

MINUTES
RBMS Regional Workshops Committee
ALA Annual Meeting – Washington, D.C.
Saturday, June 26, 2010
4:00 - 5:30 PM
Washington Renaissance, Meeting Room 05

Members present: Jane Gillis, Yale University (chair); Cherry Williams, Lilly Library, Indiana University; Kasia Leousis, Washington University in St Louis; Jeffery Makala, University of South Carolina

Not present: Heather Cole, Houghton Library, Harvard (excused)

Guests: Stephen Skuce, MIT; Scott Carlisle, Princeton University; Jennifer Nelson, Robbins Collection, University of California at Berkeley; Jennifer MacDonald, University of Delaware; Anne Bahde, San Diego State; Deborah J. Leslie, Folger Shakespeare Library; Randal Brandt, Bancroft Library, University of California at Berkeley; Annie Copeland, Penn State

AGENDA:

- 1. Welcome and introductions**
- 2. Selection of recorder**
 - Kasia Leousis volunteered to record the minutes.
- 3. Clarification of membership (added agenda item)**
 - Original model when creating committee used ex-officio's representatives from other RBMS committees
 - Regional Workshops Committee is now a regular standing committee with regular members and no ex-officio members
 - Members should report back to their other committees about the activities of the Regional Workshops Committee
 - The Executive Committee does not need a representative to serve on the Regional Workshops Committee
- 4. Review and approval of minutes of January 16, 2010**
 - Minutes were approved with no additions or corrections
- 5. Identify workshops**
 - a. Workshops/Speakers**
 - Two workshops were chosen from the 2010 RBMS Preconference at Philadelphia: Latin for Rare Materials Catalogers and Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade
 - Both workshops had waiting lists and were well received

- The presenters from both RBMS workshops have agreed to take their sessions on the road as regional workshops
 - Jennifer MacDonald and Jennifer Nelson presented the Latin for catalogers workshop
 - Dan Slive and E. C. Schroeder presented the workshop on collaboration between librarians and booksellers
- Executive Committee needs to vote on the Regional Workshops Committee's proposals, selection of workshops, institutions, and locations

b. Host Institutions

- Elizabeth Johnson proposed that the Lilly Library host the Latin for Rare Materials Catalogers workshop this coming fall. It coincides with the Lilly Library's 50th Anniversary
- Hosting the workshop during the fall semester will mean having to schedule the workshop in-between weekends with home football games
 - A Thursday or Friday would be best for a workshop
- The Lilly Library, located at Indiana University, Bloomington is an ideal choice for a regional workshop. The Midwestern location provides a convenient destination for those who could not attend the preconference in Philadelphia.
- The Lilly Library has a scheduled exhibition for the fall: Gilding the Lilly: One Hundred Medieval Manuscripts, September 20 – December 18, 2010, curated by Christopher De Hamel which will align nicely with the proposed workshop's topic
 - Christopher De Hamel will give a series of talks and a workshop mid-November, therefore it would be better to hold the RBMS workshop earlier
 - The weekend of September 18 is too early, that leaves October 9th or 23rd
 - On Thursday October 21st, there is a planned talk by an Art History faculty member on the rule of the book and an evening reception scheduled from 4:00-7:00 p.m.
 - The workshop could be held Friday October 22nd
 - Holding the workshop alongside the exhibition and planned talk makes for a harmonic convergence
 - As a tie-in to the exhibition, presenters Jennifer MacDonald and Jennifer Nelson would like to feature some of the Lilly Library's medieval manuscripts as transcription examples in their workshop
- Students in the rare books track at the Indiana University's School of Library and Information Science would be interested in attending this workshop
- Workshop will be advertised within the context of the Lilly Library's upcoming exhibition and talks
- Dan Slive has agreed to pursue presenting Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade workshop at the 44th California International Antiquarian Book Fair, Concourse Exhibition Center, San Francisco, February 11-13, 2011
 - The LA Book Fair is held during opposite years to San Francisco
 - UC Berkeley hosts the Peter Koch artists' book fair
 - Is CODEX going to happen next year?
 - We would get better participation at a large book fair

- The highlight of the RBMS preconference workshop was holding it at the Booksellers' Showcase which allowed for interactions between booksellers and participants. Converting this session into a regional workshop means finding a book fair
- The only problem with this scenario is that the San Francisco Book Fair is not an institution. Who would be willing to fill this role and provide meeting space, coffee breaks, and A/V equipment?
 - Badges are sent from ACRL to host institution. Who will distribute?
 - Host institution also distributes booklets, badges, directions and coordinates registration
 - Someone in San Francisco will need to be responsible for these logistics. Who arranges this if we have no institutional host?
 - RBMS members Randal Brandt and Jennifer Nelson, both of the University of California at Berkeley, volunteered to assist with logistics if the workshop is held during the 2011 San Francisco Book Fair.
- Antiquarian Booksellers Association of America (ABAA) might be willing to co-sponsor the workshop. This might include paying for one of the speakers and/or possibly a meeting space.
- Dan Slive and Jane Gillis will contact ABAA about this co-sponsorship and what we require for hosting a workshop: meeting space, two coffee breaks, A/V equipment.
 - We ask a lot of ABAA during the preconference Booksellers' Showcase and reception. Is it too much to ask them to serve as co-sponsor?
 - ABAA should benefit from being a co-sponsor of this workshop
 - Does ABAA have an executive secretary who handles similar events?
 - ABAA would need to act as "host" and secure the meeting space and organize delivery of food
 - If ABAA hosts, will they expect ABAA members to be 50% of the participants? Would we have a problem with that?
 - RBMS member volunteers would assist ABAA with coordinating registration, handing out badges and booklets, providing directions, and setting up for two coffee breaks. Volunteers will sit in on the workshop.
 - The main problem of co-sponsorship is negotiating the budget. ACRL would have to give ABAA members the RBMS rate. Jane will confirm with Tory Ondrla.
- There is conference space at the San Francisco Book Fair and partitions can be set up to create a classroom. Who will pay for creating this space?
- We need to answer these questions during the next month
- If ABAA declines to participate, we are back to square one for securing the workshop's institutional host
 - An independent bookseller in San Francisco could offer their own store as a site for the workshop
 - San Francisco has a Center for the Book
 - The California Historical Society is within walking distance of the San Francisco Book Fair
 - Book Club of California is too far away from the San Francisco Book Fair

c. Dates

- Latin for Rare Materials Catalogers is tentatively scheduled for October 22, 2010, pending confirmation from Elizabeth Johnson and presenters
- Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade is tentatively scheduled for the weekend of February 11-13, 2011

6. Workshop logistics

- This is where the manual comes in
- We need to write down everything that happens during the initial workshops and this information should be included in the manual
- Setting deadlines is important because we are taking a preconference workshop on the road
- SAA has guidelines for each workshop, we should use them as a model
- We need a checklist, timeline, and list of responsibilities for the host institution, RBMS, ACRL, and presenters
- Jane Gillis will speak with Tory Ondrla regarding best practices for organizing conferences
- We should look at the preconference manual and scale down for a workshop
- How should we gather and organize this information as a group?
 - Would a wiki work? PBwiki is an option. Each time the document is edited the group gets an email notification
 - What about digress.it? The preconference had a demo. It allows comments on a text document and is based on WordPress.
 - Google docs requires only a gmail account for group editing
 - ALA Connect
 - Do we want to be able to edit or just add comments? We want to be able to edit.
- Jane will set up a PBWiki for the committee to edit the Regional Workshops Manual

7. Budget

- Includes supplies, conference equipment, messenger services, reproduction of materials for packets
- Current budget shows a net of \$2800 but does not include honorarium, so the net is more likely \$1800
- Modeled on budget for preconference
- Jane will discuss the budget with Tory Ondrla, it needs to be reworked, there are items agreed upon that are not in there. Specifically they will discuss the honorarium, speaker expenses, and reproduction services.
- Is there a possibility of reduced rates for students? Probably not. We should investigate the possibility of scholarship funds for student attendees.
- Budget must be reworked because starting September 1st, ALA will take 26.1% off the top, it is currently set at 21% with ACRL taking 15%
- Line 33 should be increased to \$400
- Registration cap is 30 participants, with a minimum of 26 per workshop

8. Publicizing the workshops

- We could use model of SAA's website to solicit institutional hosts. They have a link to "Host a Program at Your Institution"
- A couple of institutions have already indicated their interest in hosting a regional workshop.
- We need to make sure that we don't offer workshops in the same region as the preconference
- Mailing will be electronic only, no paper
- Send announcements to relevant electronic mailing lists
 - RBMS-L
 - EXLIBRIS-L
 - DCRM-L
 - SHARP-L
 - SAA-L
 - ALCTS-L
- Notify local ACRL chapters
- Host institution will handle their own publicity through appropriate channels
- Need to work on PR advertisement flyer. Information to include: what, where, when, costs, presenters. Use the website announcements for the preconference workshops as a starting place.

9. Charge and Manual

- The charge will remain the charge with no additional information or comments
- The charge should be separated from the manual, which will be called the Regional Workshops Manual
- What we need to develop and add to the manual are the responsibilities of RBMS, ACRL, the host institution, and the presenters
- We need to come up with deadlines for the fall and spring workshop cycles
- We should set up a wiki and have everyone on the committee work on the manual
- Preparing for the fall and spring workshops of 2010-2011 will give us an idea of everything that needs to be done
- The manual should generally cover how we work, how we choose locations, presentations, institutions
- Would this manual need to go through the Conference committee? No.
- The workshops will be like a mini preconference

10. Other

- For workshops offered by the Regional Workshops Committee, are only workshops from the preconference going to be offered or can outside workshops be considered for a regional workshop?
 - No. Charge specifically states that workshops should be first presented at a RBMS preconference.

- If at some point, we wanted to include outside workshops, the charge would need to be rewritten and subjected to Executive's approval
- Preconference workshops are always well done and over subscribed
- The reason behind the deliberate restriction to RBMS preconference workshops is that we could see and evaluate the workshop as an RBMS product
- If you want to do a regional workshop, you must first present at a preconference. Added benefit is that RBMS members will hear about it
- Workshops presented at the preconference may be reworked for the regional workshop setting with slight changes in content, remaining substantially the same
- SAA evaluates their workshops selects those deemed SAA-worthy as regional workshops
- The "Notes on State Library Associations with Special Collections Related Sections, Divisions, Roundtables, etc. and Possibilities for RBMS Connections" document (provided by M. Danley, University of Memphis) will be helpful to publicize the workshops with state and regional associations

The meeting adjourned at 5:27 P.M.

Respectfully submitted,
Kasia Leousis