

**Final Minutes**  
**RBMS Regional Workshops Committee**

**ALA Midwinter Meeting, San Diego CA**  
**Saturday, January 8, 2011**

Members present: Jane Gillis, Yale University (Chair); Cherry Williams, Indiana University; Jeffrey Makala, University of South Carolina (recorder).

Members excused: Kasia Leousis, Washington University; Heather Cole, Harvard University.

Guests: Jennifer Nelson, University of California, Berkeley; Randal Brandt, University of California, Berkeley; E. C. Schroeder, Yale University; Deborah Leslie, Folger Shakespeare Library.

1. Welcome and introductions.
2. Selection of recorder. Jeffrey Makala agreed to take minutes.
3. The minutes of the June 26, 2010 meeting were approved.
4. Workshops 2010/2011 (Evaluation and review).
  - 4a. Fall workshop: Latin for Rare Book Catalogers. Evaluations were uniformly excellent. Cost did not seem to be a factor for the 14 attendees.
  - 4b. Spring workshop: Building Collections: Acquiring Materials and Working with the Antiquarian Book Trade, at Berkeley. Everything is on track, though registration is slow.
  - 4c. Logistics. There have been several inquiries about a student rate, and the committee agreed this should be implemented for future workshops, in accord with the Budget & Development Committee's recommendation that we do so. \$189 is the standard rate. A student rate of \$89, subsidized by RBMS, is possible, with a student cap of 5 per workshop (first-come, first-served) for next year's workshops, for a total RBMS expenditure of \$1000. There was some discussion of why the Latin cataloging workshop with 11 on the wait list at the preconference had only 14 registered in Bloomington. Possibilities included the economy, the cost and the location. A committee member will email those on the waiting list asking why each did not register for the Bloomington workshop.

Some hints on logistics include the following points. The host's proposal should clearly indicate the level of local interest and number of likely attendees, or the appropriate tie-in event such as a book fair. For the manual: presenters should always book a hotel room early; if the workshop doesn't run, it can always be cancelled without loss. A standard evaluation form should be written and included in the new manual.
  - 4d. Budget. The fall workshop operated at a \$400 loss.
5. Future Workshops.
  - 5a. Workshops/speakers. Several were suggested: Lisa Browar's fundraising workshop that is being repeated at the 2011 Preconference; Special collections 2.0; DCRM(b); Security;

Copyright; Best Practices for Exhibitions. The committee will discuss more topics at our Annual conference meeting.

Heather Cole was tasked to contact RBMS Discussion Group leaders to find out each group's most recent discussions and see if new workshop topics can come from expressed member needs. The committee should also liaise with each Preconference program planning committee to develop/encourage both new and repeat workshops.

A good seminar can be expanded into a workshop, though workshops need not initiate from an existing program; they can be proposed by anyone in the section. How best to communicate this fact to the membership?

5b. Host institutions. There has been some interest from Emory, LC, and Michigan to host workshops.

6. Manual. The committee could use a few more members, especially as we begin to develop a manual. Jane will ask Mike Kelly to consider appointing several new members for this coming year. Therefore the complete committee membership will have properly-staggered terms of office.

Current Manual sections needing to be written:

- Host responsibilities
- Standard proposal form
- Planning timeline
- RBMS/ACRL responsibilities
- Sample evaluation form
- Appendix of past workshop topics