale Center for British Arts); Jennifer Schaffner (RLG Programs); Nina Schneider (Clark Library- University of California Los Angeles); Stephen Skuce (MIT); Daniel J. Slive (University of California, San Diego); Christopher Smith (Yale University); Elaine Smyth (Louisiana State University); Susan Walker (Yale University); Everett Wilkie

[These minutes incorporate reports from RBMS Information Exchange of Sunday, 13 January 2008 that are indicated by the phrase “From the Information Exchange meeting” preceding each report. Thanks to committee chairs, task force chairs, discussion group leaders, and liaisons for providing summaries.]

### **1. Introductions – C. Dupont**

Dupont called the meeting to order at 8:05 a.m. and invited all present to introduce themselves, beginning with the members of the Executive Committee [henceforth referred to as Exec]. A sign-in sheet was circulated.

## **2. Review and finalize agenda – C. Dupont**

The agenda was approved with the stipulation that the arrival of the candidates for ACRL President might require some rearrangement of agenda items.

## **3. Approve minutes from ALA Annual 2007 – C. Dupont**

The minutes were approved after a misspelled name was corrected.

## **4. Reminders for committee chairs – C. Dupont**

Dupont read the relevant sections from the RBMS manual. For details, see “Information for Chairs of Committees, Task Forces, and Discussion Groups” at:

[http://www.rbms.nd.edu/committees/information\\_for\\_chairs.shtml](http://www.rbms.nd.edu/committees/information_for_chairs.shtml)

Dupont requested chairs to send Whittaker their Information Exchange notes by Friday. Minutes should be posted to the RBMS list within two weeks (by 1 February) for distribution and archiving by ACRL. *[Subsequent to the meeting, Whittaker advised chairs that they have one month to post and submit their minutes to ACRL.]*

Dupont also asked how room accommodations and scheduling for this conference had worked for the section. The schedule for ALA Annual has been set but room sizes can be adjusted if needed. Dupont requested that chairs send him any complaints about Midwinter meeting room arrangements and adjustments to requests for meeting room configurations and a/v equipment for Annual by the end of January so that he can forward them to ACRL membership and meeting coordinator Adam Burling. Meeting times cannot be changed for Annual, but can be changed for future meetings. Dupont noted that he also asked for multiple meeting room co-locations at this meeting; this seems to have worked out well, as all co-locations requests were accommodated.

## **5. Consent agenda**

a. No items were included on the agenda, but see Conference Development report below, where it was discovered that Executive approval of the co-sponsorship of the LAMA annual program should have been included in the consent agenda.

## **6. ACRL meeting reports**

a. ACRL Board I & II, 2007 Annual – C. Dupont, E.C. Schroeder

*From the Information Exchange meeting:*

Dupont reported on two actions taken by the ACRL Board on behalf of RBMS. First, RBMS submitted an Action Plan for consideration at the October meeting of the ACRL

Board. As in past years, the Action Plan consisted in a request for funding for preconference attendance scholarships, but because the next scholarship cycle will be for the 50<sup>th</sup> anniversary preconference and because ACRL has asked for more funding proposals that are more innovative and outcomes-based in their approach, Dupont worked with members of the RBMS executive, budget, 2009 program committees to craft a proposal to raise money through a 2-1 matching program for scholarships to bring not only first-time attendees but also former/retired section leaders to attend the 50<sup>th</sup> anniversary preconference in order to promote valuable cross-generational knowledge-sharing and relationship-building. The proposal was accepted and RBMS has been awarded \$7,500 in action plan monies—the largest award made to any ACRL section. Thus, under the 2-1 matching plan, RBMS will aim to raise at least \$3,750 from membership contributions to the 2009 scholarship fund. In 2007, with a very low key approach, members contributed \$840 in scholarship monies, so this higher target should be realizable with more concerted effort and the incentive of honoring the section's golden anniversary.

Dupont also reported that he asked 2009 program chair Arvid Nelsen to act on a recommendation made at the 2007 Annual meeting to draft a tribute resolution on the occasion of RBMS's 50<sup>th</sup> anniversary recognizing the contributions that RBMS has made to promoting the value of rare books, manuscripts, and special collections, and providing leadership to the special collections library profession. Nelsen consulted with members of his program committee and other section members in drafting a resolution that was presented to ACRL executive and elected leadership shortly before Midwinter. The ACRL Board approved the resolution at its first meeting on Saturday (January 12) and ACRL Councilor Locke Morrissey will present it to ALA Council at its meeting on Wednesday (January 16). *[Subsequent to the Executive meeting, ACRL executive director Mary Ellen Davis reported to Dupont that Council had approved the resolution. The resolution will be posted to the ALA website and a message will be sent to the RBMS listserv with the url. Exec will also notify other allied organizations of the resolution.]*

*From the Exec meeting:*

Schroeder mentioned that a proposal discussed by the ACRL Board to enable interest groups to be formed in response to new membership trends will be on the spring ALA ballot for consideration by ACRL members.

b. Section Leadership and Sections Council – M. Lacy

*From the Information Exchange meeting:*

Sections Council was informed of the extended opportunity for volunteers to apply to be ACRL liaisons to other professional associations (those mentioned seemed outside the scope of RBMS interests). ACRL covers \$1500 per person for these positions, and liaisons are expected to report to the appropriate division executive committees as well as to the ACRL board; more information is on the ACRL web site. Also discussed were ACRL research initiatives: the ACRL Research Committee compiles the Top ten assumptions for the future of academic libraries and librarians on which the 2007 ACRL environmental scan is based; and the ACRL Research Program looks at supporting

current research-oriented programs, such a survey of the sources of statistics used by academic libraries.

In her capacity as section vice-chair, Lacy reminded Information Exchange attendees that appointments to RBMS committees would take place in the spring, and reminded volunteers to show interest by attending committee meetings and speaking to chairs, in addition to submitting a volunteer form on the RBMS website.

*From the Exec meeting:*

No further report or action items.

## **7. Guideline Revisions / Task forces**

- a. Guidelines on Selection of General Collections Materials for Transfer to Special Collections - C. Brown

*From the Information Exchange meeting:*

The task force convened for the seventh time during 2008 midwinter conference. The task force's revision of the guidelines, now known as the Third Edition, was finalized in October 2007 and submitted to members of the RBMS Executive Committee for review and comments. The Third Edition was also announced to the RBMS list. The task force would like to thank all RBMS members and friends who submitted suggested edits. Once approved by the Executive Committee, the Third Edition of the guidelines will be submitted to ACRL Standards and Accreditation Committee/SAC for their review.

*From the Exec meeting:*

Brown reported that the October 2007 draft (3<sup>rd</sup> edition) of these guidelines had been distributed to Exec. At the Task Force meeting yesterday, they made minor edits. Schroeder said too many details about cataloging procedures are still in the guidelines, especially since some of these recommendations do not apply specifically to location changes. Whittaker agreed. Brown explained these guidelines were directed at a general audience that might not be familiar with special collections.

*Action item: Brown will revise Appendix 2 to cover only changing item locations, rather than special collections cataloging procedures in general. She will forward the revised version to Exec by the end of January.*

Everett Wilkie (RBMS liaison to ACRL Standards and Accreditation Committee (SAC)) did not foresee any problems in having SAC approve the revised guidelines at its Annual meeting, but urged Brown and Exec to complete the final revisions and approval soon so that SAC will have plenty of time to review the document. Dupont reminded the group that open meetings and hearings have been held and that drafts of the guidelines have been posted to the RBMS website for comment and that only final editing is expected at this point. Dupont thanked Brown and the task force for their work.

b. Task Force on Core Competencies - K. Beam

*From the Information Exchange meeting:*

The Task Force on Core Competencies for Special Collections Professionals met on Sunday, January 13, 2008, in the Philadelphia Marriott, Salon B. The meeting focused on a discussion of the latest draft (dated November 20, 2007) of “Competencies for Special Collections Professionals.” This draft was the one submitted last fall to the RBMS Executive Committee for review. The Task Force identified text still lacking in clarity, points not sufficiently focused on special collections as opposed to general libraries, sections still addressing the present rather than the future, and even the lone competency that had heretofore been overlooked. Further responses and suggestions from task force members are being sent to the Chair by mid-January. Within a month, the corrected and “final” version will be sent to the RBMS Executive Committee for assessment prior to submission to the Standards and Accreditation Committee of ACRL.

The meeting concluded with thanks from the Chair to all members for their hard work.

*From the Exec meeting:*

Beam said the group was working from the November 20, 2007 version of the document. At the task force’s meeting yesterday, some changes were made to clarify and refine the wording. She plans to have edited version to Exec by the end of January. Exec committed to completing its review within two weeks. Exec had already provided extensive suggestions for revision in the preceding months, so it expects that it will be prepared to approve the final revision quickly. Dupont thanked Beam and the task force, as well as everyone who commented. This is new guideline, so it remains to be seen how SAC will receive it, but Wilkie remarked that he did not anticipate any problems.

c. Guidelines for the Digitization of Special Collections Task Force – J. Dooley

*From the Information Exchange meeting:*

Jackie Dooley (UC-Irvine) reported on the first meeting of the Guidelines for the Digitization of Special Collections Task Force. Current Task Force members are Rebekah Irwin (Beinecke Library, Yale University), Jackie Dooley (UC-Irvine), Elaine Smyth (LSU), and Katherine Reagan (Cornell). Irwin has agreed to serve as task force chair. The task force anticipates adding a few additional members. It was requested that expressions of interest be sent to Irwin.

The meeting began with a review of the preliminary charge as set by section chair Dupont. The task force has been charged with exploring the feasibility of formulating guidelines for the digitization of special collections materials, especially the management of large-scale and cooperative digitization projects, as such might be helpful in articulating to institutional administrators and commercial partners the unique requirements that should be addressed in planning the digitization of special collections.

Approximately 45 people attended the Task Force's inaugural meeting and it was noted that a larger room will be needed for ALA Annual in Anaheim. Discussion at the meeting was enthusiastic and energetic. Ideas were far-ranging and at times, beyond the scope of a short-term task force. It is clear that the special collections community is looking for guidance in the areas of digitization. It was noted that the task force will articulate a more formal charge based on the needs of RBMS members and special collections professionals. A formal draft charge will be submitted to the Exec prior to ALA Annual. In addition to a formal draft charge, the following deliverables were discussed:

- \* Recommendation to draft a professional statement of Core Principles for Digitization in Special Collections

- \* Recommendation that RBMS establish a standing committee on digital issues in place of a short-term task force

- \* Recommendation to schedule an open discussion session on special collections digitization at the RBMS Preconference, June 2008

- \* Recommendation to create a webliography of important literature and resources (white papers, handbooks, research reports, journal articles)

- \*Recommendation to establish a communication tool or network to support the ongoing exchange of information as related to digitization in special collections, such as a listserv, blog, or wiki.

*From the Exec meeting:*

Katherine Reagan said there was nothing further to add to Dooley's report at Information Exchange, except to note the enormous interest shown by attendees – not just RBMS members but university library administrators and educators who noticed the task force meeting in the ALA program guide. Reagan also commented that there seems to be interest in forming a broader group like a standing committee or discussion group where RBMS can regularly discuss issues pertaining to the digitization of special collections. Part of the task force's work will be to determine the best way to proceed.

e. ALA/SAA Review of the Joint Statement on Access Task Force – C. Dupont

*From the Information Exchange meeting:*

Dupont reported that the ALA/SAA Joint Statement on Access Review Task Force held its initial meeting on Sunday at ALA Midwinter in Philadelphia. This newly-formed joint task force, composed of three members each from the Society of American Archivists (SAA) and ALA, represented by ACRL/RBMS, is charged with reviewing, updating, and revising the ALA/SAA Joint Statement on Access to Original Research Materials, which was last updated and approved in 1994. The three ALA members are Elaine Barone (Buffalo & Erie County Public Library), Timothy Murray (University of Delaware), and Diane Windham Shaw (Lafayette College). The SAA members include Joe Anderson (American Institute for Physics), Patricia Michaelis (Kansas State Historical Society), and Donna Webber (Simmons College). The process of organizing and appointing this

task force was facilitated by CALM, the ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums, which produced the original version of the Joint Statement on Access in 1978. This new jointly appointed task force will take over the preliminary work done by an RBMS task force led by William Joyce that was appointed in 2005 to review the statement. At its meeting yesterday, the new task force reviewed its charge and discussed which members should serve as co-chairs for the respective organizations. Murray, who served on the committee that produced the 1994 revision of the statement, was selected as the ALA co-chair. The SAA co-chair will be named at a later date. The remainder of the meeting was spent reviewing the 1994 statement, the draft revision produced by the Joint RBMS task force, and comments on that draft submitted by the SAA Standards Committee and the SAA Reference, Access, and Outreach Section. The task force will begin work on a new revision over the next few weeks with the goal of having a draft ready for discussion at its next meeting at ALA Annual in Anaheim.

*From the Exec meeting:*

Wilkie pointed out that ALA no longer has a standards committee so this cannot be a joint ALA/SAA venture as it was previously. Dupont explained that ALA executive leadership have worked together with ACRL executive and elected leadership to determine that ACRL would represent ALA in reviewing and approving the statement. The ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM) helped to facilitate this discussion, which included ALA deputy director Mary Ghikas. A conference call with ACRL executive director Mary Ellen Davis, ACRL president Judy Todaro, RBMS section chair Dupont, SAA president Elizabeth Adkins and SAA president-elect Mark Allen Greene was held last fall to work out the task force structure, appointment process, and charge. ACRL leadership delegated appointments of its three representatives to RBMS, and Dupont made the appointments. ACRL SAC will review and approve the revised guidelines on behalf of ALA. SAA Council and the SAA standards committee will review and approve the guidelines for SAA.

Dupont reviewed the membership of the task force, pointing out that SAA has not yet appointed a co-chair. Task force members are expected to attend task force meetings at both ALA and SAA. Wilkie asserted that SAA members must be RBMS members, too, but Dupont pointed out that this is a joint task force so SAA appoints its own members. Dupont reiterated that the organizational leadership from both groups worked together to determine the appointment process for this task force.

## **8. Programming**

- a. 2008 Preconference Program Planning (Los Angeles) - K. Kiesling

*From the Information Exchange meeting:*

The 2008 RBMS Preconference will be held in Los Angeles, Tuesday, June 24, through Friday, June 27, 2008. The theme is "Rare and Special Bytes: Special Collections in the Digital Era." We hope to examine many of the issues that face special collections librarians in this regard and the six plenary sessions will cover intellectual property rights, selection for digitization, access, strategies for teaching and research, and funding.

There will be nine seminars in three sessions, the booksellers' showcase will make a return appearance, and two workshops will be offered on Cataloging Cultural Objects (CCO) and DCRM(B). A highlight of the preconference will be a day spent at the Getty Center, which will include plenty of time to explore on your own or take prearranged tours.

*From the Exec meeting:*

No further report or action items.

- b. 2008 Preconference Local Arrangements (Los Angeles) – V. Steele/S. Allen

*From the Information Exchange meeting:*

**[Need IE report]**

*From the Exec meeting:*

No further report or action items.

- c. 2008 Conference Program Planning (Anaheim) – K. Bachli

*From the Information Exchange meeting:*

The 2008 RBMS Program for the ALA Annual Conference is tentatively titled “Moving Image Collections: Surveying Tools and Preservation Basics,” but the program committee is considering revising it. This program is co-sponsored by the ACRL Arts Section and PARS, with the Arts Section generously contributed half of the funding (\$330). There will be three speakers, Snowden Becker from University of Texas, Austin, Hanna Frost from Stanford University, and Mike Pogo from the Academy Film Archive, Academy of Motion Pictures Arts and Sciences. The speakers will cover available surveying tools, current preservation approaches, and reformatting options for moving image collections. The program will take place in Anaheim on Sunday, June 29, 1:30-3:00pm.

*From the Exec meeting:*

Dupont congratulated Bachli on putting together an interesting program and securing cosponsorships. Halvorson reminded her to make sure cosponsors are listed in the ALA program guide. It is essential to make sure all organizations are indexed so that people outside our section can find the program.

- d. 2009 Preconference Program Planning (Charlottesville) – A. Nelsen

*From the Information Exchange meeting:*

The 2009 Preconference will take place in Charlottesville, VA, Wednesday, June 17 through Saturday, June 20, 2009. This represents a change from our usual Tuesday through Friday schedule. The Preconference will not be contiguous with the Annual Meeting of ALA, which will take place on July 9-15, 2009.

The 2009 Preconference is the 50<sup>th</sup> anniversary preconference and the site, Charlottesville, VA, is that of the very first Preconference. While an anniversary such as this suggests a time to reflect on and celebrate our past, which we will do, the Preconference will look more broadly at how our profession has evolved and continues to evolve within the context of broad social, cultural, technological, economic and academic changes. Specific developments being considered for investigation include changes in:

- The materials, formats, and subject areas we collect
- Our audiences
- Modes of access
- Approaches to our work
- The book trade
- Private collecting, and
- Who we, as a profession, were, are, and wish to become

*From the Exec meeting:*

Nelsen asked for clarification about who is working on the “golden scholarships” to bring former section members and leaders back for this conference. Dupont briefed those in attendance at Exec on the program that he reported on at Information Exchange (see ACRL Board report above). Dupont noted that Nelsen’s program planning committee has formed a subcommittee to conduct historical research on the section. This subcommittee would logically lead to identification of former section leaders to whom it would be appropriate to offer “golden” scholarships.

Nelsen asked how we should balance allocation of money among the two categories of recipients, the former section leaders and the newer members

Belanger recommended that Exec should decide how the money should be allocated. Dupont said that he would like the historical research subcommittee to provide Exec with its recommendations for review and approval. The sooner this can be done, the better. If not by Annual then by the following Midwinter meeting so that the scholarship committee will know how much funding it has to work with when it advertises scholarships to new members in February 2009. By then, Exec will also have information about profits from 2008 Preconference and the amount of matching funds the section will have raised from member contributions, and thus the total pool of money available for the golden scholarship program.

Elizabeth Johnson asked about how members’ contributions would be solicited. Dupont asked Johnson to raise this topic during her Conference Development report, but it was decided that it would be more appropriate to bring up during the Budget & Development report.

e. 2009 Preconference Local Arrangements (Charlottesville) – Dupont

*From the Information Exchange meeting:*

The 50<sup>th</sup> anniversary RBMS preconference will be held in Charlottesville, Virginia, site of the first RBMS preconference in 1959. ALA Annual will be held in Chicago in 2009 at a later date than usual, 9-15 July 2009. At their 2007 annual meetings, the RBMS Conference Development and Executive committees recommended that the 2009 preconference dates be moved to the usual late June period. The ACRL Board, during its October 2007 meeting, approved 17-20 June 2009 as the official preconference dates. This is a Wednesday through Saturday schedule, a departure from our usual Tuesday through Friday schedule. Rare Book School has offered to schedule course sessions during the weeks before and after the preconference. The University of Virginia will serve as the preconference host. The Omni hotel, located at the head of the downtown pedestrian mall in Charlottesville, will serve as the main preconference hotel. Room rates at the Omni will be approximately \$189/night. Additional room blocks have been secured at the Courtyard Marriott and Hampton Inn hotels for approximately \$129/night. Dormitory accommodations at UVa will also be arranged. Preconference sessions will be held in the Omni meeting spaces on Wednesday, Friday, and Saturday. Thursday sessions will be held at the Newcomb Hall conference center at UVa. The Thursday evening reception will be held in one of the historic UVa pavilion gardens, weather permitting. An exhibition on the first 50 years of RBMS will be mounted in the Rotunda. Another exhibition on the history of special collections and the Bibliographical Society of the University of Virginia will be mounted in the Albert and Shirley Small Special Collections Library. At its meeting yesterday, the preconference program planning committee considered an offer from institutions in Richmond to host a day of program sessions and other activities in that historic city, but it was decided that the logistics would be too problematic. Instead, visits to historic collections and conservation facilities in Richmond will be organized as part of the preconference tour offerings. Other tours offerings will include UVa special collections and central grounds; the homes of presidents Thomas Jefferson, James Monroe, and James Madison; other plantation homes and gardens, and other area attractions.

*From the Exec meeting:*

No further report or action items.

e. 2009 Conference Program Planning (Chicago) – B. Whittaker for S. Smith

*From the Information Exchange meeting:*

The 2009 Conference Program Planning Committee met on Saturday afternoon and confirmed our topic of “Archives and Special Collections on the Front Lines and in Real Time.” This session will look at how academic institutions deal with major tragedies and the role that archives and special collections play in responding to these events. These responses serve the crucial function of documenting such events in their immediate aftermath. They also, however, play a role in helping the institution manage and respond to the event, sometimes even becoming a part of the institutional grieving process.

Participants will come from Texas A&M University, which dealt with the collapse of its famous bonfire in 1999, Oklahoma State University, which experienced a tragic plane crash in 2001, and the 2007 shootings at Virginia Tech.

*From the Exec meeting:*

Johnson suggested Sylvia Grider from Texas A&M as a faculty member who might be a good speaker to include.

## **9. Publications**

### **a. Publications Committee – W. LaMoy**

*From the Information Exchange meeting:*

E. C. Schroeder reported on the publication *Your Old Books*. In the spring of 2007, fifteen thousand copies of this brochure were printed. From this original print run, roughly thirteen hundred and fifty copies remain at the Beinecke Library at Yale. E. C. Schroeder and his department have been shipping quantities to interested parties willing to cover the shipping costs.

There are outstanding issues concerning this publication. For example, what should the ongoing distribution arrangement be? Ideally, the ALA Store should be willing to sell it, but the current costs of handling and shipping orders to potential buyers may be prohibitive. Christian Dupont has plans to speak with Kathryn Deiss at ACRL about what arrangements might be possible. How do we fund a reprint? ACRL has quoted the following costs to reprint the brochure: three thousand copies at \$0.61 each, and five thousand copies at \$0.47 each. There is the possibility of creating a downloadable and printable PDF file designed to require fewer pages than the present Web version.

William La Moy presented Richard Clement's report on the journal *RBM*. Clement is stepping down from his post as editor of *RBM*, and he has informed ACRL of his resignation. ACRL, in response, plans to adhere to the following schedule in order to identify his replacement: a search committee will be formed by the end of January; advertisements will be placed in *College & Research Libraries News* and elsewhere in February; telephone interviews will be conducted with three to five candidates by 1 May; and finalists will be interviewed, with recommendations forwarded to the board at the annual meeting.

Marianne Hansen reported on the RBMS newsletter, and she indicated that she will step down as newsletter editor this spring. Stephen Cox will then commence his role as editor, and Christopher Cook will become the assistant editor.

A report on the RBMS discussion list prompted Hjordis Halvorson to point out that there is interest in a list with which subscribers could foster discussion and share ideas related to the rare books and manuscripts profession in general. A discussion ensued concerning the possibility that the current RBMS discussion list could become less restrictive. The concept of a change in scope will be explored by Everett Wilkie in a general way before

any official motion to propose new language is made. Wilkie also reported that he and his contacts at ALA are aware of the recent problems with messages not being disseminated, and he will continue to monitor the situation.

La Moy reported on the liaison between the Publications Committee and the ALA publishing group and indicated that the ALA publications staff members are interested in assisting other units in completing projects. Some of these services, however, have costs associated with them. In his capacity as liaison with ACRL publications, La Moy indicated that the primary discussion was occasioned by the resignation of Richard Clement as the editor of *RBM* and the need to select his replacement.

La Moy also reported that in order to fulfill the Publications Committee's own charge, the committee should offer to facilitate the projects of other units within the section. This could take the form of technical assistance, for instance, although it need not be limited to that. Richard Noble suggested that the committee could provide continuity for all the materials produced by RBMS. The Diversity Toolkit, currently nearing completion, is an example of a project that could conceivably benefit from the work of this committee, and issues related to the print run and the distribution mechanism could be explored.

In terms of new business or new projects, the seminars database is currently being built and is scheduled to be on the RBMS Web site by the 2009 preconference. The Leab Exhibition Awards database is nearing completion and may be ready as soon as the 2008 annual meeting. Related to the Leab Exhibition Awards database is another goal: the ability for exhibitors to submit electronically for award consideration. Richard Noble, chair of the Exhibition Awards Committee, is eager to allow the submission of library exhibition catalogs throughout the year, with data entry being the responsibility of the entrants.

*From the Exec meeting:*

Johnson asked whether a historical section of the website created for the 50<sup>th</sup> anniversary would be considered a publication and therefore need to go through the Publications committee. Consensus favored that it should be reviewed by Publications and eventually approved by Exec.

b. *RBM* – W. LaMoy (for R. Clement)

*From the Information Exchange meeting:*

[Report incorporated into Publication report, above]

*From the Exec meeting:*

LaMoy repeated the announcement of Rick Clement's resignation as editor. Belanger recommended that Exec approve a commendatory resolution at Annual thanking Clement for his service.

Action Item: Dupont thanked Belanger for his recommendation and agreed to lead Exec in formulating a resolution by Annual.

Dupont announced that ACRL Publications Committee member Daren Callahan has been charged with forming a search committee for a new editor and that she had asked him to serve on the committee. The other members should be appointed by the end of the January after which the committee will begin immediately to solicit nominations with the aim of interviewing selected candidates at Annual and making a decision soon thereafter. Clement's term will end in July 2008, but he has agreed to assist the new editor with the preparation of the fall 2008 issue.

Dupont said that the search committee would welcome nominations. He sent around copy of latest issue of *RBM* on the theme of diversity in special collections. He expressed compliments and thanks to guest editors Penny Welbourne and Kathleen Burns.

Melissa Conway said the issue of the relationship between *RBM* subscription and section membership came up in a discussion group. Whittaker said this was also discussed at the editorial board; they will be analyzing some data about this in the coming year. Dupont added that he and Clement had previously discussed this with ACRL leadership. At the time, it was determined that there was no way that section members could be given the option to subscribe to *RBM* when they started or renewed their annual ALA membership. Perhaps, however, there are others ways of making promoting *RBM* among RBMS members in order to raise readership and subscriptions.

c. RBMS Newsletter – W. La Moy (for M. Hansen)

*From the Information Exchange meeting:*

A new assistant editor is needed as Stephen Cox is taking over editorship from Marianne Hansen, whose term as Newsletter editor concludes at Annual.

*From the Exec meeting:*

No further report or action items.

d. Web Editor - C. Smith (for J. Pull)

*From the Information Exchange meeting:*

Reporting for Christopher Smith, web editorial assistant James Ascher announced the success of the redesign of our section website, hosted at <http://rbms.info>, and the migration of more than five thousand web pages in two months. Ascher recognized the exceptional assistance from Ken Williams and Katherine Reagan of Cornell University for volunteering their services for the redesign. The migration of the Bibliographical Standards Committee's pages onto rbms.info has also been completed and has proven to be quite useful. (Some pages remain at the Folger and need to be taken down once redirects are in place.) The Leab Exhibition Award database exists in an early form and the committee plans for the database to be available before Annual Meeting 2008. The

pilot version will replace the static version of the “Leab Awards: First 10 Years” online exhibition, but the same programming with a new template (as yet undesigned) will be used for the full Leab Award database. Ascher ended the announcements by asking for volunteers with web experience to contact editor@rbms.info to assist with the web team’s ambitious plans.

*From the Exec meeting:*

To the report given at Information Exchange, Smith added that committees should avail themselves of new capabilities on this site that were not possible before, including interactive forms and databases. The team also needs assistance in web editing, so they invite members with these skills to contact the team. Smith mentioned that three volunteers had already contacted him.

Dupont reiterated thanks to the web team for their redesign. He recognized the services that Ken Williams and Katherine Reagan of Cornell University volunteered for the redesign. He also pointed out that the RBMS website is independently hosted on a commercial web hosting service, the modest annual subscription for which is paid through the support of a few contributors.

## **10. ACRL Vice President/President-Elect Candidate Visits**

- a. Janice Simmons-Welburn, Dean of Libraries, Marquette University (9:30 a.m.)

Simmons-Welburn spoke about her career and candidacy.

- b. Lori Goetsch, Dean of Libraries, Kansas State University (10:00 a.m.)

Goetsch spoke about her career and candidacy.

*Action item: Dupont will share with Simmons-Welburn several concerns that members raised in conversation with Goetsch, namely: budget return (investment); appointment term limits; availability and distribution of publications, and the status of RBM.*

## **11. Committees**

- a. Archivist/Records Manager - C. Cook

*From the Information Exchange meeting:*

No report given.

*From the Exec meeting:*

In Cook’s absence, Dupont reminded chairs to submit non-current records to the RBMS archives. Johnson asked what routinely goes from ACRL to archives to avoid duplication.

Adam Burling (ACRL) said that he prints out copies of meeting agendas and minutes that are required to be sent to him, and that he periodically sends these to the archives.

*Action item: Dupont will follow up with Cook and ACRL staff about what else besides agendas and minutes ACRL may be sending to the archives, especially since Tory Ondrle has a lot of information from conference planning.*

b. Bibliographic Standards – R. Brandt

*From the Information Exchange meeting:*

Following the publication in 2007 of DCRM(Books), several additional DCRM modules are now in process. DCRM(Serials) is very near completion; it is going to the indexer in February, with publication slated for spring or early summer. DCRM(Music) has made major progress in the last year; the Music Library Association has accepted the changes that were necessary to bring the text into alignment with DCRM principles. A draft of the Spanish translation of DCRM(B) is expected by the end of January; BSC is forming a review team, to be led by Eduardo Tenenbaum, to review the text. The Manuscripts Working Group formed after the 2007 Annual conference held their first meeting at Midwinter; they defined the scope of their project (post-1600 manuscripts cataloged at the item-level) and established a work plan. BSC approved a proposal for DCRM(Graphics); an editorial team will be appointed by the 2008 Annual conference. Interest in DCRM(Cartographic) is intensifying and BSC hopes to have a formal proposal by 2008 Annual; the editorial team will be made up of RBMS and MAGERT members. The Controlled Vocabularies Subcommittee has initiated a project to provide scope notes to all existing terms. Thesaurus Editor Nina Schneider is accepting and organizing volunteers to work on the project.

BSC approved a report written in response to the report of the Library of Congress Working Group on the Future of Bibliographic Control. The principal authors of the BSC comments were Nina Schneider, Larry Creider, and Deborah J. Leslie. Initial response to the BSC comments has been overwhelmingly positive.

*From the Exec meeting:*

DCRM(S) is very close to publication. BSC is aiming for sending the text to the indexer in February, with publication before Annual. Dupont, Schroeder, and Reagan have discussed process of what approval should be given the expertise of the editorial committee. Exec should ensure that the proper process has been followed, that relevant input has been received, etc. Exec wants to know the history of the document, including who has reviewed it.

Brandt said their assigned hotel meeting room was insufficient for the number of attendees. The thesaurus subcommittee meeting hotel did not have them on the schedule at all. Dupont repeated his request for other chairs to send him comments on accommodations so that he can compile and forward them to ACRL.

c. Budget and Development – M. Nichols

*From the Information Exchange meeting:*

The Budget & Development Committee had a lively meeting on Saturday afternoon, Jan. 12. We began by discussing the preconference budgets for 2007-2009. The final tally for the 2007 preconference showed that it generated a surplus of \$12,000, half of which comes to RBMS through the ACRL profit-sharing plan. Planning for 2008 and 2009 is also going well. Other topics we discussed included funding for preconference scholarships and the payout from the endowment for the Leab exhibition awards. Finally, we discussed a request from Henry Raine, the Program Chair from the 2007 preconference, to ask that \$700 of the Section budget be used on a one-time basis to help fund an expanded issue of *RBM* for the proceedings of the 2007 preconference. We decided to raise this as an action item at the Executive Committee meeting on Monday. *[Exec approved it; see below.]*

After the Budget & Development meeting, Margaret Nichols (B&D chair), Christian Dupont (Chair of RBMS), Richard Noble (Exhibition Awards Committee chair), and Suzy Taraba (RBMS liaison to ACRL Budget & Finance Committee) met with Mary Ellen Davis (Executive Director of ACRL) to seek advice concerning the low payout on the endowment for the Leab award. Mary Ellen gave us some good advice on whom we might approach in ALA to express our concern, and how we might go about it. We will continue to pursue this matter and see what can be done.

*From the Exec meeting:*

Henry Raine announced that the spring issue of *RBM* will be publishing selected papers from the 2007 preconference. This will be an expanded issue, the largest issue ever, at about 140 pages, including edited versions of seven of the plenaries plus four short papers. Raine explained that he needs help with funding the additional publication and mailing costs (\$1500). Raine has secured \$750 in matching funds and has received an additional \$50 contribution, so he requested \$700. This is the first request for any of \$1500 section funding this year. Exec approved the request unanimously.

Exec then discussed fundraising for the “golden” scholarships for the 2009 preconference. Johnson mentioned a campaign from the African Studies Association, with the theme “\$50 for the 50th” to commemorate their anniversary. Belanger suggested thinking big with “500 for the 50<sup>th</sup>.” What are the restrictions on fundraising from ACRL? We have already been using a checkoff box for donations on preconference registration forms. More information could be put on website, email sent, etc. Dupont said that the question he wanted to resolve is who will take responsibility, rather than deciding specific mechanisms for fundraising. He asked Budget & Development to work with Conference Development and the 2009 Program Planning committee to coordinate and present their recommendations to Exec.. Details will need to be worked out with ACRL.

*Action item: Prior to Annual, Budget & Development will coordinate with Conference Development and the 2009 Program Planning committee to formulate and present recommendations to Exec on how to solicit matching member donations to the “golden”*

*scholarship program for the 2009 preconference. Following review by Exec, Dupont will seek approval and assistance from ACRL executive leadership to pursue them.*

d. Conference Development – E. Johnson

*From the Information Exchange meeting:*

The Conference Development Committee met Sunday morning, January 13, 2008. The committee heard a summary from Henry Raine of the evaluations from the excellent 2007 preconference on ephemera in special collections and reports on the plans for the 2008 and 2009 preconferences and conference programs. The committee is seeking hosts for the 2010 through 2012 preconferences and discussed preliminary proposals from Eric Pumroy representing the Philadelphia Area Consortium of Special Collections Libraries for the 2010 preconference and from Elaine Smyth of LSU for the 2011 preconference. Any other institutions that may be interested in hosting the preconference for one of these years is asked to contact the committee chair, Elizabeth Johnson. The committee will be working with the 2008 Preconference Program Planning and Local Arrangements committees to create some keepsakes to commemorate the 50th anniversary of the founding of RBMS in 1958. Finally, the revised Conference Development Preconference Planning Manual is available on the RBMS website at the following address:

[http://www.rbms.info/committees/conference\\_development/manual.shtml](http://www.rbms.info/committees/conference_development/manual.shtml)

*From the Exec meeting:*

Johnson reiterated they are seeking host institutions for 1010, 1011, 1012 preconferences.

Johnson reported that Dupont had forwarded a request to her in November for cosponsorship in name only for a LAMA program on special collections environmental storage that will be held at Annual. Dupont had already presented the request to Exec and gotten its approval, which is the reverse of the normal process. Since Exec had already approved it, there was no need for Conference Development to formally review it, though Johnson expressed her support for the proposal to Dupont. Because Exec had voted to approve the request between its in-person meetings, approval of the vote should have been included on the consent agenda for this meeting (see above). At this point, Dupont called upon Exec to ratify its prior approval of the cosponsorship request. Approval was unanimous.

Johnson also made a preliminary request for use of section funds to create a keepsake item commemorating the 50<sup>th</sup> anniversary of RBMS to be given away at the 2008 preconference and other occasions.. Exec favored the idea, and asked Johnson to present a formal request once she has developed a specific proposal including cost.

At the invitation of Charlotte Brown, Sarah Layne from ALCTS Cataloging and Classification Section presented a request for RBMS cosponsorship in name only of the one-day preconference on Cataloging Cultural Objects that they will be holding on Friday, June 20, 2008, at the ALA Annual meeting in Anaheim. Layne apologized that the request had not been brought to RBMS sooner, explained that she had only recently

taken over responsibility for the program. Discussion favored approving the cosponsorship request, but to be sure that proper procedure was followed, Dupont asked that Layne forward her request to Elizabeth Johnson as chair of Conference Development so that committee could in turn present its recommendation to Exec for approval. All parties agreed to work together quickly, as the ALCTS deadline for cosponsorships is January 22.

*Action Item: Layne will forward a program description and cosponsorship request immediately to Johnson, who will circulate it quickly to Conference Development committee members for review and approval. Johnson will forward a recommendation to Exec within a week so that Exec will have time to vote on it by the January 22 deadline.*

e. Diversity – A. Lane/F. Pena

*From the Information Exchange meeting:*

Peña introduced himself and co-chair Lane by remarking that it took two people to replace Julie Grob, the previous (and first ever) Diversity committee chair. He commended her for all the outstanding work she did over the years, and asked for a round of applause. He also held up a copy of the Fall 2007 *RBM* issue that was completely devoted to the theme of diversity in special collections, which was guest edited by Diversity committee members Penny Welbourne and Kathleen Burns.

Peña mentioned that the committee has been supportive of Arvid Nelsen's seminar on collecting diverse cultures, to be held at the upcoming 2008 RBMS Preconference. Then he added that most of the Diversity committee meeting in Philadelphia was taken up with revisions of the "Diversity Presentations Tool Kit," a resource intended to help RBMS members give presentations on the field of special collection librarianship to students and paraprofessionals from underrepresented groups. The committee expects to have the tool kit ready for Exec review and approval by June 2008.

*From the Exec meeting:*

No further report or action items.

f. Exhibition Awards – R. Noble

*From the Information Exchange meeting:*

The committee met on Saturday morning and selected winners in its five categories—expensive, moderately expensive, and inexpensive catalogs; brochures; and electronic exhibitions—from a field of 36 catalogs, 10 brochures, and 14 online exhibitions. The total number of submissions is smaller than the ca. 60 catalogs/brochures and ca. 25 online exhibitions of some past years, and the chair, with the advice of the committee, proposed to increase these numbers in the coming year by, at least, personally soliciting entries from institutions as word of their exhibitions reaches him.

This year Katharine and Daniel Leab made a special contribution of \$1500 towards completion of the EAC's online database gallery of winners, for which we are very grateful indeed.

The payout from the Leab endowment is currently rather small (less than 3%). Since questions had been raised already in the course of preceding reports at this Info Exchange, the rest of this report was devoted to a brief explanation of ALA's investment and payout policy for its endowments, under which only dividend and interest income-- after deduction of "bank charges" amounting to 0.77% of the principal -- is available for funding of monetary awards and other expenses. This information was made available to the chair through the good offices of Mary Ellen Davis, who with the assistance of ACRL staff liaison Megan Griffin, has begun providing him with regular quarterly endowment reports.

*From the Exec meeting:*

Noble stated that he would like to move an annual call for submissions to a year-round submission process. This would be facilitated by posting an electronic submission form, which he is working on with the web team. The submission form will eliminate the need for the chair to rekey all of the data that is currently submitted on the PDF forms and will reduce the risk of errors. Brown asked whether submissions are being archived. The winning entries are represented in the database of winners, but all submissions are listed by year on the website. Dupont recognized again the contribution of \$1500 that the Leabs had made to fund the programming of the winners database.

g. Membership and Professional Development - E. Ellickson

*From the Information Exchange meeting:*

The Membership & Professional Development Committee (M&PD) continues to work out the idea of providing on the website general information for those new to the profession. This would be in the form of a FAQ and would deal with such issues as looking for a job, attending conferences, etc. In addition, there would be a list of experts ready to answer specific questions about particular fields. Having such a FAQ and ready referral list would help out new librarians who don't want to sign up for a full-blown mentoring relationship within the Mentoring Program and would also ease the pressures on that program.

As always, mentors are needed for the Mentoring Program. Newer librarians who have already gotten jobs are urged to sign up to be mentors as well. Peer mentoring is a valuable exercise because the experience of newly hired librarians is in many ways much more relevant than the experience of those who got their jobs many years ago.

M&PD will want every member of Exec and the chairs of every committee, discussion group and task force to send a digital photo of themselves for inclusion in a PowerPoint presentation that will be playing silently but continuously during the Introduction to

RBMS at the Preconference Orientation in June in Los Angeles.

*From the Exec meeting:*

Ellickson pointed out that the new section brochure and copies of *Your Old Books* were now available. Copies were circulated during the meeting.

h. Nominating – K. Reagan

*From the Information Exchange meeting:*

Each spring RBMS elects new members to its Executive Committee. The Executive Committee is the only elected body of RBMS. It is composed of three Member-at-Large positions, each lasting a three-year term, a Secretary, who serves a two-year term, and three chair positions: a Vice-Chair/Chair-Elect, (or Incoming Chair), a Chair, and a Past Chair. Each spring RBMS members have the opportunity to cast ballots for Executive Committee candidates in the annual ALA elections. RBMS members running for election in 2008 are:

For Member-at-Large:

Mike Kelly & J. Fernando Peña

For Vice-Chair/Chair-Elect:

Deborah J. Leslie & Charlotte B. Brown

The Chair of the Nominating Committee, Katherine Reagan, thanked the other members of the Committee, Julie Grob, University of Houston, and Terry Belanger, University of Virginia/Rare Book School, for their work in developing this excellent slate of candidates.

*From the Exec meeting:*

Reagan asked for a round of applause for those who agreed to stand for election to section office.

i. Security - R. Oram

*From the Information Exchange meeting:*

Most of the meeting was taken up with consideration of a combined draft of the Security/Theft Guidelines and the review process. There was also discussion of the need for a stolen books database, relationships with the book trade, recent developments in theft cases, and the publication of the nearly complete security manual.

*From the Exec meeting:*

Everett Wilkie's security manual will be submitted to ACRL in 2008 for publication.

Oram reported further on the work he is doing with the Security committee to combine the present security and theft guidelines into a single integrated document and updating it in the process. Oram mentioned that already some four thousand words of duplicate material from the respective guidelines had been eliminated. He also explained that the committee was considering putting certain information in appendices, such as urls to various security resources, so that they could be more readily and regularly updated, but SAC will still have to approve the appendices as part of the guidelines, at least initially.

There was some discussion of what kinds of public review the revised and integrated guideline should be given. Consensus among Exec members favored having the draft guideline published in *C&RL News* in the fall, with a public hearing scheduled for Midwinter 2009. Oram agreed to this plan and promised to have a completed draft ready for discussion at the next meeting of the Security committee at Annual as the next step in this process.

j. Seminars - A. Nelsen

*From the Information Exchange meeting:*

The Seminars Committee is pleased to announce that we have four seminars at the 2008 Preconference that are sponsored by other RBMS committees or discussion groups. We hope to encourage and continue this relationship with other committees and discussion groups because we feel that they know the current interests and educational needs of their constituencies and will have a vested interest in helping us to provide quality instructional programs.

RBMS members are encouraged to submit their ideas for future seminars to the Seminars Committee either via the traditional channels of the online web form, found on the seminars page, and direct emails to the chair, Arvid Nelsen ([nels0307@umn.edu](mailto:nels0307@umn.edu)), or especially to discuss ideas with committee and discussion group members and bring them to their chair for formal committee sponsorship.

The line-up for the 2008 Preconference is:

Session 1 (Wednesday)

1. *Applying Descriptive Cataloging of Rare Materials (Books)*

Note: New name to follow. An updated name was provided at the meeting of the Executive Committee on Monday but I do not have it in writing at the moment.

Sponsorship: Bibliographic Standards Committee

2. *Developing and Sustaining Collecting Relationships with Cultural Communities*  
Sponsorship: Diversity Committee

3. *Teaching and Outreach in Special Collections: From K-12 to Undergraduates and Beyond*

Session 2 (Wednesday)

4. *Archives Management Software*

Note: Formal title TBD – Formerly called An Overview and Introduction to the Archivists’ Toolkit)

5. *Collecting Strategies: Working with Private Owners*

6. *Digital Photography on a Budget*

Session 3 (Thursday)

7. *Blog Boot Camp: An Introduction to Blogging for Special Collections Staff*

8. *Bringing It All Back Home: Recovering from a Theft*  
Sponsorship: Security Committee

9. *Preservation Decision-making and Priority Setting*  
Sponsorship: Curators and Conservators Discussion Group

*From the Exec meeting:*

The seminars committee received suggestions and comments from Exec for their guidelines on seminars. Nelsen will submit a new draft very soon.

## **12. Discussion Groups**

a. Collection Development - A. Bregman/L. Black

*From the Information Exchange meeting:*

Despite the early start time, about 25 participants (including several students and non-RBMS librarians) attended the Collection Development Discussion Group meeting at Midwinter 2008. The primary topic of discussion was a review of the recent publication, “Celebrating research: Rare and special collections from the membership of the Association of Research Libraries.” The group discussed the process for submitting entries and the eventual collections which were included, and reflected on what the choice of particular collections might tell about the institutions involved. In addition, the group considered Nicholas Barker’s introduction and the changes he notes in special collections over the past thirty or so years. The topic led to discussion of the place of rare book and special collections departments in libraries in the new environment of the 21<sup>st</sup> century. Another topic from the agenda led to discussion about collecting faculty papers and publications and the interaction of libraries and archives in this matter.

In the course of the discussions, the group had many chances to digress and consider such diverse topics as the use of collection guidelines and times when diverging from them might be appropriate; how to prioritize acquisitions in the face of competing demands, especially by faculty members; inter-institutional competition and cooperation, and the possibility of finding new homes for out-of-scope collections; weeding and

deaccessioning in special collections; and, collecting articles written about items in the collection.

*From the Exec meeting:*

No further report or action items.

b. Curators and Conservators – D. Conn

*From the Information Exchange meeting:*

The Curators and Conservators Discussion Group attracted a good mix of curators, conservators and students. The topic of discussion was grants focusing on the recent publication by the Library of Congress and the Foundation Center which can be found at <http://www.loc.gov/preserv/foundtn-grants.html>. We found that it was a very helpful guide and should be useful for future fundraising.

*From the Exec meeting:*

No further report or action items.

c. Manuscripts and Other Formats - L. Black/K. Colligan

*From the Information Exchange meeting:*

The Manuscripts and Other Formats Discussion Group held a joint meeting with the MARC for Special Collections (MASC) Discussion Group. Co-chair Kate Colligan was unable to attend the meeting, but MASC co-chairs Sarah Fisher and John Overholt ably assisted with preparation of the agenda and guidance of discussion. Approximately 45 participants attended the discussion group meeting, which began with reports on internship programs, new acquisitions, and conferences attended. Attendees shared news of topics of mutual interest to RBMS from the Society of American Archivists, the Mid-Atlantic Regional Archives Conference, and other associations.

In light of the joint meeting, the discussion groups tackled issues relating to technical services, including mapping metadata between MARC and Dublin Core, and discussed the difficulties presented by crosswalking to EAD. Discussion then shifted to Encoded Archival Context (EAC), described as an encoding format designed to ensure authority control for manuscript and archival collections. In addition to name authority control, EAC allows for inclusion of more detailed biographical information, and can be used to unite material in multiple formats. EAC is more widely used in Europe, where it was adopted thanks to financial and administrative support. Finally, attendees turned their attention to federated searching. In a lively discussion, participants clarified the differences between federated and aggregated searching, indicating that the former can be slower as it sends out queries to multiple databases simultaneously.

All of the co-chairs appreciated the participation of attendees, and would like to extend a

special thanks to Randy Brandt, University of California-Berkeley, Chair of the RBMS Bibliographic Standards Committee, and Bill Landis, Yale University, who contributed extensively to the discussion and provided helpful clarification.

*From the Exec meeting:*

No further report or action items.

- d. MARC for Special Collections – S. Fisher / J. Overholt

*From the Information Exchange meeting:*

[MASC's report was incorporated into the Manuscripts and Other Formats discussion group report above]

*From the Exec meeting:*

No further report or action items.

- d. Public Services – S. Walker

*From the Information Exchange meeting:*

The Public Services Discussion Group met Saturday afternoon with 36 people in attendance. Following introductions and announcements, we talked about replacing photocopying with digital photography. A number of institutions, including the Harry Ransom Center, are moving to providing digital images instead of photocopies in response to patron demand. Benefits include: reduced turn-around time, less staff time spent in preparation, decreased handling and use of originals, and the fact of responding to patron needs. Issues like image use; watermarking; file formats and size; black and white or grayscale or color; file management; charges; image retention and database management were addressed. This led to discussion of allowing patrons to take digital photos themselves, a topic previously discussed but clearly still of interest.

We then turned our attention to outreach, especially focusing on the ways libraries are making connections with new faculty and graduate students. We talked about the roles special collections are playing in recruitment, the pedagogical uses and models, suggestions for marketing and collaboration, and the importance of making faculty, teaching assistants, and students feel comfortable with the material. In a way, both discussions dealt with creating expectations of service and accessibility.

The final topic covered developing special collections' own reference collection: identifying sources, considering electronic resources, and decisions about duplication of main reference collection material. PSDG will not meet independently at Annual but may join another discussion group.

*From the Exec meeting:*

No further report or action items.

### **13. Liaisons**

#### a. ACRL – L. King

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

King announced that the resolution recognizing 50<sup>th</sup> anniversary of RBMS passed. It now goes forward through a process to ALA Council, which should make a decision by the end of the week. [RBMS leadership was subsequently informed that the resolution passed; the finalized text will be mounted on the ALA website at which time RBMS leadership will make an announcement on the RBMS discussion list and other venues]

The spring ballot will include a proposal to enable the formation of interest groups, which are meant to be more flexible groups than the current section hierarchy.

ACRL Research is moving forward with the environmental scan process. The url for the survey is being distributed; see

[http://www.acrl.org/ala/acrl/acrlpubs/whitepapers/Environmental\\_Scan\\_2.pdf](http://www.acrl.org/ala/acrl/acrlpubs/whitepapers/Environmental_Scan_2.pdf)

Leadership Council is conducting a pilot survey of participants about their use of various types of library statistical data.

King heard the concerns expressed to ACRL candidates and will follow up on these. Also discussed were bank fees charged on Leab endowment earnings, which take a disproportionate share of our income due to the low return on the endowment to begin with.

There may be a resolution upcoming at ALA Council about opening organizational electronic lists more widely to read-only members. The logic is that since all ALA meetings are open, electronic lists should be open, too.

#### b. ACRL Board – C. Dupont / E. Schroeder

*From the Information Exchange meeting:*

See above under 6a.

*From the Exec meeting:*

No further report or action items.

c. ACRL Sections Council – M. Lacy

*From the Information Exchange meeting:*

See above under 6b.

*From the Exec meeting:*

No further report or action items.

d. ACRL Budget and Finance - S. Taraba

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

e. ACRL Membership - E. Ellickson

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

f. ACRL Professional Development - E. Ellickson

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

g. ACRL Publications – W. LaMoy

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

h. ALCTS/PARS -- D. Conn/J. Teper

*From the Information Exchange meeting:*

The first order of business at the Preservation Administrators Discussion Group was the re-configuration of PARS. Although it is the smallest section in ALCTS, PARS has 9 discussion groups and 1 interest group. Most other ALCTS sections have 1-3 discussion groups and 0-1 interest groups. Therefore, it was suggested that PARS reduce the number of groups to 3; the Preservation Administrators DG, Preservation of Paper-based DG, and the Preservation of Electronic and Digital Information DG. An Iowa caucus style discussion ensued and all agreed to the reductions with concerns over the loss of the Education and Small to Mid-sized Libraries DGs. With fewer groups, it would free up members to attend meetings in other sections and have better organized meetings.

Several announcements of interest from the meeting include:

- Internships in preservation and other disciplines at Yale and several other libraries
- The University of Maryland Special Collections is having an exhibition and symposium titled The Well Dressed Book celebrating the many facets of Victorian cloth book binding.
- The NEH budget for Preservation and Access has been cut by \$1million, challenge grants are most affected. [*This statement was later clarified by Suzanne Lodato. The NEH budget for the Division of Preservation and Access in FY 2007 was \$18,248,000; the recently passed NEH budget for FY 2008 allocates approximately \$17,671,000 to the Division of Preservation and Access, representing a reduction of about \$571,000 rather than \$1M. Also, the Division of Preservation and Access does not support challenge grants; rather, they are funded by the NEH's Challenge Grants program.*]
- The Research and Testing lab at the Library of Congress is under renovation.
- The University of Texas at Austin is recruiting for another round of PhD students in Preservation.

The meeting concluded with a discussion on Preservation Programs in the Digital Age.

*From the Exec meeting:*

No further report or action items.

i. GODORT/MAGERT - M. North/N. Kandoian

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

j. IFLA – B. Paulson

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

k. CALM – C. Dupont

*From the Information Exchange meeting:*

Dupont began his report by saying that he would like to include regular liaison reports from CALM (ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums) at RBMS Information Exchange because CALMs charge to promote information sharing and collaboration among the three allied cultural heritage organizations that it represents align closely with RBMSs mission. Dupont reported that he is currently serving as CALMs ALA co-chair and noted that many other RBMS members have served or are currently serving as members, including Beverly Lynch, who was the most recent ALA co-chair and remains a current member. CALM is an ALA-level committee, and all appointments are made by the ALA president-elect. ALA leadership looks to ACRL/RBMS as a primary constituency when selecting members. As with most ALA committees, CALM meeting are open to all ALA members, and there are many ways to participate without being formally appointed. CALM shares information about its activities through its open discussion list. In addition, CALM is in the progress of mounting an interactive wiki site thanks to its having been granted an ALA Emerging Leaders project group composed of five energetic new and aspiring library, archives, and museum professionals who will be working together on the project over the next six months.

*From the Exec meeting:*

No further report or action items.

l. ARL Working Group on Special Collections -- M. Dimunation

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

m. SHARP – Duroselle-Melish

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

n. BSA – D. Slive

*From the Information Exchange meeting:*

The Bibliographical Society of America (BSA) is pleased to invite RBMS members who will be in New York during Bibliography Week 2008 to the Annual Meeting of the Society:

2008 Annual Meeting: New Scholars, General Session, and Address

The Annual Meeting will be held on January 25, 2008 at New York University's Hemmerdinger Hall, 100 Washington Square East. The meeting will begin with the New Scholars program at 2:00 p.m., with the following speakers and papers:

Adam G. Hooks (Columbia University), Malkin New Scholar: “‘Playes in the Press’: Booksellers’ Catalogues and the Classification of Printed Drama in Seventeenth-Century England”

Sarah Howe (Christ’s College, Cambridge), Pantzer New Scholar: “The Authority of Presence: The Development of the Author Portrait, 1500-1640”

Hannah Sullivan (Harvard University): “Shored Fragments: Modernist Excision and its Consequences”

The general session will begin at 4:00 p.m. The speaker will be BSA President John Bidwell speaking on “Biographical Dictionaries of the Book Trades.” A reception will follow at the end of the meeting.

Additional 2008 BSA programming is also being planned for the following conferences:

39<sup>th</sup> Annual ASECS Meeting  
March 27-30, 2008. Portland, Oregon.

49<sup>th</sup> Annual RBMS Preconference  
June 24-27, 2008. Los Angeles, California.

16<sup>th</sup> Annual SHARP Conference  
June 24-28, 2008. Oxford, England.

48<sup>th</sup> Annual Western History Association Conference  
October 22-25, 2008. Salt Lake City, Utah.

35<sup>th</sup> Annual Saint Louis Conference on Manuscript Studies  
Dates to be announced. Saint Louis University, Saint Louis, Missouri.

For additional information, please check the BSA website. [<http://www.bibsocamer.org>]

*From the Exec meeting:*

No further report or action items.

n. APHA – E. Holzenberg

*From the Information Exchange meeting:*

No report.

*From the Exec meeting:*

No further report or action items.

o. ACRL Standards and Accreditation (SAC) – E. Wilkie

*From the Information Exchange meeting:*

[The RBMS SAC liaison does not report at Information Exchange.]

*From the Exec meeting:*

SAC is ready to accept the Transfer of Materials to Special Collections and Core Competencies guidelines when they are finished and approved by Exec. (.) Exec will work with SAC to get them in time, along with the needed transmittal sheets.

There were no changes to ACRL manual chapter 14, which is where SAC information resides.

During SAC's discussion of a previous guideline, Wilkie said that the presence of the committee chair and member of Exec at the SAC review meeting made the approval process work more smoothly because the RBMS representatives were able to answer questions and provide information directly.

Dupont recommended that the guidelines for committee chairs in the RBMS Manual be revised to recommend that committee chairs for task forces, along with the Executive committee member-at-large who is serving as the task force liaison, attend the SAC meeting at which guideline is discussed.

*Action item: Schroeder will incorporate this addition in the revision of the RBMS Manual that he is responsible for completing as past chair.*

Wilkie reminded Security that they needed to note on the transmittal form for the new guidelines that these were to replace older documents, which will need to be rescinded.

p. SAA – J. Schaffner

*From the Information Exchange meeting:*

Jennifer Schaffner reported she has been appointed by Mary Lacy to this new position, in order to formalize the liaison relationship with the Society of American Archivists. The purpose is to maintain open communication back and forth between the natural allies of SAA and RBMS. Just in the past three days much of this was evident, for example:

- the Task Force on the Joint Statement on Access
- Bib Standards worked with an SAA rep on EAC and EAD
- MASC also discussed mutual projects and practices
- DCRM for item-level manuscripts has a SAA courtesy member

Schaffner called for questions, policies and issues germane to our communities. Many of these people already wear both hats.

*From the Exec meeting:*

No further report or action items.

## **14. Old Business**

a. Preconference scholarship award committee charge

Discussion centered on the composition and responsibilities of the committee. Email discussions over the fall clarified that the Scholarship Committee will be composed of four members: one each from Membership and Professional Development, Conference Development, and Diversity, along with the member-at-large from Exec. The Membership and Professional Development member will serve as chair. The Scholarship Committee will not be a standing committee, but rather a recurring ad hoc committee. A

simple charge should be drafted. Members will serve on the Scholarship Committee during their full term on their service on the committee which appointed him or her. This information will be added to the RBMS Manual.

*Action item: Schroeder will incorporate this addition in the revision of the RBMS Manual that he is responsible for completing as past chair.*

b. Committee appointment terms

Dupont reported that he has not followed up on this issue yet. The issue concerns the limits on committee appointment terms and the challenges the limits can pose on providing leadership and continuity for important committees, particularly those with publication responsibilities. Changing ACRL policy on committee appointments would involve petitioning the ACRL Board. Belanger thinks we will be more successful if we ask for exceptions for specific committees for specific reasons. Dupont suggested that it may be helpful to solicit the support of other ACRL sections. He said that he would help Lacy position this issue in the coming months but that action would likely fall to her term of service as section chair.

*Action item: Dupont and Lacy will strategize on the best means for positioning the issue of committee service term limits with other ACRL sections and ACRL leadership.*

c. Task force to explore guidelines for the digitization of special collections

The task force was formed. For its preliminary report, see 7c above.

d. Preconference attendee contact list

Sponsors rely on the ability to contact attendees as part of their motivation for participating. Last year, delivery of an attendee list with addresses was delayed by questions over whether attendees had given consent to have their contact information released to sponsors. Dupont stated that the registration form for the 2008 preconference will include an opt-out checkbox to allow individuals to decline having their contact information sent to sponsors and included in the attendee list circulated to preconference attendees; otherwise the contact will be included and shared with sponsors.

e. Liaisons to ABAA, SAA, and other organizations

Lacy reported on the issue of appointing liaisons from RBMS to other organizations that was raised at the 2007 Annual meeting, where it was noted that there were several liaison vacancies. Lacy explained that there are two types of liaison appointments: officially appointed liaisons appointed by ACRL to other organizations, and unofficial liaisons appointed by sections to allied organizations. All RBMS liaisons are presently of the second type. The vice-chair makes the appointments and reports them to ACRL, but ACRL does not process an official appointment form, and there are no term limits. The ACRL roster for RBMS lists them by name, but does not include their affiliation; the

names and organizational affiliations are listed on the roster that is posted on the RBMS website

Lacy noted that a liaison to ABAA has not yet been appointed and needs to be revisited.

*Action item: Lacy will explore appointing an RBMS liaison to ABAA by Annual.*

## **15. New Business**

### **a. RBMS Traveling Workshops/Seminars (Schroeder)**

Schroeder reported that he had sent a proposal to Exec and Conference Development to provide a means of offering some of the successful preconference workshops in different parts of the country because workshops are oversubscribed and many section members may have been unable to travel to them. One of the major issues is infrastructure support (registration, publicity, etc.). Schroeder will talk with ACRL about this and bring back more information for Annual. Workshops might also be offered at the ACRL conference, especially if ACRL can offer support.

### **b. Purpose of preconference scholarships and eligibility criteria (Ellickson)**

Membership and Professional Development raised the question of who should determine the eligibility criteria for preconference scholarships. The scholarship committee structure is now formalized (see 14a above), but the committee members have not felt competent to determine eligibility guidelines, especially whether recipients should be ACRL or RBMS members, and whether they should have the expectation of continuing involvement with RBMS. Susan Allen said the program originally was intended to support someone who was already a member but had never attended a preconference.

ACRL money needs to go to ACRL members, but since the section has been raising additional funds from direct member contributions, it would seem that these additional funds can be distributed any way the section chooses, including to non-members. Section members have benefitted from the participation of recipients from other communities, such as museum professionals.

Dupont said that he and Schroeder and Lacy have been compiling a report assessing the impact of the scholarship program at the request of the ACRL Board. He suggested that the report include recommendations for scholarship eligibility based on the findings of the report. The report will be shared with the section when it is completed, sometime prior to Annual. At that time, Exec can revisit the eligibility criteria and discuss them with ACRL leadership. In the meantime, ACRL/RBMS membership will be among the eligibility criteria for 2008 preconference scholarships.

*Action item: Dupont will ensure the completion and submission of the scholarship assessment report to ACRL by Annual.*

c. Other

No other items of New Business were raised.

The meeting was adjourned at 11:31 a.m.

Minutes respectfully submitted, 11 July, 2008, by RBMS executive committee secretary  
Beth M. Whittaker