

RBMS Security Committee Minutes

RBMS Security Committee

Washington DC

Saturday, June 26, 2010

4-5:30pm

Renaissance Washington 10/11

Members In Attendance: Rich Oram (Chair; University of Texas, Austin), Nicolette A. Dobrowolski, (Syracuse University), Jo Ellen Dickie (Newberry Library), Joel Kovarsky (The Prime Meridian), Nina Nazionale (NY Historical Library) Michael Inman (NYPL), Robert Desmarais (University of Alberta).

Guests: Ryan Mason (Shelburne Museum), Jennifer Lowe (Saint Louis University), Alvan Bregman (UIUC), Anne M. Lane (University of Wyoming), Martha Conway (University of Michigan), Hjordis Halvorson (Newberry Library), John Cullars (University of Illinois at Chicago), Mark Greenberg (University of South Florida), Margaret Tenney (University of Texas, Austin), Fernando Pena, (Grolier Club).

Members not attending: Sarah Anne Burge (Yale University), Isaac M. Gewirtz (NYPL Berg Collection), Susan M. Allen (ex-officio, Getty Institute Research Library).

I. Housekeeping and introduction of new chair

Chair Rich Oram began the meeting by announcing that this was his last meeting as the chair of the committee. Alvan Bregman was introduced as the new chair.

II. Missingmaterials.org webinar, missingmaps.info , and other security related sites/topics

Missing Maps

Joel Kovarsky provided an update on Missingmaps.info . It has been slow to get going but there has been some recent activity. There are 17 records now, some with reference images. There are 80 registrants and many more have viewed the site.

Missingmaterials.org

Rich Oram recapped the Missingmaterials.org webinar, held online on May 10, 2010, which was well attended. A part of the webinar touched on the New York State Historical Records Advisory Board (SHRAB), NHPRC grant funded project, "Lessons from a Theft: Bringing Security Tools and Knowledge to New York's Historical Records Community." The goal of the project is to develop training and web resources related to records security and theft prevention.

Missingmaterials.org has been available for about a year but few records have been contributed. Several institutions have noted that they do not have any missing material or do not keep an inventory of missing items. Questions were raised and discussion followed on whether or not institutions find out that items are missing when they are being paged for the Reading Room, through regular shelf reading, or through another means. Are items marked missing in the catalogue record or is the record suppressed? There was discussion around some missing materials possibly caused internal staff taking materials from the stacks without documentation or staff having materials in their office spaces that have not yet been accessioned (either were purchased or donated.)

ILAB

The ILAB Stolen Book Database site (<http://www.stolen-book.org>) is now searchable although one cannot see the actual records unless one is a registered member. Without a membership, one can only access the title of an item and the date the item was listed.

Marking

There was discussion about marking collection materials using micro stamps, microdots, indelible ink and book plating. Pros and cons of each were mentioned. The Library of Congress offers indelible ink for free and it does not off-set. Rich mentioned that a possible future research project would be to send out a survey regarding marking; what kind of marking does each institution do? What is the degree of compliance? How many items are you marking – all or chosen valuable/rare ones? The British Library's "Vulnerable Library Project" chose to mark items of rarity/institutional meaning. With larger collections, it seems impossible to mark every book/manuscript.

Security in the Reading Room

A question was raised about monitoring in the Reading Room; what level of monitoring are staff doing while on the desk? How many staff members are at the desk? Are staff allowed to conduct other work while on the desk (check email, work on computer, answer phones)? One suggestion was to have two people at the desk at all times; one to solely monitor and one to answer any questions. Discussion also followed regarding how furniture is set up, clear view of tables, possible blind spots, etc. There is a section in the upcoming Security Manual (See Section IV below) regarding the recommended configuration of Reading Rooms. Security technology is always changing and there is a need to budget for upgrades. A suggested measure to deter thefts in the Reading Room is to update all related policies and procedures.

III. Conference program: "To Catch a Thief"

This year's Conference Program is "To Catch a Thief: Cataloging and the Security of Special Collections" - Sunday, June 27, 2010 at 1:30 pm. Mark Dimunation, Bonnie Magness-Gardiner, Travis McDade and Jennifer Schaffner are all to present and it is moderated by Nina Schneider. The

committee discussed how better records may deter thieves. While everyone wants better/more cataloging, budget cuts are making this harder.

IV. Publications

The Security Manual is scheduled to come out soon; late this year or early next year. A New York Times article was recently published on conservation and security issues.

V. Website and State Laws

Website

Nicolette Dobrowolski stated that new relevant news is being added to the site. No major changes have taken place on the site. We continue to use a link checker to make sure all links off of our pages are current.

State Laws

We are recreating the State Law assignments set at the 2010 Mid-Winter meeting. The research of the individual state laws has been time consuming and it was suggested that individuals ask for assistance from their respective Law Libraries/State Law Libraries.

VI. New business

No new business. The meeting adjourned at 5:30 pm.

(Minutes taken by Nicolette A. Dobrowolski)